

P.S. 253
Parent Handbook
2015 - 2016

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to clear the oval placement guide.

Lisa Speroni
Principal

Lauri Casale, Clarissa Cigliano, Marisa Barr
Assistant Principals

Gina Dacchille
Parent Coordinator

Telephone: 718-332-3331

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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MISSION STATEMENT

To be courageous as we set and put into action student and teacher goals connected to research based principles and our own professional conscience. Throughout the course of this year we will build on this courage and set increasingly rigorous and challenging goals. This will enable us to achieve positive results evidenced by measurable student achievement.

ARRIVAL OF STUDENTS

All students PreK-5 are expected to arrive at P.S. 253 promptly at 8:00 A.M. Pupils in Pre-K will line up next to the Pre-K portable classrooms. Children are expected to be on line at 8:00AM. Children may not arrive to school earlier than 7:30AM as there is no supervision before that time.

Students in grades K-5 are to go directly into the school via the main entrance on Oceanview Avenue.

BREAKFAST PROGRAM

- Breakfast will be served daily from 7:30AM until 7:50AM.
- Children should not arrive for breakfast before 7:30AM as there is no supervision prior to that time.
- Parents are not permitted to remain with their children during breakfast.

LUNCH PROGRAM

- Lunch will be served daily according to the following schedule:
11:02AM – 11:52PM - Grades 1, 2 & 3
12:25PM – 1:20PM - Grades Kg, 4 & 5
- No parent will be permitted to visit his/her child during the lunch period unless permission is granted by Principal.
- A lunch form must be completed by the parent or guardian in order to determine eligibility for free or reduced lunch.

**MONDAY - FRIDAY
DISMISSAL**

Grade.....	Time.....	Exit.....
Pre-K	2:05 PM	Portables/schoolyard
<u>Kindergarten</u>		
(K-217, K-213, K-223)	2:10 PM	Brighton 7 th St.- Auditorium Steps
<u>Kindergarten</u>		
(K-227, K-228, K-127 K-128)	2:10 PM	Brighton 6 th St- Oceanview Ave
<u>1st Grade</u>		
1-202, 1-205, 1-313, 1-225	2:20 PM	Brighton 7 th St.- Oceanview Ave.- Main Entrance
1-109, 1-111	2:20 PM	Brighton 7 th St. – Between building and yard
2 nd	2:20 PM	Brighton 6 th St.- Oceanview Ave.
3 rd	2:20 PM	Brighton 7 th St-Large Yard- closest to playground
4 th	2:20 PM	Brighton 7 th St-Large Yard- closest to playground
5 th	2:20 PM	Brighton 7 th St-Large Yard- closest to playground

- Parents must wait for children outside the building in front of the entrance indicated above.
- For security reasons, no parents will be allowed to wait for their children inside the building.
- It is the parents' responsibility to pick up children promptly according to the dismissal schedule listed above. Teachers will notify parents of any changes in the regular schedule.
- If you plan to send a babysitter, another adult or sibling to pick up your child you **must** give written permission to the teacher, which will be kept on file. That person must have a photo ID and be listed on your child's Blue Emergency card.

ATTENDANCE/LATENESS

- All children must attend school daily with the exception of illness or emergency situations. Children who are absent must bring a signed absence note on the day of return.
- Children must arrive no later than 8:00AM. Anyone arriving later than 8:00AM will be marked **LATE**.

- Children who are chronically absent and/or late will be reported to the Bureau of Attendance. This is considered **Educational Neglect**.
- Attendance is included as part of the promotion criteria.

BLUE EMERGENCY CONTACT CARD

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

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

Only those persons listed on the Blue Emergency Home Contact Card will be permitted to take your child should the need arise.

APPEARANCE

- Students are expected to arrive appropriately dressed each and every day.
- We suggest that parents write their child's name on labels so that pieces of clothing that are misplaced can be returned to the appropriate student.
- **No hats, doo rags, stockings, strapless shoes, high heels, large or hanging earrings are to be worn in school**

HOMEWORK

- Homework will be given daily in all grades.
- Homework should be signed by a parent or guardian.
- Homework should be clearly written and will be checked by the teacher on a regular basis.
- Homework is part of all student report card grades.

SCHOOL VISITS

Parents who wish to see a teacher or supervisor should make an appointment by emails, sending a note with their child or by calling the Parent Coordinator. This will allow school personnel to give the parent uninterrupted time. Parents are encouraged to meet with the child's teacher before meeting with a supervisor.

GUM CHEWING

Gum chewing is forbidden in school. Please make certain that your child does not bring gum to school.

TOYS

Toys are not permitted in school as it becomes a distraction as well as a liability if it is lost or taken from your child. The school will not be responsible for a toy that is brought to school and is misplaced or stolen.

CELL PHONES

It is the mandate of the Chancellor that cell phones may be brought to school and stored in the off position in the school bag during the instructional day. All phone protocols will be provided to parents in September

BEHAVIOR/DISCIPLINE CODE

- All children are expected to follow the Discipline Code contract provided to parents in September.
- Failure to follow the Discipline Code may result in a student's removal or suspension.
- It is the parent's responsibility to read the Department of Education's Discipline policy and sign the tear-off indicating receipt of such policy.

SCHOOL SECURITY

In accordance with security procedures outline by the Department of Education, the following regulations will be observed:

- **All visitors to the school must provide photo I.D. and sign in with the security agent.**
- The agent will issue a pass to the visitor's destination.
- If anyone in the school is expecting visitors, the names of the visitors will be given to the security agent by 8:00am on the morning of the appointment.

MEDICATION POLICY

We look forward to a happy, healthy school year for your children. In the interest of providing a healthy environment for all, please note the following medication policy:

Medication may not be given to any child by teachers, supervisors or other school personnel unless approved by the Department of Education. A parent must file a formal request (504 forms) available in the main office.

Long term medication, i.e.: insulin will be dispensed by the school nurse.

LITERACY PROGRAM

P.S. 253 has initiated an instructional program centering on research-based instructional practices aligned to the Common Core Learning Standards. In the early childhood grades, the six dimensions of reading identified by the National Reading Panel are stressed as a means to create a strong foundation for our K-3 students. The Comprehensive Literacy approach consists of phonics, independent/paired reading/shared reading/guided reading, literacy centers, writer's workshops, interactive read alouds, word study and teacher/student reading writing conferences. The program will be implemented during a 120-minute literacy block for grades Pre- K-2 utilizing Core Knowledge and a 90-minute literacy block for grades 3-5 utilizing Core Knowledge.

MATH PROGRAM

Current research in mathematics instruction shows that teaching children how to use math to solve problems is a key component of any math curriculum. The National Council of Supervisors of Mathematics states that learning to solve problems is the principal reason to teach math. Problem solving is a process of applying previously acquired knowledge to new and unfamiliar situations. For the 2013-2014 school year we will implement the Houghton Mifflin Go Math Program aligned to the CCLS in grade K-5 and My Math in Pre-K. These programs center around problem solving strategies such as posing questions, analyzing situations, translating results, illustrating results, drawing diagrams and using trial and error. Math centers and cooperative learning activities offer students opportunities for small group exploration and instruction. These small groups are developed and based on individual student needs.

SCIENCE

Students in grades Pre-K-5 will be exposed to a seamless curriculum which aligns Science with the CCLS in literature, math, reading and writing. Through the use of hands-on FOSS kits, and the Harcourt Brace/Scott Foresman students will conduct project based learning activities which enable students to conduct ongoing investigations and assessment tasks. To support these efforts two Science Laboratory Clusters support these endeavors Pre-K-2, 3-5. They will keep science logs, meet in differentiated instructional learning groups and conduct science experiments which will reflect thematic studies in life science, physical science, earth science and scientific reasoning and technology. As we continue to integrate all areas of literacy, humanities and technology, students are provided opportunities to demonstrate scientific inquires within and beyond the school boundaries. Content-based literature will be provided to classroom

and science cluster teachers in order to continue building capacity in the area of literacy. Parents will be provided workshops via Parent Coordinator and Science Cluster Teacher in order for them to be provided with activities to help their child meet the science performance standards.

SOCIAL STUDIES

A grade appropriate Social Studies program (Harcourt Brace/Scott Foresman), Pre-K-5, based upon city and state guidelines, will be provided to all students. They will be exposed to Common Core aligned interactive experiences in the classroom which utilizes maps, graphs, globes and current relevant reading materials. Students will be exposed to document-based questions and will be guided through the analyzation of information, events and people needed to successfully respond to this type of questioning. We will continue to use the “Making Connection” model of integrating Social Studies and literature in order that the children are exposed to Literature in the content area of Social Studies (biographies, historical fiction, etc). To that end, technology will be integrated throughout the curriculum in the form of newsletters, charts, graphs and project-based activities. Critical thinking writing skills will be encouraged and student ideas will be expressed in all forms, i.e.: essay, poetry writing and journals.

TECHNOLOGY

Teachers will continue to integrate Smart Board technology and wireless lap top computers into all curriculum areas. Students who are in need of additional academic support within various curriculum areas will be provided with computer assisted instruction in order to enable them to meet the grade appropriate performance targets.

ARTS

Students will be provided an opportunity to explore the Blueprints for the Arts in the form of dance, theatrical studies and music. Children will continue to participate in classroom trips, explorations as well as school wide and class specific workshops and presentations. This will expose them to the myriad of experiences within the arts. They will integrate literacy and writing into the arts as demonstrated by playwriting, lyric writing, songs, dance and dramatic performances.

PHYSICAL EDUCATION

Our physical education program will focus on the concept “Healthy Mind – Healthy Body”. We will continue to integrate the physiological aspect of physical education with health related topics. Our physical education teacher will provide grade appropriate differentiated instruction to all students. Physical education will include but not be limited to fitness, sportsmanship, cultural origin or physical activities and units of study. Additionally students will be provided with instruction in the areas of food/nutrition, healthy family living and hygiene. By focusing on the strengths of our students and teaching the benefits of lifelong physical activity, we will continue to ensure the health of our students in years to come.

LIBRARY

Balanced Literacy is extended through our multi-media library center. This State of the Arts facility fosters an environment which encourages independent student research, and provides opportunities for students to engage in literacy circles, genre studies, and small group projects.

SUPPORT SERVICES

Through a cooperative approach, the SIT assists the staff in providing Response to Intervention Strategies help to students and guidance to families in need of the following:

- Informal observations conducted by the SAT Team. Once support service has been requested, the SIT meets monthly to discuss intervention strategies, curriculum strategies and progress of students in order to determine appropriate AIS services.
- Meetings with teachers and parents takes place in order to discuss student services.
- Family assistants, school nurse, paraprofessional, SAT, attendance coordinator, funded teachers, Supplemental Instructional Services teacher and ESL teacher assist and support the proposed actions planned at the conferences.
- The team also assists in finding community services available to support their needs when necessary.
- Our SAT team members include:
 - (1) Bilingual Social Worker (1) (Spanish)
 - (1) Bilingual Psychologist (Spanish, Russian)
 - (1) Guidance Counselor
 - (1) ESL Teacher Related Service Providers

DATA INQUIRY TEAM

The Data Inquiry Teams on each grade Pre-K - 5 continue to work on an ongoing basis in order to observe instructional practices and continuously monitors performance of their students with Common Core aligned formative and summative assessments. Additionally, the Inquiry Team work is shared throughout the grades in order to implement school wide instructional Best Practices and reflection through school wide Collaborative Vertical Teams (Data Teams).

ACADEMIC INTERVENTION SERVICES

As a School Wide Program school resources are used to support a standards based education designed to enable all students to attain promotional standards, and to provide “at-risk students” with additional academic support in all curriculum areas. These services are provided during and after the school day. Services are provided and/or supervised by licensed teachers. Parents are provided with quarterly updates regarding their child’s progress as well as workshops in order for them to help their children at home. The following AIS services will be provided (pending funding) to students during the 2013-2014 school year.

Funded Reading/Writing	Funded Math
ESL (Supplemental After-school)	Science
Reduced Class Size	SAT Team
Technology	Guidance
SIT Committee	Speech
Circular 6-R Tutoring	Attendance
Summer School	After-School Remediation
Computer Assisted Instruction	Great Leaps/Math
- Iready	Great Leaps/Literacy
- Myon	Passport
- Imagine Learning	Physical Therapy
Foundations	Occupational Therapy
Funded Literacy	

BEFORE/AFTER-SCHOOL ENRICHMENT ACTIVITIES
TO BE ANNOUNCED PENDING FUNDING AVAILABILITY

PARENT INVOLVEMENT

Through the efforts of the Parent Coordinator, Funded Personnel, Support Services and Curriculum Specialist, parents will be provided with ongoing workshops throughout the school year. The workshops will provide parents an opportunity to receive training activities and question and answer sessions about all curriculum areas, as well as the new Performance Standards, City and State exams and hands on activities to use at home with their children. Translators will be available in order that all parent needs are met. We encourage you to:

1. Join the PTA. Our goal is to have 100% membership in the PTA.
2. Be a parent volunteer (where applicable).
3. Attend Meet the Teacher Teas and Parent Teacher Conferences. As questions and provide input. Keep in contact with your child's teacher.

It is our belief that by increasing the home/school link, the student's academic performance will increase as well.

Parent Coordinator – A full time coordinator works on-site to coordinate outreach to parents and to help increase parental involvement.

Parents' Association – The Parents' Association plays a vital role in our school. All parents are urged to attend monthly meetings.

School Leadership Team – Parents comprise half of the School Leadership Team, which meets on a monthly basis to make decisions about programs, budgeting and the Comprehensive Education Plan.



SCHOOL DIRECTORY

Principal

Assistant Principals

Main Office:

Fax:

Lisa Speroni

Lauri Casale (Pre-K-2)

Clarissa Cigliano (3-5)

Marisa Barr (Special Ed)

718-332-3331

718-743-7194

Parent Coordinator - Gina Dacchille- extension 1021/1020

Cell # 347-563-4693

School Assessment Team

extension 2030/2040

School Nurse

extension 1210

Attendance Office

extension 2220

Please visit our website www.ps253.org for the latest and most current information

PARENT LINKS & RESOURCES

Access NYC - www.nyc.gov/accessnyc

NYC service to identify and screen your family for over 30 city, state and federal human service benefit programs for which you may be entitled to apply. EIGHT LANGUAGES.

NYC Schools Account- <http://schools.nyc.gov/nycschools>

NYC Schools Account is a new way for you to access key information about your child's progress in school. Create an account by visiting during times posted on our school calendar with your ID, child's ID#, and an email address. Come in any time posted or contact GDacchille@ps253.org to make an appointment.

Brooklyn Public Library - www.brooklynpubliclibrary.org

Great resource for ESL and adult education, programs for children, and community resources available through our local public libraries (including our neighbor, the Brighton Beach branch) and on-line. Check out www.homeworknyc.org - a collaborative effort of all NYC public libraries.

Choose My Plate - www.choosemyplate.gov

Federal guidelines on nutrition. Includes information on nutrition and exercise and a fun game for kids.

Common Core State Standards- <http://www.corestandards.org/>

Common Core Toolkit for Parents and Families - <http://engageny.org/parent-and-family-resources>

Explore the collection of materials and resources that will help parents and families understand the Common Core itself and New York State Common Core implementation.

Connect With Kids - www.connectwithkids.com , Great articles about parenting kids of all ages - sign up for their free newsletter.

Department of Education Web Site - <http://schools.nyc.gov>

Free Rice - www.freerice.com

Practice in vocabulary, social studies, math, science and more. Food is donated to developing countries for each question you answer. Build your brain and a better world at the same time!

Heart of Brooklyn - www.heartofbrooklyn.org

Links to 6 important cultural institutions in downtown Brooklyn and information on their excellent summer camp program: Brooklyn Museum, Brooklyn Botanical Gardens, Brooklyn Children's Museum, Brooklyn Public Library, Prospect Park and Prospect Park Zoo.

HOPSTOP - www.hopstop.com

An excellent guide to getting around NYC on bus, subway and foot!

Idealist.org - www.idealist.org

Find family volunteer opportunities in your area. Learn more about non-profit and community organizations.

Identification, Eligibility and Programs for English Language Learners - <http://schools.nyc.gov/Academics/ELL/FamilyResources/ELL+Programs.htm>

As a parent, you play a key role in determining the program that best matches the academic and cultural needs of your child. We look forward to working with you to make those decisions and appreciate your participation in your child's education. Feel free to ask parent coordinators and staff members about ELL programs.

Inside Schools - www.insideschools.org

Great resource for up-to-date information on the NYC School System. Sponsored by Advocates for Children. Sign up for their excellent e-mail letter Inside Schools Alert.

NYKidsARTS – <http://nykidsarts.org>

Cultural guide for kids from Alliance for the Arts - Great information and links to cultural events and institutions all over NYC.

NY LEARNS - <http://www.nylearns.org>

Web site that includes NYS curriculum and standards for each grade.

New York City Cultural Calendar - <http://nyc.gov/culture>

Click on the NYCulture Calendar button and then check off "kids friendly" section for a list of family events all over NYC.

New York City Department of Education - <http://schools.nyc.gov/ParentsFamilies>

Special DOE page for Parents and Families.

New York City Department of Education - <http://schools.nyc.gov/Academics/SpecialEducation/default.htm>

DOE resource page on Special Education.

New York City Department of Health Information Access - <http://nyc.gov/html/hia/home.html>

Information available on how to apply for free or low cost health care programs such as medicaid and Child Health Plus. Brochures can be downloaded in English, Spanish, Russian, Chinese, Korean, Haitian Creole, and Hebrew.

New York City Government Web Site - <http://nyc.gov>

Everything you need to know about NYC government.

NYC WasteLe\$\$ - <http://www.nyc.gov/nycwasteless>

NYC's Waste Prevention Web site. Learn how to prevent waste, cut energy costs and conserve resources in NYC. REDUCE, REUSE AND RECYCLE.

NYS Education Department - <http://www.emsc.nysed.gov>

This page includes information for parents on state testing requirements and sample Math/ELA tests. See also: www.nysparents.com

NYS Parental Information & Resource Center - www.nyspirc.org

NYU Child Study Center - www.aboutourkids.org

A useful web site of resources and research on childhood psychiatric disorders for parents and educators, including current and archived newsletters.

Office of Pupil Transportation and Office of School Food and Nutrition Services - <http://www.opt-osfns.org/schoolfood/public1/default.aspx>

All you need to know about busing, free breakfast program, or school lunch - including monthly school breakfast and lunch menu.

Parent Information

<http://schools.nyc.gov/Academics/ELL/FamilyResources/Parent+Information.htm> - (including the Home Language Identification Survey, Parent Survey and Program Selection Forms, useful resources from the ELL Parent Information Case and other important notifications to parents of ELLs.)

PBS Kids. org – <http://pbskids.org/readytolearn>

This site includes info and activities involving popular PBS shows, and a great page on teaching kids to be media savvy - <http://pbskids.org/dontbuyit/> Also great games and resources for kids and parents.

PTA Common Core Resources -

<http://pta.org/parents/content.cfm?ItemNumber=2583>

Resources for Children with Special Needs - <http://resourcesnyc.org>

A very useful organization that presents a series of workshops for parents of children with special needs throughout the city. Also publishes a comprehensive summer camp guide each year and other materials.

Scholastic Site: Help level book at home! -

<http://www.scholastic.com/bookwizard/>

Websites to reinforce mathematical skills:

- www.aplusmath.com
- www.coolmathgames.com
- www.funbrain.com
- www.mathplay.com

UFT Dial-A-Teacher Program - CALL (212) 777-3380

Teachers will help students and parents with homework questions in Reading, Math, Writing and Science in over 10 languages! MONDAY thru THURSDAY 4:00-7:00 pm

CALENDAR FOR 2015-2016

(Pending Department of Education Changes)

2015

September 9 -Wednesday	SCHOOL SESSIONS BEGIN FOR ALL STUDENTS Partial Time for Pre-K /Kindergarten
September 10-Thursday	Full Day Kindergarten
September 11 - Friday	Full day Pre-k
September 14,15 Monday Tuesday	Rosh Hashanah – Schools Closed
September 17- Thursday	Parent Teacher Conference-Evening
September 23- Wednesday	Yom Kippur-Schools Closed
September 24- Thursday	Eid al-Adha (schools closed)
October 12 - Monday	Columbus Day Observed (schools closed)
October 22- Thursday	Pre-K Non-Attendance Day
November 3- Tuesday	Election Day – Students NOT in attendance
November 5- Thursday	Parent Teacher Conference – Afternoon/Evening - Early Dismissal – 11:30 AM
November 11- Wednesday	Veterans Day Observed – NO SCHOOL
November 26-27 –Thursday/ Friday	Thanksgiving Recess
December 3- Thursday	Pre-K Non-Attendance Day
December 24 - Thursday thru January 1 Friday	Winter Recess (Christmas and New Year’s Day)

2016

January 18- Monday Dr. Martin Luther King, Jr. Day – NO SCHOOL

January 28- Thursday Pre-K – Non-Attendance

February 8- Monday Lunar New Year – NO SCHOOL

February 15- Monday thru Midwinter Recess (including Washington’s

February 19 Friday Birthday)

March 3- Thursday Parent Teacher Conference Day/Evening
Early Dismissal – 11:30 A.M.

March 25- Friday Good Friday (schools closed)

April 25 - Friday thru Spring Recess

April 29 Friday

May 30- Monday Memorial Day Observed – NO SCHOOL

June 9- Thursday Brooklyn Day –
Students **NOT** in attendance

June 14- Tuesday Clerical Day- Students NOT in Attendance

June 28- Friday LAST DAY OF SCHOOL