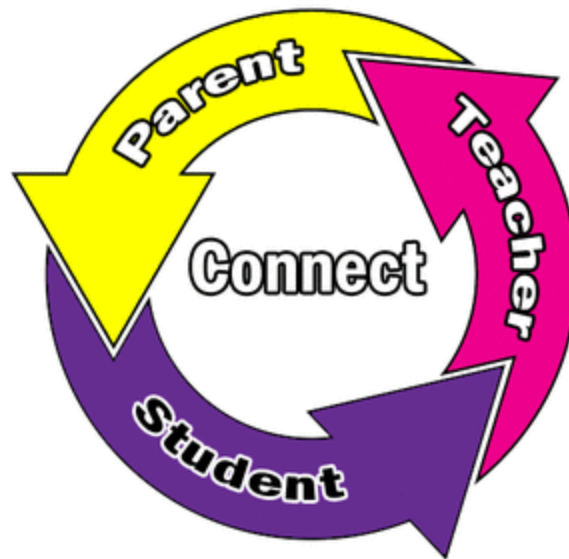




Public School 241, District 03

Family Handbook 2019-2020



**“All children are capable of
success...NO EXEPTIONS.”**

Ms. M. Hendricks, Principal
Ms. M. Perez-Luna, Parent Coordinator

240 West 113 Street, New York N.Y 10026
Tel: 212-678-2898 - Fax: 212-678-2975

Table of Contents

I. School Mission Statement & Principal's Letter

II. School Organization

III. School Year Calendar-2019-2020

IV. General Information

- a. Forms/Documents/Paperwork
- b. Attendance/Punctuality/Early Dismissals
- c. Absence
- d. Uniforms
- e. Dress Etiquette
- f. Eating in School
- g. Electronics

V. The School Day

- a. The Breakfast Program
- b. Morning Arrival
- c. Gym
- d. Lunch
- e. Recess
- f. Afternoon Dismissal
- g. Late Pick-up

VI. School Life

- a. School Supplies
- b. Student Conduct & Discipline
- c. Parent Conferences & Report Cards
- d. Parents' Association
- e. School Trips
- f. School Closings
- g. Adult Education
- h. Visitors
- i. Volunteers

VII. Special Events

VIII. Communication & Contacts

- a. Monthly Calendar
- b. Letters and Notices
- c. Telephone Calls

Mission Statement

The staff at the **STEM** Institute of Manhattan believes that “All students are capable of success...NO Exceptions. All students are known well by at least one adult to ensure that their individual academic and social emotional needs are met. We are also committed to developing a positive school climate with academic emphasis through professional partnerships with cultural and community based organizations working collaboratively with parents, the community, cultural and academic organizations.

Dear Parents:

We want to welcome all families to an exciting year of learning for your child! Our staff looks forward to working with each child; however, it is vital that school and families work together to help students achieve success.

The school/home partnership begins with good communication. This handbook has been prepared for the families of students attending STEM Institute of Manhattan to provide useful information about our school.

This is a start in establishing the school’s responsibility to effectively provide you with necessary information. Please review and keep this handbook in a place where you can refer to it as needed. This is a resource that you can refer to throughout the school year. Please review the student-school-parent pledge on the last page of this handbook, sign and return tomorrow. If you have any questions that remain unanswered after reading the handbook, please contact Ms. Perez- Luna, Parent Coordinator at (212) 678-2898 EXT.1120

Our PTA Executive Board will be elected in September. The PTA actively supports our school in many ways. I encourage you to get involved by running for an office, being a part of regular meetings, parent activities and workshops. Your input is valuable and we look forward to hearing your ideas.

Let’s work together on behalf of all of our children.

Sincerely,
Ms. M. Hendricks, Principal

II. School Organization

Principal: Marcia Hendricks

Parent Coordinator: Michelle Perez-Luna

Room 102 (212) 678-2898 ext. 1120

Transportation and Lunch: Ashley Vasquez, Community Associate

Room 102 (212) 678-2898 ext. 1121

Nurse: Sue Ann Jensen Room 118 (212) 678-2898 ext. 1180

Guidance Counselor: Rebecca Dreisinger (212) 678-2898 ext. 2250

Psychologist: Alison Sanders (Thu/Fri) (212) 678-2898 ext. 3230

Secretary: Helen Knightner Main Office (212) 678-2898

PTA President: VACANCY Room 125 (212) 678-2898 ext. 1250

Daily Period Schedule

PERIODS	TIME
0	8:20-8:30
1	8:30-9:15
2	9:15-10:00
3	10:00-10:45
4	10:45-11:30
5 (LUNCH)	11:30-12:20
6	12:20-1:05
7	1:05-1:50
8	1:50-2:40

Parent engagement time is every Tuesday, 2:40-3:20. A schedule of parent activities will be provided.

2019-2020 SCHOOL YEAR CALENDAR

September 5	First Day of School
September 12	Open School Night
September 30-October 1	Rosh Hashanah (schools closed)
October 9	Yom Kippur (schools closed)
October 14	Columbus Day Observed
November 5	Election Day (Students do not attend school.)
November 11	Veterans' Day (schools closed)
November 14	Parent/Teacher Conferences (Early Dismissal)
November 28-29	Thanksgiving Recess (schools closed)
December 24 – January 1	Winter Recess (schools closed)
January 20	Dr. Martin Luther King, Jr. Day (schools closed)
February 17-21	Midwinter Recess (schools closed)
March 5	Parent/Teacher Conferences (Early Dismissal)
April 9-17	Spring Recess (schools closed)
May 7	Evening Parent/Teacher Conferences
May 25	Memorial Day (schools closed)
June 4	Chancellor's Conference Day for staff development. (Students do not attend school.)
June 11	June Clerical Day (Students will not be in attendance.)
June 26	Last Day For All Students. Early dismissal for all students.

IV. General Information

a. Forms/Documents/Paperwork

Emergency Contact Card: Each student must have an updated blue emergency card, completely filled in, signed and on file in the main office. It is important that parents/guardians provide the school with a current and working telephone number and at least **TWO** emergency telephone numbers where someone can definitely be reached in your absence. The information must also include an accurate address and the names of all persons (must be over 18) authorized to pick up the student from the school. Students will only be released to those individuals listed on the emergency card. It is the parent's responsibility to update this information if it changes by writing a note to the child's teacher or stopping by the main office.

Lunch Form: All students receiving Supplemental Nutrition Assistance Program (SNAP) will be automatically certified for free lunch. These families should have received a verification letter over the summer that must be sent to school immediately. For all other students, a lunch application will be sent home. It is extremely important that all parents complete each form with accurate social security numbers and signatures and return it to the school immediately. Your personal information will not be passed on. The forms remain at the school.

Medical & Health Requirements: All students entering the school for the first time are required to have proof of immunization against diphtheria, tetanus, polio, mumps, measles and rubella. **STATE LAW PERMITS NO EXCEPTIONS.** Students should have updated medical examination forms on file in the medical office.

Medication: The STEM school staff is prohibited from providing or administering any medication including aspirin and cough syrup, to any student. Students needing occasional medications, such as antibiotics, etc., for colds, earaches and sore throats, are to take these medications at home, if possible. Medication that is to be taken three times a day can be given before the student comes to school, after school, and again at bedtime. However, if medication must be given at school, the parent/guardian and a certified doctor must complete a **504 Form available from the school nurse.** The completed form will then be processed and given to the school nurse who will then administer the medication as prescribed.

Court Orders: In the case of families having domestic and legal matters (such as custody disputes, name changes, order of protection), legal documentation must be on file with the school in order for it to be upheld.

b. Attendance/Punctuality/Early Dismissals

Consistent attendance is necessary for a student to maintain satisfactory progress. Excessive absence and lateness from school are detrimental to the educational process. Learning takes place through participation in classroom discussion and shared activities.

Late arrivals and early dismissals are very disruptive to other students and classroom instruction. When students arrive late, or must leave early, they miss valuable information and are at a disadvantage. Parents are encouraged to schedule appointments that do not conflict with school hours. We ask that parent send a note to the teacher when a student will be picked up early.

There will be no early pick up after 2:30 p.m. This will limit disruption during homework distribution and preparation for dismissal.

Students needing early release may be picked up by an adult who is listed on their blue emergency card, kept in the main office. Adults picking up students must show proper identification and sign the "Early Dismissal Book" in the main office.

No students shall be released from the classroom unescorted or with any person under eighteen years of age.

c. Absence

If a student is to be absent, parents are urged to inform the school in advance. Sickness, severe illness, a death in the family, exposure to a contagious disease, or religious holidays are considered legitimate excuses for absence or lateness. Excused absences or lateness remain part of the child's attendance record. Parents are advised to plan vacations and trips which do not conflict with the school's instructional calendar.

Any child who is absent from school must present a written excuse signed by the parent or guardian immediately upon his/her return to school.

d. School Uniforms

STEM Institute of Manhattan is a ***uniform school***. The students are required to wear the formal school uniform Monday through Friday. On days where students participate in gym, they are required to wear the specified gym uniform of navy sweatpants, a white STEM long or short sleeve t-shirt or a navy or white sweatshirt. Our uniform policy will be enforced. During extremely hot weather, students may wear navy shorts to the knee and a white polo shirt. Parents will be notified of any days when "special attire" is suggested or permitted.

e. Dress Etiquette

Bandanas, "doo-rags", scarves, flip-flops, jeans and short-shorts are not to be worn in the school building. Articles of clothing, such as undershirts, boxers and other "unmentionables" **should** be worn **under** the school uniform. They should not show. Nor should undergarments be seen through clothing.

f. Eating in School

Students may not eat in class nor eat during unscheduled times throughout the school day. Food and beverage items including candy, sodas, etc. are prohibited except when approved by the principal's office for a sanctioned school function. Please note that glass bottles, toothpicks, sunflower seeds, pumpkin seeds and gum are not permitted on the school premises at any time.

g. Electronics

Students have access to laptops, desktops and iPads in our school. Therefore, there is no need for students to bring such items to school. Electronic equipment such as cell phones, electronic games, musical gadgets, cameras or DVD players is **prohibited** during the school day. Cell phones must be

carried in a secure compartment in a student's backpack. Backpacks will remain in the student's classroom closet throughout the day. These closets are never locked. Cell phones must be powered off until the student is off school property at the end of the day. Electronics will be confiscated by school staff and held until a parent/guardian retrieves them if they are out during the school day. The school will not be responsible for such items in the event of damage, loss or theft. Parents may not contact students via cell phone during the school day. In case of an emergency parent should contact the main office to leave a message for the student.

V. The School Day

a. Breakfast

The breakfast program begins at 8:00 am and concludes at 8:15 am. Students are encouraged to have a healthy breakfast in our school cafeteria before the start of the academic day. Parents may drop off students in the cafeteria via ramp on 112th street. Only students will be allowed to enter the cafeteria during breakfast.

b. Morning Arrival

Morning arrival is at 8:00 am and students should enter through the cafeteria. Only students arriving by school bus will be supervised prior to 8:00 am. Any other students may not be allowed in the building by School Safety due to a lack of supervision.

All students will begin to line up by 8:20 am in the cafeteria. All teachers will have students in the classroom by 8:30 am. If a student arrives after 8:30 am, they are late and are required to obtain a late pass from Ms. Geathers.

c. Physical Education (Gym)

Students are to arrive in appropriate gym attire (navy sweatpants, a white STEM long or short sleeve t-shirt or a navy or white sweatshirt and sneakers) for their scheduled gym day. Physical Education will focus on health and nutrition, physical fitness as well as organized sports.

d. Lunch

Free and reduced price breakfast and lunch are available to students who qualify. Lunch is offered to students during a specified period each school day. At that time, students may eat the nutritious lunch provided by the school or bring a bag lunch from home. **Menus are posted monthly by our Food Services staff.**

Under no circumstances are students authorized neither to leave the building for any reason nor to purchase lunch.

e. Recess

STEM students will have an outdoor recess whenever possible. Please make sure that students are dressed properly each day. The New York City Department of Education Wellness Policies on Physical Activity and Nutrition states that, "...the DOE encourages principals to provide elementary school students with at least 20 minutes a day of supervised recess, preferably outdoors..." DOE

policy states that **outdoor play is permitted regardless of temperature** so long as weather conditions are appropriate.” This policy is part of the, “New York City Department of Education’s commitment to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity.”

“Children benefit from vigorous exercise and should be given the opportunity to play outside whenever possible. Unless it is snowing, there is ice on the playground, or the wind chill factor creates an effective temperature below zero degrees Fahrenheit (-18 degrees Celsius), temperature alone should not be a barrier to outdoor play.”

f. Dismissal Hours:

Monday-Friday- 2:40 pm

Students are encourage to go straight home or to their next destination promptly. No student will be permitted to re-enter the school to speak to teachers or to look for friends. There is no staff available to supervise or escort students throughout the school building.

g. Late pick up of Students:

It is expected that students who are not authorized by their parents/guardians in writing to leave unescorted will be picked up promptly at dismissal time. In the rare occasion of an emergency, the parent/guardian must call the school letting us know when the child will be picked up. The child must be signed out with the time in the late pick-up log. The school does not have staff regularly available to provide supervision for students after school hours. According to standard procedure in such instances, children are to be taken to the local police precinct. Our local precinct is the NYPD #28th Precinct, located on Frederick Douglas Boulevard (8th Avenue), between 122nd and 123rd Street, 212-678-1611.

VI. School Life

a. School Supplies

A list of required supplies needed for the school year/ semester will be distributed during the first day of class. It is essential that students come to school prepared and ready to learn each school day.

b. Student Conduct and Discipline

All students will receive a copy of *The Chancellor’s Citywide Standards of Disciplinary and Intervention Measures*. It is important that you and your child discuss the importance of appropriate school behavior and the consequences when the Board of Education regulations are not followed. It is expected that all STEM students behave appropriately and respect all members of the school community.

To that end, we have implemented a structure of Positive Behavior Interventions and Supports (PBIS). PBIS is intended to set clear expectations for positive behaviors and reward students for exhibiting these behaviors.

Our STEM PBIS matrix (next page) outlines the positive behaviors that we expect students to exhibit throughout the school community. We encourage students to follow the 4Be’s - **Be Respectful, Be Responsible, Be Safe and Be Kind**. *Please reinforce these behaviors at home.*

Students are rewarded with “STEMsolvers” that are collected for random drawings for prizes. Those students earning the most “STEMsolvers” in a month are identified as “Student of the Month.”

Classes collect “Be-bucks” for exhibiting whole-class positive behaviors. There is a schedule of class rewards once a class has earned 20 “Be-bucks.” (below)

Number of “Be” Bucks	Reward
20	Extra Gym Period
30	Board Games Period
40	Free Art Period
50	Computer Game Period
60	Dress Down Day
70	Lunch Dance Party with the Principal
80	Popcorn and a Movie
90	Ice Cream Party
100	Class Trip

PBIS Matrix

Settings Expectations	Classroom	Hallway	Cafeteria	Bathroom	Playground /Gym
Be Respectful	Raise my hand and wait my turn to speak Have my eyes and ears on the speaker	Keep voices off Leave space in front of you	Use indoor voice Follow adult’s directions Eat from my own tray	Keep my eyes on myself Use stalls alone Respect personal space	Follow game rules Wait my turn
Be Responsible	Complete all school work Tell the truth Use materials in the correct way	Use walking feet Move directly to destination Keep hallways clean Keep pass with me	Clean up my space Stay in my seat and raise my hand to get permission to leave my seat Follow recycling rules	Do my business and leave Wash and dry my hands Flush the toilet Throw paper towels in the garbage	Freeze when the whistle blows Return equipment Follow directions
Be Safe	Keep hands, feet and objects to myself Stay in my seat and walk when moving Keep “4” on the floor	Keep hands and feet to myself Keep eyes forward Listen for and follow directions Hold railings on stairs	Report spills Walk Keep hands to myself	Keep water in the sink Keep my feet on the floor	Use equipment properly Keep hands and feet to myself
Be Kind	Say “please” and “thank you” Give compliments Share ideas and materials Help classmates and teachers	Say “excuse me” Wave hello Hold the door	Help others Say “please” and “thank you” Use table manners	Say “excuse me”	Support my team Invite others to the game Give compliments Play fair

c. Parent Conferences and Report Cards

Parent-Teacher Conferences will take place in November, March and May. These conferences provide an opportunity for parents to have an individual conversation with the teacher to discuss student's progress, or need for additional support. It is helpful for parents to prepare a list of specific questions, observations, or concerns in advance so that the meeting is productive. Parents will receive report cards during the conferences.

Report Cards will only be issued to a parent or legal guardian.

d. Parents' Association

The Parents' Association consists of parents/guardians who work as a team to support the school's needs.

Our Executive Board consists of Co-Presidents, a Vice-President, Secretary, and Treasurer. The General Meetings take place once a month. We urge parents to attend all ten meetings either in the morning or evening.

e. School Trips

School trips occur throughout the school year. Parents will be notified in advance of dates. Students are required to turn in a signed consent form and (any required payment). School rules of conduct prevail on school trips. The school will provide bag lunch when needed.

f. School Closings

A schedule of the Department of Education school closings and Half Days are listed in the School Year calendar found at the end of this handbook. Emergency closings are announced on the local television news and can be verified by calling 311, the New York City Information phone line.

g. Resources for Adult Education

With the collaboration of our Parent Coordinator, Community Organizations, and our administrative staff, we offer workshops, seminars and informative sessions that will help parents understand the curriculum, navigate through the changes within the school system, provide resources for coping with children as they mature and go through new stages, including character building, responsibility and discipline. We offer support to parents in the areas of personal finance, job-readiness, continuing education, ESL and technology classes.

h. Visitors

Upon entering the school building, a photo ID must be presented to the school safety agent. All visitors receive a pass to the main office in room 112.

At the main office, parents may schedule appointments to meet with a teacher. Parents may request to meet with the Principal through the parent coordinator, Mrs. Perez-Luna.

i. Volunteers Literacy Partners

Parents are encouraged to volunteer in the school in many capacities. In the past, volunteers have been very helpful as classroom assistants, trip escorts, library maintenance, cafeteria supervision and more. For more information, please contact our Parent Coordinator, Michelle Perez- Luna.

VII. Special Events

Special Assemblies and events are an integral part of our school throughout the year. Notification will be sent via letters, flyers and the school messaging system of the time and dates of these events.

VIII. Communication & Contacts

a. Parent Coordinator's Monthly Calendar

A calendar that informs of school programs will be sent home with your child by the first of each month. Be sure to check student book bags and folders regularly for letters and notices.

b. Letters and Notices

These documents will be sent home with your child on an "as needed basis". This will include trip announcements, consent forms and other information updates from the teacher, administrative staff, Chancellor and PTA. Please return forms promptly. Check your child's folder for notices daily. Place any notes for your child's teacher in the folder.

c. Telephone Calls

Phone calls will be placed to the home whenever necessary by staff, as well as in the case of an emergency. To reach any school staff member by telephone, leave a message at (212) 678-2898. Teachers will return phone calls during preparation periods. Phone calls will **NOT** be transferred to classrooms during instruction. To fax information to the school, dial (212) 678-2975.

STEM Institute of Manhattan
Student – School – Parent Pledge
(Please review with your child, sign and return tomorrow)

Student:

As a student of STEM Institute of Manhattan, I agree to be the best student that I can.

1. I will come to school well rested and ready to learn.
2. I will complete my homework each day and hand it in promptly by the day it is due.
3. I will work to reach the highest expectations.
4. I will make my parents aware of all parent-teacher conferences and encourage them to attend.
5. I will respect my teachers and not criticize them.

Student's Signature _____

School:

As a school, in order to give students every opportunity to be successful, we agree to do the following:

1. We will make every effort to provide you with a safe learning environment.
2. We will offer you challenging instruction in a respectful, learning classroom environment.
3. We will offer a variety of extracurricular activities.
4. We will send your parents at least two positive contacts per year in response to your performance in school.
5. We will notify your parents whenever you are involved in an unusual situation.
6. We will give your parents respect.

Principal's Signature _____

Parent:

As a responsible parent, I will help my child excel by doing the following:

1. Because a calm beginning at home makes the school day much better, I will prepare at night to start each day right for my child.
2. I will make sure that my child sleeps at least eight hours every night.
3. I will make sure that my child eats a good breakfast and encourage a good lunch.
4. My child needs to be at school every day. I will show the importance of school attendance and punctuality. If my child is sick, I will keep him/her home and send a note explaining the absence.
5. I will provide appropriate school supplies for my child to use in school and at home.
6. I will laugh and talk with my child about school experiences and listen attentively to what is said about the day.
7. I will praise my child for something positive that he/she does daily.
8. I will provide a special place for my child to do school work at home.
9. I will work at home with skills that are taught at school.
10. I will take my child to the library and encourage reading for fun.

11. I will stress organization of school notebooks, materials, projects, etc.
12. I will keep the lines of communication open between my child's teacher and myself.
13. I will attend Parent-Teacher Conferences.
14. I will attend at least 2 Parent Workshop.
15. I will help my child understand the importance of following school policies.

Parent/Guardian Signature _____