

# The Francis Lewis School Public School 79 Queens

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Whitestone, NY 11357  
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## PARENT HANDBOOK

SCHOOL POLICIES AND PROCEDURES



FOR UP-TO-THE-MINUTE INFORMATION  
PLEASE VISIT THE FRANCIS LEWIS SCHOOL'S WEBSITE OFTEN  
<http://schools.nyc.gov/SchoolPortals/25/Q079/>

## **ACKNOWLEDGEMENTS**

**Jennifer Fertile**

**PS 79 Parent Coordinator**

## **PTA EXECUTIVE BOARD**

### **PTA Co-Presidents**

**Christie Y. Les  
Ingrid Hennessey**

<b>Domenick Palazzo</b>	<b>First Vice President</b>
<b>Maria Ramirez</b>	<b>Second Vice President</b>
<b>Jennifer Cardillo</b>	<b>Third Vice President</b>
<b>Gigi Papayiannis</b>	<b>Recording Secretary</b>
<b>Beth Fallon</b>	<b>Corresponding Secretary</b>
<b>Diane Klein</b>	<b>Treasurer</b>

**Special thanks to the Parent Handbook Committee!**

# **SCHOOL MISSION**

The community of P.S. 79 provides a nurturing and safe environment that promotes excellence and encourages both independent and cooperative learning.

We embrace the benchmarks of the Common Core Standards (CCS) providing clear, consistent expectations for student learning. These standards are rigorous and relevant to the real world.

We support a balanced literacy approach in all oral and written expression and knowledge of all elements and genres of literature. We encourage students as they become analytical problem solvers through an enriched Everyday Math program. Our FOSS science and social studies programs offer students strategies for discovery, using hands-on and minds-on inquiry based learning experiences. The arts are an integral part of the curriculum infused throughout the academic experiences for each student.

The goal of the P.S. 79 community is to empower all students with independence, with critical thinking skills, and with literacy.

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FOR UP-TO-THE-MINUTE INFORMATION  
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<http://schools.nyc.gov/SchoolPortals/25/Q079/>

FOR INFORMATION ON NYC' S DEPARTMENT OF EDUCATION RULES &  
POLICIES, PLEASE VISIT THE NYC DOE WEBSITE OFTEN  
<http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm>

## **MESSAGE FROM THE PRINCIPAL**

### **Welcome to The Francis Lewis School!**

PS 79 welcomes all families to join us as we provide pre-kindergarten through grade five students with a well-rounded, caring education.

Our highly qualified staff includes fully licensed classroom teachers and support staff. Many PS 79 professionals hold specialized certifications as well. K-5 student attend specials in art, computer, library-media technology, music, physical education, and science. In addition, support is offered by a licensed ESL teacher for English Language Learners and by three licensed reading specialists. Our School Support Team (SBST) includes our psychologist, guidance counselor, bilingual social worker, parent coordinator and family worker.

PS 79 has a state-of-the-art technology program. In addition to our computer lab, we are proud to announce the opening our new library-media center this fall! Even more, there are 25 SMART Boards used daily in our classrooms, many donated by our incredible PTA and community. Our music program includes keyboarding for our primary students, chorus and band for our upper grade students. PS 79 has ten-week arts residencies offered by David Marquis Studios for students in every grade. Children participate in circus acts, designing and using puppets to perform folk tales, creative movement, mask theater and percussion performances. Ballet tech auditions third grade students each fall. Special author visits and assemblies are arranged throughout the year.

Our PTA actively supports the school in many ways. Halloween Pumpkin Patch and Spirit Week are two highlights that bring smiles to all of us. The PTA operates the school store on Thursdays and runs a variety of school fund-raisers that provide us with the arts and technology. There are monthly PTA meetings, Coffee and Conversations with the Principal, and Parent Workshops.

Paula Marron  
Principal of The Francis Lewis School

## HOW ARE WE ORGANIZED

At P.S. 79, we strive to bring together the ideas and commitment of a diverse community of students, teachers, staff, administration, and families. PS 79 serves 843 students in pre-kindergarten through grade 5 in general education, special education, and integrated team teaching classes.

*School Leadership Team (SLT)* SLT's are school based groups whose primary responsibility is to develop the Comprehensive Education Plan (CEP), which is aligned with the school-based budget. PS 79's SLT is composed of the principal, assistant principal, the UFT chapter leader, the PTA president and an equal number of teachers and parents.

### ADMINISTRATION:

**Principal:** *Paula Marron*  
**Assistant Principal:** *Fran Walters*

Dr. Marron and Mrs. Walters can be reached at (718) 746 – 0396  
Both administrators are "everywhere," in classrooms, in meetings with teachers and parents, in the auditorium, playgrounds, cafeteria, etc. The best way to talk to them is to leave a message with the teachers, the secretaries or in their mailboxes.

**Parent Coordinator:** *Jennifer Fertile* (718) 746-0396 ext. 1082  
Her office is located in Room 108, directly across from the Main Office

**School Secretaries:** *Susan Forrest* (718) 746-0396 ext. 1093  
*Patricia Connors* (718) 746-0396 ext. 1094  
**Transportation:** *Amalia Wooley* (718) 746-0396 ext. 2140  
**Lunch:** *Elissa Azzara* (718) 746-0396 ext. 1141

**Nurse:** *Cathy Gorga* (718) 747-0690  
Her office is located in Room 108, directly across from the Main Office

**Psychologist:** *Rena Gombo* (718) 746-0396 ext. 1084  
**Guidance:** *Michele Weggeland* (718) 746-0396 ext. 1081  
**Social Worker** *Natividad Cabrera* (718) 746-0396 ext. 2070

**PTA Co-Presidents** *Christie Y. Les & Ingrid Hennessey*  
The co-presidents can be reached at (718) 746-0396 ext. 1050  
The PTA office is located in Room 105, next to the Main Office.

# **COMMUNICATION: HOME / SCHOOL**

## **EMERGENCY CONTACT CARDS**

Parents must fill out two emergency contact cards listing at least three emergency contact numbers; contacts can include parents. List ALL health/medical problems including food allergies. It is important that parents/guardians provide the school with a current and working telephone number *and* two emergency telephone and/or cell phone numbers, where someone can definitely be reached in your absence. It is the parent's responsibility to update this information on a regular basis. You can notify the school of any changes by writing a short note (in your own language if you are more comfortable communicating that way) to your child's teacher or by stopping by the main office to update the card in person.

## **PHONE CALLS**

Calls cannot be taken for students except in a true emergency. Students will not be allowed to use phones in any office unless it is a true emergency. Calls from parents/guardians will not be transferred to teachers during instructional time. Please inform teachers that you need to speak with them and they will provide you with times they have available.

## **SCHOOL NOTICES**

Please return ALL forms (school lunch forms, medical, dental, emergency contact cards, CCD, school notices, etc.) promptly. Check your child's class room folder for notices daily. Place your notes and any additional correspondence for your child's teacher in the folder, who checks it daily. Permission slips for all class trips must be signed by a parent/guardian and returned before any child may participate on any class trip.

## **TRANSLATION & INTERPRETATION SERVICES**

Our school, consistent with the Chancellor's regulations, provides translation and interpretation services to limited English speaking parents to effectively communicate with school staff. Language support includes over the phone interpreters if bilingual staff members are not available.

# TIMES AND SCHEDULES

## DAILY SCHEDULE

<b>BREAKFAST</b>	<b>7:30-8:00</b>
<b>HOME ROOM - Attendance</b>	<b>8:00-8:10</b>
<b>PERIOD 1</b>	<b>8:10-8:55</b>
<b>PERIOD 2</b>	<b>9:00-9:45</b>
<b>PERIOD 3</b>	<b>9:50-10:35</b>
<b>PERIOD 4</b>	<b>10:40-11:25</b>
<b>PERIOD 5</b>	<b>11:30-12:15</b>
<b>LUNCH – GRADES K &amp; 1</b>	<b>11:30 -12:20</b>
<b>PERIOD 6</b>	<b>12:20-1:05</b>
<b>LUNCH – GRADES 2 &amp; 3</b>	<b>12:20-1:10</b>
<b>PERIOD 7</b>	<b>1:10-1:55</b>
<b>LUNCH – GRADES 4 &amp; 5</b>	<b>1:10-2:00</b>
<b>Homeroom</b>	<b>2:00-2:10</b>
<b>BUS DISMISSAL</b>	<b>2:15</b>
<b>DISMISSAL</b>	<b>2:20</b>

*Please Note: Siblings will be dismissed at 2:20 with their classes. Teachers who have notes from parents should send older siblings directly to lower grade classes or to the exit door of the lower grade sibling's teacher. For example, a fourth grader with a sibling in first grade will go to the first grade exit door. The first grade teacher is responsible for both siblings. Parents should wait at the designated lower grade exit until the older sibling arrives.*

## LUNCH SCHEDULE

<b>Lunch #1</b>	<b>11:30-12:20</b>	
<b>Grade K</b>	<b>11:30-11:55 (cafeteria)</b>	<b>11:55 12:20 (recess)</b>
<b>Grade 1</b>	<b>11:55 – 12:20 (cafeteria)</b>	<b>11:30 – 11:55 (recess)</b>
<b>Lunch #2</b>	<b>12:20 – 1:10</b>	
<b>Grade 2</b>	<b>12:20-12:45 (cafeteria)</b>	<b>12:45-1:10 (recess)</b>
<b>Grade 3</b>	<b>12:45-1:10 (cafeteria)</b>	<b>12:20-12:45 (recess)</b>
<b>Lunch #3</b>	<b>1:10 – 2:00</b>	
<b>Grade 5</b>	<b>1:10 – 1:35 (cafeteria)</b>	<b>1:35 – 2:00 (recess)S</b>
<b>Grade 4</b>	<b>1:35 – 2:00 (cafeteria)</b>	<b>1:10 – 1:35 (recess)</b>

3 DAY AFTER-SCHOOL EXTENDED DAY PROGRAM  
TUESDAYS-WEDNESDAYS-THURSDAYS  
2:20 PM to 3:10 PM

## **ARRIVAL / DISMISSAL STUDENT PROCEDURE**

### **1. BREAKFAST**

- Free breakfast is available to students (pre-k to 5) who return the NYC (red) application
- Free breakfast is served daily in lunchroom between 7:30 and 7:50 AM
- Breakfast will be served until 7:50 to give children enough time to eat
- Students will go to their classrooms at 8:00 AM.
- Students enter the building for breakfast through Exit 2 (ONLY)
- Supervision begins at 7:30 in the cafeteria only

### **2. Early Morning Arrival**

- All children arriving to school by bus (before 8:00 AM) should enter at exit 2.

### **3. EXTENDED DAY TIMES:**

- Classes begin at 2:20 and end at 3:10 PM (Tuesday through Thursday)

### **4. ARRIVAL TIMES & PROCEDURES : 8:00 AM to 8:10**

- All exit doors will open at 8:00 AM daily. Students will go directly to classrooms.
- Designated Entrances/ Exits: Exit 2, 3, 4, 5, 6, and the Main Entrance
- Students should enter the building through the same door that they exit.

### **5. DISMISSAL TIMES & PROCEDURES:**

- All non-bus students will be escorted to exit doors by teachers at 2:20 PM
- Bus children will be supervised in the auditorium
- Kindergarten bus children will be escorted to the auditorium by aides
- Out of classroom staff will support dismissal procedures from 2:00 to 2:20
- ICT and SC bus children will be escorted to the auditorium by teachers at dismissal
- Students who are not picked by caregivers in a timely manner will be escorted to the auditorium by the teacher.
- If you are late for dismissal, please pick up your child in auditorium.

**6. IMPORTANT BUS PROCEDURES:**

- **Students riding on a bus must wear a bus tag: name; school; route #; class; teacher; and home phone number.**
- **Once on the bus, students must remain seated with seat belts for the entire time.**
- **Please remember to use quiet voices on the school bus.**
- **Be respectful to the matron and bus driver, and follow bus rules.**

## **DAILY POLICIES & PROCEDURES**

### **DISCIPLINE CODE**

All students receive a copy of *The Chancellor's Citywide Standards of Disciplinary and Intervention Measures (The Discipline Code)*. It is important that you and your child discuss the importance of appropriate school behavior and the consequences when Board of Education regulations are not followed. It is expected that all Public School 79 students behave appropriately and respect the rights of the entire school community.

### **SCHOOL DRESS CODE**

Children are to be appropriately dressed. Clothing should be neat and clean. Sneakers **MUST** be worn on Physical Education days. Students who do not wear sneakers on their designated Physical Education days will not be permitted to participate. **REMINDER:** Participation counts towards students' overall grades in every subject area, including physical education.

Please dress your child in layers, as we will go outside for recess even during the winter. In warm weather *children* may not wear: belly baring tops; tight or short shorts or shirts; flip-flop or opened toe sandals. Children must wear sneakers or closed shoes because *sandals are dangerous in the yard and on the stairs*.

Please help us by making sure that your children wear appropriate school clothing and footwear.

### **OUTDOOR RECESS POLICY**

Children benefit from vigorous mental and physical exercise. Outside play, when the temperature is above 32 degrees, is recommended by the NYC Department of Health and Mental Hygiene.

Using a combination of factors including temperature, wind speed, and precipitation in determining whether to go outside to play, we will take the

children out for recess as often as we can during the winter months. Please make sure that your child comes to school dressed warmly. Hats, mittens, scarves and warm jackets or coats are a must! We can always peel off layers if it gets warm.

### **CELLULAR PHONES / IPODS / ELECTRONIC DEVICES**

Students are NOT permitted to bring electronic devices - ipods, cell phones, kindles, blackberries, etc. to school. All electronic devices cellular phones/blackberries must be turned off and left in the main office or they will be confiscated when seen and/or heard. Cellular phones will be returned to parents/guardians ONLY.

### **SCHOOL TRIPS**

For the enrichment and enjoyment of our students, each grade schedules three trips are scheduled during the course of the school year involving travel off of school property. A student may only participate in a trip with a permission slip signed by a parent/guardian.

Each individual trip requires a separate permission slip except for short walking trips in the neighborhood, in which case only one permission slip signed at the beginning of the year is sufficient for the entire school year. Your child's teacher will notify you of walking trips around the neighborhood prior to the date of the trip. Students who do not have a permission slip will remain at school. Trips without enough adult supervision will be cancelled so please consider chaperoning on trips from time to time so our children will not be disappointed.

## GENERAL SAFETY & WELL-BEING PROCEDURES

### Visitor Sign-in

The Security Agent's Desk is located at the Main Entrance on 15<sup>th</sup> Drive. For the safety of all members of the Public School 79's community, visitors must stop at the Desk and present picture identification before visiting anywhere in the building. If you have an appointment with your child's teacher, the security agent will direct you to the Main Office where your child's teacher will be called and notified of your arrival.

### Visitor Sign-Out

Your child will only be released to those people listed on the blue emergency card. If an older sibling will be picking up your child in Grade K, 1, or 2 after school please notify the teacher in writing. **An older sibling is not allowed to pick up students during the school day.** If for any reason you need to pick up your child before the end of the school day please send him/her with a note for the teacher. **If a student is to be removed from school by a parent or guardian during the school day, he/she must have identification and sign out the student in the main office.** Please do not ever remove a student without signing him/her out.

**Please note: It is important for children to remain in school in order to learn. Please use early dismissal in emergency cases only.**

### Standard School Emergency Procedures

PS 79 practices emergency drills throughout the course of the year (i.e.: fire drill, bus drill, etc.) as per Department of Education regulations. In the event that an emergency evacuation is necessary, our entire student body will be relocated as follows:

Paula Marron supervises the escorting of classes in grades 3 to 5 to DG Building, carrying keys, emergency cards, and class lists.

Fran Walters supervises the escorting of classes in grades Pre-K to 2 to the First Presbyterian Church, carrying keys, emergency cards, and class lists.

# **SCHOOL SERVICES: LUNCH / BREAKFAST**

## **LUNCH PROCEDURES**

Lunch should be a relaxed and enjoyable time for the children, but it must also be safe and orderly. Children will go outside for recess on most days. Please dress them accordingly. Please remind children that lunch time is a time for them to practice the good citizenship that you have taught them.

Children may not bring expensive electronic games (gameboys, walkman players, iPods or electronic toys) to school. The school cannot be responsible for them.

## **LUNCH COLLECTION PROCEDURES**

Lunch payment is collected on the 15<sup>th</sup> day of each month for the next month. You will receive a payment schedule with the monthly amounts due at the beginning of the year. Please make sure that you pay this amount in a timely way. Full price, reduced price or free lunch amounts are determined at the beginning of each year when you fill out the NYC red form applications for lunch.

**NOTE: IT IS IMPORTANT THAT EVERY FAMILY (EVEN FULL PRICE FAMILIES) FILL OUT THE RED LUNCH APPLICATIONS FOR FEDERAL FUNDING PURPOSES.**

**MyLunchMoney.com** is another way for you to prepay for school lunches and ala carte food items using your credit or debit card. You may also send cash or checks to school to pay for student lunches.

Enrolling and funding an account is simple and completed online. Once your account is established, you can fund your students' accounts, check balances, and view student purchases. Your personal information on your debit or credit card information is protected by the most advanced Internet security.

Create an account online. Go to MyLunchMoney.com Begin the enrollment process by searching for P.S. 79's zip code (11357). Next, select P.S.79. You will be asked to fill out information including your child's OASIS number. To fund your student's account, choose FUND STUDENT from the menu options. Next, decide which payment option is best for you: Smart Pay or Pay as You Go. Complete the application and you are ready to go.

## **BREAKFAST**

Students eat breakfast between 7:30 and 8:00 in the Student Cafeteria. Bus students who eat breakfast are sent directly to the cafeteria when they arrive in school. If your child does not eat breakfast at school, please be sure that s/he eats a healthy breakfast before leaving the house in the morning.

***Healthy breakfasts provide children with the energy needed to function at high levels throughout the morning's activities.***

# SCHOOL SERVICES: TRANSPORTATION

## SCHOOL TRANSPORTATION - BUSING

Children in grades K, 1 and 2, only, are eligible for school transportation if they live more than 1/2 mile from the school.

Transportation eligibility is determined on the basis of the student's grade level and the distance between the student's residence and school. The table below shows how OPT determines student eligibility. For example:

- ✓ A first-grader who lives 3/4 of a mile from school is eligible for full fare transportation.

GRADE LEVEL	DISTANCE FROM RESIDENCE TO SCHOOL			
	Less than 1/2 mile	1/2 mile or more, but less than 1 mile	1 mile or more but less than 1 1/2 miles	1 1/2 miles or more
K-2	Not Eligible*	Eligible for Full Fare Transportation		
3-6	Transportation Not Provided	Not Eligible*		
7-12		Not Eligible*		

\* Students in these categories are not eligible for full fare transportation. These students may receive a half-fare student MetroCard good for use on buses only. These half-fare Metro Cards are provided as a courtesy by the Metropolitan Transit Authority (MTA)

## **BUS TRANSPORTATION ELIGIBILITY**

### **Frequently Asked Questions**

<http://schools.nyc.gov/Offices/Transportation/ParentResources/GeneralEducationEligibility/faqs.htm>

No child will be left at the Bus Stop unless you or your representative is present. If your child is not met at the designated stop the driver will return him/her to the school, where you will have to meet him/her.

### **Find Your Child's Bus Stop or Route**

Which bus route has my child been assigned? If you know your child's student ID and birthday, you can get the answer to this and other questions on the Transportation Search Page.

If you don't know your child's student ID, call The Office of Pupil Transportation at (718) 392-8855.

- ✓ Keeping Your Child Safe on The School Bus or Train
- ✓ Facts about Field Trips

Who is Eligible for Yellow Bus Transport?

For additional information, please see NYC's Department Education website link, Offices & Programs, PUPIL TRANSPORTATION:

<http://schools.nyc.gov/Offices/Transportation/default.htm>

## **ATTENDANCE / LATENESS POLICIES**

### **EXCUSED ABSENCE:**

Any child who is absent from school must present a written excuse signed by the parent or guardian immediately upon his/her return to school. The note must clearly indicate the reason for absence.

The school will classify an absence as "excused" for one of the following reasons only:

- ✓ Sickness of child
- ✓ Death in the immediate family
- ✓ Religious observation
- ✓ Weather so inclement as to endanger the health of the child
- ✓ Exceptionally urgent reasons

Any absence that can be anticipated beforehand should be brought to the attention of the teacher well in advance of the absence.

A doctor's note is expected for any absence that exceeds three consecutive days.

**Students who are absent in excess of ten days from any school year may be considered for holdover.** Special consideration will be given to those students who are seriously ill.

### **Unexcused or Unlawful Absences:**

All absences for reasons other than those cited above will be considered as "unexcused." All "unexcused" absences for students under the age of seventeen are also recorded as "unlawful."

## **TARDINESS AND EARLY DISMISSAL:**

ALL EXIT DOORS OPEN AT 8:00 AM and CLOSE AT 8:10 AM. STUDENTS WHO ARRIVE AFTER 8:10 AM ARE REQUIRED TO ENTER THROUGH THE MAIN ENTRANCE. THESE CHILDREN ARE MARKED LATE.

Whenever students arrive late or depart prior to the end of the school day, parents must present the school with a written note or sign the student in or out at the office.

LATESNESS and EARLY DISMISSAL incidents are recorded as "excused" or "unexcused" applying the same criteria as those for full-day absences.

**Students who are LATE or DISMISSED EARLY in excess of ten days from any school year may be considered for holdover.** Special consideration will be given to those students who are seriously ill.

### **Documentation:**

Teachers maintain an absence folder for all written excuses for students' absences. Doctors' notes for absences that exceed three days will be placed into individual student's cumulative file.

## **PARENT INVOLVEMENT**

**Home School Connection** It is important that we continue to build relationships between the home and school environments that is essential for success in elementary school. Please participate and take full advantage of the many and various activities made available for both parents and students in school and at home.

**Coffee & Conversation with the Principal** is held each month. Parents/guardians are invited to learn about what is happening in our school and in your child's class.

**Learning Websites** can be accessed at home or at the library. Our new **automated library system, Destiny**, will allow you and your child to access the PS 79 Library shelves from home. Our **PS 79 school website** provides you with **curriculum connections to the academic programs** in math, science, literacy, and social studies. Visit these sites with your child to see what they're learning in school, to actively reinforce the classroom lesson and to show your child that what they're learning is important to you and for them.

### **Parents Teachers Association – PTA**

The PTA promotes communication between the school, its student and their families.

Due to do the dedication and hard work of our parent volunteers, the PTA initiates many fundraisers and events throughout the school year, such as: Pumpkin Patch, Picture Day, Dance-a-thon, Scholastic Book Fair, School Store, Walk-a-thon, David's Cookie Dough Fundraiser, McDonald's/Pizza Chef Family Night, and Spirit Week (DJ/Ice Party).

By raising money with these events, the PTA of PS 79 enables our children to continue to have: Arts & Technology, Marquis Studio Residency Programs, Smart Boards, document cameras, laptops, Teacher's Wish List, 5th Grade Graduation (yearbook, T-shirts, gifts, DJ and buses) books, supplies and so much more, which offset the costs of all these wonderful programs that the school would otherwise have to cover and inevitably eliminate due to all the budget cuts.

**Monthly meetings scheduled.** We encourage your presence, participation, feedback and invite you to get involved. We welcome all. Please volunteer

your time so we can continue to make a difference and enrich our children's experiences at PS79.

## **PTA COMMITTEES**

**Audit** -- The audit committee shall conduct an internal audit or shall recommend that an external audit of all financial affairs of the organization be conducted based upon their initial findings. The treasurer shall make all books and records available to them. The audit committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting or upon completion of their review and investigation. Check signatories cannot serve on the audit committee. Audit committee shall be responsible for conducting an audit of all financial affairs of the association two (2) times a year (October & March).

**Box Tops** - The committee shall be responsible for the monthly collection, tallying, ensuring box tops are valid and shipping to company for monetary credit. Committee will also coordinate an end-of-year celebration for children in June. All notices must be approved by the PTA President/Co-Presidents.

**Budget** – the Treasurer shall be the chairperson of the budget committee, as per Chancellor's Regulations. They shall be responsible for drafting 1) a proposed budget each spring for approval by the membership, 2) a written review of the prior year's budget, both of which must be presented for vote at the May membership meeting, and 3) presenting the budget process. (See Article VIII, Section 3.) Electronic form if possible. Three (3) printed copies are to be given: one for the file of the Principal; one for the file of the Superintendent and Office of Family Engagement & Advocacy and one for the file of the Parent Coordinator.

**Fifth Grade Graduation Committee** -- The committee shall be responsible to design or create or purchase the graduation gift for the fifth grade graduates. After the Executive Board has approved the gift, this committee shall be in charge of ordering and putting together the appropriate keepsake gift. All notices must be approved by the PTA President/Co-Presidents.

**Fifth Grade Yearbook** -- The Yearbook committee shall be responsible for providing the fifth grade teachers with cameras, developing the film, and together with other parent volunteers arranging the fifth grade yearbook. All notices must be approved by the PTA President/Co-Presidents.

**Fundraising** – The fundraising committee shall assist and coordinate PTA fundraisers throughout the year. As per Chancellor’s Regulations, all fund raisers should be tied to the goals of the PTA including school-related purposes. The chairperson of fundraising shall be familiar with the A-610 and A-660 regulations. Proceeds from fund raisers must be used to supplement or complement the educational, social and cultural programs or the school. The fundraising committee will ensure that all regulations and policy issues are followed in planning a fund-raiser. Approval will be secured by the principal for fund-raisers taking place during school hours or involving the children. They will research proposed fund-raisers. The fundraising committee will ensure that a consent form is on file in the Principal’s office for each child photographed for picture day. The committee will also make themselves available to assist the Principal with his/her fundraisers if requested. All notices must be approved by the PTA President / Co-Presidents.

**Hospitality** -- The committee shall be responsible for arranging light refreshments at meetings of the membership and at any of its activities, as appropriate. It is also the responsibility of the hospitality committee to maintain appropriate stock in the PTA room. As per Chancellor’s Regulations, PTA members may only be reimbursed for PTA out-of-pocket expenses if they submit receipts, and the check is made payable to the PTA member.

**Learning Leaders** (one-to-one Tutoring Program) -- It shall be the responsibility of the committee in cooperation with Learning Leaders to canvass for volunteers to tutor students of P.S. 79. Evaluations of students eligible for the program will be coordinated with teachers/staff. The Chairperson shall be responsible for coordinating with the Learning Leaders Program Director the three training sessions for certification of new parent volunteers, assigning parents to children and keeping record of sign-in book. Committee will also coordinate an end-of-year celebration for tutored children in June. All notices must be approved by the PTA President/Co-Presidents.

**Lice** -- It shall be the responsibility of the committee to canvass class parents for volunteers to conduct monthly lice check on each child. The committee is also responsible for re-checks and absentees. Notices of dates will be coordinated with the President/Co-President and the Administration and distributed prior to lice check. All notices must be approved by the PTA President/Co-Presidents.

**Membership** --The membership committee shall be responsible for encouraging parent participation, outreach and recruitment. The Chairperson for the Membership committee shall make every effort to coordinate their outreach efforts and strategies with the school's Parent Coordinator. The membership committee shall also be responsible for maintaining a current list of members which shall be available without home addresses and telephone numbers at every membership meeting. The membership committee shall be responsible for the distribution and collection of enrollment envelopes, The Chairperson(s) shall be responsible for the collecting and recording of monies under the supervision of any or all board member(s) until such is turned over to the Treasurer for deposit. Monies collected should be counted by two persons, initialed for and kept in the safe for the Treasurer to deposit. The committee shall also be responsible for maintaining a list of donations. All notices must be approved by the PTA President/Co-Presidents.

**School Store** -- The committee shall be responsible for ordering supplies for inventory and sale. The chairperson shall ensure that the monthly budget voted on by the membership under the direction of the Budget committee is followed. The Principal must deem all supplies appropriate. The Chairperson(s) shall be responsible for the collecting and recording of monies/profits under the supervision of any or all board member(s) until such is turned over to the Treasurer for deposit. Monies collected should be counted by two persons, initialed for and kept in the safe for the Treasurer to deposit. All notices must be approved by the PTA President/Co-Presidents.

**Title 1(1% Parent Involvement-Subcommittee)** Title 1 Elections will take place in September for either PAC or subcommittee of the PTA, nominations and elections of officers for a one year term, will occur during this meeting, (See Attachment H) All notices must be approved by the PTA President/Co- Presidents.

**Vision** -- It shall be the responsibility of the Committee to test and record the results of each student's vision in accordance with standards set by the Department of Education in compliance with the Department of Health. The Chairperson or designee is expected to attend the meeting at the District Office, and should begin testing by the end of October. The committee shall be responsible for submitting written results to the Principal. All notices must be approved by the PTA President/Co-Presidents. The President (Co-Presidents) will appoint standing committee chairpersons with the approval of the executive board.

## **FAMILY RESOURCES: WEBSITES**

### **New York City Department of Education Websites**

Parent and Family Pages

[PDF]2010-2011 **SCHOOL YEAR CALENDAR**

2010-2011 SCHOOL YEAR CALENDAR

<http://schools.nyc.gov/Calendar/Additional+Information+10-11.htm>

#### **School Foods Parent Information**

<http://www.opt-osfns.org/osfns/ParentInformation/Default.aspx>

#### **School Lunch Menu**

<http://schools.nyc.gov/SchoolPortals/25/Q079/AboutUs/Schedules/default.htm>

#### **NYC Department of Education Family Guide**

Includes a parent/family guide to the NYC DOE, information about curriculum and student testing, and information regarding extracurricular activities and other links

<http://schools.nyc.gov/ParentsFamilies/default.htm> (Parent and family information)

#### **NYC Department of Education Rules and Policies**

<http://schools.nyc.gov/RulesPolicies/default.htm> (Rules and Policies)

<http://school.nyc.gov/community/getinvolved/schoolsparents/default.htm>  
(How to Get Involved)

**ARIS:** Student ID and LOGIN Needed This is provided by School Parent Coordinator.

Provides parents with specific information regarding their child's academic progress

<https://arisparentlink.org/parentlink>

**RESPECT FOR ALL** - Making NYC Public Schools safe and supportive for all students

<http://schools.nyc.gov/default.aspx>

**DIAL A TEACHER** (212) 777-3380

Get help working with your child! Homework help for parents!

## **My Lunch Money**

This website allows parents to pay in advance for school lunch for each of their children. Login using student ID and put as much or as little money into your child's hot lunch account as you wish.

[www.mylunchmoney.com](http://www.mylunchmoney.com)

**\*\*NOTE: Lunch can be paid, in advance, by sending an envelope to the lunch office with students name and grade. Once money is in the student's "bank," they can get hot lunch on any day they choose.\*\***

## **Enrichment / Educational Games**

Starfall.com – Early Childhood Reading

Abcya.com - Free, Educational Computer Games for Elementary School Students

Storylineonline.net - Stories read online for free with streaming video by members of the screen actors guild

Kids.gov – Official US Government Website for Kids

Worldbookonline.com – Reference Pages for kids on all subjects including encyclopedia, dictionaries, etc.

Factmonster.com – Free Reference Site for Students, Parents, and Teachers on thousands of subjects

Funschool.com – More fun, free educational games for pre-school through 6<sup>th</sup> grade

kidsclick.org – A reference search engine for kids, created by librarians

queenslibrary.org – Kids’ site includes link to HOMEWORK HELP (Dial a teacher) and a listing of other excellent websites for kids and parents!

## **SPECIAL EDUCATION WEBSITES**

### Information Guide for Parents with Students with Disabilities

Includes links a Parent's Guide to Special Education by Mayor Bloomberg and Chancellor Joel Klein, information about the IEP process and procedural safeguards, and information regarding middle school and high school. All documents on this website are in Arabic, Bengali, Haitian-Creole, Korean, Russian, Spanish, and Urdu.

<http://schools.nyc.gov/Academics/SpecialEducation/ParentResources/default.htm>

### The National Dissemination Center for Students with Disabilities

Families and Communities page includes a plethora of information to support families of children with disabilities!

[www.nichy.org](http://www.nichy.org)

## **English Language Learners**

New York City Department of Education Family Resources Website

<http://schools.nyc.gov/Academics/ELL/FamilyResources/default.htm>