

**HARRIET TUBMAN LEARNING CENTER~C.S.154M**

**250 WEST 127 STREET, NEW YORK, N.Y.10027**

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**Home of the Soaring EAGLES**



# **Family Handbook for Grades 1-5**

**Elizabeth Jarrett, Principal**

Welcome to the Harriet Tubman Learning Center (C.S.154M)! As we begin the 2018-2019 school year, it is our mission to continue to provide rigorous and personalized learning opportunities for your child that will foster his/her love of learning. Our number one goal is that of improving student achievement and meeting individual student needs. This Family Handbook is filled with important information about school policies and procedures to help familiarize you with the day to day operation our school. We suggest that parents and students review the handbook together. If you have questions after reading, please come in and speak with us. We believe that a collaborative partnership between parents, community members, and business partners is a must for student success. Educating your child is a mutual venture—together we make a difference!

**School Hours:**

<b>Monday-Friday</b>	<b>School start time</b>	<b>School end time (Dismissal)</b>
<b>3K-Grade 5</b>	<b>8:00 a.m.</b>	<b>2:20 p.m.</b>

**ARRIVAL:**

The school day for students begins at 8:00 a.m. Students are permitted to enter the school building at 7:30 a.m. Parents are not permitted to drop off their children before 7:30 a.m. as they will be unsupervised outside/inside the school any time before 7:30. These procedures are in place for the safety of all students. For this reason, the school **will not** be responsible for students left unsupervised by parents before 7:30 a.m. It is the responsibility of the parent to ensure supervision before school hours.

**Breakfast**

Breakfast is served from **7:30 a.m.-7:55 a.m.** for students in grades K-5. Students will not be allowed in the building before 7:30 a.m., as there is no adult to supervise students prior to the breakfast program.

**Dismissal:**

All students are dismissed daily at 2:20 p.m. Parents are asked to arrive promptly to receive students at dismissal, as there will be no adults available to supervise students who are not picked up on time. Classroom teachers will be involved in afterschool professional development sessions.

**ATTENDANCE:**

Good attendance and punctuality are necessary for students to be successful in school. Students are required to be in school on a daily basis, and they should only be absent in the case of illness or extenuating circumstances. Students are expected to be on time to school each day and ready for class to begin at the sound of the bell.

Being at school, on time, all day, every day is very important. We discourage parents scheduling any appointments, vacations or other events during school hours. However, if

your child will be absent, call or e-mail the school office by 8:30 a.m. to report the absence to the attendance office (212) 864-2400 ext. 121.

Attendance matters every day! Please take note of the following guidelines for healthy attendance:

<b>0 – 9 Days Absent 100% - 95% Attendance</b>	<b>10 – 17 Days Absent 94% - 90% Attendance</b>	<b>18+ Days Absent 89% Attendance or Less</b>
<b>Very Good</b> Best chance of success. Gets your child off to a solid start	<b>Worrying</b> Less chance for school success. Makes it harder for your child to make progress	<b>Serious Concern</b> Your child will find it very difficult to make progress. May result in court action and likely route to dropping out.

**LATENESS POLICY:**

School starts at 8:00 a.m. and attendance is taken and scanned by 8:45 am. Children arriving at school after **8:00** a.m. are considered late. Please cooperate with having your child arrive on time. Work begins promptly after arrival, so lateness means your child misses critical instruction and also disrupts the teacher and other students as work begins.

**ABSENCES NOTIFICATION**

After each absence, a note signed by a parent, detailing the reason for the absence, must be given to the child’s teacher. If the child was seen by a doctor, please provide that note as well. If you do not submit a note, the absence is unexplained. Your child must sign the late book at the front desk.

You must provide a doctor’s note detailing the injury and any accommodations needed if your child contracts a serious illness or sustains an injury necessitating a cast, boot, sling, crutches, etc. When your child returns to school and/or no longer needs crutches, etc. a doctor’s note including a phrase “can return to school” and detailing any restrictions (e.g. “no gym” or “resume to full activity”) should be submitted to the school nurse and child’s teacher.

**Kinvolved**

We are using the Kinvolved system to communicate with families, using text messaging and email to monitor daily attendance and inform you of school activities. If your child is absent or late, as a safety measure, you will receive a Kinvolved message to inform you. We also use it to remind you of school events such as meetings and class trips. You can respond by writing back. In order to maintain ongoing communication, it’s important that you maintain an updated cellphone number with the school.

**CHILD CUSTODY/Custody Cases**

If a court order exists concerning the legal custody of your child, the parent or guardian who has legal custody must provide the main office with a copy of these directives and a letter indicating who has access to the child during the school day. (If getting copies is a

problem, bring the original papers to the office, and we will copy them for you.) **A letter from an attorney is not acceptable.** It is the responsibility of the parent or guardian who maintains legal custody to see that these directives are on file in the school office. We want to be sure that children are released only to authorized adults. Please provide child custody and/or guardianship documents to the main office to be kept on file.

### **Cell Phones:**

Students in K-2 are not allowed to have cellphones in school. Students in grades 3-5 are allowed to have cellphones, however, they must be turned-off and stored away in their bookbags during the instructional day, this includes afterschool programs. Cell phones are to be turned off and must not be visible while in class and in the hallways. Violation of this cell phone policy may result in being sent to the Administrative Office for disciplinary action. The school is not responsible for any lost or stolen cell phones.

### **Field Trips:**

Field trips provide an extension of the classroom lessons and are arranged by the teacher to support the educational program. Parents may be asked to cover the costs of the trip.

Each time a field trip is planned, every student must submit a Field Trip Permission Slip, signed by a parent/guardian in order to participate. There can be no exceptions.

### **Fire Drills (Evacuation drills)**

Fire drills will be conducted on a regular basis based on the guidelines issued by the New York City Department of Education. Absolute silence is required during the drills so students may listen for teacher instructions. As another safety precaution, we are required to conduct 4 lockdown drills during the year. Your child may tell you about the drill when it is done in school, be aware that it's a requirement.

### **Homework**

Homework is assigned as an extension of the instructional program and to reinforce skills taught in the classroom.

Parents should schedule a homework time for every child at least four nights per week. This time should average 15 minutes for a kindergarten student up to 45 minutes for a fifth-grade student. To assist your child in completing homework assignments, consider these suggestions:

- ✓ ask your child daily for his/her assignments;
- ✓ set aside a specific time;
- ✓ choose a quiet place free from excessive noise, interruptions, and other distractions;
- ✓ equip the study area with pens, paper, ruler, etc.;
- ✓ organize to use time efficiently; and
- ✓ carefully check your student's assignments for completeness and timeliness. Sign homework folder if necessary.

### **Illnesses & Accidents**

Should a student illness or injury occur while at school, parents are notified and may be required to take their child home. The most important record we keep at school is each student's Emergency Form, containing the names and phone numbers of persons to contact

in the event we are unable to reach a parent. Please notify your school when any changes are necessary, to ensure accurate information is available.

**First Aid**

The school nurse will administer first aid when a child is injured. First aid consists of the following only: We will wash a wound, put on Band-Aids or ice, make the child comfortable, observe the child, and stabilize injuries. We do not use any form of cleansers, ointments, or medication. Parents will be notified by the nurse’s office (phone call/written note) when treatment is provided.

**Lunch**

A balanced lunch is served daily. All students must eat lunch or bring a bag lunch from home, as they are not allowed to leave the building.

**Lunch Forms**

Applications for free and reduced meals will be sent home to families to complete and return to the school. They are also available online at (<https://www.applyforlunch.com>). It is very important that each child has a completed lunch form on file, as our Title 1 status is impacted by the number of approved forms. Questions concerning the lunch forms may be directed to the parent coordinator at (212) 864-2400 ext. 1262.

**Lunch/Recess Schedule**

<b>Grade</b>	<b>Time</b>
<b>3K, Pre-Kindergarten</b>	<b>10:30-11:20 in-classroom</b>
<b>K, 1, 5</b>	<b>10:40a.m.-11:30 a.m.</b>
<b>2,3,4</b>	<b>11:35 a.m.-12:20 p.m.</b>

**Medication**

The Chancellor’s Regulations of the Department of Education prohibit teachers or other staff from dispensing or administering any medication to students. If your child requires medication, it may only be administered at home by the parent or by the school nurse, provided the appropriate paperwork (504 form) has been completed and submitted. The 504 form is issued by the nurse and must be completed by the child’s medical doctor and returned to the nurse. The 504 form must be renewed each school year. Please do not send any medication with your child to school. This is to ensure the safety of all the children in the class/school.

**Office Hours**

The main office is open daily from **8:00 a.m. to 3:00 p.m.** Any special forms, such as a verification of your child’s attendance, or “Face to Face” letters are available for pick up from 8:30 a.m. to 10:30 a.m. daily. The School Safety Agent has the form to request school letters. Once you have completed the request, the letters may be picked up by the next school day. The secretary or parent coordinator will assist you.

## **PARENT TEACHER ASSOCIATION**

(PTA) Each elementary school has an active parent organization, which provides valuable service and support to the school. Parents are encouraged to become active members. There are many different opportunities for parents to volunteer in the schools

## **PARENT-TEACHER CONFERENCES:**

Conferences during the year may be requested by the teacher or parent when either feels a need to consult about a student's progress or school performance. Conference times may be arranged by telephone or sending a notes or e-mail to the teachers.

## **Party (Birthday)**

We are often asked, "Can I celebrate my child's birthday in his/her class?" Birthday celebrations are limited to the **last 30 minutes of the school day**. The request needs to be given to your child's teacher at least two weeks in advance so that the teacher can include it in the schedule and identify any student in the class with food allergies or food restrictions. We ask you to be mindful of the kinds of treats that are distributed. We are a Wellness school and we recommend snacks that are nutritional to maintain a healthy child.

## **Reading at Home**

Students are expected to read (or to be read to) at home every day. In fact, we implement a schoolwide reading initiative each year to support this activity, because it has proven to be of such benefit to our students.

## **RECESS**

Recess provides short breaks from classroom activities. While children play, they get a chance to learn to interact with their peers. Positive socialization is a life-long skill that our children need to develop during these formative years. All students are expected to participate in recess, unless there is a doctor's note stating the reason and length of time the child will miss recess. Students may be assigned other activities during recess time. Twenty minutes of recess is scheduled for every student on a daily basis. Students are required to follow the code of conduct during recess. If disciplinary infractions occur during recess, students will be addressed, and if determined, may receive consequences during recess.

## **Report Cards**

Report cards are issued three times per year in grades K-5. Report cards are given out during Parent Teacher Conferences in the fall (grades K-5) and spring and on the last day of school in June. Report cards must be signed by the parent and returned to the teacher in November and March. It is highly recommended that parents make a copy of their child's report card before returning it to the teacher. At the end of the school year parents are given the report card to keep. While the grades are kept on record, the Department of Education does not keep copies of report cards, which include teacher comments. Once the report card is issued in June, safekeeping is the parents' responsibility.

Progress reports will be sent home in December, February and May to keep families informed about your child's academic progress in school.

### **School Website**

Please visit our webpage for more information from our administration, staff, Grade-level newsletters, and PTA:

<https://www.ps154.com>

### **Toys**

Toys, games, electronics, candy are not allowed in school. Parents should check their child's bookbags to ensure that these objects are kept at home. We will contact parents if their child has these objects in school. If notified, parents will need to collect the items. Please note that the school is not responsible if these items are lost or stolen.

### **Uniform Policy**

Our school community adopted a Uniform policy. All students are expected to come to school daily in the uniform, it's the parent's responsibility to ensure that all students attend school appropriately attired.

### **UPDATING INFORMATION**

It is important that in an emergency we are able to contact you. Please keep your address, home and work phone numbers, and emergency contact people **updated at all times**. If you are out of town, the school must be notified in writing (teacher and office) of who will be responsible for your child during the absence.

### **VISITING THE BUILDING AFTER HOURS**

Students and parents will not be allowed in classrooms after dismissal to pick up homework or other items left behind. Please speak to your child about being responsible and taking all needed belongings home with them at dismissal.

### **VISITORS:**

Although we enjoy having approved visitors on campus, arrangements for classroom visitations must be made in advance with the classroom teacher. Drop-in visits, even for a few minutes, can interrupt the flow of instruction and are unfair to the children and their planned program. For everyone's safety, all visitors must sign in at the security desk, presenting a valid photo I.D. Visitors will then be directed to the main office to sign in and receive a visitor's pass. Staff have been instructed to politely redirect visitors without a pass to the office for a proper sign in. A visitor's badge/pass will be given to you. This is to be turned in to the School Safety Agent (SSA) when you leave the building. Requests for visitation can be made at least 24 hours in advance and must be cleared through the classroom teacher and/or principal prior to the visit.

### **Visitor/Parent Expectation**

- Visitors/parents may not use any student restrooms.
- Visitors/parents will only use adult restrooms or restrooms identified as adults only.
- Visitors/parents may only take pictures/videos of his/her individual child.
- Visitors/parents may not take pictures/videos of other children.
- Visitors/parents may not interact with another child in a confrontational or threatening manner.

**Weather (school closing)**

In the event of a severe storm, the Department of Education will make a citywide decision whether to close or delay the opening of schools. The decision will be made as soon as possible, usually prior to 6:00 a.m. Parents should refer to information broadcasts by any major local television or radio news. Parents can also call “311” or visit the DOE online at [www.schools.nyc.gov](http://www.schools.nyc.gov) to obtain information about school closings.

Parents should **not call** the school to ask if school is open as there will be no staff in the building to answer your calls.

**Partners/Collaborations**

<b>Organization</b>	<b>Role/Support</b>	<b>School support/Grades</b>
Teachers College REACH	Community School CBO partner	ELO program, teacher p.d. schoolwide
Harlem Children’s Zone	Community Based Organization	Afterschool/Out of school time programs-schoolwide Instructional/Admin.
Apollo Theater	Arts partner	Grades 4 & 5
Studio in a School	Visual arts	PK and Kgn.
Asphalt Green	Swimming prog. /Recess prog.	Gr. 2/ schoolwide
Harlem Grown	Nutrition	Gr. K-2; schoolwide
American Ballet Theater	Ballet program/field trip	Grades 4 & 5
Behind the Book	Writing	Selected grades PK-5
Cool Culture	Cultural Institution access	3K, Pre-K, Kgn.
NYPL	Library services	Schoolwide