

Pathways to Graduation

Preparing for high school equivalency and beyond

2021-2022 Staff Handbook

PATHWAYS TO GRADUATION

The Pathways to Graduation (P2G) Staff Handbook has been created by P2G administrative office staff to provide information on policies and procedures for all staff members. Please read the contents of this handbook carefully. This is one of the many channels of communication P2G maintains to create an informative and productive work environment. The handbook is available on p2g Sharepoint, a hard copy at your work site and on our website at www.p2g.nyc

*P2G Administrative Office is located at 90-01 Sutphin Blvd, Jamaica, NY 11435. It is also the operational hub that supports P2G in all Personnel, Payroll, Procurement, Pupil Accounting, HSE Testing, Data and Technology matters.

TABLE OF CONTENTS

CHAPTER 1	4
CHANCELLOR’S REGULATIONS	
CHAPTER 2	6
STAFF PAYROLL DOCUMENTATION/ INFORMATION	
PERSONNEL ATTENDANCE – POLICIES AND PROCEDURES	8
CAREER TRAINING PROGRAM RELEASE TIME FOR UFT PARAPROFESSIONALS	11
PEDAGOGICAL EMPLOYEE PAYROLL FREQUENTLY ASKED QUESTIONS (FAQ’S)	13
H AND Z BANK EMPLOYEE PAYROLL FREQUENTLY ASKED QUESTIONS (FAQ’S)	15
CHAPTER 3	20
STUDENT DISCIPLINE, FOOD SERVICES & ENROLLMENT POLICY	
REMOVAL OF SUBSTANTIALLY DISRUPTIVE STUDENTS	22
STUDENT REMOVAL FORM	23
OCCURRENCE REPORTING FORM	24
OCCURRENCE REPORTING PROCEDURES	26
OUTLINE OF POLICY	27
STUDENT ELIGIBILITY MATRIX: NYC HSE PROGRAMS	32
CONSENT FORMS	33
ENROLLMENT DOCUMENTATION CHECKLIST	34
CHAPTER 4	35
HSE TESTING	
SAMPLE ADMISSIONS NOTICE AND FORM	38
CHAPTER 5	39
STUDENT TRIP INFORMATION	
FIELD TRIP PROCEDURES	40
PARENT NOTIFICATION/CONSENT FORM – DAY TRIP	42
TRIP PLAN	44
CHAPTER 6	45
METROCARD INFORMATION	
METROCARD ACCOUNTABILITY GUIDELINES	48
METROCARD ACCOUNTABILITY FORM	49
INVALIDATION FORM	50
CHAPTER 7	49
OTPS (OTHER THAN PERSONAL SERVICES) PROCEDURES	
OTPS PROCEDURES	50
CONTRACT WORK ORDER AND EXTENDED USE APPLICATION	52
CHAPTER 8	61
WEB LINKS	
USEFUL WEB LINKS	62
CHAPTER 9	63
2019-20 ACADEMIC CALENDAR & ADMINISTRATIVE SUPPORT STAFF RESPONSIBILITIES	
2021-2022 SCHOOLYEAR CALENDAR	64
ADMINISTRATIVE SUPPORT STAFF RESPONSIBILITIES	68

CHAPTER 1

CHANCELLOR'S REGULATIONS

Staff are responsible for being familiar with all Chancellor’s regulations. Those contained in this chapter are particularly relevant and should be carefully reviewed.

Series	Regulation Name	Issue Date
A-125	Non-Resident Enrollment	04/20/17
A-411	Behavioral Crisis De-Escalation/Intervention and Contacting 911	05/21/15
A-412	Security in the Schools	11/08/06
A-415	Emergency Notification System	03/24/10
A-420	Pupil Behavior and Discipline - Corporal Punishment	10/30/14
A-421	Verbal Abuse	10/30/14
A-432	Search & Seizure	09/13/05
A-443	Student Discipline Procedures	03/05/04
A-601	Activities, Clubs and Organizations	07/03/09
A-610	Fundraising Activities and Collection of Money from Students	11/22/02
A-640	Filming at School Facilities	06/15/09
A-670	School Trips	08/18/11
A-750	Child Abuse	01/20/11
A-755	Suicide Prevention/Intervention	08/18/11
A-820	Confidentiality and Release of Student Records; Records Retention	06/29/09
A-825	INFORMATION TO INSTITUTIONS OF HIGHER LEARNING AND THE MILITARY (Updated)	01/21/16
A-830	Filing Internal Complaints of Unlawful Discrimination/Harassment	08/21/13
A-831	Peer Sexual Harassment	10/12/11
A-832	Student-To-Student Discrimination, Harassment, Intimidation, and/or Bullying	08/21/13
C-105	Background Investigations of Pedagogical and Administrative Applicants and Procedures in Cases of the Arrest of Employees	02/11/03
C-110	Conflicts of Interest, Community Education Council Members, Employment of Family Members	06/29/09
C-175	Per session employment	06/11/15
C-601	Attendance and Service of School Staff	09/05/00
C-603	Absent Employees	08/01/02
C-604	Timekeeping	09/13/00
D-130	Political Activities in School Buildings	06/22/09
IAUSP	Internet Acceptable Use and Safety Policy	07/01/12
Social Media	NYC Department of Education Social Media Guidelines	Update 2016
C-810	Smoke Free Environment Policy	01/17/2013

CHAPTER 2

STAFF PAYROLL DOCUMENTATION/ INFORMATION

PERSONNEL ATTENDANCE – POLICIES AND PROCEDURES

Consistent attendance on the part of staff is essential to providing an effective instructional program. This is particularly true where student rely upon staff to provide a stable, safe and nurturing academic environment. To that end, all staff is asked to carefully review the following Attendance Policies and Procedure.

REPORTING ABSENCES - All personnel are required to telephone the Administrative Office 24 hour-a-day automated voice answering system by dialing (718) 557-2593 to report an absence no later than 7:00 a.m. Please indicate your first and last name, title, site, date of absence, the type of absence you are reporting e.g., self-treated, medically certified, death in family, etc.

(***Only teachers who need a substitute are to call SubCentral*****)**

Classroom teachers who utilize substitutes when they are absent are required to contact the SubCentral System to request a substitute for classroom coverage. This system is available 24 hours a day/ 7 days a week via telephone at (718) 935 – 6740 or Internet at:

<https://subcentral.eschoolsolutions.com//logOnInitAction.do>

SUBCENTRAL SYSTEM - All classroom teachers who utilize substitutes when they are absent are required to contact the SubCentral System to request a substitute for classroom coverage. Only request a sub when needed. This system is available 24 hours a day/ 7 days a week via telephone at (718) 935 – 6740 or Internet at: <https://subcentral.eschoolsolutions.com//logOnInitAction.do>

Teachers should continue to follow established school procedures for reporting any absence to the Administrative Office at 718-557-2593. It is the responsibility of all classroom teachers to contact SubCentral to request a sub.

If a teacher has difficulty arranging for a sub, help can be provided by the SubCentral Live Help Desk/ Office Number at 718-935-4401, (Monday – Friday, 6AM – 5PM)

Additionally, please ensure blank timesheets are held at all sites so substitutes may submit them to the payroll office. (See Folder called Per Diem-Substitute Timesheet under Pedagogical Staff Folder)

WEEKLY ATTENDANCE FORMS – All P2G pedagogical staff, Paraprofessionals, and DC37 E Bank staff must submit a weekly attendance form at the end of each week using the online form. A link will be provided to staff from the Payroll Office. You must list your absences, as well as late arrivals and early departures.

PERSONAL DAYS - Personal days are to be requested in advance and in writing to your Borough Principal or respective manager. Approvals should be forwarded to payroll secretaries at the Administrative Office. The nature of the personal business must be indicated.

UFT members will be allowed a maximum of three personal business days per year which includes matters such as sick family members and legal proceedings.

DC37 H- Bank employees accumulate annual time and sick time on the 1st of the month.

School Aide: Time is subtracted from CAR balance. No more than 1 personal day in one school year. Time entered in excess of 1 personal day will result in no pay. New hires cannot use personal day absences until they serve 90 days in the job.

UFT Para: Regardless of the employee's CAR, balance a maximum of three personal days is permitted in a school year. The fourth 53A00 entered in EIS will result in a deduction to pay. Also, any combination of 53A00's and 51A00's totaling more than ten results in a pay deduction.

LATE ARRIVAL/EARLY DEPARTURE - Should it become necessary to report to work late or depart early due to an unforeseen event, staff members must contact their immediate supervisor, Borough Principal or designee to obtain authorization. Your payroll secretary at the Administrative Office must be notified with the exact time of late arrival or early departure. You must also note the same on your time sheet or in Cybershift.

FRACTIONAL ABSENCES

UNDER 3:20 = NO DEDUCTION

3:20 TO 9:19 HOURS = ONE DAY REDUCED FROM CAR BALANCE.

9:20 TO 15:19 HOURS = TWO DAYS REDUCED FROM CAR BALANCE.

15:20 TO 21:19 HOURS = THREE DAYS REDUCED FROM CAR BALANCE.

21:20 TO 27:19 HOURS = FOUR DAYS REDUCED FROM CAR BALANCE.

27:20 TO 33:19 HOURS = FIVE DAYS REDUCED FROM CAR BALANCE.

33:20 TO 39:19 HOURS = SIX DAYS REDUCED FROM CAR BALANCE.

39:20 TO 45:19 HOURS = SEVEN DAYS REDUCED FROM CAR BALANCE.

PLEASE NOTE THAT DEDUCTIONS WILL OCCUR BASED ON THE RATES ESTABLISHED AS REGARDS ADDITIONAL ABSENCES BEYOND THAT WHICH IS DETAILED ABOVE. IF SUFFICIENT CAR DOES NOT EXIST, PAYROLL DEDUCTIONS WILL OCCUR.

JURY DUTY - Staff are required to inform the payroll secretary immediately upon jury duty notification. While on jury duty, the staff member must call the Administrative Office daily to inform of jury duty status and contact SubCentral when applicable. Proof of service must be obtained from the court and submitted to your payroll secretary along with an OP 201.

ABSENCE DOCUMENTATION – All personnel (except staff on Cybershift) are required to submit, directly to the payroll secretary, an OP 198 absence form immediately following each absence, along with any necessary documentation such as medical notes. OP 198 forms for medically certified absences not received in a timely manner may result in a loss of pay. These are legal documents and must be kept on file for future reference. OP 201 forms are to be submitted, along with supporting documentation, for days of non-attendance, which include death in family, jury duty, graduation, professional conferences, etc.

EXCESSIVE ABSENCES - On a case-by-case basis, any staff member who is absent more than 10 days in a school year may be subject to disciplinary action, including the possibility of an unsatisfactory rating, suspension without pay and/or termination. If a pedagogical staff member is absent for more than 10 self-traded absences a payroll deduction is made at the rate of 1/300 of their annual salary regardless of how many days in their CAR.

EXTENDED LEAVES AND/OR ABSENCES - Any personnel that will be out for an extended period of time – for any reason – must contact the Borough Principal or respective manager to discuss the anticipated duration of the leave/absence. See chancellor’s regulation C603.

LEAVES - All non-supervisory pedagogical staff, UFT Paraprofessionals and DC37 School Personnel must use the Self- Service Online Leave Application System (SOLAS) to apply for a leave of absence for any absences over 10 days, except for intermittent FMLA leaves. The link is: <http://dhrnycaps.nycenet.edu/SOLAS/> Staff should contact their payroll secretaries regarding all Leaves of Absences. The medical documentation must state a prognosis, diagnosis and possible return date. Supporting documentation must be uploaded into SOLAS and should be submitted to your payroll secretary at the Administrative Office as well. See attached FMLA attachment on P2G Sharepoint. If documentation is not uploaded within 20 days of submitting your applications, the leave will be auto-denied.

SABBATICALS-Sabbaticals may only be applied for during prescribed periods of time. The link is: <http://dhrnycaps.nycenet.edu/SOLAS/> The payroll secretary will provide sabbatical and leave information upon request. Sabbaticals must be requested through SOLAS.

LINE OF DUTY INJURIES/WORKERS' COMPENSATION INJURES- For pedagogical staff, Please go to <https://nycdoe.sharepoint.com/sites/p2g> for instruction and forms on filling a line of duty. For Non-Pedagogical staff, please see worker’s Compensation folder for Non-Pedagogical Employee in Support Staff Folder.

CHANGE OF PERSONAL INFORMATION – Any changes to personal information, such as address changes, must be complete through Employee Self-Service page. You must also email any changes to your payroll secretary at the Administrative Office to ensure our records are updated. Any changes to your tax status or health benefits must be completed through NYCAPS Employee Self-Service system.

NON-ATTENDANCE ABSENCES - Absences that are not deducted from your CAR, such as graduation, jury duty, bereavement, and school conferences, must be documented on an OP201 Form and Supporting Documentation must be submitted to the payroll office. Please see the attachment on Non-attendance days.

CAREER TRAINING PROGRAM RELEASE TIME FOR PARAPROFESSIONALS

Each semester, the Office of Scholarship and Incentive Programs receives numerous inquiries from schools and paraprofessionals regarding regulations governing “Release Time” for UFT Paraprofessionals. This communication should clarify any questions or concerns you may encounter.

Paraprofessionals who meet the requirements indicated below are eligible for release time for non-classroom study or travel from work to their college/university. The NYCDOE will grant release time each college semester (fall, spring and the 1st summer session only, not later than June 30th) to eligible paraprofessionals who are attending or taking Online coursework at an accredited college or university. Release time during the summer session one may be taken but must be completed by June 30th. Release time will not be granted during the months of July and August.

This release time cannot be used to attend classes during the scheduled work day unless agreed upon by the school principal or the principal’s designee. However, we do encourage paraprofessionals to take courses during the late afternoon, evenings and/or weekends to avoid conflict with their work schedules. Paraprofessionals may not take classes during their regularly scheduled school day. Release time shall also be granted to paraprofessionals who do not participate in the Career Training Program. Release time does not apply to substitute paraprofessionals.

I. ELIGIBILITY OF UFT PARA PROFESSIONALS

Paraprofessionals

During the fall, spring and summer semesters, the Department of Education will grant 2 ½ hours of release time, per week with pay for study and/or travel to an accredited college. The paraprofessional must complete a total of at least five semester hours/credits during that same semester of undergraduate study to be eligible for release time.

II. VERIFICATION

Verification of Enrollment

- At the beginning of each semester, any paraprofessional requesting release time must present a copy of the college bursar's receipt or other documentation of actual enrollment to the school principal or designee.

Verification of Course Completion

- Within one month following completion of the semester, it is the responsibility of each participating paraprofessional to submit to the principal or designee a copy of the transcript, grade report, or other substantiating documentation indicating completion of the course(s) for which release time was granted.

Failing Grade-Withdrawal/Incomplete

- A paraprofessional whose transcript indicates a failing grade during the semester for which release time was granted must submit to the principal written verification from the professor of actual attendance for the failed course. If this written verification is not submitted, the paraprofessional will be subject to the actions noted below in the Non-Compliance or Failure to meet requirements section.
- A grade indicating Withdrawal/Incomplete or any indication that courses were not attended will be considered as non-attendance and will be subject to the actions noted below in the Non-Compliance or Failure to meet requirements section.

III. ARRANGING A RELEASE TIME SCHEDULE

- Release time can only be used for non-classroom study or travel. Paraprofessionals are urged to arrange classes during the late afternoon, evening or weekends to avoid a conflict with their work schedule and to ensure that adequate classroom coverage is provided. Release time cannot be used to attend classes during the scheduled work day unless agreed upon by the school principal or the principal's designee.
- Paraprofessionals must submit a class schedule to their principal in advance of the commencement of classes. The principal will then have sufficient time to review, approve or request that the schedule be modified. Release time cannot be rescheduled.

IV. NON-COMPLIANCE OR FAILURE TO MEET REQUIREMENTS

Termination of Release Time and Responsibility of Principals to Authorize a Payroll Deduction

- When release time must be terminated due to non-compliance or failure to meet requirements, the principal or designee must stop release time immediately and authorize a payroll deduction for any release time or pay that the paraprofessional received without appropriate documentation.

If you require additional information please contact the Office of Scholarship and Incentive Programs at (718) 935-2449. Thank you for your cooperation.

PAYROLL(FAQ'S)

When will I receive my first Paycheck?

You will likely receive your paycheck between 4 and 6 weeks after your first day with P2G.

How do I sign up for Direct Deposit?

Once you receive your first paper check, you will be able to sign up for Direct Deposit through Payroll Portal. It usually takes 2 pay periods before it is finalized. [Click here for Payroll Portal](#)

How do I find information about payroll?

Using the payroll portal, you can find information on W2s, Direct Deposit, Payroll Register, Commuter Benefits, College Saving Plans, among other functions. In order to login, you will need your network ID (DOE email address), password (DOE email password) and either your social security number or employee identity number (EIS ID or Employee ID).

How do I submit Per Session Payroll?

All per session time sheets must be completely filled out with dates and signatures of service. The time sheet must also be signed and dated by staff and administration before emailing to the Administrative Office. Please email time sheets within the month the service is completed. Include the program name on the time sheet. Time sheets must be dated 1st -15th on one time sheet and 16th to the last day of the month.

How do I obtain Health Insurance?

[Here is information on how to enroll in Health Benefits.](#)

Am I eligible for supplemental health insurance benefits (eye care, dental, etc.)?

It depends; some P2G employees are represented by a union or benefits fund. Your benefits will vary largely depending on the union/benefits fund you are assigned to based on your civil service title. For certain unions/funds there is a wait before your benefits begin.

DC 37 staff must contact DC37@212-815-1000 to enroll for dental and optical benefits.

UFT members can enroll at www.uft.org

Where can I find tax documents?

Tax Data- At the time of initial hire, tax status defaults to single one. Employees wishing to change their deductions must do so on NYCAPS.

Where can I find information on Rules and Regulations of DOE employees?

All Department of Education employees are responsible for reading the Chancellor's Regulations. Below are regulations that are particularly pertinent to P2G H-Bank employees. In addition, P2G staff is also required to obtain a staff handbook, where additional regulations and policies may be found.

- [Chancellor's Regulations C105](#) – Arrest Procedures In Cases of the Arrest of Employees (this applies to both pedagogical and administrative employees)
- [Rules and Regulations Governing Non-Pedagogical Administrative Employees](#)
- [Chancellor's Regulations C607](#) – Salary, Attendance and Leave of Management Employees

Am I eligible for any transit benefit programs?

All DOE employees are eligible for commuter benefits through Ednred.

To receive additional information please visit www.commuterbenefitsnyc.com or call 1-833-484-8109.

As a DOE employee, am I eligible for retirement benefits?

Yes, below are links to information on the various retirement systems/plans the DOE offers. [BERS](#) Retirement has information on Member Services, Retirement Programs and annuity investment information (TDA programs).

TRS Teachers' Retirement System of the City of New York

As a DOE employee, are there any incentives or discounts I am now eligible for?

Yes, here is the link for [DOE Employee Incentives and Discounts](#).

H and Z Bank Employees FAQ's

Who qualifies as an H-Bank employee? H Bank Employees include the following titles: Community Associates, School Business Managers, Community Coordinators, Computer Technicians, Parent Coordinators, Clerical Associates, Program Coordinators, and Administrative Education Officers & Analysts.

What are my hours?

H-Bank P2G employees work varying shifts. All shifts are 7 hours of work with an hour or thirty minutes for lunch (excluding managerial employees who are required to take an hour lunch). Each employee must work with their supervisor to determine the daily shift that best serves P2G students. The supervisor must share that information with the payroll secretary⁴ so he/she can enter the appropriate shift in Cybershift. Every other Friday, all staff receives an additional 20 minutes added on to their lunch.

When will I receive my first paycheck?

You will likely receive your paycheck between 4 and 6 weeks after your first day with P2G.

How will I receive my first paycheck?

Your first paycheck will come in paper form and will be mailed via Certified Mail to the home address that the DOE has on file. You need to complete paper timesheets until you have received your first paycheck. The timesheets will need to be submitted to the Payroll Secretary² at the P2G Main Office at 90-01 Sutphin Boulevard in Jamaica, Queens. Once you have received your first paycheck, you will begin to enter your time in Cybershift and discontinue using paper timesheets.

How will I obtain an Employee Identification Number and Email?

Barring any complications, within 3 days of beginning with P2G you will receive an email from District 79 Human Resources with the following information:

- File number (Employee Identification Number)
- First Paycheck Date
- Employee Reference Number
- Email Address

How do I sign up for Direct Deposit?

Once you receive your first paper check and can enter times in Cybershift you will be able to sign up for Direct Deposit through Payroll Portal. It usually takes 2 pay periods before it is finalized.

Do I get annual or sick leave?

You are entitled to sick days, comp time (comp time is additional annual leave time that you can accrue if you are approved to work overtime), and paid annual leave. Your annual and sick days accrue at a monthly rate depending on your title.

What is Cybershift?

Cybershift is a web-based, automated time and attendance system that maintains the time records and implements the DOE's time and attendance rules for annual and hourly administrative employees on H-Bank and Z-Bank. The system records the daily attendance, applies the DOE's timekeeping rules and regulations, tracks absences and applies the monthly annual and sick accruals to each employee on the system. All employees are able to obtain their current leave balances online as well as request use of annual leave and sick time in a paper less environment.

How do I record my daily attendance?

All H-Bank employees record their time in/out in Cybershift each day. Here are the two ways employees can do this: Call 1-877-363-3635 and enter your employee ID and Personal ID number or Using a DOE computer to go to Cybershift link to login.

We encourage all P2G employees to log their time each day. At the end of every pay period you will have 3 days to submit your time (the last day of the pay period (Friday), and then the Monday of the following week). Cybershift will email you automatic reminders on Monday and Tuesday. If you do not enter your time by 8:00pm on Monday you will be marked absent for days you did not enter your time. If you are unable to access Cybershift during those 3 days, please email your payroll secretary.

What if I am unable to clock in or out?

You must clock in and out every day using the web clock, swipe card or calling system but we understand that sometimes, that is not possible. Times can be edited by the payroll secretary with approval from your principal.

What are the protocols for requesting a day off

Your supervisor via email and in advance must approve all annual leave days. The nature of the personal business must be indicated. If your supervisor approves, you will forward the email to your payroll secretary so that he/she can edit the information in Cybershift.

What if I need to report an unanticipated absence?

All P2G personnel are required to telephone the P2G Administrative Office 24 hour automated voice answering system by dialing (718) 557-2593 to report an absence no later than 7:00 a.m. on the day of the absence. Please indicate your first and last name, title, site, date of absence and the type of absence e.g., self-treated sickness, death in the family, etc. Please also email your supervisor and copy your Payroll Secretary informing them of your absence.

You can call out sick up to 3 days without a medical note from a doctor. On the fourth sick day without a medical note, the days will come out of your annual leave. Following the absence, any necessary documentation (medical notes, jury duty notifications, etc.) forms need to be sent into your payroll secretary in a timely manner. The absence will not be coded properly in Cybershift until the proper documentation has been received by the payroll secretary. These documents are required as proof of an authorized absence in your personnel file. You are allowed 6 self-treated sick days in a 6 month period that begins within the first self-treated sick day.

What if I arrive late to work?

Should it become necessary to report to work late due to an unforeseen event, staff members must contact their immediate supervisor to obtain authorization. If the immediate supervisor is unavailable or inaccessible, an administrator at the Administrative Office must be notified. In Cybershift, lateness is defined as coming in more than 5 minutes after your shift has begun. The exact time of late arrival or early departure must be noted in Cybershift. If you reach 20 lateness in a quarter (three month period), all lateness in that quarter will be double deducted.

If you come into work late, you are not permitted to work overtime, without approval from your principal or immediate supervisor. Approval must be forwarded to your payroll secretary so that it can be correctly documented in Cybershift.

Can I take a half day or leave early?

Yes, if you need to leave an hour early or take a ½ day you can as long as you receive your supervisor’s approval. Your time will be deducted from your annual leave bank. If leaving early you must log out in Cybershift.

What can I do if a family member is ill and I need to use a personal day?

Every H Bank employee gets three Sick Family Member days per vacation year (May 1st through April 30th) no documentation is needed; time comes from your sick day bank but if it is empty, it will come from annual leave.

Am I eligible to work overtime?

Overtime is working any additional time after your scheduled shift has ended. You must receive Prior approval from your supervisor via email before you can work overtime. Copy of approval needs to be forwarded to your payroll secretary. You also must have worked a full day (7 hours) before you are eligible to get overtime. If you receive approval then you will enter the additional time into Cybershift. You can read more about the parent overtime policy for community titles, which includes guidelines on avoiding unauthorized overtime claims.

Can I accumulate comp time?

It depends on your title. All community titles (community coordinators, associates, parent coordinators, program coordinators) will receive comp time for any hours worked beyond 35 hours and up to 40 hours per week with prior permission from your supervisor. Any work beyond 40 hours per week will be compensated via comp pay. You must have approval from your supervisor to work over 35 hours per week. The decision of when you receive Comp Pay versus Comp Time is an agreement between you and your supervisor, with the exception of all community titles which is delineated by contract (up to 40 hours is comp time, anything over 40 is comp pay).

How do I find out how much time (Annual/Comp/Etc.Time) I have accrued? In Cybershift

- Click Absences
- Click View Accruals, All the time that is in your bank is listed

Please remember that this information will only be accurate if your time/attendance is up-to-date in Cybershift.

Can I turn comp time into annual leave?

Yes, any time you take a personal or vacation day, comp time will automatically be used before Annual Leave.

What if I am selected for Jury Duty?

Staff is required to inform the payroll secretary⁴⁸ immediately upon jury duty notification.

While on jury duty, the staff member must call the 24 hour automated absentee line, 718-557-2593, at the Administrative Office daily to inform of jury duty status as well provide documentation verifying jury attendance. Upon return from Jury Duty, Proof of Service must be obtained from the court, and submitted along with an OP201 to your payroll secretary. OP201 for H/Z Bank employee can be found in the P2G Sharepoint Handbook folders.

Can I take a day off for graduation?

Yes, an absence of not more than one (1) day to receive a degree from a college or university or to attend the graduation of his/her child from a kindergarten/elementary school, intermediate school, junior high school, high school, or college, or to attend the graduation of his/her spouse or registered domestic partner from a college or university. Submit OP 201 along with supporting documentation to your payroll secretary⁴⁹ which needs to include the exact time of day the exercises were held, name of school, program listing the name of the relative graduating.

What if I have a death in the family?

You can take up to four (4) workdays in the case of death in the immediate family. You can also have one additional day for reasonable travel when such absence is necessary. The absence for travel must occur on a working day within either five(5) business days or seven(7) calendar days, either before or after the funeral, and be supported by appropriate documentation. For the purpose of this rule, the term “immediate family” includes a parent, child, brother, sister, grandparent, grandchild, spouse or parent of a spouse, registered domestic partner or parent of, or any relative residing in the employee’s household. The relationship of the deceased to the applicant, the date of death, and the date of the funeral is to be shown on the documentation.

Absence of not more than one day due to attendance at the funeral of a brother-in-law, sister-in-law, son-in-law, daughter-in-law, niece, nephew, aunt, uncle of employee, or aunt, uncle, or grandparent of spouse or registered domestic partner, who is not a member of the immediate household.

Absence for the purpose of attending, in a representative capacity, the funeral of an associate employee or other person connected with the department. The approval of the supervisor is sufficient documentation for this purpose.

Can I take annual days when school is in session?

Yes, but if you work directly with students, we encourage you to take off time when students are not in attendance. Annual leave must be approved in advance by your supervisor.

Do annual or sick days expire?

No, both annual and sick days roll over into the next school year. If you have a maximum of allowable annual days accrued after 2 years (i.e. 30 days if you accrue 15 days per year), Cybershift will automatically go through and the excess will be moved to sick leave.

Where can I find information on a leave of absence?

Information on Leaves of Absences can be found in Section 5 of the [Rules & Regulations Governing Non Pedagogical Administrative Employees](#).

Can I be reimbursed for travel expenses when I travel between two sites?

You cannot get reimbursed for travel made from your home to a site or from a site to your home. If you travel from site to site during the work day, you may be eligible for reimbursement. If you drive your car, you can go to the [TRAC website](#) and complete the "Request For Use Of Personal Vehicle Form" on-line for each month. The Approver will be your principal. Once approved, you will be issued a Personal Car Approval Number and you can then enter your Local Travel for each day online. If you are requesting reimbursement for parking fees or tolls, you will need to mail the original receipt(s) and E-Z Pass Statement to Lorraine Santino. She will not be able to finalize payment unless she has the back-up documentation. If you want to be reimbursed for travel between two sites on the subway then you can submit the receipt directly to Lorraine Santino.

H BANK EMPLOYEES TRANSIT DELAY GUIDELINES

Employees may present certification of claimed transit delay forms for a lateness caused by a delay of fifteen (15) minutes or more. Excuse for lateness caused by transit delays will be limited to an occasional and/or extraordinary delay. Lateness caused by routine transit delays will not be excused. Employees experiencing transit difficulties on a routine basis must rearrange their schedules to allow extra time for travel.

The appropriate form, approved by the employee's supervisor should be submitted to the timekeeper. Time lost due to approved transit delays will not be deducted from the employee's leave balances.

EMPLOYEES WITH CHANGES IN TITLE/BANK

I changed my title but I'm in the same bank, will anything change?

This is called a location transfer and it is unlikely to change any of your payroll information.

I was in a different bank and now I'm in H-Bank, will anything change?

Yes, when you come into H-Bank for the first time, for payroll matters, it is as if you are a new employee.

Do vacation and sick days follow you if you move from one DOE title to another?

Yes.

CHAPTER 3

STUDENT DISCIPLINE AND ENROLLMENT POLICY



Pathways to Graduation

Preparing for high school equivalency and beyond

Dennis M. Walcott, Chancellor

THE NEW YORK CITY DEPARTMENT OF EDUCATION D79/ALTERNATIVE SCHOOLS AND PROGRAMS

Pathways to Graduation
90-01 Sutphin Blvd. – 2nd Floor
Jamaica, NY 11435

Telephone (718) 557-2590

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REMOVAL OF SUBSTANTIALLY DISRUPTIVE STUDENTS

The policy for removal of substantially disruptive students is as follows:

- Teachers have the authority to remove “disruptive” students from their classrooms, consistent with infractions that carry a severity of Level 3 in the Discipline Code. (Attached)
- After a student is removed from the classroom by a teacher three times during a semester, a principal’s suspension must be sought if the student engages in subsequent behavior that would otherwise result in a removal by the teacher. (Please note that students may not be permitted to serve suspensions or removals from class at home).

If the teacher determines that a student’s behavior is substantially disruptive of the educational process or substantially interferes with the teacher’s authority in the classroom, then he/she prepares and submits to the assistant principal, a Student Removal Form (attached) that must include a factual account of what occurred and how the student’s behavior disrupted the class. The Student Removal Form, which must include prior intervention measures, is to be sent to the assistant principal by the end of the school day.

At sites with agency support services, it is expected that agency personnel will supervise students during the time that they are removed from class. At sites that do not have agency support, teachers may call parents/guardians to request that they pick up their child from school.

- If the parent/guardian is unable to take the student home, the student must remain in school for the remainder of the day. The parent/guardian will be informed that the student will be required to report to the borough hub the following day, where he/she will remain until the agreed upon completion of removal from class. (Again, this practice is only implemented at sites without host agency support).
- The teacher must provide an educational plan for the student as well as sufficient work to be completed at the designated removal location. This information must be entered on the Student Removal Form.
- The teacher must consult with the assistant principal to determine the number of days of removal (1 to 4 days). In determining the number of days, consideration is to be given to the student’s age, maturity, previous disciplinary record, circumstances surrounding the incident and, if applicable, the IEP.
- If the student’s conduct does not pose an immediate danger or an ongoing threat of disruption, he/she must be given the opportunity to present his version of the event and the teacher must provide an explanation for the removal.
- If the student’s conduct does pose an immediate danger or an ongoing threat, the student is removed immediately. The student may present his version of the event and the teacher may provide an explanation for the removal the following day.
- An informal conference involving the teacher, site assistant principal and/or guidance counselor, must be scheduled if so requested by the parent.

Attachments: Student Removal form
Discipline Code Infraction - Level 3

STUDENT REMOVAL FORM

STUDENT REMOVAL FORM			
* Event Date ____/____/____ (mm/dd/yy)		* Student ID (SID) # _____	
* Student Last Name _____		* First Name _____	
* Official or Subject Class _____		Grade _____	
Special Education Classification and Services; Behavioral Intervention Plan:			
Teacher Measures Previously Taken			
	Date(s)		Date(s)
<input type="checkbox"/> Warning to student		<input type="checkbox"/> Classroom measures	
<input type="checkbox"/> Student conference		<input type="checkbox"/> Parent contact	
<input type="checkbox"/> Guidance referral		<input type="checkbox"/> Prior removal(s)	
Description of event: Time _____ Location _____ <i>Give factual account and indicate how the student's behavior substantially disrupted the class or substantially interfered with the teacher's authority)</i>			
Teacher's education plan for student during period of removal (classwork, homework, etc.)			
Teacher's name _____ Signature _____ Date _____			

To be completed by Principal	
Discipline Code Infraction #	
Number of days of removal	Set aside (check one) <input type="checkbox"/> yes <input type="checkbox"/> no
* For students with an IEP: Does this removal count toward days of removal from the current educational program? (check one) <input type="checkbox"/> yes <input type="checkbox"/> no	
Principal's Name	Principal's Signature
Comments:	

* The information designated with an asterisk is required for an ATS entry.

OCCURRENCE REPORTING FORM

Use this form to report accidents, injuries, medical situations, or student behavior incidents. The report should be completed within 24 hours of the event. Please submit the completed form to your assistant principal.

INFORMATION ABOUT THE INCIDENT

Site	EMS/Police Notified <input type="checkbox"/> Yes <input type="checkbox"/> No Precinct # If Yes, Badge #
Date of Incident	Time
Location of Incident: (Classroom, Room #, etc)	

INFORMATION ABOUT PERSON INVOLVED IN THE INCIDENT Student Employee Other

Full Name		
OSIS /File #		DOB (For Student Only)
Victim	Suspect	Witness

INFORMATION ABOUT PERSON INVOLVED IN THE INCIDENT Student Employee Other

Full Name		
OSIS /File #		DOB (For Student Only)
Victim	Suspect	Witness

INFORMATION ABOUT PERSON INVOLVED IN THE INCIDENT Student Employee Other

Full Name		
OSIS /File #		DOB (For Student Only)
Victim	Suspect	Witness

Was medical treatment provided? Yes No Refused
 If yes, where was treatment provided: on site Hospital Other
The Name of the Hospital

Parent Contacted: Yes If Yes, Who No **Accompanied by:**

SUSPENSION REQUEST TO BE COMPLETED BY ASSISTANT PRINCIPAL

Infraction Code:	Requested Suspension: Principal's	Superintendent's	# of Days
Begin Date:	End Date:	Conference Date:	Time:
Conference Site:		Requesting Principal:	
Suspension Site:		Receiving Site Principal:	

Description of Incident (what and how it happened, factors leading to the event, etc.) Be as specific as possible (attached additional sheets if necessary)

REPORTER INFORMATION

Individual Submitting Report (print name)	Title
Date Report Completed	Please save and send the completed form to your Assistant Principal
Supervisor approval	

ADDITIONAL INFORMATION FOR OCCURRENCE REPORTING FORM

INFORMATION ABOUT PERSON INVOLVED IN THE INCIDENT			Student	Employee	Other
Full Name					
OSIS /File #			DOB (For Student Only)		
Victim	Suspect	Witness			
INFORMATION ABOUT PERSON INVOLVED IN THE INCIDENT			Student	Employee	Other
Full Name					
OSIS /File #			DOB (For Student Only)		
Victim	Suspect	Witness			
INFORMATION ABOUT PERSON INVOLVED IN THE INCIDENT			Student	Employee	Other
Full Name					
OSIS /File #			DOB (For Student Only)		
Victim	Suspect	Witness			

ANY ADDITIONAL INFORMATION ABOUT THE INCIDENT

OCCURRENCE REPORTING PROCEDURES

STUDENT RELATED OCCURRENCES

- A. In case of an emergency requiring intervention to prevent physical harm or injury, sites are to call 911 for immediate assistance.
- B. In the event that anything unusual and/or dangerous occurs at a site, involving weapons, drugs, illness, injury or risk of injury, the assistant principal should be contacted immediately. In addition, theft or any situation that compromises the safety and welfare of staff and/or students (both inside and outside of the building) must be reported.
- C. If the police, fire department or EMS is called to your site, even if the call was placed by the agency and not a DOE staff member, the site assistant principal and the administrative office must be contacted. Parents/guardians of students arrested, hurt or sent to the hospital must also be contacted. If a student is taken to a hospital or arrested, a staff member is required to accompany the student to the hospital or precinct and should remain with the student until a parent/guardian arrives.
- D. Knowledge or “reasonable cause for suspicion” of any potentially serious or dangerous situation must be brought to the attention of the agency personnel and assistant principal immediately. Examples of such situations are:
 - 1. Child abuse/neglect
 - 2. Educational neglect
 - 3. Threat of harm or self or others
 - . Medical emergency
 - 5. Impending fight

In order to ensure that all STUDENT occurrences are filed in a timely manner, please follow the procedures listed below.

(See Occurrence Reporting form attached)

- 1. All occurrences must be reported immediately to your assistant principal.
- 2. Call and describe any **STUDENT** occurrence to Christine Achodian at the Administrative Office at 718-557-2590, ext. 3226.
- 3. Complete the attached Occurrence Reporting form legibly and in detail. Add additional sheets of paper if necessary and fax immediately to Ms. Achodian’s attention at (718)-557- 2599. All occurrences must be submitted within 24 hours.
 - . If applicable, a written witness statement form must be completed, signed and faxed to Ms. Achodian within 24 hours.
- 5. If a suspension is requested, the assistant principal must provide **Infraction Code** and all suspension information on the bottom of the Occurrence Reporting form or contact Ms. Achodian at the Administrative Office.
- 6. Assistant Principals must also follow up on any student who is involved in an occurrence that results in his/her being hospitalized or arrested. Ms. Achodian must be contacted with any new information so that the original occurrence can be updated with the Emergency Information Center (EIC).

STAFF RELATED OCCURRENCES

The procedure for reporting a Staff Related Occurrence is the same. with the exception that all information is to be faxed to Secretary Ms. Achodian at the Administrative Office at (718) 557-2792 or email cachodian@schools.nyc.gov If you have any questions regarding these procedures, please contact the site assistant principal or Ms. Achodian at the Administrative Office.

Outline of Policy

1. Referral and Enrollment

- 1.1 What are the general principles of enrollment in a HSE program?
- 1.2 What factors are considered for enrollment in a HSE program?
- 1.3 What is the guidance for a student who has not completed the school year in which he/she turns 17?
- 1.4 What is the guidance for a 17 year old student who has completed the school year in which he/she turns 17? 1.5 What is the guidance for a student who is at least 18 years old and has not yet completed the school year in which he/she turns 21?
- 1.6 What is the guidance for a student previously receiving special education services?
- 1.7 What is the guidance for a student previously receiving English as a Second Language services?
- 1.8 How is a student enrolled?

2. Parental Consent

- 2.1 When is parental consent necessary?
- 2.2 What is required for parental consent?

3. Maintaining a Connection with a HSE Program

- 3.1 What happens after a student passes the HSE exam?
- 3.2 How should a student remaining in a HSE program after passing the HSE exam be registered in ATS?
- 3.3 Is a student who has obtained a HSE diploma permitted to enroll in a high school track transitional program or community school?

1.1 What are the general principles of enrollment in a High School Equivalency (HSE) program?

Enrollment in a HSE program is entirely voluntary on the part of the student. Under no circumstances may a student's community school force a student to enroll in a HSE program or other educational program that does not grant credits leading to either a Regents high school diploma or a regular local high school diploma.

New York City students under 21 years old who have not received a regular high school diploma have the following essential rights until the end of the school year in which a student turns 21:

- Students are entitled to attend a public school, such as a full-time high school or high school program run by the New York City Department of Education.
- Students have the right to re-enroll in public high school at any time before turning 21.
- Students have the right to refuse to be involuntarily transferred from a public high school to a full- or part-time education program, such as a HSE program or any alternative program that does not provide the opportunity to earn credits toward a regular high school diploma.

Furthermore, students have these rights even if they have voluntarily dropped out of their community school, are currently enrolled in a HSE program, or already have a HSE or an IEP diploma.

1.2 What factors are considered for enrollment in a HSE program?

There are several state-mandated requirements an applicant must meet in order to sit for the HSE exam, one of which permits a student to sit for the exam only if he/she is enrolled in a New York State-approved program (called an Alternative High School Equivalency Preparation Program). All students enrolled in a DOE HSE Program are eligible to sit for the examination because all DOE HSE programs have been approved by New York State.

Additionally, there are DOE requirements for enrollment in a HSE program that follow local, state and federal laws pertaining to the education of students under the age of 21. These requirements are explained below in Sections 1.3, 1.4, and 1.5.

A student's age and number of earned academic credits are relevant when considering which DOE program is most appropriate. Administrators should evaluate all options before recommending that a student enroll in a HSE program and should adhere to the following admissions standards when discussing options with a student and/or the student's parent. See also Attachment A, Student Eligibility Matrix, which sets forth the admissions standards in chart format. Additionally, to qualify for enrollment in a DOE HSE program, a student cannot be concurrently enrolled in a college-degree granting program.

Although it is preferable to have a student pursue a regular high school diploma whenever possible, enrolling in a HSE program may be appropriate for certain over-age and under-credited students.

1.3 What is the guidance for a student who has not completed the school year in which he/she turns 17 (compulsory aged 17 year old)? Not permitted to enroll in HSE programs, except in rare circumstances

This student should be strongly advised to pursue a regular high school diploma, either in a regular public high school or in a transfer school. For example, some transfer schools specifically welcome students with 11 or fewer credits.

In some rare circumstances, a 17 year old who has been advised of his/her rights to attend high school, has obtained parental consent, and who prefers to enroll in a HSE program may be enrolled in a full time HSE program. A full time HSE program requires that the student attend classes for at least 5.5 hours per day. While a student in this age range may be permitted to enroll in a HSE program, he/she will not be permitted to sit for the HSE exam until the end of the school year in which the student turns **18**.

1.4 What is the guidance for a 17 year old student who has completed the school year in which he/she turns 17 (non-compulsory 17 year old)?

1.4.1 Over 17 academic high school academic credits: Not recommended, but permitted to enroll in HSE programs with parental consent

This student should be advised and encouraged to pursue a regular high school diploma, either in a public high school, at a transfer school, or at a Young Adult Borough Center (YABC).

A 17 year old who has been advised of his/her right to attend a public high school, who has obtained parental consent, and who prefers to enroll in a HSE program may enroll in a HSE program. This student will be permitted to sit for the HSE exam at the time deemed appropriate by the HSE program.

1.4.2 Between zero and 17 high school academic credits: Not recommended, but permitted to enroll in HSE programs with parental consent

This student should be advised and encouraged to use all valid avenues for completing a high school diploma. He/she should plan to attend a high school with a guidance plan and Academic Intervention Support (AIS) plan for credit recovery, or may enroll in a transfer school.

A 17 year old who has been advised of his/her rights to attend high schools, has obtained parental consent, and prefers to enroll in a HSE program may enroll in a HSE program. This student will be permitted to sit for the HSE exam at the time deemed appropriate by the HSE program.

1.5.1 Over 17 high school academic credits: Not recommended, but permitted to enroll in HSE programs

This student should be advised and encouraged to use all valid avenues for obtaining a regular high school diploma if it is likely that the student will not “age out” of the high school diploma option (i.e. if the student is likely not to meet requirements for obtaining a high school diploma prior to completion of the year in which the student turns 21 years old).

A student between the ages of 18 and 21 who has been advised of his/her rights to attend high school and who prefers to enroll in a HSE program may enroll in a HSE program. This student will be permitted to sit for the HSE exam at the time deemed appropriate by the HSE program.

1.5.2 Between zero and 17 high school academic credits: Permitted to enroll in HSE programs

This student may anticipate “aging out” of the regular high school diploma option before he/she can complete the year in which he/she turns 21 years old and may choose to enroll in a HSE program. He/she also has a right to remain in his/her current school.

A student who turns 21 and does not complete a regular high school diploma in the same school year can pursue the HSE diploma through the Office of Adult and Continuing Education.

1.6 What is the guidance for a student previously receiving special education services?

A student who received special education services when enrolled in a community school is subject to the enrollment guidelines outlined above. In addition, that student must also meet the following requirements:

Parental notification, not direct consent, is required for a student with a disability who wishes to enroll in a HSE program before completion of the year in which the student turns 21. After that school year, the student would need to enroll in a DOE Adult Education program instead of a DOE K-12 HSE program.

Additionally, the student (and the student’s parent, if the student is younger than 18 years old) must sign a form acknowledging that the student will not receive IEP mandated special education services while enrolled in a DOE HSE program. This form provides essential information about the services the student may receive when enrolled in a DOE HSE program. It also advises the student of his/her right to re-enroll in a public high school (until the student turns 21) and receive the services recommended on the student’s IEP. See Attachment B, HSE Consent Form – Students with Disabilities: acknowledgment Regarding Special Education Services.

If the student and parent still wish to receive the services on the student's IEP, the student should be referred back to a public high school which could include placement in a District 75 program.

A HSE program may not be the most appropriate placement for a student who requires significant special education services and supports. For example, a student previously assigned to District 75 may need a classroom environment that cannot be replicated in a HSE program. If a student who is enrolled in a District 75 school wishes to enroll in a HSE program, he/she must meet with a counselor who will explain to the student what services he/she will and will not be receiving at the site. District 75 staff should be consulted to discuss whether a HSE program is a reasonable setting for that student.

1.7 What is the guidance for a student previously receiving English as a Second Language (ESL) services?

This student shall be subject to the enrollment requirements outlined above. In addition, the student must provide information on the following topics in order for an appropriate placement to be determined:

The student should provide any information he/she has pertaining to previous ESL or ELL services received.

Additionally, for students educated in schools outside of the U.S., if the student completed 8th grade (or the equivalent) in his/her home country, or if the student was formerly enrolled in a non-U.S. university preparation program, he/she should obtain an international high school transcript evaluation from a community school prior to enrolling in a HSE program. This process must be completed in order to ensure an informed conversation about the student's options.

1.8 How is a student enrolled?

A student under age 21 is typically enrolled in a HSE program through a Referral Center For High School Alternatives (see below for contact information). Referral Centers are available to any student, and are designed to serve those who have fallen behind academically in high school and students in need of other non-academic supports. Referral Centers are responsible for directing students to DOE and non-DOE resources that will help them succeed academically, and are responsible for enrolling students in some programs such as HSE programs. A student who wishes to enroll in a DOE HSE program should visit a Referral Center during regular school hours to meet with a member of the guidance staff.

Once a student arrives at a Referral Center, he/she consults with a counselor who explains the student's various enrollment options. If the student intends to enroll in a HSE program, the Test of Adult Basic Education (TABE), a math and reading placement evaluation, is administered. The TABE determines the student's current academic levels, and TABE results give the student and the counselor an idea of how long the student will need to be enrolled in a HSE program prior to taking the HSE exam. The results of the TABE tests will also determine where a student will take HSE preparation classes—at a hub or at a satellite site. DOE HSE programs serve students of all levels, ranging from students who need more focused literacy instruction to students who are almost ready to sit for the HSE exam.

2. Parental Consent

2.1 When is parental consent necessary?

Because enrollment in a DOE HSE program is voluntary for students, every student who enrolls in a HSE program must sign a consent form. In addition to obtaining consent from all students, informed

parental consent is required to enroll any student who is a minor (under the age of 18). If the student is no longer a minor (over the age of 18), no parental consent form is necessary.

Parental notification, not direct consent, is required for a student with a disability who wishes to enroll in a DOE HSE program before completion of the school year in which the student turns 21.

2.2 What is required for parental consent?

As part of enrollment in a DOE HSE program, both the student and his/her parent (if applicable) must be given an opportunity to review the document entitled “HSE Fact Sheet.” After being informed about the DOE’s HSE programs, a parent or guardian must have an opportunity to ask questions about the program(s) and must approve, in writing, a minor student’s enrollment in the program. The student and parent must be informed about the student’s enrollment in a DOE HSE program. See Attachment C, Consent Forms and Accompanying Documents.

3. Maintaining a Connection with a HSE Program

3.1 What happens after a student passes the HSE exam?

In most cases, a student may not remain connected or enrolled in a HSE program after he/she has passed the State-administered HSE exam. However, there is one exception to this rule. A student may remain connected to a HSE program after he/she has passed the HSE exam when the student is actively participating in an existing internship or has a tangible career/college development plan, which was created prior to taking the HSE exam. To remain connected with the HSE program, the student must obtain approval from the Assistant Principal of the program after passing the HSE exam,

3.2 How should a student remaining in a HSE program after passing the HSE be registered in ATS?

Students remaining connected with HSE programs after passing the HSE exam may only remain connected with the program until the end of the semester in which the student passed the exam. The program shall code the student in ATS as having passed the HSE exam (Discharge Code 30) and shall then re-enroll the student in the related program under a different code (ultimate discharge would be under Code 29) with a supervisor’s consent.

3.3 Is a student who has obtained a HSE diploma permitted to enroll in a high school track transitional program or community school?

Yes. In certain select circumstances, a student who has obtained a HSE may wish to re-enroll in a high school track transitional program or to re-enroll in a community high school following enrollment in D79. According to Chancellor’s Regulations, a student who has received a high school equivalency diploma has the right to stay in school or return until they are 21 years old in order to seek a regular high school diploma.

Attachment A

Student Eligibility Matrix: NYC HSE Programs

Student Age	Academic Credits Accumulated	NYC HSE Program Eligibility	Recommendation	Applicable Programs
Compulsory aged 17 year old Not completed the school year in which the student turns 17	Any	Not permitted to enroll in NYC HSE programs, except in rare circumstances ¹	Student strongly advised to complete HS diploma in light of future education and earning potential	<ul style="list-style-type: none"> • High Schools • Transfer Schools (if sufficient credits) • Academic Intervention Services
Non-compulsory aged 17 year old Completed the school year in which the student turns 17	More than 17 0 – 17	Permitted to enroll in NYC HSE programs with parental consent Permitted to enroll in NYC HSE programs with parental consent	Student advised to complete HS diploma in light of future education and earning potential Student advised to complete HS diploma in light of future education and earning potential	<ul style="list-style-type: none"> • High Schools • Transfer Schools (if sufficient credits) • YABCs (if sufficient credits) • HSE program <ul style="list-style-type: none"> • High Schools • Academic Intervention Services • Transfer Schools • HSE program
18– 21 years old During the school year in which the student turns 21	More than 17 0 – 17	Permitted to enroll in HSE programs Permitted to enroll in HSE programs	Counselor and student should evaluate viability of HS diploma path in light of future education and earning potential Counselor and student should evaluate viability of HS diploma path in light of future education and earning potential	<ul style="list-style-type: none"> • High Schools • Transfer Schools (if sufficient credits) • YABCs (if sufficient credits) • HSE program <ul style="list-style-type: none"> • Transfer Schools (if sufficient credits) • HSE program
<p>*Not permitted to sit for the HSE examination until the end of the year in which the student turns 17. 17 year olds who are in middle school are also permitted to enroll in NYC HSE programs with parental consent, but will not sit for the HSE examination until the end of the school year.</p>				
21 years old or older After the school year in which the student turns 21	N/A	Required to enroll in adult education for HSE preparation service		<ul style="list-style-type: none"> • Adult Education HSE Programs



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D79/ALTERNATIVE SCHOOLS AND PROGRAMS

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90-01 Sutphin Blvd. – 2nd Floor

Telephone (718) 557-2590

Jamaica, NY 11435
Fax (718) 557-2599

Robert Zweig, Superintendent

P2G ASSISTANT PRINCIPALS' APPROVAL FORM **FOR 17- YEAR-OLD COMPULSORY AGED** **STUDENTS**

(Applying only to students who are 17 years old during the school year)

Hub/Satellite Name:

Student Name:

Date of Birth:

OSIS #:

Please list extenuating circumstances for the student to be admitted into P2G:

I authorize the admission of the above student into the P2G Program:

Assistant Principal's Signature

Date



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Fax (718) 557-2599

Timothy Lisante, PhD., Executive Superintendent

Robert Zweig, Superintendent

HIGH SCHOOL EQUIVALENCY PARENT CONSENT FORM

A parent or legal guardian must sign this form on behalf of any child under the age of 18 receiving general education instruction at their home school who wishes to enroll in Pathways to Graduation (P2G), a High School Equivalency(HSE)program.

I, _____, hereby give consent for my child, _____, to enter Pathways to Graduation the New York City Department of Education High School Equivalency (HSE) program, and to take the HSE examination at the appropriate time. I understand that if/when my child earns a passing score on the HSE examination, my child will be issued a New York State High School Equivalency Diploma.

I understand that as the parent/guardian of a minor student, I am responsible for ensuring that my child attends school regularly and abides by the policies set forth by Pathways to Graduation and the New York City Department of Education.

I am aware of the educational rights granted to my child by the City of New York, including the right to attend a high school diploma-granting program/school until the end of the school year in which my child turns 21 years old. I am aware that enrollment of my child in a HSE program means that my child will no longer be enrolled in a credit-bearing instructional program leading to a high school diploma. Further, I understand that even once my child is enrolled in a HSE program, my child retains the right to return to a high school diploma-granting program until the end of the school year in which my child turns 21.

ParentSignature

Date

ENROLLMENT DOCUMENTATION CHECKLIST

Documents required for all students:

- P2G Admission Form
- Emergency Contact (Blue) Card
- Residency Questionnaire

Additional documents are required for students falling under certain criteria below.

Students enrolling in the NYC DOE for the first time:

- Home Language Identification Survey (administered to student/parent, not filled out by student)

English Language Learners:

- Parent Survey
- Program Selection Form
- Entitlement Letter
- Placement Letter
- SIFE Form(when appropriate)

Students with Disabilities:

- HSE Consent Form– Students with Disabilities

Compulsory 17-year-olds:

- Administrator Approval Form
- Parent Consent Form

CHAPTER 4

HSE TESTING

THE NEW YORK CITY DEPARTMENT OF
EDUCATION

ADMISSIONS NOTICE

(You must bring this Admissions Notice to the test site)

Dear:

TASC ID 000--:

TEST DATE:
TEST REPORTING TIME:
TEST SITE & LOCATION:

SAMPLE

TEST TYPE:
TEST LENGTH:
TEST MODE:

You are scheduled to take the **HSE/TASC EXAM** on the dates listed above.

PLEASE BE ADVISED THAT YOU MUST REPORT TO THE TEST SITE AT THE TIMES INDICATED ABOVE.

Please check that your address and name are correct as printed. If a correction is needed, please inform the Examiner.

IN THE EVENT THAT YOU ARE UNABLE TO TEST ON YOUR ASSIGNED TEST DATES, YOU MUST COMPLETE AND RE SUBMIT A NEW APPLICATION (ATTACHMENT A)

PLEASE NOTE THE FOLLOWING:

- **REPORTING TIME:** The time listed above indicates the exam reporting time. The exam will commence once all administrative processing has been completed. The test length includes time for checking in each Examinee and documenting that test materials has been received by all Examinees. **NO EXAMINEE WILL BE ADMITTED TO THE TEST SITE AFTER EXAMINEE PROCESSING HAS ENDED.**
- **REQUIRED IDENTIFICATION:** You are required to bring (2) acceptable forms of valid (non-expired) signature photo bearing identifications (one of which must contain a current photograph) to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided on the back of this notice. If you do not have an acceptable ID, you will be denied testing. *****Out-of-State ID's will not be accepted!***
- **ELECTRONIC DEVICES:** You are not permitted to use any devices, electronic or otherwise, that might scan, record, photograph, copy or otherwise any device that may be construed as an electronic device. Headphones or any listening device, other than earplugs are prohibited. All electronic devices will be confiscated prior to the start of the exam. Electronic devices **WILL NOT** be returned during breaks. Electronic Devices will be returned after the administration of the exam. Any Examinee who does not turn in his/her electronic device and is seen with such during the administration of the exam will be removed from the testing room. Failure to adhere to this policy will result in immediate dismissal from the exam or invalidation of your scores.
It is recommended that all electronic devices be left at home.
- **LEAVING:** You are not permitted to leave the testing room during the test session. If you leave the test room before finishing the test session, you will not be permitted to re-enter. All Examinees are required to leave the testing room **AFTER EACH SUBTEST SESSIONS OR** when the Examiner instructs you to do such.
- **ATTIRE:** Examinees are not permitted to wear loose clothing, including hats, scarves, du rags, jackets during the TASC exam. Examinees are not allowed to wear sunglasses during testing unless medically necessary. Scarves and head gear may only be worn for religious purposes.

NOTICE: Your eligibility for TASC testing was based upon the information you provided on the application (Attachment A) and enclosed documentation. If any information was incorrect and it is subsequently determined that you did not meet the eligibility requirements on the date the testing session began, your test will BE INVALIDATED..

Acceptable Forms of Identification include: (bring two)

- *A current driver's license;*
- *A current passport, from the United States or any nation (with a recent photograph that resembles the examinee);*
- *Military identification;*
- *Non-driver's ID card issued through any NYS Department of Motor*
- *Vehicles Office; or*
- *Government issued identification card that includes name, address, date of birth, signature, and photograph (e.g. INS documentation, public assistance cards, etc.).*
- *New York City Municipal ID*

Second Proof of Identification can be:

- *Library card;*
- *Birth Certificate;*
- *Social Security Card; or*
- *Credit Card*

REFERRAL FORM FOR NEW YORK STATE TASC™ TEST APPLICANTS ENROLLED IN AN APPROVED ALTERNATIVE HIGH SCHOOL EQUIVALENCY PREPARATION (AHSEP) PROGRAM, AN ADULT PREPARATION PROGRAM OR A NON FUNDED NYSED CODED PROGRAM

Prep Program Information

PLEASE PRINT CLEARLY IN BLUE INK

Name of TASC™ Preparation Program	5-Digit Prep Program Code
SAMPLE	
Address (Street/P.O. Box)	
City	State Zip Code

Applicant Information

Last Name	First Name	Middle Initial
Address		Apartment Number
Social Security Number or Government ID	Age	Date of Birth
		Month Day Year

*Maximum compulsory school attendance age is reached when the school year in which the student has turned 16, or such older maximum age as the board of education of the school district may designate for required school attendance pursuant to section 3205(3) of Education Law has ended (June 30).

TASC™ Readiness Assessment Information

Under Commissioner's Regulations 100.7 (1) (XVIII): "Students preparing to take the high school equivalency examination shall not be referred to that test unless they demonstrate readiness as indicated by tests approved by the Commissioner."

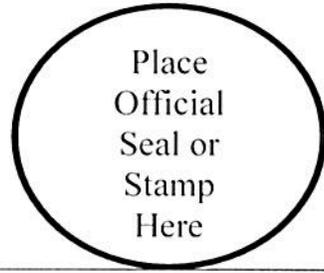
TASC™ Readiness Assessment Scores		Test Date / /
Mathematics _____	Reading _____	Science _____
Social Studies _____	Writing _____	Total _____

Signature Section: By signing below (in blue ink) I verify that the above named applicant has reached "maximum compulsory school attendance age*" and has been referred by the Preparation Program listed above. It is my understanding that the applicant may not take the TASC™ Test until July 1st of the year in which he/she turned 16 or such older maximum age as referenced above. I also verify that the applicant demonstrates readiness to test as evidenced by scores on the TASC™ Readiness Assessment and/or observed academic performance.

 Signature of Preparation Program Official Date

 Print or Type Official's Name

() _____
 Phone Number Required E-mail Address



CHAPTER 5

STUDENT TRIP INFORMATION

FIELD TRIP PROCEDURES

As per the Chancellor's Regulations, all school-sanctioned trips must be educational in nature and relevant to the school's curriculum. Absolutely no recreational trips will be approved. The Borough Principal must approve all trips in advance. In order to allow sufficient time for these approvals, please follow the guidelines below:

Field Trip Requests

1. Teachers must complete a Trip Plan form for each trip and each site. (See Trip Plan form attached) Be sure to fill out all item numbers on the form. Any form that is missing information will be denied.
2. Submit the form to your assistant principal for approval.
3. Once approved by the assistant principal, you must fax the Trip Plan or email to Christian Achodian at the Administrative Office at 718-557-2588 or 718-557-2599 **at least three (3) weeks prior to the scheduled trip date, along with a detailed lesson plan and one copy of the completed Parent Notification/Consent form listing all planned trip activities. Out of state trip requests must be submitted to the administrative office 4 weeks prior to scheduled trip date.** (See Parent Notification/Consent form attached)
4. Parent Notification/Consent forms must be sent to the student's home well in advance of a trip. Every student under 21 years of age must present a signed consent form. Students who are 18 years of age or older can sign the consent form themselves. One copy of this form must be kept on file at the site, and another must be taken on the trip for emergency contact purposes. A new parental consent form must be completed for each student every time a trip is planned.
5. Students are to be accompanied to and from all trips by DOE staff members.
6. Trips sponsored after school hours or on weekends must also be accompanied by signed parental consent forms and follow the procedures outlined above. Students may travel to and from the trip destination unaccompanied **ONLY** if it is clearly stated on the parental consent form.
7. Trips planned during school hours by community based agencies must adhere to the aforementioned guidelines. Teachers will not be permitted to participate in agency sponsored trips that do not follow Department of Education Regulations.
8. If the field trip requires a fee (example: student admission or food) a P-Card is to be used. If a vendor accepts a Purchase Order, obtain the Reservation/Quote, their DOE's Vendor # or Federal Tax ID# and email them to Lorraine Santino at the administrative office to verify if the vendor is Active with the NYC Department of Education. If yes, she will generate a Purchase Order and send a copy of the PO to both the vendor and the site.
After the day of the field trip, you will need to either email or fax (718-557-2599) to Lorraine Santino the vendor's Invoice and the Student Roster/Sign-In Sheet so she can process the PO for payment.
9. **For a student overnight trip, contact Lorraine Santino at the administrative office (718-557-2590 ext. 3166) at least (2) two months in advance for procedures that need to be followed.**

FIELD TRIP TRANSPORTATION

A Yellow Bus Service

1. Please contact Christian Achodian at 718-557-2590, ext. 3226 for the first day a yellow bus may be scheduled this school year.
- B In order to reserve a yellow bus for a field trip, you must indicate so in Item 6 on the Trip Plan form. You must also indicate the exact destination address in Item 2, as well as, whether or not you are requesting a round trip in Items 7 and 8. Once your bus is reserved the confirmation will be emailed to teachers on trip form.
- C Trip locations must be within the five boroughs of New York City.
- D. Trips must leave the school after 9:30 a.m. and buses must return to the school by 1:30 p.m.
- E Trips requiring more than five (5) vehicles may not be scheduled on Fridays due to limited vehicle availability.
- F. Sites are responsible for fees associated with tolls and parking.
- G Sites are responsible for confirming all approved trips with the bus company dispatcher two days before the scheduled trip.

Please Note: OPT will not provide round-trip yellow bus service for activities likely to delay return to school past 1:30 p.m. (including sporting events, Madison Square Garden, the Circus, the Statue of Liberty/Ellis Island, Radio City Music Hall, World Marina, Marco Polo/Spirit Cruises, Staten Island Ferry and Circle Line Tours). Sites may choose one-way OPT yellow bus service with other arrangements for the return trip.

B. Certificates for Free Transportation

1. Certificates for Free Transportation can be used from 9:30 a.m. until 4:30 p.m. for around trip on any subway (not for use on buses). The Certificate must be completed and signed by an assistant principal before being presented to the subway token booth clerk. One Certificate can be used for up to 40 students and 4 adults. There must be a minimum of 5 students traveling in order to use this Certificate.
2. A Certificate for Free Transportation can be obtained by contacting the secretary at each borough hub. You must also indicate your request in **Item 10** on the Trip Plan form.

C. Charter Bus – Lorraine Santino

The teacher is to call a DOE Contracted Charter Bus Company (Academy Bus (646) 867-6400 Ext. 3331 or Suburban Trails (732) 249-1100 Ext. 235) to reserve the bus and obtain a Written Quote & either email or fax (718-557-2599) the Quote to Lorraine Santino at the administrative office. Upon receiving the Quote, a Purchase Order will be generated and a copy of the PO will be emailed to both the charter bus company and the teacher. The teacher is to email or fax (718-557-2599) to Lorraine Santino the **Roster of Students & Chaperones** with a copy of the **Approved Trip Plan Form**. The request for a Charter Bus needs to be submitted at least one month in advance.



Pathways to Graduation

Preparing for high school equivalency and beyond

THE NEW YORK CITY DEPARTMENT OF EDUCATION
D79/ALTERNATIVE SCHOOLS AND PROGRAMS

Pathways to Graduation
90-01 Sutphin Blvd. – 2nd Floor
Jamaica, NY 11435

Telephone (718) 557-2590

Fax (718) 557-2599

Parent Notification/Consent Form – Day Trip

Name: _____

Site Name: _____ Class: _____

School (list additional trip sponsors when applicable): _____ Trip Date: ____/____/____

Trip Coordinator: _____

Destination: _____

Departure Site: _____

Departure Time: _____

Return Site: _____

Return Time: _____

Mode of Transportation: _____

Purpose of Trip: _____

Specific Clothing/Equipment Required for this Trip: _____

This trip will include the following physical and sports activities:

I, the parent/guardian of the student named above, hereby give my permission for my child to take part in the school trip described above.

a. I understand that there are potential risks associated with the above-listed activities and I consent to my child's participation in all activities except for the following:

b. Please indicate below any permanent or temporary medical or other condition including special dietary and medication needs, or the need for visual or auditory aids, which should be known about your child:

- c. I understand that as a parent, if I believe it is necessary to limit my child's activity to a great extent, then the school may not be able to accommodate my child on this trip and that I and my child will be informed of this decision as soon as possible upon the receipt by the school of this completed consent form.
 - d. I agree that in the event of an emergency in jury or illness, the staff member(s) in charge of the trip may act on my behalf and at my expense in obtaining medical treatment for my child.
 - e. I understand that my child is expected to behave responsibly and to follow the school's discipline code and policies.
 - f. I agree and understand that I am responsible for the actions of my child, and I release the school from all claims and liabilities that arise in connection with the trip, except if due to the negligence of school officials.
 - g. I understand that I am responsible for getting my child to and from the departure and return sites identified above. I understand that my child shall be accompanied by staff member(s) during the trip, including while traveling from the departure site to the destination site, and from the destination site to the return site.
 - h. I understand that alcoholic beverages and/or illegal drugs are prohibited and have discussed this prohibition with my child. I understand that if my child is found in possession of these substances, he/she will be subject to school disciplinary procedures and possible criminal prosecution.
 - i. I understand that students who violate the school's discipline code may be excluded in the future by the school from participating in a trip.
 - j. In an emergency I can be reached at: Day: (_) _____ Evening: (_) _____
 _Additional Contact: Name: _____ Day: (_) _____ Evening: (_) _____
- k. I give my permission for my child to participate in this school trip.

(Signature of Parent/Guardian)

(Date)

STUDENT DECLARATION

(To be signed by Middle School and High School students)

I have read this form and I understand that I am to act on this trip in the same responsible manner in which I am expected to conduct myself in school.

(Signature of Student)

(Date)

Trip Plan

A detailed itinerary must be left with the principal and attached to this form

PROGRAM P2G **SITE NAME** _____ **CLASS(ES)** _____

(No Change Permitted Without New Consent Form And Authorization)

1. **Destination:**

2. **Address**

3. Purpose Of Trip _____

4. Date(s) Of Trip TimeOfDeparture _____ TimeOfReturn _____

5. No. of Pupils To Be Taken No. Of Teachers _____ No. Other Adults _____

Teacher Name _____

6. Transportation Required _____

7. Public Name Of Charter Bus Co. _____ Yellow Bus _____ Other _____

8. Departure Information (Location & Carrier) _____

9. Return Trip Information (Location & Carrier) _____

10. Free Transportation Passes Requested YES -- NO --

11. Teacher In Charge _____ Approved _____ (Assistant Principal)

12. Name & Contact Information For Person/Company Who Arranged Travel Plans

13. _____

14. Food & Lodging Will Be Provided By _____

15. Address & Phone Number Of Lodging _____

16. Has the school determined that the facility has adequate insurance consistent with the level of risk involved (e.g., sedentary trip as opposed to outdoor, physically active trip)? YES NO

If yes, attach a copy of the policy.

17. APPROVED by Principal _____ DATE _____

CHAPTER 6

METROCARD INFORMATION



Pathways to Graduation

Preparing for high school equivalency and beyond

THE NEW YORK CITY DEPARTMENT OF EDUCATION
D79/ALTERNATIVE SCHOOLS AND PROGRAMS

Pathways to Graduation
90-01 Sutphin Blvd. – 2nd Floor
Jamaica, NY 11435

Telephone (718) 557-2590

Fax (718) 557-2599

Timothy Lisante, Ph.D., Executive Superintendent

Robert Zweig, Superintendent

METROCARD DISTRIBUTION FORM:

- Complete the attached Metro Card Accountability Form indicating every P2G student that receives a MetroCard.
- Keep a copy of the Accountability Form on site in the event of an audit.

INVALIDATION FORM COMPLETED IN THE FOLLOWING INSTANCES:

- Students who have been absent 10 consecutive days.
- Students who have been discharged from P2G.
- Students who have damaged metro cards.
- Student who have reported lost or stolen metro cards.
- Students who transfer to other sites or programs must have their cards invalidated immediately. The receiving site/program is responsible for issuing new metro cards to students.

In order to deactivate a metro card, the invalidation form **must** be filled out completely and **emailed** to or **faxed** to the Hubs. **All metro card invalidations are to be handled by the Borough Hubs.** Please print the 10 digit metro card number clearly when filling out the form.

CHAPTER 7

OTPS (OTHER THAN PERSONAL SERVICES) PROCEDURES

CHAPTER 7– OTPS (OTHER THAN PERSONAL SERVICES) PROCEDURES

Individual Consultant/Company for PD & Education Related Services

When retaining an Individual Consultant or a Company for PD and Educational purposes, you need to obtain from the vendor a completed & signed **DOE Work Order** (attached at the end of Chapter 7) and either email or fax (718-557-2599) it to Lorraine Santino at the administrative office. She will then generate the Purchase Order and email it to both the Vendor and the Principal/Secretary. The vendor's services cannot begin until the Work Order and the PO are in place. Once their services have been rendered, email to Lorraine Santino the Invoice and the Sign-In Sheet/Roster of Participants. These documents are required in order to get the vendor paid.

Food Catering – Staff PD, Meeting, Workshop and Student Event

When placing a catered food order for a staff meeting, workshop and student event up to \$250, a P-Card is to be used to make the purchase.

Food purchases over \$250, you need to obtain **(3) Three Written Bids/Quotes** (on the caterer's letterhead, name of person that submitted the bid/quote, telephone # and email address). You must use the lowest bidder. Contact Lorraine Santino (718-557-2590 ext. 3166) and supply her with either the DOE's Vendor # or Federal Tax ID # so she can verify if either are Active #'s with the NYC Department of Education. If not, you are not permitted to use that caterer and must obtain another bid/quote.

Once you have obtained the 3 Written Bids/Quotes, email or fax (718-557-2599) them to Lorraine Santino at the administrative office and she will then generate a Purchase Order and send a copy to both the caterer and the site.

When the caterer's services have been rendered, either email or fax (718-557-2599) the Invoice, an Agenda/Flyer and Sign-In Sheet/Roster to Lorraine Santino and she'll arrange for payment.

Meal Allowance: Light Refreshments - \$3.00

Breakfast (Inclusive of Beverage) - \$5.00

Lunch (Inclusive of Beverage) - \$10.00

Rental of Space/Facility For PD, Workshop and Student Event

You will need to obtain **(3) Three Written Bids/Quotes** (on vendor's letterhead, name of person that submitted the bid/quote, telephone # and email address). You must use the lowest bidder. Contact Lorraine Santino (718-557-2590 ext. 3166) and supply her with either the DOE's Vendor # or Federal Tax ID # so she can verify if either are Active #'s with the NYC Department of Education. If not, you are not permitted to use that vendor and must obtain another bid/quote.

Once you have obtained the 3 Written Bids/Quotes, email or fax (718-557-2599) them to Lorraine Santino at the administrative office and she will then generate a Purchase Order and send a copy to both the vendor and the site.

After the day of the event, either email or fax (718-557-2599) the Invoice, an Agenda/Flyer and the Sign-In Sheet/Roster to Lorraine Santino and she'll arrange for payment.

Student Admissions

A Procurement Card (P-Card) is to be used for Student Admissions to all event. However, if a vendor accepts a Purchase Order, obtain the Reservation/Quote, their DOE's Vendor # or Federal Tax ID# and email them to Lorraine Santino at the administrative office to verify if the vendor is Active with the NYC Department of Education. If yes, she will generate a Purchase Order and send a copy of the PO to both the vendor and the site.

If the student admissions were obtained with a Purchase Order, you will need to either email or fax (718-557-2599) to Lorraine Santino the vendor's Invoice & the Student Roster/Sign-In Sheet so she can process the PO for payment.

SIPP (Small Item Payment Process)

An out-of-pocket purchase (under \$250) can be reimbursed by generating a SIPP and the check will be mailed directly to the purchaser's home address. The "Original Receipt" and the back-up paperwork (Agenda & Sign-In Sheet/Roster for food purchase) is to be mailed to Lorraine Santino at the administrative office.

When making purchases (under \$250) with a vendor, you first need to contact Lorraine Santino at the administrative office and give her the DOE Vendor # or Federal Tax ID # so she can verify if the vendor is active with the NYC Department of Education. If not, you can't use this vendor.

If the vendor is active with the doe, mail the "Original Invoice/Receipt" to Lorraine Santino to process for payment.

Principal's approval needs to be obtained before making any purchases.

Procurement Card (P-Card)

The Principal will contact Lorraine Santino to arrange to have a P-Card created for a staff member and supply her with the staff member's name, date of birth, employee ID# and dollar amount for each Procurement Card. At the end of the school year, all staff members retaining a P-Card are to either mail or hand deliver to Lorraine Santino at the administrative office their Procurement Usage Logs (with the original receipts attached) and their Monthly Statements from Citi Bank.

Blackberry, Cell Phone, & Broadband Wireless Card

The Principal will contact Lorraine Santino to arrange to have a device ordered for a staff member and supply her with an employee ID#. Once the PO is generated, you will be notified, via email, as to when and where you are to pick up it up. Once you the device is in your possession, email Lorraine Santino/Pasqualina Giacomarra at the administrative office the Cell Phone # that is assigned to it.

Local Travel Reimbursement

If your supervisor approves for you to be reimbursed for local travel, you will need to enter it on the DOE's TRAC website <https://dfoforms.nycenet.edu/trac>. When using your automobile, you first need to complete the "Request For Use Of Personal Vehicle Form" on-line each month. The Approver will be your borough principal. Once approved, you will be issued a Personal Car Approval Number and you can then enter your Local Travel.

If you're requesting reimbursement for parking fees and tolls, you will need to mail the original receipt(s) and E-Z Pass Statement to Lorraine Santino at the administrative office. She will not be able to finalize payment unless she has the original back-up documentation.

Should you seek reimbursement for local travel via mass transportation, you need to follow the above mentioned instructions and mail the original receipt to Lorraine Santino.

One cannot be reimbursed when traveling from your home to a site or from a site to your home; only if you travel from site to site during the work day, you would be eligible for reimbursement.

Extended Use Permit

The Extended Use Permit Form, attached at the end of Chapter 7, is to be filled out and submitted, at least 2 weeks before the event, to Charles Reeves at the District Office to be entered. The Permit needs to be signed by both the Principal and the Custodian. Should you need assistance when completing the form, you can contact Charles Reeves.

NYSTL Orders

When placing an order for NYSTL Textbooks, Library (Magazines/Novels) & Software you are to create a shopping cart on SHOPDOE.COM, print a copy of the cart & email it to Kathy Paternostro (cc: Lorraine Santino) at the administrative office. The Purchase Order will then be generated and a copy will be sent to both the vendor and the site.

When placing an order for NYSTL Computer Hardware you are to submit your request to your computer tech and he will create a shopping cart on SHOPDOE.COM, print a copy of the cart & email it to Krystal Holloman (cc: Lorraine Santino) at the administrative office. The Purchase Order will then be generated and a copy will be sent to both the vendor and the site.

Supplies, Equipment & Furniture Orders

An Order for Printer Cartridges and Computer Accessories is to be submitted on a shopping cart (SHOPDOE.COM) and emailed to Krystal Holloman (cc: Lorraine Santino). A Purchase Order will be generated and a copy will be sent to both the vendor and the site.

A Staples, School Specialties, etc. order is to be submitted on a shopping cart (SHOPDOE.COM) and emailed to Lorraine Santino (cc:Lina Giacomarra, Kathy Paternostro). A Purchase Order will be generated and a copy will be sent to both the vendor and the site.

When placing an equipment order, you are to submit your request to your computer tech and he will create a shopping cart on SHOPDOE.COM and email it to Krystal Holloman (cc: Lorraine Santino) at the administrative office. The Purchase Order will then be generated and a copy will be sent to both the vendor and site.

A furniture order is to be submitted on a shopping cart (SHOPDOE.COM) and emailed to Lorraine Santino. (cc:Lina Giacomarra, Kathy Paternostro). A Purchase Order will be generated and a copy will be sent to both the vendor and the site.

Packing Slips

Email or fax (718-557-2599) Signed & Dated Packing Slips for Books, Magazines & Software to Kathy Paternostro at the administrative office for certification.

Email or fax (718-557-2599) Signed & Dated Packing Slips, Picking Tickets and Installation Worksheets for Computer Hardware, Equipment, Printer Cartridges & Computer Accessories to Krystal Holloman at the administrative office for certification. If items are not delivered within 30 days of receipt of purchase order, please send an email to the person who emailed you a copy of the generated purchase order and they will assist. Please keep a log of all serial numbers of technology equipment that staff and students use outside of the sites.

Supplies & Furniture Packing Slips are to be Signed & Dated and either emailed or faxed (718-557-2599) to the procurement person, at the administrative office, who originally generated the PO for certification.

Teacher's Choice

Keep original legible receipts for all purchases for Teacher Choice submission. A memo will be sent to staff with further information.



THE NEW YORK CITY DEPARTMENT OF EDUCATION

Carmen Fariña, *Chancellor*

OFFICE OF THE CHANCELLOR
52 Chambers Street - New York, NY 10007

Please print this form, complete the hard copy, and send it to the purchaser of services

SYSTEMWIDE PROFESSIONAL SERVICES REQUIREMENTS CONTRACT WORK ORDER

This work order is required prior to issuing a purchase order to ensure that the region/operation center/school/office and the vendor are in agreement as to the terms of the purchase. No purchase order will be issued without a complete and signed work order. This work order does not replace the contract terms. Rather, it explains the terms for this specific engagement.

Pricing and services must be wholly consistent with the terms and conditions of the contract.

VENDOR NAME:
ADDRESS:
CONTACT:
TEL./FAX:
E-MAIL:

Date Issued _____

District #

School

Contract #

Vendor #

I hereby certify that the attached scope of work accurately and completely describes the work to be performed and is consistent with the terms of the above-referenced contract.

Authorized Vendor Signature

Date

Signature of Principal/Superintendent or designee

Date

.....FOR DEPT. OF EDUCATION USE ONLY.....

Purchase Order Number _____

Location Code _____

EXTENDED USE APPLICATION

PERMIT NUMBER: _____
(This number will be generated by the Extended Use System after approval.)

Please PRINT all information.

Applicants must be familiar with all the rules and regulations contained in the Chancellor's Regulation D-180 that govern the use of school buildings (<http://schools.nyc.gov/NR/rdonlyres/023114D9-EA44-4FE0-BCEE-45778134EA14/0/D180.pdf>).

The primary use of school buildings is for DOE programs and activities. Secondly, preference will be given to community, youth and adult group activities. School buildings cannot be used for the following purposes:

- **Personal events (such as birthday parties, weddings, showers, engagement parties)**
- **Commercial purposes (other than fleamarkets)**
- **Gambling**
- **Religious worship services**
 Note: Due to pending litigation entitled Bronx Household of Faith v. Bd. of Education, the DOE is currently enjoined from enforcing the provision of Chancellor's Regulation D-180 which prohibits school buildings from being used for religious worship services or as a house of worship.
- **Political events, activities or meetings including those conducted on behalf of an elected official, candidate, slate of candidates or political organizations (other than a candidate forum in which all candidates are invited to participate)**

The rules and regulations prohibit:

- Selling, using, consuming, and/or possessing any alcoholic beverage in any school building
- Selling refreshments unless such sale has been specifically approved on the permit
- Excluding persons for an impermissible discriminatory reason from events or meetings
- Using the school premises as a mailing or business address
- Posting signs, banners, posters or other notices of the permitted activity on school property including, but not limited to, walls, gates, columns, doors, windows, light standards and trees (other than on indoor or outdoor notice boards only for the purpose of identifying the room where the activity will be held)
- Applying the net proceeds from the collection of admission fees or any other collection of money for the benefit of a society, association or organization of a religious sect or denomination, or a fraternal, secret or exclusive society or organization (other than veteran organizations and organizations of volunteer firefighters or ambulance workers)
- Soliciting or accepting tips on school premises
- Advertising related to private, commercial activities

The rules and regulations require that users:

- Ensure that all social, civic, and recreational meetings and entertainment be open to the general public and be non-exclusive.
- Make the following disclaimer on all public notices or on any other material, including media or internet use, that mentions the school name or school address in connection with the activity to be held on school grounds, and on any signs posted inside or outside the school at the time of the activity: "This activity is not sponsored or endorsed by the New York City Department of Education or the City of New York." (Except if the activity is sponsored or supported by the school, the DOE or the City)
- Pay all contractual costs/fees for using school premises and agree that rates are subject to change by the DOE
- Provide adequate security for the safety and well-being of the attendees
- Exercise the utmost care in the use of school premises and property
- Make good any damage arising from the occupancy of any person on the school premises
- Provide adequate supervision of the activity at all times
- Complete an incident report when safety/criminal incidents occur and return it to the principal and/or the SSA on duty
- Save the DOE harmless from any claim, loss or damage by reason of any act on the part of the applicant, its members, officers, agents or any person using the premises on the invitation of the applicant.
- Must notify the DOE of any cancellation at least one week prior to the date of the scheduled event (failure to do so will result in a 15% charge of the fee for that particular day).
- To the extent required, maintain and pay all premiums on a Commercial General Liability insurance policy. The DOE has established mandatory insurance requirements which are set forth in Chancellor's Regulation D-180, for the following events and activities:
 - Summer Camps
 - Carnivals
 - Flea Markets
 - Boxing, Wrestling and Martial Arts
 - Contact Sports, Instruction or Activities

The DOE may require that a User seeking a permit to conduct an activity or event other than that listed above, maintain and pay all premiums on a Commercial General Liability insurance policy with a limit of not less than \$1,000,000 per occurrence. Such policy must list the DOE and the City of New York, including their respective officials and employees, as additional insureds. The organization applying for the permit must inform its insurance broker that such additional insured coverage is to comply with Insurance Services Office (ISO) Form CG 20 26, a standard insurance industry-wide form. Prior to and as a condition to any event, the User shall provide a certificate of insurance evidencing such insurance to the principal.



EXTENDED USE APPLICATION

PERMIT NUMBER: _____
 (This number will be generated by the Extended Use System after approval.)

I. ORGANIZATION INFORMATION: To be completed by the applicant.

Name of Applicant/Org:		Tax ID #	
Address:	City:	State:	Zip Code:
E-mail:	And/or Fax #:	Phone:	
Name of Authorized Representative:			Title of Rep
Permit Period (mm/dd/yyyy) From:		To:	
Description of Activities to be conducted:			Nature of Event:
Name of Activities Supervisor	Anticipated Attendance:	Liability Insurance Yes No	
SPECIAL REQUESTS (check all that apply)			
<input type="checkbox"/> Swimming Pool. If checked, Name of Teacher:	Name of Teacher:	Red Cross Water License:	
<input type="checkbox"/> Shop Rooms. If checked, Name of Teacher:	Name of Teacher:	License:	
<input type="checkbox"/> Home Eco Rooms. If checked, Name of Teacher:	Name of Teacher:	License:	
<input type="checkbox"/> Admission Fee. If checked, Amount and Beneficiary:	Beneficiary		
	Address		
	Phone #		
	Email		
<input type="checkbox"/> Sale of Goods	Type of Item		<input type="checkbox"/> Donations
<input type="checkbox"/> NYPDSSD Coverage			
<input type="checkbox"/> Stage Scenery			
<input type="checkbox"/> School Personnel Required			

CERTIFICATION OF APPLICANT

- I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge.
- I hereby certify that the activities to be conducted in the school premises do not include any of the prohibited uses described above or in Chancellor’s Regulation D-180.

Note: Due to pending litigation entitled Bronx Household of Faith v. Bd. of Education, the DOE is currently enjoined from enforcing the provision of Chancellor’s Regulation D-180 which prohibits school buildings from being used for religious worship services or as a house of worship.

- I understand and agree to observe all the rules and regulations summarized above and contained in Chancellor’s Regulation D-180 and in this application and to comply with all applicable New York State laws and regulations governing the extended use of school buildings.
- I understand and agree that the failure to do so may lead to the cancellation of the permit, the denial of future permit applications, or other legal action by the DOE.
- I understand and agree that the DOE, in light of the inherent risk of injury to participants, may in its sole discretion, decline permission for any event.
- I understand and agree that the DOE may terminate any permit at any time when it is in the best interest of the DOE.

Signature of Applicant/Representative: _____ Date: _____



EXTENDED USE APPLICATION

PERMIT NUMBER: _____
 (This number will be generated by the Extended Use System after approval.)

II. PERMIT DETAIL INFORMATION: To be completed by custodian and applicant. Please affix additional copies of this section to this permit application if you require additional permit details.

Boro/School				School Email						
District		School Mailing Address				City		NY	Zip:	
Name of Custodian Engineer				Phone		Email:				
PERMIT DETAILS										
Days of Week (place X on day)							Date From	Date To	Time From	Time To
MON	TUE	WED	THU	FRI	SAT	SUN	MM/DD/YYYY	MM/DD/YYYY	HH:MM	am pm
Space Usage						Special Services				
Space Description			Quantity	Cost	Service Description		Hours		Straight	Time and 1/2
Athletic Field				\$12	Cleaner					
Auditorium, H.S.				\$12	Fireman/Handyman (Local 47)					
Auditorium, J.H.S.				\$12	Fireman (Local 94)					
Baths, 5 or more heads				\$12	Stationary Engineer					
Baths, less than 5 heads				\$12	Watchman					
Bleachers				\$12			Yes	No		
Cafeteria				\$12	Breakfast					
Classrooms/ Teacher Rooms				\$2	Shop Mechanics					
Furniture Moved				\$2	Cafeteria Cleanup- Elem.					
Gyms				\$12	Cafeteria Cleanup- J.H.S.					
Locker Rooms (4 or more)				\$12	Cafeteria Cleanup- H.S.					
Locker Rooms (1-3)				\$12						
Special Rooms				\$2			Hours		Straight	Time and 1/2
Swimming Pools				\$40	Pool Showers					

III. PERMIT COST

Total # of Permit Details: _____	GRAND TOTAL: \$ _____ (All permit details)
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IV. CUSTODIAN'S CONFIRMATION OF AVAILABILITY OF SPACE

Take the Field Waiver Approved
 Total # of Permit Details

Name (Print) _____	Signature _____	Date _____
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V. PRINCIPAL'S CONFIRMATION OF RECEIPT OF PERMIT APPLICATION

Name (Print) _____	Signature _____	Date _____
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EXTENDED USE APPLICATION

PERMIT NUMBER: _____
 (This number will be generated by the Extended Use System after approval.)

SUPPLEMENTAL INFORMATION

The Permit Detail Information sections below are to be completed if additional Permit Detail space is required to complete your permit application. Fill out as many sections as you require, and affix the pages to the original application.

Boro/School				School Email										
District		School Mailing Address				City		NY	Zip:					
Name of Custodian Engineer				Phone		Email:								
PERMIT DETAILS														
Days of Week (place X on day)							Date From		Date To		Time From		Time To	
MON	TUE	WED	THU	FRI	SAT	SUN	MM/DD/YYYY	MM/DD/YYYY	HH:MM	am pm	HH:MM	am pm		
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Baths, less than 5 heads				\$12	Watchman									
Bleachers				\$12				Yes	No					
Cafeteria				\$12	Breakfast									
Classrooms/ Teacher Rooms				\$2	Shop Mechanics									
Furniture Moved				\$2	Cafeteria Cleanup- Elem.									
Gyms				\$12	Cafeteria Cleanup- J.H.S.									
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Locker Rooms (1-3)				\$12										
Special Rooms				\$2				Hours		Straight	Time and 1/2			
Swimming Pools				\$40	Pool Showers									

PERMIT DETAILS														
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MON	TUE	WED	THU	FRI	SAT	SUN	MM/DD/YYYY	MM/DD/YYYY	HH:MM	am pm	HH:MM	am pm		
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Special Rooms				\$2				Hours		Straight	Time and 1/2			
Swimming Pools				\$40	Pool Showers									

PERMIT DETAILS														
Days of Week (place X on day)							Date From		Date To		Time From		Time To	
MON	TUE	WED	THU	FRI	SAT	SUN	MM/DD/YYYY	MM/DD/YYYY	HH:MM	am pm	HH:MM	am pm		
Space Usage						Special Services								
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Locker Rooms (1-3)				\$12										
Special Rooms				\$2				Hours		Straight	Time and 1/2			
Swimming Pools				\$40	Pool Showers									

CHAPTER 8

WEB LINKS

Useful Web Links

New York City and the NYC Department of Education web sites

D79 Curriculum Link: https://sites.google.com/d-79.com/teacher-resource-center/home	D79 TEACHER RESOURCE CENTER
Chancellor's Regulations https://www.schools.nyc.gov/school-life/policies-for-all/chancellors-regulations	All NYC Department of Education Chancellor's Regulations currently in effect
Cityshare http://cityshare.nycnet/portal/site/cityshare/?front_door=true	Benefits and payroll information for NYC employees
CyberShift https://cybershift.nycenet.edu/	Time and attendance system that maintains the time records and implements the DOE's time and attendance rules for annual and hourly administrative employees
iLearn NYC https://www.schools.nyc.gov/learning/digital-learning/ilearnnyc	Online learning and digital resources that personalize, extend, and deepen the classroom learning experience of their students. Students have anytime, anywhere access to learn.
IDNYC www.nyc.gov/idnyc	DNYC is the new, free identification card for all New York City residents
Personnel Directory www.nycboe.net/offices/diit/pone-book/Main.asp	Department of Education Personnel Directory
ShopDOE https://dfiforms.nycenet.edu/ecatalog/	All of the products and services available from Department of Education contracted vendors, complete with purchasing information

ALSO

Google Apps for Education is a free (and advertising-free) browser-based site where users (teachers and/or students) can collaborate on integrated word processing documents, spreadsheets, websites or calendars using free tools from Google.

www.google.com/enterprise/apps/education/

Khan Academy is an educational non-profit website that contains a library of over 3,000 videos covering everything from arithmetic to physics, finance, and history and 317 practice exercises. Visit the Khan Academy Teacher Resource page to see how you can monitor student progress as well as see videos and exercises that map to specific Common Core standards.

www.khanacademy.org

Wordle is a website for generating "word clouds" from text that you provide. The clouds give greater prominence to words that appear more frequently in the source text. The clouds can then be used for spelling or vocabulary study, enhancing critical thinking skills, examining the thought process of authors and politicians or other exercises. Copy famous speeches, poems, documents from websites such as Project Gutenberg, Famous Poems and Famous Speeches. Use the new word cloud as the jumping off point for a discussion of a variety of topics. **NOTE**-Works best with Firefox or Chrome web browsers. www.wordle.net

CHAPTER 9

**2021-22 Calendar
&**

**Administrative
Support Staff
Responsibilities**

New York City Department of Education School Year 2021–22 Calendar Memorandum

The New York City Department of Education (DOE) school year calendar must be adhered to without exception, unless notifications of subsequent changes are received pursuant to collective bargaining agreements or for other reasons, provided these other reasons are not inconsistent with collective bargaining or legal obligations. Under no circumstances may schools deviate from this calendar without Central approval. This memorandum establishes that school sessions for all students shall begin on **September 13, 2021** and end on **June 27, 2022** and incorporates the following understandings:

1. This calendar does not preclude subsequent changes made pursuant to collective bargaining agreements or for other reasons. In no case can this calendar or subsequent changes result in a loss of State aid.
2. Consistent with [Commissioner’s Regulation 175.5](#) and [New York State Education Law EDN§3604](#), schools may not deviate from the DOE school year calendar without prior Central authorization. All changes in this calendar must be submitted for Central review and approval at least 6 weeks prior to the earliest impacted date. With approval, schools must notify parents of any calendar change at least 4 weeks prior to the earliest impacted date.
3. The Chancellor shall use the power vested in them by law when, in violation of this citywide school year calendar, a school is closed or shortened sessions are scheduled without prior authorization.
4. This school year calendar is compliant with [New York State Education Law EDN§3604](#) requiring a minimum session of 180 days.
5. The DOE plans to shift all students and teachers to remote instruction in lieu of cancelling school when severe weather conditions make in-person services impracticable or unsafe; New York State Education Department (NYSED) established a [pilot policy](#) effective for school year 2020–21 allowing this practice. NYSED would need to extend [the pilot](#) or permanently adopt the policy for DOE to continue this practice in school year 2021–22.
 - o In the event NYSED does not extend the [pilot policy](#) and there is a need to make up session days in order to meet the statutory minimum number, the DOE and UFT shall jointly determine those vacation days during designated recess periods which shall be used and the order in which such days would be used. The number of recess days used shall not exceed the number needed to meet the statutory minimum.
6. On September 9, 2021 the following staff shall report: Classroom Teachers, Bilingual Teachers in School and Community Relations, Guidance Counselors, Attendance Teachers, Nurses, Therapists, Laboratory Specialists and Technicians, and Educational Paraprofessionals. School Secretaries, Psychologists and Social Workers report for a regular work day. Employees in titles not listed should consult the applicable collective bargaining agreement. This day shall be a Chancellor’s Conference Day for staff development as described in this memorandum.
7. Students shall not be in attendance on Chancellor’s Conference Days for staff development related to the implementation of high learning standards and assessments. Staff development activities must meet needs that are mandated, or of high priority, including collaborative professional learning opportunities for staff related to rigorous instruction, a supportive environment, and effective leadership; implementation of the new high learning standards and assessments, as adopted by the Board of Regents; school violence prevention and intervention; the implementation of the Continuum for Students with Disabilities; performance standards; science education; assessments, etc., as they relate to general, special and bilingual education. There must be an appropriate focus on the implementation of high learning standards and assessments, in accordance with [Commissioner’s Regulation 175.5](#) and [New York State Education Law EDN§3604](#). All schools shall hold Chancellor’s Conference Days for staff development on the following dates:
 - o September 9, 2021
 - o September 10, 2021
 - o June 9, 2022 (Anniversary Day)
 - o June 28, 2022 (Day following last day of school for students)

8. November 2, 2021, Election Day, shall be a remote, asynchronous instructional day for all students and a professional development day for teachers. The decision to provide remote, asynchronous instruction on Election Day is subject to change pending additional guidance from NYSED.
9. For all 9–12 and 6–12 schools in Districts 1–32, Monday, January 31, 2022 will be scheduled for staff development; no students in these schools will be in attendance on this day. January 31, 2022 is a regular attendance day for students in K–5, K–6, 6–8, K–12 and D75 schools and programs.
10. Consistent with [Commissioner’s Regulation 175.5](#), calculations of aidable instructional time incorporate the Chancellor’s Conference Days and Regents Examination Days. In accordance with CR175.5, conferences for staff development activities that are related to implementation of the new high learning standards and assessments, general staff orientation, curriculum development, in service education, or parent-teacher conferences shall be credited toward the annual instructional hour and 180-day session requirements. This time shall not include routine administrative matters such as grading of assignments, the preparation of pupil assignments, recordkeeping, or the preparation of lesson plans.
11. The school calendar takes into account the following citywide shortened sessions for students:
 - Two afternoon Parent-Teacher Conference days (one in the fall term and one in the spring term, for all schools) where students receive a minimum of two and a half hours of instruction.
12. June 7, 2022 shall be a non-attendance day for students in K–5, K–6, 6–8, K–12 and D75 schools and programs to allow staff time to complete the various tasks related to the annual reorganization of schools. Principals should plan end of term clerical administrative assignments in a manner that ensures that maximum productive use is made of this time. The Office of Pupil Transportation will notify bus companies of the non-attendance day; schools do not need to notify the Office of Pupil Transportation of this event. June 7, 2022 is a regular attendance day for students in 6–12 and 9–12 schools in Districts 1–32.
13. The last day of the school shall be a regular day of instruction, shortened sessions are not permitted. Schools must adhere to the following guidelines:
 - All students are required to attend school
 - Daily attendance must be taken, recorded and reported
 - Students are to receive instruction
14. As a result of Chancellor’s Conference Days for staff development, the total number of student attendance days is less than the number of session days.
15. For information regarding Regents exams and other State assessments, please visit NYSED’s website.

Important Dates

DATE	WEEKDAY	EVENT
August 30	Monday	10-month APs and school-based intermediate supervisors report
September 6	Monday	Labor Day, schools closed
September 7–8	Tuesday– Wednesday	Rosh Hashanah, schools closed
September 9–10	Thursday– Friday	Chancellor’s Conference Days for staff development, students not in attendance
September 13	Monday	First day of school for students
September 16	Thursday	Yom Kippur, schools closed
October 11	Monday	Indigenous Peoples’ Day, schools closed
November 2	Tuesday	Election Day, remote asynchronous instructional for students, professional development for teachers
November 3	Wednesday	Evening parent-teacher conferences for elementary schools and K–8 schools.

DATE	WEEKDAY	EVENT
November 4	Thursday	Afternoon parent-teacher conferences for elementary schools and K–8 schools; students in these schools dismissed three hours early.
November 10	Wednesday	Evening parent-teacher conferences for high schools, K–12, and 6–12 schools.
November 11	Thursday	Veterans Day, schools closed
November 12	Friday	Afternoon parent-teacher conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early.
November 17	Wednesday	Evening parent-teacher conferences for middle schools and District 75 school programs.
November 18	Thursday	Afternoon Conferences for middle schools and District 75 school programs; students in these schools dismissed three hours early.
November 25–26	Thursday–Friday	Thanksgiving Recess, schools closed
December 24–31	Friday–Friday	Winter Recess, schools closed
January 17	Monday	Rev. Dr. Martin Luther King Jr. Day, schools closed
January 25–28	Tuesday–Friday	Regents Administration
January 31	Monday	PD day for 9–12 and 6–12 schools, students in these schools do not attend
February 1	Tuesday	Lunar New Year, schools closed
February 2	Wednesday	Spring Term begins for semester-based schools
February 21–25	Monday–Friday	Midwinter Recess, schools closed
March 2	Wednesday	Evening parent-teacher conferences for elementary schools and K–8 schools.
March 3	Thursday	Afternoon parent-teacher conferences for elementary schools and K–8 schools; students in these schools dismissed three hours early.
March 9	Wednesday	Evening parent-teacher conferences for middle schools and district 75 schools and programs.
March 10	Thursday	Afternoon parent-teacher conferences for middle schools and district 75 schools and programs; students in these schools dismissed three hours early.
March 16	Wednesday	Evening parent-teacher conferences for high schools, K–12, and 6–12 schools.
March 18	Friday	Afternoon parent-teacher conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early.
March 29–31	Tuesday–Thursday	3–8 ELA Assessment administration
April 15–22	Friday–Friday	Spring Recess (includes Good Friday and Passover), schools closed
April 26–28	Tuesday–Thursday	3–8 Math Assessment administration
May 2	Monday	Eid al-Fitr, schools closed
May 30	Monday	Memorial Day, schools closed

DATE	WEEKDAY	EVENT
June 7	Tuesday	Clerical Day, K–5, K–6, 6–8, and K–12 schools and D75 programs, students in these schools do not attend
June 9	Thursday	Anniversary Day, Chancellor’s Conference Day for staff development, students do not attend
June 15–23	Wednesday –Friday	Regents Administration
June 20	Monday	Juneteenth (observed), schools closed
June 24	Friday	Regents Rating day
June 27	Monday	Last day of school for students
June 28	Tuesday	Chancellor’s Conference Day for staff development

P2G Administrative Office
 90-01 Sutphin Blvd, Jamaica, NY 11435
 Phone: (718) 557-2590. Fax: (718) 557-2599

Administrative Support Staff Responsibilities

INQUIRY	First Name	Last name	Title	Phone Number	DOE Email
Pupil Accounting/Student/Staff/Field Trips Occurrences/Suspensions/PIFs	Christine	Achodian	Secretary	(718) 557-2590 x 3226	CAchodian@schools.nyc.gov
Testing Coordinator	Cora	Brodie	Community Coordinator	(718) 557-2590 x 3160	CBrodie3@schools.nyc.gov
Referral Centers	Miguel	Hernandez	Referral Center Coordinator	(718)-557-2590	MHernandez77@schools.nyc.gov
Purchasing/Inventory	Krystal	Holloman	Secretary	(718)-557-2590 x 3232	kKHollom@schools.nyc.gov
Technical Support/Website	Jie	Li	Supervising Computer Technician	(718)557-2590 x 3163	jli3@schools.nyc.gov
Payroll: DC37, UFT Para and H Bank	Silvia	Lovaglio	Secretary	(718) 557-2590 x3198	SLovaglio@schools.nyc.gov
Budget	Rocelli	De Guzman	School Business Manager	(718) 557-2598	RDeGuzman@schools.nyc.gov
Data Systems and Reporting	Josette	Moore	Manager of Data Systems & Reporting	(718)-557-2590 x2596	JMoore20@schools.nyc.gov
Supplies/Furniture Procurement/ NYSTL	Kathleen	Paternostro	Clerical Associate	(718) 557-2590 x 3167	Kpatern@schools.nyc.gov
Pedagogical/CSA/Staff LODI/Attendance & Payroll	Danielle	Graziano	Secretary	(718) 557-2590 x3161	dgraziano@schools.nyc.gov
Procurement/Vendor Contracts	Lorraine	Santino	Secretary	(718) 557-2590 x 3166	LSantin@schools.nyc.gov
Service Maintenance Applications	Pierre	Theodore	Computer Associate	(718) 557-2590 x 3228	Ptheodo@schools.nyc.gov
ORT Scheduling	Lisette	Witherspoon	ORT Liaison	(718) 557-2590 x3160	LWitherspoon@schools.nyc.gov
Procurement/Supplies/Furniture	Lina	Giacomarra	Secretary	(718) 557-2590 x 2597	PGiacomarra@schools.nyc.gov