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Queens Explorers Magnet School

for Global Conservation and Service Learning
Founded 2014

90-07 101st Avenue, Ozone Park
 Melissa Compson, Principal
 Diana Tonne, Assistant Principal

Parent Handbook 2019-2020

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QUEENS EXPLORERS ELEMENTARY SCHOOL
MISSION STATEMENT

&

CORE VALUES

Mission

At Queens Explorers Elementary School, we are committed to teaching students the essential skills to become active and engaged global citizens. We will build character through our core values of responsibility, respect and trust, and teach social action **to affect positive change** in our local community and around the globe. Students will make global connections and impact the world for the better through an interdisciplinary curriculum and service learning programs.

Core Values

Trust: All stakeholders communicate freely with the confidence that others will be critical, compassionate, consistent, knowledgeable, honest and open.

Responsibility: All stakeholders will join as partners in having mutual accountability for meeting the academic and social needs of all students.

Respect: All stakeholders demonstrate and attitude of consideration toward the world, the community, the school, each other and themselves through thoughtful actions and words.

Registration Forms

*EACH PARENT/GUARDIAN NEEDS TO COMPLETE THE
FOLLOWING FOR THEIR CHILD*

Admission Policy:

Queens Explorers Elementary School is a choice school. Parents must apply through the NYC Department of Education. If all seats are filled, a waiting list is generated. In order to register at Queens Explorers, the following forms must be completed.

Forms for Registration	Check if Comp
Emergency Blue Card- Keep updated!	
Home Language Survey	
Photo Consent Form	
Lunch Form	
Student Physical/Health Form given to nurse	
Ethnicity Survey	



STUDENT HOURS

MONDAY-FRIDAY 8:00AM-2:20PM

BREAKFAST EACH DAY AT 7:30AM-7:50AM

OFFICE HOURS

The school's office hours are from 8:00AM to 2:20PM

Monday through Friday during the days of regular school operations.

ADDRESS

90-07 101St Avenue, Ozone Park, NY 11416

Important School Telephone Extensions

Main Office.....718-558-7088

Fax #.....718-558-7091

District 27 Administrative office718-642-5800

ATTENDANCE INFORMATION

Education law and Board of Education policy (See CR A-210) requires that every child attaining the age of six and under the age of sixteen attend school during school hours for a minimum of 180 days per year unless excluded by provisions of the law as described below. Attendance rates are included as one of the promotional criteria. Attendance in class is an integral part of the successful educational process. Education is the priority for your child. DO NOT schedule vacations or pleasure trips while school is in session. **Parents are required to provide a written excuse indicating the reasons for any absence, tardiness, or early departure. Extended absences of three or more days require documentation from the doctor. You may email your child's absence to QEabsent@gmail.com.** We encourage you to make all doctors' appointments in the afternoon so that they do not interfere with the instruction the students receive each day. Parents are asked to call the school before 8:00 a.m. whenever their child/children are going to be absent. Queens Explorers Elementary School requires 95% attendance rate. In alignment with the academic focus of the Department of Education, Queens Explorers requires that if a child is absent during the day, they then cannot participate in extra-curricular activities. The priority is the academic day. Please keep in mind our intention is not to be punitive, but to teach responsibility so that we are preparing our students for the reality and importance of education in real life.

EXCUSED/UNEXCUSED ABSENCE/TARDINESS

AND EARLY DEPARTURES

Excused absences, lateness and early departures are legally allowable due to:

- Personal illness
- Serious illness or death in the family
- Religious observance/education during school hours
- Required court appearances
- Required medical appointments of the pupil that cannot be scheduled in the afternoon
- Approved college visits
- School sponsored activities

All other absences, tardiness (lateness) and early dismissals are considered unexcused and illegal.

Examples are:

- Truancy
- Family Vacations
- Babysitting
- Work during school hours
- Over-sleeping, missing the school bus, etc.
- No parent/doctor's written note for an otherwise excusable absence
- Accompanying a parent on an appointment

Administrative procedures ensure that students' attendance is monitored on a regular basis; ensure systems in place to acknowledge a student's efforts to maintain or improve school attendance and ensure a means to monitor and communicate attendance records with parents/guardians and agencies, as appropriate. Please be advised that being frequently late to school will negatively affect your child's school records and grades.

**ANY CHILD ARRIVING AT THE SCHOOL BUILDING
AFTER 8:05 AM IS LATE.**

DAILY HOMEWORK REQUESTS FOR ABSENTEES

Daily homework requests for an absent student should be made prior to 10:30 a.m. Please call the main office to make this request. This will give the teachers time to prepare the materials to be sent home. You may request to pick up assignments and materials in the Main Office at the end of the day (before 2:20 p.m.).

Students are responsible for completing work covered or assigned during his/her absence. Assignments that are not made up will negatively affect the student's grades. Teachers are **NOT** obligated to have work prepared for the student beforehand as it interferes with teaching responsibilities and is often not possible due to the nature and content of the subject. All make-up work will be assigned on the day the student returns from the absence

EMERGENCY INFORMATION AUTHORIZATION FORMS

Emergency Information Authorization Card (Blue Cards) are kept in the Main Office for all students. If the parent cannot be reached, there must be at least three adult names with current phone numbers on the card who are designated to care for the child.

It is asked that you complete the Emergency Information Authorization Form each September. Please be accurate with phone numbers and update as soon as changes occur. Also, please share and provide an alternative location for your child to go if school is closed early. The school must be able to call you if it closes due to an emergency or inclement weather.

Please be advised that your child will not be released to anyone **unless the Main Office has received a written note from the parent/guardian or the person picking up your child in listed on the Blue Card.** Emergency Information Authorization Form.

If you are moving, please update the school with your new contact information, including the new address and phone number of home and work.

CUSTODY

If custody of a child is limited by court order, a copy of that order must be on file at the school. Without a signed court order, either parent may request to see a teacher, be contacted in the event of an emergency, view school records on their child, or sign their child out of school. *It is imperative to provide the school with a copy of the court order at the beginning of each school year so that accurate and up-to-date records can be maintained. Please provide any court documents to the school within 45 days of obtaining the court order. For additional information see Chancellor's Regulation CR A750*

EMERGENCY SCHOOL CLOSINGS AND UNSCHEDULED EARLY DISMISSALS

When it becomes necessary to close school due to inclement weather or a school emergency, announcements will be made after 6:00 a.m. on the local radio and television stations. NYC information line (311) may also be consulted as well as the DOE website (www.schools.nyc.gov).

In the case of an emergency early dismissal, the school will use the information on the blue contact card only to notify parents/guardians/caregivers. No new verbal pickup arrangements will be accepted; your child will only be released to individuals listed on their blue information card on file in the main office.

SCHOOL RECORDS

Please be aware that permanent school records (report cards, cumulative folders, etc.) must reflect the name recorded on your child's birth certificate. If your child's name has been legally changed, please bring documented legal proof of the change to the office as soon as possible.

MEDIA

At various times throughout the school year, newspapers and TV stations may be present at the school to record different school functions and activities. For your child to participate in any activity or event that may lead to him/her being photographed, the school will need to have a signed Photo Consent Release on file. Once signed, this document will cover any and all activities that may occur during the current school year. Additional forms are available in the Main Office.

At Queens Explorer's Elementary School, we believe in life-long learning and therefore, we may have some student teachers in the building who are working to become certified teachers. If they should want to take pictures or videos of the students, they will have their own Release Form for the students to fill out at the time that they are student teaching. Queens Explorers will obtain parental consent to publish photographic images and, if necessary, to print the names of the students in photographs accompanying materials published by the school, such as the yearbook, or in press releases and articles submitted to local newspapers. The school will always use discretion in the choice and use of photographs, and students will never be identified by full name if they appear on the school website.

SAFETY PLAN

In accordance with Chancellor's Regulation (CR) A414, the Queens Explorers Safety Committee has adopted a school-wide safety plan and building level emergency response plans. These plans are intended to define how the school building will respond to acts of violence, emergency situations, and other disasters.

The safety plan provides a framework for identifying and implementing appropriate strategies for creating and maintaining a safe and secure learning environment for all of the students. A copy of the plan is available for examination in the main office, upon updating and completion each year.

Fire Drills and soft lockdowns are performed throughout the school year in accordance with regulations outlined by the NYC DOE. Improper behavior during fire drills such as talking, yelling, running or failure to follow instructions of the teachers or other adults present will result in disciplinary actions. Behavior of this kind endangers lives and will not be tolerated.

BREAKFAST PROGRAM

Kindergarten-Fifth grade breakfast is served beginning at 7:30 a.m. and ending at 7:50 a.m. Students who arrive by school bus after 8:00 a.m. will be provided with an abbreviated breakfast prior to going to their classrooms. However, any child arriving on the bus (private or city) should be fed at home to ensure they will have a healthy breakfast before instruction. No parents will be allowed to remain in the cafeteria during breakfast. All Pre-K students eat breakfast in their classroom with their teachers throughout the school year; not in the cafeteria. Pre-K students may arrive at school starting at 8:00am.

FREE LUNCH PROGRAM

The school provides free meals to children of eligible families. Eligibility is dependent on the family completing a school lunch application. See CR A-810. It is imperative that you complete this application online at <https://www.applyforlunch.com/Application> or fill out the paper version and send back the completed lunch form to school as soon as you receive it.

Your completion of this form influences the school budget.

INSTRUCTIONAL LUNCH

Lunch at Queens Explorers for PK -1st Grade will take place in the classroom. Students must learn how to act responsibly and respectfully during the lunch period. They also need to build a sense of community in the classroom by having conversation that builds relationships and trust. Some of the student responsibilities during the lunch period include:

- No one eats until everyone has their food – Teacher gives the signal
- In the buffet line, you ask “Yes please” for an item or say “No Thank you”
- Students eat with their utensils
- Students try to keep food on their tray
- Chew with mouth closed, not talking while eating
- Speak using inside voices and kind words
- Students are not trading or sharing food
- Students bring healthy snacks only - No glass containers allowed in school (*If a student does not bring in a healthy snack (candy, soda, sugared juices, etc.) they will be held until the end of the day and then given to the student to take home*)
- Last 5 minutes of lunch time is “Quiet Eating Time” so that everyone has a chance to finish”
- Students clean up their own table and help clean the classroom after the conclusion of the meal.
- Student’s lunch cannot be heated, so please send in lunch that can be eaten as is.
- Be aware the some students in your child’s class may have food allergies. A note will be sent home that notes any food items that cannot be brought to school for lunch due to these allergies.

ARRIVAL PROCEDURES

Kindergarten – Fifth Grade

Arrive at 7:30-7:50am for breakfast at the 91st Street entrance by the cafeteria. If your child is not eating breakfast, arrive by 7:50am at the 90th street entrance in back of the school. Doors will close at 8:00 am. If you arrive to school with your child for arrival after 8:00am, please bring him/her through the main entrance and your child will be escorted to the classroom. When a student is late to school, the parent **must** sign him/her in at the main desk.

3K, Pre- Kindergarten & Kindergarten

Arrive at 7:55am at the 91st street entrance (Cafeteria Entrance). The doors will open at 7:55am and the teachers and teacher’s assistants will receive the students. The doors will close at 8:05 am. If you arrive to school with your child for arrival after 8:05 am, please bring him/her through the main entrance and your child will be escorted to the classroom. When a student is late to school, the parent **must** sign him/her in at the main desk.

Doors close promptly at the above noted times for each grade level. At that time the staff is responsible for helping the students move to their classroom to begin instruction and will not open any entrance doors. Please bring your child directly to the main entrance.

WE APPRECIATE YOUR COOPERATION IN THIS PROCEDURE

DISMISSAL PROCEDURES

Dismissal will take place between 2:10-2:20pm each day in the gymnasium (1-5 students), and cafeteria (PK & K). Please take the ten minutes to (1) speak with the teacher (2) sign out your child from the teacher and (3) ask your child what they did that day.

Only adults who are listed on the **Emergency Blue Card and have a valid ID** will be allowed to pick up your child. Therefore, it is extremely important to update the card with new phone numbers and contacts as they arise. This can be done in the main office.

Students who are late being picked up will be held in the school cafeteria and will be supervised by school staff. The student will be signed in as a “late pick up.” The school staff will then contact all adults on the emergency card, starting with the parents.

If you anticipate being late or have a change in pick up procedures for your child, please call the main office so that we can let the teacher and student know before dismissal begins. When picking up your child late, the parent/guardian **MUST** show ID at the security desk.

If you are chronically late picking up your child, there will be a requested meeting with the Principal to determine how to remedy the issue.

REENTERING THE BUILDING AFTER SCHOOL HOURS

Due to security reasons, students will NOT be allowed back into school after dismissal. Please impress upon your child to make sure he/she has all of the necessary materials prior to leaving for the day. If your child participates in an after school program at Queens Explorers, he/she will not be allowed to leave the school premises in between the time of school dismissal and the start of the after school program.

On half days when there is early dismissal ALL students must leave the premises at dismissal time and all after school programs are cancelled unless otherwise informed. Dismissal is at 11:20am (doors open at 11:10am) on half days.

PEDESTRIAN AND VEHICLE SAFETY

- Use great caution when driving or walking along/across 101st Avenue, as well as 90th street and 91st street.
- Families and students should always walk on sidewalks and cross at crosswalks and corners
- Families and students are expected to be orderly and positive representatives of our school in the community
- Families and students must be mindful of motorists from both directions while crossing the street
- For parents who drive their children to and /or from school, vehicles must not stop in roadway to pick up or drop off students
- Vehicles must not double park or stand in bus drop off/pick up locations
- Vehicles must not stand/park in fire hydrant locations
- Parking regulations near the school must be respected and obeyed

TRANSPORTATION

Transportation is provided for all students in Kindergarten through 8th grade based on DOE transportation policy. (See CR A-801 for full details). **Pre-K students may not receive bus transportation.** Parents also have the option of providing their own private transportation.

If you are interested in bus transportation to and from school, please follow the procedure outlined below:

1. Come into the main office to see the secretary.
2. Tell the secretary that you are interested in bus transportation for your child.
3. The secretary will check to determine if you are eligible.
4. If you are eligible, the secretary will ask you to choose a bus stop that you would like your child picked up and dropped off at. There is a list of bus stops to choose from. The bus will not pick you up at your house.
5. The secretary will enter that information on the computer.
6. You will be advised when you can begin using the bus.

The Principal oversees all bus discipline. The school will work closely with parents to maintain positive bus behavior, which will ensure the safety of everyone on board. Students:

-MUST keep all body parts inside the bus at all times and wear their seatbelts.

-MUST be on time when being picked up by the bus or dropped off.

-Are asked NOT to stand in the roadway while waiting for the bus.

-SHOULD wait in an orderly manner and never push or shove a fellow student.

TRANSPORTATION (Cont'd)

- SHOULD remember that the driver is in charge of the students and they must obey the bus driver at all times while riding the bus.
- ARE to allow drivers the ability to attend 100% to the proper and safe handling of the school bus.
- ARE required to ask permission to open all windows.
- ARE NOT to throw papers or any other materials on the floor of the bus or out the windows of the bus.
- ARE NOT to move about the bus while it is in motion.
- ARE to wear a seatbelt once seated.
- MUST remain seated until the bus comes to a full stop before exiting.
- MUST obey the driver's instructions when crossing the road.
- Should NOT bring glass, pets, etc. onto the bus.

All bus incidents will be handled fairly and swiftly. In order to ensure proper bus safety, students must adhere to the above rules. **Chronic bus misbehavior will result in a student losing bus riding privileges for a specified period of time or indefinitely. Please make sure to review the rules with your child at the beginning of the school year and at intervals throughout the year.**

First Incident = 1 week Bus Suspension

Second Incident = 3 week Bus Suspension

Third Incident = Permanent Suspension from Bus

Students are also subject to other disciplinary actions outlined in the DOE Discipline Code.

If a family member has a safety concern related to bussing OR has a question, see the school Parent Coordinator

SERVICE LEARNING

Students will be entering a global community and they must learn to build respect for not only their own community and culture, but also for cultures around the world. The world will one day be their responsibility and it is our job to prepare them. Children will learn how to communicate, analyze situations, make judgments, access information in a variety of ways, and continue to learn about the changing world as they grow up in our school. The service learning projects will invite the community and the families to get involved. We look forward to working together to make the world a better place.

School Wide Service Learning Projects: Every student will take part in at least five school wide service learning projects during the year.

GLOBAL EXPLORATION

As we prepare our students for college and career readiness, it is important that they experience and respect cultures and people beyond the boundaries of their community and country. There are two primary ways in which Global Exploration will be embedded into our curriculum by the Queens Explorers staff in the classroom:

Global Traveling Trunk – Each classroom will have one trunk that is reused for each unit. Trunks are used to bring the world to the students. Traveling trunks can be boxes, bags, baskets, suitcases, or any containers that can hold artifacts that are related to the content area of study. Trunks will be created in every interdisciplinary unit. Artifacts and/or pictures of artifacts are gathered to put in the trunk for each unit.

Virtual Field Trips – **Virtual Field Trips must be planned at least ONE time during each unit.** Imagine being able to take your students on a trip to visit the pyramids of Egypt or under the ocean searching for shipwrecks! Students will also skype with experts in other places.

ACADEMIC EXPECTATIONS AND GRADING POLICY

Student academic achievement shall be based on the degree of mastery of the school’s instructional objectives as outlined in the curriculum plans for each subject. The objectives reflect the Common Core Learning Standards needed for successful performance in all grades. Students’ grades will reflect the most accurate progress of the student at the time of the report card, giving more weight to more recent assignments.

Classwork assignments, homework assignments, assessments, projects, classroom activities, and other instructional activities shall be designed so that the student’s performance indicates the level of mastery of the designated objectives and standards.

Kindergarten-5th Grade: Grading Policy 2019-2020

Scale of Marks Awarded: Kindergarten – 5th Grade

Minimum grade a student must receive to pass a Course- Level 2 (65% +)

Lowest grade a student can earn: Level 1

Levels	Level 1	Level 2	Level 3
Percentage	0-64	65-79	80-94
Equivalents			

Benchmark Reading Levels: Kindergarten – 5th Grade

Grade Level	K	1 st	2 nd	3 rd	4 th	5 th
Benchmark Reading Level <i>(Students must be reading at this level by June for promotion)</i>	E	J	M	P	S/T	V

**ACADEMIC EXPECTATIONS AND GRADING
POLICY (cont'd)**

Assignments Used To Determine Your Child's Grade:

Math - Classwork including Mid-Chapter Checkpoints and End of Chapter Checkpoints

Reading - Classwork including weekly reading comprehension assessments, weekly word work assessments, unit performance tasks

Writing - Classwork including daily/weekly writing folder assignments, unit performance tasks

Homework - Homework completion will be logged by the classroom teacher for each marking period.

MAKE UP WORK

Students in grades PK-5 may **make up** work assignments and tests without penalty after an absence and will be given two school days for every day missed to complete the assignments or tests missed after an absence.

HOMEWORK POLICY

Homework is given to students so that they can practice the skills they learned in school. It is important to allow your child to do their own work. Please continue to support your child, however students will learn by experiencing trial and error when completing their own work. Please allow enough time in the evening or weekends for them to complete their work on their own.

Pre-Kindergarten:

- The homework assignment should be something that asks the parents to work together with his/her child.

- Parents, be sure to ask your child, “What did you learn in school today?” and have them verbalize at least three things they did that day. This discussion not only develops your relationship with your child, but also helps your child reflect and develop language.

Kindergarten thru 5th Grade

- Each night the students should be expected to “READ” or listen to their parents read aloud a story. The students can keep a record and respond to the stories. Each classroom will have a lending library to assist you.

- Parents, be sure to ask your child, “What did you learn in school today?” and have them verbalize at least three things they did that day. This discussion not only develops your relationship with your child, but also helps your child reflect and develop language.

REPORT CARDS

Report Cards are distributed directly to the parents during Parent Teacher conferences in November, March, and May. Final Report Cards are backpacked in June for the student to take home.

- If a parent cannot attend the Parent/Teacher Conference date, he/she must work out an alternate conference date with the teacher in order to receive the report card. It will NOT be sent home with the child or with a family member without a teacher conference.
- The first three marking period grades are NOT cumulative; they represent the grade earned for the marking period only
- The final grade is cumulative

PARENT-TEACHER CONFERENCE SCHEDULES **2019-2020 SCHOOL YEAR**

The parent teacher conference schedule for the current school year is below. The teachers will be scheduling conference times with each family. Please come on time to your conference. If you are late, you will be asked to reschedule with the teacher.

Marking Period	Evening Date	Afternoon Date
1	November 14 th , 2019	November 14 th , 2019
2	March 5 th , 2020	March 5 th , 2020
3	May 7 th , 2020	
4	Report Cards Backpacked No Parent Teacher Conference June 26, 2020	

PROMOTIONAL POLICY FOR THE SCHOOL

The promotional policy is aligned with the NYC DOE Promotion Policy. The Queens Explorers Promotion Policy is built on the belief that regular attendance increases student achievement and self-esteem and develops positive attitudes toward school and learning.

STUDENT PLACEMENT

Students are placed by the building Principal, with additional input from grade-level specialists and current grade-level teaching staff, including music, ESL and Guidance. Placement is made on an individual basis, with primary concern given to placing the child in an academic environment that will provide the greatest potential for academic advancement. Every attempt is made to balance classes including number of male and female students, learning styles, range of abilities, special needs and student relationships. We have your child's best interest in mind when we make these decisions.

BOOK USE AND RESPONSIBILITY

Students are responsible for maintaining good condition of all textbooks, literature books, library books, etc. All parents/guardians will be held accountable for payment of any books that are lost or returned in poor condition (written-in, torn, or dirty). No report cards will be released if there are outstanding books or fees.

ACADEMIC INTEGRITY POLICY

Queens Explorers highly values academic integrity and does not permit any form of dishonesty or deception that unfairly, improperly, or illegally adds to the enhancement of a grade of an individual assignment or a course grade. Teachers and Administration are aware, however, that new forms of cheating, plagiarism and other forms of dishonesty may arise, and therefore we expect every student to interpret the requirement of academic honesty and integrity broadly and in good faith. If there is any doubt as to whether a particular act constitutes academic dishonesty, ask a teacher before your child proceeds with it.

Academic dishonesty includes, but is not limited to:

Cheating on Exams:

1. Copying from others
2. Having or using notes, formulas, or other information in a programmable calculator or other electronic device without explicit teacher review and permission
3. Having or using a communication device such as a cell phone, pager, PDA, or electronic translator to send or obtain unauthorized information
4. Taking an exam for another student, or permitting someone to take a test for you
5. Asking another to give you improper assistance, including offering money or other benefits
6. Asking for or accepting money or any other benefit in return for giving another improper assistance
7. Providing or receiving information about all or part of an exam, including answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information)
8. Having or using a “cheat sheet” (a piece of paper with answers, formulas, information, or notes of any kind) that is not specifically authorized by the teacher

9. Altering a graded exam and resubmitting it for a better grade

10. Working together on a take home exam, unless specifically authorized by the teacher

Gaining or providing unauthorized access to examination materials

11. Misrepresenting your academic accomplishments, such as by tampering with computer records
12. Deceiving a teacher by making up a false excuse or reason in efforts to gain special consideration on an exam or extension for an exam, paper, or project
13. Failing to promptly stop work on an exam when the time allocated has elapsed
14. Forging a signature
15. Hoarding or damaging library materials

Note: Simply having possession of any prohibited or unauthorized information or device during an exam (whether or not it is actually used) is an act of academic dishonesty and will be dealt with as such.

Plagiarism in Papers and Assignments:

- Giving or getting improper assistance on an assignment meant to be individual work (when in doubt, ask)
- Including any materials not based on your own research and writing on assignments turned in for credit. This includes:
 1. Using the services of a commercial term paper company
 2. Using the services of another student
 3. Copying part or all of another person’s paper and submitting it as your own for an assignment
- Acting as a provider of paper(s) for any student(s)
- Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers (self-plagiarism).

- Failing to use quotation marks where appropriate
- Failing to properly acknowledge paraphrased materials via textual attribution, footnotes, endnotes, and/or a bibliography
- Making up data for an experiment (falsifying data)
- Citing nonexistent sources (articles, books, etc.)

Consequences for Academic Dishonesty

- The first offense will be reported to the Principal, and will result in a grade of 0% on the assignment and a notation will be cited on the student's record. A parent conference will be held, and a one-week loss of communal recess will be instituted. If the student is in a leadership role, he/she will be removed
- The second offense will be reported to the Principal. Parent conference will be scheduled. Loss of participation in clubs and after school activities. An automatic grade of 0% on the assignment, and a notation will be cited on the student's record, and a one-week loss of communal recess will be instituted.
- Should a third offense occur, it would result in a scheduled parent conference and one year's probation from all clubs, activities, and trips. The student will receive a failing grade for that subject.
- All assignments must be resubmitted; if not submitted, the student will receive a zero on the assignment.

Note: Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.

In the event it is established that a student has engaged in academic dishonesty, a committee of staff members and administration has adopted the following steps as a policy:

FIELD TRIPS K-5 STUDENTS

Queens Explorers Elementary School will have regularly scheduled trips. Invitations to join trips are dependent on student behavior, and adherence to the school Code of Conduct and lunch payment. Parents will fund trips if entrance fees are required. In some cases, each student may be assessed a bus fee in order to defray bus transportation cost. A permission slip and emergency contact form must be completed for each field trip. The forms will be sent home prior to the scheduled trip. This form must be completed and returned to school *before* a student may participate on the trip. **Phone permission is not sufficient and will not be accepted.** If the school administrators assess that your child's conduct does not reflect the rules and regulations of Queens Explorers, he/she will not receive a consent form for field trip participation. The teacher will contact the parent if their child will not be attending the trip.

SCHOOL CLUBS AND EXTRACURRICULAR ACTIVITIES

There will be opportunities for participation in extracurricular clubs and activities at Queens Explorers Elementary School. Students must exhibit behavior that exemplifies the culture of Queens Explorers Elementary School and remain in compliance with the uniform policy and school Code of Conduct. Students may be excluded from participation in any of these activities based on non-compliance or teacher recommendation for removal. The school reserves the right to remove a student at any time throughout the year based on infractions.

When an extra-curricular activity begins, a permission slip will be sent home with your son/daughter. We ask that you return the slip within two days in order for your son/daughter to retain his/her seat in the program. If the slip is not returned, another student may be asked to fill that seat.

HEALTH

Queens Explorers has a full time nurse assigned to the school every day who is available to students as needed. Minor injuries are cared for at the school. For more severe illnesses or injuries, the nurse will notify families to have the child taken to the doctor. In emergency cases the school will be required to call for an ambulance. Families/guardians will always be notified of a serious problem. **Queens Explorers** follows NYC Department of Health policies and protocols for all health related issues.

Automated External Defibrillators (AEDs)

Queens Explorers maintains on site functional Automated External Defibrillators (AEDs) for use during emergencies. Some of the school personnel have been trained in their use.

Health Awareness List

The welfare and safety of all of our students is our top priority. A Health Awareness List of students who have health-related concerns is maintained for the staff and is updated throughout the year. Please inform the Health Office of any changes in your child's health. The school nurse is always available to work with you or help with any health issues. This includes any and all conditions, especially food allergies. It is the family's responsibility to inform the school personnel of any of your child's allergies or health conditions.

Illness Reporting

If a child has signs or symptoms of illness such as fever, sore throat, upset stomach, etc., the child should not be sent to school. It is also advised by health care professionals and NYC DOE that a child remain home for 24 hours after having any of the above illnesses and must be fever free (without medication) for at least 24 hours before returning to school. This is for the child's welfare, as well as protection for his/her classmates. Please report your child's absence to QEabsence@gmail.com

To control the spread of communicable diseases, it is imperative that the school nurse be notified if your child contracts strep throat, scarlet fever, chicken pox, impetigo, head lice, scabies, pinworms, and any other example of contagious diseases.

Immunization Requirements

New York State Public Health Law (PHL #2164) requires that every child shall be immunized. Please see CR A701 for full details. We do not wish to prohibit any child from attending school, but public health and state education law requires that immunization requirements must be met for school attendance or the child will be excluded.

It is the responsibility of the parent/guardian to provide this information to the school. Acceptable records include certificates of immunization or a signed statement attesting to required immunizations from a physician or health facility. Any additional immunization updates will be distributed as we receive them.

Medications

School nurses CANNOT administer prescription or over-the-counter medications to a student without the following: (See CR A-701 for full details.)

1. Written directions from the physician using school form Section 504 Authorization to Administer Medication by School Personnel with the physician's signature.
2. Written request for a parent/guardian for the school nurse to administer the medication.
3. Unexpired pharmaceutically labeled medication must be supplied by the parent to be maintained in school nurse's office.
4. In accordance with Health Department regulations, any unused medications must be claimed by the parent or guardian at the end of the school year or it will be discarded.

1. Students may NOT carry medication with them at any time, unless written authorization is received from the physician.

Teachers **will NOT** be permitted to administer medicine of any kind to students.

Physical Examinations

The Education Law requires that a physical examination be furnished by each pupil upon entrance to the school district (including Pre-K and Kindergarten) and by each child entering the 1st, 3rd, and 6th grade. It is recommended that your family physician give your child a complete medical examination. Your physician will need to complete a school health examination form, which may be obtained from the school nurse. This form should be returned to the school by September 15, 2014. If this form is not returned to the school, your child may be excluded from school events and field trips and it may be asked that they do not return to school until the completed physical examination form is provided. It is requested that the health office be notified of any change in the health status of the child.

Hearing is tested annually for every K and 1st grade student, as well as any new students to the DOE as required by New York State Law, and vision is tested annually for every pupil. The school nurse will notify a parent/guardian when a problem is indicated, and a Physician Referral will be sent to the parent/guardian. See CR A-701 for full details.

Choice of shoes (sneakers preferred because the students will have recess.

DRESS CODE

A school uniform will not only help the school recognize who belongs on the school campus, but will also reduce distraction for students, show respect, eliminate label competition, simplify dressing, minimize cost to parents, and unity as a school. **The uniform colors: Top (Light Blue), Solid Bottoms (Navy Blue).**

Definition of Uniform Wear

Queens Explorers Elementary School is a uniform school and all students are required to adhere to the school's strict uniform policy every day, including first and last days of school, birthdays, and on field trips*. Clothing worn to school should be clean and neat. Undershirts are not to be worn as uniform tops and students may not wear denim pants as part of their uniform. If students choose to wear a sweater or sweater-vest, it must be **solid** navy blue. If there is writing, pictures, graphics, etc. on the sweatshirt or sweater, your child will be asked to remove it during school hours. Our school colors and style scheme are light blue tops and **solid** navy blue bottoms for all grades 3K thru 5. All sweat pants or gym pants must align with the color scheme. If tights are worn they should be **solid** Blue. Appropriate footwear is to be worn at all times. Sneakers are to be worn each day for recess.

*Picture Day is the only day on which students will be allowed to attend school without standard school uniform.

Dress Code Enforcement

Parents of any child reporting to school without suitable uniform attire will be immediately contacted and asked to bring the appropriate uniform to the school. Should parents be unreachable or unable to bring the proper uniform attire, a uniform will be assigned to the child at the beginning of the school day and returned prior to dismissal.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

Core Values: Trust, Respect, Responsibility

Behavioral Expectations: Expectations for every context in the school are laid out in a matrix throughout the school. Those contexts are: Hallways, Gymnasium, Assemblies, Playground, Cafeteria, Classroom.

Tokens: Explorer Tokens will be given to students who exhibit behavior that aligns with our core values. Every token that is given is added to a class “pot”. Each class has a goal for the number of tokens they want to reach and an experiential reward when they reach that goal. This goal is posted on each class’s door. Tokens can be given by any adult staff member.

Stickers: The school principal will give students Core Value stickers when any student is seen exhibiting those core values. The stickers will say “I am trustworthy,” “I am respectful,” or “I am responsible.” The Principal may also choose to write a personalized message on the sticker. The student can wear the sticker home that evening and keep them. Please ask your child why he/she received a sticker that day!

Daily Announcements: Every day the teachers recognize students who have exhibited the core values. These students are announced over the PA system each morning.

CODE OF CONDUCT SUMMARY DOCUMENT

This summary document of the Queens Explorers Elementary School’s Code of Conduct is developed in an effort to:

- Clearly define the expectations for acceptable conduct on school property.
- Identify the possible consequences of unacceptable conduct
- Ensure that discipline, when necessary, is administered promptly and fairly.

Rights and Responsibilities

The Code of Conduct defines the rights and responsibilities of students as members of the school community. These rights and responsibilities relate to academic, school citizenship, behavioral and extra-curricular activities.

Essential Partners

The following adults are identified as essential to support students as they develop as students and good citizens: parents, teachers, student service personnel, Assistant Principal, Principal, Superintendent, and the Board of Education. Their roles and responsibilities are explained in detail in the complete document.

Core Values guide our Behavior Management System:

1. Respect
2. Responsibility
3. Trust

Students attending Queens Explorers must maintain decorum of behavior that is polite, respectful, and compliant to school regulations. Courtesy toward classmates, teachers, staff, and visitors is imperative in order to achieve an effective educational environment.

Individual classroom behavior management systems will focus on reinforcing the positive or desired *Core Values*. Classroom expectations will be set on the first day of school each year.

Disciplinary Penalties, Procedures, and Referrals

Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. As a general rule, discipline will be progressive and will fall into categories of infractions labeled Minor, Major, and Extreme. Examples of each category are as follows:

a. Minor. Classroom disruptions, aggressive actions, disregard of school regulations, damage of private and school property through misconduct, or dress code violations.

b. Major. Assault of any person (student, staff, teacher, or visitors), willful destruction of personal and/or school property, use of abusive or profane language, and occurrence of cheating or theft. It is unacceptable to bring real or toy guns, knives, weapons, and the like to school.

c. Extreme. Excess violence, threatening behavior, illegal or dangerous activities.

In determining the appropriate disciplinary action, school personnel authorized to impose penalties will consider the student's age, the nature of the offense and the circumstances which led to it, the student's prior disciplinary record, the effectiveness of other forms of discipline, information from parents, teachers, and/or others, as appropriate, and all other extenuating circumstances. The school staff will use the ladder of intervention in handling individual cases.

Penalties for various infractions may include, but are not limited to:

- Oral and written warnings to the student
- Written notification to parent/guardian
- Parent Conference
- Classroom Detention
- Suspension from recess
- Suspension from social/extra-curricular activities
- Suspension of other privileges
- In-school suspension
- Removal from classroom
- Short or long term suspension from school

• Corporal punishment of any student by any district employee is forbidden. For full information see CR A 420 Reasonable physical force may be used to:

- Protect oneself, or any person from physical injury.
- Protect the property of the school or others.
- Restrain or remove a student whose behavior interferes with safety and orderly operation of the school (if the student has refused to refrain from further disruptive acts).
- Disciplinary actions will be based on guidelines from the DOE Code of Discipline. The Code of Discipline can be viewed online at:

<https://cdn-blob-prd.azureedge.net/prd-pws/docs/default-source/default-document-library/discipline-code-kindergarten-grade-5-english.pdf>

- Discipline of Students with Disabilities
- The code of conduct affords students with disabilities

certain procedural protections whenever school authorities intend to impose discipline upon them. These procedures are consistent with the safeguards required by applicable laws and regulations. However, all students are required to comply with the discipline codes and procedures from the DOE and Queens Explorers.

**BULLYING OF ANY KIND IS ILLEGAL AND NOT
TOLERATED.**
QUEENS EXPLORERS IS A BULLY FREE ZONE!

It is the sincere desire of the staff to provide a safe, caring environment conducive to learning. Behavior that does not facilitate this will not be tolerated. It is our goal to allow our students to learn in an atmosphere of safety and mutual respect.

If a child has a problem with another student and cannot resolve it on his/her own, he/she can come to any adult in the building, inform his/her teacher or any adult immediately. Physical violence of any sort is not acceptable as a means of resolving conflicts. Any child engaging in such actions will be subject to disciplinary actions as outlined in the NYC DOE Discipline Code.

Reporting Violations

All students are expected to promptly report violations of the code to the appropriate adult. All staff that is authorized to impose disciplinary sanctions is expected to do so in a prompt, fair, and lawful matter. The building principal or his/her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as is practical.

Sexual Harassment

It is the policy of the school district to maintain a learning- and working-environment that is free of sexual harassment. Sexual harassment is deemed unacceptable conduct in the educational and employment environment and will not be tolerated. Students and school employees should report the alleged violations of this policy to the Principal immediately.

Visitors to the School

Parents are encouraged to visit the school periodically during the course of the school year. However, the classrooms are very busy places and unannounced visits, or just short drop-ins may be disruptive and are discouraged. Parents are encouraged to visit the school personnel by appointment in order to discuss any problems or concerns regarding the student, whether or not those issues are school-related. For student safety, all visitors are required to first sign in at the front security desk and be issued a visitor's pass, (which must be displayed at all times), then report to the main office to sign in again. The pass must be returned upon exiting the building. As models for the children we want to remind families that adults must display appropriate behavior at school. While in the school building, parents are expected to observe the core values of respect, responsibility and trust. We expect adult visitors to our building to control the volume of their voice and refrain from use of profane language and gestures even if you believe no child can see or hear you. In instances where there is conflict, a parent should not question other children or adults. School staff members are available to assist in those matters. The school reserves the right to request removal of or allow limited access to anyone who violates these mandates. The following applies to visitors and volunteers to the school:

1. Anyone who is not a regular staff member of Queens Explorers Elementary School is a visitor.
2. All visitors are required to sign on at the security desk **and** in the Main Office.
3. Visitors attending school functions open to the public are not required to sign in at the security desk.
4. Visitors who wish to observe a classroom while school is in session are required to arrange visits in advance with the teachers so class disruptions are kept to a minimum.
5. Teachers are not expected to discuss individual matters with visitors during class time.
6. Unauthorized persons will be asked to leave the school premises.
7. No students will be removed from school unless they are signed out in the Main Office as per school procedures.

All persons on school premises or attending a school function shall conduct themselves in a respectful and orderly manner in accordance with our posted core values. In addition, all persons on school property or attending a school function are expected to be properly attired.

SCHOOL LEADERSHIP TEAM

This is the site-based decision-making team which includes parent members. The team consists of instructional staff, non-instructional staff, the Principal, and parents elected by the general PA voting body. Parent members on this committee have direct input in school governance and decision-making.

PARENT-TEACHER ASSOCIATION - PTA

Queens Explorers PTA objectives are to provide support and resources to the school and the parents of the children attending this school for the benefit and educational growth of the children. We will help develop a cooperative working relationship between the parents and the staff of our school; develop parent leadership and build a greater capacity for parent involvement and participation on all levels; and continually encourage and provide opportunities for training and growth that foster active participation in decision-making and school governance.

Parent involvement opportunities always exist. There are many PA committees that need your help and participation to function. We encourage parents to become active committee members.

PARENT INVOLVEMENT ACTIVITIES

Parent/teacher communication is encouraged throughout the school year. Teachers can be contacted through note, e-mail or telephone calls through the main office. No teacher will be called to the telephone during instructional times. Any meetings must be pre-arranged with the teacher and times are to be strictly adhered to, to minimize interruption in instruction.

- **Parent -Teacher Association**

Parents are invited to be part of the Parent-teacher Association. The PTA will meet on a monthly basis at minimum. Monthly general meetings will be regular and announced for all parents to attend.

- **Parent Bulletin Board**

Notices can be found posted on the Parent Bulletin Board and on the near the main entrance.

- **Service Learning Celebrations**

Throughout the year, there will be five school-wide service learning projects for every student. The final phase of every project is the “Celebration Phase.” During the “Celebration Phase” the students, families and staff celebrate the positive impact that they have made on their community and on communities around the world. Parents are always welcome to help plan these events, and of course share in the festivities with our children!

- **Parent Workshops and Family Activities**

There are ample opportunities to come to. Parent workshops provided by our staff or outside consultants. These workshops will be on subjects that are generated by parents. Come with your ideas! We also have multiple family activities each month in the evenings. Come and join the fun!

- **Learning Environment Parent Surveys**

Learning Environment Surveys are distributed each year to obtain input and feedback from parents to determine how the school can improve. We strongly encourage your participation in this survey.

BIRTHDAY PARTY INVITATIONS FOR PARTIES OUTSIDE OF SCHOOL

In order to remain sensitive to the needs of all of the students, it is requested that birthday party invitations be delivered during school hours only when all students in the class are invited. If all classmates are not to be invited, it is suggested that you mail invitations so as not to place any of the students in an embarrassing situation. If the birthday falls on a day when school is in session it is expected for your child to attend school dressed in FULL SCHOOL UNIFORM. NO EXCEPTIONS.

BIRTHDAY PARTIES AND SNACKS

Parties

3K, Pk and Kindergarten- The parent can work with the teacher to set up a party for the students during the scheduled lunch time for your child's class. The parent can go up to the classroom with the snack **ONLY** during the lunch period. After the students eat their regular lunch, the parent can pass out the birthday snack.

Birthday Snacks-3K, Pk and K

Due to the large number of food allergies in the school, **each snack that is brought in for a birthday must be store-bought and say "NUT FREE" on the packaging. Please limit snacks to healthy snacks, goodie bags, juice and cupcakes. No ice cream, sheet cakes or hot food such as pizza or hot dogs are allowed.** Please include enough snacks for your child's class only. Your cooperation is appreciated.

1st – 5th Grade- There will be no parties or snacks in school. The class will recognize the child's birthday during the lunch period with the birthday song.

**CONCERTS, PERFORMANCES AND EVENING
EVENTS AT SCHOOL**

Students performing in concerts or hosting celebrations with their class should arrive at school at the predetermined time as conveyed by their teacher. He/she is to report directly to the designated supervised area and remain there until called upon. Parents are asked to remain seated throughout all performances until the latter stages of the concert. We are asking this out of respect for the students performing during the later stages of the concert. Unless an emergency situation is imminent, parents will not be allowed to take their child from a supervised designated classroom until the concert/performance/celebration is completely over. Parents must also keep any accompanying children seated in the seats provided throughout the concert. It is expected that the audience is quiet during a performance, as the teachers and students work hard to prepare for concerts and performances, and respect should be given to them throughout the event. There will be no exceptions to this procedure as it is outlined above. When attending evening events on school premises ALL children are expected to obey the school's Code of Conduct, and conduct themselves as if in a regular school day. They should be properly attired. There should be NO RUNNING, NO DEFACING PROPERTY OR REMOVING DECORATIONS, NO YELLING OR LOUD VOICES. EVENING EVENTS ON SCHOOL PREMISES ARE CONSIDERED "FAMILY" EVENTS; THEREFORE CHILDREN SHOULD ALWAYS BE ACCOMPANIED BY A PARENT OR GUARDIAN THROUGHOUT THE ENTIRE EVENT. DO NOT DROP OFF YOUR CHILD FOR A LATER PICK UP.

COMPUTER USAGE

The computer equipment and access to the Internet are provided to our students for educational purposes only, and can only be used under the direct supervision of a staff member.

Students are responsible for good behavior on the school computer Internet network. Access to the Internet is provided for students to conduct research for instructional purposes and to communicate with others. It is not being provided to access social websites, chat rooms, instant messaging, or inappropriate websites. Access to the Internet is provided to students who agree to act in a considerate and responsible manner, as defined in the contract.

GAMES, TOYS AND ELECTRONIC DEVICES

Queens Explorers strictly prohibits the use of all electronic games, toys, and other electronic devices. Please do not allow your children to bring these types of items on school premises. If discovered, they will be confiscated and held in the Principal's office until parents/guardians come in to claim them in accordance to CR A412. If the device is not claimed in one month it can and will be discarded.

LOST AND FOUND

Please take the time to clearly label all articles of clothing and other possessions to avoid loss and to help in their identification should they get lost. Do not mark your child's clothing on the outside. If clothing is not claimed by the end of each month, it will be donated or discarded. Place all ID tags on the inside to protect against possible child abduction.