Parent Handbook

2026-2027



Principal
Angelo J. Sacco

Assistant Principals
Angela M. Panetta
Nicole Adisano
Andrew Wells
Michele Simeone, I.A.

5601 16th Avenue Brooklyn, New York 11204
Phone: 718-851-8070 Fax: 718-853-9308
www.seeallacademy.com
Parent Coordinator: Nicole Ferguson
718-851-8070 ext. 1102

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School Vision and Mission

At The SEEALL Academy, we believe all children come first and can succeed. Teaching and learning are grounded in a standards-based curriculum that combines creative instruction with the social emotional support necessary to ensure high expectations for all students.

As we walk through these doors we are all equal. We are all here to learn and exceed expectations. We will take risks and view mistakes as opportunities to grow. During this journey together we will help each other become the best that we can be. Together we can achieve greatness.

The SEEALL Philosophy

The philosophy of Students Educationally Enriched As Learning Leaders (SEEALL) is that all students are active learners and participants in the educational process. Leadership qualities are promoted and shaped through cooperative and collaborative learning, individual and group presentations, public speaking, and ongoing autonomy in all curriculum areas, including the Arts and Technology.

Arrival Procedures

School Hours:

Monday through Friday	8:10 AM - 2:30 PM

Office Hours:

Monday through Friday	7:45 AM - 3:00 PM

Breakfast

Kindergarten through Grade 8:

Breakfast is served beginning at 7:30 AM each morning. Students who wish to eat breakfast enter the school building through the front doors and proceed to the cafeteria. Breakfast is free for all students.

Pre-Kindergarten:

Breakfast will be served upon arrival in the classroom and is free for all students.

Line Up Procedures

Pre-Kindergarten:

Parents/Guardians of Pre-Kindergarten students bring their child to the 57th street side entrance. (Exit 7) They will be greeted by staff members who will escort them to line-up in the auditorium, starting at 8:00 AM.

Kindergarten through Grade 5:

Upon arrival, students in elementary school will enter through their designated entrances. Kindergarten through second grade will enter at 57th street (Exit 7). Grades three through five will enter through Exit 3 located at the 57th street side of the school yard. During inclement weather, students in grades kindergarten through grade five will assemble in the auditorium.

Grades Six through Eight:
Grade six through eight will enter through Exit 7 located at the 57th street entrance of the school yard. During inclement weather, students in grades six through eight will assemble in the third floor gymnasium. Seventh and eighth grade students will be permitted to visit their lockers before period one.

Dismissal

Pre-Kindergarten through Grade Five: Students are dismissed at 2:30 PM in the schoolyard by their classroom teacher. (K-2 in the "turf" area, 3-5 through the auditorium exit). Please arrive early for dismissal pickup. In the event that a parent/guardian is late, school safety personnel will direct parents/guardians to the family room.

Grades Six through Eight: Sixth grade students are dismissed at 2:30 PM through the 57th street exit, while seventh grade and eighth grade students exit at 2:30 PM though the main lobby entrance and 57th street exit.

Bus Students: Children are picked up from their classrooms and brought to the auditorium or dining hall. They will be arranged by bus group and escorted directly to their bus by school staff members.

Please be on time to meet the bus at your child's bus stop. Attempt to meet other parents, caregivers, guardians at your child's stop and exchange contact information. If no one is at the stop for pick up, the child will remain on the bus until the driver can return the child to school. If school personnel are no longer at the school, the driver will take the child to the 66 Police Precinct located on the corner of 59th street and 16th Avenue.

If your child is not going to ride the bus on a particular day, a note must be sent to school requesting that your child will not ride the school bus on that day. Verbal communication requesting this **will not** be accepted. Only **written communication** will be accepted.

School Policy On Sporting Equipment Outside of Gym Time

School policy states that sports equipment such as basketballs, soccer balls, and footballs are not permitted in school as well as not to be used during lunchtime and after school hours. Our schoolyard will be closed daily at 3:00PM for afterschool programs.

Early Dismissal: A written request from the parent/guardian must be sent to the classroom/homeroom teacher to ensure adequate notice and preparation for dismissal. A parent or guardian must be present for the release of his/her child from the school by signing them out in the main office. Have your child's official class number/homeroom so he/she can be easily located. IN CASE OF AN EMERGENCY OR IF A CHILD IS SICK, STUDENTS WILL ONLY BE RELEASED TO A PERSON OF LEGAL AGE WHO IS LISTED ON THE EMERGENCY BLUE CARD AND PRESENTS PROPER IDENTIFICATION. A STUDENT CANNOT BE PICKED UP FOR EARLY DISMISSAL BY ANYONE OTHER THAN THE PARENT/GUARDIAN UNLESS IT IS AN EMERGENCY OR IF THE CHILD IS SICK.

If a parent or guardian would like to sign their child out following a school function, it is mandatory that the parent/guardian sign the child out in the main office.

LATENESS

Lateness to class has a negative impact on the educational process. Students who arrive late lose valuable instructional time and interrupt meaningful classroom instruction. Please plan to arrive early.

When a student is late, an automatic phone call will be generated to the telephone number on file alerting the parent/guardian of this lateness. Any student who arrives late due to the school bus will be marked as an excused lateness.

If a student is late, the Parent/Guardian must provide a note explaining the reason. Excused lateness requires official documentation from a court office, MTA office, or other official document.

Excessive lateness may result in removal from class trips, growth lunch, or PM detention with guidance counselors.

Pre-Kindergarten through Grade Five: Elementary students who arrive after 8:10 AM must enter through the main entrance, sign in, and receive a late pass. They will proceed directly to their class, and submit the late pass to the classroom teacher. Students who arrive at school after 8:10 AM will be marked late. Students who arrive to class/lineup after 8:10 AM will be marked late.

Grades Six through Grades Eight: Students who arrive after 8:10 AM must enter through the main entrance. They must sign in and receive a late pass. The student will bring the pass to the main office and notify a secretary. Students who arrive at school after 8:10 AM will be marked late, Students who arrive at homeroom after 8:10 AM will also be marked late.
An excessive amount of unexcused student latenesses can affect a student being permitted to attend school trips and/or school functions and events, as well as, result in a PM detention.

ABSENCES

When a student is absent, Parents/Guardians are required to contact the school by 8:00 AM. Please report your child's absence to the attendance office at 718-851-8070 ext. 2002. Absent notes are required in addition to the phone call. **All absence notes must be submitted to the classroom/homeroom teacher on the day that the student returns to school.**

In order to maintain progress with classwork and assignments, all students are asked to consult their teacher's webpage, google classroom, or contact a classmate in the event of an absence. It is the student's responsibility to complete missed assignments during their absence to the best of their ability. It is the student's responsibility to ask what was missed and what make up work is required. When a student is absent, a phone call will automatically generate to the telephone number on file alerting parent/guardian of this absence.

Doctor or dental appointments should be scheduled for after school or on weekends. The tentative yearly calendar can be found at www.schools.nyc.gov to ensure that appointments and vacations are not scheduled for days when school is in session.

An excessive amount of unexcused absences can affect a student being permitted to attend school trips and/or functions and events.

Visitor Procedures

Visitors must enter and exit the building through the main entrance. All visitors must sign in and out with school safety. Proper photo identification is required. Visitors will not be allowed into the building without the proper identification. **No child/children will be released to a person not listed on the blue Emergency Contact Card.** Visitors are issued a pass which must be visible at all times.

At no time should a student open an exit door to admit an individual or a group.

WELCOME PACKET-BEGINNING OF THE YEAR FORMS

It is important that each year parents/guardians complete, sign and return the following documents:

- Three Blue Emergency Cards
- Dismissal Pick Up Form
- Lunch Form (Completed and signed form is mandatory unless online application was completed. Application can be completed at www.myschoolapps.com
- Signed Media Release Form (Can be completed on www.mystudent.nyc)
- NYC Discipline Code and Behavioral Contract (Signed by the student and parent/guardian)
- Internet User Form
- Digital Equity Form

These documents can also be completed on your NYC Schools Account.

EMERGENCY CONTACT CARDS (BLUE CARDS)

Each student must have an emergency contact card on file in the main office. You will receive three blue cards in the welcome packet at the beginning of the school year. Parents or guardians must complete, sign and return the three blue cards to the classroom/homeroom teacher immediately. We encourage you to also update your emergency contacts on your NYCSA each year. (www.mystudent.nyc)

The information on the card must always be accurate and current. If you change your address or phone number please notify the school that you will need to complete new ones. This is especially important for the middle school and high school process.

YOUR CHILD WILL ONLY BE RELEASED TO PARENTS/GUARDIANS (OR OTHERS LISTED ON THE BLUE CARD IN THE EVENT OF AN EMERGENCY OR SICKNESS) THAT HAVE THE PROPER IDENTIFICATION.

EMERGENCY DRILLS

Evacuation drills, i.e. fire drills, lockdown drills and shelter in drills will be conducted throughout the school year. All students and teachers must be familiar with the school's emergency procedures. Printed copies of these procedures are posted in every classroom.

Parents will be notified of emergency drills seven days in advance. If a drill is canceled due to weather or emergency situations that arise during a school day, parents will be notified in GAMMA Messenger that the drill was not conducted and it will be rescheduled for the next available school day.

LUNCH FORMS

We encourage all parents or guardians to complete the lunch application online at www.myschoolapps.com. Alternatively , students will receive a lunch form in September from the classroom/homeroom teacher. Parents or guardians are required to complete the form and return it to school in a timely manner. Once the application is received, it is forwarded to School Food Services for processing. **The SEEALL Academy does not retain any information provided on the application.** Although all students receive free lunch, a lunch form must be completed for each family, even if the student brings lunch from home. The lunch forms determine the school's eligibility for Title 1 funding.

LUNCHES AND DINING HALL

Neither food nor beverages are to be taken from the dining hall. Students are expected to act in a responsible manner while using the dining hall. To ensure neatness, all students are expected to clean papers and food from the table area used. It is imperative that the dining hall and the school be kept clean. Students may be directed to assist dining hall staff in maintaining cleanliness of the dining hall and are to respond in cooperative spirit. All trash and recycling are to be deposited in the receptacles provided. Chromebooks are not permitted to be out during lunch.

Please make sure your child has his/her lunch when coming to school. It is very disruptive to the learning process to call children out of classrooms to come to the office to pick up their lunches. Please clearly label your child's lunchbox with his/her name and grade. **GLASS BOTTLES ARE NOT PERMITTED.** Parents/Guardians are not permitted to bring special lunches (Burger King, McDonalds, etc.) to their children at lunchtime.

BIRTHDAY PARTIES

Birthday parties in grades Pre-Kindergarten through grade five must be requested for approval in writing to the classroom teacher and await approval. The teacher will then discuss with the Parent/Guardian the details for the party that complies with Chancellor's Regulations. **Parents/Guardians may not send in favors or goodie bags.**

MESSAGES FOR STUDENTS

Except for EMERGENCIES or alternate dismissal plans, the school will not excuse students from class to receive or make phone calls. Please do not ask us to relay a message during classes to a student, unless it is an emergency or if it pertains to an alternate dismissal plan.

MONEY

Money that is brought to school for a specific purpose (class trip, bake sales, etc.) must be put into an envelope with the child's name and class on it. If a student does bring money to the school, the money should be personally kept and not left in the schoolbag, coat pocket, lunch box, or desk. The school is not responsible for lost money.

MEDICATIONS

A Medication Administration Form (504) is required for any student who needs any medication during the school day. The completed form must be submitted directly to the school nurse. The medication is to be brought to the school nurse and kept there. A written statement from the Parent/Guardian requesting administration of the medication in school as ordered by the licensed prescriber is also required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication, the pharmacy label should display:

- Student name
- Name and phone number of the pharmacy
- Licensed prescriber name
- Date and number of refills
- Name of the medication and dosage
- Frequency of administration

CHILD ABUSE LAWS

Under NYS law, school personnel are legally mandated to report suspected cases of child abuse or neglect to the New York State Central Register (SCR) of Child Abuse and Maltreatment.

CHILD CUSTODY

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent (s) to provide the school a copy of the legal document from the parent for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- Custodial parents must identify in writing other adults who may have access to the information regarding their child.
- Non- custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.
- Non- custodial parents may pick up a child only if written permission has been granted by the custodial parent and verbal communication from the main office to that custodial parent confirming the request.

CUTTING CLASS/TRUANCY

If a student cuts class or is a truant, his/her parents/guardian will be notified and must come to the school to meet with a dean. The student will be given consequences pursuant to the NYCDOE Discipline Code.

DISCIPLINE CODE

The Citywide Standards of Intervention and Discipline Measures (the Discipline Code) provides a description of unacceptable behavior, called infractions. It is the responsibility of the parents/guardians and students to read the Discipline Code.

The Discipline Code can be found online at:
https://www.schools.nyc.gov/school-life/rules-for-students/discipline-code

An excessive amount of student incidents/suspensions/growth lunches can affect a student being permitted to attend school trips and/or school functions and events. Students may receive PM detention, depending on the infraction and/or number of consecutive incidents.

BULLYING

Bullying is unacceptable and will not be tolerated at the SEEALL Academy. All reported incidents will be immediately investigated to determine the scope and severity of the behavior, identify the violator(s), evaluate the harm to the victim(s), and determine the disciplinary and corrective action. Making fun and calling others names based on physical attributes, looks, race, religion, or physical and mental ability is bullying and will not be tolerated. This includes cyber bullying. Cyber bullying is any harassment that occurs via the internet, social media, texts or cell phones. Vicious post and name calling, posting fake profiles on websites, and mean or cruel email messages or text messages are all ways of cyberbullying. As a school community, we seek the highest consequence allowed by the DOE for a first time bullying infraction.

GUM CHEWING

To help maintain a clean, safe and distraction free learning environment, students are not permitted to chew gum while at school or during any school sponsored events or activities. Gum can create sanitation and maintenance issues and may interfere with learning. Students should dispose of gum before entering the building in a trash can.

LOCKS AND LOCKERS

The Middle School Assistant Principal will assign students in grades six, seven and eight a locker. These are not to be changed without permission. Students will be required to bring their own lock. All students are reminded to be extremely security conscious. All students should make sure the door of their locker is locked. Students should never leave valuables anywhere in the school unattended. While the school assumes no liability for articles left in the school or missing from lockers and classrooms, any missing articles should be reported to a dean as soon as possible. We strongly urge all students to leave jewelry at home and only carry the cash necessary to get them through the day.

Since all lockers are the property of the SEEALL Academy, the school safety officers have the right to inspect school lockers if there is reasonable suspicion or probable cause of a crime.

Students are to keep their lockers in good order. They are not to deface or alter their lockers in any way. If a locker does not operate correctly, this matter should be reported to a dean so repairs can be made as soon as possible. Students may only access their lockers before period 1, at lunchtime, or at dismissal.

PARENT TEACHER ASSOCIATION

Parental involvement plays a crucial role in your child's education. Parents/Guardians are strongly encouraged to join the PTA and volunteer in as many events as possible. A suggested contribution of $10 is requested to support school events.

The 2026-2027 PTA Executive Board consists of the following:
To be updated once we have PTA Executive Board

PTA MEETINGS *Dates are subject to change

To be updated once we have a PTA executive board

LOST AND FOUND

Found articles should be turned in to the Parent Coordinator's office. For easy identification, all books, lunch boxes and personal articles (including cases for eyeglasses) should have the student's name and homeroom written on them. Lost articles should be reported to Ms. Ferguson in the Parent Coordinator's office. **The SEEALL Academy assumes no responsibility or liability for lost or stolen property**.

COMMUNICATION

As your child's first teacher, you are our partner in education. Therefore, regular communication is essential. Scheduled parent conferences allow teachers and Parents/Guardians to discuss student achievement and develop a plan to assist students in areas of difficulty. A parent/guardian may request a meeting with a teacher at any time by sending in a note to the teacher and in turn, the teacher will arrange a meeting at a mutually convenient time. Please note that teachers have time built into their schedules each week to communicate with parents.

PARENT TEACHER CONFERENCE DATES

September 30, 2026	Evening Conferences/Curriculum Night 4:30 PM- 7:30 PM (in-person)
November 5, 2026	Afternoon conferences 12:30 PM - 2:30 PM (virtual) Evening conferences 4:30 PM- 7:30 PM (virtual) ½ Day of school. Dismissal is 11:30am
March 3, 2027	Afternoon conferences 12:30 PM - 2:30 PM (virtual) Evening conferences 4:30 PM- 7:30 PM (virtual) ½ Day of school. Dismissal is 11:30am
May 26, 2027	Evening Conferences/Family Night 4:30 PM- 7:30 PM (virtual)

REPORT CARDS

Report cards are issued three times a year for elementary school students and four times a year for middle school students.

NYC SCHOOLS ACCOUNT (NYCSA)

NYCSA will be the SEEALL Academy's digital communication platform with parents. All school forms, blue cards, announcements, etc. will be communicated electronically with Parents/Guardians on this website. If you have not already signed up for your NYCSA please contact the parent coordinator Nicole Ferguson for your account creation code.

GAMA MESSAGING SYSTEM

Please be sure to keep your cell phone contact information and email address up to date in your NYSCA. The school will communicate using email and text messages through this system.

Dress Code Policy

Kindergarten through Grade Eight:
The following guidelines shall apply to attendance at school and all school activities and events.
Shirts: Students may wear a plain, solid color polo shirt (long or short sleeve, any color) with NO visible writing or pictures.
Sweater: Students may wear a solid color sweater or SEEALL three-quarter zip up.
Slacks: Students may wear plain, solid color black, navy or khaki uniform style slacks.
Shorts: Students may wear plain, solid color black, navy, or khaki shorts (knee-length) or capri style pants during September, May and June.
Skirts: Students may wear plain, solid color black, navy or khaki skirts. **NO** skirt may be higher than an inch above the knee.
Physical Education Days: On PE days, students may wear SEEALL Academy or plain, solid color sweatshirts, t-shirts and dark, solid athletic pants.
Dress Down: Jeans are only permissible on Fridays for dress down days. Jeans may not have writing or be torn. On dress down days, students are prohibited from wearing clothing which contains language (including slurs), images, or references which discriminate in any manner. All Fridays will be a dress down day. Some will be a spirit day which will be noted on the monthly school calendar.
Spirit Days: Pajamas and other types of costume clothing are only permissible on Spirit Days. Spirit Days will be noted on the school calendar.

Students are prohibited from wearing revealing clothing that does not provide full coverage of body parts.
Students are prohibited from wearing hoods and caps. However, headwear worn for religious observance or disability- related attire are permitted.

Violations to Dress Code will Result in:
1st Violation:
1. Parent will be notified
2. Student changes clothes (loaner clothes will be provided if necessary)
3. Documented in School Dress Code Violation Log

2nd Violation:
1. Parent will be notified
2. Student changes clothes (loner clothes will be provided if necessary)
3. Documented in School Dress Code Violation Log
4. Parent meeting with dean

3rd Violation:
1. Parent will be notified
2. Student changes clothes (loaner clothes will be provided if necessary)
3. Documented in School Dress Code Log
4. Parent meeting with school administrator

BUS SERVICE

General Education:
The office of Pupil Transportation (OPT) of the City of New York provides bus service. OPT can be reached at the following number: 718-392-8855 between the hours of 5:30 AM - 7:30 PM or you can visit their website at www.optnyc.org . Any eligible student may ride the school bus. Students may only ride the bus to which they have been assigned. **MISBEHAVIOR ON THE BUS WILL NOT BE TOLERATED.** Any misbehavior received by write up from the bus driver and/or bus matron can be considered ground for suspension from bus service. An OMNY card is issued to students who have met the distance and destination requirements. Please forward all inquiries to Ms. Avasso, the bus coordinator in room 200 or by phone at (718) 851-8070 Ext. 2001. **If your child is not going to ride the school bus on a particular day, a note must be sent to the classroom/homeroom teache**r. Verbal communication will not be accepted and your child will be placed on the school bus unless a written note is received by the teacher.

Special Education:
If your child has an IEP with special education bussing, a letter will be mailed to you from the Office of Pupil Transportation (OPT) with pertinent bus information prior to the first day of school. Please call OPT directly to confirm morning pickup and afternoon drop off. OPT can be reached at the following number: 718-392-8855. Students may only ride the bus to which they have been assigned.
MISBEHAVIOR ON THE BUS WILL NOT BE TOLERATED. Any misbehavior received by write up from the bus driver and/or matron can be considered grounds for suspension from the bus service.

Please forward all inquiries to Ms. Ramos in Room 200. **If your child is not going to ride the bus on a particular day, a note must be sent to the classroom/homeroom teacher.** Verbal communication will not be accepted and your child will be placed on the school bus unless a written note is received by the teacher.

BOOKS

Textbooks issued to students are for use during the school year and must be returned at the end of the year and collected by the teacher. Teachers will record the number of the textbook to ensure accountability. Books are to be covered and handled with care. Students will be responsible for restitution if lost, unreturned and damaged books.

SPECIAL EDUCATION

The Department of Education is improving the service of students with disabilities. Students with disabilities are placed in the least restrictive environment to ensure access to the general education curriculum.

More information can be found at www.schools.nyc.gov/special-education

GUIDANCE DEPARTMENT

The aim of the Guidance Department is to assist the students in their personal, academic, social and vocational development. The guidance program provides systematic aid through the direction of the counselors by means of group classes, interviews, counseling sessions, and testing tools. If Parents/Guardians desire to speak with a counselor they may arrange a meeting by contacting the school.

Ms. Faith Meade (Grades K-2 Guidance Counselor) - 718-851-8070 ext. 2632
Ms. Rosie Conde (Grades 3-5 Guidance Counselor)- 718-851-8070 ext. 2631
Mr. Michael Yenzer (Grades 6-8 Guidance Counselor)- 718-851-8070 ext. 4591
Ms. Lisa Pan (School Social Worker) - 718-851-8070 ext. 4592

The guidance personnel work in conjunction with the classroom teachers. The guidance office is open to all students and offers a variety of educational and vocational guidance to those who seek advice and counseling. Individual interviews enable students to discuss with a guidance counselor whatever will promote attitudes and habits, which will assist them in making choices and adjustments productive of personal satisfaction and effectiveness.

WORKING PAPERS

Applications for working papers may be obtained in the Guidance Office for students ages 14 and older. In order to file papers it is required to present a birth certificate, a signed application form, and a doctor's medical note. Please contact Guidance Counselor Michael Yenzer at 718-851-8070 ext. 4591.

CLASSROOM PROCEDURES

Students are expected to begin working immediately upon entering the classroom. Students need to be clearly aware of expectations. Middle school teachers will have a "do now" or "warm up" activity for students to begin as soon as they are seated. Attendance is taken promptly at 8:10 am.

Notebooks and typed assignments are required to have a proper heading:

The SEEALL Academy **Name (First and Last)**
Class **Date**

Elementary school students should use pencil for classwork and homework, and pen when directed.

Middle school students should use black ink for all classwork and homework with the exception of mathematics.

Teachers may have different procedures or methods for listing homework assignments, collecting work, or distributing books. It is your child's responsibility to know these procedures and follow them.

REPORT CARDS AND GRADING POLICY

Elementary students will receive report cards three times in the school year. Middle school students will receive report cards four times in the school year. Report cards will be issued at the end of each marking period.

Ongoing Feedback

Teachers are expected to communicate regularly regarding student progress. This might include the use of a digital platform, such as Google Classroom and NYSCA. Parents have access to both and may access it at any time to view their child's scores on various assignments. Login information will be sent home in September by the child's teacher.

Report Card Grades

Report Card Marks for Core Courses (ELA, Math, Science, Social Studies)

Grades K and 1	Level 4	Excels in Standards
	Level 3	Proficient
	Level 2	Below Standards
	Level 1	Well Below Standards
Grades 2 - 8	65% - 100% 55% - 64%	

Grading Category Weights	
Classroom Exams/Quizzes	45%
Class Assignments	25%
Class Projects	25%
Homework	5%

Homework

Homework will be assigned daily. It is the responsibility of each individual student to record homework assignments as dictated by the teacher and/or posted on the board. If a student is absent, he/she must determine which assignments were missed and then complete them. Students can speak with the guidance department for suggestions on arranging a time management schedule for after school work and extracurricular activities. Parents/Guardians should actively monitor their child's homework to ensure it is brought home and completed.

Please note:

- Students are expected to complete all assignments on time.
- Students are expected to record all assignments as written or dictated by their teachers in class.
- Credit for work that is required to be completed at home is recorded and reflected as both Major Assignments and Minor Assignments.
- Important components of homework are studying and preparation. Students are expected to review their notes and complete all reading assignments in preparation for upcoming tests, quizzes, projects and other connected assignments.

Late Assignments

- Students will not be permitted to make up assignments at the end of a marking period to raise their grade. Allowing students to do this fails to teach the valuable lesson of responsibility, and lacks to reinforce the skills learned in class in a timely manner.
- Students with excused absences will receive full credit for assignments made up in a timely manner.

Extra Credit Assignments

Teachers may allow students to complete **extra-credit assignments** throughout the marking period.

PLAGIARISM AND CHEATING

Plagiarism and copying are forms of **cheating** and are prohibited by the **Discipline Code**. Cheating is unacceptable. Plagiarism is when you use someone else's words or ideas and pass them off as your own. It is not allowed in school, college,or beyond, so it is essential to learn the proper way to use resources, such as websites, books, and magazines. Cutting and pasting sentences, paragraphs, articles and pages from the internet and calling one's own work is plagiarism. If students use someone else's words they must give them credit. Your child will be taught how to do this. Copying another student's work is a form of plagiarism. Students are expected to do their own work and present their own original ideas. If it is determined that student work has been plagiarized, disciplinary action will be taken. Students may be asked to redo their work, or they may not receive credit.

In middle school, the following consequences for plagiarism will be enforced:

1st offense

3 days growth lunch and an automatic 10 point deduction upon timely submission of new assignment

2nd and future offenses

5 days growth lunch and an automatic ZERO for the assignment

*Plagiarism may also result in a Principal's suspension depending on the severity/level.

ELEMENTARY SCHOOL HONOR ROLL

Grade 1

Gold Honor Roll

Attain a "4" or "3" rating in all subject areas

Attain a "3" or "4" rating in work habits and personal and social development areas

Two excused absences or less (exception: doctor's note for extended absences and religious observance)

Two latenesses or less

Silver Honor Roll

Attain "3" or "4" rating in all subject areas

Attain a "3" rating in work habits and personal and social development areas

Two excused absences or less (exception: doctor's note for extended absences and religious observance)

Two latenesses or less

Grades 2-5

Gold Honor Roll

Attain a 90% in all subject areas

Attain an E or G rating in work habits and personal and social development areas

Two excused absences or less (exception: doctor's note for extended absences and religious observance)

Two latenesses or less

Silver Honor Roll

Attain an 85% in all subject areas

Attain an E,G, or S rating in work habits and personal and social development areas

Two excused absences or less (exception: doctor's note for extended absences and religious observance)

Two latenesses or less

National Elementary Honor Society

Students in Grades 4 and 5 will have the opportunity to apply to the National Elementary Honor Society. Further information and selection criteria will be communicated to parents and students.

MIDDLE SCHOOL HONOR ROLL

Students will be honored for their grades at the end of every marking period

Principal's Honor Roll

Attain a 95% average for the marking period

90% or higher in all subjects

E or S for conduct in all subject areas

Gold Honor Roll

Attain a 90% average for the marking period

85% or higher in all subject areas

E or S for conduct in all subjects

Silver Honor Roll

Attain an 85% average for the marking period

80% or higher in all subject areas

E or S for conduct in all subjects

For Valedictorian, Salutatorian, and the SEEALL Outstanding Graduate, exemplary attendance, punctuality, and exemplary behavior are expected.

Honors Society Arista (Middle School)

Standards for Arista:

- 90% average on first three marking periods
- No individual subject grade lower than an 85%
- Exemplary attendance and punctuality
- Exemplary behavior (E's or S's for conduct and satisfactory disciplinary record)
- Service credit requirement
- Minimum of 10 hours of community service to the school or community
- 3 teacher recommendations and approval from Homeroom Teacher, Dean, and Assistant Principal

Please speak with the Guidance Department or Mr. Ciaravino about methods of maintaining good grades and acquiring community service credits.

Archon (Middle School)

Standards for Archon:

- 75% average on first three marking periods
- No individual subject grade lower than 75%
- Exemplary behavior (E's or S's for conduct and satisfactory disciplinary record)
- Service credit requirement (6th- 5 points, 7th - 10 points, 8th - 15 points)
- 3 teacher recommendations and approval from Homeroom Teacher, Dean, and Assistant Principal

Please speak with the Guidance Department or Mr. Ciaravino about methods of maintaining good grades and acquiring community service credits.

If a student would like to participate in both Arista and Archon, they must apply to each society separately.

MIDTERMS AND FINAL EXAMINATIONS (Grades 6 through 8)

- A midterm examination will be administered for Grades 6 through 8 in January.
- A final project/examination will be administered for Grades 6 through 8 in the final Marking Period.

NYCSA/GOOGLE CLASSROOM

- NYCSA/Google Classroom are online grade books where teacher any update the submission of student assignments and grades for quizzes, tests, and/or projects
- Students and Parents/Guardians may review assignments by logging into these accounts
- Parents/Guardians and students may only view the work of the individual child. The grade book is strictly confidential, and the login may only access the date for the individual student.

PHOTO/MEDIA RELEASE FORM

Parents/Guardians have a right to exclude their children from videotaping, audio recording, school pictures, and other photography or participation involving printed materials or on the internet.

Parents/Guardians should provide such documentation to the school office; otherwise, they must fill out the photo/media release form. This form can be found on your NYCSA under forms.

CELL PHONES AND ELECTRONICS

The SEEALL Academy, in collaboration with the School Leadership Team (SLT) has established its policies governing student use of electronic devices (cell phones, computing devices, portable music and entertainment systems).

POLICY

- As stated in Chancellor's Regulation A-413, students are permitted to be in possession of cell phones, laptops, tablets, iPads, and other similar computing devices, and portable music and entertainment systems; however, it is The SEEALL Academy's policy that these devices are not permitted to be turned on or used on school property unless authorized by a SEEALL Academy staff member. This restriction is always applicable on or off the school premises during the school day including recess in the yard, field trips, after school programs, school fire drills or any emergency preparedness exercise.

IN CASE OF EMERGENCY

- Please do not call students cell phones during school hours. The SEEALL Academy follows a bell-to-bell schedule during the instructional school day; 8:10 AM-2:30 PM.
- If a student must contact a Parent/Guardian and permission from staff is granted, telephones are available in the main office. Conversely, if a Parent/Guardian must contact a student to reach the school in case of emergency or exigent circumstances, they may call the main office at 718-851-8070 or contact our Parent Coordinator, Nicole Ferguson at extension 1102.
- If there is an emergency at the school, parents will be notified via GAMA messaging system. Parents can access the automated communication system through their NYSCA accounts.

COLLECTION/STORAGE

- Upon arrival, all 6-8 students will keep their cell phones and smart watches locked in their Yondr pouch from when they enter the building through the end of the school day at dismissal. Students will lock their devices away as they enter the building and unlock their Yondr pouch at their dismissal door upon leaving.
- Any K-5 student that reports to school with a cell phone will lock it up in a Yondr pouch upon entry to school and unlock their Yondr pouch at their dismissal door.
- All Yondr pouches will remain locked and students will store their closed pouches in their school bag stored in the coat closet for the day.
- Students will remove their Yondr pouched from the closet at dismissal and open them at their dismissal door.

CHROMEBOOKS

The SEEALL Academy has placed a strong emphasis on incorporating technology into instruction and has invested heavily in Chromebooks to improve teaching and student learning. Upon returning signed parental forms, students in grades 6-8 will receive a Chromebook within the first quarter of the school year. Middle school students will use the devices in school and at home. Students are expected to abide by the standards of behavior for internet use and communication outlined below.

USE OF INTERNET

Regarding Internet use, inappropriate use or a violation of any of the following standards will result in consequences in accordance with the NYCDOE Discipline Code.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the school activity.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. After school/home access requires students to follow the same student expectations as stated in the Internet usage agreement and NYCDOE Discipline Code.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the internet and are subject to continued consequences of the school's policy.

STANDARDS OF BEHAVIOR FOR INTERNET USE AND COMMUNICATION

- Be courteous and respectful in your messages to others
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate, vulgar, or sexually offensive manner on any website or via email, either in pictures or in videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of the other students or staff.
- Proofread your message before sending.
- Never agree to get together with someone you "meet" online.
- Copyright laws must be respected. Do not make unauthorized copies of software and do not give, lend, or sell copies of software to others.
- If you are unsure whether your text, email or post will offend anyone, do not send it.

New York City Public School AI Policy 2026-2027 School Year

For the 2026-27 school year, New York City Public Schools (NYCPS) is implementing a moratorium on student-facing generative artificial intelligence (AI) in grades 2K–8, The updated policies are as follows:

Grade	Student-Facing AI	Screen Time
PreK-2	Banned	No 1:1 Screen Time
3-5	Banned	Recommended no more than **30 minutes** of daily 1:1 screen time
6-8	Banned	Recommended no more than **45 minutes** of daily 1:1 screen time

We anticipate a successful and enriching educational journey in collaboration as a unified school family!