



Public School 195

THE MANHATTAN BEACH SCHOOL

Bernadette Toomey, Principal

Mary O'Neill, Assistant Principal

PARENT/STUDENT HANDBOOK

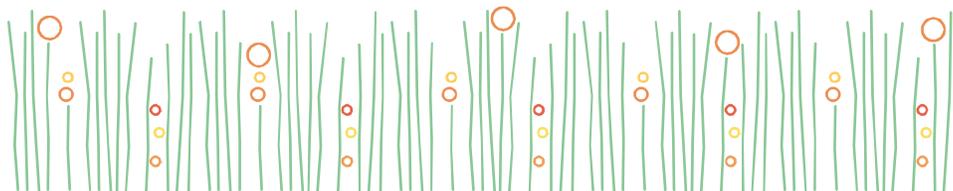
2015-2016

131 Irwin Street

Brooklyn, New York 11235

Telephone: 718-648-9102

Fax: 718-934-0625



WELCOME TO P.S. 195

We strive to create a school community that is intellectually stimulating and provides all children with the opportunity to achieve academic success. We encourage students to question, take risks, and accept responsibility for their own academic and social growth. Our school community celebrates diversity and collaboration.

The school day is scheduled as follows:

Regular Day: Monday to Friday 8:10 a.m. to 2:20 p.m.

Breakfast Begins at 7:40 a.m.

Parents are asked to leave promptly after dropping off their children at the main entrance. If you need to speak with your child's teacher, please send a note to make an appointment. Pre-Kindergarten: Children are escorted by parent/guardian into the building through the main entrance. They will be picked up by the teacher in main lobby.

SCHOOL SAFETY AND SECURITY

We are proud that P.S. 195 provides a safe environment for our students and staff. A School Safety Agent is stationed at the front entrance throughout the day. Parents and other visitors are required to enter and exit the building only through the **main entrance** and must show identification to enter the building. A visitor's pass will then be provided. Visitors should also sign out before exiting the building.

Door alarms have been installed on each of the doors. It is of the utmost importance that parents and visitors enter and exit the building through the **MAIN ENTRANCE** only. The alarms will sound if other exits are used. Please adhere to this important safety rule.

At dismissal, students will leave through their assigned exits. Parents are not permitted to enter the building through these exits. Please be mindful that if a student forgets something from their classroom and their teacher has left for the day, they will not be allowed entry to that classroom. Parents must understand that security measures are taken for the safety of our children and staff.

When arriving in the morning, please do **NOT** block the area with cones and dismiss your child from the vehicle. Park safely, drop your child off, and leave promptly to avoid congestion.

Please also note that you are asked to fill information out on a blue contact card. We are only permitted to release your child to those names recorded on the blue card. Please come to the office if you need to add or delete someone from the card.

When picking up your child at dismissal, please make every effort to arrive early so that you can park your car appropriately. Double parking on Irwin Street and/or Hampton Avenue creates a hazardous condition for dismissal. Students will not be dismissed curbside to double parked cars. Parents must exit their vehicle to receive their child.

Please remember, the safety of our students and staff has been and remains the highest priority.

If you have concerns about health related issues, notify the teacher and school immediately in writing. We are fortunate to have a full-time Nurse on the premises available to see children who are sick and require medication on a regular basis. Please advise the school if your child has any health problems, i.e. asthma, allergies, etc.

ORIENTATION & PARENT/TEACHER CONFERENCES

During the early weeks of September, parents will receive a notice to visit their child's classroom for Parent Orientation. This year the date will be on September 17th. More specific details will follow. The teacher will provide an overview of the year's work. The sessions give parents a chance to meet the teacher and ask questions. You can request a meeting with the teacher if you need additional information about your child. A time scheduled by grade will be sent home.

Parent/Teacher Conferences will be held four times a year. The conferences are scheduled in the afternoon and in the evening. Parents can meet with their child's classroom teacher as well as any other staff members who service their child. These meetings are very important to both you and your child! You will be able to see samples of your child's work, discuss their progress, and discuss how you can help your child's learning at home.

Report cards are sent home three times a year in Grades K through 5. Progress reports and work samplings are sent home two to three times a year in Pre-K to inform you of your child's educational progress. Tuesday afternoons have been designated for parents to meet with teachers after dismissal. We welcome you to contact your child's teacher to schedule an appointment.

SPECIAL SUBJECTS (CLUSTERS)

When your child's teacher has a preparation period, the class has another teacher for a special subject (cluster). Currently P.S. 195 offers a wide range of

cluster programs including: Computer, Dance, Physical Education and Interdisciplinary Arts.

GIFTED AND TALENTED

Students are offered placement to the District 22 Program at P.S. 195 through the Office of Enrollment based on the score achieved on the gifted and Talented Placement Test. In order to continue in this program, students must demonstrate the academic achievement and work habits necessary to meet the expectations of an accelerated curriculum. Teachers will schedule a conference with parents to discuss any concerns that arise regarding a student's academic progress, work habits, and continued placement in a Gifted and Talented class.

SCHOOL LEADERSHIP TEAM

The School Leadership Team consists of parents, teachers, administrators and other staff working together to make decisions for the school. This Team discusses school policy and curriculum, oversees grant applications and addresses budget issues. The committee may also discuss health and safety issues, as well as special programs. These are only a few of the topics of discussion. Parents have a strong role on this committee, and you can contribute at any time by contacting any member of the committee in person or in writing. You may also voice your opinion at Parent Association meetings. The School Leadership Team meetings are usually held on the third Wednesday of each month.

COMMUNICATION

To help keep you informed about all the good things happening within P.S. 195, we encourage you to frequently visit our individual school websites <http://schools.nyc.gov/SchoolPortals/22/K195>. The school website contains information on upcoming events, monthly newsletters, notices, school calendar listing activities and events, and other important school and district information.

Would you like to receive email notices of important happenings at P.S. 195? By joining our school emailing list, you will receive notices via email about such things as school meetings, report cards, newsletters, and special events.

***If you have a change in contact information, please give this information to the office.

BREAKFAST/LUNCH PROGRAM

Breakfast is served from 7:40 a.m. to 8:10 a.m. and is free to ALL students. Many children are eligible to receive free or reduced price lunch at P.S. 195. It is now easier than ever to **APPLY ONLINE!** Find out now if you qualify for free

school lunch. Go to nyc.applyforlunch.com to determine if your child is eligible. If you do not apply online, your child will bring home a lunch form at the beginning of the school year. **EVERYONE** who did not apply online must fill out this form, even if you do not think you are eligible for free lunch or do not have your child buy lunch in school. The responses on this form are the basis for statistics collected on every school and help to determine financial aid that the school is entitled to receive. All information that you provide is strictly confidential.

Once your eligibility is determined, you may now make online payments by going onto www.MySchoolBucks.com. Once you establish an account, you can check balances, review purchases made by your child, quickly authorize additional payments or establish recurring payments conveniently from any computer or smart phone. If you do not pay your outstanding lunch bills online, you will be asked to send in your payments on a month to month basis.

Breakfast and lunch menus may be viewed @ www.opt-osfns.org. Copies will be posted on the bulletin board in the front lobby, in the cafeteria and also on the back of our monthly calendars. Children will have recess after lunch in the schoolyard-weather permitting. Please dress your child accordingly.

TRANSPORTATION

Students who normally ride the bus must have a written note signed and dated by their parent/guardian explaining why they will not be taking the bus home on a particular day. NO child will be held off the bus without a written approval.

ATTENDANCE

- Any child who arrives late (**after 8:10 a.m.**) must sign in the late book at the entrance and will be given a late pass so they will be allowed to enter class.
- A note of explanation is required from students upon returning to school after an absence, even if the absence is one day.
- A parent or guardian must call the school attendance officer at (718) 648-9102 if an absence persists for two or more days.
- If a student is aware that s/he is going to be absent, a written explanation stating the reason for an absence must be provided in advance.
- Students should not come to school if they are sick. By the same token, students should not be absent without just cause. Regular, uninterrupted attendance is vital to success in school. Excessive absences will be a cause for great concern and will be taken into consideration when deciding promotion to the following grade.
- Students are required to make up any work they miss as a result of an absence.

- Being late is as serious as being absent. Classroom instruction will begin at 8:10 a.m. each morning. Any child who misses literacy instruction will be at a severe disadvantage academically. Excessive lateness will also be a cause of great concern. We have an automated phone system that will call the parents when their child is absent or late.
- Please note that a student's attendance rate is one of the factors considered for entry into middle school.
- ***Students who moved and are no longer zoned for this school are expected to be responsible for their attendance and punctuality. If excessive absence and/or lateness is a continuous problem, and the principal feels it is in the best interest of the student, the principal may begin the transfer process to an appropriate school which the student is eligible to attend based on his/her residence. Parents will be notified before proceedings start.
- Letters will also be generated to parents for absences and lateness.
- Picking your child up before dismissal causes your child to miss important class time. If it should be necessary to pick up your child early from school, please send the teacher a note in the morning indicating the time your child will be picked up. Please note that during lunchtime your child will be unable to retrieve their belongings. In addition, unless it is an absolute emergency, please **do not** pick your child up between 2:00 p.m. and 2:20 p.m. as dismissal is already in progress.

THE AMBASSADORSHIP PROGRAM AT PS 195

The PS 195 Ambassador Program takes students through a year-long process consisting of awareness, education and action. Throughout this process, students will be provided with skills, knowledge and resources that will enhance their leadership and life skills. They will experience opportunities to develop self-awareness, enhance and engage in healthy relationships, and work in groups, and at the community level.

HALF-DAYS

There will be several half-days throughout the year. These half-days serve a variety of purposes, such as facilitating parent-teacher conferences, staff development, and the processing of clerical work. Also, do not bring a lunch box on half-days.

Dismissal on half-days will be at 11:20 a.m. SHARP. It is the responsibility of parents and guardians to insure that their children are picked up on time even on days when dismissal is early. Please check with after school programs to be sure that they will pick up your child on the designated half-days.

Please schedule vacations and doctor appointments according to the school calendar to maximize your child's attendance and school success.

WHAT NOT TO BRING TO SCHOOL

We work very hard to create a serious educational environment that is without distraction. The following contribute to disruptions in academic learning and social relationships during the school day and are not allowed in the schoolyard or building: IPOD's, CD players and all other electronic games or devices.

Cell phones are allowed to be brought to school, but please be advised of the following:

Children are not allowed to take their cell phones out at any time during the school work day. If they are caught using their cell phones, they will receive one warning. If they are caught a second time, they will get a phone call home. If they are caught a third time, the cell phone will be taken away and the child's guardian will have to come up to school to retrieve it.

Please **do not allow** your child to bring any articles of value to school. We **are not responsible** for items that are lost, stolen, misplaced or broken.

ACCEPTABLE BEHAVIOR

We have created a rigorous and safe learning environment that promotes self-discipline and respect for others. Any activity that detracts from learning has serious consequences. Children are expected to behave in a respectful manner at all times. We ask that parents and guardians impress upon their sons and daughters that they are responsible for their own actions. Students are not allowed to leave class without permission from the teacher. Fighting, encouraging fighting or participating in any action that disrupts safe learning will result in serious disciplinary action. In addition, the use of profanity, sexually suggestive language, racial slurs, etc., is unacceptable anywhere on school grounds.

At P.S. 195 we adhere to the following **CODE OF CONDUCT**

In an effort to create a safe, creative learning environment for the members of our community, we agree that at all times each member will:

- Respect himself/herself
- Respect the school environment
- Respect all teachers, parents, and other students.

APPROPRIATE DRESS

Students should come to school in attire that is conducive to learning, appropriate, and respectful of the importance of school. We are preparing students for the world of further learning and work. Appropriate dress shows that this is an environment in which our tasks are taken seriously.

Shorts and skirts that are worn must reach the knees. Spaghetti-strings, high-heel shoes and bare midriffs are not allowed at school. Tank tops may be worn but only if they are of a proper fit. Please no pajama pants.

If your child comes to school dressed inappropriately, you will be contacted immediately. A parent or guardian will need to come and bring the child a change of clothing. Please make sure your child is dressed properly so that we do not have to inconvenience anyone.

SUPPORT STAFF

Secretary	Main Office	Jane Marziliano
School Nurse	Room 110	Audrey Viechweg
Parent Coordinator	Room 127	To Be Determined

PARENT/GUARDIAN INVOLVEMENT

We encourage parents to become very involved in their child's education because this encourages academic success and social growth. These are just some of the ways you can be involved:

- Read to and with your child every night
- Create an environment at home that encourages your child to complete his/her homework each and every night
- Join the Parent's Association
- Become a member of the School Leadership Team
- Be available from time-to-time to volunteer
- Participate in all workshops offered to parents throughout the year
- Meet your Parent Coordinator
- Attend scheduled school events throughout the year
- Support your child's class by becoming a Class Parent
- Understand that tests are a measure of student learning, not the goal of student learning. Time management and other test-taking strategies that are currently being taught are skills that have application beyond tests.

COMMON CORE LEARNING STANDARDS

The Common Core Learning Standards were approved in January, 2011 for all schools that serve students enrolled in Grades K-12. The adoption of the CCLS signaled the need for educators to shift instruction to prepare students in accordance with these new, rigorous standards. In order to best assess student learning of the CCLS, the Department has developed new Grade 3-8 Common Core English Language Arts (ELA) and Mathematics Tests. These new tests began in the spring 2013 and assess only CCLS.

CURRICULUM

The curriculum was created by PS 195 classroom teachers who used the Social Studies State Standards as a foundation. They aligned the Common Core Learning

Standards (CCLS) in Reading and Writing to the Social Studies content. We promote high academic achievement with challenging content for all of its students. The Social Studies themes for all grades are supported through trade books, research, curriculum-related trips, textbooks, as well as teacher-generated units and collaboration across grade levels. Teachers integrate the social studies curriculum into their classrooms using an interdisciplinary approach. The cluster curriculum enrichment programs also integrate Social Studies throughout their programs and unify the school.

NYC SCHOOL ACCOUNT

We strongly recommend that you register your child for a NYC School Account. This account will provide you with a new way of accessing key information about your child's progress. This account will allow you to view your child's attendance, report card grades, and general student information. Visit <http://schools.nyc.gov/myaccount> and select the "Create Account" link on the login page. If you need assistance please call the school and we will get someone to help you.

BIRTHDAY PARTIES

Parents may send in cupcakes or cookies with a juice box for birthday parties. If your child is having a party outside of school, unless the whole class is invited, please mail invites instead of having your child hand them out in class.

BLUE EMERGENCY CARDS

It is essential that these cards are up-to-date at all times, as they are kept in the Main Office for emergencies. In the event the school needs to contact you regarding your child, it is important to list all the telephone numbers where you or your designated caregiver(s) can be reached during the school day. Please provide at least two emergency numbers. Children are not released to anyone whose name is not on the Blue Card. If information changes at any time during the year, it is important that you come into the Main Office and update the Blue Card and notify the secretary as soon as possible so that the information can be changed in the Department of Education website. If your address has changed, you need to furnish utility bills showing the new address. Do your children know their own names, address and phone number? It is of the utmost importance that they learn this information. This will assist them greatly when they need to contact you.

DISCIPLINE CODE

Each year, the DOE distributes "The Discipline Code" and "Bill of Student Rights and Responsibilities", which sets forth standards of behavior that all students are expected to live up to, and the consequences if these standards are not met. These books are sent home each fall.

DOUBLE PARKING

Double parking on Irwin Street and Hampton Avenue is rude, illegal (between 7 a.m. and 4 p.m. on school days), and extremely dangerous to children entering and exiting the building and school buses. It also makes it difficult for staff members to depart for other commitments. P.S. 195 has asked the local Precinct to issue summonses to drivers who stop there.

FIELD TRIPS

Curriculum is enriched throughout the year with many field trips. The DOE requires a **WRITTEN CONSENT SLIP** signed by parents for trips. Students **cannot** leave the building without a **written** parental consent. Therefore, oral consents over the phone cannot be accepted. Please check your child's folder. For neighborhood walking trips, one note supplied by the parent will cover the year. The DOE also requires one adult chaperone for every 10 children, there is usually space on the permission slip for you to indicate your interest in chaperoning. Chaperones must be at least 21 years of age or older. These trips are **ONLY** for children in the class, please do not bring siblings. Some trips are free, other require a modest fee. Students receiving free or reduced cost lunch will receive a school lunch for trips when necessary. Please also note that the same students may require individual chaperones. In order for the child to attend the trip a chaperone must accompany the child. Should a chaperone be unable to attend, the child will remain in school.

HEALTH AND WELLNESS

The NYC Department of Health has strict medical requirements for new entrants to school (public, private and parochial). All students entering a NYC school for the first time must have a complete physical examination by a NYC physician, all required immunizations, plus a variety of screening tests. The schools check children's vision and hearing in select grades. If there is a problem, the parent is required to follow up with a doctor's checkup. You will also be informed if the school does not have an updated medical form for your child.

LOST AND FOUND

There are bins in the vestibule outside the lunchroom where lost items are placed (an astounding number of heavy jackets end up here in the middle of the winter). Children and parents should check frequently for lost items. Please **LABEL EVERYTHING** with at least your child's first name and class. Without this information it is unlikely that lost items will be returned to your child.

SAFETY COMMITTEE

There is a school safety committee that includes staff and parents which meets monthly to review and discuss P.S. 195's Safety Plan, a formal document required by

the DOE. It outlines all safety procedures in the school. Families can help reinforce this policy by reminding children periodically, that when they are not picked up on time, or they are not sure what to do because of a change in routine, school is the safest place for them. They should be told to come to the Main Office, where someone will help them call home.

PERFORMANCE AND ACCOUNTABILITY TOOLS

- **Progress Reports** will grade schools based on student performance, progress and school environment.
- **NYC Learning Environment Survey** provides feedback from parents, teachers and students on school environment.
- **Quality Review** measures how well a school is organized to support student achievement.
- **State and Federal Evaluation** measures student achievement according to NYS Department of Education.

All of these tools are available and can be viewed on our school's website at:
WWW.SCHOOLS.NYC.GOV/SCHOOLPORTALS/22/K195

PLEASE REMEMBER TO BE KIND TO ONE ANOTHER