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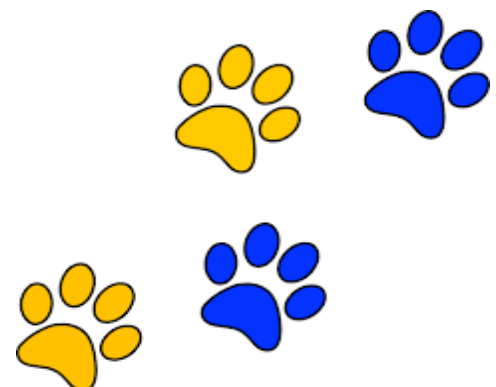
Keisha Ferguson, Assistant Principal
Alex Teitel, Community School Director
Janie Sanders, Parent Coordinator

Where we care about our students, our community and our future

FAMILY & STUDENT HANDBOOK 2016-2017



COMMUNITY SCHOOL DISTRICT 23
1655 St. Mark's Avenue
Brooklyn, New York 11212
(718) 642-5700
Miatheresa Pate, Superintendent



WELCOME LETTER

Dear Parents & Guardians,

Welcome back to another school year! I would like to take this opportunity to introduce myself. My name is Janie Sanders and I am the Parent Coordinator for PS/IS 284. We are entering an exciting time of changes for our school, changes that will make a difference and be effective for our students. That is why we have to step outside of the box in our thinking and our actions, to ensure the best for our students and our school community.

We want to implement a welcoming parent involvement program in our school. Parent involvement is essential and without it, we cannot reach our goals. In my role, I am committed to serving as a resource to parent organizations within our school and addressing parent concerns and inquiries.

I feel strongly that our parents' voices need to be heard in reference to their children's education, not only when there are concerns, but all the time. It is my ultimate goal to work together with our parents, staff and our community so that we can achieve great success this year. Together we can make a difference in our children's education.

Sincerely,

Janie Sanders
Parent Coordinator

VISION

Our vision is to ensure that all GJS students receive a high-quality, well-rounded education in which students are equipped with the tools for success in order to become responsible, life-long learners, who are positive role models wherever they go.

MISSION STATEMENT

Our mission is to continue the tradition of a family-centered environment that supports a solid academic foundation, social and cultural sophistication, and prepares students for college and career success in the 21st century.

PUBLIC SCHOOL AFFIRMATION

At GJS, educational success is our number one goal. We strive for this goal each and every day. We believe in educating the whole child, academically and personally. We aim to prepare our students to become successful, productive citizens within society. At GJS, we are Striving for Success!

VISITORS POLICY

All visitors must sign in with security at the front desk and present a valid photo ID. Visitors must stop in the main office to be issued a pass before visiting a classroom during instruction time.

SCHOOL SCHEDULE

In order to ensure that your child has a safe arrival and departure from school, please make note of the following schedule of our schools' start and end times:

Monday: 8:20am-2:40pm
Tuesday-Friday: 8:20am-3:55pm

Breakfast is served from 8:00am-8:20am every day. Lunch is served at the following times:

Grades Pre-K-2	Grades 3-5	Grades 6-8
10:35am-11:25am	11:25am-12:10pm	12:15pm-1:05pm *1:15pm-1:45pm on Friday

Please make sure you have filled out all paperwork regarding allergies or dietary restrictions for your child.

Afterschool programs for students AND families will also be offered throughout the year. We will send out more information on these opportunities as they become available for registration.

ARRIVAL

- From 8:00am-8:20am, children participating in the breakfast program can pick up their meal in the cafeteria. All other students should wait outside unless weather prohibits it.
- The school day officially begins at 8:20am. If a student arrives after that time, they will be marked tardy (see below for absence and tardy policies).
- Please note that for everyone's safety, no parents or guardians are permitted in the building during line-up.
- Students that arrive at school late must stop at the security desk to sign in. If you child is late, you will receive a text message to notify you so that action can be taken to prevent future lateness. Every moment of instruction counts at GJS and we want to ensure that our students are not missing any valuable learning time.

Primary & Elementary School: Grades Pre-K-5

Primary and elementary students line up on the front veranda off of Osborn Street and wait to be escorted to their classrooms by their teachers. You are welcome to stand with your child on the veranda in order to hear morning announcements or check in with a teacher if there is time before school.

Middle School: Grades 6-8

Middle school students (6-8) will line up or circle up on the back veranda for a Community Circle before being escorted upstairs in lines by their teachers.

DISMISSAL

Pre-K students are dismissed directly from their classroom, while K-2nd grade students are dismissed from the auditorium. All Pre-K-2nd grade students must be signed out by a parent or guardian before leaving. 3rd-8th grade students are dismissed from the front veranda. 3rd-8th grade parents should wait for their students outside.

NOTE: If a student is picked up before dismissal time, a family member must sign them out in the main office.

STUDENT ATTENDANCE

GJS is focused on 100% attendance for every student in order to raise achievement. Parents are responsible for sending children to school daily and on time unless an illness or emergency prevents it. In order to mark an absence as excused, be sure to send a note explaining the illness or emergency, signed by a doctor. If your child will be absent for two consecutive days, be sure to contact Mr. Mattos, Attendance Liaison, and/or Alex Teitel, Community School Director. Each day that a student is absent or late, parents will receive a text message notifying them of their child's status. When students are regularly absent (or late), school staff will call or visit the home in order to offer support. If lateness continues, further action steps will be taken to ensure the child begins coming to school on time.

TRANSFERRING STUDENTS TO ANOTHER SCHOOL

If you are transferring your child to another New York City Public School, you must go to the school in which you wish to register your child. They will contact our school for any records or information needed.

If you are transferring your child to a private school or a school outside of the New York City area, please come in to fill out a discharge form. After registering your child in the new school, they must fax, email or mail requests for any records or information needed.

REQUEST FOR SCHOOL LETTERS

Often parents must provide school letters to the Department of Social Services or HRA. School letters must be requested three business days in advance of receipt. No school letter will be issued the same day of request. The parent must sign permission to release information before the school letter can be issued.

DRESS CODE/SCHOOL UNIFORMS

Wearing the school uniform is mandatory every day and essential to building a sense of pride and belonging at our school and ensuring easy identification of our students throughout the school day, on or off campus. Having a uniform also helps avoid unnecessary distractions in the classroom and possible bullying. If you need further information, would like to purchase uniforms or have questions about the uniform policy, please contact Janie Sanders, Parent Coordinator. Please note the following uniform requirements for grades K-8:

Primary & Elementary School: Grades Pre-K-5

Boys: Royal Blue, white, black or gray shirts and gray pants.

Girls: Royal Blue, white, black or gray shirts and gray skirts, jumpers or slacks.

Middle School: Grades 6-8

Boys: Royal Blue, white, black or gray collared shirt and khaki pants.

Girls: Royal Blue, white, black or gray shirts and khaki skirts, jumpers or slacks.

Optional: Royal blue or gray sweater or vest.

Gym Uniform: Black Sneakers, royal blue t-shirt and sweatpants . Sweatshirt optional.

College Fridays: The last Friday of every month is "College Friday." On this day, students are welcome to wear college gear (shirts, sweatshirts, sweatpants, etc.) in order to represent a college of their choice. If a student is not wearing college gear, they should be in their regular uniform.

ELECTRONICS POLICY

The Department of Education prohibits students from using any unauthorized electronic devices while in school. These items include cell phones, gaming devices, or any other communication/entertainment devices. Any prohibited items being used during school without staff permission will be confiscated and returned when a parent comes to the school to pick it up.



SOCIAL MEDIA

Students may not use social media during school (Facebook, Twitter, Instagram, etc.) unless instructed to do so by teachers for academic purposes. Outside of school hours, please be sure to like us on Facebook and follow us on Twitter and Instagram, @GJS284, in order to see all of the exciting things happening at our school.

HOMEWORK POLICY

Homework is an important part of the learning process and must be submitted on time. Homework will be given daily and may include extended projects. Homework will be reviewed to assess comprehension and will be calculated toward the student's final grade in the class. Assignments are listed under the specific classroom teacher's name.

STUDENT ASSESSMENT/REPORT CARDS

Our teachers assess our students both formally and informally, on a regular basis. Students in Grades 1-8 will receive a total of FOUR report cards throughout the year. Parent/teacher conferences which will be scheduled for ALL parents on the following dates; if you would like to arrange additional meetings, be sure to reach out to school staff to coordinate.

- Fall Parent-Teacher Conferences: Wednesday, November 2nd
- Mid-Year Parent-Teacher Conferences: Wednesday, March 8th
- Spring Parent-Teacher Conferences: Wednesday, May 17th

Additionally, you can also regularly track student progress through the online report card located at <https://mystudent.nyc/>. There you will find attendance, grades, test scores and more. Log in using your child's Student ID number, which you can find online, along with the Account Creation Code, for which you can contact Janie Sanders, Parent Coordinator. Be sure to have your New York State Photo ID, Driver's License or Passport with you in order to create your account.

STUDENT RESPONSIBILITIES

- Follow school rules and regulations.
- Come to school on time and fully prepared to learn.
- Respect and listen to rules for all school adults.
- Remain orderly. No cursing, threatening, fighting, and/or defying authority.
- Complete all assignments and make-up work.

TIGER VALUES

At GJS, we hold true to five tiger values as the building blocks for success. Those values are:

- Trustworthiness
- Integrity
- Generosity
- Empathy
- Respect

Displaying these Tiger Values in academic work, attendance and behavior, is celebrated daily in classrooms as well as monthly in Tiger Talk assemblies and other ceremonies.

STUDENT DISCIPLINE PROCEDURES

All students are made aware of school rules and expectations from the first day of the school year. In order to encourage positive choices, GJS implements a Positive Behavior Interventions and Supports (PBIS) system, which is designed to maintain a safe and predictable learning environment that maximizes academic and social growth on a daily basis. All students are expected to treat classmates, adults and the school building with respect. Student behavior that is unsafe, disruptive, unkind, violent or disrespectful to fellow students or teachers will not be tolerated. Please note the following non-negotiable school-wide rules:

- 1) Students must follow all school and classroom rules. Students should respect the classroom, the school, other students, the teachers and themselves.
- 2) Students must complete all classroom and homework assignments. Students must

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arrive to school on time and ready to learn. This includes having all school supplies and required homework assignments.

- 3) Students must wear the school uniform each day. They will be excluded from all extra-curricular activities for the day if not (ex: recess, trips, etc.). Pants must be worn at the waist. Coats, jackets, scarves, hats, beans, bandanas, hooded sweatshirts and du rags will be locked up and secured without exception until dismissal.
- 4) Cell phones are not to be worn or seen throughout the school day unless the use is approved by a staff member.
- 5) You may not eat or drink in any classroom unless given permission by a staff member. You must have a signed hallway pass from a teacher, dean or school administrator to be legally out of your class.
- 6) there will be no tolerance of physical or verbal violence including cyber-bullying.

Please also note the following expectations for behavior at GJS:

TIGER PRIDE: Be Respectful...Be Responsible....Be Ready

	Auditorium	Bathroom	Cafeteria	Classroom	Hallways
Be RESPECTFUL to yourself and others	*Listen attentively *Keep hands, feet, and objects to yourself *Pay attention quietly to the performance on stage	*Keep bathroom neat and clean *Flush Toilet/wash hands *Respect privacy of others	*Use table manners *Maintain appropriate noise level	*Be attentive *Listen while others talking *Use appropriate language	*Walk to the right *Use normal voice *Respect personal space
Be RESPONSIBLE for your actions	*Enter and exit with assigned class in an orderly manner *Remain with your class at all times *Use appropriate applause	*Use bathroom with permission in a timely manner *Report vandalism	*Clean up area *Remain in seat *Remain in cafeteria during entire lunch	*Complete all Assignments *Keep class clean *Obey Rules	*Pick up liter *Follow directions the 1 st time
Be READY for learning	*Sit with your assigned class *Remain seated and await instruction *Represent your school in a positive way	*Bring only necessary materials *Do your business *Exit Bathroom	*Follow line and wait quietly *Bring lunch and money with you *Use bathroom before returning to class	*Be on time *Be prepared bring in all materials *Be an active learner	*Have your hall pass *Move with a Purpose

Discipline – Code of Behavior

1. We will show respect for ourselves, our fellow students and all adults.
2. We will walk, not run in the halls, basement, schoolyard and stairways.
3. We will always try to talk over our differences with our fellow students.

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4. We will obey all rules and regulations in order to be sure that everyone is safe.
5. We will complete our homework daily and come to school with the books and supplies needed for school.
6. We will respect all personal and school property.
7. We will keep our school clean. We will not litter in the classrooms, hallways, schoolyard, auditorium or lunchroom.
8. We will come to school on time and in accordance with the dress code policy.
9. We will stop and listen whenever we are signaled to do so.
10. We will be good citizens of our class, our school and our community.

If a student fails to meet the expectations or policies laid out above, further action steps will be taken to support the student and their family. Next steps may include phone calls home, home visits, behavioral contracts and meetings with teachers or administrators.

In the case of a behavioral crisis, staff have been trained to respond calmly and appropriately, following a series of steps to de-escalate the crisis to avoid calling 911, except in the case of an actual emergency.

We are also very fortunate to have amazing security staff at GJS. They can be found at the front desk or walking around school monitoring safety whenever students are in the building.

HEALTH & WELLNESS

Mr. Mike, the school nurse, can be found in room 112. If you have any questions, concerns or needs regarding your child's physical health, please be sure to contact him for more information at 718-495-7791 ext. 101. We also request that you always provide a "Return to School" medical note after your child has been absent due to illness, so that we can keep it on file for our records. Throughout the year, we offer many healthy services at the school including:

- Dental appointments
- Vision screenings
- Asthma consultation
- Live Light, Live Right nutrition and exercise program
- Mental health counseling

If you are seeking additional resources to support your family's health, you are also welcome to contact Janie Sanders or Alex Teitel.

SCHOOL SAFETY PLANS

In the case of an emergency, GJS has response plans in place. Periodic fire drills will be held throughout the school year in order to ensure evacuation procedures are clear to students, teachers and staff.

SPECIAL PROGRAMS

Afterschool Programs

At GJS, we offer a wide variety of afterschool program for our students. For students in K-5, Brooklyn Community Services (BCS) provides daily programming until 5:45pm every day. For students in 6th-8th grade, we offer a variety of programs through Sports and Arts in Schools Foundation (SASF), CARE and a variety of other partners. For more information or to get connected with our afterschool program directors, reach out to Alex Teitel, Community School Director.

Community School Initiative

Our school is a Community School, which means that we develop partnerships between families, teachers, administrators and community organizations to support our students and provide holistic services. From afterschool programs to health services to parent workshops, our community school programs are all aimed at bolstering our students' academic achievement and ensuring they are motivated and engaged at school every day. As we grow our community, your opinion is very important and we want to hear from you! If you have ideas for programs, services or resources that you would like to see at our school or want to get involved, please reach out to Alex Teitel, Community School Director, 646-531-8768, or come and visit the Tigers Den Community Resource Center, room 106. The Tigers Den is a space for building community, where parents, students and staff can find information, get work done and collaborate.

Extended Learning Time

As a community school, we are fortunate to be able to provide our students with an additional five hours of learning each week. During this extended learning time, students will have the opportunity to continue academically-based lessons with their teachers, as well as participate in enrichment programs, such as Lego robotics, Scratch computer programming, dance and book buddies. For a full list of the programs offered during ELT, feel free to contact Alex Teitel, Community School Director.

Kinvolved

As part of our Attendance Matters campaign, we now partner with Kinvolved in order to send direct communication to parents and caregivers on a daily basis regarding students' attendance. More specifically, if a student is absent or late, you will receive an automatic text message notifying you of this issue. The ultimate goal is to ensure student safety and that all parents and caregivers are aware of their students' whereabouts on any given school day. By increasing student attendance, we can enhance learning and bolster achievement. In order to receive these messages and support your child's attendance at school every day, please make sure to provide us with a cell phone number (if available).

Mentoring Programs

At GJS we know that mentors matter. For that reason, we partner with local leaders, including members of government, the NYPD and community-based organizations to match some of our students with individual mentors. If you would like to match your child with a mentor, be sure to let us know.

Partnership With Children (PWC)

PWC is a Community Based Organization whose mission is to strengthen students' emotional, social and academic skills in order to help them succeed in school, society and life. PWC social workers provide individual and small group counseling, crisis intervention, full class services, professional development, and family and community outreach. For more details, please visit www.partnershipwithchildren.org or come and visit us in the PWC office located in room 114. PWC is also our partner community-based organization, leading our community schools initiative.

Single Shepherd

All middle school students will now be assigned a counselor through our Single Shepherd program. The idea of Single Shepherd is that in order to succeed, every student needs mentorship and support. Please contact our Single Shepherd counselors, Frederico Vicino and Christina Wallace, in room 222, if you have further questions.

Summer in the City

As a community school, we know that learning should not stop at the end of June. For that reason, we offer summer programming at our school. Last year Practice Makes Perfect (practicemakesperfect.org) provided academic enrichment for elementary students and a peer mentoring opportunity for middle school students. Be sure to inquire about summer opportunities during the spring to make sure you get your child signed up early!

Turnaround Arts

Our school is in our second year as a Turnaround Arts school with Misty Copeland, lead ballerina for the American Ballet Theater (ABT), serving as our celebrity artist. As part of this program teachers will regularly be incorporating the arts into their lessons in order to enhance student learning and focus. Last year, a select group of our students even got to go perform at the White House as part of this program! We look forward to you all joining us for performances and showcases of student work throughout the year.

PARENT RESPONSIBILITIES

General:

- Send your children to school daily and on time. It's the law!
- Ensure your child has eaten a wholesome breakfast before the start of school day or take advantage of the healthy breakfast available in the cafeteria every day.
- Check for and read school notices daily.
- Fill out forms and return them promptly.
- Attend PTA meetings and visit the school regularly.
- Role model respect, responsibility and readiness when on the school campus. If you have a concern or a question, come to the main office so that we can direct you to the appropriate staff member.
- Inform us of any changes in address, telephone number or emergency contact person. Be sure that you have filled out an emergency contact card with all up-to-date information as well.

Focus on Achievement:

- Monitor your child's daily work. See that your child does his/her homework and help them to meet due dates. Pay attention to the teacher's methods and pacing.
- Make an appointment to talk to your child's teacher. Their teacher can give you details about your child's progress and highlight what your child still needs to learn this year.
- After meeting with the teacher, talk to your child about setting goals for the rest of the year. Review expectations for homework, class participation and general school policies.
- Find out what kinds of extra academic supports are available in our school. Reach out to Parent Coordinator, Janie Sanders, or Community School Director, Alex Teitel, to investigate tutoring or other services in your neighborhood.

GENERAL EDUCATION

1. Arrange an appointment with your child's teacher. Usually the concern can be resolved in this conference.
2. If concerns still exist, request a conference with the parent coordinator, Janie Sanders at extension 1151 or 347-563-4258. Give your name, your child's name, the reason for your concern and the outcome of your discussion with the teacher. If the Parent Coordinator is not available to speak with you at the time, your call will be returned as soon as possible.

SPECIAL EDUCATION

1. Contact the teacher for an appointment to try to settle the problem.
2. If this is not successful, contact the Special Education Liaison, Mrs. Warren-Rouse, if you need additional assistance.
3. For problems regarding transportation, contact our Pupil Personnel Department Head, Mrs Warren at (718) 495-7791 *ext 3111*.

PARENT INVOLVEMENT

1. There are several teams that parents can join at our school. The first is the Parent Association. The Parent Association meets monthly to plan special events for families and students to attend, celebrations of students achievement and support the school in a variety of other ways. For more information, see below.
2. The second team is the Community School Team, which is specifically aimed at building community, supporting health and wellness in our building, bringing in partnerships and planning special community events. Please look out for invitation to our monthly meetings. To learn more, reach out to Alex Teitel, Community School Director.
3. Lastly, there are various volunteer opportunities available to parents. From volunteering in a classroom on a weekly basis to attending a field trip to working an event, we welcome your partnership in making this a successful year at GJS! For more information, reach out to Janie Sanders, Parent Coordinator.

PARENT WORKSHOPS & EVENTS

1. We host parent workshops on a regular basis in the Tigers Den with a specific focus on how to support your students' learning at home as well as continuing general education. If there are any topics you are particularly interested in learning about or a workshop

you are interesting in teaching yourself, please reach out to Ms. Janie Sanders, Parent Coordinator.

2. Also be sure to look out for invitations to special arts-based family nights, as well as awards shows and performances. We look forward to seeing you at the school frequently!

PARENT ASSOCIATION (PA)

The PA is a vital part of our educational family. Our PA members are elected each year by the members of the organization and they play a very important role in assisting our parents, our children and our faculty.

This year, the following parents have been elected to serve on our PA:

President: Tatia Bennett

Treasurer: Shanell Curtis

Secretary: Larita Brown-Walker

A calendar for PA meetings will be sent out to all families; we hope you will join us!

COMMUNICATION

During the school year, your child will bring home calendars, newsletters and other information regarding what is happening at school, and you can also expect to receive phone calls and text messages through the school messenger service. You can also find information and resources on school bulletin boards and in the Tigers Den Community Resource Center, where you are always welcome to schedule time for meeting, working or collaborating. As needed, we will also arrange a home visits in order to provide updates and to ensure your child is meeting expectations.

Please be sure to stay up-to-date on the latest information available and never hesitate to reach out to us at the contact information below or to visit us at the school. In addition, if you ever want to see the full versions of the Parent Bill of Rights, Student Bill of Rights, Discipline Code, McKinney-Vento Act Guide for Parents, Parent Involvement Policy, School-to-Parent Compact, Title I Parent Activity Plan/Budget Proposal, PTA Bylaws and Financial Reports or Student Records, be sure to let us know.

Janie Sanders, Parent Coordinator	Alex Teitel, Community School Director
jsanders2@schools.nyc.gov 347-563-4258	ateitel@partnershipwithchildren.org 646-531-8768

Thanks for reading!
We are looking forward to a great year!