

P.S. 24

THE SPUYTEN DUYVIL SCHOOL

660 West 236th Street Bronx, New York 10463

Steven Schwartz, Principal
Nina Amster, Assistant Principal
Amanda Paredes, Assistant Principal

Telephone: 718-796-8845
Fax: 718-796-3320
www.ps24school.org

Handbook for Parents and Guardians **2020-2021**

Dear Parents and Guardians,

Welcome back! I hope you and your family had a wonderful summer. We all look forward to a successful and enjoyable school year. This handbook contains information that is important for you to know to ensure that your child/children achieve their highest academic level and that you can support them and the school in achieving success for all.

In order for our students to do their best in school and to achieve at the highest level, we must work together as a team. Working together both at home and at school is essential in promoting student achievement. We have high expectations for all our students. We expect students to follow the school rules, maintain consistent attendance, come to school on time, and to do their best work.

The handbook provides basic information that is important to you as a parent/guardian and as a member of our school community. Not all information about our school or the New York City Department of Education can be provided in such a handbook. Additional information will be provided to families throughout the school year and on our school website.

Two important websites for parents/guardians to utilize are:

<https://schools.nyc.gov> (NYCDOE website)
www.ps24school.org (P.S.24's School website)

I hope you find this document helpful and wish you all a wonderful school year. Thank you for your cooperation. I look forward to watching your child/children grow socially, emotionally and academically.

GO TEAM 24!

Steven Schwartz
Principal
sschwartz@schools.nyc.gov

P.S. 24 Vision and Mission Statement

P.S. 24 recognizes that children are our future and we must prepare them to assume their roles as contributing members of society. Each child has individual needs, abilities, and aspirations. *Our vision is one of a school that provides all children with the opportunity to achieve their personal best in all areas of development in cooperation with peers, staff, parents, and the larger community.*

Our mission is to engender excellence in academic endeavors and a respect for the similarities and differences that define our diverse population. This will be achieved through standards-based instruction that supports all learners based on their particular needs. Scaffolds and enrichment will be provided to accomplish this through ongoing assessment, small group instruction, intervention services provided by specialists, specialized classes and programs designed for high achieving students, integrated curricular studies, and talent development. Students will become engaged in authentic inquiry and evaluate their own progress in the pursuit of academic excellence.

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School Hours:

Monday - Friday: 8:30 a.m. to 2:00 p.m. all students

Note: Optional Grab and Go Breakfast starts at 8:00 a.m. and ends at 8:30

PERIOD/LUNCH SCHEDULE

Period 1	8:30 – 9:17	Period 5 Lunch 2nd & 3rd	11:38 – 12:25
Period 2	9:17 – 10:04	Period 6 Lunch 4th & 5th	12:25 – 1:12
Period 3	10:04 – 10:51	Period 7	1:12 – 2:00
Period 4 Lunch K & 1st	10:51 – 11:38	Teacher Office Hours	2:00 – 2:20

1. **Contacting School Personnel:**

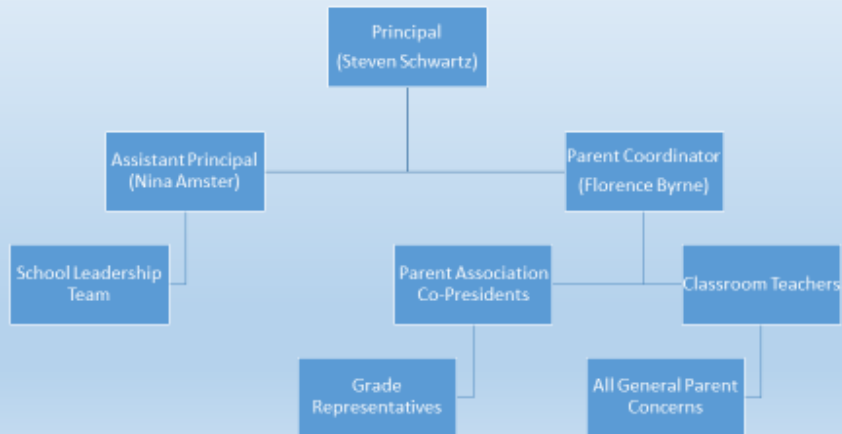
- Nina Amster, Assistant Principal. 718-796-8845 (Ext 2110)
- Amanda Paredes, Assistant Principal 718-796-8845 (Ext 1063)
- Luz Grapatin, Student Support (Guidance and Counseling) 718-796-8845 (Ext 1062)
- Sarah Berkowitz, Social Worker assigned to the School Based Support Team, 718-796-8845 (Ext 2274)
- Florence Byrne, Parent Coordinator, 718-796-8845 ext.2225
- Alison Libfeld, Special Education Coordinator, 718-796-8845 (Ext 5016)

There are many ways to stay in contact about upcoming events and activities at PS 24. Families are encouraged to sign up to use applications used by their child's teacher(s) such as Class Dojo, read the monthly newsletter/calendar of events and review the school marquee outside the building.

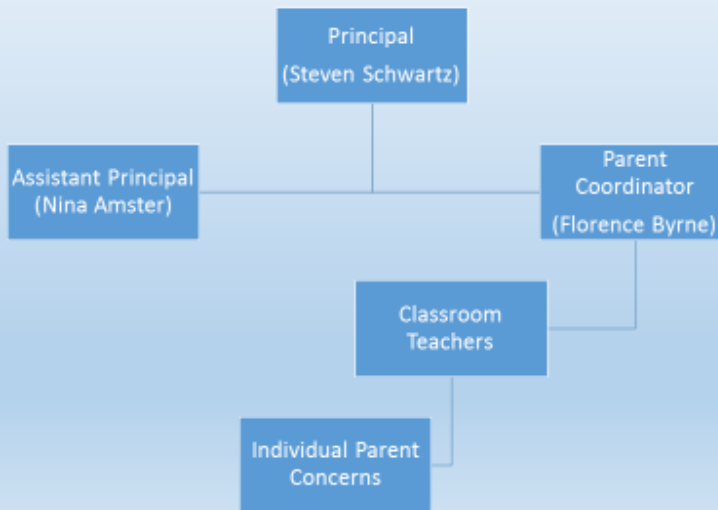
Class Dojo is widely used across the school and provides parents with updates on what is happening at school. Parents can review their child's progress with student reports, and communicate simply and safely with their child's teacher. If you have any concerns or questions regarding your child's learning and progress, do not hesitate to contact your child's classroom teacher immediately. You should receive a reply within 2 business days.

When communicating a problem, the first point of contact should be contacting the classroom teacher and/or Parent Coordinator, Mrs. Florence Byrne at fbyrne@schools.nyc.gov. You can also refer to our Ladder of Communication that was created and approved by our School Leadership Team in 2018.

Chain Of Command for all General Parent Concerns



Chain Of Command for all Individual Parent Concerns



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Parent Communication / Meetings Procedures (to increase safety and efficiency)

- ❖ Parents are asked to contact their classroom teacher first if there is a concern that they would like addressed.
- ❖ If the classroom teacher feels that additional assistance is needed, they will escalate the concern to the guidance counselor or parent coordinator (depending on concern).
- ❖ If further assistance is needed, the concern will be brought to the attention of the principal at which time the principal will either decide to address the concern or ask an assistant principal to address the concern immediately.
- ❖ Please note that no requests for teachers or class changes will be taken.
- ❖ If a parent wishes to have a meeting with a staff member they must have a pre-arranged appointment.
 - Parents are encouraged to request a meeting (phone call, zoom, google meet) during teacher office hours which are held from 2:00p.m.-2:20p.m. daily.
 - Safety agents will have a list of parent appointments for the week and will only allow parents to enter the building if they have a scheduled appointment. NO EXCEPTIONS!
 - All in-person meetings must be approved by administration prior to the meeting date. If a parent believes that an appointment was scheduled but it is not on the list, safety agents will contact administration to confirm.
 - Parents are encouraged to contact the parent coordinator and guidance counselor during their “office hours” if they wish to bring up any concerns/issues they may have.

All teachers are available daily, between 2:00 pm and 2:20 pm to meet with parents to discuss their child’s education. Please contact your teacher for an appointment.

We encourage all parents to utilize our school website www.ps24school.org. There you will find a school calendar, information about events, our Parents’ Association, helpful resources and much more. For additional information go to the Department of Education website at www.schools.nyc.gov.

All visitors to the school building including parents must use the building’s Main Entrance at all times, present ID and sign in at the security desk. Unless approved ahead of time by the administration, parents will not be allowed into the building unless they have called ahead prior.

2. **Arrival Procedures**

Updated Arrival Procedures (as of 9/23/20)

1. Every family must complete a health screening for their child daily prior to coming to school in the morning. You can fill it out online at this address: <https://healthscreening.schools.nyc/> or print out a copy here: [https://healthscreening.schools.nyc/docs/DOE Health Screening Questionnaire 090420 .pdf](https://healthscreening.schools.nyc/docs/DOE_Health_Screening_Questionnaire_090420.pdf) You must show either the electronic confirmation or the print copy prior to entering the arrival area.
2. If your child arrives at school without this, you or they will have to fill one out before entering the arrival areas.
3. If your child is taking the bus to school, be sure they have a printed out copy with the date at the top of the page to show when they are exiting the bus.
4. Children will be subject to random temperature checks as they are entering the arrival areas. If they have a temperature of 100.0 or higher they will have to be taken home.

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Entering Arrival Locations

1. All Kindergarten and 2nd grade parents should enter the upper yard by using the steps in the middle of 235th street between the building and the yard. Kindergarten parents will proceed to the top of the steps and enter there and 2nd grade families should enter from the gate into the yard at the top of the first set of steps
2. All first grade families and students must enter the yard by proceeding down the stairs just past the west side of the building on 236th street, down the ramp, and into the yard
3. All 3rd grade students must enter through the gate on the corner of Independence and west 235th Street. Only children will be permitted beyond this point.
4. All 4th and 5th grade students should enter the lower yard from 235th street and only children will be permitted beyond that point

During arrival, parents should not expect a meeting with the teachers, as the teachers are preparing for the day with their students. If you need to speak to a teacher, please send a note or email your teacher to request an appointment. We realize that parents have questions for staff members but entering during arrival (and dismissal) times can create an unsafe situation.

We appreciate your cooperation in making sure we have a safe and orderly arrival.

Students will line up in the following designated areas to wait for their teacher at 8:30 a.m.:

- Upper Yard:
 - Kindergarten: Lined up by Gym: entering building from exit 14
 - First Grade: Lined up across from basketball courts and entering building through Exit 13
 - 2nd Grade: Lined up by fence on West 235th and entering through exit 13 after first grade
- Lower Yard:
 - 4th Grade: Lined up on East side of Yard Entering through exit 11
 - 5th Grade: Lined up in West side of Yard; entering through Exit 11 after grade 4
- Kindergarten Playground:
 - 3rd Grade: Lined up inside playground; entering through Exit 5
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To assure safety during morning arrival, cars should line up at the curb to discharge passengers. Please proceed to your designated drop-off area; this will move traffic more effectively. Children should be let out of cars on the curb side only. Please be sure to stop for a bus that has flashing lights at the top and a STOP sign visibly deployed. **Passing a bus under these conditions is against the law and subject to heavy fines.** It is always better to park in a legal spot near the school (double parking is illegal). Since there is no alternate side parking during arrival and dismissal, there are plenty of spots available within a comfortable walking distance from school.

2A. Visitors/Safety

All visitors must have a pre scheduled appointment, which must be approved by administration beforehand. Visitors must sign in at the security desk, which is in the main lobby. In order to be signed in, all visitors must present proper, valid identification. **NO VISITOR WILL BE PERMITTED TO ENTER THE BUILDING WITHOUT PROPER IDENTIFICATION AND A VALID REASON TO ENTER.** All visitors will be directed/escorted to the Main Office. Please note, no visitor will be permitted to visit a classroom or to talk to a staff member during the instructional day without a prior appointment. It is extremely important that all who visit our building accept, embrace, and follow these vital procedures; the safety and security of our children depend upon it. Failure to follow this policy will result in having restricted access to the building. Unless directed otherwise, please enter and exit using the school's main door. (Other doors are alarmed and **will**

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sound.) Please inform teachers ahead of time if you are planning to pick up your child before regular dismissal. Your child will be brought out to you and you will sign them out in front of the building. No students can be picked up after 1:00 p.m. unless you have an emergency.

3. Attendance/Lateness

- The New York State Department of Education has set a standard of 92% attendance for promotion to the next grade level. Attendance is an essential component of learning and overall success in school. It is of utmost importance for parents to ensure that their children come to school on time every day. Students who are working remotely are welcome to get a Grab and Go breakfast each morning at the hot lunch room entrance located by the Kindergarten playground. Grab and Go Breakfast will be distributed to students who will be attending in-person learning upon arrival to their classroom.
- Parents need to plan/schedule their vacations and other family outings during the outlined vacation days by the Department of Education. Medical appointments should be scheduled after school hours. In case of an absence, parents need to send a note to school the next day of attendance with an explanation for such absence(s).
- Any child that arrives after 8:35 a.m. will have lateness recorded on his/her permanent record. It is extremely important to remember that it is the **law** for students to attend school daily. Therefore, if you need to pick up your child before the instructional day ends you must have a valid medical excuse. An excused absence is still an absence in the student's record.

Excusable reasons for absences include:

- 1 - Personal illness of the student
- 2 - Serious illness in the immediate family
- 3 - Death in the immediate family

All absences for other reasons are unexcused.

- All students who arrive after 8:30 am are expected to report directly to their classroom.
- Teachers will take attendance at 8:35 am and mark students "present who are in their classroom at that time. Any students arriving after 8:35 am will be marked late. (This does not include students who ride the bus to school).
- Studies show that the time a child spends in school directly correlates with academic achievement. This is why we encourage children to remain in the school for the entire day unless there are extenuating circumstances that may result in needing to pick up your child early. Please follow the protocol below:
 - If you plan to pick up your child early, please send a note that morning to your child's teacher. Your child will be brought out to you and you will sign them out in front of the building.
 - There will be no early pick up after 1:00 pm. This is a transition time and if you arrive at school after 1:00 pm you will be asked to wait until dismissal to pick up your child.
 - In case of emergency, please notify the office ahead of time so that we can have your child packed up and ready. If you come to school early to pick up your child and your child is at lunch it may take longer to get them. For this reason please be aware of your child's instructional lunch time and if possible do not pick up children during this time:

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Kindergarten and 1 st Grade	10:51 – 11:38 am
2 nd and 3 rd Grade	11:38 – 12:25 pm
4th and 5th Grade	12:25 – 1:12 pm

Dismissal Procedures:

Updated Dismissal Procedures (as of 9/23/20)

1. All families should come to the same locations for dismissal as for drop off
2. You must have an ID out to pick up your child.
3. Only 10 families will be permitted to enter the dismissal area at a time to pick up children. Once you have picked up your child you must exit the area immediately to allow for the next group of families to come in.
4. Please make every effort to pick up your child on time. Any children who are not picked up by 2 pm will be brought to the upper yard. The contractual end of the in-person day for staff is 2:20 pm.

Dismissal for all students will be staggered.

- Kindergarten and 1st grade: Upper Yard in Morning spots at 1:30; Kindergarten leaves building through exit 13 and first grade through Exit 11
- 2nd grade and 4th grade: Morning Spots at 1:40: 2nd grade leaves building through Exit 13 and 4th grade through exit 11
- 3rd and 5th grade: morning Spots at 1:50; 3rd grade leaves building through exit 5 and 5th grade through Exit 11

Late Pick-up:

5. Any children who are not picked up by 2 pm will be brought to the upper yard. The contractual end of the in-person day for staff is 2:20 pm.

Parents who pick up their child after 3:00 must call the main office and notify the school that they are here to pick up their child. The child will be brought out to the parent to be signed out.

Only students who are in grades 3, 4 or 5 can walk home unaccompanied. Signed parental permission in writing is required before students will be released.

In order to have a successful dismissal, please arrive on time, don't double park, and avoid crowding around the exits. **This is a particularly busy time when we need to make sure all children are dismissed properly.** Parents should not expect a meeting with the teachers at dismissal. The teachers must ensure the safety of all the students.

Students who do not have permission to walk home on their own will only be dismissed to the pick-up person who has been designated for that purpose by the parent in writing (by parent on the first day, letter from parent, Emergency Blue Card, etc.). We don't accept verbal dismissal directions given by a child, nor do we dismiss a child to a person who has not been designated to do so by a parent, even if the child identifies the person or the person says the parent has an emergency. In the event a non-designated person wants to take a child home, we always call a parent to confirm at which point the parent must send an email. Verbal permission is not sufficient. If we cannot reach a parent, the child remains in school until we do contact the parent.

If the way your child is dismissed on a particular day is changing, you must notify your child's teacher in writing or by email the day before the change will be taking place.

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Teachers are not always able to check email during the day. If there is an emergency and you must change your child's way of dismissing at the last minute, you must call the main office before **1:00 pm** and if the person is not on the blue card, you will be asked to send an email. There will be no changes to dismissal granted after **1:00 pm** because classes are already in the process of preparing for dismissal and getting picked up for buses or the after school program.

This policy applies to bus children as well. If you do not want your child on the bus on a particular day you must notify the teacher or main office in advance and the request must be in writing. Children will not be signed out off the bus line or by the back door. Our number one priority is your child's safety. Having parents pull children off buses or the bus line creates a potential safety risk.

4. School Conferences (Released September 5, 2020)

September 10	Grade Orientations (Online)
November 5	Parent-Teacher Conferences
March 4	Parent-Teacher Conferences

Again, teachers will be available to make appointments with parents to discuss their child's education on Tuesdays after school. Please contact your child's teacher to make an appointment.

Questions to Consider Asking Your Child's Teacher

- What is my child expected to learn, know, and do at this grade level?
- What does my child do well, and what does he or she struggle with? Can you give me examples?
- How do you know when my child is making progress and when he/she needs additional help?
- What are you doing to support and motivate him/her?
- How do you challenge my child when he/she is doing well at something?
- How do you support my child when he/she needs extra help?
- What does my child get excited about learning?
- What can I do at home to support him/her?
- Are there programs or services in the community that could also help my child?
- How many days of school has my student missed or arrived late?
- Does my child seem engaged or happy at school?
- Has he/she made friends?
- How does my child get along with classmates and adults?
- Does my child participate in class discussions and group activities?
- Are there times when my child is more or less engaged?

5. School – Wide Grading Policy

Grades are evaluative instruments which measure students' achievements, efforts, and extent of progress in their classes. The components of a grade should be academically oriented and reflect

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each student's competency in the course content. Grades are not tools of discipline, nor shall they be based on the student's attitudes or personalities.

All the following components shall contribute to the assessment of a student's academic performance: Classroom examinations, and quizzes; homework assignments; literacy tasks or portfolios; and classroom effort and participation. Attendance will be a factor in determining a student's grade to the extent that poor attendance prevents the student from participating in class activities, completing homework assignments and projects, taking examinations and quizzes, etc. The administration and staff of P.S. 24 feels that it is necessary and a best practice to create this policy and to provide this information to all stakeholders (parents, students, teachers, administration) to ensure transparency and equality in all staff members responsible for reporting grades. The school – wide grading policy is as follows:

<u>Level</u>	<u>Range</u>
4	90-100
3+	85-89
3	80-84
3-	76-80
2+	71-75
2	66-70
2-	60-65
1+	55-59
1-	0-54

For information on Promotional Standards, please review the following Chancellor's Regulation

<http://schools.nyc.gov/NR/ronlyres/05F5B0BC-4B78-401B-AFF8-13C0520C557D/0/A501.pdf>

Weight of Grading Policy

Final Assessments = 50%

This may include the final test, project, presentation, or task that incorporates all of the learning for the unit of study. The assessment should be a culmination of all prior assessments and class work that were a part of the unit of study to gauge the level of understanding for the entire unit of study. Examples may include, but not limited to:

- End of Unit Cumulative test
- End of Unit Project
- End of Unit Presentation
- Oral Presentation
- End of Unit Writing Assessments

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Classwork Products = 30%

This includes all of the day-to-day assessments in the classroom. This may include on-demand tasks, projects, presentations, quizzes, homework. Examples may include, but not limited to:

- Short quizzes
- Published writing pieces
- Daily tasks
- Small Group work assignment

Class Participation = 15%

This includes the level of participation from a student. Participation may include contributing to a classroom discussion, contributing to group work, contributing to the classroom environment, staying on task. Examples may include, but not limited to:

- Consistently participating to group discussions
- Consistently providing input when working with a group of students
- Asking for help when needed / Providing help to peers when needed
- Contributing to a positive classroom environment that is conducive to high levels of learning

Attendance/Promptness = 5%

This includes being on time and present in the classroom on a daily basis. Studies have shown that attendance and promptness are key factors to the success of the learning of all students. Please note the following:

- Students who take the bus to school are not to be penalized for being late.
- Students who provide a medical note are not to be penalized for their absence.

6. Parent Coordinator

Florence Byrne is the Parent Coordinator for our school. Her job is to assist parents with their needs and concerns pertaining to their child's education. You may reach her at FByrne@schools.nyc.gov.

7. NYC Schools Account

NYC Department of Education's "NYC Schools Account" is a way to access key information about your child's progress in School. With a NYC Schools account, you will be able to view your child's attendance, grades, and contact information in one of ten languages on a computer, phone, or tablet.

All current families have received information on how to set up an account. New students and all Kindergarten students will receive information at the end of September. All parents who have not set up an account please contact Florence Byrne, Parent Coordinator at FByrne@schools.nyc.gov.

8. Periodic Assessments

All students in Grades Kindergarten through 5th are assessed in November, January and March. These assessments give the teacher valuable information about the children they teach, such as how the class is doing on certain standards as a whole, how individual children scored with a percentage, and most importantly, information about how individual students answered each question. This information will be made available to all parents.

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9. **Parents' Association**

Please join! Your attendance at meetings, availability to volunteer at school, and your help in fundraising all contribute to the success of our school. There are many opportunities for parents to volunteer in our school through the Parents Association. The P.A. Newsletter, *The Sounding Board*, has current information about school events.

PA Co-Presidents:

Nessa Levinson: PS24PA@gmail.com
Cristin Messinger: PS24PA@gmail.com

In addition, the School Leadership Team meets monthly. This is an open meeting and all are welcome to attend. However, if you wish to speak at a School Leadership Meeting, requests must be made in writing in advance of the meeting.

Schedules of the Parent Association and School Leadership Team Meetings will be posted on the school website, and in the rotunda.

10. **Emergency Cards / Emergency Procedures**

All parents of Kindergarten – Fifth Graders are required to fill out two emergency blue cards for each child. One is kept on file in our main office and one in the nurse's office. **If information entered on your emergency blue card changes you must immediately notify Donna Wilborne and come into the school to make the appropriate changes to the blue card** in the main office so the information is on record. **We will not release a child to anyone who is not listed on the blue card.**

11. **Trips** *(Suspended until further notice)*

School trips are a part of instruction. All children are expected to go on them. Prior to each trip, we send home a Trip Permission Form. Please return it to school in a timely manner. If a child is scheduled for a trip, but doesn't have a permission slip, we cannot take verbal authorization over the phone.

12. **Dress Policy**

Children should dress appropriately for school. Students should not wear sandals, clogs, shirts which expose a child's midriff or lower back, halter tops, revealing tank tops, shorts that are very high above the knee, shirts which have offensive statements, see-through shirts. Older girls should not have exposed bra straps. Sneakers can be worn any day, but should always be worn on days when your child has physical education. Sneakers with roller wheels are not permitted. Hoods should not be worn in school.

13. **Head Lice**

The policy on lice and nits for all NYC public schools is as follows: students will not be excluded if they have nits (lice eggs). Students with head lice will continue to be excluded until they are lice-free. Excluded students will be examined for lice when they return to school to confirm that they remain free of lice.

When lice are reported in a classroom, our nurse is informed. A letter to all parents will be sent home informing them of the situation. The students in the classroom are then individually checked by volunteers for lice. If you do not want your child to be checked for lice, please go to our website (Notes Home Tab) or contact Florence Byrne, Parent Coordinator at 718-548-5702 ext. #1062 for an opt out form.

14. **Cell Phones and Other Electronic Devices**

Per The Chancellor's regulations A-413 each school must create their own school based policy regarding cell phones and all other electronic devices.

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Schools should use the Chancellor's guidelines and the NYC Doe resource guide to develop their schools policy.

The policy at P.S. 24 regarding the above is as follows:

- If a student brings a cell phone or any other electronic device to school (including but not limited to laptops, tablets, ipads, portable music players, Nintendo DS, PSP , camera etc.) upon entering the school building it must be turned off and remain in the student's backpack. All electronic equipment must remain turned off and in the student's backpack until the student exits the school building at the end of the school day.
- Students who use their cell phones or any other electronic equipment during the school day for any reason will have the item collected by a staff member. The staff will then hand over the device to the administration. The parent or guardian will be contacted by the administration or a designee and an appointment will be set up to meet with the administration to retrieve the item.
- If a student violates the school policy regarding electronics more than once, the incident must be entered into the OORS (NYC DOE Online Occurrence Reporting System), investigated and appropriate guidance interventions and disciplinary actions will be taken according to the NYC DOE Discipline Code.

15. Toys

Conflicts often occur resulting from students bringing assorted toys into the school. Please keep in mind that toys, electronic games, stuffed animals and Pokemon cards are not permitted in the school building. This has been a long standing rule at the school. School is a learning environment and toys are a distraction. During lunch and recess these toys and cards become a source of unnecessary conflict. The school cannot be responsible for toys, electronic games, stuffed animals and Pokemon cards that are lost, taken, or broken. Valuable instructional time is being spent looking for missing items and resolving conflicts that result from having these items at school. There have also been some instances where children have put themselves in an unsafe situation because their focus was on these items .We are asking for your cooperation in ensuring that children do not bring any toys, electronic games, or Pokemon cards to school. If your child needs to bring in a non-school related item into the school (ex. sporting equipment for an after school program) please have your child keep the item(s) in their book bag.

16. Birthday Celebrations - N/A for 2020-2021

We are happy to acknowledge student's birthdays and recognize that children would like to celebrate with their classmates. In order not to impede on instructional time, we ask that all Birthdays are celebrated the last Friday of each month at **1:00 p.m.** in your child's classroom. Please limit your child's celebration to a healthy snack (no sweets) for the class and keep in mind that school celebrations are not in place of a student's birthday party. Balloons and party bags are not acceptable. Our Parents Association will supply parents with an approved snack list. **Please see the snack list on our school website under Quick Links www.ps24school.org.** Thank you in advance for your cooperation.

17. FOOD PROGRAM - LUNCH

All children eat lunch in school. No child may leave the building for lunch. Please check the school website

at www.ps24school.org for the monthly lunch and breakfast menus.

All parents must fill out a lunch form, whether or not your child is going to be eating hot lunch. Certain funding is determined on how many lunch forms are returned from parents. Lunch forms will also determine if your child is eligible for reduced price lunch.

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Hot Lunch - Free

Children may choose to have school lunch on any given day and don't need to sign up for it in advance. There are three lunch periods as follows:

Kindergarten and 1 st Grade	10:51 – 11:38 am
2 nd and 3 rd Grade	11:38 – 12:25 pm
4th and 5th Grade	12:25 – 1:12 pm

Cold Lunch

Please note the following from the Parents Association Health and Safety Committee: It is becoming increasingly more important to cut down on garbage in our city. Our children should learn to take some responsibility in caring for their environment. Therefore, we ask your cooperation with the following plan. Please send lunches in soft insulated bags and put contents (sandwiches, juice, etc.) in reusable plastic containers (more information is available from the Parents Association Health and Safety Committee). Be sure beverage containers do not leak and instruct children to check this when they are finished with their lunch. Paper bags may be used as an alternative, but they are not desirable.

Do Not Send: hard lunch boxes,
glass containers of any kind
carbonated beverages

Do: label all bags and their contents with the child's name and class.

Breakfast Program

Our breakfast program begins on the first day of school and is available to all students at no cost. Grab and Go Breakfast will be distributed to students attending in-person instruction in the classroom upon arrival. Those students working remotely will have the opportunity to pick up breakfast from the hot lunchroom entrance located within the kindergarten playground.

Snack N/A for 2020-2021

Please send a healthy snack to school each day. We discourage pastry, candy, overly sweetened drinks, and chips. We encourage fresh fruit, cut up vegetables, healthy breads, and other such foods.

20. **P.S. 24 DISCIPLINE CODE.**

Please go to our website www.ps24school.org there is a link to the NYC Student Intervention and Discipline Code.

The standards set forth in the Discipline Code apply to behavior

- in school during school hours
- before and after school, while on school property
- while traveling on vehicles funded by the NYC DOE
- at all school-sponsored events
- on other-than-school property when such behavior can be demonstrated to negatively affect the educational process or to endanger the health, safety, morals, or welfare of the school community. When misbehavior involves communication, gestures, or expressive

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behavior, the infraction applies to oral, written, or electronic communications, including but not limited to texting, e-mailing, and social networking.

The following are general guidelines:

- Parents and students must be respectful to the teachers, aides, support personnel, lunch supervisors and/or other students.
- Parents and students are to respect the rights of others. Parents and students threatening others will not be tolerated.
- Parents and students are to respect school property.
- Destroying or damaging furniture or other school property is not permitted.
- Pushing, shoving, and/or fighting of any kind, including play fighting will not be tolerated.
- Spitting, swearing, or using vulgar foul language is not permitted.
- Throwing food, rocks, snow, ice, and other non-playground objects is not permitted.
- Students are to refrain from bringing money, expensive games and toys to school.
- Weapons are never permitted at school nor on the school bus. This includes, but is not limited to, guns, of any sort (including pellet and BB guns), toys that resemble weapons, slingshots, chains, box cutters, and anything that can be used to inflict serious bodily injury.

Students that do not behave risk a range of interventions from parent teacher conference, classroom removal, up to and, including Principals suspension or Superintendent's suspension. Parents that do not act accordingly risk receiving a limited access letter that restricts their ability to visit the school unannounced.

Indoor Conduct

- Students are to walk orderly and quietly while indoors, including in the hallways and stairwells.
- During the lunch hour, students are to remain in their seats while eating. If a child needs to get out of their seat (request of water, restroom, etc.) they should raise their hand and wait for an adult supervisor to hear their request.
- Each student is responsible for cleaning up his/her area of the cafeteria table.
- Students are to use appropriate table manners.
- Students are to use appropriate bathroom procedures including: flushing, washing hands, and disposing of paper towels in the trash can.

Playground Conduct

- Students are to follow the directions of the teachers and/or staff who are supervising.
- Students who need to return to the building for any reason must get permission.
- When the whistle is blown to end recess and/or lunch, students should quickly line up in an orderly fashion in their designated areas and follow the directions of the teachers and/or staff who are supervising.
- Kick ball, soccer and other related games are to be played in designated areas only.
- Rough or dangerous play (tackle football or other contact games) is not permitted anywhere on school grounds.
- All playground equipment is to be used safely: misusing the equipment is not permitted.
- Metal bats and hard balls are not permitted on the playground.

(Suspended until further notice)

21. SCHOOL BUS SERVICE - TRANSPORTATION

Students are eligible for free busing if they are:

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In grades Kindergarten, 1st and 2nd and live more than ½ mile from P.S. 24.
In grades 3rd, 4th & 5th and live more than 1 mile from P.S. 24.

Students in Gifted & Talented and No Child Left Behind Programs

Admission to a gifted and talented program or school does not guarantee a student yellow bus transportation. Eligibility for yellow bus transportation for general education students attending gifted and talented schools and programs is based on the same criteria that apply to public school general education students as indicated above.

(All mileage is determined by the Department of Education's Office of Pupil Transportation)

Students Children enrolled through the *No Child Left Behind* Act, or those given a medical waiver in grades K-5 receive school bus transportation.

Students with Individualized Education Plans (IEP) are eligible if the transportation box on their IEP is checked. (If not, please contact the Committee On Special Education at 718-741-7070.) The Office of Pupil Transportation will notify you regarding your child's bus service. Please call (718) 392-8855 if you have any questions.

- Please note this is not a door to door service.** Children meet the bus at stops near where they live. While there are times scheduled for some stops, **we cannot guarantee that buses will always stick to that schedule.** Bus schedules for the first few days are often irregular; we ask that you wait patiently.
- If your child rides the school bus, we do not allow any change in the dismissal procedure unless we have a written note from the parent. We cannot change the dismissal procedure for children according to oral instructions because verbal messages can be distorted. Please, for the safety of your child, if you make any changes, send a note to the teacher. Children may not change buses nor may they ride a bus if they are not usually transported by that specific bus.
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- METRO CARDS**
Students in Grades 3, 4 and 5 who live more than a half-mile from P.S. 24 are eligible for a half-fare Metrocard. Students in Grades 3, 4 and 5 who live more than a mile from P.S. 24 are eligible for a free Metrocard.

22. INFORMATION ABOUT YOUR CHILD

When non-custodial parents wish to obtain information regarding their child, the custodial parent must be called first to determine whether there are any legal prohibitions that would limit such access.

23. IMPORTANT DATES

School Calendar 2020–2021

Released September 5, 2020

September 16 - September 18	Fully Remote - Partial School Days for Students
September 21 - September 29	Blended Learning Begins
September 28	Yom Kippur - Schools Closed
October 12	Columbus Day - Schools Closed
November 3	Election Day - Fully Remote Day
November 4	Evening Parent-Teacher Conferences
November 5	Afternoon Parent-Teacher Conferences
November 11	Veteran's Day - Schools Closed
November 26 - November 27	Thanksgiving
December 24 - January 1	Winter Break
January 18	Martin Luther King Jr. Day - Schools Closed
February 12	Lunar New Year - Schools Closed
February 15 - February 19	Midwinter Break
March 3	Evening Parent-Teacher Conferences
March 4	Afternoon Parent-Teacher Conferences
March 29 - April 2	Spring Break
May 13	Eid Al-Fitr
May 31	Memorial Day - Schools Closed
June 3	Chancellor's Conference Day - Staff Development
June 8	Clerical Day
June 25	Last Day of School

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September 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7 Labor Day	8	9	10	11
14	15	16 <i>First Day of Remote Learning for All Students</i>	17 <i>All Students: Remote Learning</i>	18 <i>All Students: Remote Learning</i>
21 <i>First day in school Tuesday/Thursday Cohort All Students: Remote Learning</i>	22 <i>Tuesday/Thursday Cohort All Students: Remote Learning</i>	23 <i>First day in school Wednesday/Friday Cohort All Students: Remote Learning</i>	24 <i>Tuesday/Thursday Cohort All Students: Remote Learning</i>	25 <i>Wednesday/Friday Cohort All Students: Remote Learning</i>
28 <i>No School</i>	29 <i>First day in school Tuesday/Thursday Cohort</i>	30 <i>First day in school Wednesday/Friday Cohort</i>		

October 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
			1 <i>Tuesday/Thursday Cohort</i>	2 <i>Wednesday/Friday Cohort</i>
5 <i>Wednesday/Friday Cohort</i>	6 <i>Tuesday/Thursday Cohort</i>	7 <i>Wednesday/Friday Cohort</i>	8 <i>Tuesday/Thursday Cohort</i>	9 <i>Wednesday/Friday Cohort</i>
12 <i>No School</i>	13 <i>Tuesday/Thursday Cohort</i>	14 <i>Wednesday/Friday Cohort</i>	15 <i>Tuesday/Thursday Cohort</i>	16 <i>Wednesday/Friday Cohort</i>
19 <i>Tuesday/Thursday Cohort</i>	20 <i>Tuesday/Thursday Cohort</i>	21 <i>Wednesday/Friday Cohort</i>	22 <i>Tuesday/Thursday Cohort</i>	23 <i>Wednesday/Friday Cohort</i>
26	27	28	29	30

Wednesday/ Friday Cohort	Tuesday/ Thursday Cohort	Wednesday/ Friday Cohort	Tuesday/ Thursday Cohort	Wednesday/ Friday Cohort
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24. Medication

The school nurse is the only employee permitted by state law to administer medications to your child during school hours. Please see addendum 1 for Guidelines for the Provision of Health Services and/or Section 504 Accommodations for Students in the New York City Public Schools (2017-2018). If your child has any medical needs that the school needs to be aware of (allergies/epi-pen, asthma, etc), this information must be given to:

- the school nurse
- teacher(s)
- Ms. Amster (NAMster@schools.nyc.gov)

For additional information, please speak to the school nurse.

25. Injuries and Illnesses

Injuries: The school nurse administers first aid for injuries occurring during school time, according to medical protocol as approved by the NYC Department of Education & NYC Department of Health and Hospitals. If the injury is severe, every effort will be made to contact the parent/guardian immediately.

Illnesses: In case of student illness such as fever, rash, or vomiting, the parent/guardian will be notified promptly to make arrangements to pick up their child at school. In the event the parent/guardian cannot be reached, the contact person delegated by the parent to assume the responsibility will be notified. An emergency card must be on file for each child in the school. It is the parent's responsibility to notify the school promptly of any changes in telephone numbers or contact, to keep this information up to date. Persons on the card should be informed by the parent that they are on call for their child.

PLEASE NOTE: Conditions such as chicken pox, strep throat, pink eye, and head lice are to be reported to the school nurse as soon as diagnosed. To maintain an accurate and correct health record for each student other medical conditions such as asthma, pneumonia, accidents, or surgical procedures should also be reported to the nurse. A note explaining the cause of absence should be given to the nurse when a child returns to school.

Screening / Isolation

Students must be prepared to undergo daily temperature checks. If an individual presents a temperature of greater than 100.4°F and/or is symptomatic, the individual must be denied entry into the facility or sent directly to a dedicated area prior to being picked up/sent home.

Hand Hygiene

Students must conduct proper hand hygiene by frequently, washing hands and/or applying hand sanitizer. Shaking hands, high fiving, hugging etc. are discouraged.

Symptomatic Individuals

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Students who feel or become ill while in the building should be sent to the Nurse's office immediately