

## **SCHOOL MISSION STATEMENT**

We, the Judith K. Weiss-Woodlawn School community are dedicated to fostering a partnership between the home, the school and the community. We are committed to the child by providing a nurturing, stimulating environment that maintains high expectations for all students. In order to achieve this, we will promote learning, develop dignity, self-esteem and mutual respect while promoting learning in a standards driven instructional environment. Moreover, we will provide opportunities to develop critical thinking skills and the skills necessary for decision-making and problem solving. Our overall goal is to enable students to become team players who are technologically adept as well as independent thinkers and responsible citizens in a multi-cultural society.

### **PARENT COORDINATOR**

Mrs. Doris Wade (718) 324-1924  
[DWade@schools.nyc.gov](mailto:DWade@schools.nyc.gov)

School related issues may be discussed with the Parent Coordinator who is the Parent/School Liaison. If further assistance is required, she will direct you to the appropriate personnel.

### **PARENT-TEACHER ASSOCIATION**

Christina Pedone /Theresa Reginella Co-Presidents (718) 324-1924

The Parent Teacher Association is a vital part of our school. PTA meetings are held monthly, usually the fourth Wednesday of each month. Attendance at these meetings provides an excellent opportunity for parents to learn about school life and how to establish improved communication. If you would like to assist the PTA in any of their endeavors, please call the above telephone number as all assistance is welcome.

## **PTA Meeting Schedule for 2009-10**

- ❖ September 30, 2009 - Fourth Wednesday (after new school year started)
- ❖ October 28, 2009 - Fourth Wednesday
- ❖ \*\*December 2, 2009 - First Wednesday
- ❖ \*\*December's meeting will include both November and December
- ❖ January 27, 2010 - Fourth Wednesday
- ❖ February 24, 2010 - Fourth Wednesday
- ❖ March 24, 2010 - Fourth Wednesday
- ❖ April 28, 2010 - Fourth Wednesday
- ❖ May 26, 2010 - Fourth Wednesday
- ❖ June 16, 2010 - Third Wednesday

## **SCHOOL LEADERSHIP TEAM**

The SLT is comprised of the Principal, PTA President, UFT Chapter Chair, teachers and parents. The team's composition is 50% parents and 50% staff. The SLT meets on a monthly basis prior to the general PTA meeting. The SLT meets to write and update the Comprehensive Educational Plan (CEP) for the school and to discuss any school related issues.

## **SCHOOL WEBSITES:**

These sites contain all important statistics and information about our school.

<http://ps19.us/>

<http://schools.nyc.gov/SchoolPortals/11/X019/default.htm>

## **POINTS OF CONTACT**

Mrs. Ellen O'Brien, Assistant Principal, Grades, K, 1,2,3,4

Mr. Ted Czerniewski, Assistant Principal, Grades 5,6,7,8

Mrs. Mallon, Literacy Coach

Mrs. Torney, Math Coach







Mrs. Algarin, Guidance Counselor 718-324-1924

Ms. Gavin, Nurse 718-324-1924 (ext. 1) or 1-718-515-2710

Mrs. Aceto, Health Intern Aide 718-324-1924 (ext.1) or 1-718-515-2710

When you call the main number of the school, 718-324-1924, you will be greeted with an automated menu.

**The extensions are as follows:**

|  |         |
|--|---------|
|  General Office                   | Press 0 |
|  Medical Office                   | Press 1 |
|  Mrs. Wade, Parent Coordinator    | Press 2 |
|  Mrs. Algarin, Guidance Counselor | Press 3 |
|  School Base Support Team         | Press 4 |
|  Administration                   | Press 5 |

**SCHOOL HOURS**

Monday – Friday -- 8:15 a.m. to 2:35 p.m. dismissal.

Extended Day -- Tuesday–Thursday dismissal at 3:18 p.m. (for extended day students only.)

Breakfast is served at 7:45 a.m. – 8:10 a.m.

Supervision of children begins at 7:45 a.m.

## ATTENDANCE

Attendance is an essential component of learning and significant to your child's overall success in school. Students cannot fully benefit from an educational experience if attendance is irregular and absences are frequent. Therefore, it is imperative that parents/guardians ensure that their children arrive at school on time everyday.

To ensure that your child has good attendance, please follow these important guidelines:

- Students are expected to arrive at the school no later than **8:15 a.m.** (*except for children arriving for breakfast.*) Any student that arrives after 8:30 a.m. will have lateness recorded on his/her permanent record. Instruction begins immediately in the morning and lateness creates instructional problems for our children.
- When your child is absent, please send a note upon their return to school explaining the absence. Doctor's notes are appreciated as documentation for absences longer than three days. All notes are kept in the student's cumulative folder.
- Remember that your child is responsible for making up all missed class work and homework. Please make requests in writing to the classroom teacher to receive work missed during your child's absence and arrange for the work to be picked up in the General Office.
- The school has implemented many attendance initiatives, including class and individual recognition for outstanding attendance.
- Although we understand that family emergencies may impact on attendance, we ask that you schedule family vacations around the school calendar. There are ample school holidays to schedule your vacations. Please attempt to follow the DOE calendar when making arrangements for extended trips. When this is not possible due to family circumstances, please send a note to the teacher explaining the reason for the absence. Vacations are not excused absences.
- Excessive absences will result in contact by the school, meetings with the Guidance Counselor or a School Administration, and/or a visit to your home by the NYC Department of Education Attendance Teacher.
- We strongly urge you to schedule your child's doctor and dental appointments after school hours since this is disruptive to their school day.

**Remember: Your child's academic success begins with good attendance!**

## ARRIVAL AND DISMISSAL

### Arrival begins at 7:45 am. for students who eat breakfast.

- Students enter the school through the main door or the schoolyard.
- No child should be left at school prior to 7:45 a.m. The school is not open to students before that time.
- Children eating breakfast go directly to the school cafeteria and then report to their line up area. Breakfast is served from 7:45 AM to 8:10 a.m. Bus children who eat breakfast are not marked late if their bus arrival is delayed.
- In good weather, Grades 4 to 8 line up in the schoolyard. Grades K to 3 report to the school auditorium at all times.
- In inclement or cold winter weather, Grades 4 to 8 report to the school cafeteria for indoor lineup.
- **NO ONE SHOULD BE WAITING IN THE SCHOOL LOBBY OR HALLWAYS DURING ARRIVAL.**
- Bus children are directed to their line up areas by school personnel who are on bus duty. Students arriving late proceed to their class after receiving a late pass.

### Dismissal

|   |           |
|---|-----------|
| First Dismissal.....                            | 2:35 p.m. |
| Extended Day Dismissal (Tues to Thurs.).....    | 3:18 p.m. |
| Monday and Friday dismissal (all students)..... | 2:35 p.m. |

- Students are dismissed by their teachers at 2:35 p.m. and are escorted down to dismissal areas.
- Kindergarten students are dismissed at the side doors on East 238<sup>th</sup> Street.
- Grades 1-5 students are dismissed through the exits to the schoolyard. Parents who pick up their children from school must enter and exit through the schoolyard. **NO ONE SHOULD BE WAITING IN THE SCHOOL LOBBY OR HALLWAYS DURING DISMISSAL.**
- Grades 6-8 students are dismissed through the side door exit on East 237<sup>th</sup> Street.
- Bus children are brought to the cafeteria and are escorted to their assigned buses by school personnel.
- Extended day children are dismissed at 3:18 p.m. Tuesday through Thursday, in the same procedure as outlined above.
- If you are late picking up your children, please come into the General Office and sign them out.  
Children are escorted to the General Office when parents are late.
- If you suspect that you will be late picking your child up at the school or bus, please make arrangements for another adult to pick up your child in a timely fashion. If it is an emergency situation, please notify the General Office. **REMEMBER THIS ADULT MUST BE ON YOUR EMERGENCY CONTACT FORM.**

- **Students are required to attend the entire mandated 43-minute extended day period. Therefore, we strongly request that you do not call the General Office and ask that your child to be dismissed before 3:18 p.m. The extended day program is a mandated program and only in an emergency situation should parents come in and sign their child out.**
- Please do not bring pets onto the school grounds during school hours, including arrival and dismissal.

## **EMERGENCY CONTACT INFORMATION**

- Blue Emergency Contact forms must be filled out correctly with all current information. This is of utmost importance. In cases of emergency, this information is vital to your child's safety.
- Changes to the form must be made in person immediately after they occur i.e., phone or cell phone number. Please come into the office to do this.
- Students will **NOT** be released to anyone who is not listed on the Emergency Contact Form. Please include **everyone** that might be needed to pick up your child during the year. **THIS IS THE ONLY WAY THAT WE CAN CONTACT YOU ABOUT YOUR CHILD.**

## **VISITING THE SCHOOL**

- **All parents and visitors should ONLY use the main entrance.**
- **Sign in and show PHOTO IDENTIFICATION to the school safety agent.**
- **You will be instructed to go to the main office where the staff can assist you.**
- Except for special circumstances, parents are not allowed in the building during the day since this disrupts the work and routine of the entire class.
- If you need to confer with your child's teacher, send a note to the school, and the teacher will contact you and set up a convenient time.
- These procedures must be strictly followed to assure the safety of the children and staff of P.S. 19.

## **LEGAL DOCUMENTS**

Most recent legal documents pertaining to custodial care of a student must be on file in the General Office in order for us to comply. **THERE WILL BE NO EXCEPTIONS.**

## **SCHOOL DISCIPLINE AND SAFETY**

- Our school's philosophy is to ensure a safe and nurturing environment that facilitates effective teaching and meaningful learning and which fosters a sense of responsibility, good citizenship and accountability. Therefore, it is necessary that students understand that there are standards of behavior which all students are expected to comply and there are consequences if these standards are not adhered to. The complete *Discipline Code* is also available for viewing and downloading by logging on to the New York City Department of Education website: <http://schools.nyc.gov/>. You will receive a copy of the Chancellor's Discipline Code along with a cover letter to be signed.
- Your signature confirms that you have read and reviewed the School Conduct and Discipline Code with your child.

## **STUDENT APPAREL/SCHOOL DRESS CODE POLICY**

### **BOYS:**

The dress code for the boys will be as follows:

- ✓ Solid, collared dress shirt or golf shirt in blue or white (long or short sleeve)
- ✓ Pants (no jeans or sweats) with a belt in dark blue, tan or black (elastic waistband is allowed)
- ✓ Solid dark blue or tan cardigan or pullover sweater
- ✓ Shoes or sneakers
- ✓ Sneakers are required on gym days
- ✓ No hats are to be worn inside the school building.

### **GIRLS:**

The dress code for the girls will be as follows:

- ✓ Solid dress shirt or golf shirt in blue or white (long or short sleeve)
- ✓ Pants (no jeans or sweats) in dark blue, tan or black (no stretch pants allowed)
- ✓ Shorts (weather permitting) at or below knee
- ✓ Dark blue or tan knee length jumpers or skirts
- ✓ Solid dark blue or tan cardigan or pullover sweater
- ✓ Shoes or sneakers
- ✓ Sneakers are required on gym days

\*\*\*The above items can be found at most major department stores.

\*\*\*Please note: Official school logo sweatshirts and sweatpants are permitted to be worn *on gym days*.

## **MONTHLY NEWSLETTERS – SCHOOL CALENDAR**

- A monthly calendar of events and important dates will be sent home every month at on the first day of each month to parents. The calendar will include special events, class trips and any half-days or school holidays. The school lunch menu is on the back of this calendar.

## **SCHOOL HOLIDAYS –**

**Below is the calendar of school closings for the upcoming school year 2009-2010. Please plan your vacations accordingly. Attendance is crucial to your child’s education.**

### **2009 – SCHOOL CALENDAR**

|   |  |
|---|--|
| <b>Wednesday, 9/ 9</b>                  | <b>Students Return to School</b>             |
| <b>Monday, 9/28</b>                     | <b>Yom Kipper (school closed)</b>            |
| <b>Monday, 10/ 12</b>                   | <b>Columbus Day (school closed)</b>          |
| <b>Tuesday, 11/ 3</b>                   | <b>Election Day (no school for students)</b> |
| <b>Wednesday, 11/ 11</b>                | <b>Veteran’s Day (school closed)</b>         |
| <b>Thursday, 11/26, Friday, 11/27</b>   | <b>Thanksgiving Recess</b>                   |
| <b>Thursday, 12/24 thru Friday, 1/1</b> | <b>Winter Recess</b>                         |

**Students return to school on Monday, January 4, 2010**

### **2010 - SCHOOL CALENDAR**

|                                       |   |
|---------------------------------------|---|
| <b>Monday, 1/18</b>                   | <b>Martin Luther King Jr. Day (school closed)</b> |
| <b>Monday, 2/15 thru Friday, 2/19</b> | <b>Midwinter Recess</b>                           |
| <b>Monday, 3/29 thru Tuesday, 4/6</b> | <b>Spring Recess</b>                              |

**Students return to school on Wednesday, April 7, 2010**

|                       |   |
|-----------------------|---|
| <b>Monday, 5/31</b>   | <b>Memorial Day (school closed)</b>                         |
| <b>Thursday, 6/10</b> | <b>Chancellor’s Conference Day (no school for students)</b> |
| <b>Monday, 6/28</b>   | <b>Last day of school for all students</b>                  |

**SCHOOL DAY SCHEDULE –  
50-minute periods with 2 minutes of transition**

|                                 |   |
|---------------------------------|---|
| <b>Breakfast</b>                | <b>7:45 a.m. - 8:10 a.m.</b>                                      |
| <b>Period 0</b>                 | <b>7:30 a.m. – 8:15 a.m. (8<sup>th</sup> grade advanced math)</b> |
| <b>Period 1</b>                 | <b>8:15 a.m. - 9:00 a.m.</b>                                      |
| <b>Period 2</b>                 | <b>9:00 a.m. - 9:45 a.m.</b>                                      |
| <b>Period 3</b>                 | <b>9:45 a.m. - 10:30 a.m.</b>                                     |
| <b>Period 4</b>                 | <b>10:30 a.m. – 11:15 a.m.</b>                                    |
| <b>Period 5</b>                 | <b>11:15 a.m. – 12:05 p.m. (lunch period K-4)</b>                 |
| <b>Period 6</b>                 | <b>12:15 p.m. – 1:05 p.m. (lunch period 5-8)</b>                  |
| <b>Period 7</b>                 | <b>1:05 p.m. – 1:50 p.m.</b>                                      |
| <b>Period 8</b>                 | <b>1:50 p.m. – 2:35 p.m.</b>                                      |
| <b>Dismissal</b>                | <b>2:35 p.m.</b>  |
| <b>Extended Day (dismissal)</b> | <b>2:35 p.m. to 3:18 p.m. (Tuesday to Thursday)</b>               |

**BREAKFAST AND LUNCH COLLECTION**

- In September, you will receive an application for school lunch. Whether or not you think you qualify or need Food Services, you **MUST** return the signed form for your child. We need a form for every family, whether your child has hot lunch or cold lunch. This information determines Title 1 funding for the school, which is highly important to supporting many school programs. Every family must submit a form. Instructions on how to complete the form are included with the form.
- Monthly Menu is listed on the back of the school calendar. The kitchen staff does their best to try to adhere to the menu, but, due to unforeseen circumstances, they may have to deviate from time to time.
- The lunch money collection schedule will be distributed in September. However, if you would like to make it more convenient to pay for lunch, we are now offering MyLunchMoney.com. You can easily enroll by clicking on myLunchMoney.com and click on “enroll now.” To create an account, you will need the students’ school, grade, birth date and student identification number which you can get from the general office. You can provide credit or debit card information and select the automatic pre-payment option, if desired.
- All students eating breakfast and lunch are monitored by a computerized program and parents will receive a bill from the school for meals that are not paid for.

## **HEALTH AND NURSING ISSUES**

There are strict guidelines to follow when administering medication during the school day. If a pupil is to be given medicines on a daily basis, the doctor and parent must complete a 504 form each year. This form may be obtained in the nurse's office and is kept on file in the nurse's office. If there are any changes in medication, a new form must be completed before a new medicine or dosage can be given. School staff are prohibited from providing or administering any prescription or over-the-counter medications to any student. Students needing occasional medications are to take these medications at home, if possible. However, if medication must be given at school, it must be personally delivered and administered by the parent.

In the event your child becomes ill, we will contact you immediately using the emergency information you have provided. Please notify us of any changes in telephone numbers. New York City DOE requires proof of immunization for all children entering NYC schools for the first time. Failure to comply may result in your child's exclusion from school.

Please contact the school nurse for any questions or concerns in this area.

## **REPORT CARDS AND CONFERENCES**

- Report cards are given out three times a year for Grades 1 to 5. They are distributed in November, March and June. Kindergarten report cards are distributed twice a year in March and June. Report cards for Grades 6 to 8 are given out four times a year. They are distributed in November, February, April and June.
- Open School Week will be celebrated during the week of November 16 through November 20.
- Parent-Teacher conferences will be determined at a later date. Letters will be sent home with the dates.

## **SCHOOL GUIDANCE COUNSELOR**

Mrs. Algarin is our school guidance counselor and is available by appointment. She collaborates with the members of the school community to develop and deliver mandated and at-risk counseling, conflict resolution, crisis management and intervention, provides liaison to the Administration for Children's Services, consults with parents and teachers and provides a linkage to community resources.

Ms. Algarin may be reached at 718-324-1924 ext. 3.

## **CLASS TRIPS**

Trips are scheduled as an educational experience based on curriculum. All trips are approved by the Principal, Mr. Sullivan. A sufficient number of chaperones accompany each class trip. If a parent elects not to have his/her child participate in a particular trip, that child will be placed in another class during the time of the trip.

Class trip participation is dependent on a student's behavior. Exclusion from extracurricular trips can be used in accordance with the Chancellor's Code of Discipline.

## **TESTING SCHEDULE 2009-2010**

New York State/City Assessments are given throughout the school year to students. Parents are given notice of these tests by letter prior to their administration.

The test calendar for the 2009-2010 school year has been published as follows:

- ✓ **Specialized High Schools Admission Test -- Grade 8 - 11/7 and 11/8  
Grade 8 (IEP and 504 Applicants) - 11/14**
- ✓ **Elementary New York State Social Studies -- Grade 5 - 11/16 and 11/17**
- ✓ **Specialized High Schools Admission Test -- Grade 8 (with permission and documentation only, make-up and other permission.) - 11/22**
- ✓ **NYS English Language Arts (ELA) -- Grades 3 - 8 - April 26-28**
- ✓ **NYS Mathematics -- Grades 3 - 8 - May 5-7**
- ✓ **NYS Science (Performance) -- Grades 4, 8 - May 24-June 3**
- ✓ **NYS Science (Written) -- Grades 4, 8 - June 7**

**PLEASE DO NOT SCHEDULE VACATIONS DURING THIS TIME**

## **HOMEWORK POLICY**

Homework is a vital component of the instructional day. Homework is assigned to reinforce the skills, habits, concepts and knowledge, which have been taught during the school day. It is the responsibility of all students to complete their homework assignments to the very best of their ability. Parents are asked to ensure that the homework assignments are complete and brought to school.

### **The PS 19 educational community has developed the following homework policy:**

- Homework is given by teachers on a daily basis with emphasis on literacy and math skills.
- Homework is listed on the chalkboard and copied by the students. Lower grade homework is usually handouts and reading logs.
- Missing homework assignments are expected to be completed in a timely fashion. Parents will be notified when any homework issues arise.
- Missing homework assignments can effect overall report card grade.

## **BIRTHDAY CELEBRATIONS**

Please contact Doris Wade, parent coordinator of P.S. 19, for information regarding your child's classroom procedure for birthday celebrations.

## **LOST AND FOUND**

There are boxes in the cafeteria for items that the children have misplaced. In order to ensure that you can easily identify your child's items, we ask that you label all their clothing.

## **TRANSLATIONS INFORMATION**

If you need translated information, please contact Mrs. Doris Wade, Parent Coordinator. In addition, if you need phone translations, she will be able to assist you. Please do not hesitate to call her.

## **SPECIAL EDUCATION SERVICES AND SUPPORT SERVICES**

These services are provided at P.S. 19. For information with regards to these services, please contact Mrs. Algarin, our guidance counselor.

## HELPFUL WEBSITES:

Chancellor's Regulations: [http://schools.nyc.gov/Rules/Policies/Chancellors Regulations](http://schools.nyc.gov/Rules/Policies/Chancellors%20Regulations)

For homework help in Math & Science

[www.Math.com](http://www.Math.com)

[www.coolmath4kids.com](http://www.coolmath4kids.com)

[www.brainchild.com](http://www.brainchild.com)

Geography:

[www.nationalgeographic.com/education/homework](http://www.nationalgeographic.com/education/homework)

Social Studies:

[www.si.edu.kids](http://www.si.edu/kids)

Dial-A-Teacher at (212) 777-3380 will be able to help with your homework questions. You can call from 4:00 to 7:00 PM.

## SCHOOL CLOSINGS

The Citywide decision to close or delay the opening of schools can only be made by the Chancellor. The Citywide decision will be made as early as possible prior to 6:00 a.m. on the affected day. Television and radio stations will be notified. News radio stations, such as WINS (1010 AM) and WCBS (880) will broadcast information on school closing or delayed openings. You may also check the homepage of the Department of Education website, [www.nyc.gov/schools](http://www.nyc.gov/schools). PLEASE DO NOT CALL THE SCHOOL.

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**tear-off**

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**PLEASE COMPLETE AND SEND BACK TO SCHOOL.**

**I have read, reviewed and understand the P.S. 19 Parent Handout 2009-2010.**

**Parent's Signature** \_\_\_\_\_

**Child's Name** \_\_\_\_\_

**Class** \_\_\_\_\_