

**PROFESSIONAL
CHILDREN'S
SCHOOL**

THE PCS WAY

Handbook for Students & Parents
2023-2024

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WELCOME TO PROFESSIONAL CHILDREN'S SCHOOL

The purpose of the Student/Parent Handbook is to give our students and their parents an understanding of the general rules, expectations, behavioral responsibilities and policies and procedures for attending and receiving an education in our school as well as being inclusive, supportive and empathetic members of our community. We call this **The PCS Way**.

SCHOOL MISSION

The Mission of Professional Children's School is to provide a challenging academic education for young people working in or studying for careers in the performing and visual arts, competitive sports and other endeavors; to meet the diverse needs of our students; provide mastery of fundamental skills and prepare them for college or other post-secondary education; to teach young people to balance the demands of their professional, personal and academic lives; to provide support for young people who must often contend with the pressures of the adult world in addition to the normal pressures of adolescence; to encourage young people to respect others of diverse ethnic, racial, economic, geographic and artistic backgrounds; to balance their individual needs with the needs of others and to accept responsibility for their decisions; to foster a community in which both academic and artistic pursuits are valued.

PHILOSOPHY OF EDUCATION

We believe that education is a lifelong process of primary importance, irrespective of one's professional pursuits. Education is not only an intellectual endeavor, but one that encompasses artistic, emotional, spiritual and physical growth as well. A good school encourages critical thinking, aesthetic appreciation, formation of values, and sound health and fitness, while also fostering intellectual curiosity, initiative and creativity in all areas of life.

We believe that, although students have different abilities, aptitudes and talents, all children want to learn and are capable of learning. Each student should be encouraged to achieve his or her full potential. An effective school must provide a challenging and supportive learning environment, in which students learn from and provide an educational stimulus for one another. In order to nurture their growth as thinkers, as artists and as citizens, students should be provided with a wide range of courses that meet their educational needs and interests.

We believe that our school functions as part of a larger society. Students should see themselves not only as members of academic and artistic communities but as members of New York City, the nation and the world. A meaningful education should prepare students to meet the

challenges of these ever-changing communities, in an atmosphere that encourages awareness and appreciation of diversity. As a school, we have the responsibility to enable students to make informed choices and to adapt themselves to personal and social changes throughout their lives.

DIVERSITY AND EQUITY STATEMENT

Professional Children's School is committed to developing a community where all its members feel safe, supported and celebrated, and share a common responsibility to cultivate the same in others. We aim to be a place that embraces diversity in its multiple forms, actively confronts prejudice and bias, and does not shy away from difficult conversations. Given that the journey towards equity and justice is ongoing and evolving, so too must our academic offerings and social interactions remain open to revision, as we strive to become responsible world citizens.

Professional Children's School does not discriminate on the basis of race, creed, national or ethnic origin, gender or sexual orientation in employment practices, admission criteria or the day-to-day functioning of the school.

INAPPROPRIATE LANGUAGE AND HATE SPEECH STATEMENT

Professional Children's School is committed to fostering and maintaining a climate of inclusion and belonging within our community. Acknowledging that language is one of the most penetrating means for invoking a feeling of welcome or exclusion for both individuals and groups, it is of paramount importance that words and expressions created with the intention of delivering harm to or diminishing the spirit or worthiness of another person or group are not condoned or permitted in our space. This includes but is not limited to, terms that have been historically used to target individuals based on race, religion, gender, sexual orientation, or disability. While some of these words may appear in historical documents or source material for use in classes, they will not be permitted to be used verbally or in writing in our academic, common, or public spaces, by students, faculty, staff, administrators, or visitors to our school. Whenever possible, when these words appear in class materials, teachers and other adults will inform students in advance. Instances of the use of such language will be addressed as deemed appropriate by school leadership in consultation with the Faculty and Staff Diversity and Equity Committee.

THE SCHOOL DAY

MIDDLE SCHOOL

The school day begins for students in grades 6, 7 and 8 at 8:00 am. Students may arrive after 7:30 am and have breakfast.

Middle School students are dismissed at 3:04 pm on Mondays, Tuesdays and Thursdays and at 2:21 pm on Wednesdays and Fridays.

Students may not leave the building at any time during the school day, except for legitimate professional reasons.

Students may meet with teachers before, during or after school, depending upon teacher availability.

Middle School students attend Community Meetings or Advisory each Tuesday from 10:24-11:09 am.

Students are asked to leave the building at 4:00 pm unless given permission to stay by an administrator or unless they have a meeting with a teacher.

UPPER SCHOOL

The school day begins for many Upper School students at 8:00 am, and for others at 8:45 am, depending on their individual schedules. Students may arrive after 7:30 am and have breakfast.

If students arrive before 7:30 am, they must remain in the waiting room until given permission to come upstairs by an adult, either an administrator or the teacher with whom they have an early appointment.

Upper School students attend Community Meetings or Advisory each Tuesday from 10:24-11:09 am.

Upper School classes are generally dismissed at 2:21 pm. On occasion, a student may be enrolled in a 9th period class, which ends at 3:04 pm.

Students in Grades 9 and 10 may not leave the building at any time during the school day, except for legitimate professional reasons.

Students may meet with teachers before, during, or after school, depending upon teacher availability.

Lunch periods are from 4th to 7th period. Juniors and Seniors are allowed to leave for lunch with the permission of a parent or guardian, conveyed to the Head of Upper School in writing.

Students are asked to leave the building at 4:00 pm unless given permission to stay by an administrator or unless they have a meeting with a teacher.

SCHEDULE STRUCTURE

As a school, we value a flexible schedule that does not compromise a college preparatory academic program. As an independent school, we are also responsible for instilling in our students a feeling of ownership over their learning and lives, internal motivation, creativity, inquiry, self-advocacy skills, social-emotional as well as physical wellness, and the ability to create and present one's own work.

PCS follows a five-day schedule with community meetings, advisory time, clubs, and activities intentionally embedded as equally key elements of the Program.

	Monday	Tuesday	Wednesday	Thursday	Friday
PER 1 8:00-8:45 (45)				Double band US class (1)	
PER 2 8:48-9:33 (45)				Double band US class (1)	
PER 3 9:36-10:21 (45)					
PER 4 10:24-11:09 (45)		Community Mtg. or Advisory			
PER 5 11:12 -11:57 (45)					
PER 6 12:00-12:45 (45)					
PER 7 12:48-1:33 (45)					
PER 8 1:36-2:21 (45)				MS/US Activities And Clubs	
PER 9 2:24-3:04 (40)			SCHOOL DAY ENDS FOR ALL STUDENTS AT 2:21 pm Faculty meetings at 2:30pm		SCHOOL DAY ENDS FOR ALL STUDENTS AT 2:21 pm

SCHOOL SERVICES AND GENERAL INFORMATION

CAFETERIA AND LUNCH POLICIES

PCS has collaborated with Flik Independent School Dining to bring an All-inclusive Food Service to our cafeteria. The cafeteria is open from 7:30 am to 2:30 pm daily. The All-Inclusive menu includes breakfast, lunch, and beverages. These beverages include coffee, tea, milk, hot chocolate, and fountain drinks.

Breakfast is available beginning at 7:45 am and lunch is available from 10:30 am to 1:15 pm.

Students will be able to access the juice machine and there will be a basket of snack items that students can grab and go.

Students who do not have an assigned lunch period may be given permission to eat in classrooms.

Students may not eat in the Commons or in the Library.

Seniors and juniors may leave the building at lunchtime if they have written parent/guardian permission. They must sign out and sign in before and after lunch. Since this is a privilege, the School reserves the right to rescind this permission if the situation warrants.

It is a community responsibility to keep the cafeteria clean and we ask that students remember the following:

Clean up and deposit dishes, utensils, bottles, and litter in appropriate bins. Keep the noise level low in order to maintain a pleasant environment. When spills occur, clean them up or ask for assistance.

Parents can contact the Food Service Manager at ext. 121 with any allergy concerns or questions. A detailed list of lunches served during each month will be available through a downloadable App.

Students are not permitted to order food and have it delivered to the School.

THE GLADYS BROOKS LIBRARY

The Library is open from 7:30 am to 4:00 pm for quiet study and research.

The Library operates on an honor system. Students are responsible for signing out their own books.

All books must be returned on time. The librarian will send overdue slips home to parents/guardians.

Lost books must be paid for in full before report cards or transcripts will be released. eBooks are available to download to any device.

LOCKERS

Lockers will be assigned to students at the beginning of the school year either by the Upper or Middle School office. Students provide their own locks.

Middle School lockers are located in designated classrooms. Upper School lockers are located on the sixth floor.

Textbooks, notebooks, laptops, iPads and personal possessions should be kept in locked lockers when not being used and, if lost, are the student's responsibility to replace.

LOST AND FOUND

Students may check Room 408 for lost items. Found laptops and electronics are brought to the Business Office for security purposes and can be retrieved after 8:00 am.

MEDICAL ATTENTION DURING THE SCHOOL DAY

Students in both Middle and Upper School should go to the 1st floor First Aid Station for medical attention. A student who becomes too ill to attend classes while at school will be screened. If it is determined that a student is too ill to stay in school, the Division Head will be informed and a call from the First Aid Station will be made to a parent or guardian. At that point, arrangements will be made to send them home.

A student who is ill may not leave the school without permission from the appropriate Division Head.

A student who is sent home due to illness must remain at home for the entire day, and she/he may not return to School to participate in any school-related event.

LOST BOOKS

A student should contact the Division Head when a book is lost. If the book cannot be found, the school will order a replacement and the family will be billed by the business office. When payment is received, a replacement book can be acquired.

METROCARDS

Students who use mass transit in NYC may be eligible for a MetroCard. Please see Jean Scales on the first floor at the time of registration. Students may apply for a new card at any point in the school year.

SCHOOL IDs

Students are provided with a school ID, which should be swiped at the check-in station at the main entrance when entering and exiting the

building. This is essential in order to track attendance. Lost IDs should be reported to the appropriate Division Head.

ACADEMICS

GENERAL INFORMATION

The life of a PCS student is very busy both in and out of school. Students are expected to attend to all their commitments, complete all their assignments even when absent, and develop the self-discipline necessary to perform to the best of their abilities in all their endeavors.

Homework is an integral part of a PCS education and is to be completed when assigned. Bi-weekly or monthly assignment sheets are posted for students on Canvas, a learning management system that is used in each class for daily classwork and long-distance correspondence.

Canvas allows students to plan ahead, keep track of their monthly homework assignments, communicate with teachers, and engage in classroom learning. Extensions on assignments for legitimate reasons must be approved in advance by each individual teacher. Students who are having academic or personal problems should speak to their subject teachers or advisors for either advice or extra help.

MIDDLE SCHOOL PROGRAM

Our program is geared specifically to middle school-age students. A developmentally appropriate sequence of classes promotes progression from concrete thinking to more abstract thinking. The 6/7th grade program is combined for English, Social Studies, Science, and the Arts, allowing for an interdisciplinary approach among those subjects. The 8th grade program is also grade-level specific, with appropriate placements in math and world languages. The curriculum as described in the PCS Curriculum Guide, along with classwork, independent projects, and homework, provides students with a variety of opportunities to grow and develop as thinkers.

Each Middle School student is assigned an Advisor who meets with them once a week during a designated Advisory Period, or on an individual basis, as needed. Our Advisory Program focuses on developing organizational structures for academic success, community building, and social-emotional learning.

Tests and Other Forms of Assessments

While conflicting professional commitments remain the ongoing exception, we expect students to take tests and quizzes as scheduled.

Along with an adult contacting the attendance office to excuse an absence, students must be in contact with each of their teachers, either in person or by email, in order to reschedule an assessment.

Missing a test as scheduled and/or neglecting to contact the teacher after an absence may result in a grade sanction. Specifics of such sanctions are at the discretion of the teacher.

If the Division Head notes a pattern of absences or late arrivals on assessment days, a discussion will take place with the student and/or parents.

Midyear, Final Exams, and End of the Semester Learning Experiences

In the Middle School, exams or End of the Semester Learning Experiences (ESLE) are given or assigned at the end of each semester. Eighth graders as well as students taking ENL, French, or Spanish courses may be tested at the end of each semester. Each exam period is preceded by a week of review and exam schedules are published in advance.

Rather than exams, teachers may choose to create ESLE (End of the Semester Learning Experiences) in the classroom. Teachers use class time to work on projects which students share with each other. Deadlines for these projects vary but teachers have been instructed to assign due dates prior to Exam week so that those students who are taking exams have time to study.

Some teachers will continue to teach during review and exam weeks but little or no homework will be assigned as students are studying for exams and/or completing ESLE projects.

While we remain supportive and flexible regarding professional commitments, we do our best to have students take their tests according to the exam schedule or complete their learning experiences prior to exam week. For students taking exams, it is in their best interest to take them according to the schedule. It is not our practice to reschedule exams except for extraordinary or unavoidable professional commitments, and it is our policy that any student missing an exam due to illness must supply a doctor's note to verify their illness. If a student cannot take an exam during the designated time due to professional obligations or sickness, a note must be provided to the Division Head from either a professional or a doctor. Approvals to take an exam at another time will be arranged by the Division Head.

Exams must be taken at PCS or under conditions approved by PCS.

For course descriptions and additional academic information, please see the Professional Children's School Curriculum Guide.

UPPER SCHOOL PROGRAM

Outline Of Graduation Requirements

A minimum of eighteen credits are required for graduation. Professional Children's School's curriculum is based on a four-year program, and it is

recommended that college-bound students graduate with credits beyond the minimum, especially in sequential courses.

Students generally carry five credits per year. Courses that meet four-five times per week for 40 minutes, or one time per week for 80 minutes, receive one credit per year or one-half credit for semester offerings. Courses that meet less frequently receive less credit.

PCS Summer Academy

Each summer PCS offers a variety of courses taught online. Courses will vary from year to year, but recent offerings included Health, Creative Writing, Conceptual Physics, and Environmental Science. Summer course offerings are announced early in the second semester of each school year.

Credit Requirements

Each student is required to take the following courses:

English - 4 credits, including Senior English for all. ENL courses can be taken for equivalent credits.

History - 3 ½ credits, including U.S. History and U.S. Government. ENL students: 3 credits

World Languages - 2 credits; must be taken for two consecutive years/levels; ENL students exempt

Mathematics - 2 credits

Science - 2 credits

The Arts - 1 credit

Health (Gr. 9-10) - 1/2 credit

Research & Information Literacy - 1/2 credit online course; must be taken before Senior year

Physical Education - Must be taken each year unless an exemption is granted

Sequence: In addition to the above, students must fulfill a three-year sequence in at least one of the following - World Languages, Mathematics, or Science.

Electives

Once students have completed course requirements, the additional credits required for graduation may be taken from the sequences or in history, English, or the arts.

Physical Education

All students are required by New York State law to take Physical Education each year. There is a minimum requirement of two hours a week. Students must wear athletic footwear and appropriate clothing for physical activity. Physical Education exemptions may be granted to students who are regularly engaged in supervised physical training outside of school for at least two full hours weekly. Exemptions are commonly granted for students taking dance classes and training in competitive sports. All students who feel they qualify for an exemption must submit the PCS exemption form, signed by both their instructor and their parents by the expressed deadline in order to be considered. Students who have submitted an exemption form must continue to attend their Physical Education classes as scheduled until their exemption has been approved. Physical Education exemption forms are available in Division offices. Medical exemptions may only be given with a letter from a physician, and students must attend Physical Education classes until exemption forms are completed and received.

Attendance in Physical Education is mandatory. In cases where students become very busy professionally, there must be documentation for these absences. Students who miss an extensive number of classes will not receive credit and may be required to attend extra classes in the following quarter in order to meet the course requirements.

Transfer Credit

Transfer credit will be given for courses that are similar to courses offered at Professional Children's School. Credit will only be given for summer school courses if that credit was earned when repeating a failed course or to improve a low passing grade. Credit-bearing PCS Summer Academy courses also earn credit.

For courses transferred to Professional Children's School transcripts, credits and grades are recorded, but these courses are not factored into the Professional Children's School G.P.A. The G.P.A. listed on Professional Children's School transcripts includes only academic courses taken at Professional Children's School.

Eligibility for Honor Roll

- High School students are eligible for the Honor Roll at the end of the semester if they are taking a minimum of three academic courses* and they have a 3.7 G.P.A. or better.
- Grades for courses earned at other institutions while enrolled at PCS are not factored into the PCS G.P.A., and thus not computed for the PCS Honor Roll. These courses must be passed and are counted simply as a course taken.
- Students who withdraw from courses after the end of the first quarter are not eligible for Honor Roll unless they withdrew at the recommendation of the school.

- Students who earned a Pass as a semester grade in any course are not eligible.

**All courses are factored into the G.P.A. and counted for honor roll, except Physical Education.*

Adding and Dropping Courses

Students may add a course up until the first interim reporting date of a marking period.

A student is permitted to drop a class during the first marking period of a semester. This policy applies to one-semester courses (i.e., U.S. Government) and full-year courses (i.e., Calculus and Advanced Physics). If a course is dropped during the first marking period, it will not appear on the student's transcript.

Occasionally there are extenuating circumstances for a student to drop a course, commonly professional or medical. The decision to drop a course after the above-mentioned deadline is at the discretion of the Associate Head of School. If a student drops a course after the end of a marking period, a notation of Withdrawn/Passing or Withdrawn/Failing will be recorded on the transcript.

Students who undergo an educational evaluation midyear and receive the recommendation that they not take foreign language may drop the language course once the school receives the evaluation. The course will then be deleted from the transcript.

Acceleration

Occasionally there are students who are completing the 10th grade who request permission to combine their Junior/Senior years and graduate one year early. This request may be considered if the 10th grader has at least 12 credits, has a grade point average of at least 3.0, and there is a compelling reason or professional need that would make early graduation advisable. Since competitive colleges and universities generally frown upon early graduation, the following process is in place at PCS.

The parents must write a letter to the Associate Head of School requesting permission to combine Junior/Senior years. The specific reason for the request must be clear and compelling.

The parent and student must meet with or speak with the college counselor in order to understand potential consequences, especially if the student plans on applying to competitive colleges.

The Associate Head, Head of Upper School, and College Advisor will review the request and make a decision. They will consider both the academic performance and the maturity of the student in coming to their decision, and the decision is left to their discretion.

If permission is granted for acceleration and the student needs to take a course in summer school after the 10th grade, the course and the curriculum must be approved by the Associate Head.

The student must successfully complete the 10th grade before a revised contract is issued to Parents, and if a student doubles up on English in order to graduate early and then elects to remain at PCS for a fourth year, they must take English again the following year. English is required to be taken every year a student is enrolled.

Tests and Other Forms of Assessments

While conflicting professional commitments remain the ongoing exception, we expect students to take tests and quizzes as scheduled.

Along with an adult contacting the attendance office to excuse an absence, students must be in contact with each of their teachers, either in person or by email, in order to reschedule an assessment.

Missing a test as scheduled and/or neglecting to contact the teacher after an absence may result in a grade sanction. Specifics of such sanctions are at the discretion of the teacher.

If the Division Head notes a pattern of absences or late arrivals on assessment days, a discussion will take place with the student and/or parents.

Midyear and Final Exams

In the Upper School, Exams may be given at the end of each semester. Each exam period is preceded by a week of review and exam schedules are published in advance.

Rather than exams, teachers may choose to create ESLEs (End of the Semester Learning Experiences) in the classroom. Teachers use class time to work on projects, which students share with each other. Deadlines for these projects vary but teachers have been instructed to assign due dates prior to Exam week so that those students who are taking exams have time to study.

Some teachers will continue to teach during review and exam weeks but little or no homework will be assigned as students are studying for exams and/or completing ESLE projects.

While we remain supportive and flexible regarding professional commitments, during each exam period, we do our best to have students take their tests according to the exam schedule. It is in the student's best interest to take the exams according to schedule. It is not our practice to reschedule exams except for extraordinary or unavoidable professional commitments, and it is our policy that any

student missing an exam due to illness must supply a doctor's note to verify their illness.

Exams must be taken at PCS or under conditions approved by PCS.

Exam Exemptions for 2nd Semester Seniors: All Second Semester Seniors are expected to attend classes through review week unless otherwise instructed by the subject area teacher. Subject area teachers will make final decisions regarding exemptions from final exams and will inform exempted students during review week.

- A Senior who maintains an average of at least an A for a second semester course may be exempted by the teacher from taking the final exam. All coursework for the 4th quarter must be completed and submitted before the first day of review week.
- Juniors who are taking Senior-level courses may not be exempted from exams.

The privilege is reserved for second semester Seniors only.

ACADEMIC POLICIES

PHILOSOPHY ON ACADEMIC INTEGRITY

At Professional Children's School, we believe that academic integrity is a critical element of a healthy and well-functioning community. We strive to instill these values in our students in all areas of school life. Academic integrity holds that all work must be one's own or attributed to the source from which it came. This belief is central to the academic philosophy at PCS. Specific standards of academic integrity are defined by the school and facilitated by each department and will be explained to the students at the beginning of the year as well as throughout the year.

One aspect of academic integrity is academic honesty, which students both in and out of the classroom must uphold.

Students demonstrate academic honesty by:

- Completing one's own work
- Performing one's responsibilities during collaborative activities
- Citing words, ideas, images, and artistic expressions of others and AI applications
- Seeking appropriate levels of help from others, both in school and at home

- Respecting the learning environment by not sharing one's work with others for copying purposes.

These standards apply whether students are learning in-person or on Guided Study.

Acting with academic integrity means avoiding cheating and plagiarism. Cheating is the obtaining of content and ideas by dishonest or deceptive means. Plagiarism is the undocumented or unacknowledged use of material that is not one's own. Plagiarism can occur through the general or specific use of quotations, ideas, or concepts when taken from, but not attributed to another source.

Signs that may indicate a violation of our Academic Integrity policy:

- A student is incapable of reconstructing a main argument/thesis or supporting ideas used in a written assignment or steps in a mathematical process
- A student is unable to recreate fundamental syntax, vocabulary, and sentence structure used in a paper
- A student is unable to reconstruct the research process (i.e., not able to explain how they did the work or where they got the ideas)
- A tremendous contrast between in-class work and take-home assignments
- Informal collaboration resulting in identical or near identical assignments among students
- Highlighted examples of plagiarism or missing citations from plagiarism and AI detectors

UPPER SCHOOL

Violations of academic integrity in the Upper School will initiate a restorative process that is grounded in learning and includes the tiered approach outlined below. Incidents accumulate over time and do not reset at the beginning of each school year.

Incident 1: The student will first meet with the teacher and then the Head of Upper School to review the issue and ensure that there is clarity about the learning expectations. The student's parents will be informed. The student will redo the assignment with no penalty. A note will be made in the student's file.

Incident 2: The student will first meet with the teacher and then the Head of Upper School to review the issue. The student's parents will be informed and may be called in for a meeting. The

student will redo the assignment to demonstrate understanding of the misstep, and there will be a grade penalty determined by the teacher and the Division Head. Consequences will be reviewed, including that a third incident will result in a suspension that will be reported to colleges. A note will be made in the student's file.

Incident 3: The student will first meet with the teacher and then the Head of Upper School to review the issue. An additional meeting will be held with the student, their parents/guardians, the Head of Upper School and the Associate Head of School. The student will be suspended - a consequence that will be reported by both PCS and the student in the college process - and will be informed that another infraction will result in expulsion. During the suspension, the student will be required to redo the assignment with a penalty decided upon by the teacher, which could include no credit at all. A note will be made in the student's file.

Incident 4: The student will first meet with the teacher and then the Head of Upper School to review the issue. An additional meeting will be held with the student, their parents/guardians, the Head of Upper School and the Head of School. The student will be expelled.

MIDDLE SCHOOL

We believe that all Middle School students can learn and be successful with the proper guidance and the opportunity to practice a growth mindset. We encourage students to find their own voice in their learning across the grades. Our Policy on Academic Integrity provides a framework for students to follow with respect to their academic work, whether that be when collaborating with others or when completing work on their own.

Class time and Advisory is used to review our Policy and to discuss what academic integrity looks like both in and out of the classroom with respect to cheating and plagiarism. Educators will provide guidance and support in helping students meet these expectations.

Taking responsibility for one's actions is also an important life skill that we value in our Middle School. If a student does not adhere to our Policy, a teacher will make it a point to speak with the student using the meeting as a teaching moment.

If the issue continues, consequences may include:

- A meeting with the teacher, student and Division Head
- A meeting with the Division Head and the Parent

- A lowering of the grade or receiving a zero for the assignment/assessment
- An alternative assignment or re-completion of the original assignment

Repeated and deliberate cheating or plagiarism is taken very seriously and will be noted in a student's report card comment.

COPYRIGHT STATEMENT

Professional Children's School recognizes that it is illegal to duplicate copyrighted materials- without authorization of the holder of the copyright unless the copying or using conforms to the "fair use" doctrine. We encourage our teachers to enhance their curriculum by making proper use of supplementary materials while educating themselves about and obeying the requirements of the law. For answers to what materials comply or what procedures are permissible, the PCS community can refer to the PCS Copyright Resource page located on the PCS Library Media Center page or consult with our Library Media Specialist. Additionally, copyright regulations and information about the TEACH Act will be posted in the library, as well as on the PCS community portals.

GUIDED STUDY PROGRAM

Professional Children's School emphasizes the value of regular classroom attendance, teacher instruction, and group discussion. During the course of the year, however, students who are unable to be in class for three days or more due to professional obligations enter our Guided Study Program. This Program keeps students connected to the classroom experience, facilitating ongoing learning and communication between the student and their teacher.

Students keep up with their work using our Canvas learning platform, and, when appropriate, receive up to a two-week extension on due dates. Technological tools, including Canvas discussions, video chats, and PCS email exchanges, allow students to attend to their academic responsibilities while working around their professional commitments.

Guided Study students are expected to know and engage in best practices for Guided Study, which are outlined in a pamphlet students will be given when their Guided Study is approved and are also included below. Students must submit a Guided Study Form in order to receive approval for their plan, and they must fill out a Guided Study Return Form when they come back to school. This Return Form will assist them in designing a manageable makeup plan for assessments that they missed while away.

The Guided Study Program is designed solely for students who are unable to be in class for more than three days because of professional obligations. Students are approved to take time to prepare for an audition (up to three days), prepare for a recital or competition (up to four days), and prepare for a concert (up to five days). Special arrangements beyond these agreed-upon times may be made in consultation with the Division Head.

Extended absences for personal (non-professional) reasons must receive approval from the Division Head.

Students on Guided Study Follow These Procedures and Guidelines:

- Notify the Division Head at least one week prior to departure.
- The Division Head will share with the student and parent/guardian a **Guided Study Form**, which will need to be completed and signed by the student and parent/guardian to start the sign-out process.
- The student will meet with their Division Head as well as obtain signatures from the advisor and instructions from the subject teachers.
- The final step will be to inform the Division Head that the form is complete.

Please see the sample of the student/parent section of the Guided Study Form on the next page.

Guided Study Form

Instructions to Students: It is understood that you will follow Canvas in each of your courses and adhere to the conditions of the Guided Study Agreement outlined in the Student Handbook. Your parents and your teachers will complete this form. Once completed, your Advisor and your Division Head will sign this document and your request will be approved.

Name and Grade	Date of Absence	Reason for Absence

FOR PARENT TO FILL OUT:

Please fill in the chart. Write your responses in the second column.

Describe the quantity of time that will be required for professional commitment and for schoolwork:	
Mailing address while away: (NA -if not applicable)	
Parent cell phone # Parent email:	
Student cell phone #: Student email:	
Tutor information (if away for two or more consecutive weeks) including email and phone number:	

If on Guided Study for two or more consecutive weeks, students are required to:

- Work with a tutor on an as-needed basis.
- Follow the assignment sheet on Canvas.
- Keep copies of all work submitted to teachers. Extensions are decided by the teacher but cannot exceed two weeks.
- Include the Division Head and advisor in all email correspondence to PCS while away on Guided Study.
- If there is any potential for poor Internet connection, print out and bring hard copies of all assignments before leaving, when possible.
- Check-in with teachers weekly regarding their progress.
- Verify with their teachers which materials and texts they should take with them.

- Fill out a Guided Study Return Form, which will need to be signed by their teachers and Advisor/Division Head, upon their return to school.

- Exams must be taken under conditions approved by PCS or at PCS.

When students are on Guided Study, parents will:

- Notify the Division Head at least one week prior to the student's departure.
- Sign the Guided Study form (the agreement takes effect only after parents sign).
- Be available to discuss student progress with teachers.
- Provide the Division Head with any changes of address and contact information for the student.
- Discuss with the Division Head if a tutor will be necessary for a student who will be on Guided Study for two or more consecutive weeks. If so, the name of the tutor or agency must be shared with the Division Head.
- Share work with teachers on a weekly basis.
- Retain copies of all work sent to school.
- If a student needs to extend Guided Study arrangements, parents must notify the School.

The Division Head will assist the Student on Guided Study by:

- Meeting with students before departure and signing the Guided Study Form.
- Meeting with students upon their return to school to arrange a manageable makeup schedule for missed assessments using the Guided Study Return Form.
- Communicating with teachers about Guided Study status, including any change in circumstances.
- Regularly checking in with students away on Guided Study and contacting parents when their extra attention is required.
- Working out tutor obligations with individual, as-needed tutors.

Faculty will assist the student on guided study by:

- Signing the Guided Study form and providing current assignment sheets and materials.
- Meeting with students upon their return to school to discuss a manageable makeup schedule for missed assessments using the Guided Study Return Form.
- Posting all assignments on Canvas.
- Modifying and clarifying assignment sheets for use on Guided Study.
- Providing feedback, encouragement, and instruction to students in a timely manner.
- Encouraging students to communicate problems and questions via email, voicemail, and/or video conferencing.
- Copying or forwarding all email correspondence to the Division Head.
- When a student is on Guided Study, every teacher must write a Thursday Report documenting the work owed/turned and clarifying the extensions given up to two weeks.

RESIDENT GUIDED STUDY

Students who, for professional reasons, must miss one or more class sessions every week can be approved to take some courses on Resident Guided Study for either a semester or for the entire school year.

This must be approved at the time of course registration, and families may be asked to provide written proof of the professional conflict.

Students are expected to complete assignments on time and regularly communicate with teachers.

Students will not be automatically granted extensions.

MODIFIED GUIDED STUDY

If students have professional circumstances that temporarily demand they miss in-person class sessions leading to an erratic and sometimes unpredictable attendance pattern, students can be approved to be on Modified Guided Study.

This arrangement must be approved by the Division Head.

The expectation is that students will come to class as often as their schedule permits during this time period, however, they will receive

extensions on their work as arranged with their teacher, as explained in the policy below.

EXTENSION POLICY WHEN NOT ON GUIDED STUDY

Students who are unable to complete homework or take quizzes or tests because of out-of-the-ordinary professional commitments, additional rehearsals and/or performances may be granted extensions. In such situations, students should see their advisor for consultation and assistance.

Advisors will ask for a confirmation email from a parent or guardian and consult with the Division Head before sending an email to teachers.

Students will work with teachers to determine the schedule of extensions.

As exams must be taken at PCS, or under conditions approved by PCS, Guided Study may extend beyond the school year, but all coursework and exams must be completed by June 30th. Extensions to this timeline may be granted with specific permission from the Head of Upper School.

ATTENDANCE

Professional Children's School is unique in that it provides its students with a college preparatory education while they pursue their careers. We understand that on occasion students must be absent from school and may need to arrive late or leave early to fulfill professional commitments. We accommodate these professional obligations on a regular basis, and to continue providing this flexibility, we need to be informed, in advance, if your child will be absent, late, or need early dismissal. That said, we believe that children need to be at PCS as much as possible in order to obtain the highest quality education. The time children spend in class is precious and irreplaceable.-

Telling us in advance that your child will be absent, late or leaving school early is essential to knowing that your child is secure. Insisting on knowing the whereabouts of each child is one way PCS works to ensure the safety of every child during the day. In addition, PCS is responsible for reporting attendance records to New York City authorities. The privilege we grant to our students may not be misused. Violations of our attendance policy will be responded to promptly and will have definite consequences.

GUIDELINES WHEN ARRIVING TO THE BUILDING

Students must swipe ID cards every time they enter or leave the building. Students without an ID must sign in on paper every time they enter or leave the building.

Middle School students should drop off their phones with the receptionist at the front desk. Phones will be stored in a safe place and can be picked up at the time of departure.

Seniors and juniors may leave the building at lunchtime if they have written parent/guardian permission. They must sign out and sign in before and after lunch. Since this is a privilege, the School reserves the right to rescind this permission if the situation warrants.

Students in grades 6 through 10 may not leave the building at any time during the school day, except for legitimate professional reasons.

EXCUSED ABSENCES

For a single-day absence due to illness, a parent or guardian must contact the attendance office by phone or email.

Excused absences include:

- Death in the family.
- Religious observance.
- College visits (Seniors Only -- must not exceed two days).
- Professional performance, rehearsal, concert, class, or lesson (only when impossible to schedule after school).
- Auditions, callbacks, or go-sees (only when impossible to schedule after school).
- Preparation for an audition (up to three days), preparation for a recital or competition (up to four days), and preparation for a concert (up to five days).

More than three (3) days of consecutive illness must be confirmed by a doctor's note.

For more than ten (10) days of illness per marking period, the Division Head will design an extended medical illness plan in consultation with the student's parents/guardians and medical team.

While we do not excuse students for study days, we do excuse students to take standardized tests, such as the Test of English as Foreign Language (TOEFL).

In the case of an extended professional absence (three days or more), students must sign out on full Guided Study at least one week before they leave.

In the case of an extended personal absence (two days or more), parents must contact the Division Head for permission.

UNEXCUSED ABSENCES/LATENESSES

All absences and latenesses not mentioned above, including but not limited to the following,- shall be considered unexcused:

- Extension of scheduled school vacation days
- Oversleeping
- Unauthorized extension of Guided Study
- Practicing
- Routine doctor and dentist appointments
- Chronic transportation delays

Punctual attendance to all classes is essential to learning. All unexcused absences and repeated unexcused latenesses will be sanctioned as follows:

Unexcused absences: 2 points will be taken off the semester grade for each unexcused absence.

Unexcused latenesses: After 2 warnings, 1 point will be taken off the semester grade for each unexcused lateness.

Twenty minute lateness: Counts as 1 unexcused absence.

The Division Head will contact parents when there are questionable or excessive absences and/or latenesses, and chronic attendance issues, including cutting class, may result in disciplinary consequences above and beyond grade sanctions. Final decisions will be left to the discretion of the Division Head.

In extraordinary circumstances, a parent must formally request an exception to this policy from the Division Head. Please be advised that exam week at the end of each semester should be preserved for full attendance, and students should avoid professional commitments on those weeks. Doctor's notes will be required if absent due to illness during exam weeks.

Upper School students with excessive absences may be asked to stay back from field trips in order to attend classes, and if a student is not in school the day of a school activity (i.e., All School Night), they may not be allowed to participate in said school event.

PROCEDURES TO FOLLOW WHEN ABSENT OR LATE

Parents/guardians of all students in grades 6-12 who are absent must call our attendance officer at 212-582-3116 ext. 143 or email the attendance office (attendance@pcs-nyc.org). This must be done as early as possible on the day of the absence. Out-of-town parents must call or e-mail within 24 hours to inform the school of the child's absence. For School of American Ballet students living in the dorm, we must receive a call from the SAB Resident Advisor. Absences in case of latenesses not called in may result in grade sanctions. It is not our practice to excuse any absences over two weeks after a student is absent.

Parents/guardians must contact the attendance office if a student is going to miss even one period of class, this includes arriving late and leaving early.

Parents/guardians must notify the attendance office and the Division Head, when leaving their child in the care of another adult for an extended period of time when school is in session, providing contact information for this temporary guardian and noting when and for how long the arrangement will continue.

PROCEDURES TO FOLLOW WHEN LEAVING SCHOOL EARLY

Students are permitted to leave school during the day for professional reasons provided that a parent/guardian informs the school attendance office that day. Upper School students must sign out on the first floor at the front desk and middle school students will sign out on the fourth floor in the Middle School Office. Students must always swipe their attendance card.

Without advanced notification, the School must speak with a parent or guardian before allowing a student to leave the school building. Unless an early dismissal receives prior approval, students may not leave the school building due to illness or professional commitment without first seeing someone in the Middle or Upper School office.

Students who become too ill to attend classes while at school must go to the First Aid Station. If it is determined that a student is too ill to stay in school, the Division Head will be informed and a call from the First Aid Station will be made to a parent or guardian. Arrangements will then be made to send them home.

Students whose normal school day is finished either at 2:21 pm or at 3:04 pm do not need to sign out, but they must swipe their attendance card.

PROCEDURES TO FOLLOW FOR PROFESSIONAL ABSENCES

If students need to be out for legitimate professional reasons for 1 or 2 days, an email (attendance@pcs-nyc.org) must be sent or a phone call

made to the attendance officer, specifying dates and reasons for absence(s).

If students need to be out for legitimate reasons for 3 or more days, they must follow Guided Study procedures. (See pages 13 to 15 for details.)

PARENT EXPECTATIONS

Parents/guardians of students who will be absent for one day for any reason must email attendance@pcs-nyc.org

After two absences or latenesses from a class without notification from a parent or guardian, the Division Head will be notified.

Parents/guardians of students who need to miss school for three days or more for professional or other reasons must sign out with the Division Head.

ADVISORY PROGRAM

While at Professional Children's School, students are known and cared for by many adults. In addition to developing close working relationships with their classroom teachers, all students at PCS also have individual advisors.

MIDDLE SCHOOL

Middle School is a time of exploration and discovery for young students transitioning into adolescence. Our Advisory program provides students with opportunities to build the necessary skill sets to address their academic and socio-emotional needs as they navigate this chapter in their lives. We focus on changing the mindset of students from "I can't do this" to "Anything is possible." Advisory groups are composed of various grade levels so that students can learn from one another. Activities and discussions focus on academic planning and goal setting, team building, self-advocacy, and building empathy through community service.

An advisor's role is to support students as they navigate the academic and developmental changes of middle school; providing guidance and serving as a point person when issues arise.

UPPER SCHOOL

Advisors are adults who help students register for classes, adjust to PCS, review report cards, and serve as an ongoing source of both academic and emotional support during the school year. Students meet with their Advisor in small groups and individually, both formally and informally, over the course of the year.

In addition to supporting our students, Advisors are available to respond to any questions or concerns parents have regarding their child's experience at PCS. Please find their contact information at the back of this Handbook.

INTERNATIONAL STUDENTS

PCS offers English as a New Language (ENL) courses for English Language Learners as well as courses in History and Science that are tailored to the needs of English Language Learners.

International Students entering PCS are evaluated for their levels of competence in core subjects. Students will be placed into classes deemed to be in the student's best academic and social interests.

Upper School international students at PCS have a designated International Student Advisor.

Middle School international students have their own advisors which are assigned to them.

As with all advisors, our Upper School International Student Advisor and the assigned Middle School Advisor helps students register for classes, adjust to PCS, review report cards and serve as an ongoing source of academic and emotional support during the school year. In addition, advisors are available to respond to any questions or concerns parents may have regarding their child's experience at PCS. Please find their contact information at the back of this Handbook.

During the School year, PCS holds Parent Conferences, to which parents and guardians will be invited. In order for these meetings to be useful, we encourage parents to bring translators with them to these meetings.

GUARDIANS

Professional Children's School mandates that any international child living away from home and without a parent must have an adult guardian, who lives with and supervises the student while they are not in school. We will hold an orientation for guardians at the start of each school year.

When selecting a guardian, please bear in mind that we expect this person to work with PCS in terms of enforcing our policies and to be a reliable contact for communication between home and school. Such communication could include everything from attendance to academic matters. A guardian may be called upon to take part in parent conferences at some point during the school year.

Once you have selected a guardian, we ask that you share contact information for this designated adult, providing your consent for the

School to contact this person in matters regarding your child. If guardianship is changed for any reason, please be sure to inform the school and update contact information in FAM at once.

I-20 FORMS

The Department of Immigration allows Professional Children's School to issue Certificates of Eligibility for Non-Immigrant students (I-20 forms). PCS is required to confirm that each I-20 recipient is enrolled in a full-time academic program. We are pleased to support young artists from other countries by being able to issue these forms.

After you have received the completed I-20 form, it must be submitted to the Department of Immigration and Naturalization as soon as possible. Please contact the nearest office for further information if the student is in the United States. If the student is not in the United States, please contact the nearest American Consulate. Please note that students entering the United States with an M-1 or B-2 Visa must obtain a new I-20 form from PCS and return to your country in order to convert your M-1 or B-2 Visa to an F-1 Visa. Students cannot complete this process while in the United States. Additionally, if the student has not registered within two weeks of the date on the I-20 form, the application will no longer be valid, and we will be required to notify the United States Department of Immigration and immediately terminate the I-20 form.

For more information and to obtain the necessary I-20 paperwork, families should contact Jean Scales in our Business Office.

STUDENT SUPPORT SERVICES

When a student enters PCS for the first year, and we don't know what their learning profile is, we may assess and put initial structures/accommodations in place that support the student in the short term; however, these accommodations will be instituted with the understanding that for this child's future success and for PCS to provide the best support possible, a formal evaluation will be required.

It is in the student's best interest that if they have an IEP, or there are documented concerns about a student's learning issues, this information should be shared in advance of the school year.

THE ROLE OF THE LEARNING SPECIALIST

PCS has a Learning Specialist who is available to work individually with students who need additional support in organization and study skills, reading comprehension, writing skills, or mathematics. Work with this learning specialist may be short-term or ongoing and is available to students regardless of whether they have a diagnosed learning disability. If a student has a diagnosed learning disability, the Learning Specialist writes an educational plan which includes the student's

strengths and challenges, formal accommodations, and suggestions for teachers working with the student in the classroom. The educational plan is shared with the student's teachers each year. As their schedule allows, the Learning Specialist is available to parents and teachers who have questions regarding students' academic work and progress. They will also consult with the Division Heads when a psycho-educational evaluation by an outside professional may help a student who is not progressing as expected. Requests for accommodations on standardized tests such as the SAT or ACT should be directed to the School's Learning Specialist.

PRIVATE TUTORING

Professional Children's School works together with families to ensure that students are succeeding academically, and extra help from teachers is available during the school day without charge.

Outside tutoring support may be recommended by classroom teachers. Due to the busy schedules of our students, at times, a request can be made by parents for a student's tutor to meet with them during the school day on school premises. This request must be cleared with the Division Head, and the cost of individual tutoring and remediation is paid directly to the tutor by the family.

We acknowledge our responsibility to ensure the safety and welfare of students, therefore, as per New York State Law, all outside personnel who work with children must agree to a background check in order to receive clearance to meet with students. A form can be picked up in the Division offices. It must be signed by the tutor and returned to the Division Head. A \$100 background check processing fee must be paid by the family. Once a background check has been completed and the tutor has been cleared for entrance to the School, the family will be contacted. Room assignments will be agreed upon by the Division Head.

A student may not be privately tutored by a teacher who serves concurrently as that student's subject teacher.

SETTS TUTORING

SETSS tutors are secured through a contract between the provider initiated by the parent, with a P4 letter provided to the parent by the NYC Department of Education (DOE).

Once a parent matches with a provider, PCS will assist with scheduling and offering collaboration throughout the school year. That said, it is not the School's responsibility to find an available SETSS provider. PCS may assist by connecting families with a SETSS teacher that we have networked with or that another PCS family has worked with, but the active search is the responsibility of the family. The DOE will also provide the family with a directory of providers.

PCS will support a family's choice by partnering with whoever is chosen in order to facilitate the best experience for the student.

PEER TUTORING

Professional Children's School offers peer tutoring as a resource to its student body as available. Upper School Students volunteer to help other students in both divisions with various subjects or in the case of our international students, practice conversational skills. Students who wish to serve as peer tutors should speak to either the US or MS Division Head. Faculty members can also recommend students for this service.

Students who may need peer tutoring will be directed by a teacher to the Division Head. If a peer tutor is available, a match will be made, and the pair will meet on a weekly basis.

The MS Division Head oversees the Program. Students who elect to serve as tutors receive commendations for the service on their transcripts.

COLLEGE COUNSELING

Graduates of Professional Children's School go on to have illustrious careers in all walks of life, as dancers, musicians and actors, but also as doctors, educators, entrepreneurs, journalists, and lawyers. PCS is first and foremost an academic institution, and it has been our priority over the years to help our Upper School students and their parents with the college admissions process.

Most PCS students attend college immediately after graduation, and the College Counseling Office helps students with every phase of the college selection and application process. Some students, who may already have busy professional careers, choose to postpone college until a later date. For these alumni, all the resources of the College Counseling Office will be available when they choose to undertake the college admissions -process.

Formal work with our college advisor begins in February of a student's junior year, and each year, some 30 colleges send admissions representatives to PCS to meet with interested seniors.

Our College Counseling Office has up-to-date resources and information for our students and their parents to use year-round.

STUDENT COMMUNITY RESPONSIBILITIES

Professional Children's School believes that all students have a right to a safe and positive school experience. The community has an obligation to promote mutual respect, tolerance, and acceptance. PCS does not tolerate harassment or bullying of any kind. Such behavior undermines

PCS's mission and violates our dedication to ensuring the highest standards of community responsibility and personal integrity.

The following are considered harmful and damaging to the PCS community whether they occur in person, off campus, or virtually. The School recognizes that students' lives in and out of school extend to digital spaces and that interactions online impact our school community.

We consider the use of identity-based slurs (including but not limited to insults historically related to ability, ethnicity, gender identity, race, religion, age, sexual orientation, and/or other identifiers) to be offensive and hurtful in our community. The impact of such language may be of greater concern than the intention behind its use.

Harassment/bullying is the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that

- a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance or emotional well-being
- b) causes a student to fear for his or her physical safety
- c) causes emotional harm to a student
- d) occurs off school property and creates or could foreseeably create a risk of substantial disruption within the school environment

As community members, students have the following responsibilities:

Students are expected to respect and treat others politely as well as demonstrate an active commitment to the welfare of themselves and others whether in person or online.

Students will practice positive digital citizenship and must sign and follow the specific guidelines outlined in the Responsible Use Policy (RUP).

Students must clean up after themselves whether in classrooms, the cafeteria, on the Commons, or in the Library. Failing to keep these spaces clean may result in the loss of privileges.

While there is no formal dress code, we expect students and parents to use good judgment when choosing clothing for school. Appropriate attire should not be overly revealing or include inappropriate graphics or logos.

ELEVATOR USE

PCS has one elevator which needs to be prioritized for individuals with limited mobility and physical limitations. Students are expected to engage in respectful interactions with other members of the community

about elevator use and remain mindful of the fact that their casual use of the elevator could mean that another member of the community is being denied necessary access.

The School will adhere strictly to the following policy:

Students may use the elevator to travel up from the 1st to the 4th floor or from the 1st to the 6th floor.

If an adult departs the elevator on another floor, students may exit as well.

When leaving for the day, students may take the elevator down from 6 to 1 or 4 to 1.

Students should respect the change of periods as being particularly busy, and if possible, should wait to use the elevator until five minutes into the next class period.

Any student who needs to use the elevator due to an injury may obtain permission from the Division Head. A note from a doctor may be requested, and the student's name will be posted in the elevator once permission is granted. Students with an elevator pass may take the elevator as needed.

Repeated infractions to the policy should be brought to the attention of the Division Head and consequences may include loss of elevator privileges, loss of out-of-the-building privileges, loss of one or more free periods, and/or conversations with parents.

TECHNOLOGY

PCS aspires to be a school whose program enables students to learn in part through the online exchange of ideas, content and instruction. This opportunity offers an enhanced classroom-centered experience as well as an element of student control over time, place, path, and/or pace of learning. This ensures our students' ability to pursue professional and pre-professional endeavors that remove them from the physical classroom and to continue to learn while they are away without losing connection to the teacher, the students or the coursework.

We are pleased to provide technology resources for the Professional Children's School community. Technology tools enable students to communicate, collaborate and create across a vast network of people and resources which facilitates and advances our educational- goals and academic endeavors. The use of the technology resources provided by PCS is a privilege. Users are expected to make efficient, ethical, and responsible legal use of these resources.

Students and parents are provided a detailed Responsible Use Policy to read and sign at the beginning of each school year that delineates the expectations and guidelines for students' use of the school's technology resources. It is expected that each student understands this policy and deliberate inappropriate use will result in restrictive access. Through the act of accessing any or all the technology resources provided by PCS, a student is by default accepting the conditions set forth by the Policy and bound by them. A copy of the policy can be found in the Family Access Module (FAM).

PCS has a BYOD (bring your own device) policy, which requires each student to have a laptop or tablet device for use both in and out of school.

Each student can use the device of his or her choice to accomplish curriculum tasks with technology, and students are expected to bring the device to school every day, fully charged. The purchase and maintenance of the student device is the responsibility of each family. For information on what device to select and how to correctly configure it to work with PCS tools please see our Technology Requirements for Student Devices, available in the Family Access Module (FAM). If you have any questions or need further clarification, please contact our Director of Technology.

CELLULAR PHONE AND TECHNOLOGY USE POLICY

For school purposes, students are expected to use their PCS email to communicate with students, teachers, staff and administrators. It is encouraged that students check their PCS email and Canvas pages daily and often. There should be no expectation of a response after 5:00 pm. Responses may take up to 24 hours.

Before using a PCS mailing list and sending to a large group (i.e. all students or parents), students must have emails approved by the Division Head.

Middle School

Maintaining the integrity of the learning environment is a top priority in our Middle School. Learning to pay close attention and stay on task are developmental skills that can be best mastered in spaces without many distractions. It is our belief that cell phones can be distracting, pull students away from deep learning and reduce thinking capacity. Therefore, we do not allow cell phones to be used during the school day in Middle School.

Cell phones should be deposited at the front desk with the receptionist upon a student's entry into the building. They will be stored and locked in a mobile phone storage box.

When a student is ready to depart from school, the phone can be collected by the student.

Parents should not call or text their child via their cell phone or during the school day and expect a response.

Parents should call or email the Division Head and the attendance office if there is an emergency or if a child needs to be contacted immediately.

If parents need to speak to their child directly and it is not an emergency contact the Division Head's office and your child will be told to contact you from the office between classes, during lunch or during free periods.

Messaging parents and/or other students while using a laptop during class time is not permitted.

Students can make calls home from the Division Head's office or from the Attendance office if necessary.

Repeated violations of the Policy should be brought to the attention of the Division Head and consequences may include loss of one or more free periods, and/or conversations with parents and the student.

Repeated inappropriate or severe misuse of any electronic device, as defined in the Responsible Use Policy (RUP), may result in a report to the Division Head, a family conference, and/or a suspension from school. See RUP Policy below.

Upper School

Upper School students must turn off cellular phones and electronic devices during class unless they are being used for classroom purposes. Texting on a phone or using a laptop to text is not allowed when a student is in class. Teachers reserve the right to request that students place their phones in a phone holder during class.

Student cell phones and electronic devices should also be turned off and stored away during all assemblies and community gatherings.

Inappropriate use of any electronic device, as defined in the Responsible Use Policy (RUP), may result in a report to the Division Head and a temporary suspension of the use of the said device during the school day. Repeated inappropriate or severe misuse could result in a device having to be turned in daily for an extended period of time, a family conference, and/or a suspension from school. See RUP below.

Parents should call the Upper School office if there is an emergency or if they need to contact their child.

TECHNOLOGY RESPONSIBLE USE POLICY 2023-2024

Professional Children's School aspires to be a school whose program enables students to learn in part through online exchange of ideas, content and instruction. This opportunity offers an enhanced classroom-centered experience as well as an element of student control over time, place, path, and/or pace of learning. This ensures our students' abilities to pursue professional and pre-professional endeavors that remove them from the physical classroom and to continue to learn while they are away without losing connection to the teacher, the students, or the coursework.

STATEMENT OF RESPONSIBLE USE

The Professional Children's School is pleased to provide technology resources to students for the purposes of supporting academic endeavors, both on and off campus. To foster the continuity of work at school and home, PCS requires that each student bring a device of their choosing to school each day for the purpose of interacting with and accessing classroom materials, and for completing schoolwork. Users of PCS technology resources are expected to make efficient, ethical and legal use of these resources.

Every student is responsible for knowing, understanding and reading the specifics of this Responsible Use Policy as they relate to the use of any device that accesses PCS technology resources on or off campus, and lack of knowledge is not an acceptable defense when found to be in violation of this policy. By accessing any or all the technology resources provided by PCS, a student is by default accepting these conditions and bound by them. Deliberate and inappropriate use of the resources will result in restrictive access and future use may be denied, suspended or revoked.

Students that act in accordance with the following guidelines whenever accessing PCS technology resources will have no problem staying in compliance:

- Use technology resources for teaching, learning, research and educational development.
- Use technology resources for communicating school-related business with teachers, other students, and PCS community members.
- Attribute all work generated with technology appropriately and accurately.
- Understand and comply with the stipulation that each student may have no more than two devices connected to the PCS network at one time.

- Be considerate of other users of technology and refrain from streaming music or videos of a personal nature during school hours to conserve the limited bandwidth that must be shared in school.
- Understand that the school reserves the right to collect and examine any device that is suspected of causing problems with the network infrastructure or was the source of an attack or virus infection.

NETWORK AND INTERNET USE

Professional Children's School is proud to offer a robust networking infrastructure that enables the community to collaborate, access Internet resources, communicate, and create artifacts. To protect students while using the Internet, PCS employs content filtering controls to monitor and facilitate access. At times, inappropriate, objectionable, and/or offensive material may circumvent the filter and be inadvertently viewed by students. Should this happen, students are to report the occurrence to their teacher immediately and not return to the site. When using the network and Internet at PCS from any device there are a few indisputable expectations of students, and under no circumstances is it acceptable for the following activities:

- Copying or downloading pirated software or media files (i.e., music, videos, apps).
- Accessing or attempting to access systems, data, internet addresses, or websites that a student is not authorized to use.
- Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies.
- Attempting to bypass the school's network filters or content filters.
- Bringing on premises or infecting the network with a virus, trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
- Violating the privacy of other users by disclosing personal information (addresses, email addresses, user IDs, passwords, phone numbers) about any member of the PCS community.
- Creating, copying, viewing, or transmitting any offensive, obscene or indecent images, data, or other material.
- Bullying or any other type of harassment.
- Using PCS resources to commit any illegal act.

SOCIAL MEDIA USE

Ensuring the safety and privacy of all PCS community members is essential. Posting the names, likenesses, or images of others in the school during the school day is prohibited.

Before posting media, photos, and/or information about or featuring others, students must take into consideration the privacy, safety, and preferences of those people.

USER IDS AND PASSWORDS

Username and passwords are assigned to students for consistency and administrative purposes. Students are expected to retain the assigned login information and not alter it.

The use of another person's user ID and/or password is not permitted under any circumstances and users should not disclose their password and must take all reasonable precautions to ensure that it remains a secret. Students should be sure to log out of their account when leaving a shared computer, and security precautions should be enabled on personal devices by locking the screen when walking away from it. Should a student suspect the security of their password has been compromised, it is their duty to inform a member of the PCS Tech Team immediately.

PCS EMAIL AND G SUITE FOR EDUCATION

To improve the ease and certainty of email communication between students and teachers as well as to generally improve school communication between PCS and its students, each student is provided a PCS email address and G Suite for Education account to use while they are a student at Professional Children's School. Use of these systems facilitates communication and allows for a standard method for school-wide notifications and updates throughout the year.

- The email address and G Suite for Education accounts are the sole property of PCS and use is at the sole discretion of the school. We may withdraw access for cause or operational needs at any time.
- Any and all communication via email between teachers and students must take place using the email address provided by PCS.
- The school reserves the right to view any and all email messages sent by a student through our email system. All messages sent and received by a student on the school's system are subject to this review.

- The school reserves the right to view any and all documents created and stored by a student through G Suite for Education.
- The use of PCS email and G Suite for Education accounts shall be for school-related purposes only and shall not be used or shared in any other context.
- Inappropriate messages, documents, or use of the system may prompt penalties to be imposed on the student by the school.
- Students are expected to check their PCS email and G Suite for Education accounts regularly and to respond in a timely manner as appropriate.

CANVAS

PCS uses Canvas as its electronic course management system. Each teacher posts assignments and other course work to Canvas and each student is expected to check CANVAS regularly to keep up on assignments and course expectations.

USE OF SCHOOL-OWNED DEVICES AND SHARED SPACES

To maintain an atmosphere conducive to academic development, it is vital that students are considerate of others while using devices in shared spaces. Furthermore, students are prohibited from recording classes without the teacher's permission.

Teachers may use school-owned desktops, laptops, iPads or any other device for use in the classroom. The guidelines set forth in this document apply to school-owned devices, and additionally, the downloading of software, browser extensions, or plugins is prohibited on any school device, except at the direction of a faculty member.

TECHNOLOGY SUPPORT

Responsibility to keep the student-owned device secure rests with the individual owner. PCS is not liable for any device stolen or damaged on campus.

When issues regarding the use of a student-owned device arise, members of the PCS Tech Team as well as members of the faculty will try to assist with troubleshooting as time permits.

The PCS Tech Team will provide the following services to student-owned devices:

- Connectivity issues and password access to school resources.
- Installation of any and all software provided or required by the school.

Students should contact the device manufacturer for operating system or hardware-related issues.

The student and the student's family are personally liable for all costs associated with the device and the student assumes full liability for risks including, but not limited to, the partial or complete loss of personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable. The Tech Team highly recommends students back up their devices if any data is saved locally on the hard drive.

USE OF TOBACCO, VAPE PENS, ALCOHOL, AND OTHER ILLEGAL SUBSTANCES

The law prohibits the sale of tobacco and alcohol to minors and prohibits the use and possession of certain narcotics, drugs, and marijuana. As an institution, the School has a responsibility to uphold the law. It further believes that the use of such substances is detrimental to the health of the individual and is dangerous to others. Therefore, any PCS student using tobacco, alcohol, vape pens, and/or narcotics or marijuana in any form on the school premises, on 60th Street between Amsterdam and Columbus Avenues, or at a school-sponsored off-campus activity, will be subject to severe disciplinary measures.

CONSEQUENCES FOR NOT ABIDING BY STUDENT COMMUNITY RESPONSIBILITIES

When a student does not abide by the student community responsibilities, and depending on the severity of the infraction, she or he may be given a verbal warning and will be expected to engage in a restorative conversation. Parents may also be contacted.

If such behavior continues, parents will be contacted, and a family conference will be scheduled.

Serious infractions may result in suspension, and a record of such infractions will become a part of the student's permanent record. If asked, we are also required to inform any institutions of higher learning to which they may choose to apply, including colleges, universities, and conservatories.

A student is automatically suspended if he/she violates the drug, vape pen, alcohol, or tobacco rule or if the Division Head determines that the behavior warrants such action. The duration of suspension is determined by the severity of the infraction.

Behavior that is considered intimidating or harassing through words or actions will not be tolerated. The school expects students and/or staff to immediately report incidents of such behavior. Each incident shall be promptly investigated. Students who are in violation of the School's behavioral expectations may be subject to disciplinary action, including suspension or expulsion.

The School reserves the right to expel students whose infractions are of an extremely serious nature, or whose long-term behavioral difficulties do not respond to helpful guidance suggestions.

The School maintains the right to revoke contracts for the second semester when a student repeatedly violates behavioral or attendance rules or does not fulfill rudimentary academic responsibilities.

CO-CURRICULAR PROGRAMS

The professional nature of our student body makes it complicated for Professional Children's School to offer traditional extracurricular activities such as competitive sports teams. There are, however, numerous opportunities to participate in the life of the school. This participation includes musical and dramatic performances, after-school basketball, an all-school talent show, and numerous community service activities.

PCS ALL SCHOOL STUDENT ASSOCIATION

The Student Association is a non-elected body that organizes community activities, including but not limited to, philanthropic fundraisers, dances, movie nights, service outings, and other special assemblies. The Student Association meets once a week, and anyone is invited to attend. Students interested in having a direct voice in the life of the School are encouraged to join the Student Association.

COMMUNITY MEETINGS

On a weekly basis, students and faculty gather for a Community Meeting on Tuesdays, 4th period. Some weeks these meetings involve the entire school, but most weeks they are held by division and could be devoted entirely to advisory time. These meetings offer a regular opportunity for the PCS community to come together to share important information, celebrate exciting accomplishments, and commemorate significant events. Students and faculty are active participants in these Community Meetings.

COMMUNITY SERVICE

Professional Children's School encourages students to give back by organizing community service efforts both in and outside of School. External efforts have included food drives, fundraisers, community cleaning campaigns, and direct participation with and in support of non-profit organizations. Some of our students tutor their peers or help our international students by serving as "conversation buddies." Students who elect to serve as tutors receive commendations for this service on their transcripts.

CLUBS AND ACTIVITIES

Students are invited to participate in a variety of clubs and activities. All clubs and activities meet on Thursdays during 8th period. Students are encouraged to serve as leaders in these clubs and, with guidance, can lead their own activities with an adult facilitator present.

Club and Activity offerings have included:

- After School Basketball (Middle and Upper School)
- Book Club (Middle and Upper School)
- Student Diversity and Equity Committee (Middle and Upper School)
- Gender and Sexuality Alliance (Middle and Upper School)
- Literary Magazine (Upper School)
- Prom Committee (Juniors and Seniors)
- Student Association (Middle and Upper School)
- Yearbook Club (Middle and Upper School)
- Art Space (Upper School)
- Chess Club
- Cooking Class (Middle School)
- Technology Club (Middle School)
- Arts and Crafts (Middle School)

Historically, community service efforts and club offerings have reflected the interest of our student body, and we continue to encourage students to approach the Division Heads with ideas for additional student life offerings.

New clubs should be proposed prior to the start of a new semester to the Division Heads and may not be approved if they cover something already offered. We have limited common time for clubs, and we wish to see those offered as well attended as possible. Activities change from semester to semester and year to year.

COMMUNICATION WITH HOME

Open communication between families and the School is extremely important. We encourage families to contact their child's advisor or the Division Heads with any concerns. The following mechanisms are used to communicate with both parents/guardians and students.

INTERIM REPORTS

Interim Reports are brief comments on progress or concerns to keep parents/guardians informed. These reports may be sent halfway through each marking period, at the discretion of each teacher.

PROGRESS REPORTS

Progress reports are sent at the end of the 1st and 3rd marking periods. These reports reflect performance thus far, and the grades are not recorded on your child's transcript. It is simply a snapshot of where your child is at the moment. Only semester grades are listed on student

transcripts and include the work a student does over the course of the entire semester.

SEMESTER REPORTS

Semester reports are sent at the end of the 2nd and 4th marking periods and include grades of record.

PARENT CONFERENCES

Middle and Upper School Parent Conferences are scheduled in the Fall. These conferences are arranged by appointment only. Each Spring, the Middle School schedules a second set of parent conferences. As needed, additional parent conferences may be scheduled at any time.

TELEPHONE

Advisors and administrators have direct phone lines at their desks.

EMAIL

Everyone at the School has an e-mail address, and this is often the most effective means of communication, especially with the faculty. E-mail addresses may be found at the back of this Handbook.

For school purposes, students are expected to use their PCS email to communicate with students, teachers, staff and administrators. It is encouraged that students check their PCS email and Canvas pages daily and often. Responses to emails may not occur after 5:00 pm and may take up to 24 hours.

Before using a PCS mailing list and sending to a large group (i.e., all students or parents), students must have emails approved by the Division Head.

FAMILY ACCESS MODULE (FAM)

The Professional Children's School Family Access Module provides parents with access to their student's class schedules, report cards, and attendance records. In addition, FAM includes directories containing contact information of PCS parents, administration, faculty, and staff.

PARENT PORTAL

Parent access to letters, updates, and announcements from school administrators, as well as resources and references in support of their child's well-being and learning experience.

STUDENT CONFIDENTIALITY

While the Professional Children's School community of adults seeks to be supportive of our students, in cases where clearly serious and inappropriate behavior takes place or the health of a student is at risk, faculty and staff have an obligation to inform the Division Heads, the Associate Head, and/or the Head of School of their concerns. In cases

involving a serious concern, including an eating disorder, serious illness, threats of suicide or other bodily harm, physical or emotional abuse, or illegal activity, the School must inform the parents and any appropriate authorities regarding the matter. In all such cases, the School envisions working in partnership with the parents and the student to ensure the ultimate well-being of the student while maintaining support for the broad needs of the institution.

Depending on the nature of the concern, the School may require the student to undergo medical or psychological evaluation and/or treatment and to follow the recommendations made by the appropriate health professionals. In some cases, students may have restrictions placed upon them as a result of these evaluations. In extreme cases, the School reserves the right to suspend or dismiss a student if, in the judgment of the School, continued enrollment jeopardizes the welfare of the student or the general welfare of the School.

GUARDIANS

Professional Children's School mandates that any child living away from home and without a parent must have an adult guardian, who lives with and supervises the student while they are not in school. We will hold an orientation for guardians at the start of each school year.

Please know that students residing in a dormitory setting are generally exempted from this guardian requirement. Exceptions may also be granted with specific permission from the Upper School.

When selecting a guardian, please bear in mind that we expect this person to work with PCS in terms of enforcing our policies and to be a reliable contact for communication between home and school. Such communication could include everything from attendance to academic matters.

A guardian may be called upon to take part in parent conferences at some point during the school year.

Once you have selected a guardian, we ask that you share contact information for this designated adult, providing your consent for the School to contact this person in matters regarding your child. If guardianship is changed for any reason, please be sure to inform the school and update contact information in FAM at once.

PARENT AND GUARDIAN COMMUNITY EXPECTATIONS

As equally important members of the PCS community, parents/guardians are expected to honor the same norms, values, and

guidelines as the rest of our community. Each member has an obligation to promote mutual respect, tolerance, and acceptance.

We value communication with parents, guardians, and families. We ask that everyone be mindful that responses to emails and phone calls may take 24 hours and there should be no expectation of a response after 5:00 pm.

When visiting the school, we ask that parents, guardians, and guests check in at the front desk and wait in the waiting area to be picked up unless otherwise instructed. Administrators and teachers are often meeting with students and other families during the day, and therefore we ask that you kindly make appointments ahead of time.

We encourage parents and guardians to attend events or activities meant for the parent/guardian body to serve as a support system for other families and build community.

EMERGENCY PREPAREDNESS

EMERGENCY PLAN

Professional Children's School has developed procedures to follow in the event of an emergency situation.

Should the building require immediate evacuation the school will contact families using the ParentReach system to send out an email, text and a phone call. Detailed information will also be posted on our School website.

The evacuation site for PCS is The Gateway School, which is located at 211 W 61st Street (between 10th and 11th Avenues)

Please keep all family and emergency contact information updated in FAM throughout the school year.

FIRE DRILLS

The FDNY requires PCS to conduct regular fire drills and lockdown drills. For fire drills, the School practices evacuation of the building. Absolute silence must be maintained so that instructions may be heard. Detailed fire drill procedures will be reviewed with students at the beginning of the school year and again at the beginning of second semester.

LOCKDOWN DRILLS

The School also conducts regular lockdown drills to be prepared should an intruder enter the building and threaten to harm the community. Students are provided guidance on lockdown drills by their Advisors. When a lockdown drill is announced using the intercom system,

students and adults remain in their rooms with doors and windows closed and locked, and they shelter in place until the drill concludes.

EMERGENCY CLOSINGS

In the event of school closures for weather or other emergencies, families will be contacted using the ParentReach program and will receive an email, voice message and text message with instructions and information. PCS is informed by the public schools of New York City when deciding to close the school but reserves the right to close the school due to weather conditions that do not allow the school to properly staff its classrooms.

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We are grateful to Glenn and Dana Orenstein and Glenn Orenstein Graphics Corp. for generously providing the printing of this document.