

P.S. 277



**Dr. Evelina Lopez-Antonetty Children's
Literacy Center
Parent Handbook
2016-2017**

School Website: www.ps277x.com

Mandated School Uniform Policy

Boys:

- Shirts: Burgundy polo shirts
- Pants: Gray pants (No jeans)
- Burgundy vest/sweater with white shirt/burgundy tie and gray pants.
- Sweaters burgundy or PS 277 sweatshirt
- Footwear: Black shoes/black sneakers.
- **Gym Uniform:** Gray or Burgundy sweat suits ONLY (To be worn on gym days only)

Girls:

- Blouses: Burgundy polo shirts/ short or long sleeve
- Skirts: Gray skirt or jumper. Miniskirts are not permitted.
- Pants: Gray Pants (No jeans, leggings or tights)
- Burgundy vest/sweater with white shirt/burgundy tie.
- Footwear: Black shoes/black sneakers. No flip- flops (safety).
- **Gym Uniform:** Gray or Burgundy sweat suits ONLY (To be worn on gym days only)

NO HATS, GLOVES, SCARVES, OR BANDANAS OF ANY KIND UNLESS IS PART OF YOUR RELIGION ARE TO BE WORN IN THE BUILDING. NO COLOR ZIPPER SWEATERS

Breakfast

Breakfast is served from 7:45 -8:10 am. **Children arriving after 8:15 am will not be allowed to eat breakfast.** Children eating breakfast will use the school yard entrance, on 147st by Agent Smith to enter the building. (Please do not send students with soda, sugary drinks, candy, and/or chips. We want our students to be healthy and strong.)

School Entrance

- Pre-K, K, and 1st grade enter through 147 st.
- 2, 3, 4, and 5th grade enter through indoor yard -148 st.

Attendance/Lateness

Students are not in their classroom by 8:25 a.m. will be marked late/absent. If your child is absent for two or more consecutive days, please be sure to send a note explaining the reason for the absence when your child returns to school. Sending a note does not erase the absence, it just provides information so that the absence can be properly coded. **4th grade parents please ensure that your child is punctual. Middle School looks at your child's attendance record when selecting and admitting students.** We will follow -up with families regarding excessive absences and lateness. Unexcused absences, such as extended holidays, are highly discouraged. Research has found that regular attendance is critical to school success and even a minimal number of absences during the school year can have a serious impact on a student's ability to achieve.

Half- Day Dismissal

The school day ends for Pre-K and Kindergarten at 11:45 am and grades 1- 5th at 12:00 pm.

All students will be provided the opportunity to eat lunch on half days. Students may bring lunch from home or eat the school lunch. Please coordinate with your child's afterschool to ensure that it is in session on these days.

Late Pick-Up

Students who have not been picked up after dismissal will be brought into the auditorium. After 3:00 pm students will have to be picked up in the main office were parents will be called to pick up their child. If we are unable to reach you, we will contact the individuals you have authorized on your child's Blue Card to pick up your child. **All adults must have picture I.D. and anyone picking up the students should be over 18 years of age, unless a note is written authorizing release to anyone under the age of 18. Also note that dogs and pets are not allowed on school premises.**

Lunch/Recess

Students will eat lunch in our school cafeteria. Lunch/Recess periods are 50 minutes. Every class will be given time to eat and time for recess. At lunch, children are responsible for cleaning up after themselves. Lunch will be supervised by staff members. Students can bring a bag of lunch from home or can receive school lunch. Please send your child to school with nutritious foods that will help them establish healthy eating habits and keep them energized throughout the day. Please remember to pack items that your child can open, i.e. Tupperware or bottles. **No soda or glass bottles are allowed in school.** In an instance where a child is highly allergic to certain foods, a doctor's note must be submitted regarding the allergy.

Dismissal

Please see the table below to see the times and location for pick up.

Please note that our school hours are 8:20 – 2:40 Monday through Friday.				
Grades	Arrival	Dismissal	Inclement weather	
Pre K & Kindergarten 1 st Grade	Cafeteria (147 St. Entrance)	Cafeteria Outdoor school yard	Cafeteria	
2 nd 3 rd , 4 th & 5 th	Indoor yard	Outdoor school yard	Cafeteria Indoor yard	

Please note that in the outdoor school yard, no bikes and or dogs are allowed in the yard.

There is limited space and we need to ensure that we keep everyone safe.

Lunch Forms

In the beginning of the school year, every child will receive a federal government form from which eligibility for free or reduced cost lunch is determined. Even if you are ineligible for free or reduced cost lunch, **you must return this form.** We are provided with a limited number of lunches based on the number of students signed up for school lunch and will have very few, if any, "extra" lunches are available. You can also apply online at nyc.applyforlunch.com.

Pre-Kindergarten, Kindergarten and 1st Grade Snack

We understand that kindergarten children may be hungry in the afternoon; therefore snack time will be established in each kindergarten classroom. This is a brief period of time in which students will be provided with a healthy snack to "re-energize" them for continued classroom instruction. Snacks should be healthy (no candy, gum, or sugary drinks will be permitted). All classrooms are "nut free". In an instance where a child is highly allergic to certain foods, a doctor's note must be submitted regarding the allergy. These children can bring a snack that is safe for them to eat.

Some suggested snack items:

- Pretzels, dried fruit or raisins
- Cheese sticks
- Fruits and vegetables
- Crackers, graham crackers

Pre-Kindergarten, Kindergarten and 1st Grade Change of Clothes

Please send a change of clothes for children in grades prek-1st, in the likelihood children need to change. The change of clothes should be sent in a baggie with your child's name.

Birthdays

We recognize that birthdays are an exciting day for children. We will not allow for any birthdays celebrations in school. Instead as a school community we will recognize all children by having a monthly celebration for the student's birthday in class at the end of the month.

Cellphone Policy

Cell phones and Electronic devices (PSP's, Gameboys, tablets, etc.)

Students may bring cell phones, computing devices, and portable music and entertainment systems to school, but they may not be turned on or used at school.

Cellphones taken out in any classroom or school space will be confiscated.

Parents and guardians will be able to pick up the devices that have been confiscated **only on Fridays between the hours of 1:45pm - 2:15pm.**

PS 277 is not accountable or will be held liable for any lost, stolen, or damaged cellphones, computing devices and portable music and entertainment systems.

If there is an emergency your child must contact you through the Main Office.

Assemblies and Moving Up Ceremonies

These events are to celebrate and strengthen our community. We ask parents and family members to attend. No food or hot drinks are allowed in the auditorium.

Toys

Toys can be distraction and interrupt learning, therefore, **they should not be sent to school. Toys will be taken away until the end of the day.**

Field Trips

Curriculum is enriched through the year with the field trips. Our students will be provided with several opportunities to participate in community walks, trips to neighborhood parks, art institutions and the physical education complex. The DOE requires consent slips be signed by parents/guardians for trips. Children cannot leave the building without parental consent. Additional consent forms will be sent home for trips that require transportation or extended beyond our immediate school vicinity. The DOE requires one adult chaperone for every 10

children, so parents are encouraged and needed to join their child's class on trips. There will be a place on the permission slip for parents to indicate their interest in attending. We appreciate your assistance on trips and remind chaperones that they are there to chaperone the class and assist all students. **Siblings of students may not attend the trip.**

Curriculum

At PS 277, we strive to provide our students with a curriculum that encourages exploration, observation, and questioning. Our goal is to create a learning environment where children feel safe sharing their ideas and develop a strong sense of who they are. Our curriculum integrates English Language Arts, math, scientific inquiry skills, social studies and the arts through Units of Study. Our goal is to provide students with multiple opportunities and experiences to deepen their understanding of the information they are presented with. Students are taught using an active curriculum that requires children to "think out of the box", develop good social skills, and be able to articulate their feelings, observations, questions, and ideas. Our curriculum is developed using the Common Core State Standards, student interests, community resources, teacher observations, assessments and record keeping. These assessments enable us to develop an understanding of an individual student's learning and needs.

Qualities of a Learning Child

<ul style="list-style-type: none"> • Ability to play 	<ul style="list-style-type: none"> • Works over time on something/caring about an on-going project
<ul style="list-style-type: none"> • Identifies with learning/ connects something new with own experiences 	<ul style="list-style-type: none"> • Exhibits confidence as a learner
<ul style="list-style-type: none"> • Works attentively 	<ul style="list-style-type: none"> • Perseveres
<ul style="list-style-type: none"> • Has a sense of self as powerful 	<ul style="list-style-type: none"> • Can learn from others and with others
<ul style="list-style-type: none"> • Connects with others 	<ul style="list-style-type: none"> • Exhibits self-control
<ul style="list-style-type: none"> • Ability to explore 	<ul style="list-style-type: none"> • Asks questions
<ul style="list-style-type: none"> • Sorts, categorizes, sees patterns, sequential relationships, and parts of a whole 	

Health and Safety

Student Health

Allergies

An Action Plan will be developed for any student who suffers from severe allergies. All staff members will receive a copy of the Action Plan and will be trained on how to respond to an allergic reaction.

Blue Cards

The Blue Card provides our school with emergency contact information. Please be certain that cards are filled out completely and returned to school as soon as possible. In the event the school needs to contact you regarding your child, it is important to list all the telephone numbers where your designated caregiver(s) can be reached during the school day. Please provide at least two emergency numbers. **Children will not be released to anyone whose name is not on the Blue**

Card - no exceptions. If information changes at any time during the school year, it is important that you come into the Main Office and update the Blue Card.

Head Lice

Any incidence of head lice in any classroom must be reported immediately to the main office. The child's family will be called immediately so that the child can be taken to the doctor and treated. The child will not be able to return to school without a letter from his/her doctor indicating that s/he is no longer contagious to others. Children with nits are not required to be sent home.

Illness

While regular attendance is promoted, please keep your child home from school if they have a fever higher than 99 degrees or a contagious cold.

Injuries

A child who has an accident that results in an injury during school hours will be seen by the School Nurse. In the case of minor injuries or illness where the child returns to class, she or he will be given a note to take home to parents/guardians.

Medication

Students with chronic health problems who need to take medication on a regular basis must have a **504 Request Form completed by their doctor**. This form needs to be on file in the main office in order that the child can receive the medication in school. No staff member can administer medication - prescription or over the counter - to a student who does not have a completed 504 Form. A letter from a parent/guardian must also be provided to the school to grant permission for administration to treat the child.

Fire Drills and Emergency Evacuations

Fire drill instructions are posted near doors throughout the school and children are instructed in routines throughout the year to prepare for unannounced drills.

Emergency Closing and Delayed Openings

The Chancellor of the NYC DOE makes decisions about school closures and delayed openings by 6am on a given day. Families can find updated information by checking the DOE website (www.schools.nyc.gov), calling 311, or by listening to local news radio, local TV stations or cable channel NY1.

School Safety and Visitors

Our School Safety Agent is here to ensure that our learning community is safe. All visitors to our building are required to sign in, show identification and receive a visitor's pass **including PS 277 parents and guardians (unless there is a planned event for parents; for example Family Friday, Moving up Ceremony)**. When exiting the building, please exit only by the front entrance by the security and return the visitor's pass.

Homework

Every child is expected to read at home each school night. "Books in a Bag" and reading logs are meant to facilitate this process and will be sent home with students as the school year progresses. Students are responsible for the upkeep of the book and for returning the books back to school. Students receive regular weekly homework (beyond reading and being read to). The purpose of homework is to extend and reinforce daily learning. Assignments should be purposeful and related to class activities, as well as to individual children's interests, needs and abilities.

Parents can offer assistance in the following ways:

- Read with their child every night
- Listen to their child and answer questions
- Ask their child about what they did in school that day

Daily Homework

Pre-Kindergarten: Reading 30 minutes to your child and asking questions about the book and always engaging in discussion with your child.

Kindergarten: Reading 20 minutes, (To, with, and/or by an adult) and 15 minutes of other work (may include math, word problems, unit research, and/or word study)

First Grade: Reading 25 minutes, (To, with, and/or by an adult), and 20 minutes of other work (may include math, word problems, unit research, and/or word study)

Second Grade: Reading 30 minutes, and 30 minutes of other work (may include math, word problems, unit research, and/or word study)

Third- Fifth Grade: Reading 45 minutes, and 30 minutes of other work ((may include math, word problems, unit research, and/or word study)

Building a Community of Learners: Climate Culture and Discipline

At PS 277 we value both academic achievement and character development. A child's talents, interests, and individuality are highlighted and encouraged. We value our students for their potential, as well as their achievement. Our goal is to continuously support their intellectual, social emotional and moral growth. The primary responsibility for providing and strengthening values resides with parents.

PBIS Core Values

Honesty: Members of the community are truthful and act with integrity and honor.

Responsibility: Members of the community are reliable and hold themselves and others accountable for their actions.

Respect: Members of the community acknowledge the intrinsic value of all people. We act with tolerance, courtesy, and thoughtful regard for all persons, for property, for the environment, and for ourselves.

Kindness: Members of the community exhibit caring and compassionate behavior in all aspects of daily life. By our positive example, we encourage kind behavior in others.

Safety: Members of the community keep each other safe by following the rules and routines of the classroom and school.

Our most important responsibility is teaching children to respect themselves and others in their neighborhood, school, and classroom communities. Our goal is to build classroom communities where children treat others with fairness and respect. PS 277 will not tolerate behaviors which routinely disrupt the learning environment or cause a safety threat to others. It is important that families and students understand that some behaviors are reflective of early child development. We ask that families respect our judgment and trust that we are addressing situations as they arise. If you have questions or concerns regarding a specific situation, please contact a member of our community and we will address your concerns as appropriate.

Rights and Responsibilities

PS 277 is committed to ensuring a safe and nurturing environment that facilitates effective teaching and meaningful learning and fosters a sense of responsibility, good citizenship, and accountability. It is, therefore, necessary that students understand that there are standards of behavior with which all students are expected to comply and there are consequences if these standards are violated. Students should be aware that rules, which govern their behavior, come in a variety of formats, all of which correspond with each other. Families will be receiving a copy of the **Citywide Standards of Discipline and Intervention Measures** which outlines the discipline policies as set forth by the Department of Education for students in Kindergarten through 5th grade. This document includes the DOE's citywide Discipline Code as well as a Student Bill of Rights. In addition to the DOE's Standards, every class will establish clear expectations to follow within their class and the school building. The rules and expectations will be posted in each classroom, along with a copy sent home to families to be reviewed together. The **Code of Conduct** is based on three core principles: **Being Safe, Being Responsible, and Being Respectful**.

The following guiding principles support and maintain our effective learning community:

- At the heart of any effective discipline policy is prevention. Therefore students, parents, teachers and administrators need to work together to prevent problems as much as possible.
- A key goal should be the development of self-discipline. Opportunities for teaching and learning new skills and attitudes will be integrated into the curriculum and actively pursued when problems arise.
- Clear limits and consequences are important so that everyone understands what is needed for working together. The application of these limits and consequences must be informed by the needs of the students involved and the larger school community. Students need to understand what the core principles mean and be presented opportunities to be successful.
- Every human being has an inherent value. Both classroom and school consequences should be appropriate to a student's behavior. The New York City Chancellor's Discipline Code will be used to determine interventions and consequences. Guidance interventions will be provided to aid in developing student an understanding of their action and its effect on the learning community.

Non-Negotiable:

- Students have a right to work and learn.
- Students should do their best to learn and participate in class and school activities and allow others to do the same. They should be prepared and arrive on time to school to ensure maximum participation in learning experiences.
- Students have a right to feel safe. Students are expected to walk in the school building and keep their voices low when in shared spaces. Recess and lunchroom rules must be upheld. Fighting, bullying, and unwanted physical contact will not be accepted. The New York City Chancellor's Discipline Code will be adhered to when determining consequences of these behaviors.
- Students should be treated respectfully and they should treat others with respect.

- Students need to keep their community clean. They are expected to clean up after themselves in the classrooms and in shared spaces.

Home School Connection

Consistent communication between school and home contributes to student's success in school. During the first days of school, teachers will send a letter of introduction home that will include routines, plans, etc. Our monthly school calendar & newsletter will be sent home to share information about the curriculum, upcoming events (field trips, celebrations of learning). **Any parent questions/notifications should be written in a letter to their teacher.** If a conference is requested, parents are asked to please provide teachers with a note regarding the topic and three available days they can meet with them.

Monthly Calendar

- **Family Fridays** (every 1st Friday of the month)-parents can come and visit their child's classroom and see what's going on.
- **Afterschool Homework Help** (every Tuesday Parent Engagement) (**check calendar for grade**) Parents must accompany their child to these sessions, if they want to learn how to help their child.
- **Monthly parent workshops**

Every month students will receive a monthly calendar informing families of events that will be happening for that month in our school. (Parent workshops, meetings, events etc...)

Café Con Libros

Café Con Libros is a day when you can come in and have a cup of coffee with our Principal to discuss any concerns, share ideas, and ask questions about anything you are not sure, share information that we might not be aware. Together as a school community we can make this a better place for our children. Parental involvement is a crucial part of your child's development and you are also valuable to us becoming a better and stronger school. **Please see school calendar for the dates.**

Newsletter

Our school-wide newsletter is distributed to families at the beginning of each month. Every newsletter consists of grade news regarding upcoming teaching and learning, Guidance news, and Art news and updates.

Parent-Teacher Conferences

Parent-Teacher Conferences / Meeting are scheduled in September, November, March and May. At these individual conferences, parents discuss their child's academic and social progress with the teacher. In addition, parents are invited to observe their child's class and school during the first Friday of each month. **If there are special circumstances or situations that require discussion, please do not wait until the scheduled conferences; please send a note requesting an appointment with your child's teacher.**

Curriculum Night: Thursday, September 22, 2016, Time: 5:00 - 7:30 pm

Dad bring your child to school: Tuesday, September 20, 2016

Half Day/ Conference date: Thursday, November 3, 2016 at 1:00 - 3:00 pm & 5:00 - 8:00 pm

Half Day/ Conference date: Tuesday, March 9, 2016 at 1:00 - 3:00 pm & 5:00 - 8:00 pm

End of Year Parent Conferences: Wednesday, May 17, 2016 Time: 5:00 - 7:30 pm

Citywide & Statewide Assessments

NY State English Language Arts (ELA) grades 3-8: March 28, 29 & 30, 2017

NY State Mathematics grades 3-8: May 2, 3, & 4, 2017

Report Cards

Students will receive report cards in **November, March and June**. The information provided in our Report Cards supports our belief that collaboration and dialogue between school and families is critical in supporting the academic, social, emotional and physical development of our students. **Students will also receive progress reports during the month of January and reading progress reports will be sent on a monthly basis.**

Translations

Many different languages are represented at our school. It is not possible to translate newsletters and other publications into all of these languages. Therefore, our staff will make an effort to reach out individually to families who might need assistance in understanding school communication.

Parent Association

The Parent Association/Parent Teacher Association will work to support teachers and families at our school. Additionally, the PA/PTA serves as a liaison between parents and the school administration. They provide tools and information to help parents become active participants in their child's education and the school community.

School Leadership Team

- **Monthly meetings: The dates will be forthcoming.** Parents are welcome to attend. The New York State legislature mandates that all NYC Public Schools have a School Leadership Team in place by October of each school year. The SLT is made up of 50% parents and 50% staff. The Principal, PTA president and UFT Rep (or designees) are automatically on the team; other members are elected by their constituencies at a meeting held for that purpose. The SLT is a place where parents, administrators and staff members have an opportunity to communicate regularly and share ideas. Many of the responsibilities of the SLT revolve around creating the Comprehensive Educational Plan for the school and making decisions that will allow for this plan to be implemented.

WHO and HOW?

Question/Concern	Contact	How?	Email Address/ Telephone
<u>AIS</u> Academic Intervention Service	AP, Ms. Cammarata AP, Ms. Mejia Ms. Boucher/Milka Bravo	Main Office Room 407	(718) 292-3594
<u>SBST</u> School Based Support Team	Ms. Rodriguez <u>N. Rose</u>	Main Office	srodriguez@ps277x.com nrose@ps277x.com
Guidance Counselors	Ms. Capasso (Mon & Fri) Ms. Almodovar	Main Office	dcapasso@ps277x.com calmodovar@ps277x.com
Parent Coordinator	Ms. Vega	Room 210	jvega3@schools.nyc.gov jvega@277x.com (718) 292-3594 EXT 2101
DOE Policies and Procedures	Principal, Ms. Jorge AP, Ms. Cammarata AP, Ms. Mejia	Main Office	(718) 292-3594
Concerns about school	Principal, Ms. Jorge AP, Ms. Cammarata AP, Ms. Mejia	Main Office	(718) 292-3594
<u>Attendance</u> Absences and lateness	Ms. Maybelline	Main Office	(718) 292-3594 msuarez@ps277x.com

2016-2017 School Year Calendar (PRINTED DOE VERSION)

MONTH	DATE	DAY	EXAPLANATION
September 2016	1	Monday	Labor Day (school closed)
	8	Thursday	First Day of School for all students Early dismissal for Pre-K and Kindergarten.
	9	Friday	Early dismissal for Pre-K
	12	Monday	Eid al- Adha (school closed)
October	3- 4	Monday & Tuesday	Rosh Hashanah (school closed)
	10	Monday	Columbus Day (school closed)
	12	Wednesday	Yom Kippur (school closed)
November	3	Thursday	Parent/Teacher Conferences 1:00 -3:00 pm & 5:00 - 7:30 pm
	8	Tuesday	Election's Day (school closed)
	11	Friday	Veterans Day (school closed)
	24-25	Thursday & Friday	Thanksgiving Day Recess (school closed)
December 2016 January 2017	26- 2	Monday through the following Friday	Winter Recess(including Christmas and New Years) Students return to school on Monday January 2, 2017.
January	16	Monday	Dr. Martin Luther King Jr. Day (school closed).
February	20-24	Monday - Friday	Mid-Winter Recess (school closed) Students return Monday, February 27.
March	9	Thursday	Parent/Teacher Conferences ELA State Exam 28,29, & 30th
April	10-18		Spring Recess (school closed)
	19	Wednesday	Students return to school
May			Math State Exam 2,3,& 4th
	29	Monday	Memorial Day (school closed)
June	8	Thursday	School Closed Chancellor's Conference Day for staff Students in all 5 boroughs will not be in attendance.
	12	Monday	School Closed Clerical day for staff
	26	Monday	Eid-al-Fitr (school closed)
	28	Wednesday	Last Day of School 1/2 day Early dismissal

September 8, 2016

Chancellor's Regulations and School Procedures

For the safety of our children and staff, we ask all visitors to ensure that you carry a picture ID when entering the building at all times. No one will be allowed to enter the building without I.D., no exceptions will be made.

Main Office Procedures

1. Main Office hours 9:00 - 3:00 pm
2. Registration will be from 9:00 am- 11:00 am
3. **Documents needed for registration**
4. Birth Certificate
5. Passport
6. Immunization Card
7. 2 Proof of Address (lease, Utility bill, gas or electric) **NO CABLE BILL**
8. Parent must have picture ID.

Face to Face Letters

There is a binder you must sign near the School Safety Agent; it will take 24 hours for letter to be ready for pick up. The letter will only be given to the person that appears on the letter.

8 de septiembre del 2016

Las Regulaciones del Canciller y Procedimiento de la Oficina Principal

Para la seguridad de nuestros estudiantes y personal de la escuela, les pedimos que por favor tengan una identificación con foto para entrar a la escuela. No habrá ninguna excepción.

Procedimiento de la Oficina Principal

1. Horario de Oficina 9:00 am - 3:00 pm
2. El registro para nuevo estudiantes será de 9 am.-11 am.
3. **Los Documentos Necesarios para La Inscripción**
 1. Certificado de nacimiento
 2. Pasaporte
 3. Tarjeta de Vacunación
 4. 2 Comprobantes de residencia (léase, recibo de servicios, de gas o electricidad) **Un recibo de cable no se puede usar como justificante**
 5. Los padres deben tener identificación con foto.

Cartas de Face to Face

Hay una libreta que debe firmar junto al agente de seguridad, estará preparado en 24 horas para que la recoja. La carta sólo se le dará a la persona cuyo nombre aparece en la carta.
