

Dear Parents/Guardians,

Welcome to Public School 117Q for the 2014 – 2015 school year!

SCHOOL HOURS

**For ALL Students (Pre-K through Grade 5)
are 8:00 AM - 2:20 PM Monday-Friday**

* Breakfast for Pre- Kindergarten- Grade 5 Students: Doors Open at 7:15 AM. Doors Close at 7:45 AM. Exit 8 doors will close promptly at 7:45 A.M. Kindergarten & 1st Grade children will enter beginning at 7:50 A.M.

IMPORTANT SCHOOL CONTACT INFORMATION

Main Office: (718) 526-4780

Guidance Counselor: Terri Elias

(718) 526-4780 ext. 309

Parent Coordinator, Kimberly Estevez-Ramirez: Room 252

(718) 526-4780 ext. 262

KEstevezRamirez@schools.nyc.gov

Community Based Organization

Queens Community House Director, Mrs. Diana Bacchus: ext.

471 and (347) 356-9461

School Nurses (718) 5526-4780 ext. 127

School Based Support Team: (718) 526-4780 ext. 155 or 156

Atlantic Express Bus Company: (718) 298-6000

Office of Pupil Transportation: (718) 784-3313

Dial-A-Teacher (212) 777-3380 Monday-Thursday 4:00 PM - 7:00 PM.

(12 Languages Available)

Paperless! Parent Communication:
Sign up for our parent emails by emailing
KEstevezRamirez@schools.nyc.gov.

Follow us electronically at:

SCHOOL WEB-SITE (please visit it regularly for important school updates and announcements)

<http://www.schools.nyc.gov/SchoolPortals/28/Q117/default.htm>

To receive information about any emergencies in our area, register for **NotifyNYC** at: <https://a858-nycnotify.nyc.gov/notifynyc/>

Text "nycschools" or "escuela" to **877-877** for alerts and info from the NYCDOE.

Message and data rates may apply. Reply STOP to opt-out. Terms and Privacy: help.mcommons.com/s/877877. We'll text approximately four times per month



SCHOOL SAFETY

The School Safety Agent's Desk is located at the Main Entrance at 85-143rd Street. For the safety of all members of the Public School 117 community, visitors must stop at the Desk and **present picture identification and sign-in** before visiting anywhere in the building. If you have an appointment with your child's teacher, the safety agent will direct you to the Main Office where the teacher will be called and notified of your arrival. You will then be given a pass by our main office staff and you may proceed to the assigned location only.

****All visitors must enter and exit at the Main Entrance ONLY. ****

Visitors must not, under any circumstance, go directly to the classroom. Everyone must observe this procedure so that all our children, teachers, and staff members will be safe.

ARRIVAL AND DISMISSAL LOCATIONS

Arrival Time: 7:50 a.m. - 8:00 a.m.

Dismissal Time: 2:15 p.m. for Pre-K & K

Dismissal Time: 2:20 p.m. for grades 1-5

ARRIVALS

Pre-Kindergarten

Exit 2 (on 143rd Street)

Kindergarten & Grade 1

Exit 8 Ramp

Grades 2 & 3

Exit 6 Small School Yard

Grades 4 & 5

Exit 7 Between Two Buildings

DISMISSALS

Pre-Kindergarten

Exit 11 (Walkway)

Kindergarten, Grades 1 and 2

Large School Yard with
Playground (Exits 4 & 5)

Grade 3

Exit 6 Small School Yard

Grades 4

Exit 7 Small School Yard

Grade 5

Exit 3 –Smedley & 143rd Street

Arrival/Lateness/Dismissal Policy

LATE STUDENTS (in all grades, including Pre-K) will enter the Main Entrance on 143rd St. and receive a late pass upon arriving to their classroom. Excessive lateness may result in disciplinary action according to the NYC Discipline Code of Conduct.

LATE STUDENTS will be brought to the cafeteria - Exit 8 (Ramp) Entrance to be picked up. Any students who are left after the "Late Pick-Up" will be brought to the Main Office. Parents/Guardians will be asked to sign the "Late Pick-Up" boo.

Children in grades 3, 4 and 5 may arrive and be dismissed alone provided they have their parents' written permission. For safety reasons, you must notify the classroom teacher or the main office in writing, if you wish your child to be picked up by someone other than yourself or your designated representative from the blue card. Someone listed on the Blue Emergency Card may only pick up children.

Some Important Department of Education

Policies & Procedures

EMERGENCY CONTACT CARDS

Family Emergency Contact Information is required by the New York City Department of Education. In case of an emergency, **we MUST have more than one WORKING phone number** (other than your home number) and a contact person who can be reached if you are not available. Complete the EMERGENCY CARD immediately and return it with your child. **EMERGENCY INFORMATION MUST BE UPDATED REGULARLY TO REFLECT YOUR CURRENT STATUS (e.g. PLEASE NOTIFY THE SCHOOL OF ANY CHANGE IN YOUR HOME ADDRESS, WORK NUMBER, EMERGENCY CONTACT PERSONS, ETC.). PLEASE REMEMBER THAT THE SCHOOL WILL RELEASE A CHILD ONLY TO THOSE PERSONS LISTED ON THE CHILD'S EMERGENCY CARD.**

BREAKFAST

Students eat breakfast between 7:15 AM and 7:45 AM in the Student Cafeteria. Bus students who eat breakfast are sent directly to the cafeteria when they arrive to school. Children arriving after 7:45 AM are to go directly to their arrival locations (see page 1 of this letter). If your child does not eat breakfast at school, please be sure that s/he has eaten 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.*

LUNCH PROCEDURES

Lunch should be a relaxed and enjoyable time for the children, but it must also be safe and orderly. It is a time for the children to practice the good manners that you have taught them.

Healthy Snack

Children in grades Pre-K and K will be allowed a small, healthy snack to eat while they work in class; Examples of healthy snacks include pretzels, granola bars, cheese sticks, raisins, etc. Chewing gum and candy will not be allowed.

SCHOOL TRANSPORTATION/BUSING

Children in Special Education and Grades K, 1 and 2, **and** children residing in Briarwood Residence/Parkway Village, are eligible for school transportation if they live more than 1/2 mile from the school. You will receive notification of your child's eligibility and the bus stop from the school secretary. 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. The OPT website provides various transportation-related forms to download and can answer many of your questions concerning: eligibility requirements, school bus routes, student Metro Cards, safety drills, and summer school: <http://www.opt-osfns.org/>. For questions or more information about transportation, please contact OPT's Customer Service Hotline at 718-392-8855.

Bus Safety

As always, our priorities are to ensure the health and safety of our children! It is IMPORTANT that parents of children who use the school bus review the following guidelines:

- no throwing objects out of the school bus window,
- please stay in your seat at **ALL** times,
- use low voices - no shouting or loud talking - be considerate of others, and
- listen to the bus driver; he is there to help you and to provide safe travel.

We ask your cooperation in reinforcing proper conduct on the bus and while waiting in school for the bus. Failure to adhere to our guidelines may result in the suspension of bus privileges.

BIRTHDAY POLICY

We understand that you want to celebrate your children on their special day, but it is also important for us to be considerate of student learning time and school schedules. If parents wish to celebrate their child's birthday, they must make an appointment with the child's teacher for a short 15 – 25 minute celebration in class. Any parent that brings in snacks without a scheduled appointment will not be allowed to have the celebration at that time. The children who celebrate their birthdays in a given month may bring in the special snack to share. All snacks have to be individually packaged; for example, drink boxes not bottles, cupcakes not cakes. Parents must inform their child's classroom teacher ahead of time of what they will be sending in as snacks for their child's birthday as to be considerate of students' dietary or religious restrictions when bringing in snacks for the class (ex: food allergies, diabetes, and/or Kosher items). Once again, all items that are sent in to class must be individually wrapped (for example, cupcakes not cake, juice boxes not gallons of juice, etc. Cakes will only be allowed, if a parent or guardian will be present to cut and serve the cake during the class celebration. If you have any questions, please do not hesitate to contact us at 718-526-4780 ext. 262

ELECTRONIC DEVICES

Children may not bring expensive electronic games (game boys, iPods or any other electronic devices and/or toys) to school. The school cannot be responsible for them. Students are NOT permitted to bring cellular phones/Blackberries/iPhones to school. All cellular phones/blackberries/iPhones will be confiscated when seen and/or heard. Cellular phones/blackberries/iPhones will be returned to parents/guardians ONLY.

SCHOOL DRESS CODE

Children are to be appropriately dressed with neat and clean clothing. Sneakers and sweat pants **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: Student participation counts towards an overall grade in every subject area, including Physical Education. The school is very warm, so cotton clothes are recommended even during the winter. In warm weather *children **may not wear belly baring tops, very tight or short shorts, nor flip-flops.*** Children must wear sneakers or preferably 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.

LOST AND FOUND

Items lost and found around the school building and yard are placed in a box inside the 1st floor new wing hallway. Items left in lost and found are disposed of during the Winter Break and at the end of the school year.

HOMEWORK

Homework reinforces and reviews what children have learned and discussed during the school day. It is also a way for the teacher to monitor a child's understanding of work taught. Review your child's daily homework assignments. Do not do homework for him/her, but make sure that homework is neat and complete. Be sure to discuss school/classroom expectations with your child's teacher during our **Back to School Curriculum Night on of September 16.**

Homework is assigned daily. **Every child MUST read every night, either independently or with a family member.** If your child cannot read on his or her own, please read to him as part of the homework assignment. Talk to your child about what s/he has read. If you are unable to read a book written in English, read to your child in your native language. It is important that your child understands that reading is important to you. **What is important to you is important to your child.** (Your child's teacher will assign weekend homework.)

Check your child's Teachers.... Parents Communicator folder nightly for important notices and notes from the teacher.

Our children use Writers' Folders (K-2) and Notebooks (grades 3-5) in which they jot down ideas for writing longer more complex pieces. Encourage your child to add entries to his or her writing notebook and share what he/she writes. Together, schoolwork and homework make a difference and ensure that every child becomes a lifelong, independent learner who is able to achieve his or her fullest potential.

OPEN SCHOOL WEEK

****Mark your calendars now to visit your child's classroom during the week of November 17th. ****

PARENT COMMUNICATION AND INVOLVEMENT

SCHOOL CALENDAR: MONTHLY REMINDERS & UPDATES	At the beginning of each month, please check your child's book bag for the Teachers.... Parents Communicator folder containing a calendar of events for the month, the breakfast and lunch menu, and additional important information. Copies of this information are always available outside of the main office in the Parent Information Center file slots.
PARENT-TEACHER ASSOCIATION (PTA)	Meetings will take place at 6:30 P.M. on the third Friday of the month.

You are also welcome to join us for Title 1 Parent Events, School Safety Meetings, and School Leadership Team Meetings (silent observers.) Dates will be displayed on a bulletin board located outside of the main office and always on the monthly calendars.

We hope to see you there!

2014 - 2015 SCHOOL CALENDAR

DATE	EVENT
September 4	First Day for All Students
September 4, 5	Early Dismissal for all Pre-Kindergarten Students
September 4 & 5	Early Dismissal for all Kindergarten Students—Please follow the assigned times you received via a letter in the mail.
September 8	First Full Day for Kindergarten Students
September 8	First Full Day for Pre-Kindergarten Students
September 25-26	Rosh Hashanah: Schools Closed
October 13	Columbus Day Observed: Schools Closed
October 23	Non-Attendance Day for Pre-K students⁴
November 4	Election Day (Non-Attendance day for ALL students)
November 11	Veterans Day: Schools Closed
November 12	Parent-Teacher Conferences. 11:30

	<p>A.M. Dismissal for students.</p> <p>1:00 P.M.-3:00 P.M. and 5:30 P.M.- 8:00 P.M. Meetings</p>
November 27 & 28	Thanksgiving Recess
November 20	Non-Attendance Day for Pre-Kindergarten
December 24- January 2	Winter Recess (Students Return Monday, January 5)
January 19	Martin Luther King, Jr. Day: Schools Closed
January 29	Non-Attendance Day for Pre-Kindergarten
February 2	<p>Chancellor's Conference Day for Staff Development</p> <p>Non-District 75 HS students do not attend school</p>
February 16- February 20	Mid-Winter Recess (Students Return Monday, February 23)
March 18	<p>Parent-Teacher Conferences. 11:30 A.M. Dismissal for students.</p> <p>1:00 P.M.-3:00 P.M. and 5:30 P.M.- 8:00 P.M. Meetings</p>
April 3-10	Spring Recess (Students Return

	Monday, April 13)
April 14, 15 & 16	NYS ELA Test for Students in Grades 3-5
April 23	Non-Attendance Day for Pre-Kindergarten
April 22, 23 & 24	NYS MATH Test for Students in Grades 3-5
May 20-29	NYS Grade 4 Science Performance Test
May 25	Memorial Day Observed: Schools Closed
June 1	NYS Grade 4 Science Written Test
June 4	Chancellor's Conference Day (Non-Attendance Day for ALL Students)
June 9	Clerical Half Day. 11:50 A.M. Dismissal
June 15	Clerical Half Day. 11:30 A.M. Dismissal
June 26	Last Day for ALL students. 11:30 A.M. Dismissal

Common Core Learning Standards, NYS and NYC STANDARDS

The *No Child Left Behind Act* enacted by Congress has mandated new, strict promotional standards for all

students, which in New York are based upon the New York State Standards for each content area. In January 2011, the NY Board of Regents approved the New York State P-12 Common Core Learning Standards (CCLS), which are the compilation of the Common Core State Standards (CCSS) and the additional standards developed by the NY State Department of Education (NYSED). All curriculum and assessments have been revised to reflect these changes and address the CCLS. New York State Assessments will begin to include aspects of the CCLS and therefore our instruction, assessment, and promotional criteria will reflect this change.

NEW SCHOOL INSTRUCTIONAL PROGRAMS Used to Support our Students' Growth in Meeting the Common Core State Standards (CCSS):

PROMOTIONAL STANDARDS FOR NYC Public School Students	
Grades Kindergarten – 2	Grades 3, 4, and 5
<p>90% attendance – Prompt morning attendance (8:20 a.m.)</p> <p>We ask that you do not plan family vacations during school time because students lose valuable learning time.</p> <p>A child may be discharged and lose their class seat, if they have an extended period of unexcused</p>	<p>Based on multiple promotional criteria including test scores on the NYS English Language Arts and Mathematics Assessments</p>

absences. Child Protective Services may be contacted in such cases.	
Meeting Performance Standards in Literacy and Mathematics (based on <u>class work, homework, and school-based assessments</u>)	Students should achieve at least Performance Level 2 on both the English Language Arts and Mathematics assessments; demonstrate effective classwork, meet grade level standards on the Blackline Masters assessment and mastery of grade level Common Core standards.
	Students who do not successfully meet the promotional criteria must attend summer school where they will have the opportunity, in August, to have their Promotional Portfolio reviewed for promotion

- * Teacher's College Reading and Writing Project Balanced Literacy
- * Ready Gen Phonics Program for Grades K-2
- * Go Math!
- * FOSS Science in conjunction with the Next Generation Science Standards
- * NYS Social Studies Program based on NYS Scope and Sequence and aligned to the CCSS

INCLEMENT WEATHER/EMERGENCY PREPAREDNESS

The Chancellor will make an announcement to all public schools in the city on whether to close schools or delay their opening. This announcement is made in consultation with other City Officials. All

authorized delayed openings will result in the regular starting time being 2 (two) hours later.

By 6:00 am, the decision is announced on the 311 Information Line, on the Department of Education website Home Page (which can be accessed at <http://schools.nyc.gov>) and on the following radio stations in the city: WINS (1010 AM), WCBS (880 AM), as well as the following television stations: WNYE (Channel 25), Univision Channel 41, and “NY1” (**Channel 1 on cable television**).

When there is an authorized citywide school closing or delayed school opening, the following will be cancelled unless the Chancellor makes an announcement to the contrary: All field trips, ESL afterschool programs, and all after-school activities (school and PTA events).

When there is an authorized citywide delayed school opening, school buses will run, but their arrival times will be delayed by (2) two hours. In addition, buses will not be available for any after-school program (since these sessions will be cancelled). As a result, all students will be dismissed at the regular time 2:20 PM. However, if citywide emergency conditions worsen, the Chancellor may have to announce an early dismissal. The Chancellor will notify bus services of the earlier dismissal schedule.

You should have plans in place with a relative, friend or neighbor in case your child is released early and you will not be at home to care for him or her. Please note that you must have listed that relative, friend or neighbor on the school’s “**BLUE EMERGENCY CONTACT CARD**” because schools are not authorized to release pupils to persons not listed on that card. **It is important that you make certain that the card is up-to-date.** If your child takes a school bus, school staff will remain in school with the bused children until buses arrive for dismissal or until your child is picked up.

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

Department of Education regulations are not followed. **It is expected that all Public School 117 students behave appropriately and respect the rights of the entire school community.**

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

New York State *Safe School's Against Violence Act* permits a teacher, consistent with the Discipline Code, to remove a student who is determined to be substantially disruptive of the educational process or substantially interferes with the teacher's authority in the classroom, lunchroom, or auditorium. If a child is removed from a room three times during a semester a principal's suspension may be sought. Additional consequences may include community service or outreach to correct the students' actions resulting from their misbehavior; for example, if students deface school property, their consequence may include cleaning that school property. **Any dangerous behavior will result in immediate consequences, and may include either a principal's or superintendent's suspension.** Public School 117 will follow all SAVE legislation requirements prior to any student suspension. If you have any concerns about your child, his/her teacher will be available to meet with you during Preparation Periods. Please do not wait until parent-teacher conferences to share your thoughts with the teacher. You are your child's first teacher and have much to share with the school. The teacher will be delighted to receive information about your child's strengths immediately. Please call our, Guidance Counselor, at 718-526-4780 ext. 309 if you have any questions or concerns.

We assure you that your child is a member of a nurturing, supportive learning community.

Please be an active member of our learning community.