

**P.S. 19 R
The Curtis School**



Family Handbook

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Laura Banks, Assistant Principal
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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 the new school year! 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 the Network. 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 this 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 Cartagena-Perez
Lynette Cartagena-Perez,
Principal



P.S. 19 Mission Statement

The mission of P.S. 19 The Curtis School is to deliver standards-driven, culturally relevant instruction that meets the needs of each of its diverse learners so that every child is empowered with the knowledge, skills, mindset, and voice needed to reach their fullest potential.

P.S.19 Vision:

It is our vision to provide the opportunities necessary for our students to achieve their personal best, become responsible, productive citizens who are inspired to become tomorrow's leaders. Leaders who know the importance of giving back to the community and working together to overcome obstacles.

Our Commitment:

As a team, we...

- work to provide our students with effective strategies, rich learning experiences and access to emerging technology in order for them to become college and career ready.
- create a safe, caring environment that values diversity, collaboration and risk taking in all classrooms so learning can take place.
- provide tomorrow's leaders with experiences which teach them the importance of giving back through service learning.
- support the development of leaders in a global society by encouraging students to be bilingual and biliterate.

Motto: Nurturing and Empowering Tomorrow's Leaders

Important Dates 2021 -2022



School Closed

2021

September 16	Thursday	Yom Kippur
October 11	Monday	Italian Heritage Day/Indigenous Peoples' Day
November 2	Tuesday	Election Day / on-line learning
November 11	Thursday	Veterans Day
November 25-26	Thursday-Friday	Thanksgiving Recess
December 24 -December 31		Winter Recess

2022

January 17	Monday	Rev. Dr. Martin Luther King,Jr.
February 1	Tuesday	Lunar New Year
February 21-24		Mid winter Recess
April 15- 22		Spring Recess
May 2	Monday	Eid al-Fitr
May 30	Monday	Memorial Day
June 7	Thursday	Chancellor's Day (PD Day)
June 9	Tuesday	Clerical Day
June 20	Monday	Juneteenth
June 27	Monday	Last day of School

Parent Teacher Conferences

September 23	Thursday	Curriculum Conference
November 4	Thursday	Parent/Teacher Conference
March 3	Thursday	Parent/Teacher Conference
May 28	Wednesday	Parent/Teacher Conference

Half Days

November 4	Thursday	Dismissal 11:30 am
March 3	Thursday	Dismissal 11:30 am

Staff Directory

PS 19 staff members are here to help families. When you arrive in the office, these are some of the staff members who can support you. We can serve you best if you *know your child's grade, classroom number and teacher's name*. We also encourage families to ask the name of the person assisting them, so we can ensure we are providing you with the best service possible.



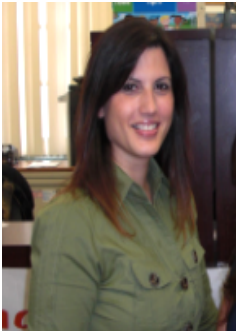
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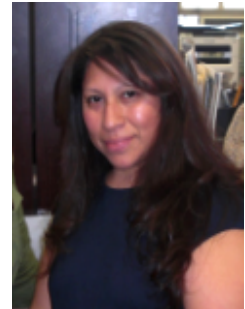
Miguel Felix
Parent Coordinator
mfelix@ps19r.com



Cynthia Rivera Torres
Secretary



Rosann Perry
Secretary



Elizabeth Pastor
School Aide



Dina Farraj
Guidance Counselor



Porsche Bussey
SAPIS



Jennifer Benoit
Nurse

Agent Shiovone
School Safety Agent

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 Miguel Felix through email at mfelix7@schools.nyc.gov, school telephone at 718 442-3860 (office) or 347 563-4739 **(cell)** as he can assist you or direct you to the appropriate staff.

School Schedule & Procedures



School Hours

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

Morning Arrival Procedures

- Breakfast will be served in the classroom this school year.
- **Please do not double park in front of the school for any reason. It is better to walk with your children to school.**

Identification:

- All visitors are required to 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 at all times.
- 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.
- The DOE has installed a new alarm system in the building.

Pre K Arrival and Dismissal

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

Arrival / Dismissal Procedures

Our dismissal procedures for the 2021-2022 school year are as follows:

- Pre K: exit by room 124/125 will dismiss using exit 9 @ 2:25 pm
- Kindergarten: Exit 5, lower school yard by ramp
- 1st grade: Exit 4, lower school yard, by steps
- 2nd grade: Exit 5, lower school yard by ramp
- 3rd grade: Exit 4, lower school yard, by steps
- 4th grade: Post Avenue by exit 2
- 5th grade Greenleaf Avenue, exit 7 & 8
- Classes in modules will dismiss from their classrooms
- Class 3-330 & 3/4-221 will dismiss from exit 2
- Class 120A Exit 9, same as PreK

Students will be taught to give their teacher a "signal" prior to 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.
- Adult will sign student 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

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.).

- ***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.

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.

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.

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. Please try to schedule appointments after school.

Notes to School - When a note is absolutely necessary



A 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).

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. Students will not be permitted to drink soda or eat Takis in school so it is best not to send them to school.

- Pre-Kindergarten 10:54 - 11:44
- Kindergarten 10:54 - 11:44
- 1st Grade 11:51 - 12:41

- 2nd Grade 12:48 - 1:38
- 3rd Grade 10:54 - 11:44
- 4th Grade 12:48 - 1:38
- 5th Grade 11:51 - 12:41

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 prior to 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.

Appropriate Dress for Students



P.S. 19 has adopted a dress code which includes wearing burgundy or yellow 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)

We are pleased to announce we will be deepening our work as a PBIS school. PBIS is a way for the PS19 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 will implement a “common language” across the school.

We encourage all families to support this new endeavor and look forward to welcoming you to our future PBIS workshops!

School Safety

Safety Drills:

- ***Fire Drills:***

Each school is required by the DOE 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

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”.

Partnering Against Incidents of Bullying

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 on a daily basis.** 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.

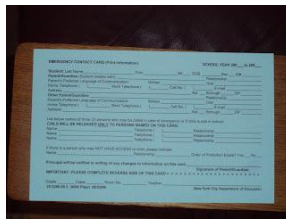
It is aggressive behavior by one individual (or group) that is directed at a particular person (or group). The aggressive behavior is unwanted and negative. It is deliberate and unprovoked. The targeted person is harmed by what is purposely being said or done. There is only one person feeling emotional 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



Students are allowed to bring cell phones into the school building, but they **must be turned off and out of sight**. If a child uses his/her cell phone during school hours without permission it will immediately be confiscated and a parent will have to come to pick the phone up afterschool between 2:45 - 3:00. The school is not responsible for lost, stolen or broken cell phones. **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.

Emergency Cards



Emergency cards will be completed electronically at the beginning of the school year, Please 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 (update 2021-2022 school year - this policy is on hold awaiting NYCDOE guidance)



We encourage all families to visit PS 19 and our classrooms. 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



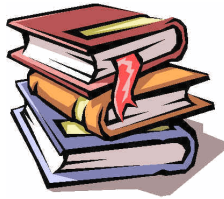
P.S. 19 has a Nurse on staff every day. All sick or injured students will be sent to the nurse's office during the school day. The nurse's office will attempt to contact parents and families with any health issues. In order for the nurse's office to contact families, all parents/guardians must provide 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 NYS Learning Standards. 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. PS 19 uses a balanced literacy approach, Teachers College Reading and Writing to guide language arts instruction with a blend of foundational skill work in our lower grades. We use Envisions 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 beginning in the 2019-2020 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

- 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

- 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 “MA” – Approaching Standards

- 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 “MA 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

- This indicates that the student is functioning far below standards established for the grade level. Level 1 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.*

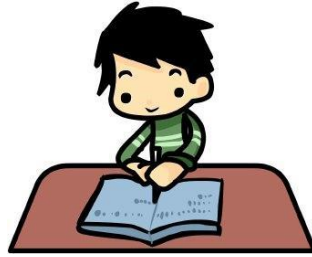
Required State and City Exams



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

- ***New York State Common Core (ELA) Test for 3rd-4th-5th grade students***
- ***New York State Common Core Math Test for 3rd-4th-5th grade students***
- ***Science Performance Test for 4th grade students***
- ***Science Written Test for 4th grade students***
- ***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.

Homework Policies



Daily homework is assigned by teachers 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 **does not include independent reading time.**

Parents should expect reading, writing and math homework each night.

<u>GRADE</u>	<u>MINIMUM TIME ALLOTMENTS</u> <u>FREQUENCY</u>	<u>SUGGESTED DAILY TOTAL</u>
K	daily	10 - 15 minutes
1	daily	15 - 20 minutes
2-3	daily	25 - 35 minutes
4-5	daily	35 - 45 minutes

Homework is part of our course mark grades (15%).
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.

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 prior to 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
- PC Monthly Newsletter
- 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, [P.S. 19 E-Chalk](#), 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.

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. The PTA will notify you of the dates for this year's meetings. We encourage parents to attend meetings. Notice of upcoming PTA meetings from the PTA will be sent home on blue paper.

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, setting 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/Parent 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.

Assemblies

Each month, beginning in December, a different grade will host an assembly, which families will be invited to attend. Where possible, we would like for each child to have someone there to see them perform. Parents will get notified ahead of time.

Spirit Days

In order 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 the **second Friday of each month**, 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.

Student of the Month

In order to celebrate student leadership we will be honoring students as Student of the Month during Fabulous Friday.

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 consult our parent coordinator's monthly newsletter and notices from the school for exact dates each month. Dates will also be listed on the community calendar on our school website.

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

Note the above events may be on hold due to health & safety