

PS165

Parent Handbook

~ 03M165 ~



2019-2020

Our Mission

PS 165 honors the greatness in each and every student that walks through our doors. We serve all learning levels through differentiated instruction of a rigorous, broad, and engaging curriculum. Our dedicated teachers, staff, and administration create a community of respectful and curious leaders. Through a high quality, well-rounded education, we prepare our children to be responsible, successful, and compassionate people.

The future starts here.

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IMPORTANT CONTACT INFORMATION

PS165 <ul style="list-style-type: none">• Main Office (8am-2pm for non emergencies)• Fax Number• Website	212- 678-2873 212-222-6700 www.ps165nyc.org
Department of Education Website	http://schools.nyc.gov
Student Enrollment (District 3)	388 West 125th St, Rm 713
New York City Information (schools, parking, weather)	311
Translation (traducción, ترجمة, 翻译, traduction, перевод, tradiksyon)	718-935-2013 hello@schools.nyc.gov
Community School District 3 Office	212-678-5857
Office of Pupil Transportation (OPT) (Bus Concerns)	718-392-8855

Afterschool Programs (Non-DOE) <ul style="list-style-type: none"> • ACT • YMCA • Booker 	212.316.7530 212-630-9600 212-678-2861
PS165 Young Audiences After school Program (21st Century Grant)	Cesar Pagan cpagan@yany.org
Your child's grades and attendance	https://mystudent.nyc/

WHO TO CONTACT AT PS165 IF YOU HAVE A QUESTION ABOUT...

<i>I have a question about...</i>	<i>I should contact...</i>	<i>At...</i>
Arrival and Dismissal	Ms. Yadira Brenes, Parent Coordinator	ybrenes@schools.nyc.gov 212-678-2873, ext. 1141
Visiting the School	Ms. Yadira Brenes, Parent Coordinator	ybrenes@schools.nyc.gov 212-678-2873, ext. 1141
Picking up my child early	Ms. Yadira Brenes, Parent Coordinator	ybrenes@schools.nyc.gov 212-678-2873, ext. 1141
Calendar and Important Events	Ms. Yadira Brenes, Parent Coordinator	ybrenes@schools.nyc.gov 212-678-2873, ext. 1141
Enrollment	Ms. Jessica Scanlon	jscanlon@robertesimon.org 212-678-2873, ext. 1141
Attendance	Ms. Hidalgo	nvallehidalgo@schools.nyc.gov 212-678-2873, ext. 2081
Student Transportation	Ms. Nicole Siegel	Nsiegel3@schools.nyc.gov
Curriculum	Your child's teacher	212-678-2873 Teacher's DOE email

My child's grades	Your child's teacher	212-678-2873 Teacher's DOE email
Copies of progress reports and report cards	Ms. Yadira Brenes, Parent Coordinator	parentcoordinator@robertesimon.org 212-678-2873, ext. 1141
State Testing and Assessments	Mr. Tyson Strang, Assistant Principal	tstrang@schools.nyc.gov
Discipline	Ms. Jessica Torre, Assistant Principal	jtorre3@schools.nyc.gov
Special Education Referral Process and IEPs <ul style="list-style-type: none"> Inquiries about the Referral/ IEP process or a student's current IEP recommendations 	Ms. Ryan Melhus-Barreno	212-678-2873, ext., 1001 rmelhusbarreno@schools.nyc.gov
English as a New Language (ENL) services	Ms. Sandra Chan	schan10@schools.nyc.gov
Middle School Admissions	Ms. Yadira Brenes, Parent Coordinator	parentcoordinator@robertesimon.org 212-678-2873, ext. 1141
Your child's grades, test scores, and attendance	NYC Schools Account	https://mystudent.nyc/ Ms. Brenes can assist in setting it up
PTA (Parent-Teacher Association)	Paula Moss, co-president Tara Koontz, co-president	Paulamoss.ps165@gmail.com Tarakoontz.ps165@gmail.com
Medical Issues (ie, asthma, allergies, etc.)	Ms. Olabisi Kamara, school nurse	212-678-2873, ext. 1144
Young Audiences After School	Mr. Cesar Pagan Community Schools Director	Cesar Pagan cpagan@yany.org
YMCA After School	Byron Flores, Director	bflores@ymcanyc.org P 212-912-2699 C 646-823-3823 www.ymcanyc.org/westside

Who's Who at PS165:

Position	Description	Contact Information
Principal	Leads and oversees all school staff and students. Speak with Ms. Castellano if you have concerns that cannot be resolved through your child's teacher, parent coordinator, and Assistant Principal.	Aracelis Castellano-Folkes acastellanofolk@schools.nyc.gov
Assistant Principal	Help the principal oversee school programs, academics, student support, and discipline. Speak with Ms. Torre or Mr. Strang if you have concerns that cannot be resolved through your child's teacher or parent coordinator.	Ms. Jessica Torre jtorre3@schools.nyc.gov Mr. Tyson Strang tstrang@schools.nyc.gov
Teacher	Answers questions about a child's academics and grades, as well as behavioral, social, and emotional growth. The teacher is a family's first and primary point of contact. Check in regularly to ensure your child's success in school.	Visit www.ps165nyc.org for the contact information for all PS165 teachers
Paraprofessional	Work alongside educators or therapists to provide students with special education services and Section 504 plans (accommodations that support learning).	
Parent Coordinator	Provides information to families about school services and programs, and helps answer	Ms. Yadira Brenes ybresnes@schools.nyc.gov 212-678-2873, ext. 1141

	families' questions and concerns. Speak with our parent coordinator if you need assistance to resolve a concern regarding your child.	
Community Coordinator/ Building Response Team Leader:	Collaborates with community-based programs, organizes school-wide events and functions in collaboration with Parent Coordinator. As BRT Leader, she oversees the safety procedures	Ms. Crissy Valle cvalle@schools.nyc.gov 212-678-2873
Attendance Coordinator	Records daily attendance and lateness as per the NYCDOE Chancellor's Regulations.	Ms. Nilsa Hidalgo nvallehidalgo@schools.nyc.gov 212-678-2873
School Psychologist	Member of the Student Based Support Team	Ms. Ryan Melhus-Barreno 212-678-2873, ext. 1001 rmelhusbarreno@schools.nyc.gov
School Social Worker	Member of the Student Based Support Team Assists students with their progress in the classroom, relationships with others, and personal and social-emotional development. Provides ongoing academic guidance, short-term crisis intervention, and information about community resources.	Mr. Juan David Gastolomendo, LMSW, MPH jgastolomendo@schools.nyc.gov 212-678-2873, ext. 1003
School Nurse	Responds to and cares for student medical needs at school. Speak with the nurse if your child requires medication or treatment during the school day. It is imperative that all medical issues be reported to the nurse so that we can properly attend to the children. Whether it is asthma, food allergies, daily medication or a temporary	Ms. Olabisi Kamara 212-678-2873, ext. 1144

	condition please be sure to alert the school nurse	
Safety Agents	Ensure student and staff safety, and also monitor and sign in school visitors with proper ID. Safety agents are members of the NYPD.	

Parents’ Roles

Parents make a difference in their child’s education. When parents are involved, it shows their children that school, attendance, and good grades are important. There are many easy ways to support your child’s learning.

Talk to Your Children: Children are never too young or too old for parents to be a part of their education. Have conversations with your child every day about school so you know how he or she is doing academically, socially, and emotionally. Ask specific questions that require more detailed answers, such as:

- What was the best thing that happened at school today?
- Who did you sit next to during lunch, and what did you discuss?
- Would you describe what you learned during your _____ lesson today?
- Can you see everything your teachers write on their chalkboards/dry-erase boards/projectors?

Talking with your child and sharing stories and experiences shows that you care. But it also helps you better understand whether your child is doing well or struggling in school.

Encourage Your Children to Read: Taking the time to read to your children and to discuss the books they read both at home and at school helps to demonstrate the importance of literacy. Choose books that match your child’s interests, but do not be afraid to introduce a topic or genre that is new for them. Mix and match books that are short and light with those that are longer and deal with weightier topics. Be sure to speak with your child’s teacher regarding specific reading strategies you can practice with your child at home.

Work with Teachers: Teachers work with students every day and observe their learning styles and behaviors. Parents and teachers need to work together to meet children’s needs both inside and outside of school.

Attend Curriculum Night and Leadership Day: These two events provide parents opportunities to meet their children’s teachers and celebrate

Attend Parent-Teacher Conferences in November and March: Parent-teacher conferences give families a chance to sit down with teachers and ask questions about their child's progress. It is critical for parents to attend, and it is a good idea to write down questions ahead of time. Here are a few to consider:

- What does my child do well, and what does he or she struggle with?
- How do you challenge my child?
- What books would you recommend that he or she reads at home?
- How do you support my child when he or she needs extra help?
- How does my child get along with classmates and adults?
- How many days of school has my student missed or arrived late?

Speak to Your Parent Coordinator: Your school's parent coordinator is a great resource who can help answer many questions. Get to know your parent coordinator, and contact him/her for information about school programs, resources, events, and ways to get involved.

Understand the Promotion Policy: Teachers measure their students' learning through in-class questions, homework assignments, writing exercises, tests, quizzes, and projects. Throughout the year, teachers and principals regularly review these measures of student performance to identify students who may be at risk of not meeting promotion standards—or academic benchmarks—for their grade level. While scores on New York State tests may be considered, they may not be the primary or major factor in determining a student's readiness for the next grade. Each February, schools notify parents in writing if their child is at risk of not being promoted to the next grade. Parents are encouraged to meet with their child's teacher, guidance counselor, or principal to discuss additional supports to help their child succeed. Promotion standards differ by grade level, the criteria specified on their Individualized Education Programs (IEPs), and/or their English language learner (ELL) status.

Keep Track of Your Child's Progress with NYC Schools Account: Families have an online tool to access information about their child's progress in school, including grades and attendance. Parents can create and log into their NYC Schools Account by visiting mystudent.nyc from a computer, smartphone, tablet, or any internet-ready device. Contact your school's parent coordinator for help setting up an account. If you need access to a computer, visit your nearest public library.

Get Your Children to Bed On Time: Sleep is food for the brain, and it is especially important for children. Lack of sleep reduces a child's ability to concentrate, learn, and solve problems. Children need enough sleep to focus and achieve their full potential. To ensure that your child is getting enough sleep:

- Set a bedtime on school nights, and make sure your child sticks to it.
- Have your child avoid the TV and computer at least an hour before bedtime.
- Prepare your child's bedroom for a good night's rest—keep it dark, cool, quiet, and free of electronic devices.

- Make sure children avoid beverages with caffeine, such as soda, coffee, and tea close to bedtime.
- Encourage daily exercise - while the school provides opportunities for physical activity, it is important that children have additional opportunities for physical activity outside of school.

Social Media Guidelines: Students should use social media responsibly, inside and outside of school. Use the guidelines below to talk to your child about communicating online.

- Offer ideas about how to create a smart digital footprint
- Explain what to do with dangerous postings or other harmful information
- Suggest how to use social media in positive ways

Please speak to your Child about Behavioral Expectations.

Parent Involvement at PS165:

Be An Active Member of the PTA: You can make a difference in your child's education and school community by being an active member of the **Parent-Teacher Association (PTA)**. As a parent, you are already a PTA member, and through your local PTA, you can network, exchange ideas, solve school concerns, and affect school policy and budget decisions with teachers, school leaders, and other parents who share your passion for your school's well-being. To participate, speak with your school's parent coordinator about your PTA, and ask them to provide you with details about your PTA's next scheduled meeting. Likewise, seek other parents who are active PTA members so that you may learn more about serving your child's school. Your participation is welcome, needed, and appreciated.

Run for School Leadership Team (Advisory Board): Parents are nominated by the parent community to help assist the Principal in meeting the **Comprehensive Educational Plan (CEP)** goals for the school-year. All parents are able to attend the **School Leadership Team (SLT)** meetings only to observe not to participate as outlined in the Chancellor's Regulations. **The School Leadership Team (SLT)** is an advisory board to the principal. They drive the Comprehensive Educational Plan (CEP).

Attend Parent Workshops, Open Classroom, and Award Ceremonies:

- Literacy and math based workshops
- Test preparation for grades 3-8
- Urban Advantage Science
- Open Classroom- visit your child's classroom each to learn about curriculum and how to support your child at home

Volunteer for school events, some of which include:

- Back to school Fair
- Spring Fair

- Picture Day
- Family Movie Nights
- Math Night
- Leadership Day
- Winter Solstice Holiday Show
- Chaperone for Trips
- Questions about volunteering at the events above PS165 can be directed to the parent coordinator

Enrollment in the Department of Education / Admission Timelines

Admission applications for Pre-K and Kindergarten can be accessed through the Department of Education’s website. Parents are to indicate choice of program and school on the application and submit to the DOE. Incoming Pre-K, Kindergarten and 6th graders must complete the application process through Office of Enrollment. Please see the timeline below and contact the parent-coordinator if you have any questions.

Pre-K and Kindergarten: See timeline below.

Currently enrolled Pre-K students must reapply for a Kindergarten seat through the process outlined below.

Pre-Kindergarten Admissions Timeline

January - March

- ✓ Visit our website, review the *Pre-K Directory*, and use the **Pre-K Finder** to research pre-k programs in your area. Type in your address to see programs in your area: schools.nyc.gov/ChoicesEnrollment/prek.
- ✓ Attend open houses at programs of interest. Dates and locations will be posted on the DOE's pre-k webpage.
- ✓ Complete the pre-k application before the deadline.

May

- ✓ Receive your offer letter, and pre-register by the deadline listed in the letter if you wish to accept your offer.
- ✓ Contact pre-k programs directly to get on waitlists if you missed the initial pre-k application period.

May-September

- ✓ Waitlist offers are made as seats become available.
- ✓ Additional programs may become available.
- ✓ Pre-register if you receive an offer and wish to accept it.

Kindergarten Admissions Timeline

September - November

- ✓ Find your zoned school with the School Search tool or by calling 311.
- ✓ Review the 2017 *Kindergarten Directory*.
- ✓ Contact schools for open house & tour dates.

December - January

- ✓ Go online for important dates and admissions information: schools.nyc.gov/kindergarten.
- ✓ Attend a kindergarten information session.
- ✓ Submit your kindergarten application.

March - September

- ✓ Receive a kindergarten placement (in March).
- ✓ Pre-register by the designated deadline.
- ✓ Waitlist offers are made as seats become available.

Middle School Admissions Timeline

September – October

- ✓ Review the 2017 *Middle School Directory* on our website at nyc.gov/schools/middleschool or through your child's elementary school.
- ✓ Meet with your child's guidance counselor to discuss middle school options and the Request for Testing (RFT).
- ✓ Contact schools directly to find out if they have open houses or information sessions; attend District Middle School Fairs and other events.

November – December

- ✓ Receive the middle school application.
- ✓ Submit your application to your elementary school.

December – February

- ✓ Complete any admissions requirements for schools, including auditions, interviews, assessments, or portfolios.

March – April

- ✓ Receive an application for new middle school programs and return it to your elementary school.
- ✓ Receive your middle school match (in April).
- ✓ If you want to appeal your match, notify your elementary school and complete an appeal application.

May – June

- ✓ Receive your appeal application decision.

General Procedures for Our School

Visiting the School

According to NYPD regulations, the DOE safety agents must ask for picture identification by any person who wishes to visit our building.

The main entrance to the school is located on West 109th Street between Broadway and Amsterdam. **Upon entering the building, all visitors (including parents) must stop at the security desk and sign in and present a picture ID. From there, all visitors must proceed directly to the Main Office. For the safety of all children, no visitor is permitted to go directly to a classroom or other location.**

In an effort to alleviate congestion on the first floor, parents / guardians may not escort children beyond the security desk or Main Office during school hours (Only Pre-K parents may escort their children directly to their classroom).

Please see the specific guidelines below for visiting our school:

- *Publishing parties and Trip chaperones:* parents sign in at safety desk then the classroom teacher will be informed. Parents will be asked to wait in the main foyer outside the Parent Coordinator's office.
- *Classroom Celebrations:* Parents who have made arrangements with the classroom teacher for a celebration must proceed to the main office where the teacher will be contacted to announce their arrival. **Please note that classroom celebrations are at the school's discretion (see the section on Classroom Celebrations below)**

Student Arrival

Pre-K:

After checking in at the security desk, parents may drop their child off directly in the pre-k room. Pre-K parents will be given a laminated pass by the safety agent which must be returned when leaving the building each day.

K-5:

Doors open at 7:30 AM for breakfast served in the cafeteria. All students enter through the main entrance on W. 109th Street. Upon entering, students who wish to eat breakfast should report directly to the cafeteria and sit in their designated class spot. Students are supervised by a teacher and school aides during this time. Students who do not wish to eat breakfast must sit at their designated line spot, marked clearly in the

inner yard, until their teacher picks up the class at 8 AM. The students are monitored by supervising adults as well as an administrator during this time.

School begins promptly at 8:00 a.m. Students who arrive after the double doors to the inner yard are closed will be considered late.

Student Ambassadors: Selected fifth grade students will be present in the main entrance to escort younger children to their designated lines spots from 7:50-8:00.

Student Dismissal

Pre-K

All pre-K students are dismissed from their classroom at 2:20 PM.

K-5

All children in grades K-5 are dismissed from the inner yard at 2:20 pm. Children are to be picked up from their posted designated area determined by grade and class. Children who are not picked up on time are brought to room 206 (Late Box) where parents/guardians are contacted by phone. For your child's safety, before leaving the school area at dismissal, please make sure that the child shakes hands with his or her teacher and informs the teacher of the name of the adult picking them up. The person picking up the student should be acknowledged by the teacher.

Bus Dismissal, all grades:

Students are escorted from their classes' designated line spot in the inner yard to the main entrance by a supervising adult. There they are arranged by bus group and escorted directly to their bus. Because of insurance regulations, only children scheduled for a particular bus are allowed to ride. Visitors, playdates, etc. are not permitted on the bus. Please be on time to meet the bus.

Dismissal to After-school:

We partner with the following After-school Programs: Young Audiences, YMCA, ACT, Classroom teachers sign children in with the above after-school programs at dismissal.

If there is a change in your child's dismissal procedure:

If any change occurs in your child's pick-up routine, you must send a note to the teacher in the communication folder. If you forget to send a note please email:

parentcoordinator@robertesimon.org or call the main office at 212-678-2873. The student will not be released to any person not named on the emergency contact sheet without prior notification. Please be sure to update your child's emergency contact sheet if there is a change in the people allowed to pick up your child (ie, court-ordered documents). If you have an emergency or will be delayed in your schedule, please

contact the Main Office prior to dismissal time and note the child's name and classroom number. The main office number is 212-678-2873.

Attendance

Student attendance is extremely important. The Chancellor's regulations require each student have 90% attendance in a school year. Children who are registered in the public school system are mandated to attend school daily. Attendance is carefully documented in the main office and any extended period of absence from school may result in a parent/teacher conference or notification to the Administration for Children's Services (ACS). **Please do not schedule routine doctor or dental appointments during school hours.** Please note that your child will be marked absent for half day if you do choose to take your child out of school early or bring them late. Children should not be picked up early from school except when parents are contacted by the school nurse for medical or family emergencies. **In addition, please check the school calendar carefully so that you can plan your family vacations and necessary appointments during school breaks.**

Absences

- Please call the Main Office (212-678-2873) every day your child will be absent. We ask all parents/guardians to keep children at home during the early infectious period of a cold, illness or communicable disease (please see *Illness* for more specific information). All students who have been absent from school (regardless of number of days) must bring a note to the classroom teacher from their parent(s)/guardian or doctor stating the reason for their absence. The teacher forwards the note to the Main Office where it is kept on file. All absences must be explained with a note.

Lateness

Please make sure to have your child to school on time. School begins promptly at 8:00 a.m. Students who arrive after the double doors to the inner yard are closed, will be considered late.

- **Grades 1-5** children who arrive late between 8-8:15 must enter school through the main entrance on 109th street and go directly to their classroom. Students arriving after 8:15 must go directly to the Main Office to see Ms. Hidalgo. They will be issued a late pass and sent to their classroom. Adults are present in the halls and stairways to ensure the safety of all children.
- **Kindergarten students who arrive to school after 8am may be escorted by the parent/guardian directly to the main office.** If a parent chooses to escort the child, please note that the child may not be dropped off in the classroom, only the main office. This procedure is imperative as attendance records are maintained by the main office at that time.

All punctuality and attendance records are computerized and permanently recorded. Please note that lateness is taken very seriously, not only by us, but also by future schools to which your child will eventually apply, and is included as part of the admissions process.

Illness: When to Keep Your Child Home

While attendance is extremely important, there are times when your child should stay home from school due to illness. Per the Department of Health, your child should not attend school if he/she has any of the following symptoms:

- Evidence of infection, sore throat and swollen, tender, painful neck glands
- Fever of 100* or higher (including having such a fever in the past 24 hours)
- Wheezing which continues to be labored one hour after medicine is given; breathing pattern that is labored
- Weakness that makes it difficult to take part in usual daily activities
- Vomiting
- Diarrhea
- Earaches
- Persistent cough
- Body rash
- Conjunctivitis (Pink eye)
- Ringworm
- Lice

Please consult a doctor if your child has any of the symptoms listed above. If your child shows any of the above symptoms while at school, you will receive a call from the school nurse to take your child home. He/she may return to school when symptoms have cleared and/or if he/she has not had a fever for 24 hours.

Returning to school:

The school nurse asks that you send a doctor's note with your child after the following illnesses:

- Strep throat
- Conjunctivitis
- Chicken pox
- Ringworm
- Broken/fractured bone* (includes any soft or hard cast or crutches)
 - *A clearance letter must be provided the Main Office upon student's return. It is extremely important because this alerts the school to prepare a safety evacuation plan for your child.

Medication at School:

- If your child has to take medication in school, please contact the Nurse to discuss a **504 Form**.

Grading Policy:

- Grades support student learning, measure student achievement and give feedback on specific areas of strength and weakness.
- Standards-driven grading system, which measures students' performance against a standard.

- Grading practices are consistent from teacher to teacher across our school. This establishes a common language between parents, teachers, students and administration.

Percentage	Numeric Grade	Assigned Meaning
94 - 100	4	Excels in Standards
80 - 93	3	Proficient
68 - 79	2	Below standards
67 or less	1	Well below standards
5%	Homework: A school-wide grading policy, created by teachers and administration, states that homework constitutes 5% of the overall grade	

* We do not use +,- in our grading scale as this is not supported by DOE Stars system.

Uniform Policy :

Our school is a uniform school. The uniform in the elementary school is navy blue pants and a light blue shirt. For middle school children it's a choice of gray, white, burgundy, and/or black clothes (no jeans or ripped clothing). Please note that if your child comes to school in clothing that is inappropriate or disruptive to the learning process, you may be contacted to bring alternate clothing. Please speak to the parent coordinator if you have any questions regarding the uniform.

Metrocards

Students receive MetroCards as follows:

- Grades K–2
 - Live less than ½ mile from school – Half fare
 - Live ½ mile or more from school – Full fare
- Grades 3–5
 - Live less than ½ mile from school – Not eligible for a MetroCard
 - Live at least ½ mile and less than 1 mile from school – Half fare
 - Live 1 mile or more from school – Full fare

Breakfast / Lunch Program

- **Breakfast:**
 - The cafeteria opens at 7:30 AM and breakfast is served until 7:50 AM. The Cafeteria closes at 7:50 AM so all students who would like to eat breakfast must report to be cafeteria by 7:50 AM. Breakfast is supervised by a staff member and

school aide. At 7:50 AM, all students must exit the cafeteria to go to their morning line-up spots.

- **Lunch:**

- Lunch is provided in the school cafeteria and is available to all students, every day. Food options include a hot lunch, sandwiches, a salad bar, fruit and vegetables. Lunch service is managed by the Office of School Food and Nutrition. Students may choose to have the school lunch as frequently or rarely as suits your schedule.
- The following items are not to be brought to the cafeteria:
 - Candy and other processed sweets with high quantities of added sugar
 - Soda and other high sugar beverages (ie, Arizona, Gatorade, Snapple, etc.)
 - If these items are brought to school, the student will be asked to put the item away and take it back home.
 - Please review the [School Meals, Food From Home and Classroom Celebrations Guidelines](#) for more information regarding healthy food choices.
- The children are supervised by teachers, paraprofessionals, school aides, and E3 sports coaches during this time.
- In September of each year, a “lunch form” is sent home to families to determine funding for the school. It is important that you fill out and return this form as soon as possible, because it helps the school receive federal funding. You may also complete a form online at:
<http://www.opt-osfns.org/schoolfoodny/EatAtSchool/nutritionstandards.htm>
- Please see our **School Meals, Food From Home and Classroom Celebrations Guidelines**.

Recess:

- In partnership with our PTA, we established a recess enrichment program in conjunction with E3 Sports (www.e3sports.com) to provide supervised play activities. Our children thoroughly enjoy age-appropriate games and physical activities in a well-staffed and supervised setting within our school.
- E3 Sports works with our children year-round. In good weather, children go to the outside yard. On such “outdoor days,” all children must go outside and should be dressed appropriately.
- During inclement weather, active recess with E3 is held inside.
- **NYCDOE Policy states that outdoor play is permitted regardless of temperature so long as weather conditions are appropriate.** We prefer to send the children outside unless the weather is extremely cold, windy, wet, or snowy. In the warm weather, please make sure that your child’s footwear is appropriate for playing. Flip flops are not permitted as they pose a safety risk. Children should wear warm outdoor clothing in the winter so that they can be outside as much as possible. Such clothing must include hats, gloves and heavy coats.

- **Recess Behavior Expectations:**
 - Children are not allowed to bring in toys or sports equipment from home as we provide all necessary equipment.
 - Remind your child that we use our voices to solve conflict, not our hands. We teach children conflict resolution strategies through the 7 Habits.
 - Children should speak to the adults at recess/lunch when they need assistance.

Homework Policy:

We believe that homework supports college and career readiness in that it promotes the following:

- good work habits
- time management
- independence

Homework also connects the learning from school to home to help reinforce concepts and strategies learned in the classroom. For our Dual Language program homework serves as a vehicle to support second language acquisition for students learning either language. Our motto is quality over quantity in regards to homework.

Please make sure that your child completes homework assignments each night. Most teachers at PS165 send home a weekly homework calendar each Monday which outlines homework for the entire week. If you have any homework specific questions, please make an appointment with your child's teacher. A school-wide grading policy, created by teachers and administration, states that homework constitutes 5% of the overall grade. It is a parent/guardian's responsibility to support their child in completion of homework.

The teacher reserves the right to have students work on one of the assignments as a form of support and intervention during a selected period of the week. Parents will be informed if homework is not completed. Parents are expected to support their child at home with this work.

School Trips

Our students enjoy many field trips throughout the year. Make sure to send in the required permission slip by the teacher's due date. Please check the permission slip to see if your child will need to bring a bag lunch and beverage from home on that day. Parents are frequently invited to accompany their child's class on trips as chaperones. The teacher and/or class parent will coordinate the specific number of chaperones needed for each trip and will rotate parent requests to give everyone an opportunity. Please remember—you are coming as a teacher's helper and will be assisting with the whole class. Parent chaperones may not take their child home from trip locations as children must always be signed out at the school building.

Holidays and Non-Attendance Days

There are holidays and staff development days that are designated by the Department of Education as non-attendance days for students. Please keep track of these days and mark your

calendar in advance. A school-wide calendar is mailed home at the beginning of the school year and monthly calendars with important dates are sent home as well.

2019-2020 Holidays/ Student Non-Attendance Days

- September 30 and Oct. 1 - Rosh Hashanah
- October 9 - Yom Kippur
- October 14 - Columbus Day Observed
- November 5 - Election Day (Chancellor's Conference Day)
- November 11 - Veterans Day Observed
- November 28–29 - Thanksgiving Recess
- December 24- January 1 - Winter Recess
- January 20 - Dr. Martin Luther King, Jr. Day Observed
- February 17–21 - Midwinter Recess
- April 9-17 - Spring Recess
- May 25 - Memorial Day Observed
- June 4 - Anniversary Day. Students do not attend school. Chancellor's Conference Day for staff development.
- June 9 - Clerical Day Elementary school, middle school, and D75. Students do not attend school.

Classroom Celebrations - Birthdays

If you would like to arrange a celebration in your child's classroom for a birthday, please note the following guidelines that we have in place in order to ensure maximizing instructional time:

- Contact the teacher two weeks in advance
- Celebrations of birthdays are a maximum of 15 minutes. Food and beverages are limited to cupcakes or cookies and low sugar juice boxes or water. We encourage parents to explore healthy options as well. Please ensure that you have discussed food allergies with your child's teacher.
- For recognized holidays (e.g., Thanksgiving), grade teams will organize celebrations as a team and notify parents via their newsletters.
- Teachers will notify parents via their newsletters about academic class celebrations (e.g., publishing parties) and Open Classroom times.
- Please review the [School Meals, Food From Home and Classroom Celebrations Guidelines](#) for more information regarding healthy food choices.

Cell Phone Policy

We understand that being able to communicate with your child before and after school hours is important. While cell phones may be brought to school, they are not allowed to be used during school hours and must be turned off before the student enters the building. If you need to get in

touch with your child, please call the main office. Do not call or text your child's cell phone during school hours.

Toys, Trading Cards, Sports Equipment

These items are not allowed. These create problems in places such as the cafeteria and yard during recess. If an occasion arises in which your child's teacher permits personal items, this property is the sole responsibility of your child. For safety precautions, as well as the reasons mentioned above, we ask that wooden bats, frisbees and footballs basketballs may not be brought to school under any circumstances.

Home and PS165 Communications

Required Forms:

A. Emergency Contact Sheet

- Please fill out and return the Emergency Contact Sheet with your child/children to their teacher and please inform the School Nurse regarding any medical issues your child may have. It is imperative that you fill complete this form and update any changes throughout the school year.

B. Lunch Form

C. Media Consent Form

D. Walking Trip Permission Slip

E. Parent Handbook Signature Form

Backpacks:

After every school day, parents/guardians are advised to check the student's backpack for any notes from the teacher, assignments, or necessary school information. These notices are given to your child by his/her teacher. It is important to teach your child to bring home all notes and give them to you promptly. Please check your child's backpack every day, as it may include notes from the teacher specific to your child, information about upcoming field trips, school wide communications, or letters from PS165 administration.

Phone Blasts

The school uses an automated dialing system (also referred to as "robo calls") to send information and reminders to parents. Please ensure your phone numbers are current with the school by checking with the Parent Coordinator. If you are not receiving robo calls, please see the Parent Coordinator.

Communication with Faculty

If you have questions/concerns/suggestions about a school-related issue, the following steps are to be taken:

- 1) For matters of concern regarding your child's performance in class -- contact the teacher. The teacher will contact you within 1 business day.
- 2) After meeting with your child's teacher and you still need assistance, the Parent Coordinator, Ms. Yadira Brenes will be available in the main office Monday-Friday and can be reached at 212-678-2873 ext. 1141.
- 3.) If you need further assistance, please make an appointment with the Assistant Principals by contacting the main office at ext. 0 or emailing Ms. Torre at JTorre3@schools.nyc.gov or Mr. Tyson Strang at TStrang@schools.nyc.gov.
- 5.) Concerns about an IEP, Counseling or Support contact School Support Team 212-678-2873 (ext.1001 or 1002
- 6.) Contact the PTA chair for committee related ideas, suggestions, volunteering at events or concerns.

Please keep your communications with school staff respectful. All personnel are here to assist in ways that benefit the students. If you have a positive remark about a teacher, staff member, activity or event, please tell us!

Parent / Teacher Meetings and Conferences

Parent-Teacher conferences occur throughout the year. At these conferences, report cards will be discussed and distributed. Scheduled times will either be in the afternoon or evening.

Tuesday afternoon is Parent Engagement meeting time as per the last UFT contract. Parents may contact the teacher for a meeting or telephone conference during this time to discuss a particular issue by sending a note in your child's backpack, emailing the teacher, or leaving a message in the Main Office.

Ways to Stay Informed

- Monthly Calendar
- General PTA meetings
- Connecting with the Principal
- Phone Blasts

Instruction in the NYC Department of Education

What will my child learn?

Parents often wonder what their children are learning in their classrooms throughout the school day. No matter where your child is attending school in New York City, you can anticipate that your child will be expected to build his or her academic and social skills while meeting numerous instructional milestones and standards by the end of each school year.

The following sections provide a general overview of what City students are expected to study, learn, and develop over the course of their academic careers in City schools. For more specific information about what your child is learning in school, speak directly with your child's teachers.

Pre-Kindergarten:

- Pre-K teaches children to solve problems, read, ask questions, develop language skills, and work together. Every four-year-old in New York City can attend free, full-day, high-quality pre-k. Programs are available in every neighborhood at district schools, Pre-K Centers, and New York City Early Education Centers (NYCEECs).
- While in Pre-K, Students Learn to:
 - Solve problems, identify numbers, recognize and write letters, ask questions, take turns, and share with classmates.
 - Build vocabulary and language through books, rhymes, and songs, and conversations with teachers and classmates.
 - Express themselves creatively through drawing, painting, sculpture, and other art.
 - Engage in fitness activities, adjust to routines, and develop positive and healthy habits.
 - Build knowledge about the world around them and learn how to apply it to math, science, social studies, and the arts.

Elementary School (Grades K–5):

- Elementary School develops children's ability to learn and retain new information. Elementary school students study a variety of subjects to develop their creativity and critical-thinking skills so that they can meet the challenges of later grades. These grades set the foundation for reading, writing, listening, speaking, math, science, social studies, health, physical education, and the arts.
- **Kindergarten:**
 - Kindergarten is where the basic building blocks of literacy and arithmetic are formed. City students are eligible to apply for kindergarten in the year they turn five. In this grade, students will:
 - Learn the alphabet (including sounds of letters, words, pronunciations).
 - Share their ideas and feelings through speech, drawing, writing.
 - Explore music, movement, and playmaking.
 - Identify numbers and count to 100.
 - Add and subtract numbers up to 10.
 - Learn about family, school, and community members.
 - Study plants and animals, and identify certain materials (i.e., metal and wood) and their characteristics.
- **First Grade:**
 - Students in first grade build upon their knowledge of words and math, including:
 - Understanding place values and whole numbers.

- Subtraction of numbers up to 20.
 - Describing shapes.
 - Telling time.
 - Identifying and comparing animals of different shapes, sizes, and types.
 - Properties of solids, liquids, and gases.
 - Basic understanding of weather and seasonal change.
 - Exploring music and rhythm.
- **Second Grade:**
 - Second graders grow their reading and writing skills through a variety of texts while expanding their math skills even further:
 - Students begin to edit their own writing.
 - Ask “who, what, where, when, why, and how” questions about what they read.
 - Learn to solve math-based word problems.
 - Addition and subtraction of numbers up to 100.
 - Fractions and units of measure, such as money.
 - NYC history, geography, and local government.
 - Basic earth science.
- **Third Grade:**
 - Once in third grade, students learn how to express their ideas clearly while improving their mastery of math to include multiplication and division:
 - Problem solving with multiplication and division of numbers up to 100.
 - First exposure to world communities and cultures.
 - Gain a better understanding of sound and heat.
 - Study how animals and plants live and adapt to their surrounding environments.
 - Third grade students are expected to take NY State Math/ELA exams (Grades 3–8) for the first time.
- **Fourth Grade:**
 - When students reach fourth grade, they:
 - Identify themes or main ideas of texts, take notes, research, and organize information.
 - Solve multi-step, word-based math problems.
 - Add, subtract, and multiply fractions.
 - Measure angles, volume, mass, and time.
 - Study NY State history and government.
 - Learn more about animals, plants, natural environments, electricity, magnetism, and the ways that water, land, and air interact with one another.
- **Fifth Grade:**
 - As the last grade before middle school, students in the fifth grade spend their time preparing for the curricula they will review in grades 6–8. Throughout this academic year, fifth graders:

- Build their vocabulary by reading more demanding books and learning new words.
- Understand and use figurative language.
- Explain and summarize texts while also sharing their own interpretations using evidence.
- Study the use of decimals to the hundredths place.
- Incorporate advanced fractions, geometry, measurements, and exponents.
- Study world geography, Western cultures, early Western societies.
- Learn more about earth science, including ecosystems.
- Review positive health and nutrition practices

PS165 Curriculum

- ELA: Teachers College Reading and Writing Project
- Math: Bridges and Number Talks
- Science: Amplify Science
- Social Studies: NYC DOE Scope and Sequence and Passport with a focus on Interdisciplinary Art Projects

Instructional Programs and Policies at PS165

General Education

The general education teaching model is a more traditional classroom in which one teacher teaches a classroom of academically diverse learners through hands-on learning, engaging activities, and small-group instruction.

Integrated Co-Teaching & Self-Contained 12:1:1

We offer a variety of special education services which include Special Education Support Services (SETSS), Integrated Co-Teaching (ICT), and 12:1:1 classes within our school. These classes meet the varying needs of our students through differentiation and rigorous small-group instruction.

Dual-Language

The dual-language program is a unique program where students are immersed in academic content in both English and Spanish. Students will thrive as bi-literate and bi-cultural preparing them with essential 21st century skills. Parents of entering DL students are required to sign a contract outlining the expectations of the program

Gifted and Talented

We offer advanced education for those students who have tested into the district gifted & talented program. The G&T curriculum challenges students to move beyond grade-level expectations through rigorous, individualized instruction and culminating projects.

Behavior Expectations

Student Discipline Code:

The Discipline Code helps support safe school environments where students can grow socially and academically. All members of each school community must know and understand the DOE's standards of student behavior. The Code provides school personnel with guidance regarding how to respond and address inappropriate conduct among students.

The Code applies to all students in grades K–12, with specific sections for grades K–5 and grades 6–12. Review the full Code, and discuss it with your child. The Code is available at our school or online in 10 languages [at this link](#).

These standards have been implemented to maintain a safe and supportive environment for all students in the school. Please read the documents and discuss them with your child. The documents are available in various languages. If there is concern regarding a student, please bring it to the attention of the teacher and/or parent-coordinator so that it can be addressed immediately.

Progressive Discipline and Restorative Interventions:

Progressive discipline uses incremental interventions to address inappropriate behavior with the ultimate goal of teaching positive behavior. **Progressive discipline does not seek punishment.** Instead, progressive discipline seeks concurrent accountability and behavioral change. The goal is prevention of a recurrence of negative behavior by helping students learn from their mistakes.

Essential to the implementation of progressive discipline is helping students who have engaged in unacceptable behavior to:

- understand why the behavior is unacceptable and the harm it has caused
- understand what they could have done differently in the same situation
- take responsibility for their actions
- be given the opportunity to learn pro-social strategies and skills to use in the future
- understand the progression of more stringent consequences if the behavior reoccurs

Restorative Approaches:

Restorative approaches help prevent or deal with conflict before it escalates, build relationships and empower community members to take responsibility for the well being of others; increase the pro-social skills of those who have harmed others; address underlying factors that lead youth to engage in inappropriate behavior and build resiliency; provide wrong doers with opportunities to be accountable to those they have harmed and enable them to repair the harm to the extent possible.

Taking a restorative approach to discipline changes the fundamental questions that are asked when a behavioral incident occurs. Instead of asking who is to blame and how will those engaged in the misbehavior be punished, the restorative approach asks four key questions:

- What happened?
- Who was harmed or affected by the behavior?
- What needs to be done to make things right?
- How can people behave differently in the future?

Bullying

The NYC DOE is committed to maintaining a safe and supportive learning environment that is free from harassment, intimidation and/or bullying and from discrimination based on actual or perceived race, color, citizenship/immigration status, religion, creed, national origin, disability, ethnicity, gender, gender identity, gender expression, sexual orientation, or weight.

Reporting Bullying/Harassment Complaints

1. Any student who believes that he/she has been the victim of discrimination, harassment, intimidation and/or bullying by another student should report the incident to Mr. Galomendo, the RFA liaison(s) or to any other school employee.
2. Complaints of discrimination, harassment, intimidation, and/or bullying must be entered into the DOE's Online Occurrence Reporting System (OORS) within 24 hours and promptly investigated.
3. The school must advise the parents of the alleged victim and the parents of the accused student whether or not the allegations are substantiated, consistent with state and federal laws regarding student records privacy, except where a decision was made not to notify the parents of the alleged victim of the allegation as set forth in Chancellor's Regulation A-832, Section III.C.
4. Where appropriate, the complaining student and the accused student should be referred to the school social worker, psychologist or other appropriate school staff for separate counseling.
5. Where appropriate, the principal/designee should utilize intervention methods, including sensitivity training, counseling, and/or referral to a community-based agency for counseling, support and education.
6. Students who have been found to have violated this regulation will be subject to appropriate disciplinary action pursuant to the Department of Education's Discipline Code and Chancellor's Regulation A-443.
7. The principal/designee must follow up to ensure that the conduct has stopped.