

**The Alice Austen School**

***Donna Bonanno, Principal***

55 Merrill Avenue

Staten Island, New York 10314

Phone: 718.761.3325 [www.ps60.org](http://www.ps60.org) Fax: 718.983.8534

**“Imagine with all your Mind, Believe with all your Heart, Achieve with all your Might”**

**Edward Palmieri, Assistant Principal Tabatha Romano, Assistant Principal Doreen Seaman, Assistant Principal**

**Parent Student Handbook**

**The school day: Monday-Friday 8:00 am-2:20 pm**

**Required School Forms**

The following forms are essential for school records and must be completed and returned prior to or during the first week of school:

1. **Emergency Contact Forms:**   These forms are sent the first week of school and are very important in maintaining communication between home and school.  Please fill out the required information and make sure all alternate numbers are up to date in case the school cannot reach you.  If any phone numbers change, please notify the office immediately.  Changes of address need to be reported to the Main Office along with a copy of two utility bills showing the new address.
2. **Physical Exam Forms:**  Physical exam forms are required for all students new to the NYCDOE.  Children entering kindergarten are required to have a physical exam performed by a pediatrician after their fifth birthday.  If the exam submitted at registration was performed prior to the fifth (5th) birthday, another exam must be performed after the fifth birthday, and a new form submitted to the school nurse.
3. **Transportation Request Forms:**  This form must be submitted to the school when you register in the spring in order for your child to receive Yellow Bus service.

**School Website**

Our school website, [www.ps60.org](http://www.ps60.org), is constantly updated to provide you with the most timely and relevant information pertaining to school events here at the Alice Austen School. Please keep in mind that the dates posted are tentative and are subject to change.

**DISCIPLINE AND SAFETY**

We take pride in assuring students and parents that all students will enjoy a safe school experience from portal to portal. Accordingly, plans are carefully put into place that not only provide the needed teacher and administrative supervision but also hold each student accountable for responsible behavior.

The “Golden Rule”- Do unto others… is stressed and practiced and an atmosphere of mutual respect is emphasized. Clearly, these strategies emphasize a concern for the individual in a relaxed albeit businesslike learning environment. We enlist the assistance of parents in achieving these ends.

**School Safety**: To ensure the safety of all, fire, shelter, hard lockdown, soft lockdown and bus safety drills are routinely conducted. These exercises are designed to assure that in the event of an emergency, prudent safety measures will be employed in a knowledgeable, panic free manner. Moreover, disaster and evacuation plans have been devised which insure that more serious emergencies will be dealt with as prudently as possible.

All visitors must show photo ID when visiting the school. If a visitor does not have photo ID they will not be permitted into the building. Again, this is for the safety of all.

**CELL PHONES/ELECTRONIC DEVICES**

As per Chancellor’s Regulations A-413, the possession of cell phones, computing devices, portable music and entertainment systems is permitted in schools. PS 60 has established a school-based policy regarding use of such items in school. The policy is as follows:

●If students are in possession of cell phones, computing devices, portable music and entertainment systems, these devices must be turned off and remain in the student’s school bag until students are released from school.

●If students take out their cell phones or other electronic devices in school, these devices will be confiscated and parents have to pick them up from their child’s supervisor.

●If the student’s cell phone goes off in school, the cell phone will be confiscated and parents will have to pick up the cell phone from their child’s supervisor.

●PS 60 is not responsible for any cell phones or electronic devices that are missing or broken.

●Cell phones and electronic devices are not permitted to be used during school trips.

The entire school community is dedicated to working together to provide a safe and secure learning environment for all of our students. In the event of an emergency, you can obtain information about your child’s school in the following ways:

* Call 311
* Check the Department of Education’s website at [www.nyc.gov/schools](http://www.nyc.gov/schools)
* Receive calls from the school
* Read letters sent home with the students

**Forgotten Items**

Forgotten items at home are not to be delivered to classrooms if and when a parent brings such items to school, unless the item pertains to a medical/health/visual issue etc. This policy is in place to limit the number of interruptions and distractions to instruction. Any such item (i.e. notebook, project, instrument, etc.) dropped off to school will be placed in the “Forgotten Items” box, and is to be delivered to the respective student by a school aide during lunch. All items delivered to school prior to a student’s lunch period will be delivered to the cafeteria for the student to pick up during lunch. Of course, exceptions will be made for house keys (if dropped off after lunch), glasses and other “emergency items.” Exceptions cannot be made for forgotten assignments, supplies, physical education uniforms, lunches, etc.

The underlying philosophy here is that we want to encourage students to be responsible for packing all assignments and materials for school each evening. We also ask parents to support these efforts by expecting the same from their children and, when items are forgotten, refraining from bringing them to school during the day. While forgotten items may result in penalties for late assignments and/or being unprepared for class, your cooperation will help to minimize disruptions to the school day and, most importantly, improve your child’s sense of responsibility. Accordingly, school staff will not call classrooms to summon students to the office to pick up items delivered by parents. If your child leaves items/belongings in the school building following dismissal, please go to the main office and a staff member will retrieve it for you. In instances of forgotten lunch, students will receive hot lunch, provided an allergy/dietary situation does not indicate otherwise. If the student is not eligible for free lunch, the cost of the lunch will be charged to the parent’s account ($1.75/day).

**Birthday Parties**

Birthdays are a time of celebration, joy, and excitement. Children, especially those in the primary grades, typically eager to await the arrival of their birthday and most enjoy being the center of attention, if only for a little while. Our students are no different, as they look forward to a nice party and indulging in a sweet treat with their classmates. In this regard, birthday parties are important, especially to our youngest students. Parents who are interested in having their child’s birthday recognized and celebrated in school should send one of the following: **cupcakes or** **munchkins**. Please provide a trash bag or two, napkins, paper plates, and utensils (if necessary). When possible, healthier food selections are encouraged. Furthermore, and most importantly, students with specific medical needs or food allergies must be accounted for. Please contact a teacher at least one week in advance to coordinate a feasible date based on the teacher’s schedule. **Only one parent/guardian** is permitted to attend the event, or in the event that either is unavailable, the class parent may serve in this role to assist the teacher in distributing food, drinks, paper goods, etc. **Siblings/children are not permitted to attend birthday celebrations**. Please understand these procedures are in place for the safety of all students.

Parties are not to commence until 1:45 pm. It is expected that instruction will ensue until this time on the day of such celebrations. Siblings from other classes are not permitted to attend. Again, the rationale here is that siblings can celebrate during the home festivities with family and friends and need not to be pulled from his or her classroom at the expense of missing instructional time. For the safety of all children, **balloons, party favors, hats, goodie bags, etc. are not permitted.**

**Class Parties (PTA/Class Parent)**

1 per term (holiday and end of year party)

Cupcakes/brownies and a juice box; special attention to students with food allergies

All parties are to begin at 1:30 pm

No birthday parties during holiday parties/or may only be combined with holiday party. **Siblings/children are not permitted to attend parties**. Please understand these procedures are in place for the safety of all students.

**Please do not send in any goodie bags for any holidays (Christmas, Valentine’s Day, etc.). If goodie bags are sent in, teachers will send them home with your child. Please remember many of our students have allergies. If goodie bags are sent in to school, they will be returned. This policy is in place for the safety of all students.**

**Lost and Found**

One fact of life is that children (and adults too, sometimes) lose things. Hats, jackets, scarves, folders, books, lunch bags, etc. are frequently lost and commonly found items. To help students identify and reclaim their misplaced belongings, parents and guardians are strongly encouraged to label such items. It is understood that these items may be especially important to families, so labeling tags on jackets and other items will help facilitate the return of missing possessions. Our Lost and Found bin is located near our main entrance. Please remind students to speak up and ask an adult for assistance when needed. As lost items are common occurrences, and in an effort to maintain a clean and sanitary environment, all unclaimed items will be donated to charity after 2 months. If you believe your child has misplaced an item, please reach out to our parent coordinator for assistance. During our fall and spring parent-teacher conferences, we will have available items from our lost and found. Parents/guardians are encouraged to pick up their child’s belongings during this time, as all unclaimed items will be subsequently donated or discarded.

**CCD Protocol**

Parents must show ID when pick up child. Parents must obtain the appropriate release card from their parish and submit it in order for the release of their child for religious instruction.

**Supplies**

Students are to be prepared each day for instruction. Students received a supply list at the end of the last school year. Please visit our website, ps60.org, the supply list for all grades is posted.

**Dress Code**

Our school dress code remains in effect for the entire duration of the academic school year. Our school dress code was established to help ensure a safe and comfortable environment in which all students can learn, while still allowing for individuality. Our dress code is as follows:

* All school attire shall be neat, clean and appropriate.
* Inappropriate attire includes the following: short shorts (must be at least fingertip length), tank tops, spaghetti straps, and skimpy blouses.
* Graphics that are deemed suggestively obscene or offensive to instruction on any garment is prohibited.
* Wearing of clothing deemed “unsafe or disruptive to the learning process” is prohibited, as outlined in the NYC Discipline Code.
* Beach or shower type footwear, flip-flops, high heel shoes, backless shoes and bare feet are not permitted.
* Sneakers/rubber-soled shoes are required for gym. If a student is unprepared with the appropriate footwear for physical education, the child will not participate. Appropriate footwear is important for the safety of all students.
* Sneakers with wheels (“heelies”) are prohibited at all times.
* Parents will be contacted and expected to bring appropriate footwear and/or apparel, if and when needed.

**Breakfast and Lunch**

Breakfast is served from 7:30AM until 8:00AM. If you would like your child to eat breakfast, please ensure he or she arrives at 7:30AM. All children are entitled to free breakfast; however, breakfast will not be served after 8:00 AM.

All families are required to fill out a School Meals Application form. The information provided on this form determines your child’s eligibility for our free or full priced lunch plans. It is critically important that all families submit a completed meal application. We are expected to ensure the prompt return from every family. (If you have more than one child in our school, you need only submit 1 form, but be sure to list all students on the form.) You are still required to submit a meal application regardless of whether your child qualifies for free or full-priced meals, or whether you intend to send your child with lunch from home each day.

The information on these forms is not only used to determine your child’s meal status, but also helps determine how much, if any, Title 1 funding our school receives. Therefore, please promptly complete this form and send it back to your child’s classroom teacher.

If you have any questions or concerns pertaining to completing the School Meal Application form, please reach out to our parent coordinator. Students whose households do not submit an application will be expected to pay full price ($1.75) for lunch.

A prepaid account will make paying for lunch easier as you need only pay once or twice for the entire year. If you wish to establish a pre-paid account, please consider the following pricing plans based on the corresponding frequency of opting for school lunch.

Full Year/1 Installment: 5x/week at $1.75/day x 39 weeks = $341.25

Half-Year/2 Installments: 5x/week at $1.75/day x 20 weeks = $175.00

Monthly Option/10 Installments: 5x/week at $1.75/day x 4 weeks (avg) = $35.00

Partial Pay (1x/week; i.e. Friday’s only)/1 Installment: 1x/week at $1.75/day x 39 weeks = $68.25

Send payment in a sealed envelope marked “Lunch Money” as soon as possible. Be sure to write your child’s name and class on the envelope. Payment must be made by money order (payable to P.S. 60) or by cash. We will issue a receipt for any cash payment.

If you accrue a negative balance in your account, we will generate monthly negative balance lunch letters and backpack these letters home to you. You will be required to pay the balance immediately. Please note that if there is a positive balance in your account at the end of the year, you will receive a refund for unused lunches.

At times, some children either forget their lunch or request school lunch. In these instances, school lunch will be provided and your child will be charged accordingly based on their meal status. If you do not want your child to receive school food, please discuss this with him or her.

For safety reasons, please do not send your child in with glass bottles or sharp utensils.

**CAFETERIA PROCEDURES**

In order to provide a clean and comfortable lunchtime environment it is necessary to seat, serve and supervise over 300 elementary school students three times a day. Add to that the fact that each of these periods is only 50 minutes long and the non-negotiable requirement to provide safety above all else, it becomes obvious that orderly established routines are necessary. During the first few days of school students are oriented as to traffic patterns, assigned seating, responding to commands for attention, cafeteria clean up, arrival and dismissal procedures and other general routines of the cafeteria. Therefore it is essential that students cooperate with the all procedures including maintaining a neat and clean area, following established routines, and courteously complying with the requests of school staff. Parental support to this end is greatly appreciated.

**Morning Arrival**

With regard to morning arrival, the school day begins promptly at 8:00 AM. Please arrive a few minutes earlier to ensure your child’s timely arrival to school each day. Student attendance and absence is being closely recorded and will be noted on all students’ report cards. If you are utilizing our “Stop and Drop” procedure, please do not double park and be careful not to block any crosswalks. Also, please do not park in the “No Standing” zones designated for our yellow school bus. I realize morning arrival can be a stressful time due to the high volume of traffic around our school and other pressing obligations, but I respectfully request that you follow common courtesy and respect each other’s place in line. Note that our doors open at 7:30AM for students. Please do not drop your child off on Merrill Ave by the bus drop off. It is dangerous as students are exiting the bus. In addition, dropping off your child on the opposite side of Merrill Ave, by Moore High School, and letting them cross on their own also becomes a safety issue. I have witnessed numerous times where students crossed as the bus was pulling out or a car was driving by. Your child’s safety is a priority.

**U-Turns Prohibited in NYS School Zones**

**NYS Law: U-TURNS PROHIBITED IN NYS SCHOOL ZONES:**
NYS Vehicles & Traffic Law 1161B. No motor vehicle shall make a U turn within a school zone.

With regard to morning arrival and our “Stop and Drop,” please note that our school day begins at 8:00AM. Stop and drop will close at 8:00 AM. All students who arrive after 8:00 AM are considered late and therefore must enter the building through the main entrance. If you are utilizing our “Stop and Drop,” please realize that when we close the gates, all students must then enter through the main entrance on Merrill Avenue. Staff assigned to assist with morning arrival have other duties they must tend to and we are unable to extend the “Stop and Drop” closing time any later than we already do. One of our parent volunteers will attempt to “mark” the “last” car to indicate to anyone who arrives later that they must use the main entrance in anticipation of the breezeway gates closing on Jardine Avenue….keep in mind, our parent volunteers assist offer their time in all weather…please have your child ready to promptly exit the car once you pull up – hugs and kisses….

Students are not permitted to enter through the main entrance before 8:00 am. If your child is arriving to school late and utilizing the Merrill Ave entrance, please escort your child to the 2nd inner door. We will have staff/security escort your child to class. This safety procedure is to make certain that the lobby area remains clear.

**Dismissal**

Students who are walkers/parental pick-ups will be dismissed beginning at approximately 2:10PM. Classroom teachers will escort their students to the schoolyard and, upon entering the schoolyard, are to proceed to the designated location outlined below. ***Parents are expected to remain behind the red line. Your cooperation in this regard is needed to permit optimal visibility and to ensure the safe dismissal of all students.*** Please also note that any changes to your child’s normal dismissal routine must be in writing; please send a written note in with your child in the event such a change is necessary. (We will not rely solely on your child’s word in such instances.)

Courtyard/Breezeway

Exit 6

5th grade 4th grade 3rd Grade 2nd Grade 1st Grade Kindergarten

Parents

Hillman Avenue

Hillman Ave.

**There will be no early dismissal after 1:55 pm**. Students are preparing for dismissal at 2:10 pm. From 2:00 pm-2:10 pm many students are moving from one class to another and packing up. Teachers are lining students for bus pick up and regular dismissal. Safety is a priority for all children.

Also, bicycle riding and pets (regardless of whether they are on a leash) are not permitted in the schoolyard during the school day, especially during arrival and dismissal.

Please note that teachers are expected to refrain from engaging in conversations with parents when handing off students to ensure that their focus is centered on safely handing off each child and to ensure that they promptly arrive at their meeting room or extended day assignment to tend to their respective responsibilities. **It is the parent’s responsibility to make arrangements for their child to be picked up from school at 2:20 pm.**

**School Bus Behavior and Eligibility**

To ensure the safety of all individuals, it is necessary that all students who ride the school bus are aware of and understand the need for proper behavior at all times. Transportation to and from school on the school bus comes with responsibilities. It is the responsibility of the students on the bus to behave in a manner that permits the driver’s attention to be focused on the road, traffic, and safety of all passengers, for the driver is transporting the most precious of cargo, our children. The driver has a tremendous responsibility for the safety of all students while the bus is en route. We, school staff and parents, have the responsibility to remind students of their responsibility and to remind them of the consequences if they fail to follow safety procedures and guidelines for riding the school bus. With this in mind, please note the following guidelines and behavioral expectations.

If this is the first time your child is riding a yellow bus, please discuss safety with her or him. The New York City Department of Education recommends you discuss the National Highway Traffic Safety Administration’s recommendations for safe school bus riding. Please discuss the following recommendations with your child:

* Get to the bus stop at least five minutes before the bus is scheduled to arrive
* When the bus approaches, stand at least three giant steps (6 feet) away from the curb, and line up away from the street
* Wait until the bus stops, the door opens, and the driver says that it's okay before stepping onto the bus
* If you have to cross the street in front of the bus, walk on the sidewalk or along the side of the road to a point at least five giant steps (10 feet) ahead of the bus before you cross, being sure that the bus driver can see you and you can see the bus driver
* Use the handrails to avoids falls
* When exiting the bus, be careful that clothing with drawstrings and book bags with straps don't get caught in the handrails or doors
* Never walk behind the bus
* After you get off the bus, walk at least three giant steps away from the side of the bus
* If you drop something near the bus, tell the bus driver, and do not try to pick it up because the driver may not be able to see you
* Talk quietly on the bus, being courteous to the driver and following the driver's instructions
* Stay seated during the entire bus ride and keep the aisles clear
* Do not eat or drink on the bus

Furthermore, as outlined in the Chancellor’s Regulations, for the safety of all children on the bus, it is essential that parents advise their children to obey the following rules:

1. All children must be seated on the bus at all times, with a seat belt fastened.
2. Children are not permitted to lean out bus windows; hands and heads must be kept inside the bus at all times.
3. Children should speak quietly on the bus and should not speak to the driver when the bus is in motion.
4. Children should not throw objects inside the bus or out of the bus windows.
5. No hitting, spitting or fighting is allowed on the bus; no shoving is allowed when boarding or leaving the bus.
6. Children shall board and leave the bus one at a time.

Failure to obey the rules of proper behavior on the bus may lead to exclusion from the bus. If any student’s behavior continues to interfere with the safety of those on the bus, he/she may lose transportation privileges for an extended time. Be assured that you will be notified prior if your child’s behavior potentially warrants the loss of school bus transportation. This notification may come from the school or from OPT (Office of Pupil Transportation) directly. The NYC Department of Education “Discipline Code” and the Chancellor’s Regulations address the issue of student misbehavior of the school bus.

Parents should also discuss with their child whether or not someone will meet them at the bus in the afternoon and what to do if the person who is supposed to meet them is not at the stop. It is perfectly acceptable for a child to refuse to get off the bus if the person who is supposed to meet them is not at the stop or if the child is otherwise uncomfortable exiting the vehicle. The child simply needs to tell the driver that she or he chooses to remain on the bus.

In the event that a child refuses to get off a bus, the bus will return your child to our school, where he or she will be safe and be supervised by professionals. Upon notification of such, you must make arrangements to promptly pick up your child.

According to [Chancellor's Regulation A-801](http://schools.nyc.gov/NR/rdonlyres/B705DFAB-9D56-4FB1-A880-C4B195839290/40303/a801.pdf), transportation eligibility for children who are not mandated for door-to-door transportation because of their IEP (Individualized Education Program) is determined on the basis of the student's grade level and the distance between the student's residence and school. For more information, please visit the DOE website listed here: <http://schools.nyc.gov/Offices/Transportation/ServicesandEligibility/BusTransportation/default.htm>. Students ineligible for yellow bus transportation are not permitted to ride the school bus.

Parents are encouraged to reach out directly to the bus company when related concerns (delays, status, etc.) arise related to busing. The following companies are frequently contracted with NYC public schools.

 Office of Pupil Transportation 718-784-3313

Pioneer 718.984.8077

Staten Island Bus Company 718.447.2142

Island Charter 718.448.4006

Also, you may contact our parent coordinator or pupil accounting secretary (Ms. Jordan) if there are any concerns about bus safety or other transportation issues.

**Assemblies** (**for students only**)

Students will have weekly assemblies. Please have your child wear their P.S. 60 t-shirt on their designated day. The 1st assembly of each month will be an awards assembly. Please have your child wear a white shirt and dark pants on this day. The awards assembly is to celebrate student achievement and hard work. Our hope is that all students will be recognized throughout the year. This is the 3rd year we are having an awards assembly and we have the upmost confidence that it will continue each year at P.S. 60 with the support of parents.

**Field Trips**

Field trips within the city and to nearby points of interest are scheduled by the teachers or administrators throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community.

Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission slips. Permission slips must be signed by the parent or guardian and sent to school beforethe day of the trip. Children will not be allowed to call home to ask for permission to attend. The school must have the parent’s permission, in writing, in order for a child to attend.

Some students may be allowed to attend the trip only if accompanied by a parent. The parent will be notified in advance if this is necessary. Sometimes a small amount of money is requested from each student to help defray transportation or facility use costs.

Every effort will be made to obtain a nurse for a school trip should your child require one (as indicated on his or her IEP/504). However**,** if a nurse cannot be obtained, it is the parent’s responsibility to attend the trip or provide a designee who will administer any medication necessary.

Parents are encouraged to volunteer for class trips. The teacher will coordinate the number of chaperones needed for each trip and will attempt to rotate parent volunteers fairly and equitably to the best extent possible.

Please remember that as a parent chaperone, you assume the responsibility of supervising students. When you chaperone, we ask that:

* You assist the teacher and the students.
* You stay with your assigned group at all times.
* You stay in sight of the teacher unless otherwise instructed.
* You help to reinforce the teacher’s directions.
* You **are not** to reprimand a child. Notify the teacher immediately if a problem arises.

Siblings are not permitted to attend class trips, regardless of whether the sibling is a student in our school. A parent or guardian may not sign their child out from the trip site. Parents may also be released from school by signing out in the main office. Persons under the age of 18 are not permitted to serve as chaperones.

**Class Placement**

**Class Placement** – Student’s class placement will not be changed. If you have any concerns, please contact your child’s grade supervisor. Any such concerns (i.e. child does not get along with another child) should be brought to the attention of the grade supervisor and noted for future programming purposes. However, such “conflicts” should also be well documented and verified. If no such conflict was reported the prior school year, and then upon notification of class/teacher, a parent/guardian presents with such a concern, the matter should be further investigated. Typically, in such matters, the guidance counselor should be notified to conduct conflict resolution among the involved individuals as opposed from not addressing the problems. Children impacted by these situations must learn how to resolve such matters and will need to coexist within the school building.

**Attendance Policy**

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**Attendance *Matters!***

Missing a day of school here and there or arriving 10 minutes late may seem inconsequential and at times even insignificant, but consider this: **a student who is 10 minutes late every day will miss over 30 hours of instruction during the year — a week of school. A student who is absent just twice a month will miss 20 school days — 4 weeks of school!** Each lateness or absence means a student has lost an opportunity to learn. Just as we can never regain a moment of time wasted, missing a day of school means missing a day of education that cannot be retrieved. Students may be able to make up an assignment, but they can never recover what is most important — the discussion, the questions, the explanations by the teacher and the thinking that makes learning come alive

As per Chancellor’s Regulation A-210, it our school’s responsibility to develop an Attendance Plan to address attendance and lateness issues. As part of our Attendance Plan and in an effort to keep a more accurate record of our school’s attendance rate, we must know why a child is absent from school. Therefore, parents/guardians are required to submit a note to their child’s teacher stating the reason for the absence. A note from your child’s physician should be provided if you visited the doctor’s office. We also request that all parents/guardians keep their children home during the early, infectious period of a cold, illness, or communicable disease. Also, please keep in mind that school begins promptly at 8:00 AM and children who arrive after 8:00AM will be marked officially late. Law mandates school attendance for children ages 6-12. Doctor and dentist appointments should be scheduled when school is not in session. Vacations should be planned in conjunction with the official school calendar. Signing children out of school early is discouraged”

**Attendance and academic achievement go hand-in-hand**

The curriculum in our school is simply more challenging than it used to be - and students who are frequently absent are at risk for serious academic problems. Third, fourth, and fifth graders, students must take a series of important state tests that measure their abilities in English language arts and math. Students who come to school each day and work hard at their studies fare better on these tests - showing they have the foundation necessary to do well in high school where the stakes are even higher. The bottom line: Making sure your child is at school every day is one of the most powerful ways parents can ensure success - in elementary school, middle school, high school and beyond.

**Other benefits of good attendance**

Making school attendance a priority can also help your child learn good work and study habits. Even one missed day can mean having to tackle extra homework the following night - practically a guarantee that kids will not be doing their best work in their rush to just get through it all. Getting to school each day prepares kids to meet future responsibilities. Imagine, for example, what would happen if your son or daughter regularly skipped college classes or was a frequent "no show" at a future job. The same holds true for getting to school on time. Frequent tardiness would not be tolerated in the workplace; parents teach a valuable lesson when they teach the importance of arriving to school on time every day.

**Things families can do to ensure kids are in school and learning:**

1. Make academics a priority. Let your kids know that you expect them to go to school every day and do their best while there. At this stage in their lives, learning should be their number one "job." Granted, there are the occasional sick days, but young, healthy children rarely need to miss more than a few days each year. Talk about the consequences of missing school in terms that will hit home for them (e.g., having to make up missed work, missing out on after school sports and clubs or time with friends.)
2. Help your child get organized. Create a space in your home for kids to store backpacks, coats, sneakers and other supplies. Develop a routine where you pack their snacks and lunches the night before. This will make mornings less hectic and help kids get out the door and onto the bus on time. Getting organized can also help create a calmer atmosphere at home, leading to better attitudes and openness to learning when kids arrive at school.
3. Set reasonable bedtimes. On average, children need about nine hours of sleep to be healthy and alert. Again, set routines for a smooth transition so your child gets to bed at the same time each night. As children get older, their brains begin to signal them to stay up later. Despite what nature is telling them, reinforce reasonable bedtimes for your kids and encourage them to get up and get ready with minimal help.
4. Make medical and other appointments during non-school hours whenever possible. Schedule family vacations during school holidays or the summer recess so that students aren't missing important lessons and struggling to make up for lost ground.
5. Keep track of your child's absences. Excessive absences might be a sign of other physical or emotional problems. These might be personal, such as problems with friends and classmates. Or it might be academic, such as not feeling fully prepared for school or fear of failing a test. If absences become common, talk with your child and enlist the help of his or her teacher, school social worker or pediatrician. Working as a team can help provide a clearer picture of what's really at the source of the attendance problem.
6. Provide an absence note whenever your child is absent. A note from your physician should be provided if you visited the doctor’s office.

 **Requests for Classwork due to Absence**

It is highly recommended that you and your child establish a “class buddy” (i.e. a classmate who can inform you of important information, assignments, events, etc.) in the event your child is absent. Ideally, this may be someone who lives nearby and someone whom you feel comfortable with for relaying such information. In the event your child is absent from school for 1-2 days, please do not call the main office or come to school to request missing assignments. In such instances, you are encouraged to email your child’s teacher and request that any missed work be sent home with his or her “class buddy.” Students are expected to make up any missed assignments, and if you are unable to obtain them prior to your child’s return to school, an additional day will be allotted for him or her to make up any missed work. In the event that your child is absent, or is expected to be absent for a prolonged period of time (3 days or more), you are encouraged again to communicate such to your child’s teacher via email and request that any assignments/notices/etc. be set aside for pick-up in the general office. You may also reach out to our parent coordinator for assistance in this regard as well. Your cooperation here will help to minimize disruptions to the school day and assist your child in staying up to date with his or her studies.

**Parent Inquiry Ladder of Referral**

Classroom teacher >>>>parent Coordinator>>>>Guidance Counselor>>>>Assistant Principal

**HIV/AIDS Curriculum**

HIV/AIDS is one of the most serious health problems Americans have ever faced. Advances in medicine have made tremendous strides in keeping people infected with HIV healthy for many years. Still, it has no cure, and education is the only way we can help our students protect themselves from becoming infected.

The New York State Education Department and the New York City Department of Education (NYC DOE) require that HIV/AIDS education be provided for all students in kindergarten through grade 12. The *HIV/AIDS Curriculum* that NYC DOE developed for NYC students is **age and developmentally appropriate**. For example, in kindergarten, students learn how people get sick and how to get better. In 7th grade, children learn how HIV affects the immune system, the risks of alcohol and drug use, and the importance of communicating with parents/guardians or caregivers. High school lessons teach students to avoid behaviors that put them at risk for HIV, STDs and unintended pregnancy.

As a parent or legal guardian, you have the right to excuse your child from certain HIV/AIDS lessons that teach about methods of HIV/STD prevention. These “opt out” prevention lessons are identified in the *HIV/AIDS Curriculum*, which is online at <http://schools.nyc.gov/Academics/FitnessandHealth/StandardsCurriculum/HIVAIDScurriculum>.

If you would like your child to be excused, you must write a letter by to the principal stating that your child should not be in the classroom during the “opt out” prevention lessons; and you will teach your child about prevention at home.

Encourage your child to speak with you about HIV/AIDS. Doing so can help you reinforce your child's awareness of how HIV is transmitted, and present opportunities for you and your child to discuss important and effective ways to protect their health and their future. If you have any questions regarding this program, or would like to know how you can support these lessons, please speak to your child's teacher or reach out to our parent coordinator.

**P.S. 60 EVACUATION PLAN**

In case of an emergency where we may need to evacuate the building for more than a few minutes, we will follow our Evacuation Plan. The students and staff will leave P.S. 60 and proceed to Our Lady of Pity Parish Center and Gym on 1616 Richmond Avenue.

If we are allowed to return, we would go back to P.S. 60. If we will not be allowed to return to P.S., 60, the Office of Pupil Transportation will take all of us to our evacuation site which is P.S. 58 on Marsh Avenue (behind Macy’s at the mall). We will remain there until dismissal. We are requesting that the bus children be taken home on their regular bus from P.S. 58 and the walkers be taken back to Our Lady of Pity.

We will call parents while we are at P.S. 58 to let you know where we are. It is vital that we have current phone numbers for you. Please contact Ro Pellegrino at 781-761-3325 if you need to update your contact sheet.

**CITYWIDE EMERGENCY CONDITIONS OR MAJOR STORM**

This will explain the procedures we follow in the case of a day with citywide emergency conditions or a major storm day. The Chancellor will make an announcement to all public schools in the city on whether to close schools or delay their opening. This announcement is made in consultation with other City officials. All authorized delayed openings will result in the regular starting time being two hours later.

By 6:00 a.m., the decision is announced on the 311 Information Line, on the Department of Education website Home Page (which can be accessed at <http://schools.nyc.gov/>calendar) and on the following radio stations in the city: WINS (1010 AM), WCBS (880 AM), WABC (770 AM), WLIB (1190 AM), WADO (1280 AM), WBLS (107.5 FM) WNYE (91.5 FM), as well as the following television stations: WCBS (Channel 2), WNBC (Channel 4), WNYW (Fox Channel 5), WABC (Channel 7), WNYE (Channel 25), Univision Channel 41, and “NY 1” (Channel 1 on cable television). Major radio news stations, such as WINS (1010 AM) and WCBS (880 AM), should be listened to on portable radios in the event of a major blackout.

**Important NYCDOE Websites**

NYC Department of Education Homepage: <http://schools.nyc.gov/default.aspx>

School Year Calendar and Schedules: <http://schools.nyc.gov/Calendar/default.htm>

NYC Department of Education Parent Information: <http://schools.nyc.gov/ParentsFamilies/default.htm>

Office of Pupil Transportation: <http://www.opt-osfns.org/opt/>

Registration and Enrollment: <http://schools.nyc.gov/ChoicesEnrollment/default.htm>

Chancellor’s Regulations: <http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm>

**Important Numbers**

PS 60 Main Office 718.761.3325

PS 60 School Fax 718.983.8534

Parent Coordinator 718.761.3325 x2030

Parent—Teacher Association 718.761.3325 x1460/1

Guidance Counselor 718.761.3325x2020

School Assessment Team 718.761.3325x1040

School Nurse/Medical Room 718.761.3325x1340

PTA Email PS60pta@hotmail.com

**Please join our email blast to keep informed of daily events and calendar changes. You can do this my calling Ro Pellegrino our Parent Coordinator.**

***P.S. 60***

 ***Parent Student Handbook***

