

Healthy Snack

Your child will be allowed a small, healthy snack to eat while they continue to work in class. Examples of healthy snacks include pretzels, granola bars, cheese sticks, raisins, etc. Chewing gum and candy will not be allowed.



PARENT-TEACHER ASSOCIATION (PTA)	Monthly meetings are included on the school calendar.
SCHOOL LEADERSHIP TEAM (SLT)	Monthly meetings are included on the school calendar and open to the public.
FIRST FRIDAYS	One a month parents are invited to visit their child's classroom and participate in a learning workshop
TITLE 1 LIBRARY TIME	Thursdays from October-May 2:30 – 3:30 PM
TITLE 1 COMPUTER LAB	Thursdays from October-May 2:30 – 3:30 PM
TITLE 1 GYM	Wednesdays from November-March 2:30 – 3:30 PM
COOL CULTURE FOR Pre-K & K	Monthly meetings are included on the school calendar.
SCHOOL SAFETY MEETINGS	Monthly meetings are included on the school calendar and open to the public.

Public School 154

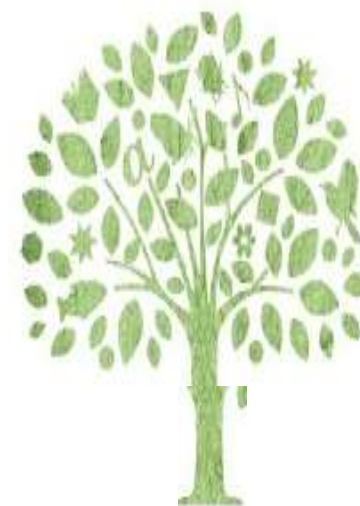
75-02 162nd Street
 Flushing, NY 11366
 Phone: 718- 591-1500 Fax: 718 – 591-8751
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Pamela Gathers-Bullard, Principal ~ Karen E. Guzman, Assistant Principal



Access Creates Opportunity

FAMILY PARENT HANDBOOK



Inspiring our children to create a better world
with their *own* hands



At P.S. 154Q, we strive to prepare students to be inquisitive learners by providing students with multiple access points to the curriculum, creating opportunities for learning beyond the text.



At P.S. 154Q, our mission is to engage all students in a learning environment that fosters a love for learning, teaches students to develop a passion and understanding for their community, and provides students with the knowledge to be future leaders. We do this by embracing our cultural differences, supporting one another's creativity, developing ones self-awareness, and employing a multitude of teaching strategies to help students become critical thinkers and life-long learners. By working collaboratively with parents, we will ensure that each child develops a love and a desire for reading, are able to write for multiple purposes, develop the ability to understand and solve mathematical problems, are capable of using and integrating technology into their work and experience the arts.

Discipline Code

All students receive a copy of *The Chancellor's Citywide Standards of Disciplinary and Intervention Measures (The Discipline Code)*. It is important that you and your child discuss the importance of appropriate school behavior and the consequences when Department of Education regulations are not followed. It is expected that all Public School 154 students behave appropriately and respect the rights of the entire school community.

Consequences for Inappropriate Behavior

New York State *Safe School's Against Violence Act* permits a teacher, consistent with the Discipline Code, to remove a student who is determined to be substantially disruptive of the educational process or substantially interferes with the teacher's authority in the classroom. If a child is removed from the classroom three times during a semester a principal's suspension must be sought. **Any dangerous behavior will result in immediate consequences, and may include either a principal's or superintendent's suspension.** Public School 154 will follow all SAVE legislation requirements prior to any student suspension. If you have any concerns about your child, his/her teacher, guidance counselor, or school leaders are available to meet with you. Please do not wait until parent-teacher conferences to share your thoughts with the teacher. You are your child's first teacher and have much to share with the school. The teacher will be delighted to receive information about your child's strengths immediately. Please call Ms. Meyer, Guidance Counselor, at 718-591-5100 if you have any questions or concerns.

We assure you that your child is a member of a nurturing, supportive learning community and we hope you will be too!



School Transportation/Busing

Children in Special Education and Grades K, 1, and 2, **only**, are eligible for school transportation if they live more than 1/2 mile from the school. You will receive notification of your child's eligibility and the bus stop from the school secretary. No child will be left at the Bus Stop unless you or your representative is present. If your child is not met at the designated stop the driver will return him/her to the school, where you will have to meet him/her.



Bus Safety



As always, our priorities are to ensure the health and safety of our children! It is **IMPORTANT** that parents of children who use the school bus review the following guidelines:

- no throwing objects out of the school bus window,
- please stay in your seat at **ALL** times,
- use low voices - no shouting or loud talking - be considerate of others, and listen to the bus driver; s/he is there to help you and to provide safe travel.

We ask your cooperation in reinforcing proper conduct on the bus and while waiting in school for the bus. Failure to adhere to our guidelines may result in the suspension of bus privileges.

School Dress Code

Children are to be appropriately dressed. Clothing should be neat and clean. Sneakers and sweat pants **MUST** be worn on Physical Education days. Students who do not wear sneakers on their designated Physical Education days will not be permitted to participate. REMINDER: Participation counts towards students' overall grade in every subject area, including Physical Education. The school is very warm, so cotton clothes are recommended even during the winter. In warm weather children **may not wear belly baring tops, very tight or short shorts, nor flip-flop/opened toe sandals.** Children must wear sneakers or closed shoes because sandals are dangerous in the yard and on the stairs. Please help us by making sure that your children wear appropriate school clothing and footwear.



P.S.154 School Policies



School Hours

All Students (Pre-K through 5)

8:00-2:20 PM / Monday-Friday

Breakfast for all Student 7:25-7:50AM

Children are only dropped off at this time to eat breakfast

Doors close at 7:51AM.

Pre-Kindergarten will receive breakfast in their classrooms at: 8:00AM

All entrance doors close at 8:10AM

Late Students (After 8:10AM)

Must enter through the Main Entrance on 162nd St. and will receive a late pass to prior going to their classroom.

Excessive lateness may result in disciplinary action according to the NYC Discipline code of conduct and may affect your child's promotion to the next grade.

Dismissal

Dismissal at: 2:20PM

4th and 5th grade students may be dismissed alone, provided they have parent's school permission form on file in the main office.

Late Students Pick-up

Late Pick-Ups will be brought to the Auditorium exit on 75th Ave. until 2:45PM. Students not picked up will be brought up to the Main Office (162nd St.)

Parents/Guardian will be asked to sign the Late Pick-Up book

Early Release Protocol

Please notify your child's teacher or the main office if you will pick up your child early from school.

Arrival and Dismissal

Please note the following:

- Follow all traffic and pedestrian rules when dropping off and picking up your children.
- Do not stop in the middle of the street to drop off your child.
- Crossing guards will assist children in crossing the streets around P.S. 154Q.
- Please do not park your car in front of any of the school entrances/exits so that buses can pull up to the school building.
- Pets are **NOT** permitted on school property.

Please pick up your child **ON TIME** from school.

We appreciate your cooperation in keeping our children safe!



School Safety



For the safety of our children and all members of the Public School 154 community, all visitors entering the building must **STOP** at the front desk and present picture identification and sign-in (**NO EXCEPTIONS**). If you have an appointment with your child's teacher, you must report to the main office where the teacher will be called and notified of your arrival
All visitors MUST enter and exit at the Main Entrance ONLY

Visitors must not, under any circumstance, go directly to the classroom. Everyone must observe this procedure so that all our children, teachers and staff members will be safe.

Blue Emergency Cards




Family Emergency Contact information is required by the New York City Department of Education

We **MUST** have more than one working phone (Other than your home number) and a contact person who can be reached if you are not available.

EMERGENCY INFORMATION MUST BE UPDATED REGULARLY TO REFLECT YOUR CURRENT STATUS /
 Please notify the school of any changes in your home address, work number, emergency contact persons

- For safety reasons, you must notify the classroom teacher or the main office in writing if you wish for your child to be picked up by someone other than yourself or your designated person from the blue card.
- Children may **ONLY** be picked up by someone listed on the blue Emergency Card with identification **ONLY**.
- Children may be **ONLY** pickup up by someone that is over 18 years of age.

Parent Communication and Involvement

<p>SCHOOL CALENDAR: MONTHLY REMINDERS &</p> 	<p>At the beginning of each month, please check your child's book bag for a packet containing a calendar of events for the month, the breakfast and lunch menu, and additional important information. Copies of this packet are always available in the lobby of our main entrance.</p>
<p>Weekly Emails And Monthly</p> 	<p>In September, you will have the opportunity to sign up for paperless communications. This means all flyers and notices will be sent to you via email, not in your child's backpack. You will also have the option to receive both email and paper notices. At the end of each week the Parent Coordinator sends out an email about important school information, noteworthy news, and upcoming events.</p>
<p>NYC Schools Account</p> 	<p>This past June, every student received a letter about setting up a NYC Schools account. This account allows parents and legal guardians' access to important school information about their child, including attendance, report card grades, and New York State Exam scores for students in Grade 3 and above. If you have not set up an account and require assistance, please contact the Parent Coordinator.</p>
<p>PARENT-TEACHER ASSOCIATION (PTA)</p>	<p>Monthly meetings are included on the school calendar.</p>

School Closing and Delayed school opening

Please be advised that the Chancellor is the only one authorized to make the decision to close or delay the opening of schools during stormy weather. The citywide decision will be made as early as possible on the inclement day. **Parents must listen to information broadcast by news radio stations such as: 1010 WINS (1010am) and WCBS (880am).** It is also posted on the Department of Education website (www.nycenet.edu) that morning.

New School Instructional Programs

Used to Support our Students' Growth in Meeting the Common Core Learning Standards (CCSS):

- Ready Gen
- Teacher's College Writing Workshop
- Wilson Foundations Program for Grades K-2
- Go Math!
- FOSS Science in conjunction with the Next Generation Science Standards
- NYS CCSS Social Studies Framework & NYC Scope & Sequence



Academic and Grading Policy



Please review the P.S. 154 Academic and Grading Policy for complete information on our school's academic, grading, homework, and school assignment policies.

Homework reinforces and reviews what children have learned and discussed during the school day. It is also a way for the teacher to monitor a child's understanding of work taught. Be sure to discuss school/classroom expectations with your child's teacher during our **meet the teacher nights**. Homework is assigned daily. Every child **MUST** read every night, either independently or with a family member. If your child cannot read on his or her own, please read to him as part of the homework assignment. *Check your child's work folder or agenda nightly for important notices and notes from the teacher.*

Review your child's daily homework assignments. Do not do homework for him/her, but make sure that homework is neat and complete. Your child must read every night, either independently or with your support. Talk to your child about what s/he has read. Before your child goes to bed at night, share a story. If you are unable to read a book written in English, read to your child in your native language. It is important that your child understands that reading is important to you. What is important to you, is important to your child.

Together, school work and homework make a difference and ensure that every child becomes a lifelong, independent learner who is able to achieve his or her fullest potential.



Important School Contact Information

School E-mail: 25q154@schools.nyc.gov

Main Office: 718-591-1500

Parent Coordinator: Mario Arciniega

Tel# 718-591-1500 ext. 1951

Email: marciniega@schools.nyc.gov

School Nurse: David Mera

Tel# 718-591-0456

Email: dmera2@schools.nyc.gov

Guidance Counselor: Cami Meyers

Tel# 718-591-5100

Email: cmeyer@schools.nyc.gov



Breakfast and Lunch Information



Breakfast

Breakfast between: 7:25 and 7:50AM in the Student Cafeteria.

- Bus Students who eat breakfast are sent directly to the cafeteria
- If your child does not eat breakfast at school, please be sure that s/he has eaten a healthy breakfast before leaving the house in the morning.

"Healthy breakfasts provide children with the energy needed to function at high levels throughout the morning's activities"

Lunch

Lunch should be a relaxed and enjoyable time for the children, but it must also be safe and orderly. It is a time for children to practice the good manners that you have taught them.

Lunch Collection Procedures

Breakfast and lunch payment is collected the last Tuesday of every month. Full payment or reduced payment is payable in *cash or money order*- **NO PERSONAL CHECKS ARE ACCEPTED**. You will receive a payment schedule with the monthly amounts due before the collection date. Please complete and submit the federal lunch form that you receive immediately. This form determines the school's eligibility for Title I funding. Title I funding brings much needed additional money to the school allowing the school to offer professional development for teachers, to ensure all teachers are highly qualified in their certification, provide parent involvement events, and additional academic support services for our students.

Cell Phones and Other Electronic Devices

As of March 2, 2015, students are permitted to bring cell phones and other electronic devices to school. P.S. 154Q has adopted the following policy in consultation with the School Leadership Team.

The use of cell phones and other electronic devices at school is subject to the restrictions below. Electronic devices:

1. May not be turned on or used while on school property, during, before, and after school programs, or field trips.
2. May not be used in bathrooms, hallways, the lunchroom, or auditorium.
3. May not be turned on or used during school fire drills or other emergency preparedness exercises.
4. May not be turned on or used during the administration of any school quiz, test, or examination, unless such use is contained in an IEP or 504 Plan. The use of electronic devices during administration of state standardized examinations is governed by State Education Department Rules.



Confiscation

If school officials see a student using a device during the school day, the following measures may be taken:

1. Warning to end use of the device, turn it off, and put it away.
2. Confiscation of item and returned at end of school day.
3. Confiscation of item and returned following parent conference.
4. Confiscation of item and returned following student entering into behavioral contract.
5. Revocation of privilege to bring item to school.

Discipline

Students who use cell phones 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.

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.

“We want to remind you that the best way to communicate with your child is through the main office. Please call us at 718-591-1500 if you need to get in touch with your child. Your children may also ask to come to the main office to use the office phone to call a parent/guardian if necessary.”

**P.S. 154Q Cell Phone Policy
Don't See It, Don't Hear It,
Turn it off!
Use the Main Office for
communication.**



Birthday Policy



We understand that you want to celebrate your children on their special day, but it is also important for us to be considerate of student learning time and school schedules. If parents wish to celebrate their child's birthday, they must make an appointment with the child's teacher for a short 15 minute celebration in class. Any parent that brings in snacks without a scheduled appointment will not be allowed to have the celebration at that time. All snacks have to be individually packaged; for example, drink boxes not bottles, cupcakes not cakes. Parents must inform their child's classroom teacher ahead of time of what they will be sending in as snacks for their child's birthday as to be considerate of students' dietary or religious restrictions when bringing in snacks for the class (ex: food allergies, diabetes, and/or Kosher items). If you have any questions please do not hesitate to contact us at 718-591-1500.