

P.S. 13

THE MARGARET LINDEMAYER SCHOOL

191 Vermont Avenue

Staten Island, NY 10305

Phone 718-447-1462 Fax 718-447-8681



Paul Martuccio, Principal

Stephanie Fremer, Assistant Principal (Grades 4 & 5)

Danielle Nola, Assistant Principal (Grades Pre-K, K & 1)

Valerie Panzella, Assistant Principal (Grades 2 & 3)

Parent Handbook

District 31

Vincenza Gallasio, Superintendent, I.A.

Richard A. Carranza, Chancellor

2018-2019

www.ps13si.org

Be The Best You Can Be!

Message from the Administration

September, 2018

Dear Families,

On behalf of our entire school community, I am happy to welcome you back to Public School 13. We are prepared to do everything possible to make this an outstanding year.

Our goal is to educate all of our children to their maximum potential. We celebrate all of our unique attributes while focusing on the development of academic skills, creativity, responsibility, and citizenship. Public School 13 functions as a **TEAM** of teachers, staff members, parents, administrators, and the greater community. By cooperatively working together we will make a difference. We believe that every child who comes to Public School 13 is worthy of our respect and deep consideration. We are here to provide a structured, creative environment for our students. This includes the basic academic areas, computer technology, as well as, the development of social responsibility and self discipline. We believe that it is our obligation to challenge each child to achieve his/her full potential. It is our responsibility to help develop those understandings, skills, and attitudes that help each child become an effective human being in society.

To help us achieve our mission, we have assembled important information about our school that will be found in this handbook. Please read the handbook carefully and keep it as a source of reference. In the future, supplements will be added so that you may remain informed about administrative and pedagogic changes that may take place.

Those of you who are new to our school will soon discover that we have fine students, interesting programs, and many special activities. We provide many supportive services for you and your students. We consider ourselves **A MODEL OF EXCELLENCE**. We have been recognized as a “Well Developed” school by the Quality Review and will make every effort to remain at the top of our practice.

Working together, we can make this a great year!

Best wishes for success at Public School 13.

Sincerely,

Mr. Paul Martuccio
Principal

P.S. 13 Mission Statement

Our goal is to educate all our children to their maximum potential. We celebrate our unique differences while focusing on the development of academic skills, creativity, responsibility and citizenship. P.S. 13 functions as a team of teachers, staff members, parents, administrators and the community. By cooperatively working together we will make a difference. We believe that every child who comes to P.S. 13 is worthy of respect and deep consideration. We are here to provide a structured, creative environment for our students. This includes the basic academic areas, computer technology, as well as, the development of social responsibility and self-discipline. We believe that it is our obligation to challenge each child to achieve his/her potential. It is our responsibility to help develop those understandings, skills and attitudes that help each child become an effective human being in society.

P.S. 13 Vision Statement

“Public School 13 is a collaborative learning community wherein the parents, students, and staff members have a voice and responsibility in the continuous shaping of and adherence to high expectations, processes, and systems that ultimately result in the social and academic growth of every student.”

Administration and Staff

Principal	Mr. Martuccio	Main Office	(718) 447-1462
Assistant Principal	Ms. Fremer	Room 309	(718) 447-1462
Assistant Principal	Ms. Nola	Room 224	(718) 447-1462
Assistant Principal	Ms. Panzella	Room 203	(718) 447-1462
Secretaries	Ms. DeFendis Ms. DiVirgillo	Main Office	(718) 447-1462
Guidance	Ms. Callender	Room 104	(718) 447-1462
Guidance	Ms. Kump	Room 104	(718) 447-1462
Custodian		Room 107	(718) 447-1462
Medical Office, Nurse	Ms. Riley	Room 117	(718) 447-1462
Parent Coordinator	Ms. Richards	Room 143	(718) 447-1462

School Assessment Team

Psychologist	Ms. Schaming	Room 115	(718) 447-1462
Family Worker	Ms. Montalbano	Room 115	(718) 447-1462

School Safety Agent

Security Officer Ms. Valentino Front Desk 1911

P.S. 13's website

www.ps13si.org

If you have any questions concerning the material in this booklet, please contact our Parent Coordinator, Ms. Richards.

Introduction

Welcome to P.S. 13! In this guide you will find everything you need to know about life at P.S. 13. It is a tool you will use all year to help you find the answers to frequently asked questions such as, “What time does school start?” and “How is reading, writing, and math taught to my child?” This resource will be available all the time; anytime you need it. Just remember to keep it in a safe place.

The Department of Education

Mayor DeBlasio and Chancellor Carranza have restructured the Department of Education. The new structure has taken steps to make the schools more welcoming to parents and make it easier for parents to be meaningfully involved in their child’s education. Some of these resources include: a parent coordinator to assist parents with many issues or questions, the Chancellor’s Parent Hotline and the Department of Education website.

P.S. 13 – Who We Are

P.S. 13 is a neighborhood school servicing approximately 860 students in grades Pre-Kindergarten through Grade Five. We are a Title 1 School in District 31. Our District Office is located at 715 Ocean Terrace, Staten Island, N.Y. The Executive Superintendent of District 31 is Mr. Anthony Lodico, and Vincenza Gallasio, Superintendent, I.A.

What You Need to Know About P.S. 13

Before/After School Programs

P.S. 13 works with several community based organizations that provide students with after school activities. Programs which take place at P.S. 13 provide extra support in reading and math, as well as, enrichment activities such as basketball, Dramatic Arts and Photography. Programs are subject to funding and have different start and end dates. You will be notified of these programs as they take shape over the course of the year. Please contact the parent coordinator if you have any further questions.

Students may also participate in the United Activities Unlimited (UAU) afterschool program. This program operates on a self sustaining basis requiring a monthly fee from each family participating in the program. For more information or to obtain an application please feel free to contact the UAU office @ 718- 987-8111.

Breakfast and Lunch

Breakfast begins at 7:45 a.m. Monday through Friday. Lunch for the Kindergarten and Second Grade is from 10:12 a.m. – 11:02 a.m. The First and Fifth Grades eat lunch between 11:04 a.m. – 11:54 a.m., and Grades Three and Four eat lunch between 11:56 a.m. and 12:46 p.m.

Buses

School buses pick up and drop off children by the ramp on Vermont Avenue. Parking is prohibited in front of the school building during the hours of 7:00 a.m. – 4:00 p.m. on school days.

Classroom

Among the many things that make P.S. 13 special, is the unique characteristics of each laboratory style classroom. While there are standards for everything academic, P.S.13 teachers show amazing creativity and display their own personalities within these standards. Rooms are arranged to foster group work. Student work is always displayed and celebrated.

Parent Coordinator- Ms. Theresa Richards

Our Parent Coordinator at P.S. 13 is committed to you and your child and to creating a welcoming environment. Ms. Richards is always on hand to support the PTA and broaden parental involvement.

You can contact Ms. Richards by email at Trichards8@schools.nyc.gov or by phone (718) 447-1462.

Parent Teacher Association (PTA)

Every parent whose child attends P.S. 13 belongs to this association, along with every teacher. The PTA has a president, vice-president, treasurer, and secretary. The job of the PTA is to support our school and to ensure a quality education for all students. The PTA holds monthly meetings to update and inform parents on the latest news, issues and events. The PTA is instrumental in providing extra materials and supplies needed by the school, through fundraising activities such as the Holiday Fair, Spring Fair, and Book Fairs from Scholastic Inc. *Volunteers are always welcome.*



PTA Executive Officers

President	Kim Mitchnik
Vice President	Lillian Perez
Treasurer	Jodi Reen
Recording Secretary	Larry Alan
Parliamentarian	Melissa Moran

Parent Teacher Association (PTA) Mission

Objectives and Goals

1. To provide support and resources to the school for the benefit and educational growth of the children.
2. To promote and help develop a cooperative working relationship between the parents and the staff of our school.
3. To foster and encourage parent participation at all levels.
4. To provide opportunities and training for parents to participate in school governance and education decision-making.

Child Abuse and Neglect

New York City has strict laws that protect children from child abuse and neglect. These laws mandate all schools to report suspicion of child abuse and neglect. The Administration and teachers are mandated to report when they have reason to suspect any one of the following:

1. A child has been physically abused.
2. A child has been sexually abused, whether injuries are sustained or not.
3. A child is neglected.
4. Educational neglect (absence and lateness).

Attendance and Punctuality

Effective use of time is an important priority at P.S. 13. All students are expected to consistently arrive at school by 8:10 a.m. Children who arrive late miss important instruction and morning routines. Parents need to help their children develop the habit of arriving to school on time. Children who arrive late will receive a late pass from the security officer. Parents may not accompany their children to their classroom.

English as a New Language (ENL) Support

The English as a New Language (ENL) program in NYC Public Schools develops the educational needs of each student by facilitating the acquisition of English language skills, and fostering continual growth and learning opportunities for children who are learning English. The program supports all ENL students so they may function successfully in their classrooms.

Conflict Resolution

Students involved in conflicts are encouraged to utilize mindfulness and Sanford Harmony strategies learned and practiced with adults during the Aim High period in the first 20 minutes of each and every day. In addition, all adults are encouraged to assist children in resolving their conflicts in peaceful ways. No fighting or retaliation of any kind is tolerated at P.S. 13.

Dress Code

We will continue to be a uniform school in the 2018-2019 school year.

Any appearance that is disruptive or detrimental to the educational process is not permitted in school. Caps, sweatbands, hoods or other apparel for the head are

not to be worn in the classrooms. Along these same lines, short shorts, short skirts and tank tops or tops with spaghetti straps are not appropriate school wear. Our building is centrally air conditioned. Have your child bring a sweater or sweatshirt in the event that they are cold in the classroom. Flip flops or other open toe shoes **should not** be worn to school as they present safety issues while walking through hallways and stairways. Sneakers or shoes are to be worn to school every day. If your child is unable to tie his/her shoelaces, please have them wear shoes or sneakers with Velcro closures.

Uniform samples are available in the Parent Coordinator's Office. Ms. Richards can also help with ordering uniforms in Room 114.

Please know, in the event the school feels that your child's attire needs to be addressed, you will be called and asked to bring alternate clothing to school.

Physical Education

According to the NYC Fitness and Health Education Department, (NYCFHED), proper attire must be worn in the gym at all times. In order to align our Physical Education (PE) requirements with the NYCFHED, all students must wear:

- A shirt/T-shirt and shorts (knee length)/sweatpants.
PS 13 gym uniforms are available for purchase in the PTA office.
- Sneakers that tie or fasten with Velcro are acceptable gym attire. No slip-on, open back or skate sneakers are permitted.
- Students must wear socks and sneakers for in and outdoor PE classes.
- Children not wearing appropriate sneakers will not participate in PE activities. Lack of participation will be reflected on the report card.

Reading, Writing, & Math Portfolios

Reading, writing and math portfolios are assessment tools for teachers. The portfolio is designed to give a profile of your child as a reader and is helpful for conferencing with students and parents. Student work is collected and analyzed over time to provide teachers with data about their students' academic growth. This data is then used to inform instructional decisions about teaching and learning.

Lost and Found

Items are collected and kept in the auditorium on the first floor. All personal items should be labeled with your child's name. If you have any questions about the lost and found please contact our parent coordinator.

Middle School Process

In the Fall of each child's Fifth Grade year, families participate in the process of applying to Middle School. Middle School fairs, tours and informational meetings are scheduled during the Fall to inform families about various middle schools. Applications are due at various times throughout the course of the school year. Ms. Richards, our Parent Coordinator, will assist students and parents with this process.

Report Cards

Report cards are issued three times a year for students in the K through 5th grades in November, March and June. Kindergartners receive report cards in January and June. All student grades are available online at Pupilpath.com. See Ms. Richards for your login username and password.

Translations

Our staff is here to help with translations. Please make arrangements with the office or the parent coordinator if you need a translator. At this time we have staff members who are able to translate the following languages: Albanian, Arabic, Chinese, Italian, and Spanish. The Department Of Education also has a translating unit which provides translation services for other languages.

Evacuation, Shelter-In, Lockdown and Bus Safety Drills

Instructions for Evacuation procedures are posted near doors throughout the school and children are instructed in routines early in the year to prepare for these unannounced drills. Evacuation drills are held regularly in compliance with Department of Education regulations to prepare children to exit the school quickly and safely in the event of an emergency. We are mandated to perform 8 drills per year, of which 6 are to be completed before December. Shelter-In and Lockdown Drills are also practiced throughout the year to help guarantee the safety of all students and staff. Bus safety drills take place throughout the school year and begin within the first full week of school.

Internet Policy

The NYC Department of Education has set specific guidelines when using the Internet. All children will have access to the Internet after they have been instructed about proper use. If you would prefer your child not to have Internet access, please send a letter to the Principal, Mr. Martuccio. The Chancellor's Regulation for Internet Usage Policy will be sent home in September.

Outreach Programs

Many staff members facilitate different community service projects throughout the school year. Students participate in special events and activities that help people in the community. Some of these activities include The March of Dimes Walkathon, Food Donations and drives for The Good Council Home as well as Project Hospitality and several food and clothing drives in the Rosebank community..

Volunteer Initiatives

Volunteers are always welcome at P.S. 13. Joining the Parent Teacher Association (PTA) is a wonderful way to support your child's school. If you have a special talent please let us know. Contact the Parent Coordinator for additional information.

Health and Wellness

The NYC Department of Health has strict medical requirements for new entrants to school. All students entering a NYC school for the first time must have a complete physical examination, all immunizations and a variety of screening tests. The school records each child's weight, height, vision and hearing on their medical card. Parents are required to follow up with their child's pediatrician if there are any concerns. You will also be informed if the school does not have an updated medical form for your child.

Please do not send your child to school if he/she does not feel well before arrival. If your child becomes ill in school you will be contacted by the school nurse or other school personnel to pick up your child and take him/her home.

Home-School Communication

Ongoing communication between school and home contributes to a student's success in school. Either during or within the first few days of school, teachers will send home a letter of introduction that will include routines, plans, required supplies etc. All teachers send a monthly letter to parents to update them on their child's goals. Other teachers will include information on homework. Cluster teachers will periodically inform parents about their programs. Students' grades are available on Pupilpath. Feel free to communicate with your child's teachers through notes or emails to the school. Emergency messages should be provided directly to the main office or to the parent coordinator. Your first line of communication is always with your child's teacher. They will be able to fully explain homework and classroom routines. Please call the main office to make an appointment to meet with any staff member or administrator.

Please visit the school website at www.ps13si.org for more information.

Bullying

Our guidance counselors present “Bullying Prevention” programs during the school year to all grades and individual classes. In addition, bullying prevention assembly programs are scheduled throughout the school year. These programs help students understand the nature and impact bullying has on them and their peers. Through a two-part Bullying DVD/Video, strategies are presented and discussed for both preventing bullying and dealing with bullying incidents. Students are taught that there are many types of bullying incidents. In addition to being physical, bullying can also be verbal and psychological in nature. Bullies may spread rumors about others, write inappropriate things about classmates, intentionally exclude others, and take or damage other students’ possessions. As “Cyber bullying” is becoming a growing problem in schools, our guidance counselors also introduce the meaning of cyber bullying to the students. They learn that cyber bullying is sending offensive messages to others via computer or cell phone.

After each classroom presentation, students are given the opportunity for a question and answer period. If students have further individual questions, they are given the opportunity to meet individually with our school guidance counselors.

Public School 13 is a participant in the New York City Department of Education’s “Respect for All” Program.



SCHOOL CALENDAR 2018 – 2019

www.nycenet.edu

September 5	First Day of School for All Grades Early Dismissal for Kindergarten 11:30 Partial school time for Pre-Kindergarten
September 6	First full day for Kindergarten Partial school time for Pre-Kindergarten
September 10-11	Rosh Hashanah (schools closed)
September 17	Meet the Teachers- Back to School Night
September 19	Yom kippur (schools closed)
October 8	Columbus Day (schools closed)
November 6	Election Day (No Students in Attendance)
November 12	Veterns Day (schools closed)
November 15	Parent-Teacher Conferences (afternoon and evening)
November 22-23	Thanksgiving Recess (schools closed)
December 24-Jan 1	Winter Recess (schools closed)
January 2	Students return to school
January 21	Dr. Martin Luther King Jr.Day (schools closed)
February 5	Lunar New Year
February 7	Parent-Teacher Conferences
February 18-22	Midwinter Recess (schools closed)
March 14	Parent-Teacher Conferences (afternoon and evening)
April 19-April 26	Spring Recess (schools closed)
May 28	Memorial Day (schools closed)
June 4	Eid al-Fitr (schools cloosed)
June 6	Staff Development (No Students in Attendance)
June 11	Clerical Day (No Students in Attendance)
June 26	Last Day for All Students (early dismissal)

PupilPath

We are pleased that our school is using the “PupilPath” website to bring you immediate information regarding your child’s education. PupilPath allows you to view the following:

- Your child’s assignments and projects along with due dates.
- Your child’s performance in each class including homework, classwork, tests and projects
- Progress reports from teachers throughout the school year.
- Handouts and assignments when your child is absent from school.
- Your child’s transcripts and graduation eligibility status.
- School announcements, new calendar listings and upcoming events.
- And, in some classrooms, your child’s attendance.

We hope that by enabling you to see this information on a daily basis we will be able to work together to ensure that our children remain on track in every class.

To register into PupilPath, go to <https://pupilpath.skedula.com/> and click “Parents Register” if you are a parents or “Student register if you are a student.

Then complete the following:

- Your email address (Parents & Students)
- Your prefix (Mr.,Mrs., or Dr.) (Parents only)
- Your first name (Parents only)
- Your last name (Parents only)
- Your child’s school (Parents, Students)
- Your child’s OSIS number
- Your Child’s date of birth (Parents, Students)
- The registration code. (available in Parent Coordinator’s office)

After clicking “Register” you will receive an email with an activation link that will allow you to set your password. You can also download PupilPath to your iPhone or iPad devices via the iTunes App Store. Download the app to register your child and get notifications on your child’s progress.

If you have any questions about signing into PupilPath, please contact our Parent Coordinator.

Arrival Procedures

Arrival

Monday through Friday

Breakfast begins.....7:45 a.m.

School day begins.....8:10 a.m.

P.S. 13 is not responsible for students dropped off before 7:45 a.m.

PARKING IN FRONT OF THE SCHOOL BUILDING DURING ARRIVAL AND DISMISSAL JEOPARDISES THE SAFETY OF ALL STUDENTS AND STAFF AND IS PROHIBITED BY LAW

Double Parking

Double parking in front of the building or on the side, adjacent to the school is illegal and extremely dangerous. Crossing guards and school safety agents are instructed to ask parents to move from the area. We ask that you drop off your child at the Stop and Drop area located on Hylan Blvd. Drivers will be issued summonses if they do not adhere to parking rules and regulations. Please be advised that NYPD visits schools during arrival and dismissal and will ticket vehicles that park or stop illegally.

Bus Children

Upon arrival, a staff member will meet your child at the bus ramp. Once inside the school, children will either eat breakfast in the cafeteria or assemble in their designated arrival area.

Walkers

If you wish to walk your child to the school door, kindly park your car. **NYPD will ticket double-parked cars.**

Stop and Drop Rules

- **Hylan Blvd. is for Stop & Drop Only**
- Operates Monday through Friday between 7:45 a.m. and 8:05 a.m.
- Students will exit their car **on the curb side** and into the school.
- U-Turns on Hylan Blvd. are extremely dangerous

**PLEASE REMEMBER, OUR STAFF ASSISTS YOUR CHILD AND
MAINTAINS A SAFE ENVIRONMENT. PLEASE TREAT THEM
APPROPRIATELY.**

Attendance Procedures

School attendance and punctuality are essential for a successful school year. If your child is absent, please notify the school of the absence and arrange for any missed work, no later than 10:30 a.m. **You will receive a call from school if your child is absent or late.** A note should accompany your child upon his/her return to school. Children between the ages of 6-16 are mandated by law to be in attendance.

- As per Chancellor's Regulations , 90% attendance is the goal for promotion. Please understand that lateness is also taken into consideration.
- Doctor and dental appointments should be scheduled when school is not in session.
- Vacations should be planned in conjunction with the school calendar. **Pre-notification of an extended vacation is required, as well as a copy of airline tickets if you are traveling outside the United States.**
- Children should not be taken out of school early unless there is an emergency. **Try not to sign your child out during their lunch period. Classrooms are locked when the teacher is not in the classroom.**
- **Do not** call school and ask office staff to have your child ready and waiting for you. Your child should not miss instructional time.
- **2:00 p.m. is the cut-off time** for parents to sign-out their child to ensure a smooth school-wide dismissal. This is also the cut-off for bus sign-off and release from after school activities.
- Children who are signed out prior to 11:30 AM will be marked present for the morning and absent for the afternoon. If a child arrives in the afternoon, after 11:30 AM, they will be marked absent for the morning and present in the afternoon as defined in Chancellors Regulation A-210, section III C2. *Recording Lateness/Early Departure: School policy must define what constitutes a late arrival and early departure and which late arrivals and early departures are excused and not excused. Schools must keep records of late arrivals and early departures in accordance with school-defined policies. A student who is marked late or leaves early must be considered present for the school day if the student attends at least one instructional period. Frequent or unexcused lateness or early departure requires the same follow-up and intervention procedures as absence.*

If you must change your child's arrival or dismissal procedure, you must do so in writing.

EXCESSIVE LATENESS/ABSENCES WILL RESULT IN AN ATTENDANCE TEACHER CONDUCTING A VISIT TO YOUR HOME.

Lateness

Students are expected to be present in school by 8:10 a.m. Students who arrive to school after the first bell at 8:10 a.m. will enter through the front door in the main entrance with their parent/guardian. The school safety agent, Ms. Valentino will issue a late pass. Your child will be marked late.

Regular School Hours

Monday through Friday.....8:10 a.m. – 2:30 p.m.

Half Day Dismissal

11:30a.m.

Breakfast

Monday through Friday K-5 7:45 a.m. - 8:10 a.m.

General Facts

- **For the safety and well being of ALL students and staff, animals are NOT permitted on school grounds with the exception of documented service animals. Animals must remain behind the gated school perimeter at all times.**
- **For the safety and well being of ALL students and staff, smoking is NOT permitted on school grounds at any time.**
- **For the safety and well being of ALL students and staff, dangerous turns made by automobiles such as “U” turns are NOT permitted on Hylan Boulevard.**

Dismissal Procedures

Bus Children

All bus children are escorted from the building to their appropriate buses by school staff. K-5 children will be issued a bus identification card, which they will give to the driver upon boarding the bus at dismissal each day.

- Students are **NOT** permitted to change buses
- Students must know their correct bus stop and know their street address
- The bus driver is solely responsible for driving the bus

- Students will be suspended from riding the bus if they incur disciplinary infractions
- Parents are **NOT** permitted to get on or ride the bus

Questions concerning the bus schedule should be addressed with Pioneer Bus Company at 718-984-8077.

PLEASE DO NOT INTERFERE WITH THE STUDENTS AS THEY ARE BEING ESCORTED TO THE BUS.

- Students will only be dismissed to people listed on their Blue Card.
- If an emergency arises and a student needs to be released to a person not on the Blue Card then the request **MUST** be in writing via email or fax with a valid picture identification of the parent/guardian making the request. Requests will not be honored over the phone.
- Children are not permitted to go home with a friend.
- If a student is to be dismissed to a sibling, a note is to be on file with the classroom teacher and the main office. The sibling's name **MUST** appear on the Blue Card and they **MUST** be over 18 years of age.
- Should you have to pick up your child during the day, PLEASE be sure to send a note to your child's teacher so that your child can be packed and ready for pick-up.

School Visitor Procedures

All visitors must enter and exit the building through the main entrance in the lobby. Each visitor must have proper photo identification and must sign in and out with the school safety agent. All visitors will be issued a one day visitor pass by the school safety agent upon signing into the building. The pass must be worn on the visitor and must be visible at all times.

Parents may visit classrooms with prior permission from the classroom teacher and principal if they are invited to help with a project or activity. Under no circumstances can parents interrupt instruction to meet with the teacher.

Upon leaving the building, visitors must return the pass to the school safety agent and sign-out at the security desk.

Lunches, student supplies, and any party refreshments will be dropped off and picked up by students from behind the security desk.

Professional Learning

The staff at P.S. 13 is always involved in learning how to provide the best education for our students. Our Staff Developer provides teachers with on site professional learning, which includes workshops, demonstration lessons, and assistance with planning. Teams of teachers meet weekly to discuss grade level issues and engage in mutual planning. Committees such as the Instructional Team and the School Leadership Team focus on how to best improve student achievement. Also, staff developers and experts from various learning venues support our staff in an on-going effort to improve and enhance teaching practices so as to better serve our students.

School Intervention Team (SIT) and Response to Intervention Team

This team is made up of administrators, our guidance counselors, and other staff members. The committee meets every three weeks to discuss the needs of students who struggle academically and/or emotionally, and assists teachers by providing strategies and programs that are appropriate for individual students.

Safety Committee

The school safety committee is made up of staff and parents who meet monthly to review and discuss P.S. 13's Safety Plan, a document required by the Department of Education. It outlines all safety protocols in the school.

School Leadership Team (SLT)

This team is made up of parents, staff and administrators. The team is responsible for making decisions about all aspects of the school from setting educational goals to how the school budget will be spent. The School Leadership Team must contain 50% parents and 50% staff. The principal, PTA president, and UFT (United Federation of Teachers) Chapter Leader are mandated members of the team; other members are elected by their constituencies at special meetings or elections. Any parent may nominate himself or herself to serve on the team. Elections for those parents who are interested in serving on the School Leadership Team are scheduled in May or June of each school year.

Medical Needs

Your child may be entitled to accommodations in school under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and various state and city laws. These laws protect the rights of students with special health

needs who might have difficulty attending school or participating in regular school activities without support or reasonable accommodations being provided.

- A 504 form must be completed by the parent and a licensed doctor in order for the nurse to administer any medication.
- The 504 form expires annually and must be renewed each year.
- Students are **NOT** permitted to self-medicate.
- EpiPens are kept in boxes and travel with the child via his/her teacher.
- If a student has a 504- approved nebulizer or is diabetic, a nurse will be assigned to accompany that student on class trips.

IN THE EVENT THAT A NURSE IS NOT AVAILABLE TO ACCOMPANY A CHILD ON A SCHOOL TRIP, IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO ACCOMPANY THEIR CHILD ON THE CLASS TRIP. IF THE CHILD'S PARENT/GUARDIAN CANNOT ACCOMPANY THEIR CHILD ON THE TRIP THEN THE CHILD WILL NOT BE PERMITTED TO LEAVE THE SCHOOL AND ATTEND THE TRIP.

**OUR SCHOOL NURSE MS. RILEY CAN BE REACHED AT
(718) 447-1462 X 1171**

Emergency Blue Contact Cards

It is essential that these cards are completely filled out accurately and returned to the Main Office by September 8, 2017. In the event the school must contact you regarding your child, it is crucial that we have all working telephone numbers where you or your designated caregiver(s) can be reached during the school day. Please provide at least three emergency numbers and, when applicable, one emergency contact who understands English. **For the safety of your child, we will not release your child to anyone not on the Blue Emergency Contact card. Children are not released to anyone whose name is not on the Blue Card.** If information changes at any time during the year, it is your responsibility to provide the school with the update.

Curriculum

Reading

P.S. 13 implements a “balanced approach” to the teaching of reading. Teachers read to students modeling strategies that readers use in what is known as a **read aloud**. Teachers read with students using enlarged text to coach them in reading strategies in what is known as **shared reading**. Teachers support students as they read their own books and try to practice, and apply the strategies they have

learned on their own in what is known as **independent reading**. Children are expected to read 25 books a year on their independent reading level. They are also encouraged to read books by the same author, series books, books on a particular topic, or genre.

Flyers

P.S.13 has many activities and events occurring weekly. Flyers go home via your child's backpack to keep you informed about these events in a timely manner. Information comes from classroom teachers, the administration and the Parent Teacher Association. Although we try to distribute notices ahead of time, much depends on how cooperative the copy machines are at a given time. Please look in your child's backpack daily for these flyers.

Activities and events will also be posted on our P.S.13 website www.ps13si.org.

Annual Highlights

September – PTA Meet & Greet, ENL Orientation, Back to School Night/Curriculum Conferences, PTA Book Fair

October –Halloween March of Dimes Walk, Gifted & Talented Request for Testing Forms, Picture Day, Field Day

November – Parent Teacher Conferences (Formal)

December – Holiday Fair

January – Gifted & Talented Testing (Tentative)

February – Kindergarten Application Process, Valentine’s Day Dance, 5th Grade Cap and Gown pictures, Parent-Teacher Conferences

March – Pre-K Application Process, Staff vs Students Basketball Game, Parent Teacher Conferences (Formal), Learning Environment Survey,

April – Grades 3-5 New York State ELA Test, Gifted & Talented Open House, PTA Spring Pictures

May – Grades 3-5 New York State Math Test, Grade 4 New York State Science Test (Performance Test), PTA Spring Fair

June – Grade 4 New York State Written Science Test, Dance Fete, Pre-Kindergarten & Kindergarten Moving Up Ceremonies, 5th Grade Senior Activities, 5th Grade Senior Trip, 5th Grade Final Assembly

Lunchroom Discipline Procedures

There are three 50 minute lunch periods at P.S.13. Each lunch period has two grades which split the time between the lunchroom, school yard and possibly the auditorium when necessary. Proper order must be maintained in all areas to ensure all children are getting the allotted time necessary to eat their lunch and move safely between each activity. For that reason we have outlined the following procedures for entering and exiting the lunchroom:

- All children will enter the lunchroom, auditorium or school yard in a quiet and orderly manner.
- A table is assigned to each class and the class maintains that table throughout the year. Classes are assigned to a seating area in the auditorium and a line spot in the school yard.
- Once **all** children at each table have received their lunch, they can begin to talk to their neighbor. There is **no** shouting at any time in P.S.13.
- We ask the children **not** to share any lunch or snacks with one another as we have many children with food allergies that prohibit them from eating certain foods.
- When it is time to switch the classes, a staff member will give the children a signal in the lunchroom, schoolyard or auditorium. This lets the children know they need to be quiet to hear the next instruction. This quiet time is for safety purposes so we may direct the flow of children in a safe and orderly manner, and in case of an emergency, they will be able to hear instructions from the staff.
- At the time of clean up in the cafeteria, the children are asked to listen carefully. They need to be able to hear the instructions from the staff directing them through the process.
- Lunch dismissal follows immediately after clean up.

For the safety and well being of all the children in their designated lunch areas, it is imperative for them to listen and follow the directions. For this we need your help. Please know, non-compliance of the rules may result in a telephone call home or other consequences outlined in the discipline code.

Class Trips Policy

Prior to any class trip, a NYCDOE permission letter is sent home with each student describing the trip and explaining any fees involved. **This permission slip must be signed by the parent/guardian and returned to the teacher prior to the trip.** No child will be allowed to attend a class trip without a signed permission slip. **Verbal consent via telephone is not sufficient consent.**

- Parents will be selected for each trip.
- Siblings are not permitted to attend class trips.
- Students will **NOT** be dismissed from a trip site. Students must return to school and then be signed out by their parent or guardian in the main office.
- If your child has a medical need, please reference the section on Medical Needs.

Classroom (Birthday) Celebrations

All birthday celebrations should be discussed with your child's classroom teacher by way of a note and/or telephone conference and scheduled at least one week prior to the day of the celebration.

All celebrations are to be kept to a minimum. Please do not send a birthday cake into school. Cupcakes are sufficient and easy for children to handle. Please make sure any goodies sent in can be easily distributed. Individualized drinks should be supplied in separate containers (no glass). **All items should be labeled with your child's name and classroom number and brought to the main office.** Ingredients should be clearly labeled. Please be mindful that children in your child's class may have food allergies. Therefore, it is very important to communicate with your child's teacher before sending in any food to school. Also, if a child is having a party outside of school please mail invitations instead of having your child hand them out in class.

Parents and Siblings are not permitted to attend class birthday celebrations.

Pre-Kindergarten

Pre-kindergarten programs lay the foundation for lifelong learning. As four year-olds enter Pre-kindergarten at varying stages of development; instruction in the Pre-Kindergarten classroom recognizes and expands children's interests, strengths, and abilities. Pre-kindergarten classes focus on:

- Social and emotional development to foster a child's sense of self, enhance his or her ability to make friends, and create an openness to learning
- Physical development to strengthen large and small muscles, coordinate movement, and improve overall health and growth
- Creative expression and aesthetic development to foster a child's appreciation for the arts – music, movement and dance, dramatic play, and the visual arts
- Cognitive development to promote intellectual growth and school success. When children use their language, literacy, mathematical and scientific thinking, and social studies cognitive skills to think, problem solve, and communicate, they are making sense of their world.

Arrival and Dismissal

Exit 9– Kindergarten Wing (Play ground)

Pre-Kindergarten Non Attendance Days

Pre-K applications are available at the school or on-line @ <https://www.schools.nyc.gov/enrollment/enroll-grade-by-grade/pre-k> usually in January. If seats are still available in September, they will be given on a first-come basis.

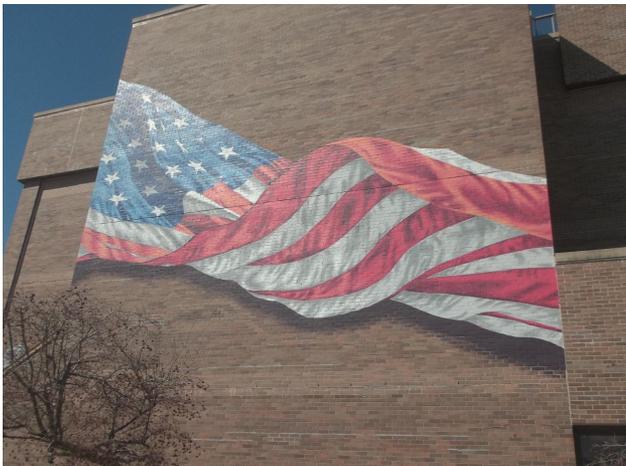
Registration

Chancellor's Regulations A – 101 states the following documents must be presented at registration:

1. Two verifiable proofs of address (dated within 30 days of registration date)
2. Child's birth certificate or passport
3. Child's immunization records
4. Child's latest report card/transcript

You will be given *two* Blue Emergency Contact Cards. Please make sure the cards have all current information on them. Your child will only be released to persons named on this card. For your child's safety, if any information changes throughout the school year, please notify the school in person. School staff cannot alter the blue cards. The parent/guardian must make all changes on a new blue card.

You will also be asked to sign the discipline code, school attire, photo and internet usage and permission slips located in the Section G packet.





Common DOE Acronyms

AIS -	Academic Intervention Services
CEC -	Community Education Council
G&T -	Gifted and Talented
ICT -	Integrated Co-Teaching
IEP -	Individualized Educational Plan
OFIA -	Office of Family Information and Action
SAGE -	Students Achieving Gifted Excellence
SAT -	School Assessment Team
SETSS -	Special Education Teacher Support Services
504 -	Health Form for the Administration of Medication/Testing Accommodations
ENL -	English as a New Language

