

EastSideElementarySchool

PS 267 Family Handbook

2019-2020

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East Side Elementary School, PS 267
213 East 63rd Street
New York, NY 10065
212-888-7848 (office)
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Also available on our website: www.PS267.org



EastSideElementarySchool

SCHOOL HOURS

General School Hours:

Monday – Friday

8:40am – 3:00pm

ADMINISTRATIVE STAFF
Office number: **212-888-7848**

Medea McEvoy
Principal
Extension 1121

Maricruz Dones
School Secretary
Extension 1104

Ivan Davila
School Aide
Extension 1102

Bailey Gendron
Parent Coordinator
Extension 1101

Farah Chowdhry
Assistant Principal
Extension 5141

Kathy Pang-Lee
School Secretary
Extension 1103

Theresa Rivera
School Aide
Extension 1102

Victoria Mendez
School Aide
Extension 1102

Jeremy Carr
Psychologist
Extension 5081

Heidi Torres
Occupational Therapist
Extension 5085

Melinda Reid
ESL
Extension 1080

Elizabeth Sarosi
Caryn Giaimo
Social Workers
Extension 5083

Tamara Kaynan
Jillian D'Allesandro
Speech & Language
Therapists
Extension 5084

Michelle Labella
Physical Therapist
Extension 5084

School Nurse
TBD
Extension 4082

Michelle Hill
Family Worker
Extension 5082

ADMINISTRATIVE STAFF

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WELCOME

About Our School

East Side Elementary School, PS 267 is a neighborhood Kindergarten to 5th grade elementary school that opened in September 2010. Located in a beautiful Italianate 1917 structure, our building was transformed into the first public school in New York City to achieve compliance with the new sustainable design standards mandated by the City Council for all public construction, providing a bright, modern learning environment, designed by the architectural firm of Ehrenkrantz, Eckstut & Kuhn. In addition to five levels of classrooms and administrative space, our building features large elevators, a cafeteria, rooftop, gym/auditorium and outdoor space. The project was recognized with a 2008 Green Dot Award in the Design + Build Category for sustainable practices and a 2010 Impact on Learning Award from School Planning & Management. Architectural Record featured the project in its "21st Century Schools" issue.

Mission Statement

East Side Elementary School, PS 267 is a community of learners where wonderers come to learn, where observation and imagination are celebrated and where the question "why" is welcomed and encouraged. It is academically rigorous, with a strong foundation in math and literacy and an emphasis on science, social studies and the arts.

The three driving principles in our approach to teaching and learning are to ensure that rigor, purpose and engagement are the basis for all planning and instruction. To support these principles, students need to make a connection between what they are learning and real life. They need an opportunity to delve deeply into units of study about the world around them in authentic and meaningful ways.

Our goal is to ensure that the wonder and excitement that students bring with them not only lasts, but also deepens as they journey through elementary school and into middle school.

WELCOME

ARRIVAL PROCEDURES

ARRIVAL PROCEDURES

ALL GRADES: The school day begins promptly at 8:40 am. In order to have all students in their classrooms on time the doors open promptly at 8:35 am. Students arriving after 8:40 am MUST sign in at the security desk and will be issued late passes.

Kindergarten: Students line up outside the building on the left (facing the building, west, toward 3rd Avenue). They then enter the building and line up again in front of their classroom on the first floor (K-101, K-103, K-106 and K-109). Parents should bring their child to class, saying goodbye at the classroom door.

1st to 5th Grade: Students line up outside the building on the right (facing the building, east, toward 2nd Avenue). They then enter the building and go upstairs to their class WITHOUT a parent. Staff members will always be there to greet the students as they arrive and supervise their walk to the classroom. Please say goodbye to your child at the main entrance.

ALL STROLLERS AND/OR SCOOTERS SHOULD BE LEFT IN THE MAIN ENTRANCE VESTIBULE, ON THE RIGHT SIDE OF THE DOORS AS YOU ENTER THE BUILDING. This area holds a limited number of strollers; please try not to bring a stroller unless absolutely necessary. This is a temporary holding area and all strollers and/or scooters must be removed immediately after drop-off, in accordance with the fire code.

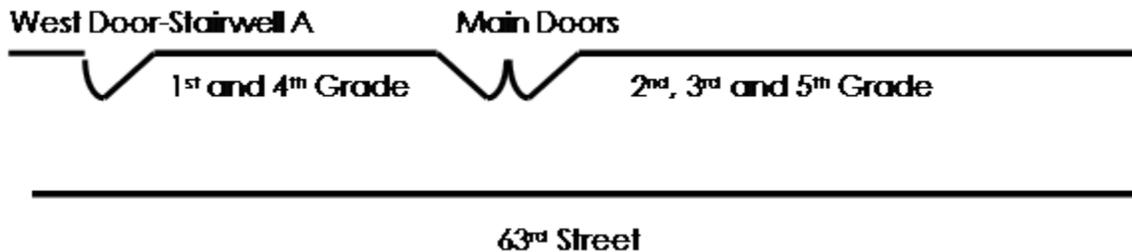
DISMISSAL PROCEDURES

ALL GRADES: The school day ends at 3:00 pm. Afterschool programs, coordinated by the PTA, are available from 3:00 pm to 5:00 pm for children in grades K-5. Please visit the school website, www.PS267.org for more information on available after school programs.

Kindergarten: Students will be dismissed directly from their classrooms. All parents should go to their child's classroom and wait until the teacher dismisses the class. Children MUST say goodbye to their teacher and will leave one at a time. Teachers will be focused on dismissing students safely so please do not engage in conversation with your child's teacher at this time. Kindergarten students attending after school programs will be brought by their teacher or a staff member to the gym after all other students have been dismissed.

1st and 4th Grade: Students will be dismissed outside of the school building to the left of the door (facing the building, west, toward 3rd Avenue). Parents should wait on the sidewalk nearest the street to create a pathway for classes and passersby. Please wait until your child's class is lined up against the wall in their designated spot. They will shake hands with their teacher and then you may take them. This will ensure the safety of all students.

2nd, 3rd and 5th Grade: Students will be dismissed outside of the school building to the right (facing the building, east, toward 2nd Avenue). Parents should wait on the sidewalk nearest the street to create a pathway for classes and passersby. Please wait until your child's class is lined up against the wall in their designated spot. They will shake hands with their teacher and then you may take them. This will ensure the safety of all students.



All Students: If there are any changes to your child's regular afterschool schedule (play-dates, your child will be picked up by an adult who is not listed on the blue emergency contact card), please let the teacher know IN WRITING via the child's ORANGE FOLDER. Students will not be dismissed to anyone who is not listed on the blue emergency contact card without written permission. Anyone picking up your child should be able to provide photo identification.

We understand that sometimes there are emergencies. In case of an emergency, contact the main office by phone.

Inclement Weather: Arrival and dismissal procedures are the same rain or shine.

ATTENDANCE, EARLY/LATE PICK-UP

Attendance: The school day begins promptly at 8:40 am. It is extremely important that students arrive on time. Lateness and absences are part of your child's report card and educational record. The Chancellor's Office requires that schools establish and maintain a system for recognizing patterns of student absence. A student who misses the equivalent of two or more days per month, or 20 or more days in the school year, is considered chronically absent. If your child is absent for three consecutive days, please call the office and submit a note from your child's doctor upon returning to school. Before making family vacation plans, be sure to consult the Department of Education calendar (found on the back cover of this handbook) so that your child does not miss any school days.

Late Pick-Up: The school does not have staff to supervise children after school is dismissed. If a child is not picked up from school and we have received no word from a parent, the Chancellor's regulation states that we must bring the child to the 19th Police Precinct, located at 153 East 67th Street, New York, NY 10065, 212-452-0060. This ensures the child will have a safe place to wait until a parent arrives.

Early Pick-Up: Please try not to schedule appointments for your child during the school day if possible, especially during the lunch/recess period (11:00 am – 12:45 pm). Please note that if you do come to pick up your child at that time you may have to wait as we will have limited staff to assist. If you do need to pick up your child before the end of the school day you **MUST** come to the office to sign your child out. In order to facilitate a smooth and safe dismissal for all, we ask that all early pick-ups occur before 2:30 pm. We thank you in advance for your cooperation in this matter.

Half-Day Dismissal: Half-days are scheduled by the Department of Education several times a year for parent-teacher conferences and clerical work. Families will be notified of these early dismissal dates well in advance. Students will be dismissed at 11:30 am. All students WILL have lunch in school. Please send a note if your child will not be eating lunch in school that day.

There is no afterschool on half days. Please let your child's teacher know IN WRITING through the orange folder if there are any changes in dismissal for these days.

MEALS AND RECESS

Lunch Procedures for All Students: All families are required to complete a school lunch application form, regardless of whether or not you plan on having your child eat school lunch. The form is available at <https://www.applyforlunch.com/Application>. We thank you in advance for your cooperation in ensuring this process is completed

What you will be need to provide during the application process:

- The names and incomes of every member of your household (there is also a section that you can click that states “we do not qualify”; no financials needed)
- The school, grade and birthdate of every student in your household.
- The last 4 digits of your social security number and electronic signature
- A valid email address or phone number for the Office of School Food to communicate about the status of the application (optional)

Breakfast: Breakfast is served in our school cafeteria free of charge to any student from 8:00 am to 8:30 am. Children eating breakfast should enter the building by 8:20 am at the latest to give the child enough time to eat before class begins.

Lunch and Recess: Lunch is served free of charge to any student. Our school has two 50-minute lunch/recess periods supervised by staff members. Students eat lunch in our school cafeteria for 25 minutes; recess precedes or follows for 25 minutes, either outdoors or in the gymnasium. Students may bring lunch from home or receive school lunch and are responsible for cleaning up after themselves. Please check the school website, www.PS267.org for monthly lunch menus.

Children with Allergies: We have an allergy table in our cafeteria for children who have food-based allergies. An adult is assigned to sit at this table and holds all EpiPens for students who may need them. We ask that children who sit at this table bring lunches that do not contain any:

- foods containing peanuts or tree nuts
- foods containing peanut or tree nut products (such as peanut oil)
- foods that are made on shared equipment with peanuts or tree nuts
- foods that are made in a facility that processes peanuts or tree nuts
- foods that may contain traces of peanuts or tree nuts

Please communicate information regarding your child's allergies to the principal, as well as the school nurse, and please keep them updated of any changes that may occur throughout the school year.

SAFETY AND SECURITY

Visiting the School: Our school safety agent ensures the safety of the school community. The school safety agent is located at the security desk in the lobby of the building. All visitors to the school, including parents, MUST show a photo ID at the security desk upon entering the building. Please be sure all caregivers and others approved to pick up your child carry ID with them at all times. Parents picking up a child early (for any reason) must go to the office after checking in with the safety agent.

Blue Emergency Contact Cards: Blue emergency contact cards are sent home the first day of school. This card lists emergency contact information for you or someone you designate to act as your emergency contact if you cannot be reached. Please fill out the card completely and legibly with ALL contact telephone numbers and return to your child's teacher as soon as possible. If any of the information on the card changes during the school year (new phone number, new emergency back-up, change in adult(s) authorized to pick up your child, etc.) you MUST notify the office so that our contact list is up to date. **Children will not be released to anyone whose name is not listed on the blue emergency contact card without written consent.**

Evacuation (Fire) Drills and Emergency Procedures: Evacuation drill, lock-down, and shelter-in instructions are posted near doors throughout the school; children are instructed in routines throughout the year to prepare for drills.

During an evacuation drill, staff and students leave the building and line up outside until the building is cleared. During a lock-down, staff and students remain quietly inside of classrooms with doors locked, shades drawn, and lights off until the lockdown is lifted. During a shelter-in, the exterior doors of the building are locked to prevent anyone from entering or exiting the building; staff and students continue their day as usual.

Parents are invited to an annual Town Hall safety meeting in the fall to explain the procedures and protocols that we have in place to ensure the safety of our students.

Emergency Closings and Delayed Openings: In case of city-wide emergency conditions or a major storm, the Chancellor's Office will announce a decision by 6:00 am to close or delay the opening of school. Parents can check the Department of Education website (www.schools.nyc.gov) for information or can listen for announcements on media. Please DO NOT call the school.

HEALTH

Illness and Injuries: We have a school nurse on staff who sees children when they are hurt or not feeling well. In the case of minor injuries and illness where the child returns to class, the child will be given a note to take home to parents. If your child has a more serious injury or illness during the school day, you will be contacted and asked to pick up your child. Because it is very important that we are able to reach either a parent or a designated emergency contact immediately, please be sure that the information on your blue emergency contact card is up to date. Children who are vomiting or have a fever or contagious illness should be kept home from school. If your child is absent for three consecutive days a note from the child's doctor is required upon returning to school. Please be sure that your child has been fever-free for at least 24 hours before returning to school.

Allergies and Other Medical Conditions: If your child has an allergy or other medical conditions, please let the school nurse and principal know and fill out the proper documents. Please note, no child can be given any medication without the proper documentation on file. Forms can be obtained from the school nurse. If your child requires an EpiPen, it will remain with your child at all times of the school day. If your child requires any other medication (asthma pump, insulin, etc.) it will remain with the nurse, who will administer as indicated. You must also inform your child's classroom teacher(s) of any allergies or medical conditions.

Head Lice: Head lice are a common occurrence among school-age children. Students found to have LIVE head lice will be sent home and will not be allowed to return until they are lice-free. Children who have only nits (eggs which attach to the hair shaft) may attend school but parents should check their child's hair frequently to make sure there are no live lice. If you discover that your child has lice, please let the office know. The PTA sponsors a lice-check day the first week of school and after vacations throughout the year. For more information on head lice please visit the New York City Department of Education website: www.schools.nyc.gov.

HOME-SCHOOL CONNECTION

Our school provides several ways for communication between home and school.

- **Orange Folders** — Your child's orange folder is the primary method of communication between home and school. This folder will be used for notes to teachers/parents, homework, PTA memos and other school news. Please check this folder EVERY DAY for important messages, and use it to send notes to teachers and completed forms back to school.
- **Monthly Teacher Newsletter** — Each month, our teachers will send home a newsletter to share information and provide details about the curriculum, upcoming events and more.
- **Weekly School Newsletter** — This newsletter, compiled and published by the PTA, is emailed every Friday during the school year.
- **Monthly Email Updates from the Principal**
- **Schoolwide Announcement Emails from the PTA from news@ps267.org**
- **Contact the PTA at PS267PTA@gmail.com**
- **School Website — www.PS267.org**
- **Class Liaisons** — Two volunteers per class; responsible for communication between the teacher and class families.
- **Parent Coordinator** — Bailey Gendron is our Parent Coordinator and is available to all parents to help answer questions, address concerns and provide information regarding your child's school life. She also serves as a liaison between the school and the PTA. Bailey can be reached in the office at 212-888-7848 x1101 and via email at bgendron@schools.nyc.gov

Parent-Teacher Conferences: There are two formal parent-teacher conferences each year, one in November and one in March. You are urged to take these opportunities to meet with your child's teacher to discuss your child's academic and social progress. Also, there will be two additional informational sessions in the fall and spring. One of these sessions is Curriculum Night in September and the other is a May Parent Workshop evening. There will also be opportunities for parents to visit the classroom throughout the year to participate in instructional activities. Should you need to schedule time to speak or meet with your child's teacher during the year, please send in a note via your child's orange folder to schedule a time.

Report Cards: In November interim progress reports will be sent home outlining student strengths and next steps. Families will receive official student report cards in November, March, and June.

Schools Account: The NYC Schools Account is an online account for parents which will allow you to access your child's attendance record, report card grades, state test scores (when applicable) and general student information. Each parent or guardian is entitled to create a personal Schools Account, an important resource in helping you to follow your child's progress in school. If you are a returning family and have not yet created an account please contact Bailey Gendron at BGendron@schools.nyc.gov. If you are a new family, the DOE will contact you soon with details about how to sign up.

Parent Teacher Association: We invite and encourage you to participate in our school in any way you can. If you are a parent of a child attending PS 267, you are automatically a member of the PS 267 Parent Teacher Association, a non-profit organization dedicated to supporting our school. You will find many opportunities to support teachers and students at our school. The PTA provides tools and information to help parents become active participants in their child's education and the school community. Please be sure to regularly check the website at www.ps267.org. Questions or comments can be sent to the PTA presidents at ps267pta@gmail.com.

PTA Co-Presidents: Willa Goldfeder & Elizabeth Herzog

PTA Co-Vice Presidents of Fundraising: Valeria Altahawi & Blythe Lovinger

PTA Co-Vice Presidents of Community Events: Gretchen Reynolds & Lawrence Thaler

PTA Vice President of Parent Relations: Melissa Cohen

PTA Co-Recording Secretaries: Jason Baxter & Robin Blumenthal

PTA Corresponding Secretary: Rhena Lipps

PTA Co-Treasurers: Marc Haynes & Mary Moran

External Affairs Representative: Cecilia Darmandrail

School Leadership Team: New York state law requires that every public school form a School Leadership Team. The SLT is composed of parents, a PTA chairperson, the principal, the UFT school chapter leader and other staff members. This group plays a significant role in creating a structure for school-based decision making and shaping the path to a collaborative school culture. The SLT is a vehicle for developing school-based educational policies and ensuring that resources are aligned to implement those policies. Functioning in a collaborative manner, the SLT assists in the evaluation and assessment of a school's educational programs and their effect on student achievement. The SLT is responsible for developing an annual School Comprehensive Educational Plan (CEP) that is aligned with the school-based budget for the school year and will coordinate with the PTA to ensure that all school-wide committees are working toward the same goals.

Amazon Wish Lists: Teachers have created wish lists on Amazon that are updated throughout the year as needed. If you would like to donate books/materials, you can visit www.amazon.com and search for PS267amazon@gmail.com under the "find a wish list" tab. You can then locate the different teachers on the left-hand side of the webpage. Thank you in advance!

GENERAL INFORMATION

Afterschool Programs: The PTA has partnered with Wingspan Arts, Simply Sports, and Chess NYC to make afterschool programs available to our students. Afterschool programs are offered daily from 3:00 pm to 5:00 pm for students in grades K-5. Please check the school website www.PS267.org for more information on how to sign up.

Birthdays: We recognize that birthdays are exciting days for children. Birthdays are celebrated with books. On the child's birthday, he or she can choose to have their parent(s) come into the class to read a book or to read the book to the class themselves. Families who choose to, may donate a book to the child's class. Families must notify the child's teacher, in writing, a week before the child's birthday if they would like to come in to celebrate the day. All birthday celebrations will be held during a mutually agreed upon time between the teacher and family. No food, drinks, or "goodie bags" will be permitted and will be returned if sent. Classroom teachers have the final determination in scheduling celebrations so that they do not conflict with other classroom learning, events, schedules and routines.

Celebrations: Classroom celebrations are held several times during the school year as a way of honoring the work the children have done. At the end of some units of study parents may be invited to come to the classroom for a publishing party, or a reading or math celebration.

Clothing and Footwear: Children should come to school wearing clean, comfortable, **labeled** clothing and shoes. Please make sure that your child is dressed appropriately for the weather as children go outside for recess most days. We encourage children to wear rubber-soled, closed-toe shoes daily but they **MUST** wear sneakers to school on their assigned day for physical education. If your child does not have sneakers he or she will not be able to participate. Flip-flops, Crocs, clogs, and high-heel/wedge shoes are not allowed at school. If your child wears boots to school due to rain or snow, a change of shoes **MUST** be brought from home.

Please be sure to label ALL articles of clothing---jackets, sweaters, hats, mittens, etc. and other personal items such as backpacks and lunchboxes with your child's name. Labels for your child's clothing can be ordered through LabelDaddy. Visit www.ps267.labeldaddy.com for more information on this useful service. If your child misplaces something, please check the LOST AND FOUND, located in the cafeteria; unclaimed items will be donated to schoola.com at the end of each month.

Field Trips: Field trips are an important part of our curriculum; they provide students with opportunities to visit neighborhood parks, museums, libraries and other venues. Parents are needed to chaperone these trips and are encouraged to join their child's class. For neighborhood walking trips, our neighborhood walking consent form will cover permission for the school year. Additional consent forms are necessary for trips that require transportation or extend beyond the neighborhood. Teachers will send home these trip-specific forms, which **MUST** be signed by parents and returned to the teacher. Children may not leave the building without a signed permission trip. If we do not have the signed forms, your child will remain at school. Phone call and email permissions will **NOT** be accepted. Parents accompanying the class will be expected to refrain from using cellphones to talk, text or email on these trips. Note also that siblings may **NOT** accompany the class.

Photography and Video recording: If you photograph or video record a school event, please use the resulting photos and videos for your personal use only. You may not share photos or videos of anyone other than your child on social media sites.

Cell Phone Policy: The Department of Education (DOE) has instituted a new policy regarding students' use of personal cell phones and electronic devices on school premises. They have asked each individual school to formulate a policy that reflects the needs of the school community. While the DOE acknowledges that some students in the city may require the use of cell phones in certain circumstances and stipulates that students are permitted to bring personal electronic devices to school, as an elementary school, we have support staff and resources that enable us to communicate with families during the day when necessary. With that in mind, there is no need for students to carry personal cell phones and electronic devices in school. In the event that they are brought to school, students' personal electronic devices **MUST** be kept in backpacks and may not be turned on or used on school premises or on school trips for any reason. For further details, please read the school cell phone policy that was created by our School Leadership Team (SLT) on our website: www.ps267.org

Personal Items: Students are advised not to bring personal items such as toys, electronic devices, cameras, jewelry, or large sums of money. The safekeeping of these items cannot be provided.

School Buses and MetroCard Passes: In order to qualify for yellow bus service students must live within the parameters set forth by the Office of Pupil Transportation (OPT). Please visit the following website <http://www.optnyc.org/ServicesAndEligibility/gettransportation.htm> to determine eligibility. Some students may qualify for a free MetroCard in lieu of yellow bus service. Some students may qualify for both yellow bus service and a MetroCard, but you may choose **only one service**. Please contact the school to sign up for yellow bus service or a MetroCard.

School Calendar 2019-2020

Thursday, September 5	First Day of School
Thursday, September 12	Curriculum Night
Monday, September 30 and Tuesday, October 1	Rosh Hashanah – No School
Wednesday, October 9	Yom Kippur – No School
Monday, October 14	Columbus Day – No School
Tuesday, November 5	Election Day – No School for Students
Monday, November 11	Veterans Day – No School
Thursday, November 14	11:30am Dismissal for Students Parent-Teacher Conferences Afternoon and Evening
Thursday, November 28 and Friday, November 29	Thanksgiving Recess – No School
Tuesday, December 24 through Wednesday, January 1	Winter Recess – No School
Monday, January 20	Dr. Martin Luther King Jr. Day – No School
Monday, February 17 through Friday, February 21	Midwinter Recess – No School
Thursday, March 5	11:30am Dismissal for Students Parent-Teacher Conferences Afternoon and Evening
Thursday, April 9 through Friday, April 17	Spring Recess – No School
Thursday, May 7	Parent Workshop Evening
Monday, May 25	Memorial Day – No School
Thursday, June 4	Chancellor's Conference Day for Staff Development--No School for Students
Tuesday, June 9	June Clerical Day - No School for Students
Friday, June 26	Last Day of School -11:30 am Dismissal

