Grand Central Parkway Elementary School

P.S. 196
2015-2016
Parent-Student Handbook

71-25 113th Street
Forest Hills, NY 11375

Susan Migliano, Principal
Catherine Koatz, Assistant Principal
Ellen Maurer, Parent Coordinator

"When we know better, we do better."
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Vision

The vision of Public School 196, the School With a Heart, is to create a nurturing, child-centered learning environment that encourages all students to reach their potential and become caring, independent, creative citizens. Our school community works collaboratively with families to provide the highest quality education so that young minds develop into life-long learners and start on the path to college and career readiness.

Mission

At P.S. 196 we pride ourselves on being a collaborative school, comprised of a multicultural population. We believe that all students can meet standards of excellence. Our goal is to provide maximum educational opportunities for all children. We work every day to improve the quality of teaching and learning at P.S. 196, while encouraging an understanding of, and respect for the diversity of our school population. We cultivate a learning environment that nurtures children and maximizes opportunities for individual growth. We encourage mutual involvement, responsibility, and accountability within the school, home and community.
Dear Parents/Guardians of the P.S. 196 Family:

Welcome back to school. I hope everyone had an enjoyable and restful summer. We are excited about the start of the school year and are ready to kick off what we are sure will be another great year at P.S. 196. All of us at the school – teachers, administrators, and support staff – are working hard to make sure that your child/children will have a successful year of learning and growth. However, we know that we can’t do this alone. We need your support and involvement. The more involved you are in your child’s education, the more successful your child will be here.

One of the keys to your child’s success will be your ongoing involvement in our school community. Throughout the year, you will have opportunities to meet with your child’s teacher, attend informational sessions on the teaching approaches and learning materials that we use, and to participate in workshops on topics of special interest that will be planned and announced throughout the school year.

I strongly urge you to join and participate in our Parents Association; it affords you an opportunity to meet other parents, make new friends and enlarge your parent and professional network. The PA is a valuable source of information and support and will offer you opportunities to contribute to our school community.

I invite you to attend the many events we host to celebrate our students’ success. As your child’s first and most important teacher, we need you to help us get to know your child so that we can offer him/her the best learning experience possible.

I am available to each and every one of you to provide information, answer questions, help you access resources for your child and to help you resolve issues that you or your child might encounter in school. Please feel free to come to school to speak with me or call at 718-263-9770 x. 1145, or email me at emaurer@schools.nyc.gov when you need my assistance. Please also stop by the office just to say hello.

All of us at P.S. 196 are very happy that you and your child are part of our family. Please let me know if there is anything I can do to help you and your child get settled into the new school year.

Best regards,

Ellen Maurer

Ellen Maurer
Parent Coordinator
INTRODUCTION

The purpose of this handbook is to provide practical information that parents can use. Our goal is to keep channels of communication open, to inform, and resolve issues and concerns of all stakeholders and to avoid misunderstandings—all in the best interests of our children. This booklet outlines the communication system currently in place, policies that aid communication between home and school, methods to address concerns, and where to go to get specific questions answered. It provides you with the tools needed to communicate successfully with our school community.

CAN WE TALK?

Remember that you and your child’s teacher are a team working together for the good of your child. Look for opportunities to get to know your child’s teacher. By establishing a comfortable rapport early, you will find it easier to work together if either of you have concerns about your child.

Throughout the school year, the Parents Association will carry out fundraisers and functions to benefit our school. Please work jointly with your child/children’s teachers on these projects. Take the opportunity, if you can, to respond to class parents’ requests for volunteers in the classroom.

Share good news. Let the teachers know if you see improvements or if something wonderful is happening at home or school. If there are changes in your family circumstances, e.g., a birth, a new job, illness, etc., let your child’s teacher know, preferably in writing. Our school guidance counselor, Tara Thiem is available to speak with you about such events, if you choose. It is also helpful to alert the school nurse, if anything is going on that might trigger some extra “I don’t feel well” visits to her office.

If you have a classroom concern about homework, about the content of a class project, about how your child seems to be doing academically or socially—don’t ignore it. Talk with the teacher as soon as you can. Don’t wait until a concern or a question becomes a major problem. Similarly, parents should expect to be contacted by the teacher if the teacher has concerns. A call from the teacher doesn’t mean there’s “trouble”.

Scheduled Parent Teacher Conference dates (Thursday, November 5, 2015 and Thursday, March 3, 2016) are not meant to be the only time teachers are available to discuss your child’s progress or your other concerns. There will also be two additional parent evenings – one on September 17, 2015 and another in May 11, 2016. We encourage you to have ongoing open communication with your child’s teacher. In fact, Wednesday mornings during Parent Engagement (8:00 – 8:30 am) time would be the perfect opportunity to schedule an appointment. Make an appointment for a mutually convenient time. You can leave a telephone message for the teacher with the school secretary or parent coordinator and a note will be put into the teacher’s mailbox, or send a note in your child’s folder and the teacher will get back to you promptly. Many teachers also use email. If they do, they will give you that address. Remember, arrival and dismissal times are not convenient moments for extensive conferences with your child’s teacher.

VISITS TO SCHOOL

Parents are welcome to come to school on many occasions throughout the year. e.g., special classroom activities, celebrations, concerts, assemblies and workshops. It is important on these occasions to share in your child’s successes and achievements. During the 2015-2016 school year, parents will have the opportunity to visit their child’s classroom during Open School Week (November 16 – 20, 2015), more specific information will be given to parents in October. We are also starting Family Fridays this year. This once-a-month event will give you a chance to work on a fun activity in your child’s classroom. When you visit, be sure to carry identification to present to the security desk. Every person must sign in and out at the Security Desk. It is important not to interrupt instruction during the school day. If a parent would like to visit the classroom to speak with the
teacher, please make an appointment with the teacher ahead of time. Parents and guardians are always welcome, but please do not walk through the building without an appointment and destination.

**SCHOOL RECORDS**

Parents are entitled to see their children’s school records. If you are interested in doing so, contact the Parent Coordinator, Assistant Principal or School Guidance Counselor.

**COMMUNICATIONS CONCERNING TEACHERS**

If you have a concern about something in your child’s classroom, please discuss it directly with the teacher. It is important for building strong bonds between families and classroom teachers to take this first step. If you are unable to resolve a classroom concern with the teacher, you can discuss it with the Administration or Parent Coordinator.

**TESTING**

The schedule outlines the major tests that will be administered during the 2015 – 2016 School Year. Throughout the year, there will be additional assessments in all academic subjects. You will be notified when these tests will be administered.

### 2015–16 School Year

<table>
<thead>
<tr>
<th>Test</th>
<th>Administration Dates</th>
<th>Make-up Dates</th>
<th>Scoring Dates</th>
<th>Final Dates to Submit Answer Sheets to Scanning Centers</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYS Alternate Assessment (NYSAA)</td>
<td></td>
<td>Make-ups must be given within the testing window</td>
<td>Speaking is scored as it is administered.</td>
<td>Thursday, May 26</td>
</tr>
<tr>
<td>NYSESLAT Speaking</td>
<td>Tuesday, April 12 – Friday, May 13</td>
<td>Make-ups must be given within the testing window</td>
<td>Speaking is scored as it is administered.</td>
<td>Thursday, May 26</td>
</tr>
<tr>
<td>Grades 3–8 English Language Arts</td>
<td>Tuesday, April 5 – Thursday, April 7</td>
<td>Friday, April 8 – Tuesday, April 12</td>
<td>Monday, April 18 – Wednesday, April 20</td>
<td>Wednesday, April 20</td>
</tr>
<tr>
<td>Grades 3–8 Mathematics</td>
<td>Wednesday, April 13 – Friday, April 15</td>
<td>Monday, April 18 – Wednesday, April 20</td>
<td>Monday, April 18 – Wednesday, April 20</td>
<td>Thursday, May 5</td>
</tr>
<tr>
<td>NYSESLAT Listening, Reading, Writing</td>
<td>Monday, May 2 – Friday, May 13</td>
<td>Make-ups must be given within the testing window</td>
<td>Monday, May 16 – Thursday, May 26</td>
<td>Thursday, May 26</td>
</tr>
<tr>
<td>Grade 4 Science Performance Test</td>
<td>Wednesday, May 25 – Friday, June 3</td>
<td>Make-ups must be given within the testing window</td>
<td>Scoring may start immediately following administration</td>
<td>Thursday, June 16</td>
</tr>
<tr>
<td>Grade 8 Science Performance Test</td>
<td>Wednesday, May 25 – Friday, June 3</td>
<td>Make-ups must be given within the testing window</td>
<td>Scoring may start immediately following administration</td>
<td>Thursday, June 16</td>
</tr>
<tr>
<td>Grade 4 Science Written</td>
<td>Monday, June 6</td>
<td>Tuesday, June 7 – Wednesday, June 8</td>
<td>Following make-up dates, but no later than Thursday, June 16</td>
<td>Thursday, June 16</td>
</tr>
<tr>
<td>Grade 8 Science Written</td>
<td>Monday, June 6</td>
<td>Tuesday, June 7 – Wednesday, June 8</td>
<td>Following make-up dates, but no later than Thursday, June 16</td>
<td>Thursday, June 16</td>
</tr>
</tbody>
</table>
**ENTERING THE BUILDING & DISMISSAL EXITS**

- All students enter the building through the main entrance in the morning.
- Listed below are the exits designated for each class at afternoon dismissal.

**Exits For Dismissal**
**School Year 2014 - 15**

<table>
<thead>
<tr>
<th>2:50 P.M.</th>
<th>001</th>
<th>Classroom</th>
<th>From classroom 141</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:50 P.M.</td>
<td>011</td>
<td>Exit 14</td>
<td>Main Entrance</td>
</tr>
<tr>
<td></td>
<td>012</td>
<td>Exit 14</td>
<td>Main Entrance</td>
</tr>
<tr>
<td></td>
<td>013</td>
<td>Exit 13</td>
<td>Into Cul-de-Sac</td>
</tr>
<tr>
<td></td>
<td>014</td>
<td>Exit 13</td>
<td>Into Cul-de-Sac</td>
</tr>
<tr>
<td></td>
<td>015</td>
<td>Exit 13</td>
<td>Into Cul-de-Sac</td>
</tr>
<tr>
<td></td>
<td>016</td>
<td>Exit 14</td>
<td>Main Entrance</td>
</tr>
<tr>
<td></td>
<td>031</td>
<td>Exit 14</td>
<td>Main Entrance</td>
</tr>
</tbody>
</table>

| 3:00 P.M. | 101 | Exit 14   | Into Cul-de-Sac   |
|           | 102 | Exit 13   | Into Cul-de-Sac   |
|           | 103 | Exit 13   | Into Cul-de-Sac   |
|           | 104 | Exit 14   | Into Cul-de-Sac   |
|           | 131 | Exit 13   | Into Cul-de-Sac   |

| 3:00 P.M. | 201 | Exit 15   | Left Side Auditorium |
|           | 202 | Exit 15   | Left Side Auditorium |
|           | 203 | Exit 14   | Main Entrance        |
|           | 204 | Exit 14   | Main Entrance        |
|           | 231 | Exit 14   | Main Entrance        |

| 3:00 P.M. | 301 | Exit 15   | Middle Front Exit   |
|           | 302 | Exit 15   | Middle Front Exit   |
|           | 303 | Exit 15   | Middle Front Exit   |
|           | 304 | Exit 15   | Middle Front Exit   |
|           | 331 | Exit 15   | Middle Front Exit   |

| 3:00 P.M. | 401 | Exit 1     | Left Side Auditorium |
|           | 402 | Exit 1     | Left Side Auditorium |
|           | 403 | Exit 1     | Left Side Auditorium |
|           | 404 | Exit 1     | Left Side Auditorium |
|           | 431 | Exit 1     | Left Side Auditorium |

| 3:00 P.M. | 501 | Exit 1     | Old Main Entrance   |
|           | 502 | Exit 1     | Old Main Entrance   |
|           | 503 | Exit 1     | Old Main Entrance   |
|           | 504 | Exit 1     | Old Main Entrance   |
|           | 531 | Exit 1     | Old Main Entrance   |
|           | 591 | Exit 1     | Main Entrance       |

- Students who are late, must enter the building through the main entrance. Students must report to main office, to get a late pass to class.
- Monday – Friday a FREE breakfast will be served to any student. You do not have to apply for breakfast and can have it even if your child is not signed up for hot lunch. Breakfast starts at 8:20 a.m., Monday through Thursday and at 7:30 a.m. on Fridays.
WHO TO CONTACT . . .
This is not an all-inclusive list, but is intended to serve as a communication guide.
Main Office – 718-263-9770

You have a concern about homework… The Teacher
You have a concern about anything going on in your child’s
classroom – your child’s academic performance, content of
class work, social interactions between your child and others…
You lost your permission slip for the field trip… The Teacher
You need to take your child out of school early… Note to Teacher or Call Main Office
You want to visit the classroom… The Teacher
Your child is home sick… (Please call between 7:30 and 8:30 a.m.) The Main Office
You’ll be unexpectedly late picking your child up
at school… The Main Office
You need to reach your child in the classroom… The Main Office
You need to leave a message for a teacher… The Main Office
Your child lost his/her glasses… The Teacher/Main Office
Your child is having adjustment difficulties… The Teacher and/or The Guidance
Counselor
You need school events information… Principal Monthly Newsletter,
Ps196q.edublogs.org/ or pa196.org
You see an unsafe situation on or around school property . . . The Main Office
You want to know if school is cancelled due to
inclement weather… Call 311 or you will be contacted
by the school notification system.
You want to help with a PA event… The Parent Coordinator (ext. 1145)
You need information regarding the After School Program
Maria Romero North(339-788-7797)
You need general PA information… The Parent Coordinator (ext. 1145)
You have a classroom concern that you have tried but have
been unable to resolve directly with your child’s teacher… Administration
You don’t know who to call… The Parent Coordinator (ext. 1145)
ATTENDANCE POLICY

1. If your child is going to absent from school, please call the school at 718-263-9770 between 7:30 and 9:00 a.m., giving your child’s name, class, reason for absence and length of absence, if known. If your child is late or absent, you will receive an automated call from the Department of Education. We do not control these calls at the school level.

2. Your children are expected to be in school by 8:40 a.m., Monday-Thursday, to ensure that they are in their classroom and ready to learn by 8:50. On Fridays, they should be in school by 7:50 a.m., since instruction starts at 8:00 a.m.

3. If your child is late, he or she must go to the main office for a late pass. If they do not get a late pass, we cannot guarantee that they won’t be marked absent as opposed to late for the day.

4. If a child is out for 1 or 2 days, please send a written explanation to your child’s classroom teacher upon their return.

5. If a child is out for 3 or more days, a doctor’s note must be given to the classroom teacher upon their return.

6. If you plan on travelling in or out of the country an Intent to Travel Form must be filled out and can be obtained in the main office at any time. A copy of your itinerary or plane tickets must be attached, if you are travelling out of the country.

SCHOOL PERSONNEL

Mrs. Susan Migliano, Principal (smiglia@schools.nyc.gov)…………………………………… Ext. 1120
Ms. Catherine Koatz, Assistant Principal (cjarrat@schools.nyc.gov)………………………… Ext. 1240
Mrs. Ellen Maurer, Parent Coordinator (emaurer@schools.nyc.gov)………………………… Ext. 1145
Agent V. Vargas, School Safety…………………………………………………………………… Ext. 1000
Mrs. Susan Carroll, Pupil Accounting Secretary ………………………………………………… Ext. 1141
Mrs. Sherri Bell, Payroll/Principal’s Secretary ………………………………………………… Ext. 1140
Ms. Tara Thiem, Guidance Counselor …………………………………………..……………………. Ext. 3400
Ms. Evelyn McManus, School Custodian……………………………………………………….. Ext. 1050
Ms. Annette Neglia, School Nurse ………………………………………………………………… Ext. 1320
Blimie Berkowitz, School Psychologist ………………………………………………………… Ext. 3220
Ms. Heather Goodman, Social Worker ………………………………………………………… Ext. 3400

<table>
<thead>
<tr>
<th>The Classroom Teachers</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom ATS Codes</td>
<td>Teacher</td>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>T. Limeri</td>
<td>Room 141</td>
<td></td>
</tr>
<tr>
<td>011</td>
<td>K. Miles</td>
<td>Room 122</td>
<td></td>
</tr>
<tr>
<td>012</td>
<td>I. Makresias</td>
<td>Room 133</td>
<td></td>
</tr>
<tr>
<td>013</td>
<td>B. Gaudio</td>
<td>Room 134</td>
<td></td>
</tr>
<tr>
<td>014</td>
<td>A. Vu</td>
<td>Room 135</td>
<td></td>
</tr>
<tr>
<td>015</td>
<td>L. Carlino</td>
<td>Room 140</td>
<td></td>
</tr>
<tr>
<td>016</td>
<td>C. Gamba</td>
<td>Room 232</td>
<td></td>
</tr>
<tr>
<td>031</td>
<td>G. Roberson/J. Cabrera</td>
<td>Room 235</td>
<td></td>
</tr>
<tr>
<td>101</td>
<td>J. Axelrod</td>
<td>Room 233</td>
<td></td>
</tr>
<tr>
<td>102</td>
<td>A. Lathrop</td>
<td>Room 236</td>
<td></td>
</tr>
<tr>
<td>103</td>
<td>M. Kolberg</td>
<td>Room 240</td>
<td></td>
</tr>
<tr>
<td>Room</td>
<td>Teacher</td>
<td>Room</td>
<td></td>
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<tr>
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<td></td>
</tr>
<tr>
<td>104</td>
<td>Mrs. Lieberman</td>
<td>333</td>
<td></td>
</tr>
<tr>
<td>131</td>
<td>A. Werther/G. Romano</td>
<td>241</td>
<td></td>
</tr>
<tr>
<td>201</td>
<td>R. Rolleri</td>
<td>12</td>
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</tr>
<tr>
<td>202</td>
<td>C. Mazzola</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>203</td>
<td>E. Cibroski</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>204</td>
<td>S Steinberg</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>291</td>
<td>T. D'Ambrosio</td>
<td>336</td>
<td></td>
</tr>
<tr>
<td>301</td>
<td>L. Bermant</td>
<td>111</td>
<td></td>
</tr>
<tr>
<td>302</td>
<td>J. Golub</td>
<td>116</td>
<td></td>
</tr>
<tr>
<td>303</td>
<td>D. Perez</td>
<td>119</td>
<td></td>
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<tr>
<td>304</td>
<td>A. Martello</td>
<td>121</td>
<td></td>
</tr>
<tr>
<td>331</td>
<td>H. Carapazza/K. Hayes</td>
<td>119</td>
<td></td>
</tr>
<tr>
<td>401</td>
<td>T. Mistretta</td>
<td>113</td>
<td></td>
</tr>
<tr>
<td>402</td>
<td>L. Marotta</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>403</td>
<td>C. Ginzberg</td>
<td>213</td>
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</tr>
<tr>
<td>404</td>
<td>S. Helman</td>
<td>214</td>
<td></td>
</tr>
<tr>
<td>431</td>
<td>C. Lewis/M. Wolinsky</td>
<td>211</td>
<td></td>
</tr>
<tr>
<td>501</td>
<td>A. Herman</td>
<td>218</td>
<td></td>
</tr>
<tr>
<td>502</td>
<td>Z. King</td>
<td>216</td>
<td></td>
</tr>
<tr>
<td>503</td>
<td>S. Levin</td>
<td>221</td>
<td></td>
</tr>
<tr>
<td>504</td>
<td>S. Cogan</td>
<td>220</td>
<td></td>
</tr>
<tr>
<td>531</td>
<td>N. Delecce/B. Narcisse</td>
<td>212</td>
<td></td>
</tr>
<tr>
<td>591</td>
<td>H. Wellbrock</td>
<td>341</td>
<td></td>
</tr>
</tbody>
</table>

### The Cluster Teachers & Related Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Teacher</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>B. Haar</td>
<td>222</td>
</tr>
<tr>
<td>ESL – English As A Second Language</td>
<td>J. Riccardo</td>
<td>337</td>
</tr>
<tr>
<td>Computer</td>
<td>E. Phillips</td>
<td>219</td>
</tr>
<tr>
<td>Gym</td>
<td>S. Bronstein</td>
<td>G3</td>
</tr>
<tr>
<td>Music</td>
<td>K. Lee</td>
<td>22</td>
</tr>
<tr>
<td>Library</td>
<td>K. Taps</td>
<td>Library</td>
</tr>
<tr>
<td>Science</td>
<td>J. Raber</td>
<td>332</td>
</tr>
<tr>
<td>Kindergarten Literacy</td>
<td>Ms. A. Rozea</td>
<td></td>
</tr>
<tr>
<td>Speech</td>
<td>N. Kranzler</td>
<td>15B</td>
</tr>
<tr>
<td>Speech</td>
<td>A. Meltzer</td>
<td>15B</td>
</tr>
<tr>
<td>Resource Room</td>
<td>A. Wishnia</td>
<td>340</td>
</tr>
<tr>
<td>RTI/Flexible Programming</td>
<td>l. Margrill</td>
<td>335</td>
</tr>
<tr>
<td>Reading Specialist</td>
<td>K. Homler</td>
<td>15C</td>
</tr>
<tr>
<td>Math Specialist</td>
<td>L. Fischer</td>
<td>15C</td>
</tr>
</tbody>
</table>
### School Calendar
#### 2015-2016 School Year

| September | First Day for Students  
|           | *Half Day Kindergarten (12:15 p.m Dismissal)*  
|           | Partial Day for Pre-K  
|           | 1st Full Day for Kindergarten  
|           | Rosh Hashanah—No School  
|           | Yom Kippur – No School  
|           | Eid al-Adha – No School  
|           |  
| October   | Columbus Day—No School  
| November  | Election Day—No School for Students  
|           | Parent Teacher Conferences:  
|           | Times 1:00 pm – 3:00 pm—Afternoon  
|           | 5:00 pm – 8:00 pm—Evening  
|           | Half Day—Noon Dismissal  
|           | Veterans Day—No School  
|           | Thanksgiving Recess—No School  
| December  | Pre-Kindergarten Non-Attendance Day  
|           | Winter Recess  
| January   | Students Return to School  
|           | Dr. Martin Luther King, Jr. Day—No School  
|           | Pre-Kindergarten Non-Attendance Day  
| February  | Lunar New Year – No School  
|           | Mid-Winter Recess—No School  
|           | Students Return to School  
| March     | Parent Teacher Conferences:  
|           | Time 1:00 pm – 3:00 pm—Afternoon  
|           | 5:00 pm – 8:00 pm—Evening  
|           | Half Day—Noon Dismissal  
|           | Good Friday – no school  
| April     | NYS English Lang. Arts Exams (3-5 Gr.)  
|           | New York State Math Exams (3-5 Gr.)  
|           | Spring Recess – No School  
| May       | Students Return to School  
|           | Memorial Day—No School  
| June      | Chancellor’s Day—No School for Students  
|           | June Clerical Day – No School for Students  
|           | LAST DAY—Noon Dismissal  
|           |  

**Note:** Day and time of dismissal may vary.
Bell Schedule

School Schedule for Students –
Our school hours for all students are: 8:50 a.m. to 3:00 p.m., Monday thru Thursday and 8:00 a.m. to 2:10 p.m. on Friday. A.I.S. and Enrichment on Thursday mornings, begin at 8:00 a.m. (for qualified students)

Schedule of Periods

<table>
<thead>
<tr>
<th></th>
<th>Mon-Thurs</th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>8:50 – 9:35</td>
<td>Period 5</td>
<td>11:06 – 11:51</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:22 – 11:07</td>
<td>Period 7</td>
<td>12:40 – 1:25</td>
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<tr>
<td>Period 4</td>
<td>11:09 – 11:54</td>
<td>Lunch 8</td>
<td>1:25 – 2:10</td>
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</tbody>
</table>

Lunch Schedule – (Monday – Thursday)

Lunch Period 1: Grades K & 2nd 11:05 – 11:55 a.m.
Lunch Period 2: Grades 1st & 4th 11:57 – 12:47 p.m.
Lunch Period 3: Grades 3rd & 5th 12:49 – 1:39 p.m.

Lunch Schedule – (Friday)

Lunch Period 1: Grades K & 2nd 10:15 – 11:05 a.m.
Lunch Period 2: Grades 1st & 4th 11:07 – 11:57 a.m.
Lunch Period 3: Grades 3rd & 5th 11:59 – 12:49 p.m.
All students are entitled to eat Free Breakfast. If you are interested in viewing the Monthly Breakfast and Lunch Menus you can do so on-line. Go to http://www.schoolfoodnyc.org/public1/default.aspx?logout=1
On the bottom of the screen in the middle you will see “View Today’s Menus” then select the language you would like to see the menu displayed. You can see the K-8 Breakfast Menu and the K-8 Alternative Lunch Menu.

In addition, payment for lunch must be made on-line. The simplest way to pay for school lunch is at Myschoolbucks.com. There is no limit of how much you can add to your child’s account. You can fund the entire year in one or more transactions. It is secure and convenient, funds are immediately available. There is a hassle free recurring payment option. You can view your child’s meal purchase. Payment information is protected by the most advanced internet security. Go to MySchoolBucks.com and register for an account. Create an account for yourself and each child. You will need the student’s school, grade, birth date and OSIS number.

HEALTHY SNACKS

As conscientious parents and educators, we are all concerned about the foods our children eat. We are also concerned about the increasing rate of food allergies in children. Therefore, we ask parents to provide a healthy snack and drink on a daily basis for their own child. When the class is celebrating a birthday, the birthday child’s parent can provide nut-free treats such as cupcakes, brownies, cookies for the children to enjoy. During holiday celebrations please make sure that you check food labels and ingredients to ensure that the products are nut free. Here are some suggested healthy snacks, any unsweetened fruit juice, water, pretzels, goldfish, crackers, vegetables, fresh fruit or fruit cups, raisins, Jell-o, yogurt, applesauce, cereal bars or rice cakes.

LUNCHROOM EXPECTATIONS

Students must follow the rules as listed below.

1. Students enter the cafeteria in an orderly and quiet manner and go immediately to their designated table and sit down.
2. Students will talk quietly or read silently and wait in their seats until their table is called to the lunch line.
3. While waiting on line students will not cut, shove or push each other.
4. Students must stay in their designated areas; they may not visit other tables, unless given permission to do so by the lunchroom school aides.
5. After students have picked up their lunch they must return to their designated tables and remain seated until they have finished eating.
6. Students must empty their trays in the garbage before exiting the lunchroom.
7. Everyone must be respectful, so students will:
   • treat all lunchroom personnel respectfully
   • treat classmates respectfully
   • NEVER throw food or other items
   • behave as they would at home
   • pick up food if they drop it on the floor
   • use their classroom voice
   • sit and wait to be dismissed by table

All students must wait for their teacher before leaving the cafeteria.
WHEN IS A CHILD TOO SICK FOR SCHOOL?

Keeping children home from school when they are sick prevents the spreading of illnesses, so that all children in the class will be healthier and miss fewer school days. It is a parent’s responsibility to call (718-263-9770) or email (emaurer@schools.nyc.gov) the school to let us know if your child is not coming. Be sure to tell us your child’s ailment or reason for not attending. Your child should be kept home from school if the exhibit any of the below symptoms:

1. Temperature of over 100F, your child should be fever free for 24 hours before returning to school.
2. Diarrhea, where more than one abnormally loose stool has occurred in the last 24 hours.
3. Vomiting anytime after 6 p.m. the preceding evening
4. Sever coughing where the child gets red or blue in the face or the child makes a high-pitched croupy or whooping sound after he/she coughs.
5. Difficult or rapid breathing
6. Yellowish skin or eyes
7. Pinkeye (conjunctivitis) evidenced by tears, redness of the eyelids lining and irritation, followed by swelling and discharge of pus.
8. Infected skin patches that are crusty, bright yellow, dry or gummy.
9. Any contagious illness, like strep throat, flu, chicken pox, etc.
10. If an antibiotic has been given for an ear infection or sore throat, wait 24 hours before sending a child back to school.
11. Sever itching of the body or scalp, which could indicate the presence of lice.
12. Sever sore throat or trouble swallowing.
13. Constant runny nose.

GUIDELINES FOR OUTDOOR PLAY IN COLD WEATHER

The current Health Department recommendation and Department of Education policy states, “Children benefit from vigorous exercise and should be given the opportunity to play outside whenever possible. Unless it is snowing or there is ice on the playground, low temperatures should not be a barrier to outside play, as long as children are appropriately dressed.”

This is a reminder that you must send your children to school appropriately dressed for the cold weather (which could include warm shoes and socks, coats, and hats, scarves and mittens/gloves).

FIRE DRILLS AND EMERGENCY EVACUATION

Timely evacuation of the building would be crucial in the event of a fire or other emergency. Practice is required to ensure everyone in the building is safe in the event of an emergency. There are twelve fire drills throughout the school year.

Students will leave the building accompanied by their classroom or cluster teachers. It is extremely important for the safety of all students that children leave the building quietly and follow instructions given by the teacher. In the event of an emergency or drill, children need to follow the directions given by their teachers.
GETTING READY TO LEARN...

- Come to school well rested and prepared to learn
- Eat a healthy breakfast
- Be on time (by 8:50 am, Monday – Thursday and 8:00 am on Friday)
- Be prepared with materials: Each grade receives a supply list for the coming year. You can also find the supply lists on our website (ps196q.edublogs.org).
- Leave the classroom only with teacher permission, and a written pass
- Show respect for adults and other students
- Be honest, courteous and polite, and respect the property of others
- Maintain the cleanliness of school facilitates, classrooms and property
- No gum chewing allowed
- Settle differences peacefully
- No bullying allowed
- No cursing, name calling or disrespecting others
- Know that school is work; academic development is your primary purpose.
- Complete all homework, class work, projects and tests
- Please make sure to review the Chancellor’s Discipline Code with your children in September when it is distributed to all students.
- Cell phones, iPods, beepers and game systems are prohibited on school property, as per the Chancellor’s Regulations.

STUDENT CLASSROOM PROTOCOL

Please be on time.
- It is a parent’s responsibility to have their children at school prior to 8:50 am, Monday - Thursday and 8:00 a.m. on Friday. On nice days there will be outdoor line-up for all children. Kindergarten will line up in the area next to the playground in the front of the building. Grades 1 -5 will line-up in the back schoolyard. On days when the weather is inclement, the children enter the building through the main entrance and will be directed where to go.

Please be polite.
- When someone lends you paper, pens etc., say, “Thank-you.”
- Do not call out – raise your hand.
- Stay on task and actively participate in the lesson.
- Talk only during appropriate times in class.
- When others are speaking give them your full and complete attention.
- Do not get up during class to throw away garbage.
- When the bell rings, put away your homework, push your chair in, straighten your desk, and throw away your garbage.
- Listen quietly and attentively to the announcements.
- Please keep all rooms as neat, attractive and as comfortable as possible.
HOMEWORK POLICY

Purposes

An Effective Homework Assignment May Have One, Several, or All of These Purposes

- builds upon and advances learning of skills taught in school
- provides the opportunity to pursue individual interests
- takes into account the specific needs of individual students
- reinforces school learning

Time Required For Homework

The amount of homework assigned should take into account the child’s age and the needs of growing children, such as outdoor play and exercise, social and family recreation, and pursuit of hobbies, etc.

In grades K - 5 homework is usually assigned Monday through Friday. The assignment is as follows:

- Grade K approximately a minimum of 20 minutes
- Grade 1 approximately a minimum of 20 minutes
- Grade 2 approximately a minimum of 30 minutes
- Grade 3 approximately a minimum of 45 minutes
- Grade 4 approximately a minimum of 45 minutes
- Grade 5 approximately a minimum of 1 hour

Children should read for approximately 30 minutes each evening, unless otherwise instructed by their teacher.

Adjusting to Homework Skills

Every effort should be made to ensure that assignments are clearly understood by students and that the skills necessary to complete the assignment are learned in school. It is equally important that students understand the purpose of the assignment.

Parents’ Role: How Can You Help Your Child?

- Ask your child if she/he has homework
- Provide a comfortable, quiet place with adequate light where the child can work without interruption or distraction
- Plan other family activities “around the homework” so that the child can complete assignments on time
- Help your child to budget time so that homework is not an unreasonable burden-this is particularly true when there is a long-term assignment
- Evaluate the load of out-of-school activities so that your child will not suffer the pressures of over-organized living
- If your child needs some help, be patient. Review the directions with your child. If it seems appropriate, offer an example. DO NOT DO the work for your child
- If something doesn’t seem right to you, check with the teacher. You and your child’s teacher are partners in learning . . . and partners work together.
Common Core Learning Standards were developed by educators and other experts based on research and lessons learned from top-performing countries. The standards describe the skills and knowledge your children need to succeed in a rapidly changing world, including the ability to think creatively, solve real-world problems, make effective arguments, and engage in debates. You can find more information on the Common Core Learning Standards by visiting http://engageny.org

CURRICULUM

When visitors enter our building, they immediately recognize a school dedicated to children’s learning and exploration. Our hallways are always brimming with children’s artwork, and school work.

ReadyGEN

Ready GEN is a collaborative custom development project between Pearson and the New York City Department of Education that is designed to equip all New York City public school teachers with the tools and practices necessary to meet the new expectation of the Common Core State Standards in reading and writing. Ready GEN, comprised of deliberately organized text sets and a routines-based instructional path for Grades K – 5, is designed to accelerate delivery of the new processes of the Common Core in elementary classrooms across New York City.

Mathematics

GO!Math! is a focused program designed to meet the objectives and intent of the Common Core Learning Standards for Mathematics. The author team for GO!Math! consists of mathematics educators and school district personnel and includes representation from the leadership of NCTM. The team’s balance between state and national perspectives as well as the team’s research expertise and practical experience makes GO!Math! both accessible and mathematically sound.

GO!Math! was specifically written to provide thorough coverage of the CCLS with an emphasis on depth of instruction. Particular attention was given to providing support for teachers as they transition to a focused, rigorous curriculum. These efforts are apparent in the ways lessons begin with context-based situations and progress toward more abstract problems. Students and teachers are supported as they advance from concrete to abstract content through the use of models and math talk prompts presented in the Student Editions, and sample questions provided in the Teachers Editions. The program is designed so that teachers can easily create the environments necessary for teaching the Common Core State Standards for Mathematics with depth without having to develop new materials.
GRADING POLICY

The administration along with a team of teachers and coaches developed the following grading rubric. The goal was to clarify our school’s grading policy, and to ensure that grading was cohesive and consistent across grades and curricular areas.

Level 4: Meeting Standards with Distinction – The student always demonstrates superior understanding of the content, concepts and skills for the learning standards and key ideas being assessed. For numerically graded tests, the student scores 95% or above.

Level 3: Meeting Standards – The student usually demonstrates an understanding of the content, concepts and skills for the learning standards and key ideas being assessed. For numerically graded tests, the student scores between 80% and 94%.

Level 2: Approaching Standards – The student sometimes demonstrates an understanding of the content, concepts and skills for the learning standards and key ideas being assessed. For numerically graded tests, the student scores between 65% and 79%.

Level 1: Below Standards – The student rarely demonstrates an understanding of the content, concepts and skills for the learning standards and key ideas being assessed. For numerically graded tests, the student scores below 65%.

HOW CAN YOU HELP US…

PARENTS

- You MUST bring photo identification with you to enter the building. And you MUST sign-in and sign out and return the visitor’s pass at the security desk.
- Please check the Lost and Found frequently, or better yet LABEL ALL clothing, lunch boxes, etc. with your child’s full name.
- Obey traffic and parking regulations and/or restrictions around the school to ensure the safety of all of our children. Please note 113th Street is closed at 2:35 for afternoon dismissal.
- Please do not interrupt a class or teacher during school hours.
- Drop off items to be delivered to your child’s class in the main office.
- Try to coordinate all after-school plans with your child in the morning. Make sure the teacher and/or office knows.
- Try to schedule appointments with a teacher by leaving a message for the teacher at the main office or by writing a note to the teacher.
- If your child is leaving school early, please make sure you notify the teacher and you must sign them out in the main office.
- When visiting our building you must go to the main office unless there is a scheduled event in the school or classroom.
- Parties – Birthday parties should be limited to cupcakes and juice, and should not include clowns, cotton candy machines or other excesses. PS196 siblings are not allowed to attend parties or celebrations, only performances.
TALK TO YOUR CHILDREN ABOUT THE FOLLOWING…

STUDENTS

➢ Respecting their classmates and all other students.
➢ Teasing and making fun of other children is hurtful.
➢ Tell your teacher or other school personnel if they see a child being teased or bullied.
➢ Try to settle disagreements in a peaceful manner.
➢ Respect other people’s opinions.
➢ Treat all adults with respect.
➢ Never go with someone they do not know.
➢ Do not bring electronic devices (CD players, Game-Boys, PSPs etc.) to school.

DASA

The Dignity for All Students Act (DASA) was passed by New York State in July, 2012. The law affirms that all students in public schools are entitled to an environment free of discrimination and harassment. As a community, we have zero tolerance for bullying and harassment. Please know that any time a child reports an incident, steps are immediately taken to investigate and remedy the situation. All children should feel comfortable approaching any adult in the building, and know that their complaint will be taken seriously.

SCHOOL POLICY ON ELECTRONIC DEVICES & TRADING CARDS…

Students are not allowed to bring personal game systems (PSP, DS, etc) iPods to school. They may not use them at any time during the school day – not at lunch, recess, or in class. You children are allowed to bring cell phones to school, the phones must stay in your child’s backpack until they exit the school building. Please speak to your children about these regulations, since they will be expected to abide by them.

If a student brings an iPod or personal game system, the device will be brought to the principal’s office. A student’s parent or guardian will have to come to school to collect the device. It will not be given back to the student.

Trading cards (Yo-Gi-Oh, Pokemon, etc.). It is especially important to know that at no time are students allowed to buy or sell trading cards – or anything else – on school property.
Parents’ Information

NYC Schools Account for Parents
NYC Schools Accounts give parents access to key information about your child’s progress in school. With a NYC Schools account, parents will be able to view your child’s attendance, grades, NYS test scores and contact information. You can view this in ten languages on a computer, phone or tablet. If any parent needs assistance setting up an NYC School account please feel to contact Ellen Maurer, Parent Coordinator at ext.1145 or Catherine Koatz, Assistant Principal at ext. 1240.

Coffee & Conversation
Mrs. Migliano will once again be hosting her informal monthly meetings with parents. The feedback from these meetings has always been very positive. Mrs. Migliano is looking forward to chatting with parents again about all of the issues that are important to them and our school community. During the 2014 -15 school year, Coffee & Conversation will be held once a month, in the morning (8:15 a.m. – 8:45 a.m.) in room 222. The dates for Coffee & Conversation are as follows: September 16, October 15, November 25, December 17, January 14, February 11, March 24, April 20, and May 18.

Wellness Council
The Wellness Council of P.S. 196Q is dedicated to helping The School with a Heart be the School with a Healthy Heart, too. The Wellness Council has championed initiatives to support our students’ and faculty’s well being in Nutrition, Physical Education Physical Activity and overall wellness. If you area interested in being an active part of the Wellness Council, please email Meredith Kaback at mkaback126@gmail.com and/or join them at 7:00 p.m. prior to the monthly PA meetings.

School Leadership Team (SLT)
The School Leadership Team is the decision-making group that works collaboratively to improve the school community. The team participates in decisions in such areas as curriculum, instructional programs, staff development and parent involvement. The SLT meets once a month. The School Leadership is comprised of 6 staff members and 6 parents. The current parent members on SLT are, Ellen Chu, Bruce Grossberg, Meredith Kaback, Michelle Kiliski, Alyssa Pollack, Susan Xiong.

Parents’ Association (PA)
The Parents Association provides support and resources to the school for the benefit and educational growth of children. As a member you can help organize special events and activities for parents. PA members foster and encourage parent participation on all levels, and provide opportunities and training for parents to participate in school activities. Parents Association Executive Board Members serve for a one year term. New elections are held at the end of each school year. The dates for the monthly PA meetings are as follows: Monday, September 21st, Tuesday, October 20th, Tuesday, November 17th, Tuesday, December 15th, Tuesday, January 19th, Tuesday, February 23rd, Tuesday, March 15th, Tuesday, April 19th, Tuesday May 17th and Thursday, June 16th.
Our current PA Executive Board for the 2015-2016 School Year

Co-Presidents – Stephanie Smith
Tasneem Malberi
Vice President - Stephanie Cooper
Michelle Kiliski
Brenda Zuckerman
Co-Secretary – Heather Brown
Karen Solomon
Treasurer – Yvonne Venezia
Elizabeth Udit

Class Parents
Class parents communicate information to all the parents from their child’s class. Class parents give a class list to the teacher to distribute to all students. Class parents assist teachers during Parent Teacher Conferences in the Fall (November 5th) and Spring (March 3rd). Class parents are volunteers. Please refer to the PA Website, http://pa196.org for specific responsibilities.