Manhattan School for Children, P.S. 333

Family Handbook
2019-2020

Claire Lowenstein, Principal
Kerry Powers, Assistant Principal
Benjamin Schott, Assistant Principal

153 West 93rd Street New York, NY 10025 - Tel: (212) 222 1450- www.ps333.org
A MESSAGE FROM OUR PRINCIPAL

Dear Families,

Welcome to Manhattan School for Children! Our mission is to be a caring community of lifelong learners, with collaborative teaching in a workshop model where students are doing most of the talking and heavy lifting of their learning. Teachers are facilitators and coaches. Inclusion is intentional and we want to de-standardize curriculum to allow access for all learners.

MSC’s educators and families 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, 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.

- 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 families are active participants in their school

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 PA 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.

Our families continue to have a personalized, interactive window into the curriculum, instruction, school culture, policies, mission and philosophy on our school website, [www.ps333.org](http://www.ps333.org). Teachers post newsletters and photos weekly on their class pages and you can also 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 and weekly email blasts.

Our Goals are to

- Increase collaboration between staff and school leadership
- Strengthen school climate - Respect For All
- Establish a Grade Team Leader Think Tank & Cabinet
- Increase innovation with our Special Education & inclusion programs

We value our Parent Coordinator, Malaka Banks, she is a great resource for families. You may reach out via email at mbanks5@schhols.nyc.gov or stop by and speak to her in her office, room 503.

Please welcome our new co PA presidents Diane Shoemaker and Jason Isabell. Reach out to them at CoPres@friendsofMSC.org with questions, and inquiries about joining a committee. For the most up to date information on PA activities, check our website under “get involved” for upcoming PA meetings and events.
It is going to be a great year!

Best,
Claire

2019-2020 Staff
Principal: Claire Lowenstein
Assistant Principal: Kerry Powers
Assistant Principal: Benjamin Schott
Business Manager: Tatiana Hoover
Parent Coordinator: Malaka Banks

Teachers k-5
K-01 Julia Delehanty
K-02 Kysha Young & Nicolette Wilson
K-03 Lynn Parr
K-04 Gerri Ann Garrellick & Lindsey Simpson
101 Ya’arah Pinhas
102 Suzanne Blank
103 Catherine Liu & Ashley Casella
201 Karen Dunner
202 Sejal Sheth
203 Carly Wurman & Rachel Samuels
301 Elizabeth Frankel Rivera
302 Stephanie Bush
303 Marissa Denice & Alice Hsu
401 Katelyn Bornholdt
402 Emily Galligan
403 Michele Tyndal & Emma Epner
501 Kelly Provost
502 Gabriel Zuger
503 Hilary Kaden & Fara Goodman

Teachers 6-8
ELA - Anna Herrera
ELA - Matthew Lyons
ELA - Alaina Stork
Math - Wyatt Knaster
Math - Logan Tupper
Science - David Cerulli
History - Nicole Peters
ICT - Rachel Moskowitz
ICT - Raphael Tomkin
ICT - Brian Wayne

Clusters K-8
Art - Bernard Winter
Dance - Nadia Lesy
Greenhouse – Shakira Provasoli
P.E. Gym – Dinko Kacarevic
P.E. Gym James Brostowski
Music – Shelley Carver
Read Aloud/LOTE - Mary Ann Schmidt

**Intervention/SETSS**
Special Education Teacher Support Services (SETSS) – Amy Barnard
Special Education Teacher Support Services (SETSS) – Nichole Makarius
Special Education Teacher Support Services (SETSS) – Celeste Perez

**Para Professionals**
- Eunice Canela
- John Casiano
- Delilah Cepeda
- Drew DeBarros
- Alba Fermin
- Elvin Garcia
- Karen Guishard
- Heidi Harding
- Montiya Jenkins
- Akil Marsh
- Facylis Martinez
- Natasha Muriel
- Carisma Taylor
- Rehka Rashada
- Veronica Campozano
- Danielle Monoghan
- Thomas Parham
- Pedro Perez
- Rosemary Pina
- Ysabel Quinones
- Lisa Reme
- Miguel Ruperti
- George Warner
- Karel Miles

IEP Teacher – Patricia Kelly
SBST School Psychologist – Alison Weitz
SBST Social Worker – Diana Roman
SBST Family Worker - Jenny Chang
Social Worker/Respect for All Liaison – Alison Esses
Social Worker/Mandated Counseling - Aimee Van Eiker
E.S.L. – Katy Bowen
Pupil Personnel Secretary – Virginia Vizcaino

**Occupational Therapy**
- Deb Fisher
- Maria Koski
- Mary Anthony

**Physical Therapy**
- Jonathan Bronsky
- Elaine Mar
- Anne Lyn Gador

**Speech Therapy**
- Jamie Diamond
- Erica Drexler
- Erica Smolowitz

**School Aides**
- Maxima (Xiomara) Almonte
- Lorraine Phillips (Supervising School Aide)
- Ana Maria Sanchez

**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.

Teaching and Collaboration for Differentiated 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. 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 involves 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 live by the Golden Rule -- to respect themselves and others in their classroom communities, school, neighborhood, city and country. 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. Students learn to treat each other the same way as they articulate goals and declarations for the year, and create 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.

School Forms
At the start of the school year, students will receive several forms that need immediate attention.
1. Emergency Contact Form - Please fill out the front and back of the emergency contact form in blue/black ink and return it to school as soon as possible. It will be kept in the main office in case of an emergency. This form must be submitted annually with current information. You must list several people who can be contacted in the event the school cannot reach you.
   **** Your child cannot be released to anyone who is not listed on the Emergency Contact Form ****
2. Lunch Form - Every student must submit a lunch form regardless of whether the student will eat the school lunch.
3. Media Waiver Consent Form

SCHOOL SCHEDULE
8:10 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 reach their classroom floor. **MSC encourages everyone capable of taking stairs to do so.**

**8:20 AM – Arrival**
Families arriving between 8:10 and 8:20 AM are expected to wait quietly outside the classroom until the teacher opens the door.

**Arrival and Lateness:**
Please make every effort to be on time. It is important that students arrive on time and are not late. **Students are expected to be in their classroom by 8:20 am. All students, grades K-8, are considered late at 8:21am.**

Anyone entering the building after 8:30 am must sign in with security and then go to the main office, Rm 503.

**Any student not present by 8:35 is marked absent.** To be marked present, students arriving at school after 8:35 am must go to the Main Office room 503, sign in and get a late pass. 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.) The late pass is given to the classroom teacher.

**It’s important to go to the main office and sign the late book** so that we can accurately record and report attendance. Please fill out all the information requested and write legibly.

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 it 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. High 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.**

**2:40 PM - Dismissal**
**For dismissal, adults may come into the building starting at 2:35pm.**
K students are dismissed in the **auditorium.** 1st and 2nd students are dismissed in their classrooms. **3rd-5th students are dismissed in the basement gym.**  Students can only be picked up by a family member, babysitter, or after school personnel who are listed on their emergency and dismissal forms.

**Late Pick-Up**
If you are running late for pick up, please call the office (212-222-1450) and notify the school.
Any K student still waiting to be picked up by 2:40 will be escorted by their teacher to the Main Office, Room 503.
1st and 2nd grade students waiting to be picked up by 2:40 will be escorted by their teacher to the basement gym and wait with school staff.
Any students still waiting to be picked up by 3:20pm will be escorted by school staff to the Main Office. Families will then be contacted by phone.

**Early Pick-Up**
If students are picked up early for any reason, families must go to the Main Office, Room 503, and sign their child out in the "Sign Out" binder. Students will meet their family member in the Main Office. We encourage parents to make appointments (for example, dentist) out of school hours so that children do not miss any instructional time. There is NO early pick up after 2:30PM. **** Students cannot be released to anyone who is not listed on the Emergency Contact Form ****

**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. Weekly email blasts are sent to families with calendar reminders. The school calendar is also available on our website at 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. Once we receive notice of school closure, an email blast will be sent to families.

Unexpected school closings for health or other reasons will be announced on www.ps333.org, an email blast will be sent and it will be publicized via phone trees maintained by Class Parents.

**Elevators**
MSC uses the two elevators on the East side of the building. As much as possible, please 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.

**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.

**Bathrooms**

*Adults must use ONLY bathrooms designated as "Adult Bathrooms."*  There are 3 adult bathrooms at MSC, they are located on the third floor by the greenhouse, on the 5th floor in the main office, Room 503, and one is located in the basement gym office.

**Cell Phone Policy**

Student cell phones are required to be turned off and put away at all times when students are in the school building. This includes time at lunch in the cafeteria and at recess in the gym.

For 7th and 8th graders who have earned to privilege to go off-campus for lunch, they must take a phone with them so we’re able to reach them if necessary, and they are allowed to use phones when they are off school property. Phones must be turned off and stored away when students return to the building.

There are times during the school day that a student may ask for permission to use his/her cell phone - sometimes to take a photo of the assignment on the board, sometimes to work on a specific task for a project. It is at the teacher’s discretion to approve use.

If a student uses his/her phone without express permission while in the building during the school day, the phone will be confiscated, given to the main office and parents will be notified. Similarly, if a student’s phone goes off during class, the phone will be confiscated, given to the main office and parents will be notified. The phone will not be returned to the student. A parent will have to pick up the phone at his/her earliest convenience. Until then, the phone will be securely stored.

**Teacher Communication**

The school staff is happy to meet with you when you need to address your child’s school needs. In order to set up a meeting, please write a note asking your child’s teacher to call you, leave a message with the parent coordinator, or send an email to the teacher. Teachers are not able to speak to parents during instructional time.

*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. This is not the time to set up meetings.*

Consistent communication contributes to student’s success in school. Forms and notices go home from many sources. For example, teachers may send weekly letters; there are weekly email blasts, emails/notices with news from PA.

**Grade Newsletter**

Teachers communicate with parents in their classroom by writing weekly newsletters advising families of the goings-on in the classroom. The Classroom Newsletters are posted
on the “Class Pages” on our website: [www.ps333.org](http://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. These letters are sometimes written by all the grade-level teachers as a group, and sometimes by an individual classroom teacher.

**Progress Reports & Grading Policy**

Progress reports for grades K-8 will go out to families four times a year (November, January, April and June).

**K-5 Grading Policy**

- STARS report card performance levels:
  - 4= Excels in Standards
  - 3= Proficient
  - 2= Below Standards
  - 1=Well Below Standards

**6-8 Grading Policy**

- STARS report card percentages:
  - 65% Mastery assignments:
  - 30% - Published writing pieces and projects, posters, reports
  - 20% - Formative Assessments (tests and quizzes)
  - 10% - Bi-monthly notebook checks
  - 5% - Student Work Showcase Share

- 25% In-class assignments and Homework
- 10% Contributing Factors: participation, organization

**Redo policy:** Per MSC policy *Redo and Retakes Done Right by Rick Wormeli* (Wormeli, R, 2011) Wormeli, Rick. "Redos and retakes done right." *Educational Leadership* 69.3 (2011); students may re-do mastery-designated assignments to improve their grade. Students may earn up to half of the points they missed the first time up to a score of 90%. For example, if a student initially earns a 70, she may earn up to 15 additional points.

All 6-8 grades can be checked by students and families at anytime through our Google Classroom online platform.

**IN THE CLASSROOM**

**Curriculum Overview**

Reading and Writing: 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 Teachers College (K-8). It is a workshop model with a mini lesson, independent or small group work (during that time teachers are assessing by conferring or teaching in a small group and then a share.

Math: Our math curriculum is Engage New York Math Modules, K-5 Math Solutions, and CMP3 (6-7), Regents Algebra (8th). Students are encouraged to communicate their mathematical thinking with drawing models, numbers, equations and words.
Social Studies: We follow The NYCDOE K-8: Passport to Social Studies program that integrates the Common Core Learning Standards (CCLS) and the New York State K-8 Social Studies Framework to support strong social studies teaching and learning.

It allows students to make sense of the world in which they live, make connections between major ideas and their own lives, and see themselves as active members of a global community. It engages our students in historical thinking and challenges students to think like historians and encourages them to raise questions, think critically, consider many perspectives, and gather evidence in support of their interpretations through the practice of chronological processing, decision-making, and historical research and analysis.

Science: We are the The Sun Works Center for Environmental Studies—the flagship Greenhouse Project Science Laboratory. We follow the Greenhouse Project core curriculum where students are learning cutting-edge technology that connects science and the environment through sustainable urban farming asking questions, investigating systems, making predictions and designing solutions. The curriculum emphasizes the child’s perspective in the process of learning and promotes project based, critical thinking, and collaborative work. Students not only learn the general requirements of the mandated New York State Science Standards and the Scope and Sequence Standards, they go beyond by addressing issues of today’s environmental global concern. In 6th grade, energy, 7th grade, earth science, 8th Grade Regents Living Environment and Challenge Based Modules intensive, short-term interdisciplinary courses developed around real-world challenges. They are designed to enhance students’ understanding of big ideas and broad global concepts, and their development and application of 21st century skills.

**Homework - K-8**
- All students will read nightly for a length of time determined by the teacher. Daily reading progress will be recorded in a reading log.
- Additional homework will be assigned at the discretion of the teacher.
- MSC teachers will not assign homework packets.

**Celebrations of Learning**
K-8 Celebrations of Learning and middle school student work showcases in each classroom community are celebrations of learning for children, their teachers and families. The teachers may organize publishing celebrations after a unit of study, project exhibitions and/or math showcases. This is a culmination of all the work the students have learned throughout the course of the unit. 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 will 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.

**Social Emotional Learning**
At MSC, we use the Responsive Classroom approach. 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 create learning tasks that are active, interactive, appropriately challenging, purposeful, and connected to students’ interests.
● “Positive Community” Teachers nurture a sense of belonging, significance, and emotional safety so that students feel comfortable taking risks and working with a variety of peers.
● “Effective Management” Teachers create a calm, orderly environment that promotes autonomy and allows students to focus on learning.

We emphasize 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.

We also incorporate the Respect For All curriculum, and restorative circles. K-5 Using The Morning Meeting Book, K-5 classrooms begin each day with a morning meeting to promote an environment of trust, academic growth, and positive behavior.

6-8: Advisory: Using The Responsive Advisory Meeting Book 6th, 7th & 8th grade students participate in Advisory meetings that allow for students to connect to their advisor, our school, and to each other. 8th Grade as a part of their legacy, design a service project to give back to the MSC Community.

School-Wide Rules Congress and Representatives
Each class creates rules. Each class selects 2 class representatives to present their class’ rules (K/1 teachers will choose, grades 2-8 will elect representatives). Class representatives will come to a rules congress with Claire. Two delegates from each grade will be selected from among the representatives for monthly meetings with Claire.

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 to enhance our culture of learning at MSC. The theme of each month will be around a vocabulary word. The common use and understanding of the "word of the month" will unify the school. The more we all plug into the themes; the more effective Town Hall will be in developing school-wide culture. Each class rotates leading the Town Hall.

First Person Language
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.” 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).

**Lost and Found**
MSC is not responsible for personal items. Lost items are placed in the bins in the lobby. Families should check frequently because the bins will be emptied about once a month and items not claimed will be donated to charity.

**LUNCH, SNACK, AND RECESS**

**Lunch**
- K students eat lunch in their classrooms from 11:35-12:25
- Grades 1 & 2 eat lunch in the cafeteria from 10:45-11:10 and then recess from 11:10-11:35
- Grades 3 & 4 have recess from 10:45-11:10 and eat lunch in the cafeteria from 11:10-11:35
- Grades 5 & 6 eat lunch in the cafeteria and recess in the yard from 11:35-12:25
- Grades 7 and 8 have the privilege to eat off campus from 11:35-12:25 and also have the option to eat in the cafeteria

School lunch is available for all students. Families may always send a lunch prepared from home. Every student must submit a lunch form regardless of whether the student will eat the school lunch. These forms determine if student is entitled to Free or Reduced lunch.

**Snacks**
Snacks are available to students 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.

**Recess**
**Grades K – 8** have recess every day. 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. When it’s raining, the children have recess in the Auditorium. 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](http://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. that 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. **Once school starts you will have two weeks to return the Health Form to MSC.**

Immunizations
The New York City Department of Health and Mental Hygiene issues School Admission Immunization Requirements. The law requires that all students in grades K must show proof of having received a complete medical evaluation and present an immunization record. As of June 13, 2019 NYC no longer allows religious exemption from mandated vaccinations. For more information, please visit: [https://www.schools.nyc.gov/school-life/health-and-wellness/immunizations](https://www.schools.nyc.gov/school-life/health-and-wellness/immunizations)

Medication
The nurse will not administer 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
You should obtain a Form 504 from the school office on the fifth floor (503). This form must be completed by your child’s pediatrician and returned to MSC so that your child’s allergic condition is officially noted. 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. 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.


**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. Children who are ill MUST be picked up and cannot remain in school.

**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 only a few nits (eggs), he/she can remain in school and should be treated at home. Please visit ‘Parent Resources’ on [www.ps333.org](http://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 a 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 (or other over the counter medicines) 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.

**Volunteering**
CLASSROOM VOLUNTEER: Parents, family members are encouraged to help out in the classroom. This provides an excellent opportunity for you to become familiar with what the children are learning. Your help makes an enormous difference to the children and contributes to the smooth functioning of the program. Contact the Parent Coordinator if you are interested in learning about ways to volunteer in the classroom.

CLASS PARENT: Teachers will send home information about becoming a class parent for your child’s classroom. Class Parents take their lead from their child’s classroom teacher. Your teacher will explain what their expectations are so you will have a clear sense of what you will be asked to do for the class during the school year. Please remember that you are not an advocate for other parents in the class! Families should contact the appropriate teacher or the parent coordinator themselves if they have an issue that needs to be
addressed.

**Curriculum Night**
Parents are urged to attend Curriculum Night. On September 12, the teachers from your child’s grade come together to outline the curriculum for MSC families, highlighting the units of study and academics for the year.

**Family Conference Days**
There are four Family Conferences this year: September 12 (Curriculum Night), November 14 (PTC), March 5 (PTC) and May 7 (PTC). 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.

**Field Trips and First Friday Field Trip**
Curriculum is enriched throughout the year with field trips. We may take small walks around the neighborhood or go on trips by school bus or subway depending upon the destination. The Department of Education (DOE) requires consent slips signed by parents/guardians for each trip. The DOE also requires one adult chaperone for each 10 children so parents and guardians’ help is needed. The teachers will notify you of upcoming trips and give you specific information on lunch, transportation, etc. Permission slips must be filled out and returned in advance of any field trips.

If you are chosen to accompany the class on a school trip, please follow the instructions of the teacher who organized the trip:

- Turn off your cell phone
- Limit adult socializing
  - Do not bring siblings of any age. This is a liability as well as a safety issue.
  - Do not purchase souvenirs or food for your child or any student unless requested to do so by the teacher.
- Remember that you are there for all the students, not just your child.

Children cannot leave the building without signed parental consent. Children who do not have a signed consent, or can’t go on trips, are still expected to attend school and will be assigned to another class for the duration of the trip. Be sure to check for consent notes, sign and return forms promptly.

**Visiting During School Hours**
Entry to the school during the day is only via the main office. If you are visiting your child’s classroom for an event, trip, or appointment with the teacher, you are required to sign in at the security desk (you will need to present a valid form of picture identification). The school safety staff will direct you to the main office, Room 503, where a staff member will assist you to your destination.

**OUR WEBSITE**

**Calendar**
The 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 email blast will also list important events and will go out to families each week.

**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.

**PARTNERSHIPS**

**7TH & 8TH Grade Musical**
*Grease, Wizard of Oz, Beauty and the Beast Jr., Legally Blonde Jr., Once on this on Island Jr., Grease, Charlie Brown, Seussical, ANNIE, Music Man!!!* Each spring semester, 7th & 8th 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 the MSC community.

**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.

**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 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 5th-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.

**The Teachers College Inclusive Classrooms Project (TCIP)**

TCIP is a professional development organization that specializes in supporting K-12 administrators, teachers, and staff in creating organizational structures and curricular opportunities for all students to grow and thrive in their classrooms. Their philosophy is grounded in a stance of critical inclusivity whereby students labeled as disabled can participate in the general education curriculum when provided with appropriate supports and a universally designed curriculum. Our teachers will work with staff developers to continue to develop the skills and dispositions that address each and every student’s unique strengths and areas of difficulty. Also, to continue to support teachers to create engaging curriculum and instruction for students who need more challenging work.

**K-5 Math Solutions**

K-5 Math Teaching Resources is a New York City-based math consultancy dedicated to transforming the teaching and learning of mathematics, thereby improving outcomes for all students in elementary school and beyond. They provide on site coaching and professional development focused on increasing teachers’ pedagogical and conceptual understanding of the teaching and learning of mathematics. The work is deeply rooted in current educational theory and practice, and in the principle that high quality teaching begins with the teacher’s own deep subject matter knowledge.

**Roads to Success and The Beacon Program**

MSC families partner with Roads to Success 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*

**Carnegie Hall and Ballet Tales** are outside partnerships to enrich the arts program.

**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.

Physical Education
Physical education prepares children to be physically and mentally active, fit and healthy for life. All students will have Physical Education twice a week. Students will also participate in the Move To Improve program in their classrooms.

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).

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 Kerry (K-5), Ben (6-8) 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, 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.

**Responding to Misbehavior Steps**

Goal: Stop misbehavior as quickly and simply as possible so the teacher can continue teaching and students can continue learning.

**Updated Steps to Responding to Misbehavior**

<table>
<thead>
<tr>
<th>MINOR- Level 1, 2, 3- DOE Citywide Behavioral Expectations</th>
<th>MAJOR – Level 4, 5- DOE Citywide Behavioral Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using profane language or gestures</td>
<td>Throwing things</td>
</tr>
<tr>
<td>Uncooperative /Non compliant behavior</td>
<td>fighting or putting hands on another in an aggressive or harmful behavior</td>
</tr>
<tr>
<td>Ignoring directions distracting sounds</td>
<td>Bullying and biased based behavior</td>
</tr>
<tr>
<td>Engaging in verbally rude or disrespectful behavior</td>
<td>Cyberbullying</td>
</tr>
<tr>
<td>Leaving the classroom without permission</td>
<td>Stealing</td>
</tr>
<tr>
<td>Distracting movements/gestures</td>
<td>Repeated minor infractions</td>
</tr>
<tr>
<td>Ignoring routines</td>
<td>Seriously dangerous or violent behavior</td>
</tr>
<tr>
<td>Abuse/misuse of materials</td>
<td></td>
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<tr>
<td>Physical horseplay</td>
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</table>

**Response to minor infractions:**

**STEP 1:** Non-verbal redirect- a look, a nod, brief eye contact, a tap on the shoulder, teacher moves closer to the student (This is a reminder to the student to stop. If it continues, we go to the next level - see Step 2.)

**STEP 2:** If the behavior continues, Verbal redirect -short, say the student’s name, direct student to move seat, stop talking to your partner. Teacher writes student’s name down. (Not on board publicly, but on clipboard or in a notebook as a reminder that if the behavior continues it will result in a more serious guidance intervention - appointment with teacher and a referral.) If it continues, we go to the next level - see Step 3.)

**STEP 3:** Behavior continues: Take a break in the classroom- student goes quickly quietly, calmly and promptly. If it continues, we go to the next level - see Step 4.)

**STEP 4:** Take a break in a buddy classroom- for a longer break. No conversation or problem solving. Student reflection on behavior. If it continues, we go to the next level - see Step 5.)

**STEP 5:** If a student returns and continues to misbehave, the student is then removed for the rest of that period. Teacher gives student a pass and student must meet with the teacher at a designated time. If a student does not show up for their appointment, they will face additional guidance interventions, the following day.

**Intervention Intake Referral Form:** At some point that day, staff fills out an intervention intake referral form. On the form, staff records the incident and chooses from the menu of additional guidance interventions.
Response to Repeated Infractions and Major Infractions:
Removal from classroom by teacher
Principal Suspension (up to 5 days)
Superintendent Suspension

THE SCHOOL COMMUNITY

MSC Coffee Talk Series
In response to feedback received last year, we have expanded our “Chats with Claire” to include opportunities for families to hear from our assistant principals. Coffee Talks will provide a forum for MSC families to hear from school leaders and learn about 2019-2020 initiatives.

PA Meetings
The PA 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 Main Office on the fifth floor.

The PA 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 PA Executive Board requests that matters to be discussed be submitted in writing in advance. Contact Executive Board: CoPres@friendsofMSC.org

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
● 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](http://www.ps333.org), or the “who to contact list.” If you have a suggestion, we have a suggestion box on the front page of our website.

### WHO TO ASK ABOUT WHAT?

<table>
<thead>
<tr>
<th>If your concern is about</th>
<th>You should contact</th>
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</table>
| Your child’s academic progress | **Your child’s teacher** - Post a note or Email  
Parent Coordinator - Malaka – [mbanks5@schools.nyc.gov](mailto:mbanks5@schools.nyc.gov)  
K-5 Assistant Principal Kerry - [KPowers3@schools.nyc.gov](mailto:KPowers3@schools.nyc.gov)  
6-8 and Special Education Assistant Principal Ben – [BSchott@schools.nyc.gov](mailto:BSchott@schools.nyc.gov)  
Claire - Principal - [CLowenstein@schools.nyc.gov](mailto:CLowenstein@schools.nyc.gov) |
| Your child’s well-being and emotional development | **Your child’s teacher** - Post a note or Email  
Social Worker - Alison - [AESSES@schools.nyc.gov](mailto:AESSES@schools.nyc.gov)  
Parent Coordinator - Malaka – [mbanks5@schools.nyc.gov](mailto:mbanks5@schools.nyc.gov)  
K-5 Assistant Principal Kerry - [KPowers3@schools.nyc.gov](mailto:KPowers3@schools.nyc.gov)  
6-8 and Special Education Assistant Principal Ben – [BSchott@schools.nyc.gov](mailto:BSchott@schools.nyc.gov)  
Claire - Principal - [CLowenstein@schools.nyc.gov](mailto:CLowenstein@schools.nyc.gov) |
| Activities in your child’s classroom | **Your child’s teacher** - Post a note or Email  
Your Class Parent - Email  
Parent Coordinator-Malaka – [mbanks5@schools.nyc.gov](mailto:mbanks5@schools.nyc.gov) |
| Curriculum | **Your child’s teacher** - Post a note or Email  
K-8 Assistant Principal Kerry - [KPowers3@schools.nyc.gov](mailto:KPowers3@schools.nyc.gov)  
Claire - Principal - [CLowenstein@schools.nyc.gov](mailto:CLowenstein@schools.nyc.gov) |
| School issues other than curriculum | Parent Coordinator- Malaka  [mbanks5@schools.nyc.gov](mailto:mbanks5@schools.nyc.gov)  
Business Manager-Tatiana - [THoover2@schools.nyc.gov](mailto:THoover2@schools.nyc.gov) |
| Setting up a play date with a classmate’s family | Your class parent for family contact information – Email |
| PA ISSUES (fundraising, communications, community relations) | PA Executive Board - [CoPres@friendsofMSC.org](mailto:CoPres@friendsofMSC.org) |