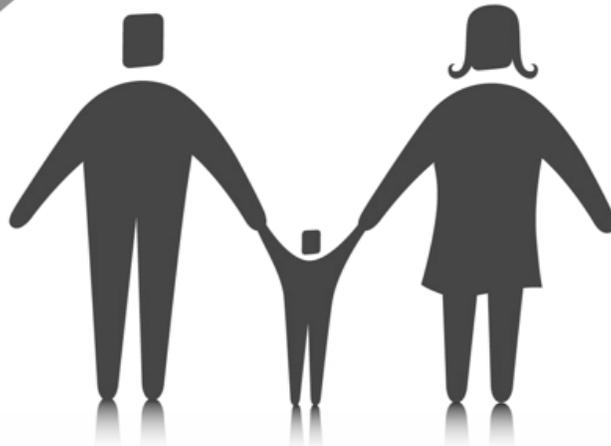


P. S. 38Q
The Rosedale School
135-21 241st Street
Rosedale, NY 11422



**PARENT
HANDBOOK**



Cassandra A. Hundley, Principal
Beverly Edouard, Assistant Principal
Yvonne Goodman, Parent Coordinator

Dear Parents,

Welcome to P.S. 38Q-The Rosedale School. It is an honor and privilege to work with your children and you for the 2013-2014 school year. We have a wonderful year planned that will keep your children and you engaged in academic rigor. Our goal is to provide your children with the highest quality of education that they so richly deserve.

We continue to take a stand for our children and have a strong commitment to leave no child behind. Please join us as we move forward towards the future.

Please read this booklet and share its contents with your child. Keep it handy, as a source of reference throughout the school year. There will also be many times during the year when you will receive important information that may not be in this booklet. Please keep all school notices and other important information handy.

Please know and remember that I am always available to listen to you and meet with you to discuss any concerns you may have and answer your questions. I also welcome your comments and suggestions.

Sincerely,

Cassandra A. Hundley
Principal

*“The essence of teaching is to make learning contagious –
to have one idea spark another.” Marva Collins*

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SCHOOL HOURS: 8:37½ A.M. - 2:57½ P.M. Monday thru Friday
Extended Day Program on Monday and Tuesday begins at 8:00AM

1. MORNING ARRIVAL

GRADES K - 5

- All students must enter through the cafeteria (green door) located in the rear courtyard.
- Breakfast is served from 8:00am to 8:25am
- Breakfast for extended day program students is served from 7:30am to 8:00am on Mondays and Tuesdays only
- Please do not send your child to school before 7:30AM if they are not in the extended day program. There is no supervision available for students not in the program. These students are not allowed to enter the cafeteria until 8:00AM. Students will not be allowed to enter the building.
- Students will be escorted upstairs by school staff from the cafeteria to the gymnasium for morning line-up at 8:25AM.

2. DISMISSAL

Kindergarten:

- Dismissal: 2:40 p.m.

Grades 1 and 2:

- Dismissal: 2:45 p.m.

Dismissal for these grades takes place from the cafeteria

Grade 3, 4 and 5

- Dismissal 2:57½ p.m.
- Dismissal takes place from rear exits of the school courtyard located behind the school.
- Any student not picked up on time will be escorted into the cafeteria by the classroom teacher.
- Please pick up your child **on time at 2:57½pm.**

- **LATE PICK-UPS MUST BE SIGNED OUT FROM THE FRONT DESK FROM THE MAIN ENTRANCE (RED DOORS).**
- **Anyone picking up your child must be listed on the “Dismissal Arrangement Form”.**
- Please send a written note regarding any special arrangements at dismissal, i.e. other people picking up your child, bus child not taking the bus, etc.

3. **PARKING**

- Double -parking is not permitted anywhere around the building.
- Please do not block driveways or pull up into a neighbors driveway

4. **BUS TRANSPORTATION**

- Bus transportation services are provided for eligible students. Parents whose children ride private bus transportation should provide the school with written documentation indicating the name of the driver, and/or the bus company and a telephone number of the driver and/or the company.
- Pupils must conform to the standards of behavior considered appropriate and conducive to safety.

5. **ABSENCE / LATENESS**

SCHOOL BEGINS AT 8:37¹/₂ a.m. Good attendance is directly related to students’ school performance. Tardiness is disruptive to the orderly operation of P.S. 38 and the students’ learning process. All children should be in attendance and on time each day unless they are ill.

- When circumstances make it necessary for a child to be late or absent, please be sure to send a note to your child's teacher explaining the lateness or absence.
- In some cases a note from the doctor may be necessary.
- In cases of a prolonged absence, contact your child's teacher to see what arrangements can be made for keeping up with his/her lessons.

- If you notify the teacher in advance, missed class work and homework can be picked up from the office.

PLEASE NOTE: If your child has been absent for a period of time without notification, the district attendance teacher is mandated to pay a home visit to verify the absence.

6. EMERGENCY (BLUE) CARD - It is imperative that you return the BLUE Cards immediately. In case of an emergency we need to know how to get in touch with you

- 2 BLUE EMERGENCY CARDS must be filled out completely and returned to school as soon as possible.
- We can only call those names listed on the card.
- A child will not be released to anyone who is not listed on the card, does not have the proper identification, or is under age of 18.
- List as many names as possible. If a babysitter picks up your child his/her name and phone # **must** be on the card.
- Please notify the school's Pupil Accounting Secretary immediately of any changes on the card (i.e. change of address, phone #'s & emergency contacts).
- It is extremely important that the school can reach you at one of the phone #'s you have listed. Also, remember to list all cell phone #'s, pagers, & email addresses.

7. SIGNING OUT PROCEDURES / IDENTIFICATION / VISITORS

- If it is necessary for your child to leave school during instructional hours a written request should be sent to the teacher by the parent.

- The parent must then arrive at the appointed time, show proper photo ID, sign their child out in the office 'sign out' book, and accompany the child out of the school building.
- No child is permitted to leave the school grounds during school hours unless accompanied by a parent or other adult with parental permission as indicated on the blue card.
- The child may only be picked up by an adult who has been designated on the blue emergency card.
- All visitors to the building must have some type of proper photo ID to show the Safety Agent upon entering the building (i.e. driver's license).
- Without appropriate identification the Safety Agent may not allow you into the building.
- This policy is set for the safety and security of all people in the building. Your cooperation is greatly appreciated in this matter.

ANY VISITOR TO THE BUILDING MUST STOP AT THE SECURITY DESK AND SHOW PROPER IDENTIFICATION, SIGN IN, AND THEN BE DIRECTED TO THE MAIN OFFICE.

8. BREAKFAST

- Breakfast is FREE for all students.
- Breakfast begins at 8:00 am and ends at 8:25 am
Breakfast on Mondays and Tuesdays only for students in the extended day program on begins at 7:30am and ends at 8:00am
- Please make sure your child eats breakfast either at home or in school.

9. LUNCH APPLICATIONS

- All students must submit a completed and signed lunch form regardless of eligibility. Applications will be given out on the first day of school.

- If applicable, lunch monies will be collected weekly. You will receive notification as to the cost.
- Payments may be made in cash or money order only. Please place payment in a sealed envelope with your child's name and class on it. A receipt will be given to you.

It is imperative that lunch money is sent in on or before the requested due date.

10. LUNCH PROCEDURES

The lunch schedules are as follows:

- Grades K, 2, & 5: 11:00am – 11:50Aam
- Grades 1, 3, & 4: 12:00am – 12:50am

Weather permitting there will be outdoor recess.

11. DRESS CODE

P.S. 38Q participates in the New York City Department of Education Uniform Policy.

- **All** students are expected to wear the school uniform
- Light blue blouse, polo shirts, button down shirts.
- Navy blue pants for boys, #57 tie (optional) (**no blue jean or denim fabric.**)
- #57 jumper, skirt, skort, tie (optional), and navy blue or plaid (#57) pants (**no blue jean or denim fabric**)
- Navy blue or black rubber soled shoes.

- **Uniform** navy blue or #57 shorts may be worn in **June and September only**.

Note: One day each month has been designated as “Dress Down Day” with a specific theme. On this day students will be allowed to dress according to the theme. Please check the school calendar every month for the specified dress down day. The day may change from month to month so please check the calendar.

The following items may NOT be worn in school:

- Flip Flops, sandals or any other open-toed or open-backed shoes
- Sneakers with wheels (i.e. Heelys)
- “Crop tops”, midriff tops, backless tops, tank tops. Spaghetti strap tops, or muscle shirts.
- Hats or baseball caps, scarves, bandanas,

Parents of students who are wearing any inappropriate items will be called and asked to come to school with an appropriate change of clothing and/or shoes.

12. SCHOOL CROSSING SAFETY

- Please teach your child to cross streets carefully. Before crossing the street, look both ways to make sure there is no traffic.
- Teach your child the safest way for him/her to walk to and from school, if they have your permission to walk on their own.

13. FIRE/SHELTER DRILLS/EMERGENCIES

- Fire and shelter drills are conducted throughout the year.
- Children are taught the proper procedures and signals to follow to ensure their safety.

- In the event of emergency situations the Principal and staff will follow the procedures outlined in our N.Y.C.P.D. approved School Safety Plan.
- News & Information: <http://schools.nyc.gov>
- Government Services & Information: **Dial 311**

IMPORTANT INFORMATION YOU NEED TO KNOW

The City’s public notification program, Notify NYC, now sends updates for emergency situations at school and other events that have an impact on the school day by phone, text message, or e-mail to parents and guardians who sign up for the service. The service updates parents about delayed school openings and early dismissals, student relocations, and temporary school closures related to weather or other unexpected events. Parents and guardians can choose to receive alerts for up to five zip codes, and will receive notifications about schools within those zip codes.

I encourage you to sign up either by visiting:

www.nyc.gov/notifynyc or by calling **311.**

14. NOTICES

- Your child is the link between home and school.
- Please check your child’s notebook, folder, and bookbag/backpack **DAILY** for notices. Kindly sign and return all tear-offs as soon as possible.

15. SCHOOLWORK & HOMEWORK

- Please make sure your child brings their necessary supplies to school every day.
- Ask to see what your child learned in school each day.
- Help your child develop the habit of preparing his/her school material for the next day before going to bed.
- Homework assignments are given daily.
- Check your child's homework to see that the assignment has been completed. Please do not do your child's homework for him/her.
- Let the teacher know if your child is having difficulty with schoolwork and or homework.
- Be sure your child reads for at least 20 minutes each night.

16. TEXTBOOKS

- Textbooks are very costly. Lost/missing or damaged books will have to be replaced and paid for.
- *Report cards will not be distributed until lost/missing books are paid for.*

17. CONFERENCES / GRADE ORIENTATION

- Scheduled Parent Teacher Conferences are held in November and March. Please take advantage of these conferences to discuss your child's progress.
- Teachers will send home a form prior to the Parent Teacher Conference Day with available times you can choose from to meet with your child's teacher.
- It is important for all members of the school family to communicate with school personnel. This will better help us meet the needs of your child.

- There will be an orientation held for each grade during the first month of school. A notice will be sent informing you of the date and time of the orientation/grade overview meetings.

18. CELL PHONES

- Chancellor's Regulation A-412 prohibits cell phones and other communication devices on school property.
- Students are allowed to use the school phone in the main office to contact their parent or guardian in the case of any emergency.
- We understand that many of our children walk to and from school without adult supervision and carry a cell phone to contact their parent once they have arrived at school or home. ***However, the school is not responsible for lost or stolen cell phones.***
- If a student is found using their cell phone in the school, we will hold it in our possession until the parent/guardian arranges to pick up the device in person.
- ***The school is not responsible for any lost or stolen electronic devices.***

19. LOST & FOUND

- All items found in our building are placed in a box located in the rear of the cafeteria.
- Valuables such as eyeglasses and jewelry are brought to the General Office.
- Articles will be donated if not claimed after one month.

20. DISCIPLINE

P.S. 38Q is a *Conflict Resolution* school.

- *Respect and courtesy* are vital elements in working together at P.S. 38Q.
- In the early part of each school year the Chancellor sends out the *Discipline Code from the NYC Department of Education which is sent home. We ask that your review it with your child.*
- All children must adhere to the *Discipline Code.*
- Respect for adults and peers are important concepts taught at home and school. Following school rules is a critical element in keeping our school calm and orderly.

21. PARENT INVOLVEMENT

Parent involvement improves student achievement.

- Parent Workshops and Fun Family Events are scheduled throughout the school year. We hope that you will come out with your child and participate.
- We ask that you make every effort to attend the workshops and activities the school has.
- Please check your child's backpack daily for important notices and kindly return the tear-offs as soon as possible.
- When in the school please check out the parent information table located opposite the general office.

22. THE PARENT TEACHER ASSOCIATION (P.T.A.)

- All parents and guardians of children attending P.S. 38Q as well as members of the faculty are eligible for membership.

- The P.T.A. is a vital and active organization. Through the participation and involvement of parents, the P.T.A. organizes fundraising drives and school activities in which the proceeds directly enhance the quality of education for our children.
- The P.T.A. conducts informative monthly General Meetings the third Wednesday of each month. Please consider becoming an active member of the P.T.A. at P.S. 38Q.

23. THE SCHOOL LEADERSHIP TEAM (S.L.T.)

- All parents are encouraged to become involved in our S.L.T.

24. IMPORTANT CONTACT INFORMATION

- **P.S. 38Q (718) 528-2276**
Fax (718) 712-1598
- Parent Coordinator (Ms. Goodman) – press 1 or (347-563-4442)
- School Nurse – (Mrs. Ariste) press 2
- School Counselor – press 3
- School Based Support Team – press 3
- PTA E –mail address: 29q038pa@Schools.nyc.gov
- Office of Pupil Transportation (O.P.T.) (718) 392-8855
- 105th Precinct (718) 776-9090
- NYC Department of Education: <http://schools.nyc.gov>
- School Web Page - <http://schools.nyc.gov/SchoolPortals/29/Q038/default.htm>
- Government Services & Information Dial 311

25. STUDENT AFFIRMATION

Our students recite our school affirmation every morning. We believe these affirmations to be true. Our student affirmation is a strong and formal declaration of who and what our children are.

I Am Somebody

Author Unknown

I am somebody

I am capable

I am teachable

Therefore, I can learn

I can do anything when I try

I will respect myself and others

I will be the best I can be each day

I will not waste time, because time is valuable

I am bright

I am confident

I am productive

I am positive

I am strong

I am somebody!!

26. SCHOOL MISSION STATEMENT

P.S. 38Q – The Rosedale School is committed to meeting the needs of our diverse student population. Our educational leaders, parents, and highly qualified teachers have the highest expectations for all of our children. Through our standards-driven curricula, we dedicate ourselves to the academic, technological, artistic, and social achievement of our students. Our school culture cultivates partnerships which result in the growth of life long learners who invite challenge, adapt to changing conditions and contribute widely to the improvement of the community. Our mission speaks to the journey of excellence, along the roadways of success and hope.

27. STUDENT RESPONSIBILITIES AND BEHAVIOR

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. To insure the rights of each student to attend school in a safe, positive environment, it is the student's responsibility to:

- Take care of books, materials, desks and the school building.
- Be respectful of the property of others.
- Be kind and helpful to staff and other students
- Be truthful and honest at all times.
- Use language that is not offensive to anyone
- Never get involved in a physical exchange.

28. IMPORTANT DATES

▪ **2013-2014 School Closings**

September

9 – Half-day for Kindergarten only – Dismissal at 11:37½

October

14 - Columbus Day Observed

November

5 - Election Day – No School for Students

11- Veterans Day

14 - Half-day of school for all students –
Parent-Teacher Conference Day

28, 29 - Thanksgiving Recess

December

23 through January 1 - Winter Recess

January

1 – Winter Recess Continued

20 - Dr. Martin Luther King, Jr. Day

February

17 through 21 - Mid-winter Recess

March

11- Half-day of school for all students – dismissal at 11:37½ am
Parent-Teacher Conference Day

2013-2014 School Closings (continued)

April

14 through 22 - Spring Recess

May

26 - Memorial Day Observed

June

5 – Chancellor’s Conference Day

▪ **PARENT TEACHER CONFERENCE DATES – 2013- 2014**

November 14, 2013 and March 11, 2014

Afternoon Conference: 12:37½pm – 2:57½pm

Evening Conference: 5:30pm to 8:00pm