

The Howard Beach School



P.S. /M.S. 146Q

2018-2019

3K-8

Parent Handbook

Mary Keegan, Principal

Mitchell Katcher, A.P.

Jacqueline Sugrue, A.P.

www.ps146q.org



September 2018

Dear Students and Parents,

On behalf of the entire community of The Howard Beach School, it is a pleasure to welcome you to the 2018-2019 school year.

Our goal is to prepare all students for College and Career Readiness by continually engaging them in activities that will motivate and prepare them to meet the standards of excellence in all core disciplines.

This K-8 parent/student handbook is written to inform you of the resources, rules and procedures of our school. Please read the handbook with your child to become familiar with its contents. If you have any questions or concerns please contact the school and we will be glad to assist you.

Please make sure to check the school website, www.ps146q.org, and ParentSquare for messages and updated information about events at our school. This is the primary resource for current information on a variety of topics.

We are looking forward to a successful school year and working collaboratively with our families.

Sincerely,

Mary Keegan
Principal

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Who's Who in The School

Principal	Ms. Mary Keegan
Assistant Principals	Mr. Mitchell Katcher Mrs. Jacqueline Sugrue
Parent Coordinator	Ms. Coleen Mainieri
School Secretaries	Mrs. Christine Armao Mrs. Betsy Kuhlmann
Family Assistant	Mrs. Robin Hila
Guidance Counselor	
School Nurse	Ms. Kerry Larkin
School Psychologist	Ms. Malliga Delaney
School Social Worker	Mr. John Creamer



2018-2019 Time Schedule

Grades K-8

Period	Time
Breakfast/Arrival	7:40 a.m.-8:10 a.m.*
Morning Routines	8:10 a.m.-8:15 a.m.
Period 1	8:15 a.m.- 9:05 a.m.
Period 2	9:08 a.m. – 9:58 a.m.
Period 3	10:01 a.m. – 10:51 a.m.
Period 4	10:54 a.m. – 11:44 a.m. Grades 3, 4, 5
Period 5	11:47 a.m. - 12:37 p.m. Grades 6,7,8
Period 6	12:40 p.m. – 1:30 p.m. K, 1, 2
Period 7	1:33 p.m. – 2:23 p.m.
Dismissal	2:30 p.m.

*Students who wish to eat breakfast must arrive before 8:00 a.m. in order to ensure they are on time for the start of school.

I. Routine Procedures

Dress Code:

P.S. /M.S. 146 is a Dress Code school. All students are expected to wear:

TOPS: Long or short sleeve three-button polo shirts in navy, white or light blue

BOTTOMS: Slacks, skirts, skorts or walking shorts (to the knee) in navy or khaki

If a student is not in uniform, parents will be contacted in order to bring a uniform to the school or the school will provide a uniform for the day to the student.

Arrival:

The school doors open for students at 7:40 a.m. Students in grades K-3 report to the Cafeteria for line up and students in grades 4-8 report to the Auditorium for line up.

All students are eligible for free breakfast. If students wish to eat breakfast, they should arrive prior to 8:00 a.m. in order to ensure they are on time for school.

The school day begins at 8:10 a.m.

Students will not be permitted in the school building prior to 7:40 a.m. as there is no supervision for students at that time.



Lunch:

Periods

10:54 a.m. – 11:44 a.m.	Grades 3,4,5
11:47 a.m. – 12:37 a.m.	Grades 6,7,8
12:40 a.m. – 1:30 a.m.	Grades K,1,2

All students are entitled to free lunch; however, all families must complete one mandated School Lunch Form in order to ensure fair funding for our school. Students can have school lunch or bring their own lunch. Food and drinks must be eaten only in the school cafeteria. Glass bottles may not be brought into the school building. Soda is not permitted. Please provide healthy meals and snacks for your child. We are an allergy aware school, therefore, we ask that any foods consumed in the cafeteria be nut free.

Birthday Celebrations:

Students in grades K-5 may celebrate their birthdays with their classmates during lunch time. Please send in cupcakes/donuts, etc. to be shared during lunch. Due to the large number of food allergies, please ensure that all cake mixes, store bought snacks, etc. are **nut free**.

Please send all birthday treats to the main office prior to your child's lunch period and label them with your child's name and class.

Lunch Periods

Period 4 10:54 a.m. - 11:44 a.m.	Grades: 3,4,5
Period 6 12:40 a.m. – 1:30 p.m.	Grades: K,1,2

Dismissal Procedures:

The school day ends at 2:30 p.m. Students are dismissed to the following locations:

Pre K-Kindergarten: Small Playground on 99th Street (Begins at 2:25 p.m.)

Grades 1-2: School yard on 98th Street (2:25 p.m.)

Grades 3-4: School yard on 98th Street (doors adjacent to garden)

Grades 5-6: Doors on 159th Avenue

Grades 7-8: Main Entrance on 99th Street

Dismissal for Grades PreK-4 is a face-to-face dismissal. Teachers will dismiss children to parents on an individual basis. Please do not call your child off the line. For the safety of all children, it is important to adhere to this policy.

Students who are not picked up on time will be escorted to the Main Office. Parents will be contacted. Upon arrival, parents must sign-in at the security desk and show photo identification. Parents will then proceed to the Main Office and sign-out their child.

Please be aware that it is important, for the safety of your child, to arrive at dismissal on time. After 2:30 p.m., there is no supervision available for students.

If you anticipate being late or have a change in pick up procedures for your child, please call the main office so that we can let the teacher and student know before dismissal begins. Only persons listed on the Blue Emergency Card will be allowed to pick up your child.

If you are chronically late picking up your child, there will be a requested meeting with the Principal to determine how to remedy the issue.

Attendance:

Students are expected to be in school every day, on time and prepared for class. Attendance is extremely important to a successful school experience for your child as well as for attainment of the Common Core Standards that are required for promotion.

A late student, defined as one who arrives at school after 8:10 a.m., must be escorted to the Main Office to receive a late pass. Parents must show photo identification and sign-in at the security desk before escorting their child to the Main Office.

Please report absences to Mrs. Robin Hila, Family Assistant. Please send a written note indicating the reason for absences upon return to school. In circumstances that require your child to be absent for an extended period of time, please inform the school.

We encourage parents and students to make prompt and consistent attendance at school a priority. Therefore, you are strongly discouraged from taking vacations while school is in session. Family vacations should be planned to coincide with vacation days of the annual school calendar. Student absence for vacation will be treated as an unexcused absence.

Students may be dismissed before the school day officially ends only when a parent or guardian appears in person requesting the student's early dismissal. The parent must sign the student out. No student will be dismissed between 2:00 p.m. and 2:30 p.m. Please do not make appointments for your child during the school day as this interrupts instruction and your child's education.

Please remember that only persons listed on the blue emergency card will be allowed to sign your child out of school.

Lost and Found:

The Lost and Found is located in the cafeteria. Articles that are found should be given to a staff member who will forward it to the Lost and Found. If you lose anything, please notify Coleen Mainieri, Parent Coordinator.

All items not claimed in a timely fashion will be donated to charity.

II. Safety



Busing Safety Policy:

Our number one goal is to provide a safe and secure learning environment for your children. In order to help keep your child safe, both in and on the way to and from school, we must have a rigid Busing Safety Policy. Busing is available for students who qualify in grades K-8. Students in grades 6-8 will be issued Metro Cards if they do not qualify for busing. If a student misplaces or loses their Metro Card, a note must be sent in from the parent stating so. This policy has been designed to meet the needs and demands of the parent/guardians who wish to send their child(ren) to school in a safe and orderly environment. According to Chancellor's Regulations A-801, if a child behaves in an unsafe manner on the bus, he or she may be temporarily excluded from the bus. Transportation to and from school is serious business. It is our responsibility to explain the appropriate way to behave on the bus to our children. The bus driver has absolute control of the bus and of the conduct of those on it. Students are expected to obey the bus driver. A child should not fear riding the bus; it should be an extension of the classroom and their behavior on the bus should reflect the behavioral expectations of the home and school.

Under no circumstance will a child be permitted to ride home on any other bus other than the one he/she is assigned to.

While on the bus, students should:

- Sit in their assigned seat
- Allow younger children to get on the bus first and sit in the front.
- Place their book bag on the floor and make room for others.
- Never stand while the bus is in motion.
- Always wear their seatbelt.
- Not eat or drink on the bus.
- Not yell while on the bus, this distracts the driver.
- Talk quietly, be courteous to the driver and follow the driver's instructions. Students should stay seated during the entire bus ride and keep the aisles clear.
- Refrain from shouting across several rows of seats.
- Not open or lean against the windows.
- Sit up straight and do not lean into the aisles.
- Look around to know where the Emergency exits are located.
- Check their seat before exiting the bus to make certain they haven't forgotten anything.

If a student misbehaves on the bus, he/she may have his/her privileges suspended or revoked.

The consequences for misbehavior will be as follows:

- **1st Offense:** Parent conference and a one-day bus privilege suspension both to and from school.
- **2nd Offense:** Parent conference and a three-day bus privilege suspension both to and from school.
- **3rd Offense:** A five-day bus privilege suspension both to and from school and a parent conference to discuss alternate means of transportation for the remainder of the school year.

Examples of misbehavior during busing procedures include, but are not limited to:

- Running in the auditorium/cafeteria at dismissal.
- Getting up from one's designated busing area without permission.
- Running on line during dismissal.
- Striking or touching another child inappropriately.
- Disrespect toward the bus driver.
- Fighting on the bus, on the way to or from the school bus stop, or at the school bus stop.

If any child misbehaves on the way to school, the chances are that he/she is not optimally ready to learn. School begins once your child gets to the bus stop. We want to keep your child(ren) safe from harm. This policy is designed to ensure that those children who want to go to school to learn have an opportunity to do so in a safe environment. In order to make this year a productive and safe one, we need your cooperation at home.

Important Numbers: Grandpa's Bus Company- 718-276-7100

OPT (Office of Pupil Transportation): 718-392-8855

Code of Conduct:

The New York City Department of Education is committed to ensuring that our schools are safe, secure and orderly environments in which teaching and learning take place each day. Safe, supportive school environments depend on students, staff and parents demonstrating mutual respect. The Citywide Standards of Discipline and Intervention Measures (the Discipline Code) provides a comprehensive description of unacceptable behavior, including incidents involving drugs or weapons. It includes the range of permissible disciplinary and intervention measures which may be used when students engage in such behaviors, as well as a range of guidance interventions schools may use to address student behavior. The Code applies to all students, including those with disabilities. The standards set forth in the Discipline Code apply to behavior in school during school hours, before and after school, while on school property, while traveling on vehicles funded by the Department of Education, at all school-sponsored events and on other-than-school property when such behavior can be demonstrated to negatively affect the educational process or to endanger the health, safety, morals, or welfare of the school community.

Assemblies will be provided to students beginning in September and throughout the school year to review behavioral expectations. The link to the Citywide Standards of Discipline and Intervention Measures (Discipline Code) is available on the school website. www.ps146q.org.

Students who repeatedly engage in behaviors that violate the Discipline Code will be excluded from extracurricular activities.

Entering and Exiting (Visitors):

All parents and guests must enter and exit through the Main Entrance at 99th Street. When you arrive at the security desk, you must produce photo identification and sign in with the security agent. DOE policy requires all visitors to show ID.

Evacuation and Shelter Drills:

Evacuation and Shelter drills are required and held at intervals throughout the school year. Instructions are posted in the classroom indicating how to leave the building in case of a fire and where to go in case of an emergency. Children will practice walking quietly and quickly to the designated area. Student behavior which interferes with any safety drill will not be tolerated and will be handled according to the Discipline Code.

Hall Passing:

As students move from class to class, they should always remain to the right of the white line in the hallway to allow for smooth and safe transitions for all students. Students should move quickly and quietly to their destination and follow the instructions of the teachers, school staff and safety officers.

Internet Use Policy:

All students are expected to abide by the requirements outlined in the Department of Education Internet Use Policy:

<http://schools.nyc.gov/Administration/Offices/FinanceandAdministration/DIIT/WebServices/iaup/default.htm#filter>

Students may use Internet access for educational purposes only. Students may not access School Internet Services without the supervision of a NYC public school staff member. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other areas of the school. Access is a privilege, not a right. Inappropriate use will result in cancellation of user privileges and school disciplinary action. Inappropriate use of the Internet:

- Maliciously disrupting or harming the school's work stations, network, and services through such activities as hacking or downloading, uploading, creating or spreading computer viruses
- Posting private or personal information about another person.
- Attempting to log in through another person's email account or to access another person's files.

- Accessing or transmitting obscene or pornographic material.
- Engaging in sexual harassment.
- Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal gang activity; that threaten, intimidate, or harass any other person; or that violate any other laws.
- Using computers for personal communications: gaming, personal email, chat, personal blogs, etc.
- Plagiarism.

III. Communication

Blue Emergency Cards:

It is important that all parents/guardians complete and return three blue Emergency Contact Cards. It is extremely important that we have accurate information on the Emergency Cards that you receive on the first day of school. **Please Keep This Information Updated.** Your assistance in providing complete information on the Emergency Cards is greatly appreciated. In order to be prepared for any emergencies, please notify us of any changes on your child's emergency card, especially changes in address, home, work or cell phone numbers, etc. Please print clearly and include an email address and cell phone numbers. Include an alternate emergency contact number on the blue card. Please include names and numbers of any persons that you give permission to pick up your child from school. Only those people listed on the "blue card" will be permitted to pick up your child. Please provide the office with copies of any court orders or custody agreements.

All information will be held in the strictest confidence.

Cell Phone Use:

As per Chancellor's Regulations, cell phones are permitted in school but should not be visible or in use during the school day. If any student is found violating these guidelines, cell phones will be confiscated. Parents/guardians will have to make an appointment with an administrator to claim confiscated phones. Please be reminded that at no time will the school be held responsible for the loss of phones when they are brought to school.

If you have an emergency and need to contact your child during school hours, please call the school @ (718)659-3140.

Please Note: Cell phones are not permitted in classrooms during NYS Testing. If a student fails to surrender his/her phone as per the directions, the result will be a misadministration of the exam which results in no score.

Change of Address:

If you should move to a new address, you are to notify the Main Office. Bring a note from home listing your new address and telephone number. You will need proof of address (Utility bill, lease, deed and driver's license) before your records will be changed.

Communication with Parents:

Communicating effectively with our parents is a staff priority. There are a number of ways we communicate with parents throughout the year:

Phone Contact

Email

School Website www.ps146q.org

Family Nights

ParentSquare

Parent Workshops

Report Cards/Progress Reports

PTA meetings

Tuesday afternoons during Parent Outreach

Contacting the School:

Parents are encouraged to contact the school (718)659-3140 whenever they have questions or concerns. If you desire to schedule a conference with a specific teacher or administrator, it is suggested that you call in advance and arrange for an appointment. Visitors who come to school without an appointment will be seen if an administrator is available.

The ladder of communication is as follows:

- Teacher
- Parent Coordinator, Coleen Mainieri (718)659-3140 ext. 1260
- Guidance
- Administration

Report Cards:

Report cards will be issued three times a year. Grades reflect classroom participation, homework, classroom assignment, tests/quizzes and projects as identified in the grading policy. You may call the school at any time to make an appointment to speak with a teacher or guidance counselor concerning your child's progress.

Parent Teacher Association (PTA)

The PTA at P.S. /M.S. 146 is extremely active and works diligently to provide support and resources to the school for the benefit and educational growth of the students and to promote family engagement and strong partnerships between the school and community.

All families are encouraged to join the PTA and participate in all planned activities.

Contact information:

Email: pta146@yahoo.com

Facebook: pta146

Parent Teacher Conferences:

Parent Teacher Conferences will be held four times a year.

The dates are:

Thursday, September 13, 2018

Meet the Staff Night

Thursday, November 15, 2018

Parent Teacher Conferences
12:30-2:30 p.m.
4:30-7:30 p.m.

Thursday, March 14, 2019

Parent Teacher Conferences
12:30-2:30 p.m.
4:30-7:30 p.m.

Wednesday, May 15, 2019

Parent Engagement Evening
4:30-7:30

IV: ACADEMIC POLICIES

Grading Policy 2018-2019

The PS/MS 146 grading policy entitles all students to a fair and equitable evaluation of their work.

Performance Levels are used across Grades K-5		
Performance Level	Progress Towards Standards	Grade Equivalent
1, 1+	Well Below Standards	Below 50
2-	Well Below Standards	50-54
2	Below Standards	55-59
2+	Below Standards	60-64
3-	Approaching Standards	65-74
3	Meeting Standards	75-84
3+	Above Standards	85-90
4-	Above Standards	91-95
4	Well Above Standards	96-99
4+	Well Above Standards	100

65% (3- and above) is considered a passing grade.

Kindergarten – Grade 5 Receive Performance Levels (listed above) for all Major Subject Areas (ELA/Math/SS/Science/Physical Education)	
Tests, Quizzes, Tasks	50%
Class Work/Group Work	35%
Homework	15%

Kindergarten – Grade 5 Receive Pass/Fail Grades for Art/Theatre/Music/Dance/Health/Technology	
P	Pass
F	Fail

Middle School Students (6-8) Receive Numerical Grades for All Subject Areas 65% and above is considered a passing grade	
Tests, Quizzes, Tasks	50%
Class Work/Group Work	35%
Homework	15%

Middle School Students (6-8) Receive a Pass/Fail Grade for Advisory, Technology, Health, Theatre	
P	Pass
F	Fail

Policies

Assessment Criteria Explanations	
Tests, Quizzes, Tasks	Formal Assessments including but not limited to Multiple Choice, Essay, Performance Tasks, Fountas & Pinnell Assessments, Document Based Questions
Class Work/Group Work	Independent work done in class, class projects, group work, notebook check and class participation
Homework	Any work assigned to be completed at home

Late and Make Up Work Policy

- All students are permitted to make up missed classwork and homework.
- It is the student's responsibility to make up missed work.
- If a student is absent, they have a two day window to submit missed work for full credit. After two days, grading deductions will be applied. (3rd day-minus 5 pts., 4th day-minus 10 pts., 5th day-minus 15 pts.....)
- If a student is present for class and does not hand in homework, the student has two days to submit the missed work with grading deductions for lateness applied. (1 day-minus 5 pts. 2 days- minus 10 points)

Report cards are issued three times each year. The grade for each marking period will reflect the teacher's evaluation of the work during that marking period. The final grade is a reflection of the students' academic performance for the entire school year.

Honor Roll:

Each marking period we take the time to recognize students that meet the high academic standards set at P.S. /M.S. 146Q. In order to achieve honor roll status, students must achieve the following:

Grades 3-5

- The students will have a minimum of an overall level 3+ in all academic areas
- No negative behavior comments
- Compliance with all school regulations and behavioral expectations
- At least 90% attendance rate

Grades 6-8

Gold	96-100% overall average No grade lower than a 90 in any class Compliance with all school regulations and behavioral expectations At least a 90% attendance rate
Silver	91-95.99% overall average No grade lower than an 85 in any class Compliance with all school regulations and behavioral expectations At least a 90% attendance rate
Bronze	85-90.99% overall average No grade lower than 80 in any class Compliance with all school regulations and behavioral expectations At least a 90% attendance rate

Student of the Month

To celebrate the accomplishments of 1 outstanding student in every class, we will be instituting Student of the Month in grades K-8. Each month, the classroom teachers in grades K-5 and Teacher Teams in grades 6-8 will select 1 student based on the following criteria:

- Overall academic effort (passing all exams, completing class work, completing homework)
- Citizenship
- Uniform Compliance
- No more than 1 day absent in the month



Independent Reading Levels:

All students are assessed three times a year using the Fountas and Pinnell Benchmarking Kit to establish his/her independent reading level. This is the level in which a child can decode and comprehend text with over 95% accuracy. The chart below indicates the expected level for each grade at various assessment points throughout the year.

**Fountas & Pinnell Independent Reading Levels
Grade Level Expectations at Each Benchmark (Level 3 Meets Standard)**

Grade	September	November	January	March	June
Kindergarten	N/A	A	A/B	B	C/D
1 st Grade	C/D	E	F	G/H	I/J
2 nd Grade	I/J	J	K	L	M/N
3 rd Grade	M/N	N/O	N/O	O/P	P/Q
4 th Grade	P/Q/R	Q/R/S	R/S	R/S/T	S/T/U
5 th Grade	S/T/U	S/T/U	T/U/V	U/V	U/V/W
6 th Grade	U/V/W	V/W/X	W/X	W/X	W/X/Y
7 th Grade	W/X/Y	X/Y	X/Y	X/Y	Y/Z
8 th Grade	Y/Z	Y/Z Adult Lit.	Y/Z Adult Lit	Y/Z Adult Lit	Z/Adult Lit.

V: Health/Medical Needs and Requirements



Nurse:

The nurse is located in room 114. Parents need to inform the school nurse and teachers of any special illnesses or conditions their child may have. In order for any medication (prescription, over-the-counter medicine and topical creams or ointments) to be administered at school, a medication authorization form (504) must be completed by the parent and medical doctor and returned to the school.

Illness/Injury at School:

When a child becomes ill at school, he/she is sent to the school nurse for evaluation. Parents will be contacted by the school nurse at her discretion. Please be sure the school has the correct phone numbers for home, work, cell, or a nearby friend or relative to ensure pick-up of your child promptly if deemed necessary. If your child has a fever, please do not send your child back to school for 24 hours after his/her temperature has returned to normal. If a child is injured at school, the parents will be called immediately. If we cannot reach the parents, the persons listed on the Blue Emergency Card will be contacted.

Immunizations:

The New York City Department of Health and Mental Hygiene have issued School Admission Immunizations Requirements. The law requires that all new students, children entering day care, nursery school pre-school or pre-kindergarten, and kindergarten through grade 12 in New York City for the first time, must show proof of having received a complete medical evaluation. If your child's health records indicate that he/she did not meet the requirements of Public Health Law, Section 2164, your child will not be allowed to attend school. You must provide documents to show that he/she has received the necessary immunizations.

VI: Chancellor's Regulations

Chancellor Regulation A-831: Student-to-Student Sexual Harassment

It is the policy of the New York City Department of Education to maintain a safe and supportive learning and educational environment that is free from sexual harassment committed by students against other students. It is a violation of this regulation for a student to harass another student through conduct or communication of a sexual nature.

<https://www.schools.nyc.gov/docs/default-source/default-document-library/a-831-english>

Chancellor Regulation A-832: Student-to-Student Discrimination, Harassment, Intimidation and/or Bullying

It is the policy of the New York City Department of Education to maintain a safe and supportive learning and educational environment that is free from harassment, intimidation and/or bullying committed by students against other students and discrimination by students against other students on account of actual or perceived race, color, creed, ethnicity, national origin, citizenship/immigration status, religion, gender, gender identity, gender expression, sexual orientation, disability or weight.

<https://www.schools.nyc.gov/docs/default-source/default-document-library/a-832>

VII: Rights/Responsibilities

Parent Bill Of Rights

Parents' Rights and Responsibilities

The New York City Department of Education recognizes that children excel when parents work closely with teachers and principals to develop strong partnerships. As partners in education, parents, guardians, and other family members have certain rights and responsibilities.

All Families Have the Following Rights:

- The right to a free public school education for their children.
- The right to be given access to information about their children's performance and the educational programs and opportunities available to them and their children.
- The right to be actively involved in the education of their children.
- The right to file complaints and appeals.
- The right to translation and interpretation services in order to communicate effectively with the Department of Education, in accordance with Chancellor's Regulation A-663.

All Parents Have the Following Responsibilities:

- The responsibility to send their children to school ready to learn.
- The responsibility to ensure that their children attend school regularly and arrive on time.
- The responsibility to be aware of their children's work, progress and problems.
- The responsibility to keep in touch with their children's teachers.
- The responsibility to respond to communications from their children's school.
- The responsibility to attend important meetings and conferences.
- The responsibility to treat all school staff members with courtesy and respect.

We Encourage Parents to:

- Set high expectations for their children.
- Help out at schools by volunteering time, skills, or resources.
- Get involved in the PTA.
- Take part in school and community programs.

Additional information regarding Parent's Rights and Responsibilities are available at the NYCDOE website.

VIII: Contracts/Releases (To Be Returned)

September 2018

P.S. /M.S. 146 Bus Contract between Student, Parents and School

I understand that if the busing rules are not followed, my child may be suspended from riding the bus:

1st Offense: Parent Conference and a one-day bus privilege suspension both to and from school.

2nd Offense: Parent Conference and a three-day bus privilege suspension both to and from school.

3rd Offense: A five-day bus privilege suspension both to and from school and a parent conference to discuss alternate means of transportation for the remainder of the school year.

Child's Name: (Print) _____

Child's Class: _____

Parent's Signature: _____

Number you can be reached at: _____

Child's Signature: _____

Date: _____

P.S. /M.S. 146 Q 2018-2019 Student Behavior Contract (K-8)

Student' Name (Please Print)

____/____/____
Date of Birth

Class

I know that I have a right to:

- Be in a safe and supportive learning environment that is free from discrimination, harassment and bigotry.
- Know what appropriate behavior is and what behaviors may result in disciplinary actions.
- Be counseled by members of the professional staff in matters related to my behavior as it affects my education and welfare within the school.
- Due process of law in instance of disciplinary action for alleged violations of school regulations for which I may be suspended or removed from class.

I agree to:

- Come to school each day on time (barring illnesses).
- Appear for each of my classes on time and ready to work.
- Be prepared with appropriate materials and assignments for all classes.
- Show respect to all members of the 146 learning community.
- Resolve conflicts peacefully, and avoid fighting inside or outside of school.
- Behave respectfully, without arguing, and cooperate when a staff member gives a direction or makes a request. I understand that I will be given the opportunity to voice my concerns at an appropriate time if I do not agree with the request.
- Take responsibility for my personal belongings and respect other people's property.
- Dress appropriately for school (School Dress Code.)
- Refrain from bringing weapons, illegal drugs, controlled substances and alcohol to school.
- Refrain from using electronic devices that are disruptive (i.e., cell phone, games, and other electronic devices.)
- Share information with school officials that might affect the health, safety or welfare of the school community.
- Keep my parents/guardians informed about school related matters and make sure that I immediately give them information that is sent home.

I have read (or have been read to) and understand those articles regarding proper behavior as described above and in the Parent Packet. I agree to demonstrate responsible behavior as stated in the Parent Packet.

Student's Name- Print

Student's Signature (where able)

Date

-----**Parent Section**-----

I have read the Parent Packet in its entirety and understand the behavior that is required of my child and my responsibilities.

I agree to help my child follow this agreement by:

- Encouraging them to be a respectful and peaceful member of our school community.
- Reading and discussing with them the articles of behavior as stated above (in the Parent Packet).
- Providing the school with current telephone numbers and emergency contact information.
- Alerting the school if there are any significant changes in my child's health or well-being.

Parent's/Guardian's Name (PRINT)

Parent's/Guardian's Signature

Date



Office of Communications and Media Relations
52 Chambers Street, New York, NY 10007
Tel: 212.374.5141 Fax: 212.374.5584

CONSENT TO PHOTOGRAPH, FILM, OR VIDEOTAPE A STUDENT FOR NON-PROFIT USE
(e.g. educational, public service, or health awareness purposes)

Student Name: _____ School: _____

I hereby consent to the participation in interviews, the use of quotes, and the taking of photographs, movies or video tapes of the Student named above by _____.

I also grant to _____ the right to edit, use, and reuse said products for non-profit purposes including use in print, on the internet, and all other forms of media. I also hereby release the New York City Department of Education and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

Signature of Parent/Guardian (if Student is under 18): _____ Date: _____

Address of Parent/Guardian: _____

OR

Signature of Student (if 18 or over): _____ Date: _____

Address of Student: _____

September 5, 2018

SCHOOL-BASED POLICY OF PS/MS 146Q FOR USE OF CELL PHONES, COMPUTING DEVICES, AND PORTABLE MUSIC AND ENTERTAINMENT SYSTEMS ON SCHOOL PROPERTY

Students are permitted to 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 and MP3 players

The use of cell phones, computing devices, portable music and entertainment systems at school is subject to the restrictions below.

- All electronic devices must be turned off during the school day and stored in the student’s book bag. Students cannot use devices during lunch or after-school programs and/or in the bathrooms.
- Electronic Devices may be used in the classroom if authorized by the classroom teacher or administrator.
- Electronic devices may not be turned on or used during the administration of any school quiz, test or examination unless explicitly authorized by the school or where use is provided for in the student’s IEP or 504 Plan. Use of electronic devices during the administration of state standardized examinations is governed by State Education Department Rules.
- Electronic devices may not be turned on or used during school fire drills or other emergency preparedness exercises.
- Cell phones are not permitted in classrooms during NYS Testing. If a student fails to surrender his/her phone, the result will be a misadministration of the exam which results in no score.

A. Confiscation and return of electronic items

Electronic devices may be subject to confiscation. Measures will be instituted in a progressive fashion and may include the following:

- **Warning to turn off device and put away. School will call parent/guardian.**
- **Confiscation of item and return at end of school day with call to parent/guardian.**
- **Confiscation of item and return following parent/guardian conference.**
- **Subsequent confiscations may result in revocation of privilege to bring item to school.**

B. Discipline

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.

C. Lost/Stolen Electronic Devices

Students are responsible for their electronic devices and should take measures to ensure that their devices are safely stored in backpacks.

The school is not responsible or liable for electronic devices that are lost, damaged or stolen.

I, _____, parent of _____

in class _____ have read and understand the cell phone policy of PS 146Q.

Parent Signature

Date