

PS 166Q 2017-18

Parent/Guardian

Handbook

** (Translations and specific information from this handbook can be found at our website www.ps166q.com) **

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.****

*****Students will be marked late after 8:05*****

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

Who's Who at PS 166Q

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

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

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.

Meet your child's teacher, September 13

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. Millie Diaz, 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. Gonzalez & Agency Nurse, 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. Almonte, Social Worker

Ms. McGuckin, IEP Teacher

Ms. Yasnitsky, Family Worker/Data Entry

The Math Coach serves as a resource for teachers, supports professional development by modeling best practices and helps teachers continually develop their professional skills.

Ms. Seitz, Math Coach

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. Datt, 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 & 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/RulesPolicies/DisciplineCode/default.htm>

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:

1. Teacher
2. Parent Coordinator
3. Guidance Counselor
4. Assistant Principal
5. 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 **BLUE FOLDER** that contains important information to leave at home or send back to school.

DISMISSAL

A separate notice with specific dismissal locations will be sent to parents. Children in grades K – 2 must be picked up by an adult or

older sibling who attends our school. 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 children 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 children with their homework but please don't do it for them.
4. Help your children set a regular homework time daily.
5. Provide your children with a quiet place to work and study.
6. If your children can't complete the 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 8:05 will be marked late.** 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>

Because this form will help determine Federal Funding for the school, it must be completed by all parents regardless of whether or not the student will eat hot lunch in school. If your child will get lunch from school, this form will determine a student’s eligibility for free or reduced price lunch.

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 PTA 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 11, 2017
- October 2, 2017
- November 6, 2017
- December 4, 2017
- January 8, 2018
- February 5, 2018
- March 5, 2018
- April 9, 2018
- May 7, 2018
- June 4, 2018

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are held in December 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. Supplies lists can be found on our website at <http://www.ps166q.com/supply-lists.html>.

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. The dates of the meetings are as follows:

- September 11, 2017
- October 2, 2017
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- May 7, 2018
- June 4, 2018

SECURITY

After morning arrival, only the main entrance (Exit 1) to the school on 35th Avenue and 34th 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.

TRIP POLICY

No child may go on a trip without a permission slip signed by a parent/guardian. 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

Our school's uniform policy encourages every student to dress for comfort and success! Please send your child wearing white on top and blue on the bottom. Acceptable blue bottoms include sweats, leggings, slacks, skirts, uniform jumper and dark jeans. Students may also wear the navy blue PS 166 school t-shirt which can be purchased through the PTA.

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)