



Ps/MS20

Class of 2019 Award Winning Artwork

2020 – 2021

Family Handbook

Principal, Dr. Carla Ling

3050 Webster Avenue, Bronx, NY 10467 – Tel: (718) 515-9370 – Fax: (718) 515-9378

Table of Contents

- PS/MS 20 Mission Statement
- Vision Statement
- The 20 Way
- Message from the Principal
- Who's Who at PS/MS 20
- Parent Association, Title I, SLT Team
- Academic Policies – Student Grading and Promotion
- Attendance Procedures
- Medical Information
- Immunization Requirements for 2019-2020 School Year
- Communication between Parents and the School
- Homework Policies
- Parents' Bill of Rights and Responsibilities (abbreviated)
- Parent Participation
- Field Trips
- Safety Procedures
- Fire/Evacuation Drills
- Personal Property
- School Foods
- School Schedule
- School Services for Academic Support
- School Support System
- Transportation Policy
- School Supplies
- Uniform Policy
- School Letter Requests
- Media Consent Form
- Student and Parent Agreement

Mission Statement

PS/MS 20

Is a school that takes pride in building lifelong relationships between teachers and students. As a school, we strive to make students fully aware of the power of learning and mold them to be fully engaged in their work. A goal of our community is to help students make connections with their lives and their education. Our student achievement is centered around high expectations and rigorous academic development to prepare students for the future.

Vision Statement

Our school empowers all students to achieve their personal best and adapt to change, even when faced with challenges.

The 20 Way

At PS/MS 20, we follow the Respect Yourself, Respect Others, and Respect the Environment Motto.

Respect Yourself

- I respect myself by having a positive mindset.
- I respect myself by working with others positively to diffuse conflicts.
- I respect myself by choosing the right words when speaking to others.
- I respect myself by dressing appropriately, being prepared, and always on time.
- I respect myself by remaining, confident, collected and calm.

Respect Others

- I respect others by actively listening to what they have to say.
- I respect others by being nice and treating them the way I want to be treated.
- I respect others by accepting everyone including their choices and opinions.
- I respect others by welcoming them and making them feel like a part of the community.

Respect the Environment

- I respect the environment by cleaning up after myself in the lunchroom, classroom, hallways and schoolyard.
- I respect the environment by reporting all lost property to an adult.
- I respect the environment by not vandalizing school or public property.

Message from the Principal

Dear PS/MS 20 Families,

On behalf of the staff at PS/MS 20, I am happy to welcome you to the 2019-2020 school year. We are looking forward to a dynamic partnership with you to ensure our children and school community can achieve its highest potential. We acknowledge that to be successful, our children need support from their family as well as the school community. We know a strong partnership with you will make the greatest difference in your child's success. As the school community develops your child's academic growth and social-emotional behaviors, we ask that you guide and support your child's learning and development by ensuring that he/she:

1. Attends school daily and arrives on time, ready for the day's learning experience.
2. Completes all assignments given by teachers.
3. Reads daily to develop a love of reading and to improve literacy skills.
4. Shares school experiences with you, so you are aware of your child's school life.
5. Informs you if he/she needs additional support in any area or subject.
6. Knows that you expect him/her to succeed in school and be college and career ready.

Please consider being active in our school's Parent Association as a volunteer to support our school community. Your involvement can significantly benefit your child/children and contribute to the school's programming and operational success. The Parent Association seeks help with the following activities:

1. Class Parent, to help facilitate communication between parents, the Teacher, school administration, Parent Association, and supports the Teacher with needs that may arise.
2. School-wide events – we welcome ideas, volunteers, etc.
3. Student recognition events
4. Outreach and recruitment of parent and community volunteers, community-based partnerships and resources, etc.

To share ideas please contact the Parent Association via email at psms20pa@gmail.com.

Please share and review this "PS/MS 20 Family Handbook" together with your child/children. Feel free to contact me or your child's Teacher, Parent Coordinator or Assistant Principal with any questions or concerns. It is important that we work together to create a school community where our children thrive as learners, thinkers and risk takers, to ultimately develop academic and personal behaviors that will allow them to move to the next level.

Our PS/MS 20 staff and I feel privileged to be a part of this school community. We thank you for your support and look forward to partnering with you.

Educationally yours,

Principal, Dr. Carla Ling

Who's Who at PS/MS 20

<u>Title and Name</u>	<u>Extension</u>	<u>Email</u>
Principal		
Dr. Carla Ling	1131	CLing2@schools.nyc.gov
Assistant Principals		
Ms. Izabela Kaczmarek (Grades PK – 2)	2153	IKaczmarek@schools.nyc.gov
Giselle Fortiche Ocampo (Math and Science Grades 3 – 8)	4191	gfortic@schools.nyc.gov
Ms. Johanny Lopez- Lawson (ELA and Social Studies Grades 3 – 8)	3158	JLopezlawson@schools.nyc.gov
Parent Coordinator		
TBD	1151	@schools.nyc.gov
Community Coordinator		
Ms. Shalana Morris	3157	SMorris34@schools.nyc.gov
Guidance Counselor		
Ms. Ivette Fischer	3153	IFischer@schools.nyc.gov
Social Workers		
Ms. Erica Carter	3191	ECarter9@schools.nyc.gov
Ms. Diana Sandoval	1101	DRosadosandoval@schools.nyc.gov
Pupil Accounting Secretary		
Ms. Judith Rodriguez	1153	JRodriguez152@schools.nyc.gov
Business Manager		
Ms. Heather Hamilton	11	HHamilton@schools.nyc.gov
	<u>School-Based Support Team – Individual Education Planning (IEP)</u>	
School Psychologists		
Ms. Debra Harris	3156	DHarris5@schools.nyc.gov
Ms. Melissa Rozon-Rosero (Bilingual)	3155	MRozonrosero@schools.nyc.gov
Social Worker		
Jeannette Santacruz	3156	Jsantacruz@schools.nyc.gov
Family Workers		
Ms. Miriam Diaz	N/A	MDiaz52@schools.nyc.gov
Ms. Kathleen Clancy	2111	KClancy2@schools.nyc.gov

COVID-19 Health Policies

Daily health screenings, including temperature checks, must be completed at home by families and by school-based staff.

- The DOE will launch a robust education campaign that makes clear to parents and school-based staff how important these daily health checks are to keeping school communities healthy and safe. The DOE is also committed to purchasing thermometers for at-home use for families who may need them.

School-based staff and students cannot report to school if they have:

- Been knowingly in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19.
- Tested positive through a diagnostic test for COVID-19 in the past 14 days.
- Experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days.
- Traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

Every morning, prior to entering the school, specific staff will perform random samplings of temperatures for both students and school-based staff using non-touch thermometers. Additional guidance on random temperature screenings is forthcoming.

- Schools are prohibited to record or track student and/or staff temperatures or other health information.
- Face coverings and gloves will be worn continually by designated staff taking temperatures.
- Any student exhibiting a fever from a random temperature check must be evaluated by the nurse or health professional. If a nurse or health professional is unavailable, student will be escorted to the building's Isolation Room.
- DOE-contracted Community Based Organizations providing early childhood services must continue to conduct daily health checks and align with DOE and DOHMH issued guidance that pertains to their program and setting.

The DOE is also exploring enhanced at-school temperature check protocols and processes and will ensure such compliance with state health guidance.

In order to accommodate a student who may exhibit symptoms of COVID-19, every building must designate space to be used as an Isolation Room. An Isolation Room is a place where a student with suspected COVID-19 symptoms can be safely isolated in the building until they can be picked up by a guardian.

- A student showing symptoms of COVID-19 must be escorted to the Isolation Room by a staff member wearing appropriate personal protective equipment (PPE).
- The area where the student was showing symptoms must be immediately cleaned and disinfected.
- The principal will designate a staff member to supervise a student in the Isolation Room.
- The school (or schools, if on a campus) must provide additional staff to support the supervision of the Isolation Room.
- The nurse/health professional and any additional staff supervising the Isolation Room must be given the appropriate personal protective equipment (PPE), including, but not limited to N95 respirators, gloves, gowns, and face shields or goggles.
- When an ill student has been picked up, the Isolation Room must be closed and a deep cleaning must be performed before it can be used again.

Student Checklist:

Students showing symptoms of COVID-19 will be escorted to the Isolation Room by a designated staff member wearing appropriate PPE.

- Symptoms of COVID-19 are:
 - Fever of 100.0°F or higher or chills,
 - Cough, shortness of breath or difficulty breathing,
 - Fatigue, • Muscle or body aches,
 - Headache,
 - Loss of taste or smell,
 - Sore throat, congestion or runny nose,
 - Nausea or vomiting,
 - Diarrhea.
- The area where the student was showing symptoms must be immediately cleaned and disinfected.
- The nurse or health professional, wearing appropriate PPE, will evaluate the student in the Isolation Room for symptoms of COVID-19.
- A family member or guardian will be contacted by a staff member and asked to pick up the student.
- Upon pick up, the nurse/health professional and school staff should strongly encourage the family to visit a doctor and get the student tested for COVID-19, and provide the information of the closest testing site, if asked.
- The Isolation Room must be closed and a deep cleaning must be performed before it can be used again.

Guidance for Returning to School After Showing Symptoms:

Any individual (student or staff member) showing signs of COVID-19 can only return to school when all the following conditions are met:

- Received a positive COVID-19 test AND
- Isolated for 10 days AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication
OR
- Received a negative COVID-19 test AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.
OR
- Never got a COVID-19 test AND
- At least 10 days have passed since symptoms started AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

If DOHMH or NYC Test & Trace Corps determine the individual is considered a close contact of a positive case, the individual can only return to school when all the following are met:

- The individual has completed a 14-day quarantine regardless of symptoms or COVID-19 test results since their last exposure to that case AND
- Presents clearance from a health care provider evaluation AND
- The student has been symptom free for 24 hours without the use of medication.
- Students in quarantine should participate in remote learning if feeling well enough.

Academic Policies

Our goal as educators is to help our students reach their highest potential. To accomplish that purpose the school and home must work together, with the scholar's best interest always in mind.

Promotion decisions are made by the school Principal, based on multiple measures of student readiness for the next grade. First, teachers review students' work and portfolios from the school year to assess student promotion in June. Promotion portfolios consists of report card data, student writing samples, projects, assessments, assignments and state test scores. Students in grades 3 – 5 are given statewide tests in reading and math. Students in the 4th grade are also tested in science. Scores on these exams along with the portfolios are used to determine if a student will move onto the next grade. Teachers score portfolios according to DOE guidelines.

The Principal makes promotion decisions based on portfolio results. If a student is not promoted in June based on their portfolio and scores achieved on standardized exams in grades 3 – 8, he or she is recommended to attend summer school. At the end of the summer school session, another review of each students work is done, and the Principal makes the final decision.

Grading Policy

As in spring 2020, the DOE will issue grading policy guidance that is responsive to the needs of school communities during remote learning. Additional guidance about the 2020-21 grading policy is forthcoming.

Promotion Policy

Schools will continue to base promotion decisions on a holistic review of a student's body of work during remote learning. Additional guidance on the 2020-21 promotion process is forthcoming

Attendance Procedures

In SY 2020–21, the DOE will track and follow up upon the attendance for every student every day (Monday through Friday), regardless as to whether those students are engaged in remote or in person learning, and schools will use the daily attendance values of P=Present and A=Absent for in-class attendance and O=Present and M=Absent for remote attendance. The definition of "present" will be defined as: In Person: student is physically present in the classroom / school learning environment for instruction during the scheduled school day. Remote: student is virtually present in a virtual learning environment for synchronous instruction during the scheduled school day.

Medical appointments during the school day:

- Students must submit a note from a parent/guardian or show an appointment card to the Teacher and Assistant Principal stating the time the student must leave or verifying that lateness was due to a medical appointment.
- Students must be picked up and signed out in the **main office (Room 115) by an adult eighteen years of age or older. A valid photo-ID must be presented to main office staff.**
- It is strongly recommended that parents schedule medical appointments after school hours.

Illness/Emergencies during the school day (other than specified above):

- When a student becomes ill and informs a PS/MS 20 staff member, a parent/guardian will be notified.
- If illness requires a child to leave school, a parent or other adult specified on the Blue Emergency Home Contact Card will be notified. A student will not be sent home without being picked up by a parent/guardian or designated adult eighteen years of age or older, with a valid photo ID.
- If school personnel is unable to contact a parent or designated adult, the appropriate instructions written on the Blue Emergency Home Contact Card will be followed in the event of serious illness or injury. If deemed necessary, the student will be transported to the nearest medical facility.
- **Please make sure that there are several alternate contact phone numbers on the Blue Emergency Home Contact Card.** If we are unable to contact you in a medical emergency, we are obligated by law to notify Child Services and the Police Department.

Medical Information

Food Allergies

It is important that you inform your child's Teacher, main office staff, health clinic and lunch staff of any food allergies that may be life threatening to your child.

Medication in Schools

Please read the following excerpt from Chancellor's Regulation A-701.

“Medication may be administered in school if it is needed to permit the student to participate in his/her educational program. A health care provider (Physician, Nurse Practitioner, or Physician Assistant with Physician signoff) licensed to prescribe in New York, New Jersey, or Connecticut must complete a Medication Administration Form (“MAF”), prescribing the medication to be administered during the school day. This form may be obtained by parents at their child's school or on the DOE website. Any changes to the MAF must be in writing and signed by a licensed health care provider. A new MAF must be supplied at the start of the school year.

All medication must be hand-delivered to the school in the original pharmacy container. The school nurse or Principal/designee will store the medication in a locked cabinet or refrigerator. The nurse or school designee will maintain a medication log (and other documentation as indicated) for each student approved to receive medication in school.”



June 2019

Dear Parent/Guardian,

As of June 13, 2019, public, private and parochial schools and childcare programs in New York can no longer accept requests for religious exemptions from school immunization requirements. This law applies to students in pre-kindergarten through 12th grade and to all childcare settings. Schools and childcare programs will continue to accept medical exemptions.

[Children attending summer or year-round programming](#)

Children who had a religious exemption and who will be attending childcare or public, private or parochial school in the summer must now receive the first age-appropriate dose in each immunization series by June 28, 2019 to attend or remain in school or childcare. Additionally, by July 14, 2019, parents and guardians of such children must show that they have scheduled appointments for all required follow-up doses.

[Children attending until the end of the school year and returning in the 2019-20 school year](#)

Students must meet immunization requirements in order to attend school. Children who have not received all required immunizations must receive the first dose in each immunization series within 14 calendar days after the first day of school or enrollment in childcare. Within 30 calendar days of the first day of school, parents or guardians of such children will also need to show that they have scheduled appointments for all follow-up doses.

A list of the new school immunization requirements for the 2019-20 school year is summarized below.

All students in childcare through grade 12 must meet the requirements for the following vaccines:

- DTaP (diphtheria, tetanus and acellular pertussis or whooping cough)
- Poliovirus
- MMR (measles, mumps and rubella)
- Varicella (chickenpox)
- Hepatitis B

Children under age 5 who are enrolled in child care and pre-kindergarten must also meet the requirements for these vaccines:

- Hib (*Haemophilus influenzae* type b)
- PCV (pneumococcal disease)
- Influenza (flu): Children must receive the flu vaccine by December 31, 2019

Children in grades 6 through 12 must also meet the requirements for these vaccines:

- Tdap booster (tetanus, diphtheria and pertussis)
- MenACWY (meningococcal disease)

Please review your child's immunization history with their health care provider. Their provider can tell you whether additional doses of one or more vaccines are required for your child to attend or remain in childcare or school. Visit schools.nyc.gov and search for "immunizations" for a full list of required vaccines. If it is not possible for your child to receive their vaccines from their health care provider, the Department of Health has one walk-in immunization clinic (www1.nyc.gov/site/doh/services/immunization-clinics.page).

If you have questions about these requirements, please contact your childcare center or school's administrative office.

Communication between Parents and the School

The school uses a variety of methods to make sure that parents know what is happening in school and with their child's education.

- The first day of each month students receives a monthly school calendar. It contains information about school closing dates, school events, state test dates, etc.
- Signs that provide information about school events and school closing dates are posted on the exterior doors of the school building.
- Before most events, flyers and letters are sent home with each student.
- We maintain a school bulletin board, which changes monthly and has information about school and community events.
- Official report cards are sent home - **TBD**
- The Teacher will communicate with parents by letter and telephone to discuss students work. Parents may respond in writing or can schedule an appointment to meet with the Teacher in person. Teachers are available to meet with parents/guardians without an appointment, during family engagement Monday's from 2:30pm – 3:00pm.
- Parents are encouraged to work out a study plan with their child and Teacher to ensure success.
- Parents/guardians must attend Parent-Teacher Conferences to discuss student progress and to receive report cards. If the meeting date is missed, the parent/guardian should make an appointment for another date to meet with the Teacher to discuss student performance and to pick up the report card.

Homework Policies

Teachers assign homework for students to extend lessons, practice skills, engage in critical thinking and develop good work habits. Homework also gives the Teacher an opportunity to assess students' understanding of the work. **Please note that some homework assignments may be extended or modified due to the complexity of the subject or the instructional needs of the students.** Students should have the home phone numbers of at least three students in their class, in case they are absent, or to clarify homework assignments and problems. Problems regarding homework should be discussed with the Teacher. Please send a note to the Teacher expressing your concerns or to make an appointment. Every student should read or be read to at least 30 minutes daily. Our goal is to develop a love for reading.

- In addition, daily homework assignments will be provided at each grade level.
 - Students in grades K – 2 receive a weekly homework sheet that outlines daily homework assignments.
 - Students in grades 3 – 8 record their homework daily.
- Homework is the responsibility of the student. Parents should be available to support their child depending on the grade level and the nature of the assignment.
- **Parents should check and sign your child's homework to ensure and support timely completion of all assignments.**

For students in grades K – 4:

It is the family's responsibility to choose a daily homework time for young children, where a responsible adult will be available to assist the student as needed, every day.

For students in grades 5 – 8:

Have your child determine his/her homework hours, and post them in a prominent location so that both you and your child know when homework will be done each day.

Check to see that your child is doing homework at the proper time. If problems or questions arise concerning homework, please alert the Teacher. **Give your child help only after he/she has made an effort on his/her own.** Praise your child's efforts. Remember that all children have different working styles.

The number for the New York Dial-a-Teacher Homework Hotline is (212) 777-3380.

Missed homework assignments must be made up.

- If a student consistently comes home without homework assignments, parents/guardians must notify the Teacher via a note or set up an appointment with their child's Teacher.
- Students who return to school following a long-term absence must work out a schedule for submitting all missed assignments.
- The Teachers will notify parents/guardians when students are missing excessive amounts of homework and will schedule a conference with the Teacher and the Assistant Principal.

Parents' Bill of Rights and Responsibilities (abbreviated)

Each child's maximum potential can best be achieved through a partnership between parents and the education community. To foster active engagement between parents and schools, parents have certain rights and responsibilities.

Parents have the right to:

- a. A free public school education for their child from Pre-kindergarten until age 21, or receipt of a high school diploma, whichever comes first, as provided by law.**
- b. Have a child with a disability evaluated and, if founded to be in need of special education, receive a free, appropriate education from age 3 through age 21, in accordance with applicable laws and regulations.**
- c. Have a child who is an English Language Learner receive bilingual education or English as a Second Language, as required by law and regulations.**
- d. Have their child receive his or her full instructional schedule in accordance with the Department of Education school year calendar.**
- e. Have their child learn in a safe and supportive learning environment, free of harassment, bigotry and discrimination based on actual or perceived age, race, creed, color, gender, gender identity, gender expression, religion, national origin, citizenship/immigration status, and political beliefs.**
- f. Have a child accorded all the rights set forth in the Department of Education's Bill of Student Rights and Responsibilities.**

All parents are responsible for:

1. Sending their child to school ready to learn.
2. Ensuring that their child attends school regularly and arrives on time.
3. Being aware of their child's work, progress and problems by reading school notices, talking to their child's school staff about school, reviewing their child's work and progress reports, and meeting with school staff.

4. Maintaining verbal and/or written contact with their child's Teacher and Principal about the progress of their child's education.
5. Adhering to all school policies and applicable Chancellor's Regulations that pertain to their child's education.
6. Responding in a timely manner to communications from their child's school.
7. Attending all meetings and conferences requested by the school that pertain to their child.
8. Entering the school building in a respectful manner, refraining from disruptive behavior and treating all members of the school community with respect and courtesy.

Parents should also:

1. Provide a supportive home setting where education is a priority.
2. Reinforce the importance of acquiring the knowledge skills and values needed to function effectively in society.
3. Volunteer time, skills or resources in the school.
4. Take part in school and community programs that empower parents to participate in educational decision-making.
5. Become active members of the school's Parent Association.
6. Become active members of the Title I parent committee.
7. Question their child about schoolwork, attendance and behavior and discuss what is expected in school.
8. Teach their child to respect the property, safety and rights of others and the importance of refraining from intimidating, harassing or discriminatory behavior.

Family Participation

Family Involvement and Responsibilities

Your child's success in school depends on the active participation of the adults who influence his/her world. Please work with us to make your child's educational experiences a positive one.

Parents/guardians are always welcome to visit PS/MS 20. **Please make an appointment so that you may meet with the staff member you wish to see. Teachers are not able to meet with visitors without an appointment.** We cannot and will not interrupt teachers during instructional time.

All visitors are required to enter and leave the building through the main entrance and to produce identification to gain admittance to the building. To ensure the safety of our children, all other doors to the school must remain locked and unused, except during arrival, dismissal or emergencies.

Parents and legal guardians with business to conduct in the school are permitted access from 9:00am to 3:00pm and at other times by appointment only.

School Activities

All parents and guardians whose children attend PS/MS 20 are automatically members of the Parent Association. We urge you to support our school community by participating in the monthly Parent Association meetings and other parent events. Our school needs the support of every member of our community to succeed.

Parents interested in joining our School Leadership Team and Parent Advisory Council should contact the school at (718) 515-9370 Ext.1151 for more information.

Birthdays and Other Celebrations

All celebrations are suspended at this time.

Field Trips

At this point, students will not be able to participate in any field trip. Awaiting further guidance.

Safety Procedures

New York City Department of Education Discipline Code

The [Discipline Code](#) is a document, which lists behaviors, which may be exhibited by students in violation of the Department of Education policies. It also lists consequences or responses of and to those behaviors. Each family will receive a copy of this document at the beginning of the school year. The following are examples of possible consequences for breaking school rules:

- The child will be asked to write a letter of explanation addressed to the appropriate authority.
- The child will be asked to write a letter of explanation addressed to the appropriate school authority and signed by the child's parent.
- The child will receive lunch or after school detention.
- The parent will receive either a letter or phone call from the child's Teacher regarding the behavior.
- The Teacher will hold a conference with the parent.
- The Assistant Principal/Principal will hold a conference with the Teacher, parent and /or student.
- A guidance conference will be held which could lead to one of following:
 - a. Student removal
 - b. Principal's Suspension
 - c. Superintendent Suspension

Fire/Evacuation Drills

Fire and shelter drills must be taken seriously. It is essential for each child that parents review required behavior during emergencies. **Students are expected to:**

1. Pay attention when Teachers review the drill procedures.
 2. Follow the Teachers instructions at all times.
 3. Leave the building with the class **silently, quickly** and in an **orderly manner**.
 4. Stay in line with the class and the Teacher at all times.
 5. Remain **silent** at all times during the drill when leaving, returning and while in the outside line-up area.
- **Any student identified for illegally pulling a school fire alarm for non-emergency reasons will face an automatic Superintendent's Suspension and/or other disciplinary consequences.**

Personal Property

To insure student safety and provide an appropriate learning environment, students should not:

- Bring large sums of money to school.

- Wear jewelry to school. This includes large hoops earrings, nose rings, tongue rings, and knuckle rings. **The school cannot assume liability or responsibility for lost jewelry or any other expensive items that should not be brought to school.**
- **For grades 5 – 8, cell phones should be stored in the student’s assigned Yondr pouch, which is their individual Yondr pouch for the rest of the year.**
 - **Phones must be turned completely off before being stored in the student's backpack for the school day.**
 - **Any tampering, loss or damage is unacceptable. There is a \$20 fee for each pouch, if lost or damaged.**
- Toys and electronic devices will be confiscated and placed in an administrator’s office until a parent/guardian picks up the device.

School Foods

School Breakfast and Lunch

Your child’s health is important. Growing bodies need healthy foods. Free breakfast Grab & Go is provided in school 8:30 am to 8:40am every school day. Lunch Grab & Go is also available to every student. Please refrain from sending your child to school with junk food items such as gum, chips, candy, soda and sugary juices. Children will most often eat those items instead of the healthy breakfast or lunch provided by the school.

School Schedule

Morning Arrival

Breakfast:

- Breakfast for students will be served daily in the classroom as Grab&Go. Breakfast is completed before 8:50 a.m.

Student Entry

Monday through Friday: 8:30/8:35 a.m.-2:00 p.m.

School starts at 8:3/8:35 a.m. sharp!

<u>Grade</u>	<u>Start Time</u>	<u>Monitors</u>	<u>Classes to Monitor</u>	<u>Line Up Area</u>
Kindergarten	8:30 AM	Ms. Harris and Ms. Reifer, Ms. Bufano	K1, K3	Annex Yard (as soon as you walk into the yard)
1st Grade	8:35 AM	Ms. Lindsay and Ms.Morrison, Ms. Giamburro,	101,103,931	Annex Yard (between middle doors and cafeteria doors)
2nd Grade	8:35 AM	Ms Williams and Ms. A. Rivera, Ms. Awe, Ms. Betances	201, 203,932	Annex Yard (between middle doors and cafeteria doors)
3rd Grade	8:30 AM	Ms. Levine and Ms. Nunez, Ms. Cobbs, Ms Henley	301,302,303,933	Annex Yard

4th Grade	8:30 AM	Ms. Sandoval and Ms. Cobbs, Ms. Flores	401,403,934	Annex Yard
5th/6th Grade	8:35 AM	Mr. Francisco, Ms. Ricci, Ms. Ponce, Ms. Trashani, Ms. E. Rivera,	501,502,503 601,602,603,604, 935,936	Reader's Court (Cafeteria Doors)
7th/8th Grade	8:30 AM	Ms. SantaCruz, Ms. Fischer, Ms. Carter, Ms. Kogel	801,802,803,804, 937,938	North Side (entrance to the cafeteria, walking toward 204 th Street)

Lunch/Recess Procedures

- Lunch will be served in the classroom. That period is instructional.

Dismissal Procedures

- Dismissal is at 2:00 p.m.** All teachers (pre-K - 8) must escort the students to the appropriate location for dismissal. Teachers of 7th and 8th-grade students must escort their students to their lockers and then to dismissal through the North and South Porticos. Students not picked must be taken to the designated area listed below. Once the student(s) are escorted to the late area after dismissal, they must be signed in. The individual on the Blue Card designated to pick up the student will sign the student out for dismissal.
 - Children who will not be picked up by their parent or legal guardian must bring in a note indicating the name of the person who will pick up the child. This note must be signed by a parent/guardian. This person must also be on the Emergency Blue Card.
 - All changes in the pickup routine must be put in writing by the parent/guardian and given to the classroom teacher. Teachers who do not receive such notification are expected to follow the child's regular routine.
 - Students in grades 7-8 must be escorted and dismissed by the last period teacher to the street.

<u>Dismissal</u>	<u>Grade</u>	<u>Location</u>
1:58 PM	8th and 7th Grade	North Side (entrance to the cafeteria, walking toward 204th Street)
	Kindergarten	Annex Yard (as soon as you walk into the yard)
	3rd Grade	Annex Yard
	4th Grade	Annex Yard

2:00 PM	5th and 6th Grade	Reader's Court (Cafeteria Doors)
	1st and 2nd Grade	Annex Yard (between middle doors and cafeteria doors)

Lateness

- Students arriving after 8:40am for arrival are considered late.
- Students arriving late must bring a letter of explanation from their parent/legal guardian. If lateness was due to a medical appointment, proof (i.e., a clinic or appointment card) must be provided.

Chronic lateness may result in the following consequences:

- Parent/guardian will be contacted.
- A report will be filed with the Community School District 10 Attendance Teacher.
- Our PS/MS 20 Family Worker will make phone calls and/or home visits.
- Social Services may be notified to initiate an educational neglect case.

Emergency School Closings

In the event of heavy snow or other emergencies, announcements of school closings can be heard throughout the morning on radio stations WOR-710 AM or WINS-1010 AM. If the school remains open during heavy snow or other extraordinary events, school personnel will be in place and classes will be conducted as usual.

School Services for Academic Support

PS/MS 20 is committed to facilitating the development of all of our students. A part of achieving this goal has been the selection of Teachers who are well versed in their craft. Students who require specialized instructional support are aided via academic intervention services. Students in this category would be our English Language Learners (ELL), students who are struggling academically and students receiving special education services, which are always IEP driven.

If you are concerned about your child's academic progress, first meet with your child's Teacher. Teachers are available to meet with parents and guardians, Tuesdays from 2:30pm – 3:35pm. To assure your child's Teacher has enough time to discuss your concerns; all meetings are by appointment only. To make an appointment, send a note with your child to their Teacher, or call the main office and leave a message for the Teacher.

Your child's Teacher will come up with classroom interventions, which hopefully will help your child better understand the material. If the student is still not progressing, the Teacher will discuss your and their concerns with the grade Assistant Principal. The teacher, the grade Assistant Principal, and Educational Specialist will create an intervention plan for the student to address the areas of concern either academically and/or emotionally.

School Support System

Guidance Counselors/Social Workers/Family Workers

PS/MS 20 is concerned with the educational and personal needs of our school community. The following services are available to all students and parents:

- Assist students and families in dealing with personal problems, difficulties with other students, frequent lateness or absence, and any other issues, which might interfere with students' academic achievement or social development.
- Provide referrals to outside agencies to help resolve special individual and or family problems beyond the scope of general counseling provided in the school.
- Coordinates "504 Health Variance Waivers" for students with severe health problems requiring special services.

Transportation Policy

General education transportation eligibility is based on a student's grade level and the walking distance between home and school. Based on a distance calculation, students eligible for full fare transportation may receive either stop to school transportation or a Student MetroCard.

- For questions regarding MetroCards contact Ms. Rosado in Room 215, (718) 515-9370 ext. 2154

Exceptions to Transportation Eligibility

- Students who receive special education services may receive other transportation services.

Distribution of MetroCards for Parents/Guardians of Students in Temporary Housing (STH):

According to Chancellor's Regulation [A-780](#), parents/guardians of students in temporary housing (STH) are entitled to free transportation to accompany their child to and from school; in New York City, this transportation is a MetroCard. Parent/guardian MetroCards for STH students in grades 3-K through 12 will be available upon request by the parent/guardian who has a student in grades 3-K through 12, at their child's school. Parents/guardians of students in remote-only can also request MetroCards provided that their child is participating in the Learning Bridges program; and/or the family needs travel to a [DOE meal location](#) to obtain free meals.

School Supplies

All students should come to school prepared to learn. The following items should be brought each day as required by the Teacher.

- Notebooks, journals or loose-leaf binders with sections, etc.
- Pencils and or pens
- Eyeglasses (if needed)
- Folders
- Student Planner and/or assignment book
- Textbooks and notebooks assigned for homework by the Teacher(s)

Please purchase initial school supplies for students to start the school year and wait to purchase the rest of their supplies after the Teacher has provided his or her required supply list.

Books

Students are responsible for the care and return of all books and materials.

1. Students must write their name and room number in all their textbooks.
2. **Lost or damaged books and materials must be paid for in full so that they can be replaced.**
3. Students are expected to have a New York City Public Library card.

Uniform Policy

Our school uniform policy:

- promotes a positive learning environment
- fosters school unity and pride
- improves student performance
- fosters self-esteem
- eliminates label competition
- simplifies dressing
- minimizes costs to parents
- teaches children appropriate dress and decorum in their future “work place”
- helps improve student conduct and discipline
- enhances safety on school trips

Uniforms

- **Uniform shirts for all students:**
- **Elementary students** (grades K – 5): light blue polo shirts.
- **Middle School students** (grades 6 – 8): navy blue polo shirts.
- **All grades can wear white polo shirts.**
- **Girl's uniforms:** Khaki or black pants, dark jeans with no rips and the school polo or dress; shirts. Skirts or jumpers can be worn by all grades.
- Only Elementary students, grades K – 5, can wear black leggings. **Please note:** Leggings are not part of the uniform for Middle School students, grades 6 – 8.
- **Boy's uniforms:** Black or khaki slacks; dark jeans with no rips and the school polo or dress shirts.
- **Gym day only:** All students are allowed to wear grey, blue or black sweatpants.
- **Shoes:** Sneakers and closed shoes are permitted. No high heeled shoes. No open toed shoes are to be worn; this includes: flip flops, sliders, sandals and crocs.

Dress Down Friday – where students have the option to not wear their uniform, will be once a month; based on each homeroom – reaching 95% in attendance, being on time and wearing the uniform for the month. The homeroom Teacher will decide on the celebration that goes along with reaching the goal. Clothing should be appropriate for school with items listed below, not permitted:

- No sheer or revealing clothing
- No showing of undergarments
- No sleeveless shirts, tube or tank tops
- No shorts
- No short skirts or dresses
- No inappropriate logo shirts
- No ripped jeans

Opting Out of the Uniform Requirement

Parents do have the right to secure an exemption from our school's uniform requirement. To do this, parents must request, complete and return an Exemption Form to the Principal. This must be followed up with a conference with the Principal, Assistant Principal, and Parent Coordinator who will fully explain the reason for and benefits of the school's uniform policy. Parents still requesting an exemption must then agree that their children will wear clothing that does not cause a health or safety hazard and which is not disruptive to the education process, as determined by the Principal.

Middle school students who opt-out of the uniform requirement are expected to wear appropriate shirts or tops and black pants or skirts.

Discipline for Failure to Comply with the Uniform Requirement

Unless parents have obtained an exemption, it is expected that all families will support PS/MS 20's uniform policy. Parents can purchase uniform shirts at the school in room 215E from **Ms. Rosado 9:00am to 1:00pm.**

As stated in our discipline policy, the following measures will be taken:

1. Student/teacher conference
2. Counseling by school staff (e.g. Dean, Teacher, Guidance Counselor)
3. Parent notification and conference after two warnings

4. Reprimand by appropriate supervisor (e.g. Assistant Principal, Principal)
5. Exclusion from **non-educational** special incentive activities (i.e. pizza parties, recognition assemblies, class trips).

Positive incentives and reinforcements such as award assemblies, bulletin board recognition and a PA supported “wish list” to reward classes in compliance with the uniform policy will be planned and implemented.

School Letter Requests

All Face-to-Face/HRA/School Letters can be requested from the main office Monday through Friday from 8:30am – 11:30am. Valid photo ID is required for letter requests. Letters must be requested two days in advance and a written verification must be provided, i.e. HRA, SNAP, POTS, etc.



Office of Communications and Media Relations
52 Chambers Street, New York, NY 10007
Tel: 212.374.5141 Fax: 212.374.5584

Department of
Education

CONSENT TO PHOTOGRAPH, FILM, OR VIDEOTAPE A STUDENT FOR NON-PROFIT USE
(e.g. educational, public service, or health awareness purposes)

Student Name: _____ School: _____

I hereby consent to the participation in interviews, the use of quotes, and the taking of photographs, movies or video tapes of the Student named above by _____.

I also grant to _____ the right to edit, use, and reuse said products for non-profit purposes including use in print, on the internet, and all other forms of media. I also 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.

Signature of Parent/Guardian (if Student is under 18): _____ Date: _____

Address of Parent/Guardian: _____

OR

Signature of Student (if 18 or over): _____ Date: _____

Address of Student: _____

Dear Families,

It is important that students and families discuss the procedures and regulations contained in this handbook so that they are familiar and understood by all. The information is designed to provide a welcoming, safe and orderly environment for students, staff and parents alike. Remember, PS/MS 20 will only achieve a level of excellence if we work together to create a positive learning environment for all.

Sincerely,

Dr. Carla Ling, Principal

Student and Parent Agreement

September, 2019

Students and parents please sign below. Students must return this signed tear-off to their teachers.

My child, family, and I have read and understand the “PS/MS 20 Family Handbook.” We agree to work together to create a positive learning environment to meet high academic standards for all of our children.

(Student’s Signature)

(Parent/Guardian Signature)

Class: _____

Date: _____