

**P.S./I.S. 229**  
**Student/Parent Handbook**  
**2023-2024**

## **SCHOOL VISION AND MISSION**

The motto of P.S./I.S. 229K is "Home, School, Community." These three supports are the necessary elements to educate all children academically, socially, and emotionally. We are creating a community of caring, technologically sophisticated, self-directed, lifelong learners through content-rich curriculum, next generation standards-driven instruction and active parent involvement. We are committed to having all of our children meet standards of excellence and become productive citizens of the 21st century.

## **ARRIVAL PROCEDURES**

### *School Hours:*

Monday through Friday

8:00 AM to 2:20 PM

**Students will be allowed into the school building no earlier than 7:45 AM. Please see below for grade specific entry points.**

## **BREAKFAST**

**Breakfast is free for all students.** Hot breakfast will be served daily from 7:45AM until 7:55AM. All students who would like to eat breakfast will go to the cafeteria where they will receive breakfast and be able to sit at a table to eat.

## **MORNING LINE-UP PROCEDURES**

### *Pre-Kindergarten:*

Parents/Guardians of Pre-Kindergarten students will bring their child to the main entrance on Bay 7<sup>th</sup> Street. They will be greeted by staff members who will escort them to their classrooms.

### *Kindergarten through Grade Two:*

Upon arrival, students in grades K-2 will enter through the 14<sup>th</sup> Avenue entrance (#10), beginning at 7:45 AM. They will be greeted by a staff member and offered to go to the cafeteria for breakfast. If they choose not to eat breakfast, they will assemble in the Multipurpose Room. They will sit with their class until 8:00, at which time they will be escorted to their classroom by the classroom teacher.

***Grades three through five:***

Upon arrival, students in grades 3-5 will enter through the schoolyard, beginning at 7:45 AM. They will be greeted by a staff member and offered to go to the cafeteria for breakfast. If they choose not to eat breakfast, they will assemble in the Gym. They will sit with their class until 8:00 AM, at which time they will be escorted to their classroom by the classroom teacher.

***Grades Six through Eight:***

Upon arrival, grades 6-8 will enter through entrance #3 on Bay 7<sup>th</sup> Street, beginning at 7:45 AM. They will be greeted by a staff member and sent to the cafeteria where they will be offered breakfast. They will sit at a table with their class until 8:00, when they will be sent upstairs to their first period class.

**DISMISSAL**

Dismissal begins at 2:10 PM. Grades/Classes have specific times and exits for safety purposes. Please do not approach the exit doors. The teacher will announce the class (usually with a printed sign).

If you are late picking up your child, he/she will be brought to our Late Room. A parent/guardian will need to proceed to the main entrance (#1), with picture ID ready. Your child will be brought to you.

Students will not be released for early dismissal between 1:45-2:20 PM, unless it is an absolute emergency. This time of day is too busy, and we must keep everyone safe.

Please see the dismissal schedule exits and times for all grades and classes below.

*\*Middle School students will be dismissed as walkers. If you would like to pick up your Middle School student, please put that in writing to your child's teacher.*

*\*Students who take the yellow bus will exit through **exit 9**.*

**Exit 1:**

PreK-1 2:05 PM

PreK-2 2:05 PM

106 2:14 PM

306 2:14 PM

**Exit 2:**

K-1 2:10 PM

K-2 2:10 PM

101 2:18 PM

102 2:18 PM

103 2:18 PM

104 2:18 PM

**Exit 3:**

K-3 2:10 PM

K-4 2:10 PM

K-5 2:10 PM

ALL 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade Classes will be dismissed at 2:18 PM.

**Exit 5:**

All Grade 5 Classes will be dismissed at 2:14 PM.

**Exit 6:**

203 2:10 PM

204 2:10 PM

303 2:18 PM

304 2:18PM

305 2:18PM

**Exit 7:**

All Grade 4 Classes will be dismissed at 2:14 PM.

**Exit 8:**

201 2:10 PM

202 2:10 PM

301 2:18 PM

302 2:18 PM

**LATENESS**

Lateness to school or to a class has a negative impact on the educational process. Students who arrive late lose valuable instructional time and interrupt meaningful classroom instruction. Please plan to arrive early.

If a student is late, the parent/guardian must provide a note explaining the reason. Excessive lateness without a legitimate reason can be grounds for disciplinary action. Excused lateness requires official documentation from a court office, MTA office, or other official documentation.

All students who arrive after 8:00 AM must enter through the main entrance on Bay 7<sup>th</sup> Street. They will sign in and receive a late pass. They will proceed directly to their class and submit the late pass to the classroom teacher. Any student in grades six through eight who arrives to the homeroom after 8:00 AM will also be marked late.

**ABSENCES**

New York City Department of Education Student Attendance Policy:

The city requires young people between ages 6 and 17 to attend school on a full-time basis. Students with less than 90% attendance are more likely to have lower test scores and not graduate from high school.

### **Absence Notes**

Parents must submit a note explaining why a student was absent from school.

You should provide a note from a doctor or health-care professional if a student's illness is causing long or frequent absences. If a student has been absent from school for another reason, give the school documentation explaining why, such as an exam schedule or court order.

When a student is absent, parents/guardians are required to contact the school by 8:00 AM. Please report your child's absence to the attendance office at 718-236-5443. **All absence notes must be submitted to the classroom/homeroom teacher on the day that the student returns to school.**

Doctor or dental appointments should be scheduled for after school or on weekends. The tentative yearly calendar can be found at [www.schools.nyc.gov](http://www.schools.nyc.gov) to ensure that appointments and vacations are not scheduled for days when school is in session.

**If for any reason a parent/guardian must pick up their child early from school, please do not come after 1:45 PM because we are starting to prepare for dismissal.**

### **VISITOR PROCEDURES**

Visitors must enter and exit the building through the main entrance on Bay 7<sup>th</sup> Street. All visitors must sign in and out with school safety personnel. Proper photo identification is required. **Visitors will not be allowed into the building without proper identification. No child/children will be released to a person not listed on the blue emergency contact card.** Be sure that the person who is picking up your child is at least 18 years of age.

Visitors are issued a pass which must be visible at all times.

Unauthorized outsiders are subject to legal action. Staff and students are expected to immediately report the presence of unauthorized persons who are seen in the building.

Visitors to the building are not permitted to walk freely throughout the building. They are to be escorted by applicable staff members. When exiting the building, visitors must return their visitor's pass to the school safety desk.

### **WELCOME PACKET**

It is important that each year, parents/guardians complete, sign, and return the following documents:

- Three Blue Emergency Contact Cards
- Dismissal Pick up Form
- Family Income Inquiry Form (Lunch Form)
- NYC DOE Consent to Photograph, Film, or Videotape a student.
- Internet User Form
- Student Handbook Acknowledgement Form
- Student Device Loan Agreement

### **EMERGENCY CONTACT CARDS (BLUE CARDS)**

Each student must have an emergency contact card on file in the main office. You will receive three blue cards in the welcome packet at the beginning of the year. Parents or guardians must complete, sign, and return the three blue cards to the classroom/homeroom teacher immediately.

The information on the card must always be accurate and current. If you change your address or phone number, please notify the school that you will need to complete new blue cards. This is especially important for the middle school and high school application process.

**YOUR CHILD WILL ONLY BE RELEASED TO PARENTS/GUARDIANS (OR OTHERS LISTED ON THE BLUE CARD IN THE EVENT OF AN EMERGENCY OR SICKNESS) THAT HAVE THE PROPER IDENTIFICATION AND ARE AT LEAST 18 YEARS OF AGE.**

## **EMERGENCY DRILLS**

Evacuation drills (i.e., fire drills), lockdown drills, shelter in drills, and hold drills will be conducted throughout the year. All students and teachers must be familiar with the school's emergency procedures. Printed copies of these procedures are posted in every classroom. If there is ever a true emergency situation impacting our school, families will be notified accordingly.

## **FAMILY INCOME INQUIRY FORMS (LUNCH FORMS)**

We encourage all parents or guardians to complete the lunch application online at **[nyc.applyforlunch.com](http://nyc.applyforlunch.com)**. Alternately, students will receive a lunch form in September from the classroom/homeroom teacher. Parents or guardians are required to complete the form and return it to school in a timely manner. P.S./I.S.229 does not retain any information provided on the application. Although the students receive free lunch, a lunch form must be completed for each family, even if the student brings lunch from home. The lunch forms determine the school's eligibility for Title I Funding.

## **CAFETERIA**

Students are expected to act in a responsible and safe manner while using the cafeteria. Upon entering the cafeteria, students should be seated and wait for a staff member to call their table to get in line for lunch. It is imperative that the cafeteria be kept clean. To ensure neatness, all students are expected to clean trays, papers, milk cartons, etc. from the table area that they are using. Once seated in the cafeteria, students should remain seated. If necessary, students use the bathroom, and promptly return to the table when finished. Electronic devices are NOT permitted in the cafeteria.

To ensure the safety of all our students, no student should leave the cafeteria at any time without permission from a staff member on duty. If students are monitors during lunch, they should carry their monitor pass to the cafeteria and show it to a staff member before leaving the cafeteria. If a student is going to receive extra help from a teacher, or see a guidance counselor during lunch, the student must have a pass from the teacher or guidance counselor. No student will be permitted to leave the cafeteria without a pass.



If students will be purchasing a snack from **SNACK SHACK**, they should not be carrying large amounts of money with them. Students should be purchasing no more than two snacks. Please make sure that money is placed in a bag or wallet so that there is less chance the student loses the money.

When the lunch period is over, students in grades one through five should line up and wait for their teacher to pick them up. Students in grades six through eight will be allowed to walk up to their classrooms. It is expected that these students walk up the stairs with their class in an orderly manner. There should be no yelling, pushing, running, jumping or phone use during this time on the steps, or in the hallways. All students should be mindful of the other students and teachers in the building who are teaching and learning. Any student who does not follow these rules will face consequences.

Parents, please be sure that your child has their lunch/water bottles when coming to school. It is very disruptive to the learning process to call children out of their classes to the main office to get their lunch. Please label your child's lunch box or bag with their name and class. Parents are not permitted to bring special lunches (Pizza, Burger King, McDonalds, etc.) to their children at lunchtime.

### **BIRTHDAY PARTIES**

Birthday parties in grades Pre-Kindergarten through grade five must be requested for approval in writing and await approval. The teacher will then discuss with the parent/guardian the details for the party that complies with Chancellor's Regulations.

### **MESSAGES FOR STUDENTS**

Except for EMERGENCIES or alternate dismissal plans, the school will not excuse students from class to receive or make phone calls. Please do not ask us to relay a message during classes to a student unless it is an emergency or if it pertains to an alternate dismissal plan.

### **MONEY**

Money that is brought to school for a specific purpose (class trip, bakes sales, etc.) must be put into an envelope with the child's name, class, and purpose on it. If a student does bring money to the school, the money should be turned into the teacher and not left in a schoolbag, coat pocket, lunch box, or desk. The school is not responsible for lost money.

## **MEDICATIONS**

A Medication Administration Form (504) is required for any student who needs medication during the school day. The completed form must be submitted directly to the school nurse and kept there. A written statement from the parent/guardian requesting administration of the medication in school as ordered by the licensed prescriber is also required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication, the pharmacy label should display:

- Student Name
- Name and phone number of the pharmacy
- Licensed prescriber name
- Date and number of refills
- Name of the medication and dosage
- Frequency of administration

## **CHILD ABUSE LAWS**

Under NYS law, school personnel are legally mandated to report any suspected case of child abuse or neglect to the New York State Central Register (SCR) of Child Abuse and Maltreatment.

## **CHILD CUSTODY**

At the time of school entry or at any other time where a change in custody status/ arrangements occurs, it is the responsibility of the parent (s) to provide the school a copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with their parent.

School communication with the appropriate guardian is essential. Accordingly:

- Custodial parents must identify in writing other adults who may have access to information regarding their child.
- Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.
- Non-custodial parents may pick up a child only if written permission has been granted by the custodial parent and verbal communication from the main office to that custodial parent confirming the request.

## **DISCIPLINE CODE**

The Citywide Standards of Intervention and Discipline Measures (the Discipline Code) provides a description of unacceptable behavior, called infractions. It also details potential consequences and supports. It is the responsibility of parents/guardians and students to read the Discipline Code.

The Discipline Code can be found online at:

<https://www.schools.nyc.gov/school-life/rules-for-students/discipline-code>

## **BULLYING/HARRASSMENT**

All reported incidents will be immediately investigated to determine the scope and severity of the behavior, identify the violator, evaluate the harm to the victim, and determine the disciplinary and corrective action. Making fun and calling others names based on physical attributes, looks, race, religion, sexual orientation, or physical and mental abilities is bullying and will not be tolerated. This includes cyber bullying. Cyber bullying is any harassment that occurs via the internet, social media, texts, or cell phone. Vicious posts and name calling, posting fake profiles

on web sites, and mean or cruel email messages or texts are all ways of cyber bullying. As a school community, we seek the highest consequence allowed by the DOE for a first-time bullying infraction.

### **CUTTING CLASS/TRUANCY**

If a student cuts class or is a truant, their parent/guardian will be notified and must come to school to meet with an assistant principal. The student will be given consequences pursuant to the NYCDOE Discipline Code. Please be mindful that any student who enters the building but does not enter their assigned classroom will also face consequences as this is also considered cutting a class.

### **HALLWAY/STAIR PROCEDURES**

When walking with the class in the hallway or on the stairs, students are expected to behave responsibly and safely. Students are to remain in line and follow the teacher's directions. There is no running, pushing, jumping, or yelling on the steps or in the hallway. Be mindful of the classes that are working.

If you are sent out of the classroom on your own for any reason, do not run down the hallway, or stairs and do not play with other students in the hallway or on the steps.

Any student who misbehaves while in the bathroom, in the hallway, or on the stairs will face a consequence such as a reflective lunch period. Parents will also be notified.

### **PARENT TEACHER ASSOCIATION**

Parental involvement plays a crucial role in your child's education. Parents/Guardians are strongly encouraged to join the PTA and volunteer in as many events as possible. A suggested yearly contribution of \$20.00 is requested to support school events.

The 2023-2024 PTA Executive Board consists of the following:

Co-Presidents      Jennifer Jansen

Jamie Palazzi  
Secretary Maria Maksymenko  
Treasurer Stephanie Stephan

PTA meetings will be held in person beginning in September, typically the third Tuesday of the month. A schedule of PTA meetings will be shared with parents/guardians.

### **LOST AND FOUND**

For easy identification of items, all books, lunch boxes, and personal articles (including cases for eyeglasses) should have the student's initials and official class written inside them. The school assumes no responsibility or liability for lost or stolen property. Any item that is found will be placed in our "Lost and Found" location in room 123. The item will remain in room 123 for one week. At the end of every week, our community service group will donate all lost items that have not been claimed.

### **COMMUNICATION**

As your child's first teacher, you are our partner in education. Therefore, regular communication is essential. Scheduled parent conferences allow teachers and parents/guardians to discuss student achievement and develop a plan to assist students in areas of difficulty. A parent/guardian may request a meeting with a teacher at any time by sending a note to the teacher and in turn, the teacher will arrange a meeting that is a mutually convenient time.

### **PARENT-TEACHER CONFERENCE DATES-ALL GRADES**

Parent teacher conferences will be held virtually for the 2023-2024 school year.

Dates for the Fall and Spring Parent Teacher conferences are as follows:

**September 14, 2023 (Meet the Teacher)**

**November 2, 2023**

**March 7, 2024**

**May 9, 2024**

## **REPORT CARDS**

Report cards are issued three times a year for elementary school students and four times a year for middle school students.

Report Card distribution dates are as follows:

**November 30, 2023**

**February 9, 2024**

**April 19, 2024 (Middle School Only)**

**June 26, 2024**

## **DRESS CODE POLICY**

In accordance with New York City Department of Education (DOE) policy, students have the right to determine their own attire, except where the dress is dangerous, interferes with the teaching and learning process, or violates the DOE's anti-discrimination policy.

In order to maintain a positive, safe, and inclusive learning environment, DOE policy prohibits students from wearing clothing in school, on school buses, or during any DOE- or school-sponsored programs or activities that take place on or off school property, which contains language (including slurs), images, or references:

- which discriminate on the basis of race, color, creed, religion, religious practices, ethnicity, national origin, citizenship/immigration status, gender, gender identity, gender expression, sexual orientation, disability, or weight;
- to profanity, obscenity, nudity, or sexual acts;
- to threats of violence, injury or harm, or gang affiliation.

\* Clothing should conceal undergarments at all times. See-through fabrics, sheer, fishnet fabrics, (clothing with holes or torn), halter tops, off the shoulder tops, low cut tops, and bare midriffs are not allowed. If students are going to wear shorts, the length of the shorts should be slightly above the knee, no shorter. **No hoods nor hats** are permitted to be worn inside the school building at any time.

\*Spirit Days are the only days where pajamas and other type costume clothing are allowed at school or school events.

### **Violations to Dress Code will Result in:**

#### **1<sup>st</sup> Violation**

- 1) Student changes clothes (loaner clothes will be available if necessary)
- 2) Parent will be contacted and notified.

#### **2<sup>nd</sup> Violation**

- 1) Student changes clothes (loaner clothes will be available if necessary)
- 2) Documented in School Dress Code Violation Log
- 3) Parent will be called and notified.

#### **3<sup>rd</sup> Violation**

- 1) Student changes clothes (loaner clothes will be available if necessary)
- 2) Documented in School Dress Code Violation Log
- 3) Parent will be called and notified.
- 4) Parent will be asked to come in for a meeting with an assistant principal and the student.

### **BUS SERVICE**

#### **General Education:**

The Office of Pupil Transportation (OPT) of the City of New York provides bus service. OPT can be reached at the following number: 718-392-8855 between 5:30am-7:30pm or you can visit their website at [optnyc.org](http://optnyc.org). Any eligible student may ride the school bus. Students may only ride the bus to which they have been assigned. **MISBEHAVIOR ON THE BUS WILL NOT BE TOLERATED.** Any misbehavior received by write up from the bus driver and/or bus matron can be considered grounds for suspension from bus service. A MetroCard is issued to

students who have met the distance and destination requirements. Please forward all inquiries to Marsha Balagula, the bus coordinator in the main office. **If your child is not going to ride the bus on a particular day, a note must be sent to the classroom/homeroom teacher.** Verbal communication will not be accepted, and your child will be placed on the school bus unless a written note is received by the teacher.

### **Special Education:**

If your child has an IEP with special education bussing, a letter will be mailed to you from the Office of Pupil Transportation (OPT) with pertinent bus information prior to the first day of school. Please call OPT directly to confirm morning pickup and afternoon drop off. OPT can be reached at the following number: 718-392-8855. Students may only ride the bus to which they have been assigned.

**MISBEHAVIOR ON THE BUS WILL NOT BE TOLERATED.** Any misbehavior received by write up from the bus driver and/or bus matron can be considered grounds for suspension from bus service. Please forward all inquiries to Marsha Balagula, the bus coordinator in the main office. **If your child is not going to ride the bus on a particular day, a note must be sent to the classroom/homeroom teacher.** Verbal communication will not be accepted, and your child will be placed on the school bus unless a written note is received by the teacher.

### **SPECIAL EDUCATION IS A SERVICE, NOT A PLACE**

The Department of Education is improving the service of students with disabilities. Students with disabilities are placed in the least restrictive environment to ensure access to the general education curriculum.

More information can be found at <https://www.schools.nyc.gov/special-education>

### **BOOKS**

Textbooks issued to students are for use during the school year and must be returned at the end of the year and collected by the teacher. Teachers will record the number of textbooks to ensure accountability. Books are to be handled with care. Families will be responsible for restitution of lost, unreturned, and damaged books.

### **CHROMEBOOKS**



P.S./I.S. 229 has placed a strong emphasis on incorporating technology into instruction and has invested heavily in Chromebooks to improve teaching and student learning. Upon returning signed parental forms, students in grades six through eight will receive a Chromebook within the first quarter of the school year. Students are expected to abide by the standards of behavior for internet use and communication outlined below.

## **USE OF INTERNET**

Regarding internet use, inappropriate use or a violation of any of the following standards will result in consequences in accordance with the NYCDOE Discipline Code.

1. Use of the computer at school is limited to school related activities. Internet users are expected behave responsibly in accessing and viewing information that is pertinent to the school activity.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. After school/home access requires students to follow the same student expectations as stated in the Internet usage agreement and NYCDOE Discipline Code.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the Internet and are subject to the continued consequences of the school's policy.

## **STANDARDS OF BEHAVIOR FOR INTERNET USE AND COMMUNICATION**

- Be courteous and respectful in your message to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging to any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of others or staff.

- Proofread your message before sending.
- Never agree to get together with someone you “meet” online.
- Copyright laws must be respected. Do not make unauthorized copies of software and do not give, lend, or sell copies of software to others.
- If you are unsure whether your text, email, or post will offend anyone, do not send it.

## **CELL PHONES AND ELECTRONICS**

As stated in Chancellor’s Regulation A-413, students are permitted to be in possession of cell phones, laptops, tablets, iPads, and other similar computing devices, and portable music and entertainment systems; however, it is P.S./I.S. 229’s policy that these devices are not to be turned on or used on school property unless authorized by a staff member. This restriction is always applicable on or off the school premises during the school day including recess in the yard, field trips, after school programs, school fire drills, or any emergency preparedness exercise.

If a student violates the school policy for cell phone use, the following protocol will be in place:

**1<sup>st</sup> Offense:** Verbal warning to turn off the device and put it away.

**2<sup>nd</sup> Offense:** Phone or device is surrendered, locked in assistant principal’s office, returned at the end of the day. Parent/Guardian is notified and informed that if it occurs again, the parent/guardian will have to pick up the device.

**3<sup>rd</sup> Offense:** Phone or device is surrendered, locked in the assistant principal’s office. Device can only be returned to the parent/ guardian after a meeting with an assistant principal.

If a student must contact a parent/guardian and permission from staff is granted, telephones are available in the main office. Conversely, if a parent/guardian must contact a student, they may call the main office at 718-236-5447.

Computing devices may not be turned on or used during the administration of any school quiz, or assessment, except as authorized by the school, or pursuant to an Individualized Education Plan (IEP) or a Section 504 Plan.

**The school assumes no responsibility for lost, damaged, or stolen electronic devices.**

## **CLASSROOM PROCEDURES**

Students are responsible for working immediately upon entering class. Students need to be clearly aware of expectations.

Notebooks and written assignments are required to have the proper heading:

<b>P.S./I.S. 229</b>	<b>Name</b>
<b>Class</b>	<b>Date</b>

Elementary school students should use a pencil for classwork and homework, and pen when directed.

Middle School students should use black ink for all classwork and homework except for mathematics and when editing a writing piece.

Teachers may have different procedures or methods for listing homework assignments, collecting work, or distributing books. It is your child's responsibility to know these procedures and follow them.

## **HOMEWORK**

Homework will be assigned daily. It is the responsibility of each individual student to record homework assignments as dictated by the teacher and/or posted on the board. If a student is absent, they must determine which assignments were missed and then complete them. Students can speak with the guidance department for suggestions on arranging a time management schedule for after schoolwork and extracurricular activities. Parents/Guardians should actively monitor their child's homework to ensure it is brought home and completed daily.

## **GUIDANCE DEPARTMENT**

The aim of the Guidance Department is to assist the students in their personal, academic, social/emotional, and vocational development. The guidance program provides systematic aid through the direction of the counselors by means of group classes, interviews, counseling sessions, and testing tools. If parents/guardians desire to speak with a counselor, they may arrange a meeting by contacting the school.

The guidance personnel work in conjunction with the classroom teachers. The Guidance office is open to all students and offers a variety of educational and vocational guidance to those who seek advice and counseling. Individual interviews enable students to discuss with the Guidance Counselor whatever will promote attitudes and habits, which will assist them in making choices and adjustments productive of personal satisfaction and effectiveness.

### **WORKING PAPERS**

Applications for working papers may be obtained in the Guidance Office. In order to file papers, it is required to present a birth certificate, a signed application form, and a doctor's medical note.

### **PHOTO/MEDIA RELEASE FORM**

Parents/Guardians have the right to exclude their children from videotaping, audio recording, school pictures, and other photography or participation involving printed materials or on the Internet. Parents/Guardians should provide such documentation to the school office; otherwise, they must fill out the photo/media release form.

### **DOE GRADES ATTENDANCE MESSAGING (GAMA)**

We will continue using the new DOE Grades, Attendance, and Messaging Application. Below is an overview of this new means of communication.

#### **Key Functionality**

##### **Grades**

- Automatically imports rosters and courses from STARS/ATS
- Create and grade assignments
- Import assignments from approved DOE Enterprise LMS platforms (iLearnNYC and Google Classroom)
- Alignment to NYCDOE Academic Policy
- Send grades to STARS in 1 Click (No EGG File)

##### **Attendance**

A digital tool for student attendance collection

- Automatically imports rosters and courses from ATS
- Allows teachers to take attendance without paper
- Will offer three attendance taking modes at launch
  - Daily attendance

- AM/PM attendance
- Period Attendance
- Instant attendance reporting to ATS
- Available on all platforms; mobile phone, tablet, and computer.

## **Messaging Center**

The new Messaging application offers multiple methods of communication such as emails, SMS text, and robocalls while seamlessly integrating with new and existing DOE applications. The Messaging Center also:

- Provides stock messages with customization capabilities
- Integrates with Grades + Attendance as it relates to messaging
- Provides seamless integration with ATS, HR system and NYSCA and pulls in parent contact information from various source systems.
- Will provide places for messages to be translated into 9 different languages (more to come).

Offers communication to entire school or specific classes, teachers, and students.

## **NEW YORK CITY SCHOOLS ACCOUNT**

The new NYC Schools Account (NYCSA) Portal will allow you to:

- See your students' grades, test scores and more in My Student
- Take classes in Parent University
- Report bullying
- Access forms for your child
- Reset your child's DOE account password
- Access SupportHub

- [NYC Schools Account](#) (Open external link)

You can sign up for an account by entering a few basic details. This will allow you to begin receiving notifications from the DOE. It only takes five minutes, and it is the first step in getting a full account.

## **MyStudent**

### **Track your Student's Academic Progress**

Did you know that you can track your child's education on any computer, phone, or tablet? In MyStudent, you can track your student's academic progress. View

their grades, schedule, test scores, transportation, attendance, and more! If your student has an Individualized Education Program (IEP), you can view their student's recommended services. You must be linked to a student in order to view this information. See the Adding Students section to learn how to link your student to your account.

## **Forms**

NYCSA now allows you to submit digital versions of paper forms directly. Using technology powered by DocuSign, you can fill out and sign a digital form that will be made immediately available to your school. You will no longer need to submit paper versions of these forms to your school. NYCSA currently hosts the following forms:

- Media Consent for NYC Department of Education Use
- Request to Identify Parents on Active Duty in the Armed Forces
- Special Education Recovery Services Form (for students with IEPs only).

## **ELEMENTARY SCHOOL GRADING POLICY**

### ***Report Cards***

Students will receive report cards three times in the school year. Report Cards will be issued at the end of each marking period as follows. The end dates for marking periods are below:

<b>Marking Period 1:</b>	<b>November 22, 2023</b>
<b>Marking Period 2:</b>	<b>February 2, 2024</b>
<b>Marking Period 3:</b>	<b>April 12, 2024 (Middle School Only)</b>
<b>Marking Period 4:</b>	<b>May 24, 2024 (Grades 5 and 8)</b>
	<b>May 31, 2024 (Grades K-4, 6 and 7)</b>

In grades three through five, the final report card will also include an average of all three marking periods for each major subject.

### ***Ongoing Feedback***

Teachers in grades 1-8 will utilize the new DOE online gradebook. Parents will have access and may access it at any time to view their child's scores on various assignments. Login information will be sent home.

### ***District 20 Grading Policy***

Students in **Kindergarten through Grade 1** will receive level grades (4,3,2,1) and students in **Grades 2-8** will receive percentages (60%-100%) for the following subjects:

- English Language Arts Overall
- Reading
- Writing
- Mathematics
- Science
- Social Studies
- STEAM

Students in **Kindergarten through Grade 1** will receive a Pass (P) or Fail (F) and **Grades 2-8** will receive a numerical grade for the following subjects:

- Physical Education
- Music
- Visual Art
- Literacy (1-2, 4-5)

### ***Calculation***

Classroom exams account for 45% of the overall grade. Class assignments account for 25% of the overall grade. Class projects account for 25% of the overall grade, and homework accounts for 5% of the overall grade.

### ***Conversions***

Level 4: 92% - 100%

Level 3: 80% - 91%

Level 2: 65% - 79%

Level 1: Below 65%

## **ELEMENTARY SCHOOL HONOR ROLL**

### **Grades 1 and 2**

#### ***Gold Honor Roll***

Attain a “4” or “3” rating in all subject areas.

Attain a “4” rating in work habits and personal and social development areas.

Two excused absences or less (exception: doctor’s note for extended absences and religious observance).

Two latenesses or less

#### ***Silver Honor Roll***

Attain a “4” or “3” rating in all subject areas.

Attain a “3” rating in work habits and personal and social development areas.

Two excused absences or less (exception: doctor's note for extended absences and religious observance).

Two latenesses or less

### **Grades 3 through 5**

#### ***Gold Honor Roll***

Attain a 90% in all subject areas.

Attain an E or G rating in work habits and personal and social development areas.

Two excused absences or less (exception: doctor's note for extended absences and religious observance).

Two latenesses or less

#### ***Silver Honor Roll***

Attain an 85% in all subject areas.

Attain an E, G, or S rating in work habits and personal and social development areas.

Two excused absences or less (exception: doctor's note for extended absences and religious observance).

Two latenesses or less

### **MIDDLE SCHOOL GRADING POLICY**

- Report Card Weighted Average is an average of MAJOR SUBJECTS (English, Math, Science, and Social Studies **at full weight**) and MINOR SUBJECTS (PE, Art Music, Languages, and Enrichments **at half weight**).
- 75% of the MARKING PERIOD AVERAGE= MAJOR ASSIGNMENTS
- 25% of the MARKING PERIOD AVERAGE= MINOR ASSIGNMENTS

**Major Assignments** include formal, full period assessments/tests and projects.

**Minor Assignments** are graded assessments, assignments, and performance tasks done in class and /or at home.

Examples include, but are not limited to: vocabulary quizzes, skills quizzes, quizzes on a homework reading, Science lab sheets, oral presentations, notebook/note checks, reading log checks, collected and graded group assignments, math skill checks, collected "free writes", documents based questions, take home quizzes, graded homework assignments, and class participation grades.

#### ***Class Performance and Participation***

- Completion of classwork and participation in class activities are expected.
- Credit for classwork and participation are recorded and reflected as both **Major Assignments** and **Minor Assignments**.



### *Homework*

- Students are expected to complete all major and minor assignments on time.
- Students are expected to record all assignments as written or dictated by their teacher in class.
- Credit for work that is required to be completed at home is recorded and reflected as both **Major Assignments** and **Minor Assignments**.
- Important components of homework are **studying** and **preparation**. Students are expected to review their notes and complete all reading assignments in preparation for upcoming tests, quizzes, projects and other connected assignments.

### *Late Assignments*

- Students **will not** be permitted to make up assignments at the end of a marking period to raise their grade, without administrator approval. Allowing students to do this fails to teach the valuable lesson of **responsibility** and lacks to reinforce the skills learned in class in a timely manner.
- **Minor Assignments** must be submitted on time. A **Minor Assignment** that is due on Monday is considered late on Tuesday and will not receive full credit.
- **Major Assignments** turned in late will not receive full credit.
- Students with excused absences will receive full credit for assignments made up in a timely manner.

### *Extra Credit Assignments*

- Teachers may allow students to complete **extra- credit assignments** throughout the marking period only if they choose to do so. Assigning extra credit work is up to the individual teacher.

## **PLAGIARISM AND COPYING**

Plagiarism and copying are forms of cheating and are prohibited by the **Discipline Code**. Cheating is unacceptable. Plagiarism is when you use someone else's words or ideas to pass them off as your own. It is not allowed in school, college or beyond, so it is essential to learn the proper way to use resources, such as websites, books, and magazines. Plagiarism is stealing ideas. Cutting and pasting sentences,

paragraphs, articles, and pages from the internet and calling it your work is plagiarism. If students use someone else's words, they must give them credit. Your child will be taught how to do this. Copying another student's work is also considered plagiarism. Students are expected to do their own work and present their own original ideas. If it is determined that student work has been plagiarized, disciplinary action will be taken. Students may be asked to redo their work, or they may not receive credit.

In the Middle School, the following consequences for plagiarism will be enforced.

**1<sup>st</sup> Offense:**

Minor Assignment- 3 Days Reflective Lunch and an automatic ZERO for the assignment.

Major Assignment- 5 Days Reflective Lunch and 10-point deduction upon timely submission of new assignment.

**2<sup>nd</sup> and Future Offenses:**

Minor Assignment- 5 Days Reflective Lunch and an automatic ZERO for the assignment.

Major Assignment- 1 Day Principal's Suspension and 10-point deduction upon timely submission of new assignment.

**MIDDLE SCHOOL HONOR ROLL**

Students will be honored for their grades at the end of every marking period.

***Principal Honor Roll***

Attain a 95% average for the marking period.

90% or higher in all subjects

E or S for conduct in all subjects.

***Gold Honor Roll***

Attain a 90% average for the marking period.

85% or higher in all subjects

E or S for conduct in all subjects.

***Silver Honor Roll***

Attain an 85% average for the marking period.

80% or higher in all subjects

E or S for conduct in all subjects.

**For Valedictorian, and Salutatorian, exemplary attendance, punctuality, and exemplary behavior are expected.**

**NATIONAL JUNIOR HONOR SOCIETY (NJHS) (MIDDLE SCHOOL)**

Standards for NJHS:

- 90% average on first three marking periods
- No individual subject grade lower than 85%
- Exemplary attendance and punctuality
- Exemplary behavior
- Service Credit Requirement
- Minimum of 10 hours of community service to the school or community
- Three teacher recommendations and approval from homeroom teacher and Assistant Principal

\*Please speak with the Guidance Department about acquiring community service credits.

***We look forward to a successful school year in collaboration with our P.S./I.S. 229 family!***