The Lewis H. Latimer School

Public School 56 Brooklyn

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Eric Grande, Principal



PARENT HANDBOOK

2017-2018

FOR UP-TO-THE-MINUTE INFORMATION

PLEASE VISIT THE LEWIS H. LATIMER SCHOOL’S WEBSITE OFTEN

[WWW.PS56K.ORG](http://www.ps56k.org/)

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**MESSAGE FROM THE PRINCIPAL**

I would like to take this opportunity to welcome you all to the 2017-2018 school year!  We are excited to begin the year in September and create a strong foundation for a productive, positive, and impactful school year for every child of PS 56.  We have some wonderful new programs this year, developments in our instructional core, and we will continue the practices and structures that have been successful in past years.

This year, we will be our 2nd year of the Leader in Me Process, where the entire school community will immerse itself into the 7 Habits of Highly Effective People.  Staff, students, and parents will work together to make these 7 Habits evident throughout the school environment.  All children and adults will develop their leadership qualities, strive to impact the school and surrounding community, and synergize to create the most positive school environment possible.

Beginning this year, we will be officially a Teachers College Project School, with a partnership with Teachers College of Columbia University.  We will be implementing the Units of Study in Reading and Writing throughout the school with a strong emphasis on authentic reading and writing experiences, independent reading and writing, conferring and small group instruction.  Through Teachers College, we will have extensive professional development with an assigned instructional coach who will be visiting the school and working with our teachers throughout the year, as well as workshops where our staff will attend professional development sessions at Columbia University.  We are excited about the impact this will have on our students’ growth and development in literacy.  We are also very excited about our expanded Gifted and Talented program with now two classes within our school, and our inaugural year of World Language Spanish in kindergarten, which will be expanding every year until we have a full Kindergarten through 5th grade Spanish language program.

We are also excited to begin our physical education program this year.  We will now have a full time physical education teacher who will serve our entire school population.  Coupled with our dance program, our students will now have an extensive amount of movement and exercise throughout the day to ensure that the children’s brains and bodies are energized and ready to learn!  Furthermore, we will be continuing our work with Little Orchestra Society, Studio in a School Arts program, and Dancing Classrooms to ensure that the children are receiving a well-rounded educational experience on a daily basis.  Finally, our Wellness in the Schools, Cookshop, science, garden, chess, and others will be continuing as well to promote healthy living, wellness, and critical thinking.

Please don’t hesitate to see me around the building or in the office if you have any questions or feedback, or speak to Parent Coordinator Mr. Williams.  We look forward to seeing you and the children soon!

Sincerely,

Eric Grande

**MESSAGE FROM THE PARENT COORDINATOR**

Dear Parent/Guardian

 I would like to take this opportunity to introduce myself as your Parent Coordinator. This school term, I look forward to working with you and your child in creating an environment of learning that will insure your child’s success.

My role as Parent Coordinator is to:

* Create a welcoming school environment for you and your child
* Assist you with any concerns and issues that pertains to your child’s learning and development
* Provide resources for you and your child that will assist in his/her learning and development
* Create an understanding of the important role we all play in our children’s education

My office is located on the second floor in room 235. Please feel free to come in and meet with me to discuss any concerns you may have regarding your child. As always, the beginning of a new school year brings about many surprises. I extend a standing invitation for all parents to meet with me.

I am excited about the opportunity of meeting and working with you and your child this year. Along with the Principal, we strongly believe that our children are our greatest resource and will continue to be a top priority. Our motto is “**We are more than just a school, we are a caring community**”.

Sincerely,

M. Williams

**COMMUNICATION: HOME / SCHOOL**

**EMERGENCY CONTACT CARDS**

Parents must fill out two emergency contact cards listing family, friends and neighbors for emergency contact numbers; contacts can include parents. List ALL

Health/medical problems including food allergies. It is important that

Parents/guardians provide the school with a current and working telephone

numbers *and* two emergency telephone and/or cell phone numbers, where

someone can definitely be reached in your absence. It is the *parent’s*

*responsibility* to update this information on a regular basis. You can notify

the school of any changes by writing a short note (in your own language if

you are more comfortable communicating that way) to your child’s teacher

or by stopping by the main office to update the card in person.

**PHONE CALLS**

Calls cannot be taken for students except in a true emergency. Students will

not be allowed to use phones in any office unless it is a true emergency.

Calls from parents/guardians will not be transferred to teachers during instructional time. Please inform teachers that you need to speak with them and they will provide you with times they have available. The Parent Coordinator is available to assist all parents with contacting teachers or staff if you are unable to do so.

**SCHOOL NOTICES**

Please return ALL forms (school lunch forms, medical, dental, emergency

contact cards, CCD, school notices, etc.) promptly. Check your child’s class

room folder for notices daily. Place your notes and any additional

correspondence for your child’s teacher in the folder, who checks it daily.

Permission slips for all class trips must be signed by a parent/guardian and

returned before any child may participate on any class trip. Signed permission slips should be returned three days prior to trip.

**TRANSLATION & INTERPRETATION SERVICES**

Our school, consistent with the Chancellor’s regulations, provides translation

and interpretation services to limited English speaking parents to effectively

communicate with school staff.

**ARRIVAL AND DISMISSAL**

We are requesting that all children arrive to school by 8:20 a.m. Beginning in September of 2017, we will be participating in the Breakfast in the Classrooms program.  Breakfast will begin immediately following entry and transitions to the classrooms.  **As a result, breakfast will no longer be served prior to 8:20 am in the school cafeteria as in prior years.**  Upper grades, (3-5) will enter through Door through the play yard.   1st grade, 2nd grade, Class K- 087, Class ⅔-302 will enter through Door.  Pre-Kindergarten, Kindergarten, and Class K/1/2-119 will enter through the entrance doors in the play yard area.

We will be having an early drop off program between from 7:50am to 8:15am in our school auditorium.  Students can be dropped off through the play yard and into the auditorium entrance.  We have limited spaces for early drop off, we will prioritize students in Pre-K through 2nd grade and upper grade students with lower grade siblings.  Please email or call Mr. Williams to sign up for the early drop off program.

Attendance and punctuality are responsibilities that each student must take seriously. Frequent absence is the single most important cause of academic failure. Prompt and regular attendance is an excellent habit to establish.

**ABSENCE**

If your child is absent for an extended time, parents are asked to call to inform the school office and teachers in advance to obtain the day’s work.

Parents are requested to keep a child home if he or she is not well, and to cooperate in picking up a child who becomes ill while at school. A good rule to follow is when your child has a fever at night or in the morning prior to school; the child should stay home to recuperate. This will assist in their recovery while simultaneously curbing the spread of illnesses in the school. Please also refer to health services and policies on the DOE website.

When your child returns to school after two or more days of absence, due to a cold, flu, intestinal disorder, fever, or injury a Doctor’s note should be submitted to the school with the dates of absence and the doctor’s stamp/signature. It is very important that parents or guardians notify the office or the School Nurse of all communicable diseases, especially strep throat, chicken pox, or scarlet fever. This information is necessary to complete periodic health reports. It is important that the School Nurse and teaching staff are made aware of instructions for follow-up care that may need to be provided.

**Students who are absent in excess of ten days from any school year may be considered for holdover.** Special consideration will be given to those students who are seriously ill.

**Unexcused or Unlawful Absences:**

All absences for reasons other than those cited below will be considered as

“unexcused.” All “unexcused” absences for students under the age of seventeen are also recorded as “unlawful.”

**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

Exceptionally urgent reasons

**SCHOOL CLOSING AND LATE OPENINGS**

There are times when school will be canceled due to weather conditions or other emergencies and, at times, there may be a two-hour delay prior to the start of school. School closing decisions are made by the Chancellor of The Department of Education and are announced over the following radio and television stations or by visiting our website at www.ps56k.org.

**Television Stations**:  Ch. 2-WCBS, 4-WNBC, 5-FOX NEWS, 7-WABC, 11-WPIX, NEWS-12, NY-1

**Radio Stations**: WINS NEWS - 1010 AM

**Emergency School Closings**

**Notify NYC**

New York City has created a dedicated emergency notification office operating out of the Office of Emergency Management (OEM). Notify NYC staff work in OEM, where they constantly monitor emergency activity in New York City and the metropolitan area.

**Note:** **It is critical that our database is up to date and includes correct home, work and cellular phone numbers.**

The school respects a parent’s decision to keep their child home or to pick them up early on days of inclement weather. On rare occasions, school may be canceled after the school day has begun. Such emergencies might include a mid-day snowstorm, loss of heat, power failure, etc. **When weather conditions turn stormy, parents are advised to listen to the television and radio stations identified above. Please make sure you have discussed backup plans if school is dismissed early.**

**DAILY POLICIES & PROCEDURES**

**DISCIPLINE CODE**

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

**SCHOOL DRESS CODE**

**We are a uniform school. All students in grades Pre-K-5 are encouraged to wear white tops and navy blue bottoms.** Children are to be appropriately dressed. Clothing should be neat and clean. Sneakers MUST be worn on Physical Education or dance days. Students who do not wear sneakers on their designated Physical Education days will not be permitted to participate. REMINDER: Participation counts towards students’ overall grade in physical education.

Please dress your child in layers during the winter months. According to the Chancellor’s Regulations children are to have recess on a daily basis providing the weather is not below \_\_\_\_ degree. In warm weather *children* may not wear: **belly bearing tops; extremely short skirts or shorts above the knee; flip-flops or open toe sandals**. Children must wear sneakers or closed shoes because *sandals are dangerous in the yard and on the stairs*. Please help us by making sure that your children wear appropriate school clothing and footwear.

**OUTDOOR RECESS POLICY**

Children benefit from vigorous mental and physical exercise. Outside play, when the temperature is above 32 degrees, is recommended by the NYC Department of Health and Mental Hygiene. We will use a combination of factors including The Chancellor’s Regulations, temperature, wind speed, and precipitation in determining whether to go outside to play. However, the school will have the final decision concerning outdoor play during the winter. Please make sure that your child comes to school dressed warmly. **Hats, mittens, scarves and warm jackets or coats are a must**! We can always peel off layers if it gets warm.

Please label your children’s clothing, books and all other resources to correctly identify the items in the event that they are misplaced. **(There are Sharpies Industrial Markers that write well on clothing and books, etc.)**

**CELLULAR PHONES / IPODS / ELECTRONIC DEVICES**

Cell Phone Policy

Cell phones may be brought to the school as set forth below consistent with Chancellor’s Regulation A-413. However, each school creates a written policy which describes the circumstances of their use in schools, confiscation, storage and return procedures.

During the school day:

* All electronic devices (eg.Cell phones) may not be turned on or used on school property including school yard, lunchroom and hallways.
* All electronic devices (eg.Cell phones) may not be turned on or used during instruction time, except for instructional and educational a purposes with the explicit approval of the teacher.
* All electronic devices (eg. Cell Phones) may be used only if permission is granted by school personnel and in the following designated areas:  Guidance Office, Main Office, and Parent Coordinator Office.
* All electronic devices (eg.Cell phones)  are not allowed in the restrooms.

Confiscation and return of electronic items protocol

* 1st Incident: If a student is seen using an electronic devices (eg.Cell phones)  in school without permission in non-designated areas, will be collected and turned in to the main office.  The cell phone will be returned at the end of the day and students will have to sign that they received the cell phone.  Parent will be notified.
* 2nd Incident: If a student is seen using an electronic device (eg. Cell phones)  in school without permission in non-designated areas, it will be collected and turned in to the main office.  The cell phone will only be returned at the end of the day to a parent or guardian who will have to sign that they received the cell phone.
* 3rd Incident:  If a student is seen using an electronic device (eg. Cell phones)  in school without permission in non-designated areas, it will be collected and turned in to the main office.  The cell phone will only be returned at the end of the day to a parent or guardian who will have to sign that they received the cell phone. Student may be subject to citywide standards of intervention and Disciplinary measures

\*\*\* If student uses the item in any inappropriate manner  (eg.taking pictures in the bathroom, texting profanities, or using a phone during a test or quiz, etc) the item will be confiscated, parent will be contacted to receive the phone, and the student may be subject to citywide standards of intervention and disciplinary measures

Students who choose to bring cell phones, computing devices, and portable music entertainment systems to school are fully responsible for that device/system.

P.S.56K is not liable for lost, stolen or damaged cell phones, computing devices and portable music and entertainment systems.

FOR INFORMATION ON NYC’ S DEPARTMENT OF EDUCATION RULES &

POLICIES, PLEASE VISIT THE NYC DOE WEBSITE OFTEN

http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm

**SCHOOL TRIPS**

Throughout the school year students will be attending many educational and fun trips near and far.  Students **will not** be able to participate in any school trips without a signed permission slip by a parent/guardian.

Your child’s teacher will notify you of all trips prior to the date of the trip with information on location, lunch, departure and arrival time.  Students who do not have a permission slip and are late on the scheduled trip date will remain at school and will be placed in an appropriate class.

Parents are welcome to volunteer on class trips providing you are not a distraction to your child.  Our volunteers are there to assist all children.  Occasionally you may be requested to attend with your child due to previous arrangement determined prior to the trip.

Trips without enough adult supervision will be cancelled so please consider chaperoning on trips from time to time so our children will not be disappointed.

**GENERAL SAFETY & WELL-BEING PROCEDURES**

**Visitor Sign-in**

The Security Agent's Desk is located at the Main Entrance on 170 Gates Avenue. For the safety of all students and staff of the Public School 56’s community, visitors must stop at the desk and present picture identification before visiting anywhere in the building. If you have an appointment with your child's teacher, the security agent will direct you to the Main Office where your child's teacher will be called and notified of your arrival.

**Visitor Sign-Out**

Your child will only be released to those people listed on the blue emergency

card. If an older sibling or anyone not on the blue emergency card will be picking up your child in Grade Pre-K, K, 1, or 2  during dismissal or before school is dismissed, please notify the teacher and school in writing. **An older sibling under the age of 18 years of age and does not have proper identification will not be allowed to pick up students during the school day.**

If for any reason you need to pick up your child before the end of the school day please send him/her with a note for the teacher. **If a student is to be removed from school by a parent or guardian during the school day, he/she must have identification and sign out the student in the main office.** Please do not remove a student out of the building without signing him/her out.

**SCHOOL SERVICES: LUNCH**

**LUNCH PROCEDURES**

Lunch should be a relaxed and enjoyable time for the children, but it must

also be safe and orderly. Children will go outside for recess on most days. Full price, reduced price or free lunch amounts are determined at the beginning of each year when you fill out the NYC red form applications for lunch.

Please dress them accordingly. Please remind children that lunch time is a

time for them to practice the good citizenship that you have taught them.

**NOTE: IT IS IMPORTANT THAT EVERY FAMILY (EVEN FULL PRICE FAMILIES) FILL OUT THE RED LUNCH APPLICATIONS FOR FEDERAL FUNDING PURPOSES.**

**MyLunchMoney.com** is another way for you to prepay for school lunches using your credit or debit card. You may also send cash or checks to school to pay for student lunches. Enrolling and funding an account is simple and completed online. Once your account is established, you can fund your students’ accounts, and check balances. Your personal information on your debit or credit card information is protected by the most advanced Internet security.

Create an account online. Go to MyLunchMoney.com Begin the enrollment

process by searching for P.S. 56’s zip code (11238). Next, select P.S.56. You

will be asked to fill out information including your child’s OASIS number. To

fund your student’s account; choose FUND STUDENT from the menu options.

Next, decide which payment option is best for you: Smart Pay or Pay as You

Go. Complete the application and you are ready to go.

**FOOD SERVICE**

**School Lunch Program**

All Public Schools participates in the Federal Free and Reduced Lunch Program under which students who qualify may be provided with a reduced rate or free lunch upon approval of their application. Applications for this program are distributed each September to all students. Participation in this program is based upon income guidelines established by the federal government. New students who transfer into the school after the start of school will receive an application when they register with the school’s secretary.

**The application process is completely confidential**. If your child receives free or reduced lunch there is no indication of this when lunch choices are made each day. Teachers do not know which child has free or reduced lunch.

Lunch Monitors, who assist the children and make sure the Cafeteria Rules are observed, are present in the cafeteria.

**Cafeteria Rules**

Parents are asked to provide nutritious food when sending a bag lunch. Students are not allowed to have candy or soda in school. NO soda, aluminum cans or glass containers.

* Students are given a minimum of 20 minutes for lunch. Additional time is given when necessary. The remaining time during the lunch hour is for recess purposes.
* Student conversation should be soft and respectful to all who sit at or near their table.
* Students are expected to use appropriate table manners.
* Students are expected to remain seated until they have finished eating.
* Students must leave their area as neat and clean as possible for the next student.
* Each student must clean up all paper, food scraps, and other items from lunchroom tables and the floor, and they are expected to drop off their tray, silverware, and trash to the disposal area.
* After cleaning their area, students should then return to their seats until they are dismissed.
* Food should not be removed from the cafeteria unless it is returned home in lunch boxes.

Please periodically review these guiding principles with your child. Order proceeds success and our goal is to have your child be as successful during his/her day as possible.

**Snack**

We encourage healthy snack choices for our students. Students are not allowed to have candy, gum, and chips with high content of sodium. Water or fruit juices without high fructose syrup or large amount of sugar are highly recommended.   Parents are asked to select a nutritious snack to encourage healthy eating habits. Parents are also asked not to send drinks in **glass containers**. Teachers in lower grades have various ways of handling snack time in their classrooms. If you have questions, check with the classroom teacher or contact the Parent Coordinator. Please make sure you notify your child’s teacher and/or school nurse about students’ food allergies.

**COMMUNICATING WITH THE SCHOOL**

Parents are encouraged to maintain an open dialogue with their child’s/children’s teacher(s), and there are a number of ways to do so, as described in this section. Please note that when phoning a teacher, the best times to reach him or her are during the early morning before school or after school or during the teacher’s prep time which can be obtained by calling the school or writing a note to your child’s teacher requesting that information. See the directory in Section I for phone numbers and email addresses.

**Parent Notes**

Parents must send notes to the school with their children for the following reasons:

1. Request to hold an additional conference.

2. Clarify assignments or homework.

3. Inform the school of a student’s absence (The note should include: the date, the child’s name, the parent’s name, and the reason for the absence. If the absence was due to illness, clearly state the type of illness or symptoms).

4. Notify the school/teacher that a student will be dismissed early.

5. Request that a child stay inside for recess following an illness or for another clearly stated reason.

6. Notes are required for communication concerning before and After School program/s.

**Use of School Phones**

Students may use the phone in the school office in case of emergency after having received permission from school personnel. Non-emergency use of the phone will not be permitted

**School Newsletter**

Lewis H. Latimer publishes a monthly newsletter that is sent home with students. The newsletter contains important information about upcoming school events, programs, dates to remember, and news within our school. It also contains information on community events, such as recreational programs, and a message from the Principal.

**School Website**

The Lewis H. Latimer Elementary School website (http://www.ps56k.org) was designed to serve the school, and the school’s community, as well as other communities. The website promotes access to appropriate educational resources, provides space to share ideas and solutions, and includes informative and engaging material. The purpose of the school web page is to be used as a teaching tool as we would use a library, and to demonstrate, learn, and respect the power of technology.

**Open House**

When scheduled, Curriculum Night is held in the fall to introduce parents to their child’s teacher and the curriculum being taught in the classroom. The purpose of this evening is to give parents a general overview of the classroom activities. It is not a time for discussion about individual students. Parents, children and other family are welcome to attend Open House.

**Parent/Teacher Conferences**

Our goal is to achieve 100% participation at conferences. Parent/Teacher conferences are scheduled in the fall (September and November) and in the spring (March, June) of the school year. Parents are asked to sign up for individual conferences to discuss their child’s progress, and discuss any questions or concerns they have about their child’s school experience. Notices will be sent to parents regarding the dates and time of the Parent/Teacher conferences.

Parents may request additional conferences at any time during the school year. Appointments can be made with the child’s teacher by calling the school or by writing a note to the teacher. Sometimes concerns or confusion arise about student assignments or programs, or social or behavioral issues arise. To resolve these concerns or confusion, parents are encouraged to initiate dialogue with their child’s teacher. This can be done by either writing a note or calling the teacher or by contacting the Parent Coordinator. Additionally, every Tuesday immediately after school is designated as Parent Communication Time between 2:40 and 3:10.  Parents may see the teacher in person or set up a phone conference at this time.

**PARENT INVOLVEMENT**

**Home School Connection** It is important that we continue to build relationships between the home and school environments that is essential for success in elementary school. Please participate and take full advantage of the many and various activities made available for both parents and students in school and at home.

**Contact With Administration**

To best way to meet with the principal is by appointment. Appointments may be made with the parent Coordinator or the secretary. Please briefly state the nature of your concerns. Your concern will receive a response within 24 hours. Matters that are URGENT OR OF AN EMERGENCY NATURE will be addressed on the same day.

**Parents Teachers Association – PTA**

The PTA promotes communication between the school, its student and families. Due to do the dedication and hard work of our parent volunteers, PTA initiates fundraisers and events throughout the school year, such as: Bake sales, Holiday portraits. By raising money with these events, the PTA of PS 56 enables our children to continue to have: 5th Grade Graduation (Pictures, DJ, food and decorations for our senior’s Dance) and so much more, which offset the costs of all these wonderful programs that the school would otherwise have to cover and inevitably eliminate due to all the budget cuts.

**FAMILY RESOURCES: WEBSITES**

**New York City Department of Education Websites**

Parent and Family Pages

SCHOOL YEAR CALENDAR

[**http://schools.nyc.gov/Calendar/**](http://schools.nyc.gov/Calendar/default.htm)

**School Foods Parent Information/School Lunch Menu**

[**http://www.schoolfoodnyc.org**](http://www.schoolfoodnyc.org/)

**NYC Department of Education Family Guide**

Includes a parent/family guide to the NYC DOE, information about curriculum and student testing, and information regarding extracurricular activities and other links **http://schools.nyc.gov/ParentsFamilies** (Parent and family

information)

**NYC Department of Education Rules and Policies**

**http://schools.nyc.gov/RulesPolicies/default.htm** (Rules and Policies and How to Get Involved)

**RESPECT FOR ALL** - Making NYC Public Schools safe and supportive for all

Students **http://schools.nyc.gov/ParentsFamilies**

**DIAL A TEACHER** (212) 777-3380

Get help working with your child! Homework help for parents!

**About Common Core**

The Common Core Standards Initiative is a state-led effort coordinated by the National Governor's Association and the Council of Chief State School Officers aimed at instilling a common understanding for students, parents and educators about what students should know and be able to do by the time they graduate high school to succeed in college and careers. New York City has fully implemented the Common Core standards since the 2014-15 school year.

**Enrichment / Educational Games**

Starfall.com – Early Childhood Reading

Abcya.com - Free, Educational Computer Games for Elementary School Students

Storylineonline.net - Stories read online for free with streaming video by members of the screen actors guild

Kids.gov – Official US Government Website for Kids

Worldbookonline.com – Reference Pages for kids on all subjects including

encyclopedia, dictionaries, etc.

Factmonster.com – Free Reference Site for Students, Parents, and Teachers

on thousands of subjects

Funschool.com – More fun, free educational games for preschool through 6th grade

kidsclick.org – A reference search engine for kids, created by librarians

queenslibrary.org – Kids’ site includes link to HOMEWORK HELP (Dial a teacher) and a listing of other excellent websites for kids and parents!

**SPECIAL EDUCATION WEBSITES**

Information Guide for Parents with Students with Disabilities Includes links a Parent’s Guide to Special Education by Mayor Bloomberg and Chancellor Joel Klein, information about the IEP process and procedural safeguards, and information regarding middle school and high school. All documents on this website are in Arabic, Bengali, Haitian-Creole, Korean, Russian, Spanish, and Urdu. [**http://schools.nyc.gov/ParentsFamilies**](http://schools.nyc.gov/ParentsFamilies)

The National Dissemination Center for Students with Disabilities

Families and Communities page includes a plethora of information to support families of children with disabilities!

**http://www.ninds.nih.gov/find\_people/voluntary\_orgs/volorg749.htm**

**English Language Learners**

New York City Department of Education Family Resources **http://schools.nyc.gov/ParentsFamilies**

**2017 – 2018 SCHOOL YEAR CALENDAR**

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| **Sept 7, 2017                First Day of School****Sept 8, 2017                First Full Day Kindergarten Students****Sept 13, 2017               Elementary School: Parent Teacher Conference****Sept 21-22, 2017           Rosh Hashanah (Schools Closed)****Oct 9, 2017                  Columbus Day Observed (Schools Closed)****Nov 7, 2017                  Election Day (Students do not attend School)****Nov 15-16, 2017            Elementary School: Parent-Teacher-Conference****Nov 23-24, 2017            Thanksgiving Recess (Schools Closed)****Dec 25-Jan 1, 2018        Winter Recess (Schools Closed)****Jan 15, 2018                Dr. Martin Luther King Jr. Day(Schools Closed)****Feb 16-23, 2018            Midwinter Recess (Schools Closed)****Mar. 14-15, 2018          Elementary Parent-Teacher-Conference****Mar. 30-Apr 6, 2018      Spring Recess (Schools Closed)****May 23, 2018               Elementary School: Parent-Teacher-Conference****May 28, 2018               Memorial Day (Schools Closed)****Jun 7, 2018                 Anniversary Day (Schools Closed)****Jun 11, 2018                Clerical Day (Students do not attend school)****Jun 15, 2018               Eid al-Fitr (Schools Closed)****Jun 26, 2018               Last Day For All Students-Early Dismissal****Beginning of Year Procedures****\*\*\* September 7th and 8th- Lineup will take place in the school yard, barring inclement weather at 8:20am. \*\*\*****September 7th- 1st Day of School*** **Grades 1-5- Full Day (8:20-2:40)**
* **Kindergarten- Half Day (8:20-12:00)**
* **Pre-Kindergarten- Staggered Schedule (Students and parents enjoy an hour long orientation with their teachers! Families will be called to confirm session times.)**
	+ **Session 1- 9:30-10:30**
	+ **Session 2- 11:00-12:00**

**September 8th- 2nd Day of School*** **Grades Kindergarten - 5- Full Day (8:20-2:40)**
* **Pre-Kindergarten- Half Day (8:20-12:00)**

**September 11th*** **Full Day for All Students**

**Dismissal Procedures*** **Grades 3-5 will exit Door to the play yard.**
* **Grades 1-2 will dismiss from the auditorium. Parents will enter auditorium through play yard door.**
* **Pre-Kindergarten and Kindergarten- Pickup through exterior doors adjacent to the lower grade play yard from Downing Street. (Kindergarten Class 087 will transition to the play yard at 2:20 to meet parents for pick up.)**
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