

THE NEW YORK CITY DEPARTMENT OF EDUCATION  
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# I. S. 318

## PARENT HANDBOOK

### 2016 – 2017



*The FORTUNATO V. RUBINO*  
**ACADEMY OF THE ARTS AND SCIENCES**



## I. S. 318 Parent Hand book 2016 – 2017

Dear Parents:

Welcome to a new school year and a new journey for all members of the 318 community. As part of our educational journey we would like to take this opportunity to thank all of our parents for their cooperation and assistance you have shown throughout the year. We are looking forward to another great school year for the upcoming 2016 - 2017 semester.

To our new Parents:

Welcome to the I.S. 318 family! Our common goal is the educational success of your child. It is important that we support each other's efforts on behalf of our students. We truly consider you our partner in education and encourage your involvement, communication, and input at I.S. 318.

### **Important: Communication with Parents**

We regard parents as partners in education. Communication is needed for a close working relationship between home and school. The following are opportunities you can use to stay informed of your child's progress throughout the school year. If you do not see evidence of the following procedures, please contact your teacher or Parent coordinator and inquire about these procedures.

\*School wide communication

\*Report Cards will be distributed four times per year, November, January, March and June.

\*Parent Teacher Conferences four times a year September, October, March and May.

\*Progress Reports for all students.

\*Principal & Assistant Principals meet with parents during SLT monthly meetings.

\*Principal & Assistant Principals have an open communication policy.

\*Guidance department is present to assist students in crisis at parent request.

\*Availability of translation of all school newsletters and calendars.

\*Parent Reports sent home to each student tested in ELA & Math explaining child's State Exam scores with resources available to support your child's education.

Lastly, since we continue to strive to create a safe and orderly environment at I. S. 318, please read this Parent Handbook. It is filled with information regarding our Policies and Procedures.

**Teacher Mission:**

At I. S. 318 teachers are committed to and will:

- Foster a classroom learning environment that will inspire students
- Create opportunities for families to engage in the learning process
- Continue to grow professionally to create a positive learning atmosphere
- Incorporate multiple formats to represent information and enhance students engagement including the use of technology and other forms of instructional tools.

**Student Mission:**

At I.S. 318 students are committed to and will:

- Become more fluent in problem solving and reading for understanding in Math, Science, Social Studies and English Language Arts
- Engage in meaningful discussions that will deepen their thinking
- Apply critical thinking in all aspects of learning

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## **1. Arrival**

Students who are enrolled in our Gifted and Talented Program **MUST** arrive at school by 7:40 am. Students in the Gifted and Talented Program who arrive after 7:45 am will be marked late. Students in the Gifted and Talented Program who arrive after 8:00 am will not be allowed into the classroom; they will be directed to the auditorium or cafeteria for breakfast. They will be marked absent for their early morning class and present for the school day.

Students who **are not** enrolled in the Early Morning Gifted and Talented Program **MUST** arrive and be present in homeroom by 8:20 a.m. Students who arrive after 8:30 a.m. will be marked late. Instruction begins promptly at 8:38 a.m. for **all** students.

Please make every effort to have your child in school on time.

**Children are not permitted to enter the building before 7:00 a.m.**

**\*\*Breakfast will begin at 7:00 a.m.**

**Students should not go to the corner store to purchase breakfast or lunch after 8:10 am for any reason. Going to the store at this time or anytime after that will cause students to arrive late.**

Students are prohibited from bringing "open" food into the building after 8:20 am. Any student who would prefer to bring in their breakfast from the outside can do so, but must eat their food in the cafeteria between 7:00 am and 8:15 am. **Under no circumstances will food be permitted to be eaten in a.m. homeroom.**

**Students who wish to bring in lunch from the outside will be allowed to eat their lunch during their designated lunch period.**

All students enter through main/middle entrance on Lorimer Street.

## **2. Dismissal:**

All students will be dismissed at 2:40 p.m.

Students who are enrolled in any of our After School programs will be dismissed at 4:45 pm. (In some programs they will be dismissed at 5:45 pm)

**\* Important: If an external after school program, babysitter or private van picks up your child, their name & phone number must be on the Emergency Blue Contact Card.**

**It is a parent's responsibility to ensure their child is picked up on time.**

All students exit through the 3 entrances on Lorimer Street at the 2:40 pm dismissal and exit through the main/middle entrance on Lorimer Street at the 4:45 and 5:45pm dismissals.

**Please respect the teacher's time at dismissal, since they must return immediately to begin their extended day program, or in some cases, they have to pick up their children from their schools or babysitters; please refrain from attempted conversations during dismissal. Feel free to schedule appointments to hold conversations with your child's classroom and/or subject area teachers at another time.**

I am asking the entire school community to help our arrival and dismissal by either walking to pick up your child or parking as far as possible from the school. Please be mindful of not parking in the spaces designated for staff on Lorimer Street. In addition, double parking and idling vehicles on Lorimer Street between Harrison and Throop Aves may be ticketed.



### **3. Attendance/Punctuality:**

All absences and lateness will be monitored closely. Ongoing lateness sends a message to your child that school is not important and highly disrupts the morning routines of the classroom. ***Our Attendance Coordinators will sign your child in after 8:30am in Room 126. After 5 latenesses you may be notified to have a meeting with the administrative team to discuss this issue.*** Student attendance is one of the promotional criteria used to determine moving to the next grade.

\*A letter from the school will be sent home if your child has excessive lateness's and absences. Your child's report card grade may be lowered due to a significant amount of work being missed. This may jeopardize your child's promotion. Also, attendance is part of the Chancellor's Promotional Criteria.

\*After 10 lateness's your child will serve detention every Friday, every time they arrive late to school thereafter.

\*If you are planning an extended vacation, you must inform the attendance office prior to your child's absence & receive a packet of work to keep up with current assignments.

As a reminder, please make sure your child brings in any notes from the doctor so that we can put that documentation in his/her attendance file.

Absence is a major cause of failure. If a student is absent, he or she must be accompanied with a note from home or from the doctor when he/she returns to school.

We discourage parents from picking children up prior to dismissal. **Please, whenever possible, schedule any doctor appointments after school hours.** Picking your child up early disrupts the instructional day and should be avoided. Please be mindful to schedule all appointments after school hours. However, we do understand that there may be scheduling conflicts with pediatricians and orthodontists. So, if your child is knowingly leaving early from school, documentation should be provided to the school, (i.e. note from parent, copy of appointment card, etc.) on that day.

Students will not be permitted to leave school prior to the regularly scheduled dismissal time of 2:40 pm **unless accompanied by a parent or adult designee that is on your child's blue card.**



#### 4. Safety:

At dismissal, if your child is not enrolled in an After School program, they should go directly home. Students should not be going to Lindsay Park to meet up with friends. Large groups of students standing around idly, can often be mistaken for "Gang Activity". Please caution your child to refrain from engaging in such activity. If your child is picked up after school, please remind your child to wait in the main office for you, or for the person you designate for pick up. Please submit a note if you change your regular pick-up arrangements.

#### Emergency Blue Card

It is very important that all of the information is accurate and complete. Please return the Blue Card to your child's teacher by September 11, 2015. We are also requesting that you use the Blue Card to inform the school of any changes of telephone number(s), addresses and authorized adult pick up so that we have up-to-date information. **Please note we will NOT release a child to anyone not designated on the Blue Card.**

#### **The Blue Contact Card must include names of the pick-up person(s).**

\*When taking children out of the building, please adhere to our procedures:

- Make sure you or any designee from the blue card have proper ID
- Sign your child out in the Main Office from the log book.

#### Lockdown Procedures:

In the event that we must lock down and remain in the building, please rest assured that all children will be secure and will remain with their classroom teacher. If your child is out of the room, another teacher will have your child come into their room and inform the classroom teacher.

Throughout the course of the year, the school will conduct several "mock" lockdown drills to ensure that our students are familiar and comfortable with the procedures in case of any unsuspected emergencies that may arise.

The school will implement the appropriate emergency procedures based on information received by first responders. We will provide you with information as needed in the event of an actual emergency.

We want to assure you that our primary concern is the safety of all of the children. This can be successfully achieved with your continued support and cooperation.

We also suggest that you talk to your child regarding your own personal emergency plan and inform him/her who they may be released to in the event of such an occurrence. You may also want to discuss specific procedures regarding a meeting place or other special information. While this may feel uncomfortable, it is important for your child to know that you have a plan. This will help to reassure him/her.



## 5. Lunchroom/Cafeteria:

Lunchtime is a time for "re-fueling" with healthy foods. It is a time for students to socialize in a controlled manner. Since we are a large school, in order for lunchtime to be safe and orderly it is important that you discuss our guidelines with your children.

- No yelling, fighting or throwing food.
- Your child must sit with his/her classes assigned table(s) unless otherwise specified by an adult supervisor.
- Students are not permitted to walk around the lunchroom unless they are given permission
- Your child must ask an adult if he or she needs to leave the lunchroom.
- Your child must listen to the adults supervising.
- Your child must tell an adult if there is a problem.

The last 5 minutes of lunch is for clean-up in order to have eating areas sanitary and presentable for other students who are entering the cafeteria.

Please be aware: students who receive 3 warnings regarding a behavior will be given lunchtime detention.

During lunchtime detention, students are assigned to a classroom and supervised by a teacher. The students will complete a "Behavior Journal" describing the purpose of their detention. It is sent home for parent review and signature.

**\* No child will be permitted to leave the building for lunch.**

## 6. Special Events Criteria for Students

As you know, every grade is a crucial year for our students when applying for high school. There are many great activities planned for all grades this year. Special events such as Gymnasia Week, Class/Grade Trips, School Concerts, Dances and Field Day are by invitation only. Below is a list that outlines some of the criteria used **to determine exclusion** to various school events and Field Day:

- 1) **Lateness and absences: 20 or more times late to school, 18 or more absences without doctors' or parents' notes, and/or cutting school or class.**
- 2) **Students who have been written up on the Section Sheets/Jupiter consistently for repeated behaviors**
- 3) **Students who are repeatedly disrespectful to each other and to staff.**
- 4) **Students who experience conduct issues in large groups such as physical education, cafeteria, and auditorium.**
- 5) **Students who have been suspended (Principal/Superintendent Suspensions) from school for infractions defined in the Chancellors Regulations.**
- 6) **Students who consistently violate the dress code.**

We make every attempt to ensure that all school activities are enjoyable and relaxing for those students who have worked hard all year long. If you have any questions, please feel free to call at any time (718) 782-0589.



## 7. Dear 8<sup>th</sup> Grade Parents

As you know, 8<sup>th</sup> grade is a crucial year for your child. With your support, we hope to guide your child to an enjoyable and successful year. Two of the most important events of the year are the high school selection process and graduation. In order for students to be promoted to high school and attend the IS 318 graduation ceremony, they must fulfill the following criteria as set down by the New York City Department of Education:

- 1) **Have a passing grade of 65 for the year in their subjects.**
- 2) **Pass the New York State English Language Arts and Mathematics Tests**

**Students that fail one or more subjects for the year will not be promoted and will not be able to attend the IS 318 Graduation, Prom and Great Adventure. Students that fail the New York State English Language Arts and/or Mathematics Tests will not be promoted and will not be able to attend the IS 318 Graduation. These students will have to attend summer school.**

In addition to these important events there are other exciting activities that students will be involved in such as academic trips, dances, the senior trip to Great Adventure and the senior prom. In order for students to participate in these activities, they must fulfill the following criteria:

- 1) **Passing grades in their academic classes.**
- 2) **Have a good attendance and lateness record (lateness not to exceed 30 or more times; absences not to exceed 18 times or more).**
- 3) **Students are expected to be respectful to each other and to their teachers.**
- 4) **Students must exhibit good conduct in classes, in the cafeteria, gymnasium and in the auditorium.**
- 5) **Students who have multiple suspensions, students who appear on section sheets numerous times and students who disrespect either their fellow classmates and/or teachers may be prohibited from attending Graduation, the Prom and Great Adventure.**

Students who are not able to follow these rules **will not be able to attend** academic trips, dances, Gymnasias, the senior trip to Great Adventure and the senior prom, concerts and talent show. We strongly believe that with your help and support, your child will be able to graduate and participate in all of these exciting activities. We will do everything that we can to ensure your child's success in these endeavors. Please feel free to call me or the dean Ms. Santamaria if you have any questions.



## **8. Discipline Policy:**

We are well aware that "Order Precedes Learning." We at I. S. 318 are determined to create a safe and orderly environment for your child. In order to accomplish this we have instilled a Unified Discipline Policy. We appreciate your support with this initiative in order to create an optimal learning opportunity for your child.

Classroom teachers will be responsible for developing individual classroom rules. In addition, the school will adopt a General Code of Behavior for out of classroom situations.

### **Unacceptable Behaviors**

1. Behaving in a manner which disrupts the educative process and/or causes injury to a student. **A - F**
2. Not being in assigned place or leaving class without permission. **A - E**
3. Engaging in minor altercation or similar physical confrontational behavior towards students or school **A - G**
4. Defying the lawful authority of school personnel; insubordination. **A - F, G with authorization**
5. Fighting or disruptive behavior in school, school bus, or during school outings.
6. Falsely activating a fire alarm **D - J**
7. Starting a fire **I - M**
8. Bomb threat. **D - L**
9. Engaging in theft. **D - J**
10. Using profane, obscene language, or making obscene gestures. **A - F**
11. Using slurs that are racial, ethnic, religious, sexual, or discriminating in nature. **A - I**
12. Engaging in vandalism, graffiti or intentional damage **A - E**
13. Cheating or copying from another student's work or lying or giving false information. **A - H**
14. Bringing unauthorized visitors to school. **A - H**
15. Engaging in sexual harassment or physical conduct of a sexual nature **D - J**
16. Smoking and/or use of electronic cigarettes and/or possession of matches or lights **A-D**
17. Gambling **A-F**
18. Possessing or selling any weapon as defined in Category II **G - M**
19. Possessing or Possessing or selling any weapon, other than a firearm, as defined in Category I. **I - M**
20. Using controlled substances or illegal drugs, and/or alcohol **D - M**
21. Selling or distributing illegal drugs, controlled substances and/or alcohol **I - M**
22. Students who engage gregarious behavior in the cafeteria/gymnasium/auditorium (large group activities) will be removed from the location and will serve detention



## **CONSEQUENCES:**

- A.** Admonishment by pedagogical school staff
- B.** Student/Teacher conference
- C.** Reprimand by Appropriate Supervisor (Dean, A.P. Principal)
- D.** Parent conference
- E.** In-school disciplinary action (detention, exclusion from extra-curricular activities and/or senior activities or communal lunchtime)
- F.** Removal from classroom
- G.** Principal's suspension (1-5 Days)
- H.** Superintendent's suspension
- I.** Superintendent's suspension –continued suspension 6-10 days
- J.** Superintendents suspension – results in 30-60 days
- K.** Superintendents suspension – 1 year –reinstatement after 6 months
- L.** Superintendents suspension – 1 year to alternate program
- M.** Expulsion

**\*\*\*Lunch Detention will be given to students who do not complete homework assignments or who are removed for poor behavior and fail to follow rules**

## 9. School Rules:

As part of our mission statement at I. S. 318, we want to foster an environment that is conducive to student learning and teachers growing professionally.

In an effort to keep our school clean and students' safe, there are a few **items that are not allowed in the building** and **articles of clothing that are not to be worn:**

- eating or drinking in the classrooms or hallways
- candy or gum chewing
- open containers of any kind are not allowed outside the student cafeteria
- Jewelry
- Shorts
- Tank tops
- Belly shirts
- Sheer tops
- Midriff area (stomach) and Back must be covered at all times regardless of the weather conditions.
- Pants or Jeans with holes above the knee
- Short skirts
- Clothing with inappropriate words or language
- Open toe shoes or sandals

**\*\*\*Please do not send your child to school with expensive electronic items. Your child will be held responsible if lost or stolen.**

Hats, bandanas, other head dressings may be worn to school but may not be worn in the building. These items can be hung up in the wardrobe in your child's homeroom.

Children should not wear shoes or clothing that are inappropriate and may cause injury during the course of the school day. Children should not wear high platform shoes or sandals to school.

Pants must be worn on the hips, not sagging below the waist.

Please be sure to label all personal articles such as jackets, sweaters, lunch box, and book bag with your child's name and class. The lost & found is located on the 1<sup>st</sup> floor, next to the Main Office.



## **10. Cellular Phone Policy:**

Please be advised that as per Chancellor's Regulations, students are not permitted to ***use or carry cellular telephones on school premises***. While we are fully aware that many students own cellular phones, they cannot be ***visible (worn on the belt clip of pants, attached to a skirt or book bag)*** during the school day. If an emergency arises and a student needs to have access to a telephone, school phones are available with adult permission and supervision. In the case that you need to contact your child, please feel free to call the school number (718) 782 - 0589 and a message will be delivered to your child via his/her classroom teacher.

We are looking for parental cooperation and support in the enforcement of this city and school wide policy. There were some incidents last school year, with students and the improper use of cell phones that has resulted in the strict enforcement of this regulation. ***Please be advised that any student, who fails to follow this regulation, will have his/her cell phone confiscated.***

The following procedures will be put in place for the confiscation of cell phones:

- **1<sup>st</sup> Offense** – phone will be confiscated and returned to the student at dismissal.
- **2<sup>nd</sup> Offense** - cellular phones will only be returned by administration and to the student's parent or guardian.
- **3<sup>rd</sup> Offense** – student will not be allowed to bring phone in building, phone will be confiscated and returned to the parent at a time that will be determined by the administration.

We are requesting that you have a conversation with your child so he/she understands the consequences that come as result of not following the city and school's rules and regulations.

Your cooperation, understanding and support in this matter is greatly appreciated.

## **11. Homework Policy:**

Homework is crucial for your child. This is a time to reinforce and practice the skills and strategies taught in school. It is important that your child completes his/her homework each night. Please make sure you obtain all missed assignments. Have at least 3 telephone numbers available of other students in the class in order to discuss any homework issues.

\*Students should be encouraged to complete their homework independently. If your child is having difficulty, it is fine to assist but please do not complete the work for your child. Any continued problem should be brought to the teacher's attention in a note accompanying the incomplete homework. All homework must be signed daily.

\*\*Please be aware that missing homework assignments and projects negatively affect student's grades.

Listed below are a couple of strategies and incentives to reinforce good homework practices.

- Set up a "distraction free" study area in your home
- Set up a daily homework schedule
- Discuss with your child what they are learning, reading and writing in school.
- Go over homework and study with your child
- Read with your child whenever possible
- Monitor Jupiter grades and your child's planner to keep track of any homework assignments, projects and assessments that your child has to complete.



## 12. School Wide Teams and Committees

<b>Team/Committee</b>	<b>Members</b>	<b>Goals/Purpose</b>
<b>RFA</b> "Respect for All"	<b>School Guidance Team</b> E. Leavy, M. Raposo, R. Parilla, K. Gordon	To work with and train school faculty and parents on how to identify students who may be experiencing social emotional challenges.
<b>BRT</b> "Building Response Team"	<b>Administrative Team</b> Z. Makuch, P. Curcio <b>School Safety Committee</b>	Manage all school related emergencies until first responders arrive. Train faculty and students on protocols for emergency preparedness. Outline actions to be taken as they relate to various safety drills.
<b>RTI/SIT</b> "Response to Intervention"	<b>Administrative Team</b> E. Windley, J. Nagler, P. Curcio <b>SPED/IEP Team</b> E. Chaghasbanian, D. Poole, M. Lopez	Facilitate training sessions on screening (assessment process) and data collection to give the appropriate intervention to students. Provide PD on how to use the 3 tiered model for instruction and support. Assist teachers in developing a BIP/FBA for students who have been assessed and diagnosed for the intervention.
<b>SLT</b> "School Leadership Team"	Principal, Assistant Principals (3), UFT Chapter leader, UFT designee, 4 teachers 7 parent members	Help develop school – based educational policies, and ensuring that resources are aligned to implement these policies. Assist in creating a structure for school based decision making.
<b>PTA</b> "Parent-Teacher Association"	<b>Executive Board</b>	Assist parents in becoming involved in their children's education, and share ideas to enrich the school community.
<b>TIF</b> "Teacher Incentive Fund"	<b>Peer Instructional Coaches</b> J. Dauman, D. Alcott, J. Robey, G. Tietze <b>Demonstration Teachers</b> P. James, K. O'Connor, C. Franchino, N. Angulo S. Leistman, J. Woodbury	Work with teachers using formative classroom visits, and other learning experiences to support a leadership model.  Responsibilities include modeling lessons, reflecting on and debriefing lessons with colleagues, and demonstrating other strategies for modeling best practices.

### 13. School Wide Teams and Committees

<b>Team/Committee</b>	<b>Members</b>	<b>Goals/Purpose</b>
<b>SBST</b> "School Based Assessment Team"	School Psychologist School Social Worker Related Service Personnel Teachers	The school psychologist, social worker along with the students' teachers participate in the evaluation and development of an IEP for students who are in need of special education services.
<b>PPT</b> "Pupil Personnel Team"	School Administration Principal, Assistant Principals, Deans School Guidance Team School Based Assessment Team	Review and evaluate the needs of specific students who are not demonstrating success in their current educational program. Identify issues that either positively or adversely affect student success.
<b>AED/CPR</b> "Response to Intervention"	Dean Staff P. Curcio, D. Rullo, L. Murnieks, A. Santamaria Phys. Ed. Staff D. James, K. Williams, K. Murphy, L. Puccio, J. Napoli	Appropriately trained, certified school personnel in Cardio Pulmonary Resuscitation/Automated External Defibrillator who can respond to a medical emergency during any of the following circumstances: school sponsored athletic event, school sponsored extracurricular event or activity.
<b>TIT</b> "Teacher Inquiry Teams"	All Teachers	Look at student work and use item analysis to differentiate and guide instruction within the classrooms.



#### **14. Citywide Policy on Storm Day Procedures, Delayed Openings & Early Dismissal**

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.

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://www.nycenet.edu/>) and on the following radio stations in the city: WINS (1010 AM), WCBS (880 AM), WLIB (1190 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), and "NY 1" (Channel 1 on cable television).

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, all afterschool 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).

**In the Event of a Storm:** The Office of Communications and Media Relations will notify the Associated Press news wire service, the New York City 311 Information Line, and radio and television stations as soon as possible prior to 6:00 a.m. The Office of Communications and Media Relations will work with the Division of Instructional and Information Technology to post the relevant information on the Department of Education website Home Page. School staff and parents should be advised to check the Department of Education website (<http://schools.nyc.gov>), call 311 and listen to information broadcast by any of the following radio stations

### **Delayed Opening:**

Should the Chancellor decide on a delayed opening of schools, I.S. 318 will open at 7:30 a.m. 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, students will be in school until their regular dismissal time.

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 requiring 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.

### **Early Dismissal:**

In case of an early dismissal, all parents should now discuss contingency plans with their children.

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 advise your child to tell the teacher if no one is at home at the time of an authorized early dismissal. 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 this plan. Please note that you must have listed that relative, friend or neighbor on the school's "**BLUE EMERGENCY CONTACT CARD**" because schools are not authorized to release pupils to persons not listed on that card. You should 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 requiring 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.



*"Education is the most powerful weapon which you can use to change the world"*

-Nelson Mandela

In conclusion, each day at I.S. 318 is filled with a wealth of learning opportunities for our students. That is why we stress the importance of good attendance and punctuality. Research has shown that attendance and punctuality habits directly impact on student performance. We also want you to be aware that many specialized high school programs demand excellent attendance during the elementary and middle school years.

In addition, please remember the importance of updating your contact information on your Blue Cards. It is important to have contact information, as well as, bus/van information updated regularly. It confirms your attention to important matters that may affect the safety of your children at 318 and inform you of pertinent procedures.

Feel free to ask our Parent Coordinator Mrs. Berroa if you have any question or concerns regarding our Policies or Procedures or any other matters that may arise during the school year. She can be reached at 718-782-0589ext 1260 or is in Room 126. The Administration will continue to have an open communication policy if you should need assistance after first speaking to your child's teacher.

Once again thank you for all your support and cooperation. We look forward to a successful year.

Sincerely,  
Leander Eric Windley  
Principal