

# PS 33 Chelsea Prep School (02M033)

## Parent Handbook School Year 2015-2016



The Handbook is a living document. Therefore during the school year, memorandums, weekly reminders sent DOE emails, calendars, schedules, bulletins, reminders, Chancellor's Memorandums, messages via email, etc. will have an impact on the contents of this handbook. The most current information will apply as it is received. Please retain this book.

Thank you.

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New York, NY 10001  
Main # (212) 266-5800  
Fax # (212) 629-6893  
[www.PS33ChelseaPrep.org](http://www.PS33ChelseaPrep.org)

Welcome PS 33 Families:

The purpose of this handbook is to provide a ready reference to the policies and procedures for your family as you join the PS 33 community.

We are committed to academic excellence and the fostering of a collaborative community of lifelong learners. Our goal is to enable PS 33 to provide an atmosphere of safety and warmth in which each individual child is encouraged and nurtured to grow.

We invite you to use the information and resources in the following pages as your guide to become familiar with the policies, programs and procedures of the school. Your child's classroom teacher is the primary link between school and home should any questions or concerns come up, yet there are numerous other people on staff who can support you and your child whenever possible. We place a high value on strong home and school communication.

In addition to this handbook, you will be receiving an information booklet from the yearly elected Executive Board of the PTA with an updated list of events, committees and schedules each new school year. All families are encouraged to take advantage of the many valuable experiences that PS 33 has to offer by being an active participant within the school. Whether you have a little time or a lot, every minute you share getting involved is extremely appreciated and will only enhance our school's community spirit.

Many of our PS 33 children and adults form friendships and bonds with each other that may be strong for years to come. As parents are the first teachers, we continue to encourage you to remain an active, supportive participant in your child's development. PS 33 is the beginning of their educational journey and we are pleased to be a part of it. I wish you all a very successful and happy year.

Sincerely,

Cindy Wang

Principal, I.A.

# **TABLE OF CONTENTS**

<b>The General Procedures for Our School</b>	<b>Page 4</b>
Entering the Building.....	4
Arrival.....	4
• School Bus Arrival.....	5
Dismissal.....	5
Attendance.....	6
Absences .....	6
Emergency at School.....	7
Holidays and Days off.....	8
Weather information / School Closings.....	8
Breakfast / Lunch Program.....	9
School Trips.....	9
<b>Home and School Communications</b>	<b>10</b>
Parent Coordinator.....	10
Important Numbers .....	10
Parent Involvement.....	11
• PTA.....	11
• School Leadership Team.....	11
• Class Parents.....	11
• Become certified to be a Parent Volunteer.....	12
• Accompanying class trips .....	12
Communication with Faculty.....	13
Parent / Teacher Meetings and Conferences.....	13
Transportation.....	14
• Metrocard .....	14-15
<b>Social Matters</b>	<b>16</b>
Holiday Parties.....	16
Other school Policies	
• Cell phone & Electronic Devices Policy .....	16

# GENERAL PROCEDURES FOR OUR SCHOOL

## Entering the Building

The main entrance to the school is on Ninth Avenue, between 26<sup>th</sup> and 27<sup>th</sup> Street. Upon entering the building, all visitors (including parent volunteers) must stop at the security desk and sign in. Picture ID is required. No exceptions. From there, all adults and visitors must proceed to the Main Office. As a Department of Education safety rule, baby strollers and bicycles are not permitted past the security desk. Bicycles, scooters or wheeled shoes should not be ridden on or around school property during or after school hours. Also, bicycles or scooters are not allowed to be tied or chained to the school gates during school hours and will be removed if the school cannot locate the owner.

Parents / Guardians may not escort children beyond the security desk or Main Office during school hours.

*To protect the safety of the children, any adult authorized to pick up a PS 33 student will be asked to present a picture I.D. and must know the child's first and last names and classroom number.*

## Arrival

For your child's safety, no PS 33 student is allowed to enter the building until the designated time. Doors open at 8:00 AM for breakfast and it is free. School begins at 8:20 AM.

Students who arrive after teachers pick up their classes and doors have been closed, are late. **If your child is late to school**, please bring students to the main entrance of the school. There is a "Late Table" in the lobby where students will sign the late log and receive a late pass. Students in the lower grades will be escorted to the classroom. This period is a very busy time of day. Because the disruptions can upset normal routines and learning of all students, it is important that you help your child be on time each day. Establishing good attendance habits right from the start is very helpful.

## Arrival Procedure

- Pre-K: Students will meet their teachers in the school garden in front of the school. During inclement weathers, an area in the lobby will be set up to welcome and receive the students.
- Kindergarten, Grades 1 & 2: Enter through the yard to the cafeteria. Go to cafeteria for teacher pick-up.
- Grades 3, 4, and 5: Enter through entrance on 27<sup>th</sup> and 9<sup>th</sup> Ave. Go to gymnasium for teacher pick-up. Doors will open for students at 8:10AM

- Children must enter school by themselves and parents say good bye outside. This will make traffic more manageable.

**School Bus Arrival:** Children are escorted off the buses by the school aides and walked to the school entrance. Upon entering the school, they are then directed to the gym or cafeteria. At all arrivals (school bus, main entrance and schoolyard) students are met and supervised by PS 33 school personnel.

## **Dismissal**

- PreK students are dismissed at 2:30PM in the school garden, located in the front of the school.
- Students in grades K-3 are dismissed from the school yard regardless of weather conditions, unless in extreme weather conditions. Children are to be picked up from their posted designated area determined by grade and class. Kindergarten and grade 1 students are dismissed at 2:35PM and students in grades 2-3 are dismissed beginning at 2:40PM.
- Students in grades 4-5 are dismissed from the exit on the corner of 26th Street and 9<sup>th</sup> Ave, beginning at 2:40PM.

Children who are not picked up on time are brought to the Main Office where parents/guardians are contacted by phone. If it becomes too late in the evening and no one on the blue emergency card can be reached, the child can be taken to the police precinct. Please make sure your emergency contact information is up to date. Late pick-ups are extremely upsetting to the child.

**We ask that you do not schedule routine doctor or dental appointments during school hours.** Children should not be picked up early from school except when parents are contacted by the school nurse for medical, dental or family emergencies. Early pickups are extremely disruptive to the educational process of the entire class.

**All public school arrival and departure times are set by the Department of Education and can change from year to year. You will be notified each summer as to the arrival and dismissal schedule for the upcoming school year. Please note these hours to ensure on-time arrivals and departures.**

**Saying Goodbye to the Teacher:** For your child's safety, before leaving the school area at dismissal, please make sure that the child shakes hands with his or her teacher and informs the teacher of the name of the adult picking them up. The person picking up the student should be acknowledged by the teacher.

**School Bus Dismissal:** Children are escorted from their class to the auditorium. There they are arranged by bus group and escorted directly to their bus.

Because of insurance regulations, only children scheduled for a particular bus are allowed to ride. Visitors, play dates, etc. are not permitted on the bus. Please be on time to meet the bus. Make an attempt to meet other parents/caregivers/guardians at your child's stop and exchange numbers. If no one is at the stop for pick-up, the child will remain on the bus until the driver can return the child to school. If it is too late in the evening and no one on the blue emergency card can be reached and if there are no personnel at the school to meet the student, the child can be taken to the police precinct at 212-741-8211

**PLEASE NOTE:** If any changes occur in your child's pick-up routine, you must send a note to the teacher in the red communication folder. If you forget to send a note, please email [ps33chelseaprep@gmail.com](mailto:ps33chelseaprep@gmail.com) or fax a note to (212)629-6893 or call the main office. Please call the office to confirm the note was received. The student will not be released to any person not named on the blue emergency card without prior notification. To ensure smooth and proper dismissal for all of our students, please communicate changes in pick-up routines in advance. Last minute communication can cause confusion to students and disruptions to school routines. If you have an emergency or will be delayed in your schedule, please contact the Main Office prior to dismissal time and note the child's name and classroom number. The main office number is (212)244-6426. Please make sure you have spoken to someone at the office to ensure the change request has been received.

## **Attendance**

Each student's attendance is extremely important at PS 33 and adds to the success of the school year. Please make sure to have your child at school on time. Beginning on time promotes good habits, while lateness disrupts classmates and teachers. Children who arrive late will sign in a late book and issued a late pass. The Chancellor's regulations require each student have 90% attendance in a school year. Children who are registered in the public school system are mandated to attend school daily. Attendance is one of the measures used to determine grade promotions.

## **Absences & Lateness**

Please call the Main Office every day at (212) 244-6426, to notify that the student will be absent. We ask all parents/guardians to keep children at home during the early infectious period of a cold, illness or communicable disease. All students who have been absent from school (regardless of number of days) must bring a note to the classroom teacher from their parent(s)/guardian or

doctor stating the reason for their absence. The teacher forwards the note to the Main Office where it is kept on file. All absences must be explained with a note. Please check the school calendar carefully so that you can plan your family vacations and appointments during school breaks. Taking your child out of school for family trips is against New York City regulations and strongly discouraged; more importantly it is academically and socially disruptive to your child's learning.

If your family needs to travel for an emergency, please go to the Main Office and fill out the required forms which include providing the school with travel itinerary, address and valid phone number where you can be reached. You can receive these forms from our parent coordinator, Hanne Kjeldgaard [HKjeldgaard@schools.nyc.gov](mailto:HKjeldgaard@schools.nyc.gov) . Also, send a note to the classroom teacher. Attendance is carefully documented in the Main Office and any extended period of absence from school can result in a parent/teacher conference or notification to the Administration for Children's Services (ACS).

Teachers should not be asked to prepare vacation homework for children. If your child is sick, you can ask that a classmate bring home the homework but often without the lesson, the homework is confusing. We recommend using the time to practice basic math facts and read.

## **Emergency at School**

Should your child become ill during the school day, the school nurse will call you and ask that you pick up your child as soon as possible. In case we are not able to reach a parent/guardian or caregiver, we will contact the numbers on the blue emergency card as a backup. The back-up emergency contact should also come to school with a picture ID.

If a serious emergency occurs at school, we first contact the parent/guardian, caregiver and emergency contacts from the blue card. If the school is unable to reach any of the above-mentioned people, the child will be taken by ambulance to the emergency room. In the meantime, all attempts will be made to continue contacting all the names on the blue emergency card. In the event that the school needs to be evacuated, PS 33 students will be escorted to a nearby evacuation site. If there is a matter of concern that causes all PS 33 students and staff to be removed from the premises, notes will be posted on the doors as to the designated pickup location and the PTA will be notified to assist in contacting the parents. In addition, call 311 for any information or updates. If

you would like further information, a copy of the school safety evacuation plan is available for viewing in the Main Office.

## **Holidays and Days Off**

There are holidays and staff development sessions that are designated by the Department of Education as non-attendance days for students. Please keep track of these days and mark your calendar in advance. Use the following resources for a list of holidays when school will be closed:

- PS 33 Bulletin Board-located at the main entrance
- PS 33 website ► [www.ps33chelseaprep.org](http://www.ps33chelseaprep.org)
- School Handouts
- NYC Department of Education Website ► <http://schools.nyc.gov>

## **Weather Information / School Closings**

By 6 a.m. on days with severe or unusual weather conditions, the Chancellor will decide to close or delay the opening of New York City public schools. School information will be announced on the following radio stations: WINS (1010 AM), WCBS (880 AM), as well as television --NY 1 (Channel 1 on Time Warner Cable). In the case of a two-hour opening delay, all students who arrive at the two hour delay time will be considered punctual and will not be marked late. On delayed days, regular school buses will run delayed two hours in the a.m. Regular dismissal times will be the same. Neither individual schools nor school districts can independently dismiss students early. Only the Chancellor can make that decision through radio and television announcements.

### **In the event of extremely severe weather conditions (blizzard, torrential rain, etc.),**

- Pre-K children will be picked up in the main hallway, by the security desks.
- Grades K-2 students will be picked up in the auditorium.
- Grades 3-5 students will be picked up in the gymnasium.

**Please note these procedures may be subject to change. Advance notification will be provided to families when possible. Thank you in advance for your patience and flexibility as we work together to ensure safety for our school community.**

## **Breakfast / Lunch Program**

The New York City Department of Education provides a healthy breakfast for students each morning at no charge.

Lunch in the cafeteria is available for everyone. The easiest way to pay for lunch is through [www.mylunchmoney.com](http://www.mylunchmoney.com). You can register online and pay via a credit card. You will just need your child's OSIS number. The OSIS number may be found on the payment reminder form sent home on a monthly basis. If you prefer to pay by cash or check, cash is accepted in the main office or may be sent to the school via the red communication folder.

Check the DOE monthly calendar or <http://www.opt-osfns.org/osfns/> for school lunch information. The lunch schedule changes every year. Students eat lunch with their classmates at their assigned lunchroom table. There is an outdoor play period before or after lunch depending on the schedule (weather permitting). During inclement weather (rain, ice, snow, etc.) students may watch a video being shown in the auditorium or read or play quiet games. Children are supervised by school aides and assistant teachers.

*The school is happy to accept donations of grade/age appropriate videos (G-rated) and board games in good condition for students to enjoy during these periods.*

## **School Trips**

PS 33 students enjoy numerous field trips. Make sure to send in the required permission slip prior to the day of your child's class trip. Please check the permission slip if your child will need to bring a bag lunch and beverage (**no glass bottles**) from home that day.

Parents are frequently invited to accompany their children's classes on trips as chaperones. The teacher and class parent will coordinate the specific number of chaperones needed for each trip and will rotate parent requests to give everyone an opportunity.

Please remember—you are coming as a teacher's helper and will be assisting with the whole class. A parent or relative may not take the child's sibling out of another class to attend the trip with the student. Persons under the age of 18, whether or not related to the child, are not allowed to accompany any child's class on a trip in any capacity.

## HOME & SCHOOL COMMUNICATIONS

### Parent Coordinator

The Parent Coordinator is the parents' first step in their search for information about PS 33; the New York City school system in general; or for issues or concerns which need to be addressed at the school. She is available during school hours. The Parent Coordinator is a professional who works with her colleagues to solve problems within the school.

### IMPORTANT NUMBERS

New York City Information (schools, parking, weather)	311
PS 33 Main Office (between 11am-2 pm for non-emergencies)	(212) 244-6426
PS 33 FAX Number	(212) 629-6893
Afterschool Program	
• YMCA	• (917) 275-4125
• Serious Fun	• (917) 346-2617
• Hudson Guild	• (212) 760-9800
• Chess NYC (Wednesdays Only)	• (212) 475-8130
Custodian's Office	Call Main Office
Department of Education Website	<a href="http://schools.nyc.gov">http://schools.nyc.gov</a>
PS 33 Website	<a href="http://www.ps33ChelseaPrep.org">www.ps33ChelseaPrep.org</a>
Guidance Counselor	(212) 244-6426, EXT. 1022
School Nurse	(212) 244-6426, Ext. 1060
PTA Website	<a href="http://www.ps33PTA.org">www.ps33PTA.org</a>
PTA E-mail	<a href="mailto:ps33pta@gmail.com">ps33pta@gmail.com</a>
Parent Coordinator	(212) 244-6426 Ext. 1016
Office of Pupil Transportation (OPT)	718-784-3313
School Psychologist	212-244-6426 Ext. 2463
Social Worker	212-244-6426 Ext. 2464
Dismissal Changes	<a href="mailto:ps33chelseaprep@gmail.com">ps33chelseaprep@gmail.com</a>

## Parent Involvement

Along with all the essential components that make a public school successful, it is extremely important to have a motivated and involved parent body. Parent involvement at PS 33 is a key to its success. The parents in our school realize the importance of making a contribution that not only benefits their individual child, but all the students. Our students come from all over the city and from different parts of the world, with parents that work in a variety of occupations. Each experience that is brought forth is a wonderful and unique contribution to our community. There are many opportunities for parents to become involved in the fabric of PS 33:

**Parent Teacher Association** - Every PS 33 parent is automatically a member of the PS 33 PTA. But other opportunities exist to become involved in PTA activities. The Executive Board is elected in for a one-year term from July 1st – June 30th. The officers of the PTA include: Co-Presidents, Vice Presidents, Recording/Corresponding Secretaries, and Treasurers. In addition, there are various Committees such as Membership and Parent Involvement, Budget, Fundraising, Hospitality, Communications, Class Parent Liaison, Grants, and Political Action. Our PTA also provides Third Street Music, Recess Coaches from Asphalt Green, Technology Supports, TAs, and other valuable school-wide resources. For more information, please visit us at [www.ps33PTA.org](http://www.ps33PTA.org).

**The School Leadership Team** consists of parents, PS 33 staff and administrators who formulate a Comprehensive Educational Plan (CEP) as well as a budget for our school. School Leadership Teams are mandated by the Department of Education. This group is responsible for developing school-based educational strategies and ensuring that resources are available for implementing those strategies. SLT members serve as the communication link within the school and to the greater school community. They evaluate the school's educational program, focusing on the goal of continuous student achievement and improvement to reach the school-stated mission. The PS 33 School Leadership Team meets one to two times each month.

**Class Parents** – These parents are the first level of support in the school. Class Parents work closely with the teacher to communicate information to the parents in their classrooms, and organize events involving the students and teachers. These positions (usually 1-2 per class) are selected early fall of the school year.

**Become certified to be a Parent Volunteer** – “Learning Leaders” is a Department of Education-recognized volunteer training and certifying group for PS 33. The three 2-hour training sessions can qualify parents to volunteer within the building

during the school day, i.e. helping out in the library. The training sessions are available on-site in the fall.

**Accompanying class trips** - PS 33 students go on many interesting class trips during the school year, and parents are invited to go along as a teacher's helper. It is a great way to share an event with your child, as well as a good opportunity to get to know his/her classmates and teacher better.

## **Communication with the Faculty**

PS 33 takes great pride in the quality of its teachers and staff and the level of commitment they offer the students of the school. Setting up a good line of communication between parents and teachers helps make for a successful school year. Teachers work cooperatively across grade levels and meet regularly to discuss curriculum and share teaching methods and materials. Teachers in each grade appoint one faculty member to serve as Grade Leader for the school year.

If you have questions/concerns/suggestions about a school-related issue, the following steps may be taken:

- 1) For class phone numbers or classroom activity information -- Contact the class parent or other parents/students on the class phone list.
- 2) For matters of concern regarding your child's classroom work performance or problems in class -- contact the teacher via backpack note or leave a note at the reception desk in the Main Office. The teacher will try to contact you within 24 hours. Please leave a current phone number to reach you within that time period.
- 3) For matters regarding school problems or parental concerns -- Contact the Parent Coordinator at 212-244-6426 or leave a note at the reception desk in the Main Office.
- 4) Contact the PTA chairs for committee related ideas, suggestions, volunteering or concerns.
- 5) Contact the school administration after all levels have been contacted or if your concern is more immediate and needs administrative level input.

Please keep your communications with school staff respectful. All personnel are here to assist in ways that benefit the students. If you have a positive remark about a teacher, staff member, activity or event, please tell us. We like to hear good news.

## **Parent / Teacher Meetings and Conferences**

Parent - Teacher conferences occur in late fall and early spring. At these conferences, report cards will be discussed and distributed. Parents must sign and return them to the teacher within one week. The class parents will contact the parents about setting up a conference time. Scheduled times will either be in the afternoon or evening. Tuesday afternoon has been identified as PS33's Parent Engagement meeting time as per the last UFT contract.

If more time is necessary, parents may contact the teacher for a meeting or telephone conference to discuss a particular issue by sending a note in your child's backpack or leaving a message in the Main Office.

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## TRANSPORTATION

If you live within the school zone and walk to school, you are not eligible for school transportation. Only students in the G&T program or coming to school through School Choice may be eligible for public school transportation. The New York City Department of Education has established rules and regulations regarding school transportation. Your child may receive one type of service only for round-trip transportation to and from school. Also, please note transportation eligibility and changes can be reviewed after Grade 2.

If your child is in grades **K, 1 or 2** and resides **less than ½ miles from school**, he or she is eligible for half fare on Public Transportation.

If your child is in grades **K, 1 or 2** and resides **½ mile or more from school**, he or she is eligible for a Yellow School Bus or free fare on Public Transportation.

If your child is in grades **3, 4 or 5** and resides **at least ½ mile and less than one mile from school**, he or she is eligible for half fare on Public Transportation.

If your child is in grades **3, 4 or 5** and resides **1 mile or more from school**, he or she is eligible for a Yellow School Bus or free fare on Public Transportation.

Check the Office of Pupil Transportation (OPT) at [www.opt-osfns.org](http://www.opt-osfns.org) for further information.

## METROCARD

Student Metrocards are valid on NYC buses and subways between 5:30 am and 8:30 pm, **Monday thru Friday** only on days when school is in session. Students are issued either a full- or a half-fare Metrocard, which is determined by the Office of Pupil Transportation computer system and based on your home address and grade level. Half-fare Metrocards are good on buses only and must provide the remaining balance in change.

Metrocards are sent to classroom teachers for distribution and are backpacked home. Eligible students receive two Metrocards a year—the first in September is valid for the first half of the school year. The second card will be issued in February. Students must always print their name on the white strip on the back before they use it. Also, please make a note of the card's number and keep it in a safe place.

If the Metrocard is lost or stolen, please send a note to the PS 33 Main Office as soon as possible so the student can get a replacement. Getting a new card may take some time, so make sure the student has another way of getting to and from school until the replacement card arrives. Do not allow anyone else to use the card.

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## **SOCIAL MATTERS**

### **Birthday**

Classroom birthday celebrations are limited to one treat (cupcake, fruit, pretzels) per child. Please check with the classroom teacher for the class routines and policies regarding birthday celebrations.

**Holiday Parties** --- Because PS 33 has such a diverse student body, religious and other holiday parties are not celebrated in school and we feel these joyous occasions are best celebrated with family and close friends.

## **OTHER SCHOOL POLICIES**

### **Cell Phone & Electronic Devices Policy**

We recognize that parents provide their children with cell phones for safety reasons. Therefore, we understand that students will bring their cell phones to schools. Cell phones must remain turned off and stowed away during the school day, including breakfast and lunch. Cell phones that are being used to make calls, texts, or play games during the day will be confiscated. Parents will need to come to school to pick them up.

Unfortunately, at times, cell phones go missing during the school day. While we try to help the child recover the missing phone, the school is not responsible for any lost or stolen items. Students are responsible for the safe-keeping of all their personal belonging.

Students are not allowed to use personal electronic devices such as electronic games, iPods, and iPads at school. Any items brought to school must be put away for the day. Use of the devices during the day will result in them being confiscated. Parents will need to come to school to pick them up. Additionally, the school cannot guarantee the safety of these items during the school day.