

**Student and Family Handbook**

**2020 - 2021**

**City Knoll Middle School**

**440 W. 53rd Street**

**New York, NY 10019**

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**Kaye Kerr, Principal**

**Alana Jermanok, Assistant Principal**

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September 2020

Dear Students and Families,

Welcome to City Knoll Middle School. As we face a unique year ahead, we look forward to working together to have a productive and positive learning experience. Our goal is to create an inclusive and welcoming learning community for both our in-school and remote learners. In order to achieve our academic and social emotional goals, it is important that we share a common understanding of our school rules and expectations. Please review our Family Handbook and do not hesitate to contact us if you have any questions or concerns. We anticipate a great year ahead!

Sincerely,

The City Knoll Middle School Community

**School Calendar and Dates**

*Details about celebrations, events, special trips, etc. will be added to our website and communicated through e-mail and written notification as our school year continues.*

September 16-18 Fully Remote Partial School Days for Students

September 21 First Full Day of School: Remote - School hours 8:30 AM – 2:00 PM

September 28 Yom Kippur (School Closed)

October 1 First Full Day of School: In-Person - School hours 8:30 AM – 2:00 PM

October 12 Columbus Day Observed (School Closed)

*October 16 1st Marking Period Progress Reports Distributed*

October 26-October 30 Blended Learning Opt-In Period for Quarter 2

November 3 Election Day - Fully Remote Instruction for All Students

November 19 Parent - Teacher Conferences (Dismissal: 11:00 AM)

(12:30 PM - 2:30 PM)

(4:30 PM - 7:00 PM)

November 11 Veterans’ Day Observed (School Closed)

November 13 Last Day of Quarter 1

November 16 First Day of Quarter 2

*November 19 1st Marking Period Report Cards Distributed*

November 26 - 27 Thanksgiving Recess (School Closed)

*December 11 2nd Marking Period Progress Reports Distributed*

December 24 - January 1 Winter Recess (School Closed)

January 11 - January 15 Blended Learning Opt-In Period for Quarter 3

January 18 Martin Luther King Jr. Day (School Closed)

January 29 Last Day of Quarter 2

February 1 First Day of Quarter 3

*February 5 2nd Marking Period Report Cards Distributed*

*February 12 Lunar New Year (School Closed)*

*February 15-19 Mid-Winter Recess (School Closed)*

*March 2 3rd Marking Period Progress Reports Distributed*

March 11 Parent - Teacher Conferences (Dismissal: 11:00 AM)

(12:30 PM - 2:30 PM)

(4:30 PM - 7:30 PM)

March 22-March 26 Blended Learning Opt-In Period for Quarter 4

April 16 Last Day of Quarter 3

April 19 First Day of Quarter 4

*April 13 3rd Marking Period Report Cards Distributed*

May 13 Eid Al-Fitr (School Closed)

*May 8 4th Marking Period Progress Reports Distributed*

May 31 Memorial Day (School Closed)

June 3 Chancellor’s Conference Day (No School for Students)

June 8 Clerical Day (No School for Students)

June 25 Last Day of School

*4th Marking Period Report Cards Distributed*



440 West 53rd Street, New York, NY 10019, 4th Floor

**Kaye Kerr,** Principal

**Alana Jermanok,** Assistant Principal

**CKMS SCHOOL DIRECTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Content Area** | **Name** | **Room Number** | **Phone**  **Ext.** | **Email** |
| **ADMINISTRATION** | | | | |
| Principal | Kaye Kerr | 411 | 4110 | [kkerr@cityknollms.org](mailto:kkerr@cityknollms.org)  [kkerr@schools.nyc.gov](mailto:kkerr@schools.nyc.gov) |
| Assistant Principal. | Alana Jermanok | 411 | 4112 | [ajermanok@cityknollms.org](mailto:ajermanok@cityknollms.org)  [ajermanok@schools.nyc.gov](mailto:ajermanok@schools.nyc.gov) |
| Guidance Counselor | Alison Levine | 414 | 4141 | [alevine@cityknollms.org](mailto:alevine@cityknollms.org)  [alevine24@schools.nyc.gov](mailto:alevine24@schools.nyc.gov) |
| Secretary | Tracie Fields | REMOTE | REMOTE | [tfields2@schools.nyc.gov](mailto:tfields2@schools.nyc.gov)  [tfields@cityknollms.org](mailto:tfields@cityknollms.org) |
| Parent Coordinator | Sabrina Melendez  Language Access Coordinator | 408 | 4080 | smelendez[@cityknollms.org](mailto:adiaz@cityknollms.org)  smelendez13@schools.nyc.gov |
| Dean | Rayven Deleon | 416 | 4161 | [rdeleon@cityknollms.org](mailto:rdeleon@cityknollms.org)  [rdeleon4@schools.nyc.gov](mailto:rdeleon4@schools.nyc.gov) |
| **MATHEMATICS** | | | | |
| 6th | Molly Fenner | 410 | 4101 | [mfenner@cityknollms.org](mailto:mfenner@cityknollms.org)  mfenner@schools.nyc.gov |
| 7th /8th | Scott Coughlin | 417 | 4171 | [scoughlin@cityknollms.org](mailto:scoughlin@cityknollms.org)  [scoughlin3@schools.nyc.gov](mailto:scoughlin3@schools.nyc.gov) |
|  |  |  |  |  |
| **ENGLISH LANGUAGE ARTS** | | | | |
| 6th & 8th (Blended/Remote)  7th (Remote) | Vanessa Reel | REMOTE | REMOTE | [vreel@cityknollms.org](mailto:vreel@cityknollms.org)  [vreel@schools.nyc.gov](mailto:vreel@schools.nyc.gov) |
| 6th/7th/ 8th (In-Person)  7th (Blended) | Wendy Taylor | 413 | 4131 | [wtaylor@cityknollms.org](mailto:wtaylor@cityknollms.org)  [wtaylor3@schools.nyc.gov](mailto:wtaylor3@schools.nyc.gov) |
| **SOCIAL STUDIES** | | | | |
| 6th/7th/8th  (In-Person, Blended, Remote) | Matthew Licari | 415 | 4151 | [mlicari@cityknollms.org](mailto:mlicari@cityknollms.org)  [mlicari@schools.nyc.gov](mailto:mlicari@schools.nyc.gov) |
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| 6th/ 7th/ 8th  (In-Person) | Molly Fenner | 410 | 4101 | [mfenner@cityknollms.org](mailto:mfenner@cityknollms.org)  mfenner@schools.nyc.gov |
| 7th / 8th Grade  (Blended/ Remote) | Lois Gartenberg | REMOTE | REMOTE | [lgartenberg@cityknollms.org](mailto:lgartenberg@cityknollms.org)  [lgartenberg@schools.nyc.gov](mailto:lgartenberg@schools.nyc.gov) |
| **SPECIAL EDUCATION, ESL, SPEECH & PSYCHOLOGIST** | | | | |
| Special Education -  Self Contained | Candyce Roberts | 412 | 4121 | [croberts1@cityknollms.org](mailto:croberts1@cityknollms.org)  [croberts22@schools.nyc.gov](mailto:croberts22@schools.nyc.gov) |
| Special Education  6th/ 7th/ 8th  (ICT Math/ Science) | Katie Blydenburgh  Special Education Liaison | 424 | 4241 | [kblydenburgh@cityknollms.org](mailto:kblydenburgh@cityknollms.org)  [kblydenburgh@schools.nyc.gov](mailto:kblydenburgh@schools.nyc.gov) |
| Special Education  6th/ 7th/ 8th  (ICT ELA/ Social Studies), SETSS | Annmarie Weiss | 409 | 4091 | [aweiss@cityknollms.org](mailto:aweiss@cityknollms.org)  [aweiss19@schools.nyc.gov](mailto:aweiss19@schools.nyc.gov) |
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| [**ART and PHYSICAL EDUCATION**](mailto:jbigio@cityknollms.org) | | | | |
| Physical Education | Craig Roberts | Gym |  | [croberts@cityknollms.org](mailto:croberts@cityknollms.org)  [croberts16@schools.nyc.gov](mailto:croberts16@schools.nyc.gov) |
| Art | Quiara Escobar | REMOTE | REMOTE | [qescobar@cityknollms.org](mailto:qescobar@cityknollms.org)  [qescobar2@schools.nyc.gov](mailto:qescobar2@schools.nyc.gov) |
| **PARAPROFESSIONALS** | | | | |
| Paraprofessional | Vicky Batista | 408 | 4081 | [vbatista@cityknollms.org](mailto:vbatista@cityknollms.org)  [vbatista9@schools.nyc.gov](mailto:vbatista9@schools.nyc.gov) |
| Paraprofessional | Shakiyah Copening | 408 | 4081 | [scopening@cityknollms.org](mailto:scopening@cityknollms.org)  [scopening@schools.nyc.gov](mailto:scopening@schools.nyc.gov) |
| Paraprofessional | Ginny Orue | 408 | 4081 | [gorue@cityknollms.org](mailto:gorue@schools.nyc.gov)  [gorue@schools.nyc.gov](mailto:gorue@schools.nyc.gov) |
| Paraprofessional | Sara Nashed | 408 | 4081 | [snashed@cityknollms.org](mailto:snashed@cityknollms.org)  [snashed@schools.nyc.gov](mailto:snashed@schools.nyc.gov) |
| Paraprofessional | Jonathan Gonzalez | 408 | 4081 | jgonzalez1[@cityknollms.org](mailto:mtyson@cityknollms.org)  jgonzalez90@schools.nyc.gov |
| **NURSE** | | | | |
| Nurse | Jason Africeao | 111 | 1113 |  |
| **SAFETY AGENT(S)** | | | | |
| Safety Agent | Deborah Moore | Front Desk | 1000 |  |
| Safety Agent | Tanya Payne | Front Desk | 1000 |  |
| **[MANHATTAN YOUTH AFTER SCHOOL](mailto:tcroce@cityknollms.org)** | | | | |
| [Director](mailto:tcroce@cityknollms.org) | Moyo Afolabi |  |  | my@cityknollms.org |

**SCHOOL DAY**

**CKMS BELL SCHEDULE**

**2020-2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **PERIOD** | **START** | **END** | **LENGTH** |
| TEACHER PLANNING TIME | 8:00 AM | 8:30 AM | 30 MINUTES |
| 0 | 8:30 AM | 8:50 AM | 20 MINUTES |
| 1 | 8:50 AM | 9:37 AM | 47 MINUTES |
| 2 | 9:37 AM | 10:24 AM | 47 MINUTES |
| 3 | 10:24 AM | 11:11 AM | 47 MINUTES |
| 4 | 11:11 AM | 11:58 AM | 47 MINUTES |
| 5 | 11:58 AM | 12:45 PM | 47 MINUTES |
| 6 | 12:45 PM | 1:32 PM | 47 MINUTES |
| 7 | 1:32 PM | 1:52 PM | 20 MINUTES |
| DISMISSAL | 1:52 PM | 2:00 PM | 8 MINUTES |
| TEACHER OFFICE HOURS | 2:00 PM | 2:20 PM | 20 MINUTES |

*\*All students will eat lunch during 7th period*

**Manhattan Youth After School**

2:00 PM - 5:00 PM

(Will begin Virtually in September)

**Model of Instruction**

CKMS adopted a Blended Learning Model for the 2020-2021 school year. For this model, students will engage in remote learning from home on some days and in-person learning at school on other days. Students will be assigned to either Group A or Group B and will follow the schedule below. Students who will be participating in 100% Remote Learning will be assigned to Group D.

* Group A will be in school on Tuesdays, Wednesdays, and every other Monday. On Thursdays and Fridays, Group A will engage in remote learning from home.
* Group B will be in school on Thursdays, Fridays, and every other Monday. On Tuesdays and Wednesdays, Group B will engage in remote learning from home.
* Class 678 will be in school Mondays through Friday.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Week | Monday | Tuesday | Wednesday | Thursday | Friday |
|  | Group D: Remote Only | | | | |
| 1 | Group A | Group A | Group A | Group B | Group B |
| 2 | Group B | Group A | Group A | Group B | Group B |
| 3 | Group A | Group A | Group A | Group B | Group B |
| 4 | Group B | Group A | Group A | Group B | Group B |

**ROOM ASSIGNMENTS**

|  |  |
| --- | --- |
| **ROOM #** | **CLASS ASSIGNED** |
| **408** | MAIN OFFICE |
| **410** | 6 A/B |
| **411** | PRINCIPAL’S OFFICE |
| **412** | 678 |
| **415** | 7 A/B |
| **417** | 8A/B |

**TRANSITIONS**

* In order to maintain social distancing, students will remain in the same classroom for the duration of the day with the exception of:
  + Physical Education (gym)
  + Bathroom
  + Medical emergencies
* City Knoll Middle School Students are expected to remain on the 4th Floor unless going to and/from the designated physical education class. Students may not visit another floor unless directed by a CKMS staff member.
* Students must sign in and sign out when leaving the classroom for any reason (bathroom, nurse, office, etc.) Hall passes must be carried by the student at all times.
* Students must use one-way directional arrows and maintain social distancing when transitioning through the hallways.

**Arrival**

* Classes start at 8:30 a.m. Students will line up outside the building standing on the markers indicated on the sidewalk and enter the school building through the 53rd Street main entrance beginning at 8:20 a.m. (not before). The line will extend east towards Ninth Avenue. Students may not sit by the entrance, playing video games or browsing their phones before school begins.
* Students must complete the health screen survey before entering the school building.
* Students will engage in random temperature checks before entering the school building. Any student with a temperature of 100.0 or higher will be sent to the school nurse for evaluation. If the nurse or other healthcare professional is not available in the building, the student will be escorted to the isolation room by a designated staff member.
* Students must wear a mask properly while on line, when entering the building, and at all times in the building (other than breakfast/lunch). If a student does not have a mask one will be provided to them before entry into the building.
* Students will pick up a bagged breakfast upon entering the building and report to their Period 0 class while maintaining social distance as they transition through the staircase and corridors to the 4th floor.
* If a student arrives to school after 8:30 a.m., he/she will sign the late log in the Main Office and receive a pass. Parents will be notified of their child’s lateness to school. This lateness will be added to his/her record and it will only be excused if you email/bring in a written note from a parent/guardian or doctor. Phone calls to the office are not considered an excused lateness.
* Students will be provided with hand sanitizer when they enter the classroom to sanitize their hands.
* When students are on the street surrounding the school and when entering the building **they are expected to ALWAYS be courteous, kind, and safe**. Maintain full respect for store owners and people around you when traveling from the buses or trains to school. This includes using appropriate and respectful language at all times.
* Please adhere to the following rules when entering the building:

1. Put away headphones, electronic games, iPods, and cell phone. If you are seen inside the building using any of these items, they will be confiscated and consequences applied according to the cell phone policy.

2. Throw out any food.Students may only carry water in a clear plastic bottle in classrooms. Candy, sweets, gum, and beverages other than water including soda, sports drinks, and juice are not permitted at school.

3.Remove hat/hood.

4. Wear a mask properly.

**Bathroom Transition**

* Only one student at a time may leave the classroom to go to the bathroom.
* Students may visit the bathroom using the following schedule:

|  |  |
| --- | --- |
| **PERIOD** | **GRADE LEVEL/ CLASS** |
| 0 | NO BATHROOM |
| 1 | 6th/ 8th |
| 2 | 7th/ 678 |
| 3 | 6th/ 8th |
| 4 | 7th/ 678 |
| 5 | 6th/ 8th |
| 6 | 7th/ 678 |
| 7 | NO BATHROOM |

**Physical Education Transition**

* Classes will be escorted to and from the gymnasium by a staff member who will ensure students wear their masks and maintain social distance during the transition.
* Students and staff escorts will use the main staircase.
* Students will enter and exit the gymnasium using the designated doors marked “ENTER” and EXIT”.
* Students may not enter the gymnasium until told to do so by the teacher. Under no circumstances may students enter the gymnasium when another class is in the gymnasium.
* Upon arrival at the gymnasium, students are expected to line up following social distancing protocols, and wait for the teacher to allow them into the gymnasium.
* Students will be assigned spots in the gymnasium that provide them with 6ft - 12ft of distance between them in order for them to engage in low-moderate physical activities.
* When weather and programming permits, classes will be allowed to go outside for physical education instruction.
* At the end of the period, students will be instructed to line up in the gymnasium following social distancing protocols, and wait to be escorted to their classroom.

**Lunch**

* Lunch will take place for all CKMS students during 7th Period in the 7th Period Classrooms.
* Students will be provided with a “Grab and Go” lunch each day. The lunch will be delivered to the classrooms.
* Students may bring their own bagged lunch. (There is no option to microwave and/or refrigerate lunch.)
* Lunch will take place during an instructional period. Students will be engaged in learning as they eat their lunch.
* Students are permitted to remove their masks to eat.
* Students will wash and sanitize their hands prior to getting lunch.
* Students will get up one at a time to retrieve a bagged lunch from the large lunch bag when directed to do so by the teacher.
* Students must maintain social distance as they move about the classroom to wash and sanitize their hands and to get their lunch.
* Students must throw out their garbage when directed by the teacher and maintain social distance.

**Dismissal**

* Students will be dismissed after Period 7 at 2:00 PM.
* Classes will be dismissed one at a time and escorted by teachers to ensure social distancing.
* Students must continue to wear their masks during dismissal.
* Students must exit the building at 52nd Street and school grounds immediately.
* Students are not permitted to wait for friends, loiter and/or socialize in the school building or on the corners of 9th Avenue and 53rd Street or 10th Avenue and 53rd Street.
* Students should meet parents/guardians across West 52nd Street.
* Once students have been dismissed, they may not reenter the building.

Students cannot self-dismiss from school for any reason at any time. Any requests, in writing or not, are not valid and we cannot honor them for any reason. If you would like your child to leave before dismissal, you or a designee listed on the blue card must come to school to do so.

**Metrocards and Transportation**

Yellow school busing is only provided to Special Education students who have an Individual

Educational Plan (IEP) which calls for this service. Full-fare Metrocards are provided to eligible students as per NYC Department of Education Regulations. The requirements for eligibility vary as students progress from grade to grade. Generally, if a child lives less than 1 mile in the 6th grade, or less than 1.5 miles in the 7th or 8th grade, they are ineligible for full-fare Metrocards. If your child received a full-fare Metrocard last year, it does not mean that they will be eligible for a full-fare Metrocard the following year. **CKMS does not, and cannot, make any decisions about who gets a full fare Metrocard.** Metrocards are given to CKMS by the Office of Pupil Transportation on the basis of recorded home addresses. If a student loses his/her Metrocard, please contact the CKMS Transportation Coordinator – Sabrina Melendez. For additional information, see: [NYC DOE Transportation Overview](https://www.schools.nyc.gov/school-life/transportation/transportation-overview).

If your child is permitted to travel alone after school, a consent form must be on file giving permission.

**Local Businesses**

Local businesses are partners in our community. Students visiting local businesses in the neighborhood are expected to engage in responsible behavior. Students who engage in irresponsible behavior such as loitering, using foul language, or rough housing, will not be permitted to frequent these establishments and parents will be notified.

**Visitors**

In order to maintain safety, families (parents/guardians) may only come to school in the case of emergencies. For all non-emergencies, families may contact the school via telephone or virtual platform.

In the event of an emergency and families must come to school the following protocols will be followed:

* If a parent is called to the school to pick up their child, the child must be brought to the main lobby to meet the parent
* Parents must wear a mask and maintain social distance while in the lobby
* Parent will be provided with a new pen to sign out the child and will be allowed to keep the pen

Visitors attending a meeting that can not be held via virtual platform must:

* Wear a mask
* Maintain a social distance of 6 feet or more
* Sign-in at the main entrance security desk leaving their name and contact information in the event they need to be notified for COVID-19 purposes
* Receive a visitor pass from security
* Be escorted to the 4th floor meeting destination by the person conducting the meeting
* Be escorted to the main exit at the end of the meeting

**School Closures**

School closuresdue to weather conditions are communicated through the NYC Department of Education. Tune in to local radio and television stations for more information. When possible, information will be posted on the school’s website. **If school is closed, all learning will take place remotely.**

**Dress Code and School Uniform**

City Knoll Middle School School adopted a school-wide dress code in 2019. The goals of the School Uniform policy are to:

* Promote a positive learning environment
* Cultivate school unity and school pride
* Support student self-esteem
* Improve student conduct
* Enhance student academic performance

Students are required to wear a City Knoll Middle School shirt every day. Students wear a polo shirt with the CKMS logo or a CKMS sweatshirt. Students wear the polo shirt with any appropriate pair of bottoms (jeans, pants, knee-length skirt) and a pair of sneakers or shoes (no slides, flip flops or slippers). In the event that a student does not have a CKMS shirt, he/she should wear a gray or black polo shirt.

Students who fail to come to school in the required uniform will:

* Be provided with a “loaner shirt” in exchange for the shirt they wore to school. Students must return the loaner shirt at the end of the day.
* Have their parents contacted each time they come to school out of uniform.

Additionally, the general school dress code must be followed:

A student’s dress, grooming, and appearance, including hair style/color, jewelry, make-up and nails, will:

* Recognize that extremely brief garments such as tube tops, net tops, halter tops, tank tops, spaghetti straps, plunging necklines (front and/or back), clothing that exposes mid-section of the body, mini-skirts, and see-through garments are NOT appropriate for school.
* Ensure that all underwear is completely covered by outer garments.
* Not include the wearing of hats in the building, except for acceptable documentation of medical or religious purpose.
* Not include items that are vulgar, obscene, or denigrate others on account of race, religion, national origin, gender, sexual orientation, or disability.
* Not promote or endorse the use of alcohol, tobacco, or illegal drugs, and/or encourage other illegal or violent activities.

Students who violate the dress code shall be required to modify their appearance by covering or removing the offending item, or, if necessary or practical, replacing it with an acceptable item. Any student who refuses to cooperate may be required to return home with a parent/guardian.

Students are expected to wear appropriate clothing to Physical Education Class, which includes: sneakers, loose fitting pants, yoga pants, sweat pants, shorts (weather permitting).

**EXPECTATIONS FOR LEARNING**

**Attendance**

There is a high correlation between school attendance and academic performance and success, while absence from school is often the greatest single cause of poor performance and achievement. Please review the following rules and guidelines regarding attendance. These guidelines extend to all students - those who are enrolled in remote learning and those who are enrolled in blended learning:

* **Students must attend all classes and complete all classwork and homework on time.**
* **Schoolwork missed due to absence is the student’s responsibility to make up.** An absence does not excuse a missed assignment or quiz. Students must speak with teachers to obtain missed work and assignments during an absence.
* When a student is absent, a written note or an email from the parent/guardian explaining the absence must be brought to school/emailed on the day the student returns. Absences go on a student’s permanent record. Please also note that although an absence may be considered excused, it is still an absence and recorded as such on legal attendance documents. If a pattern of absences or lateness is noted, the family will be contacted. Please note that many high schools review middle school attendance and will not consider applications from students with a high number of absences - excused or unexcused.
* Our phone system will automatically call you if your child has been marked absent or late. If your child comes in after our automated system has made absence calls, you may still receive an automated call that they were absent. We will adjust the attendance record in our system later in the day.
* The system will call the number originally listed on the official emergency contact card, or blue card. Please send changes to your address or contact information via [Parent Contact and Return to School Survey](https://docs.google.com/forms/d/1wEr04Tf5nboTt6nD-vxqAaVzqsO-f_28ywUM3Drx8Gk/edit?ts=5f4580ec)**.**
* Students arriving to school on the wrong day will not be allowed to participate in in-person learning and will need to be picked up by a parent, guardian, or approved individual on the blue card. Alternatively, students who arrive at school on the wrong day can travel home unsupervised with written parental consent. Parents will be provided with a [Return Home for Remote Learning Permission Slip](https://docs.google.com/document/d/1ZtuusTrLixLlRfHpS8GFTK0tOPXQ_MlaLNA5LRA_BXw/edit?usp=sharing) prior to the start of school.
* When attending remote learning, students must follow these protocols:
  + Attend all class sessions
  + Log in to Google Classroom at 8:30 am and complete attendance form
  + Follow the class schedule and attend live sessions where indicated on the schedule

**Curriculum**

**English Language Arts:** City Knoll has partnered with the Teachers College Reading and Writing Project to support students in developing their literacy skills. The mission of the Teachers College Reading and Writing Project is to help young people become avid and skilled readers, writers, and inquirers. This goal is accomplished through research, curriculum development, and through working shoulder-to-shoulder with students, teachers, and school leaders. The organization has developed state-of-the-art tools and methods for teaching reading and writing, for using performance assessments and learning progressions to accelerate progress, and for literacy-rich content-area instruction.

**Independent Reading Block**: Every day from 8:00 am - 8:30 am students will engage in independent reading. Students are expected to read and complete a reading log during the entire 30-minute period and complete a reading log. The work completed during the independent reading block is included in the student’s ELA report card grade.

**Social Studies:** The NYCDOE K-8: Passport to Social Studies program is a comprehensive instructional resource that integrates the Common Core Learning Standards (CCLS) and the New York State K-8 Social Studies Framework to support strong Social Studies learning. Designed to support the NYC K-8 Social Studies Scope and Sequence, each yearly course of study is organized around newly developed units of study, each guided by essential questions.

**Mathematics:** Engage New York is the core curriculum that will be used to support students in developing a conceptual understanding of the grade level standards. Engage New York is a problem-centered curriculum promoting an inquiry-based teaching-learning classroom environment. Mathematical ideas are identified and embedded in a sequenced set of tasks and explored in depth to allow students to develop rich mathematical understandings and meaningful skills. The Common Core State Standards for Mathematics (CCSSM) and the Standards for Mathematical Practice are embedded within each problem.

**Science:** The Amplify Science Curriculum is the core curriculum that will be used to support students in developing a conceptual understanding of the grade level standards in Science. Amplify Science blends hands-on investigations, literacy-rich activities, and interactive digital tools to empower students to think, read, write, and argue like real scientists and engineers. Units of Study are aligned to the [New York State P-12 Science Learning Standards (NYSSLS)](http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/p-12-science-learning-standards.pdf) and include some teacher created materials. Hands-on scientific inquiry is at the heart of our science classrooms.

**Art**: Art instruction is provided to all students and includes teacher-created units of study that incorporate elements and principles of art, as well as the integration of content area learning according to the NYC Blueprint for the Arts in Visual Arts. Partnerships with the Museum of Modern Art and the Morgan Book Arts Project support our commitment to the arts.

**Physical Education and Wellness:** A holistic approach to physical and health education is promoted in all grade levels, including team building games and activities that serve to strengthen positive interactions, collaboration, and healthy bodies and minds.

**Student Support**: **Student Support**: Our students are supported through our Academic Intervention Services. The Academic Intervention Services will provide students with small group instruction designed to support students in developing their literacy and mathematics skills. Additionally, Academic Intervention Support will be provided daily during 7th Period. Teachers will use the IXL online program to target student academic challenges and provide practice in areas of need.

Students are also supported by our Guidance Team, which includes our guidance counselor, part time social worker, and part time school psychologist. Our team provides both individual and group counseling services to at-risk or mandated students or on an as-needed basis.

The Advisory Program will provide support to students in order to encourage academic success, navigate social emotional issues and create a positive school culture. During Advisory, teachers will follow the Circles 360 Curriculum. Students will have a safe learning space for them to share ideas, thoughts and concerns. The Advisory Program will also provide opportunities for student self-reflection and related activities. Students in their Advisory groups are expected to be respectful, actively listen, have an open mind, try their best to succeed and collaborate to help others be successful.

Timeline of Student Grades:

**Report Cards** will be distributed four times per year with number grades communicated for each content area (ELA, Math, Social Studies, Science, Art, Wellness, and Physical Education). Students will receive a grade of Pass or Fail for their Advisory class. Attendance and lateness are included on the Report Card. Unit tasks and criteria are averaged and percentage number grade is calculated. Major projects and culminating activities will be weighted according to individual teacher criteria, which is communicated to students at the beginning of a unit of study.

**Progress report**s are given out four times per year in between the distribution of Report Cards. Grades are a snapshot of students progress in class and will be represented by a numerical average for each class (ELA, Math, Social Studies, Science, Art, Wellness, and Physical Education). Students will receive a grade of Pass or Fail for their Advisory class.

Make-up Assignments:

Students who have been absent from class for valid reasons (such as illness, family emergencies, attendance at funerals, etc.) must be given a reasonable opportunity to make up missed work, including examinations and quizzes. Handwritten notes/emails from parents and/or physicians verifying legitimate absences will be accepted by teachers. Each teacher will establish a timeframe and method of support for absent students.

**Grading Policy**

At City Knoll Middle School a fair grading policy accurately reflects each student’s best effort achievement based on NYS Common Core Learning Standards. Grades are provided to students and families as periodic assessments of student progress, performance and achievement within a subject area. Students are supported by teachers throughout the learning process through scaffolded instruction, tiered activities, and student choice to achieve academic success. Ongoing feedback is provided to students through a variety of methods including conferencing, rubric scores, comments on writing assignment, and the use of checklists. Grades are based on objective criteria that include but are not limited to:

Assessments (formal and informal) Projects

Homework Laboratory Reports

Classwork Portfolios

Class participation Presentations

Research and reports Performance Tasks

Student self-assessments and evaluations

Absence and excessive lateness may contribute to lower grades or failure.

City Knoll Middle School uses the following framework for determining content area grades:

|  |  |  |  |
| --- | --- | --- | --- |
| **Summative Assessments**  **(40 %)**   * Standards-based Unit Assessments * Portfolio Tasks * Unit Projects * Research Papers * Classroom Presentations * Final Essays | **Performance Assessments**  **(40 %)**     * Formative Assessments * Quizzes * Short Projects * Short Presentations * Classroom Assignments * Exit Tickets | **Class Participation and Work Habits**  **(15%)**   * Student readiness * Class participation * Class discussions * Class activities * Collaborative teamwork * Classroom expectations * Student conduct | **Homework**  **(5%)**   * ***Given each night*** * Reading logs * Reading notebook * Writing notebook * Reflections * Review questions * Practice problems * Writing prompts |

1. **Summative Assessments:** (40%)

All assessments are aligned with the NYS Common Core Learning Standards and are returned to students with constructive feedback and/or reflective questions to guide students in improving their understanding. The frequency and specific percentage value of examinations are established by each content area and rubrics for all students.

1. **Performance Assessments:** (40 %)

Quizzes, short projects/presentations, classroom and homework assignments are an essential way for teachers to gauge students’ understanding of materials and allow the teacher to inform instruction. Formative assessments prepare students for the next day’s lesson, reinforce former lessons taught, and develop critical thinking skills.

1. **Class Participation and Work Habits:** (15 %)

Classroom participation is determined by the quality and frequency of performance in class activities, including: written and oral assignments, presentations, as well as participation in group and individual activities, exercises, discussions, and projects in the class. Teachers utilize a rubric for measuring class participation and work habits.

1. **Homework:** (5 %)

Homework plays an important role in the development of responsibility and good study habits. Homework enables students to deepen their understanding of skills and concepts introduced in class, build independent learning skills, and prepare for the rigors of high school. Homework also provides opportunities for students to begin to develop the understanding that learning continues to take place outside of the school day.

The purpose of homework is to reinforce, extend, and enrich the instruction experience. Homework provides opportunities for students to utilize separately learned skills and concepts and integrate them in the completion of a project or interdisciplinary assignment. Homework assignments may also be designed to introduce or help students become familiar with material to be utilized in the instructional setting. Teachers use homework as one way to assess student understanding and to inform their practice in the classroom.

Chancellor’s Regulations require a minimum of one to two hours of homework daily for middle school students. **All students are expected to read every day for at least sixty minutes after school.** Homework, like classwork, should be done thoroughly, neatly, and carefully. Individual content area teachers should assign approximately 15 - 20 minutes of homework each night, and should have a consistent system of communicating homework assignments with students and parents as well as checking homework the following day.

Academic Intervention Services:

Support services are available to students during the school day through AIS and the support/enrichment period at the end of the day. Study Lab, ELA & Math Interventions, and Book Clubs are provided after-school through Manhattan Youth. Students at-risk of failing are encouraged to attend tutoring sessions and office hours offered by content area teachers.

Opportunities to Discuss Student Progress:

Parent Teacher Conferences Conferences will take place twice a year (fall and spring). Additionally, teachers have Office Hours from 2:00 - 2:20 every day to discuss academic progress with families.

Promotion Decisions

Promotion criteria is determined using multiple measures of student performance throughout the course of the school year, which includes content area coursework and standardized New York State exams in English language arts and math. If a student does not meet promotion standards for the grade, the family will get a letter recommending summer school attendance. (See [Chancellor's Reg A-501](https://www.schools.nyc.gov/docs/default-source/default-document-library/a-501-english#:~:text=for%20each%20grade%20from%20grades,2012.&text=This%20replaces%20the%20prior%20standard,in%20order%20to%20be%20promoted.))

Pupil Path

CKMS utilizes an online grading system called *Pupil Path,* which is shared with families through written communication that includes instructions on how to access student progress, assignments, and performance. Workshops are also provided so that families and students can access information. This allows our students and families to access grades, assignments, and missing work. Information is updated by teachers on a weekly basis. For parent and student access to Pupil Path, please reach out to our guidance office, or the parent coordinator.

**Homework**

Homework enables students to deepen their understanding of skills and concepts introduced in class, build independent learning skills, and prepare for the rigors of high school. Chancellor’s Regulations require a minimum of one to two hours of homework daily for middle school students. **All students are expected to read everyday for at least sixty minutes after school.** Homework, like classwork, should be done thoroughly, neatly, and carefully. Homework and other assignments are posted in the Skedula/PupilPath platform where digital copies of assignments can often be downloaded at home, if necessary.

**Academic Honesty**

CKMS students are expected to complete their own assignments to the best of their ability with integrity and academic honesty. The following activities will not be tolerated:

● copying homework or test answers from others

● telling peers what to write

● Using other students’ notes on tests and quizzes

● writing and turning in an assignment that someone else has published without acknowledging the work of the author.

If it is determined by the administration or teachers that a student has copied work from

classmates or others, the following procedures will be followed:

● On the first offense, a meeting will be convened with the parent, student, teachers and administration. At this time, the student will provide an explanation as to why the choice was made to copy work. This is communicated so that the school can determine what supports, if any, are needed in order for the student to demonstrate the content understanding or skill required by the assignment.

● A grade for the work will not be given by the teacher.

● The assignment must be re-done with any necessary supports for a grade no higher than 85%.

CKMS strongly encourages students to consult with teachers if confused about whether or not a piece of work should be cited and the correct format for doing so, or if an assignment or lesson is not understood. Teachers are available for students at lunch and after-school to support. Study Labs through the Manhattan Youth after-school program are available every day.

Good academic habits that do not violate the academic honesty policy include:

● Using your own class notes and/or homework assignments as a reference to study for a test or complete current assigned work or homework

● Studying with a peer by questioning one another about the material being reviewed

● Thinking aloud by talking through homework and assignments by explaining your thinking and asking peers to explain their thinking

**Remote Learning Expectations**

All students, whether enrolled in blended learning or 100% remote learning, must adhere to the following remote learning expectations:

* Attend all scheduled class periods on time with all the necessary materials needed for the class
* Log in to Google Classrooms at the scheduled time to participate in live instruction with their teachers
* Engage in learning by asking and responding to questions, completing class assignments, participating in class discussions ,etc.
* Complete all assignments including, entrance/ exit tickets, classwork, homework, tasks, projects, quizzes, assigned readings, physical exercises, etc.
* Hand in all assignments by the scheduled due date
* Maintain digital copies of their work in the event that the work was not received by the teacher.
* Remain in ongoing communication with their teachers

**Guidance**

Our Guidance Counselor, Ms. Levine will be available throughout the school day to support the individual academic and social needs of every student, as needed. Ms. Levine (alevine@cityknollms.org) can be reached by telephone or email.

**Textbooks and Technology**

Textbooks, classroom library books, computers, and iPads are considered school propertyand are to be treated with respect. Textbooks and classroom library books that go home will be signed out. If textbooks are returned in poor condition, families will be charged to replace the text at its full cost. If any student alters or manipulates school technology, he/she will lose the privilege to use it.

**BEHAVIORAL EXPECTATIONS**

**STUDENT RIGHTS AND RESPONSIBILITIES**

City Knoll Middle School believes that a safe and supportive environment for all students is necessary for learning.

* At City Knoll Middle School students have the right to be treated fairly with respect from all. Students have the right to an education with the highest of expectations and academic challenges. Students can expect to be a part of a learning community that cultivates growth, learning, and well being.

* Students are expected to comply with all state, local, and school rules and regulations.
* Students are expected to participate in all school functions, field trips, and learning experiences.
* Students are expected to come to all classes and learning experiences prepared to learn, with materials, assignments, and an open mind.
* All students are expected to review and abide by the Chancellor’s Regulations, school rules, and classroom norms.
* Student infractions will be recorded and families will be contacted by the Dean and/or teacher depending on the levels described below:

**CITY KNOLL MIDDLE SCHOOL DISCIPLINE CODE**

Students are expected to be **Ready, Respectful, and Responsible** every day in the school community and to behave in an appropriate manner at all times and to all people (i.e. teachers, community members, support personnel, safety agents, custodians, counselors, office staff, administrators, etc.).

City Knoll Middle School follows the Citywide Behavioral Expectations Code to Support Student Learning. It is imperative that teachers, students and families review this information: [Discipline Code](https://www.schools.nyc.gov/school-life/know-your-rights/discipline-code).

Reading the City-wide Behavioral Expectations Discipline Code to Support Student Learning will help families to understand the ladder of discipline and consequences for inappropriate actions. All unacceptable behavior will lead to disciplinary action, which may include, but is not limited to a conversation, a parent conference, exclusion from activities (ex. ceremonies, trips), a referral to community agencies, or even suspensions. Students are responsible for their actions, whether a child is acting alone or as a member of a group. If a pattern of behavior persists, parents will be notified.

**CITYWIDE STANDARDS OF DISCIPLINE AND INTERVENTION MEASURES**

The steps outlined below are designed to align with New York City’s “Citywide Standards of Discipline and Intervention Measures”:

|  |  |
| --- | --- |
| **POSSIBLE CONSEQUENCES FOR LOW-LEVEL AND DISORDERLY BEHAVIORS** | |
| reflection essay/worksheet/assignment | apology letter |
| seating switch/separation from group | brief teacher talk in the hallway |
| loss of classroom privileges | loss of certain hallway privileges |
| community service (speak to Principal first) | meeting with ETAL or a group of the student’s teachers |
| **POSSIBLE CONSEQUENCES FOR DISORDERLY BEHAVIORS** | |
| letter home/phone call home | behavioral conduct sheet |
| detention (with permission from the family) | loss of privileges (i.e. participation in field work/trip) |
| parent meeting with student and teacher(s) | Invitation for the parent to observe his/her child in class |
| administrative meeting | meeting with the social worker |
| community service (speak to Principal first) | Principal suspension |

|  |  |  |
| --- | --- | --- |
| **Level** | **Infraction** | **Range of Possible Responses** |
| **Level 1:**  **Infractions that are handled by individual teachers in class** | * Unexcused absence from school or class * Being late for school or class * Failing to follow school-wide policies (i.e. dress code, rules around electronics, food and gum, etc.) * Failing to be in one’s assigned place on school premises (detours) * Behaving in a way that disrupts the educational process but does not require a removal from the classroom * Using school equipment without permission | * Verbal warning; admonishment by teacher * Choice or invitation to correct behavior or adhere to the consequences established * Student/Teacher conference * Phone call home * Detention at lunch or after school with teacher * Administrative detention * In person parent/student/teacher conference * Loss of privileges, e.g. recess, field trips |
| **Level 2:**  **Infractions that are handled by individual teachers, with administrative support** | * Engaging in verbally disrespectful behavior, or making inappropriate gestures. * Leaving class or school without permission or without a hall pass. * Being insubordinate; defying or disobeying the lawful authority of school staff or school safety agents * Engaging in scholastic dishonesty, i.e. cheating, plagiarizing, or colluding * Behaving in a way that disrupts the educational process that requires a removal from the classroom * Disrupting another class while in the hallway * Lying to, giving, false information to, and/or misleading school staff * Engaging in a pattern of persistent Level 1 behavior | * Administrative detention * Phone conference with parent, teacher, and administrator * Removal from assigned classroom to another classroom * Removal from assigned classroom to the in-school suspension room * In person conference with parent teacher, and administrator * Loss of privileges * Other individualized behavior improvement plans * In-school Principal’s suspension of 1-3 days * Out-of-school Principal’s suspension of 1-3 days |
| **Level 3:**  **Infractions that are handled by the administration, with teacher support** | * Using slurs based on race, ethnicity, color, national origin, citizenship/ immigration status, religion, gender identity, gender expression, sexual orientation, or disability * Engaging in vandalism, graffiti, or other intentional damage to school property or property belonging to staff students, or others * Knowingly possessing property belonging to another without authorization (stealing or helping to steal) * Making sexually suggestive comments, innuendos, or propositions or similar remarks, or engaging in nonverbal or physical conduct of a sexual nature. * Making threats of physical or emotional harm * Engaging in an altercation and/or physically aggressive behavior * Bringing a weapon (knife, gun), or illegal substances to school. * Engaging in a pattern of persistent Level 2 behavior | * Administrative detention * Phone call home by teacher and administrator * Removal from assigned classroom to another classroom. * Removal from assigned classroom to the in-school suspension room. * In person parent/student/teacher/administrator conference. * Loss of privileges * Other individualized behavior improvement plans * In-school Principal’s suspension of 2-5 days * Out-of-school Principal’s suspension of 2-5 days * Superintendent’s suspension |

**Bullying, Intimidation and Harassment**

According to Chancellor’s Regulation A-832, bullying, cyber-bullying, and harassment are not tolerated. Consequences are leveraged according to the infraction, the regulation and the discipline code.

**Social Media**

Families must be involved in the decision to allow their children to establish an account with social media sites, including Facebook, Instagram and others. Instagram and Facebook require a user to be 13 years old to establish an account. Therefore, families MUST monitor their child’s social media interactions. CKMS takes the use and abuse of social media very seriously. If your child receives something inappropriate electronically from a classmate or someone else, please take action. If you need assistance in facilitating a conversation, please contact the school social worker, guidance counselor, or administration. CKMS urges you to carefully consider whether or not your child is mature enough to monitor their own internet activities. Posts on the internet become permanent digital record and can be re-posted beyond the originally intended audiences. These sites are blocked on school technology. Inappropriate and/or offensive posts will be handled by CKMS in a serious way with strict consequences.

**Code of Online Conduct**

Students may not engage in any of the activities prohibited below when using or accessing the Department of Education’s Internet Systems.

* Causing harm to others, damage to their property or Department of Education property...
* Gaining or attempting to gain unauthorized access to the Department of Education’s Internet Systems, or to any third party’s computer...
* Engaging in criminal or other unlawful activities…

In addition, students must adhere to the Bill of Student Responsibilities in the Citywide Behavioral Expectations as outlined above. Please review the NYC DOE guidelines on [Digital Citizenship](https://www.schools.nyc.gov/school-life/school-environment/digital-citizenship)**.**

**Online Posting**

In accordance with City Knoll Middle School’s Student Code of Online Conduct and Responsibilities, students should adhere to the following guidelines when sharing and commenting on posts:

* Refrain from using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in e-mail messages, group chats, classroom web pages, or social media sites;
* Refrain from accessing, using, posting, or distributing information or materials that are obscene, advocate illegal or dangerous acts, or advocate violence or discrimination. If students inadvertently access such information, they should immediately contact their teacher, dean or school principal;
* Refrain from accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others;
* Refrain from obscene and defamatory communication in speech, writing, and other modes of electronic expression (emojis, pictures) in their interactions with the school community;
* Express themselves in speech, writing, and other modes of electronic expression in a manner which promotes cooperation and does not interfere with the educational process;
* Be polite, courteous, and respectful toward others

**Cell Phones and Electronic Devices**

**SCHOOL-BASED POLICY OF CITY KNOLL MIDDLE SCHOOL FOR USE OF CELL PHONES, COMPUTING DEVICES, AND PORTABLE MUSIC AND ENTERTAINMENT SYSTEMS ON SCHOOL PROPERTY**

*Students are permitted to bring the following electronic items to school: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices (“computing devices”); and 3) portable music and entertainment systems, such as iPods, MP3 players, PSP, and Nintendo DS. While students are free to do so, we continue to urge parents to consider not having their children bring these devices to school.*

**School Policy**

Cell phones, computing devices and portable music and entertainment systems are not to be used while on school property and must be turned off and secured out of sight prior to entering the school building.

Cell phones, computing devices, and portable music and entertainment systems may not be turned on or used during instructional time, except for instructional and educational purposes and with the explicit permission and approval of the teacher.

Cell phones, computing devices, and portable music and entertainment systems may not be turned on or used during after-school programs or field trips, unless with the explicit permission and approval of a teacher, administrator or other school staff.

Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during the administration of any school quiz, test or examination.

Use of cell phones, computing devices, portable music and entertainment systems and other electronic devices during the administration of state standardized examinations is governed by State Education Department Rules.

**Confiscation and return of cell phones, computing devices and portable music and entertainment systems**

If students use cell phones, computing devices, and/or portable music and entertainment systems in violation of the school policy the device will be confiscated and returned as described below:

* **First Violation:** Confiscated until dismissal, and returned to student at the end of the school day.
* **Second Violation:** Confiscated, returned to your child at the end of the next school day and parent/guardian will be contacted.
* **Third Violation:** Confiscated and returned only to the parent/guardian in person.
* **Fourth Violation:** Privilege to bring devices to school will be revoked.

NOTE: Each time a device is confiscated it will be recorded on file and secured in the administrative office.

**NOTE: The school is not liable for lost, stolen, and/or damaged cell phones, computing devices, and portable music and entertainment systems.**

**Discipline**

*Students who use cell phones in violation of any provision of the DOE’s Discipline Code, the school’s policy, Chancellor Regulation A-413, and/or the DOE’s Internet Acceptable Use and Safety Policy (“ISUSP”) will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.*

**HEALTH & SAFETY**

**Health Services and Guidance**

**School Nurse**

The nurse’s office is on the first floor in Room 111. The nurse can be reached by dialing extension 1113. If a student is feeling sick, a staff member will escort him/her to the nurse’s office to be evaluated by the nurse.

In the case of a serious medical emergency, CKMS staff members will:

● Call 911

● Call a parent/guardian, and continue to call the list of numbers on the blue card until contact is made.

● Wait for the ambulance and EMTs.

● Call a parent to let you know what hospital your child will be taken to. You should then go immediately to that hospital. School personnel will wait for the EMTs to tell us which hospital, which sometimes is not determined until they are ready to leave the building.

● Escort your child to the hospital and wait until you arrive before departing.

**Medication Taken During the School Day**

As per NYC Department of Health regulation school staff and teachers are not permitted to administer medicine to any student nor are they allowed to assist a student in taking medication. If your child needs to take medication regularly during the school day, please contact the nurse, who will provide 504 forms that are required in order for your child to take medication at school.

**Immunizations**

All students are required by state law to be current on immunizations. Once a student is 12 years old, they are required by NYS law to have a T-Dap immunization. If you need information on a free clinic, please contact the school nurse and she can assist you. After proper notification, students who do not have this immunization must be excluded. If you have questions about the status of your child’s immunization records held by the NYC DOE, please contact the school.

**COVID RESPONSE PROTOCOL**

If a student is exhibiting symptoms of Covid-19 as determined by the nurse or medical professional in the building, the student will be escorted to the Isolation Room and the student's family will be contacted for the student to be picked up. It is strongly suggested that the student is taken to the closest site to be tested for Covid-19.

If the student has had no known contact with a positive case, the student can only return to school when all the following are met:

* Presents a negative COVID-19 test result AND
* Presents clearance from a health care provider evaluation AND
* The student has been symptom free for 24 hours without the use of medication.

Additionally, the student should participate in remote learning if feeling well enough.

If the student does not get tested, then the student cannot return to school until:

* 10 days have passed since the first symptom AND
* The student has been symptom-free for 24 hours without the use of medication.
* The DOE will explore the possibility of adjusting the standard for students returning to school who have been unable to seek COVID testing and health care provider evaluation.

Important Note:

* Any student with a positive COVID test must quarantine for a minimum of 10 days since onset of symptoms.
* The period of quarantine may need to be longer if the student has a fever or symptoms between days seven to ten, as the case must be symptom free for three full days without the use of medication.
* A positive case can be reported by:
  + NYC Test + Trace Corps finds through case interview
  + Parent alerts school
  + Parent alerts DOHMH (Department of Health and Mental Hygiene) hotline
  + DOHMH will begin investigating self-reported positive COVID-19 test results from a school community within three hours
* All case contacts will be monitored by NYC Test + Trace Corps and linked to COVID-19 testing and Take Care services.
* Contact tracing will not be activated without a laboratory confirmed case or without a presumed case due to a recent close contact developing symptoms.
* Cases are confirmed via the New York State lab results system or by DOHMH confirming the lab results presented by a teacher, staff, or parent.

**Unconfirmed Case at CKMS**

* Any student who self-reports an unconfirmed positive case of COVID-19 or is exhibiting COVID-like symptoms will be immediately removed from the classroom or school building, told to stay home, and encouraged to get tested.
* CKMS will remain open at this time including all classrooms.
* Contact tracing will only occur if there is a laboratory confirmed case or if the person is a close contact of a presumed positive case.
* If a positive case is confirmed, CKMS will follow the protocols listed below.
* If a negative test result is received, the individual may return to school after being symptom free for 24 hours without the use of medication AND presents clearance from a health care provider evaluation.
* If the individual does not get tested, then the individual cannot return to school until:
  + 10 days have passed since the first symptom AND
  + The individual has been symptom free for 24 hours without the use of medication.

**One Confirmed Case at CKMS**

* DOHMH will notify Ms. Kerr and Central DOE of the confirmed case.
* All students and teacher(s) in class(es) with a confirmed case are assumed to be close contacts and are instructed to quarantine for 14 days since their last exposure to that case.
* Learning continues remotely for students who are in quarantine.
* **A negative COVID-19 test result for a student does not reduce the 14-day quarantine period.**
* NYC Test + Trace Corps will interview the case and school administration to establish if there were any other additional close contacts.
* NYC Test + Trace Corps will interview staff members to verify levels of contact with the confirmed case.
* All families and students at CKMS will be notified when a case is confirmed by DOHMH
* Families of students who are confirmed close contacts of the positive case will receive a letter stating that their child has been in close contact with a COVID-19 positive individual; this letter gives clear direction to quarantine for 14 days
* Families of students who are not considered close contacts will receive a letter stating that there was a confirmed case of COVID-19 at the school but that their child is not considered a close contact therefore there is no need to quarantine.

**Two or More Confirmed Cases of Covid at CKMS**

* If two or more confirmed cases present within seven days of each other at CKMS, NYC Test + Trace Corps and DOHMH will begin investigation immediately and make every attempt to conclude the investigation within 24 hours.
* DOHMH will notify Ms. Kerr and Central DOE of the confirmed case.
* During the NYC Test + Trace Corps and DOHMH investigation:
  + Two or more confirmed cases within the same class triggers a classroom quarantine but CKMS stays open
  + Two or more confirmed cases within CKMS triggers classroom quarantines and school is closed for a minimum of 24 hours while the NYC Test + Trace Corps and DOHMH investigation is underway
  + NYC Test + Trace Corps and DOHMH must determine by 6:00 pm whether CKMS will need to remain closed beyond the minimum 24 hours in order to reach the conclusion of the investigation
* Once the NYC Test + Trace Corps and DOHMH investigation is complete:
  + NYC Test + Trace Corps and DOHMH investigations will result in one of the below conclusions (see table).
  + NYC Test + Trace Corps makes recommendations to NYC Department of Buildings and Central DOE on the closure of classroom(s) and/or school as well as the duration of closure.
  + Central DOE informs the principal and superintendent and communicates closure decisions to the school community.
* CKMS will move immediately to remote learning mode during temporary closure.
* Students on split schedules return for in-person learning on the next assigned day following reopening.
* Any exposed contacts will be directed to COVID-19 testing resources.

**EMERGENCY PROCEDURES**

**Evacuation Drills**

* During an evacuation, students must move quickly and quietly in a single file.
* All students must wear masks and maintain social distance during the drill.
* CKMS will not evacuate during the same periods PS 111 is evacuating the building.
* Students line up single file in the classroom maintaining social distance before entering the hallway.
* Once safe to do so, classes are escorted single file following their designated evacuation route to the staging area outside (10th avenue and 52nd or 53rd Street).
* In the event of an actual evacuation emergency, **NOT A DRILL**, the priority will be to exit the building safely and expeditiously. It is understood that complying with physical distancing guidelines may not be possible and **SHOULD NOT BE THE PRIORITY.**
* All students are expected to cooperate with staff members during fire drills and leave the building in a silent, orderly manner. Misbehavior will be subject to teacher or administrative disciplinary action, according to the Discipline Code.
* Students must remain with their teacher.
* Under no circumstances should one class cut off another class when exiting the building.

**Lockdown Drills**

* All students remain in their seats and remain silent
* All instruction and movement in the classroom must cease until the lockdown drill has been lifted.
* In an actual soft or hard lockdown emergency, **NOT A DRILL,** the priority is the immediate safety of all students and staff and complying with physical distancing policy may not be possible and **SHOULD NOT BE THE PRIORITY.**

**HOME-SCHOOL PARTNERSHIP**

**Home School Partnership**

**Email**

CKMS establishes e-mail accounts for each student through our Google Apps for Education account: @cityknollms.org. Students will be provided with an e-mail address and advised as to when they will be able to log-in. E-mail usernames are in the format of first name, last initial, and graduation year. Example: michaelr2019@cityknollms.org.

**Website**

Our CKMS Website: [www.cityknollms.org](http://www.cityknollms.org) is updated regularly and includes a school calendar. Information about our school can be found there, as well as additional resources.

NYC Department of Education calendars can be found on the DOE website:<http://schools.nyc.gov>

**Twitter**

Follow CKMS on Twitter: @CityKnollMS

**Monthly Newsletter**

CKMS publishes a monthly newsletter which is distributed on the first day of the month and posted on the Student and Families page of our website.

**Communicating with Teachers**

Teachers can best be contacted by e-mail, but you can also leave a message for a teacher by calling the main office. Teachers will make every effort to respond to emails within 24 hours. You can also talk to your child’s teacher during Office Hours from 2:00-2:20 pm daily via telephone or online platform. Please schedule an appointment during Office Hours so that teachers can prepare for the meeting by reviewing your child’s academic progress in order to respond to your concerns. Parent/Teacher Conferences are held three times each year. Families are encouraged to maintain contact with teachers throughout the school year. **Please check PupilPath for current student grades, assignments, and homework.**

**School Leadership Team (SLT)**

The SLT is made up of an equal number of parents and faculty who serve for 2 consecutive years. The election of parent representatives is held at a PTA meeting. SLT meetings are held monthly and regular meeting times are established for the entire year at the beginning of the school year. The purpose of the SLT is to develop a Comprehensive Education Plan that meets the school’s academic needs according to the analysis of data and is aligned to the school’s budget.

**CKMS Parent Teacher Association (PTA)**

All parents and guardians are considered members of the CKMS PTA during the duration of the time their children attend City Knoll Middle School. The CKMS PTA works together to support activities that enliven and enrich the educational environment of the school by promoting relationships among all constituents – students, families, teachers, staff and administrators, as well as the community at large. Activities include fundraising, workshops, social events for the school community, forums, among others. **Please support our school by becoming involved in PTA meetings and activities.**