



NYA PARENT HANDBOOK 2022-23

Welcome to New York Academy

It is a pleasure to extend a warm welcome to all families joining us for the 2022/23 academic school year. We look forward to partnering with you to create a wonderful learning journey for your children!

Introduction

This handbook describes some of the policies and procedures at New York Academy. It provides information about the school's educational goals, communication within the school community, operations, and services. Please read it carefully. The school may amend it from time to time.

Vision

To inspire and support our students to become inquiring, knowledgeable, reflective, and empathetic globally competent citizens and leaders who collaborate with others to create a better and more peaceful world for all.

Mission

At New York Academy we journey through learning together creating an environment where students receive a well-rounded education and are challenged with rigorous curriculum integrated with technology to develop the attitude, knowledge, understanding, skills, and growth mindset to become competent, balanced, and mindful global citizens.

Our progressive, American education ensures an emphasis on our School-wide Learner Outcomes (SLOs), producing students who are ready to leave their mark in a fast and ever-changing world.

NYA Beliefs and Philosophy

Our Purpose

New York Academy is a progressive American school that is committed to providing students with the skills and knowledge they need to succeed in life. We strive to nurture each child's innate curiosity while personalizing instruction to make academics fun. We tailor classes to each child's interests, strengths, and ability level. We are dedicated to nourishing the intellectual, social-emotional, physical, and creative capacities of each individual learner.

Our Beliefs

We embrace neurodiversity and inclusion. We respect and value the uniqueness of each student. We recognize that every child learns in different ways, which we acknowledge by creating interesting and varied differentiated classroom activities that cater to each learning style.

Our staff, students, and parent community have a growth mindset. Students are made to feel comfortable when faced with challenges, they are given the tools to adjust when mistakes happen, to pivot and to continue onwards towards finding a solution. Our graduates have grit and resilience. They understand that great success may come with struggle, requiring focused determination when faced with unforeseen obstacles.

Patience, empathy, respect for others, and open-mindedness are paramount for success, so our teaching practices revolve around the importance of these values. We encourage our students' social and communication skills while enhancing their global consciousness, thereby developing their ability to make a positive impact on the world.

Our Philosophy

Our progressive educational program ensures the importance of student learner outcomes that produce young people who are ready to leave their mark on a fast and ever-changing world. At NYA students become:

- Leaders
- Achievers and Innovators
- Confident Problem Solvers
- Free and Independent Thinkers
- Self-Disciplined
- Strong Communicators

Our interactive, dynamic, and transdisciplinary curriculum combines highly educational, physical, and artistic activities that complement the overall academic program. The co-curricular program also directs students to be:

- Proficient in foreign languages
- Accomplished in music, visual and performing arts, sports, and martial arts
- Compassionate, generous, and socially aware through service learning

Our implementation of innovative learning strategies and our low student-teacher ratio help students reach their true potential. Our expertly trained teachers use world class teaching methods to engage and encourage students to become enthusiastic problem solvers.

NYA is a happy school that instills a love of learning that grows beyond the walls of a classroom, opening student's minds up to a world filled with opportunity and adventure!

Admission Policy and Procedure

We welcome parents who demonstrate a commitment to our mission to apply for their children's admission to New York Academy. Parents interested in enrolling their children at New York Academy should arrange to take a tour of the school to meet with the Academic and Admissions Director, Coordinator, and Principal to learn about the school's programs and services.

We assess applicants to determine their readiness for our program to ensure that they will be happy and successful in our school. Assessment for admission to Pre-school and Kindergarten involves an assessment of developmental readiness for the grade the child will be entering. For First Grade and above, we use a variety of formative assessments to learn the applicants' academic and social skills.

Fees and Payments

Parents contract with the school for a service at set fees. To sustain the business relationship, prompt payment of bills within the set dates is important. Please honor all due dates as mentioned in your child's MCB portal. Any variances to this policy must be requested in writing, and the response will also be in writing

Re-Enrollment Procedure

In early February, NYA sends letters to the parents of current students, inviting them to re-enroll for the following school year. We ask parents of returning students to send a non-refundable deposit of 20% of the tuition by March 1 to secure a space for the child.

Invitations to re-enroll at the next grade level are contingent upon satisfactory completion of the current grade. If there are concerns about your child's ability to complete the current grade level, we will discuss them with you as they arise and recommend measures to help your child.

Tuition Refund Policy

Enrollment is for the entire academic year. Tuition payments are non-refundable.

Forms and Documents

NYA requires that parents submit the following forms and documents prior to the start of school:

- Proof of Date of Birth
- Proof of Nationality of Child and Parents
- Previous School Records
- Medical Records including Immunization Records
- Emergency Contact/Pick Up Form
- Medication Administration Form
- Parent Consent Form
- Photograph/Video Social Media Consent Form
- Food Allergy Assessment Form
- Technology Undertaking agreement

Student Records

Requests for student records should be given in writing to the Admissions Counselor. Please allow at least one week for processing requests. If you would like your child's records released to other institutions, a signed "Release of Education Records" form must accompany the request.

New York Academy's policy is that all student information shall be held in strict confidence. This policy applies to all submitted applications, recommendations, and student records, as provided to the school, and held by the school.

Media and Photo Permission

From time to time, photography, video images and live broadcasts might be made of school personnel and students. A form in the NYA Application Package addresses media and photo permission.

Change of Address, Phone and Email

For normal communication and emergency purposes, it is imperative that parents inform the school immediately of any changes in contact information such as telephone number, email address, and residential address.

Our Campus

Our campus is at the heart of the city of Hyderabad in Jubilee Hills. It is a purpose-designed learning environment which includes two blocks - The Early Learning Center & The Elementary and Middle School Block.

Our campus has:

- Well-lit and spacious classrooms with high ceilings
- Natural light, glass walls and plants
- Innovative design and customized furnishings to support learning outcomes
- 21st Century Technology resources, including iPads and/or a MacBook for each student.
- An infirmary with an in-house nurse
- An extensive collection of learning resources, including a 6,000-book leveled library, learning centers to support Math and Science, and hands-on learning materials to develop conceptual understanding

Come and explore our:

- Makerspace
- Visual Arts Studio and Art Gallery
- Music Studio
- Dance Studio
- Audio Recording Studio
- Physical Education & Health Room
- Martial Arts Studio
- Indoor and outdoor play areas
- Infirmary

Our Academic Program

At New York Academy we prepare students to be globally competent citizens. Therefore, our responsibility is to not just teach them to memorize facts and figures, but to think deeply, ask questions, and care for their friends, family, and world. Our students learn important facts in language arts, math, science, arts, P.H.E. and more, but they also learn how to apply their learning to everyday life.

We accomplish these goals through a multi-faceted approach to learning. We follow IB Primary Years Programs (PYP) across Grades 1 to 6. IB programs aim to provide an education that enables students to make sense of the complexities of the world around them, as well as equipping them with the skills and dispositions needed for taking responsible action for the future. They provide an education that crosses disciplinary, cultural, national, and geographical boundaries, and that champions critical engagement, stimulating ideas, and meaningful relationships. This helps our students to ask challenging questions, think critically, learn across disciplines, and develop research skills.

We have developed Schoolwide Learner Outcomes (SLOs) which are the attributes of IB Learner Profile. Teachers help students strive toward achieving each attribute. We follow the AERO International academic standards, which are approved by the U.S. State Department's Office of Overseas Schools and provide a framework for us to work from. We utilize internationally recognized summative and formative assessments. We get to know each student as an individual allowing us to deliver effective instruction tailored to the individual. By doing this, our educators guide students to think deeply, question thoughtfully, and work towards their personal goals.

Early Learning Center

NYA has a strong philosophy and an underlying respect for every child. We believe that young children learn best by doing as a result, the goals of our Early Learning Center are based on these premises. We have developed thematic units to expose children to new concepts and expand their knowledge of the world around them.

We follow Creative Curriculum for our early years' learners. Our goal is to help students to become independent, self-confident, inquisitive, and enthusiastic learners by actively exploring their environment. We focus on social, emotional, cognitive, physical, and language development.

- Social & Emotional Development: Students feelings about themselves, the development of responsibility, and their ability to relate positively to others.
- Cognitive Development: Student thinking skills, including the development of symbolic and problem-solving skills.
- Physical Development: Students gross and fine-motor development.
- Language Development: Students ability to communicate through words both spoken and written.

Apart from the thematic units where the students explore English Language Arts, Mathematics, Social Studies, and Science. Students also get an opportunity to participate in the Physical Education and Health program (P.H.E.), Music, Visual Arts, and Foreign Language (Spanish & French).

Primary Years Program (PYP)

The PYP program is inquiry-based and concept-driven. Students develop knowledge, conceptual understandings, skills, and the attributes of the IB learner profile to make a positive difference in their own lives, their communities, and beyond.

Students demonstrate agility and imagination to respond to new and unexpected challenges and opportunities and take action for a better and more peaceful world.

We focus on developing students' academic, social, and emotional wellbeing, focusing on international mindedness. We aim to have independent and collaborative learners, who have voice, choice, and ownership in their own learning.

Students are exposed to six Units of Inquiry (UOI) under the IB PYP transdisciplinary themes that will provide them with authentic learning experiences that are not confined to the boundaries of traditional subjects. These inquiries are in-depth and usually last for six weeks. They make transdisciplinary connections to Math, Language Arts, Science, and Social Studies through unified lesson design.

Students also participate in the P.H.E. program (Physical and Health Education), Music, Visual Arts, Foreign Language (Spanish & French) and Entrepreneurship Program.

Middle Year Program (MYP)

The MYP is a challenging framework that encourages students to make practical connections between their studies and the real world. It is a five-year program, which can be implemented in a partnership between schools, or in several abbreviated (two, three or four year) formats.

The MYP curriculum framework comprises eight subject groups, providing a broad and balanced education for early adolescents.

Subjects:

- Language Acquisition
- Language and Literature
- Individuals and Societies
- Sciences
- Mathematics
- Arts: Music and Visual Arts
- Physical and Health Education
- Design
- Foreign Language (Spanish & French)
- Entrepreneurship Program

Communication

Thoughtful and collaborative communication between parents and teachers is essential to ensure the best possible educational experience for children. Other than the daily updates and bi-weekly newsletters shared by the teachers, both parent-teacher conferences and informal exchanges initiated by either the teacher or parents to discuss student's progress, all play a key element in promoting student growth and progress. The most constructive dialogue occurs directly between teachers and parents. Much less success, if any, comes from a parent trying to "go over the head" of a teacher. If an issue cannot be resolved directly between a teacher and parent, the appropriate administrator will get involved.

Teachers return telephone or email inquiries from parents in a timely manner. We also ask parents to understand that teachers are with students almost all day long, so responses to inquiries might not be immediate.

Our leadership team has an open-door policy and parents can request to meet with the coordinator or the school principal to discuss their concerns and share their feedback.

If a parent feels the need for an immediate response, please contact our front desk.

School Transitions

Children of all ages sometimes have trouble in making a transition to a new school. The happiest, most self-assured child can experience anxiety when entering a new environment. The most typical times for children to have trouble with transition are during their initial school experience and after a vacation or extended period away from school. Crying and clinging to parents and caregivers are normal behaviors.

Our faculty and staff members have a great deal of experience helping children and families. We appreciate the trust you place in us when you enroll your child at NYA. When children enter our doors, they become our responsibility, which we look forward to and embrace.

During arrival time for the first few days of school, parents may accompany their children into the classroom and remain with them for a few minutes. After a few days of transition, parents shall turn their children over to NYA staff at the entrance to the building or classroom.

If your child is having trouble separating from you, we will work with you to make the transition easier. Through our experience, we have found the following suggestions helpful:

- Please take advantage of the Parent Orientation before the school year begins. Your child will meet his/her teachers, visit classrooms, and meet other NYA students.
- A few words of reassurance and affection before you say good-bye go a long way to help children separate.
- Whether you say good-bye at the building's entrance or in the classroom, it is important that you do not lengthen the process unnecessarily.
- Entrust your child to the teacher or staff member at the building entrance, say good-bye and leave.
- You may call the school during the day to find out how your child is doing.
- We will be happy to let you know how the day is progressing for your child.

Parent-School Partnership

Parents play an essential and positive role in the life of an independent school. Their support of their children's education, the faculty and staff, and the school are essential for an independent school to thrive and achieve its full potential.

When parents enroll their child in NYA, they agree to subscribe to its mission, follow its rules, and abide by its decisions. Trust and mutual respect are the most essential underpinnings of effective relationships between a school and parents.

NYA encourages parents to work productively with teachers and administrators by staying informed about their child's progress and important events in the life of the school. Thoughtful questions and suggestions are welcomed. Furthermore, we make every effort to keep parents informed of pertinent information.

Parents best support a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the problem. Efforts by parents to lobby other parents will be viewed by the school as counterproductive. Our principal maintains an open-door policy. Please feel at ease to approach the principal with questions or concerns.

Parent Teacher Association

What is a Parent-Teacher Association?

The Parent-Teacher Association is a non-political entity, which works with the board of management, leadership team, teachers, and staff of New York Academy to build an effective partnership between home and school.

Why Join the Parent Teacher Association?

- To provide the platform for parents, teachers, and staff of NYA to meet, discuss, analyze issues, and make decisions on the matters relating to school
- To promote the interests of NYA students in cooperation and mutual understanding with the board of management, leadership team, teachers, and staff of NYA
- To promote the involvement of parents in consultation with the leadership team of the school in the operation of the school
- To bond with other parents, creating a network of support and friendship

How Can the Parent Teacher Association Help?

- The PTA offers a sense of community with other NYA families
- The PTA provides a strong communication link between parents and the school, faculty, and administration
- The PTA provides support in the classroom
- The PTA helps with administrative tasks and school activities
- The PTA helps to develop enhancements to existing programs within the school

NYA PTA Elected Team Members

Vice Chairperson - Dr Vipin Das

Secretary - Ms. Vaishnavi Bodanapu

Treasurer - Ms. Neha Banerjee

Executive Members

- Ms. Sonam Purohit
- Ms. Deepa Basavaraju
- Dr. Radhika Sharma

Grade Level Representatives

- Ms. Bhuvaneshwari
- Dr. Radhika Sharma
- Ms. Shruthi Murthy
- Ms. Naila Amena
- Ms. Kiranjot Kaur
- Ms. Vandana

Community Service and Service Learning

Community service is an integral part of a NYA education. Students have opportunities throughout the year to participate in activities designed to help them understand and contribute to meeting human needs and contributing to making the world a better place by giving for the sake of giving.

Volunteering

Parents are welcome to volunteer to assist in a variety of ways. Parent volunteers can strengthen the school community and enhance the school's programs. To volunteer, please contact the Admission Counselor to inquire about volunteer opportunities. Please remember to volunteer and be actively engaged in the NYA Parent Teacher Association.

Parent Feedback

We are always happy to receive informal feedback from you on many aspects of your child's experience at NYA through our Parent Relationship Manager. Parents can provide anonymous feedback through the suggestion box at the Front Desk. In addition, NYA conducts formal surveys from time to time.

Attendance

Regular attendance is important for the successful education of your child. In the interest of your child's progress, NYA discourages absences for reasons other than illness. Please call the school by 8:30 a.m. if your child will be absent.

- Students must attend school every day.
- Students who miss more than 7 days of the school year 'unexcused' may be asked to repeat the grade level.
- Students who miss more than 20 days of the school year with a combination of 'excused and unexcused absences may be asked to repeat the grade level.

Arrival and Dismissal Procedures

All children should arrive between 8:40 and 8:50 a.m., with instruction beginning at 9:00 a.m. daily. Cars shall enter the parking area and proceed to the rear of the building. NYA faculty and staff members receive children from their cars at the main entrance to the building and escort them to their classrooms.

We ask that your children arrive on time so they can greet friends and make a comfortable adjustment to the classroom before the day's activities begin. Please ensure that your child arrives during the arrival period, as late arrival may interrupt the activities in which classmates are engaged.

If your child needs to leave school during the school day, please notify the school in advance. When departing early, the parent or authorized person must sign out the child. We will not release your child to unauthorized persons. Authorized persons are those listed on the Emergency Contact and Pick-up form. If unusual situations require a parent to request pickup by an unauthorized person, the request must be in writing and the requested person will be required to provide valid photo identification; and, to further assure the safety of your child, NYA has established a Placard Verification System with your child's name and class. Each family is provided three copies of placards, which grant pick up rides. Please be sure that whoever picks up your child has your placard.

Cars shall form a line for pick up. When a car arrives at the entrance, staff will bring the child to the car. Children enrolled in after-school activities will remain inside the school campus. They will enjoy a snack and play time until after school activities begin. At the end of the activities, parents will pick up children from the assigned classrooms.

Grade	Arrival Time	Dismissal Time
Parent-Toddler	9:00 a.m.	10:30 a.m.
Play Group	10:30 a.m.	12:00 noon
Nursery	8:45 a.m.	12:00 noon
Pre-K3	8:45 a.m.	1:30 p.m.
Pre-K4	8:45 a.m.	2:00 p.m.
Kindergarten	8:40 a.m.	2:30 p.m.
Grades 1-6	8:40 a.m.	3:00 p.m.

Tardiness Policy:

- Students must report to school before 9 a.m.
- The school gates will close at 9:05 am and no one will be allowed without a tardy slip.
- Three tardy slips equal to one unexcused leave.

Breakfast/Snack

NYA provides a morning snack. If your child remains at school for after school classes, please provide an afternoon snack.

Lunch

NYA serves nutritious and healthy lunches. The lunches are prepared on-site by professional chefs and served in the school's lunchroom. Parents do have the option to send lunch from home. We encourage students and parents to make healthy choices and avoid having processed foods or sugar foods for lunch.

Monthly menus are shared with parents a week before the month begins.

After-School Programs

A variety of after-school programs and classes are offered and typically meet once a week for a set number of weeks. These classes are open to NYA students and to students from other schools.

Progress Reports and Parent-Teacher Conferences

Students are issued narrative progress reports every six weeks followed by scheduled parent-teacher conferences. Standards-based report cards are issued at the end of each semester.

Teachers and administrators care greatly about all facets of your child's growth. If an issue arises that needs to be addressed before one of the scheduled conferences, your child's teacher or an administrator will contact you. Likewise, if you have a question regarding your child's progress or general welfare, please do not hesitate to set up a conference with your child's teachers. All said, NYA takes great pride in regular communication between school and home.

Homework

Generally, NYA does not give homework in Nursery and Pre-K. Limited homework is given in Elementary school. Homework is designed to be engaging and creative, and sometimes an extension of learning taking place in school. NYA partners with the home to take ownership of nightly reading, journaling, research, and math practice that reinforces classroom learning. For example, our aim is for students to choose to read at home rather than make it an assignment.

Behavior Guidelines

New York Academy maintains high academic expectations, but it also places a strong emphasis on the social and emotional well-being of each student. Our students develop the character, creativity, and skills to become global citizens and community leaders. We also believe that all students, teachers, staff, and parents/guardians must work together for student well-being and safety.

The Learner Profile is the foundation of who we are, and our Essential Agreements make NYA a safe, supportive, and stimulating learning community for all students. The attributes of the IB Learner Profile allow students to develop an understanding of their individual responsibility to create and sustain a positive and productive community.

During the first week of school, homeroom teachers work together with students to frame Essential Agreements for their class and public spaces in school. These agreements set the tone for the school year and are reviewed to reinforce positive behavior, discuss consequences for poor choices and re-teach expectations for expected behaviors, aligned with essential agreements and the IB Learner Profile.

We teach children how to use acceptable alternatives to inappropriate behavior to resolve conflict. We recognize that inappropriate behavior is often due to a child's developmental immaturity. When children engage in inappropriate behavior, we reinforce limits and teach them "what to do" instead of "what not to do." Reinforcing limits and teaching alternatives help children have successful social experiences in school. We incorporate opportunities to solve problems and learn through mistakes, both individually and in groups. Our guidelines for responding to unacceptable behavior are as follows:

- Use strategic reinforcing, reminding, and redirection language
- Address the problem and child in a manner to help avoid loss of the child's self-esteem
- Redirect the child to understand the problem
- Use natural consequences when needed
- Encourage children to verbally express their feelings, rather than demonstrate them physically
- Use situations of misbehavior as a learning experience for all involved

We believe children should never be subjected to physical, verbal, or psychological abuse. In our school, any form of corporal punishment is prohibited.

Please refer to the Behavior Guidelines and Anti-Bullying Policy for details.

Dress Code and Clothing

Children from Nursery through Elementary come to school in their uniforms.

Children need a spare set of clothing at school in case they have an accident that requires them to change clothing. Please mark your child's clothing with his/her name to help avoid confusion with the clothing of other children. Please send the extra clothing in a small bag labeled with your child's name.

Personal Belongings and Toys

If your child loses personal belongings at school, please check the Front Desk for the lost item. NYA is not responsible for the loss or damage to personal articles. Unclaimed articles will be given to a charitable organization.

As a general policy, we discourage children from bringing toys to school. Toys can become displaced during the day. Lost toys cause children a great deal of anxiety and may require considerable time and energy until they are found. Toys that represent violence, such as guns, knives, and swords, are strictly prohibited.

Birthdays

Birthdays are important events in the lives of children. Parents who would like to organize a birthday celebration in the classroom should plan with the teacher. If you organize a party at home, we urge you to invite all the children in your child's class. Exclusion from a special event can be crushing for a young spirit.

- The birthday boy/girl can come in an appropriate birthday outfit
- Students can distribute muffins, chocolates, sweets etc.
- No return gifts and cakes
- The homeroom teacher should be informed in advance of any plans to bring treats (to ensure that you are informed of any food allergies for your child's peer group)

Field Trips

Some of the rich learning experiences enjoyed by New York Academy students take place outside the classroom. Each class takes field trips during the school year. Early Learning Center often waits two or three months until the children are comfortable with their classes, teachers, and routines before venturing farther than the immediate neighborhood. We encourage parents to volunteer as chaperones for field trips.

By signing the NYA Enrollment Contract, parents give permission for their child to participate in the school's field trips. However, a Field-Trip Permission form is sent to parents before each field trip.

Fire Drills and Lock Down Drills

Our priority is always the safety of our children. To be prepared for an emergency, NYA will conduct Fire Drills and Lock Down Drills twice a year.

Medication

No medicine or medical treatment, except emergency first aid, will be given to any child without a Medication Administration Form signed by the parent or guardian. Our registered Nurse will follow the doctor's instructions as mentioned in the form.

Lice

In the case of head lice, we ask parents to immediately pursue recommended treatment. There are several options for treatment, but a key to eradication is that nits be pulled from each strand of hair and that all linens, clothing, and contact areas are thoroughly cleaned and cleared of infestation.

Contagious Diseases

In the interest of the health of our community, we must know when your child has a contagious disease. We have the responsibility to inform other members of our community about possible exposure to communicable diseases, which include, but are not limited to, strep throat, chicken pox, lice, conjunctivitis, and similar ailments. We reserve the right to send your child home if he/she does not seem fully recovered. If a child is not healthy enough to participate fully at school, he/she should remain at home.

Medical Emergencies

In case of a medical emergency, we will attempt to contact you. If we cannot contact you, we will attempt to reach one of the emergency contacts listed on the Emergency Contact/Pick Up Form. In the event of a serious medical condition or accident, NYA will transport your child to Continental Hospital. If, in the opinion of the physician, your child needs medical or surgical services that require your authorization or consent before you can provide consent, you hereby authorize, appoint, and empower New York Academy to act as your agent to furnish on your behalf such oral or written authorizations as may be required. You also release New York Academy and its employees from any liability that may arise from the giving of such authorization; it being our desire that your child be furnished with such medical or surgical services as soon as possible after the need arises.

Safety and Security

The safety of our students and the security for our school are top priorities at NYA. All faculty and staff members are vigilant and consider our students' safety and welfare their responsibility and priority.

All visitors are required to show identification to enter the building and to carry a visitor's pass. CCTV cameras are installed throughout the building and school buses.

If a situation ever arises where there is a perceived threat to security, the safety of our students may be best maintained by keeping them inside the school. If the school enters this mode of operation (called "sheltering" or "lock down"), then parents will be advised not to come to the school to pick up their children; however, we will communicate with you through the best means available, i.e., text message, email, phone, etc. When the threat has passed, the school will return to normal operation.

Visiting

We welcome parents to visit their child's class, but we ask that visits be arranged in advance. Our experience shows that unexpected visitors can disrupt the routines and activities of a class. Please do not take the opportunity of a visit to discuss your child with his/her teacher, as the teacher will likely be busy teaching and caring for the class.

Parking

There is limited parking on campus for short visits.