

# *PUBLIC SCHOOL 23*



**We are Learners, We are Leaders,  
We are the Richmondtown Eagles!**

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# **The PS 23 Family Handbook**

## **P.S. 23's School Vision & Mission**

**VISION:** P.S. 23's vision is to inspire, guide, assist and support our school community (students, parents, paraprofessionals and professionals) to work together to develop and provide quality education. In doing so, we acknowledge the need for independence and mutual accountability. Our goal is to educate all of our children to achieve their maximum potential. We recognize and celebrate our unique differences while focusing on the development of academic skills, creativity, responsibility and citizenship.

**MISSION:** In accordance with our school's vision, we are dedicated to creating life-long leaders and learners. It is our responsibility to insure that every student has the necessary literacy, mathematical, technological and content area skills, as well as leadership skills to help him/her become active members in the community and 21<sup>st</sup> century globalized economy. Our mission includes on-going communication between staff, parents and students to inform them of students' progress on the road to reaching higher standards and being prepared college, career, and life ready individuals.

P.S. 23 strongly encourages family involvement because we firmly believe that a strong home-school connection is at the heart of student success. Through reflective and responsive practice we will set and clearly communicate high expectations for our students and ourselves and effectively plan to help each and every child achieve success.

This Family Handbook was created to assist you in becoming actively involved in the life of our school and the education of your child. As a parent, you can use this as a resource to help your child grow into a positive and academically enriched individual in an environment that encourages the individual talents of each student.

## **Class Schedule**

The regular school schedule for grades K-5 is: Monday - Friday 8:00 AM - 2:20 PM

Start the day right! The school doors will open at 7:35 AM for a healthy, delicious and nutritious breakfast. All children are welcome to eat breakfast at school.

Lunch for Kindergarten, Grade 2 & Grade 4 is from 11:20 am – 12:10 pm.

Lunch for Grade 1, Grade 3 & Grade 5 is from 12:15 pm – 1:05 pm

## **EMERGENCY CONTACT INFORMATION**

- Emergency Contact Cards and Sheet must be filled out correctly with all current information. This is of utmost importance. In cases of emergency, this information is vital to your child's safety.
- Changes to the card/sheet must be made in person immediately after they occur. ( i.e. phone number or address) Please come into the office to do this. Changes are not able to be made over the telephone.
- Students will NOT be released to anyone not listed on the Emergency Contact Card. Please include EVERYONE, 18 years or older that might be needed to pick up your child during the year. **PLEASE REMEMBER THIS IS THE ONLY WAY THAT WE CAN CONTACT YOU ABOUT YOUR CHILD.**
- In an effort to make sure that we have the most current information on your child's Emergency Contact Cards and sheet, we ask that you update your information annually. All information must be printed on the card and sheet as clearly as possible.
- **Custodial Alert- DO NOT RELEASE:** This is a person that you do not want your child released to, for example, if you are divorced or separated and you have COURT PAPERS that indicate one, or in some cases both parents cannot have access to the child, please indicate that. In addition, you must provide the school with a copy of those papers to keep on file. The school maintains a confidential Custodial Rights file that we refer to when necessary. A letter from you or your attorney denying access of a spouse to a child is not considered a legal court document and we cannot comply with such requests.
- Please fill out 2 Emergency Contact Cards and the Emergency Contact Sheet (see attached) for each child attending P.S. 23 and return to your child's teacher by **September 14, 2018.**

**\*\*Very Important\*\***

**\*\*If any biographical information (address and/or phone numbers) has changed since last year, please indicate it on the attached sheet at the end of this Parent Handbook.\*\***

## **Photo/Video Permission**

There are many occasions during the school year when students may participate in activities which are preserved in photographs, videotapes or power point presentations.

Please consent for your child to appear in photographs, videos, etc. which are related to school activities including, but not limited to, the following:

- Class activities, trips, assemblies, yearbook
- Awards, student recognition, attendance, etc.
- Publications – school newsletters, school website <http://www.ps23r.org/> , PS 23 Instagram, PS 23 Twitter, local newspapers (Staten Island Advance), and other articles related to school activities.

## **CELL PHONE POLICY**

The New York City Department of Education's cell phone ban is scheduled was lifted on March 2, 2015. A new regulation, Chancellor's Regulation A-413, will govern the use of cell phones, computing devices, portable music and entertainment systems on school property. This is an abstract from the policy:

*This is a new regulation. It establishes the Department of Education's ("DOE") policy regarding possession and use of 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices ("computing devices"); and 3) portable music and entertainment systems is permitted in schools. Each school must establish a school-based policy regarding the use of such items on school property that is consistent with this Regulation. This Regulation supersedes and replaces Sections V(D), V(E), V(F) and Attachment A of Chancellor's Regulation A-412 (which can be found on the Department of Education's website).*

Although we do not foresee any problems arising from this proposed change, it is extremely important for the school community to understand that the possession of cell phones and electronic devices are the sole responsibility of the student possessing them. Cell phones and electronic devices and the rules and regulations used to govern their possession and use must not become a distraction or hindrance to classroom instruction and the educational process.

At P.S. 23, students may bring cell phones and electronic devices to school, but they may not be turned on or used at school and must be stored in their book bags. They are not to be turned on until students have left school property. The school day includes breakfast, latchkey, after school centers, riding on the school bus or on school trips.

Students who violate the DOE Discipline Code, the school's policy, Chancellor's Regulation A-413 and/or the DOE's Internet Acceptable Use and Safety Policy will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

Student who choose to bring cell phones and electronic devices to school are fully responsible for those devices. P.S. 23 is not liable for lost, stolen, or damaged cell phones or electronic devices. If the school confiscates a cell phone or electronic device, the parent will be contacted and must come to school to pick up the device.

### **CLASSROOM INTERRUPTIONS**

We ask for your support in limiting the interruptions to our classes by relaying any messages to your children before they leave home in the morning, limiting early pick-ups, and calling the school before 10:00 AM for all homework requests, to ensure teachers get the message during lunch time. Unnecessary interruptions take away from instructional time. Also, we will no longer be able accommodate early pick-ups after 1:50 PM. During this time of the day, our school will be in a state of transition. We will be transitioning from one period to the next; our cluster teachers will be transitioning to their RTI groups, and will be preparing for dismissal thereafter. As a result, early pick-ups after 1:50 PM will be prohibited, unless there is an emergency situation. Also at this time, entrance into the school will not be permissible for the purpose of picking up a student early and the person picking up will be asked to wait outside until regular dismissal time at 2:20 PM.

### **ATTENDANCE**

Attendance is an essential component of learning and significant to your child's overall success in school. Students cannot fully benefit from an educational experience if attendance is irregular and absences are frequent. Therefore, it is imperative that parents/guardians ensure that their children arrive at school on time every day.

NY State Regulations require schools to maintain records that verify student attendance despite the reason for the absence or lateness. Please keep in mind that all records of attendance are legal documents and accuracy is obligatory. Attendance must be recorded daily. Late arrivals and early departures must also be recorded and will now be coded accordingly in ATS. All absences, even those classified as excused, will be reflected on students' report cards, educational reports, Cumulative Files and Junior High School Applications. In all circumstances, Parents/guardians will receive an automated phone dialer call notifying parents/guardians about their child's daily absence or lateness.

To ensure that your child has good attendance, please follow these important guidelines:

- Students are expected to arrive at the school no later than 8:00 AM. Any student that arrives after 8:07 AM will have lateness recorded on his/her permanent record. Instruction begins immediately at 8:00 in the morning, and lateness creates problems for our children.

- If you wish for your child to eat breakfast in school, they may arrive at 7:35 am when our doors open, but no later than 7:50 am. Breakfast at PS 23 is a great way to start the day.
- When your child is absent, please send a note upon their return to school explaining the absence. Doctor's notes are appreciated as documentation for absences longer than three days. All notes are kept in the student's cumulative folder. You will get an automated call from the school for every day that your child is absent.
- Excused absences are when a child is unable to attend school due to illness or injury and valid documentation from a doctor or medical professional is presented to the school and coded accordingly by school staff.
- Although absences may be excused, they are recorded into the ATS system as an absence under the reason code "excused absence". Excused absences are still an absence and will be part of their overall attendance percentage. All medical notes and supporting documentation are maintained in files at the school. Staff may follow-up with parent/guardians about reoccurring attendance issues, including reoccurring absences that may be considered excused.
- If an accommodation is required in order for your child to return to school (cast or medication) parents/guardians must contact the school nurse about a 504 Plan or a Medicine Administration Form. If parents/guardians fail to seek the necessary accommodation plans, then continuing absences due to illness or injury, including asthma-related absences, may be considered unexcused.
- Remember that your child is responsible for making up all missed classwork and homework. Please make requests in writing to the classroom teacher to receive work missed during your child's absence and arrange for the work to be picked up in the General Office. If you are making requests for homework over the phone, please call the main office and speak to an office staff member instead of leaving your request on our student absence mailbox. This will ensure all requests are honored in a timely manner.
- The school has implemented many attendance initiatives, including class and individual recognition for outstanding attendance.
- Although we understand that family emergencies may impact attendance, we ask that you schedule family vacations around the school calendar. There are ample school holidays to schedule your vacations. When this is not possible due to family circumstances, please send a note to the teacher explaining the reason for the absence. Vacations are not excused absences.
- Excessive absences will result in contact by the school, meetings with the Guidance Counselor or a School Administrator and/or a visit to your home by the NYC Department of Education Attendance Officer.
- Doctor and dental appointments should be scheduled after school hours.

### **Your child's academic success begins with good practices!**

- Make academics a priority. Let your children know that you expect them to go to school every day and do their best while there. At this stage of their lives, learning should be their number one "job." Granted, there are the occasional sick days, but young, healthy children rarely need to miss more than a few days each year. Talk about the consequences of missing school in terms that will hit home for them (e.g. having to make up missed work, needing to attend remedial classes, missing out on after school sports and clubs or time with friends).
- Help your child get organized. Create a space in your home for kids to store backpacks, coats, sneakers and other supplies. Develop a routine where you pack their snacks and lunches the night before. This will make mornings less hectic and help children get out the door on time. Getting organized can also help create a calmer atmosphere at home, leading to better attitudes and openness to learning when they arrive at school.
- Set reasonable bedtimes. On average, children need about nine hours of sleep to be healthy and alert. Again, set routines for a smooth transition so your child gets to bed at the same time each night.

## VISITING THE SCHOOL

- All parents and visitors should **ONLY** use the main entrance.
- All visitors **MUST** Sign in and show **PHOTO IDENTIFICATION** to the school safety agent.
- Each visitor will get a visitor tag to wear once inside the building.
- You will be instructed to go to the main office where the staff can assist you.
- Except for special circumstances, parents are not allowed in the building during the day, since this disrupts the work and routine of the entire class.
- If you need to confer with your child's teacher, send a note to the school. The teacher will get in touch with you to let you know a convenient time for a meeting.
- If you are picking up your child earlier than the regular dismissal time, you must sign them out in the sign-out binder located in the main office.
- Picking up students after 1:50 PM is prohibited, unless there is an emergency.

These procedures must be strictly followed to assure the safety of the children and staff of PS 23.

## SOCIAL MEDIA

Parents please monitor and limit your child's access to sites like Instagram, Facebook & Twitter.  
Below are some tips to keep your child safe:

- **Facebook, Instagram & Twitter won't let kids have sites if they're under 13.** With that said, kids simply do the math to figure out what year to put so they'll seem 13 or older. Check your kid's computer browser history. If you see these social media sites listed, assume your child has an account.
- **Tell your kids to think before they post.** Remind them that everything can be seen by a vast, invisible audience (otherwise known as friends of friends of friends). Each family is different, but for middle school kids, it's a good idea for parents to have access to their kids' pages, at least at first, to be sure that what's being posted is appropriate. Parents can help keep their children from doing something they'll regret later.
- **Make sure kids set their privacy settings.** Privacy settings aren't foolproof, but they're important. Take the time to learn how privacy settings work on your kids' favorite sites, and teach your kids how to control their privacy.
- **Kindness counts.** Lots of sites have anonymous applications like "bathroom wall" or "honesty boxes" that allow users to tell their friends what they think of them. Rule of thumb: If your children wouldn't say it to someone's face, they shouldn't post it.
- **Go online.** If you don't have one already, get an account for yourself. See what kids can and can't do.
- **You are the parent.** You are in charge. You decide what, where, who, and when your child gets involved. Say no, monitor, be on guard, be aware, and be wise. You don't have to like social media but you do need to be aware of what goes on in it because your kids are involved and will be involved.

Social Media can be a wonderful tool for people of age, but it can be a major distraction which can interfere with your child's ability to focus and learn. With your help, we would like to eliminate this distraction so they can focus on growing and learning. Growing up is hard enough; let's not make it more difficult. Please refer to the following two resources for further guidance.

- 1) NYC DOE's Social Media Guidelines for further guidance [http://schools.nyc.gov/NR/rdonlyres/BCF47CED-604B-4FDD-B752-DC2D81504478/o/SMG\\_FINAL\\_20130415.pdf](http://schools.nyc.gov/NR/rdonlyres/BCF47CED-604B-4FDD-B752-DC2D81504478/o/SMG_FINAL_20130415.pdf) ;
- 2) Parent and Family Guide to Student Social Media Guidelines [http://schools.nyc.gov/NR/rdonlyres/EDEB731A-CE75-4A0B-BCA6-56142AA03724/o/parentfamilyguide\\_FINAL.pdf](http://schools.nyc.gov/NR/rdonlyres/EDEB731A-CE75-4A0B-BCA6-56142AA03724/o/parentfamilyguide_FINAL.pdf) .

## LUNCHROOM BEHAVIOR

The school lunchroom is considered an extension of your child’s learning environment. In order to ensure maximum safety for every child at P.S. 23, when supervised as a large group, school rules must be followed. We realize and appreciate that lunch is a time for the children to socialize and take a break; however appropriate behavior must always be followed. Below is a list of potential infractions to the rules that might take place in the lunchroom and the consequences for breaking those rules. Please work together with us to review and reinforce these rules with your child. A collaborative environment between school and home is the best way for our children to grow and develop into responsible individuals. I thank you for your continued cooperation.

### **Lunch Room Individual Consequences**

<b>Level</b>	<b>Infraction</b>	<b>Consequences</b>
<b>1</b>	<ul style="list-style-type: none"> <li>- Getting out of your seat</li> <li>- Visiting other tables without permission</li> <li>- Walking around without permission</li> </ul>	<ol style="list-style-type: none"> <li>1. Two Verbal Warnings</li> <li>2. If the child needs to be addressed a third time- student will be moved to another table for the remainder of the lunch period</li> </ol>
<b>2</b>	<ul style="list-style-type: none"> <li>- Verbal arguments/verbal fighting</li> <li>- Using inappropriate language</li> <li>- Misbehaving in the bathroom</li> <li>- Purposely throwing out or destroying someone else’s food</li> </ul>	<ol style="list-style-type: none"> <li>1. One Verbal Warning to stop</li> <li>2. If a second verbal warning is required students are moved to another table, separated from the person(s) they are arguing with</li> </ol>
<b>3</b>	<ul style="list-style-type: none"> <li>- Throwing Food</li> <li>- Not following the direction of the adults in the lunchroom</li> <li>- Defiant- not following direction once it is told to you</li> <li>- Being disrespectful to the adults in the room</li> </ul>	<ol style="list-style-type: none"> <li>1. Notification letter sent home to parents</li> <li>2. Lose 1 day of outdoor or auditorium (depending on the time of year) privileges and have to sit in the office</li> </ol>
<b>4</b>	<p>Level 1- Physical Fighting</p> <p>This includes any kind of physical contact that isn’t an accident and may lead to a Level 2 physical fight- pushing, shoving, pulling at each other or intentionally throwing a ball, jump rope or other object at someone.</p>	<ol style="list-style-type: none"> <li>1. Sent straight in to the office</li> <li>2. Parents contacted by phone</li> <li>3. Student loses 3 days of outdoor or auditorium (depending on the time of year) privileges and have to sit in the office</li> </ol>
<b>5</b>	<p>Level 2- Physical Fighting</p> <p>- This includes being involved in a physical fight where the parties may hit each other. These consequences are for both parties involved in the fight, children who hit first and children who hit second. There will be no difference in this situation.</p>	<p>(If the situation does not call for suspension)</p> <ol style="list-style-type: none"> <li>1. Sent straight to the office</li> <li>2. Parents contacted by phone</li> <li>3. Student eats lunch at a separate table in the cafeteria for 1 week (5 days).</li> <li>4. Student loses 1 week (5 days) of outdoor privileges and have to sit in the office</li> </ol> <p>Or</p> <ol style="list-style-type: none"> <li>5. Student loses 1 week (5 days) of auditorium privileges and have to sit in the office during this time</li> </ol> <p>Students involved in Level 2 fighting more than one time may be suspended</p>

### **SCHOOL DISCIPLINE AND SAFETY**

- Our school's philosophy is to ensure a safe and nurturing environment that facilitates effective teaching and meaningful learning which fosters a sense of responsibility, good citizenship and accountability. Therefore, it is necessary that students understand that there are standards of behavior with which all students are expected to comply, and that there are consequences if these standards are violated. The complete *Discipline Code* is also available for viewing and downloading by logging on to the New York City Department of Education website: <http://schools.nyc.gov/>
- You will receive a copy of the Chancellor's Discipline Code along with a cover letter to be signed. Your signature confirms that you have read and reviewed the School Conduct and Discipline Code with your child.
- Do not have your child bring toys, electronics or games of any kind to school.

For further clarification on your rights and responsibilities as a parent, please refer to the Parent Bill of Rights located on the NYCDOE website at <http://schools.nyc.gov/RulesPolicies/ParentBillofRights/default.htm>

### **LEGAL DOCUMENTS**

Most recent legal documents pertaining to custodial care of a student must be on file in the General Office, in order for us to comply. **THERE WILL BE NO EXCEPTIONS.**

### **HEALTH AND NURSING ISSUES**

There are strict guidelines to follow when administering medication during the school day. If a pupil is to be given medicines on a daily or as needed basis, the doctor and parent must complete a 504 form each year. This form may be obtained in the nurse's office and be kept on file. If there are any changes in medication, a new form must be completed before a new medicine or dosage can be given. If a child has any type of allergy, the nurse and classroom teacher must have a letter from the parent. School staff are prohibited from providing or administering any prescription or over-the-counter medications to any student. Students needing occasional medications are to take these medications at home, if possible. However, if medication must be given at school, it must be personally delivered and administered by the parent.

In the event your child becomes ill, we will contact you immediately using the emergency information you have provided. Please notify us of any changes to that information. The New York City DOE requires a medical form be on file which includes required immunization for all new admits and or Pre-K, Kindergarten and first grade students. Failure to comply may result in your child's exclusion from school.

Please contact the school with any questions or concerns on this matter.

### **Leader in Me!**

P.S. 23 is a Leader in Me, Lighthouse Leadership School and each month we recognize a Leader & Humanitarian from each classroom. Please send your child in with a wallet sized photo to be displayed on the Leader/ Humanitarian board if they are chosen by their teacher.

### **Back to School Night**

The Department of Education has set up a Back to School Night in September for all NYCDOE public schools. PS 23's Back to School Night for all students will be on **Monday, September 17, 2018**

**beginning at 4:30 PM.** Each class will have three sessions, and parents will have the opportunity to visit their child's classroom during one of those sessions. Please be timely because all sessions will start promptly at the times listed. There is NO latchkey on Back to School Night. The times of the sessions are as follows:

**Session 1: 4:40 PM – 5:20 PM**

**Session 2: 5:40 PM – 6:20 PM**

**Session 3: 6:40 PM – 7:20 PM**

### SCHOOL CALENDAR

Below is the calendar of school closings for the upcoming school year **2018- 2019**. Please plan your vacations accordingly. Attendance is crucial to your child's education.

Monday, September 10 <sup>th</sup> & Tuesday September 11 <sup>th</sup>	Rosh Hashanah
Wednesday, September 19 <sup>th</sup>	Yom Kippur
Monday, October 8 <sup>th</sup>	Columbus Day
Tuesday, November 6 <sup>th</sup>	Election Day
Monday, November 12 <sup>th</sup>	Veteran's Day
Thursday, November 22 <sup>nd</sup> & Friday, November 23 <sup>rd</sup>	Thanksgiving
Monday, December 24 <sup>th</sup> thru Tuesday, January 1 <sup>st</sup>	Winter Recess
Monday, January 21 <sup>st</sup>	Martin Luther King Jr.
Tuesday, February 5 <sup>th</sup>	Lunar New Year
Monday, February 18 <sup>th</sup> thru Friday, February 22 <sup>nd</sup>	Winter Recess
Friday, April 19 <sup>th</sup> thru Friday, April 26 <sup>th</sup>	Spring Recess
Monday, May 27 <sup>th</sup>	Memorial Day
Tuesday, June 4 <sup>th</sup>	Eid al-Fitr
Thursday, June 6 <sup>th</sup>	Chancellor's Conference Day
Tuesday, June 11 <sup>th</sup>	June Clerical day
Tuesday, June 26 <sup>th</sup>	Last Day of School

## **Half Days of School**

Thursday, November 15<sup>th</sup> – Parent Teacher Conferences

Thursday, March 14<sup>th</sup> – Parent Teacher Conferences

Tuesday, June 26<sup>th</sup> – Last Day of School- 1/2 Day

On half days students are dismissed at 11:20 AM. Students who take the bus will be picked up from the school at that time. There is no latchkey on half days of school.

## **SCHOOL CLOSINGS**

The Citywide decision to close or delay the opening of schools can only be made by the Chancellor. The Citywide decision will be made as early as possible prior to 6:00 AM on the affected day. Television and radio stations will be notified. News radio stations, such as WINS (1010 AM) and WCBS (880) will broadcast information on school closing or delayed openings. You may also check the homepage of the Department of Education website, [www.nyc.gov/schools](http://www.nyc.gov/schools).

## **CLASS TRIPS**

Trips are scheduled as an educational experience, based on curriculum. All trips are approved by the Administration and the School Nurse. A sufficient number of chaperones accompany each class trip. If a parent elects not to have his/her child participate in a particular trip, that child will be placed in another class during the time of the trip. Class trip participation is dependent on a student's behavior. Exclusion from extracurricular trips can be used in accordance with the Chancellor's Code of Discipline.

## **LOST AND FOUND**

There is a *lost and found* located in the cafeteria for items that the children have misplaced. In order to ensure that you can easily identify your child's items, we ask that you label EVERYTHING. Clothing, lunch boxes and containers, outerwear, eyeglass cases and schoolbags.

## **TRANSLATIONS AND ESL INFORMATION**

If you need translated information, please contact Janie Swincicki who can assist you with that.

## **NOTIFY NYC**

New York City has a public notification program called Notify NYC. It sends updates for emergency situations at school and other events that have an impact on the school day by phone, text message, or e-mail to parents and guardians who sign up for the service. Sign up at [www.nyc.gov/notifynyc](http://www.nyc.gov/notifynyc) or by calling 311.

## **EMERGENCY READINESS**

Every school currently has procedures for emergencies. In 2000, New York State Education Law Section 2801 was enacted requiring schools to develop safety plans regarding emergency response. In July of 2001, the law was amended to require that plans include information for evacuation and sheltering. In accordance with this, "schools need to conduct drills and other exercises to test components of the emergency response plan."

School staff members are trained in various procedures that are outlined in the School Safety Plan and we currently conduct a variety of drills throughout the year to prepare our staff and students. Section 807 of the New York State Education Law requires all schools to conduct a

minimum of 12 fire drills each year. Section 917 of the State Education Law states that schools are required to provide and maintain automated external defibrillator (AED) equipment, and drills are conducted during the year to assess the use of AED units in an emergency. In accordance with Section 3623 of the State Education Law, drills are also conducted at schools that focus on safety on a school bus.

In addition to conducting these types of drills, our school has a Building Response Team that is trained to activate and respond to different incidents that may occur at our school. Under the new General Response Protocol (GRP) (see attached), every school will be conducting specific drills designed to help prepare all school communities for three different types of response to emergencies that may occur: evacuation, shelter-in, and lockdown. Opportunities for parent engagement are available at our school to ensure that families are involved in our school-based emergency readiness program. Parent versions of the School Safety Plan are available upon request in the main office, and information explaining the GRP is included with this letter. Many other important resources for families are also available by visiting <http://schools.nyc.gov/Offices/OSYD/default.htm> Emergency readiness training in schools takes place in September and continues for staff and students throughout the school year. Student training is grade appropriate and designed to ensure that students understand the importance of these drills without causing unnecessary alarm. Please review the General Response Protocols that have been given to all students, and discuss these procedures with your child.

All families are reminded to update the Emergency Contact Cards that are on file in our main office. This includes providing and updating information indicating phone numbers, and the names of adults to whom the school may release children in an emergency. Families are also encouraged to register with Notify NYC (<https://a858-nycnotify.nyc.gov/notifynyc/>) to receive information about emergency events, and call 311 for additional information about a school during an emergency.

## GRP Summary Sheet for Teachers and Students

The General Response Protocol (GRP) has been designed (in collaboration with the "i love U guys" Foundation) to provide all schools with the direction they will take when an emergency incident occurs. At its core is the use of **common language** to identify the initial measures all school communities will take **until first responders arrive**. In every incident, school administrators will need to assess the unique circumstances that will affect how the GRP is implemented.

Each protocol has specific staff and student actions that are unique to each response. In the event that a student or staff member identifies the initial threat, calling 911 and administration is required.



**Lockdown (Soft/Hard) – *Soft Lockdown* implies that there is no identified imminent danger to the sweep teams. Administrative teams, Building Response Teams, and School Safety Agents will mobilize to the designated command post for further direction. *Hard Lockdown* implies that imminent danger is known and NO ONE will engage in any building sweep activity. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders.**

**“Attention: We are now in Soft/Hard Lockdown. Take proper action.”**

**(Repeated twice over the PA system.)**

Students are trained to:

1. Move out of sight and maintain silence.

Teachers are trained to:

1. Check the hallway outside of their classrooms for students, lock classroom doors, and turn the lights off.
2. Move away from sight and maintain silence.
3. Wait for First Responders to open door, or until hearing the “All Clear” message: **“The Lockdown has been lifted”**, followed by specific directions.
4. Take attendance and account for missing students by contacting the main office.



**Evacuate – The fire alarm system is the initial alert for staff and students to initiate an evacuation. However, there may be times when the PA system and specific directions will serve as the alert initiating an evacuation. Announcements will begin with “Attention”, followed by specific directions. (Repeated twice over the PA system.)**

Students are trained to:

1. Leave belongings behind and form a single file line. In cold weather, students should be reminded to take their coats when leaving the classroom. **Students in physical education attire WILL NOT return to the locker room.** Students without proper outdoor attire will be secured in a warm location as immediately as possible.

Teachers are trained to:

1. Grab evacuation folder (with attendance sheet and Assembly Cards).
2. Lead students to evacuation location as identified on Fire Drill Posters. **ALWAYS LISTEN FOR ADDITIONAL DIRECTIONS.**
3. Take attendance and account for students.
4. Report injuries, problems, or missing students to school staff and first responders using Assembly Cards.



**Shelter-In – “Attention. This is a Shelter-In. Secure all exit doors.” (Repeated twice over the PA system.)**

Students are trained to:

1. Remain inside of the building.
2. Conduct business as usual.
3. Respond to specific staff directions.

Teachers are trained to:

1. Increase situational awareness.
2. Conduct business as usual.
3. The Shelter-In directive will remain in effect until hearing the “All Clear” message: **“The Shelter-In has been lifted”**, followed by specific directions.

**BRT members, floor wardens, and Shelter-In staff will secure all exits and report to specific post assignments.**

**EMERGENCY HOME CONTACT  
PUBLIC SCHOOL 23**

OFFICIAL CLASS: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ M/F

STUDENT'S NAME

LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

MOTHER/ GUARDIAN: NAME: _____ HOME ADDRESS: _____ HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____	FATHER/ GUARDIAN: NAME: _____ HOME ADDRESS: _____ HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____
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CUSTODIAL ALERT: I REQUEST THAT MY CHILD **MAY NOT** BE RELEASED TO THE FOLLOWING PERSON(S) AND HAVE PROVIDED PROPER LEGAL DOCUMENTATION TO THE SCHOOL OFFICE TO SUBSTANTIATE THIS REQUEST.

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**OTHER EMERGENCY CONTACTS AND PEOPLE WHO MY CHILD CAN BE RELEASED TO**

NAME	RELATION	PHONE NUMBER(S)

MEDICAL ALERT: MY CHILD HAS THE FOLLOWING MEDICAL CONDITION(S) AND THE CORRECT MEDICAL DOCUMENTATION IS ON FILE WITH THE SCHOOL NURSE.

ALLERGIES: \_\_\_\_\_

504 SERVICES: \_\_\_\_\_

IF YOUR CHILD IS SICK AT SCHOOL AND **NONE** OF THE LISTED CONTACTS CAN BE REACHED, WHAT WOULD YOU LIKE THE SCHOOL TO DO?

IT IS UNDERSTOOD THAT IN AN EMERGENCY SITUATION THE JUDGMENT OF THE SCHOOL WILL BE USED.

NAME OF PHYSICIAN/ CLINIC: \_\_\_\_\_ PHONE: \_\_\_\_\_

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

**PLEASE RETURN THIS LAST PAGE (WITH BOTH SIDES FILLED OUT) TO YOUR CHILD'S TEACHER BY SEPTEMBER 14, 2018 OR BEFORE.**

**Medical Alert and Health Information**

School health records should contain any and all health problems that your child may have, i.e. asthma, allergies, hearing or vision problems, special bathroom needs etc.

In order for the school to safeguard your child, we must be aware of all medical conditions. *Kindly fill out and return to your child's teacher as soon as possible.* Your response will serve as a check that our medical records are correct and reflect current needs.

My child's health needs/problems are as follows:

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If no problems exist, **write none and return to the classroom teacher.**

*Please initial all of the below, regarding the important sections in this handbook.*

\_\_\_\_\_ I have read the **2018- 2019** Parent Handbook.

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

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

\_\_\_\_\_ I have read the section in the Parent Handbook regarding Photo/ Video Permission and give my child permission to participate.

\_\_\_\_\_ I have read the section in the Parent Handbook regarding Lunchroom Behavior and have discussed this with my child.

\_\_\_\_\_ I have read the section in the Parent Handbook regarding Emergency Readiness, am aware of what the GRP drills are, understand that PS 23 will take part in GRP drills and have discussed this with my child.

\_\_\_\_\_ I have sent in a wallet sized photo of my child.

Parent's Signature & Date: \_\_\_\_\_

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

Please initial the items below, giving your child permission to participate in the various activities listed.

\_\_\_\_\_ I give my child permission to go on neighborhood walks with their teacher during the school year, **September 2018- June 2019**

\_\_\_\_\_ My child has permission to use tools and materials in connection with his/her classes.

\_\_\_\_\_ My child can assist in monitorial duties within their classroom or the school.

\_\_\_\_\_ My child's name can be listed for 100% attendance on our school website and/or on a bulletin board in the school hallway.

\_\_\_\_\_ My child's name and/or photo can be displayed on the Leader & Humanitarian bulletin board in the main hallway.

\_\_\_\_\_ My child's photograph can be posted on PS 23's website, Twitter account and Instagram.

**PHOTO/ VIDEO PERMISSION**

\_\_\_\_\_ I DO give permission for my child to appear in pictures/ videos that are part of school related activities.

\_\_\_\_\_ I DO NOT give permission for my child to appear in pictures/ videos that are part of school related activities.

*Very Important \*\* Address and/or Phone Number CHANGES\*\* Very Important*  
Please check only if this applies to your information for the upcoming school year. If you updated your phone number and/ or address since last year please let us know.

\_\_\_\_\_ My phone number is changed

\_\_\_\_\_ My address is changed.

Parent's Signature & Date: \_\_\_\_\_