

The Basheer Qusim School
P.S. 53X
Family & School
Partnership Manual

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Dear Families and Friends:

The Basheer Qusim School – P.S. 53X remains one of the larger elementary schools in Community School District Nine – Bronx, New York. Our staff and student population represent a diverse mixture of languages, cultures, religions and nationalities. We embrace and celebrate our diversity; and we acknowledge such as our strongest and most precious asset.

Congruent with this is a myriad of values, mores, and belief systems that are firmly embedded in our population. These attributes do interface with the organizational culture and norms of our school. In order to promote harmony within this framework, the school’s administrative team has developed a set of policies and procedures with the goal of mitigating conflicts; thereby promoting a strong partnership between the school, our student body, and the families that are represented. These policies and procedures are summarized and presented in this handbook, known as “*The Family & School Partnership Manual.*”

It is my hope, that each student and family will read and become familiar with the content of this manual. It is also my expectation that everyone will comply with them harmoniously. We believe that our codified policies and procedures are not punitive, but are solid structures upon which mutual respect and civility can be based.

Professionally yours,

Collin M. Wolfe

Dr. Collin M. Wolfe
Principal

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General Procedures

Adults Entering Building

Upon entering the school building, all visitors must stop at the security desk and present a valid picture I.D. All visitors must then proceed to the main office, at which time; they will receive a color- coded floor pass.

Parents, visitors, and students are required to heed instruction given by school safety personnel, in each of the three school buildings.

**Failure to comply may result in removal from the premises.*

Arrival

In Grades Pre-K-1, no student is allowed to enter Annex II before 7:00 a.m. No student is allowed in Annex I prior to 8:00 a.m., when escorted by his or her teacher. Pre- K-1st grade students will eat breakfast in the cafeteria.

No students, in Grades 2-5, are allowed to enter the building before 7:00 a.m., unless to attend the Early Morning Academy. At 7:30 a.m., students will receive breakfast and proceed to their classrooms.

Only Students are allowed in the building at arrival no parents or guardians.

This policy stays in effect even in inclement weather conditions. Parents loitering in the lobbies of our school building are prohibited. Loitering is against the safety and security policies of our school.

School begins promptly at 8:00 a.m. Students, who arrive after 8:00 a.m., are late and must sign-in, in the school lobby, before proceeding to class.

Please make every effort for your child/ward to be on time. When children arrive late, it disrupts the learning for all children in the classroom.

Fair Weather

(N.B. During the months of September and October)

Pre-K-1: Gather in the quadrangle by the annexes. Each student goes to his or her class line and waits for the teacher to escort him or her into the schoolhouse.

Grades 2-5: Gather in the main schoolyard, by entering on Findlay Ave. Each student goes to their class line and waits for the teacher to escort him or her into the schoolhouse.

Foul Weather

(N.B. Rain, Snow, extreme heat, winter)

Pre-K-1: No student is allowed to enter Annex I or II before 7:00 a.m. At 7:00 a.m., students will enter the main entrance of Annex II, go to the cafeteria, have breakfast, and wait for teacher

pick-up. **Parents must leave their child/ward with an attendant at the door, if student arrives late.**

Pre-K (Afternoon): Appear at the main entrance of Annex II and wait for teacher to escort children to the classroom.

Grades 2 & 3: At 7:45 a.m., enter through the cafeteria entrance on Teller Avenue, go to the school's cafeteria, and wait for his or her teacher to escort him or her to the classroom.

Grade 4: At 7:45 a.m., enter through the cafeteria entrance on Teller Avenue, go to the school's gymnasium, and wait for his or her teacher to escort him or her to the classroom.

Grades 5: At 7:45 a.m., enter through the cafeteria entrance on Teller Avenue, go to the school's gymnasium, and wait for his or her teacher to escort him or her to the classroom.

School Bus Arrival

Pre-K-1: Students are escorted off the buses by staff and walked across to Annex II's cafeteria to eat breakfast. The students are then escorted to their respective teacher's class line.

Grades 2-5:

Upon arrival, students are escorted into the main building by school staff. At which time students will go to their grade assignment, and wait for their teachers to escort them to their classroom.

Grades 2 & 3: Cafeteria

Grade 4: Gymnasium

Grade 5: Gymnasium

****Failure to adhere to this school policy may result in the imposition of consequences.***

Dismissal

Dismissal is at 2:20 p.m. Monday – Friday. The teacher is obligated to determine that whomever is receiving the child/ward from his or her custody at dismissal, is authorized to do so, in keeping with the current information provided on child/ward's emergency card. It is the responsibility of the parent or guardian to make sure an updated emergency card is submitted at the beginning of each school year. Should the information change, please fill out a new card in the main school office. Children may only be picked up by individuals listed on the child/ward's blue emergency contact form. A child can only be released to an individual listed on the child/ward's blue emergency card. No parents or guardians are allowed in the building during dismissal. If a parent or guardian is running late, the school will not accept telephone instructions regarding the child/ward's dismissal.

Request of Early Release of Students

Children should not be picked up early from school, unless a designated school representative has contacted the parent/ guardian. Whoever picks up a student prior to dismissal must possess a photo identification card in order to enter the school building. Under no circumstance will a child/ward be released to an individual that is not listed on the emergency contact form. We

highly discourage parents/guardians, requesting **early** release of students, from school. When children leave the classroom early, it disrupts the learning for all children in the classroom.

For your child/ward's safety, you should notify the teacher, administration, security agent, and office staff if you have an Order of Protection or Harassment Restraining Order to protect a child/ward in your household. We will also need a copy of this document and a recent photo of the individual to whom it pertains.

Pre-Kindergarten-Grade 1

All children are dismissed outside the annexes in the quadrangle. Children who are picked up late will be brought to the cafeteria in Annex II. Parents and guardians will be contacted by telephone. Parents or guardians, who do not pick up their child/ward on time, may have to retrieve their child/ward, from the **44th** Police Precinct at 2 East 169th Street. **Please make sure your emergency contact information is up to date.**

Parents must be prompt and pick up their children at the departure time.

Grade 2-5

Students in Grades 2-5 are dismissed, in front of the school between Findlay and Teller Ave on East 168th Street. Children who are picked up late will be brought to the school's cafeteria. Parents and guardians will be contacted by telephone. Parents or guardians, who do not pick up their child/ward on time, may have to retrieve their child/ward, from the 44th Police Precinct at 2 East 169th Street. **Please make sure your emergency contact information is up to date.**

Parents must be prompt and pick up their children at the departure time.

Children, who are being picked up late from after school programs, may be terminated from the after school program, on the third occurrence.

School Bus Dismissal

Children are escorted from their classrooms to the cafeteria. They are arranged by bus group, and escorted directly on to their busses. A parent or guardian needs to meet his or her child/ward at the bus stop nearest to home, or as agreed upon with the bus driver. If there is no one to receive the child/ward at the point of disembarkation, the child/ward will remain on the bus and returned to the school. It is the responsibility of the parent or guardian to retrieve the child/ward from the school, within a reasonable time frame. Parents or guardians, who do not pick up their child/ward on time, may have to retrieve their child/ward from the 44th Police Precinct at 2 East 169th Street. **Please make sure your emergency contact information is up to date. Parents must be prompt and pick up their children at the departure time.**

Attendance

All students are expected to maintain an average annual attendance rate of 98%. Students whose attendance average falls below 90% are at risk **of not being promoted** at the end of each applicable school year.

Required School Forms

The following are essential forms that must be completed and returned prior to or during the first week of school:

Blue Emergency Cards

These cards are sent home the first week of school and are very important in helping us respond to emergencies. Please fill out all required information. If any information changes throughout the school year, please contact the main office immediately and update the child/ward's emergency card. This includes telephone numbers and addresses for emergency card.

Lunch Forms

The Office of School Food and Nutrition requires all schools to collect a lunch form from each student enrolled in a given school. All students will be provided with lunch forms at the beginning of the school year. The lunch form must be **completed** by parents/guardians, **signed**, and **returned** to the school by **September 30 of each school year**. One form needs to be completed per household for all students attending the same school. Lunch forms determine whether students receive breakfast and lunch free, or at a reduced or full price. If no form is completed, the parents/guardians will be responsible for the full price of your child/ward's lunch. The school will proceed in accordance with Chancellor's Regulation A-810 and A-815 in administering and processing lunch forms. **Money owed for full or reduced lunch must be submitted to Supervisor of child grade in a sealed envelope**. The following must be included on the outside of the envelope: Name of parent/guardian, name of child(ren), amount of money enclosed, child(ren)'s grade, and child(ren)'s class code.

Immunization

All students registered in New York City's Department of Education, are required by law, to produce proof of **immunization to the school in written form from their physician**. These forms must be submitted to the Parent Coordinator.

**Failure to submit immunization records may result in exclusion from school in accordance with Chancellor's Regulation A-701.*

Illness

If your child/ward is known to be ill prior to leaving home for school, the parent or guardian should opt to take the child/ward to see a physician. If your child/ward feels sick and becomes ill with any of the following: fever, vomiting, sore throat, unusual spots or rashes, diarrhea, loss of appetite, unusual behavior, pink eye, or infected skin patches, keep your child/ward home and consult a doctor. Please allow 24 hours free of symptoms before returning the child/ward to school. Upon returning to school, a note from the doctor is required. **Failure to adhere to this school policy may result in the imposition of consequences.**

Illness during School Hours

When a child/ward becomes ill, or an emergency occurs during school hours, the parent/guardian will be contacted. **Please keep your child/ward's blue emergency cards up to date as required by Chancellor's Regulation A-701.**

Prescribed Medication

Prescribed medications for chronic health conditions (such as diabetes, asthma, ADHD, etc.) can be administered by the school nurse during school hours in accordance with Chancellor's Regulation A-701, A-710, and A-715. Please speak with the School Nurse for further information to obtain a form for administering medication during school hours.

Medications such as Motrin, Tylenol, Advil, and throat lozenges cannot be stored in the medical room, and may not be left for your child/ward. The nurse should only administer a doctor's pre-approved medicine.

Any medication, brought to school, may be removed from the child/ward and placed in the possession of the school nurse.

Head Lice

If a case of lice is found in your child/ward's classroom, a form letter is sent home with information on checking for lice, removing them, and treating lice infestations at home. Children who have an infestation must be kept home until all lice are completely removed from the hair.

**Failure to adhere to this school policy may result in the imposition of consequences.*

Emergency at School

In the event that the students and staff need to be evacuated from the school, **all** P.S. 53X students will be escorted to facilities predetermined, off site.

Dress Code

Starting September 2015, **all students at P.S. 53X are required to wear uniforms to school.** The school strongly suggests each parent acquires at least two sets of uniforms. P.S. 53X school uniform colors are **yellow tops and navy** bottoms. All boys will wear navy pants and a yellow shirt, with the option of wearing a sweater, or blazer in colder weather. All girls will wear navy skirts, pants, or tunics, with the option of wearing sweaters in the colder weather. Please make sure your child's/ward's uniform is properly fitted, clean, and in good repair. The school maintains its school uniform policy consistent with Chancellor's Regulation A-665.

Students are not allowed to wear clothing or headgear, which is unsafe or disruptive to the educational process (i.e. caps, hats, bandana, hoods) in the school building (except for religious purposes).

**Failure to adhere to this school policy may result in the imposition of consequences or discipline in accordance with the Discipline Code.*

Caps and Hats

Caps, hats, head ties, and 'do-rags' are strictly prohibited in school buildings at P.S. 53X, except for religious or health related circumstances. Students whose religion requires them to dress and adorn themselves in prescribed manners, are welcomed to adhere to those practices.

****Failure to adhere to this school policy may result in the imposition of consequences or discipline in accordance with the Discipline Code.***

Personal Hygiene

Please have your child/ward come well groomed for school. This includes wearing clean clothing, having had a bath, having combed ones hair, having brushed ones teeth, and having applied deodorant. It is important to discuss proper hygiene with students at a young age.

Discipline Code

In addition to the Citywide Standards of Intervention and Discipline Measures (Discipline Code), which is distributed each school year, the school expects students to maintain a certain standard of conduct as described:

Student Conduct

Gymnasium

All students who are listed to receive Physical Education, as part of their academic program, are required to wear the appropriate attire for gym. Sweat pants and shorts may be worn but must be in compliance with the school's uniform- yellow tops and navy bottoms. It is important that all students wear sneakers and socks for gym.

Should there be medical reasons for which your child/ward may not participate in any physical activities at school, the proper medical forms must be submitted to the school nurse.

All children are required to participate and follow rules set forth from their teacher.

****Failure to adhere to this school policy may result in the imposition of consequences or discipline according to the Discipline Code.***

Auditorium

Students are invited to the auditorium for two major purposes. Firstly, students are taken to the auditorium daily, as a holding area before or after eating lunch. Secondly, students are taken to the auditorium to participate in assembly programs. In spite of the reason for assembling in the auditorium, each child/ward is expected to conduct himself / herself with propriety. The following are not allowed in the school auditorium: eating, drinking, use of telephones, unauthorized photographs or videos, foul language, loud speaking, running, or physical contact with equipment, such as projectors, etc. No one is allowed on stage, except under the direction of a member of staff. There should be no defacing of walls with markers or other objects. Students should remain seated in the auditorium with their feet off the chairs at all times. Students may not sit on the armrests of the chairs in the auditorium. While students are in the auditorium, members of the school staff will always be present. During lunch and recess, students will be supervised by staff.

****Failure to adhere to this school policy may result in the imposition of consequences or discipline according to the Discipline Code.***

Cafeteria

The school cafeteria is to be seen as the dining room of our school. Therefore, the conduct of students and adults, in both lunchrooms of the school, must be in keeping with proper etiquette, school policies, and procedures.

Each child/ward will be given a designated spot at a lunch table. Each child/ward **must** remain seated unless otherwise directed by school staff. Debris and uneaten meals or drinks, should be disposed of in the bins, which are provided. Recycling bins will be labeled as such. Children may not take glass bottles, weapons, bats, missiles, or any other object, which poses a threat to the health, safety, and well being of others.

Members of the school staff will accompany students at all times. During lunch and recess, students will be supervised by staff.

Given the emphasis in New York City in eradicating obesity among children while promoting proper diet, we, at P.S. 53X discourage children from taking snacks or beverages from outside to be consumed in the cafeteria.

Staff is allowed to confiscate any object, food, or beverage deemed inappropriate with the knowledge that it should be returned to the child/ward at the end of the school day. This excludes returning any object deemed contraband, which will be turned over to the New York City Police Department's 44th precinct in accordance with Chancellor's Regulation A-432.

**Failure to adhere to this school policy may result in the imposition of consequences or discipline according to the Discipline Code.*

Hallway/Stairwell

Students travel through the hallways and stairwells of our school continually throughout the school day. A child who travels independently **must carry a hall pass at all times**. Children traveling in groups need to be accompanied by a P.S. 53X staff member. Students must walk on the right side of the hallway, at all times.

Children are **not allowed** to deposit liquid or solid objects, of any kind, in the hallways or stairwells. No loitering, spitting, urination, or defecation is allowed in any hallways or stairwells.

Should a child accidentally vomit in a hallway or stairwell he/she is responsible for notifying his/her classroom teacher or the main office. Polite and courteous behavior is expected of **everyone**. For example, everyone should say hello when passing others in the hallways and stairwells.

**Failure to adhere to this school policy may result in the imposition of consequences or discipline according to the Discipline Code.*

Classrooms

Classrooms are the major learning environments within our school building. Firstly, all children and adults are required to demonstrate extreme courtesy, respect, and politeness towards others in

each classroom setting. The use of foul language (expletives) is strictly prohibited in classrooms in our school. We also maintain a free and safe and supportive learning environment that is free from bullying, intimidation or harassment committed by students against other students on account of race, color creed, ethnicity, national origin, citizenship/immigration status, religion, gender identity, gender expression, sexual orientation, or disability. Conduct by any student that violates Chancellor's Regulation A- 832, *Student to Student Biased Based Harassment, Intimidation, and bullying*, will be dealt with in accordance with the Discipline Code.

No fighting is allowed in the classroom. All students are to remain seated, unless otherwise directed by their teacher or a school supervisor. The seating of students within a classroom is at the discretion of teachers and supervisors.

Siblings or family members will not be able to receive their education in the same classroom (except for special circumstances).

All children must follow explicit classroom rules, which are determined, by supervisors and teachers. **All students are required to participate actively** as defined by the teacher. P.S. 53X expects that every child and teacher will participate and engage fully in all classroom instruction and learning.

Children may not leave the classroom without a hall pass.

The bulk of academic work demanded of students at P.S. 53X is done in individual classroom settings. Each classroom is therefore equipped with appropriate books, audiovisual equipment, and other learning devices. **Children may not remove any materials, equipment, or devices from the classroom or school without the written consent of a supervisor.**

The principal and assistant principals are at liberty to visit each classroom, within our school, for any reason under the law.

Members of the principal's cabinet such as coaches and staff developers, as well as consultants and guidance counselors, will visit classrooms as determined by the circumstances at hand.

Members of the principal's cabinet are empowered to visit classrooms and restore order where such is deemed necessary.

Children must place or hang their book bags, sweaters, and coats in the wardrobe of each classroom and may **not** wear these pieces of garments during class time. Each child will be given a designated spot to keep his/her personal possessions in the classroom and wardrobe.

****Failure to adhere to this school policy may result in the imposition of consequences or discipline in accordance with the Discipline Code.***

Bullying

Bullying in no form is tolerated on school grounds or in the building. Any student who believes that he or she has been the victim of bullying should report the incident to the designated staff

member or to any other school employee. Incidents of bullying will be investigated according to Chancellor's Regulation A-832. Any student who engages in bullying will be disciplined according to the Discipline Code.

Occurrences

Any student to student or teacher to student occurrence of a negative nature should be reported to the Principal or Assistant Principals immediately. A student should report to a supervisor or teacher, any harm or damage done to himself/herself by students or by an adult, prior to the end of the school day. Should the student fail to report an incident on the given day when it occurred, the matter should be reported immediately thereafter. Any disputes which occur off school grounds and outside the regular school day, and have no relationship to the school **should be reported to the New York City Police Departments 44th precinct for processing**, at the discretion of the parties involved.

Students in Graduating Grades

Any children, who misbehave extensively throughout the school year, may be excluded from extracurricular activities. In the case of graduating students, students may be barred from the prom or graduation ceremony if the student poses a threat of violence or disruption to the event.

Days off and Early Dismissals

The Department of Education has designated non-attendance and early dismissal day for students, each school year. Parents will be informed of these days in advance. Parents and guardians may also check the school's website at www.ps53.org for more information.

Weather Information / School Closings

The chancellor will decide at 6:00 a.m., to close or delay the opening to New York City Public schools on days with severe or unusual weather conditions. School information will be announced on the following radio stations: WINS (1010 AM), WCBS (880 AM), as well as television NY 1, and local ABC, NBC, and CBS news channels. This information will also be placed on the school website at www.ps53.org. **Please do not call the school to determine school closings.** The cancellation of after school is at the discretion of the Chancellor.

Delay

Parents will be notified, as stated above, in case of a Chancellor's directed delay, further children who arrive at school, in keeping with the terms of the delay, will not be marked late. Where applicable, school buses will likely operate under the terms and conditions of the delayed opening of school, in each instance. Dismissal time will still be at its regular time.

Breakfast / Lunch Program

All students are encouraged to eat a nutritious meal here at P.S. 53X. Some children, depending on their eligibility, may be charged full or partial cost for meals. If you are receiving benefits such as Temporary Assistance to Needy Families (TANF), Food Stamps, WIC or any other public assistance benefits, your child/ward may be eligible for free meals. Children/wards from households that meet Federal Income Guidelines are eligible free or reduced-price meals.

Every parent or guardian is mandated to complete and sign a lunch form for his or her child(ren), as long as they attend school at P.S. 53X. If you have not completed a school lunch form, you may be charged full price everyday that your child eats lunch in the cafeteria.

Students eat lunch with their classmates at their assigned lunchroom tables. After eating, children proceed directly to the schoolyard for outdoor play, weather permitting. During inclement weather (rain, ice, snow or temperature below 32° Fahrenheit), students are customarily confined to the auditorium for safekeeping. During lunch and recess, students are overseen by school aides for that purpose.

*Please note that with accordance with New York State Laws, students allowed outside, for play, if the temperature is above 32° Fahrenheit. Please make sure your child/ward is dressed appropriately for the weather.

School Trips

Parents are required to complete, sign, and submit permission slips for each activity, which demands parent/guardian consent. At the start of the school year, the school requires that each parent/guardian submits a generic permission slip, which will allow individual students to participate in learning related activities, involving neighborhood walks, assembly programs, classroom learning activities, which include photography and video taping, and any additional offerings, which will be specified on that form. Additionally, individual school trips, will require Parents or guardians to sign a specially designated permission slip, on occasions.

Please check the permission slip if your child/ward will need to bring a bag lunch and beverage (no glass bottles) from home that day.

Parents/guardians may be invited to accompany their children/wards as chaperones on class trips. The teacher will coordinate the specific number of chaperones needed for each trip and will rotate parent requests to give everyone an opportunity. Please note that parents, who act as chaperones, must follow the directive of the teacher, who is in charge of the trip. A parent, guardian, or relative may not take the child's sibling out of another class to attend the trip. Persons under the age of 18, whether or not related to the child, are not allowed to accompany any child's class on a trip in any capacity.

Parents, who act as chaperones on a trip, must leave and return with the class. While on the fieldtrip, parents who chaperone must not extend any special privileges to their child.

*Children need to be dressed appropriately for all fieldtrips. Students need to be able to walk in comfort on fieldtrips. Please have your child wear sneakers or other comfortable footwear.

Any field trips will be scheduled in accordance with Chancellor's Regulation A-670.

Accompanying Class Trips “Rules of the Road”

Our teachers rely on parent or guardian chaperone to help make each trip run smoothly and safely. To ensure a successful, enjoyable experience for everyone, please review the suggested “rules of the road” below.

- Turn off your cell phone. Sending text messages or talking on a cell phone distracts you from the class, the same way it distracts you from driving.
- Limit adult socializing. Remember, your main purpose is helping the teacher and caring for the children in your group. Please do not cluster with other adults.
- Please arrive promptly at the designated meeting location.
- When taking a school bus for transportation, please help the teacher get the students seated and belted in.

Faculty

Administration

Parents or guardians, wishing to meet with the principal or an assistant principal, must make an appointment with a school secretary. The recommended times are 6:00 a.m. - 8:00 a.m. and 3:30 p.m. - 6:00 p.m., depending on availability. These hours are being considered to accommodate even parents with various work schedules. No parent will be seen without an appointment (unless there is an emergency or contacted by the school). To make an appointment, please call the school’s office at 718-681-7276.

Teachers

Our professional staff engages in self-renewal through constant study, training, and sound professional conduct. Many of our teachers are currently involved in various projects, grants, and degree programs, which are geared towards student engagement in Literacy, Mathematics, Science, Social Studies, and Technology. Parents or guardians, wishing to meet with a teacher regarding school matters, must make an appointment with a school secretary. Teachers are only made available on his or her preparation period. No parent will be allowed to meet with teachers during instructional time. To make an appointment, please call the school’s office at 718-681-7276.

Parent Coordinator

The Parent Coordinator is the parents’ first step in their search for information about P.S. 53X and in the New York City school system. The parent coordinator is available Monday through Friday from 8:00 a.m.-4:00 p.m. You can reach the parent coordinator directly at 718-681-7276 ext. 2033.

School Nurse

The school nurse is available throughout regular the school hours, each school day. Our school nurse is here to provide non-invasive medical assistance to children. She also assists students

with **medication, as directed by a physician.** If medication needs to be administered to your child/ward, please make sure your child/ward has a Medication Administration Form, on file, which must be signed by your child/ward's health care provider. For more information, contact the nurse directly at 718-681-7276 ext. 2140.

Guidance Counselor/SBST

The role of the guidance counselor is multi-faceted. The guidance counselor is available to provide support to parents and act as a resource to their children.

In addition to the guidance counselors, other members of the school based support team work in concert to address the needs of children.

Procedures for Communication with Faculty

If you have any questions/concerns/suggestions about a school-related issue, the following steps may be taken:

1. For matters regarding school problems or parental concerns – Contact the Parent Coordinator at 718-681-7276 ext. 2033. Alternatively, send a note with the child/ward to the classroom teacher.
2. To set a meeting with a teacher, please contact the teacher ahead of time by sending a note with the child/ward to school, with a number you can be reached. At this point, the teacher will contact you, so a time can be set up to meet with the teacher.
3. If all other measures are exhausted, you may call the main office, 718-681-7276 to set up an appointment to meet with an assistant principal or principal.

Please keep communication with school staff respectful. Please remember that all staff members have your child's/ward's best interest in mind, and want to see your child/ward be successful.

The staff has an obligation to speak with each parent and child, in a professional and respectful manner. Conversely, each child and parent has an obligation to speak with school staff in a respectful and polite manner. School staff will not subject themselves to any unsafe, disrespectful, harassing, or threatening conditions that is created or sustained by a parent or guardian, during a conference. Conversations that are between parents and staff that are not conducted in a quiet and reasonable way will be terminated, until such time when a more reasonable and acceptable atmosphere for a conversation is restored.

Special Education

Specialized instruction and or services (speech, OT, PT, guidance, etc.) are offered to students that have an IEP (Individual Education Plan).

English as a Second Language

Students who are speakers of a language other than English, are provided with, a designated testing and services, as prescribed by law and determined by their assessed needs.

Curriculum Overview

Math

Our school wide mathematics program is research based, and is aligned with the Common Core State Standards and the New York State Standards.

Literacy

Our school wide literacy program is research based, and is aligned with the Common Core State Standards and the New York State Standards.

Science

Our school wide Science program is research based, and is aligned with the New York State Standards.

Social Studies

Our school wide Social Studies program is research based, and is aligned with the New York State Standards.

Physical Education

Our school wide Social Studies program is research based, and is aligned with the New York State Standards.

Arts

Our school wide arts program is research based, and is aligned with the New York State Standards.

Enrichment

The school provides enrichment activities to students throughout the school year. Such activities include, but are not limited to, computers, foreign language, music, field trips, basketball and cheerleading, as well as special early morning, Saturday and holiday activities.

Home and School Communication

Important Contact Numbers

P.S. 53X Main Office	718- 681- 7276
P.S. 53X Fax Number	718- 681- 7296
Parent Coordinator	718- 681- 7276 ext. 2033
Guidance Counselor Grades PK- 2	718- 681- 7276 ext. 2522
Guidance Counselor Grades 3- 5 and IEP	718- 681- 7276 ext. 2032
School Safety Officer	718- 681- 7276 ext. 1000
School Nurse	718- 681- 7276 ext. 2140
Annex I	718- 681- 7276 ext. 7000
Annex II	718- 681- 7276 ext. 7050
School Community District Office	718- 842- 0138
Parent Association	718- 681- 7276 ext. 2034
School's Website	www.ps53.org
Department of Education Website	http://schools.nyc.gov

School History

The main building of our school had its groundbreaking event in 1912. The records indicated that construction on the structure ranged between 1912 and 1913. This school celebrated its 100th year of existence in 2012-2013.

Parent Involvement

Parents' Association

The parents' association of any school is designed to serve as a bridge between the school and a wider community. P.S. 53X is proud to have a very vibrant parent association, which represents the broad interests of the parents and the students of our school. The parent association works collaboratively with the administration of our school, and community based organizations to ensure and promote active parent engagement and involvement in the life of P.S. 53X. We encourage each parent to maintain a meaningful relationship with the school's parents association.

The School's Leadership Team

The school's leadership team, at P.S.53X, serves as an integral part of the leadership and management mechanism of our school. This team of individuals comprises parents and the principal, as well as other important stakeholders in the community. With the exception of the principal, members of the school leadership team are elected representatives who serve for a prescribed period. The school's leadership team at P.S. 53X meets monthly to discuss the affairs of the school and uses the method of consensus at arriving at decisions.

Parent / Guardian Conduct within the Building

The responsibility of the Principal and staff is to maintain a safe and orderly school environment. As a result, there is an expectation that all parents or guardians will conduct themselves in a decent and respectable manner, on school premises at all times. The use of expletives, derogatory language, or threats, will not be tolerated. Should a parent or guardian refuse to abide by these reasonable guidelines, the matter will be referred to the security staff or police for appropriate actions.

Adult/Child(ren) Contact Prohibition

Under no conditions, should an adult approach and reprimand or interrogate the child/ward of another parent/guardian of this school. If children of this school are caught in a dispute, the parent/guardian of the affected child/wards should report the matter to the principal's office immediately. This rule applies whether the dispute occurred on or off school premises. Following which, the principal or a designee will make the necessary arrangements for a meeting to occur at the school, with all relevant parties, so that a resolution can be found to the matter.

**Failure to abide by this policy may result in the imposition of penalties or consequences.*

Parent Teacher Meetings and Conferences

Parent teacher conferences occur in late fall and early spring. At these conferences, report cards will be discussed and distributed. It is important that parents and teachers work together. Please make every effort to come and meet with your child's/ward's teacher. Where as we highly

discourage absence from these conferences, should mitigating circumstances prevent a parent/guardian attending one or more of these conferences, it is the responsibility of the parent or guardian to contact the child's/ward's teacher to arrange for a mutually agreed time, for this conference to occur at another date. Depending on other circumstances, parents/guardians are welcome to schedule individual conferences with the child's/ward's teacher or school staff member. These conferences should be predetermined and agreed upon by the parents involved.

Specially Arranged Conferences

At different intervals throughout the year, the principal or assistant principal may summon parents or guardians to the school for different reasons. Whereas, some of these meetings may relate to a disciplinary matter pertaining to their child(ren)/wards, other meetings might relate to matters pertaining to the child's/ward's academic progress or testing. It is the expectation of our school, that all parents make an effort to participate in these conversations, when call to do so.

Commencement Ceremonies and School based Assembly Programs

Fifth Grade

Given logistical factors, P.S.53X has traditionally elected to conduct its fifth grade commencement exercise off site. Each year, the administration of our school provides the fifth grade graduating class with information, relative to the detail of the commencement exercise. Embedded in these arrangements, is the expectation that parents/guardians, as well as members of the graduating class, will conduct themselves in a matter that is not disturbing to the peace. Should any member of a graduating class, their parents/guardians, relatives, and or friends conduct themselves in a manner that is disruptive to the commencement exercise, or threatening to the faculty and supervisors, they will be immediately expelled from the ceremony by school safety officers, and the matter may be referred to the police.

Kindergarten

P.S.53X embraces the celebration of students' progress. One of the forms by which we celebrate the students' progress is by hosting an annual "moving up" ceremony each June for our Kindergarten students. In order to accommodate everyone in a safe and orderly manner, the ceremony is held on two separate occasions. Embedded in these arrangements is the expectation that parents/guardians, as well as members of the graduating class, will conduct themselves in a matter that is not disturbing to the peace. Should any member of a graduating class, their parents or guardians, relatives and/or friends conduct themselves in a manner that is disruptive to the commencement exercise, or threatening to the faculty and supervisors, they will be immediately expelled from the ceremony by school safety offices, and the matter may be referred to the police.

School Based Assembly Programs/Classroom Celebrations

As part of an attempt to celebrate certain aspects of our curricula as well as that of students' achievement, the school hosts various assembly programs throughout the academic school year. These assembly programs are usually held in the school auditorium. Where as we encourage parents or guardians to be in attendance at some of these programs, there will be those that are restricted to children and faculty of our school. We ask that parents conduct themselves in an

orderly fashion on occasions where they are invited to participate in these celebrations. We also ask that parents respect the schools decision to exclude visitors from those celebrations, which may interfere the logistical factors at hand.

Classroom Celebrations

Supervisors or teachers, at P.S. 53X, are encouraged to host various forms of classroom- based celebrations with their students. Some of these celebrations are based on annual festivals or seasons, while others may be based on the curricula. When these events are planned, the school will inform the parents or guardians of the event in advance. At which time clarity will be provided, as to whether or not parents/guardians should be in attendance. In cases where parents/guardians of the class are invited, no additional visitors are allowed (including younger siblings). Furthermore, on occasions, when parents/guardians are in attendance they are prohibited from making any contact with any other children than their own. They are also prohibited from visiting other areas of the school, without an escort.

N.B. Any inappropriate conduct on the part of a visitor at a school/classroom- based event, may result in an immediate expulsion of the visitor, from the event and based on the nature of the infraction, the matter may be referred to school safety or the police, for additional follow up.

Restrictions generated by Parents/Guardians

Should a parent/guardian choose to restrict their child/ward from consuming different food or beverages served at the school, from participating in daily rituals of the school, or certain ceremonies, such as assembly programs, field trips, class parties, or any other matter. It is the responsibility of the parent to notify the school, in writing, by way of the child's/ward's teacher. In order to facilitate these decisions, the school will distribute to parents/guardians, at the start of the school year, a specially designed form and ask that they complete, sign, and return this form to their child's/ward's teacher.

N.B. As part of the ongoing celebration of student achievement, and in an effort to archive the assessment of students' progress, P.S. 53X will likely, videotape and photograph teachers and students, as they interact within the learning environment. This form of documentation is not designed for commercial purposes, but for the sole purpose of building a repertoire of artifacts surrounding teaching and learning in our school. Should a parent/guardian choose not to have his/her child/ward involved in these school related documentaries, we ask that the school be notified in writing, by way of the child's/ward's teacher.

Homework

Homework is an extension of schoolwork and is an integral part of each child's education. Through homework, children further develop a sense of responsibility and independence. All children are assigned homework. Please check your child/ward's backpacks and ensure that your child/ward is completing his/her homework.

We strongly encourage that children are read to, by a parent or guardian, or read independently for at least 20 minutes daily. P.S. 53X has two libraries, children are able to select one book at a time. In addition, there is a public library at 910 Morris Ave (at 162nd St.)

As a service to the community, the UFT offer homework assistance to children between the hours of 3:30 p.m. and 6:00 p.m. We strongly encourage parents to have their children take advantage of this service.

Early Morning/After School/Saturday/Holiday Programs

In an effort to augment the daily instruction program of our school, and to further enrich the lives of our students, the school, where budgetary condition allow, hosts various extended day/week programs. Students and parents or guardians are notified of these programs in writing and it is expected that children participate when they are notified to do so. Children may be discontinued from these programs for misbehaving, irregular attendance, lateness, and lack of productivity.

Moreover, if parents or guardians do not retrieve their children/ward, on time, they may be removed from the program.

Face-To-Face Letters

Provisions are made at the school for parents or guardians to make requests for face-to-face letters each Monday and Wednesday, when school is in operation. Letters that are requested on Mondays may be collected on Wednesdays. Letters that are requested on Wednesdays may be retrieved on Friday. No request or distribution will be done on Tuesdays or Thursdays. The hours for requesting or receiving these letters are 9:00 a.m. through 12:00 p.m. requests and receipts of these letters may be done at the security desk in each building. Request and receipt of face-to-face letters will be done at the building where the child is being schooled. Designated person is responsible for the coordination and distribution of these letters.

Transportation

Eligibility for transportation is determined by the Office of Pupil Transportation in accordance with Chancellor's Regulation A-801. Students in the G&T program or coming to school through the "No Child Left behind Act" may be eligible for public school transportation. The New York City Department of Education has established rules and regulations regarding school transportation. You can review eligibility by visiting the Office of Pupil Transportation (OPT) website at www.opt-osfns.org.

Metro Card

Student metro cards are valid on NYC buses and subways between 5:30 a.m. and 8:30 p.m., Monday through Friday only on days when school is in session. Students are issued either a full or a half-fare metro-card, which is determined by the Office of Pupil Transportation computer system and based on your home address and grade level. Half-fare metro-cards are can only be used on buses. Metro-cards are sent home with the child/ward. Eligible students receive two metro-cards a year—the first in September is valid for the first half of the school year. The second card will be issued in February. Students must always print their names on the white strip on the back of the metro-card, before they use it. Also, please make a note of the metro-card number and keep it in a safe place.

If the metro-card is lost or stolen, please send a note to Ms. Martinez as soon as possible so the student can get a replacement. Getting a new card may take some time, so make sure the student has another way of getting to and from school until the replacement card arrives. **Do not allow anyone else to use the card.**

School Bus

Applying for yellow bus service does not ensure that you will receive bus service. All bus stop requests are submitted to the Office of Pupil Transportation for approval. These requests are reviewed by the OPT who use a mileage formula to determine the availability of creating new bus stops. New bus requests are submitted at the end of the summer. Please be patient during the first week of school. You will be notified as to the status of whether your bus stop request is approved or denied.

Birthday and Holiday Parties

Classroom Birthday Parties

Birthday parties are allowed, but must be requested and planned with the child/ward's teacher and the supervisor of the grade. The school requires 7 days notice, prior to the event. The terms and conditions of the party, is the sole prerogative of the school. Meals or beverages made at home are strongly discouraged.

Halloween

The celebration of Halloween is permitted as part of the parcel of the society. Halloween is celebrated in P.S. 53X because it is part of the parcel of the community. Children are not allowed to wear facial masks, as part of their costumes, during school hours. Halloween celebration cannot, however, interfere with the normal instruction program of our school. Therefore, it is the schools' policy that Halloween parties/celebrations are confined to student's classroom (not in common areas), and can only occur on the last two periods of the school day. Parents and visitors are not allowed to attend Halloween celebrations at our school. The school strongly recommends that parents or guardians take extra precaution to ensure safe commute to and from school on Halloween. Early morning and after school activities are suspended if Halloween occurs Monday through Friday. Should Halloween occur on a Saturday, there will be no Saturday Academy held at the school.