

P.S. 19R
The Curtis School



Family Handbook

Lynette Perez, Principal
Laura Banks, Assistant Principal
Cindy Cascante, Assistant Principal
Lee Virella, Parent Coordinator

780 Post Avenue
Staten Island, NY 10310
(718) 442-3860 (phone)
(718) 815-2862 (fax)

[Versión en español Haga clic aquí](#)



Please visit our school website, P.S.19 Parent Place and follow us on Twitter @ps19si

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Principal's Letter



Dear Families,

Welcome to PS 19! As we enter this new school year know that we, as a school community and team, are fully committed to nurturing and empowering our students in order for them to become the leaders of tomorrow. In doing this work we will focus on and support the academic, social, and emotional growth of our students while pushing each child to take ownership of their learning goals and the plans that must be kept to meet them.

To support and oversee this work in our community we are fortunate enough to have two Assistant Principals: Laura Banks & Cindy Cascante who are committed to our students and our community. Both women are experienced educators with backgrounds that have them well-equipped to serve the diverse needs of our students. Ms. Banks has a rich background in Literacy, STEM and Science from both the classroom and as a Literacy coach. Ms. Cascante brings a wealth of knowledge as a former classroom teacher. She has played a key role in the implementation of our Dual Language and ESL programs.

To those students and families who are new to PS 19 this year, we extend an especially warm welcome, and best wishes for an exciting and productive year in your new school. We hope that you will quickly feel at home and become involved in the activities of our school through the PTA and your child's classroom program. We have planned many activities for the school year so that we can continue to grow our partnership with you. We look forward to seeing you at our September curriculum conference, our monthly PTA meetings, workshops, assemblies, and so much more. We welcome and value your participation in our school, and so does your child.

I look forward to meeting you or reconnecting with you. Please know that your opinions, questions, concerns, suggestions, and support are of the highest importance. I encourage you to call, email, or stop by and share your thoughts with me.

Sincerely,

Lynette Perez
Principal



P.S. 19 exists as an organization to equip every one of our students with the skills needed to choose their future paths of success. We strive to ensure 100% of our students will meet or exceed grade level benchmarks in reading and math.

Do your best & Find joy



Be Safe, Be Respectful, Be Responsible

Motto: *Nurturing and Empowering Tomorrow's Leaders*

Important Dates 2025-2026

September

- 4 (Thursday) - First day of school
- 17 (Wednesday Evening) - Meet the Teacher
- 23-24 (Tuesday-Wednesday) - Rosh Hashanah, schools closed

October

- 2 (Thursday) - Yom Kippur, schools closed
- 13 (Monday) - Italian Heritage/Indigenous Peoples' Day, schools closed
- 20 (Monday) - Diwali, schools closed

November

- 4 (Tuesday) - Election Day, students do not attend school
- 6 (Thursday Afternoon & Evening) - Parent-Teacher Conferences- **Half day; 11:30 dismissal**
- 11 (Tuesday) - Veterans Day, schools closed
- 27-28 (Thursday to Friday) - Thanksgiving Recess, schools closed

December

- 24 - January 2 (Wednesday to Friday) - Winter Recess, schools closed

January

- 19 (Monday) - Rev. Dr. Martin Luther King Jr. Day, schools closed

February

- 16 - 20 (Monday to Friday) - Midwinter Recess, schools closed

March

- 5 (Thursday Afternoon & Evening) - Parent-Teacher Conferences- **Half day; 11:30 dismissal**
- 20 (Friday) - Eid al-Fitr, schools closed

April

- 2 - 10 (Thursday to Friday) - Spring Recess, schools closed

May

- 7 (Thursday) - Evening Parent-Teacher Conferences for elementary schools
- 25 (Monday) - Memorial Day, schools closed
- 27 (Wednesday) - Eid al-Adha; schools closed

June

- 4 (Thursday) - AnniversaryDay/Chancellor'sConference Day; students do not attend school
- 5 (Friday) - Clerical Day
- 19 (Friday) - Juneteenth, schools closed
- 26 (Friday) - Last day of school for students

Important NYS Testing Dates (Notices will go home, confirming testing dates)

Grade 3

NYS ELA Exam April 29 & 30

NYS Math Exam May 7 & 8

Grade 4

NYS ELA Exam April 23 & 24

NYS Math Exam May 1 & 2

Grade 5

NYS ELA Exam April 23 & 24

NYS Math Exam May 1 & 2

NYS Science May 9

NYSESLAT Written Exam - (For Our English Language Learners - May 13, 14, & 15th)

Please be sure to check Class Dojo for specific dates of special events for P.S.19.

The Role of the Parent Coordinator



The Parent Coordinator (PC) is part of the administrative team working under the supervision of the principal. The PC will engage with and involve parents in the school community by working with the principal, school leadership team, parent associations, community groups and parent advisory councils. The position focuses on creating a welcoming environment for parents. The PC will identify parent and related school/community issues and work with the principal to see that they are addressed in a timely manner. The PC will also work with the PTA when needed, to provide assistance in establishing by-laws, holding elections and conducting their affairs in accordance with Chancellor's Regulation A-660. The parent coordinator should be contacted first when parents have any questions or concerns regarding the school. Please contact Lee Virella through email at lvirella3@schools.nyc.gov, school telephone at 718-442-3860 (office) or Class Dojo in order to assist or direct you to the appropriate staff.

School Schedule & Procedures



School Hours

- The official school day is from 8:15 am - 2:35 pm each day. Please be outside to pick-up your child a few minutes before.

Morning Arrival Procedures

- Breakfast is served in the cafeteria from 7:45 am - 8:00 am for students in grades Kindergarten to 5th grade.
- Pre-K students will eat breakfast in their classrooms at 8:15 am.
- **Please do not double park in front of the school for any reason. It is better to walk with your children to the door.**

Identification:

- All visitors are required to show a photo identification card (ID), sign-in and get a visitor's pass.
- All Community Based Organizations in the building that have employees working on site will wear the ID cards from their organizations.

Entering and Exiting the Building:

- All adults, families and staff, will enter the building at the main entrance, which is located on Post Avenue. Staff members will be guiding all adults to use this entrance. If any other exit is used an alarm will sound so we ask that this school policy is adhered to always.
- The safety of our community does not rest in the hands of one person. It is each of our responsibility to keep one another safe. We are asking that if anyone notices something or someone out of the ordinary to please inform the office or school safety right away.

Pre K Arrival and Dismissal

- Pre Kindergarten students will use Exit 9, by the butterfly mural, for arrival and dismissal. Doors open for Pre-K arrival at 8:15 am and will open again at 2:25 pm for dismissal. We ask that parents arrive on time to avoid being redirected to the main entrance.

Dismissal Procedures

Our dismissal procedures for this school year are as follows:

PreKindergarten - Grade 1 begins at 2:25 (not before)

- Pre K (Classes 124/125) will dismiss using exit 9a @2:25 pm
- K/1 120A and 1/2-120B will dismiss using new exit 9a @ 2:30
- Kindergarten: will dismiss using Greenleaf Avenue, exit 7 & 8 @2:25
- 1st will dismiss by using exit 9a @ 2:30

Grade 2-5 Dismissal begins at 2:30 (not before)

- 2nd grade will dismiss by ramp on Post Avenue, exit 2
- 3rd grade and 2/3-105 will dismiss using Greenleaf Avenue, exit 7 & 8
- 4th grade: Main Doors, Exit 1
- 5th grade: Main Doors, Exit 1

Students will be taught to give their teacher a "high five" before being dismissed.

Please refrain from pulling children out of the line as this presents a safety issue. Your child's teacher will inform you of any updates or specifics for your child's class.



Procedures for students who are not picked up on time

- Students will be brought to the main office; parents will be contacted.
- Adult picking up a child will need to know the full name of the child and the class they are in. Additionally, they will need to show ID and their name must be written on the blue card.
- Adults will sign students out on the accountability log.
- On-going late pick-up will be documented and will lead to a meeting with the principal to discuss the issue.

Student Attendance and Punctuality Policy - REVIEW

Attendance in school is extremely important. Teachers look forward to seeing students in class every day. It is our expectation that each student has 92% or better attendance in school. *Students who are absent excessively may risk not being promoted into the next grade.* Legal absences include absences for a medical condition/illness, religious observance, court appearance and clinic or social services appointments.

- ***When a student is absent:*** You must send a written note upon return. If your child is absent for more than three days, please send a doctor's note. The school will contact the families of children with excessive absences. Excessive absences coupled with low performance will result in grade retention.

Please do not send your children to school if they are contagious (i.e. lice, fever, strep throat, COVID-19).

- ***Actions taken for students with less than 92% attendance:***
 - With each additional absence, you will receive a phone call home
 - Three absences in a month
 - Phone call from a member of the attendance committee
 - After the first month with more than two absences, the parent/guardian will be required to meet with an assistant principal and/principal, and other school staff (guidance counselor, social worker, parent coordinator). At this meeting the advisor will discuss strategies for improving student attendance and **draft an attendance contract for the parent and student to sign.**
 - Absences are automatically reported on the school's computer system to the attendance and truancy office of the Department of Education. An attendance teacher will be sent to the student's home.
 - Depending upon the circumstances, the school will be obligated to report a chronically absent student to Child Protective Services as mandated under the educational neglect /child abuse reporting regulations.

At PS 19 we celebrate attendance's goals!

Lateness

When a student arrives late to school, s/he must obtain a late pass from the safety agent and then go directly to class. After 8:15 am a parent/guardian must accompany the student to the main office and sign s/he in on the accountability log.

When a student shows a pattern of excessive lateness, the school will call the parent to arrange a meeting with the parent and related school staff which could include the attendance aide, social worker, guidance counselor, parent coordinator, assistant principal and/or principal.

We ask that parents keep in mind that latenesses disrupt learning for all students in the class so please get your child to school on-time.

Early Pick up

If you are picking up your child early, please notify the teacher in writing, so that we can have him/her prepared and ready for you. It is important for your child to attend a full day of school for their own learning and to prevent the disruption of the learning process of others. Please try to schedule appointments after school.

Notes to School - When a note is absolutely necessary



A Dojo message or note to the teacher becomes absolutely necessary when your child's regular routine is changed. For example:

- Your child is walking home rather than taking the bus.
- You are picking up your child at a time other than dismissal.
- Your child will not be attending an after school program such as the Virtual Y or other after school programs,
- You have authorized another person or family member to pick up your child who may not be on the blue card.
- When your child returns from an absence.
- When you change your address or phone number (please also see the school secretary).

These messages should be sent before the start of the school day. If something changes during the day you must call the school directly. Teachers are unable to routinely check Class Dojo when they are teaching.

Lunch Schedule



Students can bring a packed lunch or request a school lunch. When packing lunch we respectfully ask you to provide your children with healthy lunch & snacks free of nuts. Students will not be permitted to drink soda or eat spicy chips like Takis in school so it is best not to send them to school. We have had several students get sick because of those kinds of chips.

- | | |
|--------------------|---------------|
| • Pre-Kindergarten | 10:54 - 11:44 |
| • Kindergarten | 10:54 - 11:44 |
| • 1st Grade | 12:44 - 1:34 |
| • 2nd Grade | 12:44 - 1:34 |
| • 3rd Grade | 11:39 - 12:39 |
| • 4th Grade | 11:39 - 12:39 |
| • 5th Grade | 11:39 - 12:39 |

Field trips



Students at PS 19 will extend their learning outside of the classroom and into the richness of the NYC community and surrounding areas, including museums, art and music exhibits, plays, etc. Field trips are planned excursions, which extend classroom instruction from which children will benefit educationally.

According to DOE regulations, official DOE signed permission slips for all children are required before leaving on a field trip. This includes all walking field trips which will require one permission slip for the school year. Parent/ Guardian permission over the phone is not acceptable. ***Each student participating in a field trip must have written permission.*** Please ensure your child wears his/her school shirt on trips to support their safety.

We are happy to welcome parent chaperones. Please understand that certain trips have space limitations (both on the bus and at the venue). Additionally, we ask that chaperones review the following guidelines:

1. **Support the Teacher** - Chaperones are present to assist the teacher and school staff in supervising and guiding all students. Please follow the teachers instructions and help maintain a safe and respectful environment.
2. **Supervise All Students** - While we understand your child is your priority, chaperones are responsible for the safety and well-being of all students in their assigned group. Please give equal attention to every child in your care.
3. **No Photos of Other Children** - For privacy and safety reasons, chaperones may not take photos or videos of any students other than their own. This includes group photos where other children may appear.
4. **Addressing Student Behavior**- If you observe any issues or concerns involving a student, please bring them to the attention of the teacher or school staff. Chaperones should not discipline or confront students directly.
5. **Stay with the Group**- Chaperones must remain with their assigned group at all times and follow the planned itinerary. Please do not make unscheduled stops or separate from the group.
6. **Be a Positive Role Model** - Your behavior sets an example for our students. Please model respectful, and cooperative behavior throughout the trip.

Appropriate Dress for Students (MANDATORY)



P.S. 19 has adopted a dress code which includes wearing burgundy or maroon shirts. These can be purchased at most local children's clothing stores. Adhering to this code enables all community members to easily identify students of P.S.19. Additionally, supporting this initiative promotes school pride, student safety and equity for all. The PTA will have school polo shirts and school t-shirts for sale. Bottoms are up to the parents, but uniform-like clothing is preferred. Students should always wear comfortable shoes to

school (no flip-flops or slides) and sneakers on days they have P.E. Students who do not wear sneakers on P.E. days will be unable to participate in regular gym activities and will be given a health assignment instead. Please label jackets, sweatshirts, raincoats, lunchboxes and backpacks.

PBIS (Positive Behavioral Interventions & Supports)

P.S. 19 is a PBIS school. We use PBIS in our community to encourage positive behavior among students. Students will be given clear expectations for appropriate behaviors in schools. In order to support the structures for positive behavior, we have implemented a “common language” across the school.

RULER & Second Step

PS19 uses RULER & Second Step to support the social emotional needs of students. Teachers in grades PreK-5 use the RULER Mood Meter to facilitate student check-ins each morning and at key times throughout the day. Second Step lessons are used to teach students how to manage tough situations.

School Safety

Parent Letter for GRP Protocols

Dear Parents:

I am writing to provide you with information about the Department of Education’s Emergency Readiness Initiatives that are in place in all NYC Public Schools.

Every school currently has procedures for emergencies. In 2000, New York State Education Law Section 2801 was enacted requiring schools to develop safety plans regarding emergency response. In July of 2001, the law was amended to require that plans include information for evacuation and sheltering. In accordance with this, “schools need to conduct drills and other exercises to test components of the emergency response plan.”

School staff members are trained in various procedures that are outlined in the School Safety Plan and we currently conduct a variety of drills throughout the year to prepare our staff and students. Section 807 of the New York State Education Law requires all schools to conduct a minimum of 12 fire drills each year. Section 917 of the State Education Law states that schools are required to provide and maintain automated external defibrillator (AED) equipment, and drills are conducted during the year to assess the use of AED units in an emergency. In accordance with Section 3623 of the State Education Law, drills are also conducted at schools that focus on safety on a school bus.

In addition to conducting these types of drills, our school has a Building Response Team that is trained to activate and respond to different incidents that may occur at our school. Under the new General Response

Protocol (GRP), every school will be conducting specific drills designed to help prepare all school communities for three different types of response to emergencies that may occur: evacuation, shelter-in, and lockdown. Opportunities for parent engagement are available at our school to ensure that families are involved in our school-based emergency readiness program. Parent versions of the School Safety Plan are available upon request in the main office, and information explaining the GRP is included with this letter. Many other important resources for families are also available by visiting <https://www.schools.nyc.gov/school-life/safe-schools>.

Emergency readiness training in schools takes place in September and continues for staff and students throughout the school year. Student training is grade appropriate and designed to ensure that students understand the importance of these drills without causing unnecessary alarm. Please review the General Response Protocols that have been given to all students, and discuss these procedures with your child.

All families are reminded to update the Emergency Contact Cards that are on file in our main office. This includes providing and updating information indicating phone numbers, and the names of adults to whom the school may release children in an emergency. Families are also encouraged to register with Notify NYC (<https://a858-nycnotify.nyc.gov/notifynyc/>) to receive information about emergency events, and call 311 for additional information about a school during an emergency.

Sincerely,

Lynette Perez

Principal

Safety Drills:

- ***Fire Drills:***

The DOE requires each school to conduct 12 fire drills each year, 8 before December 1st. They are an important safety precaution. All these drills are held periodically to ensure that our students and staff are familiar with the procedures in case of an emergency. The teacher in each classroom will give instructions to the students.

- ***Lockdown Drills:***

We will conduct four lockdown drills this year. During the lockdown drills an announcement will be made over the PA system stating that we are having a lock down. Your child's teacher will lock the classroom door, cover the window on the door and move the children away from the door.

- ***Missing Student Protocol:***

The safety of all students is our first priority. In order to assist us in keeping students safe, the DOE has installed a new alarm system in the building and therefore all parents must use the main entrance to exit the school building during the school day. If you use the wrong exit and the alarm goes off, the Building Response Team responds and we initiate the Missing Student Protocol. In

order to avoid false alarms, please exit the building from the main entrance ONLY, except at designated times when a staff member is posted at another exit.

In the event of a real emergency, families will be notified by the school regarding the proper procedures they should follow in order to keep their children safe. It is imperative that we have an updated and completed blue card. Please make sure that you update the blue card when any changes occur - children will not be released in an emergency unless the person is designated on the blue card. Please inform your child's teacher when you have made changes.

Peanut Free Environment/Allergy Aware

Due to the number of students with peanut and tree nut allergies, we are asking that you do not pack a lunch for your child that contains nuts. Please also discourage your children from sharing any snacks. For the safety of all our students, we have designated the cafeteria as a "peanut-free zone". Additionally, classrooms that house students with peanut allergies will also be designated as "peanut-free classrooms".

Respect For All/Partnering Against Incidents of Bullying

Respect For All outlines the commitment of the New York City Department of Education to serve and support all students and their families. It is our policy to maintain a safe and supportive learning and educational environment that is free from harassment, intimidation and/or bullying, sexual harassment, and discrimination on account of actual or perceived race, color, age, creed, ethnicity, national origin, citizenship/immigration status, religion, gender, gender identity, gender expression, sexual orientation, disability, or weight.

PS 19, like all NYCDOE schools, has a zero-tolerance against bullying. As a school community, we will work to educate students to become leaders who are kind to one another. Doing this will help to ensure our school environment is a safe learning place for all students.

While we recognize conflicts, which are very different from incidents of bullying, will arise and students may need to be reminded to speak to an adult for support or to handle situations in a better way, **we need all parents to be actively involved in ensuring their child/children are making good choices daily.** Our students, especially our little ones, often think only about what they want and sometimes say or do things that can be hurtful to others. We need to work together to let our children know that is not okay. Parents are encouraged to keep the lines of communication with their child's teacher open so any incidents that make our children feel threatened, or where a child is not making the best choices, can be handled promptly.

When it comes to incidents of bullying, parents can expect that bullying incidents will be documented and reported! Parents will have to come to the school to discuss the bullying issue. In addition, a plan of action will be developed and followed, to prevent future incidents.

What Do We Mean by Conflict?

Conflict is a struggle between two or more people who perceive they have incompatible goals or desires.

Conflict occurs naturally as we interact with one another. It is a normal part of life that we will not always agree with other people about the things we want, what we think, or what we want to do. Most conflicts arise in the moment because people of the same relative amount of power see the same situation from two different points of view.

What is Bullying?

Bullying behavior is very different from conflict. It is behavior that is intended to cause some kind of harm. The person doing the bullying purposely says or does something to hurt the target of his/her behavior.

There is always an imbalance of power (physical or social) or strength between the person doing the bullying and the target of the behavior. The person doing the bullying may be physically bigger or stronger or may be older or have greater social status or social power than the person being targeted.

It is aggressive behavior by one individual (or group) that is directed at a particular person (or group). The aggressive behavior is unwanted and negative. It is deliberate and unprovoked. The targeted person is harmed by what is purposely being said or done. There is only one person feeling emotional upset—the person who is the target of the bullying. The person who engages in bullying behavior derives some sense of satisfaction from his/her behavior and does not feel sorrow or regret about the harmful effects of her/his behavior.

Cell Phone Use/ Electronics/ Social Media



PS 19 Bell-to-Bell Cell Phone and Electronic Device Policy - School Year 2025-2026

As part of a statewide mandate to support safe, focused, and healthy learning environments, our school will implement a bell-to-bell cell phone and personal electronic device policy beginning September 2025. This policy is in alignment with [New York Education Law Section 2803](#) and [Chancellor's Regulation A-413](#). For more information on this policy, visit the [NYCDOE Family-Facing Page](#).

LEGAL BACKGROUND

[New York Education Law Section 2803](#), enacted in May 2025, requires all public schools to prohibit the use of personal internet-enabled devices (such as smartphones, smartwatches, and tablets) by students during the school day, with exceptions only for educational use, medical needs, emergencies, or legal requirements. [Chancellor's Regulation A-413](#), revised in June 2025, mandates secure storage of student devices, clear communication procedures for families, and written policies shared with all stakeholders.

COLLECTION/STORAGE

- Upon arrival, students must power off their devices and place them in their school bags when entering the school building.
- Students will be provided with a storage pouch upon leaving the arrival area before going to their classrooms.
 - Students will place their devices in the pouch and secure it in front of school staff.
 - Students will store their locked pouches in their school bags in the closet for the day.
 - At the end of the school day, students will unlock their pouch by the main entrance before leaving the building.
 - They will remove their device(s) and leave the empty pouch in school.
 - Students with approved early dismissal will be able to unlock their pouch in the main office.
 - In the event that a storage device, such as a pouch, is lost or damaged, the school will require a nominal fee for the replacement.

EMERGENCY COMMUNICATIONS

- In case of emergency, parents or guardians can call the main office 718-442-3860; select 0

- In case of emergency or exigent circumstances, students may access phones in the main office or administration offices to reach their parents or guardians.
- In case of emergency, the school will use Class Dojo and GAMA (via NYSCA) to communicate information to parents or guardians. Here is how parents/guardians can access their NYCSA account to access GAMA)
 - Visit <https://schoolsaccount.nyc>
 - Enter your name, cell phone number, and email, then click the “**Validate Email**” button.
 - Check your email for a message from NYCSA@schools.nyc.gov for the 6-digit code.
 - Enter the code into the “**Email Verification Number**” box. Then click “**Submit**”.
 - Create a password following the guidelines.
 - Select three security questions and provide answers. Be sure to write your Password and Answers to the Security Questions down and secure them in a familiar place.
 - If you do not have your child’s Student ID # (OSIS) and Account Creation Code, you may click “**Continue Without Code**”. Your Parent Coordinator will follow up with you to provide this information.
 - Enter each child’s Student ID # (OSIS). You can also find the number on any report card or by contacting your Parent Coordinator.
 - Enter your Account Creation Code provided by your Parent Coordinator (via email). Then click on “**Create Account**”.
 - Congratulations! You have successfully created your account
 - You can use the QR Code below to access the NYC School Account (NYCSA).



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 AP Banks at 718-442-3860 if a student requires an exception for reasons such as: medical monitoring/treatments (for example to monitor blood sugar or other similar circumstances), if student is a caregiver, for approved language purposes (such as translation or interpretation services if no other means are available), or where otherwise required by law.
- The principal/designee may authorize use for an educational purpose.
- Exceptions will be processed and approved within 10 days.

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. This means that the disciplinary responses will escalate based on the nature and frequency of the violation. As provided in the State law, a student may not be suspended solely on the grounds that the student accessed a personal internet-enabled device in violation of school policy. Repeated incidents of insubordination (i.e. refusal to surrender or store devices) **may** result in a suspension **if approved** by the Office of Safety and Youth Development.

OTHER

- **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](#).

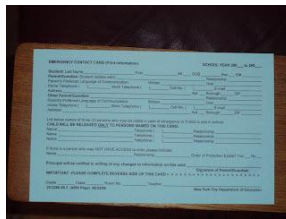
We appreciate your cooperation in helping us maintain a focused and productive learning environment. If you have any questions or need further clarification regarding these policies, please do not hesitate to contact the Parent Coordinator, Mrs. Lee Virella at 718-442-3860 or via Class Dojo.

Additionally, most social media platforms prohibit students of elementary school age to have/use such accounts. Parents should be mindful if their child has one, as parents may be held responsible for the content their child posts.

Also, be reminded electronic items are not allowed at school (Game Boys, DS, etc).

Families are encouraged to maintain vigilance as they monitor the online activities of students. Virtual challenges and hoaxes from social media platforms such as Tik Tok and Roblox often pose danger to young people at home and at school.

Emergency Cards



Emergency cards, which are sent home with students at the beginning of the school year, must indicate custodial arrangements and phone numbers where someone can be reached at all times. In the event of an emergency, the school will make every attempt to reach a parent or legal guardian. It is imperative that we have an updated and completed blue card. Please make sure that you update the emergency card, by coming to the main office, when any changes occur - children will not be released in an emergency unless the person is designated on the emergency card. Please inform your child's teacher when you have made changes.

Visitors



We strongly recommend that parents schedule an appointment before coming to the school, as we may not be able to accommodate an unexpected visit. All visitors must enter through the Main Entrance on Post Avenue and sign-in when entering the school (photo id is required) with the School Safety Agent.

The School Safety Agent will issue a visitor's pass that must be worn at all times while you are in the school building. The safety of our community does not rest in the hands of one person. It is each of our responsibility to keep one another safe. We are asking that if anyone notices a visitor in our building without proper ID they escort that visitor back to the safety desk to obtain a visitor's pass.

Once you have received your visitor's pass go to the main office. Visitors may not go directly to a meeting location until they have checked in at the Main Office.

Support Services

School Nurse



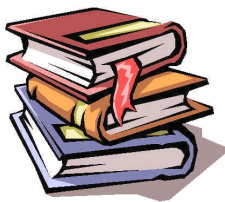
P.S. 19 has a Nurse on staff every day. All sick or injured students will be sent to the nurse's office during the school day. The nurse's office will attempt to contact parents and families with any health issues. In order for the nurse's office to contact families, all parents/guardians must provide accurate and up-to-date information on the Blue Emergency Card each year. No medication can be given in school (including over-the-counter medication) unless a DOE Medication Form (MFA) for the current year is completed by your doctor and parental permission is given by signing the back of the form. Medication must come in the original container.

Academic Support Services



PS 19 offers a variety of academic support services for students needing extra support. This support comes in the form of small group work in their classrooms, one to one conferring with teachers, as well as support from a specialized teacher. Additionally, we will extend intervention services to select students after-school and/or in the Saturday Academy. Students will be selected based on data reviews and meetings with classroom teachers.

Staff Development



Throughout the year, teachers participate in professional development workshops. These sessions strengthen their teaching skills. There are a few days during the year when school is closed because all teachers are involved in training activities.

Academics

Learning Expectations



All of our classrooms offer a comprehensive and rigorous program aligned with the Next Gen Learning Standards. To access specific grade level standards in each subject for your child, please visit [NYSED website](#). We expect all children to make significant gains towards achieving grade level standards or above every year that they are at PS 19.

We use NYCDOE approved curriculum materials and approaches. Beginning in September 2023 we will use Into Reading to guide language arts instruction and Envisions Math for instruction in mathematics. Additionally, students are provided weekly, standards-based instruction in social studies, science, character development, the arts, physical education.

We also offer a curriculum conference for each grade level. Parents are encouraged to schedule appointments with teachers during Parent Engagement time to find out about what students will learn throughout the year, and ask any questions about the overall educational process for their child.

Grading Policy



The specifics of what every student should be able to do at each grade level has been addressed in the CCLS Performance Standards for Math and English Language Arts. The question of how good is good enough in math and reading as it

pertains to these standards results in students' report card grades. The information below outlines the course mark grading system we will be using throughout the school year.

The grade of "ME" – Exceed Standards

- This indicates that a child's achievements are well above grade expectations. This is for those students who consistently perform significantly above the level expected for the grade. Test scores for students at this level average 95% or above.

The grade of "MA" – Above Standards (Good)

- This indicates that a child's achievements are above grade expectation. This is for those students who perform above the level expected for the grade. Test scores for students at this level average 85% - 94%.

The grade of "MT" – Meets Standards (Satisfactory)

- This indicates satisfactory grade level work. This grade is the foundation of the grading policy. A child who is performing at the grade expectation receives a "MT" rating. This represents the progress expected for students in this grade. Test scores for students at this level average between 75% - 84%.

The grade of "MP" – Approaching Standards (Needs Improvement)

- This indicates grade work that is approaching the standard. This is still considered a passing grade, but the child is in need of support. For the Reading and Math categories it also indicates that the child's level is below what is needed to be truly successful. Test scores for students at this level average between 65% - 74%. If your child is performing at "MP Level" you should work with them on a nightly basis giving them the opportunity to explain to you what they are learning in school. Additionally, please make sure you carefully review their homework so that you can see exactly where your child is struggling, helping them where you can or letting the teacher know what was tricky for them.

The grade of "MB" – Below Standards (Unsatisfactory)

- This indicates that the student is functioning far below standards established for the grade level. If MB is received in reading, writing or math means a student's current level of progress indicates he/she is in danger of being retained. Test scores for students at this level average below 64%. If your child is performing at Level 1 in reading, writing or math you should check your child's homework every night, meet with the teacher to come up with a plan of support for your child and keep the lines of communication open so that you are aware as to how your child is progressing.

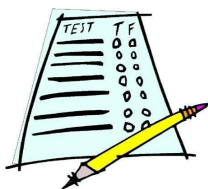
Course Marks for 2018-2019

Five Point Mastery Scale

Course Mark	Description	Default Numeric Equivalent	Pass/ Fail Equivalent
ME	Exceeds Standards	95 and above	P
MA	Above Standards	85-94	P
MT	Meets Standards	75-84	P
MP	Approaching Standards	65-74	P
MB	Below Standards	55-64	F

*Note: A separate guide for our promotional policy will be shared in a separate memo, **Promotion for All Learners**, and can also be found on our school website.*

Required State and City Exams



New York State/City requires students to take the following tests:

- ***Next Gen Learning Standards (ELA) Test for 3rd-4th-5th grade students***
- ***Next Gen Learning Standards Math Test for 3rd-4th-5th grade students***
- ***Next Gen Learning Standards Science Exam - Grade 5***
- ***NYSESLAT, (New York State English as a Second Language Achievement Test)*** All Students, if identified as an English Language Learner, will continue to take this yearly assessment until they score proficient on the test.

Please note:

Scores on the 4th grade exams are often reviewed for acceptance into specialized middle school programs.

Homework Policies



Teachers assign daily homework to supplement class instruction, provide additional practice, or extend learning of a particular skill or concept. The objective of homework is to teach students to be independent learners, to give them experience on how to follow directions, to raise additional questions for study, and to develop regular study habits, responsibility, and self-discipline and to involve family members in the education of their children. It is important that children do their homework themselves, but that parents check over it and offer additional support in areas of difficulty. Supports such as homework clubs, or dial-a-teacher are excellent resources for students that need extra help with homework.

All children are expected to read or to be read to at home every night. Particularly in Kindergarten, First, and Second grade, it is highly encouraged that families spend at least 15 minutes a day reading together.

Grade specific homework time allotments are listed in the chart below and **do not include independent reading time.**

Parents should expect reading, writing and math homework Monday - Thursday.

<u>MINIMUM TIME ALLOTMENTS</u>		
<u>GRADE</u>	<u>FREQUENCY</u>	<u>SUGGESTED DAILY TOTAL</u>
K	daily	15 minutes
1	daily	20 minutes
2-3	daily	25 - 30 minutes
4-5	daily	30 - 35 minutes

Homework is part of our course mark grades (10%).
Note: Missing assignments will have an impact on grading!

Application to Middle School



Fifth graders begin the middle school application process in October when they receive Middle School directories. In early December students should receive their applications. Applications are due December

and students receive notice of their acceptance in May. Parents can apply for middle school through the My Schools Account website at <https://www.myschools.nyc/en/account/log-in/>.

Each school district has different procedures, schedules for tours, and application deadlines. Parents are encouraged to call schools in September to schedule their tours since the process is competitive and time consuming. Because of the volume, please submit all paperwork a few days before the due date.

Many middle schools base their student acceptances on the outcomes of the fourth grade state standardized exam. It is important for your child to do well on the fourth grade state standardized exam to ensure that they have a choice in which middle school they will attend.



Family Communication

Student Progress



PS 19 will inform families about their child's academic progress in various ways including:

Written Feedback

- Report Cards
- Homework comments
- Graded tests and classwork
- Progress Reports
- Individual student management plans
- Class Dojo

Meetings

- Curriculum Conference
- Parent/Teacher conferences and meetings
- Individual meetings (interim conversations)

Additional School/Family Communication

- Scheduled meetings with the Parent Coordinator
- Informational bulletin board in front of the school
- Parent Engagement Tuesdays
- Monthly Grade Level Newsletters sent home
- Parent Workshops on various topics

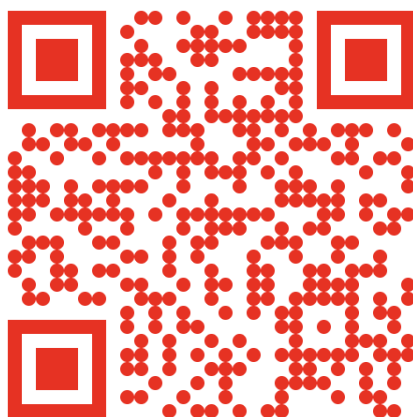
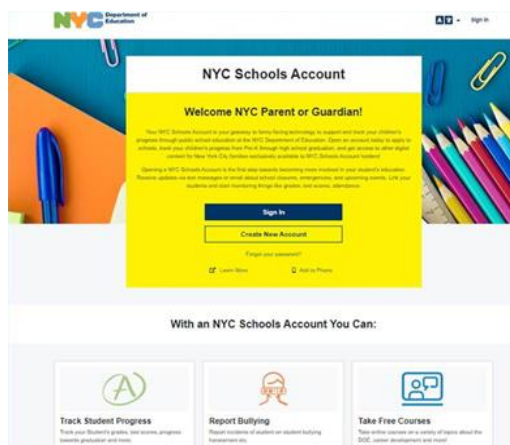
The administrative and teaching staff is accessible to families. Through an appointment, families are able to speak and meet with any staff member before school, during prep periods, and/or after school.

Website



You can visit our school website, [PS19 EChalk](https://www.ps19.org), where you will find all kinds of information such as our community calendar, special announcements and special activities. Parents are encouraged to visit our parent resources and students can use the student resources for educational purposes.

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



NYCSA is an app that helps you to track your child's educational information until your child graduates 12th grade. Through NYCSA you can:

- see your child's grades, test scores and more in My Student
- Take classes in Parent University
- Report bullying
- Access forms for your child
- Transportation
- Reset your child's DOE account password
- Access SupportHub
- Complete School Survey

Please, contact your school Parent Coordinator for support creating your NYSCA.

NYC Kids RISE Save for College Program



What It Is:

A scholarship and savings initiative that helps families, schools, and communities work together to save for college and career training. Each eligible student receives a free NYC Scholarship Account with an initial \$100 deposit.

Who Can Participate:

- All NYC public school students in Kindergarten through 4th grade (including participating charter schools)
- Eligibility is regardless of income or immigration status

How It Works:

- Families are automatically enrolled unless they choose to opt out
- Students receive a scholarship account managed by NYC Kids RISE
- Funds are invested in a **529 college savings plan**
- Families can earn **up to \$175 in rewards** by completing certain steps
- Community organizations can contribute to the accounts via **Community Scholarships**
- Families may also open and link their own savings account for additional contributions

Key Dates:

- New K–4 students entering NYC public or charter schools in 2025–2026 can activate their accounts starting **January 2026**
- Students who were enrolled during 2024–2025 already have accounts (unless opted out)

Benefits of the Program:

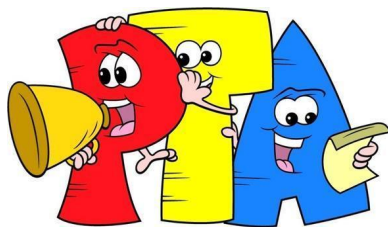
- Helps build financial assets for future education
- Funds can be used at colleges, community colleges, trade schools, apprenticeships, and more
- No impact on eligibility for public benefits or financial aid while funds remain in the scholarship account

Want to Learn More?

Visit nyckidsrise.org, attend a virtual workshop at nyckr.org/events-cal, or contact NYC Kids RISE at info@nyckidsrise.org or 833-543-7473.

Family Organizations

Parent Teacher Association



P.S. 19's Parent Teacher Association (PTA) is the collaboration between teachers, administrators and families. The PTA's principal responsibilities are to facilitate this collaboration and to raise funds to support our school.

Parent Teacher Association meetings are held once a month on Tuesdays, alternating morning and evening meetings whether in-person or virtually. The PTA will notify you of the dates for this year's meetings. We encourage parents to attend meetings. You can reach out to our PTA through the school phone number at 718-442-3860 extension 5031 or to their Facebook Page Ps19 SI PTA.

School Leadership Team (SLT)



The SLT is a place where parents, administrators and staff members have an opportunity to communicate regularly and share ideas. The Principal, PTA President and UFT Rep (or their designees) are appointed to the team. Other members are elected by their constituencies at a special election held for that purpose. Many of the official responsibilities of the SLT revolve around creating the Comprehensive Education Plan (CEP) for our school. The School Leadership Team meets once a month.

Parent Involvement & Volunteering

It is important for your child to know you value their education. PS 19 is an exciting and nurturing place for our children. We want parents to be involved, so whatever your schedule, interests and abilities, we value your input.

Reinforcing the learning that goes on in the classroom is crucial, so even if you cannot get to the school during the day, talk to your child about the school day and talk with them about homework so your child knows you value their education.

- ***Volunteer in the classroom or lunchroom.*** Talk with the parent coordinator about scheduling a regular time to help in a classroom or to come in on special occasions, especially in the lower grades. A parent might also help with such things as coordinating field trips, helping prepare for an assembly, set up for a specific project, assisting during art or science, or helping supervise different events.
- ***Become a PTA member.*** The PS 19 PTA meets once a month. The PTA discusses an array of issues and concerns stemming directly from our children's experiences at PS 19. These PTA association meetings are the forum for parents' ideas and questions to be heard. The PTA resolves all monies spent during PTA meetings. This is an excellent place to meet and talk to other parents, teachers, and administrators.
- ***Help with an event.*** PS 19 holds many family events during the school year (i.e. Family Fun Fridays, Book sales, graduation, etc). Talk to the Parent Coordinator or a PTA member and find out who is coordinating the event and see what type of help you can offer.

Family Events



Perfect Attendance Board

In order to celebrate those with 100% attendance we will have a perfect attendance board with students' names displayed outside of the office, on the first Friday of each month. Additionally, students who have perfect attendance will get a congratulations item such as a pencil or sticker.

Spirit Days

To build school spirit, we will hold school-wide activities where all students and staff are encouraged to participate. These activities, which will take place throughout the year, will require students to come dressed a certain way or to create something to wear. Details and reminders will be shared by the parent coordinator.

Fabulous Fridays

The **last Friday of each month**, in grades 2-5 from 8:45 a.m. to 9:15 a.m (October to May), classes will invite family members into their classroom to participate in a learning activity. Pre-K, Kindergarten and 1st grade will be from 1:45 - 2:15 We will use our phone call system to send a reminder each month. We strongly encourage all parents to participate and attend at least once a year.

Lion of the Month

To celebrate student leadership, the PTA will honor students as Lion of the Month during monthly PTA Meetings.

Parent Workshops

This school year our parent coordinator, teachers and guidance counselor will host a variety of informative workshops so parents are kept current on relevant topics and issues that impact our students and our community.

Please be sure to check Class Dojo for updates on all school events.

We are asking that all parents sign media consent forms ASAP so all student photos from these wonderful events can be showcased.