

**CADWALADER GOLDEN SCHOOL**

**P.S. 214Q**

**3515 20TH STREET**

**BROOKING, NEW YORK 11354**

**THE PARENT HANDBOOK**



**2008-2009**

**Wendy Goldberg**  
**Principal**

**Doreen Burrell**  
**Assistant Principal**

**THE  
P.S. 214Q  
PARENT  
HANDBOOK  
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*September 2008*

*Dear Parents:*

*Welcome back! The promise of another exciting and fruitful school year is upon us. I look forward to working with you to ensure a quality education for each child in the P.S. 214Q school community.*

*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 be many times when you will receive important information that should be added to this book.*

*Your comments and suggestions are always welcome.*

*Sincerely,  
Wendy Goldberg  
Principal*

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# SCHOOL HOURS: 8:20 A.M. - 2:40 P.M.

MONDAY THRU FRIDAY

**\*EXTENDED DAY STUDENTS ONLY:**

**8:20 A.M. - 3:17 ½ P.M. MONDAY THRU THURSDAY**

## I. **MORNING ARRIVAL**

### 1. **GRADES 1-5**

- ❖ The rear doors open for morning arrivals for students in Grades 1-5 at 8:20 a.m.
- ❖ Bring your child to the rear door entrance by the schoolyard.
- ❖ Students in Grades 1-5 walk directly to their classroom.
- ❖ Please do not send your child to school before 8:00 a.m.

### 2. **KINDERGARTEN**

**K-100 & K-102: 8:20 a.m. – 2:35 p.m.**

- ❖ Students line up at the Kindergarten door located at the 31<sup>st</sup> Drive side of the building next to the kindergarten playground.
- ❖ The doors open at 8:20 a.m. Dismissal for K-100 and K-102 takes place from these doors as well.

**K-213: 8:20 a.m. – 2:35 p.m.**

- ❖ Students line up at the door located on 140<sup>th</sup> Street closest to 31<sup>st</sup> Road.
- ❖ The doors open at 8:20 a.m. Dismissal for K-213 takes place from these doors as well.

### 3. **PRE-KINDERGARTEN**

**Pre-K 101: 8:20 a.m. – 2:35 p.m.**

- ❖ Arrival & Dismissal takes place through the doors located on 140<sup>th</sup> Street closest to 31<sup>st</sup> Drive.

**Pre-K 118: 8:20 a.m. – 2:35 p.m.**

- ❖ Arrival & Dismissal takes place through the doors located on 140<sup>th</sup> Street closest to 31<sup>st</sup> Road.

### 4. **BUS & BREAKFAST children are supervised upon arrival.**

- ❖ Breakfast begins at 8:00 a.m. Only those children who eat breakfast at school enter through the main entrance.
- ❖ Children who do not eat breakfast at school must only enter the school through their designated doors at 8:20a.m.

## II. **DISMISSAL**

### 1. **PRE-KINDERGARTEN**

#### **Pre-K 101: Dismissal 2:35 p.m.**

- ❖ Dismissal takes place through the doors located on 140<sup>th</sup>Street closest to 31<sup>st</sup>Drive.

#### **Pre-K 118: Dismissal 2:35 p.m.**

- ❖ Dismissal takes place through the doors located on 140<sup>th</sup>Street closest to 31<sup>st</sup>Road.

### 2. **KINDERGARTEN**

#### **K-100 & K-102: Dismissal 2:35 p.m.**

- ❖ Dismissal takes place through the Kindergarten doors located at the 31<sup>st</sup> Drive side of the building next to the Kindergarten playground.

#### **K-213: Dismissal 2:35 p.m.**

- ❖ Dismissal takes place through the doors located on 140<sup>th</sup>Street closest to 31<sup>st</sup>Road.

### 3. **Grade 1: Dismissal 2:40 p.m.**

- ❖ Dismissal takes place through the doors located on 140<sup>th</sup>Street closest to 31<sup>st</sup>Road.

### 4. **Grade 2 & Grade 3: Dismissal 2:40 p.m.**

- ❖ Dismissal takes place through the doors located on 140<sup>th</sup>Street closest to 31<sup>st</sup>Drive.

### 5. **Grade 4 & Grade 5: Dismissal 2:40 p.m.**

- ❖ Dismissal takes place through the rear school doors. (Schoolyard)
- Only pupils going home by bus leave through the main entrance of the building.
- 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.
- Please make every effort to pick up your child, **on time** and at the proper exiting door.
- To ensure a speedy & safe exit, please do not block any exit or entrance.

### III. **PARKING**

- ❖ **CARS CANNOT BE PARKED IN FRONT OF THE BUILDING** on 140<sup>th</sup> Street for any reason.
  - \*DO NOT BLOCK the 'School Bus' designated area or park between the **Yellow School Crossing Signs**.
- ❖ Double Parking is not permitted anywhere around the building. (140<sup>th</sup> Street, 31<sup>st</sup> Road & 31st Drive).
- ❖ Parents may not drive into the staff parking area to drop off or pick-up children at any time.
- ❖ If you need to drop off or pick up your child please park away from the school.
- ❖ Cars will be ticketed and risk towing for disregarding these traffic regulations. These are enforced to protect the safety of our children.

Your cooperation is greatly appreciated for adhering to these rules.

### IV. **BUS**

- ❖ Children in Kindergarten, First Grade & Second Grade are eligible for transportation if they reside more than one-half mile from school.
- ❖ In order for children in Grades 3-5 to receive bus transportation, they must live more than one mile from school.
- ❖ Pupils must conform to the standards of behavior considered appropriate and conducive to safety.

**BUS TAGS MUST BE WORN EACH DAY  
or  
TIED TO CHILD'S BOOK BAG**

### V. **ABSENCE / LATENESS**

#### SCHOOL BEGINS AT 8:20 a.m.

- ❖ 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 will be mandated to pay a home visit to verify the absence.

## VI. **EMERGENCY CARD**

- ❖ A BLUE EMERGENCY CARD must be filled out completely and returned to school ASAP.
- ❖ We can only call those names listed on the card.
- ❖ A child will not be released to anyone who is not listed on this card or does not have the proper identification.
- ❖ 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 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.

## VII. **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 ID, sign their child out in the office 'sign out' book, and accompany the child out of the school building.

### **LATE PICK-UPS MUST BE SIGNED OUT IN THE MAIN OFFICE**

- ❖ All visitors to the building must have some type of proper 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 SIGN IN FOR A PASS TO THE OFFICE**

## VIII. **BREAKFAST**

- ❖ Breakfast is FREE to all students.
- ❖ Breakfast begins at 8:00 a.m.
- ❖ Only those children eating breakfast at school enter through the main entrance.
- ❖ Please make sure your child eats breakfast either at home or in school.

## IX. **LUNCH APPLICATIONS**

- ❖ All students must submit a completed and signed lunch form regardless of eligibility. Applications will be given out at the beginning of the school year.
- ❖ Lunch monies will be collected twice per month. You will receive notification as to the cost.
- ❖ Please place the exact amount of money in a sealed envelope with your child's name and class on it.
- ❖ It is imperative that lunch money is sent in on or before the requested due date.

## X. **LUNCH PROCEDURES**

The lunch schedules are as follows:

- ❖ Pre-K: will eat lunch from 10:10 a.m. – 11:00 a.m.
- ❖ Grades K, 2, & 5: will eat lunch from 11:05 a.m. – 11:55 a.m.
- ❖ Grades 1, 3, & 4: will eat lunch from 12:00 p.m. -12:50 p.m.

Weather permitting there will be outdoor recess.

## XI. **DRESS CODE**

P.S. 214Q participates in the *New York City Department of Education Uniform Policy* as follows:

**There is a Dress Code for all P.S. 214Q students.**

- ❖ All students are expected to wear *shirts or blouses* that are *white or blue* in color.
- ❖ *Pants and skirts* are to be *blue or black* in color.

**The following items may NOT be worn in school:**

- ❖ Flip Flops or any other open backed shoes
- ❖ Sneakers with wheels (i.e. Heelys)
- ❖ Short shorts, micro-mini skirts, micro-mini skorts or micro-mini dresses
- ❖ T-shirts with inappropriate graphic designs or slogans

- ❖ “Crop tops”, midriff tops, backless tops, sheer or see-thru clothing, tank tops or muscle shirts. *No skin should be exposed between the bottom of the shirt/blouse and the top of the pants/skirt.*
- ❖ Earrings should be small enough to be safely worn. Hoop earrings may not be larger than a quarter (25¢ coin).

**Families of students who are wearing any of the above items will be called and asked to come to school with appropriate change of clothing and/or shoes.**

## **XII. 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 school.

## **XIII. 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

## **XIV. NOTICES**

- ❖ Your child is the link between home and school.
- ❖ Often he/she is given notices, pamphlets, messages, workshop schedules, etc. to keep you informed of curriculum and school activities.
- ❖ Please check your child's notebook, folder, and bookbag/backpack *DAILY* for notices. Kindly sign & return all tear-offs as soon as possible.

## **XV. SCHOOLWORK & HOMEWORK**

- ❖ Every student in Grades K-5 will be participating in our Balanced Literacy Program therefore, expect reading and writing to be part of their daily homework assignment.
- ❖ Children will be taking home books to read on a regular basis.
- ❖ Please make sure your child returns his/her books each day.
- ❖ Children get homework assignments every weekday.
- ❖ This work is to be done at home by your child. All children need encouragement and approval.
- ❖ Check your child's homework to see that the assignment has been completed. However, please do not do your child's homework for him/her.
- ❖ If your child is having difficulty with a homework assignment, please let the teacher be aware of any problems he/she is encountering.
- ❖ Also, help your child develop the habit of preparing his/her school material (i.e. backpack) for the next day before he/she goes to bed.

## XVI. **TEXTBOOKS**

- ❖ Textbooks are very costly. Those that are lost or destroyed will have to be replaced and paid for.
- ❖ Report cards will not be distributed until these books are paid for.

## XVII. **CONFERENCES / GRADE ORIENTATION**

- ❖ There are scheduled conferences with your child's teacher during the year (held in November & March).
- ❖ Please take advantage of these conferences to discuss your child's progress.
- ❖ Appointments may be made with the teacher, school counselor or school administrator by writing a note.
- ❖ 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 class during the first month of school. A notice will be sent informing you of the date and time of the orientation/grade overview meeting.
- ❖ Important information (i.e. test dates, parent workshops, etc.) will be posted on the parent information boards located inside and outside the school building.

## XVIII. **ASSEMBLIES**

Assembly Day is a special day at P.S. 214 Q.

- ❖ Boys are to wear white shirts.
- ❖ Girls are to wear white blouses.
- ❖ Grades Pre-K - 2 : 1 Friday per month
- ❖ Grades 3 - 5 : 1 Friday per month

DATES & TIME TO BE ANNOUNCED

## **XIX. RELEASED TIME**

- ❖ Pupils are given the opportunity to attend religious instruction every Wednesday afternoon at 2:00 P.M.
- ❖ To be excused, the pupil must bring in a letter signed both by the clergyman and the parent.
- ❖ These letters are kept on file in the office.
- ❖ All pupils will be dismissed from the main entrance on 140<sup>th</sup> Street.

## **XX. LOST & FOUND**

- ❖ All lost articles are placed in a box next to the school aide's office.
- ❖ Valuables such as eyeglasses and jewelry are brought to the General Office.
- ❖ Lost articles will be donated if not claimed after approximately three months.

## **XXI. DISCIPLINE**

**P.S. 214Q is a Conflict Resolution school.**

- ❖ *Respect and courtesy* are vital elements in working together at P.S. 214Q.
- ❖ Selected children in grades 4 & 5 are trained as Peer Mediators to assist (under supervision) with any difficulties students may have during the lunch periods.
- ❖ In the early part of each school year the Chancellor sends out the *Discipline Code from the NYC Department of Education*.
- ❖ All children must adhere to the discipline code.
- ❖ Respect for adults and peers are important concepts taught at school. Following school rules is a critical element in keeping our school calm and orderly.

## **XXII. PARENT INVOLVEMENT**

Parent involvement improves student achievement.

- ❖ Parent Workshops, Family Fun Events and Activities are scheduled throughout the school year.
- ❖ Please check your child's backpack daily for important notices and kindly return the tear-offs as soon as possible.
- ❖ Also, visit the P.S. 214Q Parent Library and Parent Resource Center in room 113.

**For more information contact:**

**Donna Pelle, Parent Coordinator**

**(718) 461-4055 then press 6**

**(347) 563-4370**

**[dpelle2@schools.nyc.gov](mailto:dpelle2@schools.nyc.gov)**

## **XXIII. THE PARENT TEACHER ASSOCIATION (P.T.A.)**

- ❖ All parents and guardians of children attending P.S. 214Q as well as members of the faculty are eligible for membership.
- ❖ The membership donation is \$10.00 per family (which is optional) and is collected in September.
- ❖ 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. Please consider becoming an active member of the P.T.A. at P.S. 214Q.

## **XXIV. THE SCHOOL LEADERSHIP TEAM (S.L.T.)**

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

XXV.

**IMPORTANT TELEPHONE NUMBERS**

<u>SPECIAL ANNOUCEMENTS</u>	(718) 461-4055 <u>Press 1</u>
P.S. 214Q	(718) 461-4055 Fax: (718) 460-6841
School Counselor	(718) 461-4014 (718) 461-4055 <u>Press 3</u>
School Based Support Team	(718) 353-7831 (718) 461-4055 <u>Press 5</u>
School Nurse	(718) 358-5041 (718) 461-4055 <u>Press 4</u>
Parent Coordinator	(347) 563-4370 (718) 461-4055 <u>Press 6</u>
Integrated Service Center (I.S.C.) 28-11 Queens Plaza North Long Island City, N.Y.	(718) 391-8222
District 25 (O.F.E.A.) Office For Family Engagement & Advocacy 30-48 Linden Place Flushing, N.Y. 11354	(718) 281-7625
PTA	(718) 461-4055
Office of Pupil Transportation (O.P.T.)	(718) 392-8855
109th Precinct	(718) 321-2250
NYC Department of Education	<a href="http://schools.nyc.gov">http://schools.nyc.gov</a>
Government Services & Information	Dial 311

