

THE ROCKWOOD PARK SCHOOL P.S./M.S. 207Q

159-15 88TH Street

Howard Beach, NY 11414

Telephone #: (718) 848-2700 - Fax #: (718) 848-4226

Eileen Davies, Principal

Chrysanthi Aliferis, Assistant Principal

DAILY PROCEDURES

Arrival: Students who are participating in early morning programs, such as, Band or Athletics are expected to arrive promptly at 7:00AM and enter through the front door. Students, who are having breakfast, may enter the building at 7:30am through the ramp door on 89th Street. All students in grades K through 5 may enter through the front doors starting at 7:45AM. **If you are driving your child/children to school, please be considerate when dropping off your children and do not linger. There are many parents behind you also waiting to drop off their children.** Students in kindergarten will wait outside their classrooms until 8am and will be supervised by paraprofessionals. Students in grades 1 – 3 will line up in the auditorium by class and will be greeted by their teachers every morning. Students in grades 4 and 5 will assemble in the gymnasium. The fourth graders and fifth graders will report to their first period class independently. Grades 6, 7 and 8 enter through the school yard. In inclement weather the middle school students will assemble in the cafeteria. Students in grades 6-8 enter through the school yard. The doors will open at 7:55am.

Pre K 3 and 4 – Parents enter the building from 160th Ave and sign in and out their children

Dismissal:

- Kindergarten Dismissed face to face through Kindergarten door on 160th Ave
- Grades 1, 2 & 3 Dismissed into basketball courts – **FACE TO FACE DISMISSAL**
- Grades 4 & 5 NOT FACE TO FACE
Dismissed through schoolyard/cafeteria (Lunch Recess exit) door
- Grades 6, 7 & 8 Dismissed through main doors on 88th street
Bus students - dismissed through ramp door in cafeteria.

FACE TO FACE DISMISSAL

The policy for dismissal in grades K to 3 is face to face dismissal. This means that no student will be released unless the teacher makes eye contact and hands that child off to the adult responsible for pick up. If at any time you are sending someone different for pick up it is absolutely necessary for you to notify the teacher in writing so that the dismissal can be timely. If the teacher has not been notified they will not release your child but will return your child to the main office and you will be called.

ATTENDANCE: Students are expected to be in school every day on time and prepared for class. Attendance is extremely important for a successful school experience for your child. Please send a written note for absences. In circumstances that require your child to be absent for an extended period, please inform the school in writing. An automated call to the home is generated whenever a child is absent from school. If your child is excessively absent, the guidance counselor may contact you. A Form 407 Attendance Follow-up and Outreach Referral automatically generates at the school under the following conditions: when a student has

been absent for 10 consecutive days, 20 aggregate days (over a 4-month period) or 8 consecutive days (if there has been a prior 407). If your child's absences continue, your child may be referred to ACS.

We encourage parents and student to make prompt and consistent attendance at school a priority.

Therefore, you are strongly discouraged from taking vacations while school is in session. **Family vacations should be planned to coincide with vacation days of the annual school calendar. Teachers are not obligated to, and will not make prior arrangements for assignments, projects, and other instructional activities involving work that has not yet been presented. Student absence for vacation will be treated as an unexcused absence. Teachers will not be expected to extend their normal workday to provide remediation or to administer tests for students who have been on vacation. Teachers will not be required to repeat lessons that were completed during the vacation period.**

Students may be dismissed before the school day officially ends only when a parent or guardian appears in person requesting the student's early dismissal. The parent must sign the student out. No students will be dismissed after 2:00pm. Please do not make any appointments for your child during the school day as this interrupts instruction and your child's education. In order to maintain school safety and minimize interruptions to instructional time in the classroom, parents must come to the office to check students out early. Office personnel will call for the students while the parent signs them out for the day. Relatives, neighbors, etc. will not be allowed to check out any student unless authorization is clearly in writing on file. (Person's name must be on the blue emergency contact card). In order to further protect your child(ren), please provide the office with a copy of any court orders, protection orders, divorce decree and child custody agreements, etc.. Without copies of these legal documents, the school is legally bound to release the child to any biological or adoptive parent. School officials may require verification of custody or identification from anyone requesting to check a student out of school. **These measures are intended to ensure the safety for all our children.**

CODE OF CONDUCT

The New York City Department of Education is committed to ensuring that our schools are safe, secure and orderly environment in which teaching and learning take place each day. Safe, supportive school environments depend on students, staff and parents demonstrating mutual respect. The Citywide Standards of Discipline and Intervention Measures (the Discipline Code) provides a comprehensive description of unacceptable behavior, including incidents involving drugs or weapons. It includes the range of permissible disciplinary and intervention measures which may be used when students engage in such behaviors. We provide a range of guidance interventions commonly used in schools may use to address student behavior. The Code applies to all students, including those with disabilities. **The standards set forth in the Discipline Code apply to behavior in school during school hours, before and after school, while on school property, while traveling on vehicles funded by the Department of Education, at all school sponsored events and on other-than-school property when such behavior can be demonstrated to negatively affect the educational process for to endanger the health, safety, morals, or welfare of the school community.**

The 2019-2020 Citywide Behavioral Expectations can be found using the web address below:

<http://schools.nyc.gov/RulesPolicies/DisciplineCode/default.htm>

Students who repeatedly engage in behaviors that violate the Discipline Code will be excluded from after school activities.

Parents are required to sign in receipt of the Discipline Code.

CELL PHONE USE

As per the Chancellor's Regulations, cell phones are permitted in school but, should not be visible or in use during the school day. If any student is found violating these guidelines cell phones will be confiscated. Parents/guardians will have to meet with an administrator in order to claim the confiscated phone.

If you have an emergency and need to contact your child during school hours please call the school @ (718) 848-2700.

CREATING A POSITIVE SCHOOL CLIMATE

Please encourage your child to communicate with their teacher, or any other staff member that they feel comfortable with, if they are having a problem. When an issue can be handled immediately, the student often feels better and does not go home feeling worried or upset. School staff will also have the chance to contact you to discuss the issue and address any of your concerns.

The Department of Education Discipline Codes sets the guidelines for the consequences for unacceptable, bullying or violent behaviors. Any infractions that occur at PS/MS207 will be handled within the framework of these guidelines.

COMMUNICATION WITH PARENTS

Communicating effectively with our parents is a staff priority. There are a number of ways we communicate with parents throughout the year:

Phone contact

Email

Remind

Parent Workshops

Report Cards

Progress Reports

PTA meetings

Tuesday afternoons during Parent Outreach

School Website

ILearn

CONTACTING THE SCHOOL

Parents are encouraged to contact the school (718)848-2700 whenever they have questions or concerns. If you desire to schedule a conference with a specific teacher or administrator, it is suggested that you call in advance and arrange for an appointment. Visitors who come to school without an appointment will only be seen if an administrator is available.

LADDER OF COMMUNICATION

Teacher

Parent Coordinator, Wilma Alicea 718-848-2700 X

Guidance K – 4 Ms. Coleman 718-848-2700 X

5 – 8 Ms. Martin 718-848-2700 X

Grades 3K-4 Assistant Principal: Ms. Alifieris

Grade 5-8 Principal: Ms. Davies

Principal Ms. Davies

CHANGE OF ADDRESS

If you should move to a new address, you are to notify the Main Office. You must provide proof of address (Utility bill, lease, deed and drivers license) before your records will be changed.

ENTERING AND EXITING

All parents and guest must enter through the Main Entrance on 88th Street at all times. You must produce photo identification and sign in with the security agent.

VISITORS

For the safety of all, please do not bring pets, baby carriages or strollers into the building.

FORGOTTEN ITEMS

If your child has forgotten lunch it may be left with the security agents. As long as you drop off the lunch before your child's scheduled lunch time, it will be delivered to them. If your child has forgotten glasses they are to be brought directly to Ms. Alicea who will be responsible for delivering them to your child. However, homework, books, reading logs and projects will not be delivered to the classroom. They will be placed in the teacher's mailboxes. A constant delivering of items interrupts instructional time.

CELEBRATIONS/ASSEMBLIES/SPECIAL PROGRAMS

Birthday celebrations for students in Grades K – 3 will be acknowledged individually during snack time.

NO GOODY BAGS OR TOYS. IF YOU SEND THESE ITEMS IN THEY WILL BE SENT HOME AGAIN. Please respect these directives.

Celebrations are limited to a small snack.

There are no birthday celebrations for students in Grades 6 – 8. Students in grades 4 and 5 will celebrate their birthdays on the last Friday of the month

**Please pay close attention to children who may have restricted diet due to allergies. Please do not ask, or attempt to remove siblings from instruction in their respective classrooms to attend a birthday celebration and /or show. This disrupts the class and deprives the sibling of their instructional time.

DRESS CODE

All students are expected to wear the school uniform. **Leggings are not part of the school uniform.**

EMERGENCY CONTACT CARD

It is important that all parents/guardians complete and return the blue Emergency Contact Cards. It is extremely important that we have accurate information on these Emergency Cards. If anything changes, it is imperative that you notify the Main Office immediately.

PLEASE KEEP THIS INFORMATION UPDATED.

FIRE AND SHELTER DRILLS

Fire and Shelter drills are required and held at intervals throughout the school year. Instructions are posted in the classroom indicating how to leave the building in case of a fire and where to go in case of an emergency. Children will practice walking quietly and quickly to the designated area. Student behavior which interferes with any fire/safety drill will not be tolerated and may result in a **Principal's Suspension**.

HOMEWORK/PROJECT POLICY

The completion of homework assignments helps students review and reinforce the materials covered during the school day. It is also an assessment tool for teachers. Students who have had difficulty with a topic at home can be identified and offered remediation. Students will be assigned some type of homework every day in most classes. Some assignments will take more than one day to complete. We advise all students to spend adequate time doing homework. Home study plays an integral role in the academic process. Homework involves not only written assignments but studying as well, and of course daily reading for at least ½ hour. All required work needs to be submitted by its due date. Students who are absent are required to submit their work immediately upon their return to school.

ILLNESS/INJURY AT SCHOOL

When a child becomes ill at school, parents are contacted by the school nurse. Please be sure that school has the correct phone numbers for home, work, cell, or a nearby friend or relative to ensure pick-up of your child within one hour. **Do not send your child back to school for 24 hours after his/her temperature has returned to normal. If your child has vomited or had diarrhea they should not return to school before 24 hours has passed.** If a child is injured at school, the parents are called immediately. If we cannot reach parents, the persons listed on the Emergency Card are contacted.

IMMUNIZATIONS

The New York City Department of Health and Mental Hygiene have issued School Immunization Requirements. The law requires that all new students, children entering day care, nursery school, pre-school or pre-kindergarten, and kindergarten through grade 12 in New York City for the first time – must show proof of having received a complete medical evaluation. If your child's health records indicate that he/she did not meet the requirements of Public Health Law, Section 2164, **your child will not be allowed to attend school until you provide documents to show that he/she has received the necessary immunizations.** If you believe your child has already received these immunizations, bring his/her original immunization record to the main office. **All children enrolled in NYC programs (Pre-k and 3-K must receive at least one dose of influenza vaccine between July 1st and December 31st.**

AVOIDING PEDICULOSIS

Pediculosis is an issue which impacts on everyone. We need your cooperation and assistance in avoiding the contamination of head lice among our children. If your child has a confirmed case of lice please call the school and inform Ms. Benincasa. At this point we will send out a letter to all students in that classroom. If live bugs are detected on your child while they are at school they will have to be sent home.

LOST AND FOUND

Any articles that come into the school building should be labeled with your child's name and class. If articles are found they should be given to the teacher. A Lost & Found station will be set up in the cafeteria. All items not claimed by the end of the week will be donated to charity.

LUNCH

All families must complete one mandated School Lunch Form. Even though lunch is free, a form must be completed. All students will be entered into the School Food Automated system. At the Point of Service your child will tell the terminal operator their name. Your child's name and photo will then appear on the screen for verification before they are served food in the cafeteria. The system will indicate that a meal was served. Food and drinks must be eaten only in the school cafeteria. Glass bottles may not be brought into the school building. Soda is not permitted. Please provide healthy meals and snacks for your child. Lunch from outside sources such as McDonald's or Pizza are not permitted in the building as it affects other children who see it. If you wish your child to have such a lunch, please sign your child out in the office and take them out to lunch on that day.

NURSE

Parents need to inform the school nurse and teachers of any special illnesses or conditions their child may have. In order for any prescribed medication to be administered at school, a medication authorization form (504 Form) must be completed by the parent and medical doctor and returned to the school.

REPORT CARDS

Report Cards will be issued three times a year. Grades reflect classroom participation, homework, classroom assessments, projects and notebooks as identified in the grading policy. You may call the school at any time to

make an appointment to speak with a teacher or guidance counselor concerning your child's progress. Keep in mind that every Tuesday is Parent Engagement time. This is a time set aside for teachers to meet with parents to address any concerns.

TRIPS/PERMISSION SLIPS FORMS

Trips are important enrichment activities that expose children to out of the classroom learning experiences. Students are expected to attend trips that are planned by their teachers. In the event of a class/school trip, the teacher(s) involved will send home with each student a parent/guardian permission form. All outings are curriculum-related. The form must be signed and returned before the student may participate. Please be sure to provide a working telephone number. If the permission form is lost, the school will accept a written statement, on plain paper, dated and signed. The written form must state "I give my child _____ of Class ____ permission to attend the trip to _____ on _____. If a student is not able to attend the out-of-school activity, for any reason, that student must attend school and will be reassigned to a new class until his/her class returns from the outing.

Possible reasons for student non-participation on school trip:

Permission form not returned.

Student's conduct is not appropriate (student has had recurring behavior infractions).

Principal suspension

Superintendent Suspension

Student late and missing departure of the trip

PARENT BILL OF RIGHTS

Parents' Rights and Responsibilities

The New York City Department of Education recognizes that children excel when parents work closely with teachers and principals to develop strong partnerships. As partners in education, parents, guardians, and other family members have certain rights and responsibilities.

All Families Have the Following Rights:

The right to a free public school education for their children.

The right to information about their children's performance and the educational programs and opportunities available to them and their children

The right to be actively involved in the education of their children

The right to file complaints and appeals.

The right to translation and interpretation services in order to communicate effectively with the Department, in accordance with Chancellor's Regulation A-663.

All Parents Have the Following Responsibilities:

The responsibility to send their children to school ready to learn.

The responsibility to ensure that their children attend school regularly and arrive on time.

The responsibility to be aware of their children's work, progress, and problems.

The responsibility to keep in touch with their children's teachers and principal.

The responsibility to respond to communications from their children's school.

The responsibility to attend important meetings and conferences.

The responsibility to treat all school staff members with courtesy and respect.

We Encourage Parents To:

Set high expectations for their children.

Help out at schools by volunteering time, skills, or resources

Get involved in the PTA

Take part in school and community programs.

Additional information regarding Parent's Rights and Responsibilities are available at the NYCDOE website.

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September 2019

My signature below is to confirm that I along with my child/children listed below:

_____ of Class _____

_____ of Class _____

_____ of Class _____

_____ of Class _____

Read the PSMS207Q Handbook. This note acknowledges that we are aware of the policies and procedures for PSMS207Q and agree to follow these rules:

Student's Signature:

Parent's Signature:

Date:
