



# **P.S. 31Q The Bayside School Family Handbook 2017-2018 School Year**

**PS31Q, The Bayside School where persistence is the path to success...**

**211-45 46<sup>th</sup> Road**

**Bayside, NY 11361**

**Main Office: (718) 423-8289**

**Fax: (718) 746-3619**

**School Website: [www.ps31q.com](http://www.ps31q.com)**

**Follow us on Twitter! : @PS31Q**

**Download our app on the Appstore or Google Play “PS31Q”**

*Fall 2017 Edition*

## MESSAGE FROM THE PRINCIPAL

Welcome to the new school year! We are anticipating a wonderful year working with your children in our community of learners. Parents/guardians are an integral part of the PS 31 community. A strong home/school partnership is encouraged to ensure the success of the children. We urge you to get involved in the school and class activities by volunteering for events, attending monthly PTA meetings, and going on class trips, just to name a few. We invite you to provide feedback to the faculty and staff regarding our school. We look forward to a school year full of student achievement and growth.

*Sincerely,*

*Terri Graybow*

*Principal*

**Instructional Focus 2017-2018 School Year:** Students at P.S. 31Q, The Bayside School, will show measurable growth in literacy fluency across all content areas by receiving regular, detailed and actionable feedback and by instruction in all elements of the reading and writing workshop model.

Welcome to P.S. 31Q!



## **THE MISSION STATEMENT OF P.S. 31Q**

The mission of P.S. 31 is to provide our children with an exemplary educational program in a safe, nurturing and stimulating environment. We strive to equip each child with experiences that connect classroom learning to real life. Our dedicated staff and involved parents are committed to excellence and are instrumental in educating the whole child. Together we can make a difference in developing self-confident, literate, life-long learners who will be productive citizens in a technological and culturally diverse world.

## **THE HISTORY OF P.S. 31Q**

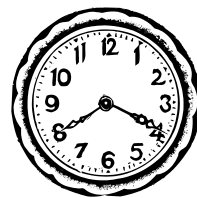
P.S. 31Q is a great part of Bayside history. As Bayside grew, so did the community school. From 1852 – 1859, a one-room schoolhouse was used at 48<sup>th</sup> Avenue and 216<sup>th</sup> Street. The cost of this school was \$360. A replacement was built for \$1,000 across the street in 1859. This building had two rooms. During 1883, the two-room building was moved to the present-day location. In 1894, a modern school for its time was added as a wing to the building. It contained four classrooms, an office, two playrooms for the children, and a four-room apartment on the third floor for the janitor. The plaque from this building hangs on the second floor next to room 201. Eventually the old building was replaced by the building we now occupy, which was started in 1939 and completed in 1940. In 2002, the Bayside Historical Society restored the “Public School 31” sign that hangs in the lobby above the auditorium.



## GENERAL SCHOOL INFORMATION

Our school hours are:

**Monday through Friday → 8:20AM – 2:40PM**



**Arrival procedure:** All children enter the building through the entrance #7 on the 46<sup>th</sup> Avenue side of the building in the large yard, and wait in designated rows in the auditorium. The teachers then escort all children to their classrooms. *For safety reasons, parents are requested to remain outside of the building*

**If your child is late to school, he/she must report to the Main Office through the front entrance on 46<sup>th</sup> Road to be issued a late pass.**

Monitors and bus children are the only other children permitted to enter the front entrance.

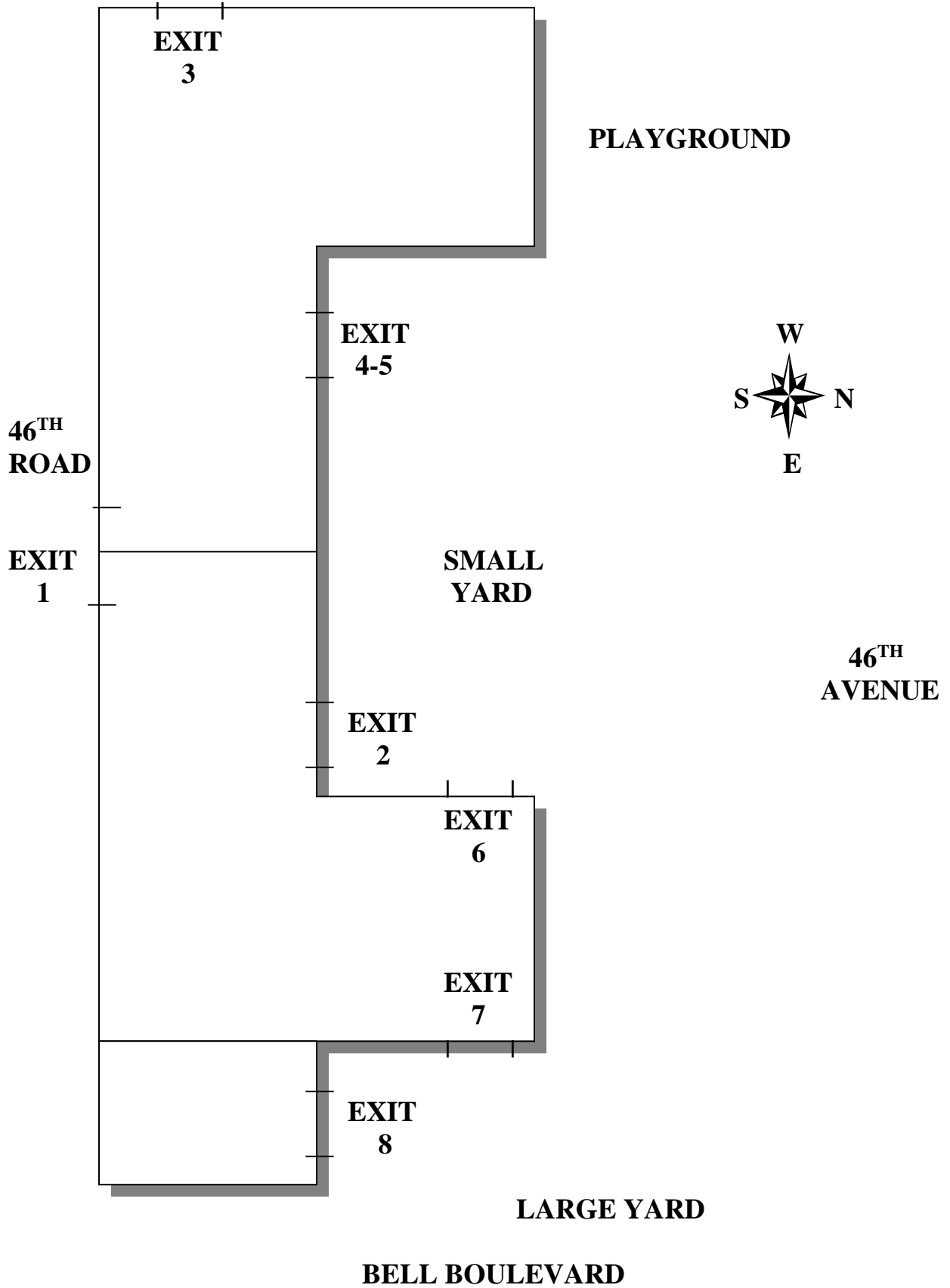
A safe morning drop-off procedure has been established on 46<sup>th</sup> Avenue to assist your child out of the car and onto the sidewalk. Volunteers are dressed in orange vests and are located in the No Parking zone. **Please do not park in the “No Parking” zone, double-park, make U-turns, or pull up going the wrong way.**

**Dismissal procedure:** To allow for an organized dismissal, dismissal times are staggered. It is important for you to be on time to pick up your children. Please wait outside the gate to minimize congestion in the yard. If someone new is picking up your child, **you must notify your child’s teacher in writing** and ask the person to bring ID. Dismissal times and exits are as follows:

<u>Grade</u>	<u>Time</u>	<u>Exit</u>
Pre-Kindergarten	2:30 PM	Exit 3
Kindergarten	2:35PM	Exit 3
Grades 1 and 2	2:40PM	Exit 2
Grade 3	2:40PM	Exit 4-5
Grades 4 and 5	2:40PM	Exit 8

Exits 2 and 4-5 are located in the small yard on 46<sup>th</sup> Avenue in the rear of the school. Exit 8 is located in the large yard in the rear of the school. Exit 3 is located in the Kindergarten yard. The entrance to the Kindergarten yard is located in the front of the school.

Please refer to the map of the school for clarification.



## **EMERGENCY DISMISSALS OR SCHOOL CLOSINGS**



If weather is extreme, please listen to radio station WHN – **1050 AM**, WINS – **1010 AM**, or WNYE – **91.5 FM** for the latest radio announcements & check the school website at [www.ps31q.com](http://www.ps31q.com).

## **BUS SERVICE**



All children eligible for bus service are dismissed between 2:30 and 2:40. If a bus child will **not** be taking the bus on a particular day or days, **you must notify your child's teacher in writing**, otherwise, we must place your child on the bus. In addition, no child is permitted to ride the bus unless he/she is eligible for bus service.

Please make sure that someone is always at the bus stop to meet your child. **The bus driver is not permitted to leave kindergarten, first or second graders at the bus stop unattended.**

If you experience any problems with your bus service, please contact the Office of Pupil Transportation (OPT) at (718) 392-8855 and file a complaint. Be sure to ask for a complaint number to ensure that your complaint is recorded. The OPT supervises all bus activities and investigates complaints.

**Bus Safety Rules:** The following bus safety rules apply to any school transportation, both to and from school and on field trips:

1. Students must enter the bus in an orderly manner and take a seat immediately. The driver has the right to assign seats.
2. All bus passengers shall remain seated while the bus is in motion.
3. Students are to keep their hands off other students and their possessions. There is to be no fighting, pushing or tripping.
4. Students may talk in a normal, conversational tone of voice. The driver may require silence at railroad crossings and elsewhere for safety.
5. Students are not to throw anything on or out of the bus. No littering.
6. Students are not to extend any parts of their bodies or other objects out of the bus.
7. No eating or drinking on the bus.
8. It is strongly recommended that children fasten their seat belts (if available).
9. Children must be alert for traffic when boarding or leaving the bus. They are to cross the road only from a position **at least ten feet in front** of the bus, and **only on the driver's signal**.

## **IMPORTANT NUMBERS**

Emergency Services	9-1-1
Non-Emergency Information & Services	3-1-1
P.S. 31 Main Office	(718) 423-8289
P.S. 31 Fax Number	(718) 746-3619
Office of Pupil Transportation	(718) 392-8855
Bayside Library	(718) 229-1843
Beacon Program @ M.S.158Q	(718) 423-2266
Guidance Counselor, Ms. Aimee Serfaty	(718) 423-8289
School Based Support Team	(718) 423-8289
Parent Coordinator, Ms. Maritza Gillespie	(718) 423-8289

## **WAYS TO STAY INFORMED AND UPDATED**

1. Our school website, [www.ps31q.com](http://www.ps31q.com), has the most updated information which includes:
  - School Calendar
  - Most recent Quality Review Report
  - School events and most recent happenings\*
2. Twitter: @PS31Q
3. Facebook: PS31Q
4. Download our Our App on the Appstore or Google Play: “PS31Q”
5. Cluster Teacher Blogs:
  - Art: [www.ps31artsmart.com](http://www.ps31artsmart.com)
  - Computer: [www.31lab.nyc](http://www.31lab.nyc)
6. Department of Education: [www.schools.nyc.gov](http://www.schools.nyc.gov)
7. District 26 Website: [www.district26.org](http://www.district26.org) and Twitter: @D26Team

\*Periodically, pictures are posted on our school media platforms. Fill out the photography permission slip that comes home during the first week of school.

## WHO'S WHO AT 31?\*

Principal	Ms. Graybow
Assistant Principal	Mr. Kossovitsas
School Secretaries	Ms. Barber and Ms. Suskevich
Parent Coordinator	Ms. Gillespie

### *Teachers by Grade Level*

Pre-K	Ms. McClendon-Hahn and Ms. Rice
Kindergarten	Ms. Feldman, Ms. Greco, Ms. Hurrinus, Ms. Lee, Ms. Pappas, and Ms. Volk
First Grade	Ms. Mischner, Ms. Patterson, Ms. Shelow, and Ms. Weil
Second Grade	Ms. Amato, Ms. Edelstein, Ms. Milonopoulos, Ms. Mullaney, and Ms. Zaken
Third Grade	Ms. Capuozzo, Ms. Catechis, Ms. Cousins, and Ms. Lichtenbaum
Fourth Grade	Ms. Bestany, Ms. Bilihoutis, Ms. Charach, Ms. Lavezzo, and Ms. Songco
Fifth Grade	Ms. Baumann, Ms. Candan, Mr. Smith, and Ms. Vangelatos

### *Specialists*

Art	Ms. Ciccotelli
Computer	Ms. Westhall
Music	Ms. Buckel
Physical Education	Mr. Rauli and Mr. Revell
Science	Ms. Bernstein

\*Information current for 2017-2018 school year



*Support Staff*

*Communication Arts*

ESL	Ms. Gaudio and Ms. LoPiccolo
SETSS	Ms. Africk
Speech	Ms. Altmark & Ms. McLaughlin

*School Based Support Team*

Family Worker	Ms. Correa
Psychologist	Ms. Metzger
Social Worker	Mr. LeRea

Guidance Counselor	Ms. Serfaty
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*Occupational/ Physical Therapies*

O/T	Ms. Diaz, Ms. Kremin, & Ms. Peyronel
P/T	Ms. Sheils

School Nurse	Ms. Lee
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*Paraprofessionals*

Ms. Begum, Ms. Canela, Ms. Chowdhury, Ms. Hom, Ms. Kaur, Ms. Porter, Mr. Rice, and Ms. Wolman

*School Aides*

Ms. Aversano, Ms. Cohen, Ms. Dinas, Ms. Ericson, Ms. Grappone, and Ms. Martinez

*Lunchroom Staff*

Ms. Diamantopoulos, Ms. Nanos, Mr. Rand, and Ms. Skiadaresis

School Safety	Mr. Kowser
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\*\*Information current for 2017-2018 school year

## VISITORS

All visitors must enter the building through the main entrance on 46<sup>th</sup> Road and are required to report to the School Safety Officer to sign the visitor's book and show ID. The School Safety Officer will provide you with a visitor's pass, which you must wear while in the school building. All visitors must sign out and exit the building through the main entrance.

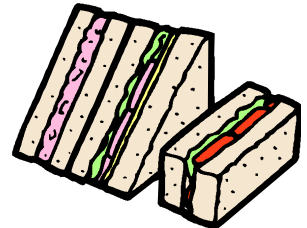


## SCHOOL FOOD SERVICES

**Breakfast Program:** Every child is entitled to free breakfast. P.S 31Q follows the Mayor's Initiative of Breakfast in the Classroom.

**Lunch Program:** Hot lunch may be purchased in advance on a monthly basis, beginning in October. Milk may also be purchased on a monthly basis for children who bring lunch from home. **Milk is included in the Hot Lunch Program.** Parents will be notified by the first Tuesday of each month of the exact procedure and cost for lunch and milk. Payment must be made by check payable to the PS31 School Lunch Program by the second Tuesday of the month. Emergency lunch will be provided to children who have lost or forgotten their lunch. Parents are expected to send payment to school with their children on the following day in such instances.

**Free or Reduced Price Lunches:** Some students are eligible for free or reduced price lunch. Federal government application forms are sent home with the children in early September and parents will be notified if their child is eligible. The information in these forms is confidential and is not used for any other purpose. Free or reduced lunch prices are in effect from October 1<sup>st</sup> through September 30<sup>th</sup>.



## HEALTH

It is our hope that our children are happy and healthy throughout the school year. We have provided the following information so that you will be aware of what precautions and steps will be taken by the school in the event of illness, as well as your own responsibilities toward your child and the school.



**School Nurse:** A full-time nurse is in attendance everyday. School nurses are not permitted to dispense any medication including over-the-counter medicines. If your child requires medication during the school day on an on-going basis, a **504 Form** must be filled out (this does not apply to antibiotics and other temporary medical conditions). Approved medications must be delivered to the school nurse in the **original pharmacy container accompanied by a note from the physician**. The nurse will then supervise the administration of the medication. Children are not permitted to carry and self-administer any medication. For on-going administration of medication, by the nurse, i.e inhalers, nebulizers, epi-pens a **504 Form MUST be submitted**. Parents of children who get sick while in school, will be notified by our school nurse.

**Absences from School:** All absences from school must be explained in a written note from the parent/guardian, giving the date and reason for the absence, upon the child's return to school. A doctor's note is **required** upon the child's return for the following illnesses:

Chicken Pox	Hepatitis B	Pediculosis (head lice)
Impetigo	Ringworm	Conjunctivitis (pink eye)
Measles	Scabies	German Measles
Hepatitis A	Meningitis	Tuberculosis
Mononucleosis	Mumps	Whooping Cough
Flu	Streptococcal Sore Throat (including Scarlet Fever)	

**Reporting Communicable Diseases:** To protect the general school population, the following diseases must be reported to the school when the child first becomes ill:

Chicken Pox	Scarlet Fever
Meningitis	Tuberculosis
Hepatitis	Whooping Cough
Flu	Swine Flu
All Other Vaccines	Preventable Diseases

If it is determined that there is an unusually high incidence of any disease, parents and health officers will be notified.

## WHEN TO KEEP YOUR CHILD AT HOME\*\*\*



In all fairness to your child and his or her classmates, please do not send your child to school if he or she is running a temperature or is not feeling well in the morning. In addition, please follow the recommendations below:

Chicken Pox	6 days after the appearance of rash
Pink eye	While signs of infection are present Requires a doctor's note to return
Strep Throat	24 hours after the start of antibiotics Temperature must be normal
Fever	Children should not be in school until they are free of fever at least 24 hours
Vomiting	Child may return to school 24 hours after vomiting ends
Lice	Must be nit free and checked by nurse
Ringworm	Must stay home until under treatment Need a doctor's note
Impetigo	Must stay home until signs of infection are gone Need a doctor's note
Any rash	ALL UNDOCUMENTED RASHES ARE SENT HOME Need a doctor's note
Common Cold	Although colds are not excludable, please try to be considerate of your child and others in his or her class. <b>CHILDREN WHO CANNOT PICK THEIR HEADS UP OR ARE COUGHING CONTINUOUSLY SHOULD NOT BE IN SCHOOL.</b>

\*\*\*Children must be fever free, from any illness, for 24 hours before returning to school. This is without fever reducing medication such as Tylenol, Advil, etc...

## **EMERGENCY STUDENT INFORMATION**

Each child must have two Emergency Home Contact Cards, known as the “blue cards,” filled out by his/her parents or guardians. These cards contain vital information regarding whom to contact in case of emergencies and are filed in the main office and Nurse’s office. **IT IS THE PARENTS’/GUARDIANS’ RESPONSIBILITY TO KEEP THESE CARDS UPDATED DURING THE SCHOOL YEAR.** Please notify your child’s teacher immediately if any changes need to be made. In the event of a health emergency, a parent, relative or friend will be called. It is essential that parents have an accessible substitute to pick up a child in case they cannot be contacted. If emergency services are required, an ambulance will be called and the child will be taken to a local hospital.

## **LOST AND FOUND**

There are two Lost and Found bins located in the cafeteria. Valuables, such as eyeglasses and jewelry are usually kept in the Main Office or with the School Safety Officer. Please label all articles of clothing and personal items with your child’s name to aid in the return of lost items. All clothing in good condition is donated to one of the local charities if left unclaimed for an extended period of time.

## **CLASS TRIPS**



Class trips are an extension of classroom learning. It allows children to experience what they see in books. A consent slip signed by the parent or guardian is required by the Department of Education for each trip. Students will not be permitted to leave the building without written consent. If you are able to accompany your child's class on a trip, please contact your child's teacher.

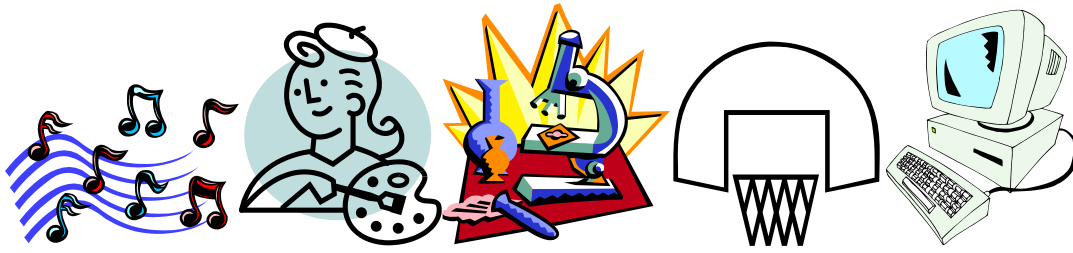


## **CLASS PARTIES/BIRTHDAY CELEBRATIONS**

We love celebrations at PS 31Q! However, due to special dietary restrictions, we ask that everyone be mindful of any classes that are "Peanut-Free" and to please ensure it is an easy snack to distribute (For ex: cut-up fruit, munchkins, small cupcakes, etc. just to name a few). Additionally, small water bottles or small juice boxes are preferred for easy clean-up. Please check dates and times with your child's teacher. Parents are welcome to stay for the class celebration in Pre-K, however, in grades Kindergarten through 5<sup>th</sup> grade, it is recommended that you send in the snacks with your child. Goody bags are not permitted. If there is an outside birthday party, please be advised that invitations cannot be distributed unless they are for the entire class.

## **SCHOOL VOLUNTEERS**

P.S.31 welcomes parent volunteers! School volunteers offer their time to assist our children and teachers in many different areas such as translations, support services, running the school library, or general classroom assistance. Most volunteering takes place during the school day. Parents who volunteer feel a great sense of pride and a feeling of satisfaction about making this important contribution to the school and community.



## **SCIENCE, TECHNOLOGY, ENGINEERING, ARTS, MATH** **(S.T.E.A.M.)**

P.S. 31Q is proud to offer all students a variety of out-of-classroom programs during the school day. We have full time music, art, science, computer and gym teachers. All students have at least one period a week in each of these classes.

### **MUSIC:**

The General Music program provides students with vocal and instrumental instruction. Students listen, perform, create, and improvise music from different genres, cultures, and time periods. Students in 4<sup>th</sup> and 5<sup>th</sup> grade may participate in chorus.

### **BALLROOM DANCE**

All fifth grade students participate in a 10 week/20 lesson ballroom dance residency, which culminates in a performance for parents and family.

### **DRAMA**

The Drama Club is offered to students in 4<sup>th</sup> and 5<sup>th</sup> grade. Students learn about stage direction, acting, singing, dancing, and technical theatre. Auditions are held in December and rehearsals take place after school. The entirely student-run musical opens in the spring.

### **ART**

The art program provides students with the opportunity to use a variety of art materials and resources in creating two and three-dimensional projects. These art lessons are devised according to the New York State Art Standards and Blue Print and are also integrated with the common core standards. An appreciation of the visual arts is encouraged through the study of great artists with the foundation of the Elements and Principles of design.

## **STEM/SCIENCE**

This hands-on, minds-on program offers students the opportunity to discover answers to problems by using materials and carrying out their own ideas for solutions. This program focuses on the development of critical thinking skills.

## **COMPUTER SCIENCE**

P.S.31Q is a proud participant in the NYCDOE Software Engineering Pilot. Our school is one of only 11 Elementary Schools in the DOE to ensure the delivery of quality computer programming and computational thinking enhanced lessons to all students in Grades Pre-K through 5<sup>th</sup>. Our students leverage technology to empower themselves as learners and to engage as creative communicators in a globally connected world through the use of digital tools like Google Apps for Education. Students learn about responsibilities as Digital Citizens and explore ways to make positive contributions and stay safe in the online community. Our Computer Lab is a Makerspace where students explore solutions to problems through innovative engineering using tools like 3D printers, CAD software, robotics, and individual Mac workstations. Lessons are aligned with ISTE standards (International Society for Technology in Education), CSTA (National Computer Science Teachers Association), and the Common Core Curriculum.

## **PHYSICAL EDUCATION/ HEALTH**

### **GYM**

The aim for our Physical Education and the Health Education program is to empower our children to live healthy and fulfilled lives. The goal is for children to gain a deeper understanding of how exercise and life style choices impact their overall health and sense of wellbeing. It is important for children to live physically active lives when they are young so that it carries over into adulthood. Fitness should be fun and age appropriate. We have adopted a games approach to helping children to become physically fit. The program is in alignment with the New York State Standards for fitness and health. *Physical Best* and *Fun, Fitness, and Skills* are approved books that help guide our program at Public School 31.

## **SPECIAL SERVICES**

### **SETSS (Special Education Teacher Support Services)**

Students who are experiencing difficulties in learning to read, write, and/or perform mathematical operations because of specific learning disabilities are helped through SETSS (Special Education Teacher Support Services). The SETSS teacher works with children to address deficits that have been identified by the School Assessment Team through a





formal evaluation. Services may be provided on a push-in or pull-out basis as designated by a student's Individualized Education Plan (IEP).

### **SCHOOL ASSESSMENT TEAM**

The School Assessment Team consists of a psychologist and a social worker who work in consultation with the classroom teacher. The team evaluates children to determine their need for special services. A request for an evaluation may be initiated by a teacher or by the parents.

### **GUIDANCE COUNSELOR**

The school guidance counselor works with parents, teachers and administrators on matters involving emotional, learning or behavioral difficulties. The school guidance counselor works with children to gain a better understanding of each child. The services of the guidance counselor are available to all. If you have any concerns regarding your child, please call the school to arrange for an appointment.

### **SPEECH**

Speech services are available for those students who need assistance in improving their communication skills. These skills include articulation, fluency, voice and expressive and receptive language skills. Service is determined by a speech therapist, and the student's Individualized Educational Plan (IEP).

### **ENGLISH AS A SECOND LANGUAGE (ESL)**

ESL evaluations will be given to students whose home language survey indicates that their native language is not English. Should your child qualify for services, the school will provide appropriate instruction in a small group setting.

### **BEFORE THE BELL/BEYOND THE BELL**

Before & After School programs incorporating academic intervention and test sophistication.

### **STUDENT ORGANIZATION**



The Student Organization, also known as the S.O., is a student government organization, designed to allow children to participate in different school activities and to learn about government. The S.O. class representatives meet weekly with their S.O. Staff Advisor to plan events for the school year, such as the March of Dimes Mini-Walk, Spirit Days, bake sales, S.O. Store, etc. All students in all grades are encouraged to become members of the S.O. with a \$1.00 donation. All funds raised are used to purchase items for the school to benefit all the children.

## BLUE JAYS BASKETBALL & CHEERLEADING TEAM



In the fall of 2013, the Blue Jays Basketball and Cheerleading team was inaugurated at P.S. 31Q. The team was composed of talented 4<sup>th</sup> and 5<sup>th</sup> graders who participated in home and away games to promote school spirit as well as the following exemplary elements: character and team building, sportsmanship, athleticism, and responsibility within the framework of being a student athlete. These elements are promoted through the learning of fundamental basketball skills, its usage and practical applications.

### STUDENT MONITOR SQUAD

Each year, teachers select monitors from the fourth and fifth grades. They provide service to the school including: assisting with morning arrival and afternoon dismissal, as well as, helping lower grade teachers in the classrooms during lunch periods. Monitors are under the direct supervision of school staff.



### STUDENT AWARDS

Beginning in October, monthly awards are given to children in each class in recognition of their special efforts, accomplishments and good deeds. Certificates are presented to the children at the monthly PTA meetings in three areas. They are Student of the Month, Citizen of the Month and Most Improved Student of the Month. The **Student of the Month** is recognized for the exemplary work that has been done in class. The **Citizen of the Month** is recognized for being exceptionally helpful, respectful, and responsible in class. The **Most Improved Student of the Month** has shown growth in schoolwork, behavior, effort, attendance or any other area of performance in school. Teachers choose the recipients. Letters are sent home with each award recipient and pictures of the children are displayed in the lobby each month.



## **THE SCHOOL LEADERSHIP TEAM**

The School Leadership Team, also known as the SLT, is a school-based planning and shared decision-making team consisting of parent representatives, including one PTA President, teachers, the United Federation of Teachers (UFT) representative, and the Principal. Parent members are elected by the general membership for a two-year term. The goal of the team is to create an atmosphere where parents, teachers and administrators collaborate to establish an educational vision so that all children can achieve higher levels of learning.

All PTA members are encouraged to attend School Leadership Team meetings as **observers**. Observers may not speak at the meetings but may share their thoughts and ideas with the SLT members before or after the meetings. Meetings are held monthly. Check the school calendar for exact dates. Children may not attend these meetings.

## **PARENT-TEACHER ASSOCIATION**



The Parent – Teacher Association is made up of teachers, parents and guardians of, and persons in parental relation to, all children attending P.S.31Q. This organization is a vital part of our school. The PTA sponsors many programs during the course of the year. Fundraisers and events held throughout the year help to raise the money needed for these programs and much more. Parent volunteers are *always* needed to make these events successful.

Monthly General Membership and Executive Board meetings are an opportunity for parents to learn about the many issues relevant to their children’s education. All parents are encouraged to attend. Notices will be sent home with your child prior to the meetings & dates will be posted on the school website. Notices from the PTA will be a “pink” color.

## **PARENT COORDINATOR**

Every school in the New York City public school system has a Parent Coordinator on staff. The job of the Parent Coordinator is to ensure that every child’s educational experience is the best that it can be through increased parental engagement. The Parent Coordinator helps in assisting and guiding parents through the development of



programs to disseminate important information to every family. Notices from the Parent Coordinator will be a “purple” color.

## **2017-2018**

### **CALENDAR OF IMPORTANT DATES & SCHOOL CLOSINGS**



September 7	First Day of School
September 21-22	Rosh Hashanah
October 9	Columbus Day
November 7	Election Day
November 23 - 24	Thanksgiving Recess
December 25 – January 1	Winter Recess
January 15	Dr. Martin Luther King Jr. Day
February 16-23	Lunar New Year & Midwinter Recess
March 30-April 6	Spring Recess
May 28	Memorial Day Observed
June 7	Anniversary Day
June 11	Clerical Day
June 15	Eid al-Fitr
June 26	Last Day of School, Half-Day

## **PARENT - TEACHER CONFERENCES**

Parent - teacher conferences are scheduled in September, November, March, and May of each school year. There are appointments available both in the afternoon and in the evening. These conferences are a great opportunity for the teacher and the parent to discuss the progress of the student and what each can do to best meet the needs of the child. There are several things parents can do to make the most of their conference.

- Talk to your child prior to the conference to get his/her feedback on how school is going. Give the child an opportunity to express concerns as well as what they like about school.
- Share information with the teacher such as health problems, stressful home situations, concerns about peer relationships, as well as information about your child's strengths, talents, interests and challenges.
- Discuss the academic progress and needs of your child. Ask questions about the curriculum and what you can do at home to help your child meet the academic expectations of the class. Ask if your child participates in classroom discussions and if he/she is completing their assignments on time.

Remember the home-school connection is critical in the educational development of the child. Make the most of your conference time and maintain an open and supportive relationship with your child's teacher throughout the school year.

### **Parent Engagement**

Parents are invited to meet with their child(ren)'s teachers on Tuesday afternoons (after school), from 2:40-3:55. If you need to meet with a teacher to discuss academic or social issues please schedule an appointment directly with the teacher. This is a good time to meet with your child's teacher to discuss your child's progress, more in depth.

## **Self-Sustaining After School Programs**

P.S. 31Q offers a daily after school program from 2:40pm to 5:30pm. The program offers homework help, snack and an activity (running in 12 week cycles) and is staffed by PS31Q TEACHERS. The program fee is significantly less than other neighborhood programs. A brochure is sent out the first week of school, December, and in April.

## **SCHOOL HOMEWORK POLICY**



The Department of Education recognizes and encourages homework as a valuable and appropriate extension of activities done in school. Homework provides parents with further information regarding their child's learning, thereby strengthening the home-school connection. Parents are expected to encourage and monitor homework assignments, and to the extent possible, provide conditions that are conducive to their completion.

Homework assignments should be related to classroom instruction, be clear and developmentally appropriate, purposeful and challenging. The type of homework and the amount of time necessary to complete a homework assignment will vary from kindergarten to fifth grade. It is understood that some students will complete assignments in less time while others may require more time.

In addition to reading 20 minutes a day, homework in the Primary Grades (Grades K, 1 & 2) may require a minimum of 15 to 30 minutes daily but should not exceed one hour (60 minutes). In addition to reading 30 minutes a day, homework in Grades 3, 4, & 5 may require a minimum of 30 to 60 minutes daily but should not exceed two hours (120 minutes). Remember that reading is to be done on a daily basis all year round.