

Family Handbook

PS 340



2018 – 2019

September 5, 2018

Dear Families,

Welcome to our fifth year at P.S. 340!

We are so pleased to have you as members of our growing community. Our *Family Handbook* provides information about the policies and procedures in place at our school. Our most important priorities are keeping your children safe and comfortable, and creating a space that fosters effective teaching and learning.

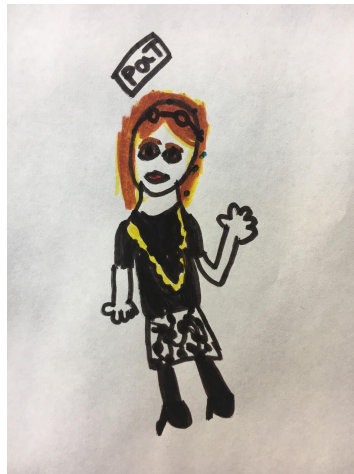
All of our procedures and policies are designed to:

- Keep your children safe
- Maximize instruction time
- Create a calm, productive environment for the students
- Foster fairness for all families

We look forward to working with you this year!

Sincerely,

Pat Carney
PS 340 Principal



by Kylie

Contents

Mission and Values	page 5
School Information	pages 6
○ General school information	
○ School hours	
○ School staff	
○ Parent coordinator	
Family Involvement	pages 10
○ Family Friday	
○ Publishing parties	
○ Content study celebrations	
○ Class projects	
○ Class lists	
○ Trips	
○ Siblings	
○ Class lists	
○ Homework	
○ PTA (Parent Teacher Association)	
○ SLT (School Leadership Team)	
○ CEC (Community Education Council)	
○ Gifts for teachers	
Our Communication to You	pages 14
○ Curriculum Night	
○ Class newsletter	
○ Weekly Principal newsletter	
○ Parent conferences	
○ Report cards	
○ Informal communication	
○ Coffee with Pat	
○ Your child's teacher	
○ Emergency contact	
○ The school nurse	
Your Communication to us	pages 15
○ Teacher	
○ Principal	
○ Nurse	
○ Absences	

Homework **pages 17**

Arrival **pages 18**

- Arrival process
- Late arrival
- Scooters & strollers

Dismissal **pages 21**

- Dismissal process
- Early pickup
- Authorized child pick up
- Change in pick up plans
- After school program

Attendance **pages 24**

Eating **pages 25**

- Breakfast
- Lunch
- Snack
- Allergies

Holidays & Birthdays **pages 27**

Clothing **pages 28**

Health **pages 29**

School nurse

- Medication
- Illness & injury

Safety **pages 30**

Community Service **page 32**

Items that should not come to school **page 32**

Cell phone policy **pages 33**

Shared Space **page 33**

Miscellaneous **page 34**

Mission and Values

P.S. 340 is a neighborhood elementary school serving areas in the Village, Chelsea, Union Square and Flatiron. We support success for all of our children by focusing on inquiry (investigation and questioning) and active learning. We do this through hands-on, project based content studies in social studies and science integrated with a structured literacy program. We are dedicated to educating our children to be serious thinkers and intellectually curious students. We work in collaboration with our staff, families and community, and with the recognition and consideration of the diverse needs of our children.

We strive to develop a sense of belonging among our students

We strive to develop a sense of belonging in all children. We create an environment where children feel welcome, comfortable, valued and important. As such, we value social and emotional learning, along with academic achievement.

We recognize the importance of challenging, engaging work.

We value work that requires inquiry and perseverance, promotes intellectual curiosity, reflects the real world around us, and is based on big ideas. Our students engage in this higher-level work through the development of predictable processes, systems and structure, along with an organized environment and clear adult direction.

We promote learning as an active process

We believe that children learn best when they are actively involved in a variety of hands-on activities that relate in some way to the real world around them. Our students use a variety of media in the arts and technology to promote active learning. We teach our students to actively reflect on, and evaluate, their own work.

We encourage collaboration as a means to promote growth

We create a supportive, collaborative environment, recognizing that working with others, in a variety of different groupings, promotes both individual and community growth. As such, we offer social and emotional education as well as academic, and recognize and support diversity in our community.

We communicate clearly, directly and sensitively

We clearly convey our expectations. Our communication is proactive, thoughtful and direct. Our tone is respectful, patient and professional. We take action based on understanding. We determine the best course of action through active listening, observation and the collection of information.

School Information

The Sixth Avenue Elementary School (P.S. 340)
64 West 17th Street
New York, New York 10011

917-305-1000 (phone) 917-305-1005 (fax)

Website: www.ps340.org

E-mail: ps340info@gmail.com

Pre-K: 4th floor
Kindergarten: 2nd floor
First grade: 3rd floor
Second grade: 5th floor
Third grade: 4th floor
Fourth grade 6th floor

In an emergency, if the school needs to be evacuated, the evacuation location will be listed on the DOE webs

School Hours

Full days: 8:20 a.m. - 2:40 p.m.

Half days: 8:20 a.m. – 11:40 a.m.

School Closing - In the event of a snowstorm, or other citywide emergency, the Chancellor will announce the decision to close schools throughout the city. The announcement will be broadcast on TV news. An announcement will also appear on the Department of Education website, www.schools.nyc.gov

School Staff

ADMINISTRATION	
Pat Carney	Principal
Joanie Abrahams	Payroll Secretary
Ilene Heller	School Nurse
Reni Matsushita	Parent Coordinator
Farse Omar	School Aide
Beth Segarra	Community Associate
TEACHERS	
Emma Marks	Pre-K
Kristina Milosevic	Pre-K
Emily Porter	Pre-K
Clare Sutphin	Pre-K
Sarah Hang	Kindergarten
Michelle Johnson	Kindergarten (ICT)
Manda Miller-Honick	Kindergarten (ICT)
Erica Semel	Kindergarten
Hannah Huhr	First Grade
Hannah Lafferty	First Grade
Marketa Ort	First Grade (ICT)
Elissa Turshen	First Grade (ICT)
Natalie Herring	Second Grade (ICT)
Karina Ignatova	Second Grade

Zoe Oppenheimer	Second Grade
Hannah Ticoll	Second Grade (ICT)
Taylor Biedermann	Third Grade (ICT)
Jeanette Hendrix	Third Grade
Maura McAssey	Third Grade (ICT)
Lydia Krooss	Fourth Grade
Marcie West	Fourth Grade
Mary Ellen Bizzarri	Third & Fourth Grade ICT/Special Ed Coach
Chrissy Inserra	Music
Liz Lazarus	Art
Tom McGuire	Physical Education
Christie Newman-King	Dance
Dana Orlinky	Science
PARA-PROFESSIONALS	
Tina Arroyo	
Lirika Batista	
Anthony DiMarco	
Maxine Guss	
Sarah Kahn	
Alison Katz	
Kaetty Morales	
Emerald Spatcher	
Dominique Watson	
Related Service Providers	

Alisha Bennett	School Counselor
Winnie Chan	Occupational Therapist
Robin Goldenberg	Speech Therapist
Kadiya Romeo	Occupational Therapist
Lynda Ressoreccion	Physical Therapist
SBST Team	
Paul Marion	Family Worker
Andrew Rose	Psychologist
Allyson Ehrlich	Social Worker
Facilities	
Igor Ioustous	
Steven Lane	
Arismendy Medina	
Abel Salce	
Safety Agents	
Agent B. Santana	
Agent Tiffany Easley	
Agent Deborah Brown	
Kitchen Staff	
Robin Seaberry	
Raynel White	

Family Involvement

We are committed to fostering an inviting, collaborative relationship among the children, school staff and our students' families. To that end, we have put in place a number of initiatives to involve families.

We try to strike a balance between inviting families frequently into the school, and considering the needs of working parents. Our events usually take place at the beginning of the school day, and we attempt to give you as much notice as possible.

Parent Coordinator

Every NYC public school employs a parent coordinator whose role is to assist the principal in creating a welcoming school environment for parents, supporting family involvement, addressing parent concerns and serving as liaison to the PTA.

Our parent coordinator, Reni Matsushita, is located in the main office where she will work on a variety of family-related initiatives. You can reach her at 917-305-1000 ext. 1 or renim.ps340@gmail.com

You may contact Pat with your issues and concerns, as well. Reni is an additional resource with whom you may also feel comfortable.

Family Fridays

Parents are invited into their children's' classrooms to observe and participate in their learning once a month on *Family Fridays* during the first period of the day (8:20 to about 9:00). *Family Fridays* are designed to offer you firsthand experience with some of your child's school activities.

- If it is difficult for you to attend every month, you might trade off with your spouse/partner, consider sending another relative or family friend, or team up with another family in the class and work with both children every other month.
- Students generally do not attend their siblings' Family Fridays.
- **Our first Family Friday is on September 28.** Please see our website for a full list of dates. *Occasionally, a teacher or grade level will reschedule their*

Family Friday to coincide with a content study celebration, or other activity, so that parents do not need to take multiple days off from work.

Content Study Celebrations

An important part of our school culture is the content study. The children engage in long-term social studies and science studies which are integrated with reading and writing. At the end of their study, each class holds a culminating celebration to share their work with their families. They will display, describe and present their research, writing, artwork and other projects. Celebrations are usually held in the morning after drop-off. We will give you ample notice of any celebration so that you can plan accordingly.

We encourage students to attend their siblings' celebrations, unless there are space, or other, considerations. Your classroom teacher will let you know if siblings are invited to a given celebration.

Class projects

Teachers will involve families in the classroom in several ways. As our content studies come to a close, the children are busy working on a variety of projects that need adult help or supervision. Teachers will ask parents to volunteer to help with the projects and plans for the celebrations. Teachers may also ask for parent volunteers for other classroom activities, e.g., cooking, sewing.

Class Trips

Trips range from walking and observing around our immediate community, to visiting museums, to taking larger trips with lots of planning involved. Most trips are related, in some way, to the curriculum. You may be asked to accompany the class on a class trip. Chaperoning a class trip is a great way for you to be involved with your child's class. When you chaperone a class trip, please keep the following in mind:

- You will be responsible for a small group of children including your own child. Parents should not attend a trip only to be with their child. We need help managing the group.
- You are responsible, along with the teacher, for the safety and security of the children in your group.
- Do not bring siblings of any age if you volunteer for a trip.
- Do not buy anything on the trip for your child, or any other child.
- You must return to the school with us at the end of the trip.

Your child's teacher will notify you in advance of the trip, and ask you to sign a permission slip. Children who do not have signed permission slips are not able to go on the trip. Approval must be in writing, and may not be given over the phone. This is a Department of Education requirement. *Please make sure you give priority to returning the permission slip. It's very hard on a child if they must stay behind.*

Siblings

We encourage students to attend their siblings' content study celebrations and music or dance performances, unless there are space, or other, considerations. Your classroom teacher will let you know if siblings are invited to a given celebration. The sibling should return to his or her class in a reasonable amount of time, and does not need to stay until the very end.

Students do not attend sibling's birthday celebrations.

Class Parents

One way to get involved in our school is by signing up to be one of two Class Parents. The primary role of the class parent is to assist the teacher and help foster a sense of community among the families in the class. Please see *PS 340 Guidelines for Class Parents* for details. We will hold a meeting of Class Parents early in the year to explain the role and answer any questions.

Class Lists

We encourage and support families to make social connections with each other. Early in the school year, families enjoy making play dates and other social connections with other children and families. To that end, your class parent may compose and distribute a class list with contact information for all of the families in the class. Your participation is voluntary.

Due to privacy laws and considerations, the school is not able to give out any student information, including address and phone number, to other families. The PTA or class parents may collect that information, which you can decide to provide, or not.

We ask that you use the information in the class list for social school connections only. Please do not send group emails to promote business, advertise events, promote children's classes, solicit information, or survey other parents about school issues.

PTA

PS 340 is fortunate to have a very active and vital Parent Teacher Association. Every parent/guardian of a student at PS 340 is automatically a member of the PTA. Throughout the school year the PTA hosts many events which allow parent participation, and which help to build a greater sense of school community. It is because of parent involvement that our PTA is so successful in fundraising which helps support many of our programs.

Families are invited to come to the monthly PTA meetings to keep informed about school programs, hear updates from the principal, learn about upcoming events, and find out how parents can help the school better serve all students. PTA meeting dates will be listed on the school calendar.

SLT

The School Leadership Team (SLT) is comprised of parents, teachers, PTA president and UFT Chapter Leader who work with the principal and advise her on a variety of issues. The SLT works with the principal to develop the Comprehensive Education Plan (CEP) that sets annual goals for the school and systems to measure their achievement. The SLT meets once a month. The schedule can be found on the school calendar. An update on SLT meetings is given at each PTA meeting. SLT members serve for a term of two years.

Community Education Council (CEC)

In 2003, the New York State legislature created 34 Community Education Councils. There is one CEC for each of the 32 school districts that make up the New York City public school system, along with two additional councils representing high schools and special education. The CECs are designed to be a voice for all parents of students in their districts. The Community Education Council for District Two (CECD2) conducts at least two meetings every month, which are open to the public. For more information, you may contact Linda Lumpkin, CECD2's Administrative Assistant at (212) 356-3915, email her at LLumpkin@nycboe.net, or go to their website at www.CECD2.net.

Gifts for Teachers

Families often wish to express their appreciation for their children's teachers by giving a gift. Teachers are generally touched and grateful for the gesture. Department of Education guidelines govern gift giving to any school employee, which are summarized below.

- Class gifts may be given, as long as they come from the whole class and individual contributors are not listed.

- Families may not be required to give, or contribute, to a gift. Class parents may ask, but not pressure families in any way to contribute.
- Families should not be asked to contribute a large amount.
- Gifts from individual families should be principally sentimental in nature and of small financial value.
- Teachers may not accept cash.

For the full Chancellor's Regulation C-110, see

<http://docs.nycenet.edu/docushare/dsweb/Get/Document-56/C-110.pdf>)

Our Communication to You

Curriculum Night

In September, we host a Curriculum Night for parents. On Curriculum Night your child's teacher will describe her goals for your children, explain our program and curriculum, and talk about the daily schedule. Curriculum Night will be held on Thursday, September 13 this year. Children do not attend.

Class Newsletters

Your child's teacher wants you to know as much as possible about the learning activities during the school day. Teachers regularly send home information and photos about classroom events and activities at the end of the school week.

Weekly Principal EMail

Pat regularly sends home a weekly e-mail on Sunday night with information about the upcoming week.

Parent Conferences

Parent conferences are scheduled in November and March during both the afternoon and evening to accommodate different schedules. During conferences, the teacher describes your child's progress, explains his or her strengths and challenges, and gives you suggestions about how to help your child at home. You can come prepared with questions you might have. Conferences run about 15 and 20 minutes. Your child's teacher may ask to meet you at other times during the year, if issues arise, and you may request a meeting as well.

Report Cards

You will receive three reports during the year describing your child's progress against standards. We view report cards as a vehicle to share your child's strengths and challenges with you. We do not use them as a means to make a children feel badly about themselves or inadequate in any way. Additionally, we do not use them to compare children, e.g., no "rank in class".

Informal Communication

Your child's teacher may also contact you by phone, note or e-mail if there is something that she would like to talk with you about. Our first official parent conference is in early November. This gives the teacher enough time to get to know your child, and formally present his or her work to you. Although she is always glad to meet with you to discuss any pressing issue, she is not able to schedule regular meetings, weekly or otherwise, with individual families.

Coffee with Pat

Pat holds several informal morning meetings over the course of the year on various topics of interest. There is always time for Q & A. The dates are listed on our monthly calendar.

Emergency Contact

In an emergency, we need to be able to reach you. Please keep all of your phone numbers up-to-date on the Blue Emergency Card. Please note our school phone number [917-305-1000](tel:917-305-1000) and share it with your emergency contacts, so that you will all know the school is calling. The phone number may look like a random cell phone number, and you might be tempted to ignore it.

Your Communication to Us

We encourage open communication between school and home. We will always get back to you by the end of the next business day. Here are ways to communicate with the school.

Classroom Teacher

- *Send a note in with your child in his or her homework folder.* This is the method you should use if you have something the teacher needs to hear

about during the school day, e.g., a change in the dismissal plan, as she might not check her e-mail during the day. Teachers cannot take phone calls during the school day.

- *E-mail your child's teacher.* Feel free to e-mail your child's teacher. She will give you her school e-mail address. E-mail is a useful, paper-free way to ask quick questions, report on routine events and set up meetings. It is not the best forum for lengthy discussions, curriculum debates or discussion of important or sensitive issues.
- *Speak on the phone.* You may call the Main Office and leave a message for your child's teacher, along with a phone number and a good time to call and she will return your call. Teachers do not take calls in their classrooms or during the school day.
- *Set up a meeting.* You may set up a meeting with your child's teacher if you have something you would like to discuss that cannot wait until Parent Conferences. At arrival and dismissal, please keep any discussions at a minimum, as the teacher must concentrate on the class.
- Our policy is to get back to parents before the end of the next business day.

If issues develop between two children at school, it is best to talk to the teacher about the situation first, instead of communicating directly with the other parent.

Principal

Pat is always willing to talk to parents. You may e-mail her to make an appointment. If you have an issue related to your child's class, the best person with whom to speak first is the classroom teacher, as she is closest to the issues.

Parent Coordinator

Feel free to contact our parent coordinator, Reni Matsushita, at 917-305-1000 x 1 or renim.ps340@gmail.com.

Change of Address

Please e-mail or call Beth if any information on the Blue Card changes: 917-305-1000 x 0 or esegarra@schools.nyc.gov

Absence

If your child is going to be absent, please e-mail both the classroom teacher and Beth esegarra@schools.nyc.gov.

NYC DOE School Survey

Every year, the Department of Education asks families for their feedback on different aspects of their child's school experience. You will receive the survey in your child's backpack in February. You may take the survey online or on paper. Please take the time to fill it out. It gives us important feedback about our school.

Homework

Children receive reasonable, age-appropriate homework here at PS 340. Our students have full, active, academically challenging school days. Many children participate in additional lessons, activities and playdates after school. This makes for a long day. We believe that lengthy homework assignments are not appropriate for young children. Research and experience shows us that excessive homework does not result in improved academic achievement for elementary school children.

Below is the homework you should expect your child to receive:

- *Pre-K* students do not receive any homework.
- *Kindergarteners and First Graders* bring books home in “book baggies” to read on their own, or with an adult, and develop the habit of regular reading.
- *Second graders* will usually receive one or two weekly math assignments in addition to 20 minutes of nightly reading.
- *Third and fourth graders* will receive a *Homework Planning Sheet* at the beginning of the week describing when homework assignments are due. Students will complete 30 minutes of nightly reading and no more than 30 additional minutes of homework on average each night.
- We do not assign homework on weekends, holidays or school breaks.

The students may also involve you in some aspect of their learning, e.g., playing a math game, collecting leaves for a class book, interviewing you about your favorite restaurant.

Arrival

We have a beautiful, new school building with many wonderful features. Unfortunately, the school has very little outdoor gathering space, and the lobby is not a safe waiting space. Students and families must wait outside until the school doors open.

- School doors open at 8:15 a.m.
- If your child is having school breakfast, you may drop him or her off in the cafeteria at 8:00 a.m., and a staff member will bring him or her to the classroom at arrival time. Parents do not stay with children during breakfast. In order to have school breakfast, your child must be in the cafeteria **no later** than 8:00 a.m., so that there will be enough time to eat. Students who come later, will need to wait for the school doors to open at 8:15 am to enter.

Please do not use the center staircase in the morning, as it is reserved for teachers and students going to their classrooms from the cafeteria.

Pre-K

Caregivers bring pre-k students to their classrooms on the fourth floor via the elevators.

- Before the yellow school doors open, pre-k families wait on the east side of the front door (to the left if you are facing the school.)
- Front doors open at 8:15 am
- Use only the left front door to enter the building and proceed to the elevators. Do not use the center staircase.
- After dropping off your child, use the elevators – not the center staircase – to return to the lobby.

Kindergarten

Caregivers bring children to their classrooms on the second floor.

- Kindergarten families use the far door on 17th Street to enter the building and the internal staircase. It is the blue door all the way down to left if you are facing the school.
- Families should wait outside that door when they arrive at school.
- The door will open at 8:15 am

- Use the staircase in the hallway to walk up to the second floor. Children wait in designated spaces until the teacher opens the classroom door.
- Caregivers leave the second floor using the same staircase (across from 202) or the elevators, not the center staircase.
- Please leave using the far door across from Room 202 or the elevator, not the center staircase.

First, Second, Third and Fourth Grades

First, second, third and fourth graders enter the school by themselves.

- Children line up outside against the school building to the west of the yellow school doors (to the right if you are facing the school.)
- Doors will open at 8:15 am
- The children will come into the building by themselves, using the yellow door on the right side, and go directly to their assigned tables in the cafeteria.
- Fourth graders go to the Dance Studio.
- Teachers will pick up the students at 8:20 am.
- If you have younger children, wait for your older child to enter the building, and then take your younger child to class.
- If you have business in the school building, e.g., office, nurse, please stop at the Security Desk.

A few words about lateness

School starts at 8:20 a.m. Please make sure your child is in the classroom or the cafeteria by that time. *Pre-K has a little leeway, since waiting for the elevators can be time consuming.*

We believe it is important for all of the children to begin the day together as a community of learners. Children who arrive even a few minutes late can feel out of step with their classmates. It is, therefore, important that your child is not late to school.

Lateness is disruptive, not only for your child, but also for the other children in the class, the teacher, and the office staff who must accompany your child to the classroom. We fully understand that there are circumstances that might cause you to be late occasionally, but it should not be a regular occurrence.

Lateness is part of the legal document tracked throughout the years as part of your child's record. Per DOE requirements, each late arrival is noted on your child's report card and remains part of his or her academic record. Additionally, a history of chronic lateness may impact middle school admissions. If a child is chronically late, a DOE attendance officer may contact the family.

Pre-K and K: If you arrive at school after 8:20 you may bring your child up to the classroom until 8:30; however, your child will still be marked late. If you arrive at school after 8:30 a.m., the classroom door will be shut, and you need to come to the office, and someone will come and escort your child to class.

1st, 2nd, 3rd and 4th grade: Once the children have left the cafeteria and gone upstairs with their teachers, you need to come to the Main Office, sign your child in, and someone will escort the child to class. You may not bring your child up to the classroom. The teachers have been asked to direct you to the office.

Strollers & Scooters

Unfortunately, we do not have room for stroller or scooter parking inside or outside of the school building. The FDNY has notified us that strollers may not be brought into the building, folded or unfolded, as they constitute a hazard.

We fully realize that this presents an inconvenience for some families, however, we are located in a very busy, crowded area of Manhattan, and this is the only safe policy. Please make sure your child's caregiver is aware of the procedures. Some parents and caregivers team up with another person, and they take turns watching the strollers (... and sleeping babies) outside the school, while the other one picks up both kids.

If you choose to leave your scooter or stroller outside of the school building, it is at your own risk. The school, including the Safety Agents, cannot take responsibility for the security of strollers or scooters, and will not review security tapes or investigate alleged incidents of theft.

Dismissal.

Please make sure your babysitter is aware of these procedures.

Pre-K

Caregivers take the elevators to pick up pre-k students at their classrooms.

- Strollers must be left outside, and lined up against the building. They may not block the front door.
- School doors open at 2:35 pm.
- Caregivers use the elevators to go to the fourth floor, and the elevators or center staircase to leave the building.

Kindergarten

Caregivers use the front door and center staircase to pick up kindergarten students,

- The doors will open at 2:35 pm
- Caregivers leave the second floor using any of the staircases or elevators. .

First, Second, Third and Fourth Grades

- Caregivers pick up first, second and third graders in the cafeteria
- Fourth graders are picked up in the Dance Studio.

The teacher will have a procedure, e.g., high five with child, to make sure each child gets to the correct adult. Please be patient, and do not encourage your child to run over to you before the teacher has released him. We do our best to be quick, and we realize you might be in a rush, but handing children over to the correct caregiver is one of the most important things we do, and we need a consistent system, even if we know who you are.

A few comments about safety:

Please keep your child in hand and in sight at all times. **When the classroom teacher turns your children over to you at the end of the day, we no longer keep track of them. You are responsible for their safety.** Our lobby has several elevators, and doors to the basement and outside. Children can get lost or wander outside. While our Safety Agents will stop a child who is leaving the building by himself, they have no way of knowing if a child is part of a group, or is with the proper adult.

Do not let your child run ahead of you down the stairs or “hide” from you after picking him up from the classroom.

Do not walk ahead of your child out of the building.

Do not allow your child to slide down the bannisters, or climb on the stair railings.

Children should never be left unattended, even for a short while, on 17th Street. We have a narrow sidewalk, and a very busy street, with cars zipping by. If children play on the snow, or near the curb, they can easily step off.

Please leave the building immediately after picking up your child. The lobby or other parts of the school should not be used for kids to eat snack. If your child needs to use the restroom, please use the ones in the cafeteria or dance studio, and not the ones on the second or fourth floors

Early Pickup

Please do not pick your child up early unless it is absolutely necessary. Tracking down individual children during the school day is disruptive for staff and students. Routine doctor and dentist visits should be scheduled after school.

We fully understand that there are times you need to get your child early, but children should not regularly leave early on any given day, e.g., summer Fridays, Wednesday for for swimming lessons.

If you need to pick your child up early, come to the Main Office to sign your child out. We will bring him or her to the office to meet you. Keep in mind that, do to our small office staff and the size of our building, you may need to wait until someone can help you, as our office staff is sometimes assisting with lunch or in other areas of the school. *Please allow for waiting time.*

The end of the day is a busy time in the school and in the classrooms; therefore, all early pickup **must be completed by 2:15 pm**. After that time, you will need to wait until dismissal at 2:40 p.m. to pick up your child.

Authorized Child Pickup

At the beginning of the school year, you will fill out two cards listing the names of the people who can pick up your child.

- *Yellow Release Form* - is kept by the teacher, and lists people who are authorized to pick up your child at the end of the day. This includes names of groups, other than Wingspan, who might pick up your child, e.g., YMCA. You may add to the list during the year. Please keep this card up-to-date throughout the year.
- *Blue Emergency Card* – is kept in the main office and lists people who can respond in an emergency if the school is not able to reach you.

We will not release a child to someone who is not listed on one of these cards, even if the person is known to us. This policy applies to relatives, babysitters and play dates with other children. If you would like someone else to pick up your child, you must notify your child’s teacher in writing.

Change in Pick-up Plans

If your pick-up plans change, send a note in with your child specifying the name of the person picking up your child (not “Billy’s nanny”, but Elise Jones.)

If your pick-up plans change during the day, you will need to call Beth Segarra (917-305-1000) followed by an e-mail copied to the teacher. (esegarra@schools.nyc.gov). Do not e-mail only the teacher; she may not see it on time. Please do not leave a voicemail, for the same reason.

After School Program

We partner with *Wingspan Arts* to provide an on-site, fee-based after-school program every day until 6:00 p.m. Please contact *Wingspan Arts* directly (212-586-2330) to register, ask questions, or relay your concerns about the after school program. *Wingspan* can book up, so make sure you sign up early.

The primary purpose of our after school program is to provide childcare for parents who need it. We do not offer on-site classes or enrichment programs after school via any other program except *Wingspan*. All after school classes are organized through them as a single point of contact for the school.

If you contract with the YMCA, or other groups, to pick up your child after school, they need to follow our standard procedures, e.g., you must place their name (or company) on the Yellow Card, and they come to the classroom on time at dismissal. Due to space considerations, we are not able to bring all children going to a certain program to one spot.

Attendance

We want your children to enjoy the full benefit of our program; therefore, students are expected to be in school, on time, every day. We ask families to schedule vacations during school holidays in order to minimize disruption. Because of the nature of our program, we are unable to provide make-up work for children who are on vacation.

Frequent absences and vacations have a big impact on your child's education – even in the early years. It can be very difficult for children to acclimate back into daily life at school. Additionally, since much of our curriculum is project-based, it is quite challenging for children to “make-up” missed assignments, or complete the work they miss while on vacations.

Please let us know if your child is going to be out of school by e-mailing **both** the teacher, and Beth Segarra in the Main Office (esegarra@schools.nyc.gov).

School attendance is part of the legal document tracked throughout the years as part of your child’s record. Per DOE requirements, each absence is noted on your child's report card and remains part of his or her academic record. Additionally, a history of chronic absences may impact middle school admissions. If a child is chronically absent from school, the DOE mandates that an attendance officer contact the family.

Extended Vacation

It is important to avoid extending school vacations. Topics build upon one another in our curricula, and it is difficult to "catch kids up". Additionally, most of our lessons depend upon the children being there for the instruction, and plans change daily, based on student understanding, so, teachers may not be able to give you the work your child will miss.

Eating

Breakfast

Breakfast is available, free of charge, to any P.S. 340 student. Children must be dropped off in the cafeteria at 8:00 a.m. – and no later - in order to have breakfast. PS 340 staff members supervise breakfast. Caregivers do not stay.

Lunch & Recess periods

<i>Grade</i>	<i>Lunch</i>	<i>Recess</i>
Pre-K		
<i>Classes 1 & 2</i>	10:20 am	10:45 am
<i>Classes 3 & 4</i>	10:45 am	10:20 am
Kindergarten	11:10 am	11:35 am
1st	11:35 am	11:10 am
2nd	12:25 pm	12:50 pm
3 rd	12:00 pm	12:25 pm
4 th	12:25 pm	12:00 pm

Lunch from Home

When sending lunch from home, please consider healthy choices. Students should not bring soda, candy, or large amounts of sugary foods. For safety reasons, please do not send drinks in glass bottles.

We want you to know what your children are eating in school. Therefore, we do not allow food sharing. We will also ask children to put unfinished (non-messy) food back in their lunchboxes, so that you will be able to see if they are eating lunch, and make adjustments accordingly. Although the staff in the lunchroom will encourage children to eat, we do not force or pressure children.

If you forget to pack your child's lunch, you may bring it to the office and we will see that your child gets it; however, lunch cannot be brought to school on a routine basis.

School Lunch

School lunch is free for all students. Daily school menus are available on the School Food website:

<http://www.schoolfoodnyc.org/schoolfood/menusdailydisplay.aspx>.

We use the healthier menu, labeled "alternative".

School Foods does not offer meal options, e.g., vegetarian, kosher.

Snack

The students have time for snack in school.

As you know, sugar can have several negative impacts on children's behavior and ability to focus. Increased blood sugar levels are often followed by energy "crash" shortly thereafter. The reason we allow snack is because we believe young children benefit from an energy boost during the day.

To support your children's physical and mental health throughout the school day, please pack healthy snacks only. Please do not pack snacks like candy, gummies, fruit roll-ups, cookies, donuts and other sugary treats. (You can blame it on us. *"Sorry, the school says no."*)

For healthy snack ideas check out http://cspinet.org/nutritionpolicy/healthy_school_snacks.html

We do not have refrigerators for children's snacks, so you may want to include a cold pack.

Gum and candy are not allowed in school.

Food Allergies

Please inform your child's teacher and the school nurse if your child has a food allergy and we will make individual arrangements.

Outdoor Recess

Children need to play outside. Research and experience show us that kids are more alert and engaged when they have had outdoor playtime. Per DOE policy, students play outside daily, unless there is rain, snow, extreme cold, or if the playground is frozen over. Please make sure that your child brings appropriate outdoor clothing. It is helpful to label gloves, hats, and coats to prevent loss. If the weather prohibits outdoor recess, the children will usually have indoor recess in our gym.

Holidays & Birthdays

Holidays

Holidays are low-key events at PS 340. We save most of our celebrating for our academic work (publishing parties, content study celebrations), class achievements and performances.

Birthdays

Birthdays are very special for children and we are glad to celebrate your child's birthday with them. We want to keep the process manageable, so that we do not lose instruction time, or have hurt feelings. Your child's teacher will send you a letter describing the birthday process in her classroom. Please keep these factors in mind:

- Parents and caregivers may come in to school on their child's birthday, and bring a treat for the class in pre-k, kindergarten and first grade.
- Second, third and fourth grade parents may send in a birthday treat in the morning with their child, and the teacher will distribute them at a convenient time during the day. Families do not attend.
- Please bring/send individually prepared items, e.g., cupcakes, brownies, cookies.
- Do not bring in anything that needs to be cut with a knife, e.g., cake, pie, or scooped into bowls like ice cream, unless you have discussed it first with the teacher.
- The kids can drink water; you don't need to supply a drink.
- Do not serve items with nuts.

- If your child has allergies, please speak to your child's teacher. You may want to leave a box of snacks, e.g., cookies, with the teacher to use when there is a birthday celebration.
- Do not bring party hats, goodie bags, gifts or piñatas. We will not distribute them, and do not wish to disappoint your child. Additionally, please do not give these items to kids out in the hallway or outside the school.
- You may distribute party invitations in school only if every single child in the class is invited to the party. Your child may put the invitations in her classmates' mailboxes, after discussing it with the teacher.
- When picking children up after school for a birthday celebration with friends, please be discrete and sensitive to the other children (and parents) who may not be invited
- Your child's teacher will arrange a time to celebrate summer birthdays.
- Please bring your child to the office for a special birthday pencil and sticker from Pat. (*You'd be surprised what a hit it is!*)

Students do not attend their siblings birthday celebrations.

Clothing

- We do not have a student dress code. Children should be dressed comfortably so that they can work and play.
- We want children to interact freely with the materials in their classroom. Reasonable precautions will be taken in school to keep your child *relatively* clean, e.g., using smocks for painting; however, you should send your child to school in clothing that can get dirty, and save the designer clothes for the weekend.
- Please do your best to send your children to school with clothing they can manage themselves, e.g., Velcro shoes vs. shoelaces, pant zippers or snaps vs. belts.
- Children may not wear hats inside the school.
- Avoid flip-flops. They are hard to run and climb in.

- **Children need to wear sneakers on gym/dance days for their comfort and safety. They are not allowed to participate if they are wearing regular shoes.**
- Please do not send children to school with overly distracting “blinking” shoes or headbands.
- Pre-K, K and 1st graders should bring a complete change of clothing in a large Ziploc, labeled bag, in case of accidents. We have extra clothing in the main office, should an older child need them.
- The *Lost & Found* is located in the cafeteria. We periodically pack up the belongings and donate them. ***It is helpful to label all of your children’s belongings,*** especially water bottles, sweatshirts and sweaters.

Health

School Nurse

We have been assigned a very experienced, exceptional nurse, Ilene Heller, who has worked in schools in our neighborhood for many years. Ilene will send a note home every time your child visits her office. She will call you if your child is injured or needs to be picked up because he or she is sick.

Ilene is in Room 218 and can be reached at 917-305-1000 x 2.

Medication

- Medication can be administered to your child only if the school has a current form (called a 504) on file. This includes over-the-counter medications, such as Tylenol, allergy medicine, cough syrup, or eye drops, unless this information is included on a 504 form. You may pick up a form from the nurse’s office in Room 218.
- All medication must be delivered to the school by an adult full and unopened in the original bottle/package.
- Teachers and other school staff may not dispense any medication or apply sunscreen or other kinds of lotion.
- Children may not carry and/or take medication on their own.

Illness and Injury

We appreciate your assistance in helping to prevent the spread of illness in the classroom. If your child exhibits any of the following symptoms or health issues, please keep him or her home for at least 24 hours from the end of the symptom(s) or the beginning of medical treatment: fever, vomiting, sore throat, diarrhea, conjunctivitis (pink eye), any contagious illness, e.g., chicken pox, flu, strep throat. If a child becomes ill or injured at school and needs to be sent home, the nurse will call you.

Lice

Head lice are very common in school-aged children and are easily transmitted. To help identify and treat head lice, the PTA has contracted with *Lice Enders*, a private company that specializes in preventative head lice inspections. They will conduct lice checks several times throughout the year.

The NYC Office of School Health mandates that all children with live lice must remain at home until all lice are removed.

Children are not excluded from school if nits are found. Nits are not the same thing as lice. *Lice are the insects that move around the head. Nits are egg cases laid by lice, stuck on to hair shafts; they are smaller than a pinhead and are pearly white - Office of School Health.* Nits can develop into lice. If nits are found in your child's hair, *LiceEnders* will inform you via letter. **We recommend and encourage you to treat your child so that the nits do not become full-blown lice.**

Lice are not caused by unsanitary conditions or dirty hair. It is important that children who have lice are not made to feel uncomfortable in any way. Please be careful how you speak with your child about other children who may have lice. We will treat your child in the same manner should lice be found in his head.

Safety

School Safety

A fundamental responsibility of ours is to keep your child safe while he or she is at school. Pat will devote one of the early *Coffee with Pat* sessions to talk about our safety measures, some of which are listed below.

- The principal and staff attend annual safety trainings and briefings.

- All schools are required by the Department of Education to develop a School Safety Plan outlining all of the safety procedures in the school. This plan is developed by the School Safety Committee, and is on file with the Department of Education and the NYPD.
 - A Safety Management Team meets once a month to review safety issues. The May 2018 Safety Team Meeting is open to parents.
 - A Building Response Team (BRT) is organized, trained and meet regularly, and are responsible for supervising emergencies.
 - Our school has two full time safety agents, Agent Santana and Agent Easley, who maintain the safety and security of our school building. Anyone who enters the building after arrival and before dismissal must show ID to the Safety Agent, even if she knows you.
- We ask that you take the directions of the Safety Agents respectfully and seriously. They are NYPD employees and are responsible for maintaining the safety and security of our children.
- Our building is fully equipped with surveillance cameras in all stairwells, corridors, and outdoor/public spaces. The cameras are monitored regularly, and our building is periodically patrolled by the Safety Agents.
 - All of our outside doors have alarms that go off if a child opens the door.
 - We maintain an emergency text system, to which parents must opt in, to communicate with you about true emergencies.

Evacuation Drills and Lockdown Drills

In compliance with the Department of Education regulations, evacuation (fire) drills and lockdown drills are conducted throughout the year to help guarantee our students' safety. We will prepare the children for the drills.

All New York City public schools must hold several lockdown drills following standard procedure every year. We make an announcement on the PA. The teacher locks the classroom door, and gathers the children in a predetermined safe area of

the classroom, where they wait quietly for an announcement that the drill is over. The drill lasts under 5 minutes.

The staff is aware of alternative plans in case the kids are not in their own classrooms, e.g., yard, gym, cafeteria. For this first drill, the teacher will prepare the children beforehand with a calm, simple explanation (*We need to practice staying safe in our classroom in case there is something unsafe in the school building.*) The drills may sound scary to us as adults, but the kids handle them as routinely as we handled fire drills when we were in school.

In an emergency, if the school needs to be evacuated, the evacuation location will be listed on the DOE website (www.schools.nyc.gov). We will attempt to place it on our website, and/or contact you via e-mail, or emergency text, depending upon the circumstances.

Community Service

We believe that young children can learn that they can contribute, in age-appropriate ways, to the larger community, help those who need help, and make the world a better place. We do this through several initiatives.

City Harvest - the PTA runs a food drive every year in November to help New Yorkers in need.

Room-to-Grow - The PTA runs a toy drive in the spring to provide clothing and books to those who need them.

Green Team - Last year, we organized a team of students to focus on environmental issues and recycling in school.

Content studies - This year we have a goal to include within our content studies, some form of social equity learning and/or community service.

Items that should not come to school

We would like school to be a safe, collaborative environment. ***Your child should not bring personal items of any kind to school, including school supplies, unless the teacher has requested it.*** These items cause disruption and hurt feelings, and include:

- Toys
- Games
- Pokemon cards
- Stuffed animals
- Candy or gum
- Electronic devices
- Money
- Any “weapon-like” items, e.g., Swiss army knife, or items that that could be misconstrued as a weapon, e.g., water gun.
- Toys “disguised” as jewelry

Personal items must remain in a child’s backpack.

Cell Phone Policy

All NYC public schools are required to have a cell phone policy. The following policy was created and approved by the School Leadership Team.

At PS 340, we believe that cell phones are important tools that parents use to stay in touch with their children as they travel to and from school. We, therefore, allow students of any age to bring a cell phone to school, as long as these conditions are met:

- Students do not use cell phones while in the school building, including during lunch, recess, *Wingspan* or class trips.
- Cell phones are turned off for the duration of the school day and do not ring.
- Cell phones are stored securely in the students’ backpacks.
- Parents do not communicate with their children during the school day via cell phone.

If these conditions are not met, the student may lose the privilege of having a phone in school. The school does not take responsibility for the safekeeping of cell phones, and is not responsible if they are lost or stolen.

Shared Space

Our school shares the common space within the building (yard, cafeteria, gym, auditorium, dance studio) with two other Department of Education programs,

though not at the same time. The children in all of the programs are roughly the same age. Arrival and dismissal times among the three programs are staggered, to facilitate smooth transitions.

Sharing a building is a common arrangement within the DOE, and tends to work well. The principals/directors of the programs meet monthly to plan, discuss and resolve issues.

- *P94*, the S.P.E.C.T.R.U.M. school (Special Populations Educated Creatively Through Rigor, Understanding and Motivation) is located on one wing of the 3rd floor.
- *The Pre-K Center at P.S. 340* is a District 2 Pre-K center on the 5th floor, with three classes, for district children who do not have a zoned Pre-K option.

Miscellaneous

Out of Zone Pre-K Students

Students who currently attend pre-k at P.S. 340, but do not live within the school zone, are not automatically accepted into P.S. 340's kindergarten. You must apply for admission in the spring. At that point, zoned students will have priority over non-zoned students, even if the zoned child does not attend our pre-k. Students who do attend our pre-k, however, will have priority over other non-zoned students who do not. We have no way of knowing how many zoned students will apply next year, so cannot accurately predict if the kindergarten classes will be full. We just mention it to make sure this Department of Education policy is clear.

Class Placement

We are not able to take requests to place your child with a particular teacher, class or child, or be placed separately from another child. As you must appreciate, there are many factors we consider when making up classes, and need the flexibility to place children where we think they will do best. I am sure you can imagine the challenges we would face if we were to try to meet all families' requests, particularly given the small number of classes on each grade.

Having said that, we do not place children in classes blindly or randomly. We have a good idea about which students should and should not be in class together, and

take our own knowledge and experience with the kids into account when making up classes.

Other

- Smoking is not permitted anywhere in or near the school building.
- Alcoholic beverages are not permitted in the school.
- Student bathrooms are for children only. Adults may use the restroom in the Auditorium on the lower level, or staff bathrooms on other floors.
- Dogs, and other pets, are not permitted in the school.