

PS 199's Family Handbook

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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

Important Contact List:

Contact	Information
PS 199 Main Number	212-799-1033
Principal Louise Xerri Asst. Principal Brendan Beseda Asst. Principal Sharon Chung	212-799-1033
PS 199 Parent Coordinator: Sara Lise Raff	Sraff3@schools.nyc.gov 212-799-1033 EXT. 1040
PS 199 School Nurse-Melissa Casey	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	http://ps199pta.org
NYC Department of Education Website	http://schools.nyc.gov

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, from 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 the parent coordinator, Sara Lise Raff at Sraff3@schools.nyc.gov. Konstella helps us connect and provide the community with classwide or school wide 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 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 – We are currently updating the site.

Kid Mail

Many written notices are sent home via KID MAIL the 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 (ATA). 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. Do not wait until the first report card to create your account.** The parent coordinator will provide you with an access code and your child's OSIS number. **Use one 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, to help you update your account. If you see other incorrect information please reach out to Sraff3@schools.nyc.gov.

Please note: you must be signed out of all other DOE accounts (if you continue to have trouble signing in, please try to clear your cache and try another browser) in order to access the information. Your account is valid through your child's schooling 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: PS199.net account - The PS199.net account is exclusively for PS199 students and staff. This is purely for classwork, and work given on remote days or emails sent to the students from their teachers. Your child's teacher will provide log-in information..

Please note: This is not an official NYC DOE account.

3: MYSCHOOLS You will need this site to apply to 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.

NYCSTUDENTS email account- This is an official DOE student account. Your child may use this account in the classroom for instructional purposes. The 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, change their password there is no pin (although the DOE has not updated this information in the system). .

Important Safety Information

Visiting P.S.199

ALL VISITORS TO PS 199 MUST PROVIDE A PHOTO ID, SIGN IN WITH SCHOOL SAFETY UPON ARRIVAL, AND GO 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. As per DOE guidelines all visitors entering the building must show proof of COVID-19 vaccination.

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 picture id.

Early pick up

We know it is hard to get a doctor's appointment and juggle all the things you need to keep your family safe and happy but please limit early pickups if you can. **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. Please note all ID is checked by office staff when picking up a student. The individual picking up 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 school yard. School begins at 8:30am. The playground gate opens up at 8:20am. Most students arrive outside the playground gate between 8:20am and 8:25am. Children are permitted to play provided their adult stays with them. When the horn sounds at 8:28am Please bring your child to their line and wait with them until the classroom teacher arrives. Please say a loving yet brief goodbye. One firm hug and "have a super day" usually does the trick! Please do not walk over to the ramp and prolong the farewell. Regular dismissal is at 2:45pm at your child's designated class line spot.

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 2:45 p.m. in the back basketball courts in the playground at the below line spots.

Arrival/Dismissal Grades 4 and 5

4th grade, 5th grade and students from Ms. Anderson's class enter through the main school entrance at 8:25. Guardians are not permitted to enter the school building with the student. 199 staff will guide students to their classrooms. Dismissal is at 2:45 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 parent 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.

***A note about lateness. While we understand that things occasionally happen and it is not always possible to be on time, being consistently late creates a difficult situation in the office and worries your child. If you are having trouble being on time to pick up your child and need some help, please contact the parent coordinator.

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.

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 our parent coordinator, Sara Lise Raff, by phone, email or a Konstella message.

Forms that are necessary

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 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".

Breakfast, Lunch, and Recess and sometimes snack

Breakfast

Breakfast is served between 8:00am- 8:30am. 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 55-minute lunch periods for the various grades (K&1,2&3,4&5) which includes eating time and recess time for play. Students eat lunch with their classmates at an assigned table for approximately 20-25 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.

In inclement weather, the children view an (age- appropriate) kids 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 **RULER** program developed by the Yale Center for Emotional Intelligence <https://ycei.org/ruler>

- R**ecognizing emotions in self and others
- U**nderstanding the causes and consequences of emotions
- L**abeling emotions accurately
- E**xpressing emotions appropriately
- R**egulating emotions effectively

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 Back to School Night, in September.

****Nothing crushes a young spirit more than the realization that one 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, unless everyone is included. BE KIND.**

Cell phone policy

While students are permitted to have a cell phone at school, the phone must be off (not on vibrate) in the students backpack for the entire school day. Please do not send your children messages for them to check on their phone until after school. Smart watches are not permitted to be worn during the school day. If students wish to contact their guardian they are permitted to call from the main office.

Clothing at school

Clothing guidelines

PS 199 adheres to the dress code guidelines found

<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** and Asst. Principal Chung at Schung7@schools.nyc.gov.

No medication can be given by the nurse without a MAF form insert link that is filled out by the child's doctor. Please do not send any medication for the school to administer even for short term illnesses.

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

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

- Fever of 100* or higher (a child with a fever must be kept home and be fever free for 24 hours without using medication)

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 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 for becoming a class parent with your teacher, before committing to the position.

Reports to families

Report cards are distributed 3 times a year. 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.

Important Links

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

<https://www.schools.nyc.gov/docs/default-source/default-document-library/discipline-code-grade-6-12-english>