



Asher Levy Campus

Jacqueline Flanagan ■ Principal ■ Janet Chasin ■ Assistant Principal

185 First Avenue ■ New York, NY 10003 ■ Phone: 212-533-5340 ■ Fax: 212-477-1368

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Dear Parents and Caregivers,

As part of the Comprehensive Educational Plan, Ms. Flanagan has designated me, Ms. Lerner the contact person for student-student bias- based harassment. As part of the guidance counselor's role, I am trained in resolving conflict and the Respect for All liaison.

According to the Chancellor's Regulation A-823 states any student who believes that he/she has been the victim of discrimination, harassment, intimidation and/or bullying by another student should report the incident to the RFA liaison, Ms. Lerner or to any other school employee. Students who witness or have information of such incidents may report them to the RFA liaison, Ms. Lerner or to any other school employee. Student complaints may be made verbally or in writing.

At PS19, an allegation can be reported by a parent to Ms. Lerner by phone, in person or via email at [clerner2@aschools.nyc.gov](mailto:clerner2@aschools.nyc.gov). The parent of both the suspect and victim will be contacted and disciplinary action will be taken according to the Department of Education's Discipline Code and Chancellors Regulation A-443.

Please be aware, we cannot investigate any allegation if it is not reported.

I have also attached the PS 19 Emergency off Site school list. PS 19 will evacuate to one of these schools if we have a building emergency. Parents will be notified by phone, text and email.

### **Emergency off Site Schools**

- 1) Primary: East Side Community School (M060) Address: 420 East 11<sup>th</sup> Street  
(Between 1<sup>st</sup> and Ave A) School # (212) 460-8467
- 2) Secondary: Children's Workshop School (M061) Address: 610 East 12<sup>th</sup> Street  
(Between C and D) School # (212) 614-9531
- 3) Out-of-Area: Salk School of Science (M255) Address: 319 East 19<sup>th</sup> Street  
(Between 1<sup>st</sup> and 2<sup>nd</sup> Ave) School # (212) 614-8785

Sincerely,

Ms. Lerner

Guidance Counselor