

PS 150Q
PARENT HANDBOOK
Policies and Procedures
2017-2018

ARRIVAL PROCEDURES:

Arrival is at 8:05 AM sharp. The earliest that a student can arrive is at 7:30 AM.

Parents, please leave your child at the gate.

Main Building ARRIVAL – Yard

1st grade – Lower yard by 40th Street gate

2nd grade – Lower yard by 41st Street gate

3rd grade – Gates closest to the Apartment buildings

4th grade – Gates closest to the school building

5th and 6th grade – Upper yard: 5th Wall facing auditorium and 6th grade by cafeteria ramp

For safety reasons, we ask all parents to please remain outside of the yard.

Main Building INCLEMENT WEATHER/ Indoor Arrival:

1st and 6th grade – Cafeteria: Enter through ramp and exit by side door

2nd grade – Enter main entrance and stay in blue area (main entrance)

3rd, 4th & 5th grade Auditorium – Enter through yard into auditorium

Annex ARRIVAL AND DISMISSAL PROCEDURES

K Students

Morning Arrival: Line up in the yard – 43rd Street

Dismissal – Parents wait for students outside the 43rd Street exit.

ANNEX inclement weather

K students will enter through the 43rd Street doors and go out through the multi-purpose area.

PK Students Arrival & Dismissal

- Parents will ALWAYS enter and exit through the main entrance for both arrival and dismissal.

ATTENDANCE:

There is a clear link between attendance and school success. Therefore, it is important that your child attends class daily and on time. Please be mindful that student's attendance is monitored daily by the school and the New York City Department of Education (DOE). Additionally, excessive absences or lateness will be noted in the child's report card. If it is impacting your child's performance, it may impact your child's promotion. When your child is absent, please send to your child's teacher a written explanation for the absences.

Early Pick Up: Since instructional time is critical, we ask that you please schedule appointments after school hours. If it is unavoidable, the latest early pick up is 2:00 PM. After 2:00 PM, you will have to wait until dismissal time. Whenever you know in advance that you are picking up your child early, please send a note to your child's teacher indicating the time of pick up.

A student arriving after 8:05 AM. is considered late. He/she must get a late pass from the school aide at the front desk. For safety reasons, parents cannot escort their children to classes. If children are late, they will be taken to class by a school aide.

BATHROOM:

Students are encouraged to use the bathroom after eating breakfast and lunch, so as to avoid them missing any instructional time. If your child has a health condition that requires frequent use of the bathroom, please notify the school nurse with a note from your pediatrician.

BIRTHDAY PARTIES:

Our policy is that we limit birthday celebrations to the last 45 minutes of the school day. We also ask that you please keep it simple and only have cupcakes which require minimal set up. If you wish to have a classroom celebration, please contact your child's teacher in advance. She/he will alert you to any potential conflicts with the instructional program, and any allergies and food restrictions. We ask that you please be mindful of appropriate nutritional practices.

BREAKFAST:

Breakfast is served from 7:30 AM. - 7:50 A.M. There is ONLY school staff to supervise students in the cafeteria; therefore, all students arriving early to school are required to enter the building and wait in the cafeteria. They need to come in either through the cafeteria ramp.

BREAKFAST IN THE CLASSROOM:

Beginning at 8:05 AM, all students will have access to a bag breakfast which they will eat in their classroom from 8:05 AM – 8:20 AM.

BOOKS:

Students need to take care of ALL their books. If they misplace a book, you will be charged a replacement fee of \$15.00- \$30.00.

BUS INFORMATION:

The Department of Education (DOE) provides transportation for elementary students (grades K – 6) who live 1.0 miles or more from the school. Bus stops are established for the common convenience and safety of the greatest number of students. Students who are eligible for a bus will be identified automatically by the Department of Education and the Office of Pupil Transportation. You should receive notification of your child's bus route prior to the start of school. For more information, you can call the DOE Office of Pupil Transportation at (718) 392-8855 or check the website: <http://www.opt-osfns.org/opt/>. If on the first day of school there is an issue with your child's bus, we will ask you to submit a bus transportation form. Either Ms. Toni Corrado or Geneva Pate will reach out to you.

CLASS PLACEMENT:

When placing your child in a class, there are many factors taken into consideration. For the success of ALL students, we need to make every effort to balance the classes by taking into consideration the number of male and female students, range of abilities, personalities, student relationships, special needs, and learning styles, teacher and support staff input, etc.. Please understand that we try our best to place your child in a class where he or she will be successful.

CONFLICT RESOLUTION:

If your child has a problem with another student that he/she is unable to resolve, it is important that he or she let the teacher or guidance counselors Mr. Desillas (Grades k-3) and Ms. Alvarez

(Grades 4-6) know. Our guidance counselors are around during the lunch periods to assist with the resolution of conflicts. It is important that conflicts be resolved quickly and effectively. If you feel that the conflict persists, it is important that you contact and arrange a meeting with the school principal, Ms. Parache (CParache@schools.nyc.gov). Please note: Physical aggression is never a way to resolve problems. Any student who behaves in a manner which is a violation of the Chancellor's Discipline Code, there will be appropriate follow-up. You can read the Discipline Code online at: <http://schools.nyc.gov/RulesPolicies/DisciplineCode/default.htm>

DISCIPLINE:

We believe that effective discipline should be a learning opportunity and a time for us to foster reflection and self-discipline. As a way of helping students achieve this, we use the Positive Behavior Intervention System (PBIS) where students have a behavior matrix that outlines the expected school-wide behavior expectations. Any student caught behaving in ways that are aligned to the respect matrix receive commendation cards. These cards are then cashed in for rewards, such as ice cream, popcorn, movie, extra recess, breakfast with the principal, etc. In addition, any student who does not adhere to the respect matrix will be asked to reflect and fill out a "Think Sheet" which requires a parent signature. As mentioned above, we use the Chancellor's Discipline Code to assess student's infraction and consequences. We work very hard to prevent suspensions; however, there are infractions which may result in automatic principal or superintendent suspension. In these cases, you will receive a suspension notification and a request for a parent meeting to discuss the incident and work on a prevention plan.

Student Disciplinary Contract. You and your child will receive a copy of the contract. The classroom teacher will review the contract with the class, and we ask that you please also review it when your child takes it home. We also request that you sign the contract with your child, to acknowledge that you've received and read the document.

DISMISSAL:

Regular dismissal is at 2:25 PM daily. Half day dismissal is at 11:30 AM.

All children must be picked up on time. If you are unable to pick up your child at dismissal time, please call the school. Additionally, if you are sending a different person to pick up your child, it is important that you send the teacher a note with the name of the person who is picking him or her up. Please understand that your child's safety is a priority, we will not release a student to anyone who is not authorized or whose name does not appear on the blue card. You should list all the possible relatives or friends who may be picking your child throughout the school year.

MAIN BUILDING DISMISSAL – Yard

1st grade – Cafeteria –

Please wait and enter through the upper yard cafeteria ramp.

2nd grade – Lower yard by 41st street gate

3rd grade – Lower by 40th Street gate

Grade 2&3 parents will wait outside corresponding gate areas. Once whistle is rung, you will be allowed to enter the lower yard and pick up your child. Please signal to the teacher prior to taking your child.

4th grade – Teachers will dismiss each class by the side of building on 41st Street

4th Grade parents will wait outside the 41st street gates. Please wait there and not enter yard. The teachers will take students to you.

5th and 6th grade – Students will exit on 43rd Avenue by the gazebo doors next to parent coordinator's room.

5th & 6th Grade parents will wait on 43rd AV by the gazebo. Students will exit through and meet you there.

Inclement Weather Dismissal

Please note: Because we have so many afterschool activities, we will **ONLY use the below inclement weather dismissal procedure for stormy conditions, such as torrential rain, snow, and ice that has not been cleared by the custodial staff.** Students will exit quickly. We ask that you please dress students for the weather.

DISMISSAL Indoor – Afternoon

1st grade – Cafeteria: Enter through ramp and exit by side door (Exit 13)

2nd grade – Enter main entrance and exit through gazebo exit

3rd – 4th grade – Auditorium – Enter through yard into auditorium and exit through the 41st Street exit

*5th and 6th grade – Exit by gazebo

ANNEX DISMISSAL – See Annex Arrival

Please be aware that any child left beyond the closing of the school day may be taken to Police Precinct #108 located at 547 50th Ave, Long Island City, NY 11101 Phone number [\(718\) 784-5411](tel:7187845411).

DRESS CODE:

As per parents request, PS 150Q does not have a uniform policy; however we require that students follow the below dress code.

As a way of maintaining an atmosphere of respect and learning, it is expected that students come neatly dressed and stay away from wearing any clothing that distracts attention from learning.

School dress code:

DOs

Dress neatly with clean shirts and pants, skirts, or dresses

Wear closed toe shoes or sneakers

Skirts and dresses should be no higher than 2 inches above the knee

In hot weather Bermuda style shorts are permitted

DON'Ts

Inappropriate graphics or symbols on shirts

Ripped or torn clothing

Low-rise jeans

Short shorts

Tank tops or spaghetti straps

Exposed midriffs

Sandals and open toed shoes are not allowed for safety reasons

GYM DAYS

Please wear sneakers or rubber-soled shoes, Sweat pants and T-shirts or sweatshirts

EMERGENCY CONTACT (STUDENT):

PS 150Q has an Emergency Crisis Plan in place for emergencies, which is approved by the DOE. As part of this plan, every parent must fill out and submit current Student Emergency Contact Cards that provides information about people who can be contacted in the event of an emergency, accident or illness. We send out three cards- one for the teacher, the nurse and the main office. Please make sure that you indicate the names of ALL people who are authorized to pick up your child. For safety reasons, we will ONLY release students to the persons who appear on the blue card. .

We make provisions for every kind of emergency, including cases where our building is not safe for students. These include situations like fire or threats to the building's structural integrity. We can thankfully report that we have never had to evacuate our building. However, rest assured, we are prepared for such contingencies, should the safety of your children and our staff require it.

IMPORTANT- IN THE EVENT OF AN EMERGENCY EVACUATION- our children and staff will be moved to a safe designated location. For information, you should ONLY contact 311. Please refrain from contacting or going to the school. It is highly recommended that you sign up to Notify NYC for the zip code that belongs to your child's school. You will receive emergency notifications. Register by going to the link www.nyc.gov/notifynyc

EMERGENCY DRILLS:

Every year, we conduct evacuation and intruder drills based on the guidelines issued by the New York City Department of Education. Absolute silence is required during these drills so students may listen for teacher instruction. It is important that students follow the expected behavior for drills. Any student who fails to follow the safety guidelines may be subject to disciplinary action because he or she has engaged in conduct that endangers his/her life and the lives of others.

FIELD TRIPS:

Most field trips are aligned to the curriculum and part of your child's educational experiences. All trips require that parents or guardians sign and submit a completed permission slip prior to the trip. Please be advised: because there are safety measures and advanced planning required for trips, we will not accept permission slips on the day of the trip. If there is concern about your child attending a trip, the teacher will contact you and discuss the concerns and alternate plans in advance. **Once students return early from a trip, students may not be signed out early.** They need to remain in the school and receive instruction.

FOOD ALLERGIES:

There are students who have food allergies and diabetic issues which require monitoring. It is the family's responsibility to notify the school nurse about a child's allergies or medical condition. We will work together with the family to develop a plan that accommodates the child's needs throughout the school day and year. Whenever there is a food allergy, we will notify the teacher and parents to create an allergy free classroom environment that will maintain students' safety. In addition, the teacher will also receive training on how to utilize an epipen in the event that a child may require it.

GRADUATION and MOVING UP CEREMONIES:

Parents of students in Pre-K, Kindergarten, and 5th grade GT and Dual Language and 6th grade, can expect special ceremonies that mark these important transitions. In the case of Pre-K and K,

we have “moving up” ceremonies which are organized primarily by teachers, the grade administrator and parents. Parents are invited.

The 5th grade GT and Dual and 6th grade ceremony is a more formal event. The graduation activities are organized by the 5th and 6th grade teachers, under the supervision of the principal. A graduation activity fee is required which covers the senior trip, parties, year book and cap and gown (6th graders).

HOMEWORK:

Homework is a time to practice concepts learned in class. It is also a time to practice reading and writing skills and prepare extension activities, such as projects. We have initiated Friday Free Homework, except in situations where students are working on a project or have not submitted their assignments and need to make them up.

Parents can help with homework by showing a positive interest in it, encouraging their children while avoiding undue pressure, and providing a suitable place and quiet time for work. The number of assignments will vary according to the grade and teacher. Concerns regarding homework assignments should first be communicated directly to the classroom teacher, and not to the child.

LOST AND FOUND:

The school is not responsible for personal property that is lost, stolen, or damaged. Please label with your child’s name all personal belongings. In addition, students are encouraged to keep electronics, toys, any item of sentimental value at home. If your child has lost clothing or lunch box, you may take a look at our lost and found area in the main entrance. Please note: lost and found articles are cleared out on a monthly basis.

LUNCH:

Our school provides free lunch to ALL of our students. Our lunches are nutritious and prepared on the premises. Our cook and kitchen staff works hard to provide our students with the best service and a variety of healthy options. They have received awards for their amazing food preparation and cleanliness of the kitchen. We highly recommend that your child eat our school lunch and breakfast. You will receive the lunch and breakfast menu every month along with school calendar. If you are sending your own food, please make sure that it is healthy. We ask that you place it in a lunch box or bag. All drinks should be in plastic containers. .

LUNCH PERIODS AND RECESS:

Each group will have 20 minutes in the cafeteria and 20 minutes recess.

4th period – K, 2nd and 4th grade

5th period – K, 1st and 6th grade

6th period – 3rd and 5th grade

OFFICE HOURS:

The office is generally open from 8:05 AM to 2:30 PM. If you need a special form, such as a verification of your child's attendance, or "Face to Face" letter, please see one of our secretaries between 8:05 AM to 2:30 PM Monday to Friday. Please note: any form that require preparation, may take 24-48 hours.

The principal is available to see parents on Tuesdays from 8:15 AM to 10:00 AM. In order to ensure her availability, please send her an email, contact the secretary Geneva Pate or parent coordinator, Luis Figueroa. In the event of an emergency, please do not hesitate to come in and ask to speak to the principal.

PARENT BEHAVIOR:

As models for the children, we kindly remind all our families to conduct themselves in a respectful manner. If there is an issue, it is important that you immediately inform the school and do not let the situation linger and escalate. Whenever there is a conflict with another student or family, we ask you to refrain from addressing concerns directly with student or parent. We will work with you and the other family to resolve it.

Any time you have a concern, we ask that you please first notify the teacher or guidance counselor. If the situation continues, you should ask to speak to the grade administrator. If there has not been an effective resolution or you are not in agreement with the plan, please make sure that you reach out to the school principal.

PHYSICAL EDUCATION:

Students are expected to be prepared and participate in physical education activities. If a child has a medical issue, please submit a medical note that indicates the reason to be excused and length of time. The information should be given to the nurse who will notify the physical education teacher and guidance counselor. An alternative plan will be developed.

On PE days, students are required to wear appropriate physical education attire, such as t-shirt and comfortable pants/ sweat pants and sneakers. . This attire, in some cases, will be different from normal school attire. Past experiences have shown that success and safety is best achieved by wearing comfortable clothing that allows for more mobility. Additionally, longer hair should be tied back to allow for more visibility.

PLAYGROUND RULES:

In the mornings, after or before lunch, the students will have the opportunity to go outside to the yard. DOE policy permits students to go outside as long as it is 32 degrees and above. We also take into consideration wind conditions. We ask that you always dress your child accordingly. For winter months, it is recommended that students wear layers. On stormy and frigid days, arrangements will be made for students to remain indoors.

Students will be permitted to use the jungle gym during school hours. In order to maintain safety and order, we will be controlling the amount of students who get on the equipment. As you are aware, there is always a risk of your child falling off and getting injured. We ask that you talk to your child about playground safety.

SCHOOL CLOSING OR DELAYED- STORMS:

Our school will follow citywide emergency and storm guidelines. In the event of school closing or delayed opening, we will receive a notification from the Chancellor's office. Notifications are usually posted on the DOE website, <http://www.nycenet.edu/>, and/ or communicated on one of these radio stations: WINS (1010 AM), WCBS (880 AM), WLIB (1190 AM), WBLS (107.5 FM), WNYE (91.5 FM) or television stations: WCBS (Channel 2), WNBC (Channel 4), WNYW (Fox Channel 5), WABC (Channel 7), WNYE (Channel 25), and "NY 1" (Channel 1 on cable television).

When there is an authorized citywide school closing or delayed school opening, all field trips, all after-school programs are usually cancelled unless the Chancellor announces differently. When there is an authorized citywide delayed school opening, school buses will run, but their arrival times will be delayed by two hours. It is expected that when there is a delayed opening, students will be in school until their regular dismissal time. However, if citywide emergency conditions or a storm worsen, the Chancellor may announce an early dismissal. The Chancellor will notify bus services of the earlier dismissal schedule.

STUDENT RECORDS:

Student records are collected, maintained, and used in accordance with state regulations and DOE policy. These records are available for parents to review. In addition, parents also have access to IEP (Individual Educational Plans) which can be obtained from your child’s teacher or Special Ed Team.

USE OF SCHOOL PHONE/ CELLULAR PHONE POLICY:

In the event of emergency, student may contact parents via our school phone. Our cellular phone policy allows students to bring cellular phones to school. However, they must be kept off and inside their backpack. Students are not permitted to use their cellular phone on the premise AT ANY TIME. If a student is found with a cellular phone, it will be collected and given back at the end of the day. The student will receive a warning. If the student takes out the phone a second time, a parent or guardian will have to come and pick it up. A third violation will result in the phone being collected and kept until the end of the school year. Our students are usually good about following this policy. It has been a long time that we have had to hold onto a phone for such a long time.

SCHOOL HOURS:

Children should not arrive at school before 7:30am. There is no adult supervision before that time. School hours for children are as follows:

7:30 AM	Entry for school breakfast and early arrival
8:05 AM.	Class Begins
2:25 PM	Dismissal
11:30 AM	Half day dismissal

ELECTRONIC EQUIPMENT & GAMES:

Toys, electronic equipment and games, trade cards (Example Pokie Man Cards), fidget toys, spinners etc. are instructional distraction. Please make sure that your child leaves these items at home. If a student brings one of these items to school, it will be taken away and returned at the end of the day. If the student continues to bring item, you will be contacted and may be asked to come and pick it up. Please note: the school is NOT responsible for any lost electronic equipment or game. VERY IMPORTANT: During State testing, students are **not permitted** to

have cellular phones nor electronic books. All cellular phones are collected at the beginning of testing. If a student is found in possession of an electronic device, his or her test will be disqualified.

TRAFFIC:

The safety of every child in school is of utmost importance. Therefore, we ask that you please follow proper arrival and dismissal procedures. It is important that you stay in the designated areas and use the proper entrance and exit doors. When dropping off and picking up your child, please make sure to keep the area immediately outside the exits open, so classes can easily walk out. Additionally, if you pick up your child by car, it is vital that drivers do not double park in front of the school. This can block the school bus, and generally inhibit access to the school entrance.

TRANSFER to ANOTHER SCHOOL:

Notice of transfer to another school should be given to the building principal in advance. Parents can do this by contacting the pupil accounting secretary, Mona Friedman. Student records may not be released to families. They must be requested by a NYC public school. The records will be mailed directly to the transfer school.

VANDALISM:

If a child damages, defaces building or property, or damages school materials, it is considered an infraction of the Chancellor's discipline code. The student may be subject to disciplinary action. In addition, a student may be required to do service with parent's permission. The family may also be asked to reimburse the school for the loss or damage.

VISITING THE SCHOOL:

Visiting hours are between 8:05 AM and 2:25 PM. All side doors of the schools are locked with alarms. Visitors may ONLY enter through the front door and provide proper identification to the safety agent. Parents and guardians are not allowed to wait for any period of time during arrival and dismissal or linger outside in the school yard. Our students' safety is a priority, and we want to avoid any stranger from having access to our students.

When you are visiting to attend a meeting, it is important that you stop in the main office and obtain a pass. Please note: teachers are not available for unscheduled conferences. If you wish to schedule a conference with your child's teacher, leave a message with the teacher in the main office, speak to the Parent Coordinator, or Guidance Counselor.