**Scholastic Academy of Excellence 18  
  
Dr. Valencia Brown-Wyatt, Principal  
Mrs. Cynthia Heid, Assistant Principal**

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**Parent Handbook**

**Expectations, Policies, Procedures**

**2018-2019**

***Scholastic Academy of Excellence  
Vision And Mission***

***Mission statement***

* **"Inspiring and guiding our community to take ownership and engage in lifelong learning."**

**Our Vision**

* **At Scholastic Academy we have bulldog PRIDE we are… Positive, Respectful, Independent Thinkers, Dependable and Empowered**

**Front Desk Procedures**

* All parents and visitors to Scholastic Academy of Excellence 18 will present ID and sign –in at the front desk.
* All parents and visitors will be sent to the main office for further assistance and a visitor’s pass.

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***Expectations***

* Communication (Community-wide)
* Updated Emergency Cards
* Collaboration
* Data Fluent
* Problem Solvers
* Positive Vibes
* Inviting Classrooms
* Student-led Environments
* High expectations for all students
* Enrollment letters require a written request. Please note the turn-around time for completion is 48 hours.

**DASA – Dignity for All Students Act**

**Dignity Act Coordinator**

Scholastic Academy follows the Dignity for All students Act (DASA). Reports of bullying or alleged bullying are taken seriously.

**The Dignity Act Coordinator for Scholastic Academy is**

**Mrs. Cynthia Heid, Assistant Principal**

If you have any concerns, please call Mrs. Cynthia Heid, Assistant Principal at (914) 376-8420



***ARRIVAL AND DISMISSAL PROCEEDURES***

**Arrival**

The breakfast door opens @ 8:15 AM. All students are eligible for breakfast! The main entrance doors opens at 8:35. Pre-k , 4th-6th grade students enter through this door. The gym door also opens at 8:30AM for all K-3rd grade students. 7th/8th grade students enter through the west side entrance of the playground.

**Dismissal**

Buses will be called @ 2:50. After 2:50 PM, a parent cannot sign out a student in the main office as buses are being called and loaded. **Parents if your child is not riding the bus on any particular day, you must write a note. If we do not have anything in writing your child will be put on the bus!**

Pre-k dismissal begins at 2:55PM. Kindergarten through 3rd grade pick up location is in the gym @ 3:05PM. 4th-5th grade are dismissed through the north cafeteria doors @ 3:05 and 6th grade comes out through the main doors. 7th and 8th are dismissed through the west side doors of the playground.

***ELECTRONICS POLICY***

***NO CELL PHONES***

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***Scholastic Academy has a no cell phone policy. All Cell phones must be turned off and put away upon entering into the school.***

***If your child uses the phone on school premises, it will be confiscated and you will have to come in and get it.***

***We are not responsible for lost or stolen electronic items!***

***ATTENDANCE***

* ***The State of New York requires every student to attend school every day unless he/she has a legal excuse. A note from the parent or guardian must accompany the student on their return from an absence, or their record will reflect an illegal absence.***
* ***Parent letters regarding attendance are generated in 3 cycles. By the third letter CPS is called.***
* ***Kindergarten-8th School is Mandatory!!! For Kindergarten any child who is 5 years of age or older before December 1st is included in this mandate (4369/A6333)***

***HEALTH INFORMATION***

***Parents it is imperative that you keep your child’s medical records updated at all times. This includes:***

* ***annual physicals***
* ***immunization forms***
* ***allergy records (medication, food)***
* ***asthma plans***

**These forms allow your children to participate in gym, field trips and any special activities that Scholastic Academy has planned. As per state law, failure to keep these updates, may result in exclusion from school and or school related activities.**

***The following grade levels are mandated annual physical years:***

* ***Any new student***
* ***Pre-k***
* ***Kindergarten***
* ***First Grade***
* ***Third Grade***
* ***Fifth Grade***
* ***Seventh Grade***

***For more information, please contact our nurse, Eva Cardec at ((914) 376-8420***

***CELEBRATIONS/FIELD TRIPS***

***Birthday celebrations are for grades pre-k through 2nd grade only. There is a form that must be filled out and approved in advance. This form can be requested in the main office.***

***Field Trips***

**Please note that all students are expected to uphold our Bulldog Pride vision, students who choose to engage in negative behaviors will not be allowed to participate in field trips or other events as participation is a priviledge not a right!**

***UNIFORM POLICY***

***Scholastic Academy Colors are:***

* ***White shirts and blue or gray bottoms.***

***Ripped jeans, spaghetti straps, mid-drift shirts, flip flops, and or any clothing with inappropriate language are prohibited.***

***Bathroom Procedures***

* ***Every classroom has a sign-in/sign out log.***
* ***Pre-K, K and 1st will be escorted to the bathroom in a group. In case of emergencies, they should be paired with a reliable buddy.***
* ***Parents please send in an extra change of clothes in case of accident.***
* ***Please make sure all clothes are labeled with student names.***

***Student Incident/Concerns***

* **Any issues or concerns relative to academic or behavior should be addressed with the teacher.**

**Methods of communication include:**

* **phone calls/message in the main office**
* **Email**
* **Letter**

**In the event you need further assistance, our PST Team (Social Worker, Guidance Counselor and Psychologist) and the administration team are always available.**

***Yonkers Public School Code of Conduct***

* The Code of Conduct has been revised.
* Copies are Available upon Request. The focus is to implement solutions:
* To reduce/ minimize suspensions
* The District Initiatives on implementing Restorative Practices will be ongoing.

**SCHOLASTIC ACADEMY DRILLS AND PROCEDURES**

**2018-2019**

In Conjunction with the procedures and protocols of the Yonkers Public Schools District, we are required to conduct a series of drills throughout the school year. The drills are:

* Fire Drill
* Lock Down Drill
* Lock Out Drill
* Alternative site drill
* Bus Drills

Please be advised that in case of an evacuation, our evacuation site is Enrico Fermi School located on 27 Poplar St.