



2023-2024 FAMILY HANDBOOK



STEPHEN GAYNOR SCHOOL

GAYNOR

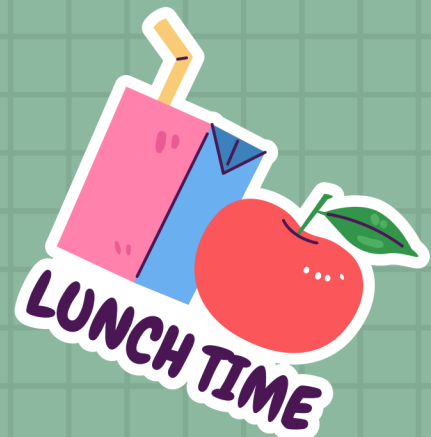


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MISSION STATEMENT

A pioneer in special education, Stephen Gaynor School is an independent Pre-K, Lower, and Middle School for bright students with learning differences. Founded in 1962, Gaynor provides a highly individualized educational program in a rich, rigorous, and nurturing environment in which students gain the skills and confidence necessary to learn, grow, and reach their full potential.

DIVERSITY, EQUITY, AND INCLUSION

Stephen Gaynor School is dedicated to promoting and advocating for diversity, equity, and inclusion within our school community. We celebrate many types of diversity including neurodiversity, ethnicity, race, socioeconomic status, ability, religion, sexual orientation, family composition, language, and gender identity/expression.

ABOUT THIS HANDBOOK

This Family Handbook is intended as a general guide for families to the policies, procedures and personnel at Stephen Gaynor School. Please take the time to carefully review this handbook, including reviewing it with your children. It is important that families understand the school's expectations and policies, and that families know to whom they can direct their questions or concerns.

Please understand that this handbook is intended only to highlight current policies, practices, and procedures. The policies and procedures set forth herein are intended as general guidelines — specific situations may call for handling a matter in a manner different from that described herein, depending upon the particular facts and nature of the situation. However, it would be nearly impossible to review every element of every policy, or every possible scenario and outcome. Rather, this handbook serves as a series of policy summaries to keep your family better informed.

In addition, circumstances will require that the policies, practices, and procedures described in the handbook may change from time to time. The school reserves the right to modify or change any or all such policies, practices, and procedures in whole or in part, at any time, with or without notice. The school will make every attempt to give timely notice of substantive changes in policy.

Should events which are beyond the school's reasonable control and which occur without its fault or negligence necessitate a closure, delay, or modification of its educational programs and activities, the family's obligations as outlined in this handbook, set forth in the Enrollment Agreement, and/or as otherwise established by the school shall continue. The school shall not be liable for any failure, delay, or modification of its programs or activities. The school reserves the right to make modifications to the school year as necessary to account for any time lost due to any closure or delay, including without limitation the following: extending the school year for a period of time equal to the time lost due to any delay; conducting classes via distance-learning; and/or scheduling weekend classes. Possible events which could necessitate closure, delay, or modification as described above include, but are not limited to, acts of nature, fire, pandemic, U.S. Government restrictions, wars, and insurrections.

STEPHEN GAYNOR SCHOOL POLICIES 2023-2024

Absences

If your child will be absent, please email both homeroom teachers/your child's advisor, the Division Director, and the school nurse (nurse@stephengaynor.org) by 8:15 am on the day of the absence. Please also copy reception@stephengaynor.org on your email.

After School

Stephen Gaynor School is pleased to provide students with the opportunity to extend their school day to include a variety of academic, athletic, and artistic activities. Registration will be through the Parent Portal as soon as the course offerings have been published, which is in early August for the Fall semester and the beginning of January for the Spring semester.

There are two sessions. The first session is from 3:00 – 4:00 pm and includes a snack. The second session from 4:00 – 5:00 pm is a study hall only. Students are not allowed to leave the building and return for the later session. Students can sign up for the first session only, or both sessions. In addition, beginning in Fall 2023, families can also sign up for an "extended day" class option which will run from 5:00 - 5:30 pm. All parents/caregivers wait outside of the North Building throughout each session's dismissal. Prior to signing up for After School, students in the Early Childhood program are required to have approval for participation from the Director of Early Childhood, Rebecca Jurow (rjurow@stephengaynor.org).

If you have any questions about the After School Program, please contact the After School Director, John Greco at jgreco@stephengaynor.org or afterschool@stephengaynor.org.

Annual Medical Forms

Required school medical forms can be accessed and must be completed online via the Parent Portal or by logging onto the Magnus Health portal directly. Health requirements in Magnus Health must be completed prior to the start of school. All mandatory immunizations must be completed within 14 days of the start of school and documentation of such must be in Magnus Health. Paperwork from an annual physical within the past 12 months must be present in Magnus Health within the first 14 days of school. If you have any questions regarding medical forms, please contact our school nurse at (212) 787-7070, ext. 1117 or nurse@stephengaynor.org.

Arrival and Dismissal

The main school entrance for all guests and students in the Red, Orange, Yellow, and Silver Clusters is the North Building entrance on 90th Street. The main entrance for Early Childhood (Purple Cluster) and Pink Cluster is the EC Garden on 89th Street (next to Ballet Hispanico). Green, and Blue Cluster students enter through the South Building on 89th Street. All students are expected to be in their homeroom/advisory classrooms by 8:05 am. Students will be permitted to enter the building beginning at 7:45 am. Please note, students may not arrive at school earlier than 7:45 am. Doors will remain closed until 7:45; students arriving early must remain outside with their parent/caregiver until the doors open. The school does not provide supervision for students prior to that time. We ask that parents/guardians share this information with their caregivers to avoid any misunderstandings.

Each student will be issued a student ID card, which they will use to scan in each morning upon arrival. Please take a photo of your child's ID so the image will be stored on your device (and theirs, if applicable) in case they lose the physical ID card. ID card replacements can be downloaded at no cost from the Parent Portal or ordered from [Stomping Ground Photo](mailto:help@stompinggroundphoto.com) (help@stompinggroundphoto.com) for an additional fee.

Lower/Intermediate/Upper Divisions

Students must be in their classrooms by 8:05 am. Students who arrive after 8:15 am are considered late. If a child in Pink through Blue clusters is late and arrives after 8:15 am, they must enter through the North Building lobby. Except for Intermediate and Upper Division students (Silver, Green, and Blue Clusters), reception will call a teacher to retrieve and escort the student to their classroom.

Lower, Intermediate and Upper Division students are dismissed between 2:45 pm and 3:00 pm from the building that they entered (see above). Parents/caregivers must wait *outside* of the building prior to and throughout dismissal. For any dismissal changes (e.g., being picked up instead of taking the bus, going home with another student, a new caretaker, etc.) please email dismissal@stephengaynor.org and your child's teachers and Division Director before 12:00 pm. Please be sure to include all email addresses since teachers are unavailable by phone or email during school hours and may not receive an email sent only to the teachers. If you are picking up your child by car prior to regular dismissal, you must still come to the building to pick up your child in person. Children cannot be dismissed to a waiting car unless they have been given permission to self-dismiss in Veracross. All early dismissals must take place from the North Building Entrance. Students who have been given permission to self-dismiss in the Parent Portal may be dismissed early without a caregiver as long as a specific request has been made to their Division Director and dismissal@stephengaynor.org.

Early Childhood

Early Childhood (EC) classes begin at 8:30 am. EC students should arrive at the South Building Garden Entrance on 89th Street between 8:05 and 8:15 am and a staff member will escort them to their classroom. Any EC student who arrives after 8:15 am will be considered late. If a student arrives after 8:15 am, the parents/guardians must remain with the student until Security calls the EC reception desk and reception or a teacher retrieves them and escorts them to their classroom. Students may not be left at the security desk. Students in the EC are dismissed from the South Building garden at 2:30 pm. Please be aware that teachers are unavailable by phone or email during school hours. Therefore, unanticipated changes in the usual dismissal plan that arise after classes begin at 8:30 am (e.g., playdates or pick-up by someone other than a parent/caregiver) should be communicated by emailing dismissal@stephengaynor.org and copying your child's teachers and division director before 2:00 pm. If a parent/guardian or caregiver is running late to pick up a student please call EC reception at (212) 787-7070, ext. 1110.

Cluster	Arrival	Dismissal
● Early Childhood	8:05	2:30
● Pink	8:05	2:45
● Red	8:05	2:55
● Orange	8:05	3:00
● Yellow	8:05	3:00
● Silver	8:05	3:00
● Green	8:05	3:00
● Blue	8:05	3:00

If parents/guardians wish for their student to be dismissed to return home *on their own* after school, they MUST check the radial button in their student's record in the Parent Portal that says, "Allow your child to walk or take public transportation home alone?" Public transportation can include bus, subway, taxi, or car service. If this radial button is not checked, and there is a change in dismissal procedure, parents/guardians will need to provide permission IN WRITING (email is acceptable) to dismissal@stephengaynor.org, the student's teachers/advisors and Division Director before 12:00 pm in order to be allowed to return home on their own. Parents/guardians will also be required to check the radial button on the Parent Portal in the case of one-time permission. Students who have permission to go home alone must do so during dismissal.

If your child is not picked up by 3:10 pm, they will be brought up to a study hall location, and families will be billed \$45.

On early dismissal days, students are expected to be picked up promptly at 1:00 pm (or noon for Blue Cluster students during conferences) and all after school activities and interscholastic athletics are canceled. The bus service will be notified and arrangements made for those students who travel via bus to be picked up early.

Our security guards are here for our students' safety. We appreciate your cooperation with any requests they make. Parents/guardians are NOT permitted to go up to the classrooms with their child in either building.

Please refer to the health section of the Family Handbook for instructions about picking up a sick child.

Athletics

Students in Middle School (Green and Blue Clusters) may participate in Gaynor's interscholastic athletics program.

Athletics Mission Statement

The interscholastic athletics program at Stephen Gaynor School is one aspect of the total educational development of our students. We stress the ideals of sportsmanship, cooperation, selflessness, responsibility, and a high level of overall health and physical fitness. Respect at the competitive level, and emotional control and pro-social behaviors both on and off the field are emphasized. Our coaches design their programs to provide a motivating and enriching environment for the athletes to foster enthusiasm for the sport, as well as the skills necessary for success.

At Gaynor, we consider athletics to be an extension of the classroom and believe it is integral to the educational experience for our students. We strive to provide an environment that promotes achievement, fair play, personal integrity, and a lifelong appreciation for athletics.

The Importance and Intent of Gaynor's Athletic Program:

- To foster the development of life-enriching characteristics, such as strong work ethic, responsibility, leadership, teamwork, self-discipline, self-motivation, commitment, integrity, perseverance, communication, conflict-resolution, time management, and sportsmanship.
- To provide ways to help athletes increase their skill level and knowledge of the proper rules and strategies for each sport.
- To support student athletes in their efforts to reach their highest potential by providing a healthy environment that cultivates the development of each individual.

- To challenge the students to set goals, work collaboratively, develop alternatives, embrace change, and maintain perspective as representatives of our school community.
- To support the academic growth and individual needs of our student athletes through strong relationships with their coaches, including athletic study hall sessions prior to practices and games.
- To represent the school in a positive manner at all times, as our teams and coaches are highly visible throughout the community.

Fall Sports

Soccer
Volleyball
Cross Country Track

Winter Sports

Basketball

Spring Sports

Softball
Track & Field

Attendance

Consistent attendance and promptness are important to the well being of the school community. Absences must be reported to your child's homeroom teacher or advisor, Division Director, the school nurse, and reception@stephengaynor.org by 8:15 am each day your child is absent. The school nurse can be reached by telephone at (212) 787-7070, ext. 1117 or email at nurse@stephengaynor.org. Frequent lateness affects the quality of a student's educational experience and imposes upon the teachers, as well as the other students in the classroom. Students must be in their classrooms by 8:05 am. Students who arrive after 8:15 am are considered late. Absences and tardiness will be noted on attendance reports.

In the Intermediate and Upper Divisions, when a student is absent, it is their responsibility to obtain information about assignments and class work from their teachers and to work out an acceptable time for completion.

Your child's attendance record is always available to you. To access your child's attendance record, please log in to the secure Parent Portal section of our website, and click on the Links button across from your child's photo on the Parent Portal home page to view your child's attendance report.

Behavior Policy/Conduct/Discipline

Students who attend Stephen Gaynor School are part of a caring community and are expected to uphold the standards of a safe and tolerant learning environment by demonstrating respect for one another, as well as for all faculty and staff in the school. Students will conduct themselves in a manner that promotes a positive school atmosphere, where the rights and feelings of others are respected. Infractions are dealt with in a reflective and systematic manner that emphasizes personal responsibility and the opportunity for increased self-awareness and correction on the part of the student. Even minor issues are addressed by asking students to reflect — both in conversation and in writing — on what motivated their behavior, how it affected other people, and what changes they can make going forward. Misconduct that occurs

outside of the school's physical campus, but which significantly affects the school community, is addressed in the same reflective manner.

Behavior expectations include respect for the property, health, and safety of others, as well as the property of the school. This includes both physical and digital property. Obscenities, rudeness, or hurtful language of any kind is unacceptable. Weapons or dangerous objects of any kind are forbidden on campus and at any school function. Stephen Gaynor School will not tolerate the use or possession of drugs, alcohol, e-cigarettes, or cigarettes or related paraphernalia.

The school is authorized to inspect any and all technological devices, personal property, and school-provided storage (lockers/cubbies/desks) during the school day or during school-related events or activities. This includes, but is not limited to, inspection and confiscation of cell phones, laptops/computers whether school-issued or student owned, backpacks, bags, and/or other property brought to campus or school-related events.

Decisions regarding discipline, including in school or out of school suspension or expulsion, are made at the discretion of the school. Parents/guardians may be asked to participate in a conference to address behavior problems.

Busing/Public Transportation (MetroCards)

Please indicate via the Parent Portal if your child is being provided with DOE busing, needs a MetroCard, or neither. To do this, log in to the Parent Portal, and click on "Transportation and Outside Help Forms" in the bottom right corner under Family Profile. This must be done individually for each child enrolled at Gaynor. We recommend that you confirm that all of your information is up to date while you are logged in.

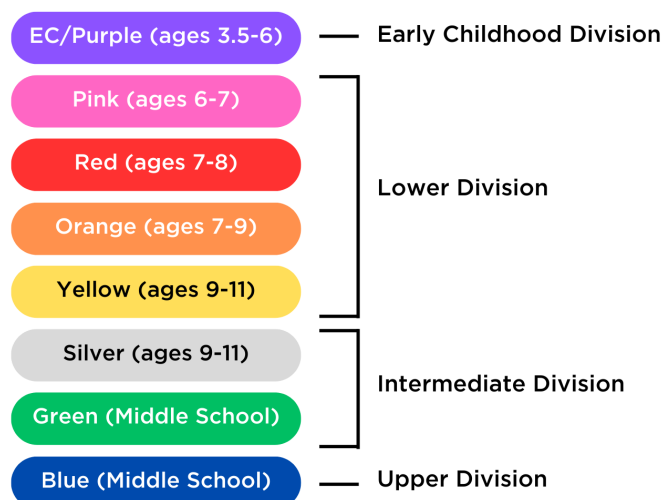
The Department of Education (DOE) in collaboration with the Committee on Special Education (CSE) provides busing through the Office of Pupil Transportation (OPT). In order to be eligible for OPT busing, your child's Individual Education Plan (IEP) must stipulate that special education door-to-door busing is needed. A copy of your child's IEP can be requested from a District 10 Representative from the Committee on Special Education at (212) 342-8338. Please note that the CSE determines eligibility, the OPT determines bus routes and route start times, and the bus companies determine individual pick-up times in the morning. Any questions or concerns with regard to bus assignments must be discussed directly with an OPT representative in District 3 at (718) 392-8855. You can find more busing information at: <https://on.nyc.gov/46sJlGo>.

If a MetroCard (bus/subway) is requested, we will add this information to your child's profile in our OPT NIPSIS system. *Students with door-to-door busing and who live outside of the five boroughs are not eligible for MetroCards, and students cannot request a MetroCard if they receive OPT busing.* Eligibility is restricted to residents ages 5 and up of the five boroughs only.

MetroCards will be distributed by the Administrative Team upon receipt from the OPT in September and again at the end of January. It is important for students/parents to take care of MetroCards. MetroCards that are lost or stolen should be reported to reception@stephengaynor.org. **Please note:** Replacements of DOE-provided MetroCards are limited to one (1) replacement for the fall semester and one (1) replacement for the spring semester. If your child's MetroCard is not working, please consult the subway Station Agent. If it still does not work, please turn the card into the school when asking for a replacement as the card must be deactivated. A replacement card will be ordered from the OPT and distributed to the child upon receipt. MetroCards are usually replaced within a week.

Clusters

Stephen Gaynor School's classes are organized into Clusters (and approximate age groupings) and Divisions:



Committee on Special Education (CSE) & Committee on Preschool Special Education (CPSE)

This section is for parents/guardians who are considering, or are in the process of, a case against the New York City Department of Education (DOE) for tuition reimbursement.

Before any school records are released on your child's behalf, the Business Office must have a current "Records Release Authorization" for the 2023-2024 school year on file. The release form authorizes the school to provide payment, enrollment, and other information to attorneys, the DOE, Committee for Special Education (CSE), and other agencies on your behalf in support of your case. For privacy reasons, we cannot release any information to attorneys or agencies without a current authorization.

Once your authorization is received, the Business Office will communicate directly with your attorney to coordinate the distribution of affidavits verifying your tuition payments to the school. Generally, affidavits are sent in October and February.

Of note: To make the information readily available to families, attendance reports, progress reports, and countersigned enrollment contracts are available for parents/guardians to download from the Parent Portal. The Business Office will direct attorneys to parents/guardians for this documentation.

The process of IEP meetings:

1. Stephen Gaynor School will be notified by the CSE of upcoming IEP meetings.
2. The appropriate Educational Administrative Assistant will then notify you and your child's teacher/Division Director of the upcoming IEP meeting.
3. Upon written consent from you, Stephen Gaynor School will then forward your child's official school (mid or end-year) reports to the CSE prior to the IEP meeting.
4. Should you need to reschedule your child's IEP meeting you must contact the CSE directly and inform cserequests@stephengaynor.org and your child's teacher/Division Director of the new date.

Please consult with your attorney if you have any questions regarding correspondence from the CSE. Our teachers are available to participate in your child's IEP review via telephone.

Of note: Teachers and administrators are not available to participate in IEP meetings or impartial hearings after 3:15 pm. In addition, during the summer months teachers will not be available, and many administrators may not be available for IEP meetings or impartial hearings.

Communication: Family → School

We appreciate your efforts to keep us informed of anything that might affect your child. Below, please find information about communicating with the various faculty who work with your child.

Head of School: Dr. Scott Gaynor's goal is to ensure every child is receiving the best education possible in a nurturing environment. He has an open-door policy and will always make time to speak with parents/guardians and address any questions or concerns. Email headofschool@stephengaynor.org or call (212) 787-7070 x1105.

Assistant Head of School: Jill Thompson serves as the academic (educational) leader of the school. Her main responsibility is to maintain congruence between the school's board-approved mission statement and all academic (educational) activities. Parents/guardians should feel free to contact Ms. Thompson if they have a specific concern they want to bring to her attention. Email jthompson@stephengaynor.org or call (212) 787-7070 x1116.

Director of Diversity, Equity, and Inclusion: Stella Heyliger-Mulatu serves as the Director of Diversity, Equity, and Inclusion. Her responsibility is to support an environment in which all members of the Gaynor community feel seen, heard, and valued, in order to create a deep sense of belonging. Parents/guardians should feel free to reach out to Ms. Mulatu by emailing smulatu@stephengaynor.org or calling (212) 787-7070 x1420.

Division Directors: To ensure an abundance of support for our classroom teachers and students, we have Division Directors in place for the Early Childhood, and Lower, Intermediate, and Upper Divisions. These four Directors meet with their teachers regularly and are very involved in your child's education. Please reach out directly via email or phone to the Director overseeing your child's cluster, should you have any questions throughout the school year.

Division Directors oversee classes in specific color-coded clusters:

<i>Purple Cluster/Early Childhood, Pink Cluster —</i> Rebecca Jurow, rjurow@stephengaynor.org ; (212) 787-7070, ext. 1221
<i>Red, Orange, and Yellow Clusters/Lower Division —</i> Donna Logue, dlogue@stephengaynor.org ; (212) 787-7070, ext. 1175
<i>Silver and Green Clusters/Intermediate Division—</i> Rebecca Felt; rfelt@stephengaynor.org ; (212) 787-7070, ext. 1702
<i>Blue Cluster/Upper Division—</i> Christine Karamanoglou, ckaramanoglou@stephengaynor.org ; (212) 787-7070, ext. 1418

Teachers: If you need to speak with your child's teachers in person, we ask that you communicate with them via email or phone to schedule a time to do so. (Please note, our teachers work to return emails within 24 hours during the school week.) Since we try to protect instructional time, we will not ask teachers, school staff, or students to leave their classrooms or speak by phone during school hours,

except in the case of an emergency. If there is an emergency, someone at the Front Desk will be able to assist you.

Specialists: You will be receiving a list of your child's specialists (e.g., Occupational Therapists, Speech-Language Pathologists, Reading, and Math Specialists) early in the school year. We encourage you to meet with specialists during the three scheduled Conference Days. They have essential feedback on your child's progress and program and will be happy to answer any questions you have.

Communication: School → Families

We use a variety of channels to communicate with families. Below, please find information about official Gaynor information channels.

Gaynor Notes: Gaynor Notes is the weekly email newsletter summarizing upcoming events and news sent while classes are in session. All parents/guardians are sent Gaynor Notes automatically during the school year. If you are not receiving Gaynor Notes, please email communications@stephengaynor.org for assistance.

Gator Gab: Gator Gab is the school's weekly podcast, available on Spotify and Apple Podcasts.

Gaynor Gazette: The Gaynor Gazette is the school's printed magazine, published twice a year. All current Gaynor families receive the Gazette, as well as Gaynor alumni and alumni parents.

Class Notes: A designated class parent will be responsible for sending information specific to classes/clusters on a weekly basis.

Parent Portal: The secure, password-protected Parent Portal is the *primary* tool the school uses to communicate with families, both directly and through the contact information stored in the Portal. The Portal contains the parent and staff directories, access to Magnus Health, forms for program registration, athletics information, classroom pages, and academic and financial reports.

All parents/guardians must access the Portal before the start of each academic year to review and update information. If contact information (address, email, cellphone number) should change during the school year, please update this information in the Portal. This is the information we use to contact parents/guardians in case of an emergency — please be sure it is accurate and up to date. To access the Parent Portal, visit www.stephengaynor.org and click on the link for the Parent Portal. Log in with the same username and password you were assigned (username is first name dot last name; e.g., john.smith; if you've forgotten your password, just click the "forgot password" button).

Social Media: Stephen Gaynor School is active on the following social networks:



Facebook facebook.com/GaynorSchool



Instagram [sgaynorschool](https://www.instagram.com/sgaynorschool)



LinkedIn [stephengaynorschool](https://www.linkedin.com/company/stephengaynorschool)

Website: www.stephengaynor.org

The Gaynor website provides access to the Parent Portal, school calendar, and news about the school. To subscribe to the calendar as an iCal or Google feed, please be sure to log in to the Parent Portal (<https://portals.veracross.com/gaynor/parent>), then click on "Subscribe to Calendars."

Conferences

There are three conferences scheduled each year, at which the student's progress, behavior, and work are discussed. Conferences occur in October, February, and May. If important issues arise, parents/guardians may be asked to schedule additional conferences. Parents/guardians are also welcome to request a meeting with their child's teachers, should the need arise. Please note, conferences are meant to be live meetings only; no audio or video recording of conferences or meetings is permitted. It is important to mark the scheduled days on your calendar since conferences cannot be scheduled on days outside of the conference schedule.

All Divisions - full day of conferences; no school for students

- Friday, October 20
- Friday, February 2
- Friday, May 17

Upper Division only - additional half day of conferences; early dismissal for students

- Thursday, October 19
- Thursday, February 1
- Thursday, May 16

Digital Citizenship

We believe that the potential to expand students' learning and improve their academic skills can be achieved with supervised access to the internet. There are two factors that have influenced our decision not to use filtering software. First, commercial filtering software has not proven to be adequate in blocking unacceptable material and may mistakenly block material that is acceptable. Because of these flaws and inconsistencies, we have chosen not to install filters on our computer network. Secondly, the unique and advantageous teacher/student ratio of our classrooms gives teachers the ability to monitor students' use of the internet. Before allowing students to begin their exploration of the internet, we instruct our students in proper internet use.

We urge our parents/guardians to discuss appropriate internet use with their children. Open communication with your child and going online yourself will alert you to any potential problems that your child may encounter. The best way to ensure children's safety is to teach them to be responsible users of the internet. If you have cause for concern about your child's online activities, talk to him/her. If you have any questions, please seek out the advice and counsel of your child's Division Director, Head Teacher, or Technology Specialist, or one of the School Psychologists. We are here to help you and your child and to encourage a safe, informative, and rewarding internet experience.

Students at Stephen Gaynor School are expected to use technology resources and social media in a safe, ethical, and legal manner both inside and outside of school. Students and parents/guardians are asked to review together and sign a Technology Acceptable Use Policy (AUP) form at the beginning of each school year. Students will not have access to a school-provided device until this form is complete. Parents/guardians should keep a copy of this form for their reference.

We ask that parents/guardians and students refrain from adding Stephen Gaynor School staff or Board of Trustees to social networking pages including Facebook, Twitter, Instagram, Snapchat, LinkedIn, etc.

Dress Code

Stephen Gaynor School allows for varied attire as long as it is neat, appropriate for a school setting, and suitable for all scheduled activities including physical education, science experiments, and other activities. Head coverings (hats and headscarves) are not permitted and can be worn in school only for approved religious or medical exemptions. Clothing and accessories can not contain advertisements, symbols, words, slogans, or pictures that are sexually suggestive; that are drug, tobacco, or alcohol related; that are racially, ethnically, or religiously offensive; or that promote or suggest violence. Tops must have straps at least 1.5" wide, and the entire area from armpit to armpit and 3-4" in length on the upper thighs (see image at right). Clothing that reveals the midriff or underwear is not permitted.

Footwear: Sneakers must be worn for physical education and recess. Slides, Crocs, and flip flops are not permitted for recess or physical education classes. See-through or mesh clothing must be worn with appropriate coverage underneath that meets the minimum requirements of the dress code.

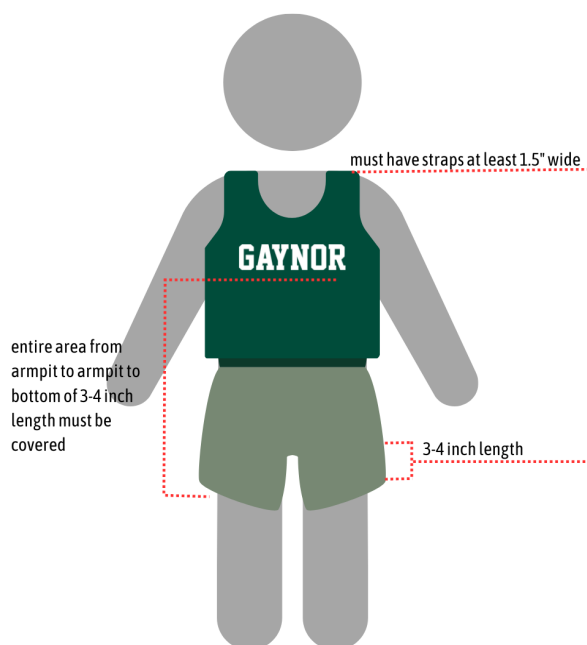
The faculty and administration will monitor these guidelines, but the primary responsibility for dress remains with the student and their parents/guardians. All members of the community should understand that they are responsible for managing their own personal distractions without regulating students' clothing and self expression. If a child comes to school inappropriately dressed, they will receive a reminder and will be asked to make an appropriate adjustment by either removing the item or adding a covering that brings the clothing within compliance with the dress code.

Emergency Procedures

We have designed procedures to minimize the chance of emergency situations and to reduce the chance of injury or damage, should an emergency occur. The Crisis Response Team, chaired by the Head of School, oversees our emergency response plans and revisits them often to ensure they continue to match the safety needs of students, staff, and visitors.

The school holds regular drills to familiarize students and staff with fire and other emergency procedures. Stephen Gaynor School endeavors to notify parents/guardians in a timely manner relative to any school-wide emergencies or campus safety concerns. In situations where parents/guardians need to be

Gaynor Dress Code



contacted, notifications and up-to-date information will be sent via text utilizing an automated messaging system, broadcast email, and on the Stephen Gaynor School website at www.stephengaynor.org as it becomes available.

The information we use to contact families in case of an emergency is the information entered into the Parent Portal — *please be sure it is accurate and up to date.*

The school owns and maintains defibrillation equipment. Stephen Gaynor School has three AED (Automated External Defibrillator) machines located in the Field House, the South Building Lobby, and the gymnasium. The majority of staff members are trained to use this equipment. In addition to the school nurse, most of our employees are trained in CPR and first aid. If you have any medical questions, please contact our school nurse at (212) 787-7070, ext. 1117 or by email at nurse@stephengaynor.org.

Field Trips

Your child will have the opportunity to participate in curriculum-related field trips during the school year. Due to our low student-teacher ratio, we always have ample staff to accompany classes on trips; therefore, we do not utilize outside chaperones. Teachers will send specific information prior to each field trip. We try to keep costs for field trips low and will recommend to you an amount to allocate for souvenirs, etc. along with any items you will need to provide for the day (e.g., lunch, hat, raincoat).

Please note, due to NY state law, only licensed healthcare professionals are permitted to dispense medication other than emergency medications, Epinephrine auto-injectors, and inhalers. Because of this regulation, any regularly scheduled non-emergency medications will not be dispensed during field trips (with the exception of all school trips when the nurse attends). Paperwork permitting, the school nurse will work with you on trip days to adjust the medication plan.

Overnight Trips: Students are expected to take regularly prescribed medications while on field trips. Medication for overnight trips should be furnished in accordance with the trip director's request, close to the time of the trip. The Overnight Medication Permissions form will be available in Magnus Health two months prior to the trip time and should be filled out, signed by your child's MD, and uploaded into Magnus Health. No medication will be dispensed without this form. Self-carry and self-administer must be marked 'Yes' on the Overnight Medications Permission form. Trip chaperones or the school nurse will carry all medications and supervise students taking the medications. Legally the students must be able to self administer and self carry in order for the teachers to assist.

Financial Assistance

Stephen Gaynor School strives to ensure tuition is not a deterrent for any student wishing to attend our school. Financial assistance is available to qualifying families. Criteria are exclusively need-based. To apply, please request a financial assistance application package from the Business Office. The school utilizes the School and Student Services for a third party analysis of a family's finances, as well as other relevant information to make award determinations.

Financial Policy

Tuition at Stephen Gaynor School includes student accident insurance, plan books, start of school supplies, and textbooks. A non-refundable deposit must be paid directly to the school at the time the enrollment contract is returned to secure a student's space for the school year. Until then, a student is not enrolled.

The deposit is deducted from the total tuition due, and the remaining balance can be paid in full or in installments. Families indicate their payment plan at the time of enrollment. A late fee will be assessed on payments that are received after the due date.

Students with unpaid balances may be suspended from school until payment has been made. In addition, all documents will be withheld including, but not limited to, progress reports and affidavits. (This suspension will not be considered a breach of the tuition contract by the school.) Student accounts must be paid in full for the current year before a family is offered a contract for the next academic year. Graduating students with unpaid account balances will not be permitted to participate in graduation ceremonies.

For qualified families, financial aid is available. Please refer to the Financial Assistance section of the Family Handbook for details.

All checks returned or not honored by the school's bank must be replaced with a certified check or money order, inclusive of the returned check fee.

Health Policies and Procedures

Immunizations, Infectious and Communicable Diseases

Parents/guardians agree to comply not only with New York State and New York City law regarding mandatory vaccinations for school entry, but also with the school's policies regarding student vaccination and possible exemptions, as well as infectious and communicable diseases and any required immunizations and testing. Parents/guardians understand and agree that all students who are age-eligible will be required to have received their primary series of the COVID-19 vaccine, and may be required to demonstrate that they have received any updated boosters of the COVID-19 vaccine for which they are eligible. Failure to follow and comply with instructions and other directions established by the school may serve as grounds for removal of a student.

When to Keep Your Child Home from School

Please do not send your child to school with any of the following:

- Fever of 100.0 degrees or above. Do not administer medication to lower a temperature in order to send your child to school.
- Vomiting or diarrhea. A student should remain home for at least 24 hours after the last episode of vomiting or diarrhea and should not return to school until they are able to tolerate fluids and a regular diet.
- A continuous or frequent cough or runny nose, significant nasal congestion and/or a sore throat. Please work to stabilize symptoms of seasonal allergies prior to coming to school.
- Diagnosis of strep throat, conjunctivitis (pink eye) or other communicable illness. If your child is prescribed antibiotics, they should not return to school until they have taken antibiotics for at least 24 hours (one full day).
- Diffuse skin rash; please seek a physician's diagnosis and treatment prior to coming to school.
- Musculoskeletal or soft tissue injury that limits activities. Students must receive a physician's clearance prior to returning to school.
- Head lice; if your child is found as per a nurse assessment to have lice or nits during the school day, we will require the child to be picked up from school and will require a clearance letter from a professional lice service prior to returning on-ground.

Please be sure to notify the nurse immediately at nurse@stephengaynor.org, (212) 787-7070 ext 1117 if your child has been diagnosed with a contagious condition.

If Your Child Becomes Sick at School

If your child needs to be picked up due to illness, please enter through the South Building lobby; Security will contact the Nurse's Office.

We expect that one of your child's emergency contacts will be available by phone at all times while they are at school, and be available to pick up your child due to illness or injury within one hour of notification by the nurse or other staff member.

When Students May Return to School After an Illness:

Students who have a temperature as indicated above, are experiencing symptoms of COVID-19, and/or have tested positive for COVID-19, or exposed to someone with COVID-19 should stay home and follow instructions from the school nurse with requirements to return to campus.

If the student has been sick and received a diagnosis other than COVID-19 by a health care provider, the student may return to school once they have been fever-free for 24 hours without fever reducing medications, have not vomited within the past 24 hours and symptoms of the illness are stabilized.

Remote instruction will not be provided. If a student is absent due to health reasons, teachers will send home work for the student to do if they are feeling up to it, and students will be allowed to make up any work missed while they were absent.

Administration of Medication at School

Prescription Medication:

The nurse can only accept prescription medication once the paperwork has been uploaded into the prescription requirement in Magnus Health. All prescription forms need to be signed by both a doctor and a parent and need to specify medication, dosage, and time of administration.

Prescription medications must be brought to the nurse's office and handed directly to the nurse by a parent or guardian. Medications must be in their original bottle and must specify the student's name, the medication name and dosage, and the time it should be administered. Children may not keep any medicines in their lockers/cubbies or carry them in school.

Over-the-Counter (OTC) Medication:

All OTC medications given at school require that an OTC Permissions Form is completed (MD and parent signed) and uploaded into Magnus Health.

Emergency Medications:

Epinephrine Auto-Injectors (Epipen, Auvi-Q)

All students who require an epinephrine auto-injector must have a Food Allergy Action Plan (MD and parent signed) uploaded into Magnus Health. We ask that you provide us with two auto-injectors. One is kept in the nurse's office and the other is kept either in the classroom or in the student's backpack (if the child is allowed to self carry as written into the Action Plan). Auto-injectors should be properly labeled with the child's name and should be delivered by a parent or guardian directly to the nurse.

Inhalers

All students who require a rescue inhaler need to have an Asthma Action Plan (MD and parent signed) uploaded into Magnus Health. A student who has written permission to self carry and self administer an inhaler may carry a second one in their backpack to be used only when outside of school. During the

school day anyone who requires an inhaler must come see the nurse for an assessment. Nebulized medications are not permitted at school.

Seizure Medication (Diastat or similar)

Students who require emergency seizure medication at school must have a Seizure Action Plan filled out, signed by a doctor and a parent and uploaded into Magnus Health. Diastat or other seizure medication should be brought in by a parent or guardian and delivered directly to the nurse who will store and administer as per the Seizure Action Plan. Students may not self carry or self administer Diastat and it needs to be given exclusively by a school nurse or by an MD. All field trips will require development of a plan which abides by the instructions in the seizure action plan. This may include allowing for plan exceptions as deemed safe by the MD and the school nurse and will require written MD permission.

Head Lice

Head lice is best managed through regular checking of your child's head for nits, the eggs laid by live lice. Nits are the most visible and easily spotted aspect of a lice infestation. Head lice move by crawling. Lice cannot hop or fly and, as a result, lice is spread through direct contact with the hair of someone with lice. Head lice is not caused by lack of cleanliness or poor parenting, and is not known to transmit any disease; the CDC does not define lice as a health hazard.

If your child is found as per a nurse assessment to have lice or nits during the school day we will require the child to be picked up from school and will require a clearance letter from a professional lice service prior to returning to school.

Excuse from PE and Elevator Pass

Should your child have a musculoskeletal injury necessitating excusal from PE or use of the elevator, a one day pass will be granted. If a student must stay out of PE or ride the elevator for more than one day, a doctor's note is required. If a student is excused from PE for an extended period of time due to an injury or any other reason, they may not return to PE without a new doctor's note providing clearance for participation.

Nut Policy

Gaynor is a nut-aware school. Please do not send your child to school with any food items containing nuts. Should there be a child who is allergic to sesame in your child's classroom, we will also ask that you abstain from sending in foods containing sesame.

Magnus Health Information

All student health records are maintained through the Magnus Health system. It is every family's responsibility to complete all required health forms by August 1 of the upcoming school year and to make any needed updates or changes during the year. Physical exam paperwork must be updated in Magnus yearly.

You may access Magnus Health directly through the parent portal by clicking on the "Magnus Health Login" button. Once you are on the Magnus Health site, click on the "complete now" button next to your child's name to reach the student tracker screen, which lists all of the forms that must be completed and updated for the next school year

Please note that all health requirements must be renewed and re-uploaded every year.

If you have questions at any time regarding use of the Magnus Health system, please call the Magnus Health Help Desk at (877) 461-6831. For health-related inquiries or questions regarding the forms themselves, please contact the nurse at nurse@stephengaynor.org or 212 787-7070 x1117.

Holidays/Vacations

We encourage parents/guardians to check the [school's calendar](#) on the website before making vacation plans. Please do not extend family vacations either before or after the holidays and school breaks. Teachers anticipate that your child will be present in school on those days and plan academic lessons accordingly. If a student will be absent on days adjacent to a holiday or school breaks, parents/guardians are required to seek permission from the Division Director at least two weeks prior to the absence.

Holiday and End-Of-Year Giving Policy

Generally, there are two times of the year when gifts are given to teachers and staff: the winter holidays in December and the end of the school year in June. In December, faculty and staff (including teachers, specialists, administrative staff, and security personnel) receive a monetary gift funded through donations to the Annual Fund. We encourage parents/guardians to donate to the Annual Fund in honor of a particular teacher, specialist, or staff member to support this effort (honoree names will be highlighted in the Annual Report), and ask that parents/guardians and children express their thanks with small, handmade gifts if they wish.

At the end of the school year, parents/guardians may show their appreciation to teachers and specialists through collective gifts organized by class representatives. If this is to be done, donations to a class gift should be voluntary and may not exceed \$10 per child. In the interest of fairness to all faculty and staff, we discourage parents/guardians from giving individual store-bought gifts or gift cards. If parents/guardians would like to express their individual appreciation, a personal note or thank you card is very much appreciated.

Please be aware, the school/Front Desk cannot be responsible for helping with the collection – any monetary funds with regards to class gifts must be collected directly by the parent organizer.

Homework

The purpose of homework is to review what has been taught in class. Children should become increasingly secure and comfortable with the skills they have learned. Your child's teachers review homework daily to accurately assess your child's progress and determine where remediation may be helpful. As a parent or guardian, your responsibility includes making sure there is a well-organized space equipped with pens, pencils, rulers, paper, computer, etc. You may also check to make sure your child has their assignment book and understands what is being asked of them. When they are finished, all work should be packed and returned to the backpack. You may assist your child by answering questions about directions, but please refrain from doing any of your child's work. One of our goals is to develop student independence. On occasion, your child's teachers may assign homework that requires your assistance (e.g., flash card drills, listening to your child read aloud). We do hope that you will assist with this type of homework, when it is specifically requested by your child's teachers.

If you find that your child is struggling with their homework, please encourage your child to bring their concerns to the attention of their teachers, or reach out to the teachers directly.

Identification Cards

At the beginning of each academic year, all students receive a student identification card (ID card) at no cost. The ID card must be used to scan in each day for attendance purposes. If a student loses their ID, a replacement card can be printed from the Parent Portal, or can be ordered directly from [Stomping](#)

[Ground Photos](mailto:help@stompinggroundphoto.com) (help@stompinggroundphoto.com) at an additional cost. Parents/guardians will be notified by the school that the student has lost their ID; they will have to replace the ID card in either of the ways stated above. ID cards from previous years will continue to scan in, so we recommend keeping them in case your child loses the current year's ID card.

Insurance

The school provides supplemental medical insurance for any accident occurring on school premises during school hours. This is a supplemental policy that will reimburse expenses not covered by your primary carrier. If you need to file a claim, please contact the Chief Financial Officer at (212) 787-7070, ext. 1111 for the appropriate forms.

Lost and Found

Children often take off sweaters, leave jackets, hats or sneakers in school, or misplace lunch boxes or water bottles. In order to ensure your child comes home with all of their items, please write their name on each item or sew in name tags. In the interest of the health and safety of our community, any items found that are not marked with a name will be disposed of.

Lunch/Snacks

Stephen Gaynor School provides a hot, catered lunch to all students, faculty, and staff each day when school is in session. Whole fruit is also provided as a daily snack. The lunches are individualized for student allergy plans and Kosher meals are also available. If your child does not like a daily offering, you can send them in with a packed lunch that does not need to be reheated. Food may not be ordered from outside restaurants to be delivered to the school. Children should be sent to school each morning with a filled water bottle.

Gaynor is a nut-aware school. Please do not send your child to school with any food items containing nuts, including coconut. Should there be a child who is allergic to sesame in your child's classroom or wider cohort, we may also ask that you abstain from sending in foods containing sesame.

Outside Therapists

We encourage and support ongoing communication between outside professionals and the Stephen Gaynor School staff. We believe that a team approach is essential to help children thrive, both in school and in the community. If your child is working with an outside professional, please complete the Vital Health Record on the Magnus Health portal, which can be found online in the Parent Portal. Outside professionals are not permitted to work with children on school grounds. Communicating with your child's outside support team is an essential part of the school-home partnership. We recommend sending an email to the outside provider and your child's Division Director, homeroom teacher/advisor and school psychologist giving permission for communication.

Party Policy

Due to the small number of students in each class, we encourage you to include your child's entire class/advisory when planning birthday parties outside of school. If you are unable to include your entire class, please invite less than half the students. This supports the school's policy of inclusion among

students. All contact information for families is found on the Parent Directory (Searchable by class and Cluster. You must be signed in to the Parent Portal to access this information.). There is no need to contact the school to obtain contact information.

Depending on the number of classes in each cluster, you can either invite students from the entire cluster or less than 50 percent. It is also important to be sensitive to the number of students being invited from any single homeroom or advisory so as not to leave out one or two students. Additionally, due to the mixed-age groupings, some students of a similar age range may not be in the same cluster. Please consider these students when planning the event. Invitations must be sent by regular mail and not brought to school; teachers will not be responsible for distributing invitations, party favors, or thank you notes. Please do not invite teachers or specialists to birthday parties. Additionally, children should not wear or bring party favors to school within a month of the party.

Phones/Smart Watches

Mobile phones and smart watches (Fitbit, Apple Watch, etc.) are not to be used during school hours. Teachers will collect all mobile phones at the beginning of each school day and return them at the end of the school day.

Parents/guardians should call the Stephen Gaynor School Front Desk at (212) 787-7070, ext. 1105 if they need to get in touch with their child due to an emergency. If the situation is not urgent, a message will be forwarded to the student, so as to not interrupt classroom instruction.

Placement

Gaynor's Placement Team meets individually with each family whose child is preparing to transition from Gaynor to discuss the process and potential school options. To prepare the students, the Placement Office can provide support for student applications/portfolios and interview preparation. In addition, throughout the year, the Director of Placement, Placement Team, and the Division Directors are available to answer questions and visit potential schools.

In alignment with our mission, determining the right time and right school to transition from Stephen Gaynor School is a highly individualized process. Teachers and administrators meet regularly to review students' progress and discuss appropriate placements. Irrespective of the student's age, when the time is right, we take a team approach to recommending an appropriate placement for your child.

If you have questions regarding the placement process, please email placement@stephengaynor.org.

Progress Reports

Twice a year in December (Upper and Intermediate Divisions), January (Lower and Early Childhood Divisions) and June (all divisions), progress reports are written to reflect each student's academic and social growth. They are written by all faculty members working with your child.

In addition to these regular progress reports, your child's Speech-Language Pathologist and Occupational Therapist (if applicable) also write a report to reflect your child's progress toward their therapy goals. You will receive this report twice a year (January and June), along with your child's regular progress reports.

Your child's academic file is always available to you. To access your child's progress reports, please log in to the secure Parent Portal section of our website.

Snow/Inclement Weather Days

As a general policy, Stephen Gaynor School will be closed when the NYC Department of Education announces that NYC Public Schools are closed for in person instruction due to inclement weather. Nevertheless, there may be a time when our school decides to close because of weather and the Public Schools stay open, or vice versa. Parents/guardians will be notified of school closures by an automated messaging system (text message and/or email). If you are unsure of a school closure, visit the Stephen Gaynor School website: www.stephengaynor.org. Remote instruction will not be provided on inclement weather days.

Supplies

Stephen Gaynor School provides the majority of school supplies including textbooks, workbooks, assignment books, and various classroom supplies.

2023-2024
BOARD OF TRUSTEES

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Christine Karamanoglou, Director of Upper Division
Erica Kasindorf, Director of Placement
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Matthew LeWinter, Director of Technology and Operations
Donna Logue, Director of Lower Division
Sari Perrino, Director of Institutional Advancement
Yvette Siegel-Herzog, Co-Founder & Director of Education
Mindy Stern, Director of Educational Evaluations for Admissions
Jill Thompson, Assistant Head of School
Amy Warden, Director of Enrollment Management

PARENTS' ASSOCIATION

The Parents' Association (PA) is dedicated to giving our children the extra-curricular activities that complement the unique educational opportunity of Stephen Gaynor School. We invite every parent to become a member. The PA meets once a month. The meeting dates are on the PA calendar and will be posted on the school's website. Our PA serves to celebrate and strengthen the Stephen Gaynor School community. It provides a communication link throughout the school. If you have any questions about events or getting involved, call the Advancement Office at (212) 787-7070, ext. 1118.

President 2023-2024

Samantha Regan, parent of Harry and James, in the Yellow Cluster

IMPORTANT CONTACT INFORMATION

To call, dial (212) 787-7070, then dial extension.

Email dismissal@stephengaynor.org for changes to dismissal procedures.

Head of School	Dr. Scott Gaynor	sgaynor@stephengaynor.org	x1105
Assistant Head of School	Jill Thompson	jthompson@stephengaynor.org	x1116
Front Desk	Administrative Team	reception@stephengaynor.org	x1105
Admissions	Amy Warden	awarden@stephengaynor.org	x1107
Advancement/Development	Sari Perrino	development@stephengaynor.org	x1118
After School	John Greco	afterschool@stephengaynor.org	x1169
Athletics	Pat Fitzgerald	pfitzgerald@stephengaynor.org	x1169
Business Office	Ellen Lee	businessoffice@stephengaynor.org	x1111
Communications	Deanna Ferrante	communications@stephengaynor.org	x1123
Diversity, Equity, Inclusion	Stella Heyliger-Mulatu	smulatu@stephengaynor.org	x1420
Early Childhood/Pink Cluster	Rebecca Jurow	rjurow@stephengaynor.org	x1221
Lower Division	Donna Logue	dlogue@stephengaynor.org	x1175
Intermediate Division	Rebecca Felt	rfelt@stephengaynor.org	x1702
Upper Division	Christine Karamanoglou	ckaramanoglou@stephengaynor.org	x1418
Nurse's Office	Allison Bader	nurse@stephengaynor.org	x1117
Placement Office	Erica Kasindorf	placement@stephengaynor.org	x1010
Psychology	Dr. Lauren Levenson	llevenson@stephengaynor.org	x1421

STEPHEN GAYNOR SCHOOL

www.stephengaynor.org

Phone: (212) 787-7070

reception@stephengaynor.org

NORTH BUILDING (RED, ORANGE, YELLOW, SILVER CLUSTER & MAIN ENTRANCE)

148 West 90th Street

New York, New York 10024

Security: Dial x1190

SOUTH BUILDING (GREEN, BLUE CLUSTER ENTRANCE); EC GARDEN (PURPLE, PINK CLUSTERS)

175 West 89th Street

New York, New York 10024

Security: Dial x1189