

# P.S. 24

## *THE SPUYTEN DUYVIL SCHOOL*

660 West 236th Street Bronx, New York 10463

Steven Schwartz, Principal  
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[www.ps24school.org](http://www.ps24school.org)

### **Handbook for Parents and Guardians** **2017/2018**

Dear Parents and Guardians,

Welcome back! I hope you and your family had a wonderful summer. We all look forward to a successful and enjoyable school year.

This Handbook contains information that is important for you to know to ensure that your child/children achieve at their highest academic level and that you can support them and the school in achieving success for all students.

In order for our students to do their best in school and to achieve at the highest level we must work together as a team. Working together both at home and at school is essential in promoting student achievement. We have high expectations for all our students. We expect students to follow the school rules, to come to school every day, on time, and to do their best work.

The Handbook provides basic information that is important to you as a parent/guardian and as a member of our school community. Not all information about our school or the New York City Department of Education can be provided in such a handbook. Additional information will be provided to families throughout the school year and on our school website.

**Two important websites for parents/guardians to utilize are:**

<http://schools.nyc.gov> (NYCDOE website)  
[www.ps24school.org](http://www.ps24school.org) (P.S.24's School website)

I hope you find this document helpful and wish you all a wonderful school year. Thank you for your cooperation. I look forward to watching your child/children grow socially, emotionally and academically. GO TEAM 24!

Steven Schwartz  
Principal  
[sschwartz@schools.nyc.gov](mailto:sschwartz@schools.nyc.gov)

# P.S. 24 Vision and Mission Statement

P.S. 24 recognizes that children are our future and we must prepare them to assume their roles as contributing members of society. Each child has individual needs, abilities, and aspirations. *Our vision is one of a school that provides all children with the opportunity to achieve their personal best in all areas of development in cooperation with peers, staff, parents, and the larger community.*

*Our mission is to engender excellence in academic endeavors and a respect for the similarities and differences that define our diverse population.* This will be achieved through standards-based instruction that supports all learners based on their particular needs. Scaffolds and enrichment will be provided to accomplish this through ongoing assessment, small group instruction, intervention services provided by specialists, specialized classes and programs designed for high achieving students, integrated curricular studies, and talent development. Students will become engaged in authentic inquiry and evaluate their own progress in the pursuit of academic excellence.

P.S. 24  
 THE SPUYTEN DUYPIL SCHOOL  
**Handbook for Parents and Guardians**

**School Hours:**

**Monday - Friday : 8:00 a.m. to 2.20 p.m. all students**

**[Optional free breakfast starts at 7:35 a.m. and ends at 7:55]**

PERIOD/LUNCH SCHEDULE

<b>Class Meeting</b>	<b>8:00 – 8:05</b>	<b>Period 5 Lunch 2<sup>nd</sup> &amp; 3rd</b>	<b>11:37 – 12:27</b>
<b>Period 1</b>	<b>8:05 – 8:55</b>	<b>Period 6 Lunch 4<sup>th</sup> &amp; 5th</b>	<b>12:30 – 1:20</b>
<b>Period 2</b>	<b>8:58 – 9:48</b>	<b>Period 7</b>	<b>1:23 – 2:13</b>
<b>Period 3</b>	<b>9:51 – 10:41</b>	<b>Dismissal</b>	<b>2:20</b>
<b>Period 4</b>	<b>10:44 – 11:34 Lunch K &amp; 1st</b>		

**1. Contacting School Personnel:** The following staff is available for your assistance:

- Nina Amster, Assistant Principal I.A. 718-796-8845 (Ext 0)
- Marlene Kron, Student Support (Guidance and Counseling) 718-796-8845 (Ext 0)
- Sarah Berkowitz, Social Worker assigned to the School Based Support Team, 718-796-8845 (Ext 0)
- Florence Byrne, Parent Coordinator, 718-796-8845 ext.1062

Our Principal will be available by appointment only. Your child's classroom teacher is the first person you should speak to if you have concerns related to your child's progress or other issues. Please drop the teacher a note. Please be aware that teachers cannot be directly reached by school telephone, nor do they give out their home phone numbers. **Please do not rely on text messages and e-mails to our teaching staff for communication during the school day. If you have an emergency message for your child's teacher please call our main office at 718-796-8845 (Ext 0).** Many teachers are available to correspond through e-mail after students are dismissed. During dismissal, teachers are monitoring students, so please don't expect that you will be able to have a conference with them when picking up your child. Teachers will not speak to parents at this time in order to protect the privacy of all children. It is always best to meet with teachers by setting up an appointment.

**Parent Communication / Meetings Procedures** *(To increase safety and efficiency)*

- ❖ Parents are asked to contact their classroom teacher first if there is a concern that they would like addressed.
- ❖ If the classroom teacher feels that additional assistance is needed, they will escalate the concern to the guidance counselor or parent coordinator (depending on concern)
- ❖ If further assistance is needed, the concern will be brought to the attention of the principal at which time the principal will either decide to address the concern or ask an assistant principal to address the concern immediately.
- ❖ Please note that no requests for teachers or class changes will be taken.
- ❖ If a parent wishes to have a meeting with a staff member they must have a pre-arranged appointment.
  - Parents are encouraged to request a meeting time during the Tuesday afternoon “Parent Outreach” time.
  - Safety agents will have a list of parent appointments for the week and will only allow parents to enter the building if they have a scheduled appointment. **NO EXCEPTIONS!**
  - If a parent believes that an appointment was scheduled but it is not on the list, safety agents will call the party the parent believes they are supposed to meet to confirm.
  - Parents are encouraged to contact the parent coordinator and guidance counselor during their “office hours” if they wish to bring up any concerns/issues they may have.

**All teachers are available on Tuesdays, between 2:30 pm and 3:00 pm to meet with parents to discuss their child’s education. Please contact your teacher for an appointment.**

**We encourage all parents to utilize our School website [www.ps24school.org](http://www.ps24school.org). There you will find a school calendar, information about events, our Parents Association, helpful resources and much more. For additional information go to the Department of Education website at [www.schools.nyc.gov](http://www.schools.nyc.gov).**

**All Visitors to the school building including Parents must use the building’s Main Entrance at all times, present ID and sign in at the security desk.**

**2. Arrival Procedures**

During arrival, parents should not expect a meeting with the teachers as the teachers are preparing for the day with their students. If you need to speak to a teacher, please send a note or e-mail your teacher to request an appointment. We realize that parents have questions for staff members but entering during arrival and dismissal times can create an unsafe situation.

**We appreciate your cooperation in making sure we have a safe and orderly arrival.**

- **All children may arrive at school no earlier than 7:35 a.m.** Our School Safety Agent is not authorized to supervise children prior to these hours and we have no one else available earlier to supervise them.
- Parents can drop their student off at the main entrance of the building on West 236<sup>th</sup> Street or at the back entrance on West 235<sup>th</sup> Street (235<sup>th</sup> street until 8:00 am only). The doors located opposite the basketball courts between 236<sup>th</sup> and 235<sup>th</sup> street will also be open for students who arrive prior to 8:00 am who will report to the cold lunchroom (Grades 4,5 only).
- Those students who wish to have breakfast will report to the Hot Lunch Room no earlier than 7:35. The Breakfast program begins at 7:35 am and ends at 7:55 am. There is no cost for the breakfast program. It is free for all students.
- All students (Grades K-3) who arrive before 8:00 am will report to the auditorium.
- All students (Grades 4-5) who arrive before 8:00 am will report to the cold lunchroom.
- After 8:00 am all students must enter the building from the main entrance on 236<sup>th</sup> street.

- To assure safety during morning arrival, cars should line up at the curb to discharge passengers. Please proceed to the entrance; this will move traffic more effectively. Children should be let out of cars on the curb side only. Please be sure to stop for a bus that has flashing lights at the top and a STOP sign visibly deployed. **Passing a bus under these conditions is against the law and subject to heavy fines.** It is always better to park in a legal spot near the school (double parking is illegal). Since there is no alternate side parking during arrival and dismissal, there are plenty of spots available within a comfortable walking distance from school.

### 3. Attendance/Lateness

In New York City, The Department of Education Law states that it is a parent's or guardian's responsibility to send their child(ren) to school daily and **on time**.

The Attendance Team's responsibility is to ensure that children are in school every day and, also, on time each day. It is considered "**Educational Neglect**" when a child is not being sent to school or is continuously late. According to the Chancellor's regulation, attendance is one of the criteria considered when decisions are made **concerning the promotion to the next grade**.

It is imperative that you make every effort to have your child attend school every day and on time. If your child is absent they must bring a letter from home or from a doctor's office upon their arrival back to school. Please be aware that a 90% rate of attendance is one of four the criteria required for promotion.

- All students who arrive after 8:00 am are expected to report directly to their classroom.
- Teachers will take attendance at 8:05 am and mark students "present who are in their classroom at that time. Any students arriving after 8:05 am will be marked late. (This does not include students who ride the bus to school).
- Studies show that the time a child spends in school directly correlates with academic achievement. This is why we encourage children to remain in the school for the entire day unless there are extenuating circumstances that may result in needing to pick up your child early. Please follow the protocol below:
  - If you plan to pick up your child early, please send a note that morning to your child's teacher.
  - There will be no early pick up after 1:45 pm. This is a transition time and if you arrive at school after 1:45 pm you will be asked to wait until dismissal at 2:20 pm to pick up your child.
  - In case of emergency, please notify the office ahead of time so that we can have your child packed up and ready. If you come to school early to pick up your child and your child is at lunch it may take longer to get them. For this reason please be aware of your child's lunch time and if possible do not pick up children during this time.:
    - Kindergarten and 1<sup>st</sup> Grade: 10:44 am – 11:34 am
    - 2<sup>nd</sup> and 3<sup>rd</sup> Grade: 11:37 am – 12:27 pm
    - 4th and 5th Grade: 12:30 pm – 1:20 pm

### 4. Dismissal Procedures: (please see map at the end of the handbook)

**Dismissal for all students is at 2:20 pm.**

- Kindergarten students are dismissed from the Kindergarten playground exit# 5.
- 1<sup>st</sup> grade students are dismissed from exit #13 on 235<sup>th</sup> street which is in the yard.
- 2<sup>nd</sup> grade students are dismissed from exit#13 on 236<sup>th</sup> street which is in the yard.
- 3<sup>rd</sup> grade students are dismissed from exit# 9 on 236<sup>th</sup> street (first exit past the main entrance when heading north towards the river).
- 4th Grade students are dismissed in the Cold Lunchroom (parents will enter through Exit 11 and leave through Exit 12)
- 5th Grade students are dismissed in the Cold Lunchroom (parents will enter through Exit 11 and leave through Exit 12)

**Only students who are in grades 3,4 or 5 can walk home unaccompanied. Parental permission in writing and signed is required before students will be released.**

In order to have a successful dismissal, please arrive on time, don't double park, and avoid crowding around the exits. **This is a particularly busy time when we need to make sure all children are dismissed properly.** Parents should not expect a meeting with the teachers at dismissal. The teachers must ensure the safety of all the students.

Students who do not have permission to walk home on their own will only be dismissed to the pick up person who has been designated for that purpose by the parent in writing (by parent on the first day, letter from parent, Emergency Blue Card, etc.). We don't accept verbal dismissal directions given by a child, nor do we dismiss a child to a person who has not been designated to do so by a parent, even if the child identifies the person or the person says the parent has an emergency. In the event a non-designated person wants to take a child home, we always call a parent to confirm at which point the parent must send an email. Verbal permission is not sufficient. If we can not reach a parent, the child remains in school until we do contact the parent.

Students who are not picked up at the dismissal door at 2:20 pm will be brought to the auditorium. Parents or individuals who are picking up students after 2:20 pm will have to sign in from the back entrance (Exit 1 by the auditorium) and leave through the same entrance. A safety agent will be present. Please make sure you have your ID to enter the building. After 3:00 pm all children who have not been picked up will then go to the main office where we will call the emergency contacts you designate on the Blue Emergency Card to see who can pick the child up. After 3:00 pm, parents should enter the building through the main entrance on 236<sup>th</sup> street to pick up and sign out their child.

**If the way your child is dismissed on a particular day is changing, you must notify your child's teacher in writing or by email the day before the change will be taking place. Teachers are not always able to check email during the day. If there is an emergency and you must change your child's way of dismissing last minute, you must call the main office before 1:45 pm and if the person is not on the blue card, you will be asked to send an email. There will be no changes to dismissal granted after 1:45 pm because classes are already in the process of preparing for dismissal and getting picked up by buses or the after school program.**

**This policy applies to bus children as well. If you do not want your child on the bus on a particular day you must notify the teacher or main office in advance and the request must be in writing. Children will not be signed out off the bus line, or by the back door. Our number one priority is your child's safety. Having parents pull children off buses or the bus line creates a potential safety risk.**

## **5. School Conferences**

**September 13<sup>th</sup>, 2017 – 5:00 p.m. to 7:00 p.m. Get Acquainted Meeting**

**November 16<sup>th</sup>, 2017 – 1:00 pm to 3:00 pm and 5:30 pm to 8:00 pm Parent Teacher Conference**

**March 15<sup>th</sup>, 2018 – 1:00 pm to 3:00 pm and 5:30 pm to 8:00 pm Parent Teacher Conference**

**May 23<sup>rd</sup>, 2018 – 5:00 pm to 7:00 pm End of Year Curriculum Celebration**

**November 16<sup>th</sup> and March 15<sup>th</sup> are both half days for all students.**

Dismissal will be at 11:20 a.m. There is bus service for children who ride the school bus daily.

**Again, teachers will be available to make appointments with parents to discuss their child's education on Tuesdays after school. Please contact your child's teacher to make an appointment.**

6. **School – Wide Grading Policy**

Grades are evaluative instruments which measure students' achievements, efforts, and extent of progress in their classes. The components of a grade should be academically oriented and reflect each student's competency in the course content. Grades are not tools of discipline, nor shall they be based on the student's attitudes or personalities.

All the following components shall contribute to the assessment of a student's academic performance: Classroom examinations, and quizzes; homework assignments; literacy tasks or portfolios; and classroom effort and participation. Attendance will be a factor in determining a student's grade to the extent that poor attendance prevents the student from participating in class activities, completing homework assignments and projects, taking examinations and quizzes, etc. The administration and staff of P.S. 24 feels that it is necessary and a best practice to create this policy and to provide this information to all stakeholders (parents, students, teachers, administration) to ensure transparency and equality in all staff members responsible for reporting grades. The school – wide grading policy is as follows:

<b><u>Level</u></b>	<b><u>Range</u></b>
<u>4</u>	<u>90-100</u>
<u>3+</u>	<u>85-89</u>
<u>3</u>	<u>80-84</u>
<u>3-</u>	<u>76-80</u>
<u>2+</u>	71-75
<u>2</u>	66-70
<u>2-</u>	60-65
<u>1+</u>	55-59
<u>1</u>	0-54

For information on Promotional Standards, please review the following Chancellor's Regulation

<http://schools.nyc.gov/NR/rdonlyres/05F5B0BC-4B78-401B-AFF8-13C0520C557D/0/A501.pdf>

**Weight of Grading Policy**

**Final Assessments = 50%**

This may include the final test, project, presentation, or task that incorporates all of the learning for the unit of study. The assessment should be a culmination of all prior assessments and class work that were a part of the unit of study to gauge the level of understanding for the entire unit of study. Examples may include, but not limited to:

- End of Unit Cumulative test
- End of Unit Project
- End of Unit Presentation
- Oral Presentation
- End of Unit Writing Assessments

### **Classwork Products = 30%**

This includes all of the day-to-day assessments in the classroom. This may include on-demand tasks, projects, presentations, quizzes, homework. Examples may include, but not limited to:

- Short quizzes
- Published writing pieces
- Daily tasks
- Small Group work assignment
- 

### **Class Participation = 15%**

This includes the level of participation from a student. Participation may include contributing to a classroom discussion, contributing to group work, contributing to the classroom environment, staying on task. Examples may include, but not limited to:

- Consistently participating to group discussions
- Consistently providing input when working with a group of students
- Asking for help when needed / Providing help to peers when needed
- Contributing to a positive classroom environment that is conducive to high levels of learning

### **Attendance/Promptness = 5%**

This includes being on time and present in the classroom on a daily basis. Studies have shown that attendance and promptness are key factors to the success of the learning of all students. Please note the following:

- Students who take the bus to school are not to be penalized for being late.
- Students who provide a medical note are not to be penalized for their absence.

#### **7. Parent Coordinator**

Florence Byrne is the Parent Coordinator for our school. Her job is to assist parents with their needs and concerns pertaining to their child's education. You may reach her at (718)-796-8845. Her e-mail is [FByrne@schools.nyc.gov](mailto:FByrne@schools.nyc.gov).

#### **8. NYC Schools Account**

NYC Department of Education's "NYC Schools Account" is a way to access key information about your child's progress in School. With a NYC Schools account, you will be able to view your child's attendance, grades, and contact information in one of ten languages on a computer, phone, or tablet.

All current families have received information on how to set up an account. New students and all Kindergarten students will receive information at the end of September. All parents who have not set up an account please see Florence Byrne, Parent Coordinator, Rm# 106 or 718-796-8845.

#### **9. Periodic Assessments**

All students in Grades Kindergarten through 5th are assessed in November, January and March. These assessments give the teacher valuable information about the children they teach, such as how the class is doing on certain standards as a whole, how individual children scored with a percentage, and most importantly, information about how individual students answered each question. This information will be made available to all parents.

#### **10. Parents' Association**

Please join! Your attendance at meetings, availability to volunteer at school, and your help in fundraising all contribute to the success of our school. There are many opportunities for parents to volunteer in our school through the Parents Association. The P.A. Newsletter, *The Sounding Board*, has current information about school events.



PA Co-Presidents:

Laura Moukas: (914)548-2392 [Lauraj747@aol.com](mailto:Lauraj747@aol.com)  
Diana Salanto: (914)357-3240 [DSalanto@gmail.com](mailto:DSalanto@gmail.com)

In addition, the School Leadership Team meets monthly. This is an open meeting and all are welcome to attend. However, if you wish to speak at a School Leadership Meeting, requests must be made in writing in advance of the meeting.

Schedules of the Parent Association and School Leadership Team Meetings will be posted in the case in front of the building, on the school website, and in the rotunda.

**11. Parent Involvement**

Parents are vital partners in the work we do. There are Class Parents for each class who can assist the teacher in contacting parents and coordinating class events. Class Parents are selected through our Parents Association. Parents are encouraged to attend en masse for classroom celebrations (class exhibits, projects, plays, author's celebrations, etc).

**All Parents must show ID and sign in at the security desk.**

**12. Emergency Cards, Emergency Procedures**

All parents of Kindergarten – Fifth Graders are required to fill out two emergency blue cards for each child. One is kept on file in our main office and one in the nurse's office. **If information entered on your emergency blue card changes you must immediately notify Donna Wilborne and come into the school to make the appropriate changes to the blue card** in the main office so the information is on record. **We will not release a child to anyone who is not listed on the blue card.**

**13. Trips**

**School trips** are a part of instruction. All children are expected to go on them. Prior to each trip, we send home a Trip Permission Form. Please return it to school in a timely manner. If a child is scheduled for a trip, but doesn't have a permission slip, we cannot take verbal authorization over the phone.

**14. Dress Policy**

Children should dress appropriately for school. Students should not wear sandals, clogs, shirts which expose a child's midriff or lower back, halter tops, revealing tank tops, shorts that are very high above the knee, shirts which have offensive statements, see-through shirts. Older girls should not have exposed bra straps. Sneakers can be worn any day, but should always be worn on days when your child has physical education. Sneakers with roller wheels are not permitted.

**15. Head Lice**

The policy on lice and nits for all NYC public schools is as follows: students will not be excluded if they have nits (lice eggs). Students with head lice will continue to be excluded until they are lice-free. Excluded students will be examined for lice when they return to school to confirm that they remain free of lice. When lice are reported in a classroom, our nurse is informed. A letter to all parents will be sent home informing them of the situation. The students in the classroom are then individually checked by volunteers for lice. If you do not want your child to be checked for lice, please go to our website (Notes Home Tab) or contact Florence Byrne, Parent Coordinator at 718-548-5702 ext. #1062 for an opt out form.

**16. Cell Phones and Other Electronic Devices**

Per The Chancellor's regulations A-413 each school must create their own school based policy regarding cell phones and all other electronic devices.

Schools should use the Chancellor's guidelines and the NYC Doe resource guide to develop their schools policy.

The policy at P.S. 24 regarding the above is as follows:

- If a student brings a cell phone or any other electronic device to school (including but not limited to laptops, tablets, ipads, portable music players, Nintendo DS, PSP , camera etc. ) upon entering the school building it must be turned off and remain in the student's backpack. All electronic equipment must remain turned off and in the student's backpack until the student exits the school building at the end of the school day.
- Students who use their cell phones or any other electronic equipment during the school day for any reason will have the item collected by a staff member. The staff will then hand over the device to the administration. The parent or guardian will be contacted by the administration or a designee and an appointment will be set up to meet with the administration to retrieve the item.
- If a student violates the school policy regarding electronics more than once, the incident must be entered into the OORS (NYC DOE Online Occurrence Reporting System), investigated and appropriate guidance interventions and disciplinary actions will be taken according to the NYC DOE Discipline Code.

17. **Toys**

Conflicts often occur resulting from students bringing assorted toys into the school. Please keep in mind that toys, electronic games, stuffed animals and Pokemon cards are not permitted in the school building. This has been a long standing rule at the school. School is a learning environment and toys are a distraction. During lunch and recess these toys and cards become a source of unnecessary conflict. The school cannot be responsible for toys, electronic games, stuffed animals and Pokemon cards that are lost, taken, or broken. Valuable instructional time is being spent looking for missing items and resolving conflicts that result from having these items at school. There have also been some instances where children have put themselves in an unsafe situation because their focus was on these items .We are asking for your cooperation in ensuring that children do not bring any toys, electronic games, or Pokemon cards to school. If your child needs to bring in a non-school related item into the school (ex. sporting equipment for an after school program) please have your child keep the item(s) in their book bag.

18. **Birthday Celebrations**

We are happy to acknowledge student's Birthdays and recognized that children would like to celebrate with their classmates. In order not to impede on instructional time, we ask that all Birthdays are celebrated the last Friday of each month at 1:45 p.m. in your child's classroom. Please limit your child's celebration to a healthy snack (no sweets) for the class and keep in mind that school celebrations are not in place of a student's birthday party. Birthday celebrations are for students only. Parents may drop off the healthy snack in the main office at drop off in the morning or before 1:30 pm. Balloons and party bags are not acceptable. Our Parents Association will supply parents with an approved snack list. Thank you in advance for your cooperation

19. **FOOD PROGRAM**

**LUNCH**

All children eat lunch in school. No child may leave the building for lunch. Please check the school website at [www.ps24school.org](http://www.ps24school.org) for the monthly lunch and breakfast menus.

**All parents must fill out a lunch form, whether or not your child is going to be eating hot lunch. Certain funding is determined on how many lunch forms are returned from parents. Lunch forms will also determine if your child is eligible for reduced price lunch.**

**Full Price Hot Lunch - \$1.75**  
**Reduced Price Hot Lunch - Free**

Children may choose to have school lunch on any given day and don't need to sign up for it in advance. There are three lunch periods as follows:

10:44 – 11:34	Kindergarten and First Grade
11:37 – 12:27	Second and Third Grade
12:30 - 1:20	Fourth and Fifth Grade

Our school uses My School Bucks a computerized point of sale system for hot lunch payments. You go to MySchoolBucks.com and set up an account for your student. You will need your child's 9 digit ID number. If you do not know your child's ID# you may call the school's main office or the Parent Coordinator for it. You can fund the account from a computer or smartphone. You can also check balances and view purchases and set up automatic payment when your account gets low. **You may also make payments at school if you do not wish to create an account.**

Recess either precedes or follows lunch.

**COLD LUNCH**

Please note the following from the Parents Association Health and Safety Committee: It is becoming increasingly more important to cut down on garbage in our city. Our children should learn to take some responsibility in caring for their environment. Therefore, we ask your cooperation with the following plan. Please send lunches in soft insulated bags and put contents (sandwiches, juice, etc.) in reusable plastic containers (more information is available from the Parents Association Health and Safety Committee). Be sure beverage containers do not leak and instruct children to check this when they are finished with their lunch. Paper bags may be used as an alternative, but they are not desirable.

Do Not Send: hard lunch boxes,  
glass containers of any kind  
carbonated beverages

Do: label all bags and their contents with child's name and class.

● **BREAKFAST PROGRAM**

Our breakfast begins on the first day of school. **There is no charge for breakfast.** Breakfast will be served each morning according to the information included in this handbook. Breakfast is available to all children at no cost. Please make sure children arrive at the beginning of the breakfast period in order to eat breakfast on time.

- MILK** may be purchased for Kindergarten snack or lunch for Grades K - 5. Money for milk will be collected periodically.

The first collection will be on Wednesday, September 19th through Friday, September 28th. We will be collecting \$25.00 to carry us for approximately half of the year. Please put \$25.00 in an envelope marked "Milk" with your child's name and class on it. Please send a check with the child's name, class, and the word "MILK" written on the check.

- SNACK**

Please send a healthy snack to school each day. We discourage pastry, candy, overly sweetened drinks, and chips. We encourage fresh fruit, cut up vegetables, healthy breads, and other such foods.

20. **P.S. 24 DISCIPLINE CODE**

Parents will receive a copy of the Board of Education Discipline Code in the near future.

Please go to our website [www.ps24school.org](http://www.ps24school.org) there is a link to the NYC Student Intervention and Discipline Code.

21. **SCHOOL BUS SERVICE - TRANSPORTATION**

**Students are eligible for free busing if they are:**

**In grades Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> and live more than ½ mile from P.S. 24.  
In grades 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> and live more than 1 mile from P.S. 24.**

- Students in Gifted & Talented and No Child Left Behind Programs**

Admission to a gifted and talented program or school does not guarantee a student yellow bus transportation. Eligibility for yellow bus transportation for general education students attending gifted and talented schools and programs is based on the same criteria that apply to public school general education students as indicated above.

**(All mileage is determined by the Department of Education's Office of Pupil Transportation)**

Students Children enrolled through the *No Child Left Behind* Act, or those given a medical waiver in grades K-5 receive school bus transportation.

**Students with Individualized Education Plans (IEP)** are eligible if the transportation box on their IEP is checked. (If not, please contact the Committee On Special Education at 718-741-7070.) The Office of Pupil Transportation will notify you regarding your child's bus service. Please call (718) 392-8855 if you have any questions

- Please note this is not a door to door service.** Children meet the bus at stops near where they live. While there are times scheduled for some stops, **we cannot guarantee that buses will always stick to that schedule.** Bus schedules for the first few days are often irregular; we ask that you wait patiently.
- If your child rides the school bus, we do not allow any change in the dismissal procedure unless we have a written note from the parent. We cannot change the dismissal procedure for children according to oral instructions because verbal messages can be distorted. Please, for the safety of your child, if you make any changes, send a note to the teacher. Children may not change buses nor may they ride a bus if they are not usually transported by that specific bus.

### **METRO CARDS**

Students in Grades 3, 4 and 5 who live more than a half-mile from P.S. 24 are eligible for a half-fare Metro Card. Students in Grades 3, 4 and 5 who live more than a mile from P.S. 24 are eligible for a free Metro Card. (Forms will be going home).

#### **22. INFORMATION ABOUT YOUR CHILD**

When non-custodial parents wish to obtain information regarding their child, the custodial parent must be called first to determine whether there are any legal prohibitions that would limit such access.

#### **23. IMPORTANT DATES**

##### **\*\*\*\*Parent Teacher Conference Dates**

September 13<sup>th</sup>, 2017 – 5:00 p.m. to 7:00 p.m. Get Acquainted Meeting  
November 16<sup>th</sup>, 2017 – 1:00 pm to 3:00 pm and 5:30 pm to 8:00 pm Parent Teacher Conference  
March 15<sup>th</sup>, 2018 – 1:00 pm to 3:00 pm and 5:30 pm to 8:00 pm Parent Teacher Conference  
May 23<sup>rd</sup>, 2018 – 5:00 pm to 7:00 pm End of Year Curriculum Celebration

**November 16<sup>th</sup> and March 15<sup>th</sup> are both half days for all students. Dismissal will be at 11:20 a.m. There is bus service for children who ride the school bus daily.**

##### **\*\*\*\* State Testing Dates**

ELA: Wednesday, April 11, Thursday, April 12, Friday, April 13  
Math: Tuesday, May 1, Wednesday, May 2, Thursday, May 3  
Science: Wednesday, May 23, 2018 through Friday, June 1, 2018 (Performance Test)  
Monday, June 4 (Written Test)

##### **\*\*\*\* Vacation Dates**

Monday, December 25, 2017 through Friday, December 29, 2017 Winter Recess  
Friday, February 16, 2018 through Friday, February 23, 2018 Mid-Winter Recess  
Friday, March 30 through Friday, April 6, 2018 Spring Recess

##### **\*\*\*\* Last day of school**

Tuesday, June 26, 2018



