

P S 397

FOSTER LAURIE ELEMENTARY SCHOOL



PARENT HANDBOOK

2016-2017



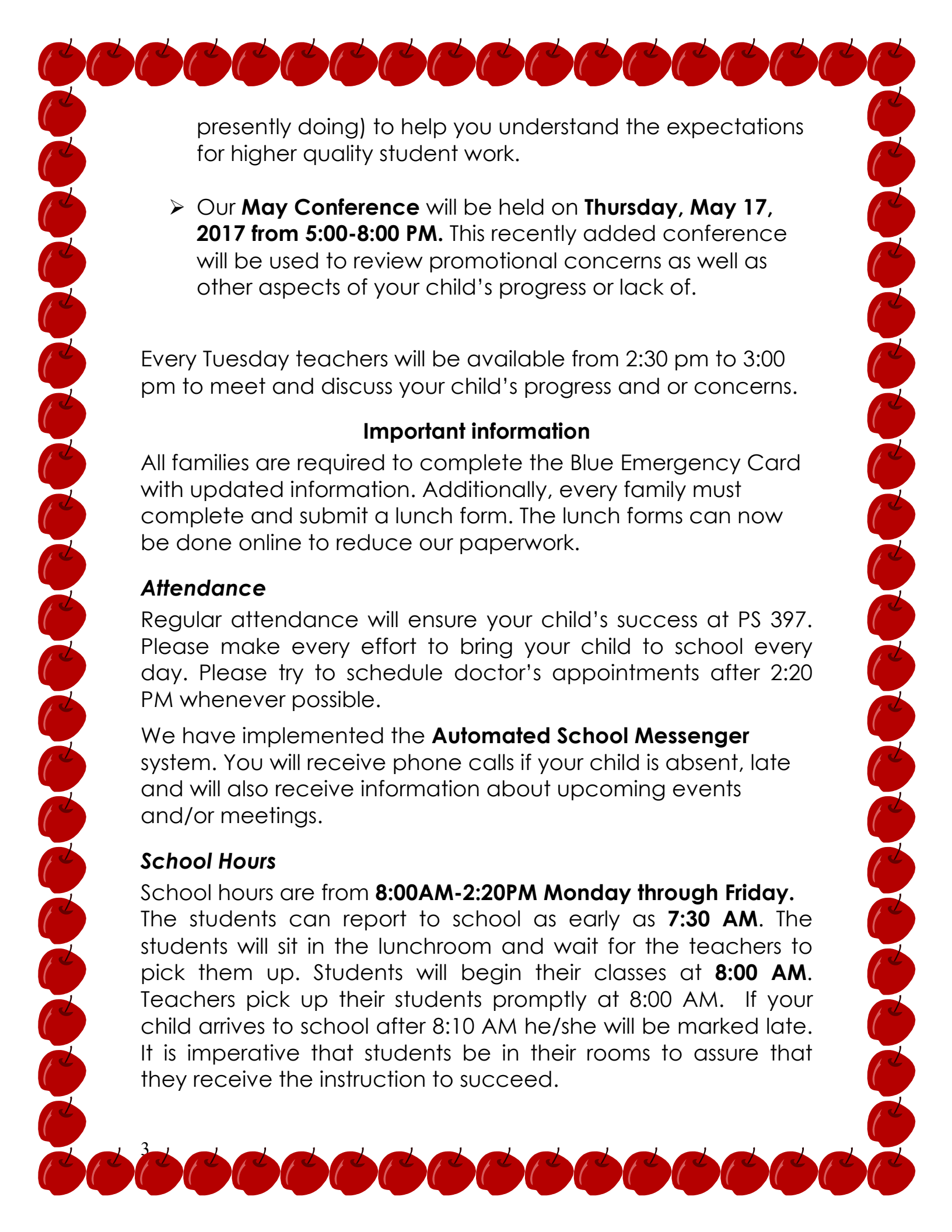
Dear Parents and Guardians,

Welcome to the 2016-2017 school year. This handbook has been prepared to inform you about our school's policies, regulations and expectations. We are committed to working and helping every student succeed and excel during their time with us. In order for us to meet our goal, we need your help, and commitment.

To support our students academically, in and out of school, we need to have a shared understanding of our children's learning and work as partners to meet their academic and social/emotional needs.

In order to maximize our students' potential and continue to improve their progress in school, the Department of Education has implemented the following changes:

- This year we will hold four (4) Parent-Teacher Conferences. Our first conference, "**Meet the Staff**" night will be held on Thursday, **September 22, 2016 from 5:00-8:00 PM.**
- Our second **Parent/Teacher Conference** will be held on **Thursday, November 3, 2017 from 1:00-3:00 PM and 5:00-8:00 PM.** At this time, you will receive your child's first report card for this school year. This year we plan to schedule appointments so that every parent has a specific time to meet with their child's teacher.
- Our **Spring Parent/Teacher Conference** will be held on, **Thursday, March 9, 2017 from 1:00-3:00 PM and 5:00-8:00 PM.** At this time, you will receive your child's second report card for this school year. This will be a half day of school. During this conference the teachers will share a sample of exemplary student performance (what your child is expected to be doing compared to what your child is



presently doing) to help you understand the expectations for higher quality student work.

- Our **May Conference** will be held on **Thursday, May 17, 2017 from 5:00-8:00 PM**. This recently added conference will be used to review promotional concerns as well as other aspects of your child's progress or lack of.

Every Tuesday teachers will be available from 2:30 pm to 3:00 pm to meet and discuss your child's progress and or concerns.

Important information

All families are required to complete the Blue Emergency Card with updated information. Additionally, every family must complete and submit a lunch form. The lunch forms can now be done online to reduce our paperwork.

Attendance

Regular attendance will ensure your child's success at PS 397. Please make every effort to bring your child to school every day. Please try to schedule doctor's appointments after 2:20 PM whenever possible.

We have implemented the **Automated School Messenger** system. You will receive phone calls if your child is absent, late and will also receive information about upcoming events and/or meetings.

School Hours

School hours are from **8:00AM-2:20PM Monday through Friday**. The students can report to school as early as **7:30 AM**. The students will sit in the lunchroom and wait for the teachers to pick them up. Students will begin their classes at **8:00 AM**. Teachers pick up their students promptly at 8:00 AM. If your child arrives to school after 8:10 AM he/she will be marked late. It is imperative that students be in their rooms to assure that they receive the instruction to succeed.



Line-Up

All students will sit with their class at their designated tables. Teachers will meet the students at 8:00 am in the lunchroom and take them to their classrooms. Students will line up and walk quietly out of the lunchroom with their class room teachers.

Students in grades Pre-K through 2 will use Exit 1 near the main office.

Students in grades 3 through 5 will use stair C to exit the lunchroom.

Children will continue to eat breakfast in the classroom from 8:05 am-8:25 am. Students may not be brought up to the class before 8:00 am for any reason. Do not tell a parent that their child can meet you before 8:00 am unless you have already advised administration, school safety,

Lunch Periods

Pre K	11:00 AM
Grades K, 1 & 2 -	11:00 AM-11:50 AM
Grades 3, 4, 5 -	12:00 AM-12:50 PM

Dismissal

All students are dismissed at **2:20PM** Monday through Friday.

Pre K	Parents/Caretakers will pick up their child in the lunchroom.
Kindergarten	Lunchroom Area
Grades 1 & 2	Schoolyard
Grades 3-5	Dismissed from the lunchroom exit into Fenimore Street

🚦 Please make sure that you make arrangements for your child's dismissal and make sure he/she is picked up on time. It is the school's legal responsibility report children not picked up on time to the Administration of Children's Services (ACS).



School Policies

School Curriculum

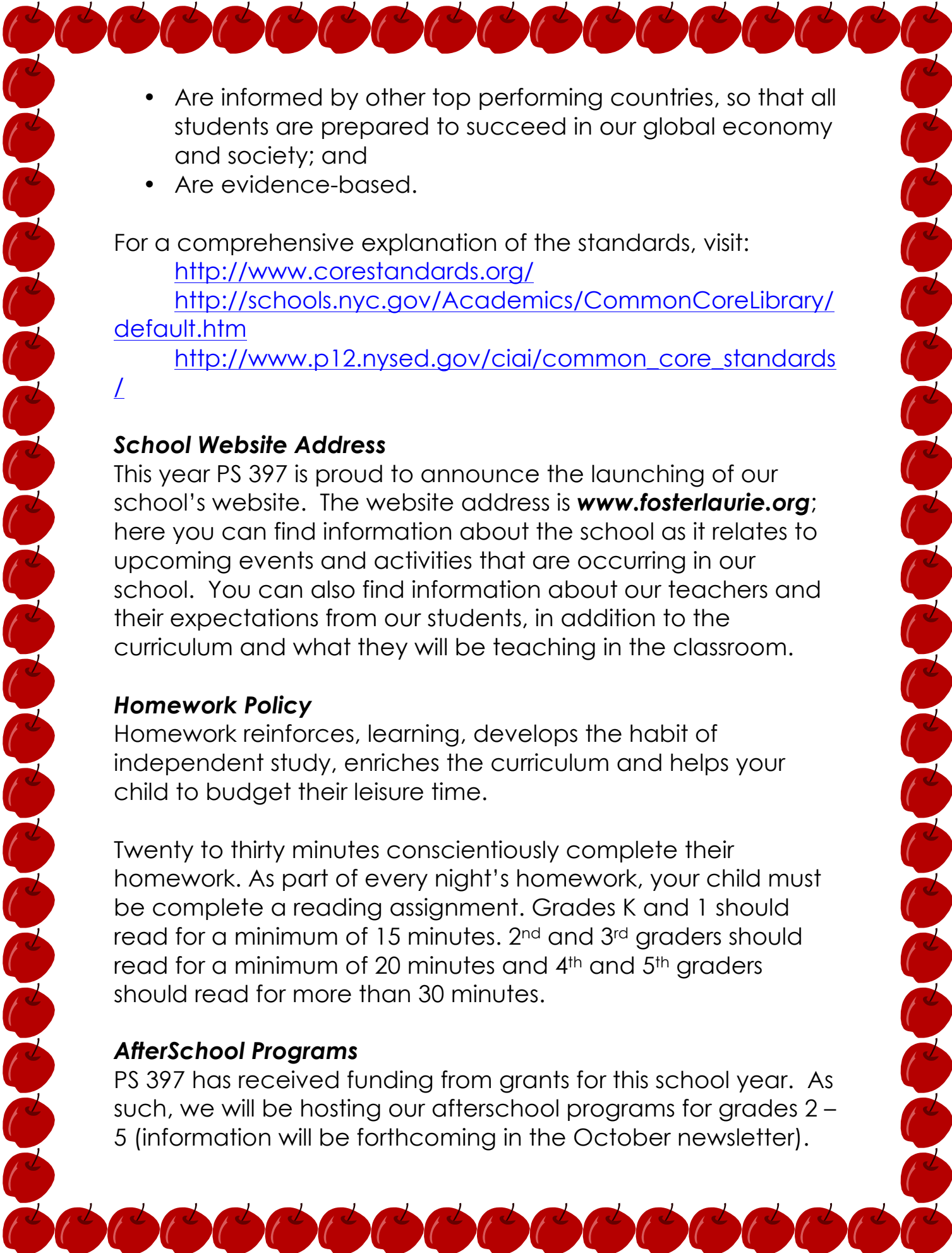
Beginning this school year 2016-2017, PS 397 will be implementing its new ELA Wonders and My Math curricula across all grades.

Common Core Learning Standards Overview

The Common Core Learning Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With American children fully prepared for the future, our communities will be best positioned to compete successfully in the global economy.

The Common Core Learning Standards Initiative is a state-led effort coordinated by the National Governors Association Center for Best Practices (NGA Center) and the Council of Chief State School Officers (CCSSO). The standards were developed in collaboration with teachers, school leadership, and experts, to provide a clear and consistent framework to prepare our children for college and the workforce. These standards define the knowledge and skills students should have within their K-12 education careers so that they will graduate high school able to succeed in entry-level credit-bearing academic college courses and in workforce training programs. The standards:

- Are aligned with college and work expectations;
- Are clear, understandable and consistent;
- Include rigorous content and application of knowledge through high-order skills;
- Build upon strengths and lessons of current state standards;

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- Are informed by other top performing countries, so that all students are prepared to succeed in our global economy and society; and
 - Are evidence-based.

For a comprehensive explanation of the standards, visit:

<http://www.corestandards.org/>
<http://schools.nyc.gov/Academics/CommonCoreLibrary/default.htm>
http://www.p12.nysed.gov/ciai/common_core_standards/

School Website Address

This year PS 397 is proud to announce the launching of our school's website. The website address is **www.fosterlaurie.org**; here you can find information about the school as it relates to upcoming events and activities that are occurring in our school. You can also find information about our teachers and their expectations from our students, in addition to the curriculum and what they will be teaching in the classroom.

Homework Policy

Homework reinforces, learning, develops the habit of independent study, enriches the curriculum and helps your child to budget their leisure time.

Twenty to thirty minutes conscientiously complete their homework. As part of every night's homework, your child must be complete a reading assignment. Grades K and 1 should read for a minimum of 15 minutes. 2nd and 3rd graders should read for a minimum of 20 minutes and 4th and 5th graders should read for more than 30 minutes.

AfterSchool Programs

PS 397 has received funding from grants for this school year. As such, we will be hosting our afterschool programs for grades 2 – 5 (information will be forthcoming in the October newsletter).



Saturday Academy

There will be a Saturday Academy for grades 3 – 5 that focuses on test preparation geared to prepare our students for the NYS ELA and math exams next year.

Uniforms

Our school's uniform is navy blue pants/skirts and yellow blouse/shirt. Uniforms are intended to help schools promote a more effective learning climate, foster school unity and pride, improve student performance, foster self-esteem, minimize costs to parents and help improve student conduct and discipline.

Cell Phones and Games

Students will follow the Chancellor's new cell phone regulation. All cell phones and electronic devices must be turned off during school hours, if not they will be confiscated. Please place all cell phones in a labelled envelope and give it to Mrs. Monteau or Ms. Kellman. Parents will be contacted to pick up the cell phone.

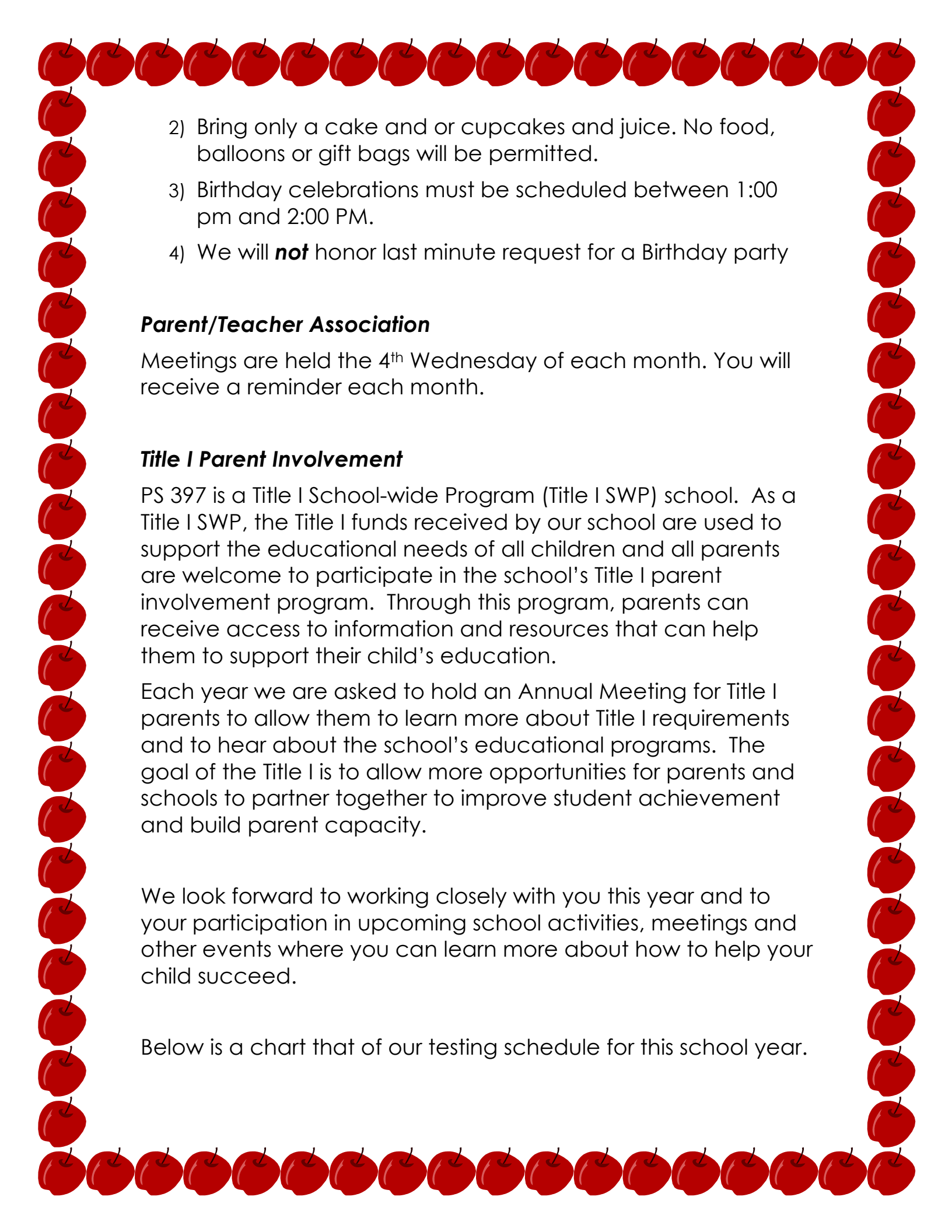
Illnesses

If your child is ill and is absent for 1 to 2 days, please notify the school and have him/her bring a note when he/she returns. If the illness lasts longer, notify the school as to when your child is expected to return. If the absences exceed 3 days, a doctor's note is required.

Birthday Celebrations

Our staff is willing to have your child's birthday celebrated at school. However, this year I am requesting the following:

- 1) Send a note to your child's teacher **two weeks** in advance.

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- 2) Bring only a cake and or cupcakes and juice. No food, balloons or gift bags will be permitted.
 - 3) Birthday celebrations must be scheduled between 1:00 pm and 2:00 PM.
 - 4) We will **not** honor last minute request for a Birthday party

Parent/Teacher Association

Meetings are held the 4th Wednesday of each month. You will receive a reminder each month.

Title I Parent Involvement

PS 397 is a Title I School-wide Program (Title I SWP) school. As a Title I SWP, the Title I funds received by our school are used to support the educational needs of all children and all parents are welcome to participate in the school's Title I parent involvement program. Through this program, parents can receive access to information and resources that can help them to support their child's education.

Each year we are asked to hold an Annual Meeting for Title I parents to allow them to learn more about Title I requirements and to hear about the school's educational programs. The goal of the Title I is to allow more opportunities for parents and schools to partner together to improve student achievement and build parent capacity.

We look forward to working closely with you this year and to your participation in upcoming school activities, meetings and other events where you can learn more about how to help your child succeed.

Below is a chart that of our testing schedule for this school year.

Test	Dates
Grades 3 through 5 English Language Arts	Tuesday, March 28 th -Thursday March 30 th
Grades 3,4 &5 Mathematics	Tuesday, May 2 nd -Thursday, May 4 th
Grade 4 Science Performance Test	Wednesday, May 24 th -Friday June 2 nd
Grade 4 Science Written Test	Monday June 5 th -Wednesday 7 th
NYSESLAT- Grades K-5 Speaking	Monday April 10 th -Friday May 19 th
NYSESLAT- Grades K-5 Listening, Reading, Writing	Monday May 8 th - Friday 19 th

2016-2017 School Calendar

- September 8th, 2016: First day of school
- September 12th Observance of Eid al-Adha (**School Closed**)
- October 3rd & 4th, 2016 Observance of Rosh Hashanah (**School Closed**)
- October 10th, 2016: Columbus Day (**School Closed**)
- October 12th Yom Kippur (**School Closed**)
- November 8th, 2016 Election Day (**School Closed**)
- November 11th, 2016 Observance of Veteran's Day (**School Closed**)
- November 24th & 25th Thanksgiving Recess (**School Closed**)
- December 26th -January 2nd,2017: Winter Recess (**School Closed**)

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- January 16th: Observance of Martin Luther King Day **(School Closed)**
 - February 20th -February 24th Mid-Winter Recess **(School Closed)**
 - April 10th - April 18th: Spring Recess **(School Closed)**
 - May 29th: Memorial Day **(School Closed)**
 - June 12th: Clerical Day **(School Closed)**
 - June 8th: Chancellor's Conference Day **(Students do not attend)**
 - June 26th: Eid al-Fitr **(School Closed)**
 - June 28th, 2017: Last Day of School

Resources

Parent Guides to the Common Core Standards

<https://www.engageny.org/parent-guides-to-the-common-core-standards>

Parent Resources

<https://www.engageny.org/parent-family-library>

Parent's Guide to Special Education

<http://www.p12.nysed.gov/specialed/publications/policy/parentguide.htm>