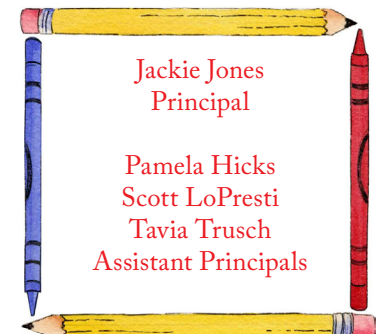


P23 Q
Parent Handbook
2016 - 2017



Jackie Jones
Principal

Pamela Hicks
Scott LoPresti
Tavia Trusch
Assistant Principals



SCHOOL CALENDAR 2016-2017

Sept 8	First Day of School. Early dismissal for non-District 75 kindergarten students only. Partial school time for pre-kindergarten public school students.
Sept 9	First full day for non-District 75 kindergarten students. Partial school time for pre-kindergarten public school students.
Sep 12	Eid al-Adha (schools closed)
Oct 3-4	Rosh Hashanah (schools closed)
Oct 10	Columbus Day Observed (schools closed)
Oct 12	Yom Kippur (schools closed)
Oct. 26-27	Middle School: Parent-Teacher Conferences*
Nov 2-3	Elementary School: Parent-Teacher Conferences*
Nov 8	Election Day. Students do not attend school. Chancellor's Conference Day for Staff Development.
Nov 11	Veterans Day (schools closed)
Nov 15-16	District 75 School Programs: Parent-Teacher Conferences*
Nov 17-18	High School: Parent-Teacher Conferences*
Nov 24-25	Thanksgiving Recess (schools closed)
Dec 26-Jan 2	Winter Recess (schools closed)
Jan 16	Dr. Martin Luther King Jr. Day (schools closed)
Jan 30	Chancellor's Conference Day for staff development in all non-D75 high schools only. High School students do not attend school, except those enrolled at D75 school programs.

Jan 31	Spring Term begins for high school students.
Feb 20-24	Midwinter Recess (schools closed)
Mar 6-7	District 75 School Programs: Parent-Teacher Conferences*
Mar 8-9	Elementary School: Parent-Teacher Conferences*
Mar 15-16	Middle School: Parent-Teacher Conferences*
Mar 23-24	High School: Parent-Teacher Conferences*
April 10-18	Spring Recess (schools closed)
May 29	Memorial Day (schools closed)
Jun 8	Anniversary Day Students do not attend school. Chancellor's Conference Day for Staff Development.
Jun 12	June Clerical Day Elementary school, middle school, and D75 students do not attend school.
Jun 23	Regents Rating Day High School students do not attend school, except those enrolled at D75 school programs.
Jun 26	Eid al-Fitr (schools closed)
Jun 28	Last Day For All Students. Early Dismissal.

NOTES: _____



*Parent-teacher conference dates are citywide. However, schools may decide to hold their conferences on alternative dates. Please check with your school for specific schedules. For assessment dates and other calendars, please visit schools.nyc.gov/calendar.

Notes



Notes



P23 Q • 74-03 Commonwealth Blvd., Bellerose, NY 11427 • (718) 264-4880 • (718) 264-4836 (f)

Jackie Jones, Principal
Pamela Hicks • Scott Lo Presti • Tavia Trusch
Assistant Principals

2016

Dear Parents/Guardians:

Welcome to a new school year! I am looking forward to working with you and your child this year. We are excited to be working with new curriculum this year that is aligned to the Common Core Learning Standards.

Our school is designed to accommodate the emotional and academic needs of your child so that they can thrive and move forward to a less restrictive environment. We work closely with the agency program to accomplish this goal.

Our parent coordinator will schedule monthly workshops and activities and will be sending letters home to keep you informed with all that is happening in our school. Please make sure that your contact telephone numbers on file are up to date. If you change your phone number please let your child's Unit Coordinator know as soon as possible.

You are welcome to call me at (718) 264-4880 or email me at **(Jjones28@schools.nyc.gov)** with any suggestions or concerns that might arise during the school year.

Jackie Jones

Jackie Jones
Principal



2016

Dear Parents and Guardians,

I would like to take this opportunity to welcome you to the 2016-2017 school year. My name is Debbie Hamburger and I have been the parent Coordinator at P 23 Q for eleven years.

For those of you that are not familiar with our school, we have five different sties which include Zucker-Hillside Adolescent Pavilion, New York City Children's Center, Lifeline Center, St. Mary's Hospital and Elmburst Hospital.

This year we hope to increase parent involvement in the many actitivites that are offered by planning events inside and outside of the school building. In addition to having fun parent/student workshops, Cookshop for Parents, Informational workshops ie., Guardianshiop, Stress Management, etc. weekend events (movies, baseball games, bowling), we will be adding a Parent Support Group. If there is anything I can do to make your attendance at these meetings possible, please let me know. There are a limited amount of metro cards available.

My office is located at both the main site of New York City Children's Center, Building 57; 74-03 Commonwealth Blvd., Bellerose, New York 11426 and Lifeline Center 80-09 Winchester Blvd., Queens Village, NY 11427. I can be reached at (718) 264-4885 or (347) 563-4420 (c). My email address is **dhamburger@schools.nyc.gov**.

Please feel free to contact me with any concerns or needs that you may have. I have many resources that I can share with you. I look forward to meeting you.

Debra Hamburger

Debra Hamburger, Parent Coordinator



Notes



Parent Resources

Questions or concerns related to academics, behavior, and school transfers can be made directly to:

- The School Principal, Assistant Principal or Unit Coordinator
- Parent Coordinator
- If Parent is not satisfied with the school response they may call District 75 Superintendent's office (212) 802-1685 or 311.

ADVOCATES FOR CHILDREN – (212) 947-9779 www.advocatesforchildren.org

BRONX LEGAL SERVICES CORP. – (718) 993-6250

CROSS ISLAND Y – gfleury@ymca.nyc (718) 551-9334

THE LEGAL AID SOCIETY – Legal help for families. (718) 273-6182

MET LIFE - JOE PARISI – (516) 357-2663

NAMI – namign@aol.com (516) 326-0797

NEW YORK LEGAL ASSISTANCE GROUP – (212) 750-0800

NY LAWYERS FOR THE PUBLIC INTEREST – www.nypli.org (212) 244-4664

OFFICE OF FAMILY AND COMMUNITY ENGAGEMENT – (212) 935-2905

RESOURCES FOR CHILDREN WITH SPECIAL NEEDS – (212) 677-4650
www.resourcesnyc.org

SINERGIA – information@sinergia.org (212) 496-1300

VESID - (718) 271-7874

YAI – (212) 273-6182

Related Services in Agency Programs

Related services means developmental, corrective, and other supportive services that are required to assist a child with a disability to benefit from his/her instructional program. Your child's Related Services may change from pre-school to school-age as children's needs change as they get older.

Occupational Therapy means the planning and use of a program of purposeful activities designed to maintain, improve or restore adaptive and functional skills including, fine motor skills, oral motor skills, etc. in all educationally related activities.

Physical Therapy means the use of activities to maintain, improve or restore function including gross motor development, ambulation, balance, and coordination in various settings, including but not limited to, the classroom, gym, bathroom, playground, staircase, and transitions between classes.



About this Handbook

The purpose of this parent handbook is to provide information about your child's school in an orderly and concise way. It is our hope that many frequently asked questions will be answered as you use this handbook.

About P23 Q

P23 Queens is a multi-site organization comprised of five sites within both day treatment agency and hospital settings. Our school differs from the rest of the Department of Education Programs in that we offer a Therapeutic Model with intensive behavioral interventions. Instructional services are provided by the Department of Education whereas family therapy and individual therapy is provided by the agencies.

Mission Statement

It is the mission of P23 Queens to provide a safe learning environment for both children and staff. To this end, we:

- Provide an educational environment that encourages students to become individuals who are literate and productive members of our multicultural society.
- Encourage professional growth through staff development utilizing every available resource to address staff needs, enabling the staff to better serve our challenging population.
- Involve parents as active partners through dialogue, workshops, and participation on our school Leadership Team.
- Prepare students to return to a "less restrictive" learning environment.



ELL

تیہیٹلا تمجرتلا تامند ن ائند جقاتلا دارفا دحا معجاز موجد.

দোভাষী পরিষেবার জন্য অনুগ্রহ করে দায়িত্বশীল কারো সাথে যোগাযোগ করুন।

如需要口譯服務，請找工作人員。

Tanpri, pale ak yon anplwaye pou mande l yon moun pou entèprete pou ou.

통역을 원하시면 관계자에게 문의하시기 바랍니다.

Для получения услуг устного перевода обращайтесь к сотрудникам школы.

Consulte a un miembro del personal para obtener servicios de interpretación.

دیوک مجور سے مدد کر کے علم سے بائے کے تامند یک ینامجرة ینابریه سے تارہ

Veillez contacter un membre du personnel pour bénéficier des services d'un interprète.

Please see a staff member for interpretation services.



Suspensions from School/Bus

A student who is directly involved in an occurrence which presents a clear and present danger of injury to any student or any member of the school staff, agency staff or transportation staff, will be suspended according to the Regulations of the Chancellor for Safe and Orderly Schools. You will receive an updated version of the New York City Department of Education Discipline Code.

If your child is suspended from the bus, you as a parent are still responsible for your child's transportation to and from school during those days. Please note that any absences that occur during a bus suspension will count against your child's overall attendance.

Bus Information

Please complete the form below and keep it in a safe place. Write your child's bus number, run number and bus company phone number on the sheet so that you will have it available should you need it.

Name of Bus Company:

Telephone Number of Bus Company:

Child's Identification Number:

Bus Route: Am

Bus Rout: PM

Driver's Name:

Escort's Name:

Field Trips

Field trips may occur throughout the school year and are an extension of the curriculum being studies. All field trips are educationally related to the school work taking place in your child's classroom. There is great educational value in your child experiencing first hand information that they have been learning about in class. In order to participate in a field trip, your child must have a signed consent form at the school on or before the day of the scheduled trip. Each trip needs a new consent form.



About our Sites

P23 Queens School Organization

NEW YORK CITY CHILDREN'S CENTER – Our main site, housing the administrative offices is located at 74-03 Commonwealth Blvd., Bldg. 57, Bellerose, New York, offers both long term day treatment classes and 45 day Intensive Day Treatment classes (IDT), grades K-12. The high school classes participate in a departmentalized academic model.

LIFELINE CENTER FOR CHILD DEVELOPMENT - located at 80-09 Winchester Blvd., in Queens Village, New York, offers a collaborative clinical and educational program for Grades K-12. Short and long-term goals are established and reviewed for each student by a clinical team involving teachers and families. The high school classes participate in a departmentalized academic model.

ST. MARY'S HOSPITAL FOR CHILDREN - located at 29-01 216th Street, Bayside, New York, provides medically fragile and orthopedically impaired children in grades K-12 with a curriculum that is academically and functionally based. Students are provided with a full spectrum of medical and educational services through both St. Mary's Hospital and the Department of Education.

ZUCKER-HILLSIDE ADOLESCENT PAVILION - located at 75-59 263rd Street, Glen Oaks, New York, on the grounds of Zucker-Hillside Hospital, offers inpatient diagnostic psychiatric evaluation for adolescents in Grades 7-12.

ELMHURST HOSPITAL - located at 79-01 Broadway, Elmhurst, New York offers a Partial Hospital Program (PHP) for students K-12 along with in-patient educational program for grades K-12.



Who's Who in My Child's School

Principal	Ms. Jackie Jones	(718) 264-4880
Assistant Principal	Ms. Pamela Hicks	(718) 264-4548
Assistant Principal	Mr. Scott LoPresti	(718) 264-4882
Assistant Principal	Ms. Tavia Trusch	(718) 465-3438
Guidance Counselor	Ms. Christine McNamara	(718) 264-4884
Parent Coordinator	Ms. Debra Hamburger	(718) 264-4885
PA President	Ms. Bernice Williams	(929) 251-2656
Recording Secretary	Ms. Carleeta Coleman	
Treasurer	Ms. Allison Konatsotis	

Individual Site Contact Numbers

Lifeline Center		
Mr. Mike McClain/Robin Perlstein	(718) 465-3438	
QDC/Upper School Academy/IDT		
Kathleen Kilduff	(718) 264-4695	
Jude Duffy	(718) 264-4561	
St. Mary's Hospital		
Ms. Shelly Ronik	(718) 281-8895	
Elmhurst Hospital		
Carolyn Ismail	(718) 334-3461	



All students who reside within the city limits can be provided with door to door school bus service. The buses are provided by the Office of Pupil Transportation (OPT). The office of Pupil Transportation will send you notices about the bus your child will be assigned to.

In the morning, an adult should wait with the child until the bus arrives and an adult should be at the bus stop in the afternoon to meet the child.

Students are required to wear their seatbelts and to remain in their seats while the bus is in motion. There may be times when you as a parent become concerned about the behavior of your child or others on the bus. If you have any concerns, please feel free to contact the unit coordinator at the site where your child attends school.

If your family is moving, please notify the school three weeks before you move in order to arrange for new bus transportation.

Parents should inform the bus driver/matron about any particular problem that their child may have while traveling to school.

For any problems related to bus service, call the Unit Coordinator at your child's site or the Office of Pupil Transportation HOTLINE: (718) 392-8855. You can also call the Office of Transportation main phone number at (718) 784-3313.

Transportation am/pm Drop-off Forms

If your child attends an after school program, or has to be dropped off at a different address than the morning pickup, it is necessary that you fill out an AM/PM Drop Form. This form can be requested from your child's individual site coordinator. This form must be notarized and returned to the school. The form will then be mailed to OPT. It takes anywhere from 5-10 days for a change of address to go into effect. Please note that a child will not be dropped off at an address that is not listed on the bus run from OPT and the bus company.



School Closings/Delayed Openings

The Chancellor will announce if the schools are to close or have a delayed opening due to the weather conditions. The decision to close the schools will be made as early as possible prior to 6:00 a.m. on the affected day.

Parents are encouraged to call 311, and to listen to information broadcast from and of the following radio stations:

WINS (1010AM)

WCBS (880 AM)

WLIB (1190 AM)

WBLS (107.5 FM)

WNYE (91.5 FM)

Parents can also watch the following television stations:

WCBS (Channel 2)

WNBC (Channel 4)

WNYW (Fox Channel 5)

WABC (Channel 7)

WNYE (Channel 25)

“NY1”, Channel 1 on cable television

A delayed school opening means that the schools will have a two (2) hour delay citywide. School would open 2 hours later than the regularly scheduled start time.

When there is an authorized citywide delayed school opening, school buses will run but their arrival time will be delayed by two (2) hours.

Parents need to prepare alternative plans for their children in case schools close early. If possible, parents should arrange with a relative, friend or neighbor who is at home during the day. Your child cannot be released to anyone who is not listed on your child’s blue emergency card.



Attendance Policy

To be successful, students must attend school on a regular basis. It is extremely important that your child attend school. If possible, please schedule appointments after school hours or during school holidays.

Parents are requested to call their child’s site/agency as soon as possible to report an absence. Upon returning to school your child must bring a note to the teacher explaining the absence.

If your child will be out for three (3) days or more, please inform both the school and the bus driver. This will ensure that there is no disruption of bus service.

Parents will be notified in writing about half-days and holidays. The calendar in the front of this handbook also lists the days that school is closed. Some of our programs offer activities during school closings. If your child is eligible you will be notified.

Parent Concerns

Parent concerns should first be addressed with the classroom teacher/site coordinator or clinician. The principal and or assistant principal is available at any time to discuss concerns not being adequately addressed after speaking with your child’s teacher.

Behavior Plan

There is a behavior plan that is specific for each site. The New York City Department of Education has prepared an updated version of its Discipline Code, “Citywide Standards of Discipline and Intervention Measures”, which you will receive. We encourage you to review this document with your child.

Objects Not Permitted in School

A serious academic environment is one without distractions; the following items not only contribute to disruptions in learning and social relationships but also may be lost or damaged. The following items should NOT be brought to school: Cell phones, ipods, or electronic games or devices; weapons or any illegal items.

Please do not allow your child to bring any articles of value to school. We are not responsible for items that are stolen, lost, misplaced or broken.



Emergency Contacts for Students

Several forms must be on file at your child’s school. The school must always have an updated blue emergency card on file. The school must always be informed as to a work telephone number or emergency number in the event that your child becomes ill or is injured at school and requires your attendance. ***It is your responsibility to inform the school should there be any change of address or telephone numbers immediately.***

The phone numbers given should be current and working phone numbers. Your child will only be released to a person whose name is listed on your child’s blue emergency card.

If there is an order of protection or “no contact/no access” for a particular adult, the name of this person has to be clearly written on the blue emergency card and a copy of the order of protection must be on file at the school.

Immunization Requirements

The New York State Department of Education and the Board of Health requires that documentation be secured proving that all children who come to school are fully immunized. ***We are required to exclude children not immunized and do not have documentation from a physician indicating this is the case.***

<u>IF YOUR CHILD HAS:</u>	<u>HE/SHE MUST BE KEPT OUT OF SCHOOL:</u>
Chicken Pox	6 days after appearance of rash
Rubella (German Measles)	until rash has disappeared
Measles	5 days after appearance of rash
Mumps	Until swelling of glands has disappeared
Whooping Cough	14 days after whoop begins
Hepatitis	Until temperature has become normal
Meningitis	Until temperature has become normal
Streptococcal Sore Throat	Until temperature has become normal (Scarlet Fever also)

All students are required to bring to school proof of an annual physical and annual visit to the dentist.



Parent Teacher Conferences

There will be two parent-teacher conferences throughout the school year, one in the fall and the other in the spring.

Conference Dates: Tuesday 11/15/16 and Tuesday 03/15/17

Students will have a half-day of instruction and will be dismissed after lunch. Each site will determine dismissal time for students.

Parent Schedule

1. Check your child’s book bag for school notices, flyers, and school forms which may need to be signed and returned to school.
2. Make sure all assignments are complete and written neatly.
3. If there are any questions, write a note to his/her teacher.
4. Discuss current events (middle/high school). Ask specific questions about your child’s school day.

Attend at least one school event, activity or meeting - for example school assembly/performances, School Leadership Team Meetings, Parent Association Meetings, Parent Breakfasts/Workshops.

Attend IEP reviews - come prepared to talk about your child’s academic goals as well as their social emotional development.

The IEP process is a joint effort and your involvement in this process is essential to ensure an appropriate program for your child. This is the plan that will be used throughout the year so if you have any questions, this would be the most appropriate time to discuss them.



Promotion Grades 9 - 12

In addition to meeting the criteria listed on page 13, if your child in in the 8th grade he/she will be required to complete an 8th grade exit project in Science and Social Studies. If these exit projects are not completed your child may not be promoted. The projects may be completed during the Chapter 683 Summer School.

At the high school level in order to move from one grade to the next, the student needs to accumulate a specific number of credits per grade. Please speak to your child's guidance counselor for the correct number of credits needed per grade. If the proper amount of credits necessary for the specific grade is not achieved, the student will not be promoted to the following grade regardless of his/her age.

Report Cards

Kindergarten students receive two (2) report cards.

Students in Grades 1-5 receive three (3) report cards.

High School students in Grades 9-12 receive four (4) report cards and Interim Progress Reports.

If your child attends Chapter 683 Summer School Program, then he/she will receive an additional report card.

Homework

Homework is an important part of the educational process. The purpose of homework is to practice skills and reinforce what was learned at school, to prepare for tests, to build work and study habits, to provide instructional enrichment, and to serve as a link between school and home.

The amount of homework given and the time that should be allotted varies by grade:

Grades K-1 minimum of 15-20 minutes of homework

Grades 2-3 minimum of 30-45 minutes of homework

Grades 4-5 minimum of 45-60 minutes of homework

Grades 6-8 minimum of 60-90 minutes of homework

Grades 9-12 minimum of 60-120 minutes of homework

Holiday packets will be given to students to reinforce skills while at home.



School Exclusions

Your child may be excluded from school and she/he may not return to school without a doctor's note if he/she has any of the following illnesses:

1. Chicken Pox
2. Conjunctivitis (Pink Eye)
3. Pediculosis (Lice)
4. Measles
5. Meningitis
6. Mumps
7. Ring Worm
8. Rubella (German measles) Scarlet Fever
9. Streptococcal (Sore Throat)
10. Whooping Cough

Your child must see a doctor and receive medical clearance to return to school. Upon returning to school your child MUST bring a signed doctor's note stating that your child is healthy and can return to school.

If your child becomes sick in school, the school will contact you immediately. It is your responsibility to come to school and pick up your child. If you are unavailable, the person listed on the blue emergency card will be contacted.

Do not send your child to school if he/she has:

Fever 100 C or higher	Ear ache	Upset Stomach
Infected skin patches	Sore Throat	"Pink Eye" Conjunctivitis
Swollen Glands	Head Lice	Vomiting or Diarrhea
Unusual spots or rashes	Persistent coughing	

If you have any questions about your child's health during school hours contact the school nurse.

School Meals

It is possible for all students to have breakfast and lunch in school everyday. You may also choose to send in lunch with your child.



Transportation

The buses are provided by the Office of Pupil Transportation (OPT) located at 44-36 Vernon Blvd., Long Island City, NY 11101. The Office of Pupil Transportation will send you notices about the bus your child will be taking, important information and student rules.

*Parents should inform the bus driver/matron of any particular problem your child may have while traveling to school. Remember, travel time is part of your child's education.

- If busing issues arise, you may contact your child's bus company or the OPT Hotline at (718) 392-8855
- Call your child's school and report the issue to the school's busing coordinator
- REMINDER: When calling your OPT Representative, ask for your OPT complaint # after filing your complaint.

Afternoon Drop-Off

Those parents who want their children to be dropped at a different place than where he/she is picked up must fill out a separate "drop-off" form, contact your bussing coordinator and return the form signed and notarized.

Moving

If your family is moving, please notify the school two-three weeks before you move in order to arrange a new route for your child.

Bus Suspensions

If your child is suspended from the bus, you as a parent are still responsible for your child's transportation to and from school during those days. Please note that any absences that occur during a bus suspension will count against your child's overall attendance.

Bus Safety Rules

Get on the bus quietly; sit down and fasten seat belt immediately; remain in seat; avoid hitting, pushing and touching other students; follow directions of bus personnel.



Grading

Grades at the intermediate and high school level (Grades 7-12) are established based on a numeric grading system.

Class-work, class participation, homework and the average grades on all examinations are taken into consideration when computing the numeric grade.

The Department of Education of the City of New York has adopted a format (rubric) for grading assignments and for report cards in grades K-6.

The following is the standard that is used for grading:

Anything above 65% is passing.

Anything below 65% is failing.

Promotion Criteria

The students in District 75 Programs, who participate in standardized assessment, must meet promotional criteria in order to be promoted to the next grade. Students in District 75 are held to the same standards as their general education peers.

Three (3) criteria are used to determine whether a student will be promoted to the next grade.

1. A student must achieve a proficiency of Level 2 or above on the ELA and Math standardized assessments.
2. If a child does not achieve a proficiency level 2 on the standardized exams, a review of the student's work in the core curriculum areas (appropriate to his/her promotional criteria as written on page 9 of his/her Individualized Education Plan), will occur.
3. A student must maintain 90% attendance.

If your child receives a "Promotion in Doubt" letter, it is because he/she does not meet or appears to be in danger of not meeting two (2) of the three (3) criteria listed above. You will be notified by January if this is the case.