

**Grand Central Parkway
Elementary School**

**P.S. 196
2018-2019
Parent -Student
Handbook**



**71-25 113th Street
Forest Hills, NY 11375**

**Susan Migliano, Principal
Catherine Koatz, Assistant Principal
Blimie Berkowitz, Assistant Principal
Ellen Maurer, Parent Coordinator**

"When we know better, we do better."

Table of Contents

Vision & Mission Statement.....	3
School Year Goal Highlights.....	4
Letter from the Parent Coordinator.....	5
Introduction	6
Can We Talk.....	6
Visits to School, School Records, Communications Concerning Teachers.....	7
Testing Calendar.....	8
Entering the Building & Dismissal Exits.....	9
Who to Contact.....	10
Attendance Policy, School Personnel.....	11
Classroom Teachers.....	12
Out of Classroom Teachers.....	13
School Calendar.....	14
Bell Schedule & Lunch Periods.....	15
Dismissal Protocol.....	16
Monthly Breakfast & Lunch Menus	16
Healthy Snacks & Lunchroom Expectations	17
When is a Child Too Sick for School?	17
Guidelines for Outdoor Play in Cold Weather.....	18
Fire Drill and Emergency Evacuation.....	18
Getting Ready to Learn.....	18
Student Classroom Protocol.....	19
Homework Policy & Parents' Role: How Can You Help Child	20
Common Core Learning Standards & Curriculum	21 & 22
Grading Policy.....	23
How Can You Help Us.....	24
DASA, School Policy on Electronic Devices, Etc., Cell Phone Policy.....	25
Parent Information.....	26 & 27

Vision

The vision of Public School 196, the School with a Heart, is to create a nurturing, child-centered learning environment that encourages all students to reach their potential and become caring, independent, creative citizens. Our school community works collaboratively with families to provide the highest quality education so that young minds develop into life-long learners and start on the path to college and career readiness.

Mission

At P.S. 196 we pride ourselves on being a collaborative school, comprised of a multicultural population. We believe that all students can meet standards of excellence. Our goal is to provide maximum educational opportunities for all children. We work every day to improve the quality of teaching and learning at P.S. 196, while encouraging an understanding of, and respect for the diversity of our school population. We cultivate a learning environment that nurtures children and maximizes opportunities for individual growth. We encourage mutual involvement, responsibility, and accountability within the school, home and community.

Goal Highlights

- 1. Teachers will engage students in rigorous instruction through the use of challenging tasks and project based learning. Teachers will also ensure that all students have access to the tasks through differentiation.*
- 2. Teachers will be responsible for creating inclusive learning environments in which the whole child is supported, both academically and social-emotionally. In order to do so, they will use best practices for supporting LGBTQ students, students with special needs and students from a variety of cultural backgrounds.*
- 3. Teachers will participate in differentiated professional learning that is designed to meet their individual professional needs. This will ensure that each staff member is growing in ways that directly impact their students.*
- 4. In order to build capacity among our staff, teachers will take on additional leadership responsibilities by piloting initiatives, turn keying workshops or assuming leadership positions on teams that already exist.*
- 5. We will continue to increase opportunities for parent involvement in school activities through our parent-teacher team, which will be tasked with designing workshops and events targeted to the needs of our families.*

PS196Q

The Grand Central Parkway School

71-25 113th Street, Forest Hills, New York 11375

(718) 263-9770—phone

(718) 575-3934—fax

ps196.edublogs.org

Catherine Koatz—Assistant Principal

Susan Migliano—Principal

Blimie Berkowitz – Assistant Principal

September 2018

Dear Parents/Guardians of the P.S. 196 Family:

Welcome back to school. I hope everyone had an enjoyable and restful summer. We are excited about the start of the school year and are ready to kick off what we are sure will be another great year at P.S. 196. All of us at the school – teachers, administrators, and support staff – are working hard to make sure that your child/children will have a successful year of learning and growth. However, we know that we can't do this alone. We need your support and involvement. The more involved you are in your child's education, the more successful your child will be here.

One of the keys to your child's success will be your ongoing involvement in our school community. Throughout the year, you will have opportunities to meet with your child's teacher, attend informational sessions on the teaching approaches and learning materials that we use, and to participate in workshops on topics of special interest that will be planned and announced throughout the school year.

I strongly urge you to join and participate in our Parents Association; it affords you an opportunity to meet other parents, make new friends and enlarge your parent and professional network. The PA is a valuable source of information and support and will offer you opportunities to contribute to our school community.

I invite you to attend the many events we host to celebrate our students' success. As your child's first and most important teacher, we need you to help us get to know your child so that we can offer him/her the best learning experience possible.

I am available to each and every one of you to provide information, answer questions, help you access resources for your child and to help you resolve issues that you or your child might encounter in school. Please email me at emaurer@schools.nyc.gov, email is my contact of preference. I respond almost immediately. You can also feel free to come to school to speak with me or call at 718-263-9770 x. 1145, if you need my assistance. Please also stop by the office just to say hello.

All of us at P.S. 196 are very happy that you and your child are part of our family. Please let me know if there is anything I can do to help you and your child get settled into the new school year.

Best regards,

Ellen Maurer

Ellen Maurer
Parent Coordinator

INTRODUCTION

The purpose of this handbook is to provide practical information that is useful for parents. Our goal is to keep channels of communication open, to inform, resolve issues and concerns of all families and to avoid misunderstandings—all in the best interests of our children. This booklet outlines the communication system currently in place, policies that aid communication between home and school, methods to address concerns, and where to go to get specific questions answered. It provides you with the tools needed to communicate successfully with our school community.

CAN WE TALK?

Remember that you and your child's teachers are a team working together for the good of your child. Look for opportunities to get to know your child's teachers. By establishing a comfortable rapport early, you will find it easier to work together if either of you have concerns about your child.

Throughout the school year, the Parents Association will carry out fundraisers and functions to benefit our school. Please work jointly with your child/children's teachers on these projects. Take the opportunity, if you can, to respond to class parents' requests for volunteers in the classroom.

Share good news. Let the teachers know if you see improvements or if something wonderful is happening at home or school. If there are changes in your family circumstances, e.g., a birth, a new job, illness, etc., let your child's classroom teachers know, preferably in writing. Our school guidance counselor, Tara Thiem is available to speak with you about such events, if you choose. It is also helpful to alert the school nurse, if anything is going on that might trigger some extra "I don't feel well" visits to her office.

If you have a classroom concern about homework, the content of a class project, or how your child seems to be doing academically or socially--don't ignore it. Talk with the teacher as soon as you can. Don't wait until a concern or a question becomes a major problem. Similarly, parents should expect to be contacted by the teacher if the teacher has concerns. A call from the teacher doesn't mean there's "trouble".

Scheduled Parent Teacher Conference dates (Thursday, November 15, 2018 and Thursday, March 14, 2019) are not meant to be the only time teachers are available to discuss your child's progress or any other concerns. The hours for Parent Teacher Conferences are 1:00p.m to 3:00 p.m. in the afternoon and 5:00 p.m. to 8:00 p.m. in the evening. There will also be two additional parent engagement evenings (5:00 p.m. to 8:00 p.m.) – on Thursday, September 13, 2018 and on Wednesday, May 15, 2019. We encourage you to have ongoing open communication with your child's teacher. In fact, Wednesday mornings are designated for Parent Engagement (8:00 a.m. – 8:45 a.m.). This is the perfect opportunity to schedule an appointment. Make an appointment for a mutually convenient time. You can leave a telephone message for the teacher with the school secretary or parent coordinator and a note will be put into the teacher's mailbox, or send a note in your child's folder and the teacher will get back to you promptly. Most teachers also use email. If they do, they will give you that address. Remember, arrival and dismissal times are not convenient moments for extensive conferences with your child's teacher.

VISITS TO SCHOOL

Parents are welcome to come to school on many occasions throughout the year. e.g., Fun Fridays, special classroom activities, celebrations, concerts, assemblies and workshops. It is important on these occasions to share in your child's successes and achievements. During the 2018-2019 school year, parents will have the opportunity to visit their child's classroom during Open School Week, as soon as we are given the dates, more specific information will be given to parents in October. We are also continuing Fun Fridays this year. This once-a-month event will give you a chance to work on a fun activity in your child's classroom. The Fun Friday dates for the year are 10/5, 11/9, 12/14, 1/18, 2/15, 3/8, 4/12, 5/10 and 6/7.

When you visit, be sure to carry a valid PHOTO ID to present to the security desk. Every person must sign in and out at the Security Desk. During special events, parents/guardians will receive special passes to enter the building, if you do not have the pass, then you need to sign in at the security desk with photo ID. For example, on Fun Fridays, Kindergarten families enter the building at the entrance in the back of the building (cul-de-sac) except for those with students in the Annex, 1st and 2nd grades families enter the building at the main entrance, 3rd grade families enter at the Middle Entrance and 4th and 5th grade families enter at the old main entrance (green doors by the parked cars). It is important not to interrupt instruction during the school day. If a parent would like to visit the classroom to speak with the teacher, please make an appointment with the teacher ahead of time. Parents and guardians are always welcome, but please do not walk through the building without an appointment or destination.

SCHOOL RECORDS

Parents are entitled to see their children's school records. If you are interested in doing so, contact the Parent Coordinator, Assistant Principal or School Guidance Counselor. We encourage you to use your NYC Schools Account to see your child's information. By going to nystudent.nyc.gov, you can see your child's absences, grades, New York State exam scores, etc. If you have not signed up for an account, please contact Ms. Maurer at emaurer@schools.nyc.gov or Ms. Koatz at cjarrat@schools.nyc.gov

COMMUNICATIONS CONCERNING TEACHERS

If you have a concern about something in your child's classroom, please discuss it directly with the teacher. It is important for building strong bonds between families and classroom teachers to take this first step. If you are unable to resolve a classroom concern with the teacher, you can discuss it with the Administration or Parent Coordinator.

TESTING

The schedule outlines the major tests that will be administered during the 2018 – 2019 School Year. Throughout the year, there will be additional assessments in all academic subjects. You will be notified when these tests will be administered.

2018 – 2019 Testing Calendar

DATE	TEST	ELIGIBILITY	PURPOSE
<i>Within the first 10 days of entrance</i>	NYS Identification Test for English Language Learners (NYSITELL)	Grades K -12 NYSITELL eligible students must be tested within the first ten days of initial enrollment.	To identify students who are entitled to bilingual/English as a Second Language (ESL) programs.
January _____,	Gifted and Talented (G & T)	Grades Pre K - 2	To qualify applicants for admission to New York City Gifted and Talented district-wide and city-wide programs
March 11 - June 7, 2019	New York State Alternate Assessment (NYSAA)	Eligible special education students	To determine if students with severe cognitive disabilities have individually demonstrated their mastery of skills relative to New York State learning standards.
May 6 - 17 PS will select dates with the testing window – More information to follow	New York State English as a Second Language Test (NYSESLAT) - Speaking portion	Grades K - 12	To measure student progress in developing English language proficiency.
April 1 st , 2 nd or 3 rd – Two days will be selected. Test is 2 days – more information to follow	New York State English Language Arts (ELA)	Grades 3 - 8	To assess student progress toward New York State standards in English language arts.
May 1 st , 2 nd or 3 rd – Two days will be selected – Test is 2 days – more information to follow	New York State Mathematics	Grades 3 - 8	To assess student progress toward New York State standards in mathematics
May 6 - 17 PS will selecte dates with the testing window – More information to follow	New York State English as a Second Language Test (NYSESLAT) Reading, Writing, Listening	Grades K - 12	To measure student progress in developing English language proficiency.
May 22 – May 31 PS will select dates with the testing window – More information to follow	New York State Science Performance Test	Grades 4 & 8	To assess elementary and intermediate-level science programs and to assess student progress toward New York State standards in science.
June 3	New York State Science Written section	Grades 4 and 8	To assess elementary and intermediate-level science programs and to assess student progress toward New York State standards in science.

ENTERING THE BUILDING & DISMISSAL EXITS

- **All students enter the building through the main entrance in the morning.**
- Listed below are the exits designated for each class at afternoon dismissal.

Exits For Dismissal School Year 2018 - 19

2:50 P.M.	001	Classroom	Room 141
2:50 P.M.	011	Room 4 – A/B	Annex
	012	Room 5 – A/B	Annex
	013	Room 6 – A/B	Annex
	014	Exit 14	Main Entrance
	015	Exit 13	Into Cul-de-Sac
	016	Exit 13	Into Cul-de-Sac
	031	Exit 13	Main Entrance
	032	Exit 14	Into Cul-de-Sac
3:00 P.M.	101	Exit 14	Main Entrance
	102	Exit 14	Main Entrance
	103	Exit 14	Main Entrance
	104	Exit 14	Into Cul-de-Sac
	105	Exit 13	Into Cul-de-Sac
	106	Exit 13	Into Cul-de-Sac
	131	Exit 13	Into Cul-de-Sac
3:00 P.M.	201	Exit 3	Left Side Auditorium
	202	Exit 14	Main Entrance
	203	Exit 14	Main Entrance
	204	Exit 13	Into Cul-de-Sac
	231	Exit 3	Left Side Auditorium
	232	Exit 13	Into Cul-de-Sac
	291	Exit 14	Main Entrance
3:00 P.M.	301	Exit 15	Middle Front Exit
	302	Exit 15	Middle Front Exit
	303	Exit 15	Middle Front Exit
	304	Exit 15	Middle Front Exit
	331	Exit 15	Middle Front Exit
	391	Exit 14	Main Entrance
3:00 P.M.	401	Exit 3	Left Side Auditorium
	402	Exit 3	Left Side Auditorium
	403	Exit 3	Left Side Auditorium
	404	Exit 3	Left Side Auditorium
	431	Exit 3	Left Side Auditorium
3:00 P.M.	501	Exit 1	Old Main Entrance
	502	Exit 1	Old Main Entrance
	503	Exit 1	Old Main Entrance
	531	Exit 1	Old Main Entrance
	591	Exit 14	Main Entrance

- Students who arrive late (after 8:50 a.m., Monday – Thursday, or 8:00 a.m. on Friday) must obtain a late pass from either the security desk or report to main office. The late pass should be given to the classroom teacher.
- Monday – Friday a FREE breakfast will be served to any student – even those who do not buy school lunch. Breakfast is from 8:20 – 8:40 a.m., Monday through Thursday and at 7:30 – 7:50 a.m. on Friday. If children arrive after 8:40 or after 7:50, they can get grab-and-go breakfast in the main lobby.

WHO TO CONTACT . . .

This is not an all-inclusive list, but is intended to serve as a communication guide. Main Office – 718-263-9770

You have a question about bussing – grades K – 2 – Beth Szabo	Main Office (ext. 1144)
You have a concern about homework...	The Teacher
You have a concern about anything going on in your child's classroom – your child's academic performance, content of class work, social interactions between your child and others...	The Teacher
You lost your permission slip for the field trip...	The Teacher
You need to take your child out of school early...	Note to Teacher or Call Main Office
You want to visit the classroom...	The Teacher
Your child is home sick... (Please call between 7:30 and 8:30 a.m.)	The Main Office
You'll be unexpectedly late picking your child up at school... please call before 2:45 p.m.	The Main Office
You need to reach your child in the classroom...	The Main Office
You need to leave a message for a teacher...	The Main Office
Your child lost his/her glasses...	The Teacher/Main Office
Your child is having adjustment difficulties...	The Teacher and/or The Guidance Counselor
You need school events information...	Principal Monthly Newsletter, Ps196q.edublogs.org/ or pa196.org, Parent Coordinator
You see an unsafe situation on or around school property . . .	Security Agent/The Main Office
You want to know if school is cancelled due to inclement weather...	Call 311 or you will be contacted by the school notification system.
You want to help with a PA event...	Email info@pa196.org
You need information regarding the After School Program	Maria Romero (339-788-7797) or afterschoolps196@gmail.com
You need general PA information...	Email info@pa196.org
You have a classroom concern that you have tried but have been unable to resolve directly with your child's teacher...	Parent Coordinator or Administration
You don't know who to call...	The Parent Coordinator (ext. 1145)

ATTENDANCE POLICY

1. If your child is going to be absent from school for any reason, please call the school at 718-263-9770 , dial “0” between 7:30 and 9:00 a.m., giving your child’s name, class, reason for absence and length of absence, if known. If your child is late or absent, you will receive an automated call from the Department of Education. We do not control these calls at the school level.
2. **Your children are expected to be in school by 8:40 a.m., Monday-Thursday, to ensure that they are in their classroom and ready to learn by 8:50. On Fridays, they should be in school by 7:50 a.m., since instruction starts at 8:00 a.m.**
3. **If your child arrives at school after 8:50, they are late and he/she must get a late pass when they enter the building at the security desk or in the main office. If they do not get a late pass, we cannot guarantee that they won’t be marked absent as opposed to late for the day.**
4. If a child is out for 1 or 2 days, please send a written explanation to your child’s classroom teacher upon their return.
5. If a child is out for 3 or more days, a doctor’s note must be given to the classroom teacher/main office upon their return.
6. If you plan on travelling while school is in session you must complete and submit an Intent to Travel Form (available in the main office). If you are leaving the country you must supply the school with a copy of your itinerary, showing the date you are leaving and returning.

SCHOOL PERSONNEL

Mrs. Susan Migliano, Principal (smiglia@schools.nyc.gov).....	Ext. 1120
Ms. Catherine Koatz, Assistant Principal (cjarrat@schools.nyc.gov).....	Ext. 1240
Mrs. Blimie Berkowitz, Assistant Principal (bberkowitz2@schools.nyc.gov).....	Ext. 3220
Mrs. Ellen Maurer, Parent Coordinator (emaurer@schools.nyc.gov).....	Ext. 1145
Agent S. Garrett, School Safety.....	Ext. 1000
Mrs. Fabienne Matteis, Pupil Accounting Secretary	Ext. 1141
Mrs. Sherri Bell, Payroll/Principal’s Secretary	Ext. 1140
Ms. Tara Thiem, Guidance Counselor	Ext. 3340
Ms. Evelyn McManus, School Custodian.....	Ext. 1050
Ms. Annette Neglia, School Nurse	Ext. 1320
Ms. Danielle Curatolo, School Pyschologist	Ext. 3400
Ms. Heather Goodman, Social Worker	Ext. 5154

The Classroom Teachers

Classroom ATS Codes	Teacher	Location
001	T. Limeri	Room 141
011	J. Dunbar	Annex – Room 4 A/B
012	L. Donovan	Annex – Room 5 A/B
013	I. Makresias	Annex – Room 6 A/B
014	L. Szabo	Room 133
015	B. Gaudio	Room 134
016	A. Vu	Room 135
031	C. Reyes/J. Cabrera	Room 235
032	L. Carlino/S. DeAngelis	Room 140
101	N. Moschouris	Room 120
102	K. Miles	Room 122
103	S. Lieberman	Room 232
104	A. Darrell	Room 233
105	A. Lathrop	Room 236
106	M. Kolberg	Room 240
131	A. Diaz/G. Romano	Room 241
201	C. Mazzola	Room 14
202	E. Cibroski	Room 18
203	S Steinberg	Room 20
204	E. Hall	Room 333
231	R. Marceda /B. Narcisse	Room 12
232	S. Rivieccio/S. Valeo	Room 341
291	A. Pomeranz	Room 337
301	J. Golub	Room 116
302	J. Gallagher	Room 118
303	D. Perez	Room 119
304	A. Martello	Room 121
331	L. Bermant/J. Franco	Room 111
391	Lisa Taube	Room 336
401	J. Bajraktari	Room 113
402	L. Higgins	Room 212
403	C. Ginzberg	Room 213
404	S. Helman	Room 214
431	C. Lewis/ M. Leonard	Room 211
501	Z. King	Room 216
502	R. Porciello	Room 218
503	S. Levin	Room 221
531	S. Cogan/H. Wellbrock	Room 220
591	S. Caban	Room 335

Out of Classroom Teachers & Related Services

Art	B. Haar	Room 222
ENL – English As A New Language	J. Riccardo/A. Gulotta	Room B1C
Computer	E. Phillips	Room 219
Physical Education	S. Bronstein	G6
Physical Education	K. Murphy	G6
PE/ Math Intervention	M. Keltz	G6
Music	K. Lee	Room 22
Library	K. Taps	Library
Science	J. Vicente	Room 332
IEP Teacher	K. Hayes	Room 15C
Speech	N. Kranzler	Room 15B
Speech	A. Meltzer	Room B1A
Reading Specialist	K. Homler	Room 15C
Yoga/ Movement	J. Jolley	Room G6
Occupational Therapy	M. Fuzalova & T.A. Grey	Room G9
Physical Therapy	M. Novak	Room G9

School Calendar 2018- 2019 School Year

<u>September</u>	
Wednesday, September 5 th Wednesday, September 5 th Wednesday, Sept. 5 th & Thursday, Sept. 6 th Monday, September 10 th & Tuesday, September 11 th Thursday, September 17 th Tuesday, September 18 th Wednesday, September 19 th	First Day for Students <i>Half Day Kindergarten (9:15 - 12:15 p.m Dismissal)</i> Partial Days for Pre-K Rosh Hashanah – No School Parent Engagement Evening – 5:00 – 8:00 p.m. Dads Take Your Child to School Yom Kippur – No School
<u>October</u>	
Monday, October 8 th	Columbus Day—No School
<u>November</u>	
Tuesday, November 6 th Monday, November 12 th Thursday, November 15 th	Election Day—No School for Students Veteran’s Day - No School Parent Teacher Conferences: Times 1:00 pm – 3:00 pm—Afternoon 5:00 pm – 8:00 pm—Evening Half Day—Noon Dismissal Thanksgiving Recess—No School
Thursday, Nov. 22 nd & Friday, Nov. 23 rd	
<u>December</u>	
Monday, December 24 th – Tuesday, Jan. 1 st	Winter Recess – No School
<u>January</u>	
Wednesday, January 2 nd Monday, January 21 st	Students Return to School Dr. Martin Luther King, Jr. Day—No School
<u>February</u>	
Tuesday, February 5 th Monday, February 18 th – Friday, Feb. 22 nd Monday, February 25 th	Lunar New Year - No School Mid-Winter Recess—No School Students Return to School
<u>March</u>	
Thursday, March 14 th	Parent Teacher Conferences: Time 1:00 pm – 3:00 pm—Afternoon 5:00 pm – 8:00 pm—Evening Half Day—Noon Dismissal
<u>April</u>	
Tuesday, April 2 nd – Wednesday, April 3 rd Friday, April 19 th – Friday, April 26 th Monday, April 29 th	NYS ELA Exam – Grades 3, 4 & 5 Spring Break - No School Students Return to School
<u>May</u>	
Wednesday, May 1 st & Thursday, May 2 nd Wednesday, May 15 th Monday, May 27 th	NYS Math Exam – Grades 3, 4 & 5 Parent Engagement Evening – 5:00 – 8:00 p.m. Memorial Day—No School
<u>June</u>	
Monday, June 3 rd Tuesday, June 4 th Thursday, June 6 th Tuesday, June 11 th Wednesday, June 26 th	NYS Science Exam (Written) – Grade 4 Eid al Fitr - No School Chancellor’s Day—No School for Students June Clerical Day – No School for Students LAST DAY—Noon Dismissal

--	--

Bell Schedule

School Schedule for Students –

Our school hours for all students are: **8:50 a.m. to 3:00 p.m., Monday thru Thursday and 8:00 a.m. to 2:10 p.m. on Friday. Pre-K hours are: 8:40 a.m. – 3:00 p.m., Monday thru Thursday and 7:50 a.m. – 2:10 p.m. on Friday.**

A.I.S. and Enrichment on Thursday mornings, begins at 8:00 a.m. (for qualified students, who received written notification about these programs.) Students in grades 1 – 5 will enter the building at the main entrance. On Thursdays only, Art Talent & Senior Chorus students in grades 4 & 5 will enter the building at the old main entrance, green doors by the parking area.

Schedule of Periods

	Mon-Thurs	Friday
Period 1	8:50 – 9:35	8:00 – 8:45
Period 2	9:35 – 10:20	8:45 – 9:30
Period 3	10:22 – 11:07	9:32 – 10:17
Period 4	11:09 – 11:54	10:19 – 11:04
Period 5	11:56 – 12:41	11:06 – 11:51
Period 6	12:43 – 1:28	11:53 – 12:38
Period 7	1:30 – 2:15	12:40 – 1:25
Period 8	2:15 – 3:00	1:25 – 2:10

Lunch Schedule – (Monday – Thursday)

Lunch Period 1: Grades K & 2 nd	11:05 – 11:55 a.m..
Lunch Period 2 : Grades 1 st & 4 th	11:57 – 12:47 p.m.
Lunch Period 3: Grades 3 rd & 5 th	12:49 – 1:39 p.m.

Lunch Schedule – (Friday)

Lunch Period 1: Grades K & 2 nd	10:15 – 11:05 a.m.
Lunch Period 2 : Grades 1 st & 4 th	11:07 – 11:57 a.m.
Lunch Period 3: Grades 3 rd & 5 th	11:59 – 12:49 p.m.

DISMISSAL PROTOCOL

Students are dismissed at 3:00 p.m., Monday thru Thursday and at 2:10 on Friday. Please understand, we dismiss over 1,000 children.

- Children in grades k—2 who take the bus, will be picked up by our school aides and brought to the auditorium prior to boarding the bus.
- If your child’s dismissal arrangements change on a specific day for any reason, **IT IS EXTREMELY IMPORTANT** for you to notify the teacher **and** the main office (either by handwritten note put in their folder and/or by calling the office before 11:00a.m.).
- Your child will not be released to anyone whose does not have a valid photo ID and their name is not on the blue emergency card, **so please make sure the emergency cards are always up-to-date**. If you change babysitters, want to add a friend or relative, please make sure that the school is notified immediately, you can email Ellen Maurer at emaurer@schools.nyc.gov who can make these changes for you.
- If the person coming to pick up your child does not speak English, please make sure they have a written note with the child’s name, class and their relationship to that child.
- All children will be dismissed with their classes. If you have children coming out of different exits and cannot coordinate their pickups, you will have to pick them up in the main office.

BREAKFAST/LUNCH MENUS

All students may have FREE breakfast and/or lunch. If you are interested in viewing the Monthly Breakfast and Lunch Menus you can do so on-line. Go to

<http://www.schoolfoodnyc.org/public1/default.aspx?logout=1>

On the bottom of the screen in the middle you will see “View Today’s Menus” then select the language you would like to see the menu displayed. You can see the K -8 Breakfast Menu and the K-8 **Alternative Lunch Menu**.

School lunch is free for all NYC students. However, all families **MUST still fill out a meal application form**. These forms are federally mandated. The easiest way is to go to <http://nyc.applyforlunch.com>. You will need your child(ren)’s OSIS number, which is their unique student number they will have through high school. **We encourage families to complete the application online in order to reduce the number of paper forms our school needs to collect.**

If your child is a fussy eater or has dietary restrictions and you do not want them to eat hot lunch you still have the option of sending lunch from home. Even if your child will not eat school lunch, you still need to fill out a form.

HEALTHY SNACKS

As conscientious parents and educators, we are all concerned about the foods our children eat. We are also concerned about the increasing rate of food allergies in children. Therefore, we ask parents to provide a healthy snack and drink on a daily basis for their own child. When the class is celebrating a birthday, the birthday child's parent can **provide nut-free treats** such as cupcakes, brownies, cookies for the children to enjoy. For the health and safety of our children, we would also appreciate it if families don't give out goodie bags during birthday celebrations. During holiday celebrations please make sure that you check food labels and ingredients to ensure that the products are nut free. Here are some suggested healthy snacks, any unsweetened fruit juice, water, pretzels, goldfish, crackers, vegetables, fresh fruit or fruit cups, raisins, Jell-o, yogurt, applesauce, cereal bars or rice cakes. **Siblings are NOT allowed to attend birthday parties – only performances.**

LUNCHROOM EXPECTATIONS

Students must follow the rules as listed below.

1. Students **enter** the cafeteria in an orderly and quiet manner and go immediately to their designated table and sit down.
2. Students will talk quietly or read silently and wait in their seats until their table is called to the lunch line.
3. While waiting on line students will not cut, shove or push each other.
4. Students must stay in their designated areas; they may not visit other tables, unless given permission to do so by the lunchroom school aides.
5. After students have picked up their lunch they must return to their designated tables and remain seated until they have finished eating.
6. Students must empty their trays in the proper garbage cans before exiting the lunchroom.
7. Everyone must be respectful, so students will:
 - treat all lunchroom personnel respectfully
 - treat classmates respectfully
 - NEVER throw food or other items
 - behave as they would at home
 - pick up food if they drop it on the floor
 - use their classroom voice
 - sit and wait to be dismissed by table

All students must wait for their teacher before **leaving** the cafeteria.

WHEN IS A CHILD TOO SICK FOR SCHOOL?

Keeping children home from school when they are sick prevents the spread of illnesses, so that all children in the class will be healthier and miss fewer school days. It is a parent's responsibility to email or call (718-263-9770) your child's classroom teacher or call the main office to let us know if your child will not be in school. Be sure to tell us your child's ailment or reason for not attending. Your child should be kept home from school if the exhibit any of the below symptoms:

1. Temperature of over 100°F, **your child should be fever free (without fever reducers) for 24 hours before returning to school.**
2. Diarrhea, where more than one abnormally loose stool has occurred in the last 24 hours.
3. Vomiting any time after 6 p.m. the preceding evening

4. Sever coughing where the child gets red or blue in the face or the child makes a high-pitched croupy or whooping sound after he/she coughs.
5. Difficult or rapid breathing
6. Yellowish skin or eyes
7. Pinkeye (conjunctivitis) evidenced by tears, redness of the eyelids lining and irritation, followed by swelling and discharge of pus.
8. Infected skin patches that are crusty, bright yellow, dry or gummy.
9. Any contagious illness, like strep throat, flu, chicken pox, etc.
10. If an antibiotic has been given for an ear infection or sore throat, wait 24 hours before sending a child back to school.
11. Sever itching of the body or scalp, which could indicate the presence of lice.
12. Sever sore throat or trouble swallowing.
13. Constant runny nose.

GUIDELINES FOR OUTDOOR PLAY IN COLD WEATHER

The current Health Department recommendation and Department of Education policy states, “Children benefit from vigorous exercise and should be given the opportunity to play outside whenever possible. Unless it is snowing or there is ice on the playground, low temperatures should not be a barrier to outside play, as long as children are appropriately dressed.”

This is a reminder that you must send your children to school appropriately dressed for the cold weather (which could include warm shoes and socks, coats, and hats, scarves and mittens/gloves).

FIRE DRILLS AND EMERGENCY PROCEDURES

Timely evacuation of the building would be crucial in the event of a fire or other emergency. Practice is required to ensure everyone in the building is safe in the event of an emergency. There are twelve safety drills throughout the school year, this includes 8 fire drills and 4 lock down drills.

During fire drills, students leave the building accompanied by their classroom or cluster teachers. It is extremely important for the safety of all students that children leave the building quietly and follow instructions given by the teacher. In the event of an emergency or drill, children need to follow the directions given by their teachers.

GETTING READY TO LEARN...

- Come to school well rested and prepared to learn
- Eat a healthy breakfast
- Be EARLY (by 8:40 am, Monday – Thursday and 7:50 am on Friday)
- Be prepared with materials: Each grade receives a supply list for the coming year. You can also find the supply lists on our website (ps196q.edublogs.org).
- Leave the classroom only with teacher permission, and a written pass
- Show respect for adults and other students
- Be honest, courteous and polite, and respect the property of others
- Maintain the cleanliness of school facilities, classrooms and property
- No gum chewing allowed

- Settle differences peacefully
- There is a zero tolerance bullying policy
- No cursing, name calling or disrespecting others
- Know that school is work; academic development is your primary purpose.
- Complete all homework, class work, projects and tests
- Please make sure to review the Chancellor’s Discipline Code with your children. Click on the link for the k-5 version: [\(Need new links to translated versions of Discipline Code\)](#)
- If your child has a cell phone, iPad, or a game system it must be turned off during the school day, as per the Chancellor’s Regulations. It should be kept in their book bag. Students may **NOT** use cell phones during line-up, lunch or dismissal.



STUDENT CLASSROOM PROTOCOL

Please be on time.

- It is a parent’s responsibility to have their children at school PRIOR to 8:50 am, Monday - Thursday and 8:00 a.m. on Friday, so that instruction can start on time. The children enter the building through the main entrance and will line up in the hallway outside of their classroom.

Please be polite.

- When someone lends you paper, pens etc., say, “Thank-you.”
- Do not call out – raise your hand.
- Stay on task and actively participate in the lesson.
- Talk only during appropriate times in class.
- When others are speaking give them your full and complete attention.
- Do not get up during class to throw away garbage.
- When the bell rings, put away your work, push your chair in, straighten your desk, and throw away your garbage.
- Listen quietly and attentively to the announcements.
- Please keep all rooms as neat, attractive and as comfortable as possible.

HOMEWORK POLICY

Purposes

An Effective Homework Assignment May Have One, Several, or All of These Purposes

- builds upon and advances learning of skills taught in school
- provides the opportunity to pursue individual interests
- takes into account the specific needs of individual students
- reinforces school learning

Time Required For Homework

The amount of homework assigned takes into account the child’s age and the needs of growing children, such as outdoor play and exercise, social and family recreation, and pursuit of hobbies, etc.

In grades K - 5 homework is usually assigned Monday through Friday, as follows:

- Grade K approximately a minimum of 20 minutes
- Grade 1 approximately a minimum of 20 minutes
- Grade 2 approximately a minimum of 30 minutes
- Grade 3 approximately a minimum of 45 minutes
- Grade 4 approximately a minimum of 45 minutes
- Grade 5 approximately a minimum of 1 hour

Children should read for approximately 30 minutes, or more, each evening, unless otherwise instructed by their teacher.

Adjusting to Homework Skills

Every effort should be made to ensure that assignments are clearly understood by students and that the skills necessary to complete the assignment are learned in school. It is equally important that students understand the purpose of the assignment.

Parents’ Role: How Can You Help Your Child?

- Ask your child if she/he has homework
- Provide a comfortable, quiet place with adequate light where the child can work without interruption or distraction
- Plan other family activities “around the homework” so that the child can complete assignments on time
- Help your child budget his or her time so that homework is not an unreasonable burden-this is particularly true when there is a long-term assignment
- Evaluate the number of out-of-school activities so that your child will not suffer the pressures of over-organized living
- If your child needs some help, be patient. Review the directions with your child. If it seems appropriate, offer an example. **DO NOT DO** the work for your child
- If something doesn’t seem right to you, check with the teacher. You and your child’s teacher are partners in learning . . . and partners work together.

Common Core Learning Standards

The CCLS were developed by educators and other experts based on research and lessons learned from top-performing countries. The standards describe the skills and knowledge your children need to succeed in a rapidly changing world, including the ability to think creatively, solve real-world problems, make effective arguments, and engage in debates. You can find more information on the Common Core Learning Standards by visiting <http://engageny.org>

CURRICULUM

When visitors enter our building, they immediately recognize a school dedicated to children’s learning and exploration. Our hallways are always brimming with children’s artwork, and school work.

Literacy - ReadyGEN

ReadyGEN is a collaborative custom development project between Pearson and the New York City Department of Education that is designed to equip all New York City public school teachers with the tools and practices necessary to meet the expectations of the Common Core Learning Standards in reading and writing. ReadyGEN, comprised of deliberately organized text sets and a routines-based instructional path for Grades K – 5, is designed to accelerate delivery of the new processes of the Common Core in elementary classrooms across New York City.

Mathematics-GoMath

GOMath! is a focused program designed to meet the objectives and intent of the Common Core Learning Standards for Mathematics. The author team for *GOMath!* consists of mathematics educators and school district personnel and includes representation from the leadership of NCTM. The team’s balance between state and national perspectives as well as the team’s research expertise and practical experience makes *GOMath!* both accessible and mathematically sound.

GOMath! was specifically written to provide thorough coverage of the CCLS with an emphasis on depth of instruction. Particular attention was given to providing support for teachers as they transition to a focused, rigorous curriculum. These efforts are apparent in the ways lessons begin with context-based situations and progress toward more abstract problems. Students and teachers are supported as they advance from concrete to abstract content through the use of models and math talk prompts presented in the Student Editions, and sample questions provided in the Teachers’ Editions.

Passport to Social Studies

The NYCDOE **K – 8: Passport to Social Studies** program is a comprehensive instructional resource that integrates the Common Core Learning Standards (CCLS) and the New York State K – 8 Social Studies Framework to support strong social studies teaching and learning.

An effective social studies program allows students to make sense of the work in which they live, make connections between major ideas and their own lives, and see themselves as active members of a global community. While knowledge of content is very important, it is equally important to engage our students in historical thinking. This program challenges student to think like historians and encourages them to raise questions, think critically, consider many perspectives, and gather evidence in support of their interpretations through the practice of chronological processing, decision-making, and historical research and analysis. These real-world skills will serve student well as participating citizens of a democracy.

Passport to Social Studies was designed to support *The New York City K – 8 Social Studies Scope & Sequence*, each yearly course of study is organized around newly developed units of study, each

guided by essential questions. Teachers can use the units of study to plan coherent instruction that considers relevant skills, practices, and knowledge objectives for deep historical understanding.

STEM – (Science, Technology, Engineering and Math)

STEM Education is a teaching approach that integrates the studies of Science, Technology, Engineering and Math. The key difference between traditional learning and STEM education is that STEM engages students in *hands-on, real-world* applications of these four areas of study. For example, a STEM project about the environment might include a combination of reading science textbook; researching facts online; experimenting both in a lab and outdoors using math theories and critical-thinking skills; working in teams to design a solution to a local water quality issue and presenting the solution to the class. The blended-learning approach makes learning more interesting, more interactive and more relevant to students.

STEM is also used to describe today’s renewed emphasis on science, math and technology starting in elementary school continuing through college. The goals are three fold:

1. To increase students’ confidence, capabilities and competence in STEM subjects.
2. To inspire more college students to select STEM-related courses and careers.
3. To improve the United States technological and scientific competitiveness.

Amplify Science

We are introducing a new science program this year, Amplify Science. This curriculum inspires students to read, write and argue like scientists to gain a better understanding of the world, as they gain the skills necessary to meet the new science standards. The new standards have raised the bar in science education, moving the focus away from memorization and toward active engagement. Amplify Science is a robust, multimodal, hands-on program made to fulfill 100 percent of the standards as well as a substantial number of the Common Core ELA and Math standards. Our goal is to create the next generation of scientific innovators as well as citizens who are skeptical, curious, and evidence-based thinkers. Our pedagogy invites students to explore phenomena with the purpose of solving authentic problems. Our science program blends digital experiences with hands-on lessons that inspire students to think like scientists and engineers to solve real-world problems.

GRADING POLICY

The following rubric is used by all teachers, to ensure that grading is cohesive and consistent across grades and curricular areas. This grading policy applies to all students, including students with disabilities and English language learners.

Level 4: **Meeting Standards With Distinction** – The student **always** demonstrates superior understanding of the content, concepts and skills for the learning standards and key ideas being assessed. For numerically graded tests, the student scores 95% or above.

Level 3: **Meeting Standards** – The student **usually** demonstrates an understanding of the content, concepts and skills for the learning standards and key ideas being assessed. For numerically graded tests, the student scores between 80% and 94%.

Level 2: **Approaching Standards** – The student **sometimes** demonstrates an understanding of the content, concepts and skills for the learning standards and key ideas being assessed. For numerically graded tests, the student scores between 65% and 79%.

Level 1: **Below Standards** – The student **rarely** demonstrates an understanding of the content, concepts and skills for the learning standards and key ideas being assessed. For numerically graded tests, the student scores below 65%.

Please note:

- All tasks and projects will be graded with a rubric, developed by both teachers and students, whenever possible.
- Neither attendance nor lateness may be factored into grades.
- All graded student work will be counted toward report card (or progress monitoring) grades.
- All grades will be communicated to students and parents/guardians in a timely manner. Communication may be through notation in the homework, the return of graded work, etc. Data notebooks (or folders) will also be sent home monthly, so that families may monitor their child's progress.
- Work that is handed in after a teacher-imposed deadline will be graded according to the following guidelines. Students will be given a one-day grace period. If the work is not handed in (or is still incomplete) on the second day (or later) after the deadline, the final grade will be lowered one full level.
- Overall grades will be communicated to families in accordance with the DOE report card calendar (November, March, June). Families will also receive a Progress Monitoring Report in January.
- June grades will account for work done during the third marking period, and should not be seen as cumulative.

HOW CAN YOU HELP US...

PARENTS

- **You MUST bring photo identification with you to enter the building. And you MUST sign-in and return the visitor's pass at the security desk.**
- Please check the Lost and Found frequently, or better yet **LABEL ALL clothing, lunch boxes, etc. with your child's full name and class**, so that it can be returned.
- Obey traffic and parking regulations and/or restrictions around the school to ensure the safety of all of our children. Please note 113th Street is closed at 2:35 p.m. (Monday – Thursday) and 1:30 p.m. (Friday) for afternoon dismissal.
- Please do not interrupt a class or teacher during school hours.
- Drop off items to be delivered to your child's class at the security desk or in the main office.
- Try to coordinate all after-school plans with your child in the morning. Make sure the teacher and/or office are aware of any changes in normal dismissal procedures.
- Try to schedule appointments with a teacher by either email or by writing a note to the teacher.
- If your child is leaving school early, please make sure you notify the teacher and you must sign them out in the main office.
- When visiting our building you must go to the main office unless there is a scheduled event in the school or classroom.
- Parties – Birthday parties should be limited to a small food item (cupcakes, fruit cups, etc.) and juice, and should not include clowns, cotton candy machines or other excesses. No goody bags should be given out. *PS196 siblings are not allowed to attend parties or celebrations, only performances.*

TALK TO YOUR CHILDREN ABOUT THE FOLLOWING...

STUDENTS

- Respecting their classmates and all other students.
- Teasing and making fun of other children is hurtful.
- Tell your teacher or other school personnel if they see a child being teased or bullied.
- Try to settle disagreements in a peaceful manner.
- Respect other people's opinions.
- Treat all adults with respect.
- Never go with someone they do not know.
- Do not bring electronic devices (*Game-Boys, PSPs* etc.) to school.

DASA

The Dignity for All Students Act (DASA) was passed by New York State in July, 2012. The law affirms that all students in public schools are entitled to an environment free of discrimination and harassment. As a community, we have zero tolerance for bullying and harassment. Please know that any time a child reports an incident, steps are immediately taken to investigate and remedy the situation. All children should feel comfortable approaching any adult in the building, and know that their complaint will be taken seriously.

SCHOOL POLICY ON ELECTRONIC DEVICES & TRADING CARDS...

If it strongly recommended that students do not bring personal game systems (PSP, DS, etc) or iPads to school. They may not use them at any time during the school day – not at lunch, recess, or in class. If they bring them to school they must be turned off, in their backpacks. **Please speak to your children about these regulations, since they will be expected to abide by them.**

If a student brings any electronic devices to school and uses them during the school day, the device will be taken away and brought to the main office. A student's parent or guardian will have to come to school to collect the device. It will not be given back to the student.

Trading cards (Yo-Gi-Oh, Pokeman, etc.): At no time are students allowed to buy or sell trading cards – or anything else – on school property.

CELL PHONE POLICY

The following is an outline of our student cell phone policy. The policy was created by our School Leadership Team (SLT). This committee is made up of parents and educators. Students must adhere to the following rules: Upon entering the school building cell phones must be **“turned off and placed in a child's book bag.”**

1. Students **may not take out** their cell phones during the school day.
2. If a child is not feeling well, **they cannot take their phone out and call/text a parent to come pick them up from school.** If a child is not feeling well, procedure is for the child to raise his or her hand and notify the teacher. The teacher may send the child to the restroom or to the nurse. The nurse will then contact the parent to let them know if the child should be picked up from school.
3. Parents/family members **may not call or text their child on their cell phone during the school day.** Every minute our children spend learning in the classroom is crucial. They should not be interrupted by a text or a phone call at any time. In case of an emergency, parents may call the school and we will make sure your child receives your message.
4. If a student uses their cell phone during class time, the teacher will tell the child to put the phone away. If the student continues using the phone, the phone will be taken and returned at the end of the day.
5. During State testing, all cell phones will be given to the teacher and sent to the main office. Cell phones will be returned after the day's testing is completed.

It is important that we work together to ensure proper use of cell phone in school. If you have any questions, please contact administration or our Parent Coordinator, Ellen Maurer.

Parents' Information

NYC Schools Account for Parents

NYC Schools Accounts give parents access to key information about your child's progress in school. With a NYC Schools account (<https://mystudent.nyc>), parents will be able to view your child's attendance, grades, NYS test scores and contact information. You can view this in ten languages on a computer, phone or tablet. If any parent needs assistance setting up an NYC School account please feel to contact Ellen Maurer, Parent Coordinator at ext.1145 or Catherine Koatz, Assistant Principal at ext. 1240.

Coffee & Conversation

Mrs. Migliano will once again be hosting her informal monthly meetings with parents. The feedback from these meetings has always been very positive. Mrs. Migliano is looking forward to chatting with parents again about all of the issues that are important to them and our school community. During the 2018-2019 school year, Coffee & Conversation will be held once a month, in the morning (8:15 a.m. – 8:45 a.m.). The dates for Coffee & Conversation are as follows: September 27th, October 25th, November 21st, December 20th, January 31st, February 28th, March 28th, April 18th, May 30th, and June 13th. Dates are subject to change.

Wellness Council

The Wellness Council of P.S. 196Q is dedicated to helping The School with a Heart be the School with a Healthy Heart. The Wellness Council has championed initiatives to support our students' and faculty's well-being in nutrition, physical education, physical activity and overall wellness. If you are interested in being an active part of the Wellness Council, please email Meredith Kaback at wellness196@gmail.com and/or join them at their monthly meetings, dates will be posted in the Principal's Newsletter.

School Leadership Team (SLT)

The School Leadership Team is the decision-making group that works collaboratively to improve the school community. The team participates in decisions in such areas as curriculum, instructional programs, staff development and parent involvement. The SLT meets once a month. The School Leadership is comprised of 6 staff members and 6 parents. The current parent members on SLT are, Ellen Chu, Stephanie Cooper, Young Louie, Ariana Palacio, Alyssa Pollack, and Yvonne Venezia.

Parents Association (PA)

The Parents Association provides support and resources to the school for the benefit and educational growth of our students. As an active member, you can help organize special events and activities for parents. PA members foster and encourage parent participation on all levels, and provide opportunities and training for parents to participate in school activities. The Parents Association Executive Board Members serve a one-year term. New elections are held at the end of each school year. The dates for the monthly PA meetings are as follows: September 25th, October 23rd, November 20th, December 18th, January 22nd, February 26th, March 19th, April 16th, May 21st, and June 18th,

Our current PA Executive Board for the 2018- 2019 School Year

Co-Presidents – Stephanie Cooper
Meredith Kaback

Vice Presidents - Deepali Sagar
Shelly Shalom
Yvonne Venezia

Co-Secretaries – Dina Hallili
Marcy Keltai

Co-Treasurers – Tita Jimmo
Sangita Ramchandani

Class Parents

Class parents are a vital part of our school community. Class parents communicate a tremendous amount of information to all the parents from their child's class. Class parents are responsible for creating class lists for all the students in the class. The teacher will distribute the list to all students. Class parents assist teachers during Parent Teacher Conferences in the Fall (November 16th) and Spring (March 15th). In the spring, the class parents are a vital part of making sure the Learning Environment Survey distributed to all families. Class parents are volunteers. Please refer to the PA Website, <http://pa196.org> for specific responsibilities.