



**Crotona
International
High School**

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Family Handbook

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ABOUT CROTONA INTERNATIONAL HIGH SCHOOL

Crotona International High School is part of the Internationals Network of Public Schools. This network serves students who are four years or less in the USA. Hence all our students are new to America and do not have English as their native language.

- Our students learn English in every class by every teacher
- Students always sit in groups
- Students are expected to work with each other actively and collaboratively
- Students are expected to be respectful at all times with everyone

STUDENT ATTENDANCE

There is a direct relationship between student attendance and their achievement. We want students to be responsible for their timeliness and parents and guardians to support their children in making sure that students come to school on time.

- **Start Time**
 - Students start entering the building at 9:30am. Students will:
 - show Health Screening results prior to entering the building
 - Stand on marked spots
 - Turn Phones Off put in bag/pack
 - Get temperature check
 - Show ID card
 - Walk through scanning stations
- **End time:**
 - Students must sanitize their laptops before they pack up to leave
 - Dismissal will begin at 2:10 by classroom.
 - Each classroom will be dismissed one by one beginning at 2:10 pm.
 - Use the staircase 6 (A) marked DOWN
 - Exit the building using exit 6 (A)

- **Absences**

Please call the main office and talk to Mr. Jesus Martinez, our parent coordinator if your child will be late or absent. Please send your child with an excuse note for Mr. Jesus Martinez to Rm 324. *After 3 absences, guidance team members will invite the family for a meeting.*

- **Lateness**

After 5 latenesses, guidance team members will invite the family for a meeting.

All late students will receive their cell phones after cell phones have been given to all other students. Expect 15 to 30 mins delay.

- **Cutting**

Students are expected to stay in school from 9:30 am to 2:10 pm and attend their classes. *If students leaves the school before that time without their parent or guardian then NYPD will be contacted for the missing child and parent or guardian will be asked to come for a meeting.*

- **Doctor Appointments**

All appointments should be made after school or on weekends to minimize loss of learning.

- **Vacations**

Please make sure that students do not miss school before or after holidays and immediately return to school. Extended vacations will result in students being discharged from the school. If students are travelling then travel documents should be given as evidence to the school.

- **Moving out of Bronx or NYC**

If your family is moving then the school should be notified in advance. It is critical to ensure that student records can be saved and supplied to the student when needed.

BEHAVIORAL EXPECTATIONS & DISCIPLINE PROCEDURES

All students are expected to be respectful to all the adults and each other at school. They are expected to follow the teacher's directions and work with each other.

- **Incentives for good behavior**

Students who are respectful and models of good behavior receive citizenship awards and other incentives for excellent behavior.

- **Uncooperative behavior**

Disrespectful and uncooperative behavior towards teachers and students will be addressed by one on one meetings, teacher team meetings, class circles, fairness committees, parents shadowing their child for a school day and family meetings. If the behavior continues then the student will be suspended and even removed from the class and school. **Students are required to wear a mask at all times. During lunch, your child may be able to remove their mask briefly. However, if your child refuses to wear your mask, your child will be mandated to learn from home, indefinitely.**

- **Bullying & Cyberbullying**

Bullying and cyberbullying are completely unacceptable and may lead to immediate suspension from the school. If you see someone being bullied or you are being bullied then they should immediately report it to their team counselor.

- **Sexual Harassment**

It is critical that people respect all genders and identities. Instances of sexual harassment are very high level of infractions and may lead to Superintendent suspension for minimum 30 days.

PARENT ENGAGEMENT

We value parent engagement a lot. Data shows that children whose parents and guardians are involved in their lives and learning are very successful. Students in high school are in their teens and still not adults. Most parents feel that their kids in high school are grown up and do not engage with their schools. We urge all parents to regularly visit schools, meet teachers and talk to the counselors to know the progress of their child. Some important ways to connect with school:

- Attend monthly parent workshops.
- Make appointment with Jesus (Mr. Martinez) anytime to meet with counselors and teachers.
- Come and participate in the classrooms to see how children learn. (by appointment with Mr. Martinez)
- Spend a few minutes or hours at Crotona in class, hallways or cafeteria (by appointment with Mr. Martinez)
- Be chaperones for the field trips
- Attend parent teacher conferences.
- Attend all the events and award ceremonies.
- Regularly check their child's grades on Jumpro.pe
- Make sure their child attends the school daily and on time and inform school about absences or latenesses.

MANDATED REPORTING & MEDICAL ASSISTANCE

School personnel in NYC are mandated reporters.

- **Educational Neglect**

Excessive lateness and absences are considered educational neglect on the part of the parents and guardians. This may lead to the family being reported to ACS (Administration for Children's Services).

- **Abuse**

If the school finds evidence or indication of physical or verbal abuse, suicidal tendencies then we are required to contact 911 or NYPD, based on the situation.

- **Sick Child**

In case a child is sick and in need of medical assistance that cannot be serviced by our school clinic, then we will call 911. A family member is expected to come to school immediately to accompany their child to the hospital.

ENRICHMENT ACTIVITIES

- **Before and after school programs**

We have limited information about after school activities at this moment. 9/29/20

- **Saturday Academy**

To prepare students for the Regents exams and support with classes and earning credits to graduate, we have the Saturday program from November to Jan and March to June.

REPORT CARDS

- **JumpRope**

All teachers update the grades on a weekly basis by Monday of every week on our online grading system called JumpRope. You can log in using your child's username and password and check how he or she is doing in school. The system also has attendance, lateness and behavior information on it.

- **Parent Teacher Conferences**

We will have four parent teacher meetings during the school year during the month of September, November 12-13, March 18-19. It is critical that parents attend these conferences and meet with the teachers. Besides these, parents can come and meet with the counselor any time by calling in advance and making an appointment with Mr. Jesus Martinezs, our parent coordinator.

INCENTIVES AND AWARDS

At Crotona we value good behavior and growth. You can expect awards from teachers and teams as well as school leaders. We also shout out students on our social media pages. Any student doing well in studies, attendance and behavior is rewarded. We offer gift cards of \$25 to \$50 to students doing well and making improvements.

TRIPS

At Crotona we take students on many trips. Unfortunately, trips this year will most likely have to be virtual. Trips are a part of the school and students should not be absent on the day of the trip. A parent/guardian signed permission slip is required to allow students to go on the trip.

COMMUNICATION WITH SCHOOL

We constantly communicate with families through letters, phone calls, robocalls, internet and emails.

- **Phone Number & Address**

Please make sure a working number and active address is in school records at all times. Any change in address or phone number should be notified to Mr. Martinez immediately.

IMMUNIZATION

All students in NYC schools should be immunized. At Crotona we have a school based clinic that supports with immunization. Please make sure you complete all the paperwork at the time of admission or early so that your child can be immunized. If your child is not fully immunized then he or she will be asked to stay home till he/she is immunized.

CELL PHONE POLICY

- Cell phones will no longer be collected at scanning due to COVID 19 safety measures.
- Students may only use their cell phones with teacher approval and for school work.
- The student and family is responsible for any loss technology including, but not limited to cell phones, headphones, chargers, etc.

TECHNOLOGY

- **Loaner Laptops**

We provide our students with a laptop for the school year from September to June to help with school work. All students are expected to return the laptop at the end of the school year. Families fill out a contract to ensure safe handling and return of the school property. All laptops are registered with NYPD and tracked for activity.

- **Student Emails**

Each student will receive a school email and they are expected to check their emails daily. If you need support with crotona emails, please contact Suheiry at sacosta@crotonaihs.org.

- Need help with technology? [Please see the following link for support.](#)

INSTRUCTION

At Crotona students learn through project based instruction by using the following 10 skills. These skills help students in being successful in school, college and careers.

ANALYSIS
ARGUMENTATION AND REASONING
COLLABORATION
CREATE
LANGUAGE USE
MAKING CONNECTIONS
ORGANIZATION AND TECHNICAL WRITING
PRECISION/ VALIDITY
PRESENTATION
RESEARCH

GRADUATION REQUIREMENTS

At Crotona, students graduate by earning 44 credits, passing English and Math Regent Exams and presenting 7 graduation worthy projects: English, Math, Social Studies, Science, CTE, Native Language and Personal Statement.

In addition to graduation diploma, students also earn CTE endorsed diploma by passing all the CTE classes along with a CTE test. This includes 54 hours per student, per grade. Guidance will be updated regarding more information on this ASAP.

ADVANCE OPPORTUNITIES FOR STUDENTS

- **College Classes**

For students doing well, Crotona offers College classes at the school and/or at the Colleges in the Bronx. Please contact Ms. Naomi and Ms. Dani for opportunities.

- **Internships**

Students are also encouraged to do on site job training by participating in internships outside the school. Sign up for our Internship opportunities in our CTE Internship Opportunities google classroom

with Ms. Sara, Ms. Betty and Ms. Katy. [Click here to fill out our survey to gain access to the google classroom!](#)

SCHOOL CALENDAR 2020-2021 (Main dates)

- **School Orientation:** Thursday September 16-18, 2020
- **First Official Start Date:** Monday September 21, 2020
- **Yom Kippur:** Monday, September 28, 2020
- **Columbus Day (schools closed):**October 14th, 2019
- **Veterans Day (schools closed):**November 11th, 2019
- **Thanksgiving Recess (schools closed):**November 28th–29th, 2019
- **Winter Recess (schools closed):**December 24, 2019 – January 1, 2020
- **Dr. Martin Luther King Jr., Day (schools closed):**January 20th, 2020
- **Midwinter Recess (schools closed):**February 17th–21st, 2020
- **Spring Recess (schools closed):**April 9th–17th, 2020
- **Memorial Day (schools closed):**May 25th, 2020
- **Chancellor’s Conference Day (schools closed):**June 4, 2020
- **Last Day of School for All Students:**June 26, 2020

RESOURCES

1. Department of Education Website
www.schools.nyc.gov
2. Supporting Immigrant Families:
www.schools.nyc.gov/school-life/support/supporting-immigrant-families
3. Legal Services for Families: Sanctuary for Families
www.sanctuaryforfamilies.org

STUDENT & FAMILIES 2020-21

Frequently Asked Questions

Updated as of 9/30/20

Follow us on social media for updates:

- [@crotona_vibes](#)
- [Facebook](#)
- [School Website](#)

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- [Instructional Questions and Concerns](#)
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POINTS OF CONTACT

PARENT COORDINATOR

Jesus Martinez

email: jesusmartinez@crotonaihs.org

phone number: 718 864 7180

SCHOOL SECRETARY

Suheiry Acosta

email: sacosta@crotonaihs.org

phone number: 917 569 0073

ASSISTANT PRINCIPAL

Sara Regalado

email: sregalado@crotonaihs.org

phone number: 917 502 5177

COUNSELORS

Platinum- cscott@crotonaihs.org

Emerald- dgonzalez@crotonaihs.org

Gold - sskrine@crotonaihs.org *** plz

contact Milagros

Crimson - mespaillat@crotonaihs.org

SCHOOL INSTAGRAM ACCOUNT

follow us at: [crotona_vibes](#)

The Basics: Learning Options and School Schedules

1. What is blended learning?

- a. Blended learning is a mix of online and home learning. This option is for families who want their student to come to school 2 days and learn online 3 days a week. See question #4 for more information.

2. What is remote learning?

- a. Remote learning is exclusively online. This option is for families who want their students to learn online 5 days a week.

3. I want my child to learn from home. What do I need to do?

- a. Please contact the student's mentor, and let him know you want your child to stay home and learn online. The teacher/mentor will inform our school administrator, Waleska, of your change in choice.

4. I want my child to learn at school. What do I need to do?

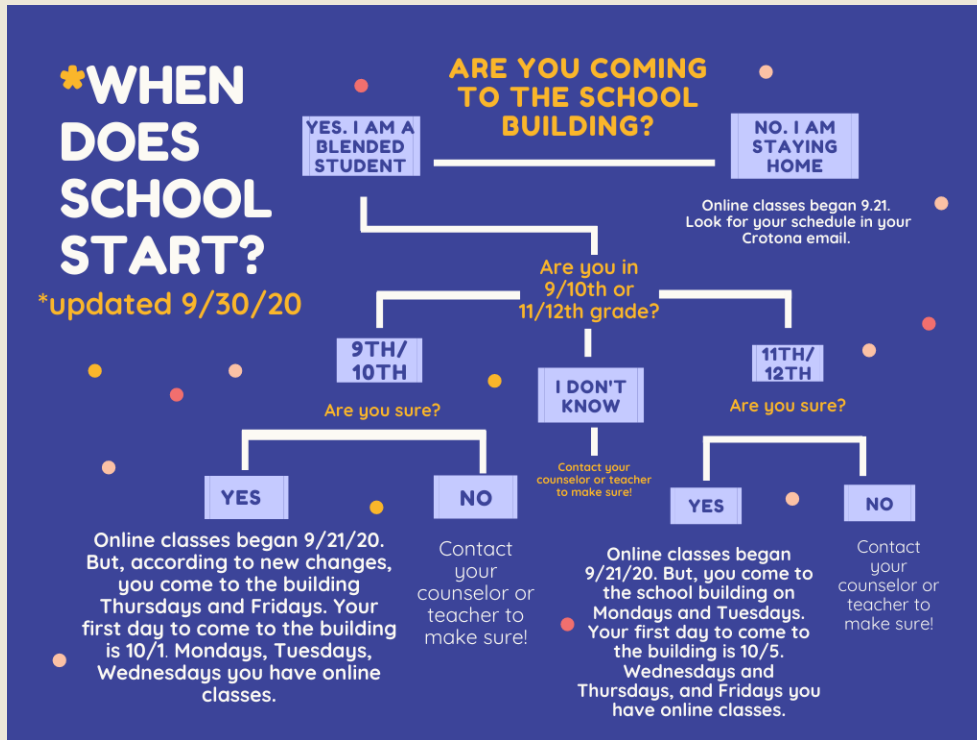
- a. At this point, if you have not communicated with the school by 9/3/20, your child will need to attend online classes from home. In November 2020, we will try our best to accommodate changes to Blended learning.

5. I changed my mind. I want my child to go to school now and NOT learn from home. What do I do?

- a. Unfortunately, we cannot accommodate this change. Around November 2020, we may be able to make these changes.

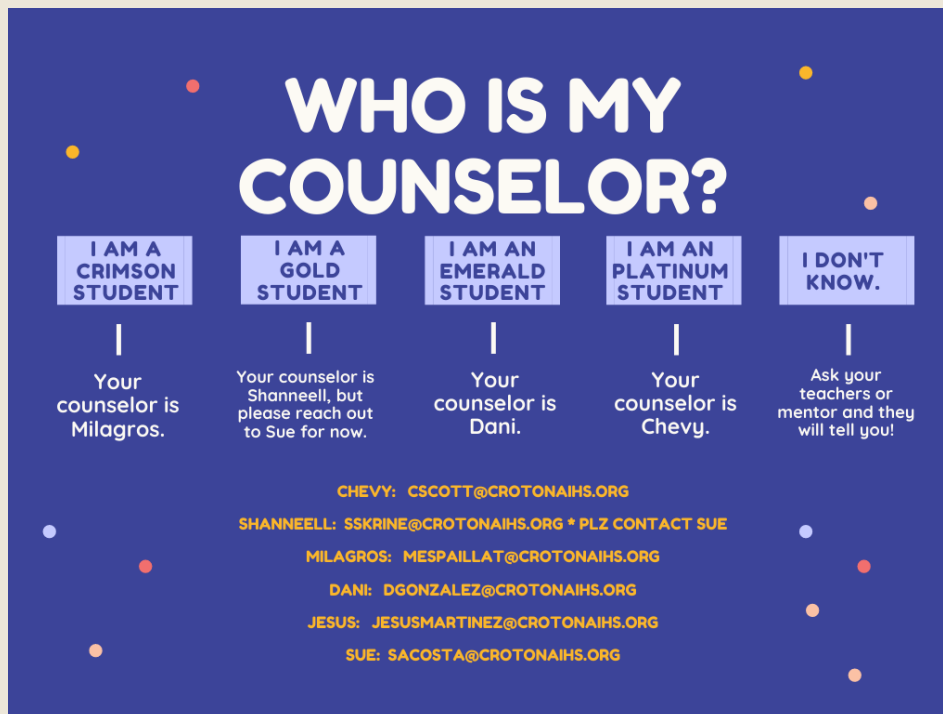
6. When does my child start school?

- a. Teachers will begin reaching out to families 9/16-9/18. On 9/21 students began online classes. If your child is learning online, they will follow their schedules beginning 9/21. If your child is learning at school, please make sure they come into the building ONLY on the days scheduled. **NEW as of 9/29/20: 9th and 10th graders will come on Thursdays and Fridays, while 11th and 12th graders will come on Mondays and Tuesdays. The days where students are not scheduled to come into the building, students will learn online.**



7. My child is learning from home. What is my child's schedule?

- a. Your child's teacher will send this information by 9/15. Depending on their schedules, students will come to school two days a week. The remaining days, students will complete their school work at home. Please reach out to your child's counselor or teacher mentor for information about which days your child will attend.



8. My child is going to learn in the school building. What is their schedule?

- a. Your child's teacher will send this information by 9/15. Depending on their schedules, students will come to school two days a week. The remaining days, students will complete their school work at home. Please reach out to your child's counselor for information about which days your child will attend.

9. Is there a school year calendar?

- a. There is a school calendar that was released 9/5/20. [Please find it here.](#)

Technology: Setting Up Your Child for Success

10. I have a computer/ipad from the school, but it is not working (or not connected to the internet). What do I do?

- a. [Please follow the technology support list.](#) Contact your teacher mentor for support and they will follow the chain of command.

11. I do not have a computer for my child, but I need one. What do I do?

- a. [Please follow the technology support list.](#) Contact the teacher mentor for support and they will follow the chain of command.

12. I do not have an IPAD. How do I apply for one?

- a. [You need to fill out an online form to request](#) and receive an IPAD by 9/15/20. **If you did not do this, the link is still open.** PLEASE be sure of the address you give us - any changes in address will significantly delay shipping. The school is also working on ordering some, so please reach out to your teacher mentor to ask for an IPAD. They will follow the chain of command.

13. I already applied for an iPad, but I do not have it yet. When will it arrive?

- a. Unfortunately, we do not have much information about shipping times. We can try to supply tracking information as per request. Please contact your teacher mentor with

questions or concerns.

14. My child has an iPad/computer from home. Can they bring them?

- a. Yes. Students will have time to wipe down and sanitize their technology, including their cell phones and chargers. The school is not responsible for any loss items.

Safety Measures and Precautions

15. What do I do if my child has a fever, cough, or other COVID symptoms?

- a. Please **DO NOT** send your child to school. Please let your child's teacher mentor know about any absences. You can also contact Suheiry Acosta or our Parent Coordinator, Jesus Martinez, at 718-561-8701, to inform us your child will stay home until they do not show symptoms. If you cannot reach them, please email our guidance counselors.

16. Does my child need to wear a mask?

- a. YES. During lunch, your child may be able to remove their mask briefly. **If your child refuses to wear your mask, your child will be mandated to learn from home, indefinitely.**

17. My child is going into the school building. What safety measures is the school taking?

- a. Students start entering the building at 9:30am. Students will:
 - i. show Health Screening results prior to entering the building
 - ii. Stand on marked spots
 - iii. Turn Phones Off put in bag/pack
 - iv. Get temperature check
 - v. Show ID card
 - vi. Walk through scanning stations

Instructional Questions and Concerns

18. My child is new to the country and is still learning English. How will the school support my child with their language needs?

- a. We understand the remote setting may not be ideal for new language learners. However, our teachers will be creating projects to ensure students practice writing, speaking and reading in the English language. We will also be providing additional support for students who may need it on Wednesdays **by invitation only**. We will also continue our Saturday School program at a later start date.

19. My child requires special education. How will the school support my child with their specific needs?

- a. Along with being able to speak and learn from all their teachers, our special education students will receive additional, small group support from Mr. Zik, our special education teacher. Please contact him here zchoudhury@crotonaihs.org

Other: SNAP Benefits, Resources for Families, etc.

20. How do I apply for SNAP benefits?

- a. [Please follow this link](#) for more information and points of contact for the SNAP program.

21. Where can I find information about free meals or food pantry?

- a. [Please follow this link](#) for more information on how to locate food pantries and free meals for your children.