

**PS/MS 114**

**The Belle Harbor School**

**2019-2020**

**Parent Handbook**

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**September, 2019**

**Dear Students and Parents,**

**On behalf of the administration and staff of The Belle Harbor School, it is a pleasure to welcome you to the 2019-2020 school year. We hope that everyone had a pleasant and restful summer and you are ready for the new school year.**

**This K-8 parent/student handbook is written to inform you of the resources, rules and procedures of our school. Please read the handbook with your child to become familiar with its contents. If you have any questions or concerns, please contact the school and we will be glad to assist you.**

**Please make sure to check the school web site, [www.psms114.org](http://www.psms114.org) for messages. In addition, sign up for our school Remind text message service by texting 81010 to @psms114q. We are looking forward to working with our students and families. Collectively we can achieve success and continue to be the wonderful school we have created.**

## DAILY PROCEDURES

### **ARRIVAL:**

Students who are participating in early morning programs, such as, Band, Sports, or Living Environment are expected to arrive promptly at 7:00 AM. Students who are having breakfast may enter the building at 7:30AM. Students who are driven to school are to be dropped off at the Beach 134<sup>th</sup> Street entrance no earlier than 7:45AM. Please be considerate and do not linger during this time; there are many parents behind you also waiting to drop off their children. If you do not wish to wait in line for this entrance, you may park your car in an appropriate legal space and walk your child to the Beach 134<sup>th</sup> Street entrance. **The Cronston Avenue entrance is for BUS CHILDREN ONLY. Late students will enter through the main entrance and will proceed to the main office to obtain a late pass.**

### **ATTENDANCE:**

**Students are expected to be in school every day, on time and prepared for class.** Attendance is extremely important to a successful school experience for your child. Please send a written note for absences. In circumstances that require your child to be absent for an extended period, please inform the school. If your child is excessively absent you may be contacted by the guidance counselor. 407 Attendance Follow-up and Outreach Referral forms automatically generate at the school under the following conditions: when a student has been absent for 10 consecutive days, 20 aggregate days (over a 4-month period) or 8 consecutive days (if there has been a prior 407).

We encourage parents and students to make prompt and consistent attendance at school a priority. Therefore, you are strongly discouraged from taking vacations while school is in session. Family vacations should be planned to coincide with the vacation days on the annual school calendar. Teachers are not obligated to, and will not make prior arrangements for assignments, projects, and other instructional activities involving work that has not yet been presented. Student absence for vacation will be treated as an unexcused absence. Teachers will not be expected to extend their normal workday to provide remediation or to administer tests for students who have been on vacation. Teachers will not be required to repeat lessons that were given during the vacation period.

Students may be dismissed before the school day officially ends only when a parent or guardian appears in person requesting the student's early dismissal. The parent must sign the student out. No students will be dismissed after 2:00pm. Please avoid making appointments for your child during the school day as this interrupts instruction and your child's education. In order to maintain school safety and minimize interruptions to instructional time in the classroom, parents must come to the office to check students out early. Office personnel will call for the students while the parent signs them out for the day. **Relatives, neighbors, etc. will not be allowed to check out any student unless authorization is on file (person's name must be on the blue emergency contact card).** In order to further protect your child(ren), please provide the office with a copy of any court orders, protection orders, divorce decree and child custody agreements, etc.. Without copies of these legal documents, the school is legally bound to release the child to any biological or adoptive parent. School officials may require verification of custody or identification from anyone requesting to check a student out of school. **These measures are intended to ensure safety for all our children.**

## **CODE OF CONDUCT**

The New York City Department of Education is committed to ensuring that our schools are safe, secure and orderly environments in which teaching and learning take place each day. Safe, supportive school environments depend on students, staff and parents demonstrating mutual respect. The Citywide Standards of Discipline and Intervention Measures (the Discipline Code) provides a comprehensive description of unacceptable behavior. It includes the range of permissible disciplinary and intervention measures which may be used when students engage in such behaviors, as well as a range of guidance interventions schools may use to address student behavior. The Code applies to all students, including those with disabilities. The standards set forth in the Discipline Code apply to behavior in school during school hours, before and after school, while on school property, while traveling on vehicles funded by the Department of Education, at all school-sponsored events and on other-than-school property when such behavior can be demonstrated to negatively affect the educational process or to endanger the health, safety, morals, or welfare of the school community.

The 2019-2020 Citywide Behavioral Expectations can be found on the DOE Website:

<https://www.schools.nyc.gov/school-life/rules-for-students/discipline-code>

Students who repeatedly engage in behaviors that violate the Discipline Code will be excluded from extra curricula activities.

## **CELL PHONE USE:**

As per the Chancellor's Regulations, cell phones are permitted in school but should not be visible or in use during the school day. If any student is found violating these guidelines, cell phones will be confiscated. Parents/guardians will have to make an appointment with an administrator to claim confiscated phones. Please be reminded that at no time will the school be held responsible for the loss of a phone or other electronic device when brought to school.

If you have an emergency and need to contact your child during school hours, please call the school @ (718)634-3382.

## **CREATING A POSITIVE SCHOOL CLIMATE**

Please encourage your child to communicate with their teacher, or any other staff member that they feel comfortable with if they are having a problem. When an issue can be handled immediately, the student often feels better and doesn't go home feeling worried or upset. School staff will also have the chance to contact you to discuss the issue and address any of your concerns.

The Department of Education Discipline Codes sets the guidelines for the consequences for unacceptable, bullying or violent behaviors. Any infractions that occur at PS/MS 114 will be handled within the framework of these guidelines.

## **COMMUNICATION WITH PARENTS**

**Communicating effectively with our parents is a staff priority.**

**There are several ways we communicate with parents throughout the year:**

Phone contact

Email

Remind: Text 81010 to @psms114q

School Website: [www.psms114.org](http://www.psms114.org)

Family Nights

Parent Workshops

Report Cards (3 in a school year – December, March, and June)

PTA meetings

Tuesday afternoons (2:20-3:00) during Parent Engagement

## **CONTACTING THE SCHOOL:**

Parents are encouraged to contact the school (718) 634-3382 whenever they have questions or concerns. If you desire to schedule a conference with a specific teacher or administrator, it is suggested that you call in advance and arrange for an appointment. Visitors who come to school without an appointment will be seen only if an administrator is available.

**The ladder of communication is as follows:**

- Teacher
- Parent Coordinator, Kathy Meade 718-634-3382, option 1
- Guidance
- Assistant Principal
- Principal

## **CHANGE OF ADDRESS:**

If you should move to a new address, you are to notify the Main Office. Bring a note from home listing your new address and telephone number. You will need proof of address (Utility bill, lease, deed and driver license) before your records will be changed.

## **ENTERING AND EXITING:**

All parents and guests must enter through the Main Entrance.

All other doors are alarmed.

## **SIGNING IN:**

When you arrive at the security desk, you must produce photo identification and sign in with the security agent.

### **VISITORS:**

Visitors are **not** permitted to go up to classrooms, nor will we contact a teacher during a lesson, unless you have a scheduled appointment. Teachers are responsible for notifying the safety agent of such plans at the beginning of each day. This includes parents who may be attending trips with classes on a particular day. For the safety of all, please do not bring pets, baby carriages or strollers into building or schoolyard. If your child has forgotten lunch or any materials required for the day, please leave it with the main office or Kathy Meade.

### **CLASSROOM PARENTS:**

All correspondence going home must go through the classroom teacher first and not violate school policies. Classes in grades K-5 will need two class parents. The responsibilities of the class parents are as follows:

- Organize a class list of phone numbers of the children in the class
- Keep track of Box Tops for Education
- Attend monthly PTA meetings to act as liaison to the class
- Assist with other events as needed

### **CELEBRATIONS/ASSEMBLIES/SPECIAL PROGRAMS:**

**Birthdays: SIBLINGS OF ANY AGE WILL NOT BE PERMITTED INTO THE BUILDING TO ATTEND CLASSROOM PARTIES**

Birthday celebrations for students in Grades **K-1** will be acknowledged individually during snack time, **for 20 minutes**, with the parents of the birthday child in attendance.

**NO GOODY BAGS OR TOYS. IF YOU ARRIVE AT THE BUILDING WITH THESE ITEMS YOU WILL BE ASKED TO TAKE THEM HOME. Please respect this directive.**

Students in Grade **2** will celebrate birthdays monthly (last Friday of the month).

**Celebrations are limited to a small snack and beverage.**

There are no birthday celebrations for students in Grades **3-8**.

**\*\*Please pay close attention to children who may have restricted diets due to allergies.**

**\*\*Please do not ask or attempt to remove siblings from instruction in their respective classrooms to attend a birthday celebration and/or show. This disrupts the class and deprives the sibling of their instructional time.**

### **DRESS CODE**

All students are expected to wear the school uniform.

### **DRESS FOR A CAUSE**

Every month there will be a designated color day to benefit a specific charity. Students donate \$1.00 and wear uniform bottoms with a specified colored top.

### **EMERGENCY CONTACT CARD:**

It is important that all parents/guardians complete and return three Blue Emergency Contact Cards. It is extremely important that we have accurate information on the Emergency Cards that you receive in the beginning of school. **PLEASE KEEP THIS INFORMATION UPDATED.** Your assistance in providing complete information on the Emergency Cards is greatly appreciated.

In order to be prepared for such emergencies, please notify us of any changes to your child's emergency card, especially changes in address, home, work or cell phone numbers, etc. **Please print clearly and include an E-mail address and cell phone numbers.** Include an alternate emergency contact number on the blue card. All information will be held in the strictest confidence.

### **Evacuation (FIRE), LOCK DOWN AND SHELTER IN DRILLS:**

Drills are required and held at intervals throughout the school year. Instructions are posted in the classroom indicating how to leave the building and where to go in case of an emergency. Children will practice by participating in evacuation, shelter-in and lock down drills. Student behavior which interferes with any safety drill will not be tolerated.

### **HALL PASSING:**

Students are always to walk to the right of the white line right. They may not run in the hallways. They should move quickly and quietly to their destination. Students should follow the instructions of the teachers, school staff and safety officers and always be courteous.

### **HOMEWORK/PROJECT POLICY:**

The completion of homework assignments helps students review and reinforce the materials covered during the school day. It is also an assessment tool for teachers. Students who have had difficulty with a topic at home can be identified and offered remediation. Students will be assigned some form of homework every day in most classes. Some assignments will take more than one day to complete. We advise all students to spend an adequate amount of time doing homework. Home study plays an integral role in the academic process. Homework involves not only written assignments but studying as well. We also encourage daily independent reading for at least ½ hour. All required work needs to be submitted by its due date. Students who are absent are required to submit their work as per our grading policy.

### **ILLNESS/INJURY AT SCHOOL:**

When a child becomes ill at school, parents are contacted by the school nurse. Please be sure the school has the correct phone numbers for home, work, cell, or a nearby friend or relative to ensure pick-up of your child within one hour. Please do not send your child back to school for 24 hours after his/her temperature has returned to normal. If a child is injured at school, the parents are called immediately. If we cannot reach parents, the persons listed on the Emergency Card are contacted.

### **IMMUNIZATIONS:**

The New York City Department of Health and Mental Hygiene have issued School Admission Immunization Requirements. The law requires that all new students, children entering day care, nursery school, pre-school or pre-kindergarten, and kindergarten through grade 12 in New York City for the first time – must show proof of having received a complete medical evaluation. If your child's health records indicate that he/she did not meet the requirements of **Public Health Law, Section 2164** **your child will not be allowed to attend school. You must provide documents to show that he/she has received the necessary immunizations.** If you believe your child has already received these immunizations, bring his/her original immunization record to the main office.

### **AVOIDING PEDICULOSIS:**

Pediculosis (Head Lice) is an issue which impacts everyone. We need your cooperation and assistance in avoiding the contamination of head lice among our children. Regardless of the precautions and measures we have taken in the past; it is paramount that every parent/guardian be diligent in checking the heads of their children before leaving for school and upon returning. **DO NOT SEND YOUR CHILD TO SCHOOL WITH STUFFED ANIMALS OR TOYS. THESE ITEMS ARE A VEHICLE FOR SPREADING HEAD LICE IN YOUR HOME.**

### **LOST AND FOUND:**

The Lost and Found is located next to the elevator on the first floor. Articles that are found should be given to a teacher or turned into the main office. The teacher will forward it to the Lost and Found. If you lose anything, notify your teacher. All items not claimed by the end of the week will be donated to charity.



### **INTERNET USE POLICY:**

All students are expected to abide by the requirements outlined in the Department of Education Internet Use Policy: <https://www.schools.nyc.gov/school-life/policies-for-all/internet-acceptable-use-policy>

**Students may use Internet access for educational purposes only.** Students may not access School Internet Services without the supervision of a NYC public school staff member. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other areas of the school. Access is a privilege, not a right. Inappropriate use will result in cancellation of user privileges and school disciplinary action. Parents of any student who destroys any computer will be financially responsible for its repair or replacement.

### **Inappropriate Use of the Internet:**

- Maliciously disrupting or harming the school's work stations, network, and services through such activities as hacking or downloading, uploading, creating, or spreading computer viruses;
- Posting private or personal information about another person.
- Attempting to log in through another person's email account or to access another person's files.
- Accessing or transmitting inappropriate material.
- Engaging in sexual harassment.
- Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal gang activity; that threaten, intimidate, or harass any other person; or that violate any other laws.
- Using computers for personal communications: gaming, personal e-mail, chat, personal blogs.
- Plagiarism.

### **Breakfast/Lunch:**

**All families must complete one mandated School Lunch Form available on the school website.**

**Breakfast and lunch are free for all students.**

Students can have school lunch or bring their own lunch. All students will be entered into the School Food Automated system. At the Point of Service your child will tell the terminal operator their name. Your child's name and photo will then appear on the screen for verification before they are served food in the cafeteria.

Food and drinks must be eaten only in the school cafeteria. **Glass bottles may not be brought into the school building. Soda is not permitted. Please provide healthy meals and snacks for your child.**

### **NURSE:**

The nurse is in room 154. Parents need to inform the school nurse and teachers of any special illnesses or conditions their child may have. In order for any medication (prescription, over-the-counter medicines and topical creams or ointments) to be administered at school, a medication authorization form (**504 Form**) must be completed by the parent and medical doctor and returned to the school nurse.

## **REPORT CARDS:**

Report Cards will be issued three times per year. Grades reflect classroom participation, homework, classroom assessments, projects and notebooks as identified in the grading policy. You may call the school at any time to make an appointment to speak with a teacher or guidance counselor concerning your child's progress.

## **BUSING SAFETY POLICY**

Our number one goal is to provide a safe and secure learning environment for your children. In order to help keep your child safe, both in and on the way to and from school, we must have a rigid Busing Safety Policy. Busing is available for students **who qualify in grades K-8**. Students in grades 6 - 8 will be issued Metro Cards if they do not qualify for busing. If a student misplaces or loses their Metro Card, a note must be sent in from the parent stating so. **According to Chancellor's Regulation A-801, if a child behaves in an unsafe manner on the bus, he or she may be permanently excluded from the bus.**

Transportation to and from school is serious business. It is our responsibility to explain the appropriate way to behave on the bus to our children. The bus driver has absolute control of the bus and of the conduct of those on it. Students are expected to obey the bus driver. A child should not fear riding the bus; it should be an extension of the classroom and their behavior on the bus should reflect the training received in the home and in school. **Under no circumstances will a child be permitted to ride home on any other bus other than the one he/she is assigned to.**

### **While on the bus:**

- Sit in your assigned seat and remain seated at all times.
- Younger children will get on the bus first and be required to sit in the front.
- The bus may be crowded, place your book bag on the floor in front of you. Be polite and make room for others.
- **Never** stand while the bus is in motion.
- **Always** wear your seatbelt.
- **No eating or drinking**
- Do not yell while on the bus, this distracts the driver.
- On the bus, children should talk quietly, be courteous to the driver and follow the driver's instructions.
- Do not open or lean against the windows.
- Sit up straight and do not lean into the aisles.
- Look around to know where the emergency exits are located.
- Check your seat before exiting the bus to make certain you haven't forgotten anything.
- This is a very important and serious directive. If a child misbehaves on the bus, s/he may have his/her privileges suspended or revoked.

**The Consequences for Misbehavior during busing will be as follows:**

- 1<sup>st</sup> Offense: Parent conference.
- 2<sup>nd</sup> Offense: Parent conference and a bus privilege suspension.
- 3rd Offense: Parent conference and a complete loss of bus privileges for the remainder of the school year.

**Examples of misbehavior during busing procedures include, but are not limited to:**

- Running in the auditorium.
- Getting up from one's designated busing area without permission.
- Exiting the auditorium without permission.
- Using the restrooms without permission.
- Playing in the restrooms during dismissal.
- Sitting at the incorrect bus area during dismissal.
- Running on line during dismissal.

School begins once your child gets to the bus stop. This policy is designed to ensure that all students who take the bus travel to and from school in a safe and orderly manner. In order to make this year a productive and safe one, we need your cooperation at home.

**Important numbers:**

Grandpa's Bus Company – 718-392-8855

OPT (Office of Pupil Transportation) – 718-392-8855

**TRIPS/PERMISSION SLIPS FORMS:**

Trips are important enrichment activities that expose children to out of the classroom learning experiences. In the event of a class/school trip, the teacher(s) involved will send home with each student a parent/guardian permission form. All outings are curriculum related. The form must be signed and returned before the student may participate. Please be sure to provide a working telephone number. If the permission form is lost, the school will accept a written statement, on plain paper, dated and signed. The written form must state "I give my child (name) of class (number) permission to attend the trip to (state location) on (date) by (state mode of transportation). If a student is not able to attend the out-of-school activity, for any reason, that student must attend school and will be reassigned to a new class until his/her class returns from the outing.

**Possible reasons for student non-participation on school trip:**

Permission form not returned.

Student's conduct is not appropriate (student has had recurring behavior infractions). Principal Suspension

Superintendent Suspension