

New York City Department of Education

The Louis DeSario School



Philip Carolla
Principal, IA

250 Kramer Avenue
Staten Island, NY 10309
Phone: (718) 605-1189
Fax: (718) 605-1195

Donna De Rose
Assistant Principal
Joseph Bonomi
Assistant Principal

STUDENT & PARENT/GUARDIAN HANDBOOK 2017-2018

SCHOOL VISION

Welcome to PS 56, the Louis DeSario School. We envision a community of learners by providing support to students, staff and parents increasing meaningful collaboration for the best possible instruction of our students. We see a community where students not only improve academically but socially as well. We see each student making yearly progress in all areas of instruction while providing enrichment activities and opportunities. We believe that all of our students will learn and grow to be prepared to face the challenges that make them college and career ready.

SCHOOL MISSION STATEMENT

We are a collaborative school community that strives to encourage each child to reach his/her full potential. We will do so in a nurturing and caring environment. We will use data from various sources and our knowledge of your student's abilities to help shape the content and delivery of instruction. Students will be challenged, engaged in rigorous tasks, participate in discussion and formulate ideas and opinions based on what they read and think differently than ever before. We also encourage our school community to develop partnerships and life-long learning skills, express creativity, show respect for self and others and to take responsibility for their actions making PS 56 "A Good Place to Learn & Grow."

SCHOOL WEBSITE

<http://P.S.56R.org>

PARENT TEACHER ASSOCIATION (PTA)

Barbara-Ann Ajami & Kim Sperrazza, Co-Presidents

Phone: (718) 967-7040

Email: PS56PTABLAST@Gmail.com

The PTA is a vital part of our school. When you become involved in the PTA, you are provided with the opportunity to help inform instruction and help provide assistance in the numerous PTA sponsored events. PTA meetings are held monthly, and attendance at these meetings provides an excellent opportunity for parents to learn about school life and how to establish improved communication. Throughout the year many educational, fun-filled and fund-raising events take place. All parents are welcome and are encouraged to participate. If you would like to assist the PTA in any of their endeavors, please contact them as all assistance is welcome. Executive Board Members, officers and chairpersons of various committees meet monthly. It is important to give your PTA your email address as soon as possible, so you can receive updated notices, the monthly calendar and newsletters.

SCHOOL LEADERSHIP TEAM (SLT)

The SLT is comprised of the Principal, PTA President, UFT Chapter Chair, teachers, and parents. The team's composition is 50% parent and 50% staff. The SLT meets on a monthly basis prior to the general PTA meeting. The SLT meets to write and update the Comprehensive Educational Plan (CEP) for the school and to discuss any school related issues.

SCHOOL INFORMATION

Please visit us at our school's website <http://P.S.56R.org> for the latest information. Households with internet access will receive important information via our PTA E-Blast.

SCHOOL CALENDAR 2017-2018

June 11	Clerical Day – No School for students
June 15	Eid al-Fitr - Schools closed
June 26	Last Day for All Students – Early dismissal times

SCHOOL CALENDAR 2017-2018

Sept. 5	Teacher's report to school
Sept. 7	School session begins for all students. 11:40AM dismissal for Kindergarten Partial school time for Pre-K
Sept. 8	Full day for grades K thru 5 (Pre-K day ends at 10:40am)
Sept. 13	Parent-Teacher Conferences
Sept. 21-22	Rosh Hashanah (Schools closed)
Oct. 9	Columbus Day (Schools closed)
Nov. 7	Election Day – No Students Chancellor's Conference Day
Nov. 15/16	Evening then Day Parent-Teacher Conferences
Nov. 23 & 24	Thanksgiving Holiday (Schools closed)
Dec. 25 – Jan. 1	Winter Recess (Schools closed)
Jan. 2	Students return to school
Jan. 15	Martin Luther King, Jr. Day (Schools closed)
Feb. 16 –Feb. 23	Midwinter Recess/Lunar New Year (Schools closed)
March 14/15	Evening then Day Parent-Teacher Conferences
March 30 – April 6	Spring Recess (Schools closed)
May 23	Evening Parent Teacher Conferences
May 28	Memorial Day (Schools closed)
June 7	Chancellor's Conference Day – No School for Students

The [FREE BREAKFAST](#) program for [ALL](#) students begins at **8:00 AM**. If your child will be eating in school, they must be prompt and enter via the schoolyard entrance. We strongly suggest that each child eats a healthy breakfast each morning.

LUNCH FORMS

NYC.APPLYFORLUNCH.COM

NYC DOE schools require a lunch application filled out for all students from Pre-K to 12th grade. Please use the above link to do so. For the 2017-2018 school year lunch will be provided for all students free of charge. Students bringing lunch from home are not permitted to bring carbonated beverages, glass beverage containers and knives. Take-out food cannot be dropped off.

SCHOOL FOOD SERVICES

Lunch forms will determine eligibility for full, reduced or free food service. Parents and guardians must complete **one** form for **their family** attending **any** NYC DOE school, regardless if they will be eating school lunch. We encourage households to use their computers at home, at libraries or their smart phones and go to nyc.applyforlunch.com to complete the online application. If you have any meal eligibility questions, please contact the Office of School Food Help Desk at (877) 363-6325 or email foodcompliance@schools.nyc.gov.

HEALTH SERVICES

Nurses: Maria DeCarlo & Anita Ahuja

Phone (718) 948-7948 (718) 356-9371

Inform the school of any medical problems/conditions your child may have. Bring supporting medical documentation to be kept on file. Please note: Our nurses do not accompany individual classes on class trips. Please be prepared to send an adult listed on the Blue Emergency card for all school trips if needed.

The school nurse will notify parents/guardians when students have fevers, injuries or medical emergencies. Minor bumps and scrapes will be tended to. Causes of injuries will be addressed and proper notification and action will be taken.

School personnel may not administer medicine to any student unless the school has the appropriate form (#504) completed by your family doctor. 504 documentation and supporting accommodations are valid only for one school year only.

If your child is injured outside of school, please notify the Nurse's Office of the injury prior to your child's return to school. Under no circumstances, are students allowed to travel to classes via the elevator, unless there is a medical necessity **documented by a physician's order**. A student will be accompanied by an adult when using the elevator.

POINTS OF CONTACT

During the course of the year, you may need to receive information or have issues and concerns regarding your child. **The most effective way to address a concern is to first contact and work with your child's teacher.** Good communication between parents and teachers will lead to a sensible solution to a problem or misunderstandings and ensure a productive school year.

PARENT COORDINATOR (PC)

Marisa Franco (718) 605-1189 opt 5

Contact the PC regarding Parent Workshops, Learning Leaders, and other non-academic concerns or questions.

SCHOOL ATTENDANCE

Your child's academic success begins with great attendance! Please make appointments with dentists, doctors, etc. during non-school hours to avoid early release from class. Absences for vacations or family trips **cannot be approved** according to the **Chancellor's Regulation A-210**.

If your child will be absent on a particular day, please call the school before 7:30 AM and leave a brief message on the answering machine; include your child's name and class, reason and days of absence (718-605-1189 opt 1). You will still be contacted by the school's automated messaging system once your child is marked as absent. Unexplained absences of more than one day will automatically result in the school contacting the home.

Upon return to school from an absence, send a letter to the teacher explaining the cause of the absence. Prior to any foreseen long term absences, please contact the school. Unexcused absences require follow-up conducted by the school or by the district's Truancy Officer. Remember, your child's academic success begins with great attendance.

A 90% attendance rate is one of the requirements for Promotion for grades K - 5.

IEP AND SERVICES RELATED ISSUES

School Psychologist, Dmitriy Keselman (718) 966-2606

IEP Teacher, AnneMarie Farah (718) 605-1189 ext. 4261

Please contact the School Assessment Team with questions regarding your child's IEP and other services your child may receive.

EMERGENCY BLUE CONTACT CARDS

Often times, phone numbers and emergency contacts change throughout the year. Please make sure your information is up-to-date. All updates must be done in person by the parent or guardian; school personnel may not make any changes on emergency cards. Children will not be released to anyone other than those listed on your emergency contact. Anyone under the age of 18 cannot be designated as an emergency contact and you should list more than three contacts. Photo I.D. must be shown by these contacts when picking up your child.

CHILDREN'S SAFETY IS OUR PRIORITY

Your child's teacher must receive a note any time there is a change in dismissal routines, earlier pick up, not taking bus, not attending after school program, etc. **Verbal or phone requests cannot be honored.** Any pertinent legal (and active) documents pertaining to custodial care must be on file in the general office and updated upon expiration. Documents, with a cover sheet can be faxed to 718-605-1195.

When there is an emergency, and you cannot pick up your child, please make arrangements with one of the contacts on your blue card. List multiple contacts and keep phone numbers up-to-date on blue cards. Students cannot stay unattended in the main office.

All parents and visitors must use the main entrance. All visitors must sign in and show PHOTO identification to the school safety agent. You will be instructed to go to the main office where the staff can further assist you and provide you a location pass. This pass is limited to the designated area and does not give you the access to visit other classrooms or staff members.

School staff will challenge any visitor who enters the building without signing in or does not display a visitor's pass. Parents are only allowed in classrooms with prior approval of the teacher. If you need to confer with your child's teacher, send a note and the teacher will schedule an appointment with you.

- To ensure the safety of all school children, safety drills, and bus safety drills are conducted routinely.
- Crossing guards are present to cross children and direct the flow of traffic – please cooperate fully.
- Fire regulations prohibit strollers beyond the school lobby.
- **The designated “Stop & Drop” area is along Woodrow Road. At 8:20, the gates to the schoolyard will be locked. Students arriving after 8:20 must enter through the main entrance escorted by an adult. Then the student will then proceed to the main office for a late pass.**

If you utilize Stop & Drop, please do so carefully. If you need to park your car, please park only in legal parking spaces. Double-parked cars will be ticketed by the NYPD. You must adhere to the “No Parking and No Standing” Regulations. Crossing a solid line for any purpose, including making a U-Turn for Stop & Drop, may result in a ticket. OST parents cannot block the school parking lot or bus lanes in the parking lot.

ARRIVAL AND DISMISSAL PROCEDURES

Kramer Ave. is CLOSED from 8AM-4PM to traffic. Cars stopped in this area may be ticketed by NYPD.

Pre-Kindergarten

The scheduled class day for All Pre-K classes is 8:10am – 2:30pm. **NOTE: This is 10 minutes prior to the start and end of the school day for K-5 students.**

Teachers and Paraprofessionals will greet Pre-K children at the School Entrance/Exit (A) at the time designated above.

Pre-K students are dismissed through Entrance/Exit A at 2:25. Pre-K students are NOT permitted to ride the school bus.

Grades K – 5

All students will enter through the school yard using Entrance/Exit B. K-3 students will report directly to the lunchroom. Grade 4-5 students will report directly to the auditorium.

Lateness

- At 8:10 AM the schoolyard gates will be closed.
Students arriving after 8:20 must enter through the main entrance escorted by an adult. Then the student will then proceed to the main office for a late pass. The student gives the late pass to the class teacher for attendance purposes. If a late pass is not presented to the teacher, your child will be marked absent for the day. If your child is consistently late, a letter will be sent home and a meeting may be held to determine and address the cause(s) of the lateness.

Dismissal

Bus Children: Buses depart at approximately 2:40PM. Each child's bus tag will list the bus stop, please check it carefully. It is the parents' responsibility to coordinate pickup of their children from the bus stop. Siblings will meet each other in the cafeteria for bussing or at an area outside of the school as predetermined by the parent/guardian.

Walkers: K, 1, 2 & 3 will be dismissed in the schoolyard and may be picked up at their assigned location beginning at 2:40 PM.

4th and 5th graders will be dismissed beginning at 2:40 in the schoolyard as well. Parents can sign a consent form for their child to walk off the line and meet at a designated area.

Please do not block doorways and keep the exits clear for an orderly and safe dismissal.

- *Use of school bathrooms before and after school operating hours is prohibited to the general public.*
- *Pets are not allowed on school property.*

SCHOOL CLOSING

In the event of inclement weather, the Chancellor determines delayed openings or school closings. Please listen to media broadcasts or check the DOE website: <http://schools.nyc.gov>
You may also receive an automated school message with additional information.

HOME-SCHOOL COMMUNICATIONS

The classroom teacher serves as the primary liaison between the school and home. The first line of communication is a written note to the classroom teacher. A written note is required for the following reasons:

1. Any concerns you have regarding your child
2. Any changes in your child's dismissal routine (i.e., if your child is being "picked up" instead of taking the bus; if you are picking up your child early).
3. When authorizing another person to pick up your child at dismissal. (*Note: No child can be released to any person not listed on the blue emergency card*)
4. When you have a change in address or phone number. NOTE: Staff members cannot make changes to Emergency Blue Cards

All parent notices must contain the date, child's name, class and parent or guardian telephone number and signature. Changes in dismissal routines should be kept to a minimum and occur only in emergencies. Please return all forms (medical, dental, home contact cards, school notices, etc.) promptly. Check your child's folder for notices daily. Place your responses and any additional correspondence for your child's teacher in your child's folder. Permission slips for all class trips must be

signed by a parent or guardian and returned before any child may participate in any class trip.

Permission slips and other notices will have a tear-off to return to the classroom teacher. Again, please respond promptly to avoid any problems and account for any required accommodations.

SIBLINGS

During assembly, or school events, siblings attending PS 56 may not be pulled from their classes to attend these events or leave early from school. Every effort will be made to include as many classes as possible. This applies to the Pre-K and Kindergarten Stepping-Up ceremonies, as well as the Final Assembly for grade 5 students. NOTE: Tickets will be distributed for admission to these events.

To avoid disruption in the classrooms, this also applies to a sibling being signed out from a trip prior to the end of the actual school day.

DISCIPLINE CODE

Students of PS 56 are expected to behave in a respectful and courteous manner. In the event a student is disruptive, appropriate disciplinary action will be taken according to the Department of Education guidelines. A copy of the Citywide Standards of Discipline and Intervention Measures (The Discipline Code) can be found at the DOE homepage

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

[C49543974BBF/o/DiscCodebookletApril2015FINAL.pdf](http://schools.nyc.gov/NR/ronlyres/CD69C859-524C-43E1-AF25-C49543974BBF/o/DiscCodebookletApril2015FINAL.pdf)

and at the school's website. This document will be reviewed in September with the students at an assembly and/or in individual classes. **Students and their parent/guardian will be required to sign the Student & Parent Handbook Sign-Off Page (a copy of which will be given to your child the first week of school) acknowledging that both the student and parent/guardian have read the Citywide Standards of Discipline and Intervention Measures as well as this handbook.**

Weapons whether category 1 or 2, which include water guns, stun pens, sharp objects and tools are not permitted in school and will result in a Superintendent Suspension. (See complete list within *The Discipline Code*) Verbal threats and racial slurs are also prohibited within the school environment. Progressive Discipline may include but is not limited to:

- Parent Outreach (which may include parent conference)
- Exclusion from lunch time activities
- Guidance Invention
- Exclusion from class trips or extracurricular activities (including any and all 5th grade events)
- Principal's Suspension
- Superintendent's Suspension.

SOCIAL MEDIA

The use of social media websites is regulated by the individual sites. Most sites require that a person be 18 years of age or older to use their site. While this condition can be easily circumvented, it is highly advisable that students do not have their own "accounts" of any type. Please note that the Department of Education has guidelines regulating electronic and other means of communications as found within the Citywide Standards of Discipline and Intervention Measures (The Discipline Code).

CELLPHONE POLICY

Students may possess a cellphone that is turned off and secured in a manner such that the cellphone is not visible. Cellphones may not be used at any time, for any reason, by any student. They may be turned on after dismissal. See Chancellor's Regulation A-413 for further information.

BUS RULES AND CONDUCT

The NYC guidelines set by the Office of Pupil Transportation for eligibility are as follows:

- Pre-K **NOT eligible**

- K-2 eligible 1/2 mile or more, but less than 1 mile
- K-5 eligible more than 1 mile, but less than 1-1/2 miles

Our school cannot make an exception to the eligibility rules. Contact the Office of Pupil Transportation for additional information.

NO student is permitted to ride a bus other than the one they are assigned to. Students not entitled to bus service, are NOT permitted on any bus, even if they are accompanying another student home or younger sibling.

[ANY permanent changes are made by OPT.](#)

Students must practice appropriate behavior while riding the bus. There should be no standing, pushing, shoving, throwing objects, etc. Any student misbehaving on the bus is subject to an OPT report issued by the bus driver followed by the appropriate application of the Chancellor's Discipline Code. Repeated misbehaviors will result in the temporary suspension of bus privileges.

Once reinstated, should the misbehaviors continue, bus service can be terminated.

PARENT ORIENTATION MEETINGS

Meetings are held in the beginning of the school year for each grade level. These conferences are an opportunity for parents to meet their child's teacher. The year's curriculum, the children's responsibilities and parental commitments will be outlined. Look for notices of these meetings in early September.

OPEN SCHOOL WEEK (November)

Parents are encouraged to visit their child's classes to see the work of their child and to celebrate the accomplishments of the class as a whole. Instruction continues as normal; therefore, individual discussions with the teachers are not permissible at this time.

REPORT CARDS (Modeled after NYC guidelines)

To inform parents and students of the progress in school achievement and social development, report cards are distributed 3 times per year and the final grade distributed on the last day of school.

PARENT TEACHER CONFERENCES

Conferences are held twice a year to provide an opportunity to discuss student progress, behavior and continued plans for success. Please write your child's teacher a note if you need to meet the teacher at any other time during the course of the year. NOTE: Tuesday afternoons have been designated as Parent Communication Outreach days.

CLASSROOM CELEBRATIONS

Holidays and Birthdays may be celebrated at the discretion of the classroom teacher and should be brief, so that it does not impact instruction.

NO INVITATIONS, GOODIES, OR GIFTS ARE ALLOWED TO BE DISTRIBUTED IN SCHOOL. You may send in cupcakes or munchkins for a birthday celebration - NO drinks. Please contact the classroom teacher, prior to scheduling a celebration. Parents in charge of or assisting with class parties must sign in the PTA log book by the security agent.

CLASS TRIPS

Trips are scheduled as an educational experience, based on curriculum. All trips will have a sufficient number of adult chaperones. If a parent elects not to have his/her child participate in a particular trip, the child will be placed in another class during the time of the trip. Class trip participation is dependent on a student's behavior. Exclusion from extracurricular trips can be used in accordance with the **Chancellor's Code of Discipline**. Siblings of students who go on a class trip cannot be signed out earlier than dismissal time.

SCHOOL SPIRIT DAYS AND CLOTHING

School Spirit Day is every Friday and students are encouraged to wear PS 56 clothing on Fridays and during school assemblies. The school colors are green and blue. Our PTA sells school spirit clothing, i.e., shirts, sweats, etc. During the school year and they will send home order forms for your convenience.

PROPER SCHOOL ATTIRE

Students must come to school dressed appropriately for learning. Tank tops, halter-tops, short shorts and flip flops are not permitted. Shorts are permitted; however short shorts are not. As a rule, with the child's arms and hands at his/her side, shorts/skirts should not be shorter than the tips of the fingers. The building is climate controlled all year long which would eliminate the need for scant clothing on hot days. Safety is essential and backless or high-heeled footwear is potentially dangerous and therefore, prohibited. Sneakers are required on GYM days.

HOMEWORK POLICY

Homework has a positive influence on student learning and achievement. Students who benefit the most from formal education are those who approach it with curiosity, varied interests and a willingness to work hard. It is important that homework be viewed as a cooperative effort between home and school.

Research shows that completing homework assignments successfully has a strong positive effect on the academic achievement of students as they progress through the school grades. The purpose of homework is to reinforce what is learned during classroom instruction and to help children strengthen their sense of self-discipline, personal responsibility and independent thinking. Assignments can serve as preparation for class lessons or a reinforcement of a lesson that has already been taught. The development of appropriate study skills starts with homework activities that are carried out properly.

Homework is the perfect opportunity for your child to review the day's lessons and to practice. Give encouragement and assistance, but don't do the

homework. Check homework daily to support and encourage your child's efforts. Some homework assignments encourage research and additional reading so that the students will develop into independent learners and competent problem solvers.

When your child is not bringing work home, find out if they're completing it in school or at an after-school program or forgetting to bring it home. Check to see the assignment is understood and completed. Check your child's study habits. At the first sign your child is having difficulty completing homework assignments, contact the teacher to work together to develop an individualized plan. If your child is experiencing problems outside of school that might affect his/her ability to concentrate or perform well at school, contact your child's teacher for assistance.

Students' Responsibilities

- write down homework assignments and due dates
- take home all materials needed to complete assignments
- ask the teacher for help
- inform parents/guardians of assignments and due dates
- submit completed assignments on time, including any reading logs
- assume responsibility for making up work when absent
- practice good study habits and set a time for homework

Responsibilities of Parents/ Guardians

- ask students to see a record of daily homework assignments and check reading logs
- provide a suitable environment for homework
- plan time for homework as a regular part of the day
- help students discover resources and materials needed to complete assignments
- keep lines of communication open between the home and the school
- instill an attitude of self-worth and responsibility by

- giving praise and support
- address your concerns or questions to the teacher as soon as possible

“Dial-A-Teacher” is a homework help program that can help you and your child with questions in regard to homework and study skills. Call 212-777-3380 from 4:00 pm to 7:00 pm.

Short/Long Term Absences

Sending materials home to a child who is ill and has missed the class instruction is not practical and usually is unfair to the child. Teachers will post homework on their e-chalk webpage. Students that are absent will be given time to make up missed assignments. **Homework cannot be left in the main office for pickup nor given to another sibling/child in another class.**

Absences for vacations or family trips **cannot be approved** according to the Chancellor’s Regulation A-210. School age children in New York City are required to attend school on a full-time basis. Requests for assignments in advance of instruction will not be honored. Upon return to school from long-term absence, your child will be given an opportunity to make up missed assignments.

SCHEDULED ACTIVITIES

Scheduled activities for the upcoming year include but are not limited to (ALL events are subject to change):

- Parent Orientation Meeting
- PTA Meetings
- Candy Sales
- School Photographs
- Open School Week
- Parent-Teacher Conferences
- Holiday Fair
- School Spirit Days/Week
- Pumpkin Patch (Pre-K & K)
- School Performances
- Book Fair
- Art Exhibits
- Other Events

COMPASS Program (formerly UAU)

COMPASS is an after school enrichment program housed here at P.S. 56. It operates independently of P.S. 56. All questions and concerns pertaining to the COMPASS Program should be directed to the Program Director, Rosemarie Kaminsky at (718)-605-2210.

THE PS. 56 STAFF VALUES OUR CHILDREN, THEIR THOUGHTS, THEIR FEELINGS, THEIR TROUBLES AND THEIR TRIUMPHS. WE PROMISE TO DO ALL THAT WE CAN TO PREPARE THEM FOR THEIR FUTURE. WE ASK THAT YOU DO YOUR PART IN FOLLOWING THE RULES AND REGULATIONS LISTED IN THIS HANDBOOK AND AS FOUND IN THE CITYWIDE STANDARDS OF DISCIPLINE AND INTERVENTION MEASURES, SO THAT TOGETHER, UNITED IN OUR EFFORTS, WE MAY PROVIDE THE BEST OPPORTUNITIES FOR THE ACADEMIC AND SOCIAL DEVELOPMENT OF YOURS & OUR CHILDREN.

Dear Parent/Guardian:

Please visit the school's website at <http://P.S.56R.org>. There you will find information and tools to help you and your child navigate the year successfully. **Please be sure to read the Student & Parent/Guardian Handbook and the Citywide Standards of Discipline and Intervention Measures (The Discipline Code) located on our website.** These 2 documents, in particular, will outline the school's expectations/responsibilities for you, your child and the staff members here at PS 56. Please feel free to contact the school with any additional questions or concerns you may have. Please be aware that your child's participation in extra-curricular activities (dances, shows, monitoring, etc.) and non-educational fieldtrips (individual class or grade wide) is dependent on his/her behavior throughout the day in all classes and throughout the course of the year.

School Copy - return to the classroom teacher

Student & Parent/Guardian Sign-Off Page

My child and I have read and agree to follow the rules and procedures as set-forth in the Student & Parent/Guardian Handbook and the Citywide Standards of Discipline and Intervention Measures (The Discipline Code).

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____

Home Telephone Number: _____

Cellphone Number: _____

E-Mail Address: _____

Student's Name: _____ Class: _____

Student's Signature: _____ Date: _____

Teacher's Name: _____

Teacher's Signature: _____ Date: _____