

# ***THE WESTERLEIGH SCHOOL***

***PUBLIC SCHOOL 30***



[www.ps30.org](http://www.ps30.org)

200 WARDWELL AVENUE ♦ STATEN ISLAND, NY 10314 ♦ 718-442-0462 ♦ FAX 718-442-4265

*Alan Ihne, Principal ♦ Joseph Napolitano, Assistant Principal ♦ Jennifer Miller, Assistant Principal*

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## **Parent Handbook** **2018-2019**

Dear Parents:

Welcome to P.S. 30. If you are a returning parent welcome back and if you are a new parent, we welcome you to our school community. This school year will be an exciting one at PS 30. We will continue to implement the Common Core Learning Standards while providing the children with a safe and fun environment. Our goal is to instill the values of citizenship and respect in the students while at the same time providing them with a quality education that will prepare them to be participants in the 21<sup>st</sup> century society.

P.S. 30 is a great school and we are looking forward to having a productive year with parents as our partners in their child's education. Communication is the key to success. I encourage you to be in contact with school staff about any issues you may be having. If there is an issue in the classroom, please reach out to the teacher first. Our Parent Coordinator, Kathie Stefanski is also available to handle your concerns. She can be reached at the school number or via email at [KStefan@schools.nyc.gov](mailto:KStefan@schools.nyc.gov). Please check our website [www.ps30.org](http://www.ps30.org) regularly as we update it on an ongoing basis.

This handbook lays out the policies and procedures of the school. As you know situations are always evolving and there may be changes throughout the year. If you have any questions, please contact Kathie Stefanski. Thank you for being a part of our community and I look forward to another exciting and productive year.

Sincerely,

Alan Ihne  
Principal

## **School Population and Organization**

P.S. 30 the Westerleigh school currently has 800+ students. We service children from Pre-Kindergarten to grade five. We currently have regular education classes, Integrated Co-Teaching (ICT) classes and self-contained classes. ICT refers to a classroom where up to 40 percent of the students have an individualized education plan (IEP) which explicitly states that they are to be in an ICT class. Each ICT classroom has one general education teacher and one licensed special education teacher. Sometimes there is also a paraprofessional in the classroom, as well. The goal of the ICT classroom is to meet the needs of a range of students in a general education setting while at the same time differentiating instruction for students with special education requirements.

“ICT ensures that students master specific skills and concepts in the general education curriculum, as well as, ensuring that their special education needs are being met, including meeting alternate curriculum goals.” (NYC Continuum of Services for Students with Disabilities)

## **Support Services**

- School Assessment Team (S.A.T) - Mrs. Winchell, Social Worker, Mr. Bortone, School Psychologist, Ms. Bracco, Family Worker, and Mrs. Reich, Guidance Counselor.
- Parent Coordinator- Kathie Stefanski
- IEP Teacher- Ms. D’Antonio
- School Nurse- Lois Abilidnes, R.N.
- Speech Providers- Ms. Corbo, Ms. Lall, and Ms. Schwartz
- Occupational Therapists- Ms. Serrano, Ms. Lei, and Ms. Winzelberg
- Physical Therapist- Ms. Sabido
- ESL Teacher- Ms. Mulkay, Ms. Ramsey, and Ms. Kneeshaw
- AIS/RTI Services- Ms. D’Antonio, Ms. Mitchell, and Ms. Ortega

## **Curriculum**

P.S. 30’s curriculum is based on the Common Core State Learning Standards. We will be focusing on learning to read in grades PreK-2 and reading to learn in grades 3-5. There will continue to be a school wide focus on writing. We will have cluster programs in the following areas: Music (including 4<sup>th</sup> and 5<sup>th</sup> grade band), Visual Arts, Social Studies, Physical Education (2), Math (1), and Science (2).

### **Pre-Kindergarten- Second Grade *Learning to Read***

1. Core Knowledge Language Arts
2. Foundations (Pre-K and RTI)
3. GO MATH!
4. Science (FOSS)

### Third Grade-Fifth Grade *Reading to Learn*

1. Core Knowledge Language Arts
2. GO MATH!
3. Science (FOSS)

### Periodic Assessments

1. K-2 NYC Performance Assessment 2 times a year in ELA and Math
2. 3-5 Ed Performance 3 times a year
3. predictives in the fall and winter

### Special Programs

1. 4th and 5<sup>th</sup> grade band
2. Jazz Band
3. Rock Band
4. Student Council grades 4 and 5
5. Learning Leaders
6. Mighty Milers
7. Green Team
8. Future Teachers

### Latchkey and Afterschool programs

P.S. 30 is in partnership with The New York Center for Interpersonal Development (NYCID) to run our latchkey and afterschool programs. These programs are staffed with employees from our school. The Latchkey program runs Monday-Friday when school is in session from 2:20 PM-6:00 PM. Our afterschool programs run on ten week cycles. Every ten weeks will be a new session. Afterschool programs begin at 3:40 PM on Monday and Tuesday to accommodate our extended day program and at 2:20 on all other days Applications are available in the school for these programs. Families will be notified when registration for afterschool programs begin.

Please be advised that if you are late to latchkey pickup **three times**, you will be removed from the program.

In addition to the latchkey and afterschool programs P.S.30 hosts a number of Girl Scout, Brownie, and Daisy troops.

### Religious Instruction

If your child is going to be attending religious instruction, parents must obtain the orange registration cards from the religious organizations and send them in to Ms. Rusolo, pupil accounting secretary. We will **not** release a child for CCD unless this card is on file.

Please refer to the CCD calendar provided by your church for the scheduled days of class. If your child is taking the bus to CCD you must make arrangements with your church and notify P.S. 30 that the child will be riding the bus. Please check with your church to see if CCD is

being held during inclement weather. Pickups for children not taking the bus will be in the main lobby at 1:45 PM. Adults picking up children must sign the child out in the CCD book and they also must be on the emergency contact card. All CCD questions should be directed to your church.

### **Bus Service/Safety**

- Bus service is provided to children in grades K-2 if they live 1/2 mile or more from the school.
- Bus service is provided to children in grades 3-5 if they live one mile or more from the school
- The school will **not** allow any ineligible child to take the bus. Please refer to the following link for the Office of Pupil Transportation as they determine eligibility. <http://schools.nyc.gov/Offices/Transportation/default.htm>

The following bus rules have been established in order to ensure the safety of the children:

1. Orderly behavior is required at the bus stop and on the bus
2. Children, especially in the lower grades should wear bus tags for easy identification
3. Children are to remain seated and facing front when the bus is in motion
4. Children should talk quietly and refrain from making unnecessary noise that may distract the bus driver
5. Children must keep their hands and heads inside of the bus at all times
6. No littering on the bus or throwing things out of the windows
7. No fighting on the bus, this can lead to a suspension from the bus
8. Any bus incidents will be dealt with by following the Chancellor's Regulations and the NYCDOE Discipline Code
9. Any bus issues should be reported to Mrs. Miller
10. If a child receives three write ups from the bus driver they can be removed from the bus for a period of time.

### **Traffic Safety**

P.S. 30 can be a challenging area for arrival and dismissal in the morning. With that in mind we need everyone's cooperation to ensure a safe arrival and dismissal for all students. Stop and drop is a safe and efficient drop off procedure that runs the length of Wardwell Avenue in the morning. Please be respectful to other members of the school community during arrival and dismissal. Please keep the sidewalks and street as clear as possible.

- Parking around the school is prohibited from **7:00 AM-4:00 PM** on school days
- Leonard Avenue between Fiske and Wardwell is a **NO STANDING ZONE**
- Fiske Avenue between Leonard and The Boulevard is also a **NO STANDING ZONE**, this is where the busses drop off and pick up
- There are crossing guards at the corner of the Boulevard and Wardwell Avenue and at the corner of Jewett Avenue and the Boulevard.
- Do not let your child cross in front of your car when exiting the vehicle.

## **Morning Arrival**

The school day begins at 8:00 AM. The school doors open at 7:15 AM for breakfast. Due to roof construction all children will enter the building through the front entrance. The Morning lineup will be as follows:

- Pre-Kindergarten- Leonard Avenue
- Grades K-2- Auditorium
- Grade 3- Gymnasium
- Grades 4-5 Cafeteria

## **Attendance**

Good attendance ensures a quality education. We trust that you will not keep your child home unless it is necessary. If your child is sick it is understood that the child should be kept home. The following are the procedures regarding absences:

- When your child returns to school after an absence they are required to bring a note stating the reason for the absence.
- If you know that your child will be out of school for an extended period of time please call the school (**ext.: 2190**) and inform them of when your child is expected to return and the reason for the absence. *You do not have to call unless it is an extended absence.*
- Every time your child is absent you will receive a call from our Global Connect system.
- If a child is absent he/she may not participate in after-school or evening activities on that day.
- If your child's records indicate a pattern of excessive lateness or absence, you will be contacted by Mrs. Reich, our attendance team liaison to discuss our concerns.
- As unexpected situations do occur, we suggest that you notify your child's teacher of any circumstance that may affect your child's attendance.
- Please make every effort to schedule doctor and dentist appointments after school hours.
- If you need to pick your child up early, please send a note to the teacher and make them aware of the situation.
- Please refrain from picking up your child during the last period of school as this can interfere with dismissal procedures. No pickups will be allowed after 1:45 pm.

## **Lateness**

Instruction begins on time every day. Children arriving late to school disrupt instruction for the other students. Students who arrive after 8:05 AM will receive a late pass and it will be recorded on their report card and on their cumulative record. In addition, you will receive a call from Global Connect stating that your child was late. Children arriving late via school bus will not be marked late.

## **Dismissal**

Pre K- Leonard Ave  
Kindergarten- Main Entrance Wardwell Avenue  
1st grade -Wardwell Avenue Schoolyard  
2nd Grade-Wardwell Ave Schoolyard  
3rd Grade- Exit 12 (next to Wardwell Schoolyard)  
4th Grade- Fiske Ave yard near Boulevard  
5th Grade- Main Entrance Wardwell Avenue

Students may be signed out of the building early by their parents up until 1:45 pm. After that time there will be no more early sign out since it will interfere with dismissal.

## **School Safety**

All visitors to the school **must** sign in with the school safety agent at the main desk in the lobby. **No visitor will be admitted into the building without showing the proper identification.** After signing in you will be directed to the main office on the second floor. Visitors may not visit any other part of the building without a pass from the main office stating their destination. In addition, mobile phones may not be used during curriculum conferences and open school week.

We are limiting traffic in the hallways and we do not want to disrupt instruction. Therefore, if your child forgot glasses, an instrument, lunch, etc., please drop it off at the table in the main lobby labeled with your child's name and class. We will ensure that your child receives it.

## **Discipline and Code of Student Conduct**

Each year the Department of Education issues the discipline code. This code is how the school determines the disciplinary actions appropriate for each infraction. The discipline code will be distributed via backpack as soon as they are received. We urge you to review the contents with your child and sign the accompanying tear off and return it to your child's teacher.

To ensure the success of the school conduct and discipline plan we realize the need for parent involvement and student accountability. We will work with parents to rectify any situations that occur throughout the year, but please be aware that we are bound by the discipline code and the Chancellor's Regulations in disciplinary matters. We ask that as parents you recognize that any actions taken by school personnel are necessary to ensure a safe learning environment for all students. The Discipline code can be accessed [here](#)

## **Bullying**

### **What is Bullying?**

Bullying is behavior that is intended to cause some kind of harm. The person doing the bullying purposely says or does something to hurt the target of his/her behavior. Bullying behavior always involves an imbalance of power (physical or social) or strength between the person doing the bullying and the target of the behavior. The person doing the bullying may be physically bigger or stronger or may be older or have greater social status or social power than the person being targeted. It is a pattern of behavior usually repeated over time and can take many forms. Bullying is aggressive behavior by one individual (or group) that is directed at a particular person (or group). The aggressive behavior is unwanted and negative. It is deliberate and unprovoked. The targeted person is harmed by what is purposely being said or done.

### **Bullying Is NOT Conflict**

Conflict is a struggle between two or more people who perceive they have incompatible goals or desires. Conflict occurs naturally as we interact with one another. It is a normal part of life that we will not always agree with other people about the things we want, what we think, or what we want to do. Most conflicts between students arise when students see the same situation from two different points of view. Think of some of the ways we describe people in conflict: “They were butting heads”; “They were going back and forth at each other”; “It was ‘he said/she said.’” In these cases, both people are equally “telling their side of the story.” In a conflict people may get frustrated and angry. Chances are the amount of emotion each person feels will be relatively equal because both are vying for what they want. In the heat of the moment, one or both people’s emotions can escalate a conflict. All of us have known of conflicts in which people have said things to hurt one another which they later regret. People engaged in a conflict want the issue to be resolved. The “back and forth” that occurs is each person trying to make the case for what s/he wants. When one or both people have the skills to resolve the dispute so that both sets of needs are met, the same conflict between the same two people most likely will not be repeated.

### **Referral to Counseling Services for Bias-Based Bullying, Intimidation or Harassment**

When a student or group of students engages in bias-based bullying, intimidation, or harassment of another student or group of students, both the victim and the student who engages in this behavior should be referred to separate appropriate counseling, support, and education services provided by school staff or a community-based agency. Neither mediation nor conflict resolution is, under any circumstances, appropriate interventions for bias-based bullying, intimidation, or harassment.

The NYC DOE is committed to maintaining a safe and supportive learning environment that is free from harassment, intimidation and/or bullying and from discrimination based on actual or perceived race, color, citizen-ship/immigration status, religion, creed, national origin, disability, ethnicity, gender, gender identity, gender expression, sexual orientation, or weight. Please see the NYCDOE discipline code for more information.

### **PS 30 Cell Phone Policy**

Students are permitted to bring the following electronic items to school: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices (“computing devices”); and 3) portable music and entertainment systems, such as iPods, MP3 players, PSP, and Nintendo DS.

**A. The use of cell phones, computing devices and portable music and entertainment systems at school is subject to the conditions below.**

1. Cell phones and portable music and entertainment systems may not be turned on or used during the administration of any school quiz, test or examination.
2. Computing devices may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan.
3. Cell phones, computing devices, and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises.
4. Cell phones, computing devices, and portable music and entertainment systems may not be used in locker rooms or bathrooms.
5. Students who use cell phones, computing devices, and/or portable music and entertainment systems in violation of any provision of the DOE's Discipline Code, the school's policy, Chancellor's regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("IAUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

**B. Cell phones may be used as set forth below**

**During the school day:**

- Cell phones may not be turned on or used while on school property.
- Cell phones must be kept in a student's book bag during the school day

**During after-school, school-sponsored programs or activities:**

- Cell phones may not be turned on or used while on school property.

**C. Computing devices may be used as set forth below**

**During the school day:**

- Computing devices may not be turned on or used while on school property
- Computing devices must be kept in a student's book bag during the school day

**During after-school, school-sponsored programs or activities:**

- Cell phones may not be turned on or used while on school property

**D. Portable music and entertainment systems may be used as set forth below**

**During the school day:**

- Portable music and entertainment systems may not be turned on or used while on school property



- Portable music devices and entertainment must be kept in a student's book bag during the school day

**During after-school, school-sponsored activities:**

- Portable music and entertainment systems may not be turned on or used while on school property

**F. Confiscation and return of electronic items**

If a student has their device out of their book bag or turned on in school without permission from a staff member, administration will take disciplinary action. This action may include, but is not limited to:

- Warnings
- Confiscation of item and return at end of school day
- Confiscation of item and return following parent conference
- Confiscation of item and return following student entering into behavioral contract
- Revocation of privilege to bring item to school.

**Dress Code**

- Children are expected to come to school and neat wearing appropriate attire that is not distracting
- Laced up sneaker for gym (Velcro is suggested if they cannot tie their shoes) is required. Clip on; zip-up or platform sneaker should not be worn for gym. If your child does not have the appropriate footwear, he/she may not play at gym or recess. In addition, no jewelry should be worn.
- No slippers, flip flops, or high heels should be worn for safety reasons.
- During late spring and early summer, girls should refrain from wearing short shorts, skirts, skimpy blouses.

**Emergency Information**

In case of emergency, each student is required to have the following information on the blue card filed in the main office, medical office, and the classroom:

1. Parent/Guardian(s) name
2. Complete and current address
3. Home phone/work phone/cell phone (must be kept updated)
4. Emergency phone number (relatives/friends)
5. Physician's name and phone number
6. Medical alert information\
7. Custodial Issues- If anyone is not permitted to pick up your child please bring the current court order to Ms. Rusolo and make sure that the blue card is updated to reflect that information.

If your telephone number or address changes, please notify Ms. Rusolo in writing immediately. Any changes in your child's daily routine must be preceded by a note to the teacher. Children

will **not** be released to anyone that is not on the blue card. We ask that you refrain from signing your child out of school early during or after assemblies. Please be advised that as of 1:45 pm, parents will not be allowed up to the office to sign children out early.

### **Cafeteria Services**

P.S. 30 uses a point of service system to process lunch fees. Students will be composting in the lunchroom. Lunch is free for all students. If you have any questions about lunch you can contact Mrs. Fedele at 718-442-0462 or [LFedele@schools.nyc.gov](mailto:LFedele@schools.nyc.gov).

1. Free breakfast is available to all students beginning at 7:15 AM
2. Breakfast in the Classroom is available for free to all students who did not eat in the cafeteria.
3. All children will have a fifty minute lunch period that includes recess.
4. Pre-K will eat lunch in their classroom from 10:44 AM- 11:34 AM
5. Kindergarten and fifth grade will eat lunch from 10:44 AM- 11:34 AM
6. First grade and fourth grade will eat lunch from 11:38 AM- 12:28 PM
7. Second and third grade will eat lunch from 12:32 PM-1:22 PM

If your child forgot their lunch you can drop it off at the table in the main lobby. Please make sure that the lunch is labeled with your child's name and class and we will ensure that the child receives it. Remind your children that if they do not have lunch they should see Mrs. Fedele. Every child is entitled to lunch. No outside food such as, McDonalds or other fast food may be dropped off for student's lunch.

### **Lunchroom Rules and Procedures**

1. When the whistle blows everyone must freeze and stop talking
2. Enter the Lunchroom in an orderly manner
3. Do not get on line for lunch until your table is called
4. Do not leave your seat without raising your hand for permission to use the bathroom
5. Speak in a normal voice, No Yelling
6. All students must remain in their seats until their teacher comes to pick them up
7. When walking through the lobby to go outside, all students must be quiet
8. If anyone drops food or trash on the floor pick it up
9. All tables are to be cleaned of trash before going outside or back to class
10. When going outside all students must follow the directions of the lunch aides

### **Allergies**

Children with food allergies will be seated on the end of the lunch tables to avoid contact with allergens. Epi-Pens travel with students wherever they go in school or on trips. When students are at lunch the Epi-pen travels with them to the cafeteria and the supervisory aide takes it with them to recess.

## **School Supplies**

Teachers distribute supply lists in June. From time to time throughout the year your child may be asked to bring in items from home such as, tissues, yarn, pictures, etc. Attention to these requests helps promote good work habits and a sense of responsibility for the children. **No** children will be permitted back in the classroom after dismissal for forgotten books or items.

## **School Notices**

Please return all school forms (lunch forms, medical, dental, emergency contact cards, CCD, etc.) promptly. Please check your child's folder for notices daily. Place any response or correspondence for the teacher in this folder. Permission slips must be signed in ink by a parent/guardian before a child can participate in the specified activity.

## **School Closing**

The Office of the Chancellor –New York City Department of Education, for school closings and delayed openings, has established a citywide policy on storm day procedures. The following procedures should serve to provide you with a clear understanding of how school schedules may be altered during stormy weather.

1. The citywide decision to close or delay of schools during stormy weather may only be made by the Chancellor. No school may close or open late without the chancellor's authorization.
2. The citywide decision is usually made as early as possible before 6:00 a.m. on the affected date.
3. The Division of Public Affairs will notify the news service, radio, television stations as soon as possible prior to 6:00 a.m. School staff and parents should be advised to information broadcast by any of the following stations: WINS 1010 AM, WCBS 880 AM, WLIB 1190 AM, WBLS 107.5 FM, WADO 1280 AM, WKDM 1380 AM, WNYE 91.5 FM, WSKQ 97.9 FM, WXLX 620 AM, as well as NY1 (Channel 11 on cable TV) and WNYE-TV (channel 25 on cable TV). You may also call 311 for updates. Please sign up for [www.notifynyc.com](http://www.notifynyc.com) which will automatically call your phone with updates.
4. Delayed openings, will be announced by the Chancellor **ONLY**.
5. Yellow school buses will be delayed two hours to accommodate the authorized two hour delayed opening. Should you be a parent of a child with disabilities, you should use your own discretion as to whether you allow your child to ride the bus on a stormy day in view that travel time will necessarily is longer and AM/PM schedules will be delayed.
6. In the event that there should be a delayed opening, you can expect your child to receive an effective instructional and feeding program, including all regularly –scheduled after school programs. Your child's lateness /absence will be based on the delayed opening starting time.

7. It is expected that the regular dismissal time will be followed. If a storm intensifies during the school day, the Chancellor will decide if an earlier dismissal is required. The Chancellor will notify community superintendents, radio, television media, and school bus companies of an earlier dismissal schedule. In the case of an early dismissal after school activities, including evening latchkey will be cancelled.
8. We encourage you to discuss with your child contingency plans in the event stormy weather should result in a delayed opening of school and/or earlier dismissal schedule and instruct him/her to inform the teacher if no one will be home in the event of an early dismissal.
9. The following personnel will serve as your contact during storm days:  
Main Office Staff- 718 442 0462 extension 0  
Kathie Stefanski, Parent Coordinator 718 442 0462 ext. 2280 or  
Cell 347 563 4688

As always, school policies are subject to change and notification will be made when those changes occur.

### **Medical Office**

Nurse Lois Abildnes can be reached at 718-720-6851. Please contact the nurse with any questions/concerns you may have.

- Inform the nurse of any and all health issues such as, asthma, allergies, cardiac, orthopedic, etc.
- Any injury that warrants a cast, sling, crutches, wheelchair, etc. will require a clearance note from the doctor and should indicate restrictions. Please see the nurse.
- Child Health Plus medical coverage is available for all children. Please see the nurse.
- Every child should visit the dentist once a year
- If a child becomes ill or is involved in an accident during the school day you will be contacted by the nurse and/or an administrator.
- Students requiring medications at school must first have the appropriate forms completed by a physician
- 504 forms- ( A child may be entitled to special accommodations in school under section 504 of the rehabilitation act of 1973, the Americans with disabilities act, and various city and state laws. These laws protect the rights of students who may have special health needs and might have difficulty participating in regular school activities without support services or reasonable accommodations being provided. This process entails you and your doctor filling out the 504 form and returning it to the school. The school will then forward the application to the Borough Support Field Office. They will approve or disapprove and then inform the school. The school will then inform you of the decision. Please do not assume just because you received 504 accommodations one year you will receive them the next. All requests must be approved by the Borough Support Field Office.
- Please see appendices C-G for relevant forms.

## Immunization Requirements

- All students who attend school must have their vaccines completed according to the schedule. Please see Appendix B for the schedule
- Students who are new to the NYCDOE may enter school provisionally with documentation of at least the initial series of immunizations within the previous two months.
- New entrants have 14 days to provide documentation of vaccinations.
- If the documentation is not provided within the 14 day window the child becomes excludable from school and a warning letter is sent home
- If proof of vaccination is not provided within ten days from the warning letter the child will be excluded from school until all requirements are met.

## Homework Policy

Homework is recognized by the school community as an important medium to foster the academic achievement of students and to extend school activities to the home and community. Homework assignments contribute to the improvement of the achievement level and interest in learning of all students. Students will receive homework on a regular basis. This is an extension of what was taught in the classroom and it is expected that all children complete their homework on a daily basis.

## Report Cards

The New York City Department of Education report cards indicate how your child is progressing towards achieving the standards for their grade at the end of the year. The NYCDOE is using STARS for report cards. If your child received an overall average of 95%- 100% on his/her report card and exhibited satisfactory behavior in major subjects, your child will be placed on the Principal's List. If your child received an overall average of 85%-94% on his/her report card and exhibited satisfactory behavior in major subjects, your child will be placed on the honor roll. The teacher's comment section includes specific suggestions to support your child's education. The P.S. 30 grading policy is as follows: **50% assessments, 20% classwork, 20% homework, and 10% class participation.** Your child's report card grade will reflect the following grades. **(For the first marking period only, Kindergarten students will receive letter grade E, S, N, or U. After that they will receive percentage grades.) All cluster grades will be E, S, N or U throughout the year.**

55%-64%	1
65%-79%	2
80%-90%	3
91%-100%	4

## **Parent Teacher Conferences**

Parent teacher conferences are held 4 times a year in September, November, March, and May. The September and May conferences will have no afternoon conferences. The November and March conferences will be held in the afternoon and in the evening. There will be a half day dismissal for these conferences. Please see the chart below for dates and times.

- In grades Pre-K-4 conferences are held by appointment. Teachers will send a note home prior to the conference with your assigned time.
- In grade 5 conferences will be on a first come first serve basis due to departmentalization.
- If you have a problem and cannot attend parent teacher conferences please contact the teacher as soon as possible to reschedule.
- If you need to meet with a teacher at any other time during the year please schedule a meeting via phone, email, or a written note. Tuesday afternoons between 2:20-3:30 pm are reserved for parent engagement time. By appointment only. If you need to meet with administration at any time, please contact the main office to set up an appointment. Meetings will take place by appointment only.

September 13, 2018	5:00-8:00 PM No afternoon conferences	Regular dismissal This will be a back to school night.
November 15, 2018	12:20 PM-2:20 PM 5:00-8:00 PM	Half day dismissal
March 14, 2019	12:20 PM-2:20 PM 5:00-8:00 PM	Half day dismissal
May 15, 2019	5:00-8:00 PM No afternoon conferences	Regular dismissal

## **School Trips**

School trips are governed by chancellor's regulation [A-670](#). Please click the link to review this regulation. The following are the procedures for trips:

- Field trips are scheduled by teachers throughout the year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community.
- Parents will receive notice of the trip in advance of the scheduled trip.
- Parents who volunteer to go on class trips will wait in the main lobby near the main entrance for students to board the bus. No parents will be allowed in the classroom.
- Please return the permission slip that the teacher will distribute for trips. If we do not have a copy of the permission slip the child will not be able to participate in the trip.
- The fifth grade senior trip will be to the Medieval Times
- Any student who is suspended can be excluded from a trip and or extracurricular activity such as carnival. Reinstatement is at the principal's discretion.

## **Birthdays**

Parents who wish to celebrate their child's birthday in school should make arrangements with the classroom teacher in advance. Exchanging gifts in school is discouraged. For out of school parties, please mail the invitations unless the entire class is invited. School cubbies cannot be used to distribute invitations to children.

## **Assemblies**

A dance festival will be held in June for K through grade 4. The Social Studies cluster will perform a Social Studies bee with grades 3, 4 and 5. In addition, the fifth grade will perform a Math Bee, Science Bee, and Spelling Bee. The Math cluster will perform a Math Bee with grades 3 and 4.

## **Student of the month**

Teachers will select one student from their class each month for student of the month with the exception of May and October when each class will choose two students. There will be no student of the month ceremony in September or June. The student who scores highest in the class on this rubric will be selected student of the month. See appendix A for the rubric.

## **Additional Special Events/Celebrations**

- Book Fair
- Holiday Fair
- Field Day (Grade 5 only)
- Respect for All Week
- Holiday Band Concert
- Spring Band Concert
- Student Council Events
- Staten Island Yankee Night
- School Spirit Events
- Crazy Hat Day/ Scarecrow Contest
- Box Tops for Education
- Mother's Appreciation Day
- PTA Carnival
- PTA Special Assemblies
- There will be other events throughout the year and posted on [www.ps30.org](http://www.ps30.org)

## **Holiday and Year End Parties**

We celebrate Halloween Harvest Day. Our children will be allowed to wear their costumes to school to participate in the celebration. Please make sure that the child is capable of walking safely in their costume and is able to toilet themselves without difficulty. Masks and accessories are prohibited for the safety of the children. Parents are invited to take pictures of their children when they parade around the school.

The following procedures are in place for holiday (December) and year end (June) class parties:

- Class parties will be held during the last period on the designated date.
- Pre-K-5 class parents **only** will be allowed into the classroom for the last period of the day on the designated date.
- December parties will be held the day before the vacation begins.
- The end of year party will be held on the day before school ends in June.
- There will be no fast food parties.

## **Photography/Video**

There are many occasions during the year when students may participate in activities that will be preserved in photographs, movies, or slideshows. Please complete the permission slip which can be found [here](#) and return to your child's teacher.

## **Internet Acceptable Use Policy**

At P.S. 30 the internet is used on a regular basis for instruction. Please see the Department of Education's Internet Acceptable Use Policy [here](#) and discuss it with your child. In addition, students and parents are discouraged from posting photos and/or videos of other students or teachers on social media sites including, but not limited to Facebook, Twitter, YouTube, etc. as they may not have a photo release form on file and it may violate their privacy.

## **Lost and Found**

The lost and found container is located in the Parent Coordinator's office. Please label all items with your child's name so that lost items may be returned. Feel free to visit the lost and found to look for missing items. Every two-three months unclaimed items in lost and found are donated to needy children.

## **Pets**

There are no pets allowed in the school building at any time. Pets are also prohibited from the school premises including the schoolyard during arrival and dismissal.

## **Smoking**

Smoking is prohibited on and around the school grounds.



## **Student Placement**

P.S. 30 makes every effort to place a child in a class where he/she will be successful. Your child's progress will depend a great deal on his/her own efforts and abilities in addition to teacher's and parent's contributions. When placing a child in a class we consider the following:

- Classes are heterogeneously grouped
- An effort is made to have an equal number of boys and girls in each class.
- We **do not** entertain requests for placement.

## **Maintaining Cleanliness and Respect for the School Building**

- Students are expected to cooperate in maintaining the cleanliness of classrooms, cafeterias, corridors, and restrooms.
- Chewing gum is not tolerated in school
- Graffiti on school property is not tolerated and violates the chancellor's regulations
- No throwing towels or playing with water in the restrooms.

## **Family Living/Health Education Including Sex Education**

The New York State Education Department and the New York City Department of Education have mandated that HIV/AIDS education be provided for all students in Kindergarten through Grade 12. This mandate states that HIV/AIDS instruction must be age-appropriate and address the nature of the disease, the methods of transmission, and methods of prevention. Lessons focus on developing an understanding of communicable diseases, ways to live a healthy life, and how to identify community resources that can help enhance the quality of life.

State Regulations require that all students attend lessons on the nature of the disease and methods of transmission. However, parents or legal guardians have the right to ask that their child not participate in the lessons dealing with methods of prevention. These lessons are labeled "Prevention." Parents or legal guardians who do make such a request must file with the principal of their child's school a written request that the child not receive such instruction, and assure that the pupil will receive such instruction at home.

- Grade Pre-K-3: No Prevention lessons are given.
- Grade 4-5: 1 Prevention lesson where students should be able to: Understand how abstinence from drug use can prevent the transmission of the AIDS virus. You can view the entire detailed lesson plan on the website at:  
<http://schools.nyc.gov/Academics/FitnessandHealth/StandardsCurriculum/HIVAIDSoverview.htm>

## **School Leadership Team**

The School Leadership Team (SLT) is composed of staff and parents who meet monthly to discuss school issues and concerns. Any parent of a student at P.S. 30 can be elected to the SLT. Member names and meeting dates and times are posted on [www.ps30.org](http://www.ps30.org). If you wish to address the team at a meeting you must submit your request in writing 10 days prior to the meeting date.

## **PTA Goals**

The PTA in conjunction with the Parent Coordinator, are engaged in an active campaign to further parent involvement in the academic and social events of our school.

The PTA and Parent Coordinator join forces in producing productive and informative monthly meetings providing you with newsworthy information.

The greatest goal is to increase membership and have more members actively participate in all school events.

PTA meetings are held monthly. There is an Executive Board Meeting one week prior to the General Membership Meeting. Everyone is invited and encouraged to attend both meetings.

## **Importance of Parent Involvement**

Decades of research prove that children of involved parents do better in school. No matter what your level of education or how well you did in school, you can help your child achieve to be successful students striving to reach and exceed their academic goals.

Tell your child how important education is. Talk about your hopes and goals for your child. Your encouragement can be the most important factor if your child is struggling. Talk about what happened in school. What is the best thing your child achieved? What subjects need the most attention?

Help your child at school:

1. Introduce yourself to your child's teacher. Let them know you are a concerned parent and want to know right away if there are any problems.
2. If your child needs support at school ask what services are available
3. Attend the Curriculum Conference and the Parent Teacher Conferences.
4. Find out what are the expected performances and promotional standards for your child's grade. Attend the workshops on these subjects.
5. Keep in touch with your teacher – ask how your child is doing.

Help your child at home:

1. Create a quiet homework spot for your child
2. Turn off the TV and radio while child is working on homework
3. Make frequent trips to the library
4. Set a bedtime routine and stick to it.
5. Make sure your child arrives to school prepared and on time
6. Take advantage of the free breakfast program at our school.
7. Join the PTA to improve the quality of the school.

Parent involvement, as defined by Joyce Epstein, Ph. D., a leading expert in the field, can be demonstrated in many ways. More than 30 years of evidence compiled by researchers, such as Ann Henderson and Lynn Berla, have affirmed that when parents are involved in the school, children are more likely to achieve. Parent involvement encourages and supports:

1. Higher grades, test scores and graduation rates
2. Better school attendance
3. Increased motivation, better self-esteem

4. Lower rates of suspension
5. Fewer instances of violent behavior
6. Greater enrollment rates in post- secondary education

### **Stranger Safety**

This notice is to remind you of the importance of taking steps to keep your child safe when he/she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you share with your child.

- Students should never go home with strangers
- Students should never talk to strangers
- Students should never take things from strangers
- If students are approached by strangers and are still near the school, they should be encouraged to return immediately and inform a staff member right away.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

During the year, we receive from the NYPD notification, (under the NYS Sex Offender Registration Act) that a registered sex offender has moved into the region where our school is located. Copies of all the notifications that we receive will be kept accessible to parents at the Security Desk in the Main Lobby. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at : <http://www.criminaljustice.state.ny.us> or by calling 1-800262-3257 or through the subdirectory of the level three (high-risk) registered sex offenders, maintained at the NYPD, One Police Plaza, Room 110C, NY, NY . The website can also be accessed through the Department of Education's home page.

**Appendix A**  
**Student of the Month Rubric**

	1 Point	2 points	3 points	4 points
Attendance	Student has missed 4 or more days of school this month	Student has missed 2-4 days of school this month	Student has missed 1 to 2 days of school this month	Student has not missed any days of school this month
Attitude towards others	Has a poor attitude sometimes. No improvement	Sometimes has a poor attitude. Improvement has been made	Hardly ever has a poor attitude. Improvement has been made	Always has a positive attitude
Respectful	Is disrespectful sometimes. No improvement noted	Sometimes disrespectful. Improvement has been made	Hardly ever disrespectful. Improvement has been made	Never disrespectful
Classroom Participation	Does not participate in class very much. No	Sometimes participates in class.	Participates most days in class.	Always participates in class
Responsibility	Does not take responsibility. No improvement	Sometimes takes responsibility. Improvement	Usually responsible	Always responsible
Work Ethic	Never tries to do his/her best work.	Sometimes tries to do his/her best work.	Tries most of the time	Always tries his/her best

## Appendix B

### Immunization Requirements 2018 – 2019

**Dose requirements MUST be read with the footnotes of this schedule.**

VACCINES	PRE-KINDERGARTEN (Child Care, Head Start, Nursery or Pre-K)	KINDERARTEN through 2	GRADES 3 through 5	GRADES 6 through 8	GRADES 9 through 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/DT/Td/Tdap) <sup>2</sup>	4 doses	5 doses <u>or</u> 4 doses if the 4 <sup>th</sup> dose was received at 4 years of age or older <u>or</u> 3 doses if the series is started or completed at 7 years of age or older		3 doses	
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine booster (Tdap) <sup>3</sup>	Not Applicable			1 dose	
Polio vaccine (IPV/OPV) <sup>4</sup>	3 doses	4 doses <u>or</u> 3 doses if the 3 <sup>rd</sup> dose was received at 4 years of age or older	3 doses	4 doses <u>or</u> 3 doses if the 3 <sup>rd</sup> dose was received at 4 years of age or older	3 doses
Measles, Mumps and Rubella vaccine (MMR) <sup>5</sup>	1 dose	2 doses			
Hepatitis B vaccine <sup>6</sup>	3 doses	3 doses			
Varicella (Chickenpox) vaccine <sup>7</sup>	1 dose	2 doses	1 dose	2 doses	1 dose
Haemophilus influenzae type b conjugate vaccine (Hib) <sup>8</sup>	1 to 4 doses	Not Applicable			
Pneumococcal Conjugate Vaccine (PCV) <sup>9</sup>	1 to 4 doses	Not Applicable			
Meningococcal Conjugate Vaccine (MenACWY) <sup>10</sup>	Not Applicable			Grade 7: 1 dose	Grade 12: 2 doses <u>or</u> 1 dose if the first dose was received at age 16 years or older

**Appendix C**

**THE WESTERLEIGH SCHOOL**

**PUBLIC SCHOOL 30**



[www.ps30.org](http://www.ps30.org)

200 WARDWELL AVENUE ♦ STATEN ISLAND, NY 10314 ♦ 718-442-0462 ♦ FAX 718-442-4265

*Alan Ihne, Principal ♦ Joseph Napolitano, Assistant Principal ♦ Jennifer Miller, Assistant Principal*

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Dear Parent or Guardian:

Your child may be entitled to direct health services and/or accommodations in school under Section 504 of the Rehabilitation Act of 1973 in school. Health services and/or accommodations will provide assistance to students with special health needs who might have difficulty attending school or participating in regular school activities without support services or reasonable accommodations. For example, students with a medical condition may require the administration of medication or students with vision or hearing impairments might be seated near the blackboard.

**How to Find Out if Your Child Qualifies for Medical Services or Section 504 Accommodations.**

1. Contact the school principal or the New York City Department of Education at (718) 391-8116. Give your child's name, school and class. Describe your child's special needs, the type of help he or she needs and how often.
2. The principal will explain the steps you must take to apply for services for your child.
3. Once you provide the necessary information, an evaluation of your request for services is performed by the Department of Health and Mental Hygiene and the Department of Education. The school-based 504 Team will schedule a meeting and you will be invited to this meeting. At the meeting, the Team, which includes the parent/guardian, will make a decision as to whether your child will receive health services and/or accommodations under Section 504. You will be informed of the decision within 30 days.

The enclosed notice gives you more specific details about your child's rights. If you have any questions about such services, ask your principal or call the Department of Education at (718) 391-8116.

Sincerely,  
Alan Ihne  
Principal

## Appendix D

### **THE WESTERLEIGH SCHOOL** **PUBLIC SCHOOL 30**



[www.ps30.org](http://www.ps30.org)

200 WARDWELL AVENUE • STATEN ISLAND, NY 10314 • 718-442-0462 • FAX 718-442-4265

*Alan Ihne, Principal • Joseph Napolitano, Assistant Principal • Jennifer Miller, Assistant Principal*

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2. The principal will explain the steps you must take to apply for services for your child.
3. Once you provide the necessary information, an evaluation of your request for services is performed by the Department of Health and Mental Hygiene and the Department of Education. The school-based 504 Team will schedule a meeting and you will be invited to this meeting. At the meeting, the Team, which includes the parent/guardian, will make a decision as to whether your child will receive health services and/or accommodations under Section 504. You will be informed of the decision within 30 days.

The enclosed notice gives you more specific details about your child's rights. If you have any questions about such services, ask your principal or call the Department of Education at (718) 391-8116.

Sincerely,  
Alan Ihne  
Principal

## Appendix E



### NOTICE OF NON-DISCRIMINATION UNDER §504

#### POLICY STATEMENT

It is the policy of the New York City Department of Education that, in accordance with §504 of the Rehabilitation Act of 1973 (§504), no other qualified person with a disability shall, solely by reason of his/her disability, be excluded from or otherwise denied participation in, be denied the benefits of, or be subject to discrimination under any program or activity sponsored or provided by the New York City Department of Education. Confidentiality rights of persons with disabilities will be respected.

Inquiries regarding the New York City Department of Education's compliance with §504 rights or procedures should be directed to:

For Students and Parents:

Chancellor's §504  
Services Designee New  
York City Department of  
Education 28-11 Queens  
Plaza North, Room 402  
Long Island City 11101  
(718) 391-8116

Or to:

U.S. Department of Education  
Office for  
Civil Rights  
400 Maryland Avenue  
SW Washington, DC  
20202  
1-800-421-  
3481  
[www.ed.gov](http://www.ed.gov)

OFFICE OF LEGAL SERVICES • 52 CHAMBERS STREET • RM 308 • NEW  
YORK, NY 10007 Telephone: (212) 374-6888 • Fax (212) 374-5596





Department of  
Education

GUIDELINES FOR THE PROVISION OF HEALTH SERVICES AND/OR SECTION 504  
ACCOMMODATIONS FOR STUDENTS IN NEW YORK CITY PUBLIC  
SCHOOLS - SCHOOL YEAR 2018-2019

**To All Parents, Physicians, and Health Care Providers:**

The New York City Department of Education and the New York City Department of Health and Mental Hygiene's Office of School Health work collaboratively to make certain that all students with special needs are provided services to ensure their full participation in the educational setting. To this end, parents and providers must use the enclosed forms to request in school direct health services and/or accommodations under Section 504 of the Rehabilitation Act of 1973. **These forms must be returned to the child's school for processing. A new request and authorization form will be required for each school year if the child continues to require the requested services in school.** The following guidelines should be followed in order to facilitate the review of the completed forms and to provide clinically appropriate services:

- The physician/health care provider completing the form should be the one who will actively manage the condition for which services are requested.
- A valid New York State, New Jersey or Connecticut license, Medicaid & NPI number must be provided. If a physician-in-training without a license number completes the form, it must be counter-signed by a supervisor (e.g., attending physician) and include the supervisor's license number.
- The order should be specific, legible and clearly written so that it is completely understandable to the nurse and can be carried out in a clinically responsible way.
- Only those services that must be performed during school hours should be requested, (e.g., if medication can be given at home before or after school hours, it should not be requested in school).
- Homeopathic medications will not be administered.
- Please note that medication is typically stored in a locked cabinet in a designated room (i.e., medical room) unless the student is authorized by you to carry medication in school. In addition, Epinephrine may be stored in the classroom and transported with students according to the Allergy Response Plan.
- Parents, physicians, school staff and students must work together to encourage each child to be as self-sufficient as possible. If the child is able to self-administer the medication, the parent should initial the appropriate area on the back of the medication form. Most students at the intermediate and high school level should be self-directed in taking medications, (i.e., identify the following: that the medication is the correct one; what the medication is for; that the correct dosage or amount is being administered; when the medication is needed during the school day; describe what will happen if it is not taken). Those students are then permitted to carry and self-administer only those medications that are necessary during the school day without supervision; however, **students are never permitted to carry controlled substances.**

**Parents, remember to attach a small current photograph of your child to the upper left corner of the Medication Administration Form (MAF) for proper identification.**

**There are four types of request and authorization forms:**

- Medication Administration Forms (MAFs) - should be completed only for requests involving administration of medication for students. For cases of asthma, providers may attach an Asthma Action Plan with the MAF. Use of nebulizers on school trips can be cumbersome, please consider prescribing inhaler and spacer whenever possible. **Please note that there are three separate MAFs: one for asthma medications, one for allergies/anaphylaxis medications, and one for other medications.**
- Provision of Medically Prescribed Treatment (Non-Medication) - should be completed when requesting special procedures such as bladder catheterization, postural drainage, tracheal suctioning, gastrostomy tube feeding, etc. This form may be used for all skilled nursing treatments.
- Diabetes Medication Administration Form - should be completed for students with Diabetes

who require any of the following: glucose monitoring, insulin and/or glucagon administration.

- Request for Section 504 Accommodation(s) - should be used when requesting special services such as a barrier-free building, elevator use, testing modification, etc. This form should **NOT** be used for Related Services such as occupational therapy, physical therapy, speech and language therapy, counseling, etc. which is properly addressed and provided by a student's Individualized Education Program (IEP).

Please contact the student's school if you have any questions. Thank you for your assistance.

## Appendix G



### **NEW YORK CITY DEPARTMENT OF EDUCATION EDUCATIONAL ADVOCATES (PARTIAL LISTING)**

<b>ADVOCATES FOR CHILDREN</b> 151 West 30 <sup>th</sup> Street, 5 <sup>th</sup> Floor New York, NY 10001	<b>(866) 427-6033</b>
<b>ALIANZA DOMINICANA</b> 2410 Amsterdam Avenue, 4 <sup>th</sup> Floor New York, NY 10033	<b>(212) 923 - 5440 (212) 795 - 4226</b>
<b>ASPIRA OF NEW YORK</b> 520 Eight Avenue, 22 floor New York, NY 10018 - or - 928 Simpson Street Bronx, NY 10459	<b>(212) 564 - 6880  (718) 378 - 3734</b>
<b>CARIBBEAN CULTURAL CENTER</b> 408 West 58 <sup>th</sup> Street New York, NY 10019	<b>(212) 307 - 7420</b>
<b>CHILDRENS AID SOCIETY</b> 150 East 45 <sup>th</sup> Street New York, NY 10017	<b>(212) 949 - 4800</b>
<b>COMMUNITY ADVOCATES FOR EDUCATIONAL EXCELLENCE, INC.</b> 103 East 125 <sup>th</sup> Street New York, NY 10035	<b>(212) 426 – 9206</b>
<b>OFFICE OF PARENT ENGAGEMENT</b> New York City Department of Education 49-51 Chambers Street, 5 <sup>th</sup> Floor New York, NY 10007	<b>(212) 374 - 0245</b>
<b>,1&amp;/8'(Q\F</b> 116 East 16 <sup>th</sup> Street, 5 <sup>th</sup> Floor New York, NY 10003	<b>212) 677 - 4650</b>
<b>SINERGIA/METROPOLITAN PARENT CENTER</b> 15 West 65 <sup>th</sup> Street, 6 <sup>th</sup> Floor New York, NY 10023	<b>(212) 643 – 2840</b>

**UNITED WE STAND OF NEW YORK**  
**(Community Parent Resource Center) 91 Harrison Street**  
**Brooklyn, NY 11206**  
**(718) 923 – 8208**

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