

**PUBLIC SCHOOL 312**  
The Bergen Beach School  
2018-2019

**PARENT  
HANDBOOK**



# TABLE OF CONTENTS

SCHOOL COMMUNICATION.....	1
BELL SCHEDULE.....	2
ATTENDANCE & PUNCTUALITY.....	2
GRADING & HOMEWORK POLICY.....	2
PBIS.....	3
SCHOOL CELL PHONE POLICY.....	3
HEALTH & ALLERGIES.....	4
EMERGENCY CONTACT CARDS.....	4
VISITOR'S POLICY & APPOINTMENTS.....	5
RELOCATION SITES.....	5
PARENTS ASSOCIATION.....	<b>BACK COVER</b>
SCHOOL LEADERSHIP TEAM.....	<b>BACK COVER</b>
SCHOOL'S VISION & MISSION.....	<b>BACK COVER</b>

## IMPORTANT CONTACTS

PARENT COORDINATOR – MS. GRANATA - EXT 125

PA PRESIDENT – MS. ESPOSITO - EXT 141

GUIDANCE COUNSELOR – MS. MATHIEU - EXT 106

FAMILY WORKER – MS. NOVELLA - EXT 138

SCHOOL NURSE – MS. SAMMARCO - EXT 108

MILLENNIUM AFTER SCHOOL DIRECTOR – MS. BOURNE

# COMMUNICATION



Welcome to another fun and exciting learning year! It is our pleasure to work with you and your child this year. We regard parents as our partners in education. The home/school connection is a crucial part of your child's continued success this year. The following are just some of the ways you can stay informed about your child and the school.



**The Phone Messenger Service** will inform parents of absences, lateness, & upcoming events. Please inform Ms. Granata if there is a phone number you prefer to receive these calls.



**PS 312's website:**  
<http://ps312bergenbeach.weebly.com/>



**Join our email list** to receive monthly calendars and other information. Send your email address to [cgranata2@schools.nyc.gov](mailto:cgranata2@schools.nyc.gov), along with your child's name and class to be added to the list.



Register on the **NYC School Account** <http://myaccount.nyc> . You will need an email address, your child's OSIS# and creation code.



Check your **child's planner and folder** daily. Review school wide notices, letters, flyers, and monthly calendars.



Visit the **District 22 Website:** [www.csd22.org](http://www.csd22.org)

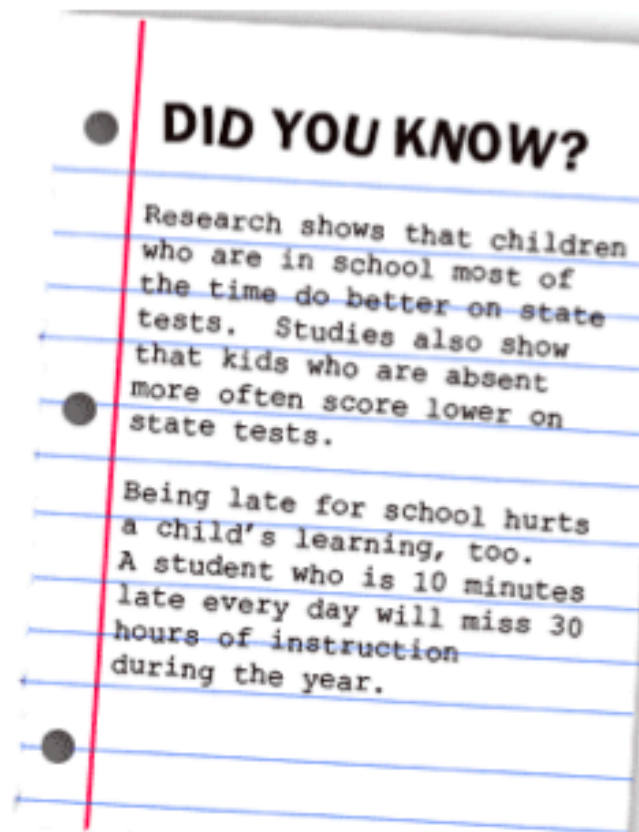


## BELL SCHEDULE

	8:00 – 8:20	Targeted Instruction/Morning Routine
Period 1	8:20 – 9:10	
Period 2	9:10 – 10:00	
Period 3	10:00 – 10:50	
Period 4	10:50 – 11:40	Lunch – Kindergarten & Grade 5
Period 5	11:40 – 12:30	Lunch – Grade 1 & 4
Period 6	12:30- 1:20	Lunch – Grade 2 & 3
Period 7	1:20 – 2:10	
Dismissal	2:10 – 2:20	

## ATTENDANCE & PUNCTUALITY

**All** absences and lateness will be monitored closely. Ongoing lateness sends a message to your child that school is not important. It also disrupts the morning routines of the classroom. Student attendance is one of the criterion used to determine promotion. Absence notes must be sent to your child's teacher upon their return to school. You will receive an automated phone call if your child is absent or late. If your child will be absent for an extended period of time, you must inform the office prior to your child's absences. Your child will then receive a packet of work to keep up with current assignments.



# GRADING & HOMEWORK POLICY

## District 22 Grading Policy

Level 1	$x < 64$
Level 2	$65 < x < 79$
Level 3	$80 < x < 91$
Level 4	$x > 92$

Your child will be provided with homework daily by your child's teacher. Please ensure that your child completes all homework assignments. Please sign all homework once it is completed.

## POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

Positive Behavioral Interventions and Supports (PBIS), is a school wide program that outlines and defines our school's expectations. Our STAR values, are very important in creating well-rounded students and building school community. Students who are caught showing a STAR value throughout the day, will be rewarded with Dolphin Dollars. Dolphin Dollars will be used towards classroom incentives. Examples of incentives are: a no homework pass, teacher's assistant, treasure chest choice, or teaching the class a game. STAR expectations are important in school, and should also be reinforced at home. Earn your Dolphin Dollars!



## SCHOOL CELL PHONE POLICY



Students are discouraged to bring any cell phones or electronic devices to school. If they are brought to school, the device must be turned off as they enter the building and can only be turned on as they leave the building. The full cell phone policy can be found on our school's website.

# HEALTH AND ALLERGIES

Please advise the nurse during the school year if your child has any health condition that may affect other students such as Chicken Pox, Fifth's Disease, Ring Worm, Lice etc. Please provide a doctor's note when your child is allowed to return to school.

This year, our school has also created a system where students who have allergies not only sit at a designated area during the lunch period, but we have also created bracelets to clearly identify any child who has an allergy.



If your child has an allergy, please note this on the blue card and inform your child's teacher, nurse, and administration. Your child will be given a bracelet indicating their allergy and you will be responsible to have your child wear this bracelet on a daily basis. In the event the bracelet is misplaced or lost, you can contact Mrs. Granata, our Parent Coordinator, for a replacement. The cost of the replacement is \$1.00.

# EMERGENCY CONTACT CARDS

Please make sure to complete and return the Emergency Contact Cards by the second day of school. It is imperative that you return these cards with accurate information and update the school of any changes throughout the school year. Please list a minimum of three guardians as your child will only be released to the individuals listed on their blue card.

EMERGENCY CONTACT CARD (Please Inform School)		SCHOOL YEAR 20... to 20...	
Student Last Name	First	MI	DOB
Parent/Guardian (Student's residential)			
Relationship	Relationship		
Parents/Teacher's Language of Communication	Written	Oral	
Home Telephone	Work Telephone	Cell No.	E-mail
Address	City	State	ZIP
Other Parent/Guardian			
Parents/Teacher's Language of Communication	Written	Oral	
Home Telephone	Work Telephone	Cell No.	E-mail
Address	City	State	ZIP
List three names of three (3) persons who may be called in case of emergency or FIVE's risk in school.			
<b>CHILD WILL BE RELEASED ONLY TO PERSONS NAMED ON THIS CARD.</b>			
Name	Relationship	Relationship	Relationship
Name	Relationship	Relationship	Relationship
Name	Relationship	Relationship	Relationship
Parent will be notified (including of any changes in information on this card)			
Signature of Parent/Guardian			_____
IMPORTANT- PLEASE COMPLETE REVERSE SIDE OF THIS CARD			
Grade	Class	Room No.	Teacher
SDE/ELJ 2004 Page 18/204 New York City Department of Education			

# VISITOR'S POLICY & APPOINTMENTS

When you come into the school building, please bring your ID with you. You will not be permitted to come into the building without proper ID. At the completion of your visit, please use the main exits as all the other doors are alarmed. We have changed our visitor's policy. Please note that



students who have graduated will no longer be permitted to visit during school hours. We have had an influx of former students visiting on half days and unfortunately has interrupted the learning for our current students. In order to alleviate this

interruption as well as for the safety and security of our students, the School Leadership Team has voted to alter the Visitor's Policy.

As you know, the administration is always here to help. However, your first point of contact is your child's teacher. The best time to make an appointment to speak to your child's teacher is Tuesday afternoons from 2:20 -3:00PM. If you are not able to come in person, a telephone conference is also recommended. After



speaking with your child's teacher, if you have further questions, you are more than welcome to make an appointment with any members of the administration. Please contact our secretaries to coordinate a meeting.

## RELOCATION SITES

The **P.S. 312 School Safety Plan** contains information regarding **Evacuation Sites**. In the event of an emergency requiring a leave from the building and seek shelter elsewhere, our children will proceed to the designated sites below:

Primary:	IS 78	1420 East 68 <sup>th</sup> Street	718-763-4701
Secondary	PS 236	6302 Avenue U	718-444-6969
Out of Area	PS 203	5101 Avenue M	718-241-8488

## PARENTS ASSOCIATION

Every parent is a member of PS 312's Parents Association (P.A.). The Parent Association's email address is [ps312pa@gmail.com](mailto:ps312pa@gmail.com). Flyers are sent prior to monthly meetings. They are always looking for new volunteers! P.A. duties include electing an Executive Board & conducting monthly meetings, electing parent representatives to the School Leadership Team, organizing fundraising activities, organizing volunteers for safety patrol and other school activities in collaboration with the Parent Coordinator, acting as liaisons to the Community District Education Council, Civic & Community Organizations, discuss and distribute information for parents to support their child's education via the PA Bulletin Board and Monthly Meetings.

## SCHOOL LEADERSHIP TEAM

This school-based committee consists of representatives from Administration, UFT (Teachers & Para-professionals), Parents, and DC 37 representative. The primary function of the SLT is to write the school's Comprehensive Education Plan.

### SCHOOL VISION STATEMENT

We see our school as a diverse, collaborative school community dedicated to achieving high standards of academic excellence for all of our students. We challenge children of all abilities to achieve excellence in a wide range of academic, cultural and social activities. We strive to think critically and creatively to connect to real world and authentic problems. Our students will be empowered to reach their fullest potential, as well as become respectful and responsible lifelong learners.

### SCHOOL MISSION STATEMENT

P.S. 312 is committed to providing a safe, supportive, and engaging learning environment that promotes high expectations, excellence in learning and social and emotional growth for all learners. We will offer rigorous curriculum aligned to the common core learning standards and research based instruction by highly qualified professionals to meet the needs of our diverse learning community. We will work collaboratively with parents and the community to provide our students with college and career readiness skills that will prepare them to become lifelong learners and productive citizens of the global community.



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