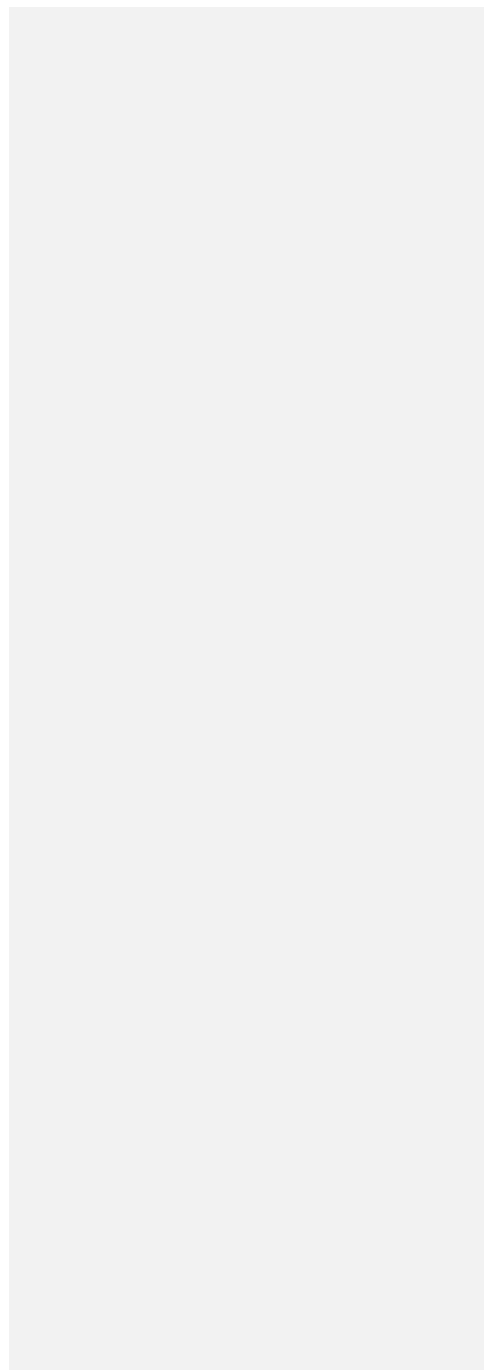


PS150Q

Parent Handbook

Policies and Procedures

2019-2020



PS150Q

A SHOWCASE SCHOOL

Website: www.ps150q.org

PTA Website: www.ps150qpta.com

Facebook: www.facebook.com/ps150Q

Main Building

(Grades 1–6)

40-01 43rd Avenue, Sunnyside NY 11104

Tel: (718) 784-2252

Annex

(Pre-K–Kindergarten)

41-12 44th Street, Sunnyside NY 11104

Tel: (718) 937-0248

SCHOOL HOURS

School hours are from 8:05 AM – 2:25 PM Monday through Friday.

Children should not arrive at school before 7:30 AM. There is no adult supervision before that time. All children from the Main Building are dismissed at 2:25 PM - UNLESS there is half-day dismissal.

School hours for **all grades** are as follows:

7:30 AM	Entry for school breakfast and early arrival
8:05 AM	Classes Begin
2:25 PM	Daily Dismissal
11:30 AM	<i>Half-Day Dismissal</i>

SCHOOL PERIODS	TIME
1	8:05 AM - 8:55 AM
2	9:00 AM - 9:50 AM
3	9:55 AM - 10:45 AM
4	10:50 AM - 11:40 AM
5	11:45 AM - 12:35 PM
6	12:40 PM - 1:30 PM
7	1:35 PM - 2:25 PM

MAIN BUILDING ARRIVAL PROCEDURES

Parents dropping off students at the Main Building, please leave your child at the gate.

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

☀ SCHOOLYARD

1 st Grade	Lower Yard by 40 th Street Gate
2 nd Grade	Lower Yard by 41 st Street Gate
3 rd Grade	Gates Closest to the Apartment buildings
4 th Grade	Gates Closest to the school building
5 th & 6 th Grades	Upper yard: 5 th Grade lines up by wall facing auditorium. 6 th Grade lines up by cafeteria ramp

INCLEMENT WEATHER / ALTERNATE INDOOR ARRIVAL

1 st & 6 th Grade	8:05 AM	Cafeteria: Enter through the upper yard ramp
2 nd Grade	8:05 AM	Enter through school yard and stay in blue area by the main entrance
3 rd , 4 th & 5 th Grades	8:05 AM	Enter through yard and proceed to the auditorium

LATENESS: A student arriving after 8:05 AM is considered late. S/he must get a late pass from the school aide at the front desk in the MAIN OFFICE. For safety reasons, parents cannot escort their children to classes. If children are late, they will be taken to class by a school aide. If a student arrives at 8:30 AM or later their parent or guardian must accompany them to the main office and sign them in with the secretary. Chronic lateness will be addressed by guidance counselors.

MAIN BUILDING DISMISSAL PROCEDURES

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 another person will pick up your child, it is important that you send the teacher a note with the name of the person.

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 up your child throughout the school year.

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.

SCHOOL YARD

1 st Grade	Cafeteria <i>Please wait and enter through the upper yard cafeteria ramp.</i>
2 nd Grade	Lower school yard by 41 st street gate
3 rd Grade	Lower by 40 th street gate
<i>Grades 2 and 3 parents will wait outside corresponding gate areas. Once the whistle is blown, you will be allowed to enter the lower yard and pick up your child. Please signal to the teacher prior to taking your child.</i>	
4 th Grade	Teachers will dismiss each class by the side of building on 41 st Street. <i>4th Grade parents will wait outside the 41st Street gates. Please wait there and not enter yard. The teachers will take students to you.</i>
5 th and 6 th Grades	43 rd Avenue exit closest to 40 th Street. Students will exit on 43 rd Avenue by the garden gazebo (next to parent coordinator's office). <i>5th & 6th Grade parents will wait on 43rd Avenue by the gazebo. Students will exit through and meet you there.</i>

All parents and guardians must exit the school yard once they have picked up their child. This is to ensure all students have been accounted for and picked up. Everyone is welcome to re-enter the school yard once the Assistant Principal blows the whistle.

INCLEMENT WEATHER DISMISSAL

Please note: Because we have 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.

INDOOR AFTERNOON DISMISSAL

1 st Grade	Exit by side door (Exit 13)
2 nd Grade	Exit through gazebo 43 rd Street & 40 th Street exit
3 rd & 4 th Grades	Exit through the 41st Street exit
5 th & 6 th Grades	Exit by gazebo

ANNEX ARRIVAL AND DISMISSAL PROCEDURES

The Annex - our Early Childhood Center houses our Pre-Kindergarten and Kindergarten classes
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.

Morning Arrival: Line up in the yard

Pre-K	8:05 AM	Enter through the 44 th Street entrance: Children head straight to their classrooms
Kindergarten	8:05 AM	Enter through the 43 rd Street entrance: Children head straight to the cafeteria

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

INCLEMENT WEATHER

Pre-K Students	Parents will ALWAYS enter and exit through the main entrance for <i>both</i> arrival and dismissal.
Kindergarten Students	Enter through the 43 rd Street doors and go out through the multi-purpose area.

OFFICE HOURS

The office is **open from 8:05 AM to 2:25 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–2:25 PM Monday through Friday. Please note: any forms that require preparation, may take 24–48 hours.

ADMINISTRATORS/ SUPERVISORS

Principal: Ms. Carmen Parache.
Main Building, Main Office, Room 201.

Assistant Principals:
Ms. Erin Meizlik & Mr. Scott Postel, Main Building.
Ms. Zulma Ortiz-Tanzer, Annex

The principal is available to see parents on Tuesdays from 8:15 AM–10:00 AM.
To ensure Ms. Parache's availability, please contact her an email to cparache@schools.nyc.gov.
Our school's secretaries are Ms. Mona Freedman and Ms. Geneva Pate (gpate@schools.nyc.gov).

In the event of an emergency, please do not hesitate to come in and ask to speak to the principal.

GUIDANCE COUNSELORS

We have two full time guidance counselors in the Main Building, Room 255.

Mr. Mark DeSillas
(K–3rd Grade), may be reached at 718-784-2289.

Ms. Elizabeth Alvarez
(4th–6th Grade), may be reached at 718-383-7495.

Both guidance counselors work with general education and students with special needs.

PARENT COORDINATOR

Our Parent Coordinator is Janice Quiles-Reyes. Her office is located in the Main Building, Room 161. You may reach her via email at [jqquilesreyes@schools.nyc.gov](mailto:jquilesreyes@schools.nyc.gov) or by calling 718-784-2252, extension 1611. The Parent Coordinator works to engage with and involve parents in the school community by working with the principal, school staff, school leadership team, and parent committees. She helps to address any parent or school related matters.

SECURITY

There are school safety officers stationed at the entrance of both the annex and main building. We ask that you please cooperate with them. They are there for the students' safety.

Main Building: Agent Green
Annex: Agent Saini

Visitors requesting access into the building or who are attending a scheduled meeting with staff or administration may ONLY enter through the front door and are required to present valid photo identification and sign in at the front desk. Visitors must then proceed to the main office and obtain a

Visitor's Pass. Upon exiting the building, please use the main entrance and hand the officer the Visitor's Pass given to you earlier. Parent volunteers must follow the same procedure as noted above.

Valid photo identification:

- Passport
- Driver's License
- ID NYC

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. When you are visiting the school to attend a meeting, it is important that you stop at the main office and obtain a pass.

STROLLERS, SCOOTERS /RAZORS, SKATEBOARDS, BICYCLES & ROLLERBLADES are not permitted in the building. These items create a hazard in our very busy building. Additionally, PETS are not permitted on premises unless they are registered legal service animals.

Please note, teachers are not available for unscheduled conferences. If you wish to schedule a conference with your child's teacher, contact the teacher directly.

ClassDojo is our platform for communicating with families, it lets us share what is happening inside our classrooms and school. It allows the school to update families directly with instant notifications.

PARENT TEACHER ASSOCIATION (PTA)

PS150Q has a strong parental involvement which is a valuable part of our children's education. We have a lovely partnership with our PTA, which is an incredible resource and support for our school and students. The PTA serves parents/guardians by providing tools and information that can help them to become active participants in their child's education and the P150Q community. PTA meetings are held every third Wednesday of the month. Meetings alternate between mornings at 8:15 AM and evenings at 6:15 PM. Reminders for the PTA meetings and agendas are regularly sent home to parents. Members of the PTA are a committed group of parent volunteers who work hard to provide the following:

- advocacy for students and families
- update parents and families about the school
- raise money to fund school programs, such as: Arts for Recess, Cool Culture, and field trips requested by teachers
- organize and run volunteer events

PTA OFFICERS/ EXECUTIVE BOARD

Officers of the PA/PTA are responsible for the PA/PTA budget, events and activities. Officers are elected by membership annually. The PTA board is composed of a president, vice president, treasurer, and secretary. The PTA meets with the principal 4 times a year. To find out the names of the current 2019-2020 PTA Executive Board please visit the PTA's website at PS150qpta.com

The PTA has several areas of focus: fundraising, parent communication and school sponsorship. It has several fundraising activities throughout the year. The funds that are raised are used to host events and fund many programs throughout the year – such as Arts for Recess, family movie nights, sales boutiques, 5th Grade play, Cool Culture passes, field trips, as well as classroom support (BrainPop, music and art supplies). It helps our school community by purchasing books, fans, the Playbills for the annual 5th Grade play production and assisting students who cannot afford trips or activities. The PTA welcomes parent volunteers for events, fundraising and ideas. Please contact the PTA to volunteer.

They can be reached via email at psl50qpta@gmail.com, and by phone at (718) 784-2252. For information on upcoming events please visit their website www.psl50qpta.com.

SCHOOL LEADERSHIP TEAM (SLT)

Our School Leadership Team (SLT) is a team composed of parents, administrators and staff members. It is a form of school-based management whose duties include creating the Comprehensive Education Plan for the school and making decisions about the budget. The SLT members have an opportunity to communicate regularly and share ideas. The Principal, PTA President and UFT Representative are mandatory members on the team. Additional members are elected by their constituencies. If you are interested in joining, please contact the PTA to find out when these elections will take place.

TITLE 1 PARENTAL INVOLVEMENT

PS150Q is considered a School-Wide Title 1 school which allows all our students to qualify for free lunch. As a result, we get Title 1 funds which can be used to assist students in making sure that they are meeting the grade level standards in all content areas. From these funds, we must set aside 1% for Parent Involvement. At the beginning of the year, the principal holds a meeting to discuss the amounts and the spending of these funds.

OPEN SCHOOL WEEK

PS150Q holds two “Open School Week” sessions: one scheduled in November and the other in March. Parents are invited to classes from 8:15 AM–10:00 AM. Please check our school calendar on the website: www.PS150Q.org for these dates.

SCHOOL CLOSING OR DELAYED OPENING: 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.

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.**

ABSENCES

A written note explaining your child's absence(s) is required. Upon your child's return to school, please send that note to the teacher's attention. This includes absences for religious reasons. A note is also required whenever a child is to be excused from school early. We ask that you please not schedule medical, dental, or other appointments for your child during school hours. If such an appointment is absolutely unavoidable, it is advisable to make it near the beginning or end of the school day.

LATENESS

It is important that children arrive at school on time at 8:05 AM. After 8:05 AM, the student will be considered late. Your child will have to enter through the front and must be signed in by a parent or guardian. He/she must get a late pass from the school aide at the front desk in the main office. For safety reasons, parents cannot escort their children to classes. If children are late, they will be taken to class by a school aide.

VACATIONS

Since attendance is linked to academic performance, we do not approve of extended vacations. We highly recommend that you plan your vacations appropriately and within the time frame granted by the Department of Education. If your child is going to be absent for a week or more, you will be required to discharge your child and re-register him or her upon your return. The Department of Education's 2019-2020 School Year Calendar (annotated with holidays) is available in many languages on-line at www.schools.nyc.gov. You may also obtain a copy from the Parent Coordinator, Room 161.

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.

STUDENTS WHO ARE ENROLLED IN RELIGIOUS INSTRUCTION

Students enrolled in religious instruction will require an earlier release time. Families must present a signed application from the religious instructor to Mona Friedman (in the main office, Room 201). Only those students approved will be allowed to be dismissed. All parents picking up children for released time must sign their child out in the blue area.

TRAFFIC

The safety of every child in school is of utmost importance. Children should cross the street at corners with the school's crossing guard. When dropping off or picking up your child, please make sure to keep the area immediately outside of all exits clear. Please make sure to keep the area immediately outside the exits open, so classes can easily walk out.

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 block access to the school entrance.

DOUBLE PARKING

Double parking is illegal at any time, especially during dismissal and arrival. This is dangerous to children entering and exiting school buses and makes it difficult for staff members to depart for other commitments.

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 during the first couple of weeks of 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 to Ms. Pate in the main office.

DOOR TO DOOR BUS SERVICES

This will only be provided for students with medical issues or impairments and will require prior medical documentation.

EMERGENCY CONTACT CARDS / BLUE CARDS

PSI50Q follows a DOE approved Emergency Crisis Plan. As part of this plan, every parent must fill out and submit current Student Emergency Contact Cards which provide information about persons who can be contacted in the event of an emergency, accident, or illness. Each year, you will receive three (3) sets of Blue Cards (one for your child's teacher, one for the school nurse and one for the main office) also known as Emergency Contact Cards. We ask that you please fill them out with your current address and working phone numbers by the first week in September. Parents need to notify the school immediately if any changes need to be made to their Blue Card. These cards are used to reach parents /guardians and emergency contacts in the event of an emergency, accident, or illness. It is important that the information be up-to-date and accurate. 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, and who provide a valid photo ID.**

VERY IMPORTANT IN THE EVENT OF AN EMERGENCY EVACUATION

All 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 EVACUATION 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, exit and enter the building in an orderly fashion. 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.

SHELTER-IN

Shelter-in is used when NYPD are engaged in an operation nearby outside of the school. We are notified by the police department of an unsafe situation. The doors to the school will be locked, no one may enter or exit the building. Classes continue, students and staff remain inside the building and conduct business as usual. Once the unsafe situation has been resolved, the school is notified by NYPD that the Shelter-in is lifted and we may resume normal school operations. The goal is to keep students and staff **safe** and indoors.

LOCKDOWN

Soft Lockdown: No Imminent Danger - Administrative Teams, Building Response Teams, and School Safety Agents will meet at the designated command post for further direction.

Hard Lockdown: Imminent Danger - No one should sweep the school in a hard lockdown. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders.

- Students are trained to move out of sight and keep silent.
- Teachers are trained to:
 - Check the hallway outside of their classrooms for students, lock classroom doors, and turn off the lights.
 - Move out of sight and keep silent
 - Wait for first responders to open door, or for the message:
- The lockdown has been lifted
- followed by specific directions

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.

BATHROOM

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

SCHOOL DRESS CODE

PS150Q does not have a uniform policy. 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. We require that students follow the below dress code:

DOs

Dress neatly with clean shirts and pants, skirts, or dresses
Skirts and dresses should be no higher than 2 inches above the knee
Wear closed toe shoes or sneakers
WARMER WEATHER: Bermuda style shorts are permitted

DON'Ts

Inappropriate graphics or symbols on shirts
Ripped or torn clothing
Low-rise jeans (exposing undergarments) 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, gym shorts and T-shirts or sweatshirts.

If your child's outfit is not aligned with the dress code, you will be contacted and may need to bring a change of clothes.

AFTER SCHOOL PROGRAMS

The school's provided programs for students who will benefit from additional support are:

- After School Project Intervention – is a program with a balanced approach to strengthen literacy and mathematics skills.
- ENL (English as a New Language) After School - ENL children are offered additional support to help them strengthen their comprehension and proficiency in English.

We have three wonderful community-based organizations in our school:

- **Sunnyside Community Services:** (347) 684-3399 (direct call is best)
- **Afterschool Virtual Y:** Ms. Tyrina Bailey, Director: Tbailey@ymcanyc.org
- **Serious Fun:** Sala Fountain-Johnson, Assistant Director at PS150Q, 917-346-2534

BREAKFAST

BREAKFAST IN THE CLASSROOM

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

LUNCH

Our school provides free lunch to ALL our students. Our lunches are nutritious and prepared on the premises. Our cook and kitchen staff work hard to provide our students with the best service and a variety of healthy options. They've received awards for their safe 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 well-balanced and healthy. We ask that you place it in a lunch box or bag.

LUNCH PERIODS AND RECESS

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

4th period - K, 1st & 3rd Grades

5th period - K, 2nd & 5th Grades

6th period - 4th & 6th Grades

Commented [71]: Does K have 2 lunch periods or is one supposed to be pre-K?

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. We will notify the teacher, who together with parents will 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 if a child may require it.

RECESS

Children benefit from vigorous exercise and should be given the opportunity to play outside whenever possible. Weather permitting, students will go outdoors for recess (including during the winter months) on days the *wind chill* factor is above 20 degrees Fahrenheit (or -7 Celsius). DOE policy indicates, "[u]nless it is snowing or there is ice on the playground, low temperatures should not be a barrier to outside play." 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.

PLAYGROUND RULES

In the mornings, after or before lunch, the students will have the opportunity to go outside to the yard. Students will be permitted to use the jungle gym during school hours. To maintain safety and order, we will be controlling the number 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. During winter months we provide a variety of board games as an option for students to enjoy during indoor recess.

TOY POLICY

In order to maintain our high level of instruction, we ask that students leave **trade cards, such as Pokémon and sports, toys, and balls** at home. Students tend to take out these cards and toys during instructional time and cause a distraction. In addition, these items have created unnecessary conflict amongst the students. Playing balls will be provided to the children during recess by the school aides. Please note: If a student brings any of these items, they will be collected and returned at the end of the day. However, students who repeatedly take out these items, will have their item taken away and will only be returned to a parent or guardian.

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 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 or repeated offenses that may result in a 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 student 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.

STUDENT BEHAVIOR HANDBOOK

The expectations for student behavior are clearly outlined in the PS150Q Student Behavior Handbook. At the beginning of the year, your child will receive a copy of this handbook along with a Student Disciplinary Contract. We ask that you review this with your child and send the signed contract to your child's teacher. The teacher will keep this in their file. In addition, the classroom teacher will review the Student Behavior Handbook with the class as a way of reiterating proper behavior. As a way of encouraging positive behavior, we will be providing students and classes with incentives and rewards, such as commendation cards, stickers, ice-cream parties, etc.

PARENT CONDUCT

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 a student or a parent.** We will work with you and the other family to resolve it.

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 PreK-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: <https://www.schools.nyc.gov/school-life/rules-for-students/discipline-code>

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.

CHILD ABUSE AND NEGLECT

By law, we are mandated to report any suspicions or reports of child abuse or neglect. If a child states that s/he is being hit by a parent or guardian, it is our responsibility to call the hotline. We are not required to investigate the allegations prior to calling.

EDUCATIONAL NEGLECT

We are also mandated to report any cases of educational neglect. The Department of Health and Human Services' Third National Incidence Study of Child Abuse and Neglect (NIS-3) defines educational neglect as any of the following: Permitted chronic truancy-habitual absenteeism from school averaging at least 5 days a month if the parent or guardian is informed of the problem and does not attempt to intervene. The following may be reported as well:

- Failure to enroll or other truancy-failure to register or enroll a child of mandatory school age
- Causing the child to miss at least 1 month of school
- A pattern of keeping a school-aged child home without valid reasons
- Inattention to special education
- Need-refusal to allow or failure to obtain recommended remedial education services or neglect in obtaining or following through with treatment for a child's diagnosed learning disorder or other special education need without reasonable cause.

FAMILY RESPONSIBILITIES

Families have the responsibility to help us strengthen their children's educational experience. It is essential that you assist us by making sure that your child comes to school on time every day, prepared for the day's work and complete their homework every night. Make sure your child reads and writes every day. Notices, tests, and permission slips must be signed and returned in a timely manner. In order to maintain your child healthy, we kindly ask that you immediately attend to health issues. It is very important that you keep yourself informed by attending meetings such as Parent Teacher Conferences, Meet the Teacher and, PTA meetings. Please utilize the Department of Education website <https://infohub.nyced.org/>, our website www.ps150q.org and Facebook pages and sign up with Remind and ClassDojo so that you are always informed of DOE updates, PS150Q updates, school postings and events and last minute school notices.

HEALTH AND WELLNESS

The New York City Department of Health has strict medical requirements for all students entering a NYC school (public, private or parochial). Students entering a NYC school for the first time must have a complete physical examination. All immunizations along with required vision & hearing screening tests are mandatory. If there is a problem, parents are required to follow up with an additional doctor-checkup with either the child's physician or, with parent consent, a Department of Health school doctor. You will also be informed if the school needs an updated medical form for your child. If your child is ill, we ask that you please keep them home.

Commented [MOU2]: Should we add here if the child has a fever of over a certain degree to keep home?

HEAD LICE

There is now a “no head lice” policy for all NYC public schools, but no longer a “no nit” policy. Students found to have live head lice will be excluded from school and not allowed to return until they are lice-free. They will be reexamined in 14 days to confirm that they have remained lice-free. Due to the “no nit” policy, any student who has nits or eggs will be allowed to remain in school. However, the parents will be contacted and advised to follow proper treatment and prevention procedures. In the event, that a student is found with head lice, the entire class will be checked, and they will also receive a letter to take home to parents.

BED BUGS

We follow the Department of Education guidelines for bed bugs. Students who are found with bed bugs are taken an administrator or parent coordinator. The bug specimen is placed in a bag and sent to pest control for confirmation. The student's parents are contacted. In order to avoid further infestation, every student's belongings are placed in a plastic bag and sealed. A letter is sent home to the entire class, and it outlines procedures that you should follow to reduce the infestation. If there are siblings in other classes, we also send a letter home to the parents of all the students in that class as well. The best method of prevention starts in every child's home. If you have or suspect that you may have bedbugs, please contact 311 for assistance. For more information on extermination and prevention go to: www.hsph.harvard.edu/bedbugs/

SCHOOL NOTICES

PS150Q is a large school with many activities and events taking place week to week, updates and notices are often sent home with your children. Notices to expect to find in your child's folder may be from the principal, assistant principals, teachers, the Parent Coordinator and the PTA. All notices that go out (with the exception of homework reminders or a disciplinary note) must be approved and have the principal's signature. Please check your child's backpack every day for these notices.

Updates can also be found on the school website: www.ps150q.org you may download the school calendar, which includes school events and closures onto your computer and mobile device.

Please make sure you are registered on Class DoJo. Talk to your child's teacher for registration information. Your class teacher will send out notifications regarding classroom events and activities, the main office will send out notifications regarding school wide information, including school events, closures, and emergencies.

CONVERSATIONS WITH THE PRINCIPAL

Ms. Parache conducts meetings with parents every two months where she will share important information and updates. It is also an excellent opportunity for parents to bring up any concerns or offer suggestions. Your input is invaluable and on-going Principal-Parent collaboration is vital: your attendance would be appreciated.

PARENT ENGAGEMENT TUESDAY AFTERNOONS

Parent Engagement days are every Tuesday afternoon from 2:25 PM to 3:05 PM. This time is set aside so that you may address any concerns regarding your child's performance in class.

To schedule a Tuesday afternoon meeting with your child's teacher, please send a note to the teacher with your child, and the teacher will make an appointment to see you.

HOME/ SCHOOL COMMUNICATION

Consistent communication between school and home contributes to a student's success in school. Parents should feel free to communicate with their child's teacher through notes in their homework folders or through "ClassDoJo". If there is an issue relating to your child's classroom experience that you wish to discuss, the classroom teacher is the first person to consult. If you need to meet with an administrator, please note the assistant principal for your child's grade and call for an appointment. If you require assistance, you can also call our Parent Coordinator Ms. Reyes or request an appointment with our principal, Ms. Parache.

PARENT TEACHER CONFERENCES

Parent Teacher Conferences will be held in November and March. Your child's teacher will send a note home to schedule an appointment for Parent Teacher Conferences. This is the time for individual discussions about your child's class work and progress. Student work is available for you to review and it's a great way to see what the class is working on. To get the most out of these conferences, it is important to take a positive approach when talking to the teacher. If you have specific concerns, you may want to consult with the Parent Coordinator or Guidance Counselor.

REPORT CARDS

Report cards are issued three times a year in November, March and June. The grades are for the specific marking period. We encourage you to respond in the area provided for parent comments, and to sign and return them promptly. Kindergarten students receive a progress report in November. Their first report card is issued in March.

INTERPRETERS

Professional interpreters may be hired to interpret for parents/guardians at specific meetings. Please let us know in advance if your meeting requires an interpreter with translated printed materials so that we may have the appropriate access for you at your meeting time.

Over-the-phone interpretation is readily available upon request and may be organized by the teacher or the Parent Coordinator. If you are interested in volunteering to translate for the school, in Bengali, Spanish, Korean, Chinese, Urdu or any other language, please submit your name to Ms. Reyes, the Parent Coordinator.

STUDENT RECORDS

Student records are collected, maintained, and used in accordance with state regulations and DOE policy. The school maintains two types of student records. They are the Cumulative Record and the School Based Support Team (SBST) record; both are available for review by parents upon request. Parents should contact the pupil personnel secretary to see the Cumulative Record, and the IEP Teacher to see an SBST record.

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 keeping the following in mind: number of students per class, range of abilities, personalities, student relationships, special needs and learning styles and teacher/ 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.

PROFESSIONAL DEVELOPMENT

Professional Development is a top priority at PS150Q. Our staff receives regular support and professional opportunities. They have weekly professional development sessions on Monday afternoons which are given by in-house coaches, assistant principals, and staff developers. We also provide several opportunities for teachers to learn from each other through inter-visitations and peer-observation as well as external professional workshops. In addition, our Parent Coordinator attends professional development sessions provided by the district. All administrators schedule time in classrooms to work side-by-side with teachers to provide them with regular support.

PUPIL PATH

Pupil Path is a system that delivers grading and student progress to parents instantaneously. Parents will also receive absentee alerts. Parents can receive information via email, home phone, cellular phone, and text message. To sign up and for more information go to www.pupilpath.com.

NYC SCHOOLS ACCOUNT

The DOE has implemented a new system that offers parents a new way to access key information about their child's progress in school. With a NYC Schools account, you will be able to view your child's attendance, report card grades, and general student information in one of ten languages on a computer, phone or tablet. Register for an account in person or online: To set up an account, you must be your child's parent or legal guardian and share the same address as your child. *If you have more than one child attending a NYC Public School, you can link all of them to the same NYC Schools account.* You can register for a NYC Schools account in two ways:

1. Use the NYC Schools Account Creation Code provided in the letter from your school OR,
2. Visit your child's school in person to receive a temporary password from the Parent Coordinator.

TO REGISTER FOR A NYC SCHOOLS ACCOUNT IN PERSON:

Visit your child's school or schedule an appointment to create an account. When setting up an account, be sure to bring:

- A valid photo ID: Passport, Driver's License, State ID, Non-Driver's ID card, IDNYC
- Your child's 9-digit NYC student ID number (you can find this on your child's academic records, including a report card). If you do not have your child's ID number, you may request it from the school's parent coordinator.
- A valid email address - register for a free email address using Gmail, Hotmail, or Yahoo.

LEARNING ENVIRONMENT SURVEY

In 2007, the Chancellor created the Learning Environment Survey. It is a citywide survey of parents, educators and students on the effectiveness of the school system. The survey reports are meant to provide information that school can use to improve their performance. Your feedback is important. We ask that you fill it out! If you want to access our survey results, you can go to the DOE website. To find out how our school did, first find PS150Q and go to our school's web site, then click "statistics" and click "Learning Environment Survey Report" for current year.

LOST AND FOUND

The school is not responsible for personal property that is lost, stolen, or damaged. Children are encouraged not to bring articles to school that have significant monetary or sentimental value. Students should check the school's "Lost and Found" rack and shelves for lost items. The "lost and found" is located in the blue area near the front entrance of the main building. Please remember to clearly label, with your child's name and class number, all coats, sweaters, hats, gloves, scarves, lunchboxes, water bottles, rain boots, snow boots, and any item of clothing that your child may remove during the school day.

BIRTHDAY PARTIES

The policies regarding birthday celebrations and treats vary by class. In general, when they occur, birthday celebrations are limited to the last 45 minutes of the school day. If you wish to have a classroom celebration for your child, you must check with your child's teacher to determine how to best handle the party. The teacher will alert you to any potential conflicts with the instructional program and any food restrictions or allergies, if any exist. If you host a party for your child, we ask that you kindly keep it simple.

STUDENT COUNCIL

The Student Council consists of two student representatives to be selected from every class in grades 3 to 6. The Student Council is under the supervision of Ms. Alvarez & Ms. Wine. Their meetings focus on current school issues, school beautification and future events and activities.

TESTING & HOMEWORK

State testing begins in 3rd Grade. Assessments are given from K-6.

ASSESSMENT NAME	GRADE	PURPOSE
ELA Performance Task Assessment	K-6	ELA (English Language Arts) assessment is given at the beginning & end of the year to measure student's reading & writing growth.
Lab-R	K-6	ENL Assessment (English as a New Language) assesses English language proficiency level.
Teachers' College/ Running Records	K-6	Assesses spelling and phonic skills
NYSESLAT Test	K-6	New York State English as a Second Language Achievement Test: Assesses English language proficiency and comprehension: reading, writing, speaking and listening.
Math End of Unit Assessments	All Grades	Assesses math skills on each grade level.
Math State Test	3-6	Assesses math skills at each grade level.
Science State Test	4	At the end of each unit, the students take an assessment to see how well they acquired the skills for the unit covered.

I-Ready

Assessments are given to students in grades K-6 in ELA and Math. These will trace and monitor a student's progress with grade standards.

SCIENCE

Currently, only 4th Graders receive the Science State Test. The two-day test is comprised of a multiple choice and a hands-on session. Our curriculum is based on the Department of Education Amplify curriculum and suggested materials. Our school uses a combination of text books and hands-on materials.

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. Homework is given Monday through Thursday. Occasionally, homework may be given on Friday when students are working on a long-term project or need to make up assignments. No homework is assigned on days with evening school events to encourage participation of all our students and their families. Some homework may be given during long holidays. On weekends and holiday breaks, families are encouraged to have family time, visit zoos, museums, see a movie, take nature walks. Reading to your children or independent reading is always recommended.

Please Note: During State Testing preparation time, students may be assigned homework on Fridays as a way of reinforcing skills.

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.

- Check homework daily for completeness, accuracy and neatness.
- Confer with the teacher if your child is unclear about assignments.
- Listen to your child and answer questions.
- Acknowledge efforts and hard work.
- Encourage children to spend time each evening reading and reviewing their schoolwork.
- It's recommended that all students read for at least 30 minutes daily and keep a record in their reading logs.

If it is taking your child a very long time to complete his/her homework, please consult with the teacher. Children who want additional homework can be encouraged to read or write more.

If you require any additional help, call **DIAL-A-TEACHER AT (212) 777-3380**. The United Federation of Teachers sponsored helpline is staffed with highly skilled teachers and offers help in all subject areas in eight languages. They don't give answers, but coach the children to complete assignments on their own. *They can be reached Monday through Thursday from 4:00 PM and 7:00 PM.* You can also check the library in your neighborhood for additional help.

TEXT BOOKS & OTHER SCHOOL MATERIALS

Students are responsible for and must take care of ALL their text books and other specified materials that are loaned to them at the beginning or the school year. If they lose a book, you will be charged a replacement fee of \$15.00 - \$30.00.

IEP (Individual Education Plan)

Every child who receives mandated special education or related services has an IEP. This includes children in self-contained special education classes, special education children in inclusion, and children in general education classes who are mandated for Resource Room, Consultant Teacher, Speech and Language, Occupational Therapy (OT), Physical Therapy (PT) or Mandated Counseling. Parents and staff meet periodically to review the IEP and make sure the students are progressing toward the stated goals.

ENL SERVICES

ENL (English as a New Language) Students are placed with teachers who are certified to teach English as a second language.

Students in this program received all the instructional requirements and follow the same instructional curriculum as other classes. The only difference is that teacher provides the students with additional language supports & strategies such as visuals, sentence prompts, graphic organizing, etc... That will help them acquire the English language. These same strategies and methodologies are used throughout the day within all content areas. ALL students can benefit from these instructional practices.

SPECIAL EDUCATION

We will continue to monitor the progress of our special education students. Intervention materials will be used, and these students will be given the necessary support.

READING & WRITING

PS150Q follows the Teachers College units of study. These units will be outlined during the Meet the Teacher session in September.

There are many other components to the reading program. Classroom libraries are organized by genre and reading level to facilitate independent reading. It is essential for students to read regularly. We encourage parents to also read to their children as this is beneficial for all children. During the school year, your child will have to enter his reading time on a reading log. It is important that you please make sure that this is done at home every night. If you need assistance selecting appropriate books for your child, please feel free to contact your child's teacher, the guidance counselor, or the parent coordinator.

MATH

PS150Q uses the GoMath program in grades K-6th. We supplement the curriculum with exemplar word problems, and context for learning hands on activity units.

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 a 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.

CHORUS AND BAND

Beginning in 3rd Grade, students may elect to join either Chorus or Band under the direction of our music teachers Ms. Goodman (Chorus) and Mr. Malko (Band). Both groups meet during 7th period. In order to continue to be in any of these special programs, it is important for students to have regular attendance, active class participation, display behavior aligned to the respect matrix and on-going academic progress. Failure to adhere to these expectations may result in removal from the program

MUSIC PROGRAM

PS150Q has an exceptional music program. We have two music specialty teachers: Ms. Goodman (Grades K-2) and Mr. Malko (Grades 3-6). We have music appreciation instruction along with a very successful band, two choirs, recorder groups, guitar program. Each year, the school hosts a Holiday concert and Spring Concert for parents and the school community.

DRAMA PROGRAM

We have a fabulous drama program offered to students in K-6 grades. The classes are led by our drama teacher, Mr. Pagano. He works with the upper and lower grades. Each year, Mr. Pagano along with our music teachers, and the 5th grade teachers organize an incredible theatrical production in which all fifth-grade students participate.

ART PROGRAM & EXPO

Our art program teacher, Ms. Wine, guides our students through Art History and through numerous hands-on art techniques. Students are encouraged to practice and experiment with various art materials in order to find their creative style. The end of year Art Expo is the gallery-style curated art show designed by Ms. Wine. Select works of student art are displayed and families and friends are invited for the art-opening event.

TECHNOLOGY

Our computer lab is in Room 202, and it is equipped with Macintosh computers. Our building also has high speed wireless connection in all the classrooms, cafeteria, library, auditorium and teachers' lounge. In addition to the computer lab, we also have carts on each floor with laptops for an entire classroom, along with Smartboards in all classrooms, with the exception of Pre-K rooms.

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 or money on the day of the trip.

If there is a 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.

FIELD TRIP EXCLUSIONS:

Trip exclusions require administrative authorization

1. If a student's behavior poses a safety issue to him/herself or others, we will require that a legal guardian accompany the child.
2. If your child has not behaved, he or she may not be allowed to attend non-instructional trips (Park or End of Year Graduation Trip).

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 administrators. Formal tickets and invitations are sent to each family. The 5th Grade Gifted & Talented and Dual Language classes have a "moving on" ceremony which is prepared and organized by the teachers. The 6th Grade graduation activities are organized by the 6th Grade teachers, under the supervision of the principal. A 6th Grade graduation activity fee is required which covers the senior trip, graduation luncheon/dance, year book and cap and gown.

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.



Sign up for important updates from your child's teacher, Parent Coordinator Ms. Reyes and School Principal, Ms. Parache

Parent Accounts

See the story of your child's day Easily stay connected with your child's classrooms on ClassDojo.

You can see all of your child's feedback from teachers, hear important announcements and updates, and see photos and videos from class! You will also be able to see your child's classwork on their own Student Story.

Any device, any language Parents can use any iOS device, Android device, Kindle Fire, or computer to connect! You can also read all Class Story posts in your preferred language instantly.

How to connect with your child's class: Your child's teachers will need to invite you to join their class. They can either invite you by text, email, or send home a parent code.

