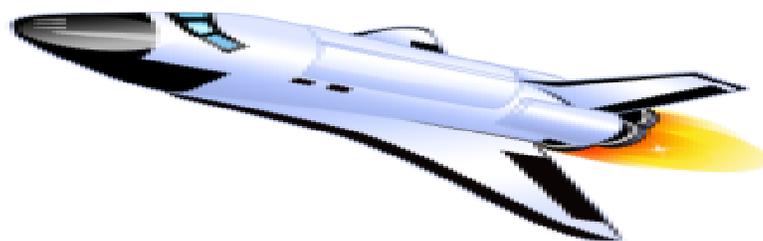


NEW YORK CITY DEPARTMENT OF EDUCATION  
PUBLIC SCHOOL 58R  
THE S.S. COLUMBIA SCHOOL

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MICHAEL LAMORTE, PRINCIPAL  
MAGGI MAHONEY, ASSISTANT PRINCIPAL  
JOSEPH LUISI, ASSISTANT PRINCIPAL



PARENT HANDBOOK  
2018-2019

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**The Space Shuttle Columbia School**  
Public School 58R  
“A Galaxy of Bright Stars”  
77 Marsh Avenue  
Staten Island, New York 10314  
Phone (718) 761-2155 Fax – (718) 761-7384



Michael LaMorte  
Principal

Maggi Mahoney, Assistant Principal  
Joseph Luisi, Assistant Principal

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**Parent Handbook**

**2018-2019**

Dear P.S. Families,

Welcome to, the Space Shuttle Columbia School, PS 58R. We are very proud of our progressive and challenging school, where all children are encouraged to “Reach for the Stars”

It is of utmost importance that a strong collaboration exists between our school and the families of each student. It is in this relationship that student success and happiness are ensured. To that end, we have prepared this informational handbook in order to give you a better understanding of the philosophy, objectives, policies and procedures that define our wonderful school. It will guide your involvement in the educational lives of your children.

We have high expectations for all of our students, as we strive to prepare them for college and career readiness in an ever changing world. We welcome your participation, as we set and attain our goals in a safe, positive and rewarding environment.

Sincerely,

Michael LaMorte  
Principal

**SCHOOL MISSION STATEMENT**  
**EQUITY, EXPECTATIONS, AND EXCELLENCE**

We at PS 58R, the SS Columbia School will provide a supportive and intellectually challenging learning environment designed to create lifelong learners. This will be accomplished through a comprehensive literacy and mathematics curriculum with a focus on critical thinking, problem solving and writing. Focus is also given to the relevance of Science and Technology in our world. The varied needs of children will be addressed through relevant enrichment and intervention activities. We realize each child deserves respect, encouragement, and the opportunity for creative expression. Our extensive Arts initiatives offer the venue for all students to express their talents and abilities. The School Student Leadership Program fosters leadership and conflict resolution skills to prepare children to become responsible and productive citizens. We will develop a community of learners who value themselves and have an appreciation for the diversity of others. Out School Leadership Team, PTA and parental outreach solidify the formation of a strong learning community.

**PARENT COORDINATOR**

Sherrri Donders

**SDonders@schools.nyc.gov**

(718) 761-2155 extension 2

School related issues may be discussed with the Parent Coordinator, who is the Parent/School Liaison. If further assistance is required, she will direct you to the appropriate personnel.

**Please send me an e-mail at sdonders@schools.nyc.gov with your child's name and class in order to receive important information.**

**We also use Remind which a text message system. If you would like to receive text messages, please text @b44dfe to (802) 281-4487.**

**PARENT TEACHER ASSOCIATION - (718) 761-2155 extension 8**

Teresa Guastamacchia, President

Nicole Lebovic, 1st Vice President

Nora Santomassino, 2<sup>nd</sup> Vice President

Michelle Shaarwy, Recording Secretary

Patricia Munoz, Corresponding Secretary

Jenny Torres-Lock, Treasurer

The Parent Teacher Association is a vital part of our school. PTA meetings are held monthly, usually the second Tuesday of each month. Attendance at these meetings provides an excellent opportunity for parents to learn about school life and how to establish improved communication. If you would like to assist the PTA in any of their endeavors, please contact them, as all assistance is welcome. The monthly PTA newsletter is a publication that offers a wealth of explanation.

### **SCHOOL LEADERSHIP TEAM 2018-19**

Parent Members: Yinam Chung      Teresa Guastamacchia      Bara Zahavi  
                         Sara Galvin                      Jami Lugo

The SLT is comprised of the Principal, PTA President, UFT Chapter Chair, teachers and parents. The team's composition is 50% parent and 50% staff. The SLT meets on a monthly basis prior to the General PTA Meeting. The SLT meets to write and update the Comprehensive Educational Plan (CEP) for the school and to discuss any school related issue.

### **COMMUNITY EDUCATIONAL COUNCIL (CEC)**

Phone (718) 420-5746. E-mail [CEC31@schools.nyc.gov](mailto:CEC31@schools.nyc.gov)

#### **Members:**

Aaron Bogad	Irene Masiello
Evelyn Cardona	Michael Reilly
Lucia Curatolo-Boylan	Miguel Rodriguez
Alexandra Ichizli	Mike Rosen
Kidert Jean-Mary	Frank Squicciarini
Michelle Lee	

The Council represents the entire borough of Staten Island. Their office is located at 715 Ocean Terrace, Staten Island, NY 10301. The Council was designed to ensure that parents have a voice and are able to provide hands-on-leadership and support for public schools. Parents control the majority of the seats on all of the councils.

### **SCHOOL WEBSITE**

[www.sscolumbia58si.org](http://www.sscolumbia58si.org). This site contains all important statistics, daily information about our school and our monthly calendars.

### **POINTS OF CONTACT**

Michael LaMorte, Principal

Maggi Mahoney, Assistant Principal, Grades Pre-K, K, 1 and 2. Special Education, ELA & Student transportation.

Joseph Luisi, Assistant Principal, Grades 3, 4 and 5. BRT, Mathematics, Science and Testing.

Deana Guarella, Guidance Counselor – Respect For All Liaison

Julianne Sparacino RN, Nurse, direct line (718) 764-0419, Room 108

When you call the main number of the school, (718) 761-2155, you will be greeted with an automated menu. The extensions are as follows:

Special Announcements	Press 1
Sherri Donders, Parent Coordinator	Press 2
Julianne Sparacino RN, Nurse	Press 3

School Assessment Team	Press 4
Lunch Application & Information	Press 5
Deana Guarella, Guidance Counselor	Press 6
School Safety Agent/Latchkey	Press 7
PTA Office	Press 8
District 75	Press 9
General Office	Press 0

For PS 373, please call (718) 761-2507

### **2018-2019 SCHOOL HOURS**

8:00 AM to 2:20 PM – Monday through Friday.

Please do not arrive before 7:40 AM. Doors do not open to children until 7:40 AM. Breakfast in the classroom is available to all our students.

### **ATTENDANCE**

Attendance is an essential component of learning and significant to your child's overall success in school. Students cannot fully benefit from an educational experience, if attendance is irregular and absences are frequent. Therefore, it is imperative that parents/guardians ensure that their children arrive at school **on time every day (8 AM)**.

To ensure that your child has good attendance, please follow these important guidelines:

- Students are expected to arrive at the school no later than 8:00 AM. Any student that arrives after 8:15 will have lateness recorded on his/her permanent record. Instruction begins immediately at 8:00 in the morning, and lateness creates problems for our children.
- When your child is absent, please send a note upon their return to school explaining the absence. Doctor's notes are documentation for absences longer than three days. All notes are kept in the student's cumulative folder. You will get an automated call from the DOE for every day that your child is absent.
- **REMEMBER** that your child is responsible for making up all missed classwork and homework. Please make requests in writing to the classroom teacher to receive work missed during your child's absence and arrange for the work to be picked up in the General Office.
- Although we understand that family emergencies may impact attendance. We recommend that you schedule family vacations around the school calendar. There are ample school holidays to schedule your vacations. Please attempt to follow the DOE calendar when making arrangements for extended trips. When this is not possible due to family circumstances, please send a note to the teacher explaining the reason for the absence. Vacations are not excused absences.
- Excessive absence will result in contact by the school, meeting with the Guidance Counselor or a School Administrator and/or a visit to your home by the NYC Department of Education Attendance Teacher.

- We strongly urge you to schedule your child's doctor and dental appointments after school hours since this is disruptive to their school day and impacts instruction.

\*\*\*Remember: Your child's academic success begins with good attendance!

**STEPS YOU CAN TAKE TO ENSURE SUCCESS FOR YOUR CHILD IN SCHOOL:**

- **Make academics a priority.** Let your kids know that you expect them to go to school every day and do their best while there. At this stage in their lives, learning should be their number one "job". Attendance every day is an essential component of success in school.
- **Help your child get organized.** Create a space in your home for kids to store backpacks, coats, sneakers and other supplies. Develop a routine where you pack their snacks and lunches the night before. This will make mornings less hectic and help kids get out the door and in the car or onto the bus on time. Getting organized can also help create a calmer atmosphere at home, leading to better attitudes and an openness to learning when kids arrive at school.
- **Set reasonable bedtimes.** On average, children need about nine hours of sleep to be healthy and alert. Again, set routines for a smooth transition so your child gets to bed at the same time each night.

**ARRIVAL AND DISMISSAL:**

Arrival begins at 7:40 AM

- Students enter the school through the main door or the schoolyard.
- No student should be left prior to 7:40 AM. The school is not open to students before that time. No staff is available prior to 7:40 AM.
- At arrival, children report to their lineup area.
- Children who take the bus are not marked late, regardless of their bus arrival time.
- In good weather, Grades 2 to 5 line up in the schoolyard. Grades K and 1 report to the school cafeteria at all times.
- In inclement or cold weather, Grades K and 1 will still report to the cafeteria, Grade 2 reports to the gym for indoor lineup, and Grades 3 to 5 report to the school auditorium.
- **THE SCHOOL LOBBY AND ADJACENT HALLWAYS MUST REMAIN CLEAR DURING ARRIVAL.**
- Bus children are directed to their lineup areas by school personnel who are on bus duty. Students arriving late are escorted to their class, after receiving a late pass at the front desk.
- Pre-K students are to enter the building through **Exit 1** (at the far right corner of the school, adjacent to the South Driveway) **ONLY**; accompanied by an **adult guardian**. The Pre-K teacher and educational assistant will meet the children at the door promptly at 8:00 AM and escort them directly to their classroom, where breakfast is served.

**Dismissal Procedures Monday through Friday.....2:20 PM**

- Students' class numbers are painted on a section of the schoolyard, and parents whose children are walkers are to meet them there.
- Kindergarten through Grade 5 parents who pick up their children from school, **must enter and exit through the schoolyard.** NO ONE SHOULD BE WAITING IN THE SCHOOL LOBBY OR HALLWAYS DURING DISMISSAL.

- Pre-K students are dismissed through Exit 1 (the same door/staircase through which they enter at arrival). Pre K students will be dismissed to **adult guardians**, ONLY.
- Kindergarten children are dismissed through the side entrance (Exit 1).
- Bus children are brought to the cafeteria and are escorted to their assigned buses by school personnel.
- At dismissal, latchkey students are brought to the school auditorium and are met by school personnel.
- If you suspect that you will be late picking your child up at the school or bus, please make arrangements for another adult to pick up your child in a timely fashion. If it is an emergency situation, please notify the General Office. **REMEMBER THIS ADULT MUST BE ON YOUR EMERGENCY CONTACT FORM AND HAVE PHOTO ID.**
- There will be no pickup during your child's lunch period due to limited staff to retrieve your child. Please come 15 minutes before or after the lunch period. (Grades K, 2 & 4 10:51-11:41 AM. Grades 1, 3 & 5 11:46-12:36 PM)

### **RELIGIOUS INSTRUCTION**

- Chancellor's Regulations state that religious instruction dismissal is one hour prior to 2:20 PM ONLY FOR STUDENTS HAVING religious instruction during the school day.
- Have your child bring in completed cards from your house of worship so that a complete list can be kept by PS 58.
- We designate your children as walkers, bus or latchkey for dismissal purposes. If you need to make changes to your child's dismissal due to personal issues, you must send a written note or e-mail to the teacher. Verbal information will not be honored. You must come to the Main Office to sign your child out. Students will only be released to the person identified on the Emergency Contact Sheets. No one under the age of 18 should be designated as your emergency contact.  
**DO NOT** bring pets onto the school grounds during school hours, including arrival and dismissal.  
**DO NOT** use bikes, scooters or skateboards on the school grounds during school hours, including **arrival and dismissal**.  
**DO NOT** pick up students after 1:45 PM, unless it is a dire emergency, since it is too close to dismissal time and disruptive to students at end of the day.

### **CHANGES IN DISMISSAL**

- Refrain from changing your child's dismissal routine. This confuses the child and increases the risk of errors in your child's dismissal.

**\*\*\*Any changes in dismissal MUST be in writing to the teacher. This includes:**

- If a bus child is going to be a walker.
- If someone other than the parent or guardian is picking up. This person must be listed on the Pink/Blue Card. Again, photo ID must be presented.
- Bus children are **NOT** permitted to change buses.

### **EMERGENCY CONTACT INFORMATION**

- Blue/Pink Emergency Contact Forms must be filled out correctly with all current information. This is of utmost importance. In cases of emergency, this information is vital to your child's safety.
- Changes to the form must be made in person immediately after they occur. Please come into the general office to do this.
- **PLEASE REMEMBER THIS IS THE ONLY WAY THAT WE CAN CONTACT YOU ABOUT YOUR CHILD.**
- Students will **NOT** be released to anyone who is not listed on the Emergency Contact Form. Please include **EVERYONE** that you authorize to pick up your child during the year.

### **VISITING THE SCHOOL**

- All parents and visitors should **ONLY** use the main entrance. All visitors **MUST** sign in and **show photo identification** to the school safety agent at the desk.
- You will be instructed to go to the general office where the staff can assist you.
- Except for special circumstances, parents are not allowed in the building during the day, since this disrupts the work and routine of the entire class.
- If you need to confer with your child's teacher, send a note to the school, and the teacher will get in touch with you to let you know a convenient time for a meeting.
- These procedures must be strictly followed to ensure the safety of the children and staff of PS 58.
- Tuesday afternoons are designated parent engagement days for staff.

### **LEGAL DOCUMENTS**

Most recent legal documents pertaining to custodial care of a student must be on file in the General Office, in order for us to comply. This information is essential for our staff to ensure the safety of your child. **THERE WILL BE NO EXCEPTIONS.**

### **TRAFFIC ISSUES IN SCHOOL COMPLEX**

- There is no car traffic in the horseshoe. Both of the driveway gates on Marsh Avenue are **EXITS only. Please park your car LEGALLY in the neighboring area and walk your child into the complex. There can be no parking in the complex. This is during BOTH arrival & dismissal.**
- The school buses will drop off the students in the horseshoe and exit through the front grate.
- Entry to the complex at any time can only be through the Westport Street gate. When driving through the complex, proceed slowly and cautiously. There will be pedestrian traffic, and we must adhere to safety.
- In the morning, Stop and Drop is available and the **best way** to drop your children off at school.

### **BUS RULES AND CONDUCT**

- Only bus eligible students are permitted to ride their assigned school bus.
- At registration, you selected a bus stop near your home. Each bus stop has a color code and a name. OPT allows children to ride only the bus assigned to them. **No child**

**is ever permitted to ride a bus other than the one they are assigned to.** Any

permanent changes are to be made by the Office of Pupil Transportation

- Every eligible student will receive a bus tag with their bus stop clearly marked with their name, class, bus number and color. Please laminate this tag since students will need to wear it or attach it to their backpack for the entire school year.
- Bus stops are determined by the Office of Pupil Transportation (OPT).
- Bus eligibility guidelines are as follows:  
Grades K-2 - 1 /2 mile or more from school to home  
Grades 3-5 - 1 mile or more from school to home
- Bus riders should wait at bus stops and are required to enter and exit the bus in an orderly fashion. They should remain seated during the ride and listen to the bus driver's directions. There is to be no standing, pushing, yelling or throwing objects on the school bus. Any riders misbehaving on the bus will be subject to the Citywide Behavioral Expectations and "Bus Incident Reports" by OPT. Bus suspensions will result from these actions if repeated.
- Bus company phone numbers are:  
Pioneer Bus Company (718) 984-8077  
Island Charter Bus Company (718) 448-4006  
Office of Pupil Transportation Customer Service/Complaint Line (718) 392-8855

### **SCHOOL DISCIPLINE AND SAFETY**

- Our school's philosophy is to ensure a safe and nurturing environment that facilitates effective teaching and meaningful learning and which fosters a sense of responsibility, good citizenship and accountability. Therefore, it is necessary that students understand that there are standards of behavior with which all students are expected to comply, and there are consequences, if these standards are violated. The complete Citywide Behavioral Expectations is available for viewing and downloading by logging on to the New York City Department of Education website:  
<http://schools.nyc.gov/NR/rdonlyres/2942494E-7CD8-4CBD-86FC-E34A14FE1852/0/DisciplineCodeK5FINALforPostingadtdledits4517.pdf>
- This year again, in consultation with our School Leadership Team (SLT), we have co-created a list of **5 School Wide Behavioral Expectations**. These are outlined and have been discussed with all students. In addition, consequences have been distributed, posted and outlined and discussed with students.
- PS 58 is a bully-free zone and bullying of any kind, including electronic modes, will not be tolerated.
- We encourage your child NOT to bring toys, electronics, cell phones, or any other items to school. They usually cause issues between students and impact classroom instruction and learning are not conducive to an educational environment. We cannot look for or be responsible for the loss of these types of items.

### **STUDENT APPAREL**

All students should wear seasonally appropriate clothing. For safety reasons, students are not to be wearing flip flops to school and are encouraged to wear sneakers for school lunch, recess, and physical education safety. Inappropriate and unsafe footwear are not permitted at

any time. It is not appropriate for students to wear clothing that has inappropriate language or messages. Hats and caps are not to be worn inside the school building.

**CURRICULUM – MONTHLY NEWSLETTERS – SCHOOL CALENDAR**

- There will be monthly curriculum newsletters sent home by teachers of each grade notifying you of what topics the grade will be covering that month.
- Grade curriculum will be discussed during our Back to School Night on September 13<sup>th</sup>.
- A monthly calendar of events will be sent home every month to inform you about happenings at PS 58. The calendar will include special events, class trips and any half days or school holidays. The school lunch menu is on the back of the calendar. \*\*All of the above information and more can be found on our website.

**SCHOOL HOLIDAYS**- Below is the calendar of school closings for the upcoming school year, 2018-2019. Please plan your vacations accordingly.

Mon & Tues September 10 & 11	Rosh Hashanah
Wednesday, September 19	Yom Kippur
Monday, October 8	Columbus Day
Tuesday, November 6	Election Day
Monday, November 12	Veterans Day
Thur & Fri November 22 & 23	Thanksgiving Recess
December 24 - January 1	Winter Recess
Monday, January 21	Dr. Martin Luther King, Jr. Day
Tuesday, February 5	Lunar New Year
February 18 - February 22	Midwinter Recess
Fri. April 19 – Fri. April 26	Spring Recess
Monday, May 27	Memorial Day
Tuesday, June 4	Eid-al-Fitr
Thursday, June 6	Chancellor's Conference Day
Monday, June 11	Clerical Day
Tuesday, June 26	Last Day of School-half day for students

### **SCHOOL DAY SCHEDULE (Grades K-5)**

50 minute periods with 2 minutes of transition

Arrival	7:40 AM to 8:00 AM
Period 0 - HR	8:00 AM to 8:15AM
Period 1	8:15 AM to 9:05AM
Period 2	9:07 AM to 9:57AM
Period 3	9:59 AM to 10:49AM
Period 4	10:51 AM to 11:41AM (lunch K, 2 & 4)
Period 5	11:46 AM to 12:36 PM (lunch 1, 3 & 5)
Period 6	12:38 PM to 1:28PM
Period 7	1:30PM to 2:20 PM
Dismissal	2:20 PM

### **LUNCH**

- In September, you will receive an application for school lunch. You **MUST** return the signed form for your child. We need a form for every family, whether your child has hot lunch or cold lunch. This information determines potential Title 1 funding for the school, which is highly important to supporting many school programs. Even though all students receive free lunch this year, every family must submit a form. Instructions on how to complete the form are included with the form. If you completed the form online, it is not necessary to return the form to school.
- A monthly menu is listed on the back of the school calendar. The kitchen staff does their best to try to adhere to the menu, but, due to unforeseen circumstances, they may have to deviate from time to time.
- If your child eats cold lunch, **please do not pack glass containers** since they cause a safety issue.

### **HEALTH AND NURSING ISSUES**

There are strict guidelines to follow when administering medication during the school day. If a pupil is to be given medication on a daily or as needed basis, the doctor and parent must complete a 504 form each year. This form may be obtained in the nurse's office and be kept on file. If there are any changes in medication, a new form must be completed before a new medicine or dosage can be given. If a child has any type of allergy the nurse and classroom teacher must have a letter from the parent. School staff are prohibited from providing or administering any prescription or over the counter medications to any student. Students needing occasional medications are to take those medications at home, if possible. However, if medication must be given at school, it must be personally delivered and administered by the parent.

In the event your child becomes ill, we will contact you immediately, using the emergency information you have provided. Please notify us of any changes to that information. New York City DOE requires a medical form to be on file, which includes required immunization for all new admits and/or Pre-K, Kindergarten and first grade students. Failure to comply may result in your child's exclusion from school.

Please contact the school nurse for any questions or concerns in this area.

### **REPORT CARDS AND PARENT TEACHER CONFERENCES**

- Report Cards are given out three times a year from Kindergarten to Grade 5.
- Back to School Night is September 17, 2018.
- Parent Teacher Conferences will be on November 15, 2018 (Fall), and March 14, 2019 (Spring).

### **SCHOOL GUIDANCE COUNSELOR**

Deana Guarella, School Guidance Counselor & RFA Liaison, is available, by appointment 5 days a week during school hours. She collaborates with the members of the school community to develop and deliver mandated at-risk counseling, conflict resolution, crisis management and intervention, monitors attendance, provides liaison to the Administration for Children's Services, consults with parents and teachers and provides a linkage to community resources. She may be reached at (718) 761-2155 option 6.

### **CLASS TRIPS**

Trips are scheduled as an educational experience, based on curriculum. All trips are approved by the Administration and the School Nurse. A sufficient number of chaperones accompany each class trip. If a parent elects not to have his/her child participate in a particular trip, that child will be placed in another class during the time of the trip. Students who exhibit chronic behavioral issues may not be able to participate in off-site class trips. Exclusion from extracurricular trips can be used in accordance with the Citywide Behavioral Expectations.

### **TESTING**

- New York State/City Assessments are given throughout the school year to students. Parents are given notice of these tests by letter prior to their administration. Details of the test and dates are included in these upcoming letters.
- The test calendar for the 2018-2019 school years has been published as follows:

NYS ELA Grades 3, 4 & 5	April 2 & 3
NYSESLAT (Speaking)	April 8 to May 17
NYSESLAT (Reading, Writing, Listening (Grades 3, 4 & 5)	May 6 to May 17
NYS Mathematics Grades 3, 4 & 5	May 1 & 2
NYS Science (Performance) Grade 4	May 22 to May 31
NYS Science (Written) Grade 4	June 3

**\*\*\*PLEASE DO NOT SCHEDULE VACATIONS DURING TESTING TIMES\*\*\***

### **Homework Policy**

Homework is a vital component of the instructional day. Homework is assigned to reinforce the skills, habits, concepts and knowledge, which have been taught during the school day. It is the responsibility of all students to complete their homework assignments to the very best of their ability. Parents are asked to ensure that the homework assignments are completed by their children and brought to school on the day that it is due.

The P.S. 58 Homework Policy is as follows:

- Homework is given by teachers Monday through Thursday. On Mondays, homework will emphasize Literacy and Math skills: students are required to read (or be *read-to*) for 20 minutes, and complete 5-8 Math problems.
- All Homework assignments will be accessed through your child's Skedula/IO account. Homework worksheets for Grade K, 1 and 2 students are often stapled into student notebooks.
- Missing homework assignments are to be completed in a timely fashion. Parents will be notified when any homework issues arise.
- Missing homework assignments may negatively impact Report Card grades.

### **P.S. 58 Promotional Pathway: 2018/2019**

In alignment with the New York City Department Education District 31 policy, student promotion to the next grade will be based on an individual successfully meeting a minimum of 3 of the 5 required benchmarks as indicated below.

**Commented [1]:** +kriviello@sscolumbiaps58.org

Does this work for you?  
\_Assigned to Kathryn Riviello\_

<u>Measure</u>	<u>Grade Level</u>	<u>Benchmark</u>	<u>*Note</u>
<b>I. Course Mark</b>	Grades K-5 (ELA & Math)	≥ 65%	ELA & Math
<b>II. Project-Based Learning Culminating Assignment (PBL)</b>	Grades K-5 (ELA/Social Studies & Math/Science)  *Not the Science Fair project	≥ 65%	Per subject decision *1 per marking period *minimum of 1 in each category
<b>III. Promotion Portfolios</b>	Grades K-5 (ELA & Math)	≥ 65%	ELA & Math
<b>IV. Periodic Assessments</b>	Go Math K-5: (B-M-E of Year Assessments)	≥ 65%*	ELA Grades
	Journeys ELA K-1 (Emerging Literacy Survey Beginning and End of Year) Journeys ELA 2-5 (Comprehensive Screening Assessments)	≥ 65%*  *Scoring protocol provided by publisher	Math Grades
<b>V. NYSED Assessments</b>	Grades 3-5 (NYS ELA & Math)	"Met"	Preliminary Results

## **P.S. 58 Grading Policy**

Student report card grades will be based on the following formula:

**Tests: 40%**  
**Classwork: 35%**  
**Quizzes: 25%**

### **BIRTHDAY CELEBRATIONS**

- If you would like to send in refreshments for your child's birthday, please send in individual sized portions or cupcakes for the teacher to give out to the children. Please make sure there are enough for the entire class. CHILDREN SHOULD NOT BRING IN GLASS BEVERAGE CONTAINERS. Individual plastic bottles or juice boxes are preferred. Teacher cannot pour drinks into plastic cups from large containers.
- Children will not be able to go around the school to distribute items to other classes or teachers.
- Parents are not included in classroom birthday celebrations.
- NO GOODIE BAGS OR GIFTS ARE ALLOWED TO BE DISTRIBUTED
- Please do not send cameras in with your child for pictures.
- There are many birthdays throughout the year, and we need to keep the time spent to a minimum, so that it does not impact on instruction.
- Teachers cannot distribute birthday invitations to private birthday parties or give out personal information for invitations to parents.

### **LOST AND FOUND**

There are boxes in the cafeteria for items that the children have misplaced. In order to ensure that you can easily identify your child's items, we ask that you label all their clothing. Those items not picked up by the end of the month will be donated to an appropriate charity.

### **TRANSLATION AND ESL INFORMATION**

If you need translated information, please contact Sherri Donders, Parent Coordinator. In addition, if you need phone translations, she can assist you with that. Please do not hesitate to call her. Also, if you need translation services during Parent Teacher Conferences, please contact Ms. Donders before the conferences. Translators will be available on site.

### **SPECIAL EDUCATIONAL SERVICES**

Public School 58 provides special education services. These services include interventions and strategies in the general education environment for struggling students. They also include more intensive services provided in self-contained special education classes. Each student, who is recommended for special education, is evaluated at the school by the School Assessment Team. This process is overseen by the Principal, Assistant Principal and the School Assessment Team. If you are concerned about your child's progress, first discuss your concerns with your child's classroom teacher.

### **NOTIFY NYC**

New York City has a public notification program called Notify NYC. It sends updates for emergency situations at school and other events that have an impact on the school day by phone, text message or e-mail to parents and guardians who sign up for the service. Sign up at [www/nyc.notifynyc](http://www/nyc.notifynyc) or by calling 311.

### **SCHOOL COLORS, SPIRIT DAYS AND CLOTHING**

School Spirit Day is every Friday. Students are encouraged to wear their PS 58 apparel on Friday. The school colors are green and silver/gray. The PTA sells school spirit clothing during the school year and will send home order forms.

### **LATCHKEY**

Latchkey is a self - sustaining program available from dismissal to 5:45 PM beginning September 5, 2018 and ending June 25, 2018. There is no latchkey on half days. The fee is \$275 per month, however if you have two children the combined discount cost is \$250 per child. Payment is due the first of every month by MONEY ORDER only. The latchkey Program is staffed by our teachers and includes time for snack, homework and playtime.

### **HELPFUL WEBSITES**

- [pupilpath.com](http://pupilpath.com)
- <http://www.sscolumbia58si.org/>
- <http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations>
- <http://schools.nyc.gov/ParentsFamilies>
- <http://www.optnyc.org/public1>
- <http://schools.nyc.gov/Calendar>
- <https://www.engageny.org>

For help with homework call DIAL-A-Teacher at (212) 777 3380. They will be able to help with your homework questions and are available from 4:00 – 7:00 PM.

### **SCHOOL CLOSINGS**

The Citywide decision to close or delay the opening of school can only be made by the Chancellor. The Citywide decision will be made as early as possible prior to 6:00 AM on the affected day. Television and radio stations will be notified. News radio stations, such as WINS (1010 AM) and WCBS (880 AM) will broadcast information on school closing or delayed openings. You may also check the homepage of the Department of Education website, [www.nyc.gov/schools](http://www.nyc.gov/schools). PLEASE DO NOT CALL THE SCHOOL.

**MRS DONDERS, Parent Coordinator  
ASKS YOU TO PLEASE:**

- Sign up for Remind by texting @ b44dfe to 810-10.
- Sign up for e-mail blast by sending your child's name & Class along with your name to [SDonders@schools.nyc.gov](mailto:SDonders@schools.nyc.gov)
- Please register for Skedula/IO to keep track of your child's progress throughout the year.

WELCOME  
TO A  
GREAT NEW  
SCHOOL YEAR  
2018 – 2019 !!!

RKR  
WILL HELP US  
GO FAR!!!



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**PLEASE TEAR OFF, COMPLETE, AND SEND THIS BACK TO SCHOOL.**

**I have read, reviewed and understand the PS 58R – S.S. Columbia School  
Parent Handbook for the 2018-19 School Year.**

**Parent's Signature** \_\_\_\_\_

**Child's Name** \_\_\_\_\_

**Grade** \_\_\_\_\_

**Class** \_\_\_\_\_