

FAMILY HANDBOOK 2018-2019

*Public School 169
Bay Terrace School*



18-25 212th Street
Bayside, NY 11360-1595
Telephone: 718-428-6160
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Vanessa Rosa, Principal
vrosa@schools.nyc.gov

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Name: _____

Class: _____ Teacher(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

MESSAGE FROM THE PRINCIPAL

Dear P.S. 169 Students and Families,

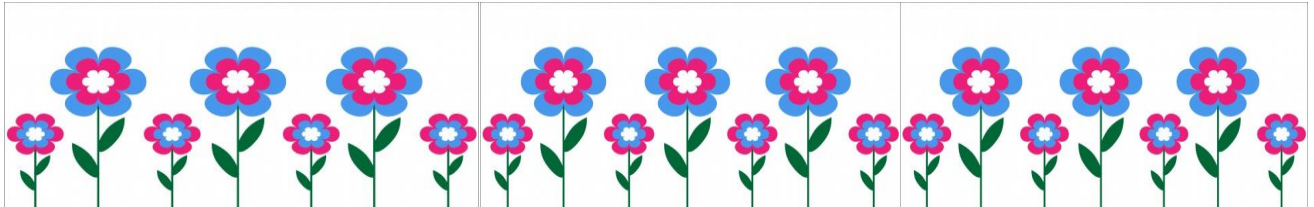
I would like to welcome you to a new school year. We are looking forward to a year of learning and growing together!

This student planner is provided by the school, and the P.T.A., to promote student achievement and to increase family/school communication. It also contains a family handbook to acquaint you with PS 169's programs, services, policies and procedures. If situations arise, which are not covered in the handbook, please check with your teacher or call the school.

Families are very important members of the P.S. 169 community. I encourage a strong home-school partnership to ensure each child's success. The staff and I invite you to get involved in school and class activities. By working together, we can achieve our common goal - providing the best possible education for our children!

Your suggestions for improving our school in any way are always welcome! Please let me know if you have any questions or concerns.

Sincerely,
Vanessa Rosa
Principal



P.S. 169 MISSION STATEMENT

P.S. 169 is dedicated to creating a nurturing and intellectually enriched environment that develops each child's unique capabilities in a home-school environment.

It is our goal for all children to foster a love of learning, to stimulate critical thinking, to encourage a caring and compassionate school community, and to prepare the leaders of tomorrow.

We do this by embracing cultural diversity, building understanding and tolerance of differences, fostering creativity, developing self esteem, employing multiple teaching strategies, integrating the arts, exhibiting an elevated degree of professionalism, maintaining high expectations and applying consistent standards for all children, encouraging active parent guardian participation, and involving the entire school and community in a commitment to excellence in all we do for children.

At P.S. 169, we cultivate children to coexist in the garden of life while displaying their singular characteristics.

SCHOOL DIRECTORY

Main Office:

718-428-6160

Parent Coordinator:

718-428-6160/Ext.1143

oforesta@schools.nyc.gov

Pupil Personnel Secretary

718-428-6160/Ext.1121

School Nurse:

718-428-6160/Ext.1141

Guidance Counselor:

718-428-6160/Ext.1142

School Based Support Team

718-428-6160/Ext.1050

Attendance Office

718-428-6160/Ext.1075

ARRIVAL

Please do not drop off your child before the designated times as there is no supervision before school starts.

- 7:40 AM Free Breakfast
Children participating in the breakfast program may enter the building through the main doors into the lunchroom. Breakfast is free to all students.
- 7:50 AM Prekindergarten
Will enter the building by the steps on 212th Street at the right side of the building near the school garden with adult-Purple Doors
- 7:50 AM Kindergarten
Line up at the top of the stairs on 212th Street with an adult- Green Doors
- 8:00 AM Grades 1 - 5
Line up under the colonnade. 1st grade by the double doors. 2nd to 5th grades by the main doors, with the 2nd grade nearest to the main doors, then 3rd grade, 4th grade and 5th grade.

All entrances will close promptly 5 minutes after scheduled arrival time. After that time, you must escort your child through the main entrance.

DISMISSAL

- 2:10 PM Pre-kindergarten
Dismissed from the Prek playground at the right side of the building near the school garden.
- 2:10 PM Kindergarten
K-127 and K-129 will dismiss at the Prek doors at the right side of the building near the school garden-Purple Doors
K-121 and K-124 will dismiss from the top of the stairs on 212th Street-Green Doors
- 2:20 PM Grade 1
Dismissed from the top of the stairs on 212th Street.
- 2:20 PM Grade 2
Dismissed from the prekindergarten doors, the steps on 212th St. at the right side of the building near the school garden.
- 2:20 PM Grades 3 - 5
Dismissed from the main entrance. Students in grades 3 to 5 may be dismissed without an adult only if indicated on the Emergency Contact Form or in a writing from a parent/guardian.

For safety reasons we request that families not to engage teachers in conversation during arrival and dismissal. Please write a note, leave a message with the main office or send a message via email or Class Dojo and the teacher will contact you.

ATTENDANCE

Please note that attendance is a factor in the Department of Education's Promotion Policy Guidelines. Absences and tardiness are recorded on each child's report card.

Absences

Please report your child's absence starting at 8:30 AM, by calling the school main office at (718) 428-6160 Ext.1075, or email gcsukardi@schools.nyc.gov. Please give the following information: your name, your child's name, teacher, reason for absence and when your child is expected to return to school.

Excused Absences

Children may be excused from school for illness, death in the family, religious holidays and court subpoena. In cases of excessive absence due to illness, a doctor's note may be required before your child is allowed to return to school.

Lateness

A child who arrives late (8:05 AM) must enter school through the main doors. All students arriving after 8:05 AM must report to the main office for a late pass. Consistent lateness will result in support from the attendance team which may include a home visit by an attendance teacher.

AFTER SCHOOL PROGRAM - COMPASS SAMUEL FIELD Y

P.S. 169 hosts an after school program in our building. The COMPASS after school program is run by the Samuel Field Y. This is not a P.S. 169 program. For inquiries about the program, please contact Sivan Ben-Aderet at sbenaderet@sfy.org or call her at 718-423-6111.

BIRTHDAY PARTY GUIDELINES

For in school birthday celebrations, please check in advance with your child's teacher about your plans for that day. Parents may send in a single serving snack such as cupcakes, and/or individual juice boxes for each child in the classroom.

Prekindergarten parents are invited to celebrate with their child in school. Grades K-5 parents may not be in attendance during birthday celebration. You may send in snacks (follow guidelines above) and your child's teacher will give them out during designated snack time.

No goody bags may be given out.

Invitations to outside parties may not be distributed in school.

BREAKFAST

The Universal Breakfast Program is open to all students at no charge. Breakfast is served from 7:40 AM to 8:00 AM. Student enter the cafeteria through the main entrance.

CHANGE OF ADDRESS

It is very important that you inform us immediately of any changes in your telephone number, address, or the person we should notify in case of emergency. Please notify the school office in advance of a planned move from our school. (See WITHDRAWING A STUDENT in this handbook).

CHAPERONES GUIDELINES

These Chaperone Guidelines provide you with an overview of a chaperone's responsibilities and recommendations for appropriate responses to various situations that may arise during the course of a field trip.

General Expectations

- All school rules apply on school sponsored field trips and events. Chaperones are expected to comply with school policies, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students.
- Chaperones must be 21, unless the parent of a child.
- Dress appropriately adhering to the P.S. 169 student dress code.
- Only children for whom the trip is planned will participate in the event (No siblings).
- The teacher is in charge. The teacher will handle all discipline problems.
- No pictures including children other than your own.
- Please make bathroom, drinking fountain, or other stops as a group. In an emergency situation, contact a teacher for supervision of this student in the restroom.
- Do not leave children alone or unescorted.
- Bypass gift shops, vending machines, and concession stands unless otherwise instructed by the teacher.
- Please do not use cell phones on the trip unless it is an emergency situation. It is not acceptable for outside work, calls, texting, social media to be completed while you are supervising students.
- Chaperones are to serve as positive role models and must refrain from the use of tobacco, e-cigarettes, vapors, alcohol and/or inappropriate language from the time of arrival at school until departure from school or when the activity has been completed.
- Chaperones must also ride the bus unless there are extenuating circumstances that make it impossible.
- Chaperones may be responsible to pay their own entrance/admission fees.
- Chaperones or students may not eat on the bus.
- Chaperones are there to help with all the children in the class.

Class Dojo

Class Dojo is a communication app for school staff and families. It connects teachers, parents, and students allowing them to securely share photos, videos, and messages through the school day. It also helps build amazing classroom and school communities. School leaders and teachers alike can create a safe space for learning, encourage students, and get parents engaged. At P.S. 169 we use Class Dojo to work together as a team, share school experiences, and communicate with our parents.

CLASS PARENTS

P.S. 169 is an important part of our Bay Terrace community, and so are you! Being a class parent is a wonderful way to get involved and an excellent way to help cultivate a strong relationship between parents and teachers.

Class parents will be responsible for many important duties. Some of these include:

- Plan class parties.
- Create a class list (make sure to get permission from parents to add their child's name and info to class list).
- Assist teacher with different tasks that he or she may need and do not involve the children in the classroom, (this should be done in the morning or after school).
- Attend PTA meetings, which are held once a month.
- Keep parents in your class informed about PTA and school news.

- Help with schoolwide events.
- Enlisting parent volunteers for different functions in the school.
- Represent everyone in the class equally.

If you are interested in being a class parent, you will have an opportunity to apply to the lottery during Fall Family Night.

CURRICULUM

The Department of Education of the City of New York provides a comprehensive educational program to elementary students. Our curriculum is based on the New York State Education Department's Core Curricula, the Common Core State Standards and Chancellor's Instructional Expectations.

Please visit the Department of Education's website at www.schools.nyc.gov and click on the Parent's tab at the top of the page for important information about curriculum, instruction, testing and assessment.

CLUSTER TEACHERS and SUBJECTS

In addition to your child's classroom teacher, P.S. 169 has many outstanding "specialty" teachers who contribute to your child's education. These teachers and their subjects are called "cluster teachers". These subjects will appear on your child's progress report or report card. Clusters can vary from year-to-year and grade-to-grade but usually include Art, Music, Technology and Physical Education.

DISCIPLINE CODE

Students are expected to come to school prepared to participate and learn. We adhere to the New York City Department of Education Code of Discipline that encompasses the policies and procedures in the Chancellor's Regulations is distributed to every child at the start of the school year. Please review the code with your child when you receive it.

DRESS CODE

The following guidelines for student dress have been established with the collaboration of the Parent Teacher Association and the School Leadership Team. This list is not meant to be restrictive, but we believe that proper dress encourages a positive attitude towards school. We do not want clothing to distract us from our primary purpose of learning. If a child does not adhere to the following guideline his/her parents will be contacted. We encourage you to discuss these guidelines with your child. Your cooperation will help us maintain a respectful learning environment.

- School clothes should be neat and appropriate.
- Words written on clothing should not have any obscenities, curse words, sexual references or be rude and demeaning.
- Shorts and skirts must approach the knee.
- Shirts should be long enough to tuck into pants.
- Sneakers should be worn on gym days; this is to protect the gym floor.
- No backless shoes or flip-flops.
- No chains that hang from belts or leather cuffs with or without metal studs.
- Caps and hats are not allowed to be worn in school.
- Outdoor jackets may not be worn in school.

ELECTRONICS DEVICE POLICY

In consultation with the P.S. 169 School Leadership Team and P.S. 169 families, P.S. 169 will implement the policy as provided below.

Students may bring the following electronic devices to school: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices; and 3) portable music and entertainment systems (such as iPods, MP3 players, PSP and Nintendo DS).

All electronic devices must be turned off prior to entering the school and can be turned on only upon exiting at the end of the school day. The devices should remain off for the entire school day.

Electronic devices must remain in backpacks and not be made visible. If used or seen in school, devices may be subject to confiscation by a school administrator or staff member. Where appropriate, measures will be implemented in a progressive manner, and may include:

- First Infraction - Warning the student to end use of the device, turn it off and put it away.
- Second Infraction - Confiscation of item. To be returned at the end of the school day.
- Third Infraction - Confiscation of item. To be returned following a parent conference and possibility of student entering a behavioral contract.
- Subsequent Infraction - Revocation of privilege to bring item to school.

Please be aware that certain circumstances can cause confiscation without a warning (such as using a cell phone during a test).

Students who use cell phones, computing devices, and/or portable music and entertainment system in violation of any provision of the DOE's Discipline Code, the school's policy, Chancellor Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

Please remember that digital responsibility is strongly encouraged at P.S. 169. Please remember to always use your devices in a positive way.....please be responsible!!!

P.S. 169 cannot be responsible for lost or stolen devices.

EMERGENCY CONTACT FORM

In case of an emergency, we must have a phone number (other than your home number) and a contact person who can be reached if you are not available. Within the first few days of school, your child will bring home an Emergency Contact Form for you to fill out. Kindly complete the document and return it to school immediately.

Emergency information must be updated regularly to reflect your current situation (home address, work number, emergency contact person).

Only those persons listed on the Emergency Contact Form will be permitted to take your child should an emergency arise. Those people must live near the school and be able to come in an emergency.

EMERGENCY SCHOOL CLOSINGS

Established procedures for school closings and delayed openings are:

Parents/guardians should listen to information broadcast by news radio stations such as WINS (1010 AM), WCBS (880 AM), "NY 1" (channel 1 on cable television) and WNYE-TV (channel 25 on cable television). In general, you are listening for information regarding the New York City Department of Education.

The Chancellor's decision to close or delay the opening of schools during stormy weather will be communicated to radio and television stations before 6:00 AM

In the case of an announced two hour delayed school opening school will start at 10:00 AM Children are to go to their designated bus stop two hours later than their regular time. Regular dismissal times will be observed.

If a storm intensifies during the school day, there may be an early dismissal. Listen to radio and television broadcasts for details. Regularly scheduled school busses will operate for school bus children.

FIELD TRIPS

Field trips are an important learning experience. They extend the walls of our school throughout the community. Parents/guardians will be notified and asked to fill out and return permission slips and submit any fees due.

Students who require medication while on school trips, and cannot self-administer their own medications must be accompanied by a parent/guardian.

While on a field trip the teacher is in charge. Parents chaperoning field trips are there to support and help the teacher. Please follow his/her directions at all times. Please remember, you are there to help with all the children in the class and not your child only.

If there are any issues or problems during the field trip, please notify your teacher immediately. It is his/her responsibility to ensure appropriate behavior and enlist cooperation of students.

- There will be no eating while on the bus.
- No siblings are allowed to attend class trips.

HEALTH AND MEDICATION

Parents/guardians should bring special health concerns to the attention of teachers and the school nurse. The school nurse is at P.S. 169 when students are in attendance. During those times, she is available for students as needed for emergencies, to administer medications, and to discuss health concerns with parents/guardians.

It is extremely important to keep your child's Emergency Form accurate and complete with the person to be called in case of emergency, your physician's name, and any special health concerns (such as epilepsy, asthma, diabetes, allergies, etc.)

In the case of ongoing medical conditions, a "504" form must be filed. Please speak with the nurse for more information.

Department of Education policy prohibits the school from administering any medication unless prescribed by a physician. All medications must be in the original pharmacy container labeled with the child's name, drug name, dosage, time to be given, physician's name and parents/guardians name. It is suggested that the parent/guardian bring the medication to school and speak with the nurse. Children may not carry medicines, including over-the-counter medications such as Tylenol.

If a student has a contagious condition or illness, the nurse will call the parent/guardian and the child will be sent home from school.

Your child should be kept home from school when experiencing the following illnesses:

- Chicken Pox - For six days after rash appears. Bring a doctor's note.
- Common Cold - Please try to be considerate of your child and the others in his/her class. Children who are not alert should not be in school. Children who are coughing continuously should not be in school.
- Fever - Children should not be in school until they have been fever free for 24 hours.
- Impetigo - Stay home until all signs of infection are gone. Bring a doctor's note.
- Pink Eye - Child should stay home while signs of infection are present.
- Rash - Any cases of undocumented rashes are sent home. Bring a doctor's note.
- Ringworm - Child must stay home until under treatment. Bring a doctor's note.
- Strep Throat - 24 hours after the start of antibiotics, temperature must be normal.
- Vomiting - Children should stay home for 24 hours after the last episode of vomiting. Children who vomit at school will be sent home.

If your child appears ill in the morning, please do not send him/her to school.

HOMWORK

Homework is reinforcement of what was discussed during the school day. Please review the homework assignments with your child every night.

These are P.S. 169's homework guidelines by grade:

PK-No Homework

- Optional-Calendar of Home Activities for Families & Students

Grade K - Optional

- Reading with family 5-10 minutes
- Letters/Letter Sounds/Sight Words Practice
- Math Games-Optional
- iReady-Optional

Grade 1

- Reading 15-25 Minutes
- Sight Words Practice
- Math Skills
- iReady-Optional

Grade 2

- Reading 25-35 Minutes
- Math Skills
- iReady-Optional

Grade 3

- Reading 30-60 Minutes
- Math Skills
- iReady-Optional

Grade 4

- Reading 40-60 Minutes
- Math Skills
- iReady-Optional

Grade 5

- Reading 50-60 Minutes
- Math Skills
- iReady-Optional

The Dial a Teacher Hot line, (212) 777-3380 can be helpful to you.

Effort should be made to complete homework assignments missed due to absence. Encourage your child to have a "Study Buddy" to call for missed homework.

LICE

There is a "No Head Lice" policy for all NYC public schools, but no longer a "No Nit" policy. If there is lice in your child's class, you will receive a note with details on how to check your child for lice and what to do if your child has lice. This is a tedious process for you and your children, please carefully follow all instructions you are given regarding lice eradication and control. Please check your child's head weekly to ensure a lice free school. In accordance with Department of Education guidelines, you will be asked to remove your child from school if lice are found in their head.

LOST AND FOUND

Our school maintains a lost and found area outside the lunchroom. To help minimize lost articles, students' names should be placed on items of clothing that may be misplaced. Children should be reminded to check the lost and found for lost items. At the end of each month all items that were not picked up will be donated to different

organizations and children in need of those items. A message regarding donation of these items will be sent to families two days prior to the pick-up. P.S. 169 is not responsible for lost/donated items.

LUNCH

Our school cafeteria serves a free hot nutritious lunch daily in addition to a salad bar a sandwich option and milk. No soda or glass bottles are allowed in school. Lunch is free to all students.

Lunchroom Conduct

All students at PS 169 are expected to observe the following guidelines in the lunchroom:

- Enter the lunchroom quietly.
- Walk at all times.
- Be respectful of the lunchroom staff that is on duty.
- Stay seated at your assigned table and talk softly only with people at your table.
- Clean up the table and floor at your area so that the next student may eat in a clean area.
- Respond to all signals.
- Line up and proceed quietly to the next designated area.
- Students are not to leave the room without permission from the lunchroom staff.

Severe behavior problems will result in removal from the lunchroom, principal intervention and parent/guardian notification.

Peanut Butter Policy

There will be no peanut butter or peanut products served in the lunchroom. Parents are asked not to send any peanut butter or peanut products with the children. If your child brings in peanut butter or peanut products, arrangements will be made for your child to eat in a different location.

Although peanut butter and peanut products are discouraged at PS 169, we cannot guarantee a complete peanut free environment.

Forgotten Lunch Box

Please try to help your child remember to bring his/her lunch box to school and the lunchroom. If your child's lunch is forgotten at home, or in the classroom, your child will be given a school lunch.

Leaving School During Lunch

If you are taking your child out of school during his/her lunch period, please send a note to your child's teacher. Go to the school main office a few minutes early and have your child called. When your child meets you in the office, she/he must be signed out. See Early Release Procedures under ATTENDANCE in this handbook

MONEY IN SCHOOL

Students are discouraged from bringing money or other valuables to school except for specific purposes. Neither the teacher nor the school can be held responsible when money or personal items are lost.

When paying for lunch, pictures, field trips, lost books or other school activities, please place payment in a sealed envelope with the student's name and class clearly printed on the outside of the envelope.

If you are sending a check, your child's name and class must be written on the front of the check.

PARENT COORDINATOR

The Parent Coordinator is part of the school team working under the supervision of the principal. The Parent Coordinator will engage with and involve parents in the school community by working with the principal, school leadership team, parent associations, community groups and parent advisory councils.

Orit Foresta
718-428-6160/ ext.1143
oforesta@schools.nyc.gov

PARENT/FAMILY INVOLVEMENT

Studies have shown that when parents/guardians are involved in their child's education and engage in school activities, their child is likely to have more success in school.

P.S. 169 values your talents and respects the time constraints on you and your family. You can become directly involved in your child's education in so many ways including those listed below:

- Attending Family Nights and conferences
- Checking homework
- Communicating with your child's teacher if you have questions
- Going to Parent/Teacher conferences
- Reviewing class work your child brings home
- Chaperoning class trips
- Becoming a "Class Parent"
- Attending P.T.A. meetings to learn more about school matters
- Supporting P.T.A. activities in any way you can
- Serving on the School Leadership Team
- Attending parent Workshops

PARENT-TEACHER ASSOCIATION (PTA)

The P.S. 169 Parent-Teacher Association (P.T.A.) has worked to develop programs and activities that support our curriculum and school programs. Parents/guardians and staff share high standards for our students. The P.T.A. provides an opportunity for parents and teachers to work together to create a meaningful environment for our children. The P.T.A. counts on your support, input and enthusiasm to make all of its plans and events a reality.

All parents/guardians of P.S. 169 students are considered members of the P.T.A. Membership is not contingent upon payment of dues. Each parent/guardian is entitled to one vote.

P.T.A. meetings are a great way to meet and network with other parents/guardians. Many friendships have been made at the Bay Terrace School when parents/guardians have gathered to learn about and discuss school issues.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be held twice during the school year - at the end of the first and third marking periods.

Parents/guardians are encouraged to communicate with us at any time they have questions about their child's progress in school. Please do not wait until conference time if you have questions.

Parents are encouraged to use the Class Dojo system as an additional communicating tool.

PARKING

For the safety of our children, traffic laws must be obeyed outside of our school. The police and traffic enforcement officers make regular visits to the P.S. 169 vicinity. They issue tickets for all traffic violations.

Car pooling and walking are encouraged. The street in front of the school has NO PARKING and NO STANDING signs. The school bus zone is clearly marked with these signs and yellow paint along the curb.

Double parking is illegal. It prevents buses from being able to proceed down the street. It is a danger to children who may dart out between double-parked cars.

Do not make any U-turns in front of the building.

OVERTAKING AND PASSING A STOPPED SCHOOL BUS WITH SIGNAL LIGHTS FLASHING IS ILLEGAL AND PUNISHABLE WITH A FINE OF NOT LESS THAN \$250.00.

PERSONAL ITEMS AT SCHOOL

Personal items brought from home should be clearly marked so they can be easily identified. The school cannot assume responsibility for the loss or breakage of such items.

Please clearly mark your child's private belongings (coat, backpack, lunch box, folders, and books) with his/her name and class. Items left in school at the end of the school day, will be placed in lost and found.

PHYSICAL EDUCATION

For physical education classes, children should wear a pair of shoes with soft, normal soles. This is to protect our gym floor. No other special clothing is required. Students who are unable to participate in physical education class should provide a written excuse signed by a parent/guardian or doctor.

PROMOTION POLICY

Students must exhibit of Common Core Learning Standards for their grade and have satisfactory attendance in order to be promoted to the next grade. Multiple measures are used to determine promotion including state and classroom assessments, classwork, teacher observations, teacher data and attendance records.

RECESS

Weather permitting; all classes have outdoor recess in the schoolyard daily during their lunch period. Please see **SCHOOLYARD RULES** in this handbook. Children are expected to dress appropriately for the daily weather conditions. In inclement weather, recess is held indoors.

RELEASING CHILDREN

All children must be released to a parent, guardian or caregiver. If you are not picking up your child, you must send a note to your child's teacher indicating who is picking up your child. That person must have a photo ID and be listed on your child's Emergency Contact Form.

Students in grade 3 to 5 may be dismissed without an adult if indicated on the Emergency Contact Form or in a writing from a parent/guardian.

ALL CHANGES IN PICK-UP ARRANGEMENTS MUST BE MADE IN WRITING.

Late Pick-Up

If you are late picking up your child, he/she will be taken to the auditorium, located on the first floor. This is on an emergency basis only. If no one picks up your child by 4 PM, and school officials have been unable to contact you or anyone on your child's Emergency Contact Information Sheet, your child will be taken to the 109th Police Precinct Station at 37-05 Union Street, Flushing.

Play Dates

Your child's teacher should be made aware of play date arrangements. Remember the person picking up your child must be listed on the Emergency Contact Form or you must notify the teacher in writing.

Department of Education Bussing

Children who ride a Department of Education school bus will be placed on the bus unless we receive a change in plans in writing.

Private Bussing

Private bus services should arrive promptly at 2:20 PM for afternoon pick up.

Early Release

While we encourage parents to schedule appointments after school, we know that is not always possible. Requests for early dismissal will require a note to your child's teacher. You must pick-up your child in the school office. For your child's protection, we require that you sign your child out in the main office and wait for him/her there.

Teachers will not release a student from their classroom unless instructed to do so by the main office. Your child's teacher will be called and asked to send your child to the main office. You must sign your child in at the office upon returning to the class.

If someone other than a parent or guardian picks up the student, that person must be 18 years old and listed on the Emergency Contact Form. Please do not come into the school main office after 2:10 PM to sign out your child early. We request that you wait outside the school at the appropriate exit for your child.

Half-Day Schedule

On designated half days, all students in grades prekindergarten-5 will be dismissed at 11:50 AM. All students will have lunch at school on half days.

SAFETY DRILLS

Various safety drills will be conducted throughout the school year. Children are taught the proper procedures and signals to follow. Department of Education rules require that students remain silent, stay with their class and listen for instructions.

SCHOOL LEADERSHIP TEAM

The School Leadership Team is a Department of Education mandated team composed of parents/guardians, the principal, assistant principal, teachers and other school staff. The School Leadership Team designs the school's Comprehensive Educational Plan, which outlines school goals and allocates school resources to meet those goals. Members are appointed to the team through the election process.

SCHOOLYARD RULES

In order to ensure a safe and fun environment for our students they are expected to adhere to the following rules when in the school yard:

- Listen to the supervising staff.
- Play only in sight of the staff on duty.
- No one is permitted to leave the schoolyard.
- Emphasize courtesy, consideration and respect for others.
- Pushing, shoving or fighting is not tolerated.

SNACKS

All grades have a daily snack period. Please send your child with a healthy snack of fruit, crackers, cheese, etc. Candy and cookies are not allowed. All students are permitted to bring water. Please do not send any peanut products with the children. Department of Education approved snacks will be sold daily for \$1.00.

SUPPORT SERVICES

The following support services are available to students at P.S. 169: speech therapy, physical and occupational therapy (requires a doctor's evaluation and prescription), hearing and vision screening, after school programs, English as a New Language services, guidance services and various special education services.

At some time during the school year, it may be beneficial for teachers and parents/guardians to request the help of these specially trained personnel. Your written permission may be requested if we feel your child is in need of any of the services listed above.

ENL - English as a New Language

The ENL program serves both general and special education children in grades kindergarten through five.

Pupil Personnel Team (PPT)

The team evaluates at-risk students and designs an individualized academic intervention and support program. It is comprised of administration and various support service personnel.

Special Education Teacher Support Services (SETSS)

Special Education Support services are provided to IEP mandated and to at risk eligible students under the direction of the Special Education Department.

School Based Support Team (SBST)

The team consists of a psychologist and a social worker. In addition to evaluating students for Special Education services, these professionals provide support services for all students and parents/guardians.

TECHNOLOGY ACCEPTED USE POLICY

The internet usage policy of The Department of Education has been created to ensure that internet resources are used appropriately and that our educational community may benefit from the resources available on-line in a manner that will not jeopardize their safety and well being.

The purpose of access to or use of, the Internet through school board connections or equipment is solely educational; therefore, anyone who utilizes the school board's connection must foster that purpose by using Internet resources for educational purposes in an appropriate and legal manner.

The proper use of technology resources and Internet usage will be taught to all students with Internet access. We will send home a parent/guardian permission form for you to sign and return to school.

TELEPHONE

Permission must be obtained from the teacher and/or office staff before a student may use the telephone. For use of cell phones in school, please see ELECTRONICS DEVICE POLICY in this handbook.

TELEPHONE MESSAGES TO STUDENTS AND TEACHERS

If parents/guardians have reason to contact a student while that student is in school, they must do so by first contacting the office. In all non-emergency cases, a message will be given to the student as soon as possible. In case of emergencies, the student will be called to the telephone. To insure that a student receives a message by dismissal please call prior to 2:00 PM

If you wish to talk to your child's teacher or another staff member, please call during school hours and the secretary will take your number and notify the staff member to return your call. To make a "phone date" with your child's teacher, send a note requesting that the teacher call you.

VANDALISM

Any persons willfully damaging PS169 school property will be assessed the total cost of all replacement or repairs.

VISITORS

Visitors are always welcome at P.S. 169. Safety protocols must be followed when we allow visitors to enter the school. Visitors (parents/guardians included) must sign in at the Security Officer's desk and be prepared to show picture I.D. This policy applies to all events in which the school is open.

WALKING TO SCHOOL

Student conduct and safety on the way to and from school should be a matter of concern to parents/guardians.

Parents/guardians should discuss the safest route to school emphasizing the use of sidewalks and not trespassing on private property.

A school crossing guard is stationed at the intersection of 212th Street and 23rd Avenue, and at the intersection of Bell Blvd. and 23rd Ave.

Parents/guardians and students are urged to cross the street at those corners.

WITHDRAWING A STUDENT

The following procedures must be followed if you are planning to withdraw your child from PS169:

- Please notify the office of the date your child will be leaving.
- Insure that all books are returned and any fees or fines paid.
- When you enroll your child at the new school, you will sign a release of information form. We will then transfer copies of the student's records after we receive this form from the new school.



**NEW YORK DEPARTMENT OF EDUCATION
COMMUNITIES**

New York State Department of Education
Washington Avenue
Albany, NY 12234
Richard P Mills, Commissioner
518-474-3852
www.nysed.gov

New York City Department of Education
52 Chambers street
New York, NY 10007
212-374-5110
Chancellor Richard Carranza
www.schools.nyc.gov

District 25 Superintendent
Danielle DiMango
718-281-7605
ddimang@schools.nyc.gov

D25 PLF (Principal Leadership Facilitator)
Michael Dantona, Ed.D
mdanton2@schools.nyc.gov

District 25 Family Leadership Coordinator
Esther Malutu
718-281-7626
emaluto@schools.nyc.gov

D25 Family Support Coordinator
Jinmei Yin
718-281-3536
jyin4@schools.nyc.gov

**Community Education Councils for
District 25**
CEC25@schools.nyc.gov

BEFORE AND AFTER SCHOOL CARE

Samuel Field/Bay Terrace YM&YWHA

212-00 23rd Avenue
Bayside, NY 11360
(718)-423-6111

Bayside YMCA

214-13 35th Avenue
Bayside, NY 11361
(718) 229-5972

Many other community organizations also provide before and after school care.

LIBRARIES

Bay Terrace Branch

18-36 Bell Boulevard
Bayside, NY 11360
718-423-7004

Bayside Branch

214-20 Northern Boulevard
Bayside, NY 11361
718-229-1834

QUEENS CULTURAL ORGANIZATIONS

Queens Zoo

Flushing Meadow Park
(718)271-1500
www.wcs.org

New York Hall of Science

47-01 111th Street
Flushing Meadows Corona Park, NY 11368
(718) 699-0005
www.nyhallsci.org

Flushing Town Hall

137-35 Northern Boulevard
Flushing, NY 11354
www.flushingtownhall.org
718-463-7700

Department of Education of the City of New York
School Year Calendar for 2018-2019
Subject to Change

Go to <http://schools.nyc.gov/Calendar/default.htm#2018-2019> for updates

School Calendar 2018–2019

Sept 5	First Day of School Early dismissal for non-District 75 kindergarten students only. Partial school time for pre-kindergarten public school students.	Jan 21	Dr. Martin Luther King Jr. Day (schools closed)
Sept 6	First Full Day for Non-District 75 Kindergarten Students Partial school time for pre-kindergarten public school students.	Jan 28	Chancellor's Conference Day for High Schools High School students do not attend school, except those enrolled at D75 school programs.
Sept 10–11	Rosh Hashanah (schools closed)	Jan 29	Spring Term Begins for High School Students
Sept 17	Elementary School: Evening Parent-Teacher Conferences*	Feb 5	Lunar New Year (schools closed)
Sept 19	Yom Kippur (schools closed)	Feb 18–22	Midwinter Recess (schools closed)
Sept 20	Middle School: Evening Parent-Teacher Conferences*	Mar 4–5	District 75 School Programs: Parent-Teacher Conferences*
Sept 26	High School: Evening Parent-Teacher Conferences*	Mar 7–8	High School: Parent-Teacher Conferences*
Oct 8	Columbus Day Observed (schools closed)	Mar 13–14	Elementary School: Parent-Teacher Conferences*
Nov 6	Election Day Students do not attend school. Chancellor's Conference Day for Staff Development.	Mar 26–27	Middle School: Parent-Teacher Conferences*
Nov 12	Veterans Day Observed (schools closed)	Apr 19–26	Spring Recess (schools closed)
Nov 14–15	Elementary School: Parent-Teacher Conferences*	May 9	High School: Evening Parent-Teacher Conferences*
Nov 19–20	District 75 School Programs: Parent-Teacher Conferences*	May 15	Elementary School: Evening Parent-Teacher Conferences*
Nov 22–23	Thanksgiving Recess (schools closed)	May 16	Middle School: Evening Parent-Teacher Conferences*
Nov 27–28	Middle School: Parent-Teacher Conferences*	May 27	Memorial Day (schools closed)
Nov 29–30	High School: Parent-Teacher Conferences*	Jun 4	Eid al-Fitr (schools closed)
Dec 24–Jan 1	Winter Recess (schools closed)	Jun 6	Anniversary Day Students do not attend school. Chancellor's Conference Day for Staff Development.
Jan 2	School Resumes	Jun 11	June Clerical Day Elementary school, middle school, and D75 students do not attend school.
		Jun 26	Last Day For All Students Early Dismissal.

STUDENT'S PAGE

MY Teacher(s) _____ My Class _____

My Study Buddy List:

Name _____ Phone # _____

Name _____ Phone # _____

Name _____ Phone # _____

My Other Classes Are:

Subject _____ Teacher _____ Day/Time _____

Subject _____ Teacher _____ Day/Time _____

Subject _____ Teacher _____ Day/Time _____

Subject _____ Teacher _____ Day/Time _____

Subject _____ Teacher _____ Day/Time _____

Subject _____ Teacher _____ Day/Time _____

Subject _____ Teacher _____ Day/Time _____