

About Us

Vision & Mission Statements

Vision Statement

We are committed to nurturing our children in a K-8 community where family members and staff work to meet the needs of our children academically, socially, and emotionally. We strive to provide our students and teachers with a variety of opportunities to grow as individuals; to teach and learn by inspiring each other to be creative and productive. We aim to provide our children with a strong academic environment and the life skills needed to be problem solvers, leaders and innovators of their generation. We are dedicated to fostering and practicing **Respect, Opportunity, Acceptance and Resilience (ROAR)** in our classrooms and in our community.

Mission Statement

Our K-8 Professional Learning Community Culture will provide our children with coherent and cohesive interdisciplinary curricula that include the Sciences and the Arts (STEAM) delivered through research-based teaching and learning practices. We believe the foundation for academic success is achievable through: 1) Staff knowing the individual needs of our students, 2) Staff providing each student with the resources s/he needs to grow and develop into active learners, 3) Both students and parents being active participants who take ownership for learning, and 4) The school community providing the resources and opportunity to ensure that each student is prepared for his/her next educational level.

At PS/IS 30, we ensure a safe and secure school environment dedicated to teaching Respect for ALL and developing strong, conscientious, caring, and resourceful students. The Positive Behavior Intervention Support program (PBIS), driven by our core values (ROAR), in addition to the “Leader In Me Program” will instill in our students a sense of pride and respect for oneself, each other, and the community.

We believe that active parental involvement plays a major role in students’ achievement; our students do best when parents are involved. We believe that our students should be active members in our school and surrounding community by partnering with community-based organizations and participating in service learning to encourage development, responsibility, and accountability.

MARY WHITE OVINGTON PS/IS 30
Where LEADERS ROAR!

Our Principles & Habits of Mind

R.O.A.R.

RESPECT: We respect ourselves, each other, and our Community. We are caring and show compassion.

OPPORTUNITY: We are here to be successful learners. Our main purpose is to learn. We use our time wisely. We are positive thinkers and demonstrate positive actions.

ACCEPTANCE: We are members of a diverse community. We demonstrate cooperation, tolerance, and team spirit. We have a common purpose.

RESILIENCE: We are committed to excellence. We seek out challenges and persist at complex tasks. Failure is not an option.

Seven Habits of Highly Effective People

- Habit 1:** Be Proactive
Take responsibility for your life.
- Habit 2:** Begin with the End in Mind
Define your mission and goals in life.
- Habit 3:** Put First Things First
Prioritize, and do the most important things first.
- Habit 4:** Think Win-Win
Have an everyone-can-win attitude.
- Habit 5:** Seek First to Understand, Then to Be Understood
Listen to people sincerely.
- Habit 6:** Synergize
Work together to achieve more.
- Habit 7:** Sharpen the Saw
Renew yourself regularly.

School Hours



Both buildings open at 7:30 am for breakfast.

Monday	8:00 – 2:20	
Tuesday	8:00 – 2:20	Parent Engagement 2:20-3:00
Wednesday	8:00 – 2:20	
Thursday	8:00 – 2:20	
Friday	8:00 – 2:20	

The school is not responsible for any child that arrives or is dropped off before the designated time.

For the main building at 7002 4th Ave., students must enter through the school yard entrance which is on Ovington Ave. between 3rd & 4th Avenues. Doors will close at 8:10; late students will enter through the main entrance.

No child should enter from the front of the building before 8:10 am except for children arriving by yellow school bus.

For students attending the Early Childhood Academy at 415 Ovington Ave., arrival is through the main entrance. Students will go directly to the cafeteria.

Classes begin promptly at 8:00 am. We ask that your child arrives before 8:00 to avoid being marked late. A child who arrives late is missing valuable instruction and may face other disciplinary consequences.



Bell/Lunch Schedule **2017-18**

Monday –Friday

Periods	Lunch	Begins	Ends
*Official Class		8:00	8:03
1		8:04	8:49
2		8:50	9:36
3		9:37	10:23
4	K(Annex) 3 rd gr + 4 th gr	10:24	11:09
5	1 st gr (Annex) 6 th gr + 7 th gr	11:10	11:56
6	2 nd gr (Annex) 7 th gr + 8 th gr	11:57	12:42
7		12:43	1:29
8		1:30	2:16
**Official Class/Dismissal		2:17	2:20

- * Drop off personal belongings in designated classroom.**
- **Pick up personal belongings from designated classroom for dismissal. Attendance will be taken during Period 2.**

PS/IS 30 Contact Sheet

Main Offices

7002 4th Avenue

Telephone Number
Fax Number

718-491-8440
718-491-8445

Early Childhood Academy (E.C.A.) - Annex
 415 Ovington Avenue Telephone Number
 Fax Number

718-491-5684
 718-491-0071

Principal Mrs. Heeraman CHeeraman@schools.nyc.gov		
A.P. 6th – 8th gr Mr. Idriss ext. 4161 ZIdriss@schools.nyc.gov	A.P. 3rd & 4th gr Ms. Athanasakos ext. 2011 Cathana@schools.nyc.gov	A.P. K – 2nd gr Mrs. Willock (E.C.A.) ext. 1000 AWilloc@schools.nyc.gov
Office Staff at 7002 Security 718-491-5684 ext. 1182 Principals Asst./Payroll Secretary: Ms. Delaney ext.1012 MDelaney3@schools.nyc.gov Pupil Personnel Secretary Ms. Chen/Ms. Romeo ext. 1014 GRomeo@schools.nyc.gov Dchen7@schools.nyc.gov Pupil Attendance & Bus Coordinator: Ms. Gassoso ext.1017 RGassoso@schools.nyc.gov		Office Staff @ Annex Security: 718-491-5684 Secretary: Ms. Collins - main office HCollins4@schools.nyc.gov Pupil Attendance: Ms. Santiago – main office GSantiago@schools.nyc.gov

<u>Title</u>	<u>Name</u>	<u>Room</u>	<u>Ext.</u>	<u>Email</u>
Parent Coordinator/ Liaison	Ms. Moscatello	103	Ext. 1032	DMoscatello@schools.nyc.gov
Dean of Discipline	Ms. Chadonic	214	Ext. 2141	MChadonic@schools.nyc.gov
	Mr. Rosenzweig			Arosenz2@schools.nyc.gov
Community Assistant	Ms. Atmani	101	Ext.1011	IAtmani@schools.nyc.gov

<u>Title</u>	<u>Name</u>	<u>Room</u>	<u>Ext.</u>	<u>Email</u>
School Based Support Team:				

Gr. 3-7	Guidance	Ms. Allen	C19B	Ext. 1902	AAllen7@schools.nyc.gov
Gr. K-2 & 8	Guidance	Mr. Houston			Jhouston@schools.nyc.gov
Special Education Liaison		Ms. Lloyd	Annex		LLoyd3@schools.nyc.gov
	Psychologist	Ms. Eskander	C19A	Ext.1904	HEskandar@schools.nyc.gov
	Social Worker	Gloria Williams	C19A	Ext. 1904	GWilliams11@schools.nyc.gov
Speech Pathologists					
		Ms. Kaplon	Annex		AKaplon@schools.nyc.gov
		Ms. Harrison	125	Ext. 1251	MHarrison8@schools.nyc.gov
Occupational Therapists					
		Michael Glancy			Mglancy3@schools.nyc.gov
		Elizabeth Seldin			Eseldin@schools.nyc.gov
		Elena Toltchelnikova			Etoltchelnikova@schools.nyc.gov
Physical Therapist		Noha Ahmed			Nahmed8@schools.nyc.gov
Health Office					
	Nurse	Ms. Khoury	102	Ext .1022	AKhoury3@schools.nyc.gov
	Nurse	Ms. Chan	Annex	718-765-1249	DChan2@health.nyc.gov
Office of School Health @ 7002		Mr. Fayerberg			DFayerberg@schools.nyc.gov
Parent Teacher Association (PTA) Executive Board (2017-18)					
	President	Rebecca Cartagena			Rcartagena60@gmail.com
	Co-President				
	C. Secretary	Jaquelina Carrero			
	Treasurer	Natasha Pimentel			MrsPimentel12@gmail.com
	Power of Two Volunteer Program	Lesley Tubbs			psis30pta@gmail.com

School Website - <http://psis30pta.org/>

Comprehensive Educational Plan (CEP) Goals 2017-18



1) Collaborative Teachers

By June 2018 100% of teachers will participate in peer inter-visitation structures to enhance all instructional practices that impact students' performance and support best-teaching practices. This will be measured by the use of the peer inter-visitation protocol tool every cycle of team visits.

2) Rigorous Instruction

By June 2018 100% of teachers will demonstrate routines "habits of mind" to enhance disciplinary literacy in all classrooms. This will be measured by the use of the Danielson's Framework of Teaching during teachers' observations by administrators.

3) Effective School Leadership

By June 2018 100% of administration will monitor systems in place for: Rigorous Instruction, Collaborative Teachers, and Supportive Environment. This will be measured by using Cycle of Inquiry protocol at the end of every marking period.

4) Supportive Environment

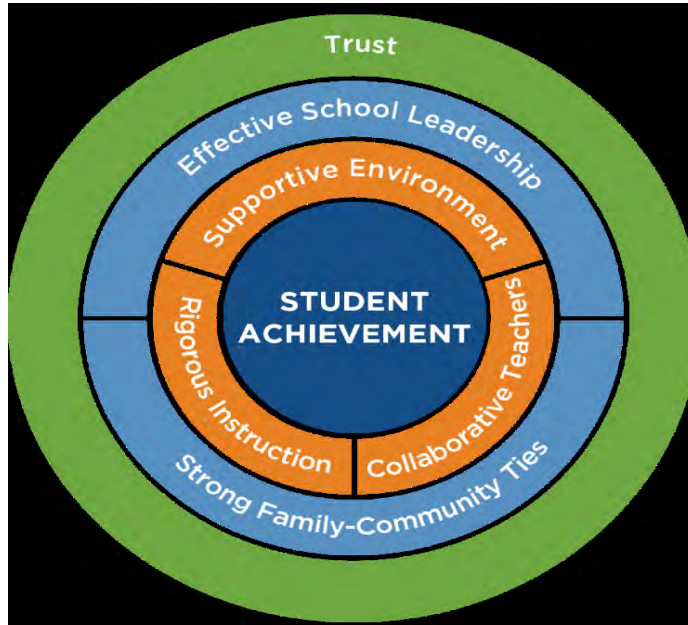
By June 2018, PS/IS 30 staff and students will adopt and implement a K-8 social emotional learning (SEL) program to support and enhance our PBIS and RTI frameworks. This goal will be measured by using the SEL program's evaluation protocols at the end of the every marking period.

5) Strong Family-Community Ties

By June 2018, PS/IS 30 will increase student-driven opportunities for Family and community involvement in activities and events by 50%. This goal will be measured by the results of the school's learning survey and the agendas, sign-in sheets, and feedback surveys on the events.

The Framework for Great Schools

The Framework for Great Schools is a fundamental change to the way the Department of Education will partner with our schools.



The Framework for Great Schools will –

- Allow the district to develop a holistic, research-based approach to school support and accountability that recognizes and celebrates what schools do every day. Our approach will honor the fact that students are more than just a test score.
- Provide tailored support to schools and foster professional learning communities.
- Hold schools and the school system accountable for the shared goal of building capacity to drive student achievement.
- Replace the spirit of competition with one of collaboration and establish a common language for improvement.
- Bring together the strengths of schools and their communities to support students throughout the school day and beyond.
- Advance educational attainment by preparing every New York City public school graduate to compete in the 21st-century workplace.

Six Elements of the Framework for Great Schools

Rigorous Instruction

Instruction is customized, inclusive, motivating, and aligned to the Common Core. High standards are set in every classroom. Students are actively engaged in ambitious intellectual activity and developing critical thinking skills.

Supportive Environment

The school establishes a classroom and school culture where students feel safe, supported, and challenged by their teachers and peers.

Collaborative Teachers

Teachers are committed to the success and improvement of their classrooms and schools. They have the opportunity to participate in professional development within a culture of respect and continuous improvement.

Effective School Leadership

Principals lead by example and nurture the professional growth of teachers and staff, developing and delivering the instructional and social-emotional support that drives student achievement.

Strong Family-Community Ties

School leadership brings resources from the community into the school building by welcoming, encouraging, and developing partnerships with families, businesses, and community-based organizations.

Trust

Everyone works toward the shared goal of improving student outcomes, preparing students for success in school and beyond. Across the school community, there is respect. School staff, parents, students and administrators value each other.

From-

<http://schools.nyc.gov/AboutUs/schools/framework/default.htm>

Student I.D. Cards

Students in grades 6-8 will be issued 1 student Photo/ID card for all 3 years at PSIS 30 which will be used for attendance and lunch. It is important that students secure their ID cards during breaks and over the summer, and keep their card in possession during all regular school days. If lost, the first card is replaced free of charge. Additional lost cards can be replaced for a \$5 fee.

Students should put a request in writing to be left with personnel in the main office.

School Bus

General Education bus service is limited. Students in K-2 must live more than a half mile from school. Students in grades 3 & 4 must live more than 1 mile from school. **If you have any questions you can call the office OPT 718-392-8855.**

Metro Cards

Students (6-8) residing outside of a given distance from the school are provided with an MTA Student MetroCard. The pass enables students to ride to and from school for free or half-fare and is valid on school days only. The type of pass a child receives is predetermined by the DOE based on each child's official home address. Metro cards will usually be given out by the 2nd day of school.

Eligible students will receive two student MTA cards per year, one in Sept. and one at the beginning of February.

If a student loses their card during the school year he/she should go to the main office to request a new card. The replacement of a lost card is a complicated administrative task **and students are expected to take care of their card and not lose it. If you have any questions you can call the office OPT 718-392-8855.**

Celebrations

K-2 school children can celebrate their birthdays in class from 2-2:20 with a written request submitted to the teacher in advance and with Assistant Principal and teacher approval. Sibling(s) cannot be removed from their class to participate.

3-8 school children and their parents are not allowed to bring in food, drink, balloons, etc to share with the class during the school day.

Parent Involvement

The PS/IS 30 PTA has a volunteer program called **Power of 2**. This program asks all parents to get involved with the community of our school by committing to just 2 hours of helping out. We know that kids at schools with involved parents perform markedly better on all kinds of key school measures.

Visit the school website for a detailed school calendar and more ways an information on what's happening at www.psis30pta.org .

Problem Solving Protocol

Even though we try to think of ourselves as one big happy P.S. /I.S. 30 family, sometimes problems will arise. If you have an issue that needs to be resolved, begin with the person you have the problem with. Give them an opportunity to understand and resolve the issue. If this person is a faculty or staff member, and if the issue is not resolved, immediately contact one of the Assistant Principals. If it is still not resolved contact the Principal at (718) 491-8440 and set up a meeting.

All other concerns and issues should be addressed using the **Chain of Communication Protocol** in the following order:

Parent Coordinator/Community Assistant/Teacher
Dean of Discipline
Guidance Counselor
Assistant Principals
Principal

Make an earnest attempt to resolve the problem on the school level first.

Pupil Personnel Team (PPT)

The PPT meets to discuss general education students with academic needs as well as social emotional needs. A teacher or a parent may suggest that a student be brought up for discussion. The path to a student's referral for special education services starts with the PPT. The PPT is made up of a selected group of staff chosen by the principal that meet on a monthly basis. A request for a student review can be made through the Guidance Counselors (see page 6 for contact information).

School Implementation Team (SIT)

The SIT meets to discuss students with an Individualized Education Plan (IEP). The SIT reviews student progress in meeting the goals listed on the students IEP. The SIT is made up of relevant staff necessary to your child's progress. This group of individuals is called the School Based Support Team (SBST) see page 6 for contact information.

Important Forms

Many important forms will be sent home with your child. Please check your child's book bag or ask him/her for the forms especially during the first days of the new school year. Forms will include, but are not limited to blue emergency cards, the pick-up procedure form, home language surveys, and neighborhood trip permission slips.

We ask that you complete and return all forms you receive making sure that the information is accurate. **In addition, please notify the school of any changes of address or telephone numbers** in person with proper documentation.

Fire & Emergency Drills

Evacuation Drills

Fire and other emergency drills will be held on a regular basis based on the guidelines issued by the New York City Department of Education. Absolute silence is required during emergency drills so students and staff may listen for instructions from safety personnel.

All teachers have an emergency folder that contains family contact numbers and pertinent medical information for the students in their class. Teachers are instructed to carry these folders with them during drills. Students and faculty with limited mobility will be escorted to Fire Rooms (FDNY approved rooms that are fire safe). Students in Fire Rooms will be accompanied by an adult.

In the event of a real emergency, we will make a call based on information from safety officials about whether to remain in the building or to move to another building.

The evacuation site for PSIS 30 grades K-8 is,
The H.S. of Telecommunications
67th st. and 4th ave.

Parents will be notified through text messages, emails and phone calls.

Procedures for Citywide Emergencies, Extreme Conditions or Major Storm Days

In emergency situations, the Chancellor will make an announcement to all public schools in the city that schools will close or will have a delayed opening. This announcement is made in consultation with other city officials.

When there is an authorized citywide school closing or delayed school opening, all field trips and all after-school programs will be cancelled unless the Chancellor makes an announcement to the contrary. When there is an authorized citywide delayed school opening, Special Education school buses will run, but their arrival times will be delayed by two hours. It is expected that

when there is a delayed opening, students will be in school until their regular dismissal time. However, if citywide emergency conditions or a storm worsen, the Chancellor may have to announce an early dismissal. The Chancellor will notify bus services of the earlier dismissal schedule. School staff will remain in school with children until they are picked up. You should have plans in place with someone who can take care of your child in case of early dismissal. Your child should know of these plans. Please note that you must have these **emergency contacts listed on the Blue Card.**

Pupilpath/Skedula

Pupilpath is a school management system to help teachers keep parents and students aware of important information regarding their child's education.




First Step to PUPILPATH

To register at pupilpath.skedula.com you will need an email address, your child's **OSIS number** this is a nine-digit **number** that is issued to all NYC students and your child's date of birth. If you do not know your child's OSIS number please reach out to the Parent Coordinator or Community Assistant (see contact sheet on page 5-6)

For a "QUICK GUIDE TO PUPIL PATH" <https://pupilpath.skedula.com>

Lunch Policy

Every student has a scheduled lunch period. Food may only be eaten during the child's scheduled lunch period. Students may bring their own lunch. However, both of our buildings have been deemed **nut free**. Please keep this in mind as you are buying and preparing for your child's lunch. Your child may also receive lunch from the school cafeteria. Families must complete the lunch form (<http://www.schoolfoodnyc.org>) to determine free lunch eligibility or a fee will be incurred for lunch. Menus for both breakfast and lunch are posted in the cafeteria. Students are encouraged to adhere to the following rules. Please review at home:

How Can You Be Great in the Cafeteria?		
Be Respectful	Be Responsible	Be Safe
		

To apply for free or reduced priced meals, get lunch menus , get nutritional information and more, please visit the following website:

<http://www.schoolfoodnyc.org>

PS/IS 30 Mandatory Uniform Policy

Please be advised that in accordance with Chancellor’s Regulation A-665 a mandatory uniform policy will be in effect for all students. Our School Leadership Team in consultation with our Parent Teacher Association has initiated the Uniform Policy. The purpose of the policy is to, “promote a more effective learning climate; foster school unity and pride; improve student performance; foster self-esteem; eliminate label competition; simplify dressing and minimize cost to parents; teach children appropriate dress and decorum in their ‘work’ place; and help to improve student conduct and discipline.”

Kindergarten – Grade 5

Boys:

- P.S./I.S. 30 polo shirt (**maroon**)
- P.S./I.S. sweatshirt (**maroon**)
- Khaki-style pants (**navy blue in color – no denim**)
- Khaki-style shorts (**navy blue in color** and of an appropriate length) during the months of September, October, May and June (weather permitting)

Girls:

- P.S./I.S 30 polo shirt (**maroon**)
- P.S./I.S. 30 sweatshirt (**maroon**)
- Khaki-style pants or capris (**navy blue in color – no denim**)
- Khaki-style skirt or jumper (**navy blue in color** and no more than 3 inches above the knee)
- Khaki-style shorts (**navy blue in color** and of an appropriate length) during the months of September, October, May and June (weather permitting)

Gym Days: On regularly assigned physical education days and for any planned outdoor events, students will wear their gym uniform consisting of:

- P.S./I.S. 30 gym t-shirt (**gray**)
- P.S./I.S. 30 sweatshirt (**gray**)
- Sweatpants (**gray**)
- Athletic shorts (of appropriate length) during the months of September, October, May and June (weather permitting)

Grade 6 - Grade 8**Boys:**

- P.S./I.S. 30 polo shirt (**forest green**)
- P.S./I.S. 30 sweatshirt (**forest green**)
- Khaki pants (**beige or tan in color**)
- Khaki shorts (of an appropriate length) during the months of September, October, May and June (weather permitting)

Girls:

- P.S./I.S 30 polo shirt (**forest green**)
- P.S./I.S. 30 sweatshirt (**forest green**)
- Khaki pants or capris (**beige or tan in color**)
- Khaki skirt or jumper (no more than 3 inches above the knee)
- Khaki shorts (of an appropriate length) during the months of September, October, May and June (weather permitting)

Gym Days: On Regularly assigned physical education days and for any planned outdoor events, students will wear their gym uniform consisting of:

- P.S./I.S. 30 gym t-shirt (**gray**)
- P.S./I.S. 30 sweatshirt (**gray**)
- Sweatpants (gray)

- Athletic shorts (of appropriate length) during the months of September, October, May and June (weather permitting)

Uniform Purchase

Parents may choose to buy pants, skirts or shorts that comply with the guidelines above from the retailer of their choice. Polo shirts (short and long sleeve), sweatshirts (for gym or daily wear), sweatpants, gym shorts, and gym shirts may be purchased through our vendor (see our website for details www.psis30pta.org) and from the PTA. Any family unable to afford the cost of the uniform should contact the Parent Coordinator for assistance. All requests will remain confidential.

Policy Enforcement

If students arrive to school without the uniform, parents will be contacted and a request made that they bring the appropriate clothes to school. Students not adhering to dress code may not be permitted to participate in extracurricular activities such as trips, recess and after school clubs.

Any parent wishing to secure an exemption for his/her child must contact the Parent Coordinator for additional information.

Cell Phone/Electronic Devices Policy

Students are permitted to bring the following electronic items to school: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices (“computing devices”); and 3) portable music and entertainment systems, such as iPods, MP3 players, PSP, and Nintendo DS.

A. The use of cell phones, computing devices and portable music and entertainment systems at school is subject to the restrictions below.

1. Cell phones and portable music and entertainment systems may not be turned on or used during the administration of any school quiz, test or examination.

2. Computing devices may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan.

3. Use of cell phones, computing devices, portable music and entertainment systems and other electronic devices during the administration of state standardized examinations is governed by State Education Department Rules (Attached July 12, 2012 document).

4. Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises.

5. Cell phones, computing devices, and portable music and entertainment systems may not be used in locker rooms or bathrooms.

B. Cell phones policy will be as set forth below:

During the school day:

- Cell phones may not be turned on or used while on school property.

During after-school, school-sponsored programs or activities:

- Cell phones may not be turned on or used while on school property.

C. Computing devices policy will be as set forth below:

During the school day:

• Computing systems may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher.

During after-school, school-sponsored programs or activities:

• Computing systems may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher.

D. Portable music and entertainment systems policy is as set forth below:

During the school day:

• Portable music devices and entertainment systems may not be turned on or used while on school property.

D. Continued

During after-school, school-sponsored activities:

• Portable music devices and entertainment systems may not be turned on or used while on school property.

E. Confiscation and return of electronic items

School-based policies must describe the procedures for the confiscation, storage and return of electronic devices. In determining whether to confiscate an electronic device, schools should consider the nature of the violation. Where appropriate, measures should be instituted in a progressive fashion. Such measures may include, but are not limited to:

- warnings
- confiscation of item and return at end of school day
- confiscation of item and return following parent conference
- confiscation of item and return following student entering into behavioral contract
- revocation of privilege to bring item to school.

F. Discipline

School-based policies must state that students who use cell phones, computing devices, and/or portable music and entertainment system in violation of any provision of the DOE's Discipline Code, the school's policy, Chancellor Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("ISUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

G. Responsibility

PS/IS 30 and our community based organization (NIA) staff will not be held responsible and accountable for loss, stolen, damaged, or broken electronic items. Parents who permit their child to bring electronic devices will hold their child accountable and will assume full responsibility of securing all electronic devices.

School Security

At PS/IS 30, we want to ensure that every child and staff member is in a safe and secure environment. Every visitor who comes into the school building (at 7002 or 415) must present a **valid picture ID card to the School Safety Agent, and must sign in**. See Contact Sheet pages 5-6 for phone numbers.

If your child is being picked up by anyone, that person must have proper identification and must be on the **blue card**. If your child is being picked up by someone not on the blue card, please contact the main office to provide adequate details for the pick-up. For your child's own protection, please inform the teacher and the main office if there is a person(s) who either cannot have or has limited access to your child by court order. In addition, you must provide us with a copy of the court document(s).

Skateboards and strollers are not allowed in the building and will be left in a designated area.

Discipline Policy

The Discipline Code covers infractions and the range of possible disciplinary and other responses for grades K-5 and grades 6-12, including how students/families can appeal decisions. It also includes the Student's Bill of Rights and Responsibilities. The guide is available in nine languages. The most recent version went into effect in April of 2015. You may download the most recent version along with the Chancellor's letter to parents and Behavioral Contracts for students at the address below:

<http://schools.nyc.gov/RulesPolicies/DisciplineCode/default.htm>

Book Policy

Textbooks are the responsibility of each child. Needed textbooks are distributed at the beginning of the school year or upon enrollment. When your child receives his/her books, take a moment to familiarize yourself with the title and content of these books as you will undoubtedly be assisting your child with various assignments. In addition, check for and note any existing damage. Textbooks are to be kept at home unless your child is otherwise advised.

Textbooks should be kept in the best possible condition and will be collected at the end of the school year. The final report card will not be distributed unless all textbooks are returned.

Attendance Policy

Absences

Every absence is considered a significant loss of instruction. Please notify the office (K-2nd 718-491-5684 or 3-4 & 6-8 718-491-8440) by 8:00am if your child will be absent from school. Voice mail will record calls regarding student absences before and after school hours.

The Dept. of Education has an automated calling system that will notify you if your child is absent or tardy. If you feel that this is in error, please let our office know.

When a student returns after an absence, he/she **MUST** bring a written explanation to their teacher/office signed by a parent or guardian. Students are responsible for making up all work missed while absent.

Excessive excused or unexcused absences may result in further inquiry by the school or the Dept. of Education.

Lateness

Students arriving after 8:00am are considered late and must get a late pass before going to their class. Lateness is recorded in the DOE's electronic recording system and on your child's report card. **For the main building at 7002 4th Ave., students must enter through the school yard entrance which is on Ovington Ave. between 3rd & 4th Avenues.** Doors will close at 8:10; late students will only enter through the main entrance after 8:10am.

Early Departure

The following procedures are followed to assure the safety of children who are released during the day.

Only individuals identified on the students **blue card** will be allowed to pick the child up from school.

The parent or named adult **must have identification** for Security and office staff in order to sign the child out of the building. All children must be signed out in the main office (of the building they attend). This is due to legal liability and we are unable to be flexible on this point.

In order to take your child home before dismissal at 2:20, adults must come into the building with I.D and prior to 2pm to sign children out. Students will

not be signed out after 2pm and adults will need to wait for dismissal at 2:20 in order to pick up their child.

School Programs, Opportunities, & Community Based Affiliations

NIA/PS-IS 30K Expanded After-School Program

Director: Darryl Robinson

NIA is our community based organization (CBO) that provides our students with afterschool activities that enhance our students' academics and overall development as adolescents. NIA MS ExTRA offers homework help, enrichment classes, and targeted literacy tutoring to the 6-8 graders of PS/IS 30. Our free services, provided in partnership with the NYC's Mayor's Middle School Expansion Initiative also known as SONYC, Comprehensive after School System of NYC (COMPASS), NYCDOE and Expanded, are offered Monday through Friday from 2:20-5:10 pm. The elementary school program runs until 5:20 pm.

NIA After-School offers homework help and enrichment classes to the K-4 students of PS/IS 30. Our fee-based/free program runs Monday to Friday from 2:20-5:20 pm.

We are located at 7002 4th Avenue in Brooklyn. If you'd like to register your child for MS ExTRA or NIA's (fee-based) After-School program, please see Darryl Robinson at the school, or contact him via email NIA.30K@NIABKLYN.org or call him by phone at 718-491-8440 ext. 6091.

QFI (Qatar Foundation Inc.): This foundation partially sponsors our Dual Language Arabic program in the elementary grades.

STEAM (Science, Technology, Engineering, Art, and Math): We are initiating our school as a STEAM school this school year. Mr. Tubbs is our STEAM coordinator who will be spearheading activities and events throughout the building to demonstrate the interdisciplinary theme. We have a STEAM committee which includes members of the PTA. If anyone is interested in joining, please see Mrs. Heeraman.

Extracurricular Activities Requirements

At PSIS 30 every middle schooler has the opportunity to find his/her inner self. We strongly encourage all students to participate whether on a sports team or any of the activities listed below. If your child doesn't feel comfortable playing

a sport, there are jobs such as videographer, manager, and score keeper that are important to our school's athletic program.

Team members are expected to participate in all practices and games/meets and to maintain passing grades. For some sports, student athletes are expected to dedicate some of their time to community service whether it is in school or in the community.

If a student is failing one or more subjects in school or exhibits inappropriate school behavior, he/she will be put on probation and will not be allowed to play or participate in a team sport as well as certain *afterschool activities (e.g. Broadway Jr. & GEM) listed below. If a student is suspended for disciplinary reasons or has repeated behavioral issues, that child will not be allowed to participate, practice or play in a game with the team or activity/performance for the duration of the suspension.

For more details see "Athletic Handbook" or please refer questions and concerns to our Deans of Discipline and/or Guidance Counselors (see contact sheet on page 5-6).

Special Programs/Partnerships

- Broadway Jr. –theater*
- Cool Culture (Kindergarten)
- Community Service
- Drama
- Dual Language Arabic Program (Grades K-4)
- GEM-Girls Empowerment Movement *
- Manhattan Project
- Music –Band *
- NIA
- Penny Harvest
- Office of School Health
- Respect for All
- Spelling Bee
- STEAM
- Urban Advantage



School Clubs

Arista *
Basket Ball *
C.H.A.M.P.S
Chess Club*
Debate Team*
Mighty Milers
MSQI
NIA (Performing Arts programs)
Road Runners
Science/Technology
Soccer *
Student Council *
Student Leadership Roles (coming soon)



ACADEMIC HONORS

6TH - 8TH Grade

National Junior Honor Society/ARISTA Requirements for Membership:

The National Junior Honor Society chapter at PS/IS 30 (ARISTA) has created criteria for membership that is based upon a student's outstanding performance in the areas of scholarship, service, leadership, citizenship, and character.

1. Students must be involved in the school community.
2. Students who have a combined cumulative grade point average of 90% or higher in all four major subjects* and 85% in each minor subject** for the first, second and third marking periods will be recommended for membership.
3. Students must maintain 90% attendance and have no more that 5 days late per semester.
4. Students must be of upstanding character and embody our core principles of R.O.A.R. Students will be required to obtain recommendations from Teachers and Administrators as part of the application process.
5. Students will be required to complete 20 hours of school or community service prior to membership. These hours may be accrued any time during the school year.

For more detailed information see Ms. Moscatello.

Principal's List Requirements

1. Students must maintain 90% attendance and have no more than 5 days late for a report card period.
2. Students must have a combined cumulative grade point average of 90% or higher in all four major subjects* and 85% in each minor subject**.
3. Students must have exemplary conduct and exhibit all of PS/IS 30's R.O.A.R. Principles.

Honor Roll Requirements

1. Students must maintain 90% attendance and have no more than 5 days late for a report card period.
2. Students must have a combined cumulative grade point average of between 85% and 90%. No individual grade for any subject, major* or minor**, is less than 80%.
3. Students must have exemplary conduct and exhibit all of PS/IS 30's R.O.A.R. Principles.

*Major Subject – English Language Arts (ELA), Math, Science, and Social Studies **All other subjects are considered minor subjects.



**THE NEW YORK CITY DEPARTMENT OF
EDUCATION**

KARINA COSTANTINO, *Community Superintendent*

COMMUNITY SCHOOL DISTRICT 20

415 - 89 STREET, BROOKLYN, NY 11209

District 20 Parents,

As part of the ongoing effort to standardize rigor and to be more transparent in District 20 elementary schools report cards grades, the 4 core subjects (ELA, Math, Social Studies and Science) in grades 3-5 will have percentages instead of levels. The percentages provide you with a more accurate indication of how your child is performing within the level designation in these subject areas.

As part of the standardization process, the percentage ranges are as follows:

Level 4: 92% -100%
Level 3: 80% - 91%
Level 2: 65% - 79%
Level 1: Below 65%

Details of the makeup of subject grades are as follows:

Classroom Exams	45%
Classroom Participation	30% (not just raising hands. Includes team activities)
Homework and projects	25% (was it done? Comprehension of subject matter is included)

Please feel free to question your child's teacher for level to percentage conversion if the report card is missing the percentages.

As a district, we feel this will give all parents a true indication of student performances.

Thank you.

This is a District 20 rubric and applies to all schools in the district.

There are three categories of Honors. They are Principal's List (ARISTA as the Middle School Level), Honor Roll and Honorable mention. Below you will find grade specific criteria for each category of honors.

HONOR ROLL CRITERIA			
	HONORABLE MENTION	HONOR ROLL	PRINCIPAL'S LIST
Kindergarten – 5th Grade	<p>Attendance is $\geq 90\%$</p> <p>EVERY subject area's overall grade is a 3.</p> <p>There may be no more than one 2 in each subject's individual categories</p> <p>Personal/Social/Conduct grades are S/E or 3/4</p>	<p>Attendance is $\geq 92\%$</p> <p>Most of the overall grades are 3s, <i>but there is at least one 4</i></p> <p>There are no 2s in any of the individual categories</p> <p>Personal/Social/Conduct grades are S/E or 3/4</p>	<p>Attendance is $\geq 92\%$</p> <p>EVERY subject area's overall grade is a 4</p> <p>Individual category grades contain both 3s and 4s, or only 4s. There are no 2s.</p> <p>Personal/Social/Conduct grades are S/E or 3/4</p>
6th – 8th Grades	<p>5 or fewer absences for each marking period</p> <p>Final Average is $\geq 80 < 85$</p> <p>No individual grade is less than 75</p> <p>Personal/Social/Conduct grades are S/E</p>	<p>5 or fewer absences for each marking period</p> <p>Final Average is $\geq 85 < 90$</p> <p>No individual grade is less than 80</p> <p>Personal/Social/Conduct grades are S/E</p>	<p>5 or fewer absences for each marking period</p> <p>Final Average is ≥ 90</p> <p>No individual grade is less than 85</p> <p>Personal/Social/Conduct grades are S/E</p>

Health Information

Please contact our School Nurses with any health concerns. See Contact Sheet pages 5-6 for phone numbers.

Lice

What do lice look like? How do I know if my child has lice?

1. Head lice are small insects about the size of a sesame seed. The lice bug can live up to 30 days. Lice do not jump or fly, but they travel by moving quickly from head to head.

2. Lice eggs (or nits) are tiny, grayish white, tan or brown ovals that attach very tightly to hair shafts in the hair. These eggs cannot wash off or be blown away. Eggs may be found throughout the hair, but often are seen at the nape of the neck, behind the ears, and at the crown of the head.
3. Lice signs: scratching and an itchy scalp. However, not everyone will itch. Red dot bite marks or scratch marks can sometimes be seen on the scalp, behind the ears, and neck.
4. The lice bug needs a host, so they will not live more than 24 to 36 hours after they have left a head. But you must wash all clothing and bedding when someone in your family has lice.
5. Lice have a 14-day cycle. So one treatment is not enough. You must keep treating for at least 14 days by combing with conditioner.

**What happens if lice are found on a child at school?
(According to DOE policy)**

1. If a live louse is found on a child at school, the child is sent home for treatment. A letter is sent to the parents of classmates to notify them that lice were found in the classroom.
2. After treatment, the child may return to school. The child may return to school with nits (eggs) but not lice.
3. No letter will be sent home if a child is found with nits, or if a parent reports finding a louse or nit on his or her child at home, outside of school.

Please use the following resources for further information:

General Guidelines from the Center of Disease Control

<http://www.cdc.gov/parasites/lice/head/treatment.html>

CET PTA lice guidebook: [http://cet.croton-](http://cet.croton-harmonschools.org/www/crotonharmon_cet/site/hosting/School%20Forms/Lice%20Parent%20Guidebook-v6[1].pdf)

[harmonschools.org/www/crotonharmon_cet/site/hosting/School%20Forms/Lice%20Parent%20Guidebook-v6\[1\].pdf](http://cet.croton-harmonschools.org/www/crotonharmon_cet/site/hosting/School%20Forms/Lice%20Parent%20Guidebook-v6[1].pdf)

Bed Bugs

Bed bugs are small insects that feed on human blood. They are usually active at night when people are sleeping. Their bites are initially painless, but for some people, can later turn into itchy skin welts. While bed bugs are a nuisance and can be worrisome, they are not known to cause or spread disease.

Bed bugs can be found in many public places, including movie theaters, planes, and hotels. Home infestations are increasingly common throughout New York City and the country. Anyone can get bed bugs and bed bugs are not a sign of dirty living conditions. Although people can unknowingly carry bed bugs with them into a school building, schools are not a friendly environment for bed bugs to live and reproduce, and the risk of transferring bed bugs from person to person in a school is very small. One bed bug does not constitute an infestation and finding a bed bug in a school does not mean that the school is infested.

The Department of Education (DOE) is committed to identifying pests, providing thorough inspections of schools, and having licensed pest control specialists treat rooms as appropriate. Our school follows the DOE protocol for the identification and treatment of bed bugs.

For more information on bed bugs, including steps you can take in your own home to minimize the risk of bed bugs, please visit the Department of Health and Mental Hygiene's Vector Surveillance and Control website, which includes a brochure on Preventing and Getting Rid of Bed Bugs Safely, or call 311.

For more detailed information visit these websites:

http://schools.nyc.gov/NR/rdonlyres/8E645CCF-37CF-481E-82C3-63A3EEDD9007/0/BedBugInformationKitforSchools_February2012.pdf

<http://www.nyc.gov/html/doh/downloads/pdf/vector/bed-bug-guide.pdf>

Allergies

PS/IS 30 is a NUT FREE school. Students' in your child's school have serious peanut/tree nut allergies and we need your help in continuing to keep our school nut free. Therefore, we are putting the following safety guidelines into effect:

- Please do not send any peanuts, tree nuts (i.e. walnuts, almonds, cashews, pistachios, etc.) peanut butter, **Nutella** or foods containing peanuts or tree nuts to be eaten as snacks or for lunch in school.
- Birthday parties are a special time for children, but can be a difficult time for the food-allergic child. If you would like to send in baked goods, please be careful about the ingredients. Please list the ingredients on the outside of the package and when preparing "treats" please pay close attention to cross contamination in your kitchen. To prevent cross-contamination, it is

necessary that cooking utensils and preparation surfaces be carefully washed after each food is touched. It would be especially helpful if you could let your child's teacher know a few days ahead of when you'd like to celebrate your child's birthday, so that the food-allergic child can provide his/her own safe treat.

- We would greatly appreciate your making sure that child's hands are washed with soap and water before leaving for school if they consumed a nut containing product for breakfast. Water/sanitizer alone does not do the trick!
- **Our school breakfast and lunch program is nut free and also pork free.**

This is a learning process for all of us, but we trust that you understand how deeply important it is to respect and adhere to these guidelines. If throughout the course of the year you have any questions or concerns about food-allergy-related issues, please do not hesitate to contact any one of us.

Any snack or food item that contains nuts will be removed from your child's breakfast or lunch box by staff.