



P.S. 24 The Spuyten Duyvil School
Steven Schwartz, I.A. Principal
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Distinguished Parents of P.S. 24,

On October 26th, our School Leadership Team (SLT) which is comprised of parents and educators agreed to changes in the school that will improve the safety for all children and make the school run more efficiently. The new procedures/systems will start on Monday, October 31st, 2016. As always, these systems are not permanent and I ask that if you see ways to make these procedures/systems better, to please attend our next SLT meeting and make a contribution in making our school safer and run more efficiently. The SLT agreed to the following changes:

New Arrival Procedures –

(To increase safety and efficiency)

- Parents can drop their student off at the main entrance or in the back entrance by the auditorium (Before 8:00am). This is to limit the traffic and unsafe conditions that are currently present by the main entrance.
- All students who wish to have breakfast must report to the hot lunch room no later than 7:50am
- All students (Grades K-3) who arrive before 8:00am will report to the auditorium
- All students (Grades 4-5) who arrive before 8:00am will continue to report to the cold lunch room
- After 8:00am all students must enter from the main entrance.
- Parents are expected to be mindful of others and not leave their cars unattended, double parked or in the crosswalk.

New Late Arrival Procedures –

(To increase instructional time for students and ensure accurate attendance of students)

- All students who arrive after 8:00am are expected to report directly to their classroom
- Teachers will take attendance at 8:05am and mark students “present” who are in their classroom at that time. Any students arriving after 8:05 will be marked “Late” (This does not include students who ride the bus to school).
- Teachers will hold on to their attendance until 8:50am.
- Any student who arrives after 8:50am must report immediately to their classroom. The teacher will be responsible for calling the main office to make sure the student has been marked late and not absent.

Dismissal / Late Pickup Procedures-

(To increase safety and efficiency)

- Dismissal for all students is at 2:20pm
- Kindergarten and 1st grade dismissal procedures will remain the same.
- 2nd & 3rd Grade students will be dismissed out of the Gymnasium. Parents are expected to pick up their children using the entrance from the recess yard. Parents are expected to leave through the recess yard as well.
- 4th and 5th Grade students will be dismissed out of the Cold Lunch Room.
- Students who have not been picked up by 2:30pm will be brought to the auditorium.
- Parents who are picking up students after 2:30pm will have to sign in from the back entrance (Exit 1 by the auditorium) and leave through the same entrance. A safety agent will be present. Please make sure you have your ID to enter the building.
- After School programs pickup/dismissal procedures will currently remain the same

**** Families with multiple children in the school are encouraged to ask the eldest sibling to pick up all younger siblings and meet in an agreed spot. This will ensure the parent/guardian of the children does not have to go to multiple pickup areas.

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.
- If a parent wishes to have a meeting with a staff member they must have a pre-arranged appointment.
 - o Parents are encouraged to request a meeting time during the Tuesday afternoon "Parent Outreach" time.
 - o 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!
 - o If a parent believes that an appointment was scheduled but it is not on the list, safety agents will call the party the parent believes they are supposed to meet to confirm.
 - o 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.

Lunchroom/Recess Procedures

(To increase safety and limit injuries)

- All students are asked to remain in their seats in the lunchroom. If they need to get out of their seats for any reason (water, bathroom, etc), they are asked to raise their hand and an adult will signal to the student to get out of their seat. (This is to ensure that there is limited congestion in bathrooms and water fountains to reduce the risk of injury).
- School Aides will bring out groups of students after they have eaten their lunch for recess.
- School Aides will blow a whistle if they need the attention of students immediately. This might be due to signaling the end of recess or it might signal to students that immediate next steps are needed for safety. Once the whistle has blown, students are asked to crouch, "take a knee", or sit on the ground (student choice).
- If it is an emergency, school aides will give immediate directions to the entire school yard to ensure all students are safe
- If the whistle is blown to signal the end of recess, students will be called to lineup by groups to limit the congestion (and risk of injury) during the line-up process.

**** We are optimistic that the school will be using a vendor to facilitate a structured and safe recess for all students. I will send more information when/if we have an agreement in place. The goal for lunchtime is for students to have as much fun as possible in a safe and risk free environment.

If you have any questions, concerns, or would like to suggest possible improvements to these systems please feel free to e-mail me at sschwartz@schools.nyc.gov. I personally have a strict policy of making sure I reply to all e-mails within 24 hours. Thank you to my great staff for their hard work and great dedication to this school and your children. And a special thank you to all parents who play an active role in making P.S. 24 better each and every day.

Sincerely,

Steven Schwartz
I.A. Principal
The Spuyten Duyvil School (10x024)