



TAG Young Scholars Parent Handbook

Updated for the 26-27 School Year

OUR VISION

TAG's vision is to provide an environment that prepares students to apply their knowledge in order to question, evaluate, solve, and resolve ever-rising global challenges.

OUR MISSION

To accomplish our vision, the TAG school will provide curricula that fosters speaking, writing, researching, investigating, and digital competency. TAG's environment will encourage critical thinking and collaboration amongst all stakeholders, in addition to engagement in civil discourse.

TAG Interim Acting Principal, Dr. Jennifer Cosme

TAG Parent Coordinator, Brianna Bova

(212)860-6003 Ext. 1061

BBova@schools.nyc.gov

Room 106

Parent Handbook by Section:

Section 1: Overview

- 1.1 Our Building, The Tito Puente Education Complex
- 1.2 Daily Schedule and Procedures
- 1.3 Arrival/Drop-Off
- 1.4 Dismissal and Early Pick-Up
- 1.5 Afternoon Bussing
- 1.6 School/Parent Communication
- 1.7 Chain of Communication

Section 2: Attendance Policy

- 2.1 Importance of Daily Attendance
- 2.2 Excused Absences
- 2.3 Latenesses
- 2.4 Reporting Absences
- 2.5 Extended Absences

Section 3: Food Service

- 3.1 Breakfast
- 3.2 Lunch
- 3.3 Recess

Section 4: After School Activities

- 4.1 YMCA Afterschool Programs

Sections 5: Busing & Transportation

- 5.1 DOE-Provided Bus Service
- 5.2 Private Bus Service

Sections 6: Illness, Medication, and Allergies

- 6.1 Mt. Sinai Clinic
- 6.2 Illnesses
- 6.3 Medications, EpiPens and Inhalers
- 6.4 Allergies
- 6.5 Immunization Requirement

Section 7: School Trips

Section 8: School Policies

- 8.1 Birthdays & Classroom Celebrations
- 8.2 Grading Policy
- 8.3 Electronics Device Policy
- 8.4 Toy Policy
- 8.5 Uniforms
- 8.6 Security, Visitors Policy, Respect For All, and Emergency Drills
- 8.7 Discipline

Section 9: Lost and Found

Section 10: PTA

1.1 Our Building, The Tito Puente Education Complex

*** All visitors that wish to enter the building must show photo ID and sign in with the school safety agent at the security desk.** After signing in at the School Safety desk, the School Safety Agent will direct visitors to the TAG main office. This mandatory procedure is in place to maintain the safety and security of the entire campus.

Use the Main Entrance Only

The main entrance to the school building is near the South-West corner of 109th Street (closer to 2nd Avenue). Look for the metal awning with the sign that reads “Tito Puente Education Complex.” For security reasons, this is the only entrance and exit parents and visitors are permitted to use, unless otherwise directed by school staff.

Our Space

TAG is part of the Tito Puente Education complex. We share the building with two other schools. TAG occupies two floors in the building; the West-wing of the first floor. This is accessed through the main entrance. It houses the Kindergarten through 3rd grade classrooms, technology room, the art room, the gym, Mt. Sinai Health Center, auditorium, Parent Coordinator office and Main Office.

The second floor houses the classrooms for the 4th through 8th grade students, Community Coordinator's office, and related service provider spaces.

The basement houses the cafeteria.

Each school in the campus has their own time scheduled for shared spaces, such as the auditorium, gym, and cafeteria during the school day.

1.2 Daily Schedule and Procedures

School Hours

Beginning of the academic school day: 8:05 am.

Dismissal for all students: 2:25 pm.

The building opens for students who require early drop-off, and bus students at 7:35 am. No students are permitted into the building prior to 7:35 am. **There is no supervision for students before 7:35 am.**

Bell Schedule

Period 1: 8:05 - 8:50 am

Period 2: 8:52 - 9:37 am

Period 3: 9:39 - 10:24 am

Period 4: 10:26 - 11:11 am

Period 5: 11:14 - 12:04 pm (Lunch/Recess)*

Period 6: 12:06 - 12:51 pm

Period 7: 12:53 - 1:38 pm

Period 8: 1:40 - 2:25 pm

Dismissal: 2:25 pm

** Kindergarten and First Grade classes will have their own separate recess from 10:45 am until 11:11 am. They will then move to the cafeteria for lunch. Lunch will be from 11:14 am-11:45 am.*

1.3 Morning Arrival and Drop-Off - The building does not open for supervision of students until 7:35am

Effective September 14, 2026, ALL students will be dropped off in the cafeteria.

Parents/guardians will not be permitted to enter the cafeteria.

- **Kindergarten through Eighth Grade grade arrival will be in the Cafeteria**
- **Kindergarten through Fifth Grade** Teachers will pick students up promptly at 8:05am.
- **6th-8th Grade** Students will be escorted upstairs by 8:00am
- Breakfast will be served in the cafeteria for students arriving by 8:00am
- Students arriving after 8:00am who wish to have breakfast will get a Grab-and-Go breakfast

Morning Bus Arrival: Morning buses are met outside the main entrance by a staff member. All bus students (Grades K-6) enter the building immediately through the main entrance. Students will be supervised in the cafeteria until teachers pick up classes at 8:05am.

Inclement Weather: There is no change in arrival or dismissal procedures for inclement weather, unless otherwise notified by school staff.



Lower Yard
Entrance
West Side of
109 St

1.4: Dismissal and Early Pick-Up

1.4.1 Regular Dismissal

Grades K-5 students are picked up in the lower school yard (access to this yard is through the gate on 109th, at the Western-most section of the building, near 3rd Avenue). Parents and caregivers meet their child(ren) in the school yard in the elementary class line-up area. The gate will open at approximately 2:20 P.M. and classes will begin to come out and line up by grade/class. Please remember that teachers are supervising all of their students during this time. Their sole focus is on the safety of students. Students not picked up by 2:30pm will be brought to the main office.

- Kindergarten through 5th Grade students are dismissed in the lower yard, through the gate on 109th street

Students in grades 6-8 are dismissed at 2:25pm from the exit furthest west on East 109th Street, closer to 3rd Avenue. Middle school students do not need to be met by an adult; they can leave on their own at dismissal. However, in accordance with DOE regulations, **students may NEVER leave the building on their own PRIOR to dismissal time, even with a parent's written or verbal permission.**

- 6th-8th Grade students will be dismissed through Exit 4, on 109th street near the entrance to the lower yard

K-5 Dismissal Area



6th-8th Grade Dismissal Area

- Location: Third Avenue Exit on 109 Street (Western corner of the building closest to 3rd Ave)



After 2:30pm

- Adults picking students up in the main office must sign in at the security desk
- Only authorized persons are permitted to pick up a child from the main office
- The authorized person must be listed on the student's emergency contact form (Blue Card).

1.4.2 Requesting Alternate Dismissal Arrangements

- All changes to regular dismissal procedures for your child must be submitted in writing/email.
 - Please contact your child's homeroom teacher, as well as parent Coordinator, Ms. B, and Ms. Martiza to ensure that your request is received
 - Verbal requests from students for alternate dismissal arrangements will not be honored
- Only authorized adults (18 years of age and older) are permitted to pick up a child prior to the end of the regular school day (2:25pm).
- The authorized person must be listed on the student's emergency contact form (Blue Card).
- The adult picking up must show a photo ID to office staff.
- Please contact the school if someone will be picking your child up early
 - We request that if your child is being picked up early, that you do so by 1:45 pm to avoid any conflicts with regular dismissal
- In the case of emergencies only, you may call the TAG main office to indicate a request for changing your child's dismissal procedure for that day. You will be asked to confirm via email. Please contact the school no later than 1:30 pm.
- **No student may self-dismiss before the end of the regular school day, at 2:25pm**

1.5 Afternoon Bussing

- Students riding the bus home are brought to the auditorium between 2:15 pm and 2:25 pm, where they wait to be called to their bus.
- Students may not ride home on a bus that is not their regularly assigned school bus

1.6 School/Parent Communication

Emails and Robo-calls:

You may receive messages from the school via email and robo-call. These are sent to your email addresses and primary phone number provided on your child's blue card. We send important dates and information out frequently using Blackboard Connect, so please let us know if you are not receiving these emails or robo-calls, or if you would like to provide an additional/alternative number or email.

JupiterEd:

Our school uses www.JupiterEd.com to help keep you informed about your child's progress. You can login anytime to check your child's current grades, homework, missing assignments, test scores, and report cards, and to contact teachers. It's completely secure, so no one else can see your personal information. For parent and student log-in information, please contact the Parent Coordinator.

School Parent Newsletters:

Parent Newsletters, Calendars of Upcoming Events and Parent Workshops will be sent home periodically via email.

School Website/Online Calendar:

Please visit our website at www.TAGscholars.com . There is a link to the Parents' Corner, with recordings of recent meetings and town halls, and an online parent google calendar that is updated frequently.

Department of Education Website:

The NYC DOE website provides comprehensive information about NYC Department of Education policies, learning standards, programs, and departments such as pupil transportation, mental health & hygiene, lunch and breakfast menus. You can also subscribe to DOE newsletters such as the Morning Bell or sign up to get DOE news by text or email.

Please visit www.schools.nyc.gov for more information.

NYC Schools Account:

Did you know that you can track your child's education on any computer, phone, or tablet? The NYC Schools Account (NYCSA) is an app that lets you see your student's grades, attendance,

fitness results, schedule, and more from anywhere and in all DOE languages. Parents/guardians can obtain a creation code from your parent coordinator.

<https://www.schools.nyc.gov/learning/student-journey/nyc-schools-account>

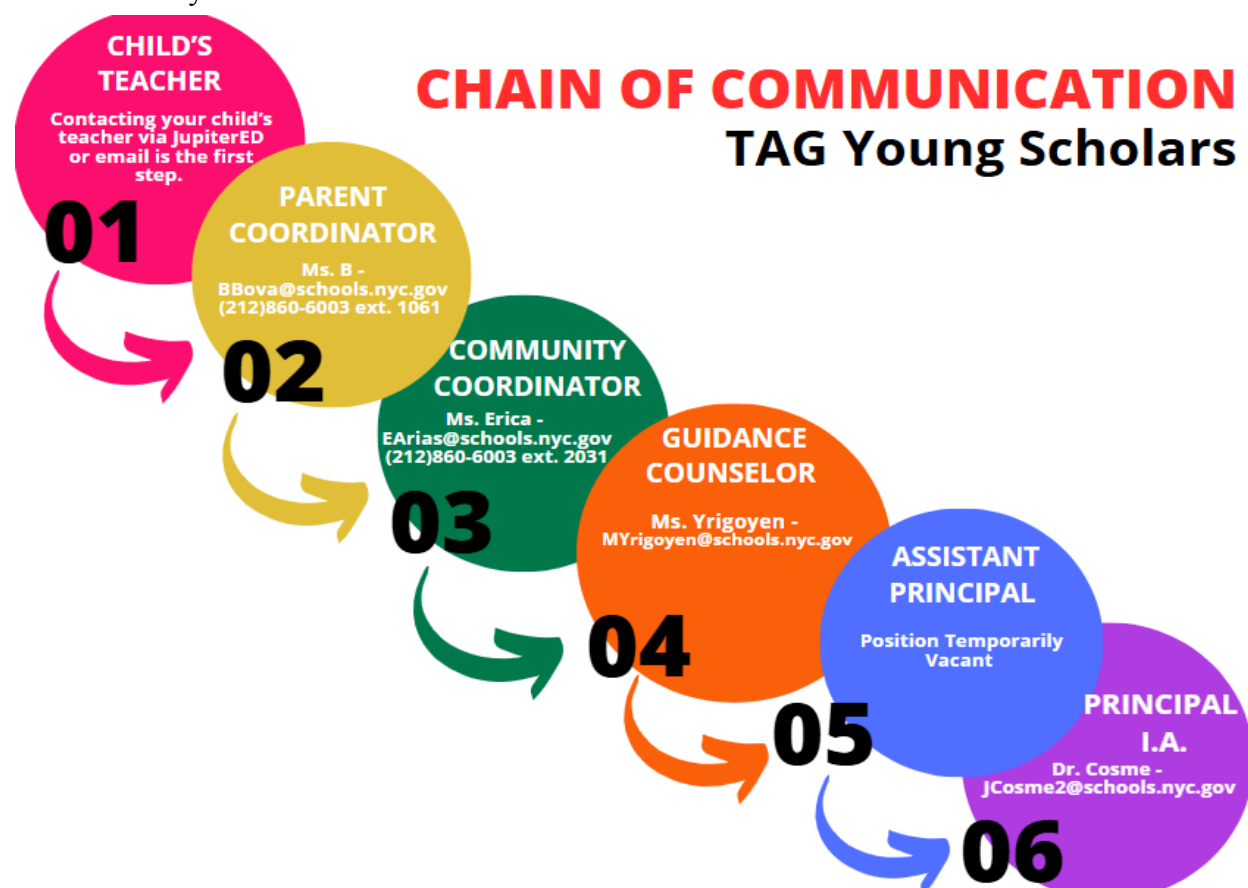
DOE Student Account:

The DOE has created student accounts for every single New York City public school student. If you have not already retrieved your child's student account ID and Password, please visit the DOE webpage, at www.schools.nyc.gov. There is a quick link on the homepage, with detailed instructions on how to access this.

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

1.7: Chain of Communication

If you have any questions or concerns, please adhere to the following chain of communication. This allows for streamlined communication to ensure your questions or concerns are addressed within a timely manner.



Section 2 Attendance

2.1 The importance of daily attendance

Students cannot learn if they are not in school. Daily attendance is critical to your child's continued academic and social development. Family commitment is paramount in ensuring that your child is regularly present for the full day of instruction. Even students who have a 90% attendance rate will end up missing the equivalent of a month of instruction by the end of the school year.

2.2: Excused absences

This is taken directly from the New York City Department of Education's website for attendance policies:

"Excused absences are still absences. Schools can excuse absences when a student is absent from school for religious, medical or emergency reasons, but excused absences are a legal part of the student's record."

"Schools must contact the student's family after every absence.

Schools will reach out to learn why students missed school and how to help. Families must provide a reason for absences. Families must have up-to-date phone numbers and addresses so they can reach families."

2.3 Lateness

Late-arriving students must get a late pass to present to the teacher. Families with a pattern of late arrivals/early dismissals will be contacted by the attendance office, as per DOE guidelines.

2.4 Reporting an Absence

If your child is absent for any reason, please contact the attendance secretary, Ms. Maritza, by calling (212)860-6003 (Ext. 1081) or email MAPELLA@schools.nyc.gov.

2.5 Extended Absences

Extended holiday vacations and vacations at times other than the official school breaks are not sanctioned. For extended trips due to unavoidable circumstances, advance documentation must be provided to the main office. Advance homework will not be provided; students will be caught up upon return.

For more information on the New York City Department of Education's attendance policies, please go to their website. You will find information on <https://www.schools.nyc.gov/school-life/school-environment/attendance>

Section 3: Food Service

3.1 Breakfast

Breakfast is free for any student who would like it. Any child arriving between 7:35-8:00 am will be escorted from the auditorium to the cafeteria for breakfast. Students arriving after 8:00 am will receive a "grab and go breakfast."

3.2 Lunch

School lunch is free for all students! Any child may get lunch. They simply need to get on the lunch line when their class is called. While no student will be charged for school lunch, it is still important for overall school funding for families to fill out the “Family Income Inquiry Form.”

This will be sent home by the school.

There are Halal meals upon request

For more detailed information, including menus and how to download the NYCDOE’s School Foods app, please go to the following website:

<https://www.schools.nyc.gov/school-life/food/school-meals>

Nut and Other Food Allergies

TAG is not a nut-free school. Several students at our school have food allergies. For these students, food can represent a danger and must be carefully monitored. It is the family's responsibility to notify the school of a child's allergies. The family and school team will work together to develop a plan that accommodates the child's needs throughout the school day.

Lunch From Home

If your child brings lunch from home, please be aware that it will not be refrigerated at school, nor can food be reheated. You may want to purchase an insulated lunch bag and reusable food containers, to reduce waste.

- School aides, Teaching Assistants, and other TAG staff supervise students in the cafeteria
- Both hot and cold lunch options are available
- Lunch service is “serve yourself,” from the cafeteria-style service line
 - Younger students are supported by school and cafeteria staff

3.2.1 Lunch Schedule

- 11:14 am-11:37 am: K-5 eat in the cafeteria
 - Kindergarten and First Grade will return to their classrooms at 11:45 am
- 11:37 am-12:04 pm: 6th-8th grade students eat in the cafeteria*

*6th grade students must stay in the cafeteria for the remainder of the period. 7th and 8th grade students may go back outside after eating. 7th and 8th grade students are not mandated to come inside to eat.

3.3 Recess

A daily recess period of approximately 20 minutes is held in the school yards during the lunch period (weather permitting). Students alternate eating in the cafeteria and playing in the school yards by grade. School yards are only accessible to TAG students during these periods.

During recess, school aides, Teaching Assistants, and other school staff supervise students. Balls, hula hoops and other playground equipment are available for use by all students. During inclement weather, students have recess in an indoor space. As per the New York City Department of Education's policy on outdoor activities:

Any outdoor activities, and especially physical activities, should adhere to the following weather safety considerations:

- Cold Weather: Unless it is snowing, there is ice on the playground, or the wind-chill factor is below zero degrees Fahrenheit (-18 degrees Celsius) low temperatures should not be a barrier to outside play, if children are appropriately dressed.
- The New York City Department of Health and Mental Hygiene strongly encourages principals to maintain outdoor play periods on the vast majority of winter days.

Parents should please make sure that children come to school dressed appropriately for the weather. Hats, mittens, scarves and warm jackets or coats are encouraged! Students may be kept inside for recess if school staff determines that their outer-clothing does not provide adequate protection from cold weather.

3. Recess schedule

- 10:45am-11:11am- Kindergarten and first grade
- 11:14am-11:37am- Sixth through Eighth Grade*
- 11:39 am-12:02pm- Second through Fifth Grade

* 7th and 8th grade students may stay outside for the duration of the period

If you arrive after 2:30 P.M., your child may have been escorted to the main office, room 108. You will need to walk around the building to enter through the main doors on East 109th Street. Please remember to sign out your child in the dismissal book before leaving the office.

Section 4- After School Activities and Programs

4.1 -YMCA After School

Vanderbilt YMCA operates Monday-Friday between 2:25 pm to 5:00 pm. Separate registration is required to take part in this program.

For Elementary School / K-5:

Children in the Y receive a hot meal, homework help, expressive arts, SEL and elective classes that support STEM, ELA, Math, Social Studies, that are aligned with the Common Core Standards. In addition, the Y provides Holiday Camp when school is closed (selected Holidays) & Summer Camp.

Please contact Ms. Lorraine Santana at (917) 575-4021 or email lsantana@ymcanyc.org

For Middle School / 6-8:

Children in the Y receive a hot meal, a club-based activity that provides engaging and enriching activities based on the current Common Core, Math Club, STEM, and literacy standards in education. Students select clubs based on their interests, and choose 4 different elective periods over the span of the school year.

Please contact Mr. Shawn Nazario at (332) 281-0949 or email snazario@ymcanyc.org

5. Busing/Transportation

5.1 DOE-Provided transportation and OMNY Cards

The DOE Office of Pupil Transportation determines the eligibility for transportation/or OMNY Cards. **Contact Ms. Maritza (MAPELLA@schools.nyc.gov.) if you believe you are eligible and would like to request transportation.** Please see the information below, copied from the NYCDOE's transportation website regarding eligibility requirements:

- DOE-provided "Yellow Bus," service available to certain Manhattan residents only
- Students qualify based on Department of Pupil Transportation guidelines
- Eligibility depends on the grade of the student, distance from the school, etc.
 - 7th and 8th Grade General Education Students are not eligible for bus service provided by the DOE, even if they have a younger sibling riding the bus.
- Families must request bus service at the school

See Transportation Eligibility Chart on the next page

Grade Level	Distance Code A: Less than 0.5 mile	Distance Code B: 0.5 mile or more, but less than 1 mile	Distance Code C: 1 mile or more, but less than 1.5 miles	Distance Code D: 1.5 miles or more
Kindergarten	Not Eligible	School Bus or MetroCard	School Bus or MetroCard	School Bus or MetroCard
Grade 1	Not Eligible	School Bus or MetroCard	School Bus or MetroCard	School Bus or MetroCard
Grade 2	Not Eligible	School Bus or MetroCard	School Bus or MetroCard	School Bus or MetroCard
Grade 3	Not Eligible	MetroCard only	School Bus or MetroCard	School Bus or MetroCard
Grade 4	Not Eligible	MetroCard only	School Bus or MetroCard	School Bus or MetroCard
Grade 5	Not Eligible	MetroCard only	School Bus or MetroCard	School Bus or MetroCard
Grade 6	Not Eligible	MetroCard only	School Bus or MetroCard	School Bus or MetroCard
Grade 7	Not Eligible	MetroCard only	MetroCard only	MetroCard only
Grade 8	Not Eligible	MetroCard only	MetroCard only	MetroCard only

5.2- Private Bus Service

Many private busing companies exist, but they will establish a route only if enough students sign up to make the run profitable. Several TAG families, in cooperation with the PTA, have united to establish private bus routes

***Please note that TAG is not affiliated with and cannot recommend or endorse any private bus company.**

6. Illness, Medications, and Allergies

6.1 Mt. Sinai Clinic

TAG benefits from an on-site health center run by Mount Sinai Medical Center, which provides:

- First aid care to all students registered in the building.
- Emergency care to anyone in need on school premises.
- Primary care and preventative health services, including comprehensive physical examinations, mandated school health services and medical care and treatment for chronic illness and disease, including dispensing and prescribing medications.
- **There is no NYCDOE nurse assigned to TAG**

***Mt. Sinai is a private entity and children must be registered with Mt. Sinai clinic to be eligible for these services.**

Forms will be provided to all students the first day of school and are also available in Parent Coordinator Ms. B's office, as well as the Mt. Sinai clinic, during open clinic hours.

6.2 Illness

As per The New York City Department of Education's policy, your child should not attend school if they have any of the following symptoms:

- Evidence of infection, sore throat and swollen, tender, painful neck glands

- Fever of 100 degrees or higher
 - A student may not return to school unless they are fever-free for 24 hours without the aid of medication/fever reducer
- Vomiting
- Diarrhea
- Persistent Cough
- Lice
- Pink eye (conjunctivitis)

For information and details please see the following website:

<https://www.schools.nyc.gov/school-life/health-and-wellness/staying-healthy>

If a child becomes ill at school, we will contact the individuals listed on the student's emergency card and follow the protocol indicated on the card. **Parents should make sure that the information on these cards is kept current, and inform the office when changes need to be made.**

6.3 Medications: EpiPens and Inhalers

Medication

- Whenever a child must be on long-term medication that needs to be administered during the school day, parents/guardians must obtain the necessary form (504 form) for these medications to be administered in school.
 - These forms are to be completed and signed by the physician, and returned with the medication to Parent Coordinator Ms. B.
 - Forms may be obtained from the Parent Coordinators Office (Room 106).
- The medication must be sent to school in the original container and packaging, labeled and dated by the pharmacist or physician and should include: name of student, name of medication, exact dosage to be taken, and time at which dosage is to be taken at school.
- **For Epi-Pens and Inhalers, students may self-carry and self-administer only if indicated by the physician on the official 504 form**
 - **If this is not indicated on the form, all inhalers and epi-pens must be given to the teacher in charge of the class and the medication will follow the student**

6.4 Allergies

Please Note that TAG is NOT a Peanut-Free school

All allergies (e.g. allergy to bee stings, food allergies, etc.) should be brought to the immediate attention of the homeroom teacher so that a proper allergy-response plan can be implemented. Please see the below information taken from NYCDOE's Chancellor's Regulations, A-715

Identification of students with severe allergies

Parents are responsible for notifying the school about a child with severe allergies. School staff should convey this information to school health staff. A Medication Administration Form (MAF) for the child should be maintained at the school. This form can be found at the following link: <https://www.schools.nyc.gov/school-life/health-and-wellness/stayinghealthy/allergies>

6.5 Immunization Requirements

The DOE requires children aged 2-months to 18-years-old who are entering or attending public school to be vaccinated against certain diseases.

The number of vaccine doses your child needs may vary. It depends on: age, grade, medical history, and if they have gotten vaccine doses before.

Parents can retrieve their child's immunization records online if their child receives vaccines here in NYC or if their pediatricians update the information in the city database: <https://myvaccinerecord.cityofnewyork.us/myrecord/>

Click below to see required vaccinations by grade:

<https://www.schools.nyc.gov/school-life/health-and-wellness/immunizations>

7. School Trips

Parents will be notified about upcoming field trips through class newsletters, emails, and/or trip notices and permission slips sent home with the students.

Permission Slips

Every trip outside the school grounds requires a separate parent consent form. No student will be allowed to attend a field trip without a properly completed permission slip.

*Please note that any student with a known allergy that requires a 504 plan for medication (epi-pen, inhaler, etc) will not be permitted on any field trip until that proper paperwork has been submitted to the school, as per New York City Department of Education guidelines and policy

Chaperones

Teachers or class parents will reach out to parents for volunteers to chaperone class trips, if necessary.

*If you agree to chaperone a trip, please be aware that if you drop out at the last minute, we may not have enough adults to meet the minimum requirement of adult supervision and the trip may be canceled as a result.

8. School Policies

8.1.1 Birthdays

- Students are allowed to dress down on their birthdays only
 - If their birthday falls on a weekend or holiday, they can dress down the last day of school immediately before their birthday

8.1.2 In-Class Celebrations

- In-classroom celebrations are determined by the homeroom teacher and will all procedures will be communicated with families
- Food items must be store-bought/ or and individually wrapped
- The classroom teacher will indicate if there are any food allergies in the classroom
 - If there are known allergies, please be responsible and ensure that no allergens are included in the classroom celebration

8.2 Grading Policy

How are students graded?

You and your student should have a clear understanding of the learning goals for each subject. Students' grades reflect how well they understand the subject matter, concepts, content, and skills. Other measures, such as effort, behavior, preparedness, and participation, are important to your student's learning but should not greatly influence their grades. Schools do not include attendance in grades at all, continuing the policy adopted by the New York City Department of Education in the 2020-21 school year.

What type of grades will my student receive?

While we have general grading guidelines, each teacher has their own specific grading policy. Please check with your child's teacher for specific details of the grading policy.

The elementary school (Grades Kindergarten-Fifth) uses the 1–4 scale and middle school (Grades 6-8) uses the 100-point scale.

Parents of students in middle school will continue to have the choice to replace their student's passing final grades with a grade of "CR" or "P," indicating earning course credit or passing. This policy was adopted in 2020-21 and only applies to final grades awarded since the COVID-19 pandemic (March 2020). Reach out to Ms. B if you would like to choose a "CR" or "P" grade for one of your student's passing final grades.

How often will I receive feedback on my student's progress?

Our school strives to build strong relationships with students and families based upon consistent, positive, and transparent communication around student progress. DOE schools are required to provide students at least two grades in each subject each term: an

interim grade and a final grade. A student's final grade represents the work a student completed throughout the subject and their level of proficiency at the end of the subject.

Report card grades are only one way your student's teacher will communicate with you about academic progress. You will also receive feedback through parent teacher conferences and other regular check-ins with teachers. Connect with your student's teachers at any time to understand your student's progress.

8.3. Electronics Device Policy

TAG POLICY FOR USE OF CELL PHONES, COMPUTING DEVICES, PORTABLE MUSIC AND ENTERTAINMENT SYSTEMS ON SCHOOL PROPERTY

Students are permitted to bring the following electronic items to school: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices ("computing devices"); and 3) portable music and entertainment systems, such as iPods, MP3 players, PSP, Nintendo DS, e-readers, etc.)

A. The use of cell phones, computing devices and portable music and entertainment systems at school is subject to the restrictions below.

1. Cell phones and portable music and entertainment systems may not be turned on or used during the administration of any school quiz, test or examination.
2. Computing devices may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan.
3. Use of cell phones, computing devices, portable music and entertainment systems and other electronic devices during the administration of state standardized examinations is governed by State Education Department Rules.
4. Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises.
5. Cell phones, computing devices, and portable music and entertainment systems may not be used in locker rooms or bathrooms.

B. Cell phones, computing devices, and portable music and entertainment systems may only be used prior to the start of the official school day, at 8:05am. School administration reserves the right to rescind permission for any and all students.

1. Devices may not be turned on or used during instructional time.

2. Communication with others, including parents/guardians, by text, phone call, or social media is not permitted.
3. Devices cannot be used for any reasons during transition times or restroom breaks.
4. Devices cannot be used for any reason during lunch/recess.

C. Consequences for not following the Cell Phone/Electronic Device Policy

1. When appropriate, a verbal warning will be given first.
2. At the school's discretion, a device may be confiscated:
 - a. The school may return the item at the end of the day.
 - b. At the school's discretion, the item may be held and only returned to parent/guardian.
3. Students who repeatedly violate the policy may have to turn in their device at the start of the day to a designated staff member who will return the device at the end of the day.
4. It is the school's discretion to temporarily or permanently rescind a student's privilege to bring electronic devices to school.

D. Discipline

Students who use cell phones, computing devices, and/or portable music and entertainment system in violation of any provision of the DOE's Discipline Code, the school's policy, Chancellor Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("IAUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

8.4 Toy Policy

TAG students are not permitted to bring toys, games, or cards (Pokemon, etc.) to school. They can be a distraction, cause problems when they are lost, broken, traded, or sold, and are sometimes mistaken to be the property of others. Toys should stay home.

8.5 Uniform Policy

TAG is a uniform school. All students are expected to be in full uniform every day (exceptions are made for birthdays and special events). Gym uniforms should be worn on scheduled days for Physical Education. If a student/class/grade has earned a dress-down day, it will be communicated by school.

TAG's uniform is gender neutral. Any student may wear any approved component of the uniform. For details on the components of the TAG school uniform, please see the PTA website: <https://www.tagscholarspta.org/uniform-guide.html>

In addition to the school uniform guidelines, please note the following clarifications regarding the dress code:

1. Tops must cover the shoulders and midriff- Tank tops, halter tops, “belly shirts,” etc. are not permitted including “dress-down days.”
2. Yoga pants, leggings, etc are only permitted on days where students have physical education
3. Skirts and shorts should be no more than 2-3 inches above the knee.

PE Uniform (ALL GRADES):

Red Sweatpants
White T-shirt
Athletic Shoes

ELEMENTARY SCHOOL (K-5TH Grade):

White Collared Shirt (tucked in) or Polo Shirt
Gray Pants or Grey knee-length Shorts
Red Plaid Jumper or Skirt
Red Cardigan or Blazer
Red Plaid Necktie or Criss-Cross Tie
Black/Navy Dress Shoes or ALL Black/Navy sneakers, with matching laces
Leggings and socks should be all white, black, or gray

MIDDLE SCHOOL (6th-8th Grade):

White Collared Shirt (tucked in) or Polo Shirt
Navy Pants or Navy knee-length Shorts
Navy Jumper or Skirt
Navy Cardigan or Blazer
Tie (Optional)
Black/Navy Dress Shoes or ALL Black/Navy sneakers, with matching laces
Leggings and socks should be all white, black, or navy

Some families purchase their uniforms from the Cookies Store. Our dress code is gender neutral, and children may wear any combination from the above lists, however the Cookies store still classifies uniforms by girls and boys.

Here is a link to their online store:

K-5TH GRADE: <https://www.cookieskids.com/Uniform.aspx?sid=1274&dcid=0&icid=TAGES>

6TH-8TH GRADE: <https://www.cookieskids.com/Uniform.aspx?sid=2116&dcid=0&icid=TAGMS>

8.6 Security, Visitors Policy, Respect For All and Emergency Drills

8.6.1 Security and Visitors Policy

All visitors to the school must sign in at the front desk. No person shall be granted entrance to the school without showing proper picture identification. Once a person is authorized to enter the building by a School Safety agent, you should report directly to the TAG Main Office. A school staff member will contact the person you are here to see. Please do not proceed to the room/office of the person you are here to see until you are told by a school staff member that you may proceed.

8.6.2 Emergencies

In the event of an emergency, school officials will work in collaboration with the Central Department of Education Administration, NYPD, as well as State and Federal agencies as necessary to ensure the safety and security of students and school staff.

Should an emergency occur, you can obtain information about your child's school in the following ways:

1. A call from the school via an automated system.
2. An email from the school.
3. Emergency Notice in your child's backpack.
4. Subscribe to receive email or text notifications from **Notify NYC**. You can subscribe for this notification at <https://a858-nycnotify.nyc.gov/notifynyc>
5. Call 311
6. Check the NYC DOE website www.schools.nyc.gov

8.6.3 Emergency Readiness Drills

Emergency Readiness Drills

- *Evacuation Drills:* Evacuation drills will be held regularly based on the guidelines issued by the New York City Department of Education. Students will leave their belongings, form a line, and exit the building with their teacher. Absolute silence is required during fire drills so that students and staff may listen for instructions from safety personnel.
- *Lock Down Drills:* Lock down drills will be held regularly based on the guidelines issued by the New York City Department of Education. Students will remain silent and move out of sight and away from the door. Classroom doors will be locked and teachers will wait for the "all clear" announcement.
- *Shelter-In Drills:* Shelter-in drills will be held regularly based on the guidelines issued by the New York City Department of Education. A shelter-in will take place when there is a

threat outside of the building. No one will be permitted to enter or leave the building during the shelter-in. Students will remain inside the building and follow directions of

- *Hold Drills*: The Hold response calls for no movement throughout the building until the “all clear” is given. While in Hold response, instruction and office tasks may continue as normal but no one may leave the room they are in until the Hold has ended.

For more information on Emergency Preparedness in New York City Public Schools, please visit their web page:

<https://www.schools.nyc.gov/school-life/safe-schools/emergency-readiness>

8.6.4 Respect For All

TAG is committed to maintaining a safe and supportive learning environment that is free from harassment, intimidation and/or bullying, sexual harassment, and discrimination.

Students who believe they have been a victim of harassment, discrimination, intimidation or bullying by another student, and all students who witness or know of such behavior, should report the incident immediately to Ms. Yrigoyen, our dedicated Respect For All Liaison.

For additional resources on Respect For All, please visit the following link:

<https://www.schools.nyc.gov/school-life/school-environment/respect-for-all>

8.7 Discipline Code

In order for students to perform their best and to provide the most conducive learning and social/emotional environment, there is a basic standard of conduct that all scholars are expected to follow. Students causing disruptions to the education process or being disruptive to the social/emotional well-being of others will be handled by TAG staff in an appropriate manner.

TAG follows a progressive disciplinary model and follows the New York City Behavioral Expectations to Support Student Learning. These standards are differentiated for different age/grade levels. For more information on citywide behavior expectations, please refer to the following webpages:

<https://www.schools.nyc.gov/school-life/know-your-rights/discipline-code>

9. Lost and Found

Lost and found items for the entire school building are kept in the Parent Coordinator’s Office - room 106. Please be aware that the school is not responsible for items lost at school or those placed in the Lost and Found bins. **PLEASE LABEL YOUR CHILD'S BELONGINGS**. Each item should be clearly labeled with the child's first and last name using an indelible marker or laundry label.

10. PTA Website

All TAG parents and guardians are automatically members of our very active PTA. The PTA maintains a website which contains a wealth of information: a PTA meeting schedule, a list of PTA Executive Board members and descriptions of their positions, a list of our School Leadership Team (SLT) members and more. A link to the PTA website can be found on the homepage of the TAG Scholars website. Parents can go there to find out about fundraisers, make an online donation, purchase school merchandise from the TAG PTA Store or read the PTA Handbook.