



Parent Handbook

2010 ~ 2011

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Dear Parents/Guardians,

Welcome to the East-West School of International Studies! Our warmest greetings are extended to you as we begin the 2010 - 2011 school year. We look forward to an exciting year; one in which quality education, as always, is our focus. Our goal is to provide our students with the best education in a safe and respectful learning environment.

Clear communication is the key to any successful collaboration. When all parties understand exactly what is expected of them and what the rules are, there are fewer unknowns and fewer possibilities for disagreements. We hope that our first edition of our Parent Handbook will be a useful tool assisting you and your child to acclimate to our East-West School culture. Please use it regularly as a reference as you and your child navigate through your educational journey here at East-West.

We look forward to teaching your children and have only the highest expectations for their performance. We would like to encourage a successful collaboration between school and parents. This Handbook will be updated each year, so please do not hesitate to send in your comments and suggestions.

We hope you will be a frequent presence in our school community, and I look forward to getting to know you and your child over the coming years.

Sincerely,

Ben Sherman
Principal

Honor

Excellence

Curiosity

Celebration

MISSION STATEMENT

School must be a safe place for teaching and learning. We believe all children can learn. We have high expectations for every child to learn and achieve to the best of his/her ability. Through ongoing assessment, we adjust our lessons to meet the needs of our students. When staff, parents, and community work together, children succeed. We are teaching today for the world of tomorrow that our children will live in.

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OUR SCHOOL VISION

The East-West School of International Studies trains students to become experts in an Asian culture and language while preparing for a career in an international world. Our core competencies are English, math, science, technology, and language. East-West students will graduate with a Regents diploma, proficiency in an Asian language, and the ability to use technology as a tool for lifelong learning and communication in preparation for college success.

We believe that the Asian arts (calligraphy, anime, film, etc.), history, sports (tai chi, martial arts, and meditation), business opportunities, and technology hold significant interest for New York City students. For these students, Asian culture provides a unifying theme to their high school careers to motivate them to deeper studies and to keep them focused on graduating high school with a world view.

The East-West School will prepare New York City students of all racial and socioeconomic backgrounds for a four-year college and for a productive professional life working with cultures beyond their own. We also believe that a focus on Asia can help students develop guiding values such as community, discipline, high standards, and perseverance.

East-West is a small comprehensive 6-12 school inspiring students to explore the world at large, yet having a special focus on Asian language and culture. The school will have an emphasis on the guiding values of self discipline, community, high standards, and perseverance. Together, we create opportunities for our students' success.

ARIS PARENT LINK

A fairly new resource available to all parents is ARIS Parent Link (APL). This on-line tool can assist parents in monitoring their child's academic progress. In APL you will be able to view your child's attendance records, course grades, scores on state tests and in-class assessments. You will also be able to learn how your child's school compares with other NYC schools.

To utilize ARIS Parent Link, you will need a computer with internet access, an e-mail address, your child's ID number (OSIS#) and the temporary password. You may log in at: www.arisparentlink.org. If you have any questions, contact our Community Associate, Ms. Janine Esposito, at 718-353-0009 or jesposito@ewsis.org.

ATTENDANCE/LATENESS

- School is in session from 7:50 AM – 2:45 PM - Monday through Thursday
- School is in session from 8:00 AM – 2:16 PM - Friday
 - Students in grades 6 & 7 may be dismissed at 2:02 PM
 - Students in grades 8 – 11 may be dismissed at 2:43 PM
 - Students in grade 12 may have an abbreviated schedule based on course load.
- Students who arrive after 7:50 AM (Mon. – Fri.) will need to obtain a late pass from the Main Office before going to class. There is no grace period for lateness.
- Students who are not in class will be marked absent.
- An absence/medical note is required when your child returns to school.
 - Please submit all notes to the school's Main Office.
 - An absence/medical note is an explanation for your child's absence. It does not eliminate your child's absence.
 - Students who are sick and absent for more than three (3) consecutive days must submit a doctor's note in order to return to school.
- When your child is late or absent, you will receive an automated call from our school messenger system. Translated messages are available in Chinese and Spanish. Please make sure the school has your child's current phone number and language preference.

BEHAVIORAL EXPECTATIONS

EWSIS IS A DRUG-FREE, SMOKE-FREE AND FIGHT-FREE ZONE!

Please read over the Chancellor's Code of Discipline, which your child will bring home during the first week of school, and be aware of the consequences for when an infraction is committed.

We expect all students to come to EWSIS prepared and ready to learn, fully dressed in proper uniform attire each day.

The following general rules are important for all to know:

- 1) Always speak and act respectfully towards all school staff
- 2) Obey all school regulations
- 3) Respect the rights and property of our school and others

- 4) Act appropriately in school and on school grounds
- 5) No fighting and no use of bad language in and around school
- 6) Always respond immediately to a signal (i.e., bell or whistle)
- 7) Possession of any weapon or item that can be used as a weapon will result in an automatic suspension – this is the Chancellor's Regulation!
- 8) No talking during fire drills

BULLYING

What is bullying? And why do children bully?

Bullying is something that people do to hurt others, either verbally or physically. There are all kinds of reasons why people bully others, either occasionally, or often. Here are some common reasons why people say they bully:

- Because I see others doing it
- Because it's what you do if you want to hang out with the popular crowd
- Because it's one of the best ways to keep others from bullying me

Whatever the reason, bullying is something that we need to think about seriously. Whether we bully other people, see other people bullying, or get bullied ourselves, we need to understand the serious impact that it can have on everybody's lives. Even if it is not happening to you or your child today, it could happen in the future. Here at East-West, we work together to educate our students on the cause and effects of bullying and the serious negative impact it may have on the lives of our young children. Inform your children that bullying is wrong.

What is cyber-bullying?

Cyber-bullying is bullying people through the use of e-mail, instant messaging, text-messages, and through web pages and chat rooms. Many people don't know that this is a type of bullying tactic, but in a recent study, 18% of students from grades 6 to 8 said they had been victims of cyber-bullying, while 11% said they had cyber-bullied someone else.

What are the consequences of bullying and cyber-bullying?

The consequences for bullying of any kind are serious at East-West. We are proud to be a school that hosts so many diverse and talented students. We believe that compassion, generosity, and kindness are staples for a well-rounded society, so consequences can range from Mediation sessions between students, to more serious consequences for repeat offenders.

What can students do?

If they witness bullying, are bullied, or have been bullying others but don't know how to stop or apologize, tell them to let an adult know, such as a Guidance Counselor, a teacher, or someone else that they trust. As a parent, make sure that their computer screen is easily visible and ensure that you have frequent access to their cell-phone use. Be aware that some forms of cyber-bullying can involve police action.

Most importantly, talk to your child. Communication and education is the most common denominator of an emotionally healthy child.

CELL PHONES/ELECTRONIC DEVICES

For more than fifteen years, students have been prohibited from bringing cell phones, beepers, iPods, or other electronic communication or entertainment devices to school. Bringing these items to school is a violation of the Discipline Code. These items will be confiscated by administration if a student uses them during school hours.

However, we understand that many parents feel the need to send students to school with cell phones in order to contact them in the afternoon. If you need to contact your child in the event of an emergency, please call the Main Office (718-353-0009) and your child will be notified immediately.

Other electronics and games should be left at home during the school day. The school will not be responsible for lost or stolen electronics.

COHORT

Your child's COHORT is the year your child is expected to graduate. Cohorts are used to program students into their classes and track their progress. Schools are evaluated by progress in graduating all students in their appropriate cohort year.

If your child is in:

- Grade 12 – their COHORT is 2011
- Grade 11 – their COHORT is 2012
- Grade 10 – their COHORT is 2013
- Grade 9 – their COHORT is 2014
- Grade 8 – their COHORT is 2015
- Grade 7 – their COHORT is 2016
- Grade 6 – their COHORT is 2017

COMMON SENSE ISSUES

- For security purposes, Parents should know that when they enter the school, they are expected to provide photo identification at the Security Desk and to our Main Office support staff.
- Adults not working in the school can expect to be stopped and asked to provide photo identification at any time.
- Routine doctor/dentist appointments should not be scheduled for students during school hours. Students miss important instruction when leaving school early.
- When an automated message is received, parents should listen to the entire message for important information.
- Students should know their address, telephone number and parents' phone numbers.
- Students should not bring a large amount of money (more than \$20) to school and/or count it in front of other students.
- Students should know to call their parents when they are going to a friend's house after school. It is not the responsibility of the school to track students after they have been dismissed from the building.
- Students are not permitted to use their cell phone to call their parent/guardian from the bathroom.
- Students are not to curse and should not say "shut up" to anyone at school.
- Crimes which occur at school may require police intervention and students may be arrested.

- Weapons of any kind, real or fake, should not be brought to school.
- Drugs, legal or illegal cannot be brought in, used, sold or distributed in school.
- Students should not help other students commit crimes (anyone holding stolen property for another student is an accessory to a crime).
- Families should understand that student's personal information placed on Internet websites, such as Facebook, MySpace, AIM, Flickr, etc., is no longer considered personal and is not the responsibility of the school. (i.e., revealing photographs, blogs, instant messages, etc). All social networking sites are blocked by the school's web filter and cannot be accessed at school.
- When prohibited items are brought to school (cell phone, iPod, MP3 Player, etc.), and are lost or stolen, it is not the responsibility of the school to investigate or recover.

CREDIT ALERT

A Credit Alert is a record of teacher and support staff interventions that have been made on behalf of a student who has a grade of 70 or below. Strategies for student success are documented on a Credit Alert. A Credit Alert contains records of:

- One-on-one conferences with the student to discuss low academic performance
- Telephone conferences with the parent/guardian to discuss continued low academic performance after conferences with student does not result in improvement
- Face-to-face conferences with the parent/guardian; one of which will include an Administrator
- Credit Alerts are mailed from the school to parent/guardian in January and June.

DETENTION

What is detention?

Detention is a consequence for a negative behavior. It is a method that we use to teach cause and effect. If a student does something that disrupts the educational policy, the effect is that they receive detention, to show that this (cause) is what happens (effect), when he/she misbehaves. In this manner, we attempt to modify a student's behavior from negative to positive so that they will be vigilant and aware when learning.

What do students do in detention?

Detention is a work-place. By disrupting the class, the student probably didn't get to finish his/her work, so they will have an opportunity to do so during detention. The message is that they have a choice: do the work in class, or do it after school when he/she could be out playing with friends or spending time with family. Usually, we require written work to be completed in detention.

How will I know if my child received detention?

Your child will receive a written form and explanation that you, the parent, must sign. In addition, a phone call will be made to inform you, either by the Dean, Teacher, or Assistant Principal.

When and where does detention take place?

Detention takes place on Friday from 2:16 pm to 3:16 pm in room 405D. In certain cases, we also offer students the option of serving their detention on certain mornings from 7:00 am to 7:50 am. A teacher may hold a student for a maximum of 10 minutes at the end of the day as class detention, without notifying the parent.

DRESS CODE/UNIFORM POLICY

Our uniform consists of:

Mandatory

- Regular uniform
 - Long or short-sleeved polo shirt with school logo in black or royal blue (light blue or white shirts from previous years are acceptable)
 - Slacks in black, dark blue, or khaki
 - Skirts in black, dark blue, or khaki
 - Solid color tights in black, blue, off white or white may be worn with skirts.
 - Shoes or sneakers
 - Ties are permitted
- Gym uniform
 - White t-shirt with school logo & black sweatpants and/or shorts
 - Gym shirts and sweatpants may **not** be worn during regular classes.

Optional Uniform Items

- Light blue or white oxford shirt with school logo
- Black cardigan sweater, v-neck long sleeve sweater, or sweater vest with school logo
- Black zipper-front fleece jacket with school logo
- Black zipper-front hooded sweatshirt with school logo
- A regular, solid-colored, thin sweater or long-sleeved shirt may be worn under an East-West shirt with the logo clearly visible
- Ties are permitted

Unacceptable Attire

- Jeans/Denim of any kind or color, skinny pants, sweatpants, or leggings
- Skirts shorter than the “three finger rule” – (three fingers up from the knee, no higher)
- Shirts without official EWSIS Embroidered Logo
 - **Emblems may not be sewn onto non-uniform garments**
- Jackets/Sweatshirts/Sweaters without official EWSIS Embroidered Logo
 - **Emblems may not be sewn onto non-uniform garments**
- Hats of any kind
- Hoop earrings larger than a quarter in diameter
- Flip Flops or Heels over 2”
- Chains and other paraphernalia considered dangerous may not be worn (it will be confiscated)

Parents should expect

- To purchase enough uniforms for their child to get through every week of every season
 - Fall and Spring - Students need short sleeved shirts, a gym shirt and gym shorts
 - Winter - Students need long sleeved shirts, a hooded sweatshirt or fleece, a gym shirt and sweatpants
 - It is suggested that students have one shirt for everyday of the week for both cold and warm weather (total: 5 short sleeve shirts and 5 long sleeve shirts)
- To purchase new uniforms as your child grows and/or the uniform begins to show signs of wear

HEALTH

Please do not send your child to school if he/she is sick.

- Students are required to have a completed health form on file before they can attend school. 6th grade students are required to have an updated health form after they turn 11 years old which indicates that they have received their “DTAP” (Diphtheria, Tetanus, and Pertussis) immunization.
- If your child becomes ill or injured while in school, he/she will be checked by our school nurse. She will determine what to do and will contact you. Your child will be released **ONLY** to a parent or authorized adult that is listed on the Blue Card.
- The Blue Emergency Contact Card is our first source of information in case of any emergency. It must be filled out completely and returned to the school each year. Please be sure that all phone numbers are current and in service, and that we can reach someone listed on the card. Your child’s well-being depends on the accuracy of this information! The card is kept on file in the Office and your privacy is respected. No information is ever given out without your permission. Please request a new Blue Card in the event that any information needs to be updated, such as address, or phone number changes or additional phone numbers.
- If your child requires the use of prescribed medication during the day, such as inhalers for asthma, or insulin for injections, you **MUST** fill out a special form called a “504” which the school nurse must have on file. Please alert the office if you need a copy of this form – a new one is required each September.
 - School should be informed if your child is **SEVERELY** allergic to something and carries an EpiPen
- School personnel are not permitted to administer medication of any kind.
- Vision/Eyeglasses – Yearly vision screenings are highly encouraged. Please replace broken eyeglasses in a timely manner.
- Students are encouraged to wash hands regularly with soap and water. Bathrooms and hallway sinks are stocked with necessary supplies.

HIGH SCHOOL GRADUATION REQUIREMENTS

Please be aware that High School promotional criteria are different than Middle School

- 9th grade- accumulation of 8 credits
- 10th grade- accumulation of 24 credits (including 2 years of English and 2 years of Global History)
- 11th grade- accumulation of 36 credits
- 12th grade- accumulation of 44 credits (4 years of English, 4 years of Social Studies, 3 years of Science, 3 years of Math, 2 years of Art and/or Music and/or Drama, 1 year of Foreign Language, 1 year of Health, 4 years of Physical Education, and 7 Electives)

In order to receive a High School Regents Diploma, all students must pass the following regents:

- 1 Math (Algebra)
- 1 Science
- Global History
- U.S. History
- English

In order to receive an Advanced High School Regents Diploma, students must pass the above mentioned regents, AS WELL AS...

- Living Environment
- Geometry and Trigonometry
- Foreign Language

HOMEWORK POLICY

- Homework will be given almost everyday
- Students are provided with a planner/agenda book, from East-West, to write down and organize assignments
 - Parents should check their child's planner/agenda book on a daily basis, to insure that all assignments are being copied and completed
- Most teachers post homework/forum assignments online
- During vacations, recesses, and breaks, no group projects are assigned
- Students are required to participate in a monthly online discussion board

LOST AND FOUND

Students are so busy during the day! Sometimes they forget their hats, scarves, sweatshirts and even shoes. We understand how important these items are to our families so we have placed a Lost and Found box in the Main Office. Items in the Lost and Found are kept for approximately 30 days, and then donated to charity. Announcements are made, during Muster, before any items are donated.

Mc KINNEY – VENTO ACT (Students in Temporary Housing Situations)

This Act was developed to assist families in temporary housing or homeless situations. If any family falls into this category anytime during the school year, please contact Ms. Arroyo at 718-353-0009 for assistance.

ONLINE COMMUNICATION

Most announcements are posted on our website and updated on a regular basis. Our School Website includes a Google calendar which contains updated and relevant information pertaining to all activities and events taking place at East-West. Our website address is www.ewsis.org

PARENT/COMMUNITY COORDINATOR

The Parent/Community Coordinator is part of the school's support team. His role is to be a liaison between parents, the school, and the community. He bridges the gap by creating a welcoming and interactive environment to engage parents in the important business of the education of their children. This may include hosting workshops and events designed specifically for parents. His job also includes cultivating an ongoing relationship with Flushing's multi-ethnic communities as a basis for various program activities with special focus on Asian cultures.

PARENT-TEACHER ASSOCIATION (PTA)

EWSIS is fortunate to have an active and involved PTA. Every parent at EWSIS is automatically a member of the PTA, and we encourage you to donate to the Annual Membership Drive during the fall.

Most General Membership meetings for all parents and teachers are held on the 1st Saturday of every month. Web notices and flyers are posted/distributed 10 days before the actual meeting. Reminder telecommunications are also made the week of the meeting to each family in their native language. At these meetings, the PTA Executive Board reports on the activities and programs of the PTA and the administration or school staff report updates on the school, as well.

The PTA supports the school in various activities, such as, the annual Book Fair, graduation ceremonies, school dances, and through various fundraisers. They also publish a parent newsletter called Parent Connections. The PTA welcomes everyone to come and help out – contact the President or any Executive Board members at the school or at the following email address – pta@ewsis.org for more information.

PARENT-TEACHER CONFERENCES

Our school follows the Department of Education's schedule for High Schools (This includes Middle School students). This is an important opportunity for you to meet your child's teachers and discuss his/her progress. *If you have concerns about your child's education or behavior, do not wait until Parent-Teacher Conference. Please contact the teacher immediately, either by email or by phone, to set up a meeting at a mutually agreed time.*

Parent-Teacher conferences are held in November and March to give parents the opportunity to discuss their child's progress and report card. Afternoon and evening appointments are available to accommodate parent/guardian schedules. Translation services are available if needed.

REQUESTING DOCUMENTS FROM SCHOOL

- Letters of Recommendation – Students should make individual requests with their teachers
- Transcripts – See appropriate Guidance Counselor to request transcript
 - Mr. Diaz – Middle School Guidance Counselor
 - Mrs. Park – High School Guidance Counselor
- Registration Verification Form (Face to Face Letter)
 - Occasionally, agencies will ask for proof that a student attends school. We are required to obtain a copy of the letter, from such agency requesting this information, in order to issue a Registration Verification Letter. Contact Ms. Arroyo to make such requests
- Working Papers
 - Any student 14 years of age and older may obtain working papers from Ms. Arroyo
 - Working papers are distributed from September through the second week of June
 - Applications for working papers are distributed to students after Muster each morning
 - Once a student obtains an application from Ms. Arroyo, he/she must return it along with:
 - His/her birth certificate/passport
 - A Letter from a doctor stating that the student is physically fit to work

- Please make sure the students' social security number is on the application and it is signed by a parent/guardian
- Students should bring all necessary paperwork to Ms. Arroyo after morning Muster
- Students can pick up their working papers after dismissal at the end of the school day

REQUIRED DOCUMENTS

- Blue Emergency Card - The Blue Emergency Contact Card is our first source of information in case of any emergency. You must fill it out completely and return it to the school. Please be sure that all phone numbers are current and in service, and that we can reach someone you list on the card. Your child's well-being depends on the accuracy of this information! The card is kept on file in the Office and your privacy is respected. No information is ever given out without your permission. Please be sure to request a new Blue Card in the event that any information needs to be updated, such as phone number changes or additional phone numbers.
- Health Forms – Students are required to have a completed health form on file before they can attend school. 6th grade students are required to have an updated health form after they turn 11 years old which indicates that they have received their “DTAP” (Diphtheria, Tetanus, and Pertussis) immunization.
- Lunch Forms/Meal Plans – Parents must complete a new lunch form each year by October 30th. These forms determine your child's status for Free or Reduced Lunch. The school's Title 1 status is also based on the information from these forms. Each child is issued a school identification card which is used to get lunch at school. Parents can put additional monies on students' cards to buy snacks at school.
 - For more information on your child's meal plan, visit the following website:
https://a858-ihss.nyc.gov/ihss1/en_US/IHSS_S095_applicationsHomePage.do
 - To add funds to your child's account, please visit the following website:
<https://www.mylunchmoney.com/>

SATURDAY ACADEMY

We offer remedial classes on Saturdays to give extra assistance to our at-risk students, budget permitting. Teachers are encouraged to conference regularly with the Saturday Academy teachers about the best ways to help those students.

SCHOOL COMMUNICATION

- **Advisory/Academy** - Students will receive school information and notices through their Advisory or Academy teachers.
- **Email** – Each student has been assigned a username and password which allows access to our website along with a school email address, to communicate with their teachers and conduct homework assignments online. Parents can view their child's course schedule and assignments online as well. We encourage parents to provide the school with their personal email address so teachers have an additional source of communication.

- **Muster** – We refrain from using the loud speaker during the day. Announcements are made to the entire student body every morning during Muster.
- **Online Communications** - Please check the school's website (www.ewsis.org) for updates and announcements regularly. The website includes valuable, up-to-date information for our families, and is a true resource on everything to do with our school. You will find information about classes, testing, curriculum, family events, a photo gallery and more. You may also email school staff and teachers through the website.
- **Parent-Teacher Conferences** - Twice during the year in October/November and March, Parent-Teacher Conferences are held.
- **Report Cards** - There are six marking periods per year, and you will receive report cards 6 times during the school year. The first report card is always distributed at our first Parent-Teacher Conference of the year.
- **School Messenger System** - Phone communication is conducted to notify families of important announcements throughout the year. Each message is translated into Chinese or Spanish, depending on your language preference. Please make sure your telephone numbers are current and up-to-date. All messages are posted on our website under the Telephone Announcement Tab.

SCHOOL LEARNING ENVIRONMENT SURVEYS

Each year, parents and students are given surveys to fill out regarding our school's learning environment. It is important that parents complete and return these surveys, either by mail or on-line. The results of these surveys will be used to enhance the school in the coming year. The surveys results also affect the School's Report Card. We highly encourage parent and student participation in completing the surveys each year. Ultimately, your responses to the surveys will have an effect on improving the services and monies that our school will receive to educate our children. So let your voice be heard so that our school can get the credit it deserves for educating our children.

Parents can complete their surveys on line at: <http://schools.nyc.gov/surveys> or return their confidential, completed surveys in the pre-addressed and stamped envelopes provided. Parents who do not have Internet access at home can complete the survey online here at East-West.

SCHOOL LEADERSHIP TEAM (SLT)

Each school is required to form a School Leadership Team which is responsible for writing the annual Comprehensive Educational Plan (CEP). The CEP helps to guide the instruction of the school. The SLT consists of an equal number of staff and parents and two high school student representatives. Our school's SLT consists of: Six (6) Staff members and six (6) Parents and two (2) High School Students. Members are elected by their constituency. A member's term lasts two (2) years.

SCHOOL SAFETY/EMERGENCY PROCEDURES

VISITORS

- Parents are welcome in our school. Parents should register at the Main Office before visiting classrooms. Please be respectful of the learning process by turning off cell phones while in the school building.
- Parents are encouraged to make appointments to visit staff when they are not teaching or working with children.
- Safety is our #1 concern at East-West. Controlling the flow of visitors is an intrinsic part of our safety policy.
- All visitors to the school must sign the registry book at the entrance; the security guard will issue a pass and the visitor will be directed to the Main Office on the 4th Floor.

Visiting Procedure

- All visitors are to use the Main Entrance.
- Visitors will need to present photo ID at the security desk and sign in for a visitor's pass and wear it prominently on their clothing.
- Please register in the Main Office – Room 428.

EVACUATION PLAN

In case of emergency, our school's evacuation site is: Flushing High School - 35-01 UNION STREET, Flushing, NY 11354 - Phone: 718-888-7500. If the school is evacuated, students will be taken to the evacuation site and calls will be made to parents accordingly.

SPECIAL EDUCATION

The East-West School of International Studies offers various facilities for students with special needs. Our Special Education Department consists of highly qualified teachers working with students in both CTT (Collaborative Team Teaching) as well as SETSS (Special Education Teacher Support Services) settings. Students also receive counseling as well as other related services, such as teachers for the hearing/visual impaired and speech, as mandated per individual IEP (Individualized Education Program). Other services offered to students with IEPs include extended time during State and local exams in separate locations as well as transitional goals for graduating seniors. As much as possible, special needs students are mainstreamed into general education classes.

SUGGESTIONS

Suggestions from parents are always welcome. If you have any suggestions, please feel free to email them to suggestions@ewsis.org.

SUMMER BRIDGE

Summer Bridge is a one-day orientation to acclimate incoming students to the culture of our school. This is a mandatory program which usually takes place at the end of August/beginning of September.

SUMMER TRIPS ABROAD

There are opportunities for students to travel abroad in small groups during the summer. In the past, our students have traveled to China, Japan and South Korea. Trips are open to High School students only, who are in good academic and behavioral standing. Expenses are paid by individual families; however, there are limited scholarships available. Trips are announced during Muster and are posted on our website.

****IMPORTANT****

Students applying for Summer Trips Abroad must have a valid passport for the duration of the trip. Non-citizens must have a valid visa stamped in his/her passport for re-entry into the United States.

SUPPORT STAFF

Our school has several support staff:

Ms. Cohen	Principal's Secretary	ccohen@ewsis.org	718-353-0009 X4057
TBA	Parent/Community Coordinator	parentcoordinator@ewsis.org	718-353-0009
Ms. Pervizaj	Dean of Student Affairs	jpervizaj@ewsis.org	718-353-0009 X4048
Mrs. Park	H.S. Guidance Counselor	jpark@ewsis.org	718-353-0009 X4059
Mr. Diaz	M.S. Guidance Counselor	cdiaz@ewsis.org	718-353-0009 X5404

Our school campus shares the following support staff: School Nurse, Occupational Therapist, Physical Therapist, and Social Worker. If your child needs additional resource services, they will be provided for him/her.

TEXTBOOK POLICY

- Students are given textbooks or codes to access textbooks on-line at the beginning of the year for each subject area
- Book slips are created for each book distributed
- Students should cover their books and are advised not to lose them
- All books must be returned at the end of the school year
- If a book is lost, the book must be replaced and a fee will be incurred by the student
- Typical replacement fees range between \$15 - \$65, depending on the book

TRANSITION FROM ELEMENTARY SCHOOL TO MIDDLE SCHOOL

Children will experience different school dynamics, structures, and routines in middle school. They will have more independence and responsibilities. One difference is Morning Muster.

MUSTER

Each morning, our entire school meets in the auditorium for a daily morning assembly; which we call Muster. Morning muster is an East-West tradition that works well for us and serves many functions; most important is the ongoing building of a community of learners.

Each morning a different student holds the flag and leads the community in the Pledge of Allegiance. Following the Pledge are announcements. Mr. Sherman makes the first announcements, followed by teachers, other staff, and students. There is an approximately 5-minutes-long Teachable Moment where something of general interest is taught or where books are given away or a poem is read. Muster is a great place to celebrate students.

All Advisory/Academy classes will be assigned the task of leading Muster several times throughout the year. This is a leadership opportunity both for the Advisor and for the students. They learn how difficult it is to organize and run even a simple ten-minute activity like Muster. Advisory/Academy groups are encouraged to create entertaining and informative teachable moments.

Teachers and students sit in designated areas in the auditorium. We use an “open mic” process at Muster instead of interrupting instruction with constant announcements. Providing students with the opportunity to address the entire school body, using the microphone, is a great way to build student voice, student leadership and for students to overcome the fear of public speaking.

Other differences that students will experience include:

- Changing classrooms each period
- Emphasis on college preparation
- Expectation of more independence
- Exposure to behaviorally difficult students
- Having different teachers for each subject
- Use of lockers or closets
- Heavy backpacks
- No recess during the day
- First exposure to more mature children as this school has students from 6th - 12th grade

Finally, the new 6th graders who were the biggest and oldest students when they were in 5th grade are now the smallest and youngest in the school. This can be a difficult transition for some.

TRIP POLICY

In deciding who is eligible to attend school trips, we look at the following criteria:

- Attendance (Absences and latenesses)
- Academic progress
- Prior disciplinary actions
 - Suspensions

If a student is removed from a trip due to disciplinary reasons, payment will not be refunded.

All trips require chaperones with a ratio of no more than ten students to one adult. Trips may be cancelled due to reasons of student safety at the last minute if chaperones do not show up and money will not be refunded.

FREQUENTLY ASKED QUESTIONS (FAQ)

DOES OUR SCHOOL HAVE AFTER-SCHOOL PROGRAMS OR CLUBS?

After-school programs and clubs are available subject to budgetary allowances. Academic assistance programs are offered to those who are in need. Programs and clubs will be posted on the school's website, school bulletin board, and announcements will be made in Academy/Advisory classes.

WHAT TO DO IF THERE IS A DELAYED OPENING – STORM DAY PROCEDURE?

The Chancellor will make the citywide decision to close or delay the opening of schools during stormy weather or other emergencies. Listen to your local radio station for information and/or visit the DOE website: www.schools.nyc.gov for announcements of school closings or delayed opening. We will also post information on the front page of our website www.ewsis.org. Please do not call the school office as it jams our telephone lines when we have limited staff in attendance.

Parents should listen to information broadcast by any of the following radio stations:

WINS 1010AM	WCBS 880AM	WLIB 1190	NY1 Cable Channel
WBLS 107.5FM	WADO 1280AM	WLDM 1389AM	WNYETV Channel 25
WNYE 91.5FM	WSKQ 79.9FM	WXLX 620AM	

WHAT TO DO IF I NEED TO PICK-UP MY CHILD EARLY?

- Sign-in at Main Entrance and receive visitor's pass. You must present photo ID to security
- Proceed to Main Office (Rm. 428) and let school personnel know that you would like to pick-up your child from school
- Sign your child out of school for the day
- You can send a note with your child the day before or that morning so that office personnel will be prepared for your arrival
- Please do not call your child's cell phone

MY FAMILY IS MOVING, WHAT SHOULD I DO?

- Parent or student must contact Ms. Arroyo for a "Moving Form" to be completed by parent and returned immediately
- Students must also fill out a Book Receipt Form and have each teacher sign it for them. If books are not returned, fees must be paid before records are forwarded to new school
- Discharge cannot be done until confirmation of registration at the new school.
- If a family knows that they are not returning in the following semester, please inform Ms. Arroyo immediately so that the necessary paperwork can be completed for discharge; otherwise, your child may be considered truant in the new school year.

HOW CAN I CONTACT MY CHILD'S TEACHERS?

By Email – All Teacher's email address are available on our website www.ewsis.org

By Telephone – Please call to set up an appointment to meet with a teacher at 718-353-0009

HOW CAN I ACCESS MY CHILD'S HOMEWORK/SCHEDULE?

We are in the process of switching onto a new website portal which is more user-friendly. This new system will allow parents to check their child's homework assignments, attendance, and notes from teachers. We will be rolling it out gradually in the fall of 2010.

Important Contact Information

The East-West School of International Studies

46-21 Colden Street, 4th Floor

Flushing, NY 11355

Main Office: 718-353-0009

School Website: www.ewsis.org

Mr. Sherman, Principal	bsherma2@schools.nyc.gov	X5056
Ms. Panday, Assistant Principal, I.A.	mpanday@ewsis.org	X 4113
Ms. Oh, Assistant Principal	soh2@schools.nyc.gov	X 4049
Ms. Pervizaj, Dean of Student Affairs	jpervizaj@ewsis.org	X 4048
Mrs. Park, High School Guidance Counselor	jpark@ewsis.org	X 4059
Mr. Diaz, Middle School Guidance Counselor	cdiaz@ewsis.org	X 5404
Ms. Cohen, Principal's Secretary	ccohen@ewsis.org	X4057
Ms. Arroyo, Pupil Accounting Secretary	aarroyo@ewsis.org	X4046
Parent-Teacher Association	pta@ewsis.org	
School Leadership Team	slt2011@ewsis.org	

Acknowledgement

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