



**P.S. 59
THE
HARBOR
VIEW
SCHOOL**

New York City Department of Education

Carol Mongiello- Principal

Valerie Sanchez- Assistant Principal

Parent & Student Handbook 2017-2018

300 Richmond Terrance, Staten Island NY 10301
Phone: 718-390-2190 – Fax: 718-390-2195

www.theharborviewschool.org

Our Mission

Our school prides itself in the diversity and individuality of our learning community. We are relentlessly committed to meeting the needs of our students, staff and families by making purposeful decisions about the school environment and curriculum.

Through our project based approach, children will develop the skills of investigation, problem-solving, critical thinking, communication and creativity while exploring the richness of one of the most amazing cities in the world- New York City. It can begin with our youngest learners and continue to grow up through the grades, starting with the student's immediate neighborhood, then city, state, country and world.

Our child-centered curriculum and learning experiences coupled with valuable partnerships with organizations and families will support students in developing academically, socially and emotionally.

Our Core Values

- **Respect and Caring** - We believe in a caring, respectful, nurturing community where everyone has a voice and is celebrated for their unique skills and talents.
- **Exploration and Discovery** - We believe that students learn best by doing; experimenting, discovering, interacting with real materials and by having many authentic experiences with people and places to make connections to their own learning.
- **Collaborative** - We believe in working with others as we question, think, and find answers.
- **Investigation and Questioning** - We believe in the process of learning that occurs naturally when engaging in investigation and experimentation through questioning and research.
- **Reflective** - We believe in being reflective in our daily practices, actions, words and beliefs.
- **Intentionality** – We believe in planning, being thoughtful and purposeful in everything that we do and say.

Welcome to PS 59 The Harbor View School. This Handbook explains PS 59 procedures, practices and gives the answers to many common parent questions. Keep it close at hand the entire school year!

PS 59 Staff E-Mail Directory

Staff Member	Title	Email Address
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Translations and ESL Information If you need translated information, please contact, Kristen Druda, Parent Coordinator at 718-390-2190 x1202

We welcome and encourage volunteers. Parents can get involved by joining the PTA, School Leadership Team, and school committees. If you cannot volunteer your time during the day, there are other ways of volunteering from home; making lists, organizing events, seeking grants or donations or assisting with other classroom-related clerical work. For more information please reach out to Kristen Druda. Parent Coordinator at 718-390-2190 x 1202 or KDruda@theharborviewsschool.org.

PS 59 Parent Teacher Association (PTA)

The PTA helps parents become involved in their children's education, share ideas, and enrich their school communities. While the specific roles of PTAs vary, among their responsibilities are electing parent members to serve on School Leadership Teams and Community Education Councils, conducting outreach to get other parents involved in school life, and supporting school activities like Parent-Teacher Conferences, open houses and curriculum nights. Each PTA develops its own bylaws, elects officers, and holds regular meetings. PTA members raise money, organize events and work to enhance our school community. PTA elections take place annually during the May general membership meeting.

PS 59 School Leadership Team (SLT)

The School Leadership Team (SLT) is comprised of the Principal, UFT Chapter Leader, PTA President, elected school staff and elected parents.

The SLT develops the goals and objectives to meet the needs of the students and the schools educational program aligned with the school's budget. The SLT assist in the evaluation and assessment of the school's educational programs and their effects on student achievement.

The SLT plays a significant role in creating a structure for school-based decision making, and shaping the path to a collaborative school culture. The SLT is responsible for developing the school's Comprehensive Education Plan (CEP) using the capacity framework that consist of rigorous instruction, supportive environment, collaborative teachers, effective school leadership, strong family-community ties and trust.

Elected SLT Parent members serve a two year term, with elections taking place during the May general membership meeting; after the PTA executive board has been voted on.

SLT meetings are held on the 1st Wednesday of each month. Meetings are open to all parents to observe, however, only SLT members may vote and participate in conversation during the meeting.

Policies & Procedures

Entering the Building

- ⚓ All visitors (including parent volunteers) to the building must have a photo ID to show the Safety Agent upon entering the building (i.e. driver's license). No exceptions.
- ⚓ You must sign in and report to the main office where you will be given a pass to proceed to your destination.
- ⚓ Without appropriate identification the Safety Agent will not allow you entry.
- ⚓ Parents/Guardians may not escort children beyond the security desk or Main Office during school hours.
- ⚓ To protect the safety of our children, any adult authorized to pick up a PS 59 student will be asked to present a picture I.D. and must know the child's first and last names and classroom number.

School Hours

- ⚓ 8:00 a.m. - 2:20 p.m. Daily

Arrival

- ⚓ Pre-K students will enter the school through side door located in the school playground. Doors will open at 7:55am.
- ⚓ Kindergarten, 1st, 2nd, 3rd and 4th grade students will enter the school through the side entrance located to the left of the main entrance. Doors will open at 7:30am for breakfast.

Lateness

- ⚓ All children must be in school promptly by 8:00 a.m. Any student who arrives to school later than 8:05 a.m. is considered late and the parent/caregiver will be required to sign a late pass located at the School Safety desk. This information is recorded into the student's permanent record, which follows the student throughout their school career.

Dismissal

- ⚓ Pre-K students & Kindergarten will dismiss the school through side door located in the playground.
- ⚓ 3rd & 4th grade students will dismiss the school through the side entrance located to the right of the main entrance.
- ⚓ 2nd Grade students will dismiss the school through the side entrance located to the left of the main entrance.

- 1st Grade students will dismiss the school through the side entrance (off of Science Lab).

Changes in Dismissal

Refrain from frequently changing your child's dismissal routine. This confuses the child and increases the risk of errors in your child's dismissal. We understand that occasionally this cannot be avoided, so we ask that send a note to the teacher informing them of the change of dismissal. **ALL CHANGES IN DISMISSAL MUST BE MADE IN WRITING. NO EXCEPTIONS.** In the event of an emergency, please follow these steps:

- Call the mail office at 718-390-2190 x2
- Follow-up with an email and/or fax* (718-390-2195). The email and/or fax should contain the following: full name of student, their class/teacher, the name of the person who will pick the child (please make sure they have proper identification), this person must be listed on the EMERGENCY INFORMATION BLUE CARD (DOE policy), concluding with the parent's signature for identify purposes.

Early Dismissal (Early Sign-Out)

- Please send a note, email, fax or phone call to let us know you will be picking your child up early from school. To maintain order and to ensure the safety of all children NO child will be dismissed between 2:00 pm and dismissal (except in cases of emergency). During this time children are summarizing the day and preparing for the following day.

Parent Lateness at Dismissal

- Parents **MUST** arrive on time to pick up their child each day. Children who have not been picked up on time will be brought to main office. ***Parents will be required to sign their child out in the "late book" as parent lateness is recorded.*** Please keep in mind that consistent lateness can be upsetting for the child and is disruptive to the staff. As always, in an emergency, please call the main office and explain your lateness and we will be happy to work with you and care for your child.

Drop-Off and Pick-Up

We understand how challenging it can be to find parking around school during normal hours of operation. Please leave yourself plenty of time and be aware of the following parking conditions that exist:

- **CARS CANNOT BE PARKED IN FRONT OF THE BUILDING** on Richmond Terrace for any reason. Cars will be ticketed and towed. **This is designated for school buses and for emergency vehicles only.**

- ▾ Double Parking is not permitted anywhere around the building. Children will not be dismissed to a parked car. All families/caretakers must come into the yard or designated release areas at dismissal to pick up their child.
- ▾ Parents may not drive into the staff parking area to drop off or pick-up children at any time. There are no exceptions. Blocking any exit with your car is unlawful.
- ▾ Cars will be ticketed and risk being towed for disregarding these traffic regulations. These regulations are enforced by the New York Police Department and the Department of Transportation to protect the safety of our children.
- ▾ To maintain order and to ensure the safety of all children no child will be dismissed between 2:00 p.m and dismissal (except in cases of emergency). During this time children are summarizing the day and preparing for the following day.

Bus & Transportation

Parents are encouraged to call the bus company directly when they are concerned about a delay or status.

Purple Bus Route – Pioneer – 718-984-8077
Orange Bus Route – Pioneer – 718-984-8077
Mini Bus Route – Pioneer – 718-984-8077

Please have your child's bus number available. For any other bus issues, please contact Jaime Miccio, Bus Coordinator at 718-390-2190.

Children riding the bus are not allowed to alter their destination. If you wish to alter your plans, for any reason, we must receive this information in writing (note, email or fax), followed by a phone call to the school to confirm we have received your request. All requests MUST be received by 1:30pm. NO LATER. Children confuse days and times very easily; we cannot rely on the children to recall accurately the days they are not supposed to ride the bus. Dismissal can be hectic and the message may not get through.

We recommend that the parents/caregivers be at the bus stop at least 10 minutes before the scheduled arrival of their children.

If for any reason an adult is not waiting at the bus stop for your child, the driver is instructed to bring the child back to the school after finishing the bus route. Parents will be notified at once and will be expected to pick up the child from the school immediately.

If for any reason the school bus is late, your child will not be marked late for that day.

Absence Policy

The NYC DOE requires that students maintain 90% of attendance. Individual student attendance and school-wide attendance is monitored. School attendance is factored into all school reports and used to monitor compliance.

- ⚓ Please notify the school if your child will be absent. Parents must write a note or get a doctor's note and send it back with their child on the next school day that their child is in attendance. **A doctor's note is required for any absence that exceeds three consecutive days.**
- ⚓ Teachers maintain an absence folder for all written excuses for students' absences. Doctors' notes for absences that exceed three days will be placed into individual student's cumulative file.
- ⚓ Office staff/Attendance Officer will follow-up with families as needed about absences and lateness.

Excused Absence: Any child who is absent from school must present a **written excuse** signed by the parent or guardian immediately upon his/her return to school. The note must clearly indicate the reason for absence.

The school will classify an absence as "excused" for one of the following reasons only:

- ⚓ Sickness of child
- ⚓ Death in the immediate family
- ⚓ Weather so inclement as to endanger the health of the child
- ⚓ Exceptionally urgent reasons
- ⚓ Religious observation

Any absence that can be anticipated beforehand should be brought to the attention of the teacher well in advance of the absence.

Unexcused or Unlawful Absences: All absences for reasons other than those cited above will be considered as "unexcused." All "unexcused" absences for students under the age of seventeen are also recorded as "unlawful." Teachers maintain an absence folder for all written excuses for students' absences. Doctors' notes for absences that exceed three days will be placed into individual student's cumulative file.

Students who are absent in excess of ten days from any school year may be considered for holdover. Special consideration will be given to those students who are seriously ill.

School Closings

The citywide decision to close or delay the opening of school during inclement weather can only be made by the Chancellor. The decision will be made as early as possible prior to 6:00 a.m. on the affected day. Television and radio stations, such as WINS (1010 AM) and WCBS (880 AM), will broadcast information on school closings and delays.

Required School Forms

The following forms are essential for school records and must be completed and returned prior to or during the first week of school:

- ▴ **Blue Emergency Forms:** These forms are sent home during the last month of previous school year and the first week of current school year. They are very important in maintaining communication between home and school. Please fill out the required information and make sure all alternate numbers are up to date in case the school cannot reach you. If any phone numbers change, please notify the office immediately. Changes of address need to be reported to the Main Office along with a copy of a utility bill showing the new address. In addition, we cannot release your child to a minor (anyone under the age of 18).
- ▴ **Physical Exam Forms:** Physical exam forms are required for pre-k and kindergarten. Children entering kindergarten are required to have a physical exam performed by the pediatrician after their fifth birthday. If the exam submitted at registration was performed prior to the fifth (5th) birthday, another exam must be performed after the fifth birthday, and a new form submitted to the school nurse.
- ▴ **Transportation Request Forms:** This form must be submitted to the school when you register in the spring in order for your child to receive Yellow Bus service.

Food Services

School Meals Application

All families will be required to fill out a School Meals Application form. The form will determine if your child is eligible for our free or full priced meal program. It is crucial that **ALL** families complete this form as we are expected to have a 100% return. You are still required to complete and submit the form regardless of whether or not your child qualifies free or full priced lunch, or if you plan to only send your child with home lunch. The information required is only used to determine your child's lunch payment eligibility. The information on these forms also provides our **Title One Funding**, which could amount to several hundred thousands of dollars. So please complete this form and return it to your child's teacher.

Apply online at: www.nyc.applyforlunch.com using any computer or smartphone with an internet connection. If you need assistance or have any questions with application, please reach out to Kristen Druda, Parent Coordinator at 718-390-2190 x1202 or KDruda@schools.nyc.gov.

Breakfast

Breakfast in the Classroom is an initiative by Mayor Bill de Blasio and New York City Department of Education (NYCDOE) to ensure that a FREE and COMPLETE breakfast is available to all NYC elementary students. Breakfast is the most important meal of the day and skipping it has both short and long term effects. It can make a child restless, tired, and inattentive. It can also contribute to tardiness, poor attendance, and overall lower grade performance. By serving Breakfast in the Classroom everyone stands to benefit. Students are ensured a nutritious and healthy breakfast needed to think clearly, concentrate on learning, and perform better in class, and since the allotted time will also be used to take attendance or give announcements no class time is lost. For more information visit: <http://www.schoolfoodnyc.org/OurPrograms/bic.htm>

- ▴ Breakfast is FREE for all students.
- ▴ Breakfast begins at 7:30 a.m. for Kindergarten, 1st, 2nd, 3rd and 4th grade students only.
- ▴ Pre-K students have breakfast in class at the start of the day.
- ▴ School Food Menu can be found at <http://www.schoolfoodnyc.org>; we follow the Breakfast in the Classrooms menu.

Lunch

Many students are eligible for free lunch. A completed School Meals Application enables eligible students to eat lunch for free. Students who do not return an application and/or are not eligible for a free meal will pay \$1.75 per day for lunch. The School Food Menu can be found at <http://www.schoolfoodnyc.org>; we follow the K-8 Lunch Menu.

PS 59 utilizes the POS system for lunch payment. The POS system is user-friendly; you can access your account and check the balance at your convenience. Using your child's ID #, you will be able to create a payment account by visiting www.myschoolbucks.com.

If you choose to send lunch in from home please reinforce the value of good nutrition and healthy eating habits.

Discipline Code

At the beginning of every school year, New York City students will receive a copy of the Citywide Standards of Discipline and Intervention Measures and two copies of a Behavioral Contract electronically which the parents/guardians are required to read together with the child. A signed copy must be returned to the child's teacher. These standards have been implemented to maintain a safe and supportive environment for all students in the school. Please read the documents and discuss them with your child. If a child shows signs of cheating, gives false or misleading information to school personnel or if the child engages in or causes disruptive behavior in class, on the school bus or on school grounds, parents will be notified as to the appropriate steps the teacher, school and district must follow. If there is concern regarding a student, please bring it to the teacher's attention and/or the school administration so that it can be investigated immediately. Please read the discipline codes carefully.

PS 59 The Harbor View School's discipline plan is based on the values of community, respect for others, and respect for self. Our philosophy helps to leave the child's dignity intact. Students who may make a wrong choice determine:

- ▴ What they have done wrong
- ▴ How to solve the problems they have created
- ▴ How to assume responsibility for their own actions
- ▴ Accept consequences for wrong choices

Our philosophy centers on responsible decisions. Students understand that:

- ▴ Each person is a decision-maker
- ▴ Each person makes many choices every day
- ▴ Each person decides how to behave
- ▴ No one causes a person to do anything against his/her will
- ▴ Each person chooses success or failure

Behaviors, which warrant immediate supervisory intervention:

- ▴ Physical aggression – hits bites, pushes, kicks, etc. another student/staff member
- ▴ Inappropriate language – very disrespectful cursing at another student/staff member
- ▴ Threatening violence – examples include, but are not limited to: “I will kill you,” I will bring in a knife/gun or other object.” Or making gestures that represent violent actions, such as “shooting someone”, I want to kill myself, etc.
- ▴ Inappropriate sexual innuendo, act, etc.
- ▴ Racial slurs

Prohibited Items

Certain things should not be brought to school under any circumstances. Please do not allow your child to bring large stuffed animals, for instance. Nor should any child bring trading cards, silly bandz, electronic toys, music player or any item that resembles a weapon of any sort. Pocketknives, including Swiss army knives, are strictly prohibited. Heelies and/or other shoes with wheels are not allowed in school.

Cell Phone & Electronics

Cell phones and other electronic devices, such as smart watches, are **NOT** allowed to be turned on or used while on school property (**which includes school buses**).

If your child enters the school with one of the devices (i.e. cell phone, smart phone, smart watch, portable music and entertainment systems) that fall under the PS 59 Cell Phone & Electronic Policy and contract the school will handle in the following manner:

- Your child's teacher or school staff member will remind the student that the item cannot be turned on or used while on school property.
- **We will ask the student to remove item and place in a secure place within their backpack.**
- The main office will prepare a warning letter to be backpacked home with the child.
 - 1st Occurrence - Warning Letter
 - 2nd Occurrence - Warning Letter and Phone Call to Parents from Teacher
 - 3rd Occurrence - Parents will be called into school for in-school conference with teachers and administration.

If the student refuses to turn off and place the item in a secure location, the school administration will be notified and the item will be confiscated by the school. A parent will have to come to the school to retrieve the item.

The school is NOT responsible for loss, destruction of, or damage to any cell phone or electronic device.

If you have any questions or concerns, please feel free to contact Kristen Druda, Parent Coordinator at 718-390-2190 x1202.

Outdoor Activities/Recess

Children need to be outdoors on a regular basis. In adherence with DOE policy, we will remain indoors only on cold, rainy or days with weather advisories. Please make sure your child is dressed appropriately for the weather and keep in mind that our school yard is located across from the harbor and can get very chilly due to wind. On days when children cannot be outdoors they will have indoor recess and watch an appropriate video, read or draw.

Dress Code

We have not adopted a mandatory uniform; however it is the responsibility of the parents to ensure that all students attend school appropriately attired.

The Harbor View School community has adopted the following enforceable dress code to be adhered to by all students:

Items that **may not** be worn to school:

- ⚡ Flip flops or any open-toe shoes, heels
- ⚡ Midriff, spaghetti, halter, tube-tops
- ⚡ Short shorts, long skirts that may cause a trip hazard
- ⚡ Dangling earrings, big hoop earrings
- ⚡ Dangling **scarves**, belts or any item that can be caught on furniture or playground equipment
- ⚡ Clothing items that are deemed unsafe, offensive and/or disruptive to the educational process.

If the way your child is dressed is deemed as a safety risk, the student's parent/caregiver will be called to school in order to bring another change of clothing. As always your child's safety is of the utmost importance.

In the event that there is a question to the appropriateness of a student's attire, the principal will make the final determination.

Lost and Found

- ⚡ A lost and found basket will be kept in the main office for any clothing items that children lose and are found in the school building.
- ⚡ In an effort to manage the lost and found clothing basket, we ask all families to please label your child's clothing and check the basket that is located in the building entrance as soon as you become aware that your child has lost an article of clothing. Every effort will be made if the clothing is labeled to return to the family. **Clothing that remains in the basket for a period of 2 weeks or more that is not labeled will be donated.**

Birthday Celebrations

Birthdays are important milestones; each student will have an opportunity to be celebrated in their classroom. Students must be in attendance (marked present in the morning) on the day the celebration will take place. If requested by the parent, special scheduling will take place for children whose birthdays fall during vacations (summer birthday celebrations will be scheduled on a date determined by the teacher in June).

General Guidelines:

- ▴ Parents are welcome to come into the classroom to celebrate.
- ▴ Parents are to reach out to teachers, in writing, at least one week prior to the birthday to arrange a mutually agreed upon date and time for the celebration. If there are multiple birthdays within one calendar week, the teacher **will** combine the celebrations to be on the same day and time.
- ▴ **No more than two (2) family members may attend the celebration.**
- ▴ Please be aware of any food allergies which may pose a health risk for your class and discuss this with the teacher when arranging the birthday celebration.

Suggested Snacks	Prohibited Items
<ul style="list-style-type: none">• cupcakes, cookies, donuts• juice boxes, water bottles <p><i>(Items which can be easily distributed, cleaned up and served individually are best. If you have an idea for an item not on this list, consult with your child's teacher prior to the celebration.)</i></p>	<ul style="list-style-type: none">• cakes which require cutting• additional snack foods for sharing, such as potato chips, pretzels, candy, etc.• party favors/goodie bags• decorations, balloons, candles, entertainment

Private birthday parties: In addition to classroom celebrations, many children will be having a birthday party after school. Teachers are not permitted to distribute party invitations unless there is an invitation for each child in the class.

Parent Volunteers

We welcome and encourage parent volunteers. Parents can get involved by joining the PTA, School Leadership Team, and school committees. Parents are also invited to volunteer in school by contacting Kristen Druda, Parent Coordinator and chaperone during school trips by contacting your child's teacher. Parents who are not able to come in during school hours might be able to assist with other projects such as developing class lists, making phone calls to other parents about upcoming events, preparing book orders, seeking grants or donations, and assisting with other classroom-related clerical work.

Volunteer Expectations	Chaperoning Expectations
<ul style="list-style-type: none">• Arrive at scheduled time• Check in with School Safety & Main Office to receive your Parent Volunteer Badge.• Remain on task with project• Refrain from discussions with teacher while instruction is happening• Leave siblings home unless otherwise advised	<ul style="list-style-type: none">• Arrive at scheduled time• Supervise assigned students• Actively observe students at all times and intervene when safety concerns arise• Don't discipline the children - bring matters to the attention of the teacher• Siblings are not permitted on field experiences per chancellor's regulations.

Safety & Student Health

General Response Protocol (GRP)

All staff members are trained in GRP, which focuses on being alert and responsive to all safety concerns, both internal and external. GRP has been designed to provide all schools with the direction they will take when an emergency incident occurs. At its core is the use of *common language* to identify the initial measures all school communities will take *until first responders arrive*. Staff and students are required to practice evacuations, lockdowns, and shelter-in drills.

In the event of an emergency, students and staff will be evacuated to a site which will provide shelter to students and staff as well as provide access for school administrators to communicate with school officials including the District 31 Superintendent's Office. In an event of evacuation, parents should call 311 for information regarding our whereabouts.

CPR/AED Certification

The NYC Department of Education (DOE) has made a concerted effort to increase awareness of sudden cardiac arrest, and help schools be prepared to respond immediately to any incident of such with prompt defibrillation. In accordance with DOE regulations, there are numerous PS 59 staff member that have been trained in the use of cardio-pulmonary resuscitation (CPR) and automated external defibrillator (AED).

Illness & School Nurse

- ▴ Students who are not feeling well can notify their teacher and will be sent to nurse. The school nurse will determine if the child can rest and return to class or parents/guardians will be called to pick the child up from school.
 - ▴ Emergency contacts will be called if a parent/guardian cannot be reached.
 - ▴ **Students will only be released to adults who are listed on the emergency Blue Contact Card. For the safety of your children, no exceptions will be made. Photo I.D. must be presented.**
- ▴ If you child feels sick and becomes ill with any of the following: fever, vomiting, sore throat, unusual spots or rashes, diarrhea, loss of appetite, unusual behavior, conjunctivitis (pink eye), headache, stiff neck or infected skin patches, consult a doctor. Keep them comfortable at home or arrange other childcare and contact the school about the absence. We strongly recommend waiting 24 hours after symptoms subside before allowing the child to return to school. Upon return, a note is required. Please be considerate of other children, teachers and families.
- ▴ Please make sure to notify the school immediately if your child contracts a communicable disease (i.e. strep throat, scarlet fever, chicken pox). We, in turn, will inform families (either grade level or whole school, depending on the illness) that a case has been reported

of a particular disease. Please note, that in all cases we will respect your child's right to privacy and not release your child's name. If there are specific families, to be notified (whose children played with yours), that it is your child who is ill, we ask that you contact them yourself.

- Children diagnosed with contagious infections need a medical doctor's note stating the diagnosis and date the child may return to school. Contagious infections may include: strep throat, ringworm, scabies, conjunctivitis (pink eye), fifth disease and scarlet fever. If a child is prescribed crutches by a physician, parents need to notify the principal and school nurse before the child returns to school. They must have a doctor's note.
- Students are **NOT** allowed to have medication with them at school. Only the nurse is allowed to administer medication.
 - Medicine prescribed for short periods of time (for treatment of a cold, earache, or strep throat, etc.) that must be administered during the school day, must be given by the **PARENT**. Do not send medicine to school with a note requesting the nurse or teacher to administer it. Medicines such as Motrin, Tylenol and Advil and throat lozenges cannot be stored in the medical room and may not be left a child by a parent. The nurse can only administer pre-approved medicine. Try to schedule administering your child's around school hours, such as at 7:30 and 3:30, for doses required every 8 hours.
 - 504 Forms: In order for the nurse to administer medication a 504 form must be filled out and filed in school. It is the responsibility of the families to inform the school of all allergies and have it medically documented and filed in school. If a student has a prescription or other medication that needs to be administered during the day a parent/guardian must come to school and administer the medication, unless the proper medical forms have been filed. Please see the school nurse in regards to questions about 504s. Very important to remember-a new form must be filled out each school year. If you don't receive a form in the mail over the summer, contact the Guidance Counselor or School Nurse.
- All parents/guardians should understand that the PS 59 staff, including the school nurse, is prohibited from doing any invasive procedures (including splinter removal!) and dispensing medication without prior approval.
- Notify the teacher and nurse if your child has an ongoing medical condition, i.e. food allergies, asthma.

Lice

Children may not attend school with live bugs in their hair. Children with live bugs are sent home and cannot return to class until doctor's note is provided indicating the child can come back to school.

Food Allergies

Please be aware that we have many children in the school with food allergies, some severe. We ask that all families become aware of the allergies in their children's classes and be mindful when sending in lunch, snacks and classroom supplies.

If your child DOES NOT have a food allergy you can help by having a conversation with them about what to do if they eat something that might affect a classmate. Sharing these simple steps with them might help:

- 🚩 If you know you have a lunch that may contain a food that could affect another child, let the teacher know and sit away from that child.
- 🚩 Wash your hands after eating and before playing with them.

If your child DOES have a food allergy you can help by reaching out to families in your child's class so they are aware of your child's allergy and can be mindful.

If your child has a food allergy and you have not let the school know, please do so ASAP!

Communication

Blackboard Connect

PS 59 subscribes to Blackboard Connect, an email, phone and text messaging communication system that is used to send important information to families. **Blackboard Connect will be used in place of paper correspondence.** This is cost effective and environmentally friendly. It is important to keep your current email address and phone numbers on file with the school.

Weekly Notices

Notices from administration, teachers and the PTA will be sent home once a week on Monday's along with their home school connections. Any other paper correspondences will be placed in your child's HARBOR VIEW WHITE FOLDER. This system has been created to eliminate an excessive amount of paper being used and the misplacing of important notices. Also, sending home notices once a week will also provide families with a consistent day to carefully check the HARBOR VIEW FOLDER for important notices. In the event that your child is absent on a Monday, please check your child's HARBOR VIEW FOLDER the following day or email your child's teacher on their email address listed on page 1.

School Website

For more information about PS 59 visit our website at www.theharborviewschool.org. Our goal is to provide useful and timely information, chronicle the many events and accomplishments throughout the year, and offer a means of communication between parents, teachers, and the administration. The website also features information regarding curriculum throughout the year.

Please utilize the school website to communicate with staff members at any time. An email address is available for each staff member and we encourage you to communicate at any time. Please note that emails will be answered within 48 hours. If you have a situation that requires a more timely response please call the main office and leave a message for the teacher via the school secretary.

School Calendar

The school calendar is available by visiting, <http://www.theharborviewschool.org/calendar> . You can subscribe to our calendar using your email service or smartphone by following instructions on our school website's calendar page or using this url <https://ical.echalk.com/dFT9Kmw2FH2waCT2G3HDT0jdNWQB2-l4m1apIKCAeos1> to subscribe to this calendar with any calendar that supports iCal.

Communication with Staff

We encourage you to communicate with the PS 59 staff at any time. You can do so in a variety of ways:

- 🚩 Email Communication: Using their @schools.nyc.gov email address
- 🚩 By Telephone: Call the main office and leave a message for a staff member via the school secretary
- 🚩 In Writing: Write a letter to a staff member and indicate the best time to reach you and send it in your child's HARBOR VIEW folder

Parents will be notified of their child's progress formally through report cards and progress reports. Report cards will be provided in November, March and June. Progress Reports will be provided as necessary throughout the school year. In addition to these formal grade notifications we will also share portfolios and other reporting tools.

Conferences

- 🚩 Curriculum Night: During September your teacher will host a curriculum night. This is an opportunity for you to meet your child's teachers and learn the expectations for upcoming school year.
- 🚩 Parent Teacher Conferences: During November & March a Parent Teacher Conferences will be held for you to meet with your child's teacher to discuss their report card and progress.
- 🚩 Parent- Teacher Tuesday's Afternoons: Every Tuesday afternoon your child's teacher(s) will be available by appointment only to discuss your child's progress during this parent-involvement period designated by the NYC DOE.
- 🚩 Student-Led Conferences: During May your child and their teacher will invites you to attend this conference which allows your child to communicate with you directly what they learnt throughout the school year.

Learning Shares

- 🚩 At the end of each unit of study families will be invited to participate in their child's learning share. This is an opportunity for the children to highlight their knowledge of the unit through interactive stations, performance or other types of media.
- 🚩 Learning Shares are held during the school day at either 9:15am or 12:45pm.

Home-School Connection

What is a Home-School Connection? How does it differ from traditional homework?

A Home- School Connection sets up a learning experience with a parent or caregiver and encourages a conversation around the process. The child is asked to record their responses by drawing and/or writing. The parent can also reflect on the experience and can write comments. This type of work is aligned to meeting the Common Core Learning Standards by providing a deeper understanding around a specific topic of interest while enhancing student's skills.

When a child actively participates in a learning process, they can more easily apply a concept or skill learned about in school to a real experience. The child can have a more meaningful conversation, increase their vocabulary and make a personal connection to the activity. Also, the child will not need to be concerned about producing a perfect product, in order to please the parents or the teacher. Traditional homework usually reviews basic rote skills and does not encourage higher level thinking or conversation. Rote activities do not increase children's level of

understanding and may even frustrate or upset them. Our goal is to produce students who are part of their own learning and growth.

The Harbor View School educational community has developed the following home school connection policy:

- 🚩 Home-School Connections are given Monday-Thursday.
- 🚩 **Home-School Connections given during extended holiday periods and summer vacation are optional.**
- 🚩 Teacher teams on each grade work closely to create units of study, curriculum maps and Home-School Connections. Teachers on occasion will introduce topics, assign home activities, projects, and go on trips based on individual teaching methodologies and student goals.
- 🚩 Approximately 15- 25 minutes

Field Experiences

Field experiences are an important part of our curriculum and your child's education. The experiences are used to enhance the units of study and/or the thematic units. Teachers will plan many trips for the calendar year. Some trips are planned well in advance and other trips have a shorter information turn around period.

In order for students to be able to attend field experiences, they must be able to follow the directions of all adults who may be responsible for their safety. If we feel that your child poses a safety concern due to difficulties in following adult directions, they will need a family member to attend.

If you are a field experience chaperone, please understand that your child/group must meet the same behavioral/work expectations on the experience as all other students who attend The Harbor View School, and should not have special privileges, including trips to gift shops, food vendors, etc. **Siblings are not allowed to attend field experiences.**

Children with 504 accommodations, The Harbor View School requests a traveling school nurse from the DOE to attend every field experience. Although our requests are normally met, there are instances in which a nurse cannot attend. If your child has a 504 accommodation and a traveling nurse is not available for the field experience a family member will need to attend.

Student Support Services

PS 59 is dedicated to helping students achieve their best and meet the Common Core Learning Standards. Programs that address this commitment include:

- ▶ **Response to Intervention (RTI):** is a multi-tiered instruction and intervention model that promotes early identification of students in need of additional support through evidence- and research-based instruction, assessment, and intervention. RTI is designed to provide all students with access to effective instruction and individualized support based on the areas of need. All students are screened each academic year, typically in early fall, to determine whether they are at risk for not meeting standards and are provided with increasingly intensive interventions based on the content with which they struggle. Student performance and achievement is regularly monitored and communicated with families.

- ▶ **Individualized Education Plan (IEP):** An IEP defines the individualized objectives of a child who has been found with a disability. The IEP is intended to help children reach educational goals based on the student's individual needs as identified by the IEP evaluation process. The IEP describes how the student learns, how the student best demonstrates that learning and what teachers and service providers will do to help the student learn more effectively. The IEP also states other mandated supports that the child must receive. Some possible mandated supports that PS 59 offers are listed below:

- ▶ **Mandated therapies including: Speech and Language, Occupational Therapy, and Physical Therapy** – assists students with additional needs in speech and language, and fine and gross motor development. These therapies are for students with an Individualized Education Plan (IEP).

- ▶ **Counseling Services** - guidance offers students an opportunity to communicate and problem solve with peers.

- ▶ **Integrated Co-Teaching (ICT)** – classrooms include students with and without disabilities and have two teachers, a general education teacher and a special education teacher. The teachers work together throughout the day to adapt and modify instruction for the students and ensure that the entire class has access to the general education curriculum. The number of students with services in an ICT class may not exceed 40% of the total class register.

The Parent & Student handbook has been emailed to your address on file with the school. A copy can also be located online at www.theharborviewschool.org. If you would prefer a paper copy please write a note to your child's teacher, email the Parent Coordinator at KDruda@schools.nyc.gov or call the main office at 718-390-2190.

PLEASE SIGN THE BOTTOM PORTION AND RETURN TO SCHOOL.

ACKNOWLEDGMENT AND RECEIPT

I acknowledge receipt of the Parent & Student Handbook containing the policies, rules and regulations for PS 59 The harbor View School. I have read the handbook with my child. I understand and agree that the Handbook is binding on the students and parents during the current academic year. I understand and agree that the administration of the School will have the authority set forth in the Handbook. I understand that the policies, rules and regulations contained in the Handbook are established for the welfare and benefit of all students. I understand my responsibility to support the School in these polices it has established, and to see that my child adheres to the rules and regulations set forth in the Handbook.

(tear off here)

Please initial all of the below regarding the important sections in this handbook:

_____ I have read the 2016-2017 Parent Handbook.

_____ I have read the section in the Parent Handbook regarding the Cell Phone Policy.

_____ I have read the section in the Parent Handbook regarding Emergency Home Contact Cards.

_____ I have read the section in the Parent Handbook regarding Emergency Readiness, I am aware of what the GRP drills are, understand that PS 59 will take part in the GRP drills and have discussed this with my child.

Child's Name

Grade / Class

Signature of Parent or Guardian

Date