



Manhattan School for Children, P.S. 333

Family Handbook 2016-17

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A MESSAGE FROM OUR PRINCIPAL

Dear Families,

A big welcome to families, staff and students! If you are joining the MSC community for the first time this school year, we are a community where your active participation really does make a difference. Whether it is volunteering in a classroom or getting involved with the PTA or our many committees, your efforts have a direct impact on daily life in our school. We know that over time, you will love being part of the MSC community as much as those of us who are returning for another school year do.

Our continued mission is to teach and nurture the whole child. We are a progressive school where teachers, students and families value inquiry-based teaching and learning by doing. Our students are so fortunate to have a range of opportunities to build skills and dig deeply into important topics. They are engaged daily in challenging work that requires them to think, reflect and problem solve. We value questioning that leads to discussion and routines that provide all students access to the curricula, extends their higher order thinking skills, and promotes rigor and ownership of their learning. Our commitment to social-emotional support is informed by our Responsive Classroom practices, which promotes a safe environment and inclusive culture.

Our families continue to have a personalized, interactive window into the curriculum, discipline policy, instruction, policies, mission and philosophy on our school website, www.ps333.org. On the website, you can see our school's activities and showcases of student's work. We continue to reach out to parents and the community through our school website. Teachers post newsletters and photos weekly on their class pages. iLearn/iZone access gives parents of 6th – 8th graders weekly access to student progress. Come to monthly “Chats with Claire” to learn more!

If you have additional questions, please reach out to Maxine, our parent coordinator, at MWitherspoon2@schools.nyc.gov or stop by and speak to her in the main office, room 516.

Our co PTA presidents are Lisa Giella-Putignano and Brad Rothchild. Please reach out to them at msc.copres@gmail.com with questions, and inquiries about joining a committee. Also, check our website under “get involved” for upcoming PTA meetings and events.

It is going to be a great year!

Best,
Claire

This handbook describes school procedures and policies current as of September 2016.

OUR SCHOOL

Mission Statement and History

Manhattan School for Children was founded in the early 1990s through a cooperative effort of parents, teachers and staff members of NYC's Community School District 3. It is a school of choice open to children who are zoned for District 3. Since that time, MSC's educators and parents have worked to build and maintain a school community in which students of different racial/ethnic, socio-economic as well as physical and academic abilities come together to celebrate multiple ways of knowing the world and each other. Our student-centered, project-based pedagogical focus and instructional program is unique and grounded in the philosophy of a "community of learners." We believe that all children are gifted in multiple ways, and we organize the curriculum thematically using an open-ended, inter-disciplinary project-based approach that allows students to demonstrate their talents while learning from each other. In this way, we respond to each child's unique developmental needs while encouraging a meaningful learning process.

Philosophy

The ICT (Integrated Collaborative Teaching) Program was created to include children with severe motor challenges into a general education setting. Students in the classrooms follow on-grade curriculum, assessing it in their own way.

Children learn by doing

Children learn at different rates, using different strengths and different learning styles

Children learn about the world in an integrated way

Children learn when they feel good about themselves

Children learn when their parents are active participants in their school education.

MSC PHILOSOPHIES AND POLICIES

Teaching and Collaboration for Different Instruction

Over the years MSC teachers came to realize that our children have many different educational backgrounds and learning styles. Though teachers strove to provide a rich environment where children could be actively involved in their learning and in "learning by doing," there were still students who experienced difficulties learning (especially learning "basics" in reading and arithmetic). MSC teachers maintain balanced reading and mathematics programs. In addition to explicitly teaching mathematical concepts and number facts, we involve children in hands-on and cooperative problem solving. Likewise, our literacy curriculum does the same thing in involving students in real (purposeful) reading and writing.

Building A Community of Learners

As you go through the life cycle, every stage of life has to add something to the possibility of being able to obey the Golden Rule-- Erik Erikson "Treat Others the Way You Want to Be Treated" (cited in Charney, Teaching Children to Care).

Our most important responsibility is teaching children to respect themselves and others in their neighborhood, school and classroom communities--teaching children to live by the Golden Rule. Using many of the lessons and routines outlined in The Morning Meeting Book. MSC classroom teachers have built classroom communities in which children can articulate and live up to the expectation of being treated with fairness and respect as they learn to treat each other the same way. Following lessons in which children articulate their goals and declarations for the year, many classroom communities have derived a do-able list of classroom rules and expectations that facilitate learning and are based on the Golden Rule.

Reading Buddies

Our reading buddy program strengthens our K-8 model. Older students are paired with younger students across the school to share and read together. Older students reading to a younger buddy helps them develop a love of reading and a greater motivation to read. Younger students reading to their older buddies each week allows younger readers to feel a sense of accomplishment while they build fluency.

IN THE CLASSROOM

Curriculum Overview

Literacy: We are a Teacher's College Reading and Writing program (TCRWP) school. Our teachers follow the units of study and are provided instructional coaches from Teacher's College (K-8).

Math: Our math curriculum is Engage New York Math Modules and CMP3 (6-8).

Students are encouraged to communicate their mathematical thinking with drawing models, numbers, equations and words.

Scaffolding techniques include:

- Teachers thinking aloud as they model various recording techniques and problem solving strategies during mini- lessons
- Encouraging students to independently select concrete materials from the math center that may be useful in solving a problem
- Making students aware of classroom anchor charts and their purpose
- Brainstorming a class list of mathematical vocabulary students think they may need before they begin a task

Celebrations of Learning

Publishing celebrations and Student Work Showcases are celebrations of learning for children and their teachers and families in each classroom community. Publishing Celebrations are organized by the teachers after each unit of study. This is a culmination of all the work the students have learned throughout the course of the unit. These celebrations are for teachers to celebrate student work in the building and with families. Each child should be an active participant in the celebration— planning and organizing, sharing their work, listening and responding to the work of others. Likewise family members and staff should also be active participants. Teachers should establish a protocol that allows all students who have published to share and that also allows families to understand the importance of listening and responding.

Core Themes

The core curriculum is interdisciplinary, emphasizing the study of artistic communication and language arts as well as technological, mathematical and scientific inquiry skills. It is designed to help students develop the skills necessary to participate as informed and responsible citizens in a rapidly changing world. MSC believes they can do this best by exploring and studying the world around them. Classes engage students in an extended period of study, research and reading. The curriculum themes build upon each other from year to year with students studying material of increasing levels of complexity and sophistication. The core curriculum integrates City and State standards into daily inquiry-based learning. This means that children's work balances hands-on exploration with skill acquisition in a variety of subjects.

Electives for Grades 5-8

Art, Dance, Cooking, Power Play, Glee, Drama, Instrumental Jazz Ensembles, Percussion. For more information, please visit our website, www.ps333.org.

Responsive Classroom

Responsive Classroom is a research and evidence-based approach to education that fosters safe, challenging, and joyful classrooms in schools, kindergarten through eighth grade. Responsive Classroom practices help educators become more effective in three key domains each of which enable and enrich the others. “Engaging Academics Teachers” creates learning tasks that are active interactive, appropriately challenging purposeful, and connected to students’ interests. “Positive Community Teachers” nurtures a sense of belonging, significance, and emotional safety so that students feel comfortable taking risks and working with a variety of peers. And finally, “Effective Management Teachers” creates a calm, orderly environment that promotes autonomy and allows students to focus on learning.

Town Hall Meetings

Town Hall Meetings bring the whole school together in the auditorium to celebrate our learning community. Town Hall meetings happen once a month. (They are listed on the calendar for the year). Student Government with representatives from 7th/8th graders help lead Town Hall, identify and find solutions to MSC community issues, and organize and recruit student volunteers to support committee work where necessary.

First Person Language

Everyone at MSC families, students, and staff – should strive to use person-first language when referring to members of our community who have special needs. How do you use person-first language? Simply say the person’s name or use a pronoun (“he” or “she”) rather than using the disability as an adjective to describe the person. For example, no one at MSC should ever refer to a child as a “wheelchair kid.” Instead, say, “Tom uses a wheelchair.” If you don’t know a particular student’s name, say, “He uses a wheelchair.” Why is person-first language important? It places the focus on the person rather than the need, reminding everyone that human beings are defined by who they are and not by their abilities or limitations.

Houses

Primarily for reasons relating to curriculum — in order to more closely address the developmental needs of our students — MSC is divided into two houses: **Lower House** (Kindergarten – Grade 3) and **Upper House** (Grade 4 – Grade 8).

MSC Discipline Policy

At MSC, when dealing with discipline issues, we use the Responsive Classroom approach. This emphasizes teaching children to take care of themselves, each other, and the school environment so that everyone can learn at his/her best. There is a strong emphasis on students setting goals for their own learning and taking responsibility for reaching these goals. To be successful academically and socially, children need to learn cooperation, assertion, responsibility, empathy, and self-control

Rules and Logical Consequences: The teacher and students create rules for the classroom that will allow everyone to do his/her best. When students break the rules, there are clear and non-punitive consequences that help them learn from the mistake. The approach teaches responsibility and self-control.

When a student begins to show a pattern of behaviors that interrupt his/her learning or the learning of others, teachers will make calls home, maintain anecdotal records and consult with Darlene, Michelle and Claire. Teachers will remove a student from class only if the student is consistently disrespectful and disrupts learning. In such a case, teachers will maintain objective anecdotal

records of the student's behaviors, of previous interventions, and of correspondences with the student's family.

Teachers will also contact families if students show a pattern of absence, or lateness, do not have homework, are not prepared for school, and/or disrupt learning for two consecutive days.

If the student continues to exhibit disruptive behaviors, the classroom teacher will contact the Assistant Principal, or the Guidance Counselor(s), or other school staff depending on the issue. Parents are contacted, a meeting is often set up between all parties (including the student) in order to address the behavior by engaging the student in intervention and prevention strategies.

Intervention and prevention approaches include but are not limited to guidance support and services; social/emotional learning, such as conflict resolution/peer mediation; enrichment services; and/or development of functional behavioral assessments and behavioral intervention plans.

Every reasonable effort will be made to correct student behavior through Responsive Classroom. The DOE Discipline Code will be consulted when the student continues to engage in repeated misbehaviors despite prior interventions. Infractions are grouped into five levels based on the severity of the infraction, from Level 1 (Uncooperative/Noncompliant Behavior) to Level 5 (Seriously Dangerous/Violent Behavior). Disciplinary responses range from In-School Disciplinary Actions (Removal from classroom by a teacher), Principal's Suspension, and/or Superintendent's Suspension.

Homework

Our homework policy is based on our school philosophies and guiding principals and has been developed through vertical collaboration from Kindergarten to Eighth grade.

We believe in nurturing the whole child and understand that students need time afterschool for exploration, family time, and extra curricular activities. Homework, ideally, serves as a bridge to learning between home and school. As educators, after careful thought and deliberation, we believe that the following types of homework will best meet the needs of our students.

- Students at MSC will no longer receive weekly classroom homework packets.
- Kindergarten students will not receive weekly homework
- 1- 8- students will have nightly stamina reading. Students are expected to respond in writing to their reading in their reading notebook by using post-its or writing longer reading responses.
- 1st – 8- will focus on building automaticity and fluency in math. This may include sending home materials such as games, flash cards, quiz prep sheets, word problems and unfinished class work.
- 1st – 8- will focus on building automaticity and fluency in word work.
- Unfinished class work may also be sent home for completion, based on individual teacher discretion.
- 7- and 8- grade staff work to coordinate their homework assignments to ensure that student workloads are manageable. 6-8- will focus on building critical reading and writing in content area subjects (ELA, Math, Science and History).
- Weekly newsletters (K-5) and newsfeeds on iLearn (6-8) are a way for families to stay informed on curriculum, projects and topics being studied in all content areas.
- If families feel that their child will benefit from more afterschool academic work in certain areas, they can let their child's teacher know, and teachers can recommend workbooks, websites, and other resources.
- If families feel that their child is struggling to meet the afterschool workload expectations they may speak with their child's teacher to find a solution.

SCHOOL SCHEDULE

8:20 AM – School Doors Open

The elevators are in heavy demand during the morning arrival time – particularly by children with special needs that require them to take an elevator to their classroom floor. MSC encourages everyone capable of taking stairs to do so.

8:32 AM – Arrival

Families arriving between 8:25 and 8:32 AM are expected to wait quietly outside the classroom until the teacher opens the door.

2:55 PM - Dismissal

To create a safer dismissal, at 2:55, K students will be picked in the **auditorium** since they have recess every day until 2:55, 1st and 2nd students will be picked **in the classroom**. 3-5 students will be picked up in the **basement gym**. Students are picked up by a family member, babysitter, or after school personnel as stated on their emergency and dismissal forms. Any K student still waiting to be picked up by 3:00 should be escorted to 516. Any 1st or 2nd grade students still waiting to be picked up by 3:00 should be escorted to basement gym.

Late for Pick-Up

Please call the office (**212-222-1450**) and notify the school. K students who are not picked up will be in 516. 1st and 2nd grade students should be picked up in the basement gym.

Attendance and Lateness

Attendance is taken **first thing in the morning**. Students are expected to be in their classroom by 8:32am. The building is open to families and students at 8:20AM. Classroom doors open at 8:32am.

Families and students have 12 minutes (from 8:20-8:32am) to arrive at the classroom on time. All students, grades k-8, are considered late after 8:35am.

Classroom teachers take attendance by using the Daily Attendance Form (ATS scan sheets). It is a bubble sheet, and children who arrive to the classroom between 8:35 and 8:45am are marked late. Any student NOT present between 8:32 and 8:45am will be marked absent.

Students arriving at school **after 8:45am** must go to the Main Office, sign in and get a late pass. The late pass is given to the classroom teacher. Students who have notes from the Doctor/dentist/clinic and/or school tours/tryouts/tests, must drop off the notes in the Main Office (not to the classroom teacher.)

It's important to go to the main office and sign the late book, since we will check that book in order to ensure that ATS scan sheets are correct, before the bubble sheet is scanned in to ATS. Please fill out all information requested and write legibly. The reasons for absences and/or lateness are not scanned in, but have to be manually entered.

When a student is late because of traffic/overslept/not feeling well, and you call/email/send note, it is considered an **"excused" absence or lateness BUT it still shows up as an absence or**

lateness. It is coded 01 (phone) or 02 (written/email) as an "excused lateness/absence" and on the student's transcript is shows up as an excused "A" or 'L" and not as a "P" for present.

Doctor/dentist/clinic visits and school tours/tryouts/tests are coded as "P" for present. Medical visits are coded "61" and Out of Building for Auditions/Tours "54".

The most important year for attendance is 7th Grade. High Schools will look at students' attendance for 7th grade in order to make acceptance decisions. Families should keep in mind that the 8th grade attendance, although important, will not be reviewed by potential high schools. Schools do not have access to students' attendance or test scores until students are officially registered as students at their schools. (Just like we cannot see students' attendance until they are assigned and registered to MSC). The schools will only have access to the 7th grade information, as it is already printed on their high school applications.

Attendance records from previous years cannot be adjusted or changed.

School Closings and Snow Days

The school follows the calendar of holidays maintained by the Board of Education. In addition, a number of half-days for staff are scheduled on the school calendar to permit teacher-development programs and curriculum enhancement. When the school is notified of these days, a memo will be sent home and announced on www.ps333.org.

MSC will be closed due to snow when notified by the Central Board of Education of a Snow Emergency Day. These closings are publicized on the radio and morning news programs, such as 1010 AM.

Unexpected closing for health or other reasons will be announced on www.ps333.org and publicized by phone trees maintained by Class Parents.

Elevators

As much as possible, use the stairs. Elevators are for students and family members who are unable to use the stairs. The two elevators on the West side of the building are reserved for use by another school that shares our campus facility and for general building use.

ESSENTIAL INFORMATION

Bathrooms

There are three adult bathrooms that all adults must use. One on the third floor by the greenhouse, one in room 503 and one in the basement gym office.

Birthdays and Holidays

The MSC community has families from many different cultures and traditions. Some families in our school community do not celebrate holidays and birthdays because of religious or cultural beliefs. Therefore, we do not celebrate holidays, birthdays or decorate the school or classrooms for holidays, nor do we hold holiday celebrations.

We have the tradition of honoring children in the classroom community by making sure that each child has a "Special Day." Each child selects a special day at school for celebration. Consult with the classroom teacher in planning for the "Special Day." Special day snacks that are dropped off should be already prepared in individual portions.

Curriculum Night

Parents are urged to attend curriculum night. In the fall, the teachers from your child's grade come together for an evening to outline the curriculum for MSC families, high-lighting the units of study and academics for the year. You will also receive a detailed weekly schedule to help you understand what your child does each day and to know when special clothing is suggested (shoes for gym, for example). A number of other events are also organized to keep you informed about the activities and subjects your child will encounter as the school year progresses. They provide an excellent overview of what's expected from your child and an opportunity for you to be proactive in supporting your child's education at home.

Family Conference Days

There are three Family Conferences this year: October/November, March and May. Children are welcome and encouraged to participate at all grade levels. A student's working portfolios is a valuable tool that should be incorporated into each Family Conference. Another assessment tool that helps us set goals as a teaching team and look closely at the growth of at-risk learners is the Individual Educational Plan (IEP). In order to develop a more cohesive plan for our SETSS students, IEP Annual Reviews that include families, specialists and classroom teachers should be integrated into the Family Conference process for each student.

Teacher Communication

The school staff is happy to meet with you any time that you need to address your child's school needs. Write a note asking your child's teacher to call you, leave a message, or send an email to the teacher to set up a meeting. Even though parents often see teachers at arrival and dismissal, teachers are usually busy at these times and their priority is interacting with students. Nothing but brief, casual communication is possible during arrival and dismissal, so if you have detailed questions, they may not get the attention they deserve.

Progress Reports

Progress reports for grades K-8 will go out to families four times a year describing their child's progress in school (November, January, April and June). 7th and 8th grade students receive a report card 4 times a year. (November, January, April and June).

Celebrations of Learning

Publishing celebrations and Student Work Showcases are celebrations of learning for children and their teachers and families in each classroom community. Each child is an active participant in the celebration—planning and organizing, sharing their work, listening and responding to the work of others. Likewise, family members and staff should also be active participants.

Grade Newsletter

Teachers communicate with parents in the classroom by putting out weekly newsletters advising families of the goings-on in the classroom and they are posted on our "Class Pages" on our website: www.ps333.org. Topics range from what the children are learning to upcoming events and field trips. They are distributed in the children's mailboxes and they are sometimes written by all the grade-level teachers as a group and sometimes by an individual classroom's teacher.

Monthly Calendar and Event Notices

Please check our website www.ps333.org for our monthly and event notices

NYC Schools Account

NYC Schools account allows families access 24 hours a day to their child's secure data at

<http://schools.nyc.gov/RulesPolicies/StudentRecords/NYCSchools>

Any questions on how to create an account, please reach out to Maxine, our parent coordinator, at MWITHERSPOON2@SCHOOLS.NYC.GOV

Communicating Standardized Test Results To Families

Standardized test results will be formally reported to families through NYC Schools account allows families access 24 hours a day to their child's secure data at

<http://schools.nyc.gov/RulesPolicies/StudentRecords/NYCSchools>

OUR WEBSITE

Calendar

Our MSC Google Calendar is posted on our website, www.ps333.org. Dates of testing, arts events, school functions, and community meetings will be posted. A weekly memo will also list important events and will go out to families at the beginning of each week.

Chat with Claire – Anonymous Suggestion Box

On the front page of our website, click on the link “Suggestion Box” to share your anonymous suggestions and questions. Answers will be discussed in person during Chat with Claire meetings, please check our calendar and email blasts for updates on the meetings.

Class Pages

To visit your class page and view weekly newsletters from your teachers (grades K-5), please click on “class pages” on our website, www.ps333.org. All class pages are non-public and they require a password. The password to view class pages is “abc123.”

Email Blasts – Subscribe

If you have provided your email, you have been subscribed to our mailing list. If you subscribed and have not received any emails, please check your spam folder. If you have a strong spam filter, please add our email address, info@ps333.org, to your contacts so that we are one of your approved emails. To subscribe on your own, please visit our website, www.ps333.org, and click on “subscribe” on the front page of our website and fill out necessary information. Again, add info@ps333.org to your contacts just in case you have a strong spam filter. If you have any questions or trouble subscribing, please email info@ps333.org.

Parent Resources

You can find more information on our parent resources page, including: child absence form, metro card request form, photo ID card information, and more.

Suggestion Box

On the front page of our website, click on the link “Suggestion Box” to share your anonymous suggestions and questions. Answers will be discussed during “Chat with Claire” meetings or on Claire's weekly letters. Please check our calendar and email blasts for updates on the meetings.

LUNCH, SNACK, AND RECESS

Lunch

K & 1 students eat in the classroom.
2- – 8- eat lunch in the cafeteria.
7- and 8- grade students have the privilege to eat off campus.

Grades K – 1 eat in their classrooms. Families may send a lunch prepared from home or free lunch is available from the school.

Grades 2 – 8 eat in the building cafeteria. Classroom teachers will send home information regarding lunches that must be returned to the school, even if your child is not signing up to receive lunch.

We are happy to continue the WITS Cook for Kids program in the lunchroom for grades 2-8. The WITS menu continues to feature healthy lunch options cooked from scratch and a daily salad bar. Salad from the salad bar is brought to the K & 1 classrooms. The monthly menu is available on our website, www.ps333.org.

Snacks

Snacks are available to the children in their classroom. Families sign up on lists maintained outside each classroom to provide snack for the entire class. MSC's policy is that snacks be healthy and easy for teachers to distribute. Families are asked not to send soda, candy, junk food, or high sugar foods like cookies and donuts to school for snack and lunch. A complete list of approved snacks will be made available through your teachers. Please note gum is not allowed at school.

Food Allergies

If your child has specific allergies or medical concerns, please make sure that you talk with his or her teacher to ensure that proper precautions are taken. Teachers cannot accept responsibility for medication regimes or for administering medication, though they will work with you to help ensure that your child's needs are met. MSC does not maintain nut-or-dairy-free zones, but teachers will do their best to accommodate food restrictions and to help parents develop a food allergy action plan. It may also be necessary to notify a school administrator, depending on the severity of the allergy. Please make sure the school has the most up-to-date contact information and, if necessary, a copy of your child's health history.

You should obtain a Form 504 from the school office on the fifth floor. This form must be completed by your child's pediatrician and returned to MSC so that your child's allergic condition is officially noted to the office. You will need to get a new copy of the form and have your child's doctor complete it each year that your child attends MSC.

Recess

Grades K – 8 have recess every day. **Grades K – 3**, students have the option of playing in the "little yard" or the "big yard." **Grade 4 – 8**, children are only allowed on the "big yard."

We take students outdoors in almost all weather. The New York City Department of Education policy and New York City Department of Health Guidelines regarding outdoor play in cold weather states "Children benefit from vigorous exercise and should be given the opportunity to play outside whenever possible." The NYC Department of Education states that outdoor play is permitted regardless of the temperature when weather and yard conditions are appropriate. Our policy is to send the students outdoors unless the surface is slippery or the weather conditions are extreme. Given the limited amount of physical activity during the school day, we want students to

play outside as much as possible.

When it's raining, the children have recess in the indoor gym. Students are supervised by teachers and by parent volunteers.

HEALTH ACCOMMODATIONS

If your child is in need of any type of medical accommodation during the school day, we must have an Authorization Form on file. If your child is in need of any of the following services, please go to our website, www.ps333.org, to download and print the appropriate form, complete it and file with our school nurse on the first floor.

There are four types of request and authorization forms:

- Medication Administration Form (MAF) should be completed only for requests involving administration of medication for students. For cases of asthma, providers may attach an Asthma Action Plan with the MAF. Use of nebulizers on school trips can be cumbersome, please consider prescribing inhaler and spacer whenever possible.
- Provision of Medically Prescribed Treatment Form (Non-Medication) should be completed when requesting special procedures such as bladder catheterization, postural drainage, tracheal suctioning, gastrostomy tube feeding, etc. This form may be used for all skilled nursing treatments.
- Diabetes Medication Administration Form should be completed for students with Diabetes who require any of the following: glucose monitoring, insulin and/or glucagon administration.
- Request for Section 504 Accommodation(s) Form should be used when requesting special services such as a barrier-free building, elevator use, testing modification, etc. This form should NOT be used for Related Services such as occupational therapy, physical therapy, speech and language therapy, counseling, etc. which is properly addressed and provided by a student's Individualized Education Program (IEP).

Medical Examinations

Each kindergarten and first grade student – even students who attend kindergarten at MSC – and all newly admitted students must have a medical examination. An official New York City health form, with its record of vaccinations and medical history, and the Child & Adolescent Health Examination Form must be completed and signed by your doctor and received by MSC before the school year begins.

Immunizations

The New York City Department of Health and Mental Hygiene has issued School Admission Immunization Requirements. The law requires that all students—children in kindergarten through grade 12 in New York City—must show proof of having received a complete medical evaluation and present an immunization record.

For more information, please visit:

<http://schools.nyc.gov/NR/rdonlyres/461805A3-25CC-4397-AE8E-F8A32BCF6335/0/SH6520152016FINAL071415.pdf>

Medication

The nurse administers no medications or treatments without doctor's orders stated on a 504 Form. This includes both prescription and over-the-counter medications. The form must be completed by a physician, signed by a parent and given to the nurse.

Injuries

A doctor's note is required for any child who comes to school wearing a splint, cast or other appliance. A note is also required for any restrictions on physical activities.

Allergies

Please notify the school nurse and your child's teacher if your child has any allergies. Please make sure that you talk with his or her teacher to ensure that proper precautions are taken. Teachers cannot accept responsibility for medication regimes or for administering medication, though they will work with you to help ensure that your child's needs are met. Nuts: None of the Department of Education Schools are nut-free.

A **504 Form** is needed for allergies and orders for epi-pens. Photos are encouraged for all children who have a 504 Form for identification. You will need to get a new copy of the form and have your child's doctor complete it each year that your child attends MSC.
<http://schools.nyc.gov/Offices/Health/SchoolHealthForms/default.htm>

Illness

If your child becomes ill during the day, a member of the school staff will call you and request that you come to get him or her as soon as possible. In the event that you cannot be reached, the school will contact the person you identified on your emergency card to act as your backup.

Lice

Head lice do not pose a health hazard, transmit disease, or indicate poor hygiene, but they are disturbing nuisance. **Our goal is to prevent lice from spreading.** Keeping lice out of school requires a joint effort between school and home. Children found with lice (live bugs) will be sent home and can return to school when they are lice free. However, if the child is found to have a few nits (eggs) only, he or she can remain in school and should be treated at home. Please visit 'Parent Resources' on www.ps333.org for resources/links on lice prevention and treatment.

Keeping Children Home

For the welfare of the other students, parents are asked to keep children home under serious conditions including but not limited to:

Any child with fever of 100°F or higher, and/or two or more flu-like symptoms must be kept home for 24 hours after a normal temperature has returned. If a child has fever in the morning before school, please do not give Tylenol and send them to school.

Any child with vomiting or diarrhea should be kept home for 24 hours after last symptom.

Pink eye is contagious – a child must have a doctor's note to return to school.

Going To Nurse

An adult/school aide accompanies our students to the nurse's office.

PARTNERSHIPS

7TH & 8TH Grade Musical

Beauty and the Beast Jr., Legally Blonde Jr., Once on this on Island Jr., Grease, Charlie Brown, Seussical, ANNIE, Music Man!!! Each spring semester, 7- & 8- grade students have the opportunity to produce a Broadway musical under direction of MSC arts teachers and theater professionals. It is a proud culmination of our arts curricula across K-8 in drama, dance, visual arts and literacy. In MSC tradition, the experience is hands-on; from audition to design, to acting, song and dance, costumes, and tech. Students realize full production values and the thrill of bringing a show to life in front of an audience of peers, family, and MSC community.

iLearn iZone 360 for Grades 6-8

Our partnership with iZone (innovation zone) harnesses today's resources to help us design our school around the unique strengths, interests and needs of each student. We believe in expanding learning opportunities beyond the classroom walls and the dismissal bell. And we provide teachers with the resources and flexibility to support each of their students in developing the skills required for college and career success.

iLearnNYC is a state-of-the-art online platform, access to rigorous academic content, technical support, and professional development. With iLearnNYC: Students access their coursework anytime, anywhere, so they can learn outside of the classroom. Teachers meet the needs of each student with the support of technology and can more easily share materials and resources with colleagues.

Lincoln Center Institute

Lincoln Center Institute collaborates with MSC teachers to develop extended, hands-on study that includes seeing live performances, visiting museums and learning about the creative process.

“Making Proud Choices”

A Workshop Series for Grades 6-8

An important component of Making Proud Choices is the strong emphasis on family and community. The curriculum teaches participants to make responsible decisions regarding their behavior, respect themselves and others, and appreciate the importance of developing a positive image. Studies show that adolescents who consider the role of pride when making difficult decisions tend to make more responsible choices. The curriculum addresses issues of self-esteem, self-respect and pride by emphasizing that it can make you feel proud and responsible to make sexually healthy decisions. The adolescents' sense of pride, self-confidence, and self-respect is encouraged and reinforced during role-play and other skill-building activities.

NY Sun Works - The Greenhouse Project

NY Sun Works is a non-profit organization that builds innovative science labs in urban schools. Through our Greenhouse Project Initiative, we use hydroponic farming technology to educate students and teachers about the science of sustainability.

The NY Sun Works Greenhouse Project uses hydroponic farming technology to educate students and teachers about the science of sustainability. The pilot NY Sun Works greenhouse at our own Manhattan School for Children opened in the Fall of 2010 and functions as a hands-on classroom for students from Kindergarten through 8th grade with an integrated environmental science curriculum. Every year, we host our own “NY Sun Works Youth Conference @ MSC: Discovering Sustainability Science to showcase MSC 5-8th grade students' discoveries in science and their understanding of environmental issues.

Teachers College Reading and Writing Project

Our teachers also work with the Teachers College Reading and Writing Project, a research and staff development organization housed at Teachers College, Columbia University. This collaboration helps develop ideas that are fundamental to literacy instruction.

Urban Advantage for Grades 6-8

Urban Advantage is a national network of urban science cultural institutions, public schools and public school districts in working partnership to improve science teaching and learning in K-12 public education, with an emphasis on middle school.

Wellness In The Schools

Wellness in the Schools (WITS) is a non-profit, community-based organization that inspires healthy eating, environmental awareness and fitness as a way of life for kids in public schools. Through meaningful public/private partnerships with school leadership, teachers, chefs, coaches, parents and kids, WITS develops and implements programs that provide healthy foods and environments and opportunities for regular play to help kids learn and grow.

Roads To Success

MSC partners with Roads to Success (formerly Oasis) for full-time Afterschool programming for our elementary grades, and the Beacon Program for our Middle School students.

For more information, please visit our website: www.ps333.org

ARTS AND ACTIVITIES

Art

Children in all grades learn about the many genres of art and the formal aspects of art including color, line and composition through the use of art materials in many media. MSC has a full-time art teacher and a dedicated art room.

Dance

Under the guidance of an experienced, full-time dance teacher in our beautiful and sunlit studio, children learn to express themselves in a variety of movement styles, to work with others through improvisation and choreography tasks and to use the body as a vehicle for exploration and problem solving.

Drama

All students participate in our drama program, creating and enacting stories and original works as part of their core curriculum activities. The program helps children understand concepts such as audience, voice and presentation while exploring classroom topics, enriching their understanding of material presented in the curriculum.

Gym

Physical education prepares children to be physically and mentally active, fit and healthy for life.

Music

All students participate in our music program. Instrumental music will begin in 4th & 5th grade. 5th & 6th grade will have half-year electives in instrumental Jazz ensembles, Percussion and Glee. In 7th & 8th grade, elective choices will be instrumental elective for the year for ensembles, Glee, percussion, Instrumental (Rock, New Orleans Brass Band, Creative Music Ensemble).

Storytelling

In addition to a reading specialist, we have a storytelling specialist on staff. She works primarily in the lower grades, visiting classrooms regularly and recounting world folk tales, fables and legends from a variety of cultures.

For more information, please visit our website: www.ps333.org

AFTERSCHOOL

Baseball

Baseball helps develop hand-eye coordination, quick thinking and reaction skills. It teaches students how to be a good team player, and helps make new friends while at the same time getting a healthy dose of exercise. Running, catching, throwing a ball and swinging a bat all provide tremendous strength and cardiovascular benefits for students.

Basketball

Basketball involves a lot of starting and stopping. It helps build endurance, improves balance and coordination, and develops concentration and self-discipline. It teaches students how to be a good team player, and helps make new friends.

Bloomington School of Music

Bloomington School of Music provides outstanding arts instruction to schools and students.

Flag Football

Flag Football helps develop hand-eye coordination, quick thinking and reaction skills. It teaches students the value of team work and exposes them to new friends while at the same time getting a healthy dose of exercise like cardio.

Girls On The Run

Girls on the Run is a transformational physical activity based positive youth development program for girls in 3rd-8th grade. We teach life skills through dynamic, interactive lessons and running games. The program culminates with the girls being physically and emotionally prepared to complete a celebratory 5k running event. The goal of the program is to unleash confidence through accomplishment while establishing a lifetime appreciation of health and fitness.

Handwork

"Hand work" is an important piece of a child's cognitive, social and emotional. In addition to the hand and project work students do in class, this program extends our practice and passion beyond the classroom day. We are offering a six week afterschool Handwork Program four times a year that include knitting, crocheting, weaving, paper work and sewing. Children will learn the basics of needle. Children will make their own knitting needles, learn to dye yarn and build simple cardboard weaving looms and hoop weaving looms.

National Junior Honor Society

Manhattan School for Children is a chartered and affiliated chapter of the prestigious National Junior Honor Society. Membership is open to students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character.

Newspaper

The Word from 93 is a newspaper that is completely created, edited and published by MSC students.

Track and Field

Running is an effective way to increase your cardiovascular fitness and encourages you to improve your running ability while promoting teamwork. Track is an individual as well as team sport. How you

perform affects the team. It teaches students how to be a good team player, and helps make new friends.

Volleyball for Girls

Volleyball helps students increase their agility, hand eye coordination, strength and fast reflexes. It helps students get more fit and active. It also teaches how to be a good team player and learn good sportsmanship.

For more information, please visit our website: www.ps333.org

THE SCHOOL COMMUNITY

Chat with Claire

Each month we host *Chat with Claire* in the cafeteria (we alternate a morning and an evening session each month). To help continue to facilitate our conversations, please share anonymous questions on our "Suggestion Box" on our website, www.ps333.org. Check the "Weekly Letters from Claire" and the MSC Community Calendar on our website for the upcoming events and dates.

PTA Meetings

The PTA represents all of the families in the school and exists to provide all parents an active voice in the school. We offer support to our school both through volunteerism and fundraising so we may further enrich MSC's programs and support with continued resources.

Once a month, our MSC community comes together for a General Membership meeting. These meetings are open to everyone with a child attending MSC and they are an excellent way to find out what's happening and how to get involved at our school. In addition to providing updates on all activities and programs each month, these meetings provide an opportunity to ask questions, share thoughts, and provide feedback. If you are unable to attend, Meeting Minutes are posted on our website and a copy is also available in the parent coordinator's office on the fifth floor. Meeting dates for the 2012-2013 school year will be held on the 2nd Tuesday of every month and will alternate between 8:45am and 6:00pm to accommodate working parents.

The PTA Executive Board (President/Co-Presidents, Vice President, Secretary and Treasurer) meets monthly after school to conduct school business, discuss projects with the Administration, and review any Standing Committee projects. Attendance is open to all parents, but the PTA Executive Board requests that matters to be discussed be submitted in writing in advance. Contact Executive Board: msc.copres@gmail.com

School Leadership Team

The School Leadership Team (SLT) is a joint team of teachers, parents, school staff, and the Principal that is mandated by the Chancellor's Regulation A-655. The SLT plays a significant role in creating a structure for school-based decision making and shaping the path to a collaborative school culture. The SLT contributes to the development of the Comprehensive Educational Plan (CEP). It is a vehicle for developing school-based educational policies and ensuring that resources are aligned to implement those policies. The SLT is not involved in the day-to-day operations of the school but meets once a month to collaborate regarding issues important to the school. SLT members can solicit input from various constituencies in order to ensure that all voices are heard regarding the needs of students.

Class Parents

Being a class parent is a fulfilling way to actively participate throughout the school year. In addition to being a tremendous help to the teachers, you are a conduit that links all parents to the MSC community and you help set the tone for our school's caring and committed community.

Parents will have the opportunity to sign up to be class parents in the first week or two of school. There will be a maximum of four class parents per class. These class parents serve as a liaison between their class and the larger community at MSC.

The class parents will have specific designations so no one parent bears too great a burden--and each can focus on a specific area of interest: **Volunteer Coordinator, Green Parent, Teacher Liaison and Book Room Parent**

Getting Involved

Every parent with a child at MSC is a member of the Parent Association. The school does not charge dues and we hope that every parent will feel welcome to play an active part of this group and an active role in their child's education.

The mission of the MSC Parent Association is to promote involvement by parents in their children's education and in the school as well as to organize and facilitate community and fundraising events. The PA Executive Board consists of a president and possibly co-president, vice president and co-vice president, secretary or co-secretaries and treasurer who are elected to a one-year term. A slate of nominees is formed in the spring and approved at a school-wide Parent Association meeting.

The PA is organized through committees. The committees are responsible for a range of activities and serve both to support the school and to facilitate various school events. Each committee requires a different amount of time and a different type of involvement. Chances are that one coincides with an interest of yours. Joining a committee is an enjoyable way to connect with like-minded parents in, our school, while helping to make your child's education a better one.

Annual Appeal, Bake Sales, Book Room Committee, Communications/Newsletter, Diversity Committee, Grandparents & Special Friends Day, Grant Writing, Greenhouse Committee, K-8 Outreach and Support, Parent Outreach, Recess, Scholastic Book Fair, Science Fair, Special Events, Uptown County Fair, Wellness/Green Committee, Winter Auction, Winter Ball

Here are more ways you can take part in the MSC Community:

- Volunteer to spend time with your child's classroom or in one of our enrichment classrooms
- Chaperone a class trip
- Bring classroom snacks
- Help with the class phone tree
- Read or tell a favorite story to your child's class
- Make a lunch date with your child one day a month in the classroom, eat and talk with your child and some of his or her classmates
- Become a Reading Buddy or provide one-on-one tutoring
- Share your strength or love of chess, yoga, violin, drama, sports or another subject with a small group of children
- Help with a needed repair or construction project
- Join other families at the Winter Ball or a class of potluck
- Become a buddy to a new family

Questions and Comments

Please visit our website, www.ps333.org, or the "who to contact list." If you have a suggestion, we have an anonymous suggestion box on the front page of our website.

WHO TO ASK ABOUT WHAT?

If your concern is about	You should contact
Your child's academic progress	<ul style="list-style-type: none"> • Your child's teacher - Post a note or Email • Maxine - MWitherspoon2@schools.nyc.gov • Simira – Sfreeman4@schools.nyc.gov • Kerry - KPowers3@schools.nyc.gov • Claire - CLowenstein@schools.nyc.gov
Your child's well-being and emotional development	<ul style="list-style-type: none"> • Your child's teacher - Post a note or Email • Advisor for Grades 7-8 - Email • Marisol for Grades K-5 - MCastro3@schools.nyc.gov • Michelle for Grades 6-8 - MArgumedo@schools.nyc.gov • Simira – Sfreeman4@schools.nyc.gov • Kerry - KPowers3@schools.nyc.gov • Claire - CLowenstein@schools.nyc.gov
Activities in your child's classroom	<ul style="list-style-type: none"> • Your child's teacher - Post a note or Email • Your Class Parent - Email • Maxine - MWitherspoon2@schools.nyc.gov
Curriculum	<ul style="list-style-type: none"> • Your child's teacher - Post a note or Email • Simira – Sfreeman4@schools.nyc.gov • Kerry - KPowers3@schools.nyc.gov • Claire - CLowenstein@schools.nyc.gov
School issues other than curriculum	<ul style="list-style-type: none"> • Maxine - MWitherspoon2@schools.nyc.gov • Tatiana - THoover2@schools.nyc.gov
Setting up a play date with a classmate's family	Your class parent for family contact information - Email
PTA ISSUES (fundraising, communications, community relations)	PTA Executive Board - MSC.Copres@gmail.com
DOE Policies and Practices	Maxine - MWitherspoon2@schools.nyc.gov