

P.S. 306

Parent Handbook 2016-2017



Darryl Harrington, Principal

John Hickman, Assistant Principal K & 1

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P.S. 306
MISSION STATEMENT

The mission of P.S. 306 is to continue to improve student achievement in all content areas by providing high quality professional learning opportunities for teachers, aligning curriculum and assessment, integrating technology into the curriculum, and promoting positive social skills for all members of the school community. Our goal is to make P.S. 306 a safe haven for students by providing a caring and friendly instructional environment which will carry out into the community. We believe that every student is capable of becoming a productive member of society through the combined efforts of the school, home and community.

Message from the Principal

Dear Parents and Guardians:

On behalf of the P.S. 306 administration, teachers and support staff, I would like to welcome you to another year filled with learning opportunities and academic growth. We have planned many exciting activities and educational opportunities for our students and families.

As educators we have been assigned the important task of preparing our students for success in the future. However, in order to accomplish this goal, we must develop a partnership between the home and the school. We want you, the parents and guardians, to be active participants in your child's education. You can do this by communicating with your child's teacher, by participating in school events and by keeping informed of school initiatives. Important information will be sent home in your child's book bag, which should be checked daily.

This Parent Handbook has been prepared to give you information regarding policies, procedures, routines and expectations. Please keep this handbook as a handy resource to be referred to throughout the school year.

We look forward to another productive school year. Through the combined efforts of the school, home and community, we will continue to strive for excellence!

Sincerely,
Darryl Harrington
Principal

School Year Calendar 2016-2017

September

September 8 First day of school. Early dismissal for kindergarten. Partial day for pre-k
September 9 First full day for kindergarten. Partial day for pre-k
September 12 Eid al-Adha: schools closed

October

October 3-4 Rosh Hashanah: schools closed
October 10 Columbus Day observed: schools closed
October 12 Yom Kippur: schools closed

November

November 8 Election Day: students do not attend school
November 11 Veterans Day: schools closed
November 24-25 Thanksgiving recess: schools closed

December

December 26-30 Winter recess: schools closed

January 2017

January 2 Winter recess cont'd.
January 3 School resumes
January 16 Dr. Martin Luther King Jr. Day: schools closed
January 30 Chancellor's Conference Day: high school students do not attend
January 31 Spring term begins for high school students

February

February 20-24 Midwinter recess: schools closed

April

April 10-18 Spring recess: schools closed

May

May 29 Memorial Day: schools closed

June

June 8 Anniversary Day: students do not attend
June 12 Clerical day: elementary & middle school students do not attend
June 23 Regents rating day: high school students do not attend
June 26 Eid al-Fitr: schools closed
June 28 Last day of school for all students

WHO'S WHO AT P.S. 306

PRINCIPAL

Darryl Harrington

ASSISTANT PRINCIPALS

John Hickman, Kindergarten & First, Extension 2254

Sojourner Greer 2 & 3, Extension 3331

Robert Montanaro , Grades 4 & 5, Extension 4011

Parent Coordinator

Debra Sloan, Extension 1250

School Counselor

Betsaida Bonano, Extension 2032

Pupil Accounting Secretary

Reina Melendez, Extension 1350

Staff Payroll Secretary

Mary Vargas, extension 1353

Attendance/Family Worker

Joyce Emeric, Extension 1351

Morris Heights Health Clinic

Charlene Cruz-Robertson, Extension 1030

Wanda Diaz, Extension 1031

Parent Teacher Association, Extension

TBD

Individual Education Planning Team (IEP) Extension 1451

Ms. Spence-Special Education Coordinator/IEP Teacher

Ms. Vanterpool-Bilingual Psychologist

Dr. Moore-Psychologist

Cathy Irizarry-Social Worker

Barbara Condezo, Family Worker

Alisa Sanchez, Family Worker

School Safety

Sgt. Denson, Level Three

Medical and Immunization Requirements for School Year 2015-2016

Students entering kindergarten must have a complete and current physical examination. The student's immunizations must also be up to date. Prior to admission into the school each student must have been administered one dose each of the following inoculations; DTaP, DTP, DT AND Td or Tdap. They must also have received IPV or OPV and MMR.

School Communication Methods

To assist parents in participating in their child's, education our school uses a variety of methods to make sure you know what is happening in school:

- The first school day of each month student receive a school calendar for the month. It contains information about school closing dates, school events and state test dates.
- Attached the front entrance of the school is a large electronic sign which flashes information about events and school closing dates
- Prior to most events flyers and letters are sent home with each student's.
- Pre-recorded messages (robo-calls) in English and Spanish are sent out via the phone number you provided the school. These messages are about school events and closing dates.
- In the school lobby there is a parent information center. Copies of all materials sent home to parents are left there and other good to know parenting information.
- We also maintain a school bulletin board which changes monthly and has information about school and community events.
- Large Posters are attached to exit doors and provides reminders about upcoming events or closing dates.
- Our school also has a website at www.ps306bronx.org.
- Progress reports are sent home with your child the first Friday of each month. With the exception of November, March and May. These are months which have scheduled Parent Teacher Conferences.
- Official report cards are sent home in November, March and June.

Academic Policies

Our goal as educators is to help every student reach their highest potential. To accomplish this goal the school and home work in concert, with the child's best interest always in mind.

Promotion decisions are made by school the principal based on multiple measures of student readiness for the next grade.

First, teachers review student work from the school year to identify students who may not be ready for the next grade. Students who are ready are promoted in June. For students who are not ready teachers complete promotion portfolios. Promotion portfolios consist of report card data, samples of student writing, projects, assessments, assignments and state test scores. Grades 3, 4 and 5th are required to take a statewide test in reading and math. 4th graders are tested in science as well. Scores on these tests along with the portfolio mentioned earlier are used to determine if a child will move on to the next grade. The teacher scores the portfolio using DOE guidelines.

The principal makes the promotion decision based on the portfolio results. If a student is not promoted in June based on their portfolio and they are in grades 3, 4 or 5 he or she is recommended for summer school. At the end of summer school another review of each students work is reviewed and the principal makes the final decision.

Student Grades

Student report cards and progress reports are rated on a level system from one to four. The levels pertain to how the student is doing in school in relation to their grade level. It is the schools expectation that all students will perform at or above their grade level by the end of the school year.

- Level One- student is performing far below grade level
- Level Two- student is approaching grade level
- Level Three-student is performing at grade level
- Level Four-student is exceeding their grade level

Homework Policies

Teachers assign homework to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. This also gives the teacher an opportunity to assess student understanding of the work. The student should do homework as independently as possible. In addition to assignments students should also spend time each evening reading and practicing writing.

Academic Intervention Services

Our school is committed to facilitating, the development of all of our students.. A part of achieving this goal has been the selection of teachers who are highly qualified in their subject areas. Students who require specialized support are aided via academic intervention services. Students in this category would be our English language learners (ELL), students who are struggling academically and students receiving special education services, which are always IEP driven.

If you are concerned about your child's academic performance first meet with your child's teacher. Teachers are available to meet with parents and guardians on Tuesdays from 2:25-3:35. To assure your child's teacher has enough time to discuss your concerns; all meetings are by appointment only. To make an appointment send a note with your child for their teacher, call the school main office and leave a message for the teacher or contact Ms. Sloan, Parent Coordinator, at (718) 583-5355 ext. 1250.

Your child's teacher will come up with classroom interventions which hopefully will help your child better understand the material. If the student still is not progressing the teacher will discuss your and their concerns with the grades assistant principal. If needed the child will be recommended for academic and evaluation testing. To make this happen you will have to submit a request in writing to your child's assistant principal. For more information and support you can meet with the school Parent Coordinator.

Getting Caught Doing Something Good

Our students are rewarded for learning appropriate social, emotional and academic skills. Our efforts encourage students to be the best that they can be, both academically and behaviorally. The following school programs support our goals for student success.

- **Positive Behavior Intervention System (PBIS)**
Students' academic participation and positive social interactions are rewarded with plastic tokens. These rewards can then be used to "buy" items from our PBIS school "store". Students can choose from a variety of items, from school supplies, toys or even basketballs.
- **Class dollars**
When classes as a whole are well behaved, any staff person can reward them with "class dollars". These dollars are collected by the teachers and used to "purchase" free pizza or ice cream parties and fun trips.
- **Student of the month**
Every month each classroom teacher selects students who has shown progress in their studies and demonstrates good citizenship. The selected students are acknowledged at a

school assembly which takes place the first Friday of each month and get to participate in a student of the month pizza party.

- **Honor Roll (Twice per year)**

Each semester classroom teachers select students who have demonstrated high academic achievements. Gold Honor Roll winners must have report card grades no lower than level 3 and 4. They must also have at least one level 4 in reading, writing, math or listening/speaking skills. Our silver Honor Roll students must have report card grades no lower than a level 3. The awardees receive medals, go on field trips and have their names posted on our honor roll board.

Perfect Attendance Awards

- Students who come to school every day and on time also receive rewards. Students with perfect attendance can go on special trips and participate in pizza parties.

School Schedule

School hours are from 8:00 a.m. to 2:20 p.m. Mondays through Friday. On school days designated as “early dismissal”, all students will be released at 11:20 am

Arrival and dismissal locations by grade are as follows:

1. Kindergarten and first grade: in the auditorium
2. Second and third grade: in the cafeteria
3. Fourth and fifth grade: in the rear schoolyard

Arrival Procedures

Students arriving for school must report to the above locations according to their assigned grade. Teachers pick up their classes at 8:00 am sharp; therefore make sure your child is online prior to 8:00 am. Students not in their classrooms by 8:15 am are considered late. Students arriving late for school must sign in with staff in the area next to the main office and receive a late pass. Students arriving late are not eligible for perfect attendance awards. For your child’s protection, please do not leave unescorted children in or around the school building prior to the start of breakfast at 7:30 am, as there will be no staff members available to supervise them.

Dismissal policies and procedures

- You must let your child's teacher know who will meet him/her at dismissal. Only those people indicated on the Emergency Contact Card will be allowed to pick your child up from school. **THERE ARE NO EXCEPTIONS.**
- Students are not allowed to leave school prior to dismissal unless an adult listed on the emergency card signs them out in the main office. **NO EXCEPTIONS.** Please make every effort to schedule appointments after school hours.
- **Students traveling by school bus** must obey the rules of proper behavior; failure to do so may lead to suspension from the bus. All students must make sure their behavior on the bus is safe! Office of Pupil Transportation (OPT) manages all bussing concerns. OPT Customer Service Agents are available **Monday-Friday** from **5:30 A.M. to 7:30 P.M.** at **(718) 392-8855.**

Late Pick Up of Students

Students not picked up on time experience a great deal of stress. This is especially true of our younger students. **Dismissal is at 2:20 p.m. Monday through Friday.** It is expected that all parents and guardians will arrive on time. If you are going to be late, please contact the main office with the time of your expected arrival. Students not picked up on time will first be seated in the auditorium and then be taken to the main office. **Only individuals who are listed on the child's Emergency Contact Card will be allowed to pick up children**

Attendance Policies

Good attendance is vital to your child's academic success. Students must attend school 90% of the school year in order to be promoted to the next grade. Please keep the following points in mind:

- When your child is absent, send a note upon their return to school explaining the absence. Doctor's notes are appreciated as documentation and must be turned in to Joyce Emeric in the main office.
- If your child is absent or going to be absent three or more consecutive days, please notify Joyce Emeric at (718) 583-5355 extension 1351.
- Your child is responsible for making up missed class work and homework when absent from school. You should contact your child's teacher in order to make this request.
- We fully understand that there are family emergencies which will impact your child's attendance. However, it is important that absences from school are avoided.
- All family vacations must be scheduled around the school year calendar. Extension of school breaks to accommodate family vacations is not acceptable.
- Half days are still considered school days. Please send your child to school on these days.

- Excessive absences will result in school personnel contacting you on the phone or in person. Excessive absences will be reported to the New York City Administration for Children Services (ACS)
- Students who maintain 100% attendance receive monthly and year end recognition in the form of ice cream or pizza parties, certificates and fun school supplies.

School Visitation Policy

- Parents and guardians are always welcome to visit the school. However, to ensure that our building remains a safe place to learn, the following procedures must be followed:
- All visitors must **stop** at the security desk and present a valid photo ID. Visitors without valid identification will not be allowed to enter the building.
- After signing in, you will be directed to the main office to receive authorization for a visit and to be given a pass to a specific part of the building. Movement to unauthorized parts of the building is not permitted.
- Your pass must remain visible at all times. Visitors must keep this pass when on school grounds and present it when requested by staff members.
- Authorization for a visit can be rescinded at any time, at which point you must leave the school immediately.
- Classroom visits and meetings with teachers must be scheduled in advance to avoid disruption of the instructional process. Contact your child's teacher after school hours to make an appointment.
- Teachers cannot accept calls during the instructional day. If you need to speak to your child's teacher, please send a note with your child or contact Debra Sloan, the Parent Coordinator.
- Birthday parties are permitted in classrooms at the end of the instructional day, most often at 1:00 pm. Please speak to your child's teacher to schedule all class parties. Since some of our children have serious food allergies, please avoid food items containing tree nut products or shell fish.

Emergency Contact Information

Every student enrolled in our school must have a completed Emergency Contact Card on file in the main office. These cards are sent home the first week of school and must be returned as quickly as possible. **Parents and guardians are responsible for making sure the information on the card is up to date and complete.** Any changes must be reported immediately by coming in to the main office and completing a new card.

School uniforms

All students are required to wear school uniforms every school day. This includes Fridays and winter months. The school uniform consists of a white or light blue shirt/blouse with navy blue slacks/skirt.

Field Trips

We encourage all parents and guardians who are able, to accompany classes on field trips. **Parents escorting classes on trips should understand that they will be assisting the teacher in watching the whole class, not just their child.** Parents must also stay with the class at all times and refrain from using cell phones or other electronic devices.

Prior to each field trip parents are notified in writing. You must complete and sign a consent form for each field trip you want your child to attend. Without a completed consent form your child will not be allowed to go. Take a moment to make note of the date and location of the field trip you are giving consent for your child to attend. Also, make sure that you are aware of the time the class will be returning to the school.

Lost and Found

All personal property including coats and sweaters should be labeled with the child's complete name. If your child loses something instruct him/her to check the lost and found bins in the lobby next to the main office.

School supplies

School supplies are very limited. It is important that every child brings to school his/her own supplies every day. Take a moment each evening to make sure that your child has their basic supplies (pencils, sharpener, pens, crayons, etc.)

Electronic Devices and toys

Electronic devices such as cell phones, iPods and handheld computer games can only be used during lunch periods. In addition, trading card games and other toys are also only allowed during lunch. Should parents allow these items to be brought to school, the Department of Education is not responsible for their loss or damage.

Book bags

Every student needs a book bag or backpack to carry homework and information to and from school.

School Breakfast, Lunch and Snacks

Your child's health is important. Growing bodies need healthy foods. Free breakfast (from 7:30-8:00 am every school day) and lunch is available to every student. Parents are welcome to send snacks with their children, but please do not send junk food items such as gum, chips, candy or sugary juices to school. Children will most often eat those items instead of the healthy breakfast or lunch provided by the school. **For the safety of our students please do not send food or drinks in glass containers.**

Food Allergies

It is important that you inform your child's teacher, front office staff and the school parent coordinator of any food allergies which may be life threatening to your child.

Health Clinic

Morris Heights Health Clinic provides in school medical care for all students who are registered for their services. They provide healthy child physicals, immunizations and emergency care. To register for services go to room 103 on the main floor of the school.

New York City Department of Education Discipline Code

The Discipline Code is a document which lists behaviors which may be exhibited by students in violation of the Department of Education polices. It also lists consequences or responses of and to those behaviors. Each family will receive a copy of this document at the beginning of the school year. The following are examples of possible consequences for breaking school wide rules:

- The child will be asked to write a letter of explanation addressed to the appropriate authority.
- The child will be asked to write a letter of explanation addressed to the appropriate school authority and signed by the child's parent.
- The child will receive lunch detention.
- The parent will receive either a letter or a phone call from the child's teacher regarding the behavior.
- The teacher will hold a conference with the parent and/or student.
- The assistant principal/principal will hold a conference with the teacher, parent and or student.
- A guidance conference will be held which could lead to one of the following: student removal, principal's suspension or superintendent suspension.

Student Behavioral Contract (Grades K – 5)

I know that I have a right to:

be in a safe school, free from discrimination, harassment and bigotry;
know what correct behavior is and what behaviors may result in disciplinary actions;
Counseling by staff about my behavior and how it affects my education and welfare in school;
Due process of law when I violate school regulations for which I may be suspended or removed from class.

I agree to:

come to school on time with the assistance of my parents, prepared to work;
use courteous and polite language;
participate in class/community meetings to acknowledge a person's thoughtfulness, assistance or courtesy;
resolve conflicts peacefully and express my feelings in words;
dress in a clean, neat and safe manner;
take care of my personal belongings and respect other people's belongings;
tell my parents what I learned in school each day;
complete my homework every day and show it to my parent(s)/guardian(s);
follow the rules in the Discipline Code.

I have discussed this with my parents and I will follow this agreement.

Student Name: _____ Signature: _____ Date _____

Parents' Rights and Responsibilities

I have received a copy of the *Discipline Code* and *Bill of Student Rights and Responsibilities* and understand the behavior that is required of my child.

I understand that my participation in my child's education will help him/her be successful in school. I have read this agreement and I will carry out the following responsibilities to the best of my ability.

- Encourage my child to be a respectful and peaceful member of the school community.
- Discuss the Discipline Code and the Bill of Rights and Responsibilities with my child.
- Participate in parent conferences, class programs and other activities in which my child is involved.
- Assure that my child will arrive at school on time every day.
- Provide a quiet place for my child to do his/her homework.
- Spend at least 15 minutes per day reading with my child.
- Listen to my child retelling of his/her school day experiences.
- Provide the school with current telephone numbers and emergency contact information.
- Alert the school if there are any significant changes in child's health or well-being that affects his/her ability to perform in school.

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Parents' Bill of Rights and Responsibilities (abbreviated)

Each child's maximum potential can best be achieved through a partnership between parents and the education community. To foster active engagement between parents and schools, parents have certain rights and responsibilities.

Parents have the right to:

- a. A free public school education for their child, from kindergarten until age 21, or receipt of a high school diploma, whichever comes first, as provided by law.
- b. have a child with a disability evaluated and, if found to be in need of special education, receive a free, appropriate education from age 3 through age 21, in accordance with applicable laws and regulations.
- c. Have a child who is an English Language Learner receive bilingual education or English as a Second Language, as required by law and regulations.
- d. Have their child receive his or her full instructional schedule in accordance with the Department of Education school year calendar.
- e. have their child learn in a safe and supportive learning environment, free of harassment, bigotry and discrimination based on actual or perceived age, race, creed, color, gender, gender identify, gender expression, religion, national origin, citizenship/immigration status, sexual orientation, physical and/or emotional condition, disability, marital status, and political beliefs.
- f. Have a child accorded all the rights set forth in the Department of Education's Bill of Student Rights and Responsibilities.

ALL PARENTS ARE RESPONSIBLE FOR:

1. Sending their child to school ready to learn.
2. Ensuring that their child attends school regularly and arrives on time
3. being aware of their child's work, progress, and problems by reading school notices, talking to their child about school, reviewing their child's work and progress reports, and meeting with school staff.
4. Maintaining verbal and/or written contact with their child's teachers and principal about the progress of their child's education.
5. Adhering to all school policies and applicable Chancellor's Regulations that pertain to their children's education.
6. Responding in a timely manner to communications from their child's school.
7. Attending all meetings and conferences requested by the school that pertain to their child.
8. Entering the school building in a respectful manner, refraining from disruptive behavior and treating all members of the school community with courtesy and respect.

PARENTS SHOULD ALSO:

1. Provide a supportive home setting where education is a priority.
2. Reinforce the importance of acquiring the knowledge, skills and values needed to function effectively in society.
3. Volunteer time, skills, or resources in the school.
4. Take part in school and community programs that empower parents to participate in Educational decision-making.
5. Become active members of the school's parent association or parent-teacher association.
6. Become active members of the Title I parent committee, where applicable.
7. Question their child about school work, attendance, and behavior and discuss what is Expected by the school.

8. Teach their child to respect the property, safety, and rights of others and the importance of refraining from intimidating, harassing or discriminatory behavior.