

PS/IS 30 Mary White Ovington



Parent and Student Handbook 2023-2024

<https://www.psis30.org>

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Principal's Welcome Letter to Parents

August 2023,

Dear PS/IS 30 Families/Guardians,

It is my pleasure to welcome each of you (returning and new families) to the 2023-2024 school year at PS/IS 30. I pray you had a great Summer saturated with memorable moments with your families. I also hope you took time to relax and rejuvenate for the new school year. PS/IS 30 faculty and staff are excited to meet all our students and begin a fantastic school year filled with new teaching and learning experiences.

I would like to highlight new items and reinforce other items to assist you in preparing for the new school year. The first day of school for all students is **September 7th, 2023**. School day **begins at 8:00 am and ends at 2:20 pm**. **Our after-school program begins September 18th, 2023, so please make appropriate arrangements for students to be picked up at 2:20 pm during this time.**

Curriculum Updates:

- NYC READS initiative: an intentional decision by NYC public school to make a difference in literacy outcomes for all students in our school system.
- With this new initiative: we are implementing a new ELA curriculum.
 - Grades K-5: Into Reading
 - Grades 6-8 : Into Literature
- We are also implementing a new Math program for our K-8 students: Envisions 2.0.

You will have the opportunity to ask questions about the new curricula during curriculum night in September. You will also receive a link to the parent-facing websites to review in your own time.

State Assessments:

- In Spring 2024, all students in Grades 5 and 8 will be required to take ELA, mathematics, and science Tests via CBT (computer-based testing). The other grade levels may also participate in CBT, but paper-based testing will still be available for these students.
- Spring 2024 will also be the first administration of the new Grade 5 and Grade 8 Science Tests aligned to the NYS P-12 Science Learning Standards.

School Community:

- **Uniform:** We are a uniform school, through the pandemic we relaxed on reinforcing our students wearing the school uniforms, because we were focused on addressing other pertinent issues. However, for this school year, all our students will be required to wear school uniforms.
- **SyncGrades:** New communication tool, similar to pupil path, for parents to monitor how students are performing on each of the courses; and have ongoing communication with teachers about students' progress and performance.

I'm looking forward to a great school year with each of you. I'm inviting you to my monthly "Principal's coffee hour" where the platform is yours to present any topic of your choice/concern (You will receive a calendar of dates and time). I encourage you to please find the time to join PTA, SLT, or other parent committees where you can participate in school. Research has proven student academic achievement increases with an increase in parent involvement. We are looking forward to partnering with you to ensure the success of each student at PS/IS 30.

If you have questions and/or concerns, please feel free to contact me at cheeraman@schools.nyc.gov, or call 718-491-8440, ask for Ms. Delaney, (my secretary) to schedule an appointment.

We're going to have an Awesomesauce Year PS/IS 30 Families!

Warm regards,

Principal Heeraman.

School Vision

Our vision is to create a nurturing and inclusive learning community where every student thrives academically, socially, and emotionally. We aspire to foster a love for lifelong learning and empower our students to become compassionate, confident, curious, and responsible global citizens. Through engaging, innovative educational practices and experiences, we strive for our students to realize and grow their critical thinking skills, creativity, and sense of curiosity. We promote respect, collaboration, and cultural diversity, and aim to cultivate an environment that celebrates individual strengths and values the unique contributions of each student. Our vision is to prepare our students, from kindergarten through eighth-grade, for a rapidly changing world, equipping them with the knowledge, skills, and resilience needed to succeed in their college and/or career path.

School Mission

At PS/IS 30 we believe our vision is achievable through:

- 1) Delivering a comprehensive curriculum, aligned to the Next Generation Learning Standards, which promotes critical thinking, creativity, and problem-solving skills. At PS/IS 30, we are dedicated to ensuring all of our students receive high-quality teaching and learning experiences, using research-based instructional practices to ensure we are meeting the needs of all our students.

- 2) We create a culture of continuous improvement, professional growth, and innovation, through a student-centered approach. We aim to empower our educators to deliver high-quality instruction and personalized support to every student; We ensure a safe and secure school environment for all students and staff by ensuring SEL (social emotional learning) is at the core of our school community, where we teach school values of Respect, Opportunity, Acceptance, and Resilience (ROAR). We foster in our students and staff a sense of belonging, self-awareness, empathy for others and the community.

3) We foster strong partnerships with parents, guardians and the wider community to ensure collaborative efforts in preparing our students for lifelong success. At PS/IS 30 we promote family engagement and involvement to encourage our families to participate in committees as major stakeholders in their child(ren) education. We know our students do best when families are involved and engaged in their child(ren) learning.

4) The school community provides the resources and opportunities to create a safe and inclusive environment where diversity is celebrated, and students feel valued and supported. PS/IS 30 partners with a community-based organization to provide our students and families with opportunities to be active members in their school and surrounding community. Our mission is to empower students to become compassionate, responsible, and engaged citizens who positively contribute to society

Core Values

Respect Opportunity Acceptance Resilience

Our Core Values & 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 objective 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.

PS/IS 30 Contact Information

Main Offices	
Main Building for Grades 3-8 7002 4 th Avenue Phone: 718-491-8440 Fax: 718-491-8445	Annex Building for Grades K-2 415 Ovington Avenue Phone: 718-491-5684 Fax: 718-491-0071

Principal Grades K-8 Mrs. Carol Heeraman Main Building: ext. 1001 CHeeraman@schools.nyc.gov			
Assistant Principal Grades 3-8 <i>Math , Science , D. Arabic, SEP, P.E. Health, and Safety</i> Mr. Zaher Idriss Main ext. 4161 ZIdriss@schools.nyc.gov	Assistant Principal Grades 3-8 <i>ELA, Social Studies, Art, Music, Theater, Dance, Spanish</i> Ms. Calliope Athanasakos Main ext. 2141 CAthana@schools.nyc.gov	Assistant Principal (APO) Grades K-8 <i>Operations, Technology, Human Resources, Data, and ENL</i> Mr. Mohamed Salama Main ext. 1005 MSalama2@schools.nyc.gov	Assistant Principal Grades K-2 <i>All Subjects</i> Ms. Rianna Moustapha Annex ext. 1150 RMoustapha@schools.nyc.gov

Office Staff in Main Building <i>for Grades 3-8</i>	Office Staff in Annex Building <i>for Grades K-2</i>
Pupil Attendance & Bus Coordinator Ms. Roberta Gassoso - (718) 491-8440 ext. 1252 RGassoso@schools.nyc.gov	Pupil Attendance Ms. Gladys Santiago - (718) 491-5684 ext. 1660 GSantiago@schools.nyc.gov
Payroll & Principal's Secretary Ms. Michele Delaney - (718) 481-8440 ext 1012 MDeLaney3@schools.nyc.gov	Pupil Personnel Secretary Ms. Helen Collins -(718) 491-5684 HCollins4@schools.nyc.gov
Pupil Personnel Secretary Ms. Rena Ramsingh - (718) 491-8440 ext. 1014 RRamsingh3@schools.nyc.gov	NIA Director of Afterschool Mr. Omar Ali - (718) 491-8440 ext. 6091 NIA.30k@niabklyn.org Ms. Estefania Gomez - (718) 491-8440 ext. 6091 nia.ps30k@niabklyn.org

Community Liaison (K-8) Ms. Ilham Atmani - (718) 491-8440 ext. 1011 IAtmani@schools.nyc.gov	Parent Coordinator (K-8) Ms. Rana Abu-Sbaih - (718) 491-5684 ext. 1002 RAbusbaih@schools.nyc.gov
Specialized Staff	
Nurse Ms. Anna Khoury - (718) 491-8440 ext. 1022 AKhoury3@schools.nyc.gov	Nurse Ms. Lunelle Jeanith - (718) 491-5684 ext. 1100 LJeanith@gmail.com
Dean (Grades 6-8) Ms. Nancy Guzman - (718) 491-8440 ext. 1903 NGuzman5@schools.nyc.gov	Dean (Grades 3-5) Mr. Aaron Rosenzweig - (718) 491-8440 ext. 1901 ARosen2@schools.nyc.gov
Guidance Counselor (Grades 3-5) Mr. Joshua Houston - (718) 491-8440 ext. 1032 JHouston@schools.nyc.gov Guidance Counselor (Grades 6-8) Ms. Lisa Nieves - (718) 491-8440 ext. 4212 LNieves7@schools.nyc.gov	Guidance Counselor (Grades K-2) Ms. Yazmin Pena - (718) 491 5684 ext. 4230 YPena3@schools.nyc.gov
Psychologist Ms. Shanna Razak - (718) 491-8440 ext. 1904 SRazak@schools.nyc.gov	Family Worker Ms. Melani Henry - (718) 491-8440 ext. 1904 MHenry11@schools.nyc.gov
Social Worker Ms. Pascual Danyellis - (718) 491-8440 ext. 1902 DPascual2@schools.nyc.gov	Special Education Liaison Ms. Liza Lloyd - (718) 491-5684 ext. 3233 LLloyd3@schools.nyc.gov
Speech Therapy Liaison Ms. Allison Nelson - (718) 491-5684 ext. 3233 ANelson28@schools.nyc.gov	Special Education Coordinator Ms. Traci Tucker - (718) 491- 8440 ext. 6017 TTucker3@schools.nyc.gov



Dates of Interest



<p>First Day of the School Year for Students Thursday, September 7, 2023</p> <p>Evening only Parent Teacher Conferences/Meet the Teacher Night Thursday, September 14, 2023</p> <p>Yom Kippur (Schools Closed) Monday, September 25, 2023</p> <p>Italian Heritage/Indigenous Peoples' Day (Schools Closed) Monday, October 9, 2023</p> <p>Parent-Teacher Conferences Afternoon/Evening (Half Day Dismissal) Thursday, November 2, 2023</p> <p>Election Day (No School For Students) Tuesday, November 7, 2023</p> <p>Thanksgiving Recess (Schools Closed) Thurs., Nov. 23 - Fri., Nov. 24, 2023</p> <p>Winter Recess (Schools Closed) Mon., Dec. 25, 2023 - Mon., Jan. 1, 2024</p> <p>Rev. Dr. Martin Luther King Jr. Day (Schools Closed) Monday, January 15, 2024</p> <p>Midwinter Recess (Schools Closed) Mon., Feb. 19 - Fri., Feb. 23, 2024</p>	<p>Parent Teacher Conferences Afternoon/Evening (Half Day Dismissal) Thursday, March 7, 2024</p> <p>Easter Weekend (Schools Closed) Fri., March 29 - Mon., April 1, 2024</p> <p>Eid al-Fitr (Schools Closed) Wednesday, April 10, 2024</p> <p>Spring Recess (Schools Closed) Mon., April 22 - Tues., April 30, 2024</p> <p>Evening Only Parent Teacher Conferences Thursday, May 9, 2024</p> <p>Memorial Day (School Closed) Monday, May 27, 2024</p> <p>Anniversary Day/Chancellor's Conference Day (No School for Students) Thursday, June 6, 2024</p> <p>Clerical Day (No School for Students) Friday, June 7, 2024</p> <p>Eid al-Adha (Schools Closed) Monday, June 17, 2024</p> <p>Juneteenth (Schools Closed) Wednesday, June 19, 2024</p> <p>Last Day of School for Students Wednesday, June 26, 2024</p>
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NY State Testing Schedule 2023-2024

Test	Dates
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NYSAA English Language Arts, Mathematics, and Science	Monday, March 11 – Friday, June 7
Computer Based Testing Grade 8 ELA/Math/Science Grade 5 Science	Monday, April 8 – Friday, May 17
Paper Based Testing Grades 3,4,6,7 ELA	Wednesday, April 10 – Friday, April 12
Paper Based Testing Grades 3,4,6,7 Mathematics	Tuesday, May 7 - Thursday, May 9
NYSESLAT Speaking	Monday, April 15 – Friday, May, 24
NYSESLAT Listening, Reading, Writing	Monday, May 13 – Friday, May 24
Algebra 1	Tuesday, June 4
Living Environment Regents	Friday, June 14
U.S. History & Government	Tuesday, June 18

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School Hours



Students Daily Schedule

Monday	8:00 am – 2:20 pm
Tuesday	8:00 am – 2:20 pm
Wednesday	8:00 am – 2:20 pm
Thursday	8:00 am – 2:20 pm
Friday	8:00 am – 2:20 pm

Note: Classes begin promptly at 8:00 A.M.. We ask that your child arrive before 8:00 A.M. to avoid being marked late in the AM Homeroom. *A child who arrives late is missing valuable instruction and may face other disciplinary consequences.*

Main Building (3rd-8th) 7002 4th Ave	Annex (K-2nd) 415 Ovington Ave.
Students must enter through the side school yard entrance on Ovington Ave. between 3 rd and 4 th Avenues. The gate will close at 8:05 A.M.. Late students must enter through the main entrance in the front of the building and check in with the attendance coordinator in room 103..	Students must enter through the main entrance at the front of the building. Students will go directly to the cafeteria. Late students must be brought into the building and the late book must be signed.
Dismissal Main Building	Annex (K-2)
Grades 3 and 5 are dismissed to the school yard. Grades 6 and 8 are dismissed from the exit on Ovington Ave. Grade 7 is dismissed from the 4th Avenue exit.	Teachers escort their classes and line-up on Ovington Avenue where parents wait.

Office Hours

Parents may call the main office in both buildings from **8:00 A.M. to 4:00 P.M.**

Main Building (3rd-8th) - 718-491-8440

Annex (K-2nd) - 718- 491- 5684



Bell Schedule 2023-2024



Monday –Friday

Periods	Lunch	Begins	Ends
*AM Homeroom and Attendance	*Coats and Jackets must be hung in the closet. *All Cell Phones must be surrendered to the homeroom teacher.	8:00	8:10
1		8:11	8:52
2		8:53	9:34
3		9:35	10:16
4	(Annex) -Kindergarten (Main) – 3rd and 4th grades	10:17	11:07
5	(Annex) -1st grade (Main) – 5th and 6th grades	11:08	11:58
6	(Annex) -2nd grade (Main) – 7th and 8th grades	11:59	12:49
7		12:50	1:31
8		1:32	2:13
**PM Homeroom and Dismissal	*All Cell Phones are returned. *Coats and Jackets are also returned.	2:14	2:20



Absenteeism and Lateness



Absent From School: Every absence is considered a significant loss of instruction. When your child cannot come to school, call the school every day in the early morning before 8:00 AM. Please notify the appropriate **attendance coordinator**.

For K-2 students - Call **Ms. Santiago** at 718-491-5684

For 3-8 students – Call **Ms. Gassoso** at 718-491-8440 (**Ext: 1252**)

When you call the school, you should share the following information:

- Your child's full name
- Your child's class
- Your child's homeroom teacher
- Why your child is going to be absent
- Your (Parent's) full name and phone number

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

Please note that excessive excused or unexcused absences may result in further inquiry by the school or the Department of Education.

Late For School: School begins at 8:00 AM. Children should come on time to school. If children come after 8:05 AM, the homeroom teacher will mark them late. Lateness is recorded in the DOE's electronic recording system and on your child's report card. If there are unforeseen circumstances, parents should call the main office in the morning if their child is going to be late.

Parents of K-2 students - Call 718-491-5684

Parents of 3-8 students – Call 718-491-8440

Early Departure: Only individuals identified on the student's **blue card** will be allowed to pick the child up from school. The parent or adult **MUST have identification** to show security and office staff. All children **MUST** be signed out in the main office due to legal liability. No early pick-up will be accommodated after 2:00 PM, except in the case of an emergency or illness. It is recommended that you make routine doctor's appointments after school hours. To ensure students' safety we strongly discourage early pick up during your child's lunch period. Exceptional circumstances will be accommodated appropriately. Please ensure all early pickups are communicated to the classroom teacher in writing for elementary students.

PS/IS 30 Community Responsibilities

School Responsibilities	<ul style="list-style-type: none"> ● Implement learning plans and expectations ● Communicate regularly with all stakeholders. ● Support teachers in planning and implementing learning plans. ● Help families find needed resources in the community (academic, health, social).
Teacher Responsibilities	<ul style="list-style-type: none"> ● Plan lessons and coordinate with teacher/coach/administration teams in a timely manner using school's recommendations for high leverage practices . ● Know students well and intentionally and purposefully plan to meet student needs. (e.g. SWDs and ELLs) ● Be available at scheduled times to answer student/caregiver questions. ● Provide regular feedback to students on progress related to learning activities. ● Provide timely and constructive feedback on student work and assessments. ● Communicate regularly with students. ● Provide a range of meaningful and grade standards based learning opportunities that meet the needs of all learners.
Student Responsibilities	<ul style="list-style-type: none"> ● Review daily learning targets, activities, and tasks. ● Complete your assigned work by the due date. ● Ask clarifying questions when you need help or don't understand. ● Respect yourself, teachers and peers.
Parent/Family Responsibilities	<ul style="list-style-type: none"> ● Review work assigned to the student. ● Reserve a space for students to complete school work. ● Encourage students to get enough sleep. ● Set sensible time limits for technology use. ● Talk to students about their work daily. ● Help students establish and follow regular daily routines.

<https://www.psis30.org>

NYC DOE Discipline Code

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Student and Parent “Bill of Rights”

The Discipline Code is also known as the **Citywide Behavioral Expectations** to Support Student Learning. It:

- Is age-specific with one set for grades K-5 and another for grades 6-12.
- Explains the standards for behavior in the New York City public schools.
- Describes supports, interventions, and disciplinary responses that schools can use when students demonstrate unwelcome behavior.
- Explains how you can appeal decisions.
- Includes the K-12 **Student Bill of Rights and Responsibilities**
- Includes interventions and consequences in the Discipline Code for Grades K-5 and for Grades 6-12.

See Here: <https://www.schools.nyc.gov/school-life/know-your-rights/discipline-code>

Each child’s maximum potential can best be achieved through a partnership between parents and the education community. To foster active engagement between parents and schools, parents have certain rights and responsibilities. The **Parents' Bill of Rights** clarify all parental prerogatives.

See Here: <https://www.schools.nyc.gov/school-life/know-your-rights/parents-bill-of-rights>

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 - 5th Grade

Please label all garments with your child’s name.

- Maroon color PS/IS 30 polo shirt (short sleeve or long sleeve)
- Maroon color PS/IS 30 sweatshirt (zippered, hooded and crew neck available)
- Navy Blue Khaki-style pants or capris (**no denim/jeans, leggings, or jeggings**)
- Navy Blue Khaki-style shorts, skirt, or jumper (weather permitting, and no more than three inches above the knee)
- Please send your child with comfortable shoes or sneakers which are required for a safe day at school. **Sandals, high heels, wedges, crocs, slides, flip flops and shoes with wheels are not permitted** as they pose a safety hazard.

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

- Gray PS/IS 30 gym t-shirt and/or Gray PS/IS 30 sweatshirt
- Gray Sweatpants and/or Gray Athletic Shorts (weather permitting, and of appropriate length)
- Sneakers must be worn to participate

6th, 7th, and 8th Grades

Please label all garments with your child’s name.

- Forest Green PS/IS 30 polo shirt (short or long sleeve)
- Forest Green PS/IS 30 sweatshirt (zippered, hooded or crew neck available)
- Beige or Tan colored Khaki-style pants or capris (**no denim/jeans, leggings, or jeggings**)
- Beige or tan colored Khaki-style shorts, skirt, or jumper (weather permitting and no more than three inches above the knee)
- Please send your child with comfortable shoes or sneakers which are required for a safe day at school. **Sandals, high heels, wedges, crocs, slides, flip flops and shoes with wheels are not permitted** as they pose a safety hazard.

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

- Gray PS/IS 30 gym t-shirt and/or Gray PS/IS 30 sweatshirt
- Gray sweatpants and/or Gray athletic shorts (weather permitting, and of appropriate length)
- Sneakers must be worn to participate

Uniform Purchase

Parents may 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 Military Tapes/World Imprints at 7919 7th Avenue or ordered by email orders@worldimprints.com and picked up in person. Any family unable to afford the cost of the uniform should contact the **Parent Coordinator**, Ms. Rana at (718) 491-5684 ext. 1002 for assistance. *All requests will remain confidential.*

Policy Enforcement

If students arrive at school without their full and appropriate uniform, parents will be contacted and a request made that they bring the appropriate clothes to school for their child to change.

Students not adhering to the dress code will receive lunch or after-school detention as outlined by the school Deans of Discipline. If this is a persistent issue, students may have their privilege to participate in extracurricular activities such as trips and lunch recess revoked.

Any parent wishing to secure a uniform exemption for his/her child must contact the Parent Coordinator, Ms. Rana at rabusbaih@schools.nyc.gov for additional information.

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PS/IS 30 Cell Phone Policy

Over the last several years, we have witnessed a decline in students' ability to have meaningful, and sometimes, difficult "face-to-face" conversations with their peers.

Research strongly supports that when students are unable to access their phones during school hours, they are more engaged academically and socially.

That is why students at our school will not be allowed to carry or utilize cell phones. We will be focused on the teaching, learning, and engagement of our students during the crucial hours of the school day. We intend to support our students in being completely “present” in every moment.

A.M. Homeroom : All 3-8 grade students who have cell phones must be shut off and then surrendered to their homeroom teacher to be labeled and secured in the room.

P.M. Homeroom : All cellphones will be returned to every student.

Late Students: All cellphones will be shut off and surrendered in room 103. They will be labeled, placed in a box, and secured. Latecomers can collect their cell phones after dismissal.

No student will be allowed to possess or use a cellphone during regular school hours. If a student is found to be in possession of a cell phone, the phone will be confiscated and delivered to the office where it will be held for TWO school days. A parent must then come to the school to collect the cell phone.

If a student refuses to comply with a request to surrender their cell phone by any member of the faculty or staff, it will be considered insubordination. Rules governing insubordination will apply as outlined in the Chancellor’s Regulations.

Our goal is to create a safe environment, conducive to learning, and free of all distractions that hinder the learning process. If a parent needs to reach their child during the school day with important information, please call **718-491-8440** for students in grades 3-8 or **718-491-5684** for students in grades K-2, and we will relay the message. Thank you for your continued support and cooperation.

What should I do if my child is sick?

If children are sick, they should stay home. Some examples of when not to send your child to school are if:

- The child has a fever of 100° F or higher

- The child threw up the night before or in the morning before school
- The child is coughing a lot
- The child has a skin rash or sores
- The child has lice
- The child has chicken pox
- The child has “Strep” throat
- The child has conjunctivitis (pinkeye)
- The child has Covid 19

What if my child must take medicine in school?

Parents should not send medicines to school with children unless absolutely necessary. Children are not allowed to take medicine by themselves at school. If it is necessary for a child to take medicine in school, parents should write a note for the school nurse and bring the medicine to the nurse’s office.

Parents should provide the medicine in the ORIGINAL pharmacy bottle, not in a bag or envelope. The bottle must have a label with:

The child’s name

The doctor’s name

The name of the medicine

How much and when to give the medicine

The child must come to the nurse’s office to take the medicine.

Nut-Free School Policy

Our aim is to provide a safe learning environment for all people in our school Community. To support this, PS/IS 30 is designated as “nut-free”. This policy aims to increase our community awareness in order to minimize the risk for children with documented allergies to nut products.

WHY? Anaphylaxis is a severe form of allergic reaction which is potentially life-threatening. It can be fatal within minutes through swelling that shuts off airways

or through a dramatic drop in blood pressure. There are many causative agents for anaphylaxis with **NUTS** often being the immediate trigger. Anaphylaxis is preventable. Avoidance of specific triggers is by far the best option. Even *trace* amounts of peanuts can cause an allergic reaction.

What does this mean for me?

❖ **Please do not send in any food items to be consumed in the classroom or lunchroom that contains peanuts, nuts, peanut butter, nut butters, or peanut products.**

- ⇒ This includes almonds, filberts, Brazil nuts, cashews, hazelnuts, macadamia nut, pecans, pine nuts, pistachios, and walnuts
- ⇒ Read labels carefully to make sure the products are nut free. This includes labels that read “May contain traces of peanuts/nuts” or “processed in a facility that processes products that contain peanuts/nuts.” Food labels and ingredients change over time, so always read the label each time before purchasing snacks.
- ⇒ **NO HOMEMADE TREATS MAY BE BROUGHT INTO SCHOOL.** All treats/snacks must have an ingredient label.

Thank you for your consideration and support in keeping food-allergic students safe from having a life-threatening allergic reaction at school.

Please contact **Nurse Khoury** at AKhoury3@schools.nyc.gov with any questions.

DOE Internet Acceptable Use Policy

We take privacy and online safety seriously at PS/IS 30. One of the most important outcomes of our work with technologies over the last few years, is the opportunity to inform students about Internet safety, and get them into safe and responsible online habits within a closely-monitored environment.

Because of our students' increased participation in Internet activity, including social networking outside of school, we are encouraging members of our community, particularly parents, to pay special attention to the following sections of the policy:

Here are a few Highlights from the NYCDOE's Internet Acceptable Use Policy:

Parental Notification and Responsibility

- If the Department provides home Internet access, parents are exclusively responsible for monitoring their own and their child(ren)'s use of the Internet if they access the system from home. Filtering may or may not be employed to screen home access to the Internet. Parents should inquire with the school.

Limitations on Internet Usage

❖ Personal Safety Violations For Students

- Student users will not post or transmit photographs or personal contact information about themselves or other people without prior written parental consent from the parent of the student whose information is being posted. Such consent must be delivered to the child's teacher or principal. Personal contact information includes, but is not limited to, home address, telephone number, school name, school address and classroom.
- Student users will not agree to meet with someone they have met online without their parent's approval and participation.
- Student users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

❖ Inappropriate Language

- Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, abusive or disrespectful language.
- Users will not post information that could interfere with the educational process or cause a danger of disruption in the educational environment.
- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.

❖ Privacy Violations

- Users should not repost a message that was sent to them privately without permission of the person who sent them the message.
- Users should not post private information about another person.

❖ Plagiarism and Copyright Infringement

- Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- Users will respect the rights of copyright owners and not infringe on those rights. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

❖ **Access to Inappropriate Material**

- Users will not use the Department system to access material that is profane or obscene, that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people.
- If users inadvertently access such information, they should immediately disclose the inadvertent access. This will protect users against an allegation that they have intentionally violated the **Internet Acceptable Use Policy**.

NYCDOE's Internet Acceptable Use Policy: <https://www.schools.nyc.gov/about-us/policies/internet-acceptable-use-policy>

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

Evacuation site for PS/IS 30 grades K-8:

*High School of Telecommunication Arts and Technology
350 67th Street
Brooklyn, NY 11220*

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, have a delayed opening, or will continue with asynchronous learning from home. This announcement is made in consultation with other city officials. Announcements are usually made by 6:30 AM. Please tune in to local radio or television stations such as WINS (1010 AM) or NY1 (Cable TV).

When there is an authorized citywide school closing or delayed school opening, all field trips and all after-school programs will be canceled 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 Emergency “Blue” Card.**

PTA

Parent Teacher Association

All schools must have either a Parent Association (PA) or a Parent Teacher Association (PTA). PS/IS 30 voted for a PTA.

The purpose of our PTA is as follows:

- advocate for students and families
- update parents and families about the school
- plan and run activities for parents and families

Our PTA supports the PS/IS 30 community in a number of ways, including:

- hosting parent workshops

- organizing activities for families—both academic and social
- raising funds
- running volunteer events

If interested in joining or volunteering, please contact the parent coordinator, Ms. Rana Abu-Sbaih, at (718) 491-5684 ext. 1002 or at RAbusbaih@schools.nyc.gov or email the PTA directly at psis30pta@gmail.com

Parent Teacher Conferences **2023-2024 Schedule**

Thursday, September 14, 2023	Evening Only/Meet the Teacher Night
Thursday, November 2, 2023	Afternoon/Evening (<i>Students are dismissed at 11:20am</i>)
Thursday, March 7, 2024	Afternoon/Evening (<i>Students are dismissed at 11:20 am</i>)
Thursday, May 9, 2024	Evening Only

Parent Engagement Time

In an effort to facilitate communication between home and school, we encourage families to make an appointment to speak to their child's teacher. Meetings can be scheduled with educators, administration, counselors, and deans via email, Class Dojo or by calling the school.

School Messenger

Our school utilizes the SchoolMessenger system to deliver text messages, straight to your cell phone with important information about events, school closings, safety alerts and

more. School messenger is one of our primary communication pathways. This is a free service but families must opt-in to receive text messages.

If you have not already done so, please send the text message **“Yes”** to the number, **67587**.

SchoolMessenger is compliant with the Student Privacy Pledge, so you can rest assured that your information is safe and will never be given or sold to anyone.

GAM (Grades-Attendance-Messaging)

The NYC Department of Education also introduced a new platform for teachers to enter their attendance and grade data called GAM. There is also a Messaging component to GAM that is used by our school to communicate with families. This platform allows us to send emails, text messages and voice calls to families.

This is a free service offered to those families who have set up a NYC School Account. If you are not receiving these messages, please contact the school to activate your NYCSA account and make sure your information is up to date.

SYNC Grades

We are launching a new digital platform for families which will provide access to their child's digital gradebook. This will allow caregivers to closely monitor their child's progress throughout the school year. More information will be shared when it is available.

NYC Schools Account (NYCSA)

Overview NYC Schools Account (NYCSA) is a web-based application that lets you see and manage important information about your child on any computer, phone, or tablet. Information on this application is translated into nine languages besides English. In the account, you can see a child's:

<ul style="list-style-type: none">• Attendance• Grades & Report Cards• Assessments (Test Scores)• Student Wellness• Schedule	<ul style="list-style-type: none">• Promotion Tracker & Promotion Letters• Graduation Tracker• Reading Level• Transportation	<ul style="list-style-type: none">• Unofficial Transcripts (11th and 12th Graders Only)• Emergency Contact & Student Health Information
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<ul style="list-style-type: none"> • Guardians • Enrollment History 	<ul style="list-style-type: none"> • Individualized Education Program (IEP) 	<ul style="list-style-type: none"> • COVID-19 Testing Consent Form
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Create Your Own Account Online

- 1) You will need the Account Creation Code and the child's 9-digit student ID number to create a NYCSA or to add additional children to an existing account. Please contact the parent coordinator, Ms. Rana Abu-Sbaih - (718) 491-5684 ext. 1002 or rabusbaih@schools.nyc.gov or the Community Liaison, Ms. Ilham Atmani (718) 491-8440 ext. 1011 or iatmani@schools.nyc.gov for assistance.
- 2) Visit <https://schoolsaccount.nyc> and select the "Create Account" link found on the login page.
- 3) Enter your name, email address, and cell phone number to begin receiving notifications.
- 4) Select "Validate Email" after you have entered your contact information. Keep this page open.
- 5) Open your email to get the validation number. Enter the number into the "Validate Email" page.
- 6) Proceed to create your password.

Problem Solving Protocol for Parents

Even though we think of ourselves as one big happy family, sometimes concerns or questions will arise. If an issue exists that needs to be clarified or resolved, please begin with the adult directly connected to the concern. We ask that parents make an earnest attempt to resolve the problem on the school level first. Thank you!

If the questions or concerns are not addressed, it is strongly suggested that parents use the **Chain of Communication Protocol** in the following order:

- Teacher
- Parent Coordinator or Community Advocate
- Dean of Discipline

- Guidance Counselor
- Assistant Principal
- Principal

Celebrations and Birthdays

K-2 in the Annex	3-8 in the Main Building
<p>K-2 school children can celebrate their birthdays in class before dismissal with a written request submitted to the teacher in advance. Please note the Assistant Principal's approval is mandatory.</p> <p><i>Siblings (brothers and sisters) cannot be removed from their class to participate.</i></p>	<p>Gr. 3-8 cannot celebrate birthdays in the classroom.</p> <p>Gr 3-5 goodie bags may be distributed to students before dismissal. Only pre-packaged items for distribution please.</p>

Lunch Policy

Breakfast and lunch are both free! To get lunch menus, nutritional information and more, please visit the following website <http://www.schoolfoodnyc.org> .

Go online to www.myschoolapps.com and complete the lunch form, badly needed additional school funding is generated by each family completing this form.

Every student has a scheduled lunch period (see page 11). Food may only be eaten during the child's scheduled lunch period. Students may bring their own lunch, BUT keep in mind that both of our buildings have been deemed **nut free**. *Lunch Aides will ask students with a nut item in their lunch box to put it away until they leave the school building.*

Student Transportation

(School Bus and Metro Cards)

Transportation eligibility is based on a student's grade level, walking distance between home and school, and existing accommodations based on a medical condition, housing status, or safety assessment. *Please note that School Bus for General Education students is limited.*

Students 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 DOE pre determines the type of pass a child receives based on each child's official home address.

Eligible students will receive two student Metro cards per year, one in Sept. and one at the beginning of February. See our Supervising School Aide for details. Contact Ms. Roberta Gassoso at (718) 491-8440 ext. 1252 or RGassoso@schools.nyc.gov

If a student loses their card during the school year, they should see the Supervising School Aide to request a new card. Replacing a lost card is a complicated administrative task **and students are expected to take care of their card and not lose it.**

If you wish to pick up your child on a particular day instead of letting them ride the school bus, you must provide a written letter including the date, details of the pick up, contact information, and parent signature. This is required to ensure the safety of your child. Please note that due to safety risks a phone call will not suffice to change pick up details, and same-day requests will not be accommodated.

Grade Level	Distance Code A: Less than 0.5 mile	Distance Code B: 0.5 mile or more, but less than 1 mile	Distance Code C: 1 mile or more, but less than 1.5 miles	Distance Code D: 1.5 miles or more
Grades Kindergarten, 1, and 2	Not Eligible	School Bus or MetroCard	School Bus or MetroCard	School Bus or MetroCard
Grades 3-6	Not Eligible	MetroCard only	School Bus or MetroCard	School Bus or MetroCard
Grade 7-12	Not Eligible	MetroCard only	MetroCard only	MetroCard only

School Bus Procedures

The bus drivers have the responsibility of transporting the children to and from school each day in a safe manner. Therefore, it is imperative that all children follow the rules that have been established. When a child's conduct is excessively disruptive or endangers the others riding the bus, they might be excluded from the bus until the school can be assured of safe behavior

Change of Address, Phone Number, or Email

It is vital in the educational process to be able to contact parents/guardians via phone, mail, and email regarding student emergencies, behavior, progress, and other pertinent information. If your phone number, address or email changes during the year, please notify the school office so that this information can be updated immediately.

Field Trips

School sponsored field trips are designed to complement the curriculum and are related to the Standards of Learning taught. In the event that a field trip is scheduled, a permission form will be sent home and must be completed by the parent/guardian and handed in by the due date.

Keep in mind:

- ❖ Some field trips may require a nominal fee for student participation.
- ❖ In some cases, a Parent/guardian may be required to escort a child on a field trip.
- ❖ In some cases, a student's privilege to attend a field trip may be revoked; should this occur, the parent/guardian will be notified.
- ❖ If a student is involved in a physical altercation and/or has committed a level 3-5 behavior infraction (Chancellor's Regulations) within 4 weeks prior to a field trip, they may be required to have a parent/guardian escort or the privilege of attending may be revoked.

School Library Services

Students in grades K-8 are allowed one (1) book checked out at a time. Students are responsible for handling the books with care and not losing the books. If books are lost, the parents will be notified and the student's check out privileges will be limited until the book is found or the replacement fee is paid.

Lost and Found

Articles found in the building or on school grounds should be turned into the main office. Items unclaimed by the end of each month will be discarded or donated to charity. To assist in recovery of lost items, please ensure items have your child's name written on them.

Telephone Use

The office telephone is for business calls. However, students can use the office phone in case of an emergency. Parents should avoid calling the school requesting to speak with students.

Valuables

Please do not allow your child to bring large amounts of money and/or other valuable items to school. PS/IS 30 is not responsible for lost or stolen items.

School Security and Visitors

For the safety and protection of the students and staff, all persons entering the building must report to the security desk and present a valid picture ID card. They will then be directed to sign in to receive an identification sticker. This sticker must be clearly displayed while in the school. This includes parents, volunteers, and other district employees. At the end of the visit, visitors are to return to the security desk and sign out. All visitors are requested to enter and exit through the front of the building.

Please note that if a child is being picked up, that person must have proper identification and must be on the **blue card**. Also, for your child's 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, bicycles, and strollers are not allowed in the building and will be left in a designated area.

Textbook, Workbook, and Class Novel Policy

Textbooks, workbooks, and class novels are the responsibility of each child. 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.

Workbooks are consumables and need not be returned, but they are limited and should not be lost or misplaced. That is true for textbooks and class novels as well, but they should be kept in the best possible condition as they will be collected at the end of the school year. We recommend placing them in ziplock bags as they are carried to and from school to protect from spills or wet weather.

How Can I Help My Child with Homework?

Homework is an assignment that teachers give students to do at home. Homework should be assigned for most evenings, especially from Core Subject teachers(ELA, Math, Science, and Social Studies). There are different kinds of homework assignments. Children may:

- ❖ **Work on assignments that practice or review something they learned in school**
- ❖ **Work on an assignment in preparation for the next lesson**

- ❖ **Work on special projects that might include reading, writing, drawing, acting, singing, playing a musical instrument, completing a Social Studies or Science Fair entry, etc**
- ❖ **Study for a quiz or test**

Here are some things you can do to help your children with their homework:

Homework Time: Children have many daily activities such as chores, appointments, playtime, after school programs, and homework. You can help your children schedule a special time for homework. It is best if homework is done at the same time every afternoon or evening, but not late in the evening. During homework time, you should turn off the television and video/computer games. Children need a quiet place to do their homework.

Looking at Homework: You should look at homework to see if it is legible and complete. Your children can explain their homework to you. You should also ask your child questions about homework.

Problems with Homework: Sometimes children cannot finish their homework because they don't understand it. If parents understand the homework, they can help their children. But parents should never do homework for their children.

Many parents feel they cannot help their children with homework. If parents cannot help their child with a homework problem, they should write a note, email the teacher, call the teacher, or call a classmate for help. Parents can explain to the teacher that their child had a problem finishing the assignment.

Sometimes children do not want to do their homework. They may prefer to watch TV or play. You should always encourage your child to complete all their homework, even if they do not want to. You can encourage your child to do homework by talking with them about it.

Even if you do not understand the work, you can ask questions such as;

1. **Do you understand what you are supposed to do?** After you or your child reads the directions, ask the child if they understand what they need to do. If your child does not understand, help explain it to them. If you do not understand, contact one of your child's classmates or the teacher for help.
2. **Do you have everything you need to do this assignment?** Sometimes your child will need supplies for homework like colored pencils, protractors, calculators or reference books. You can often find these supplies at the library or you may have to purchase them. If you cannot afford to buy them, contact your child's teacher, parent coordinator, or community liaison for assistance.

3. **Does your answer make sense to you? Explain it to me.** Sometimes it helps children find mistakes when they explain their work to someone else. By explaining their work, you can also see if your child did all of their homework thoroughly.

Recommended Time Frames for Daily Homework

Kindergarten	15-20 minutes total <i>(including all subjects)</i>
1st grade	20-25 minutes total <i>(including all subjects)</i>
2nd grade	25-30 minutes total <i>(including all subjects)</i>
3rd grade	30-40 minutes total <i>(including all subjects)</i>
4th grade	40-50 minutes total <i>(including all subjects)</i>
5th grade	50-60 minutes total <i>(including all subjects)</i>
6th grade	60-70 minutes total <i>(including all subjects)</i>
7th grade	70-80 minutes total <i>(including all subjects)</i>
8th grade	80-90 minutes total <i>(including all subjects)</i>

Resources to Support Parents and Students at Home

Dial- A-Teacher = Call 212-777- 3380 (Monday- Thursday 4:00-7:00 PM)

BPL Brainfuse Homework Help = Interact with tutors every day from 9:00-5:00 PM. Go to <https://landing.brainfuse.com/authenticate.asp?u=main.brooklynplhn.ny.brainfuse.com> to sign up or call 1-866-BRAINFUSE.

Grading Scale - District 20

Descriptor	Level	Numerical Range
Excels in grade standards	4	92% - 100%
Proficient in grade standards	3	80%- 91%
Partially Proficient in grade standards	2	65%-79%
Well Below Proficient in grade standards	1	Below 65%

Academic Honors *6TH – 8TH Grade*

ARISTA is PS/IS 30's Honor Society. We strive to proudly serve our community and aspire to be the role models and leaders of the future. All requirements are based upon a student's outstanding performance in the areas of scholarship, service, leadership, citizenship, and character.

ARISTA

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 92% attendance and have no more than 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.

PRINCIPAL'S LIST

1. Students must maintain 92% 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.

ASSISTANT PRINCIPAL'S LIST

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.

HONORABLE MENTION

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 80% and 85%. No individual grade for any subject, major* or minor**, is less than 75%.

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.*

After School and Extracurricular Activities

NIA After-School Program: NIA is our community based organization (CBO) that provides our students with after school activities that enhance our students' academics and overall development as adolescents. NIA offers homework help, enrichment classes, and targeted literacy tutoring for K-8.

NIA Director of Afterschool

Mr. Omar Ali - (718) 491-8440 ext. 6091

NIA.30k@niabklyn.org

Ms. Estefania Gomez - (718) 491-8440 ext. 6091

nia.ps30k@niabklyn.org

Extracurricular Activities Requirements

At PSIS 30, every student has the opportunity to find his/her inner self. We strongly encourage all students to participate whether on a sports team or a club.

Members of teams or clubs are expected to participate in all practices, games, or performances while maintaining passing grades in their classes.

If a student is failing one or more core subjects in school or exhibits inappropriate school behavior, they may be put on probation on a temporary basis.

Please note that if a student is serving a DOE suspension they will not be allowed to participate in any after school or extra-curricular activity for the duration of the suspension.

Special Programs/Partnerships	School Clubs and Teams
Broadway Jr. - Musical Theater Chorus Cool Culture Music –Band Music - Orchestra National History Bee National Spelling Bee SEP STEAM QFI (Qatar Foundation Inc.)- Dual Language Arabic Program (Grades K-5) Urban Advantage	Arista Chess Club Flag Football GLAM Squad Lighthouse Committee Media NIA (Performing Arts programs) Student Council Basketball Road Runners/Young Runners Soapbox Derby Soccer Yearbook