



PS 368 The
William
Lynch
School
A Community of Learners

PARENT HANDBOOK

2023-2024 SCHOOL YEAR

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School Vision and Mission:

The vision at P.S. 368 is to provide a **progressive** educational approach to a **diverse** population of students in an atmosphere that is **culturally responsive, nurturing, supportive, and inclusive**.

Our mission is to:

- Develop **social awareness** among our students, and expose them to the **broader issues** facing our surrounding communities.
- Prepare students to **share knowledge**, to **question and probe** ideas, and to use **evidence** and **acquired information** to support their **opinions**.

INSTRUCTIONAL FOCUS 2023-2024

- To increase **student engagement** in all subject areas by developing and implementing authentic, collaborative student-centered tasks, moving from teacher directed instruction to deepening student learning.
- To ensure all students have **equitable** opportunities by consistently differentiating instruction across all subject areas.

TEACHING: The teacher's role is that of guide and partner who possess the skills necessary to establish a nurturing learning environment, and facilitate developmentally appropriate problem solving and critical thinking.

This approach requires thoughtfully planned activities, based upon teachers' knowledge of the subject matter, and the strengths and needs of each individual student. To ensure their studies have personal meaning, content areas are addressed from the students' prior knowledge and experience and allow them to pursue their own questions.

The teacher organizes the class work and activities to meet the approved Next Generation Learning Standards. The teacher gathers information about the subjects and organizes materials and other resources such as technology and field trip experiences that enrich student learning and helps them to achieve the necessary basic skills, such as reading, writing, and math, and social skills like how to resolve problems calmly and how to get along with others.

STRONG HOME-SCHOOL CONNECTION: Communication and collaboration are central to our work. Children often work in groups on projects or assignments, so that they may learn from and with each other. Parents are expected to collaborate in their child's education as well, both at home and at school:

- Teachers conduct family surveys, provide Jupiter Ed Login and tutorial, share goals, objectives, procedures and policies on: ***Back to School Night remotely (September 14th 4:30 PM - 6:30 PM) for families.***
- Two **Parent-Teacher Conferences** are held each year (November and March) Families and teachers may also **meet** at other times and/or **communicate** regularly via **Jupiter Ed**.
- The **P.S. 368** community gathers for school wide events several times throughout the year, such as publishing parties, weekly SING ALONG, Saturday events and Field Day.

We believe that **regular communication** around a child's needs and progress plays a critical role in ensuring that each child reaches his/her potential academically, socially and emotionally. We encourage parents to reach out to their child's teacher with any concerns or questions.

We greatly value and appreciate parent involvement. Parents will have several opportunities to volunteer and support our school community during the school year and collaborate with class delegates.

If you come in to participate in the above capacity, you must sign in with the Safety Agent and in our Main Office Room 236, and follow all NYC DOE protocols **including showing proof of vaccination**. We have a log book for parent volunteers for signing in and out, and volunteer badges to identify your important role in our school community.

CURRICULUM:

Literacy: Listening, speaking, reading, and writing are incorporated into all aspects of student life. Literacy is taught through a balanced literacy approach. We have implemented EL Education as our school-wide English Language Arts curriculum.

In grades K-2 reading is explicitly taught through a combination of read-alouds, small group reading instruction, phonics, and word work.

In grades 3-5 the focus turns from learning to read to reading to learn. Students are expected to read widely and deeply from a broad range of high quality, culturally responsive, increasingly challenging literary and informational texts. Through extensive reading of stories, dramas, poems, and myths from diverse cultures and different time periods, students gain cultural knowledge and literary and vocabulary fluency. Book clubs, reading response journals, and teacher conferencing provide multiple opportunities for students to gain literary knowledge and familiarity with various text structures and elements.

Although reading looks a little different for different grade groups, all students are assessed regularly, and read a variety of books. Students are expected to read these books during the school day and at home.

In writing, students work in many genres over the course of the school year. They learn the habits of good writers, including how to revise, edit, and publish their work. This year our writing will also focus

on producing clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.

Math: This year we will be shifting to a new Math curriculum, Illustrative Math (IM), which is designed to support students to expand their learning so that they can be mathematical thinkers. The program provides substantive work in all areas of mathematics identified in the next generation learning standards—rational numbers, geometry, measurement, data, and early algebra—and connections among them. Each strand of mathematics is touched on every year, building sequentially on prior knowledge. We teach mathematical thinking and flexible problem-solving, and arithmetic skills.

Social Studies/Science: Our Social Studies curriculum is *Passport to Social Studies* and our Science curriculum is *Amplify Science*. They are both aligned to the **NYC Scope and Sequence** and **Next Generation Learning Standards**. We believe in a cross-curricular approach, where Social Studies and Science are aligned to Literacy and Math.

Dance and Movement: Creative dance classes are planned and presented using brain-compatible principles that make learning fun and enjoyable for all types of learners and dancers. The elements of dance are taught through five strands: warming up with the BrainDance, exploring the dance concept, developing skills and technique, creating dances, and cooling down. The lesson alternates between teacher-directed and student-centered activities and provides repetition and novelty to engage all learners. Students perform with and for each other weekly and will perform for parents and the entire school during the year. Students attend dance class in comfortable clothes and sneakers twice a week. Check with your child's classroom teacher for their scheduled days.

Music: All students will participate in music through the following Five Strands:

- Music Making - Students will physically perform, create, and experience music.
- Music Literacy - Students will understand the universal language and elements of music through analyzing, evaluating, writing, composing music.
- Making Connections - Integrate current and historical aspects of music through a cultural and interdisciplinary lens (Integration of music with other subjects).
- Community and Cultural Resources - Students will harness the rich, diverse, and musically cultural landscape of New York City through engaging with artists, music organizations, and community resources.
- Careers and Lifelong Learning - Students will acknowledge various music-related occupations and how they correlate with each other, which may influence a continued appreciation of music.

SING ALONG: SING ALONG, a school-wide community event, is **HELD EVERY FRIDAY** via Zoom and in person beginning in October. Parents are welcome to attend. It's a great way for our students, teachers, and parents to learn from one another, build community, and connect.

Field Trips: The parent/guardian must sign a permission slip for **every** trip including walking trips. Each permission slip is specific to that particular trip.

Walking Trips: We frequently take local trips around the community to the library or park. A general walking slip will be handed out for parent signatures the first week of school.

All neighborhood walks and field trips are pending approval.

HOME EXTENSION RESOURCES:

HOMEWORK Grades 3-5 only

At WBLS we recognize homework as a valuable extension of schoolwork for our older students, creating the opportunity for independent practice.

The purpose of homework is to:

- To develop responsibility through predictability and consistency
- Practice skills learned
- Reasoning skills and sharpen problem solving abilities

Homework Policy

- 1) Homework is required in **grades 3-5** Monday through Thursday. **There will be no more than 30 minutes of homework assigned nightly. This includes homework assignments and independent reading.**
- 2) Friday homework assignments will be given at the teacher's discretion.
- 3) **Make up homework** – Depending on the assignment; the student will be given time from the date of missed homework to submit for credit.

At **P.S. 368** we recognize the value of our students having access to **Home Extension activities.**

The purpose of doing home extension activities is to:

- Practice skills learned;
- Develop reasoning skills and sharpen problem solving abilities;
- Foster parent engagement around learning, goal setting, work ethic, and hopes & dreams

Learning Apps to use at home:

- Reading A-Z (reading)
- iReady (reading/math)
- Zern (math)
- Splash Learn (math)

Please note: Classroom teachers will provide parents with the **login/password** information for the above apps.

Grading Policy:

The yearly grade promotional criteria for all students will be based on two main components:

- 1) Report card grades (Tests, Quizzes, Projects, Portfolio Tasks, Classwork)
- 2) Periodic Assessments

Grades K - 5:

- 4: Exceeds grade level standards
- 3: Meets grade level standards
- 2: Approaches grade level standards
- 1: Far below grade level standards

ELA, Social Studies, Math, and Science

- 50% Tests/Assessments/Quizzes, Projects, Portfolio Tasks
- 50% All other classwork

Rubric:

Rubric Conversion Chart

20	100	4	16	100	4
19	98		15	97	
18	96		14	94	
17	93		13	91	
16	91		12	88	
15	89	3	11	85	3
14	87		10	83	
13	85		9	80	
12	83		8	77	
11	80		7	74	
10	78	2	6	71	2
9	76		5	68	
8	74		4	64	1
7	72	3	60		
6	69	2	55		
5	65	1	50		
4	63	1			
3	61				
2	55				
1	50				

GRADING AND COMMUNICATION SYSTEM:

GRADES 3K-5 will be using Jupiter Ed. for communication and progress monitoring. 3K and Pre-K will be for communication only.



Students and parents may login anytime to check grades and homework. Everyone has their own password so no one else can see their grades. Students need only one login to check all their classes. This includes grades on all assignments, progress reports, comments, and messages. All data is updated continuously.

Multiple Children: Parents who have more than one child enrolled in our school can view all of their children from the same login. The parent must use the same email address and choose the same password for each child, so no extra setup is required. (This applies only to parents; siblings cannot see each other's grades.)

The parent can login using any one of their children's names. Then once logged in, you can use the menu at the top left to switch children. Also, when a parent updates their own contact info on the "Settings" tab, it updates on all their children's records.

School Login Screen: Students and parents can login at login.JupiterEd.com. Click the appropriate tab.

School Name:

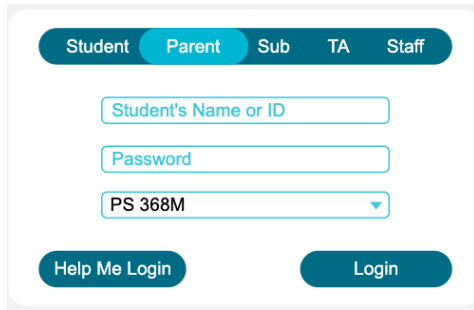
PS 368M

Messaging: Teachers and administrators can send messages and announcements to students and parents. Parents can also contact their child's teacher through "Post."

Automatic Updates: Once you log in, click on "Settings" and check the box for alerts. Then choose which day you want emails to be automatically sent. Check the boxes for missing assignments, total is ___ (choose grade) and below, or always. Depending on which box you checked, you will receive automatic emails about your child's grade and/or missing assignments.

Misplaced Login:

- 1) Go to JupiterGrades.com/login



- 2) Type Student Name
Password: Type your password, or click "Forgot Password".
Parent: **** is your temporary password.
School: PS 368M
City: New York
State: New York
- 3) It will ask you to choose your own password
- 4) Then it will ask you to enter your email

ENSURING A SAFE SCHOOL ENVIRONMENT:

All visitors must enter the main entrance of the building. Everyone is asked to present a photo ID each time they enter the building and sign in with school safety.

GENTLE REMINDER: Children **cannot be picked up** by anyone other than **the adults authorized on the blue emergency card without written permission.**

Attendance Policy: At P.S. 368, we believe that children who attend school regularly will thrive academically.

Our objective is to:

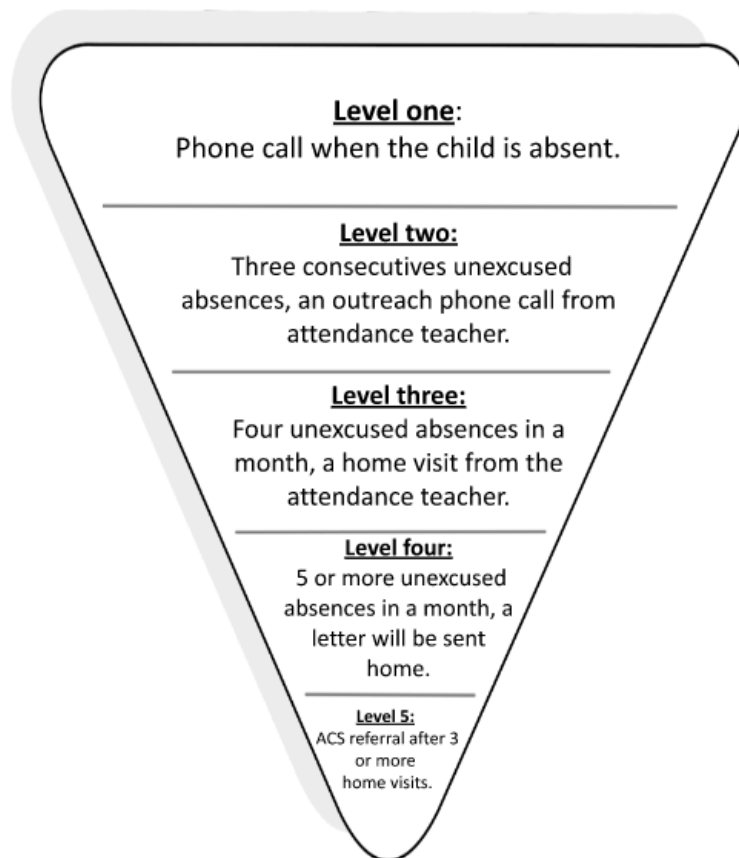
- Track attendance for the **safety** of our students.
- Reach out to families to assess any barriers (**i.e., transportation issues, family displacement**) and to provide assistance in responding to these barriers.
- Ensure that our students are meeting the Department of Education's attendance requirement.
- Develop strategies to improve attendance (**i.e., meet regularly with families, reward individual students and classrooms for good attendance**).

Definitions:

- **Excused absences:** Any absence or early departure for which the student has a valid school-approved excuse. These include personal illness, illness or death in the family, transportation issues, religious observances, quarantine, medical visits, and/or absences approved by the principal. **Please note that excused absences are still absences.**

- **Unexcused absences:** Any absence or early departure for which the student has no valid school-approved excuse. These include: vacations, oversleeping, babysitting and/or any other absence that is not excused.
- **Chronic absenteeism:** Chronic absenteeism is when a student misses **10** percent or more of the academic year, at least **18** days, for any reason excused or unexcused.

Please note: Every absence is recorded in the Department of Education’s ATS (Automate the Schools) system. Your child’s attendance is part of your child’s permanent record, and one of the main criteria middle schools use to assess potential students. A Form 407 Attendance Follow-up and Outreach Referral are automatically generated when a child is excessively absent. **Please note excessive absences may be considered educational neglect if it is impairing your child’s learning, and can warrant a referral to the Administration for Children’s Services (ACS).**



Lateness Policy:

Studies have shown why it is essential for students to arrive on time to school every day:

- Arriving on time helps your child develop positive habits.
- Arriving on time helps your child learn about routine and commitment.
- Arriving late disrupts classroom learning.

- Arriving consistently late may contribute to a child feeling anxious and stressed.

Definition:

- **Lateness:** Students arriving after 8:05 am are considered late.

Please note: Lateness is recorded in the ATS system, and becomes part of your child’s permanent record. Similar to attendance, this data can impede your child from being accepted at the middle school of their preference.

When your child arrives late, you must drop them off in the lobby, where a P.S. 368 staff will be stationed from 8:05 until 9:00 am. **Parents will be required to sign the late arrival log.** The student will also receive a late pass.

Lastly, after **three or more** consecutive latenesses in a week, families will receive a call from the school requesting a family meeting. Parents may also receive a follow up call from the classroom teacher.

Arrival and Dismissal Policy:

Definitions:

- **Arrival:** The academic school day starts at 8:00 am.
- **Dismissal:** The academic school day ends at 2:45 pm.
- **Early departure:** The student leaves before the end of the scheduled school day (2:45 pm).

Arrival: Breakfast is served between **7:30 a.m. to 7:55 a.m.** in the cafeteria for all students in grades K-5. To ensure a safe school environment, please drop your child off at the cafeteria door where they will be greeted by a P.S. 368 staff member.

Children who **arrive via school bus service** will join the students in the cafeteria and will be supervised by P.S. 368 staff.

At 8:00am, any 3K/PreK students who were dropped off early will be escorted upstairs by Ms. Sylvia, Kindergarten students will be picked up in the cafeteria and escorted to the classrooms by their teachers, and students in grades 1-5 will walk upstairs to their classrooms.

Please note: All other students in 3K and Pre-K must be escorted directly to their classrooms by their parents/guardians. Students in these grades will be allowed into their classrooms at 8:00 a.m. and will receive a breakfast in the room.

LUNCH SCHEDULE

3K/PreK Eat/Rest 11:24-12:14 PM
K-2 Recess first 11:24-11:44 PM, 11:45 - 12:14 PM eats lunch
3-5 Eats first 11:24-11:44 PM, 11:45 - 12:14 PM Recess

Dismissal: Students who use the school bus service or are enrolled in an after school program are picked up by a school aide or program counselor beginning at 2:45 p.m.

At 2:40 p.m, Door C is opened for all 3K families and Door D for all PreK families to proceed upstairs to the second floor for pickup at the classroom.

At 2:45 p.m, Kindergarten students will be dismissed from the school yard entrance.

At 2:45 p.m, Door C is opened for 1-2 classes to come outside and line-up for parent pick-up.

At 2:45 p.m., Door D is opened for bus students to exit and 3-5 classes to line-up for parent pick-up. This is the same procedure for inclement weather.

After 3:00 p.m., any student who has not been picked up on time is brought to the auditorium for late pick-up. **There is a late pick up log which must be signed when you arrive when a student is picked up late.**

Early Departure: If you are entering the school building to pick your child up early, you must enter the building through the main entrance on Amsterdam Avenue. Upon entering you will be asked to present a valid photo ID and sign in at the security desk. Proceed to the Main Office, (room 236) on the second floor to sign out your child. Office staff will contact the classroom and your child will be sent down to you.

Cell Phone Policy: All students will turn off their cell phones upon entering the classroom, and put them in a bin for the **teacher to hold** until dismissal.

Please note: If a cell phone or other device is being used during the school day, **school personnel will confiscate it and hold it until dismissal.**

SCHOOL NURSE:

Medication: A child who requires medication must have a **Section 504 Accommodations Plan** on file with the School Nurse. Forms may be obtained in the main office or on the NYC DOE website, <https://www.schools.nyc.gov/school-life/health-and-wellness/504-accommodations>

Please note: Teachers may not administer or assist children in taking medication, including aspirin, Tylenol, etc. Please see our school nurse on the 1st Floor; she can give you further information on the matter.

Emergency Situations: Seriously injured students will be taken to the Hospital, but treatment cannot be given by a physician unless a parent or designated guardian is present.

Accidents: When a child is injured during the school day, the school nurse or school staff will notify the parents, (according to the severity of the injury). If necessary, the child may be taken to the hospital and an accident report may be filled out and may include witness statements.

BACKPACKS & HOMEWORK FOLDERS: Each child is expected to carry a backpack, or suitable bag for carrying folders, notebooks, lunch and their independent reading books.

All students are given a two-pocket folder to effectively and efficiently transport assignments and important notices to & from home and school. **All correspondence goes in this folder. Please check it daily and stay up-to-date with school-wide related matters and individual class matters.**

STUDENT DISCIPLINE:

At P.S. 368, we strive to create a community in which students learn empathy, respect for others, integrity and non-violence. Our school community places a priority on being a safe space for both the students and the adults. We Know that when children feel physically and emotionally safe they are free to learn, connect with peers, and explore new interests.

Our expectation is that students actively engage in their learning, participate in class, and respect their peers and teachers. If a student is struggling with behavioral issues, the school will determine, on a case by case basis, the most appropriate and effective support plan to help minimize the disruptive behavior and re-engage the student in their learning..

Students are expected to participate in all classroom activities. School wide norms are clarified and class rules are developed based on our shared expectations. If a situation arises, students may be asked to separate from the group. Each classroom has a refocus area, and there are several calming spaces around the school where a student might be asked to go to. Any violent or abusive action necessitates an immediate call to the parent or guardian. P.S. 368 students are subject to the Disciplinary Code of the NYCDOE. Each P.S. 368 Family will have access to a copy of the Discipline Code.

POSITIVE STUDENT BEHAVIOR and SAFE & CARING PLAY:

No matter the time of day, the nature of the activity or the venue, P.S. 368 students are expected to embody our core values and adhere to our agreed school-wide norms. Whenever you encounter a P.S. 368 student you should see evidence of our core values and school norms.

- Students are expected to be kind and care for themselves, others and our community, i.e. say PLEASE and THANK YOU, alert an adult if a classmate is harming himself or others, **keep their hands and feet to themselves** use indoor voice and respond immediately to our universal quiet signal – clap, clap, pause, clap, clap, clap. . .
- Students are expected to walk quietly in two lines in the hallways and stairwells; it is expected students pay attention and show respect to any adult in charge.

- Students are expected at lunch to remain in their seat while in the cafeteria and eating, clean up his/her area of the cafeteria table as well as graciously assist any adult who politely asks for further assistance toward keeping the cafeteria clean and safe.

There is absolutely NO HITTING and NO HITTING BACK tolerated at P.S. 368.

Teasing, name-calling and other forms of bullying are **NOT** tolerated. The staff of P.S. 368 works to support students in finding **healthy** ways to express their anger and solve problems without hitting or name-calling. Students and adults are all expected to speak respectfully to each other, to use kind words and avoid unkind words, and to work out any disagreements or struggles through conversation, debate, and consensus. Parents can support this process by reminding their children of these rules.

Please speak to your child about their school day regularly. If a child reports that these expectations are not being adhered to, parents should alert the classroom teacher immediately.

TOYS, EXPENSIVE JEWELRY, and ELECTRONIC DEVICES:

Please speak with your child about not bringing valuable items from home unless requested by the teacher. All of these things distract from student learning. They are often lost, stolen or given away. They cannot be shared, and can cause problems in the classroom, lunchroom, and school yard. **Please keep them at home.**

Lost and Found: Please clearly label all lunch boxes, backpacks, hats, gloves, jackets etc. All lost items will be stored in the 1st grade alcove in the lost and found cabinet. **Any items not claimed within 30 days will be disposed of for sanitary purposes.**

COLLABORATION & COMMUNICATION:

Parent Coordinator: Every NYC DOE public school has a Parent Coordinator (PC). The role of the PC is to help create a welcoming environment for parents, facilitate communication between teachers, parents, staff, and PA, and strengthen family involvement in our students' academic success, social and emotional growth and other school matters.

Our Parent Coordinator is **Ms. Sylvia Gonzalez**. She is located in Room 236. Her **contact information** is as follows: **(P) 212-862-9940 (E) sgonzalez16@schools.nyc.gov**. Please bring any concerns, questions or issues to her attention – and she will direct you to the proper channel and towards solutions.

Communication with Parents/Guardians:

Ongoing communications is a crucial factor in establishing trust between home and school. The following important document will be sent home with students:

- an updated monthly calendar detailing school activities and events

Communication with Staff:

P.S. 368 regularly sends home notices in your child's backpack. Please be sure to check the backpack daily, and to ask your child if they have brought home information from school.

It is the goal of our staff to foster strong parent, teacher and child relationships. If any parent or guardian has a concern regarding their child's education or social adjustment, they should schedule a time to meet with the classroom teacher to discuss.

If the matter is not easily resolved, families should bring the matter to the attention of the parent coordinator; collaboratively we will work toward a solution that is in the best interest of the child.

If you have administrative questions about medical records, change of address, go to the Main Office and speak with the clerical staff present. If you need a school verification letter, you must fill out a form in the Main Office and the letter will be ready the next day (24 hours).

Sylvia Gonzalez, our Parent Coordinator, is always available to assist you with questions or concerns. Our Guidance Counselor, Natividad Villanueva, and Social Worker, Julissa Cabreja, are also available for additional support.

Parental Involvement:

We have an active Parent Association whose support is critical in our everyday endeavors. P.S. 368 provides many opportunities for families to support their child's learning, both within the classroom and outside of it. Parents are an integral part to the overall academic and social success of our students; hence their active engagement is greatly needed. As a parent or a guardian, you can become involved in your child's education in the following manner:

- Supporting the various policies outlined in this handbook
- Becoming a parent volunteer in the school
- Joining the Parent Association or committees
- Attending every Parent-Teacher Conferences
- Attending Open-Houses sponsored by the school
- Maintaining consistent communication with your child's teacher
- Making sure your child gets to school on time and is prepared
- Maintaining a home environment that supports learning

Parent Association: Parent involvement at school takes many different forms. Informally, parents are invited to join class trips; to attend student performances; to help organize and attend workshops on parenting and educational issues; to participate in fundraising, social events, etc. Parents are formally invited to become active members of the Parent Association Executive Board of The William Lynch School.

The PA is a volunteer body made up of an executive committee (**Co-presidents, vice-presidents, secretaries, treasurers**) that meets monthly. Yearly elections are held in May to elect officers for the following school year. Anyone with a child at P.S.368 is automatically a member of the Parent Association.

The General Membership Meetings of the Parent Association are held once a month to discuss school news, fundraising, upcoming events and other school and policy issues. This is an excellent forum for parents to learn about how the school works, stay up-to-date, and share concerns and ideas with other

parents. Parents and guardians are also strongly encouraged to join a Parent Association committee; these include fundraising, newsletter, cafeteria, recruitment and specific event committees. For more information about Parent Associations, email: hhsparentassociation@gmail.com
Also see Chancellor's Regulation A-660 located at: <http://docs.nycenet.edu/A-660.pdf>

School Leadership Team: The SLT meets monthly and consists of parents (plus the PA president) and staff members (the principal, teachers, DC 37 representative, and the UFT chapter leader). The Principal, a PA president/co-president and UFT chapter leader serve on the SLT as long as they are in their positions. Meetings are open to all parents.

The SLT helps to develop the Comprehensive Education Plan (CEP) that sets annual goals for the schools in all areas and focuses on developing educational strategies for improvement, among other projects. The parents on the SLT are responsible for communicating SLT business to the entire parent body and reporting back to the SLT.

Half-Day: Half-days are scheduled a couple of times during the school year to provide time for parent-teacher conferences. Parents are notified of early dismissal dates as soon as we receive information from the NYC DOE.

On half-days, students **are dismissed at 11:20 a.m.**; those children who eat lunch at school will be served before dismissal. **Parents must make appropriate arrangements to have their children picked up promptly on such days.**

Please note: Schools are not organized to provide supervision after 12:00 p.m.

Blue Emergency Cards: Blue cards are the most important documents at school. If we do not have correct information for your family, we cannot reach you. This directly impacts our ability to optimally care and ensure the safety and well-being of your child.

At any time, during the course of the year, your address, home phone and/or cell number changes, please be sure to contact the office and let us know.

At the beginning of each school year families are asked to complete new emergency cards to update records.

School Closings:

In the event of inclement weather or emergency situations, please call 311 for updates.

Parents can also tune to NY1 on cable television, WINS (1010) Radio, or access the Department of Education website. DO NOT call the school directly. Please refer to our school calendar for standard school closings.

Transportation and Metrocards: Transportation eligibility is determined on the basis of the student's grade level and the distance between the student's residence and school. The table below shows how OPT determines student eligibility.

		DISTANCE FROM RESIDENCE TO SCHOOL			
		Less than ½ mile	½ mile or more, but less than 1 mile	1 mile or more but less than 1½ miles	1½ miles or more
		A*	B**	C*	D*
GRADE	K-2	Not Eligible**	Eligible for Full Fare Transportation		
LEVEL	3-5	Not Eligible**	Half Fare Metrocard		

For example, reading this table will show that:

- A first-grader who lives 3/4 mile from school is eligible for full fare transportation.
- A fifth-grader who lives one mile from school is not eligible for full fare transportation.
- The A, B, C, and D designations are used by DOE computers to indicate these distance groups.
- Students in these categories are not eligible for full fare transportation. These students may receive a half fare student MetroCard good for use on buses only.

Full Fare Transportation—Yellow Bus Service:

Yellow bus service is provided at designated stops. In order for a student to receive yellow bus service, all of the following criteria must be met:

- The student must be eligible for full fare transportation as shown in the chart above.
- The student's residence must be in the same district as the school
- The bus must travel on a route that travels no more than five miles from its first stop, through all of the stops on the route, to the schools.

Please note : If all of the above criteria are met, students may request yellow bus service at the school. Eligible students will be assigned to a bus stop. Students must use the same stop both in the morning and the afternoon.