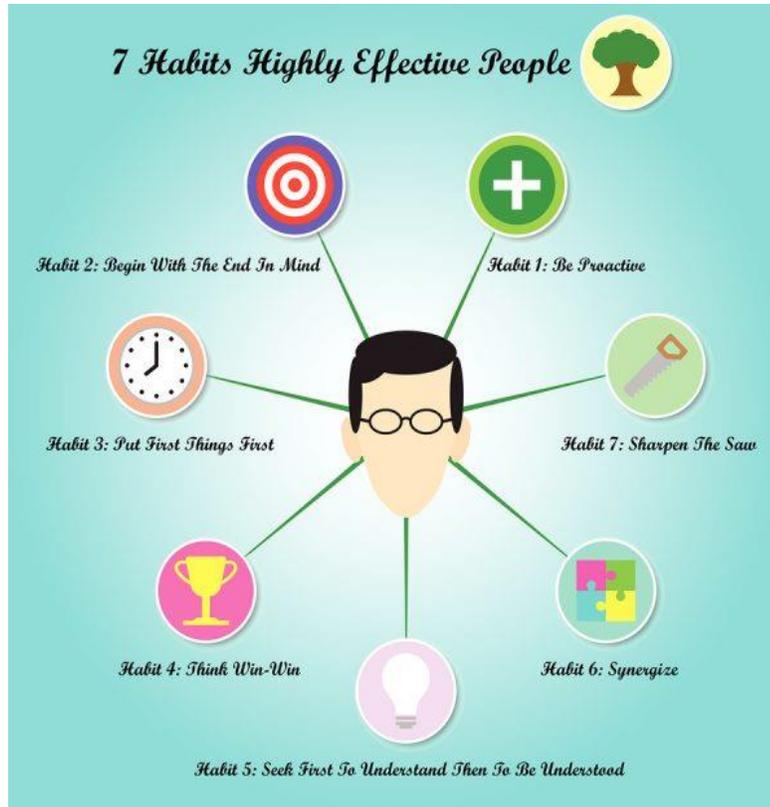


Greatness Begins At PS 101



Believe PS101
Resourceful
Innovation
Determination
Growth
Excellence

2018-2019 Student-Parent Handbook
Principal, Gregg Korrol
Assistant Principal, Elisa Kane
Assistant Principal, Patricia Percaccio

SCHOOL CALENDAR 2018-2019

Sept 5 - First Day of School

½ day Early Dismissal for Kindergarten Students only

Sept 6 –

First full day for Kindergarten Students.

Sept 10-11 –

Rosh Hashanah (schools closed)

Sept 13 –

Elementary School: Parent-Teacher Conferences*

Sept 19 –

Yom Kippur (schools closed)

Oct 8 –

Columbus Day Observed (schools closed)

Nov 6 –

Election Day - Students do not attend school.

Chancellor’s Conference Day for Staff Development.

Nov 12 –

Columbus Day (schools closed)

Nov 14–15 –

Elementary School:

Parent-Teacher Conferences*

Nov 22–23 –

Thanksgiving Recess (schools closed)

Dec 24–Jan 1 -

Winter Recess (schools closed)

Jan 21 –

Dr. Martin Luther King Jr. Day (schools closed)

Feb 5 –

Lunar New Year (schools closed)

Feb 18–22 –

Midwinter Recess (schools closed)

Mar 13–14 –

Elementary School:

Parent-Teacher Conferences*

Apr 19–26 –

Spring Recess (schools closed)

May 15 –

Elementary School: Parent-Teacher Conferences*

May 27 –

Memorial Day (schools closed)

Jun 4 –

Eid al-Fitr (schools closed)

Jun 6 –

Anniversary Day Students do not attend school.

Chancellor’s Conference Day for staff development.

Jun 11 –

June Clerical Day

Elementary school, middle school, and

D75 students do not attend school.

Jun 26 - Last Day For All Students

Early Dismissal.

P.S. 101 School Vision:

Developing 21st Century Minds

MISSION STATEMENT

We the faculty, staff, and parents of PS 101 are the creators of the future charged with ensuring a safe, happy environment where students are learning through purposeful and strategic instruction. Our mission is for our students to become independent thinkers who are prepared for a continuously evolving world.

SCHOOL WEBSITES

www.ps101k.com

<http://schools.nyc.gov/schoolportals/21/k101>

Our handbook will serve you with pertinent information regarding NYC procedures and academic policies. It will also include school-level protocols in which all families and students must abide by and respect. Please refer to this handbook.

Dear Parents/Guardians:

Welcome back from summer vacation! I hope this letter finds you and your family in good health.

In today's day and age, it has become necessary to remind you that our streets are not totally safe and that every precaution must be taken to protect our most precious asset, our children. Do not allow your children to arrive at school too early since the school is not open and adults are not present to provide for their safety and well-being. The school opens at 7:40 a.m. for breakfast and 8:05 a.m. will be line-up.

Please remember that the school day begins at 8:10 a.m. and ends at 2:30 p.m. each day of the school week.

Don't allow children to travel or to walk alone. Walking in groups is always safer. Talk to your children. Remind them not to speak to strangers under any circumstances. If your child is waiting for his/her parent, babysitter or relative, make sure that he/she understands that not leave on his/her own. Remind your children to come to the main office if their parent or relative does not arrive on time.

It is our deepest desire to protect the well-being of all our youngsters. Please feel free to call or visit the school if there are problems: Our school telephone number (718) 372-0221 and our Parent Coordinator, Ms. Margaret Lloyd, can be reached at (347) 563-4680.

Please report anything that looks suspicious in and around our school to any staff member so that we may all work together to keep our neighborhood the safe and secure place that it is and should be.

IMPORTANT NOTICE –SCHOOL LUNCH SCHEDULE

- ❖ Grades Kindergarten and 3
-- Period 4 – 10:25-11:15 a.m.
- ❖ Grades 1 and 4
-- Period 5 – 11:15-12:05 p.m.
- ❖ Grades 2 and 5
-- Period 6 – 12:05-12:55 p.m.

As we embark on a new school year and look forward to the new extension and beautification project for PS 101's near future, we have another year of construction and no access to our schoolyard area for lunch recreation, outdoor Physical Education and mass celebratory gathering(s) for the next few years. To ensure physical fitness, exercise and fun, we will be continuing our daily regimen with 15-20 minutes of Move to Improve wellness and workouts. Move to Improve is a New York City Department of Education approved in-class fitness routine which includes fun and interactive movement activities with learning. I know you are just as excited as we are to gain a bigger and better building in the near future after this project completion. This school extension will serve our community with a modernized school and will provide additional learning opportunities for all. I am committed as your child's principal along with our outstanding team of administrators, teachers and support staff to provide physical fitness and wellness activities and programs for our healthy and happy students.

I am pleased to inform you of our learning continuum with problem solving and instructional practices. Project-based learning is a student-centered pedagogy in which students learn about a subject through the experience of solving an open-ended problem posed by the teacher. This problem/project is directly linked to the subject of each grade's novel study. Solving highly complex problems requires that students have both fundamental skills (reading, writing, and math) and 21st century skills (teamwork, problem solving, research gathering, time management, information synthesizing, utilizing high tech tools). With this combination of skills, students become directors and managers of their learning process, guided and mentored by a skilled teacher.

I have included our Family Handbook in our opening day information for you to access. You will be receiving information regarding after school programs at a later date.

Thank you for your cooperation. Have a successful and enjoyable school year.

Sincerely, Gregg Korrol, Principal



CommentsVard.com

PARENT TEACHER ASSOCIATION (PTA)

Email: (ptaofps101@yahoo.com)

The PTA is a vital part of our school. Becoming involved in the PTA provides an opportunity to be informed and become involved in the education program. PTA meetings are held monthly, and attendance at these meetings provides an excellent opportunity for parents to learn about school life and how to establish improved communication. Throughout the year many educational, fun-filled and fund-raising events take place. All parents are welcome and are encouraged to join. If you would like to assist the PTA in any of their endeavors, please contact them as all assistance is welcome. The monthly PTA newsletter provides a wealth of information and an explanation on what is happening within the school. Executive Board officers and chairpersons of various committees meet monthly.

PTA President – Antonella Morales

PTA Vice President – Ginny Chu

PTA Recording Secretary – Cassandra Chew

PTA Corresponding – Eva Chiu

PTA Treasurer – Katy Li

SCHOOL LEADERSHIP TEAM

The SLT is comprised of the Principal, PTA President, UFT Chapter Chair, teachers, and parents. The team's composition is 50% parents and 50% staff. The SLT meets on a monthly basis prior to the general PTA meeting. The SLT meets to write and update the Comprehensive Educational Plan (CEP) for the school and to discuss any school related issues.

LATENESS POLICY

Due to a growing increase in student lateness, P.S. 101 has established a procedure to improve student punctuality. New York State Education law mandates all students to report to school on time. The school day begins at 8:10 a.m. Students who arrive to school after this time are considered late. Any student who arrives after 8:10 a.m. must be accompanied into the building by an adult. (Our doors open at 7:40 a.m. for students to enjoy a healthy and well-balanced breakfast. We encourage all students to join in our free breakfast meal plan.) The teacher will mark the lateness on the class ATS attendance sheet. Cluster teachers will alert the classroom teacher if your child is late for a first period class. If your child's lateness occurs four or more times within a month, you will receive a phone call from your child's teacher. This phone conversation will help you and your child's teacher develop methods to address the resolution of issues causing your child to be late. If the lateness persists, then you will be receiving a letter home as a reminder to make every effort to improve your child's lateness. The bottom section must be signed and returned to school. Failure to improve your

child's lateness may result in taking further action, if necessary. Records of lateness will be maintained.

Excessive lateness is not acceptable and may have an adverse effect upon your child's performance, development, and promotion. This may result in city agencies being notified.

- 10+ days late to school=meeting with student, parent/guardian, counselor and attendance school administrator.
- 20+ days late to school=meeting with student, counselor, parent/guardian and Attendance Officer of D21.

As parents and guardians of young children, it is our responsibility to get our students to school on time. It is vital for you to establish a positive daily habit of going to school on time with your child. Punctuality is very important for good academic performance and will help your child start the day with a positive attitude towards learning. Please remember that when children are late for school, they feel rushed, unsettled and confused when they enter a classroom where learning and activities have already started. It also interrupts students who were on time. We are counting on your support to improve student lateness. As a school-wide effort we need to make student punctuality a priority which will improve student academic performance and build rigor into our classrooms.

At P.S. 101, we make every effort to provide your child with a quality education that promotes good learning habits so that our students will be responsible and prepared for a successful future.

WORDPRESS

Our new system of letter distribution to message information is available to all parents/guardians. In an effort to save trees and protect our environment, PS101 will be going paperless. We will be posting be posting letters on-line for you to read and reference at your convenience on your computer, electronic device, tablet or cell phone.

**** SIGN - UP: Simply log-in and register immediately ****
www.ps101parents.wordpress.

We will be backpacking letters and posting on-line during the month of September only. October will mark the beginning of our electronic distribution. This is a one-time only sign up process and you will be able to retrieve letters until your child graduate's PS 101! We need your support and cooperation to make this movement a success with full parent/guardian participation/registration. Every time we upload a letter to the website for you to read and review you will automatically get an email notification that there is a new posting which includes pertinent information for you to know. This becomes your responsibility to read and mark calendar dates, due dates, or information necessary

for you to know about our school, your child, events, meetings, etc. The site will also allow you to create an automatic archive of these letters. Our mission to "Go Green" and use a paperless form of electronic communication will eliminate backpack letters with the exception of trip permission and sign-offs. Upon reading this, please set aside one brief minute to sign-up and you're done! www.ps101parents.wordpress.com

SCHOOL MESSENGER:

Our School Messenger automated telephone system is our central means of communication allowing important reminders, emergency information and updates to combine school notification, mobile apps, and web content management all under one, easy-to-use platform. The purpose of this communication system to designed for us to work together from the start. Our school communication system will save you time and provide more immediate, thorough engagement within our school community.

These messengers are auto-generated from the primary contact listed upon registration to our school. If you should change your telephone numbers for any reason or wish to switch your primary means of contact, you must contact our school directly and speak with our Pupil Accounting Secretary.

EMERGENCY PROCEDURES

An emergency plan has been developed which will ensure the maximum efficiency and safety for evacuating the building during drills or actual emergencies. Instructions to follow are posted in each classroom **for fire safety evacuations and** other Building Response Team emergencies. Drills are to be taken seriously. Students are expected to maintain classroom conduct throughout the entire drill and to become informed of the exit routes of the classrooms. Students should be at least 50 feet away from the building during drills and actual emergencies. **School Messenger will alert you of building emergencies and/or school closures, etc. Please ensure your child's Emergency Home Contact card is updated and visit the general office to report if there are changes with contact information**

GENERAL RESPONSE PROTOCOL

The safety and well-being of every child at PS 101 remains a top priority. As we address student concerns with age-level appropriate explanations, it is essential for you to understand and review our General Response Protocol and daily safety policies. We will be practicing safety drills to ensure our youngsters and staff are fluent in managing in a crisis and what to do in an emergency.

As you may know, the New York City Department of Education has recently changed the guidelines regarding emergency response drills.

We will routinely conduct fire drills and security drills, which include a lockdown, evacuation, or shelter-in. We have worked closely with authorities to correctly facilitate the drills and take proper steps to ensure they are more effective and quicker each time. You will be notified if there is a real emergency via School Messenger Auto System. (Please ensure your contact numbers are current with our Pupil Accounting Secretary and our computer system.)

PHOTO ID—

In following our Safety Plan and Chancellor's Regulations, **it is necessary for any visitor to show a photo identification when entering PS 101, NO EXCEPTIONS.** We have a tight-knit school community and we are friendly with all of our families here at PS101. We welcome you always. However, a familiar face is not enough for admittance in the school. You will need to check-in with our School Safety Agent upon entry.

In addition, if you arrange for another family member or friend to pick up your child from school, please remind him or her to bring proper identification. As a reminder, without proper ID, your child will not be dismissed to that individual. Please ensure that your emergency blue card is updated with current information.

VIDEO SURVEILLANCE SYSTEM—

Our Video Surveillance System is fully activated to keep our youngsters safe in and around the school (both indoors and outside around the school perimeter).

As your leader, my team and I are dedicated to do our very best, to provide a safe learning environment and to raise academic standards.

Families are also encouraged to register with Notify NYC (<https://a858-nycnotify.nyc.gov/notifynyc/>) to receive information about emergency events and to call 311 for additional information about a school during an emergency.

Never take our precious little ones for granted and hug them a little tighter each day, we are blessed for what we have.

AVONTE'S LAW

A bill was designed and signed by city council and our Mayor, Bill DeBlasio to prevent tragedies. Avonte's Law was passed to install alarms on New York City Department of Education school doors. This law requires door alarms to be installed at elementary, secondary and special education schools to ensure safety and security measures. Our alarms have been set and are ready for activation. Only the main entrance can and will be used for entry and exiting during the school day. If any parent visiting or staff member exiting leaves through a side or back door, an alarm will sound with loud decibels that will alert school staff and security. We are awaiting the activation of our

video surveillance cameras in the coming days or weeks. This will only promote another efficient measure of security for our students and staff members.

As a reminder, please ensure you have photo ID FOR when you check-in at the School Safety Agent's desk. You are asked for ID upon signing in, and you can only exit through the main door. Staff members with authorization will only have access to unlocking and re-activating doors for recess and prior to and after dismissals. School protocol also includes that no parents/guardians are permitted in through rear or side doors after dismissal.

21st CENTURY IN THE CLASSROOM

As we always like to be progressive and maintain our status as one of the leading technology elementary school across NYC, PS 101 is extending our Technology program called *The 21st Century Classroom*.

A 21st Century Classroom means that your child will have his or her own laptop for the entire day in school. While teachers will be following school-wide mandated curricula, they will be integrating laptops as a tool into the majority of the day's instruction which allows for extended research on various topics using the internet, as well as for class projects that go beyond paper and pen.

While it is exciting for students to use computers as an instructional tool, it should be considered a privilege, and it also comes with a lot of responsibility. Students must take care of their laptop computer as well as follow all Department of Education Internet Usage Policy Rules (on back). If these rules are not followed, while your child will be allowed to remain in the class, he or she will lose the privilege of having a laptop.

At this point in time, every third, fourth and fifth grade class and two early grade classes will use individual laptops for instruction daily. (Early grades will have 2 students to every laptop). We have also created additional 21st Century Classrooms in our Early Childhood grades with iPad stations.

I am confident your child's 21st Century Classroom learning experience will be successful and encourage a lifelong learner in the integration of technology into everyday use.

Please sign and return the consent form, which indicates you have read and understand our school objectives and Chancellor's Regulations.

Internet and Media Use Consent Form Policy:

I hereby give permission for my child to be videotaped and/or photographed in conjunction with a school project, class, or extracurricular activity. The images may be used for a broadcast television program, for publication in local newspapers, and/or on the school's website, in accordance with the policies set forth by the Department of Education.

I hereby give permission for my child's artwork, poetry, or other work produced in conjunction with a school project, class, or extracurricular activity, to be put on the Department of Education's World Wide Web

(WWW) site, in accordance with the policies set forth in the DOE's Internet Acceptable Use Policy (<http://tinyurl.com/nyc-iaup>).

I understand that my child's participation will not include information from his/her academic, guidance, permanent, or cumulative records (i.e. grades or attendance records). I also understand that no other personally identifiable information, such as my child's address, phone number, or Social Security number will be used.

Rules for Student Computer Usage

- Students must appropriately sign-out and return laptop computers or iPads from their respective carts and classrooms at the end of the period/day.
- Students may not change or delete computer or iPad administrative settings, including but not limited to: desktop wallpaper, screensavers, background displays and/or shortcuts, applications and Internet properties and homepages.
- Students may not create or alter passwords.
- Students must only access the computers, iPads under "student."
- Students must remain on task at all times and refrain from sending emails during class.
- Students may not save any document or application to a school device. Students should save any and all work to a personal USB flash drive, Drop Box, Google Drive, or other form of storage.
- Students may not print documents, articles, pictures, etc. without permission from a staff member.
- Students must handle computers and iPads with care and respect at all times. They are not to be brought to the cafeteria, auditorium, gym, or yard.
- Computers must be shut down properly, using the shut-down option in the Start or Apple menus.
- Laptop computers, iPads, and Kindles should never leave the classroom or be left unattended.
- Students may not exchange passwords or use another student's.
- Accounts are for educational purposes only.
- Students should never use the computer or iPads in any way that violates the NYCDOE discipline policy (i.e. threatening emails, inappropriate website use).
- Students must acknowledge and abide by the NYCDOE Internet Use Policy (<http://schools.nyc.gov/Offices/EnterpriseOperations/D/IT/WebServices/iaup/default.htm>).

PS 101's Expectations for Internet Usage & Publishing

- Keep your private information private: do not use your last name, reveal your home address, or post any other identifying information.
- Do not link to your personal blog, journal, or social network profile to your school blog; you might inadvertently reveal personal information that you would not want to.

- Be respectful; do not engage in personal attacks of any kind.
- Do not write about other people without permission. If you do get permission, remember to use first names only.
- Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, abusive, or disrespectful language.
- Make sure that things you write about are factual. Do not post things that are not true. If you are claiming something as fact, be sure to link to a reliable source.

P.S. 101 PERMISSION TO PHOTOGRAPH

Please read and complete the release below if you agree to the conditions stated. If it is not signed, your child will not be photographed during the year for any celebrations:

"I hereby consent to the taking of photographs, movies or videotapes of my son/daughter by P.S. 101. Photographs are taken for use on school displays (bulletin boards and celebration boards), framed photos around the school, and Student of the Month and other academic celebrations.

I also grant to P.S. 101 the right to edit, use and reuse said products for non-profit purposes sponsored by the Department of Education.

I also hereby release the Department of Education of the City of New York, and its agents and employees, from all claims, demands, and liabilities whatsoever in connection with the above."

*You will need to sign and return the form that includes your understanding of the regulation which will be in your child's first day of school folder.

MICROSOFT WORD – FREE DOWNLOADS FROM NYCDOE

You will now be able to download Microsoft software from <https://studentoffice.net/>, at no cost, on up to five of their family's computers and five of their family's tablets, smart phones, or other mobile devices. Much of this software has education-specific content that supports our students' academic improvement. In addition, familiarity with these tools will help students be prepared for college and careers.

The free Microsoft products and features that will be available include: ☑ Office 365 ProPlus on Windows: Word, Excel, PowerPoint, OneNote, Outlook, Skype for Business, Access, InfoPath and Publisher installed on Windows ☑ Office for Mac Professional 2016: Word, Excel, PowerPoint, Outlook, OneNote ☑ Office for iPad, iPhone, Android: Word, Excel, PowerPoint, OneNote ☑ Cloud service ☑ Office Online Families will be able to claim a download by going to <https://studentoffice.net/> and entering either of the following:

1. Student's date of birth AND a parent phone number, or
2. Parent email

The information that families enter to claim the download must match the information on their Blue Card on file with the school. Therefore, it is necessary that ATS have the most up-to-date parent contact information in order for the verification and download process to be successful.

SAFETY ISSUES – DOGS

As per the safety of the students, we are asking that you keep dogs away from all dismissal areas. Although dogs can be friendly, it is important that you comply with our request to prevent any future problems. Man's best friend can also frighten our youngsters with loud barking and rapid activity in the schoolyard.

We appreciate your cooperation regarding this matter in providing our students with safe dismissal procedures. **Please be sure to have your dog on a leash at all times and away from all dismissal areas.** The NYPD has been notified of this matter and will be controlling the situation with their police presence.

BIRTHDAY PARTIES

To ensure the best for our students and remain focused on instruction, we ask for your cooperation in hosting birthday parties in the classroom. We will allow birthday parties in the classroom, but have placed specific guidelines in place with school protocol across the grades:

- Please ensure you schedule a specific day/time with the classroom teacher for the party.
- Cupcakes or donuts are preferred, since they are easier to distribute.
- Do not send in candles or matches/lighters.
- All party supplies, drinks, and foods are to be dropped off to the school-(general office) by 10 am.
- Please ensure the bag is labeled with your child's name and class for easy transport.
- If you prepare party bags, kindly ensure no hard candies or plastic rings are included.
- Candy and chocolates must be peanut-free.
- Please ensure the party supplies and foods include needed utensils or paper goods.
- Individual drinks, mini waters or juice boxes, are preferred.

We appreciate your continued cooperation to maintain an even flow of the school day to ensure instruction is on point and a primary focus.

We want to celebrate birthdays with an easier system and functionality.

PEBBLEGO WEBSITE

We are pleased to continue the access and reading of the Capstone Digital Collection of PebbleGo, a research and reading solution for our students. Effective immediately, you can access ALL TITLES from the collection of fiction, Science, Social Studies, and dual language stories on-line. The mission is to build engaging, inspiring, and easy use of online stories to our readers.

All parents will all have the same access user ID and password. We encourage reading at home, and you will find this helpful if visiting the public library is difficult and challenging with your busy schedules. With an overwhelming at-home usage of computers, this should be a great tool for reading and research purposes.

Simply save the www.PEBBLEGO.com website to your favorites and log on using the user ID and password access codes:

*USERNAME: ps101

*PASSWORD: school

If you have any questions or concerns, please speak with your child's teacher.

BrainPop.com

PS 101 proudly purchased BrainPOP.BrainPopJr. and BrainPOP ESL for all of our students to use at home! Your child has free access to this site using the log-in information given by the classroom teacher. If you do not have the log-in information for free access, email or call your child's teacher.

BrainPOP creates animated, curricular content that engages students, supports educators, and bolsters achievement. Your child has FREE access to video and learning tools that will help support his/her education at PS 101.

PBIS – Viking Pride Leader

Dear Parents/Guardians:

It is with excitement that we continue our school-wide **Viking Pride Leader** program this year to boost positive behavior and support the Respect for All campaign. We will be continuing the Viking Pride incentive program to promote a school culture that includes quiet hallways, hardworking students, respectful boys and girls, and caring classrooms. Viking Pride raffle tickets will be given out to individual students when outstanding behavior is displayed. Each student takes ownership of the tickets that they are awarded. They are to put their names on their tickets and keep them in a safe place until they can redeem them for a prize once a month. Cash in days will be once per month. Students will be able to select the prize they would like to exchange for a certain number of tickets. Students can select to cash their tickets in each month or save them up and get a bigger prize later on.

Our school mascot is a *Viking*—a Viking represents the explorer and warrior in all of us. Customarily, the term Viking is used to refer to the Norse (Scandinavian) explorer and warrior—one who is brave, courageous, willing, and NEVER GIVES UP. Our PS 101 students are all of these qualities and more.

We are hopeful that this new year with the Viking Pride management system will promote positivity and encourage a classroom that is conducive to our citywide instructional expectations and supports the highest of learning standards/quality in developing whole-healthy children.

Stay tuned for news on our Viking Pride pep rally—coming early September!

Characteristics of a Viking Leader

- Brave
- Courageous
- Assertive
- Hardworking
- Responsible
- Dedicated
- Demonstrates a sense of self-worth and confidence
- Shows leadership through modeling
- Caring/Empathetic
- Honest
- Committed—shows consistency
- Motivated and motivates others
- Perseverance—never gives up!

Attached is the positive behavior matrix that will be displayed throughout the school. **Please take some time to review this with your child** and to discuss the importance of these concepts. Encourage your child to have VIKING PRIDE!

Viking Pride Redemption Prize Menu

5 tickets can get you:

- 5 ticket treasure box prize
- Bake sale item coupon



10 tickets can get you:

- 10 ticket treasure box prize
- Ice cream coupon



15 tickets can get you:

- 15 ticket treasure box prize

20 tickets can get you:

- 20 ticket treasure box prize
- Homework pass



With your continued support and involvement, there is no question that PS 101 will continue to be a place where students can excel in a safe and stimulating environment. Research shows that when the home and school work

together, student learning is more successful. We thank you and look forward to working with you as true partners in your child's education!

Viking Pride Team

BUS RULES AND CONDUCT

The NYC guidelines set by the Office of Pupil Transportation for eligibility are as follows:

- K-2 eligible ½ mile or more, but less than 1 mile
- K-5 eligible more than 1 mile, but less than 1 ½ miles

Our school cannot make exception to the eligibility rules. NO student is permitted to ride a bus other than the one they are assigned to. Students not entitled to bus service are NOT permitted on any bus, even if they're accompanying another student home. **ANY PERMANENT CHANGES ARE MADE BY OPT.**

Students must practice appropriate behavior while riding the bus. There should be no standing, pushing, shoving, throwing objects, etc. Any misbehaving on the bus will be subject to the Chancellor's Discipline Code and Bus Incident Reports. 3 or more reports will result in bus suspension for the student.

BUS POLICY AND BEHAVIOR

Students who are eligible to take the yellow school bus must behave during busing. Students should report to their assigned bus stop **ten minutes** before assigned pick-up time. If a bus is running late, students should wait **ten minutes** past pick-up time and then phone the bus company. By calling the Office of Pupil Transportation, you can obtain the number of the bus company. Students must cooperate and behave during morning arrival, afternoon dismissal, and bus rides.

This is a very important and serious directive. If a student misbehaves on the bus, he/she may have his/her bus privileges suspended or revoked. Students must be polite and make room for others on the bus. There is to be no standing, lap-sitting, shouting, yelling, swearing, fighting, or throwing things while on the bus. Students cannot alter or change their mode of transportation on a given day without a written notification from home and consent from school officials. Students may not ride on a bus to which they are not assigned. Students may not make arrangements to go to a friend's house using a yellow bus to which they are not authorized. This will result in disciplinary action.

METRO CARDS

All students who are not assigned to a yellow bus route and live more than one and a half miles away from school are eligible for a student MetroCard. The Office of

Pupil Transportation determines the type of MetroCard your child receives. Students who lose more than three MetroCards during a term must have a parent or guardian contact the school in order to receive a new MetroCard.

TRIP POLICY

Throughout each academic year, classroom and cluster teachers plan trips for cultural and learning experiences. These trips enhance and enrich the lives and educational focus for your youngsters. Please keep in mind, these trips are privileges and are not mandatory or obligatory. While on a trip, students must still adhere to the Discipline Code outlined in the Citywide Standards of Interventions and Discipline Measures. If a student cannot be trusted in the school building to follow attendance or behavioral expectations and policies, trip privileges may be revoked as a safety precaution. If your child has a 504 medical accommodation or issue, please follow protocol for parent attendance or waiver.

PARENT ORIENTATION MEETINGS

Meetings are held in the beginning of the school year for each grade level. These conferences are an opportunity for parents to meet their child's teacher. The year's curriculum and the children's responsibilities will be outlined. Look for notices for these meetings.

OPEN SCHOOL WEEK

Parents are encouraged to visit school to see classes in progress. Individual discussions with teachers are not allowed at this time.

This year, Open School Week is celebrated from November 14 - November 20, 2018. Schools should encourage families to visit classes during this week to observe what is taking place in their child(ren)'s school. This is a critical time to reinforce parent-school relationships that will lead to the dynamic partnerships necessary to ensure the educational success of each student.

REPORT CARDS

The academic school year is divided as follows:

Three terms—September-November; November-February and February-June.

Report cards are generated each marking period and indicate grades for that marking period only.

Additionally, an interim-progress report will be generated to keep you updated with student progress at the end of January 2018.

Our grading system will include the following expectations of performance levels:

Mastery-Exceeds Standards—meaning the student is performing well-above where he/she should be at this time of the year. (Grade average range from 95-100.)

Mastery – Above Standards. This means the student is performing slightly above grade expectations and is above grade level. (Grade average range from 85-94)

Mastery-Meets Standards. This means the student is exactly where he/she should be at this point in time and is on grade-level. (Grade average range from 75-84.)

Mastery-Approaching Standards. This means the students is not performing on grade level, but not far. Students in this range may need academic support and are not on grade level. (Grade average range from 65-74.)

Mastery- Below Standards—Below grade level. Students in this range are not performing at and are not near grade level/at risk of failure (Grade average range from 55-64.)

***Please remember that these grades are aligned with the Common Core expectations.

Please note:

ELL and Special Ed students, regardless of IEP, are held to grade level standards. They may have modified promotional criteria in terms of approaching their IEP goals, but report card grades are based on grade level standards.

*Report cards must be signed by a parent or guardian and returned to school the following day.

*Conduct grades are also ranked 4-3-2-1

Principal’s Honor Roll requirements are detailed for third, fourth, and fifth graders only, and an assembly and celebration are part of this achievement.

PARENT TEACHER CONFERENCES

Conferences are held four times a year to provide an opportunity to discuss student progress, behavior and reasons for success. Please write your child’s teacher a note if you need to meet the teacher at any other time.

Listed below are the dates for this year’s Parent Teacher Conferences:

- September 13th
- November 15th
- March 14th
- May 15th

SCHOOL SPIRIT DAYS AND CLOTHING

School Spirit Days encourage students to wear PS 101 shirts for events, trips, or school assemblies. The school colors are green and white. Our PTA sells school spirit clothing, i.e. shirts, sweats, etc. during the school year. Order forms will be sent home for your convenience.

PROPER SCHOOL ATTIRE

Students must come to school dressed appropriately for learning. Tank tops and halter tops are not permitted. The building is climate controlled all year long, which would eliminate the need for scant clothing on hot days. Shorts are permitted; however, short shorts are not. As a rule, with the child’s arms and hand at his/her side, shorts/skirts should not be shorter than the tips of the fingers. Safety is essential and backless or high-heeled footwear is dangerous and prohibited.

Athletic sneakers with laces are needed on gym days.

HOMEWORK POLICY

Homework has a positive influence on student learning and achievement. Students who benefit the most from formal education are those who approach it with curiosity, varied interests, and a willingness to work hard. It is important that homework be viewed as a cooperative effort between home and school.

Research shows that completing homework assignments successfully has a strong positive effect on the academic achievement of students as they progress through the school grades. The most favorable kind of homework for elementary school students is comprised of assignments and materials that not completely unfamiliar to them.

The purpose of homework is to reinforce what is learned during classroom instruction and to help children strengthen their sense of self-discipline, personal responsibility and independent thinking. Assignments can serve as preparation for class lessons or a reinforcement of a lesson that has already been taught. The development of appropriate study skills starts with homework activities that are carried out properly.

Home is the perfect place to review and practice with your child and give encouragement and assistance. Don’t do the homework. Check homework daily to support and encourage your child’s efforts. Homework prepares students to learn new ideas by encouraging research and additional reading so they will develop into independent learners and competent problem solvers.

When your child is not bringing work home, find out if he/she is completing it in school or at an after-school program or forgetting to bring it home. Check to see the assignment is understood and completed. Check your child’s study habits. Does he/she have difficulty completing homework? Poor study skills are signs that a child may have problems that reduce his/her ability to complete homework. Try to identify personal problems that might affect a child’s ability to concentrate. Contact your child’s teacher for assistance.

Responsibilities of Student

- Write down home assignments and due dates

- Take home all materials needed to complete assignments
- Please ask teacher for help, if you are having difficulty
- Inform parents/guardians of assignments and due dates
- Submit completed assignments on time, including reading logs.
- Assume responsibility for making up work when absent
- Practice good study habits and set a time for homework

Responsibility of Parents/ Guardians

- Ask students to see a record of daily homework assignments and check reading logs
- Provide a suitable environment for homework
- Plan time for homework as a regular part of the day
- Help students discover resources and materials needed to complete assignments
- Keep lines of communication open between home and school
- Instill an attitude of self-worth and responsibility by giving praise and support
- Address your concerns or questions to the teacher

*"Dial A Teacher" is a homework help program that can help your child with questions regarding homework and study skills. Call 212-777-3380.

*Local libraries have HW help available, so please visit your local NYC library branch for information.

Getting Homework During Absences

Sending materials home to a child who is ill and has missed the class instruction is not practical and usually unfair to the child. However, a **class homework buddy system** is set up school-wide to provide homework for students who are absent,

Please choose a classmate nearby. Homework cannot be left in the main office for pickup.

YOUTUBE POSTING

As we begin another exciting year at PS 101, I want to encourage your participation in assemblies, celebrations or events. Taking photos or videotaping is a great way to savor the moment, but please refrain from posting these special moments on YouTube. Although you are exercising your right to show others your child's achievements, we are asking for your consideration for our teaching staff and fellow parents who would prefer not to be posted on YouTube.

I know how supportive and understanding you are and I'm kindly asking you to delete any current YouTube recordings.

ATHLETICS/CLUBS

There are many opportunities for participation in sports, technology, science, and cheer clubs here at PS 101. Students must be in good academic standing in order to be eligible for participation in these teams and clubs. Students may be removed or excluded from teams or clubs for any disciplinary infractions. As for games, spectators and guests at home games are expected to maintain appropriate behavior at all times.

FREE BREAKFAST PROGRAM

The Free Breakfast Program for all students begins at 7:40 am and ends at 8:10 am. If your child will be eating in school, he or she must be prompt and enter via the main entrance. We strongly suggest that each child eats a healthy breakfast each morning.

POS LUNCH SYSTEM

Our school is using a computerized accounting system (POS) in our cafeteria. Students must know their PIN (number) to enter on the keypad. Students eating lunch from home are not permitted to bring in soda, glass containers, or plastic knives. Take out food is not to be dropped off for your children.

HEALTH SERVICES

Maryleah Dellavalle – Nurse
718 946-8006 718 372-0221

Parents should make the school aware of any medical problems a child may have – especially when planning school trips.

The school nurse will notify parents/guardians when students have fevers, injuries or medical emergencies. Minor issues will be addressed; however, parents will be notified.

School personnel may not administer medicine to any student unless the school has the appropriate form (#504) completed by the pediatrician. 504 documentations are valid only for one school year. The Nurse's Office must be notified of any injuries prior to your child's return to school.

- If your child requires health services (**medication**) during school hours, a **Medication Administration Form (MAF)** needs to be filled out by his or her physician and returned to school nurse, every year. **Students are prohibited from carrying medication of any kind within the school building without a Doctor's note.**
- All new students entering a New York City school for the first time must have a Mantoux Tuberculin Skin Test (also known as PPD) within one year of admission

and a complete physical examination with ALL required immunizations.

- Students who have a permanent or temporary mobility condition or injury must report to the main office on the first day of the condition/injury. Documentation must be provided to the school. Accommodations will be arranged on that day.
- Students who wear glasses/contacts are required to have annual eye exams. Please contact the school nurse to obtain the form (E12S) to be filled out by your doctor.

POINTS OF CONTACT

During the year, you may need to receive information or have issues and concerns regarding your child. The most effective way to address concerns is to always contact your child's teacher first, and aim for a resolution in the matter. Good communication between parents and teachers lead to sensible solution to problems or misunderstandings and ensure a productive school year.

PARENT COORDINATOR-FAMILY ACCESS MANAGEMENT & NYC SCHOOLS ACCOUNTS

NYCDOE offer parents/guardians a new way to access key information about their children. By registering for an online [NYC Schools](#) account, parents and guardians of students in grades K-12 are able to review students' recent attendance, report card grades, and contact information in one of ten languages from any internet-ready device. Additional information, including students' test scores, will be added to NYC Schools accounts every August. Either you or our Parent Coordinator, or your designee can create a NYC Schools account (parent/guardian) with whom the student resides and who has legal access to the student's academic and biographical records. We hope that your NYC Schools account becomes a valuable way for you to participate in your child's education. To log on and enroll, use this direct link for school accounts: <http://schools.nyc.gov/nycschools>. Please contact Parent Coordinator, Ms. Margaret Lloyd, at 347-563-4680.

ELECTRONIC DEVICE RETURN POLICY

According to our school policy iPods, and other communication/entertainment devices are not allowed on school property. However, our School Leadership Team voted on the need for cell phones to be brought in with students, kept in the off-mode while in school, and left in book bags secured in the wardrobe closet. Students are not permitted to use cellular phones during the school day, but we understand the need for the devices to be brought to school and used in transit from home to school in the

morning and after dismissal on the way home for communication with family. iPods, iPads, and other tech devices bring attention from individuals to take when displayed in public places to and from school. These items also disrupt the educative process. After consultation with the School Leadership Team, the school has generated the following policy, which minimizes disruption to parents and school alike:

- *If the school confiscates a cellphone, iPod, or other communication/entertainment device, a representative from the school will contact a parent or guardian.
- *Confiscated devices will be available for pick-up at the general office.

SCHOOL ATTENDANCE

Good attendance for all students is most important. Your child's academic success begins with good attendance! Please make appointments with dentists, doctors, etc. during non-school hours to avoid early release from class. Absences for vacations or family trips **cannot be approved** according to the Chancellor's Regulation A-210.

You will be contacted after your child is absent more than one day. Upon return to school, a letter to the teacher is required explaining the child's absence. In case of long term absences, please contact the school. Unexcused absences require follow-up. Absences exceeding 20 days or more in a school year or 10 consecutive days will automatically generate an attendance report. Daily absences do not need to be called into the general office. You can email or write a note to the teacher upon return. Remember, your child's academic progress begins with good attendance.

- Absences are reported to parents by computer-generated phone calls on the day of occurrence. If parents/guardians are unaware of the absence, they should call the Attendance Office.
- Any parent/caregiver who knows his/her child will be absent for an extended length of time must notify the school.
- Unexcused absences may lead to disciplinary measures.
- Excessive, unexcused absences may lead to an overall low performing grade on the report card.

There is a difference between an excused and an unexcused absence.

- Excused absences happen in the event of a doctor's appointment, a death in the family, or the observance of a religious holiday. Special circumstances will be reviewed on a case-by-case basis; it is important to note that a parent phone call or absence note does not qualify as an excused absence.
- After 5 unexcused absences from school (absences that do not fall within the excused absence categories), the following interventions will take place:

- 5+ unexcused absences = meeting with student and counselor.
- 10+ unexcused absences = meeting with student, counselor, and parent/guardian
- 15+ unexcused = meeting with student, counselor, parent/guardian and assistant principal.
- Students who are signed out and leave school before 12 noon will be marked absent for half the day in compliance with Chancellor’s Regulations.
- Have your child select a “homework buddy” who will collect work and assignments for you to pick up during your child’s absence; teachers’ websites should also be referred to for daily assignments.

IEP SERVICES AND RELATED ISSUES – School Assessment Team

School Psychologists - Neil Willner and Elizabeth Avila

718 372-0221
Or
718 996-3786

School Counselor – Kyri Nessas
Social Worker - Lana Gurevich
Family Worker/Assistant – Patricia Edwards

Please contact the School Assessment Team with questions regarding IEPs and services your child may receive.

EMERGENCY BLUE CONTACT CARDS

Often phone numbers and emergency contacts change throughout the year. School personnel may not make any changes on emergency cards. Please make sure your information is up-to-date. (All updates must be done in person by the parent or guardian.) Children will not be released to anyone other than those listed on your emergency contact. Anyone under the age of 18 cannot be designated as an emergency contact. You should list more than three contacts. Photo I.D. must be shown by these contacts.

CHILDREN’S SAFETY IS OUR PRIORITY

Your child’s teacher must receive a note any time there is a change in dismissal routines, an earlier pick up, a child not taking the bus, a child not attending after school program, etc. Verbal or phone requests will not be honored. Any pertinent legal (and active) documents pertaining to custodial care must be on file in the general office.

When there is an emergency and you cannot pick up your child, please make arrangements with one of the

contacts on your blue card. Students cannot stay unattended in the main office.

All parents and visitors should ONLY use the main entrance, sign in and show PHOTO identification to the school safety agent. You will be instructed to go to the main office where the staff can further assist you and give you a location pass. This pass is only limited to the designated area and does not give you the right to visit other classrooms or staff members.

School staff can challenge any visitor who enters the building without signing in or does not display a visitor’s pass. Parents are not allowed in classrooms during the day since this disrupts the work and routine of the entire class. If you need to confer with your child’s teacher, send a note and the teacher will get in touch with you to schedule an appointment for you.

- To ensure the safety of all school children, safety drills and bus safety drills are conducted routinely.
- Crossing guards are present to cross children and direct the flow of traffic.
- Fire regulations prohibit strollers beyond the school lobby.

SCHOOL CLOSING

In the event of inclement weather, the Chancellor determines delayed openings or school closings. Please listen to media broadcasts or check the DOE website: <http://schools.nyc.gov> and you will also receive an automated school message with information.

HOME-SCHOOL COMMUNICATIONS

The classroom teacher serves as the primary liaison between the school and home. The first line of communication is a written note to the classroom teacher. A written note is required for the following reasons:

1. Any concerns you have regarding your child.
2. Any changes in your child’s dismissal routine (i.e., if your child is being “picked up” instead of taking the bus; if you are picking up your child early).
3. When you authorize another person to pick up your child at dismissal. (**Note: No child can be released to any person not listed on the blue emergency card.**)
4. When you have a change in address or phone number. Staff members cannot change blue cards!

All parent notices must contain the date, child’s name, class, and parent or guardian signature. Changes in dismissal routines should be kept to a minimum and occur only in emergencies.

Please return all forms (medical, dental, home contact cards, school notices, etc.) promptly. Check your child’s folder for notices daily. Place your responses and any additional correspondence for your child’s teacher in the folder. Permission slips for all class trips must be signed by a parent or guardian and returned before any child may participate in any class trip.

Permission slips and other notices will have a tear-off to return to the classroom teacher. Please respond promptly.

SIBLINGS

During assemblies or school events, siblings attending PS 101 may not be pulled from their classes to attend these events or leave early from school. Every effort will be made to include as many classes possible. This applies to Kindergarten Stepping-Up Ceremonies and Final Assemblies for grade 5 students in June, which require a ticket for admission.

To avoid disruption in the classrooms, this also applies to a sibling being signed out from a trip prior to the end of the school day.

DISCIPLINE CODE

Ensuring that your child learns in safe, supportive, and inclusive schools is our top priority. To improve school culture and climate, we use preventive approaches that address the real causes of a conflict. We believe it is important to reinforce positive behaviors through teachable moments. At the same time, we hold students accountable for their actions. We want them to reflect on their behavior and repair any harm done.

To build a strong base on which students can grow and thrive, today our schools are adopting an updated *Citywide Behavioral Expectations to Support Student Learning* (Discipline Code). Changes include the use of guidance interventions, support measures, and progressive discipline tailored to a student's social and emotional development. All updates are a result of a public review process that included hearings and feedback from community members like you.

I encourage you to review the Discipline Code and become familiar with the standards of behavior—and the consequences if these standards are not met. Please also discuss the standards with your child. The full Discipline Code is available in 10 languages on the Department of Education's (DOE) website (schools.nyc.gov/RulesPolicies/DisciplineCode/default.htm) and in hard copy at school. The standards outlined in the Code apply to behavior that occurs:

1. At school, before, during, and after school hours;
2. While traveling on vehicles funded by the DOE;
3. At school-sponsored events; and,
4. Off school premises when the behavior has a negative effect on learning or endangers the health, safety, or welfare of the school community.

The Discipline Code is divided into two sections: Section A is for grades K–5 and Section B is for grades 6–12. Each section describes five levels of infractions and the range of guidance interventions and disciplinary responses that school staff can take. Possible guidance interventions include counseling, mediation, and guidance conferences.

Disciplinary responses include parent conferences, detention, or suspensions, depending on the misconduct. The Discipline Code applies to all students. It includes a Bill of Student Rights and Responsibilities as well as the Procedural Safeguards Notice. The Code also addresses protections for students with disabilities, including students presumed to have a disability.

Family engagement is an essential part of all our work, and is key to building strong schools. We value your partnership in maintaining safe and inclusive learning environments for all. Thank you for helping to make our school community better, stronger, and safer for our children.

SNACKS

To ensure our students are eating right and have appropriate portions to gain energy and momentum during the course of the day, consider ways to purchase and prepare your child's snack that are healthy first!

Children need snacks to keep their busy bodies and minds going. Healthy snacking can help kids get important nutrients and help provide necessary fuel for learning to keep their minds going. Healthy snacking can help our students to provide necessary fuel for learning, sports and other activities. Portion control is something to think about so we can ensure our children our eating small, well-balanced snacks between their meals. Please be aware of product packaging while purchasing foods for your home and family and refrain from sending seaweed packages as a lunch treat or snack to school.

Other snacks to avoid are pitted snacks as they can be a choking hazard and endanger the welfare of your child.

Please pack snacks that are as nutritious as possible to insure quality student performance and endurance throughout the day. Think about smaller portions and healthier foods like: yogurt, fruits, vegetables, crackers, pretzels, etc. Try a balance of your child's favorite foods/snacks with healthy snacks.

Please be reminded of safety first always! We experienced an issue this week with students bringing in seaweed snack packets from home to eat during lunchtime. In reading the packaging, these items include contents of silica gel. Gel beads in the package are at-risk for ingestion.

We want to avoid any health-related problems with our youngsters and ask for your attention to this matter. Although many foods include these little white packets to keep foods fresh, it is very harmful and dangerous around children. American silica gel is non-toxic; however, many products brought in by students are packaged in China. Imported products from China cannot be verified as non-toxic.

Therefore, please be aware of product packaging while purchasing foods for your home and family and refrain from sending seaweed packages as a lunch treat or snack to school.

Thanks for your continued cooperation and support to educate our youngsters with healthy minds and bodies.

EXTENDED ABSENCES

Absences for vacations or family trips **cannot be approved** according to the Chancellor's Regulation A-210. School age children in New York City are required to attend school on a full-time basis. Requests for assignments in advance of instruction will not be honored. Upon return to school from long-term absence, your child will be given an opportunity to make up missed assignments. Please see our Pupil Accounting Secretary or Administrative Team.

SCHEDULED ACTIVITIES

Some of the scheduled activities for the upcoming year may include:

- Parent Orientation Meeting
- PTA Meetings
- Candy Sales
- School Photographs
- Open School Week
- Parent-Teacher Conferences
- Holiday Fair
- School Spirit Week
- Pumpkin Patch
- School Performances
- Book Fair
- Art Exhibits
- Field Day

PS 101 values our students, their thoughts, their feelings, their troubles and their triumphs. We promise to do all we can to prepare them for their future. We ask that you do your part in following the rules and regulations listed in this handbook so we may provide the best opportunity for a wonderful academic year.

LEADER IN ME

Our Leader In Me program will embark on phase III during the 2018-2019 school year and we are proud to recognize the decrease in discipline problems and increased engagement amongst students and teachers. The Leader in Me equips students with the self-confidence and skills they need to thrive in the 21st century. What would be possible if our school was filled with students who were responsible, who showed initiative, who were creative, who knew how to set goals and meet them, who got along

with people of various backgrounds and cultures, and who could resolve conflicts and solve problems? We will achieve this at PS 101 using The Leader in Me program. Our newly appointed cluster program with Ms. Bova will support Leader In Me teaching points with lessons, social circles, situations for role play and project-based learning activities. The Leader in Me program teaches the following 7 Habits: 1. Be Proactive 2. Begin with the End in Mind 3. Put First Things First 4. Think Win-Win 5. Seek First to Understand, Then to Be Understood 6. Synergize 7. Sharpen the Saw

You are your child's first and best teacher. To ensure that you are supported, we're providing parents and guardians with information about the universal, timeless principles found in The Leader in Me process, as well as activities you can put into practice at home to teach your student to become a leader. The Leader in Me Principles--Content from The 7 Habits of Highly Effective People is a key component of The Leader in Me. The 7 Habits is a combination of principles of personal and interpersonal effectiveness, such as responsibility, vision, integrity, teamwork, collaboration and renewal, which are common to all people and cultures. Here's how the 7 Habits are taught to students in an age-appropriate format within The Leader in Me process:

Habit 1 — Be Proactive--You're in Charge: I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2 — Begin with the End in Mind--Have a Plan: I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

Habit 3 — Put First Things First--Work First, Then Play: I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4 — Think Win-Win--Everyone Can Win: I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

Habit 5 — Seek First to Understand, Then to Be Understood--Listen Before You Talk: I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

Habit 6 — Synergize--Together Is Better: I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us can alone. I am humble

Habit 7 — Sharpen The Saw--Balance Feels Best: I take care of my body by eating right, exercising and getting sleep. I

spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.

