

**P.S. 196 Q—The School With a Heart
2019-2020
Parent -Student
Handbook**



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

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

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OUR MISSION

At PS196, we pride ourselves on being a collaborative school, comprised of a culturally diverse community. We believe in a safe, supportive and equitable learning environment, all necessary to educate children socially, emotionally and academically. Students are guided to achieve excellence through a rigorous curriculum. We work every day to improve the quality of teaching and learning, while encouraging an understanding and respect of our differences. We cultivate an environment which nurtures children and maximizes opportunities for individual growth. We encourage mutual involvement, responsibility, and accountability within the school, home and community.

OUR VISION

Our vision is to create an environment in which we can prepare our children for the future by educating the whole child; allowing for collaboration among our teachers to ensure best practices, so that students can achieve the highest standards; and working with parents as partners.

An environment that educates the whole child—We want our students to be self-reflective and to take ownership of their learning. We want them to become problem solvers and to think strategically and analytically. We want our students to be true partners in their own learning. We want our children to be encouraged to ask questions, debate topics, and develop their own lines of inquiry. We also want them to work together collaboratively, to learn from and teach each other, and to challenge themselves to make sense of the world around them. We want them in an environment with a rich, rigorous, real-world related curriculum, which includes not only academics, but also art, music, technology, physical education and library sciences.

An environment that allows teachers to excel at their craft—We want an environment in which our teachers feel valued and supported—where they feel comfortable taking the risks necessary to enhance their craft. We want teachers talking together about students, data and curriculum, observing one another, teaching one another and working alongside with administration. These kinds of collegial interactions enhance their student's learning and make for excellence in teaching.

An environment that fosters partnerships with parents—We want an environment in which our parents play active roles in preparing their children for their futures. We want them involved in their child's learning process. We want them to understand the how and why of what our teachers and the administration are doing, by inviting them to workshops, sending regular communications and opening our classrooms to parents. Whenever our parents observe the work in the classroom, they are exposed to our beliefs about teaching and learning. We want our parents to feel welcome and comfortable inside the building. We want an atmosphere where our parents are treated with respect and their opinions are sought and valued.

PS196Q

The Grand Central Parkway School

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

(718) 263-9770—phone

(718) 575-3934—fax

ps196q.edublogs.org

Catherine Koatz—Assistant Principal

Susan Migliano—Principal

Blimie Berkowitz—Assistant Principal

PS196Q 2019-2020 Goal Highlights

- Teachers will work to increase student proficiency in writing across all curricular areas. In all grades, students will use the Columbia Teachers College Writing Workshop Model as a framework for improving the quality and quantity of student writing. An emphasis will be placed on the value of perseverance, while employing all the tools and skills of excellent writing.
- We will continue to promote an inclusive and equitable learning environment, in which all students feel safe, accepted and welcome. We will challenge community members to recognize their own implicit biases, and surmount them to advance ALL students, including LGBTQ students, students with special needs and students from a variety of ethnic and cultural backgrounds.
- Teachers will deepen students' conceptual understanding, as it applies to rigorous math tasks. Students in all grades will continue to use the SOLVE protocol to help them take apart multi-step, real-world math problems. Teachers will integrate daily math talk and emphasize the importance of productive struggle when facing complicated tasks.

The purpose of this handbook is to provide YOU with practical information. Our goal is to keep the channels of communication open, in order to inform you, resolve any issues and concerns and avoid misunderstandings—all in the best interests of our children. This handbook outlines our policies, methods to address your concerns, where to go to get specific questions answered and how our school functions. We also encourage you to check our web site (<http://ps196q.edublogs.org>) for the latest updates. If you have any suggestions for how we can improve this handbook, please reach out to Ms. Koatz (cjarrat@schools.nyc.gov) or our Parent Coordinator.

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
TBD, Parent Coordinator	Ext. 1145
Agent Garrett, Agent Urrutia, 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
Mr. Howard Hammond, School Custodian	Ext. 1050
Ms. Annette Neglia, School Nurse	Ext. 1320
Ms. Danielle Curatolo, School Psychologist	Ext. 3400
Ms. Heather Goodman, Social Worker	Ext. 5154

WHO TO CONTACT IF . . .

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, 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 a field trip...	The Teacher
You need to take your child out of school early...	The Teacher AND Main Office
You want to visit the classroom...	The Teacher
Your child is home sick... (Please call between 7:30 and 9:00 a.m.)	The Main Office, ext. 0
Your child needs to take medication at school...	The Nurse, ext. 1320
You’ll be unexpectedly late picking your child up at school— PLEASE call before 2:45 p.m....	The Main Office, ext. 0
You need to reach your child in the classroom...	The Main Office, ext. 0
You need to leave a message for a teacher...	The Main Office, ext. 0
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 information on school events...	Principal's 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)

Classroom Teachers

Class Number	Grade	Teacher	Location
001	Pre-K	T. Limeri	Room 141
011	Kinder.	L. Carlino	Annex – Room 2 A/B
012	Kinder.	J. Dunbar	Annex – Room 4 A/B
013	Kinder.	L. Donovan	Annex – Room 5 A/B
014	Kinder.	I. Makresias	Annex – Room 6 A/B
015	Kinder.	L. Szabo	Room 133
016	Kinder.	B. Gaudio	Room 134
017	Kinder.	A. Vu	Room 135
031	Kinder.	C. Reyes/J. Cabrera	Room 140
101	1 st	K. Miles	Room 122
102	1 st	S. Lieberman	Room 232
103	1 st	N. Moschouris	Room 233
104	1 st	A. Lathrop	Room 236
105	1 st	M. Kolberg	Room 240
131	1 st	A. Darrell/S. DeAngelis	Room 235
132	1 st	A. Diaz/G. Romano	Room 241
201	2 nd	C. Mazzola	Room 14
202	2 nd	E. Cibroski	Room 18
203	2 nd	S. Steinberg	Room 20
204	2 nd	E. Martello	Room 333
205	2 nd	S. Riviaccio	Room 341
232	2 nd	R. Marceda/B. Narcisse	Room 12
291	K/1 st /2 nd	A. Pomeranz	Room 337
301	3 rd	J. Golub	Room 116
302	3 rd	H. Carapazza	Room 118
303	3 rd	D. Perez	Room 119
331	3 rd	L. Bermant/J. Franco	Room 111
332	3 rd	A. McEnaney/S. Valeo	Room 121
401	4 th	J. Bajraktari	Room 113
402	4 th	L. Higgins	Room 212
403	4 th	C. Ginzberg	Room 213
404	4 th	S. Helman	Room 214
431	4 th	C. Lewis/ M. Leonard	Room 211
491	4 th /5 th	L. Taube	Room 336
501	5 th	J. Gallagher	Room 120
502	5 th	Z. King	Room 216
503	5 th	R. Porciello	Room 218
504	5 th	S. Levin	Room 221
531	5 th	S. Cogan/H. Wellbrock	Room 220
591	4 th /5 th	S. Caban	Room 335

Out-of-Classroom Teachers & Related Services

Specialty/Service	Name	Location
Art	V. Santos	Room 222
ENL – English As A New Language	J. Riccardo	Room B1C
ENL – English As A New Language	A. Gulotta	Room B1C
Computer	E. Phillips	Room 219
Physical Education	S. Bronstein	G8
Physical Education	K. Murphy	G8
Physical Education	A. Caraccio	G8
Music	K. Lee	Room 22
Library	K. Taps	Library
Science	J. Vicente	Room 332
IEP/SETSS Teacher	K. Hayes	Room 15A
Speech	N. Kranzler	Room 15B
Speech	A. Meltzer	Room B1A
Reading Specialist	K. Homler	Room 15C
Yoga/Mindfulness	J. Jolley	Room G6
Occupational Therapy	M. Fuzaylova & T.A. Grey	Room G9
Physical Therapy	M. Novak	Room G9

HOW CAN YOU HELP US?

- **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 for your child 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.
- No goody bags can be given out at birthday parties (more details below).

SCHOOL SCHEDULES

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

Extended Day and Enrichment on Thursday mornings (beginning September 19th), starts at 8:00 a.m. (for qualified students, who receive written notification about these programs.) On Thursdays only, Art Talent & Senior Chorus students in grades 4 & 5 will enter the building at the old main entrance, the 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. Kindergarten students in the Annex who take the bus will also be picked up by school aides and brought to the auditorium.
- 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.). You can also email an administrator or the parent coordinator.
- Your child will not be released to anyone whose does not have a valid photo ID and whose 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 an administrator or the parent coordinator, who can make these changes for you.
- If the person coming to pick up your child does not speak English, it would be helpful if they have a written note with your child's name, class and their relationship to that child. If not, we will make every attempt to contact translation services by phone.
- 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/schoolfood/MenusDailyDisplay.aspx> We use the standard K-8 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://bit.ly/2YyNg5C>. You will need your child'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. PLEASE do not send in glass containers or sodas.

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. Remember, you may NOT give out goodie bags during any 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.

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

RECYCLING AND COMPOSTING

Students are taught to recycle in their classrooms and in the cafeteria. This year, we will take part in New York City's Organics program, in which students will learn how to dispose of food scraps so that they can be collected by the City and turned into compost.

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).

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/guardian's responsibility to 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 they exhibit any of the following 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. Severe 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. Severe itching of the body or scalp, which could indicate the presence of lice.
12. Severe sore throat or trouble swallowing.
13. Constant runny nose.

FIRE DRILLS AND EMERGENCY PROCEDURES

Practice is required to ensure everyone in the building is safe in the event of an emergency. We are mandated to conduct twelve safety drills throughout the school year, including 8 fire (evacuation) drills and 4 lockdown 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 silently and follow instructions given by the teacher. During lockdown drills, students are taught how to silently hide in the room they are in. 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 received a supply list for the coming year. You can also find the supply lists on our website (<http://ps196q.edublogs.org>)
- Leave the classroom only with teacher’s 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: <https://www.schools.nyc.gov/school-life/rules-for-students/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.

HOMEWORK POLICY

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.

How Can You Help Your Child?

- Ask your child if they have 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> The CCLS will be replaced by the NextGeneration Standards in the 2020-2021 school year. You can also find out about those on the same web site.

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 and Columbia Teachers College Writing

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. ReadyGEN, comprised of deliberately organized text sets and a routines-based instructional path is designed to accelerate delivery of the new processes of the Common Core in elementary classrooms across New York City.

This year we are integrating Columbia Teachers College Writing into classrooms across our school. This research-based system is aimed at improving the quality and quantity of children’s writing across curricular areas. Our kindergarten and 1st grade classes are also using Columbia Teachers College for reading.

Mathematics—GOMath!

GOMath! is a focused program designed to meet the objectives and intent of the Common Core Learning Standards for Mathematics. *GOMath!* was specifically written to provide thorough coverage of the CCLS with an emphasis on depth-of-instruction. Students are supported as they advance from concrete to abstract content through the use of models and math talk prompts.

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.

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. The blended-learning approach makes learning more interesting, more interactive and more relevant to students.

Amplify Science

The Amplify Science 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 national science standards have raised the bar in science education, moving the focus away from memorization and toward active engagement. Amplify Science is a robust, multi-modal, 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.

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 a student’s late arrival at school 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.

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 should 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.**
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 to travel while school is in session, you must complete and submit an Intent to Travel Form (available in the main office or on our web site). 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.

DIGNITY FOR ALL STUDENTS ACT

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.

ELECTRONIC DEVICES & TRADING CARDS POLICY

It is strongly recommended that students 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 (Yu-Gi-Oh, Pokeman, etc.): At no time are students allowed to buy or sell trading cards—or anything else—on school property.

BIRTHDAY PARTY POLICY

For all birthday parties, please remember the following guidelines:

- NO Goodie Bags/Party Accessories
- No Candles
- Please bring only individually-sized treats (no cakes that need to be cut, etc.)
- No Gendered Treats (for example, if you want to bring pink and blue cupcakes, that's fine, but each student will get to choose the one they want)
- No Decorations/No Entertainment
- More nutritious foods (fruit cups, etc.) are always a good option
- Please be respectful of food allergies in the classroom
- No siblings—Siblings are welcome at grade-level performances only, not parties

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. 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.

My Student Account for Parents

NYC DOE My Student accounts give parents access to key information about your child’s progress in school. With a My Student 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 a My Student account please feel to contact the 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 2019-2020 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 19th, October 24th, November 21st, December 19th, January 23rd, February 27th, March 27th, April 23rd, May 21st, and June 18th. 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.

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 team is comprised of six staff members and six parents. The current parent members on SLT are Deepali Patel-Sagar, Elizabeth Fassler, Lauren Timmons, Ariana Palacio, Alyssa Pollack and Ellen Chu.

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 17th, October 15th, November 19th, December 17th, January 21st, February 25th, March 17th, April 28th, May 19th, and June 16th.

Our current PA Executive Board for the 2019-2020 School Year

Co-Presidents—Deepali Patel Sagar
Marcy Keltai

Vice Presidents—Stephanie Cooper
Dina Halili
Yvonne Venezia

Co-Secretaries—Ariana Palacio
Linda Chan

Co-Treasurers—Tita Jimmo
Sarah Han

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 14th) and spring (March 5th). 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.

VISITS TO SCHOOL

Parents are welcome to come to school on many occasions throughout the year—Fun Fridays, special classroom activities, celebrations, Star Student awards, concerts, assemblies and workshops. During the 2019-2020 school year, parents will have the opportunity to visit their child’s classroom during Open School Week (November 12-15). We will also be continuing our very popular Fun Fridays this year. This once-a-month event will give you a chance to work on an activity in your child’s classroom. The Fun Friday dates for the year are: October 4, November 8, December 13, January 17, February 7, March 13, April 3, May 15 and June 5.

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.

BRING YOU ID!

You MUST bring a PHOTO ID with you to enter our building. To ensure everyone’s safety, every person must sign in and out at our Security Desk. During special events, parents/guardians will receive tickets to enter the building, if you do not have the ticket, then you will need to sign in at the security desk with photo ID.

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 MyStudent Account to see your child’s information. By going to <http://mystudent.nyc>, 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. Koatz at cjarrat@schools.nyc.gov or our parent coordinator.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled this year for Thursday, November 14th and Thursday, March 5th. The hours for Parent-Teacher Conferences are 1:00 p.m. to 3:00 p.m. and 5:00 p.m. to 8:00 p.m. As the dates approach, you will have the opportunity to sign up for specific time slots within those hours. There will also be two additional parent engagement evenings: Thursday, September 12th and on Wednesday, May 7th (both from 5:00-8:00 p.m.).

We encourage you to have ongoing, open communication with your child’s teacher(s). 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. 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(s).

CLASSROOM CONCERNS

If you have a concern about something in your child’s classroom, ***please discuss it directly with the teacher FIRST.*** It is important to reach out to the teacher first, in order to build strong bonds between home and school. If you are unable to resolve a classroom concern with the teacher, you can discuss it with the Administration (Mrs. Migliano, principal, Ms. Koatz, assistant principal, or Mrs. Berkowitz, assistant principal) or our Parent Coordinator.

TESTING

This schedule outlines the major tests that will be administered during the 2019-2020 School Year. Throughout the year, there will be additional assessments in all academic subjects. You will be notified when these tests will be administered.

2019–20 School Year

Operational Test		Administration Dates	Make-up Dates	Scoring Dates	Final Dates to Submit Answer Sheets to Scanning Centers
NYSAA English Language Arts, Mathematics, and Science		Monday, March 9 – Friday, June 5	Make-ups must be given within the testing window	N/A	N/A
Grades 3-8 English Language Arts	Paper-based	Wednesday, March 25 – Friday, March 27	Monday, March 30 – Wednesday, April 1	Monday, March 30 – Thursday, April 9	Thursday, April 9
	Computer-based	Tuesday, March 24 – Tuesday, March 31	Monday, March 30 – Friday, April 3	Monday, March 30 – Thursday, April 9	NA
Grades 3-8 Mathematics	Paper-based	Tuesday, April 21 – Thursday, April 23	Friday, April 24 – Tuesday, April 28	Friday, April 24 – Wednesday, May 6	Wednesday, May 6
	Computer-based	Monday, April 20 – Monday, April 27	Friday, April 24 – Thursday, April 30	Friday, April 24 – Wednesday, May 6	NA
NYSESLAT Speaking		Monday, April 13 – Friday, May, 15	Make-ups must be given within the testing window	Speaking is scored as it is administered.	Thursday, May 28
NYSESLAT Listening, Reading, Writing		Monday, May, 4 – Friday, May 15	Make-ups must be given within the testing window	Monday, May 18 – Thursday, May 28	Thursday, May 28
Operational Test		Administration Dates	Make-up Dates	Scoring Dates	Final Dates to Submit Answer Sheets to Scanning Centers
Grade 4 Science Performance Test		Monday, May 18 – Friday, May 29	Make-ups must be given within the testing window	Scoring may start immediately following administration.	Thursday, June 11
Grade 8 Science Performance Test		Monday, May 18 – Friday, May 29	Make-ups must be given within the testing window	Scoring may start immediately following administration.	Thursday, June 11
Grade 4 Science Written		Monday, June 1	Tuesday, June 2 – Wednesday, June 3	Following make-up dates, but no later than Thursday, June 11	Thursday, June 11
Grade 8 Science Written		Monday, June 1	Tuesday, June 2 – Wednesday, June 3	Following make-up dates, but no later than Thursday, June 11	Thursday, June 11

ENTERING & EXITING OUR BUILDINGS

Exits for Dismissal—2019-2020—All Classes Dismiss at 3:00 p.m. (2:10 p.m. Fri.)

Class	Room	Exit	Description
001	141	Classroom	From classroom 141
011	Room 2-A/B	Annex	Annex
012	Room 4-A/B	Annex	Annex
013	Room 5-A/B	Annex	Annex
014	Room 6-A/B	Annex	Annex
015	133	Exit 14	Main Entrance
016	134	Exit 13	Into Cul-de-Sac
017	135	Exit 13	Into Cul-de-Sac
031	140	Exit 13	Into Cul-de-Sac
101	122	Exit 14	Main Entrance
102	232	Exit 14	Main Entrance
103	233	Exit 14	Main Entrance
104	236	Exit 13	Into Cul-de-Sac
105	240	Exit 13	Into Cul-de-Sac
131	235	Exit 14	Main Entrance
132	241	Exit 13	Into Cul-de-Sac
201	14	Exit 3	Close to Old Hospital
202	18	Exit 14	Main Entrance
203	20	Exit 14	Main Entrance
204	333	Exit 13	Into Cul-de-Sac
205	341	Exit 13	Into Cul-de-Sac
231	12	Exit 3	Close to Old Hospital
291	337	Exit 14	Main Entrance
301	116	Exit 15	Middle Front Exit
302	118	Exit 15	Middle Front Exit
303	119	Exit 15	Middle Front Exit
331	111	Exit 15	Middle Front Exit
332	121	Exit 15	Middle Front Exit
401	113	Exit 3	Close to Old Hospital
402	212	Exit 3	Close to Old Hospital
403	213	Exit 3	Close to Old Hospital
404	214	Exit 3	Close to Old Hospital
431	211	Exit 3	Close to Old Hospital
491	336	Exit 14	Main Entrance
501	120	Exit 1	Old Main Entrance—By Cars
502	216	Exit 1	Old Main Entrance—By Cars
503	218	Exit 1	Old Main Entrance—By Cars
504	221	Exit 1	Old Main Entrance—By Cars
531	220	Exit 1	Old Main Entrance—By Cars
591	335	Exit 14	Main Entrance

- All students should enter through the Main Entrance or Annex Main Door
- 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.

School Calendar 2019- 2020 School Year

<u>September</u>	
Thursday, September 5 th Thursday, September 5 th Thursday, Sept. 5 th & Friday, Sept. 6 th Thursday, September 12 th Monday, September 30 th	First Day for Students <i>Half Day Kindergarten (9:15 a.m.-12:15 p.m.)</i> Partial Days for Pre-K Parent Engagement Evening—5:00 – 8:00 p.m. Rosh Hashanah—No School
<u>October</u>	
Tuesday, October 1 st Wednesday, October 9 th Monday, October 14 th	Rosh Hashanah—No School Yom Kippur—No School Columbus Day—No School
<u>November</u>	
Tuesday, November 5 th Monday, November 11 th Thursday, November 14 th Thursday, Nov. 28 th & Friday, Nov. 29 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
<u>December</u>	
Tuesday, December 24 th – Wednesday, Jan. 1 st	Winter Recess—No School
<u>January</u>	
Thursday, January 2 nd Monday, January 20 th	Students Return to School Dr. Martin Luther King, Jr. Day—No School
<u>February</u>	
Monday, February 17 th – Friday, Feb. 21 st Monday, February 24 th	Mid-Winter Recess—No School Students Return to School
<u>March</u>	
Thursday, March 5 th Wednesday, March 25 th – Friday, March 27 th *	Parent Teacher Conferences: Time 1:00 pm – 3:00 pm—Afternoon 5:00 pm – 8:00 pm—Evening Half Day—Noon Dismissal NYS ELA Exam—Grades 3, 4 & 5
<u>April</u>	
Thursday, April 9 th – Friday, April 17 th Monday, April 20 th Tuesday, April 21 st – Thursday, April 23 rd *	Spring Break - No School Students Return to School NYS Math Exam—Grades 3, 4 & 5
<u>May</u>	
Tuesday, May 5 th Wednesday, May 20 th – Friday, May 22 nd Monday, May 25 th	Parent Engagement Evening – 5:00 – 8:00 p.m. NYS Science Exam (Performance)—Grade 4 Memorial Day—No School
<u>June</u>	
Monday, June 1 st Thursday, June 4 th Tuesday, June 9 th Friday, June 26 th	NYS Science Exam (Written)—Grade 4 Chancellor’s Day—No School for Students June Clerical Day—No School for Students LAST DAY—Noon Dismissal

* Exams will be two days, but the DOE has not yet chosen which two days.