

# **PS 166 2015-16**

# **Parent Handbook**

**\*\*(Information from this handbook can be found in alternate languages in your child's agenda)\*\***

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## **SCHOOL HOURS**

Breakfast for all students will be served from  
7:30 – 7:50 a.m.

School begins for all students at 8:05 a.m.  
**\*\*Doors will open at 7:50 a.m.\*\***

Dismissal for all students is at 2:25 p.m.

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# **Tentative Calendar 2015-16 School Year**

## **2015**

**Sept. 9, Wednesday** – School Begins (partial time for Pre-K and Kindergarten)

**Sept. 10, Thursday** – Partial time for Pre-K; First full Day for Kindergarten

**Sept. 14 & 15, Monday & Tuesday** – Rosh Hashanah – school closed

**Sept. 17, Thursday** – Meet the teacher evening (schedule to follow)

**Sept. 23, Wednesday** – Yom Kippur – school closed

**Sept. 24, Thursday** – Eid – school closed

**Oct. 12, Monday** – Columbus Day – school closed

**Oct. 30, Friday** – Fall Festival Parade at 8:30 a.m.

**Nov. 3, Tuesday** – Election Day – school closed for students

**Nov. 5, Tuesday** – Parent/Teacher conferences (half-day for students)

**Nov. 11, Wednesday** – Veterans' Day – school closed

**Nov. 26 & 27, Thursday & Friday** – Thanksgiving – school closed

**Dec. 24- Jan. 1 – Thursday through Friday** – Winter Recess – school closed –  
students return to school on **Monday, Jan. 4, 2016**

## **2016**

**Jan. 18, Monday** – Dr. Martin Luther King, Jr. Day – school closed

**Feb. 8, Monday** – Lunar New Year – school closed

**Feb. 15-19, Monday through Friday** – Midwinter Recess – school closed –  
students return to school on **Monday, Feb. 22, 2016**

**March 3, Thursday** – Parent/Teacher conferences (half-day for students)

**March 25, Friday** – Good Friday – school closed

**April 5 – 7, Tuesday through Thursday** – NYS ELA exam for students in  
Grades 3,4,5

**April 13 – April 15, Wednesday through Friday** – NYS Math exam for students  
in Grades 3,4,5

**April 25-29, Monday through Friday** – Spring Recess – school closed –  
students return to school on **Monday, May 2, 2016**

**May 30, Monday** – Memorial Day – school closed

**June 1, Monday** – NYS Science written exam for students in Grade 4

**June 9, Thursday** – Chancellor's Conference Day – no school for students

**June 14, Tuesday** – Clerical Day – no school for students

**June 28, Tuesday** – Last day for all students (half-day)

# Who's Who in The School

## A Directory of School Personnel and Partners

**The Parent/Guardian** is responsible for the care and well-being of a child or children attending the school. This includes sending students to school ON TIME EVERYDAY school is in session.

**The Principal** is the educational leader and chief manager whose job is to ensure that the city and state mandated curricula are followed and taught. She also oversees the daily operation of the school and creates an environment that provides each child with the opportunity to grow to his/her maximum potential physically, socially, emotionally and educationally.

Ms. Geller, Principal of P.S. 166

**The Assistant Principal** assists the principal in achieving high educational goals for every child and supervising school day activities.

Ms. Hametz, Ms. Tsimis, and Mr. Witkes, Assistant Principals

**The Attendance Teacher** is responsible for following up when students are regularly late or have excessive/patterns of absences.

Mr. Cerillo, Attendance Teacher

**The Teacher** is responsible for teaching the curricula to the students and maintaining a safe and secure learning environment.

**The Parent Coordinator** works to engage with and involve parents in the school community by working, with the school administrator and staff, school leadership team, parent association, community groups and parent advisory council.

Ms. Mary Bland, Parent Coordinator

**The Guidance Counselor** supports a child's learning by helping resolve educational, emotional, social, and/or behavioral issues.

Mr. Padula and Ms. Soper, Guidance Counselors

**The School Nurse** provides assistance to children who have become ill during the school day or who have an existing illness. The nurse maintains school health records. Parents need to inform the school nurse of any special illness their child may have.

Ms. Anzalone and Ms. Fallon, Nurses

**The School Assessment Team** is the school level evaluation unit composed of a psychologist, social worker, IEP teacher and family worker. The team makes recommendations for students who have special learning, social and emotional needs.

Ms. Espinal, School Psychologist

Ms. Santacruz, Social Worker

Ms. McGuckin, IEP Teacher

Ms. Matsas, Special Education Provider

Ms. Yasnitsky, Family Worker/Data Entry

**The Literacy & Math Coaches** serve as a resource for teachers, supporting professional development by modeling best practices and helping teachers continually develop their professional skills.

Ms. Seitz, Math Coach

Ms. Spiratos, Literacy Coach/UFT Teacher Center

**The Lunchroom Staff** is responsible for planning, preparing and serving nutritious, balanced meals.

**The Parent Teacher Association** is an organization of parents that consults with the school administration regarding areas of school personnel, curriculum, safety, etc. with the goal of fostering a greater understanding of their child's education.

Mr. McConnell, PTA President

**The School Leadership Team (SLT)** is a joint parent and school staff team that collaboratively works to give input on various aspects of the school community.

**S.A.P.I.S. Worker** engages students in individual and group sessions to discuss everyday pressures facing our students.

Ms. Collins, S.A.P.I.S.

**Serious Fun** is an afterschool program based at PS 166. Please inquire within for more information. Extension 219

**Jacob Riis Settlement House** is an afterschool program based at PS 166. Please inquire within for more information. Extension 219

**Western Queens Clinic** is a community based organization that screens and provides mental health services to the school community.

Ms. Iof, Site Coordinator

# The A,B,C's of P.S. 166Q

## **ABSENCES**

When the student is absent, the parent must provide a note explaining the absence. Parents should leave their children in school all day. Appointments should be scheduled outside school hours and on school holidays whenever possible. If a child needs to be dismissed early, he/she should bring a note to his/her teacher stating time and reason. **Parents must sign the child out in the school office.**

## **APPOINTMENTS WITH TEACHERS**

If you wish to speak with your child's teacher, please send a note requesting an appointment. Your child's teacher will arrange an appointment for you at a time when he/she is free.

## **ARRIVAL**

Children who don't eat breakfast in school should arrive no earlier than 15 minutes prior to their start time. Breakfast will be served at 7:30 a.m. All other doors will open at 7:50 a.m. Please see the School Hours section above for specific start times. Notices will be sent home with specific information as to where your child enters/dismisses.

## **ATTENDANCE**

Coming to school every day is crucial to student success. When a student misses school important pieces of the educational process can be lost.

**Please note that one of the criteria for promotion to the next grade is 90% attendance.**

## **BEHAVIOR**

A school-wide code of behavior establishes the standards of behavior throughout the school. Each teacher will have a copy of this plan to follow during the school year.

### **OUR CODE OF BEHAVIOR:**

1. Students will be respectful of all adults, other children and their property.
2. Students will be responsible for all books, materials, equipment and school property.
3. Students will not leave the classroom, school building, or yard without permission.
4. Students will not bring weapons of any kind to school or toys that resemble a weapon.
5. Students will understand that fighting, name-calling, cursing and starting arguments are not permitted.
6. Students will always follow directions the first time they're given.
7. Students will come to school on time prepared with books, pens, pencils, and all assignments.
8. Students will not keep food in their desks or chew gum in school.
9. Students will wear the school uniform daily.

## **BUSING (SCHOOL BUSES)**

K – 2 children are entitled to ride a school bus if they live ½ mile (or more) from school. 3 – 5 children are entitled to ride a bus if they live 1 mile (or more) away. Your child will bring home a notice regarding behavior rules on the bus. Please review the rules with your child. For any problems related to bus service call the Office of Pupil Transportation's Hotline: (718) 392-8855 or visit their website at: <http://www.optnyc.org/public1/default.aspx?logout=1>

## **BUSING (PRIVATE BUSES)**

Some parents arrange with private bus companies to bring their children to/from school. The school has no relationship with these companies. Arrangements are made only by the parents. Parents have a responsibility to be certain that their children are brought to school and are picked up on time. Students who go home on private buses will be dismissed to the bus unless the parent sends a written notice that he/she will be picking up a child earlier. In order to protect our students, we don't take verbal phone messages regarding a change in dismissal.

## **CHANGE OF ADDRESS**

Please inform the office if you change your address

### **CONTACTING THE SCHOOL**

Parents are encouraged to contact the school (718) 786-6703 whenever they have questions or concerns. If you desire to schedule a conference with a specific teacher, Guidance Counselor or administrator, it is suggested that you call in advance and arrange for an appointment. Visitors who come to school without an appointment will be seen but they may have to wait up to 45 minutes. **The ladder of communication is as follows:**

- Teacher
- Parent Coordinator
- Guidance Counselor
- Assistant Principal
- Principal

### **CORRESPONDENCE**

Many important papers get sent home with your child. **Please check daily for important information that needs to be filled out and sent back to the school.** Please look out for the **GREEN FOLDER** that contains important information to leave at home or send back to school.

### **DISCIPLINE**

P.S. 166 follows the New York City Department of Education's Citywide Standards of Discipline and Intervention Measures. Individual teachers will define rules for behavior within their classroom. In addition, please find the Citywide Behavioral Expectations at:

<http://schools.nyc.gov/NR/ronlyres/CD69C859-524C-43E1-AF25-C49543974BBF/0/DiscCodebookletApril2015FINAL.pdf>

### **DISMISSALS**

A separate notice with specific dismissal information will be sent to parents. Children in grades K – 2 must be picked up by an adult or older sibling. The teacher must have a note from the parent as to who will pick the child up. **Children will not be released to anyone who is not on the blue emergency card.**

### **EMERGENCY CARDS (\*\*PLEASE FILL OUT 2 CARDS\*\*)**

Parents will fill out **TWO** blue emergency Home Contact Cards. Information on this card is the school's quickest link to parents or designated caregivers in case of a student illness, injury or emergency. **We must have an updated telephone number to reach you in the event of an emergency.** Fill in 3 telephone numbers of friends or neighbors in the event we are unable to contact you. Please inform the school of any changes during the year.

### **HOMEWORK POLICY**

Homework is a means of reviewing the lessons taught in school. Homework also helps your child develop work and study habits.

Students will record homework in their agendas. Parents are requested to check the agenda for assignments and notes.

Homework will count for 10% of the grade in each of the major subject areas (reading, math, science, social studies). There will be no separate grade on the report card for homework. Each teacher will assign homework as they see fit. Other than reading log/journals, there will be no vacation homework (including Thanksgiving).

The following suggestions are offered:

1. Ask your child what homework he/she has. By asking your child about homework, you're helping him/her remember that there is work to be completed.
2. Ask him/her to show the homework to you and explain what the work was about. Please sign your child's homework each night.
3. Homework is your child's work, not yours. You may help your child with his/her homework but please don't do it for him/her.
4. Help your child set a regular homework time daily.
5. Provide your child with a quiet place to work and study where he/she isn't disturbed.
6. If your child can't complete his/her assigned homework, please send a note to the teacher.

### **IMMUNIZATIONS**

The New York City Department of Health and Mental Hygiene have issued School Admission Immunization Requirements. The law requires that all new students – children entering day care, nursery school, pre-school or pre-kindergarten, and kindergarten through grade 12 in New York City for the first time – must show proof of having received a complete medical evaluation. If your child's health record indicates that he/she did not meet the requirements of the **Public Health Law, Section 2164, your child will not be allowed to attend school, unless you provide documents to show that he/she has received the necessary immunizations.** If you believe your child has already received these immunizations, bring his/her original immunization record to the main office.

### **LATENESS**

Children arriving at school after their scheduled start time are late. Please see the School Hours section above for specific start times. If your child is late please send a note or bring him/her to the office. Late arrival will prevent a student from receiving a perfect attendance award.

### **LOST AND FOUND**

Lost articles are stored in boxes in the Auditorium and Cafeteria.

### **LUNCH**

Please apply for school lunch online at: <https://www.applyforlunch.com/Application>

**This must be completed by all parents regardless of whether or not the student will eat hot lunch in school.** This form will determine a student's eligibility for free or reduced price lunch. If your child brings lunch from home, please label it with his/her name and class.

### **MEDICATION**

A student may not bring medication of any kind to school. If it's necessary for a child to receive medication in school, the parent/guardian and the student's physician must complete and sign the **Authorization to Administer Oral Medication** form for special education students, or the **504** form for general education students. All oral medications must be hand delivered to school by the parent/guardian in the original container received from the pharmacist. All medications must be received in clearly marked prescription bottles, indicating the name of the student, dosage of the medication, and time of day that it should be administered. All inhalers must be clearly marked indicating the name of the student and the dosage.

### **PARENT TEACHER ASSOCIATION**

The PTA does a tremendous service for students by fostering and promoting a positive educational program. The PA invites parents to become actively involved in the PA. Meetings are held on the first Monday of the month at 6:30 p.m. The dates of the meetings are as follows:

- September 21, 2015
- October 5, 2015
- November 2, 2015
- December 7, 2015
- January 4, 2015
- February 1, 2015
- March 7, 2015
- April 4, 2015
- May 2, 2015
- June 6, 2015

### **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are held in November and March. It's very important for you to speak to your child's teacher so you will be aware of his/her progress. You will get your child's report card shortly before conferences. In addition, in September & May we will have Meet the Teacher Nights to advise you of classroom goals for the year. Conferences may be scheduled at other mutually convenient times for the teacher and parent. Please send a note to your child's teacher requesting a conference. Conferences will be scheduled at such times that they don't interrupt or interfere with a teacher's class.

### **PHONE NUMBERS**

Please make sure that we have at least one working phone number where we can reach a parent/guardian in case of emergency.

### **PREPARATION FOR SCHOOL**

Students are required to come to school prepared every day. Each student should have a backpack for books, pens, pencils and notebooks every day. All students are required to have a "Just Right" book to read independently every day.

### **PROHIBITED ITEMS**

Certain items have no place in school and are prohibited. Some of these items are gum, candy, weapons of any kind, toys, games, electronic games, wood or metal bats. Please check your child and their belongings when they leave for school to be sure they do not have any of these items.

### **REPORT CARDS**

Report cards are distributed three times a year. Report cards will be given to the students during the week after the marking period ends. **Report cards are to be signed and returned to school the next day.**

### **SCHOOL LEADERSHIP TEAM**

P.S. 166's School Leadership Team is responsible for evaluating the quality of the school's educational program and its effect on student achievement. The Team's focus is on developing educational strategies that lead to continuous student improvement. The School Leadership Team is composed of an equal number of parents and staff.

### **SECURITY**

After morning arrival, only the main entrance (Exit 1) to the school on 35<sup>th</sup> Avenue and 34<sup>th</sup> Street will be open. A pass to the main office will be issued. **Please leave the building only through EXIT 1.**

### **TEXTBOOKS**

Children are responsible for all textbooks given to them. All hard covered textbooks should be covered. Children aren't allowed to write in them, tear pages out, etc. If your child loses or damages a textbook, you will be asked to pay for the book.

### **TRIP POLICY**

No child may go on a trip without a permission slip signed by a parent. Permission may not be given on the phone or on the morning of the trip. Chancellor's Regulations require that we have at least 1 adult for every 10 students attending a field trip. Please let your child's teacher know if you are available to go on any or all field trips.

### **UNIFORM POLICY**

#### **Boys**

White shirt with collar  
Navy blue pants (not sweat pants) or shorts  
Navy blue tie (optional)  
Solid Navy blue sweater or jacket (optional)

#### **Girls**

White blouse with collar  
Navy blue skirt, pants, jumper or skort  
Navy blue girl's tie  
Solid Navy blue sweater or jacket (optional)

### **WEATHER PROCEDURES**

(School Closings and Delayed Openings)

The Chancellor will make the decision to close or delay the opening of schools during stormy weather. The decision will be made as early as possible prior to 6:00 a.m. on the affected day.

Parents are advised to listen to information broadcast by news radio stations, such as WINS (1010 AM) and WCBS (880 AM)