



PS 199

Family

Handbook

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SCHOOL PHONE NUMBERS

Main Office: 212-799-1033
Fax: 212-799-1179
Parent Coordinator: 212-799-1033, ext. 1040
Nurse: 212-799-2278
ISC: 212-873-2213

SCHOOL HOURS:
8:30 AM – 2:50 PM

PS 199 MISSION STATEMENT

Our mission at PS 199 is to foster within all children skills that help them become autonomous thinkers, problem solvers and lifelong learners. We have a community where children collaborate and hold themselves and each other accountable to the highest standards of performance. Disciplined work habits and accountability become personally meaningful to each member of our school community. A rigorous learning environment enables each child to realize both academic goals and the individuality we value so highly. All of the staff members work so that each child feels safe, recognized and respected.

Our foremost goal is to give all children access to a wide repertoire of learning tools. We recognize that children learn at different rates and in different ways. We are constantly studying new approaches and refining our practices to meet the needs of all our students. Furthermore, we believe that a child's identity and self-esteem are of great importance to his or her present learning and future endeavors.

We are also committed to teaching our children to become caring, responsible citizens who will thrive in a diverse society. Our school building is a barrier-free site. As such, we provide a unique setting that includes orthopedically challenged and learning-disabled students. We offer a broad range of services to many students.

Each child's social and emotional development is also considered an important aspect of our school life. Conflict resolution strategies, including peer mediation, are taught and integrated into the framework of our entire learning community.

A vital component of the educational process is parental involvement. The school is viewed as collaboration between faculty, parents and students. This is realized through our active School Leadership Team, Parent-Teacher Association and direct parent involvement.

**OUR MOTTO:
"WORK HARD...BE KIND"**

COMMUNICATING & GETTING INFORMATION FROM SCHOOL

PHONE: 212-799-1033

WEBSITE: www.ps199pta.org

PS 199 EMAIL: ps_199_email@yahoo.com

FAX: 212-799-1179

KID MAIL: many written notices are sent home via KID MAIL in your child's backpack. These notices are given to your child by his/her teacher. It is important to teach your child to bring home all notes and give them to you promptly. If you check with your child daily, you will receive all notices on a timely basis.

EMAIL: The PTA sends out a weekly newsletter via e-mail providing the most current school information as well as reporting what's ahead. This information includes PTA calendar events as well as other important school information. You must be registered in the school directory in order to receive these emails. The directory can be accessed at www.PS199pta.org.

PTA DIRECTORY: New families must register with the PTA's secure and private online database so that your family will be included in the school directory and that receive important communications from the PTA and can easily be contacted for playdates and the like by fellow 199'ers. Additional information and instructions included in the Welcome Folder. The directory relies on the trust of our parent community to use the information appropriately. Parents give their information so the school and PTA can contact them with important information and updates and so other parents can contact them for social reasons. **The directory is not to be used to send mass e-mails for commercial or advocacy interests by individual parents. Any school wide email must be approved by the Principal in advance.**

PARENT COORDINATOR (212-799-1033, ext. 1040 or ASansoucie@schools.nyc.gov) is a source of information for parents. Our Parent Coordinator, Allison Sansoucie, is available in the main office.

ROBO-CALLS: Occasionally, the school uses an automated dialing system to communicate. It is used to alert parents to important information that needs to be disseminated quickly. Parents can be alerted by phone or by text message.

CLASS PARENTS: Every class will have one (or more) class parent(s). Please keep the class parent's name and telephone number handy so that you can keep in touch with what's happening in your child's class and at school. The class parent helps distribute information from the teacher and coordinate parent involvement for class projects, trips, etc.

If you would like to distribute any printed information at the school, IT MUST BE APPROVED by the Principal or Assistant Principal IN ADVANCE.

COMMUNICATING WITH YOUR CHILD'S TEACHER

If you have concerns or questions regarding any situation with your child, please speak with your child's teacher! The classroom teacher is the person who spends the most time with your child and should be your first contact. He/she should be kept informed of your concerns. However, parents are not permitted to go to any classroom at any time without an appointment.

In order to speak **individually** with your child's teacher, you need to schedule an appointment. It is best to send a note with your child or leave a phone message with the main office (212-799-1033) regarding the scheduling of an appointment. Teachers often come to school early or remain longer than the school day in order to meet with parents or can schedule appointments during prep times. In any case, they will make every effort to meet with you.

Please do not use the morning line-up or afternoon dismissal times for conversations with your child's teacher. Teachers are responsible for their classes at these times and will not be able to discuss important matters with you.

Other teachers who work with your child are also available to speak with you about any questions or concerns. You can contact them by leaving a note in their mailboxes in the main office or by calling the office to leave a message.

PS 199 holds a **Back To School Night** in late September every year. This is an opportunity for parents as a whole group to meet with the classroom teacher to learn about the specifics of that coming year.

Twice a year, in November and March, an afternoon and evening are set aside for **individual parent-teacher conferences**. At this time, you are expected to meet with your child's teacher to discuss his or her progress in school.

VISITING THE SCHOOL DURING THE DAY

Entry to school during the day is only via the main door on West 70th Street. If you are visiting your child's classroom for an event, trip or appointment with the teacher, you are required to sign in at the security desk first, to receive a pass. Please bring photo id.

As it is very disruptive to the educational environment, it is not permissible to "drop in" on your child's classroom.

SCHOOL STAFF

In addition to the principal, assistant principal and the teachers, there are many others who are a vital part of your child's school day.

- **Paraprofessionals** are classroom-based staff members who are assigned to assist in the Kindergartens and special education classes as well as with designated students in general education classrooms.
- **Service providers** include: SETSS (Special Education Teacher Support Service) teacher, occupational therapists, physical therapists, adaptive physical education teacher and speech therapists. These adults are assigned to work with students based on evaluations and in such cases, parents are always informed and in agreement with services being provided.
 - **Counselor:**
 - **Elsie Madera**, 212-799-1280, emadera@schools.nyc.gov
 - **Occupational Therapists:**
 - **Lisa Brooks**
 - **Susan Olsen**
 - **Joanna Wiener** **Asia Mojescik**
 - **Physical Therapist:**
 - **Elizabeth Crawford**
 - **Heidi Denker**
 - **IEP:**
 - **Jillian Marangoni**
 - **SETSS:**
 - **Aleza Morabito**
 - **Katy Buderman**
 - **Speech Teachers:**
 - **Lisa Elion** **Caitlin Hines**
 - **Lesley Stone**
 - **Amy Tesser**
 - **Stacy Roth**
 - **ESL:**
 - **Rosalyn Bindman**
 - **APE:**
 - **Marcia Marco**
- **Parent Coordinator** is the contact person at PS 199 for families who need any assistance. Our Parent Coordinator works in the school and assists parents and their children in a variety of ways.
 - **Allison Sansoucie**, 212-799-1033, ext. 1040 or ASansoucie@schools.nyc.gov
- **Our School Nurse** is here to assist with the chronic medical needs of our students as well as minor illnesses or accidents. It is imperative that all medical issues be reported to the nurse so that we can properly attend to the children. Whether it is asthma, food allergies, daily medication or a temporary condition, please be sure to alert us.
 - 212-799-2278 (or, if no answer: Main Office 212-799-1033)
- **School Aides** are office personnel who give daily assistance to students, parents and teachers.
 - **Maria Calise**, 212-799-1033, ext. 1042
 - **Brittney McCrimmon**, 212-799-1033, ext. 1043
 - **Liliana Carrasco**, 212-799-1033

- **School Secretary** performs all office functions.
 - **Susan Cienfuegos**, 212-799-1033, ext. 1041 or scienfuegos@schools.nyc.gov
- **School Security Officer** maintains security in the building and is located at his/her assigned post in the main lobby. The Security Officer must check the identification of everyone entering the building and direct them to the main office. It is his/her responsibility to enforce the policy that parents and other visitors not travel throughout the building or go directly into classrooms without the office staff's knowledge. The security officer can be reached at 212-799-1033 x1000.
- **Custodial Staff** is responsible for the physical care of the school building.
 - **Richard Van Pelt**, 212-799-1033, ext. 1360 or cm199@schools.nyc.gov

During lunchtime, various teachers and paraprofessionals supervise and care for your child. Administrators are always available, as is the nurse.

Your child will meet a wide variety of school professionals throughout the school year. We at PS 199 pride ourselves on the friendly and comfortable community we create with your children.

OTHER TEACHERS WHO WILL WORK WITH YOUR CHILD, A/K/A CLUSTER TEACHERS AND SPECIALS

In addition to the regular classroom teacher, each class spends approximately 45 minutes (or more) per day with another teacher who may teach "special classes" (such as art, music, gym, movement activities, library activities, science and computer instruction). These subject areas can change from year to year and are sometimes for particular grade levels.

Physical Education	Ron Regan
Art	Mila Dau
Art	Michelle Hill
Library	Lisa Taylor, 212-799-1440
Music	Ingrid Camilo
Movement	Sara Raff
Science	JoEllen Schuleman

THE INSTRUCTIONAL SUPPORT COMMITTEE

The Instructional Support Committee (ISC) consists of a School Psychologist and a Social Worker who work on site in the school building full time. They work with families, teachers and other staff to meet students' academic and emotional needs.

Teachers who notice a discrepancy between a child's performance and his/her potential or simply have concerns regarding educational or emotional progress may consult with the ISC. One result may be to request an evaluation for the child through the Committee on Special Education. This evaluation is done only after meeting with a parent and obtaining consent for testing. Testing is most often done here in the school, during the school day. Possible outcomes may include SETSS (remediation services in academic subjects), counseling, occupational therapy, physical therapy and/or speech and language services, as well as recommendations for outside interventions.

Parents can also initiate the evaluation process by requesting this from the ISC. Before doing so, it is always possible to first meet with a member of the ISC to discuss concerns and options. The ISC is located in Room 132 or can be reached by phone at 212-873-2213.

Corinne Schlam, Social Worker

Claudia Alvarez, Psychologist

IF YOUR CHILD NEEDS ADDITIONAL SUPPORT IN ORDER TO BE SUCCESSFUL IN SCHOOL

To explore the possibility of any extra help for your child, please contact your child's teacher, the ISC or a school administrator for current and applicable information.

CHILDREN WITH SPECIAL NEEDS AT PS 199

PS 199's architectural construction allows complete access for able and disabled students. An elevator, special ramps, special doors and appropriate lavatory facilities allow us to educate all children, including children with special needs, in one setting. Children with and without disabilities are in all classes.

WHAT YOUR CHILD WILL BE DOING THIS YEAR

There is a daily recitation of the Pledge of Allegiance to the Flag, in accordance with the requirements of the Education Law and the Regulations of the Commissioner of Education. Participation in the Pledge of Allegiance is voluntary. Students and staff members may not be required to stand during the Pledge or to recite the Pledge. Those who do not wish to participate must maintain a respectful silence, but may remain seated, and may not be required to leave the room.

BACK-TO-SCHOOL NIGHT:

At the beginning of each school year, parents are invited to our Back-To-School Night. Teachers meet with parents in the classroom to describe that year's curriculum, goals and plans as well as his/her particular expectations for the students. Classroom policies regarding homework will be discussed and you will also hear about specifics for things such as trips, snacks and celebrations. We think it is important for parents to attend this evening.

PS 199'S HOMEWORK POLICY

Homework is a valuable tool in the progression and extension of learning and is assigned on a daily basis. It helps by reinforcing what has been learned in class and by preparing students for upcoming lessons. It also promotes responsibility and helps students develop good study habits.

At the beginning of the year, teachers will inform you of the particulars regarding homework policies. Students are expected to do their best work on each assignment. Homework should be carefully done. However, students are not expected to spend hours and hours on each day's homework.

Parents can make homework a positive experience for their children. Give your child the message that homework is a top priority. You can help by providing a quiet and workable environment in which your child can do his/her best work. Set up a schedule that will allow homework to get done each evening as a ritual. For some students, that can mean getting homework done in an afterschool program instead. It's good to keep in mind that homework is to be done by students, not by parents!

Encourage your child to communicate directly with his/her teacher about any questions concerning homework. Our teachers want to work with their students to find good solutions to homework challenges and to keep abreast of their progress. If you are finding yourself tempted to correct your child's homework before he/she hands it in...don't! Remember that homework is also an assessment tool for teachers and he/she needs to get an accurate sense of what your child can do independently.

If, however, your child constantly struggles to complete homework and/or understand assignments, please contact your child's teacher.

REPORT CARDS

All students receive three written report cards from their teachers (in December, March and June).

You are asked to read these reports carefully, discuss your child's progress at the parent-teacher conference time and sign and return your child's report card to the teacher. When your child's report card is given to you in June, however, it is yours to keep and is the only copy. Please note this in case you will need it for future reference. Student grades are also available online at mystudent.nyc.

At PS 199 we are aware that children will not necessarily show identical patterns of growth. We do look at children in totality, placing importance on each child's intellectual, social, emotional and physical development. In addition to mastery of academic skills, other examples of how broadly we look at children include observing how a child begins to use critical thinking skills and how a child is developing socially.

RECORDS ABOUT YOUR CHILD THAT ARE KEPT IN SCHOOL

A permanent cumulative record is maintained and passed from year to year as well as from school to school. This record includes only educational information about your child: grades, a health record, standardized test results and a record of lateness and absence.

SEEING YOUR CHILD'S RECORDS

Parents have the right to see all official records. To do so, call the school office at 212-799-1033 to make an appointment to read them. Many of these records are also available online by logging into your child's account at <https://mystudent.nyc>.

KINDS OF ASSESSMENTS GIVEN

Literacy assessments are part of school life. Teachers use them to match students to books that they can read and understand and to plan instruction for individual students as well as small groups and the whole class.

PS 199 uses Everyday Math for our mathematics curriculum; this curriculum incorporates assessments at the end of each unit.

Students who are learning English as a Second Language (ESL) are assessed with the NYSESLAT test. It is administered in May. When students achieve proficiency, they no longer receive ESL instruction.

Throughout the school year, teachers in upper grades may give tests based on the lessons and work that has been going on in class. Generally, classroom testing is announced to students in advance so they may prepare by studying. The types of tests and how often they are given will vary among the grades and teachers. Specifics about teachers' various testing practices are described at back To School Night.

In addition to classroom tests, our teachers are continuously assessing their students through observations and conferences. It is our belief that such "informal" assessment is valuable as it takes place in an ongoing and natural manner.

STANDARDIZED TESTS - GRADES 3, 4, and 5

Standardized testing is a mandatory part of school life and we will work with your child to best prepare him/her. Please keep in mind that standardized tests are only one form of measuring your child's achievement.

Standardized testing begins in 3rd grade and includes:

GRADE 3: New York State Language Arts test
New York State Math test

GRADE 4: New York State Language Arts test
New York State Math test
New York State Science test

GRADE 5: New York State Language Arts test
New York State Math test

The scores from these tests are typically not available until August, after classes end. Parents have access to the test results by going online to: <https://mystudent.nyc>. See our Parent Coordinator if you need assistance in accessing this program.

ARRIVAL

The official school day begins at 8:30 AM. There will be a two siren sounds. The first siren sounds at 8:28am to signal that students in 3rd, 4th and 5th graders should proceed directly to their classrooms and their parents should leave the playground and those students in Kindergarten and 1st and 2nd grades should begin lining up at their designated spots. The second siren sounds at 8:30am; parents are to leave the playground area as classes will begin entering the building promptly at this time.

It is best to have your child in the yard prior to 8:25 AM to ensure that he/she will be ready to enter school at 8:30. Parents may not follow their children out of the yard and into the building. If parents need to enter the building in the morning, they must exit the schoolyard via the West 70th Street gate and enter school through the main front door. In order to keep the flow of traffic smooth and safe for the children, we must insist that you cooperate with this policy.

Students in Kindergarten and Grades 1 & 2:

Will form lines with their classes in the schoolyard when the signal sounds. Their teacher will meet them at their line spot and escort them into the building, beginning at 8:30 AM. Please remember that this is not an effective time for you to discuss anything with your child's teacher, as it is his/her responsibility to supervise and escort the entire class into the building.

Students in Grades 3, 4 and 5:

Will go to their classrooms on their own, where their teachers are waiting for them. When the signal sounds, they will walk down the schoolyard ramp and form lines at the doors on the south side of the building. The doors will open at 8:30 and students should walk directly upstairs to class.

LATENESS

If your child arrives after 8:30 AM, he/she is late and must enter school through the main entrance. A log book is maintained by the security guard with latecomers' names and times of arrival.

When a child is late to class, it is disruptive on many levels. Your child is missing important school time as well as disrupting the start of his/her day. It is often difficult for children to resume the rhythm of the school day once they have rushed to catch up. Other children are also affected by the disruption of a late child entering the classroom.

All punctuality and attendance records are computerized and permanently recorded. Please note that lateness is taken very seriously, not only by us, but also by future schools to which your child will eventually apply, and is included as part of admissions consideration. We are mandated by the Dept. of Education to stress punctuality and schools are routinely rated in this category.

Any child who arrives after 8:30 AM (whether or not the classes are upstairs yet) is, in fact, officially late. Please do not argue about this with the staff member who issues a late pass.

DISMISSAL

Dismissal takes place at 2:50 PM. The gates to the yard open at 2:50PM for parents/caregivers to enter. Kindergarten, 1st, 2nd and 3rd grade students may not leave the yard until an authorized adult arrives for pick-up. If no adult arrives by **3:05PM**, students are brought to the main office to wait. 4th and 5th grade students may be dismissed by themselves if a parent has given written consent to do so.

YELLOW BUS STUDENTS:

Students who ride a school bus come down to the lobby and are met by a school staff member who escorts them to their bus. Please be prompt in meeting your child at your bus stop. We recommend arriving several minutes early to avoid any problems.

If you have any concerns about yellow bus transportation, you may:

- Contact the main office at 212-799-1033.

Parents of students who use special education transportation will receive bus information in the mail at the beginning of the school year.

If your child is not to go home on the bus on any given day, this request must be made in writing to your child's teacher. Last minute changes in arrangements may be called to the main office no later than 2:00 PM. Your child will always be placed on his/her regular bus unless a parent or guardian writes or calls with other instructions. (Please do not put your child in the position of having to convince us that you changed the normal routine.) These measures are meant for the safety of the children. Only students who are eligible to ride the school bus are permitted on the vehicle (no guests).

AFTERSCHOOL PROGRAMS:

Some students participate in afterschool programs that pick up from PS 199 (Sports & Stuff, JCC, and Lincoln Square Neighborhood Center). In such cases, students are brought to the cafeteria by their teacher and are met by an adult from that program.

SPORTS & STUFF:

Sports & Stuff is a privately run afterschool program held within our school building and has been at PS 199 for many years. There is a fee for this program. It is available for children in all grades, from dismissal until 6:00 PM daily. Parents have found the program to be well supervised, accommodating to changing schedules and needs and fun for the children.

In addition to the daily afterschool options, Sports & Stuff provides special programs on holidays and half-days.

For more information, please contact Gregg Lauber directly at 212-595-1000.

CHANGES IN YOUR CHILD'S AFTERNOON SCHEDULE

Teachers will always follow the regularly scheduled dismissal procedures that parents give them at the beginning of the year.

Any changes due to other adults picking up your child, appointments, play dates, Sports N Stuff, other afterschool programs, other activities...**MUST BE MADE IN WRITING...**to the teacher and/or main office.

In emergencies, a telephone call may be made to the main office, no later than 2:00PM on the same day (this is to ensure that your child and the teacher receive the information in time). Any child who delivers a verbal message to the teacher without a note will be sent home according to the usual procedure, with no change made.

IF YOUR CHILD NEEDS TO LEAVE EARLY ON A PARTICULAR DAY

We encourage all students to remain in school for the ENTIRE school day, until teachers dismiss at 2:50PM. Except for unavoidable circumstances, please do not schedule appointments (doctor, dentist, etc.) during the school day. We also urge you to avoid scheduling lessons, babysitter pick-ups, etc. until after the school day. In the rare instance when it is necessary to pick up your child before the regular dismissal time, please follow these procedures:

- Sign in at the security desk.
- Go to the main office.
- Give school personnel your child's name and class. The office will call for your child to meet you in the office.
- Sign your child out in the Log Book in the office.

Please remember that anyone picking up your child must be over 18 years old.

We realize that parents can sometimes be in a rush to make an appointment, etc. However, please realize that it will take a few minutes for your child to pack up and get to you in the office. It will be necessary for you to leave enough time for your child to be properly signed out before he/she leaves the building – it usually takes about 20 minutes. Please also remember that these procedures are meant for the safety of your child.

INCLEMENT WEATHER MORNING DROP-OFF PLANS



*Inclement Weather Plans are **ONLY** implemented when the rain is severe and/or immediate school yard conditions are snowy or icy.

Kindergarten and 1st grade students:

Use the school entrance nearest West End Avenue.

Please plan your travels so that you are arriving to school by 8:30AM!
There will be staff present to direct your children to their classrooms.
Parent/Guardians are asked NOT to enter the building.

2nd, 3rd, 4th and 5th grade students:

Students should proceed directly to their classrooms at 8:30AM
via the school's main entrance.

Please plan your travels so that you are arriving to school by 8:30AM!
There will be staff present to direct your children to their classrooms.
Parent/Guardians are asked NOT to enter the building.

*Dismissal procedures will be communicated later - during the school day - if they are to be **different** from our normal procedure.

**Thank you, in advance, for your cooperation.

BREAKFAST

Breakfast is available to all students at no cost, provided by the City of New York. A monthly menu, listing the planned selections, is posted next to the kitchen door and can be viewed online at www.ps199pta.org.

The cafeteria opens at 8:00 AM and breakfast is served until 8:20. Parents are welcome to remain in the cafeteria with their children during breakfast. It is also supervised by a staff member. At 8:25, all students must exit the cafeteria to go to their morning line-up spots.

LUNCH

There are three 55 minute lunch periods for the various grades, which includes eating in the cafeteria and recess time for play. Students eat lunch with their classmates at assigned tables for approximately 20-30 minutes. Your child's teacher takes lunch at the same time as his/her class. Therefore, out-of-classroom teachers and paraprofessionals supervise the children at this time.

The school cafeteria serves a hot lunch every day as well as sandwiches, salad bar, fruit and vegetables. This is provided by the Office of School Food and Nutrition and is available to all students on any given day. Students may choose to have the school lunch as frequently or rarely as suits you. In September of each year, a "lunch form" is sent home to families to determine what fees would be charged to a family if a child chooses to eat school lunch. You can pre-pay with a credit card or wait for a monthly bill.

Go to www.myschoolbucks.com to avoid the hassle of writing checks.

Many families choose to send a lunch from home. We encourage parents to put healthy food in their children's lunch packs. For safety reasons, no glass bottles, jars or containers are allowed in school.

RECESS

In good weather, children go outside to play in the schoolyard after eating. On such "outside days" all children must go outside and should be dressed appropriately. We prefer to send the children outside unless the weather is brutally cold, windy, wet or snowy. Children should wear warm outdoor clothing in the winter so they have the option of being outside as much as possible. Such clothing must include hats, gloves and heavy coats.

In inclement weather, the children view an (age-appropriate) children's movie in the auditorium.

PUBLIC TRANSPORTATION

If your child does not ride one of our yellow school buses and you live more than ½ mile (for kindergartners, 1st and 2nd graders) or more than 1 mile (for 3rd, 4th and 5th graders) from the school, your child may be entitled to a MetroCard student pass for public transportation to and from school.

Dual transportation on both the yellow school bus and public transportation is not permitted.

Please inquire in the main office regarding any transportation needs.

HOW SECURITY IS MAINTAINED AT PS 199

A Security Officer is on duty at all times at the main entrance to the school. All adults wishing to enter the building at any time, for any reason, must use the West 70th Street main entrance where the Security Officer is located.

All visitors, including parents, must sign in at the security desk, showing identification, and obtain a Visitor's Pass, which is to be worn while in the building. Every visitor's next stop MUST be the main office, where you will be directed to your destination. In cases where a scheduled activity is taking place, the security officer may allow you to go directly to your destination.

Visitors' passes allow school personnel to easily identify everyone throughout the building (and can alert us to potential intruders) and exist for the safety of your children. Parents must cooperate with this rule or school safety is seriously compromised. We cannot maintain tight security unless other building entrances (such as the cafeteria and rear doors) are kept off-limits. A lax security system would potentially allow unsafe incidents to occur. PLEASE HELP US MAINTAIN THIS POLICY AND DO NOT TRY TO CIRCUMVENT THIS RULE.

For parents or visitors using a wheelchair, the ramp on West 70th Street (closer to West End Ave) provides access to the building. There is a doorbell that will alert staff inside to open this door for entry.

A copy of the School Safety Plan, which details information about handling emergencies, evacuations, etc., is always available for parents to read. You may ask for it in the main office.

It is vital that you keep the blue emergency cards accurate with up-to-date information. Please notify the main office (and your child's teacher) if there are any changes in phone numbers, addresses or contact people. In the case of an emergency, these blue cards are our source for contacting you.

THE DISCIPLINE POLICY AT PS 199

The discipline policy at PS 199 reflects the policy of the New York City Department of Education. School rules and regulations will be enforced fairly, firmly and consistently. Our regulations recognize that as students' progress in school and advance in age and maturity; they must assume greater responsibility for their actions.

Our discipline code exists to ensure that all students behave responsibly towards themselves, their peers, school personnel and property.

Poor or disruptive behavior includes the following:

- Engaging in or causing physical altercations.
- Threatening and/or intimidating others, which include bullying.
- Using profane or offensive language, including discriminatory messages.
- Defacing or damaging school property or the property of others.
- Stealing.
- Cheating.
- Defying the authority of school personnel.
- Leaving the classroom or school grounds without the permission of/or supervision by school personnel.
- Excessive noise or interruption either in the school classroom, halls or other parts of the school building.
- Lateness and/or excessive absence.
- Bringing prohibited items to school. This includes weapons and dangerous implements, as well as hard baseballs, wooden or aluminum baseball bats or fireworks. Though not dangerous, other items are also not permitted in school, either due to their value or interference with school activities – iPods, cell phones, video games, water guns, rollerblades, scooters and skateboards. In some cases, when a child must bring such an item to school for afterschool use, he/she is responsible for keeping it inside a backpack and the school cannot take responsibility for it.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Consequences are based on the following:

- The seriousness of the behavior.
- The frequency with which the child engages in the behavior.
- Whether the behavior including bullying behaviors has caused physical harm or serious emotional distress to another person(s).
- Whether the behavior creates an unsafe environment for the child or others.

The consequences below reflect the broad range of actions that might be taken and are not in any particular order:

- Discussion with the teacher in charge.
- Written responses in the form of an explanation and/or apology.
- Discussion with the school counselor.
- Discussion with the assistant principal.
- Discussion with the principal.
- Parent notification.
- Guidance conference with the student, parent, teacher and administration.
- Peer mediation.
- Time out from an activity.
- School service.
- Suspension.

THE DISCIPLINE POLICY FOR BUS RIDERS

Children riding the school bus are expected to follow basic safety rules and courtesy when aboard the bus. The bus driver is responsible for the safe operation of the vehicle as well as making sure that children obey the safety rules.

The school bus rules are:

- Stay seated while the bus is in motion.
- Do not climb on or over the seats or play beneath them.
- Do not open or close windows unless instructed to do so by the driver.
- Do not extend hands or objects out of the bus windows.
- Use appropriate language.
- Do not engage in any physical fighting or provocations.
- Do not eat or drink.

If your child is reported for breaking any of the bus rules, you will receive a Warning Letter of concern from the school. If a second infraction occurs, your child will not be permitted to be on the school bus for 5 school days. In such cases, you will need to find alternative transportation for getting your child to and from school.

ILLNESS

PS 199 has created a set of guidelines, in accordance with general medical standards, to help parents decide whether it is necessary to keep an ill child at home.

Your child should not attend school if he/she has any of the following symptoms:

- Evidence of infection, sore throat and swollen, tender, painful neck glands
- Fever of 100* or higher (including having such a fever in the past 24 hours)
- Wheezing which continues to be labored one hour after medicine is given; breathing pattern that is labored
- Weakness that makes it difficult to take part in usual daily activities
- Vomiting
- Diarrhea
- Earaches
- Persistent cough
- Body rash
- Pink eye
- Ringworm
- Lice

If your child shows any of the above symptoms while at school, you will receive a call from the school nurse to take your child home. He/she may return to school when symptoms have cleared and/or if he/she has not had a fever for 24 hours.

(continued)

The school nurse asks that you send a doctor's note with your child after the following illnesses:

- Strep throat
- Conjunctivitis
- Chicken pox
- Ringworm

WHAT TO DO WHEN YOUR CHILD IS ABSENT

If your child is absent for a day or two it is not necessary to telephone the school. However, a note explaining the absence should be given to your child's teacher upon his/her return to school. It is a good idea to have the home telephone numbers of several classmates so that your child can work on any homework assignments if he/she is feeling well enough to do so.

Should a longer absence be anticipated, please contact the school office so that the teacher may be notified. Should your child contract any communicable disease such as chicken pox, ringworm or measles, please call the office immediately. A doctor's note is required upon return after an extended absence.

IF YOUR CHILD GETS SICK OR HAS AN ACCIDENT DURING SCHOOL

If a child becomes ill or is injured during the school day, the nurse will contact the family. It is therefore extremely important to make sure that the school has accurate information on its (blue) emergency card. (You will receive this card at the beginning of each school year and are asked to complete it and return it to the office promptly. If information changes throughout the school year, please update your child's teacher and the office.)

In case of serious illness or injury, a child may be taken to the hospital by ambulance. However, unless a life-threatening situation exists, the school or hospital will wait for a parent to arrive before proceeding.

Minor mishaps are treated with soap, water, icepacks, band-aids and "TLC". If your child has special needs, please contact the main office.

IF YOUR CHILD NEEDS TO TAKE MEDICATION DURING THE SCHOOL DAY

Without written medical consent it is prohibited for the school to dispense medication to a child. If your child needs medication during the day and cannot administer it to him/herself, please call the school nurse at 212-799-2278. If your child is taking daily medication, it is requested that you contact the school nurse.

For the safety of your child, we urge you to keep your child's teacher informed of any medications taken and of any particular medical conditions.

A MEDICAL EXAM IS REQUIRED FOR ADMISSION TO SCHOOL

All children entering school must submit a completed health report. Medical forms are distributed to all entering students upon registration. This form must be completed prior to the first day of school. A separate hearing and vision screening is also requested.

LICE

Prevention is the best way to avoid lice. There are some ways to reduce the possibility of an infestation. The following suggestions can be useful for all families:

- Check all family members, including children and adults, on a regular basis and in particular, before returning to school after a vacation.
- Thick styling gels do prevent lice from nesting in hair.
- Longer hair is more likely than short hair to allow lice to infest.
- Teach your child to not share hats with other children.
- Watch KID-MAIL. It is our policy to notify the families of a class that has had an outbreak. (We send home a letter to the affected classes, but not to the entire school.)

The PTA funds a professional service dedicated to the identification and eradication of lice and nits, which visits our school four times a year to check all students. In cases where lice are found, students are sent home with information and instructions for care. In order for a child to be checked for lice, a permission slip must be signed. Permission slips can be obtained in the school office.

SCHOOL TRIPS

A SIGNED PERMISSION SLIP IS REQUIRED FOR CHILDREN TO PARTICIPATE IN ANY SCHOOL TRIP.

The Dept. of Education is very firm about this. If your child forgets his/her permission slip, it is NOT possible for the school to accept permission at the last moment via telephone. All permission must be made in writing.

School trips are planned throughout the school year and vary in nature and frequency from class to class. They allow for children to experience learning in a different forum and can be very enjoyable. We consider school trips to be a vital part of the curriculum; all students are expected to participate in school trips. If circumstances arise that do not allow your child to attend a particular event, please discuss this with the teacher.

Children who cannot go on trips are still expected to attend school and will be assigned to another class for the duration of the trip.

Families are asked to pay for each trip. However, the PTA has always provided funds so that no child will miss a school trip due to financial need. The PTA trip fund is used for subsidizing purposes and/or transportation needs for physically challenged students. Any contributions that families make to the trip fund are always welcome.

Parents are often encouraged to attend school trips with the class. Teachers will inform you about this based on the individual needs and possibilities for each trip.

PS199 has several notable trips that have become special traditions at our school. The entire kindergarten class attends the Big Apple Circus each year. The fourth graders go to Philadelphia and the fifth graders spend several days at the Frost Valley YMCA located in the Catskill Mountains.

SUPPLIES YOUR CHILD WILL NEED

This varies from class to class. Some grades may send home a supply list over the summer to give you a head start. In other cases, teachers may purchase quantities of specific items for their new students and ask parents to simply reimburse them. Another possibility is that a teacher may send a note home at the beginning of the school year to list what supplies will be needed. It is helpful to follow the recommendations of the teacher in determining what purchases to make.

During the school year there may be a need to replenish certain items. Teachers will keep you informed.

The PTA sells "PS 199" t-shirts, sweatshirts and backpacks. It is a good idea to have your child wear a PS 199 t-shirt or sweatshirt on class trips. This can enhance safety. Items are usually sold at the monthly PTA meetings as well as other fund-raising events.

YOUR CHILD'S PERSONAL ITEMS

PS 199 cannot be responsible for personal items.

LABEL ALL PERSONAL ITEMS WITH YOUR CHILD'S NAME!

Toys, electronic devices, computerized games and headphones MAY NOT be in school. We believe that items such as these cause distraction if taken out during the school day and cause potential problems in places such as the cafeteria and yard at recess. If an occasion arises in which your child's teacher permits personal items, this property is the sole responsibility of your child. For safety precautions, as well as the reasons mentioned above, we ask that wooden bats, Frisbees and footballs not be brought to school either.

Cell phones: Students are not permitted to use cell phones during the school day. When necessary, students may ask to use one of the office phones to contact a parent.

LOST & FOUND

The Lost & Found is in a rolling wire rack that is located in the cafeteria. Parents should check this rack frequently for missing property. Unclaimed items are donated to charity every month. LABEL ALL CLOTHING WITH YOUR CHILD'S NAME. Jewelry, watches, eyeglasses and keys that are found are stored in the main office. Please ask office staff to check for such items.

CLOTHING CONSIDERATIONS

There is no dress code at PS 199, however, we do make some recommendations. It is very important to send proper outdoor gear in cold weather – boots, warm jacket/coat, gloves, hat and scarf. It also helps to wear loose clothing and sneakers on gym days.

For younger students who may have occasional toileting accidents in school, parents are asked to provide an extra set of clothing to be kept in school. It will help make your child feel more comfortable and reduce potential embarrassment in such a situation.

Despite the popularity of hats, including baseball hats, PS 199 does not allow them to be worn indoors. They can be distracting and intrusive in class. We also feel that it is important for the school to introduce conventional and appropriate social behaviors – that hats are generally not worn indoors. If a need arises for your child to wear a hat for specific reasons, please discuss this with school personnel.

SNACKS / EATING

Some teachers schedule snack time to take place in the classroom, either mid-morning or late in the day. You will find out about individual class plans at the beginning of each school year.

Gum chewing is not allowed during school.

We welcome adults to visit our classes for many activities, but ask that you not carry beverages around the school.

OUR ARTS PROGRAMS / PERFORMANCE OPPORTUNITIES AT PS 199

PS 199 has an excellent and varied arts program, funded by the PTA, which enriches the educational experience of all our students. We are immensely proud of the quality of these extraordinary programs and grateful for the dedication of our arts teachers and other staff members who provide this for your child.

Chorus: All students in grades 2, 4 and 5 receive musical instruction in a chorus-based program. This means that all classes on their grade work with the music teacher, learning songs throughout the year, culminating in performances that students and parents are invited to enjoy.

Very Young Composers: The NY Philharmonic offers fourth grade students a chance to learn composing in an afterschool program. Typically, there are twelve weeks of classes, beginning in February. Students are selected based on their interest and willingness to make a sincere commitment as well as an application essay. The culminating event is a performance of their compositions by NY Philharmonic musicians!

Lincoln Center Education: Lincoln Center Education (LCE), the educational cornerstone of Lincoln Center for the Performing Arts, is a global leader in education and the arts. Founded in 1975, the Institute is known for its inventive repertory, and brings dance, music, theater, and visual arts into classrooms. Each year a teaching artist from LCE comes to PS 199 to teach dance to our kindergarten students. The culmination of the program is a performance for the parents.

New Victory Theater: The PS 199 first grade participates in the New Victory Education Partnership Program. As part of the program, the first grade students attend a number of performances at the New Victory Theater.

Wing Span Arts: As Wingspan Arts strives to fulfill the mission of connecting students to the arts and the arts to life, they are able to provide custom designed programming to every school or organization they work with. With our program at PS 199, 1st and 2nd graders are guided to combine storytelling and imagination – creating a deeper understanding of drama and performance. Students have the opportunity to engage in the basics of acting, scene study, character creation, playwriting and performance.

New York Philharmonic: The School Partnership Program stimulates students' creativity and understanding of music through the experience of symphonic music. In studying great musical works, attending live performances of the New York Philharmonic, and composing music of their own, students acquire focused listening skills, performance skills on recorder, musical literacy both symbolic

and verbal, strategies for group work, knowledge of cultural history, and a personal relationship to the art of music. A teaching artist from the NY Philharmonic works with the students in grades three four and five each year.

National Dance Institute (NDI): NDI provides a comprehensive in-school dance program for the PS 199 first and fourth grades. NDI teaching artists work with a theme throughout the year, which they integrate into lessons and which inspires the design of a cohesive culminating performance. In addition to the end of year performance event, there is also a mid-year performance in which the students can showcase their growing skills.

National Dance Institute (NDI) Special Forces: Approximately a dozen general education students are recruited for the Special Forces – who work with Class 126. The professional dancers from NDI determine which students to invite to Special Forces after working with all first and fourth graders throughout the fall semester. Students who join Special Forces have two periods of dance on Thursdays, the first with their class and the second during their recess period. Special Forces participants are also part of a Saturday NDI program.

Here is a typical schedule of performances:

Mid-December:	2 nd grade Chorus
January/February:	NDI – 1 st and 4 th graders, Special Forces
Late Spring:	Performance of Very Young Composers' pieces, Wingspan Arts – 2 nd grade
Late Spring:	NDI - 1 st and 4 th graders, Special Forces
Late Spring:	Lincoln Center Education, Sharing Hour with Kindergarten
Early June:	Choruses: 2 nd , 4 th , 5 th grades

**PS 199 is proud to have a number of Arts Partnerships
in which the children participate.**

BIRTHDAY PARTIES & HOLIDAY CELEBRATIONS

Policies on celebration vary per grade and class. It is best to find out what the policy for your child's class will be at back-To-School Night. If any celebrations are to be included in the school day, please discuss this well in advance with your child's teacher.

Nothing crushes a young spirit more than the realization that one is among the few (or the only one) excluded from a classmate's birthday party outside of school. Please be considerate and do not distribute party invitations at school unless everyone in the class is included.

Holiday celebrations also vary from class to class. Please know that any holiday celebrations are planned in a thoughtful manner and are optional for students who do not wish to participate. You can always discuss any considerations that may come up with your child's teacher.

SCHOOL LEADERSHIP TEAM

The School Leadership Team is a joint committee of staff and parents and is one of the mandated policy-making structures of the school. Parent members of the SLT are elected at the May PTA meeting; however they are open to everyone to attend. SLT meetings are held biweekly before school hours.

PS 199 PTA

The PTA is an integral part of PS 199. It plays an important role in boosting community spirit by building bridges between parents, teachers and administrators. The active involvement of parents is essential to the success of the PTA. The main objectives of the PTA are to promote:

- The education, safety and welfare of our children
- Parent education
- Good home-school relations
- Communication between faculty and parents

The PTA Executive Board, an elected body, initiates and leads fundraising activities as well as community-oriented activities. Parents participate in many different ways to become part of the school community. These activities support the school and provide excellent social venues for children and families to enjoy each other's company.

Several committees are in place to carry out specific activities. It is through working in these committees that parents can make a difference. Your participation is welcomed and encouraged. A list of the committees and contact information is available at any PTA meeting and/or on our website: www.ps199pta.org.

The ways to participate and volunteer are more than we can list here! The PTA is eager to find ways for any interested parent to donate time and interest, regardless of schedules, funds or other constraints. All participants are welcome! If you would like to volunteer please contact ps199pta@ps199pta.org

PTA meetings are held once a month throughout the school year. They are usually held from 6:30-8:00 PM in the cafeteria and morning meetings are usually held twice a school year. Topics discussed can be business matters, such as financial reports, information about ongoing activities, presentations by teachers about various curriculum matters and updates and information from the administration.

***FREE CHILDCARE IS AVAILABLE FOR (CURRENT) PS 199 STUDENTS WHOSE PARENTS ARE ATTENDING THE PTA MEETING.**

“WORK HARD...BE KIND”