

# **The Belle Harbor School**

**PS/MS 114Q**

**2018-2019**

**K-8**

**Student & Parent  
Handbook**

**Elizabeth Welsome, PRINCIPAL**

**Deana Folchetti-Puglin, Assistant Principal (IA)**

September, 2018

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 2018-2019 school year. We hope that everyone had a pleasant and restful summer and you are ready for the new school year.

Our goal is to prepare all students for College and Career Readiness by continually engaging them in activities that motivate and prepare them to meet the standards of excellence in all core disciplines.

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. This is the primary resource for current information on a variety of topics. There are also links to assist you in completing necessary forms such as the required school lunch application and payment account.

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 or Living Environment are expected to arrive promptly at 7:00AM. Students, who are having breakfast, may enter the building at 7:30AM and are encouraged to arrive on time. Students who are driven to school are to be dropped off at the Beach 134<sup>th</sup> Street entrance no earlier than 7:50AM. Parents should drop off their children from the car when they pull up in front of the entrance. 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 either the Beach 134<sup>th</sup> or the Beach 135<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 as well as for attainment of the Common Core Standards that are required for promotion. Please send a written note for absences. In circumstances that require your child to be absent for an extended period of time, please inform the school. An automated call to the home is generated whenever a child is absent from school. If your child is excessively absent you may be contacted by the guidance counselor. A Form 407 Attendance Follow-up and Outreach Referral automatically generates 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). If your child's absences continue, your child may be referred to ACS.

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 vacation days of 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 do not make any 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, including incidents involving drugs or weapons. 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 2018-2019 Citywide Behavioral Expectations can be found on the DOE Website.

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 a number of ways we communicate with parents throughout the year:

Phone contact

Email

Remind

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 347-563-4222 or 718-634-3382 x 1660
- 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 drivers license) before your records will be changed.

### ENTERING AND EXITING:

All parents and guests must enter through the Main Entrance.

Do not attempt to save time by entering a side or rear door that has been opened by a teacher, guest or exiting student. Please exit via the Main Entrance/Exit as well. This will minimize the possibility of setting off door alarms or a door being left ajar which jeopardizes the safety of all in our school.

### SIGNING IN:

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

### VISITORS:

Will **not** be 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 the

building or school-yard. If your child has forgotten lunch or any materials required for the day, please leave it with 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 on 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.

### **FIRE AND SHELTER DRILLS:**

Fire and Shelter drills are required and held at intervals throughout the school year. Instructions are posted in the classroom indicating how to leave the building in case of a fire and where to go in case of an emergency. Children will practice walking quietly and quickly to the designated area. Student behavior which interferes with any fire/safety drill will not be tolerated and may result in a **Principal's Suspension**.

### **HALL PASSING:**

Students are to walk to the right of the white line right at all times. 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 time doing homework. Home study plays an integral role in the academic process. Homework involves not only written assignments but studying as well, and of course daily reading for at least  $\frac{1}{2}$  hour. All required work needs to be submitted by its due date. Students who are absent are required to submit their work immediately upon their return to school.

### **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 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 is an issue which impacts on 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.**

Additional information can be found at:

<http://schools.nyc.gov/Offices/Health/Pediculosis/default.ht>

**INTERNET USE POLICY:**

All students are expected to abide by the requirements outlined in the Department of Education Internet Use Policy:

<http://schools.nyc.gov/Administration/Offices/FinanceandAdministration/DIIT/WebServices/iaup/default.htm#filter> **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 obscene or pornographic 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.

**LOST AND FOUND:**

The Lost and Found office is located next to the elevator on the first floor. Articles that are found should be given to a teacher. 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.

**LUNCH:**

**All families must complete one mandated School Lunch Form available on the school website. Even if students are not applying for reduced or free lunch, a lunch form must be completed.** 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. Breakfast and lunch are free for all students.

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.**

Please do not bring lunch to your child from an outside source, such as McDonald's, as it affects other children who see it. If you wish your child to have such a lunch, please sign your child out in the office and take them out to lunch on that day.

### **NURSE:**

The nurse is located 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.

### **REPORT CARDS:**

Report Cards will be issued three times a 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. This policy has been designed to meet the needs and demands of the parents/guardians who wish to send their child(ren) to school in a safe and orderly environment. **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**
- 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. They should stay seated during the entire bus ride and keep the aisles clear.

- Talk to the person next to you. Refrain from shouting across several rows of seats.
- 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 will be as follows:**

- **1<sup>st</sup> Offense:** Parent conference.
- **2<sup>nd</sup> Offense:** Parent conference and a bus privilege suspension both to and from school.
- **3<sup>rd</sup> 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.

If any child misbehaves on the way to school, the chances are that s/he is not optimally ready to learn. We send our child(ren) to school to learn. School begins once your child gets to the bus stop. We desire to keep your child(ren) safe from harm. This policy is designed to ensure that those children who want to go to school to learn have an opportunity to do so in a safe environment. 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

**On the web:** [www.schools.nyc.gov/offices/transportation](http://www.schools.nyc.gov/offices/transportation) You will need to enter your child's student ID number and date of birth to view the information.

**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 \_\_\_ of class \_\_\_ permission to attend the trip to \_\_\_ on \_\_\_\_\_. 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

## **PARENT BILL OF RIGHTS**

### **Parents' Rights and Responsibilities**

The New York City Department of Education recognizes that children excel when parents work closely with teachers and principals to develop strong partnerships. As partners in education, parents, guardians, and other family members have certain rights and responsibilities.

#### **All Families Have the Following Rights:**

- The right to a free public school education for their children.
- The right to be given access to information about their children's performance and the educational programs and opportunities available to them and their children.
- The right to be actively involved in the education of their children.
- The right to file complaints and appeals.
- The right to translation and interpretation services in order to communicate effectively with the Department, in accordance with Chancellor's Regulation A-663.

#### **All Parents Have the Following Responsibilities:**

- The responsibility to send their children to school ready to learn.
- The responsibility to ensure that their children attend school regularly and arrive on time.
- The responsibility to be aware of their children's work, progress, and problems.
- The responsibility to keep in touch with their children's teachers and principal.
- The responsibility to respond to communications from their children's school.
- The responsibility to attend important meetings and conferences.
- The responsibility to treat all school staff members with courtesy and respect.

#### **We Encourage Parents To:**

- Set high expectations for their children.
- Help out at schools by volunteering time, skills, or resources.
- Get involved in the PTA.
- Take part in school and community programs.

**Additional information regarding Parent's Rights and Responsibilities are available at the NYCDOE website.**

Please print and return

the following pages to your

child's classroom teacher.

Return bus form only if your child takes the bus

SEPTEMBER 2018

PS/MS 114 BUS CONTRACT BETWEEN STUDENT, PARENTS AND SCHOOL

I understand that if the busing rules are not followed, my child may be suspended from riding the bus:

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

Child's Bus Stop (PM) and color: \_\_\_\_\_

Child's Name: (PRINT) \_\_\_\_\_

Child's Class: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Number you can be reached at: \_\_\_\_\_

Child's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

SEPTEMBER 2018

**CLASS PARENT CONSENT FORM GRADES K-5**

Please fill out the tear off below. Please keep in mind that if you were a class parent last year, teachers may want to consider giving other parents the opportunity to get involved. We want to be as fair as possible. Still, teachers will be given the discretion of selecting the class parents from all of those interested in serving in this volunteer capacity.

Every class 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 the need arises

Thank you.

-----Tear-Off-----

Name of Student \_\_\_\_\_ Class \_\_\_\_\_

Parent's Name \_\_\_\_\_

\_\_\_\_\_ I would like to be a class parent      \_\_\_\_\_ I am unable to be a class parent

\_\_\_\_\_ I was a class parent last year

I agree to have my phone number and name added to the parent contact list for use by the teacher and the class parents for school purposes only.

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Work phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

2018-2019 STUDENT BEHAVIOR CONTRACT (K-8)

Student's Name (Please PRINT) / / Date of Birth Class

I know that I have a right to:

- Be in a safe and supportive learning environment that is free from discrimination, harassment, and bigotry.
• Know what appropriate behavior is and what behaviors may result in disciplinary actions.
• Be counseled by members of the professional staff in matters related to my behavior as it affects my education and welfare within the school.
• Due process of law in instances of disciplinary action for alleged violations of school regulations for which I may be suspended or removed from class.

I agree to:

- Come to school each day on time (barring illnesses).
• Appear for each of my classes on time and ready to work.
• Be prepared with appropriate materials and assignments for all classes.
• Show respect to all members of the 114 learning community.
• Resolve conflicts peacefully, and avoid fighting inside or outside of school.
• Behave respectfully, without arguing, and cooperate when a staff member gives a direction or makes a request.
• Take responsibility for my personal belongings and respect other people's property.
• Dress appropriately for school (as noted in the Parent Packet).
• Refrain from bringing weapons, illegal drugs, controlled substances and alcohol to school.
• Refrain from using electronic devices that are disruptive (i.e. cell phone, games, and other electronic devices).
• Share information with school officials that might affect the health, safety or welfare of the school community.
• Keep my parent/guardians informed about school related matters and make sure that I immediately give them information that is sent home.

I have read (or have been read to) and understand those articles regarding proper behavior as described above and in the Parent Packet [Dismissal Plan, Students Rules, Regulations, and Responsibilities Contract, the Bus Contract (where applicable)]. I agree to demonstrate responsible behavior as stated in the Parent Packet.

Student's Name - PRINT Student's Signature (where able) Date
(Parent Section)

I have read the Parent Packet in its entirety, and understand the behavior that is required of my child and that, which is required of me.

I agree to help my child follow this agreement by:

- Encouraging them to be a respectful and peaceful member of our school community.
• Reading and discussing with them the articles of behavior as stated above (in the Parent Packet).
• Providing the school with current telephone numbers and emergency contact information.
• Alerting the school if there are any significant changes in my child's health or well-being.

Parent's/Guardian's Name (PRINT) Parent's/Guardian's Signature Date



SEPTEMBER 2018

The Belle Harbor School

CONSENT TO PHOTOGRAPH, FILM OR VIDEOTAPE A STUDENT FOR  
NON-PROFIT USE

(EDUCATIONAL, PUBLIC SERVICE OR HEALTH AWARENESS PURPOSES)

STUDENT'S NAME \_\_\_\_\_ CLASS \_\_\_\_\_

I, \_\_\_\_\_ hereby consent to the  
Parent/Guardian's Name (PRINT)

participation in interviews, the use of quotes, the taking of photographs, movies and/or  
video taping of my son/daughter and his/her school related activities.

I also grant the right to edit, use and reuse said products for non-profit purposes. I  
hereby release the New York City Department of Education and its agents and employees  
from all claims, demands, and liabilities whatsoever in connection with the above.

**At no time may any parent, student or unauthorized person  
take photographs of students in school and publish them on the  
internet.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**SEPTEMBER 2018**

**The Belle Harbor School  
REGULATIONS FOR THE USE OF THE INTERNET**

Students who wish to use the Internet must read the following Internet Acceptable User Policy and return the form with their signature and the signature of their parent/guardian. This document is based upon the NY City Department of Education Internet Acceptable User Policy which is available on the NYC Department of Education Website. For your convenience, a link to this policy is located below:

[http://schools.nyc.gov/Administration/Offices/FinanceAdministration/DIIT/Departments//Webservices/i  
aup/default.htm](http://schools.nyc.gov/Administration/Offices/FinanceAdministration/DIIT/Departments//Webservices/iaup/default.htm)

**In order to insure the effective and appropriate use of the Internet, the following regulations will be implemented:**

- **The Internet may be used for educational purposes such as: Educational Research, enhancing reading in different subject areas, building math skills and collaborative learning.**
- **The Internet may not be used for entertainment purposes. Users are prohibited from viewing entertainment web pages such as: Sports, television, music, movies, game, chat, etc.**
- **Students are not permitted to access unauthorized resources such as someone's email.**
- **Students are not to post rude or inappropriate messages with the intent to, bully, intimidate or defame another student's reputation.**
- **Students are not permitted to download or upload files of any kind without teacher permission.**

**I agree to follow the above regulations. I understand that my Internet and computer privileges can be terminated if the above regulations are not followed.**

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian's Signature** \_\_\_\_\_