

# P.S. 199

*of Manhattan*

**PS 199 Family Handbook**

**JESSE ISIDOR STRAUS**

**WORK HARD. BE KIND.**

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## **PS 199 Mission Statement**

Our school motto is “Work Hard. Be Kind.” We commit to the following:

- To foster a lifelong love of learning.
- To support children in becoming their best selves both academically and personally.
- To empower children to understand, respect, and appreciate the diversity in our community and the world.
- To create a strong community of pedagogues, administrators, and parents that collaborate to create a safe, joyful, and productive learning environment.

## Important Contact Information

### CONTACT LIST:

Contact	Information
PS 199 Main Number	212-799-1033
<b>Interim Acting Principal</b> Sharon Chung <b>Asst. Principal</b> Brendan Beseda <b>Interim Acting Asst. Principal</b> Marie Sun	<a href="mailto:schung7@schools.nyc.gov">schung7@schools.nyc.gov</a> 212-799-1033 EXT. 1020 <a href="mailto:bbeseda@schools.nyc.gov">bbeseda@schools.nyc.gov</a> 212-799-1033 EXT. 1002 <a href="mailto:msun@schools.nyc.gov">msun@schools.nyc.gov</a> 212-799-1033 EXT. 3330
PS 199 Parent Coordinator: <b>Sara Lise Raff</b>	<a href="mailto:Sraff3@schools.nyc.gov">Sraff3@schools.nyc.gov</a> 212-799-1033 EXT. 1040
PS 199 School Nurse	212-799-1033 EXT. 1001
NYC Office of Pupil Transportation	718-784-3313
District 3 Community Education Council	212-678-5857
PTA email	ps199pta@ps199pta.org
New York City Information	311
PS 199 Website	<a href="http://ps199pta.org">http://ps199pta.org</a>
NYC Department of Education Website	<a href="http://schools.nyc.gov">http://schools.nyc.gov</a>

### COMMUNICATION:

- If your child is having a problem in class or you have a question or concern about the class or curriculum, you should first contact your child's teacher by sending them a message on Konstella or via kidmail. For questions about admission and other general parental concerns, contact the Parent Coordinator, Sara Lise Raff **212-799-1033** EXT. **1040** . If for any reason you are most comfortable speaking to an administrator please do not hesitate to do just that. We are here to support you.
- For questions about PTA events, committees or fundraising, contact the committee chair or a PTA officer.
- *Notify NYC* is the City's emergency alert system. Get notified about school closings and other emergency related items in several different categories:  
<https://a858-nycnotify.nyc.gov/>

**Konstella** is an application for your home computer, Android and iOS that we use to communicate with our community. Please read all Konstella messages from your child's teacher, the school administration, parent coordinator and our weekly PS 199 Newsletter. This is the best way for you to stay connected to what is happening in the community. Make time every Sunday evening to read the weekly newsletter to get ready for the week. If you are not on Konstella please reach out to our parent coordinator, Sara Lise Raff, at [Sraff3@schools.nyc.gov](mailto:Sraff3@schools.nyc.gov). Konstella helps us connect and provide the community with classwide or schoolwide announcements, the weekly newsletter and committee sign-ups. It has a full school directory.

**Important:** The directory is **NOT** to be used to send mass messages or emails for commercial purposes or advocacy interest by individual parents. It is also not a place to share personal information or share messages that are **NOT** classroom or school related. **Please note anyone assigned to your child's classroom can read all correspondence sent via Konstella with the exception of private messages.** All classroom teachers are assigned to their class as well as the administration. All schoolwide messages sent by PTA/Committees must first be approved by the principal.

School Website  
[WWW.PS199PTA.ORG](http://WWW.PS199PTA.ORG)

### **Kid Mail**

Many written notices are sent home via the KID MAIL folder, in your child's backpack. These notices are usually from your classroom teacher and sometimes they are schoolwide. Please make it a daily ritual to empty and read your child's Kid mail.

### **Required Department of Education Accounts:**

There are a number of DOE portals that you need to register with. Please keep your information in a safe place and :

**1: NYCSA** (New York City Student Account) This portal allows you to view attendance, look up your child's report card, check your contact information and attendance, as well as check other important information pertinent to your child. Learn more about the NYCSA portal:

<https://www.schoolsaccount.nyc/>

Parents are able to share an account or have separate accounts. Separate accounts can only be made if both parents are in the DOE database (ATS). If you don't have an account, **the parent coordinator will send out all the information you need to know by the end of September.** It is highly recommended to create this account in September. The parent coordinator will provide you with an access code and your child's OSIS number. **Use one, personal email address for all DOE affiliated information and please put your password in a safe place.** You must use the email you used when you

registered your child. If your email changed you can reach out to the parent coordinator, Sara at [Sraff3@schools.nyc.gov](mailto:Sraff3@schools.nyc.gov), to help you update your account. If you see other incorrect information please reach out to [Sraff3@schools.nyc.gov](mailto:Sraff3@schools.nyc.gov).

**Please note:** You must be signed out of all other DOE accounts in order to log in. If you continue to have trouble signing in, clear your cache and try another browser. Your account is valid through your child's enrollment in the NYC Department of Education (DOE). There is also a way to share information with other family members and tutors. [Please read more about this function here](#). Please keep your sign in information in a safe place so you can refer to it.

**2: MYSCHOOLS** You will need this site to apply to G and T programs, 3k, PreK, Kindergarten, Middle School and High School. You must get an access code for this site from the DOE. You will not be able to check this site for information other than when your child is applying for a school during an application period. It will be clearly communicated to fifth grade parents when the site opens for Middle School applications, as well as to fourth grade parents if they choose to apply to Center School.

**Please note:** The site does not operate on a first come, first served basis, so there is no need to get applications submitted quickly, just in by the deadlines. Please keep your sign in information in a safe place.

**3:NYC STUDENT EMAIL** email account- This is an official DOE student account. Your child may use this account in the classroom for instructional purposes. The teacher/parent coordinator must help you set up the account initially. If your child already has their account, you can help them reset or manage the account and change their password. Please note that there is no pin (although the DOE has not updated this information in the system).

## **SAFETY INFORMATION**

### **Visiting P.S.199:**

ALL VISITORS TO PS 199 MUST PROVIDE A PHOTO ID, SIGN IN WITH THE SCHOOL SAFETY AGENT UPON ARRIVAL, AND GO DIRECTLY TO THE **MAIN OFFICE** BEFORE GOING ANYWHERE ELSE IN THE BUILDING. THIS IS MANDATORY FOR THE SAFETY OF OUR STUDENTS AND STAFF. ALL VISITORS MUST STOP AT SCHOOL SAFETY AND WAIT FOR GUIDANCE.

**Emergency Contact Card:**

Please fill out the front and back of the emergency contact card in blue/black pen and return it to school as soon as possible. **This will be the only way to contact you if we need to evacuate or if there is an issue with the internet.** It will be kept in the main office in case of an emergency. **This form must be submitted annually with current information.** You must list several people who can be contacted in the event the school cannot reach you. Your child will not be released to anyone who is not listed on the Emergency Card or with a note from you, so please make sure the numbers are working and up to date. If numbers change during the school year, it is important that you come into the main office and make the change to the blue card yourself. If your address should change during the school year you must bring in two pieces of address verification to the main office so that the new address can be entered in the DOE database and you must fill out a new housing questionnaire and an emergency contact card. During school hours, students can only be released to an adult over the age of 18 that is listed on their blue emergency contact card. All adults must provide a valid picture id.

**Early pick up:**

Please avoid or limit the times your child is picked up early from school. If you must pick up early, please do so prior to 2:00 p.m. Let your teacher know the day before and send a morning reminder to both the teacher and the parent coordinator. Please note all IDs are checked by office staff when picking up a student. The individual picking up of a student **MUST** be included as an emergency contact or you must provide direct written correspondence **directly** to your child's teacher that a particular individual is picking up your child. Individuals must be at least 18 years old to pick up early. Please do not send Middle School or High School aged siblings to pick up early. Thank you for helping our community to stay safe and run smoothly.

**ARRIVAL AND DISMISSAL****Arrival Grades K-2:**

Arrival is in the driveway. The gate opens up at 8:20 am. Children should line up along the fence in front of the school and walk down slowly. Please remind students that they will walk unaccompanied to their line spot, but under the watchful eye of staff. They will be greeted by their classroom teacher by 8:30 am. Please say a loving yet brief goodbye at the gate. Please do not linger at the gate or prolong the farewell. Regular dismissal is at 2:45 for kindergarten and 2:50 for first and second grade students at your child's designated class line spot(s) in the school courtyard.

**Arrival/Dismissal Grade 3:**

Students will enter the school at 8:25 a.m. through the West End Entrance. Guardians are not permitted to enter the building with the student. 199 staff will guide students to their classrooms. Dismissal is at 2:50 p.m. in front of the school near the West End Entrance.



**Arrival/Dismissal Grades 4 and 5:**

Grade 4, 5, and Ms. Kim's ACES class enter through the main school entrance at 8:25 am. Guardians are not permitted to enter the school building with the student. 199 staff will guide students to their classrooms. Dismissal is at 2:50 p.m. in front of the school building at designated line spots.

In Case of Emergency or arrival or dismissal changes: Please check Konstella throughout the day and be sure that you have the notifications set to get immediate emails and messages to your email, in the settings.

If you will be late for dismissal or need another guardian to pick up your child, please notify the teacher on Konstella or send in a handwritten note in kidmail. In the case of a last minute change, please message your teacher and the parent coordinator to make them aware that you are giving permission for another adult to pick your child up. Only written emails and texts are acceptable. A phone call follow up in the office is also helpful.

**Lateness:**

When your child is late they will come through the main entrance and then report to the main office to get a late pass. The school day officially begins at 8:30 a.m. When your child is late, it is always helpful to send your classroom teacher a message. Chronic lateness disrupts your child's class and your child's education. It is not acceptable for your child to be late every day. If you need help getting your child to school on time please reach out to our parent coordinator.

**Absences:**

You do not need to call or email the main office for a one day absence; however, it is always helpful to send a Konstella message to your child's teacher. If your child's absence will be for a prolonged illness or is of a more serious nature, please reach out to your child's teacher and parent coordinator, Sara Lise Raff, by phone, email or a Konstella message.

**NECESSARY FORMS****Media Waiver Consent Form:**

We have many events at the school throughout the year. Please fill out the Media Waiver Consent Form that you will receive from your child's teacher.

**School Funding/Food Form:**

All families, whether their child plans to eat school lunch or not, must fill out a School Funding Form. We will send a paper copy home or you can find the link in Konstella under "Files and Links". For more detailed information, including menus and how to download the NYCDOE's School Foods app, please go to the following website:

<https://www.schools.nyc.gov/school-life/food/school-meals>

## **BREAKFAST, LUNCH AND RECESS**

### **Breakfast:**

Breakfast is served between 8:00 am- 8:30 am. Please drop your children off between 8:00 am-8:20 am. There is no special sign up; students are welcome to come to breakfast every morning. Families can drop their children off by the Safety Agents and children will be supervised by DOE staff while in the cafeteria.

### **Lunch:**

The school cafeteria serves hot lunch every day as well as sandwiches, salad bar, fruit and vegetables. While we adhere to the menu by the Office of School Food and Nutrition, please understand that deliveries are subject to change and that meal choices may differ from what is on the [DOE Daily menu](#).

There are three 50-minute lunch/recess periods for the various grades (GR K/1, GR 2/3, GR 4/5) which includes eating time and recess time for play. Students eat lunch with their classmates at an assigned table for approximately 25 minutes. Students are supervised by PS 199 personnel. Children are expected to clean up after themselves and leave the lunch table as clean as they possibly can. Our lunch team is around to provide help as needed.

### **Recess:**

Recess takes place in the school playground which is closed to the public during the school day. In good weather, children go outside and should be dressed appropriately for the weather. We suggest layers with hats, gloves and a scarf. We prefer to send the children outside unless the weather is dangerously windy, wet or snowy. As per the New York City Department of Education's policy on outdoor activities: Any outdoor activities, and especially physical activities, should adhere to the following weather safety considerations:

- Cold Weather: Unless it is snowing, there is ice on the playground, or the wind-chill factor is below zero degrees Fahrenheit (-18 degrees Celsius) low temperatures should not be a barrier to outside play, if children are appropriately dressed.
- The NewYorkCity Department of Health and Mental Hygiene strongly encourages principals to maintain outdoor play periods on the vast majority of winter days.

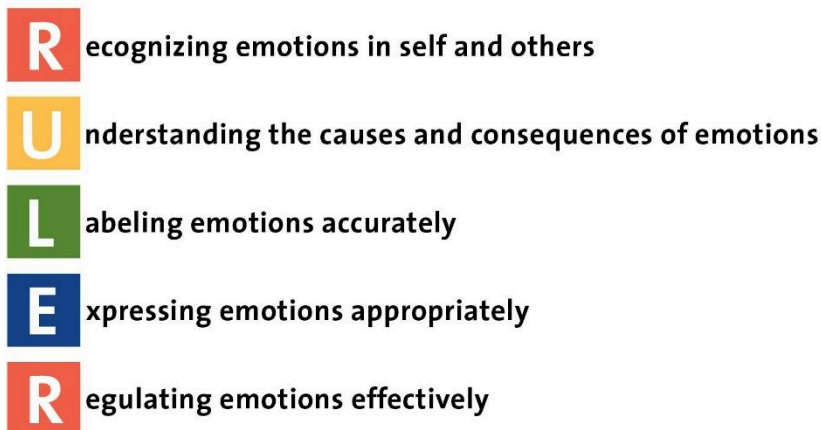
During inclement weather conditions, the children view an age- appropriate educational video, show or movie in the auditorium. Books and coloring materials are also available.

### **Snack:**

Snack procedures are handled by the individual classroom teacher. Please wait for their guidance in your welcome back letters from your child's teacher. Please make sure to make your classroom teacher aware of any allergies as well as the school nurse.

## SOCIAL EMOTIONAL CURRICULUM

PS 199 follows the he **RULER** program developed by the Yale Center for Emotional Intelligence <https://ycei.org/ruler>



## BIRTHDAY CELEBRATIONS

Policies on celebration (vary by grade and class). Your classroom teacher will send home a notice about how these events are handled in their classroom and will be further explained at Curriculum Night, in September.

*\*\*Nothing crushes a young spirit more than the realization that one is among the few (or the only one) excluded from a classmate's birthday party outside of school. Please be considerate and refrain from distributing party invitations, thank you notes, or organizing an after-school pick up for a party, during the school day, unless everyone is included. BE KIND.*

## CELL PHONE POLICY

The purpose of this policy is to create an environment conducive to learning by minimizing distractions caused by cell phones and other personal internet-enabled electronic devices, ensure the safety and focus of all students during school the school day, and follow Education Law §2803, effective August 1, 2025, all New York State schools are required to adopt a policy that prohibits the use of personal internet-enabled devices during the school day on school grounds. An "internet-enabled electronic device" is defined as an electronic device capable of connecting to the internet and enabling the user to access content on the internet. Examples of

such devices include cell phones, smartphones, smartwatches, laptops, tablets, iPads, and portable music and entertainment systems.

While students are permitted to have a cell phone and/or a smart watch in school, the device/s must be off (not on vibrate) and placed in a pouch provided by the school for the entire school day. The device will be stored and returned to the student at the end of the school day. The school day is defined as the period from the moment students enter the school building until the last class of the day, including breakfast and lunch.

### **1. Emergency Communications**

- In case of emergency or exigent circumstances, parents or guardians can call the main office to reach their child.
- In case of emergency or exigent circumstances, students may access phones in the main office to reach their parents or guardians.
- In case of emergency or exigent circumstances, the school will continue to use Konstella to communicate information to parents or guardians.

### **2. Exceptions**

- Students are allowed to use their device if they have an individualized education program (IEP) or 504 Plan that includes use of an internet-enabled device and do not have a DOE-issued device for such purpose.
- Parents/guardians must contact Brendan Beseda, assistant principal, if a student requires an exception for reasons such as: medical monitoring/treatment s (for example to monitor blood sugar or other similar circumstances), if student requires device for approved language purposes (such as translation or interpretation services if no other means are available), or where otherwise required by law.

### **3. Discipline**

- Students who use electronic devices in violation of the NYCPS Discipline Code, the school's policy, Chancellor's Regulation A-413, and/or the NYCPS Internet Acceptable Use and Safety Policy ("IAUSP") will be subject to progressive discipline aligned with the NYCPS Discipline Code.

### **4. If lost or stolen**

- In the unlikely event that an electronic device is stolen or damaged at school, parents can submit a claim to the Comptroller's Office. More information on submitting a claim is available on the Comptroller's webpage.

We appreciate your cooperation in helping us maintain a focused and productive learning environment. If you have any questions or need further clarification regarding these policies, please do not hesitate to contact Assistant Principal Brendan Beseda at 212-799-1033.

## **CLOTHING AT SCHOOL**

### **Clothing guidelines:**

PS 199 adheres to the dress code guidelines found here:

<https://www.schools.nyc.gov/school-life/school-environment/dress-code-guidelines>

Please make sure your child wears shoes that are practical and safe for physical activities.

### **Lost and found:**

The lost and found is located in the cafeteria. Please label ALL of your students' items and encourage them to check the hooks regularly at lunch time. Clothing that is not labeled is almost never reunited with the owner. Adults will be given chances periodically to look through the hooks and go through the Lost and Found. Each season, clothes will be donated.

## **MEDICAL NEEDS AND INFORMATION**

Please be sure to send your child's updated medical and vaccination report each year. You must let us know if any medical information changes for your child. If your child develops an allergy or any long-term medical diagnosis, please contact the school nurse at **212-799-1033 EXT. 1001**.

No medication can be given by the nurse without a MAF form that is filled out by the child's doctor. Please do not send any medication for your child to self medicate and/or for the school to administer even for short term illnesses. You may come in during your child's lunchtime to administer short-term medication in the nurse's office and have your child return to be with their class independently.

### **Medical guidelines:**

PS 199 has created a set of guidelines, in accordance with general medical standards, to help parents decide whether it is necessary to keep an ill child at home.

Your child should not attend school if sick. More information can be found here:

<https://www.schools.nyc.gov/school-life/health-and-wellness/staying-healthy>

**Important!** A child with a fever with a 100 degrees Fahrenheit or higher must be kept home and be fever free for 24 hours without the aid of pain medication before returning to school.

## **PARENT TEACHER ASSOCIATION**

The PTA is an integral part of PS 199. It plays an important role in boosting the community spirit by building bridges between families, teachers and administrators. The active involvement of families is essential to the success of the PTA and to the school. The main objectives of the PTA are to promote:

The PTA Executive Board, an elected body, initiates and leads fundraising activities as well as community-oriented activities. Parents participate in many different ways to become part of the school community. These activities support the school and provide excellent social venues for children and families to enjoy each other's company.

Several committees are in place to carry out specific activities. It is through working in these committees that parents can make a difference for our entire community. Your participation is needed and encouraged. Please attend our PTA meetings, look on Konstella or reach out to the PTA, [ps199pta@ps199pta.org](mailto:ps199pta@ps199pta.org) to learn about all the committees for which we will need volunteers.

## **CLASS PARENTS**

Every class will have one (or more) class parent (s). The class parent helps distribute information from the teacher and helps to coordinate parent involvement for class projects, trips, etc. Teachers choose their class parents. Please review the guidelines before committing to the position. Class parents are not the correct channel to handle class conflicts, problem solve class issues or make educational decisions. Please reach out to your classroom teacher, the parent coordinator or the administration for problem solving and assistance with difficult situations.

## **REPORTS TO FAMILIES**

Report cards are distributed three times a year in December, March and June. Teachers will send home various evaluations and assessments throughout the year. If you have a question about your child's progress, please reach out to your child's teacher.

## **SCHOOL LEADERSHIP TEAM (SLT):**

The School leadership Team is a joint committee of staff and parents. It is one of the mandated policy-making structures of the school. Parent members of the SLT are elected at the May PTA meet in: however, they are open for everyone to attend the meetings. The SLT meetings are held at least once a month.

## SCHOOL SAFETY INFORMATION:

A safety officer is on duty at all times in the main entrance of the school. All adults wishing to enter the building at any time, for any reason, must use the West 70th Street main entrance where the safety agent is located. You must exit also through the main exit or you will set off a very loud alarm. If you don't see the safety agent, don't leave through that exit.

## SCHOOL TRANSPORTATION:

If your child rides the bus every morning, the bus will be met by a PS 199 staff member and your child will be brought to the cafeteria. At pick up time, either your child's teacher will make sure your child gets on the bus or they will be brought to the bus by a PS 199 staff member. Please be aware routes can change without notice, at any point during the year and your child can arrive very early or very late. If you are unhappy with the bus service you can reach out to the Office of Pupil Transportation (OPT) 718-392-8855. Once you call and speak to a representative, please contact the Parent Coordinator, Sara Lise Raff, and communicate your complaint number. **Please note:** the school has little control when OPT makes route changes.

Please also keep in mind that the DOE Office of Pupil Transportation determines the eligibility for transportation/or OMNY cards. Please see the information below, copied from the NYCDOE's transportation website regarding eligibility requirements:

- Students qualify based on Department of Pupil Transportation guidelines
- Eligibility depends on the grade of the student, distance from the school, etc.
- Families must request bus service

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

## **IMPORTANT LINKS**

School Website: [WWW.PS199PTA.ORG](http://WWW.PS199PTA.ORG)

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

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

Transportation Eligibility: <https://www.schools.nyc.gov/school-life/transportation/bus-eligibility>

Staying Healthy: <https://www.schools.nyc.gov/school-life/health-and-wellness/staying-healthy>

Dress Code: <https://www.schools.nyc.gov/school-life/school-environment/dress-code-guidelines>

Lunch Meals: <https://www.schools.nyc.gov/school-life/food/menus/school-lunch-meals>

NYC Schools Account: <https://www.schoolsaccount.nyc/>