

PS 315

Student/Parent Handbook 2018— 2019

School Policies, Programs, Routines



P.S. 315 School of the Performing Arts
2310 Glenwood Road, Brooklyn, NY 11210
(718) 421-9560 (MAIN NUMBER)
(718) 421-9561 (FAX)

WELCOME!!

A Message from Ms. Quartana, Principal

Welcome to PS 315K, the School of Performing Arts. The 2018-2019 school year presents a new year of learning and educational experiences. We at PS 315K have prided ourselves on providing our boys and girls with a well rounded education grounded in the performing arts. With the Chancellor's New Initiatives and the continuation of the Common Core State Standards in Reading and Math, we are paving the way into providing the framework to make our students college and career ready through a rigorous academic curriculum.

As parents you are your children's first teacher. Never hesitate to communicate with the school. My door is always open to parents. It is my hope that PS 315K will provide your children with a rewarding and memorable educational experience. We will be providing informational workshops under the direction of the parent coordinator and PA President. Everything related to your child's education at P.S. 315k will be written on a monthly calendar. Please refer to it.

I would also like to refer you to our school's website, www.22k315.org. Our website is updated on a regular basis and provides parents with detailed information about our school. If you cannot reach our parent coordinator or access our website, please contact your child's teacher or the assistant principal. In addition to our website, we also offer parents real time information to your child's progress through Pupil Path. This website enables our staff the ability to post grades and assignments as well as send home alerts and messages.

We have prepared this handbook as a guide to introduce you to our school and acquaint you with our school's policies, procedures and requirements. Please thoroughly review this handbook and use it as a guide for future reference. Let us work together to give your children the best educational experience possible! Here is to a wonderful 2017-2018 school year!

Sincerely,

Judith Ranft-Quartana, Principal
School of Performing Arts @ P.S. 315
School Administration

Principal, Judith Ranft-Quartana
JRanft@schools.nyc.gov

Assistant Principal, Denise Ellman
dellman@schools.nyc.gov

Parent Coordinator
Angela Gonzalez, 718-421-9560 ext. 2175
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Pupil Liaison / Values Education, S, Johnson

School Safety Agent, M. Bradshaw

SBST 718-421-6331

Psychologist, B. Falik
Social Worker, L. Claudio
Special Education Guidance Counselor, M. Rufus
SETSS /IEP, J. Riggio & M. Critser

Math Support Services/ Data Specialist, D. Fandacone
Literacy Support Services, C. Valic / M. Leopold
Librarian, A. De Souza

ESL Coordinator, M. Khan
ENL Support Services, M. Wilson

Secretaries, E. Glasheen & D. McAuliffe

Nurse, 718-421-6161
Family Assistant, C. Dennis 718-421-0305

New York City Department of Education
Chancellor – Richard Carranza
Community School District #22
5619 Flatlands Ave 718-968-6100
Community Superintendent – Ms. Julia Bove

EDUCATIONAL PHILOSOPHY

(MISSION STATEMENT)

P.S. 315 strives to serve the needs of its students, parents and the entire community. We envision a school environment which celebrates diversity and excellence and enables all to learn from the past and be ready to face the challenges and technologies of the future. We believe that the performing arts, combined with driven instruction, will serve as an integral part of our academic program, which will build self-esteem and further increase the academic achievement of our students.

While our primary goal is the improvement of pupil performance in keeping with city and state standards, we hope that through the emergence of the arts, our children will be afforded the opportunity to make valuable contributions to our community.



About P.S. 315

PS 315 focuses on integrating the arts throughout the educational life of our students. Our school is racially, ethnically and academically diverse, reflecting the cultural diversity that makes up the local community. We recognize and value parent partnerships in the education of our students and encourage involvement in the classroom, and participation in school management including school wide decision-making.

Our staff works together to align curriculum to the standards, to ensure consistent instruction across each grade and from grade to grade in order to monitor each student's progress. The school uses the Go Math program in Kindergarten through five which is supplemented with additional learning resources such as Exemplars tasks and the online program Mathletics. With an increased emphasis on problem solving through real world application, students are provided with opportunities to engage in mathematical discourse and the demonstration of varied approaches. We use Cohesive Literacy instruction and have readers and writers workshops in each of our classrooms. Through the Journeys Common Core program, students are provided with systematic instruction in reading, fluency, writing, speaking and listening. Students engage with complex text as well as build content knowledge through theme based lessons that balance literary and informational text. Each class has a rich and diverse classroom library where students are exposed to wonderful literature and read books on their own level.

WEB Reading Program



WEB stands for "Wonderfully Exciting Books." We are encouraging our students to read and share the great books that they are reading. We are using new monthly reading logs. We are asking each child to read for at least 30 minutes each day. We are emphasizing that our children must complete the books that they are reading. Beginning readers should be read to until they are able to read to their parents.

Independent reading is very important because it increases children's ability to read and comprehend what they are reading. State Standards require older children to read 25 books a school year.

Children in grade K-2 should read 2-3 books each day which would be over 300 books in a school year.

Please make available to your child an ample supply of reading materials at home including:

- 1) Public library books.
- 2) Story/hobby books on the child's reading level that are part of a permanent library at home.
- 3) Magazines that are written for children.

Academic Assessment



Your children will be given assessments in reading, writing, math, science, and social studies throughout the school year. In addition, classroom teachers will also be assessing your child through performance tasks and projects which will involve the application of skills and content related to various topics of study.

During the school year, your child will be given benchmark assessments in reading and math. These assessments are designed to measure your child's progress toward meeting promotion. In the spring, children in grades 3-5 will be taking statewide examinations in reading and math. Children in grade 4 will also take a statewide exam in Science. Please see the school calendar for details.

Promotional Policy

Listed below is the New York City Department of Education Promotion Standards for Grades K-5. It is most important that you and your child understand this criteria. This will be the basis for promotion in June. The standards for each grade are listed below:

Please note that promotional standards are based on the multiple criteria including but not limited to those listed below.

1. Meet NYC Performance Standards in ELA and Math evidenced by student work, teacher observation and assessment (testing).
2. Performance on the New York State English Language Arts Assessment. (Grades 3-5)
3. Performance on the New York State Mathematics Assessment. (Grades 3-5)
4. Demonstrate "readiness" for work at the next grade level as evidenced by student grades and class work.
5. Attendance rate of 90% or better.

Please note – Proficiency Levels are as follows:

1. Below the Standard
2. Approaching the Standard
3. Has met the Standard
4. Exceeding



Honor Roll and Awards Criteria

P.S. 315 takes pride in rewarding the efforts of its students in scholarship, citizenship and service. After each marking period, students with a good record are placed on the school's Honor Roll. In addition, students are also chosen for the honor of Student of the Month as well as "STAR Student" which celebrates citizenship, hard work and exceptional behavior.



School Procedures

ATTENDANCE

Children must come to school on time each day that school is in session. This will help each child to achieve and do his/her best. If your child is absent, a letter must be brought to school on the day your child returns to school. It is Citywide policy contact the parent if a child is absent. Phone calls are made on a daily basis.

If there seems to be a pattern of absences we may be required to take further action. If your child has to be absent for an extended period of time, please inform your child's teacher. As well as the main office! Please make arrangements to pick up homework assignments and notices, as your child is responsible for all missed work. (You might wish to exchange telephone numbers with a classmate to get missed assignments.) This will prevent your child from falling too far behind.

LATENESS

Our school day (Period 1) begins promptly at 8:00 a.m. Students that arrive after 8a.m. are considered late. Lateness to school can almost always be avoided by allowing enough time to get to school. If a student reports to school after 8:00 a.m., he/she will be given a late pass which must be given to his/her classroom teacher. If the lateness is unavoidable, parents should give the child an explanatory note. **Excessive lateness to school, with or without an explanatory note, is tracked very carefully!**

Missing a day of school here and there or arriving 10 minutes late may seem inconsequential and at times even insignificant, but consider this: **a student who is 10 minutes late every day will miss over 30 hours of instruction during the year — a week of school. A student who is absent just twice a month will miss 20 school days — 4 weeks of school!**

Each lateness or absence means a student has lost an opportunity to learn. Just as we can never regain a moment of time wasted, missing a day of school means missing a day of education that cannot be retrieved. Students may be able to make up an assignment, but they can never recover what is most important — the discussion, the questions, the explanations by the teacher and the thinking that makes learning come alive.

According to Chancellor's Regulation A-210, school-age children in New York City are required to attend school on a full-time basis.

Student success in school is directly related to the importance that parents attach to education. Regular attendance not only emphasizes the importance of school, but also promotes responsibility and self-discipline. Students cannot develop these essential life skills without their family's support.

The P.S 315 staff thanks you for all the effort you put into ensuring that your child is able to achieve all things possible!

DAILY SCHEDULE

**SCHOOL BEGINS PROMPTLY AT 8:00 A.M. FOR ALL STUDENTS.
STUDENTS WILL BE DISMISSED AS FOLLOWS:**

- **PRE-KINDERGARTEN ARE DISMISSED AT 2:05 P.M. DIRECTLY FROM THEIR CLASSROOM.**
- **KINDERGARTEN AND FIRST GRADE ARE DISMISSED @ 2:05 AT THEIR DESIGNATED EXITS.**
- **GRADES 2, 3, 4, AND 5 ARE DISMISSED @ 2:20 AT THE DESIGNATED EXITS.**

Telephone calls will be made by our school system "Blackboard" as well as by school personnel for ALL late and absent children.

Parents should assist their children in developing the habit of arriving at school on time for morning line-up by 8:00 A.M. Students need to be prepared to begin schoolwork promptly. As a safety precaution, parents of children in grades Kindergarten through five may not accompany their children to the classroom. Pre-kindergarten children can be brought directly to the room.

Arrival

The school building opens at 7:30 A.M. for breakfast only! Breakfast is available for all children in the school cafeteria from 7:30-8:00 A.M. All other children should arrive prior to the start of school with enough time to begin the day promptly. Kindergarten, first and second grade children students will assemble in the auditorium upon arrival. are seated in the auditorium/classrooms where they are picked up by their teacher. Weather permitting, grade 3-5 children line up with their class in the main schoolyard located on E24th Street. and walk in at 8:00 a.m. In case of rain or snow, children in grades three through five report to the auditorium.

Dismissal

Children who ride the bus will be dismissed at 2:10 P.M. An adult will escort all children to their bus line. Please make sure that you have written down your child's bus company and bus route number. Pupil Accounting secretary, D. Mc Auliffe addresses bus issues. Complaints about busing issues go to the Bus Hotline at 718-784-3313.

Please Note:

Everyone is dismissed outside, rain or shine. To ensure safe dismissal proceedings, children may not be picked up early. Children who are to be escorted home must be picked up promptly. Children may only be picked up by a person who is listed on the blue Home Emergency Contact Card. Please notify your child's teacher in writing if a different person is picking up your child on a particular day. Arrangements need to be made prior to the school day. **If there is an emergency and the designated person can not pick up your child you can call the office and we will be sure to get the message to the teacher and your child.**

Children who are not picked up by 2:20 P.M. will be asked to wait in the auditorium/ designated classrooms. No child should be left after pick-up time.

All late pick ups are recorded and routinely reviewed by administration.

AFTERSCHOOL PROGRAMS

Cora'Safe Haven- 2713 Glenwood Rd, 718-421-4327

Cortelyou Early Childhood Center- 2739 Bedford Avenue, 718-421-9581

Vanderveer Park -3114 Glenwood Rd, 718-434-1054

Campus Day Camp- 2901 Campus Rd, 718-421-7575

DAILY SCHEDULE

Period 0	8:00 – 8:10 A.M. Homeroom
Period 1	8:10 – 8:55 A.M.
Period 2	9:00 – 9:45 A.M.
Period 3	9:50 – 10:35 A.M.
Period 4	10:45 - 11:30 A.M. (Lunch Grades K,2,4)
Period 5	11:40 - 12:25 P.M.
Period 6	12:35 - 1:20 P.M. (Lunch Grades 1,3,5)
Period 7	1:30 - 2:15 P.M.
Dismissal	2:15 - 2:20 P.M. (K -1 Dismissal 2:05)
	Extended Day Session (Teachers ONLY) – Mondays 2:20 – 3:40P.M. Tuesdays 2:20 – 3:35 P.M.

Emergency Contact

Parents are required to supply emergency contact information when their child enters P.S. 315. This information is kept on file in the General Office and provides the school with the address and telephone number of the parents at home and work as well as a neighbor or relative so that they can be notified in the event of an emergency. If any of this information changes, please notify the school immediately. It is important to not only update the blue card, but also report these changes to the general office.

A new blue card MUST be submitted each school year to ensure that all information is accurate and up to date.

If a parent must reach a student while he/she is in school, call the school and leave a message. The message will be relayed to the student. No student will be called to the telephone during school hours. Because a relay will interrupt class work and student concentration, we ask you to limit this practice to emergency situations only.

DRESS CODE

Children are expected to be properly dressed when they come to school. Clothing must not display images of weapons, violence or other inappropriate content. Head coverings of any kind—hats, do-rags—are not allowed except for religious purposes.

T-shirts and jogging pants that are used for gym and dance will be made available in the school with Ms. Gonzalez.

FLYERS HOME

All students have a notebook or folder that goes home every day in their backpacks. In addition to their homework, this folder is also the primary way the school and the PA communicate with parents. Parents are asked to read everything promptly and return whatever is requested. Handouts that are not specifically for PA events and information must be approved in advance by the administration.

BLACKBOARD

This is a phone system that we began using in the 2015-2016 school year. This phone system is used to send out messages about your child's attendance, important events, and emergencies such as snow days. This system is a great way for the staff of the school to communicate with the parents. This is a secondary form of communication but is on its way to being the primary way of communication. Blackboard translates messages into eleven different languages.

PUPILPATH

P.S. 315 utilizes the online program called Pupil path. Pupil path is a free set of web-based tools for educators allowing them to manage their classes online while providing parents, students, and administrators with 24/7 real-time online class information. Essentially, it is an online gradebook that allows students and parents to view current grades. Students and parents can also communicate with the teacher through messages, making it easy to open up important dialogue between teacher and parent. Information regarding Pupil path will be given during the Meet the Teacher Night in September.

NYC SCHOOLS ACCOUNT

NYC Schools Account (NYCSA) is a web-based application that lets you to see your child's academic and biographic information on any computer, phone, or tablet. The application is translated into nine languages other than English. In the account, you can see a child's attendance, grades, test scores, Fitnessgram results, enrollment history, and schedule. Please see Ms. Gonzalez, Parent Coordinator to set up your account.

HEALTH & FITNESS

ADMISSIONS REQUIREMENTS

Under provisions of Public Health Law, Section 2164, all children must be fully immunized. If you are not sure what vaccines your child is require to have for their age speak with your pediatrician or our family assistant. Each child must also have a medical examination before entering the school. When registering a child, a parent must bring the child, a birth certificate, and proof of address and a record of immunization.

GENERAL HEALTH

The school checks each child's eyes and hearing. If there is any problem, the parent will be asked to follow-up with a doctor. A note from a dentist, as evidence of a dental checkup, is required once a year. You will be informed if the school doesn't have an updated medical form for your child.

Do not send your child to school with a fever or if your child does not feel well. If your child becomes ill at school, you will be contacted to come and take your child home. It is important that parents and guardians supply the school with their current telephone number and three emergency telephone numbers where someone can be reached in your absence. It is your responsibility to update this information on a regular basis.

LICE

Head lice are most commonly found in children 3-12 years of age. While head lice may be unsightly and embarrassing, they do not pose a health hazard, do not transmit disease, and are not a sign of poor hygiene, child abuse or neglect. If a student shows symptoms of head lice, she will be sent to the main office to be checked by a trained staff member. A member of the family will be contacted. The child must be picked up and cannot return to school until the lice are gone. Nits are not equivalent to head lice and should not result in exclusion from school.

MEDICATION

Students who have medication to be used at school must have a Form 504 on file at school. This form can be obtained from the main office & the nurse's office and must be completed by your child's doctor. The school nurse is the only person who can administer medication.

BED BUGS

Bed bugs are small insects that feed on human blood. They are usually active at night when people are sleeping. Bed bugs are annoying, but they are not known to cause or spread disease. The bite is painless, but it may become swollen and itch, like a mosquito bite. If you have concerns for you or your child, call your doctor.

Bed bugs may be found in many places, including hotels, airplanes, buses, hospitals, stores and movie theaters. Students may accidentally carry bed bugs with them into a school building. However, schools are not a friendly environment for bed bugs to live and breed. As a result, the chance of transferring bed bugs from person to person in a school is very small. Finding one bed bug in a school does not mean that the school is infested.

Even though it is unlikely for bed bugs to spread in schools, we will continue to work to identify bed bugs and other pests. We check schools for pests, and have licensed pest control specialists treat rooms as appropriate.

If you have found bed bugs in your home, we encourage you to seek professional help from a qualified pest control company.

BREAKFAST & LUNCH

Free breakfast is available in the cafeteria for All children from 7:30 - 8:00 a.m..

Free lunch is provided for ALL children. A professional dietician who manages the kitchen runs the school's breakfast and lunch program. Hot lunches provide one third of a child's daily food requirements. The menu is prepared a month in advance and is posted in the cafeteria. As well as online. Lunch Forms are sent home at the beginning of each school year. It is essential that *all* parents complete this form. Both the *number* of forms returned, as well as the information on the form affects the school's funding status. If you need more information or would like to obtain a menu please contact Ms. Gonzalez, Parent Coordinator.

Applications can also be done online at <https://www.myschoolapps.com/Application>



Healthy Snacks



This year the P.S. 315 community will be making a conscious effort to promote healthy eating. Children need healthy snacks for energy, vitamins, minerals and other nutrients, and to help them grow, learn and be active. Healthy students are better able to pay attention in class and do their best school work.

Some healthy snack foods:

- Cereal
- Low-fat cheese
- Fresh cut-up fruit with yogurt for dipping
- Graham crackers
- Yogurt with whole grain cereal or fruit on top
- Baked tortilla chips and salsa
- Baked potato
- Vegetables and low-fat dip
- Whole-grain crackers or toast
- Fruit salad
- Yogurt smoothie (yogurt, ice, milk and any type of fruit)
- Popcorn and 100% juice
- Banana (cut in half for younger children)
- Apples, grapes, oranges cut into "smiles," or any kind of fruit
- Whole-grain muffins or bagels

HEALTHY SNACK TIPS:

1. **Snacks should be kid-size.** Both children and adults don't need large portions.
2. **Snacks should be colorful.** Kids eat with their eyes. Make snacks visually appealing.
3. **Snacks should be healthy.** Offer fruits and vegetables as often as you can.
4. **Drinks should be served in small portions, about ½ cup each.** Water is a healthy choice.

COMMUNITY STANDARDS

The Community Standards, also known as the Partnership Code of Behavior, is a way of making sure that PS 315 is a place where all children feel that they are safe and cared for. It is meant to help bring about greater respect for ourselves, for all the children in our school, and for all the adults who help us to learn and grow. It is also meant to make sure that our building is a place where everyone is able to feel comfortable and where we show respect for the work that people do in the building—and for the building itself. Every child receives a copy of the code at the beginning of each school year, with a tear-off for parental signature.

Code of Conduct

WITH YOUR VOICE:

Be careful with other people's feelings. Don't tease or insult or threaten, or call anyone an unkind name. Tell the truth. Don't lie.

Use appropriate language. Don't use bad words or gestures.

Respect other people's conversations. Don't interrupt when people are talking. Don't bother people when they are working or learning. Don't barge into a classroom.

WITH YOUR BODY:

Be careful with other people's bodies. Don't hit or bite or fight. Don't make anyone feel uncomfortable.

Be careful with other people's things. Don't steal or break or damage anyone's property.

Be careful with school property. Don't destroy things and don't write on desks or walls.

WITH YOUR MIND:

Always ask this question: "Would you like it if someone did that to you?"

AND...

Be quiet in the halls. Classes should walk quietly and not disturb children working in their classrooms.

Listen to and follow directions given by any staff member. Be on time. Walk. Do not run. Work quietly in your classroom so that other people can think. Don't fool around in the bathroom. Don't chew gum in the classroom. Eat only in the cafeteria, or during designated times in your classroom.

P.S. 315 utilizes the "Leader In Me" program which promotes the "7 Habits of Happy and Healthy Kids". This program teaches 21st century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader. Additionally, all classrooms use the Sanford Harmony program which provides lessons geared toward social and emotional learning. Our students strive to become STARS through the STAR student initiative which takes place each month and celebrates exceptional students.

Discipline and Safety

We take pride in assuring students and parents that all children will enjoy a safe school experience.

Accordingly, plans are carefully put into place that not only provide the needed teacher and administrative supervision but also hold each student accountable for responsible behavior.

School Safety:

To insure the safety of all personnel, fire, shelter, rapid dismissal, lockdown, silent passing and bus safety drills are routinely conducted. These exercises are designed to assure that in the event of an emergency, prudent safety measures will be employed in a knowledgeable, panic-free manner. Moreover, disaster and evacuation plans have been devised which insure that more serious emergencies will be dealt with as prudently as possible.

☐ School Safety Agents are on patrol at the main entrance and at strategic points throughout the building.

All visitors must have picture identification and must sign in at the front desk. Visitors will receive a visitor's pass which must be worn at all times. Visitors will then be directed to the General Office and only persons with proper authorization thereafter will be allowed to conduct any business. **Parents coming to sign a child out of school will be asked to, again, produce photo identification at the General Office and need to be listed on the Blue Card.**

This procedure is necessary to ensure that students are leaving the building with authorized personnel.

Safety Awareness for Students:

It is important that children be aware of how to respond to potentially threatening situations involving strangers. There are a number of basic safety rules that children can follow that will increase their awareness.

Students should never go home with strangers.

- ☐ Students should never talk to strangers.
- ☐ Students should not take things from strangers.
- ☐ If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- ☐ Young students should be escorted to and from school.
- ☐ Older children should be encouraged to walk/travel to school in groups whenever possible.

Cell Phones and Other Electronic Devices:

P.S. 315's school-wide policy on the use of Cell Phones, Computing Devices and Portable Music and Entertainment Systems on school property is clearly outlined below. Please take the time and familiarize yourself and your child with it as it will be strictly enforced.

Students are permitted to bring the following electronic items to school: 1) cell phones, 2) laptops, tablets, iPads and other similar computing devices ("computing devices").

The use of ALL electronic devices on school property is subject to the following restrictions:

1. Computing devices may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan.
2. Use of cell phones, computing devices and other electronic devices during the administration of state standardized examinations is governed by State Education Department Rules.
3. Cell phones and computing devices may not be turned on or used during school fire drills or other emergency preparedness exercises.
4. Cell phones and computing devices may not be used in locker rooms or bathrooms.
5. Cell phones are to remain off and away during the school day.

Confiscation and return of electronic items:

Students who use cell phones and computing devices in violation of any provision of the DOE's Discipline Code, the school's policy, Chancellor Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("ISUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

Students using a cell phone or other electronic devices in violation of the above are subject to:

- ☐ confiscation of item and return at end of school day,
- ☐ confiscation of item and return following parent conference,
- ☐ confiscation of item and return following student entering into behavioral contract,
- ☐ revocation of privilege to bring item to school.

Therefore, the discipline code will be applied accordingly if a student is seen using or in possession.

Internet Usage

The Department of Education encourages, where appropriate, the use of computer technology, including the internet, for educational purposes. Internet access will be limited to web sites that have been deemed appropriate.

Parents and students must understand that the internet must be used in a safe and responsible manner. For that reason, we ask that parents review our Internet Contract (below) with their children and explain that they must adhere to the stated rules while using the school's computers. It is also a good policy to implement in your home.

Internet Contract/Student Rules and Responsibilities for On-line Safety:

1. I will always ask my teacher for permission before I give out personal information such as my address/telephone number, my parents' work address/telephone number, the name and location of my school or any other personal information.
2. I will only send messages that are free of racist, sexist, inflammatory, hateful, obscene, advertising or commercial content. I will not send messages for partisan political/lobbying purposes.
3. I will tell my teacher immediately if I come across any information that is racist, sexist, inflammatory, hateful, obscene, or anything else that makes me uncomfortable.
4. I will always check with my teacher and/or parents before I ever agree to get together with someone I "meet" online.
5. I will always check with my teacher and/or parents before sending another person my picture or anything else.
6. I will always ask for permission before I send or receive another person's messages.
7. I will always seek permission to use copyrighted material.
8. I will talk with my teacher so that we can set up rules for going on-line. We will decide upon the length of time I can be on-line and appropriate areas for me to visit. I will not access other areas without permission.
9. I will be polite and use proper language while on-line.
10. I will always use the Internet responsibly so that others may benefit from it without disruption.
11. I will always respect and take care of software, equipment and data.



Child Abuse/Neglect Prevention/Intervention

Our school is mandated under the Child Protective Services Law to report all cases of suspected child abuse and neglect. We have developed a plan of prevention/intervention – education for child abuse and neglect. Our staff will receive training in recognizing physical and behavioral indicators as well as our student population. Part of the plan calls for a workshop for parents, which will be conducted in the fall. Please be aware that we accept the legal and moral responsibility to act as an advocate for the child if and when there are suspicions of child abuse or neglect. As always, we count on your continued cooperation in assisting us in acting in your child's best interests.

Student Rights/Chancellor's Regulation A-831:

It is the policy of the New York City Department of Education to maintain a safe and supportive learning and educational environment that is free from sexual harassment committed by students against other students. Sexual harassment is unacceptable conduct and will not be tolerated. It is a violation of this policy for a student to harass another student through conduct or communication of a sexual nature.

If you feel that you have been the victim of such behavior by another student, please let your teacher, counselor, or someone else on the school staff know.

You may also make a written report. Copies of the complaint form are available in the principal's office. Your complaint will be investigated and the school will take appropriate action to eliminate the discrimination and/or harassment. Retaliation against a student for filing a complaint or participating in an investigation of a complaint is prohibited. Any student who engages in retaliatory behavior (e.g. threats, intimidation) will be subject to immediate disciplinary action.

A complete copy of the Chancellor's Regulation A-831 is available in the principal's office.

Extra-curricular Activities/ Trips / Dances / Social Activities

We sponsor several trips, special theme days, dances, social gatherings and other incentives to make the "elementary school experience" a positive one and reward students for their hard work and cooperation. A prerequisite for any and all of these activities is satisfactory school citizenship/behavior. While it is our hope that all students earn participation in our extra-curricular/co-curricular activities, student participation is a reward that is earned and is, therefore, at the discretion of the school. The school reserves the right to exclude a student from any activity if the student is deemed to be unruly or a danger to themselves or others.



P.S. 315 Student/ Parent Behavioral Contract

(Parents)

I know that my child has the right to:

- be in a safe and supportive learning environment, free from discrimination, harassment and prejudice;
- know what is appropriate behavior and what behaviors may result in disciplinary actions;
- be counseled by members of the professional staff in matters related to behavior as it affects his/her education and welfare within the school;
- due process of law in instances of disciplinary action for alleged violations of school regulations for which my child may be suspended or removed from class.

(Students)

I agree to:

- come to school on time and ready to begin work;
- be prepared with appropriate materials and assignments for all classes;
- show respect to all members of the learning community;
- resolve conflicts peacefully, and avoid fighting inside or outside of the school or at program sites;
- behave respectfully, without arguing, and cooperate when a staff member gives direction or makes a request. I understand that I will be given an opportunity to voice my concerns at an appropriate time if I do not agree with the request;
- take responsibility for my personal belongings and respect other people's property;
- refrain from using or taking out personal possessions that are disruptive (e.g., cell phone, ipad, etc.) into school;
- share information with school officials that might affect the health, safety or welfare of the school community;
- keep my parents/guardians informed about school-related matters and make sure I give them any information sent home;
- follow all rules in the Discipline Code and school handbook;
- behave responsibly as described in the Bill of Student Rights and Responsibilities;

Citywide Emergency Conditions or Major Storm Procedures:

This will explain the procedures we follow in the case of a day with citywide emergency conditions or a major storm day. The Chancellor will make an announcement to all public schools in the city on whether to close schools or delay their opening. This announcement is made in consultation with other City officials. All authorized delayed openings will result in the regular starting time being two hours later. (Please note that, in addition to this two hour delay, tutoring or test preparation, will be cancelled, as well as all field trips, all adult and continuing education activities and all after school center activities)

By 6:00 a.m., the decision is announced on the 311 Information Line, on the Department of Education website Home Page (which can be accessed at <http://schools.nyc.gov/calendar>) and on the following radio stations in the city: WINS (1010 AM), WCBS (880 AM), WABC (770 AM), WLIB (1190 AM), WADO (1280 AM), WBLS (107.5 FM) WNYE (91.5 FM), as well as the following television stations: WCBS (Channel 2), WNBC (Channel 4), WNYW (Fox Channel 5), WABC (Channel 7), WNYE (Channel 25), Univision Channel 41, and "NY 1" (Channel 1 on cable television). Major radio news stations, such as WINS (1010 AM) and WCBS (880 AM), should be listened to on portable radios in the event of a major blackout.

When there is an authorized citywide school closing or delayed school opening, the following will be cancelled unless the Chancellor makes an announcement to the contrary:

All field trips, tutoring or test preparation at the start or at the end of the regular school day, all after-school programs (including Community-Based Organization after-school programs on public school sites), and all after-school program transportation (including transportation to after-school programs at Community-Based Organization sites).

When there is an authorized citywide delayed school opening, school buses will run, but their arrival times will be delayed by two hours. It is expected that when there is a delayed opening, all end of day extra sessions will be cancelled. However, if citywide emergency conditions or a storm worsen, the Chancellor may have to announce an early dismissal.

The Chancellor will notify bus services of the earlier dismissal schedule.

You should have plans in place with a relative, friend or neighbor in case your child is released early and you will not be at home to care for him or her. Your child should know of your plans. Please note that you must have listed that relative, friend or neighbor on the school's **"CONTACT CARD" (old Blue Emergency Card)** because schools are not authorized to release pupils to persons not listed on that card. You may also identify on the card a person or persons who should not have access to your child, as well as indicate the actions you would like the school to take if none of your listed contacts can be reached. The school will follow your recommendations as much as possible. **It is important that you make certain that the card is up-to-date.** If your child takes a school bus, school staff will remain in school with the bused children until buses arrive for dismissal or until your child is picked up.

If you have a child with a disability, you should use your discretion in deciding whether to send him or her to school when there is a delayed opening. If your child has medical or other health issues regarding nursing or other services during the school day, including services requiring a nurse or paraprofessional to ride on the bus, you should consider not sending your child to school. Please be reminded that your child will not be picked up if a nurse or paraprofessional who is required to ride with him or her is not aboard the school bus.

Contact the 311 Information Line, access our website Home Page at <http://schools.nyc.gov/calendar>, and listen to the radio or television stations listed above for information.

MONEY

All money sent to school for school events, uniforms, etc., should be placed in envelopes marked with your child's name and the purpose. Children are discouraged from bringing large sums of money.

PARENT COORDINATOR

P.S. 315 invites you to be very active in our school community. Your involvement is welcomed, needed, and appreciated. Please join the Parent's Association and/or various sub-committees of the School Leadership Team. Parent's Association meetings are held every month. Together with the entire P.S. 315 Staff, we all look forward to meeting you at the various events that we have planned for the school year. If you have any questions or concerns you can contact your Parent Coordinator @ 718-421-9560. You can also email her @ AGonzalez2@schools.nyc.gov

PARENT CONCERNS

Parents can express their concerns in a few ways.

You can do the following:

- 1) Call and leave a message for the teacher.
- 2) Write a note to the teacher
- 3) Come and speak with the parent coordinator who will assist you to the best of her ability

Should you have any questions or concerns that you need to address immediately contact Ms. Gonzalez and she will help you in addressing these concerns or direct you to the appropriate person.

PHOTO RELEASES

Children are automatically released unless parents return the signed form in the fall that says their child's picture may not be published in print or electronic format.

SCHOOL TRIPS

Field trips are a big part of P.S. 315. Teachers distribute permission slips prior to the trip. A permission slip is required for each class field trip. It is the responsibility of the student to bring home and return this signed note. A child will not be permitted to go on a trip without a permission slip.

Students who are identified as needing extra academic instruction are provided with intervention either in small groups during the day, or on Saturdays. We have an intervention team consisting of specialists who assist in identifying students who need extra academic support, delivering these services, and monitoring student progress.

PARENTS ASSOCIATION

All of our schools are required to have either a:

- Parent Association (PA)
- Parent Teacher Association (PTA)

These organizations:

- advocate for students and families
- update parents and families about the school
- plan and run activities for parents and families

PA/PTAs can support schools in a number of ways, including:

- hosting parent workshops
- organizing activities for families—both academic and social
- raising funds
- running volunteer events

SCHOOL COMMITTEES & PARENT INVOLVEMENT

Parents' energy and effort are essential for our school to work smoothly and provide the maximal educational experience for all our children. All parents are encouraged to participate and should speak with the parent coordinator about how to get involved.

SCHOOL LEADERSHIP TEAM (SLT)

School-Based Management/Shared Decision-Making is in effect in P.S. 315. The team includes parents, teachers, administrators and other school personnel. Leadership teams should have a balance of school staff and parent members and may include representatives of community-based organizations or local businesses or other community members. Teams meet on a regular basis.

The role of the team is to provide overall direction and guidance about the education of students, the use of resources to support the improvement of teaching and learning, and the impact of educational choices on student results. Examples of specific team responsibilities include development and review of the School Comprehensive Education Plan. The SLT is the central team coordinating the work of other teams, subcommittees and task forces in the school. It keeps the school community involved and informed of team discussions and decisions. The SLT is open to suggestions. A mailbox is available in the main office or you may contact any member.

FUNDRAISING & EVENTS

From picture day, movie nights, and holiday events, the PA sponsors events both social and practical as it builds community and raises money for the school. All parents are asked to contribute something, even a dollar, to the direct appeal. A high participation rate—regardless of the amount donated and total raised—strengthens our school.

Tips on getting involved—and having a great year!

Attend school events, both social and academic.

Make sure homework gets completed.

Read everything in the backpacks!

Attend both parent-teacher conferences.

Read the school newsletter.

Volunteer to be a classroom parent.

Volunteer your time as a chaperone for field trips.

Volunteer your time during lunch or recess.

Ask your child's teacher if you can contribute to her wish list.

Contribute financially to PA fundraisers, no matter how small.

Give double for class trips so another child can go. Attend the general PA meetings.

Movie Night is held every Second Friday of the month.

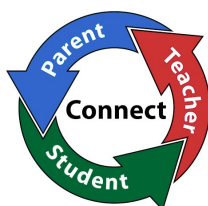
REACHING FOR HIGHER STANDARDS

District 22 & P.S.315 have adopted standards-based instruction for all children that establish what all students should know and be able to do. These standards apply to every student in the District, including students who are English language learners, special needs students, students at risk and exceptional learners. Every teacher will be teaching to the same set of high standards. By raising academic standards, implementing expanded professional development, and focusing on providing the tools for achieving equity and excellence, we ensure that all students in P.S. 315 are learning at the highest possible level.

The Role of the Parent Association

The Parent Association (PA) supports the education and development of our children by the direct and indirect involvement of both parents and teachers with the school, and offers a way for all parents and teachers to participate in the life of the school. The PA provides support such as enhancement programs including teaching artists through outside agencies, books for classrooms and the library, art supplies, teaching materials, and physical plant improvements. All parents/guardians and teachers are automatically members of the PA. They are encouraged to participate in any way they can. Whether chairing a committee, brainstorming at a meeting, helping in the classroom, selling raffle tickets, baking for a bake sale, stuffing envelopes, or attending school programs and events, there is always something to do. Every effort is appreciated and goes a long way in improving our children's education. The PA Executive Board meets regularly to guide the work of the organization, plan and execute events, and oversee fundraising. Regular PA meetings provide information about our school and about education, as well as a chance to meet families in the school community. Parents are urged to attend. We also urge you to be generous in supporting the activities of the PA, which directly benefit all the children in the school.

Parents should feel free to contact the PA with problems or suggestions. There is a PA mailbox in the main office.



The Residences

Every child in P.S. 315 receives at least one period of music and one period of visual arts a week. We also offer classes in dance. Every child in grade three are taught the recorder in music class.

Students and teachers work with the artists in their classrooms and attend music, dance, theater, opera performances and visit art exhibitions.

We also take pride in the many arts organizations that provide art services throughout the year.

PROJECT ARTS

We anticipate the following Arts organizations to work at P.S. 315 during the 2018/2019 school year depending on funding:

New York City Ballet
New York City Opera
American Ballet Theater
Making Books Sing
Carnegie Hall
Ballroom Dancing
Dance Wave
Music for Many
The Sundog Theater
MoCADA Museum
The Brooklyn Arts Council



STEM

Last year we began a **STEM** program at P.S. 315. STEM stands for Science, Technology, Engineering, and Mathematics. The ultimate goal of STEM education is to encourage students to take an interest in STEM subjects at an early age. Our program is designed to provide our students with standards-based structured inquiry-based and real world problem-based learning, connecting all four of the STEM subjects.

Through the online program **CodeMonkey**, students are taught real computer programming. The program provides fun challenges and special online teaching tools that are used to introduce basic computer science knowledge to students and better prepare them for the 21st century. Our students also participate in the “Hour of Code” which is a weeklong event which celebrates computer science for all students.

We have also been fortunate to secure a **Computer Science for All** grant for the coming year. Computer Science is an active and applied field of STEM learning that allows students opportunities to be producers, not just consumers in the digital economy, and to be active citizens in our technology-driven world. This grant will not only afford our teachers with increased training in this area, but it will provide more resources for our students, ensuring that every student has access to Computer Science in their classrooms at all levels.

21st Century Grant

We are proud to announce that our school will be receiving a new 21st Century Community Learning grant. The grant will provide after school programs which are federally funded, and presented in partnership with our local community. The program will be customized to meet the specific needs of our school and community to:

- Drive improved academic performance
- Reinforce and enrich our academic program
- Incorporate services that enhance family literary development and parental involvement

We are looking forward to providing the best enrichment for our students. The program will cover an array of activities focused on the arts as well as technology and physical fitness.



HOMEWORK

All children will receive homework on Monday through Friday nights. The following is the approximate time that homework assignments should take for each grade:

Kindergarten	-	15 minutes
Grade One	-	20 minutes
Grade Two	-	30 minutes
Grade Three	-	40 minutes
Grade Four	-	50 minutes
Grade Five	-	60 minutes

The purpose of homework is to extend and reinforce learning and to develop self-discipline, personal responsibility and independent thinking. Our teachers try to make homework assignments purposeful and related to class activities, as well as tailor assignments to individual children's interests, needs and abilities. Parents can offer help in the following ways:

- Check homework daily—see that all assignments are completed, accurate and neat.
 - Answer questions—but please allow your child to do the assignment him or herself.
 - Listen to your child..
- * Read to your child daily and have your child read.

INTERVENTION

Students who are identified as needing extra academic instruction are provided with intervention either in small groups during the day, or on Saturdays. We have an intervention team consisting of specialists who assist in identifying students who need extra academic support, delivering these services, and monitoring student progress daily.

VISITING THE CLASSROOM-

OPEN ACCESS, Thursdays 8:30am-9:30am each week

Your classroom teacher will provide opportunities throughout the year for you to visit your child's classroom to see work in progress. It may be possible to arrange a visit during the school day; speak to your child's teacher.

PARENT-TEACHER CONFERENCES & REPORT CARDS

Report cards inform parents of their child's progress in the various subject areas. Report cards are given out three times a year, in November, March, and June. Report cards must be picked up by an adult during parent teacher conferences. They must be signed in ink by a parent and brought back to school the next day. The last report card is given out to your child on the last day of school, therefore, if your child will not be in school on that day, please give your child's teacher a self-addressed stamped envelope and it will be mailed to you.

There are four Parent Teacher conferences that will take place throughout the school year. Additionally, teachers are available on Tuesday afternoons from 2:20 P.M. -3:00 P.M. to address any concerns.

All students will receive Mid-Year Progress reports and you will be notified prior to the March report card if your child is not on track for meeting promotional standards.

Special Services For Students

The Guidance Counselor

The Guidance Counselor will be able to aid students to solve or rethink their problems, to suggest ways of improving class work, to discuss ways students might get along with others, to help adjust to school, to talk with parents when they seek help and refer them to outside agencies which may be of assistance.

School Based SUPPORT TEAM

The team includes representatives from general and special education as well as other disciplines (social worker, psychologist,) and individuals with classroom experience. Together they review at-risk students and make recommendations for services. The main goal of the support team is to identify successful interventions to help students remain in the regular classroom—the least restrictive environment.

RELATED SERVICES

Related services for children fall into the categories of occupational therapy, physical therapy, counseling, speech, hearing, and vision services. Each child who is to receive a particular service will have a mandated Individual Educational Plan (IEP) that outlines the frequency, time and ratio of the service to be provided. Most students automatically received their mandated related services, but parents should be diligent in making sure that their child receives what has been outlined for them. This can be done by presenting a copy of the IEP to the school secretary when they are enrolling their child in a new school. Or, if a child is returning to a school, parents should contact the SBST to make sure that their child is receiving the services. Parents can also contact school administration officials to ask them about any concerns.

ENGLISH LANGUAGE LEARNERS (ELL)

P.S. 315 have two fulltime ELL teacher that service eligible students in a push-in and stand alone program.

Classes for adults who are learning English as their second language are offered locally by Adult Continuing education.

MIDDLE SCHOOL

Finding a good middle school can seem overwhelming—but it's not impossible! Parents are urged to start early, take notes, and keep the needs of their child and family in mind. Contact middle schools directly and go on tours of the schools. Speak to your child's teacher & parent coordinator.

STUDENT RECORDS

Parents can have access to all of their children's records. If you wish to see your child's records, request an appointment with the school guidance counselor. A member of the staff will assist you in understanding the records. Ask for a translator if one is needed.

School Calendar 2018–2019

Sept 5	First Day of School Early dismissal for non-District 75 kindergarten students only. Partial school time for pre-kindergarten public school students.	Jan 21	Dr. Martin Luther King Jr. Day (schools closed)
Sept 6	First Full Day for Non-District 75 Kindergarten Students Partial school time for pre-kindergarten public school students.	Jan 28	Chancellor's Conference Day for High Schools High School students do not attend school, except those enrolled at D75 school programs.
Sept 10–11	Rosh Hashanah (schools closed)	Jan 29	Spring Term Begins for High School Students
Sept 17	Elementary School: Evening Parent-Teacher Conferences*	Feb 5	Lunar New Year (schools closed)
Sept 19	Yom Kippur (schools closed)	Feb 18–22	Midwinter Recess (schools closed)
Sept 20	Middle School: Evening Parent-Teacher Conferences*	Mar 4–5	District 75 School Programs: Parent-Teacher Conferences*
Sept 26	High School: Evening Parent-Teacher Conferences*	Mar 7–8	High School: Parent-Teacher Conferences*
Oct 8	Columbus Day Observed (schools closed)	Mar 13–14	Elementary School: Parent-Teacher Conferences*
Nov 6	Election Day Students do not attend school. Chancellor's Conference Day for Staff Development.	Mar 26–27	Middle School: Parent-Teacher Conferences*
Nov 12	Veterans Day Observed (schools closed)	Apr 19–26	Spring Recess (schools closed)
Nov 14–15	Elementary School: Parent-Teacher Conferences*	May 9	High School: Evening Parent-Teacher Conferences*
Nov 19–20	District 75 School Programs: Parent-Teacher Conferences*	May 15	Elementary School: Evening Parent-Teacher Conferences*
Nov 22–23	Thanksgiving Recess (schools closed)	May 16	Middle School: Evening Parent-Teacher Conferences*
Nov 27–28	Middle School: Parent-Teacher Conferences*	May 27	Memorial Day (schools closed)
Nov 29–30	High School: Parent-Teacher Conferences*	Jun 4	Eid al-Fitr (schools closed)
Dec 24–Jan 1	Winter Recess (schools closed)	Jun 6	Anniversary Day Students do not attend school. Chancellor's Conference Day for Staff Development.
Jan 2	School Resumes	June Clerical Day	
		Jun 11	Elementary school, middle school, and D75 students do not attend school.
		Jun 26	Last Day For All Students Early Dismissal.

*Parent-teacher conference dates are citywide however, some schools may hold their conferences on alternative dates. Most schools will hold an evening conference for families in September and May. Please check with your school for specific schedules. For assessment dates and other calendars, please visit schools.nyc.gov/calendar.