

# Public School 154

75-02 162<sup>nd</sup> Street

Flushing, NY 11366

Phone: 718- 591-1500 Fax: 718 – 591-8751

[25Q154@schools.nyc.gov](mailto:25Q154@schools.nyc.gov)

Pamela Gathers-Bullard, Principal ~ Amy Marcel, Assistant Principal



***Access Creates Opportunity***

# FAMILY PARENT HANDBOOK



Inspiring our children to create a better world with their ***own*** hands.



**At P.S. 154Q, we strive to prepare students to be inquisitive learners by providing students with multiple access points to the curriculum, creating opportunities for learning beyond the text.**



**At P.S. 154Q, our mission is to engage all students in a learning environment that fosters a love for learning, teachers, and students to develop a passion and understanding for their community, that provide students with the knowledge to be future leaders. We do this by embracing our cultural differences, supporting one another's creativity, developing one's self-awareness, and employing a multitude of teaching strategies to help students become critical thinkers and life-long learners. By working collaboratively with parents, we will ensure that each child develops a love and a desire for reading, are able to write for multiple purposes, develop the ability to understand and solve mathematical problems, are capable of using and integrating technology into their work and experience the arts.**

## ***Important School Contact Information***

School E-mail: [25q154@schools.nyc.gov](mailto:25q154@schools.nyc.gov)

Main Office: 718-591-1500

Parent Coordinator: Christine Pignatello

Tel# 718-591-1500 ext. 1951

Email: [cpignatello@schools.nyc.gov](mailto:cpignatello@schools.nyc.gov)

School Nurse: David Mera

Tel# 718-591-0456

Email: [dmera2@schools.nyc.gov](mailto:dmera2@schools.nyc.gov)

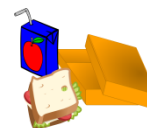
Guidance Counselor: Jana Klein

Tel# 718-591-5100

Email: [jklein21@schools.nyc.gov](mailto:jklein21@schools.nyc.gov)



## ***Breakfast and Lunch Information***



### **Breakfast**

**Breakfast** is between: 7:45AM and 8:10AM in the Student Cafeteria.

- Bus students who eat breakfast are sent directly to the cafeteria.
- If your child does not eat breakfast at school, please be sure that s/he has eaten a healthy breakfast before leaving the house in the morning.

*“Healthy breakfasts provide children with the energy needed to function at high levels throughout the morning’s activities.”*

### **Lunch**

**Lunch** should be a relaxed and enjoyable time for children, but it must also be safe and orderly. It is a time for children to practice the good manners that you have taught them.

### **Lunch Collection Procedures**

**Please** complete and submit the federal lunch form that you receive immediately. This form can also be completed online. This form determines the school's eligibility for Title I funding. Title I funding brings much needed additional money to the school allowing the school to offer professional development for teachers, to ensure all teachers are highly qualified in their certification, provide parent involvement events, and additional academic support services for our students.

## *Instructional Programs*

### **Our Curriculum**

- HMH into Reading/into Writing
- Heggerty for Grades K-2
- Wilson Foundations Program for Grades K-2
- Envision Math 2.0
- Amplify Science
- Passport to Social Studies

### **Academic and Grading Policy**



Please review the P.S. 154 Academic and Grading Policy for complete information on our school's academic, grading, homework, and school assignment policies.



**H**omework reinforces and reviews what children have learned and discussed during the school day. It is also a way for the teacher to monitor a child's understanding of work taught. Be sure to discuss school/classroom expectations with your child's teacher during our **meet the teacher nights** Homework is assigned daily. Every child **MUST** read every night, either independently or with a family member. If your child cannot read on his or her own, please read to him as part of the homework assignment. *Check your child's work folder or agenda nightly for important notices and notes from the teacher.*

**R**eview your child's daily homework assignments. Do not do homework for him/her, but make sure that homework is neat and complete. Your child must read every night, either independently or with your support. Talk to your child about what s/he has read. Before your child goes to bed at night, share a story. If you are unable to read a book written in English, read to your child in your native language. It is important that your child understands that reading is important to you. What is important to you, is important to your child.

**T**ogether, schoolwork and homework make a difference and ensure that every child becomes a lifelong, independent learner who can achieve his or her fullest potential.

## ***Attendance Policy for P.S. 154***

This policy meets the Chancellor's Regulation A-210:

Any student who misses the equivalent of **2 or more days per month** or **20 or more days in the school year**, is considered chronically absent and should be referred to the Guidance Counselor and Attendance Teacher who can discuss with the CASE team.

- Parents are encouraged to notify the school for student absences, but the absences will be "excused" by the school according to the DOE guidelines for excused absences.
- Parents will be notified every time their child is absent.
- Monthly notices will be sent home to inform parents of their child's absences and lateness.

### **Excused Absence**

The school will classify an absence as "excused" for one of the following reasons only:

- Sickness of child
- Death in the immediate family
- Religious observation
- Weather so inclement as to endanger the health of the child

A doctor's note is required for any absences that exceeds 3 consecutive days; students who are absent in the excess of 10 days from any school year may be considered for holdover.

### **Unexcused or Unlawful Absences**

When a student has been absent for **20 aggregate days** in the school year the parent coordinator, guidance counselor and principal will intervene by identifying the reason for the child's absence.

### **Lateness**

A letter will be sent to parent/guardian of students who frequently arrive after the start of the school day at 8:30AM.

If patterns of lateness are seen, the parent coordinator, guidance counselor and principal will intervene by identifying the reason for the child's absence.





## ***Birthday Policy***



We understand that you want to celebrate your children on their special day, but it is also important for us to be considerate of student learning time and school schedules. If parents wish to celebrate their child's birthday, they must make an appointment with the child's teacher for a short 15-minute celebration in class. Any parent that brings in snacks without a scheduled appointment will not be allowed to have the celebration at that time. All snacks must be individually packaged; for example, drink boxes; not bottles, cupcakes; not cakes. Parents must inform their child's classroom teacher ahead of time of what they will be sending in as snacks for their child's birthday as to be considerate of students' dietary or religious restrictions when bringing in snacks for the class (ex: food allergies, diabetes, and/or Kosher items). If you have any questions, please do not hesitate to contact us at 718-591-1500.

## ***Lost/Stolen Electronic Devices***

Students are responsible for their electronic devices and should take measures to ensure that their devices are safely stored in backpacks. **The school is NOT responsible or liable for electronic devices that are lost, damaged, or stolen.**

We want to remind you that the best way to communicate with your child is through the main office. Please call us at 718-591-1500 if you need to get in touch with your child. Your child may also ask to come to the main office to use the office phone to call a parent/guardian if necessary.

## ***Cell Phones and Other Electronic Devices***

As of March 2, 2015, students are permitted to bring cell phones and other electronic devices to school. P.S. 154Q has adopted the following policy in consultation with the School Leadership Team.

**The use of cell phones and other electronic devices at school is subject to the restrictions below.**

### **Electronic devices:**

1. May not be turned on or used while on school property, during, before, and after school programs, or field trips.
2. May not be used in bathrooms, hallways, the lunchroom, or auditorium.
3. May not be turned on or used during school fire drills or other emergency preparedness exercises.
4. May not be turned on or used during the administration of any school quiz, test, or examination, unless such use is stated in an IEP or 504 Plan. The use of electronic devices during administration of state standardized examinations is governed by State Education Department Rules.



## ***Confiscation***

If school officials see a student using a device during the school day, the following measures may be taken:

1. Warning to end use of the device, turn it off, and put it away.
2. Confiscation of item and returned at end of school day.
3. Confiscation of item and returned following parent conference.
4. Confiscation of item and returned following student will be required to have a behavioral contract.
5. Revocation of privilege to bring item to school.

## ***Discipline Code***

All students receive a copy of *The Chancellor's Citywide Standards of Disciplinary and Intervention Measures (The Discipline Code)*. It is important that you and your child discuss the importance of appropriate school behavior and the consequences when Department of Education regulations are not followed. It is expected that all Public School 154 students behave appropriately and respect the rights of the entire school community.

## ***Consequences for Inappropriate Behavior***

New York State *Safe School's Against Violence Act* permits a teacher, consistent with the Discipline Code, to remove a student who is determined to be substantially disruptive of the educational process or substantially interferes with the teacher's authority in the classroom. If a child is removed from the classroom three times during a semester a principal's suspension must be sought. **Any dangerous behavior will result in immediate consequences and may include either a principal's or superintendent's suspension.** Public School 154 will follow all SAVE legislation requirements prior to any student suspension. If you have any concerns about your child, his/her teacher, guidance counselor, or school leaders are available to meet with you. Please do not wait until parent-teacher conferences to share your thoughts with the teacher. You are your child's first teacher and have much to share with the school. The teacher will be delighted to receive information about your child's strengths immediately. Please call Ms. Klein, Guidance Counselor, at 718-591-5100 if you have any questions or concerns.

We assure you that your child is a member of a nurturing, supportive learning community and we hope you will be too!





## *School Safety*



For the safety of our children and all members of the P. S.154 school community, all visitors entering the building must **STOP** at the front desk and present picture identification and sign-in **(NO EXCEPTIONS)**. If you have an appointment with your child's teacher, you must report to the main office where the teacher will be called and notified of your arrival.

### **All visitors MUST enter and exit through the Main Entrance ONLY**

Visitors must not, under any circumstance, go directly to the classroom. Everyone must observe this procedure so that all our children, teachers and staff members will be safe.

### ***Emergency Cards***

Family Emergency Contact information is required by the New York City Department of Education, we **MUST** have more than one working phone number (Other than your home number) and a contact person who can be reached if you are not available.

### **EMERGENCY INFORMATION MUST BE UPDATED REGULARLY TO REFLECT YOUR CURRENT STATUS**

Please notify the school of any changes in your home address, work phone numbers and emergency contact person(s).

- For safety reasons, you must notify the classroom teacher or the main office in writing if you wish for your child to be picked up by someone other than yourself or your designated person from the card.
- Children may **ONLY** be picked up by someone listed on the Emergency Card with identification **ONLY**.
- Children may be **ONLY** picked up by someone that is over 18 years of age.

### ***School Closing and Delayed School Opening***

Please be advised that the Chancellor is the only one authorized to make the decision to close or delay the opening of schools during stormy weather. The citywide decision will be made as early as possible on the inclement day. **Parents must listen to information broadcast by news radio stations such as: 1010 WINS (1010am) and WCBS (880am).** It is also posted on the Department of Education website ([www.nycenet.edu](http://www.nycenet.edu)) that morning. **In the event that the school is closed all students will engage in remote learning.**



## ***Parent Communication and Involvement***

<p><b>SCHOOL CALENDAR: MONTHLY REMINDERS &amp; UPDATES</b></p> 	<p>At the beginning of each month, please check your child's book bag for a packet containing a calendar of events for the month, the breakfast and lunch menu, and additional important information. Copies of this packet are always available in the lobby of our main entrance.</p>
<p><b>Weekly Emails And Monthly Workshops</b></p> 	<p>In September, you will have the opportunity to sign up for paperless communications. This means all flyers and notices will be sent to you via email, not in your child's backpack. You will also have the option to receive both email and paper notices. At the end of each week the Parent Coordinator sends out an email about important school information, noteworthy news, and upcoming events.</p>
<p><b>NYC Schools Account</b></p> 	<p>NYC Schools account allows parents and legal guardians' access to important school information about their child, including attendance, report card grades, and New York State Exam scores for students in Grade 3 and above. If you have not set up an account and require assistance, please contact the Parent Coordinator.</p>

## ***P.S. 154 Dismissal Schedule 2023-2024***

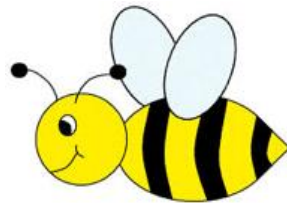
<b>GRADE</b>	<b>DISMISSAL TIME</b>	<b>EXIT</b>	<b>DISMISSAL DOOR COLOR</b>
Pre-K 113 Pre-K 117	2:38pm	75 <sup>th</sup> Road - Pre-K doors	<b>BROWN</b>
K-209 K-217 K-219	2:38pm	75 <sup>th</sup> Avenue – Auditorium red doors	<b>BLUE</b>
K/1-210 1-213 1-215 1-218	2:38pm	Back Doors – Leading to the main yard.	<b>ORANGE</b>
2-200 2-202 2-212 2/3-207	2:38pm	75 <sup>th</sup> Road – Enter by Pre-K playground wait by steps	<b>PINK</b>
3-203 3-204 3-319	2:38pm	75 <sup>th</sup> Road – Corner door facing 162 <sup>nd</sup> street	<b>GREEN</b>
4-312 4-313 4-314 4-307	2:38pm	75 <sup>th</sup> Avenue – Main entrance	<b>YELLOW</b>
5-310 5-315 5-317	2:38pm	75 <sup>th</sup> Road – Enter by Pre-K playground wait by steps closest to the ramp	<b>BEIGE</b>



Character Education promotes positive social behavior and continues to be an important goal for us. It is our intention to support students in making great social choices so they can grow and develop into responsible, respectful, and kind citizens.

We have named our Bees... “Be Responsible”, “Be Respectful” and “Be Kind”. These 3 values are critical to students’ social and academic success and are central to our “Character Education” program.

### **Our School Values:**



Be Responsible



Be Respectful



Be Kind