evaluation are indicated, the School Psychologists may recommend outside professional assistance. Although the choice of an outside professional is up to the family, the School Psychologists maintain a network of qualified professionals for referral. When appropriate, the School Psychologists may request consent to speak with outside professionals working with students and their families.

The School Psychologists also provide crisis intervention for acute situations and are involved in ongoing programs with teachers, students, and parents to enhance the health and emotional well-being of the school community.

Attendance

An excessive number of absences may interfere with learning, since this situation makes it difficult to cover the curriculum for any individual. In such cases, parents will be contacted and every effort will be made to understand and remedy the problem.

Poly asks that family trips and other special plans be made to coincide with our vacations and the school strongly discourages withdrawing your children from school for non-medical reasons. Such absences are disruptive to class procedures and may adversely affect a student’s academic progress.

Lower School

At our Lower School, attendance is monitored by homeroom teachers and reported daily to the Office Manager, who promptly contacts the school nurse, parents, or guardians about any unexcused absence.

Arrival

The homeroom teacher will supervise the Big Room (grades K-4) from 8:00 AM to 8:30 AM to greet children who arrive early. Children should not be dropped off before 8:00 AM. Children in Nursery and Pre-K can wait with a parent, while older children can wait with the other children and the “Early Bird” teacher. Punctuality is an important aspect of the educational process. It indicates a respect for school, for the time spent here, for the day’s work, and for the time of others. Children who are late lose part of the school program and disrupt the ongoing activity of their classmates. Classes start promptly at 8:30 AM. Children in Nursery and Pre-K should be brought to class by a parent or caregiver. All children in grades K-4 will walk to class independently. Students in grades K-4 will be marked absent after 8:45 AM. Children in Nursery and Pre-K will be marked late at 9 AM. We keep records for lateness and absence and include this information on each child’s performance report.

Dismissal

To ensure each child’s safety, the school will not release children to adults who are not authorized by a parent or guardian. If there is any change in your child’s dismissal
procedure on a particular day, please send a note with your child in the morning, email LSDissmissals@polyprep.org or call the office at least one hour before pick-up time. This will allow time to relay the message from the office to the teacher.

If your child needs to leave school early on a particular day, please inform the school in writing. Play date arrangements and/or changes in pickup must be made in writing by a parent. We will not release children to someone else’s caregiver without authorization from a parent. For reasons of safety and decorum, we do not permit children to meet parents or drivers on the street after school. Half-day children are picked up at 12:30 PM in the classrooms. Nursery, Pre-K and Kindergarten children are dismissed at 3:05 PM, also from the classrooms.

First Grade through Grade Four students are dismissed at 3:20 PM. Children who are driven home will be picked up in front of the school. The parking spaces on Prospect Park West (PPW) are now designated as “No Standing”; parents/caregivers may pull up to the curb for ease of pick-up and to maximize safety for our children during dismissal. Placards will be distributed on the first day of school to families with the names/grades of their children. Please display your placard directly on your dashboard. As you approach the school, a “spotter” will call out the name of your child and his/her grade to ensure the child is ready for pickup. Children will be escorted to the vehicle by faculty and staff members and assistance will be given to those students who need help buckling. Parents/caregivers should then pull away to make space for the next vehicle.

**Arriving and Leaving Campus**

Our building has two main entrances and several emergency exits. The two entrances surveyed by school personnel are the main entrance, accessible through the playground, and the original entrance, up the stairs on Prospect Park West. In order to ensure that our premises are safe and that no intruders can enter, we ask you to follow these procedures at all times:

- Enter and exit the building through the playground entrance at arrival and dismissal. Enter and exit through the original entrance on Prospect Park West during the rest of the day or during after school.

- Anyone who enters the building at a time different from the regular arrival/dismissal time must check in with security at the front door.

- Your help in keeping our building safe is essential. Be sure that the front door is closed when you leave, and do not open it for people you do not know. Please do not be offended if you are questioned – we always steer on the side of safety and ask the identity of anyone we do not immediately recognize.
Middle and Upper School

It is the student’s responsibility to be certain his/her attendance, absence, or lateness is accounted for each day. (Attendance is recorded at 8:20 AM in the advisory room on Monday, Wednesday, and Friday. On Tuesday and Thursday, it is recorded in a student’s Form homeroom.) Simply, students must be on time for the taking of attendance. If a student is late, he or she must sign in at the Attendance Office immediately upon arrival at school. Failure to do may result in the student being marked absent.

If a student will be absent from school or will be late, a parent or guardian must call and notify the Attendance Office (ext. 3670). Also, a parent or guardian must call and notify the Attendance Office each day of an extended absence. Form Deans determine if an absence or late arrival is “excused.” If illness or injury requires a prolonged absence from school, a parent or guardian should contact the Form Dean to report the reason for the absence and discuss plans to address missing work.

Classes begin at 8:30 AM. Students arriving after this time will be considered late. The teacher may “recall” any student who is late to class. For “recall,” teachers may ask students to come back to the classroom after school. Recall takes priority over practices or rehearsals. Repeated tardiness will result in the following disciplinary action: more than three times being tardy; a student will receive a detention and the parent is called; after six times being tardy, the student could be suspended.

If an unexcused absence or lateness causes a student to miss eight or more classes per semester, the student may lose course credit.

Students are responsible for making up the class work and assignments missed because of absences due to illnesses, school trips, activities, or games. Students should contact their teachers or classmates for any work or assignments missed.

“Cutting” a class, activity, or scheduled appointment is a serious breach of school policy and will result in disciplinary action, including a possible suspension from school.

Poly offers ample vacation days. Thus, it is our expectation that parents and students observe the dates specified on the school calendar. Advance requests for exceptions should be submitted to the Form Dean who will make a decision. On the other hand, it is the school’s general policy not to excuse students for early vacation departures or late returns or for other school absences not caused by illness or family emergencies. Parents should understand that teachers are not obligated to honor requests to re-teach missed lessons in the event of such absences.

Leaving Campus During the School Day

• Grade 5 through Form V students may not leave campus without permission from a parent and Dean.
• Form VI students are permitted to leave campus between 10:45 AM and 1:15 PM, but must have Dean’s permission to do so.

• Students staying for the late bus must remain on campus until 5:50 PM, the time of bus departures.

Early Dismissal

If it is necessary for a student to leave school early, he or she should bring a note written and signed by a parent or guardian. The note should give the reason for early dismissal and state the time of departure. The student should give the note to the Dean before 8:30 AM. Parents or guardians may e-mail the grade-level Dean with permission.

Arriving and Leaving Campus

• Parents should drop off students at the loading zone in the circle in front of the school. Under no circumstances may cars enter the gate leading to the rear service area on 7th Avenue. Students arriving by public bus should enter school through the pedestrian gate and the Tower door. If a student must cross 7th Avenue, he or she must be certain to push the button for the traffic light and cross only when the light is red, halting traffic. Students arriving by Poly bus will be discharged near the pedestrian gate on 7th Avenue. They are to enter school through the Tower door.

• Parents are to pick up students at the loading zone in the circle in front of the school. Security guards are stationed at the front and back gates to provide security for students who stay late or who return late from away games. Again, students leaving by public bus must be certain to push the button for the traffic light and then cross 7th Avenue only when the traffic light is red, halting traffic. Poly buses will load students along 7th Avenue near the pedestrian gate. Students are to exit school by the Tower door, going directly to their buses.

• Riding the school bus is a privilege that will be suspended in cases of unacceptable behavior.

• If a student wishes to take a different bus, he or she must have a note from a parent or guardian approved by the Dean. If this is going to be an ongoing arrangement, it should be established at the start of the year through the Deans. Please note that permission to take another bus for a play-date may be subject to space availability on the bus.

Lower School Transportation

Transportation between the Dyker Heights Campus and the Park Slope Campus is available daily for families living in the Bay Ridge/Dyker Heights area for students in Pre-Kindergarten through Grade Four. If you are interested in the Poly Shuttle, please contact the office for the guidelines and an application. There is no charge for this service.
If your child takes public transportation, please contact the Lower School office for a Metro card application. Eligibility (full or half fare) is determined by the distance between school and the student’s home.

**Lower School Parking**

There is no parking set aside at the Lower School for families, so you may need to park several blocks away and walk to school. Double-parking on Prospect Park West is dangerous and is not allowed.

In order to make things safe for all of our children, we expect that all families will abide by the following:

- In the morning, Prospect Park West in front of our school is to be kept clear for buses and for parents who can quickly drop off students in Kindergarten through Grade 4. School staff will be at the side gate from 8:00 AM to 8:45 AM to receive your child and send him or her safely into school. Unless there is an open, legal space in front of Ethical Culture, you may not park and leave your car on Prospect Park West during drop-off.

- Any parents who need to enter the school building should either park legally or double-park only on 2nd Street. Because of an agreement with local authorities, between 8:15 AM and 8:45 AM and between 3:00 PM and 3:15 PM, families may double-park only on 2nd Street without being ticketed.

  However, this is extended as a courtesy, rather than a guarantee. In the fall, the Associate Director of Safety and Security will issue Nursery and Pre-Kindergarten families a parking placard to put on dashboards in the event that it is necessary to double park on 2nd Street. This placard tells the police (and any car that is blocked in) that you are at Poly and will return to your car in fewer than 10 minutes. Local officials have agreed to these two windows of time in which cars double-parked for fewer than 10 minutes will not be ticketed. No car should be left for more than 10 minutes total. This policy is to ensure that vehicles, including emergency vehicles, can maneuver down 2nd Street.

- Under no circumstances should you ever triple-park, park in a bus stop or a crosswalk, or at fire hydrants.

This easement of citywide parking rules is a courtesy that has been extended and we would like to continue our positive relations with our local authorities. Please follow the guidelines above for the safety of our children and for continued positive relationships with our neighbors and community officials.

**Strollers and Bicycles for Lower School**

Strollers may be stored at school in the vestibule next to the playground. Please do not leave strollers in any other areas (such as hallways) because they are a potential hazard. Scooters may be left in the vestibule, while bicycles should be left at the rack.
near the fence by Ethical Culture. Unfortunately we do not have space for wagons. For the sake of the children’s large motor development, families are encouraged to wean their children out of strollers as soon as possible. Children do walk more slowly than adults, and their pace requires our patience, but walking is beneficial to their health and their sensory and motor development.

Physical Education Excuses

Physical education excuses must be made before 8:45 AM and delivered to the attendance secretary. Excuses must include a note or an e-mail signed by a parent (for one day only) or by a physician explaining the reason and duration of the excuse. Extended excuses may be granted only on medical advice.

Dress Code

Appropriate dress and good grooming, as determined by the Headmaster and the faculty, are the essential requirements of the Poly Dress Code. The policy is founded on traditional forms of good taste and the dictates of practicality and comfort. Form deans and the division head are the final arbiters of the Dress Code.

Lower School Dress Code

Unless it is raining or bitterly cold, children play outdoors - even when it is wet or snowy. Please see that your child brings the appropriate gear for the outdoors, including boots, a hat, mittens or gloves, and a warm coat. Please label all clothing.

Spare clothing should be kept at school for Nursery, Pre-K, and Kindergarten children. Parents will be sent a checklist of what to keep in school; please be sure to keep your child supplied with clean clothing as soiled or seasonally inappropriate items are sent home. Again, please label all clothing.

Middle School Dress Code

The Dress Code is in force throughout the academic day. Students who remain after school are expected to be in Dress Code or appropriate Poly attire. Students are always expected to be neat and clean. All clothing for boys and girls must be traditional in cut, size, and fit; neither too tight nor too loose. Form Deans and the Division Head are the final arbiters of the Dress Code. Violation of the Dress Code may cause a student to receive disciplinary action, including suspension from classes and afternoon activities, and/or to be sent home.

Expectations for Regular Days

• Any collared shirt (so long as it is buttoned appropriately) or polo-golf-rugby-style knit shirt (with Poly logo, optional) for boys or girls — any color or pattern, long or short
sleeve or sleeveless
• Long pants for boys or girls or Skirts for girls (approximately knee-length) or Bermuda-length shorts for boys or girls, during the months of September, April, May, and June or Capri-length pants (loose-fitting) for girls during the months of September, April, May, and June or Polo-style dresses for girls or Jumper over a polo-style shirt for girls
• Shoes or sneakers
• Sweaters or Poly sweatshirts/fleeces*

Expectations for Dress-Up Days

Boys
• Dress shirt suitable for a necktie, tucked in at all times
• Necktie worn at all times
• Blazer, cardigan, or sweater vest
• Long pants with belt loops
• Belt

Girls
• Dress (approximately knee-length)
• Skirt (knee-length) or long pants
• Blazer or sweater
• Collared shirt or blouse

Check the website for a complete list of dress-up days for the current school year.

General Guidelines

The following are not permitted:
• Sweatpants, or other athletic wear
• Multicolored cargo pants
• Jeans or jean-cut pants or jackets
• Denim of any style
• Leggings, except under a skirt of the appropriate length
• T-shirts, hats, or caps (indoors)
• Bare midriffs, spaghetti straps, and strapless tops or dresses
• Skirts shorter than four inches above the knee
• Tight or revealing clothing including leggings or jeggings
• Backless shoes (including flip-flops), high heels, or any footwear that may pose safety issues
• Poly sweatshirts/fleeces are available at the Poly Store, as are patches which can be added to a plain sweatshirt to convert it into a Poly sweatshirt. Other sweatshirts with slogans or pictures are not permitted.

** During the year, certain days may be designated as “Dress-Down Days,” usually in support of a charitable cause. On Dress-Down Days, students may wear jeans or sweatpants with T-shirts. During September, April, May, and June, shorts of the
appropriate length may be worn.

**Upper School Dress Code**

The Dress Code is in force throughout the academic day. Students who remain after school must remain in Dress Code or appropriate Poly attire. Students should always be neat and clean. All clothing for boys and girls must be traditional in cut, size, and fit. Form Deans and the Division Head are the final arbiters of the Dress Code. Violation of the Dress Code may cause a student to undergo disciplinary action, including suspension from classes and afternoon activities, and/or to be sent home.

The following are not permitted at any time:

- Sweatpants or other athletic wear
- Jeans
- Leggings, except under a skirt
- T-shirts, hats, or caps (indoors)
- Bare midriffs or spaghetti straps
- Skirts shorter than four inches above the knee
- Tight or revealing clothing
- Rubber flip-flops, high heels, or any footwear that may pose safety issues

School days are designated as either “regular” days or “dress-up” days (please note the expectations for those days). Check the website for a complete list of Dress-Up Days for the current school year.

Occasionally, the Division Head, usually in support of a charitable cause or community service project, will declare “dress-down” days.

**Expectations for Regular Days**

- Shirts (if it is a dress shirt, it must be worn tucked in; polo shirts may be worn out) or turtlenecks and long pants for boys
- Dresses, skirts, or long pants with a blouse or a shirt for girls
- Shorts for boys (*during the months of September, April, May, and June)
- Capri-length pants (loose-fitting) for girls (*during the months of September, April, May, and June)
- Shoes or sneakers

**Expectations for Dress-Up Days**

Boys:
- Dress shirt suitable for a necktie, tucked in at all times
- Necktie worn at all times
- Long pants
- Belt
- Shoes (no sneakers)
Girls:
- Dress or skirt or long pants with a shirt or blouse
- Shoes

Services

Changes of Address or Phone Number

Please inform the school of any changes of address or contact information by notifying School Registrar at kgraf@polyprep.org. Any changes regarding custody or guardianship should be sent to the Lower, Middle, or Upper School Office.

Poly Prep Store

The Store at Poly Prep carries a variety of merchandise including selected school supplies, logo items (T-shirts, sweatshirts, umbrellas, tote bags, etc.), and collared logo shirts (suitable for Middle School Dress Code). Students, faculty, parents, alumni, and all members of the Poly community are welcome at the Store at Poly Prep. Cash, check, or major credit cards can be used for items purchased at the store.

Food and Beverages

Lower School

Nursery, Pre-K, and Kindergarten have snack provided by the school. A healthy and to the extent possible, sustainably sourced lunch service is also provided by the Lower School.

Each child in Grades 1-4 should bring a snack that does not require refrigeration to eat; snack is eaten midmorning. We ask that the snack be protein rich and we discourage sweet treats.

Lunch is at noon in the Nursery and Pre-K, 11:30 AM for Kindergarten, 12:10 PM for Grades 1 and 2, and at 12:40 PM for Grades 3 and 4. Since this may be later than your child typically eats lunch, we encourage you to provide a heartier-than-usual midmorning snack. Children may not bring soda, junk food, gum, or candy to school.

Birthday Parties

We ask that the celebration of birthdays in the classroom be done during snack time with a special treat such as a “fruit kebab,” cupcake, or cookie. Families should not ask for special consideration for more elaborate parties such as a pizza party. In the spirit of equality and fairness, toys, favors, and “goodie bags” will not be distributed during school hours.