

**RIVERDALE KINGSBRIDGE ACADEMY MS/HS 141**

**FAMILY AND STUDENT HANDBOOK**

**2020-21**



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Dear Families and Students

Welcome to the 2020- 21 school year! We have already experience so much change and this school year will be like none other. We created this handbook to make you aware of some of the school's policies and practices. Items included within are subject to change as policies within the DOE or the COVID situation necessitates.

Thank you for taking the time to read this. We look forward to seeing you soon.

Fondly,  
Lori O'Mara

### **Mission Statement**

The Riverdale Kingsbridge Academy is a **community of learners embracing diversity and educating young minds to meet the challenges of their world** today and tomorrow. We create **an environment** of academics, arts, athletics and activities that **engages all students to learn and collaborate together** so they can become **creative, independent, critical thinkers** who embody a life-long love of learning.

### **Vision Statement**

*We at the Riverdale/ Kingsbridge Academy envision...*

**Rigorous Instruction** that challenges, supports and inspires a diversity of students

**Supportive Environment** that instills in our diverse students, staff and families a sense of pride, belonging and accountability to one another

**Collaborative Teachers** who communicate and elevate one another to benefit the students, the school, and the profession

**Effective School Leadership** which is responsive to the trends, needs, and data of our students' successes and challenges

**Strong Family and Community Ties** which create opportunities for and enhance our students, school and community.

*...a school community that students, staff, families and alumni are proud to call "home."*

# Organization

## Staff Organization

Non-classroom staff are listed below with their various responsibilities.

### **Lori O'Mara- Principal**

Assistant Principal Supervisor  
Student Enrollment/ Pupil Accounting/ Immunization Supervisor  
Parent Coordinator Supervisor  
Dean Supervisor  
Secretaries Supervisor  
HR/ Hiring Supervisor  
Facilities Liaison  
School Foods Liaison  
Fiscal Supervisor  
Grants/ CBO Coordinator  
Activities Supervisor  
Athletics Supervisor  
Community Liaison  
Parent Liaison  
Safety Coordinator/ BRT Supervisor  
Teacher Leader Supervisor  
Master Calendar Coordinator  
Compliance Coordinator  
Lunch Form Accountability Coordinator  
New Teacher/ Mentoring Coordinator  
Accreditation Committee Leader  
MOSL Team Leader  
Professional Development Team Leader  
SEL Team Leader/ School-wide PBIS  
Attendance Team Leader  
Restorative Justice/ Ruler Leader

### **Sheilagh Lustig – APO HS**

Programming Team Supervisor  
HS Guidance and College Office Supervisor  
HS Deans/ Conflict Resolution  
HS Activities  
Testing Coordinator  
504 Coordinator  
HS PBIS Coordinator  
College Now Coordinator and College Access for All- HS Supervisor  
One Goal Coordinator  
Dual Enrollment Supervisor  
Honor Society and Community Service Supervisor  
Data- NYSED and NYC Accountability

Field Trip Coordinator  
Emergency (Midday) Coverages  
HS IST Facilitator

**Stacy Miller - APO MS**

MS Activities  
MS Deans  
MS Guidance Supervisor  
MS IST Facilitator  
MS PBIS Coordinator  
College Access for All- MS Supervisor  
MS/HS Transportation Supervisor  
Special Education/ IEP Compliance  
School Assessment Team Supervisor  
Paraprofessional Supervisor  
6th Grade Tours/Articulation Supervisor  
BEDS Survey & Room Utilization Supervisor  
MS/HS Attendance Supervisor  
School Aides Supervisor  
Summer School Supervisor

**Eric Scholz - AP Instruction**

Mathematics Supervisor  
Science Supervisor  
Special Education Instructional Supervisor- (Math/Science)  
Physical Education and Health Supervisor  
Technology Supervisor  
Science Olympiad Supervisor  
Advanced Placement Coordinator  
Sustainability Coordinator

**Thomas Sullivan - AP Instruction**

ELA Supervisor  
Social Studies Supervisor  
Foreign Language Supervisor  
Special Education Supervisor- (ELA/SS)  
The Arts Supervisor  
ENL Instructional Supervisor  
ENL Compliance

**Counselors**

Jennifer Aponte-Acosta - Grade 8 and 7th Grade (A-L)

Catherine Benitez - Related Services

Michele Eisenberg - Grades 9-12 Last Names L-Z , Special Education Students and College Advisor

Monica Kauschinger-

Joslie Byrd- Grades 9-12 Last Names A-K Special Education Students and College Advisor

Gloria Johnson -Youth Development Counselor, at risk

Mark Siracusa - Grade 6 and 7th Grade (M-Z) plus 719

Johanna Cuello-Gutierrez- Counseling in Schools

Soremi Lockhart- College Advising Corps

**Deans**

Ruth Orozco- Grades 10 and 11

Kim Lewis Grades 9 and 12

Deana Ferreira - Grade 8 and 7th Grade (A-L), OORS

Jon Reingold - Grade 6 and 7th Grade (M-Z) plus 760

**Activities**

Les Edmond- Senior Advisor/ HS Activities/ Athletics Director

Laura Roberts- Coordinator of MS/ HS Activities

**Secretaries**

Nuala Boyne- Coverages, Lunch Accountability, Permits, and Business Manager

Cindy Murat -Pupil Accounting, Immunizations, Main

Yvonne Ramos- Payroll/HR, Main

Yvette Velez- Programming and Community Service/ Honor Society

## **Bell Schedule**

### **For Blended and Remote Students**

**2020-21**

	Students	Notes
8:15	RKA Daily Announcements for students learning @home	@home attendance period
8:33- 9:17	Arrival, Per 1	
9:19- 10:03	Per 2	
10:05-10:49	Per 3	Lunch 3 <sup>rd</sup> and 4 <sup>th</sup> Floors
10:52-11:36	Per 4	Lunch 2 <sup>nd</sup> Floor
11:39-12:23	Per 5	Lunch 1 <sup>st</sup> Floor
12:26-1:10	Per 6	
1:12-1:56	Per 7, Student day ends 1:56	
2:00-2:20	Office Hours for Teachers	

## **Behavioral Expectations**

RKA has a “zero tolerance” policy toward student misbehavior, no matter what it may be. We are proud that any student incidents are usually minor. All students are expected to follow the rules of the school, which are based on the Citywide Behavioral Expectations. It can be found at [www.RKA141.org](http://www.RKA141.org). All families are expected to read it, and to sign the acknowledgement. Regulations include forbiddance of fighting, inappropriate language, drugs, bullying/ cyberbullying, vandalism, false alarms, and smoking. School deans handle all disciplinary issues.

## **Dress Code**

Some guidelines to remember: no hats, no t-shirts with inappropriate language, and nothing overly tight, baggy, or skimpy. The school dress code and other regulations are posted on the school website, [www.RKA141.org](http://www.RKA141.org). If a child comes to school dressed inappropriately, we will either call the parent to bring a change of clothes or ask the student to change into clothes that the school will provide.

Students should also follow these guidelines when they are in the virtual classroom. Inappropriately dressed students will be asked to leave the virtual classroom.

## **Safety Drills**

We will be conducting all safety drills as outlined by the Department of Education in accordance with the CDC Guidelines.

## **Special COVID Practices and Procedures**

### **Face Coverings**

Students must wear an acceptable face covering in hallways, offices, common areas and any time or place that individuals cannot maintain appropriate social distancing (6 feet). Acceptable face coverings include but are not limited to cloth-based face coverings and surgical masks that cover both the mouth and nose.

### **Social Distancing**

Students must adhere to appropriate social distancing, meaning six feet of space in all directions between individuals, or use of appropriate physical barriers between individuals that do not adversely affect air flow, heating, cooling, or ventilation, or otherwise present a health or safety risk.

### **Screening/Isolation**

Students must be prepared to undergo daily temperature checks. If an individual presents a temperature of greater than 100.4°F and/or is symptomatic, the individual must be denied entry into the facility or sent directly to a dedicated area prior to being picked up/sent home.

### **Hand Hygiene**

Students must conduct proper hand hygiene by frequently washing hands and/or applying hand sanitizer. Shaking hands, high fiving, hugging etc. are discouraged. Hand sanitizer dispensers are plentifully supplied throughout the building.

### **Symptomatic Individuals**

Students who feel or become ill while in the building should be sent to the Nurse's office immediately. COVID symptoms will initiate the COVID isolation protocols

## **Communicating with Staff**

Every New York City public school teacher has a DOE email address. This is an excellent way to keep in touch, especially for "quick" questions. The teachers will print their email addresses on their syllabi; they can also be found on the school website, [www.RKA141.org](http://www.RKA141.org). You should expect a response within 24 hours during the school week..

## **Communication from the school**

School staff will call or email you if there are issues he/she feels need to be discussed. Teachers may also contact you through Pupil Path. Emails and Reminds announcing general activities or information will be communicated by the Parent Coordinator and Principal. Parents should join the RKA Email list and Remind group through our website.

Twitter and Instagram will be used for celebratory communications.

## **Parent meetings**

All teachers will have ZOOM office hours every day from 2:00 pm -2:20 pm. Parents may arrange to meet with a teacher during this time. Teachers are also accessible by email. Teacher email lists are available on our school website and will be sent home with students. We will not be having in person parent meetings at this time.

## **Transportation**

Sixth graders are eligible for yellow bus service if they live at least a mile from the school. The distance is determined by the Office of Pupil Transportation (OPT), not the school. Parents may opt for a Metrocard instead of the yellow bus. A student may not switch back-and-forth between the yellow bus and a Metrocard. During the first few days of school, you may find an extended waiting period for the yellow bus, as the drivers “settle in” to their new schedules and routes. We strongly suggest you bring your child yourself—or have a backup plan—the first few days, if possible. The OPT hotline is 718-392-8855.

## **Attendance**

Attendance and punctuality are enormous factors in academic and professional success. Daily attendance is taken for all students each day whether they are scheduled to be in school or learning at home. Attendance procedures are as follows:

- Blended Students- “in person” days will have attendance taken in class.. They will be marked either Present or Absent.
- All students learning at home for the day (Blended “at home” and 100% Remote) will have attendance taken at 8:15 AM when they log in for the RKA Daily Announcements via Zoom with Ms. O’Mara

Parents can expect a phone call with outreach for each day that a student is absent.

## **ID Cards**

All students are issued school ID cards, and are expected to display them at all times. Students will be divided into 3 cohorts (Blue, Gold & Green) depending on the days they attend. Students will receive a corresponding colored lanyard to display their ID card. All 6th grade students will have their picture taken in the first 2 weeks of school and receive an ID card. If your child loses his/her ID card, the replacement cost is \$2.00.

ID Cards will be used for meal service and restroom usage for contact tracing.

## **Extra Curricular Activities**

At this time all extra-curricular activities will be virtual and communicated as they develop.

## **Library**

Library services will be virtual. Please look for more information on our website’s library page.

## **Restrooms**

Students will be allowed to leave the classroom one at a time to use the restroom. The number of students allowed in at one time will be limited to minimize contact. Students will use their ID card to scan in outside the restroom so we will have a record for contact tracing.

## **Social Emotional Learning**

All students will have a Restorative Circles as part of their program. All HS students will have Ruler.

## **Digital Permission Forms**

Parents need to fill out many permission slips and forms digitally. They are all listed on our “Re-Opening September” page on the bottom left hand side.



# **Instruction**

## **Grading**

The school year is divided into 4 quarters, each with its own report card. RKA issues report card grades in single increments between 60 and 100. Grades between 65 and 100 are passing grades. Anything from a 64 and under is a failing grade.

Each course will be weighted as follows:

- 20% - Participation, communication, and collaboration
- 50%- Independent student work
- 30%- Larger projects, assessments

Late work will be accepted for two weeks (10 school days) only. After the 10 days have passed, no late work will be accepted. Students handing in work late can expect a deduction in grade.

- 20% off the earned score if handed in within the first week.
- 40% if handed in within the second week.

Teachers will indicate a “0” in Pupil Path until the work has been handed in.

## **Pupil Path**

Pupil Path is an online grading system used by most RKA teachers. Participating teachers provide students and their parents (you both have access) with periodic updates on homework completion, test grades, and more. Your child’s subject-area teachers will give you log-in information for Pupil Path.

## **Learning Platform**

We will be using Google Classroom through the NYC DOE G Suite. All students must activate their DOE student email account. Here is a link to information on setting up that account:

<https://www.schools.nyc.gov/learning/learn-at-home/technical-tools-and-support/doe-student-accounts>

## **Supply List**

Supply lists can be found on our school website [rka141.org](http://rka141.org).

## **Directions for Setting Up Student Accounts @NYCStudents.net, Email, & Google Classroom**

### Account Set Up for nycstudents.net Account

To retrieve your account ID and password: (Video instructions are at this link.)

1. Go to Student Account Self Service
2. Enter your 9-digit Student ID (OSIS) number. (You can find your Student ID number on a report card, your student ID card, Pupil Path, or in your NYCSA account account.)
3. Enter your birthday.
4. Click Continue.
5. If the information you enter matches your student record, your username will be displayed.
6. Your student ID is your username followed by @nycstudents.net. For example, if your username is JaneD, your student account ID is JaneD@nycstudents.net.
7. If you haven't already set up a password, you will be asked to set one up.
  
8. Pick a password that only you will know.
9. Re-enter your password.
10. Click Update Password.

### Grade Level Google Classroom

Students need to go to [classroom.google.com](https://classroom.google.com), sign in with the nycstudents.net account that was just created (NOT THE OLD @RKA141.org email), and register for the grade level Google Classroom you are entering in September. Students can use the links below or enter the class code (the 7 digit code). Students will be known as the "Class of 202\_" for the year in which you are expected to graduate high school. You will be receiving messages throughout the fall through these classrooms.

Grade 6 Class of 2027- zdvolmf

Grade 7 Class of 2026 - xbaaax6

Grade 8 Class of 2025 - j52dabd

Grade 9 Class of 2024 - mqt2ogs

Grade 10 Class of 2023 - ayql6md

Grade 11 Class of 2022 - nmgqf4j

Grade 12 Cass of 2021 - dwrdy56

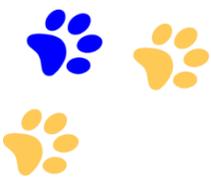
### For Email

Please follow the instructions in this video or the list of instructions below.

1. Go to [classroom.google.com](https://classroom.google.com) (You may have to click "Go To Classroom" on next page.)
2. Type in your email address and click next. For example if your name is John Doe and your user name is johnd, type in johnd@nycstudents.net.
3. Click & "Next";.
4. A NYC window will come up automatically. Type in your user name, password and click "Sign In". (Do not include @nycstudents.net.)
5. You are now logged into Google and Google Classroom. Click the plus sign in the top right corner.
6. Select Join class.
7. Put in the code according to the grade you are in from above.

This is the process to log into any of the Google Apps including gmail. Every time you open up the browser, you may have to log in again. However, you can just go to [gmail.com](https://gmail.com) to see your gmail now.

If you have any difficulty setting up the account, please reach out to Julie Prince at [jjprince4@schools.nyc.gov](mailto:jjprince4@schools.nyc.gov) or call 718.935.5100.



## RKA Rules for Remote Learning- Video Conferencing Do's and Don'ts

We are very proud of how quickly many of you, and of course all of your teachers, have adapted to virtual learning. Please be reminded of some of the rules you should be following whenever you are participating in on-line learning. .

- You should not share codes for Zoom or any other class activity with anyone! Everyone in the class should have signed up for Google Classroom
- During a Zoom or other group session
  - your mic should be muted unless you are called on to respond to a question or make a comment
  - you should be sitting up somewhere with room to complete work or take notes
  - do not speak over one another
  - do not use profanity, racial slurs or anything else you would not be allowed to use in a regular classroom
  - do not send chats that have nothing to do with the lesson being presented
  - “raise your hand” using the mechanism within the site
- You must sign into any sites with your own name
- Your Google or other profile picture, if you have one, must be appropriate.
  - It CAN be
    - a generic picture,
    - a picture of you,
    - your initials
  - It CANNOT be
    - a picture of someone else,
    - a picture of you doing anything you would not be allowed to do in school,
    - a picture of you wearing anything you would not wear to school,
- Please remember the school's dress code. Skimpy, revealing, suggestive or inappropriate clothing should not be worn.
- Camera/video must be turned on when you join the videoconference.
- Students should also be at a desk, table or other appropriate learning place. Avoid logging in from bed if you can.
- Please remember that this is school, all work submitted and comments written should use correct spelling, punctuation and grammar.
  - U is not correct,
  - imma is not correct,
  - I'm has an apostrophe,
  - your teacher's name should be capitalized.
- Remember that any comments you make within a classroom are seen by your teacher and the administrators. There is a record of all comments made by each person, even if you delete a comment the record of it remains!

## **Blended Learning**

Blended Learning is an instructional model where students learn in person at RKA some days and at-home virtually on other days. This model allows for fewer students to be in the building at once so that we can socially distance throughout the building.

100% Remote Instruction is an instructional model where students learn virtually every day.

For both Blended and 100% Remote students will experience some synchronous and asynchronous instruction. Synchronous means "live" whether virtual (Zoom) or in person. Asynchronous may be any one or a combination (pre-recording, learning websites, independent work, videos, group work, etc).

Parents may choose 100% Remote Learning throughout the year by using the Learning Preference Survey button below.

Parent may opt into Blended Learning at specific points throughout the year. The next opportunity will be in November.

All students will be provided with a weekly planner from each teacher in the Google Classroom Monday morning. Students are expected to participate in daily synchronous and asynchronous instruction as indicated by the schedule and to complete all assignments.

## Daily Schedule

Time		Notes
8:15	RKA Daily Announcements for students learning @home	@home attendance period
8:33- 9:17	Arrival, Per 1	
9:19- 10:05	Per 2	
10:07-10:52	Per 3	Lunch 3 <sup>rd</sup> and 4 <sup>th</sup> Floors
10:54-11:39	Per 4	Lunch 2 <sup>nd</sup> Floor
11:41-12:26	Per 5	Lunch 1 <sup>st</sup> Floor
12:28-1:13	Per 6	
1:14-1:55	Per 7, Student day ends 2:00	
2:00-2:20		
2:20-2:50		

## Weekly Schedule

Week	M	T	W	Th	Fri
	Group D 100 % Remote				
1	Group A	Group A	Group B	Group A	Group B
2	Group B	Group A	Group B	Group A	Group B

## **Breakfast and Lunch**

All students will have breakfast and lunch in their classroom during a designated period. Instruction will be taking place during this period. Students may bring food from home or may have the school bagged breakfast and/or lunch. Food will be available at entryways and on each floor during lunchtime.

## **Physical Education**

All Physical Education classes will be done remotely.

## **Arrival/Dismissal**

First Floor - Enter through Auditorium

Second floor - Enter through Arcade, Up through Staircase D

Third floor - Enter through E, Up through Staircase E

Fourth Floor - Enter through B, Up through Staircase B

## **Transportation**

Driving, walking, biking **STRONGLY** suggested. We have bike racks under arcade

Yellow bus is available for Grade 6 only- will be in Opening Day packet section when the routes are released. Metro Cards distributed for Blended students in first week. All decisions about transportation are determined by OPT.



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## **Weekly Schedule**

Week	M	T	W	Th	Fri
	Group D 100 % Remote				
1	Group A	Group A	Group B	Group A	Group B
2	Group B	Group A	Group B	Group A	Group B

## **School Meals**

100% Remote students will be able to come to pick up breakfast and lunch daily between 7:00 and 8:30 AM provided the student is available and on a device for their remote instruction beginning at 8:33 AM.

## **Physical Education**

As part of their program, all students will be scheduled for Physical Education class.

