



# STUDENT & FAMILY HANDBOOK

PRESENTED BY CROTONA INTERNATIONAL HIGH SCHOOL  
2474 CROTONA AVENUE BRONX, NY 10458  
PHONE # 718 561 8701

**Shweta Ratra, Principal**  
**Chevane Scott, Assistant Principal**  
**Sara Adjapong, Assistant Principal**

**Mayra Apolo, Parent Coordinator**

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**MY MISSION IN LIFE IS NOT MERELY TO SURVIVE, BUT TO THRIVE; AND TO DO SO WITH SOME PASSION, SOME COMPASSION, SOME HUMOR, AND SOME STYLE."**

*Maya Angelou, poet and civil rights activist*



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**DO THE BEST YOU CAN UNTIL YOU KNOW BETTER. THEN  
WHEN YOU KNOW BETTER, DO BETTER."**

*Maya Angelou*



# Our Vision & Mission



Welcome to Crotona International High School! We are lucky to have you. We hope this handbook can support you as you continue (or join us) on your academic career. Our school is part of the Internationals Network of Public Schools and we serve students who are four years or less in the United States and are learning English. **Be patient with yourself and others as you acquire the language necessary to succeed.** *In classes you will:*



- Have the opportunity to practice and develop your speaking, writing, and reading skills in English across all classes
- Work with and learn about laptops, ipads, and other tech software such as Adobe photoshop
- Sit in groups to support your learning
- Use respectful language, practice attentive listening and comply with class norms

# Student Attendance



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. When entering the building, students will:

- enter the building at 8:00am for breakfast
- swipe their ID card for attendance
- prepare for scanning and **cellphone collection** stations: remove belts, keys, etc. from pockets and ensure cell phones are turned off

## Absences and Lateness

Please call the main office and talk to **Ms. Mayra Apolo, our parent coordinator** if you or your child will be late or absent. Bring your excused absence note to our parent coordinator in Rm 324. *Please note, after 3 absences, guidance team members will invite the family for a meeting. 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.*

## Unexcused Absences: Cutting, Doctor Appointments and Vacations

Students are expected to stay in school from 8:00 am to 2:45 pm and attend their classes. *If students leave 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.* If students are traveling then travel documents should be given as evidence to the school. Extended vacations will result in students being discharged from the school. Please keep in mind that absences may be interpreted as educational neglect and can lead to ACS (Administration for Children's Services) reporting.



## Moving out of Bronx or NYC

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

# Expectations & Discipline



All community members are expected to demonstrate respect for all genders, races, identities, and religion practices. If you see someone being bullied or you are being bullied then they should immediately report it to their team counselor and appropriate disciplinary action will take place.

## Incentives for good behavior 🎉

Students who are respectful and models of good behavior receive citizenship awards and other incentives for excellent behavior, such as school gear, board games, puzzles, headphones, shoutouts on social media, and invitations to exclusive trips.



## Uncooperative behavior 😞

Disrespectful or uncooperative behavior, such as refusal to wear a mask, will be addressed following our ladder of consequences, which will begin with alerting your mentor. Other consequences may mean participation in one on one meetings with counselors, teacher team meetings, class circles, fairness committees, and/or parents shadowing their child for a school day.

# Parent Engagement



Data shows that children whose parents and guardians are involved in their lives and learning are very successful. Some important ways to connect with school:

- Attend monthly parent workshops, parent teacher conferences, and school events when possible
- Make an appointment with Mayra, our parent coordinator to meet with counselors and teachers.
- Come and participate in the classrooms to see how children learn (by appointment)
- Be chaperones for the field trips
- Regularly check their child's grades on our grading system, Jumprope
- Make sure their child attends the school daily and on time and inform school about absences or latenesses.

## School Calendar



- Thursday, September 7 **First day of school**
- Monday, September 25 **Yom Kippur, schools closed**
- Thursday, September 28 **Evening Parent-Teacher Conferences**
- Monday, October 9 **Indigenous Peoples' Day, schools closed**
- Tuesday, November 7 **Election Day, schools closed**
- Friday, November 16 **Afternoon Parent-Teacher Conferences; students in these schools dismissed three hours early.**
- Thursday- Friday, November 23-24 **Thanksgiving Recess, schools closed**
- Monday- Monday, December 25-January 1 **Winter Recess, schools closed**
- Monday, January 15 Rev. **Dr. Martin Luther King Jr. Day, schools closed**
- Tuesday- Friday, January 23-26 **Regents Administration**
- Monday, January 29 **Professional Development Day for high schools and 6-12 schools; students in these schools do not attend.**
- Tuesday, January 31 **Spring Semester begins**
- Monday- Friday, February 19-23 **Midwinter Recess, schools closed**
- Thursday, March 21 **Evening Parent-Teacher Conferences**
- Friday, March 22 **Afternoon Parent-Teacher Conferences; students dismissed three hours early.**
- Friday - Monday, March 29 - April 1 **Easter Weekend, schools closed**
- Friday, April 10 **Eid al-Fitr, schools closed**
- Friday - Monday, April 22-30 **Spring Recess, schools closed**
- Thursday, May 23 **Evening Parent-Teacher Conferences**
- Monday, May 27 **Memorial Day, schools closed**
- Thursday, June 6 **Chancellor's Conference schools closed**
- Friday - Wednesday, June 14-26 **Regents Administration (excluding June 19, when schools are closed)**
- June 17 **Ed al-Adha, schools closed**
- June 19 **Juneteenth, schools closed**
- June 26 **Last day of school for students**

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**PLATINUM &  
EMERALD  
IVETTE (309)**

**CRIMSON  
LEYDI (318)**

**GOLD  
LINDA (318)**

**COLLEGE COUNSELOR (309)  
SAMANTHA**

**WORK BASED LEARNING  
COORDINATOR (309)  
EVA**

**RESTORATIVE JUSTICE  
COORDINATOR  
MILAGROS**



## **SCHOOL COUNSELORS**

OUR COUNSELORS ARE AVAILABLE FOR YOU.  
PLEASE LET YOUR TEACHER YOU KNOW YOU NEED TO SPEAK WITH SOMEONE AND A  
COUNSELOR WILL PICK YOU UP AND ESCORT YOU TO THEIR OFFICE.

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**PARENT COORDINATOR**  
**MAYRA APOLO**  
**MAPOLO@CROTONAIHS.ORG**

**COMMUNITY ADVOCATE**  
**JESUS MARTINEZ**  
**JESUSMARTINEZ@CROTONAIHS.ORG**

**SCHOOL AND PUPIL SECRETARY**  
**SUHEIRY ACOSTA**  
**SACOSTA@CROTONAIHS.ORG**  
&  
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**WILTON GUERREO**  
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**ANGEURYS CACERES**  
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# **POINTS OF CONTACT**





## Frequently Asked Questions



- A. [Instruction, Grades, and Graduation Requirements](#)
- B. [Technology: Setting Up Your Child for Success](#)
- C. [Safety Measures and Precautions](#)
- D. [COVID Exposure and Health and Safety Guidelines](#)
- E. [Other: SNAP Benefits, Resources for Families, etc.](#)

# Instruction, Grades, and Graduation Requirements

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

- a. Our teachers create projects to ensure students practice writing, speaking and reading in the English language while they learn key topics in various disciplines. For students looking for additional support, we offer Saturday Academy programming as well as after school support. Dates to come.

## **2. 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 receive additional, small group support from our special education teacher, Hend.

## **3. What are the graduation requirements?**

- a. 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 a standard graduation diploma, students also earn CTE endorsed diplomas by passing all the CTE classes along with a CTE test. This includes 54 hours per student, per grade.

## **4. Does the school mandate a dress code?**

- a. While we do not require a school uniform, inappropriate attire, such as drugs, alcohol, gangs, profanity and suggestive sexual content will result in disciplinary action such as notice to mentor and a required change of clothes. Please note, revealing clothing, such as crop tops, are not conducive to the learning environment.

## **5. Are there advanced classes or learning opportunities for me?**

- a. Yes! We offer the following programs: a variety of college credit courses; volunteer and paid internship opportunities; work-based learning activities; Summer Youth Employment; Work Learn Grow; SPEAKHIRE mentoring; and more! Please contact Ms. Samantha (309) for college courses and Ms. Eva (309) for internship opportunities.

## **6. What is Crotona's instructional practice and what am I going to learn?**

- a. 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.

- i. Academic Skills:

1. ACCURACY
    2. ANALYSIS
    3. ARGUMENTATION AND REASONING
    4. COMMUNICATION
    5. CREATE
    6. RESEARCH
    - 7.

- ii. Habits of Mind

1. COMMITMENT TO QUALITY
    2. PERSEVERANCE
    3. REFLECTIVE LEARNING
    4. COLLABORATION

## **7. Where can I see report cards?**

- a. All teachers update the grades on a weekly basis using our online grading system called [Jumprope](#). You can log in using your child's username and password and check how they are doing in school. The system also tracks attendance, lateness, and behavior and discipline anecdotes.

## **8. When are parent teacher conferences?**

- a. Parent teacher conferences will occur on: as stated in the school holiday and recess calendar located on this document. If you would like to meet with a teacher or counselor, schedule an appointment with our parent coordinator, Mayra Apolo.

# Technology: Setting Up Your Child for Success

- 1. I would like to borrow a loaner laptop or iPad from the school. What do I need to do?**
  - a. 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.
  
- 2. Will I have a Crotona-based email? What is my username and password?**
  - a. 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 your mentor. Troubleshoot emails or accounts with our school secretary, Suheiry at [sacosta@crotonaihs.org](mailto:sacosta@crotonaihs.org).
  
- 3. Where do I request technology support?**
  - a. Ask your mentor or classroom teacher if they are able to help you with your tech issues. If it is not possible, reach out to our technology team at \_\_\_\_\_
  
- 4. 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 alert tech issues to your mentor or classroom teacher. Our technology team will set up an appointment with you for next steps.
  
- 5. I have a laptop/iPad at home. Should I bring it to school?**
  - a. Yes. Students will have time to wipe down and sanitize their technology. Your classes may require you to use technology both at home and in school. The school is not responsible for any loss items.

# Safety Measures and Precautions

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

- a. Please **DO NOT** send your child to school and get tested! Please let your child's teacher mentor know about any absences. You can also contact Suheiry Acosta or our Community Coordinator, Jesus Martinez at 718-561-8701, to inform us your child will stay home until they do not show symptoms.

## **7. Does my child need to wear a mask?**

- a. Masks are recommended, but not required.

## **8. How do I communicate with school if I need to?**

- a. Our school uses Kinvoled, which is a text messaging system that allows you to chat or speak directly with teachers and administrative staff. We constantly communicate with families through letters, phone calls, robocalls, and emails. We also are available on social media.

## **9. I changed my phone number and/or address. Who can I reach out to update the information?**

- a. Please contact our parent coordinator, Mayra Apolo, for any change of address or phone number as soon as possible to ensure you receive updates and important information.

## **10. What immunization records are required to be present at the school?**

- a. At Crotona, we have a school-based clinic that supports immunization. Please make sure you complete all the paperwork at the time of admission so that students can continue to be present without interruptions. If you or your child is not fully immunized then they will be asked to stay home until they are.

# COVID Exposure and Health and Safety Guidelines

- 11. I am vaccinated and have COVID symptoms, can I come to school?**
  - a. No. Please stay home until you are symptom free for 24 hours. It is recommended that you get tested 3-5 days after exposure.
  
- 12. What if I develop COVID symptoms?**
  - a. In case a student develops COVID like symptoms during the school day and regardless of vaccination status, the student will be escorted to a private location. The family member is expected to come to the school immediately for pick up. The student must isolate for 5 days. Please contact the school if the student is sick with COVID like symptoms as soon as possible.

## Other: SNAP Benefits, Resources for Families, etc.

- 13. How can I stay connected to the school via social media?**
  - a. **Check out our websites and social media accounts for information, giveaways and student shout outs!**
    - i. [Instagram](#); [Facebook](#); [School website](#)
  
- 14. How do I apply for SNAP benefits?**
  - a. [Please follow this link](#) for more information and points of contact for the SNAP program.
  
- 15. Where can I find information about free meals or food pantries?**
  - a. [Please follow this link](#) for more information on how to locate food pantries and free meals for your children.
  
- 16. I need legal support as an immigrant family. What resources are there for me?**
  - a. Please communicate needs to our parent coordinator, Mayra and our community advocate, Jesus Martinez. You can find their information in our points of contact below. You can find information on legal services [here](#) and [here](#).
  
- 17. Where can I get more information about the Department of Education?**
  - a. You can access the info hub [here](#)