

# **PS/MS 146Q**

# **The Howard Beach School**



## **2022-2023**

## **Parent Handbook**

**Danielle Cross, Principal I.A.**  
**Graziella Genna, Assistant Principal**  
**Angela Manekas, Assistant Principal**

**[www.ps146q.org](http://www.ps146q.org)**



Dear P.S./M.S.146 Family Community,

It is my sincere hope that you enjoyed your summer vacation. I would formally like to welcome and introduce myself to the school community. As the Interim Acting Principal, it is with a grateful heart that I let the community know that I am eager and excited to begin a successful year and long journey ahead. My name is Danielle Cross and this is my twenty-third year working for the NYC Department of Education. Throughout these years I have had a plethora of experiences as a Classroom Teacher, Reading Specialist, Reading and Writing Coach, English as a New Language Service Provider, and Assistant Principal. I received my undergraduate degree from Sacred Heart University with a Bachelor's in Psychology and Education. Then obtained a Master's Degree from St. John's University in Elementary Education and Early Childhood Education. After I began teaching and working with early childhood and elementary students, I knew the importance of furthering my career and earned a Master's Degree in Reading Specialization from Queens College. As a lifelong learner I went on to receive a School Building Certification in the Education Administration Program from The College of St. Rose. As time continued throughout my teaching career, I lastly received TESOL Certification from St. John's University. Education has always been a passion of mine since my childhood and continues to grow each day. I look forward to meeting, interacting, and building trusting relationships with you.

Outside of my professional career, I am a heartwarming mother of two boys and a fur baby toy poodle and gratified wife. I look forward to working with you and meeting everyone on the first day of school and throughout the school year 2022-2023. **Please make sure to check the school website, [www.ps146q.org](http://www.ps146q.org) and ParentSquare for messages and updated events at our school. This is the primary resource for current information on a variety of topics.**

With Gratitude,



Mrs. Danielle Cross  
Principal, I.A.

# PS/MS 146Q – 2022–2023 School Year

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## **PS/MS 146Q - 2022-2023 School Year**

### **WHO'S WHO IN THE SCHOOL**

Principal, I.A.	Ms. Danielle Cross
Assistant Principal	Ms. Graziella Genna
Assistant Principal	Ms. Angela Manekas
Parent Coordinator	Ms. Lori Messina
School Secretaries	Ms. Christine Armao
	Ms. Betsy Kuhlmann
Guidance Counselor	Ms. Christina Hart
School Nurse	Ms. Kerry Larkin
School Psychologist	Ms. Gilrane
School Social Workers	Mr. John Creamer
	Ms. Michele Amato

**PS/MS 146Q - 2022-2023 School Year**  
**DAILY SCHEDULE FOR ALL STUDENTS**

<b>Period</b>	<b>Time</b>
<b>Breakfast/Arrival</b>	<b>8:00 am - 8:15 am</b>
<b>Period 1</b>	<b>8:15 am - 9:05 am</b>
<b>Period 2</b>	<b>9:07 am - 9:57 am</b>
<b>Period 3</b>	<b>9:59 am - 10:49 am</b>
<b>Period 4</b>	<b>10:51 am - 11:41 am</b>
<b>Period 5</b>	<b>11:43 am - 12:33 pm</b>
<b>Period 6</b>	<b>12:35 pm - 1:25 pm</b>
<b>Period 7</b>	<b>1:27 pm - 2:17 pm</b>
<b>Dismissal</b>	<b>2:17 pm - 2:20 pm</b>

# PS/MS 146Q – 2022–2023 School Year

## ROUTINE PROCEDURES

### Breakfast

All students are eligible for free breakfast.

**Grades 3K, 4K & K:** Students will eat breakfast in their classroom.

**Grades 1–3:** Students who wish to eat breakfast must arrive between 7:40 am– 8:00 am. Grades 1–5 will eat breakfast in the cafeteria.

**Grades 4–5:** Students who wish to eat breakfast must arrive between 7:40 am– 8:00 am. Grades 4–5 will eat breakfast in the cafeteria.

**Grades 6–8:** Students who wish to eat breakfast will take “grab and go” breakfast as they walk into the school building at 8:00 am. Grades 6–8 will eat breakfast in their classroom.

### Arrivals

The school day begins for all students at 8:00 am.

- **3k, 4k, K**
  - Enter through their classroom doors beginning at 8:00 am.
  - Breakfast will be served in the classroom from 8:00–8:15 am.
- **Grades 1–3**
  - Enter through Exit 8, 99th Street entrance, beginning at 7:40 am.
  - Breakfast will be served in the cafeteria
  - ALL students in grades 1–3 will report directly to the cafeteria.
  - Students in grades 1–3 will not be permitted in the school building before 7:40 am as there is no supervision for students at that time.
- **Grades 4–5**
  - Enter through Exit 7, School Yard entrance (98th Street), beginning at 7:40 am.
  - Breakfast will be served in the cafeteria.
  - Students in grades 4–5 who want to eat breakfast, will report directly to the cafeteria.
  - Students in grades 4–5 who do NOT want to eat breakfast, will report directly to the auditorium.

- Students in grades 4-5 will not be permitted in the school building before 7:40 am as there is no supervision for students at that time.
- **Grades 6-8**
  - Enter through the main entrance beginning at 8:00 am..
  - “Grab and go” breakfast will be offered in the main lobby.
  - Students in grades 6-8 will not be permitted in the school building prior to 8:00 am as there is no supervision for students at that time.

## **Dismissal Procedures**

The school day ends at 2:17 p.m. Students are dismissed to the following locations:

### **Dismissal areas are:**

**3K:** 99th Street small playground

**4K:** 99th Street small playground

**Kindergarten:** 99th Street small playground

**Grade 1:** Dismissal Exit 7 in the big schoolyard

**Grade 2:** Dismissal Exit 7 in the big schoolyard

**Grade 3:** Exit 4/5 in the big schoolyard by the garden

**Grade 4:** Exit 4/5 in the big schoolyard by the garden

**Grade 5:** Exit 2/3 on 159th Ave.

**Grade 6:** Exit 2/3 on 159th Ave.

**Grades 7-8:** Exit out the Main Entrance

Dismissal for **Grades 3K-4** is a face-to-face dismissal. Teachers will dismiss children to parents on an individual basis. Please do not call your child off the line. For the safety of all children, it is important to adhere to this policy.

Students who are not picked up on time will be escorted to the school’s main lobby. Parents will be contacted. Upon arrival, parents will sign-in at the security desk, show photo identification and display their health screening results. Parents will use the main entrance to pick up students, please proceed to the table in the main lobby to sign-out children.

Only persons listed on the Blue Emergency Card will be allowed to pick up your child.

**\*\*Please be aware that it is important, for the safety of your child, to arrive at dismissal on time. After 2:20 p.m., there is no supervision available for students.**



If you anticipate being late or have a change in pick up procedures for your child, please call the main office so that we can let the teacher and student know before dismissal begins.

If you are chronically late picking up your child, there will be a requested meeting with the Principal to determine how to remedy the issue.

## **Dress Code**

PS/MS 146Q is a Dress Code school.

All students are expected to wear:

**TOPS:** Long or short sleeve shirts in navy, black, white or light blue. Students may wear any PS/MS 146Q clothing. Tops must be the students' outermost layer of their uniform.

**BOTTOMS:** Pants, leggings, skirts, skorts or walking shorts (to the knee) in navy, khaki or black.

If a student is not in uniform, parents will be contacted to bring a uniform to the school or the school will provide a uniform for the day to the student.

Parents may seek an exemption to the uniform policy as set forth in Chancellor's Regulation A-665 by completing an exemption form and returning it to Ms. Cross and the District 27 Family Support Coordinator. The parent must have a conference with a designated school official and agree that the student wears appropriate dress, as determined by the principal.

## **Lunch**

- All students are entitled to free lunch.
- All families must complete one mandated School Lunch Form in order to ensure fair funding for our school.
- Students can have school lunch or bring their own lunch.
- Food and drinks will be eaten only in the cafeteria.
- Glass bottles may not be brought into the school building.
- Soda is not permitted.
- Please provide healthy meals and snacks for your child.
- We are an allergy aware school, therefore, we ask that any foods consumed in the classrooms be nut free.

## **Birthday Celebrations**

If you would like to send in a small treat for your child's birthday, please send in a pre-packaged, nut-free item. Send the treat in with your child the day of their birthday.

## **Attendance**

Students are expected to be in school every day, on time and prepared for class. Attendance is extremely important to a successful school experience for your child and for attainment of the Next Generation Standards that are required for promotion.

A late student, defined as one who arrives at school after 8:05 am, must be escorted to the Main Office to receive a late pass. Parents must show photo identification, completed health screening results and sign-in at the security desk before escorting their child to the Main Office.

Please report absences to Mrs. Lori Messina, Parent Coordinator, via email. (LMessina5@schools.nyc.gov) Please send a written note indicating the reason for absences upon return to school. In circumstances that require your child to be absent for an extended period of time, please inform the school.

**If your child is absent as a result of the need to quarantine, please reach out to PS/MS 146Q and your child's teacher.**

We encourage parents and students to make prompt and consistent attendance at school a priority. Therefore, you are strongly discouraged from taking vacations while school is in session. Family vacations should be planned to coincide with vacation days of the annual school calendar. Student absence for vacation will be treated as an unexcused absence.

Students may be dismissed before the school day officially ends only when a parent or guardian appears in person requesting the student's early dismissal. The parent must sign the student out. Please do not make appointments for your child during the school day as this interrupts instruction and your child's education.

**Please remember that only persons listed on the Blue Emergency Card will be allowed to sign your child out of school.**

## **Lost and Found**

The Lost and Found is located in the cafeteria. Articles that are found should be given to a staff member who will forward it to the Lost and Found. If you lose anything, please notify Lori Messina, Parent Coordinator.

All items not claimed in a timely fashion will be donated to charity.

## **Monthly Celebrations**

As a school community, we embrace and educate students on the awareness of one's own cultural identity and views about difference.

Each month, we will be introducing a school wide read aloud which will align with a celebration (holiday, special day ect) identified on the DOE's calendar and provide the ability to learn and build on the varying cultural and community norms of students and their families through class activities and discussions.

Additionally, each month all classes will participate in social emotional learning activities. These activities will be celebrating characteristics and/or traits promoting a growth mindset.

## **Orientation**

All classroom teachers will be holding parent orientations virtually during the month of September. Additional details will be posted via Parent Square for individual classes.

## **Parent Workshop**

All classroom teachers will be holding a parent workshop virtually during the month of October.

During this workshop, teachers will review our school's monthly celebration books (information above). Additional details will be posted via Parent Square for individual classes.

## **Google Classroom**

All classroom teachers will invite students to their Google Classroom through their student schools accounts ONLY.

This is to ensure the safety of all students and staff. Please be sure that your child has accepted their invitation to their Google Classroom by **Friday, September 17, 2021** to ensure the continuity of instruction.

### **Busing Safety Policy**

Our number one goal is to provide a safe and secure learning environment for your children. To help keep your child safe, both in and on the way to and from school, we must have a rigid Busing Safety Policy.

Busing is available for students who qualify in grades K–8. Students in grades 6–8 will be issued Metro Cards if they do not qualify for busing. If a student misplaces or loses their Metrocard, a note must be sent in from the parent stating so. This policy has been designed to meet the needs and demands of the parents/guardians who wish to send their child(ren) to school in a safe and orderly environment.

According to Chancellor’s Regulations A–801, if a child behaves in an unsafe manner on the bus, he or she may be temporarily excluded from the bus. Transportation to and from school is serious business. It is our responsibility to explain the appropriate way to behave on the bus to our children. The bus driver has absolute control of the bus and of the conduct of those on it. Students are expected to obey the bus driver. A child should not fear riding the bus; it should be an extension of the classroom and their behavior on the bus should reflect the behavioral expectations of the home and school.

Under no circumstances will a child be permitted to ride home on any other bus other than the one he/she is assigned to.

While on the bus, students should:

- Sit in their assigned seat
- Allow younger children to get on the bus first and sit in the front.
- Place their book bag on the floor and make room for others.
- Never stand while the bus is in motion.
- Always wear seatbelts.
- Not eat or drink on the bus.
- Not yell while on the bus, this distracts the driver.
- Talk quietly, be courteous to the driver and follow the driver’s instructions. Students should stay seated during the entire bus ride and keep the aisles clear.
- Refrain from shouting across several rows of seats.
- Not open or lean against the windows.
- Sit up straight and do not lean into the aisles.
- Look around to know where the Emergency exits are located.

- Check the seat before exiting the bus to make certain they have all their belongings

If a student misbehaves on the bus, he/she may have his/her privileges suspended or revoked.

The consequences for misbehavior will be as follows:

- **1<sup>st</sup> Offense:** Parent conference and a one-day bus privilege suspension both to and from school.
- **2<sup>nd</sup> Offense:** Parent conference and a three-day bus privilege suspension both to and from school.
- **3<sup>rd</sup> Offense:** A five-day bus privilege suspension both to and from school and a parent conference to discuss alternate means of transportation for the remainder of the school year.

Examples of misbehavior during busing procedures include, but are not limited to:

- Running in the auditorium at dismissal.
- Getting up from one's designated busing area without permission.
- Running on line during dismissal.
- Striking or touching another child inappropriately.
- Disrespect toward the bus driver.
- Fighting on the bus, on the way to or from the school bus stop, or at the school bus stop.

If any child misbehaves on the way to school, the chances are that he/she is not optimally ready to learn. School begins once your child gets to the bus stop. We want to keep your child(ren) safe from harm. This policy is designed to ensure that those children who want to go to school to learn have an opportunity to do so in a safe environment. In order to make this year a productive and safe one, we need your cooperation at home.

Important Numbers: Grandpa's Bus Company: 718-276-7100

OPT (Office of Pupil Transportation): 718-392-8855

## **Code of Conduct**

The New York City Department of Education is committed to ensuring that our schools are safe, secure and orderly environments in which teaching and learning take place each day. Safe, supportive school environments depend on students, staff and parents demonstrating mutual respect.

The Citywide Standards of Discipline and Intervention Measures (the Discipline Code) provides a comprehensive description of unacceptable behavior, including incidents involving drugs or weapons. It includes the range of permissible disciplinary and

intervention measures which may be used when students engage in such behaviors, and a range of guidance interventions schools may use to address student behavior. The Code applies to all students, including those with disabilities. The standards set forth in the Discipline Code apply to behavior in school during school hours, before and after school, while on school property, while traveling on vehicles funded by the Department of Education, at all school-sponsored events and on other-than-school property when such behavior can be demonstrated to negatively affect the educational process or to endanger the health, safety, morals, or welfare of the school community.

Assemblies will be provided to students beginning in September and throughout the school year to review behavioral expectations. The link to the Citywide Standards of Discipline and Intervention Measures (Discipline Code) is available on the school website. [www.ps146q.org](http://www.ps146q.org).

Students who repeatedly engage in behaviors that violate the Discipline Code will be excluded from extracurricular activities.

### **Entering and Exiting (Visitors)**

All parents and guests must enter and exit through the Main Entrance at 99<sup>th</sup> Street. When you arrive at the security desk, you must produce photo identification, proof of COVID-19 vaccination and sign in with the security agent. DOE policy requires all visitors to show ID.

Effective Monday, 9/13/21, all school building visitors for any length of time are required to provide proof of COVID-19 immunization (1 dose), except in the case of an emergency.

Visits to the building must be limited. If you need to speak with a teacher or supervisor, please call the office. No in-person meetings will take place unless scheduled in advance. Communication will primarily take place via telephone, ParentSquare or virtual conference.

### **Evacuation and Shelter Drills**

Evacuation and Shelter drills are required and held at intervals throughout the school year. Instructions are posted in the classroom indicating how to leave the building in case of a fire and where to go in case of an emergency. Children will practice walking quietly and quickly to the designated area. Student behavior which interferes with any safety drill will not be tolerated and will be handled according to the Discipline Code.

In the event of a real emergency, the safety of all students will take precedence over Covid-19 regulations.

## **Hall Passing**

As students move from class to class, they should always remain to the right of the white line in the hallway to allow for smooth and safe transitions for all students. Students should move quickly and quietly to their destination and follow the instructions of the teachers, school staff and safety officers.

## **Internet Use Policy**

All students are expected to abide by the requirements outlined in the Department of Education Internet Use Policy:

<https://www.schools.nyc.gov/about-us/policies/internet-acceptable-use-policy#:~:text=Students%20must%20not%20reveal%20personal,telephone%20or%20cell%20phone%20number.>

At school, students may use Internet access for educational purposes only. Students may not access School Internet Services without the supervision of a NYC public school staff member. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other areas of the school. Access is a privilege, not a right. Inappropriate use will result in cancellation of user privileges and school disciplinary action.

Inappropriate use of the Internet:

- Maliciously disrupting or harming the school's work stations, network, and services through such activities as hacking or downloading, uploading, creating or spreading computer viruses
- Posting private or personal information about another person.
- Attempting to log in through another person's email account or to access another person's files.
- Accessing or transmitting obscene or pornographic material.
- Engaging in sexual harassment.
- Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal gang activity; that threaten, intimidate, or harass any other person; or that violate any other laws.
- Using computers for personal communications: gaming, personal email, chat, personal blogs, etc.
- Plagiarism.

## PS/MS 146Q – 2022–2023 School Year

### COMMUNICATION

#### **Blue Emergency Cards**

It is important that all parents/guardians complete and return three blue Emergency Contact Cards. It is extremely important that we have accurate information on the Emergency Cards that you receive on the first day of school. **Please Keep This Information Updated.** Your assistance in providing complete information on the Emergency Cards is greatly appreciated.

In order to be prepared for any emergencies, please notify us of any changes on your child's emergency card, especially changes in address, home, work or cell phone numbers, etc.

Please print clearly and include an email address and cell phone numbers. Include an alternate emergency contact number on the blue card. Please include names and numbers of any persons that you give permission to pick up your child from school.

Only those people listed on the "blue card" will be permitted to pick up your child.

Please provide the office with copies of any court orders or custody agreements.

All information will be held in the strictest confidence.

#### **Cell Phone Use**

As per Chancellor's Regulations, cell phones are permitted in school however, Yondr pouches are included in our cell phone policy for grades 5–8. Yondr pouches will secure your child's cell phone for the school day. If your child's Yondr pouch is damaged, there will be a fee as outlined in the Yondr parent/student contracts.

For other grades cell phones should not be visible or in use during the school day. If any student is found violating these guidelines, cell phones will be confiscated.

Parents/guardians will have to make an appointment with an administrator to claim confiscated phones. Please be reminded that at no time will the school be held responsible for the loss of phones when they are brought to school.

If you have an emergency and need to contact your child during school hours, please call the school @ (718) 659-3140.



Please Note: Cell phones are not permitted in classrooms during NYS Testing. If a student fails to surrender his/her phone as per the directions, the result will be a misadministration of the exam which results in no score.

## **Change of Address**

If you should move to a new address, you are responsible to notify Christine Armao via email [carmao@schools.nyc.gov](mailto:carmao@schools.nyc.gov). Provide your new address and telephone number. You will need proof of address (utility bill, lease, deed and driver's license) before your records will be changed.

## **Communication with Parents:**

Communicating effectively with our parents is a priority at PS/MS 146Q.

There are a number of ways we communicate with parents throughout the year:

Phone Contact  
Email  
School Website [www.ps146q.org](http://www.ps146q.org)  
Family Nights  
ParentSquare  
Parent Workshops  
Report Cards/Progress Reports  
PTA meetings

## **Contacting the School**

Parents are encouraged to contact the school (718) 659-3140 whenever they have questions or concerns.

If you desire to schedule a conference with a specific teacher or administrator, it is suggested that you call in advance and arrange for an appointment. Visitors who come to school without an appointment will not be seen.

The ladder of communication is as follows:

- Teacher
- Parent Coordinator, Lori Messina ([LMessina@schools.nyc.gov](mailto:LMessina@schools.nyc.gov))
- Guidance
- Administration

## **Report Cards**

Report cards will be issued three times a year. Grades reflect classroom participation, classroom assignments, tests/quizzes and projects as identified in the grading policy.

You may call the school at any time to make an appointment to speak with a teacher or guidance counselor concerning your child's progress.

### **Report Card Distribution for 2022-2023 School Year**

*Parents receive report cards via mystudent.nyc. If you do not have a mystudent.nyc account, please reach out to Mrs. Messina at lmesina5@schools.nyc.gov or via Parent Square and she will assist you in setting up the account.*

### **REPORT CARD DISTRIBUTION DATES**

Wednesday, November 23, 2022

Friday, March 31, 2023

Wednesday, June 28, 2023

## **Parent Teacher Association (PTA)**

The PTA at PS/MS 146Q is active and works diligently to provide support and resources to the school for the benefit and educational growth of all students and to promote family engagement and strong partnerships between the school and community.

All families are encouraged to join the PTA and participate in all planned activities.

Contact information:

Email: [pta146@yahoo.com](mailto:pta146@yahoo.com)

Facebook: pta146

## **Parent Teacher Conferences**

Parent Teacher Conferences will be held virtually on the following tentative dates:

**September 15, 2022 - Back to School / Meet the Staff**

**November 3, 2022 - PTC Afternoon & Evening Conferences**

**March 9, 2023 - PTC Afternoon & Evening Conferences**

**May 4, 2023 - PTC**

Please note that parents will need to access their child's DOE account to meet with the teacher.

Grades 6-8 Teachers will schedule conferences for students who are approaching or below standards.

# PS/MS 146Q – 2022-2023 School Year

## ACADEMIC POLICIES

The PS/MS 146 grading policy entitles all students to a fair and equitable evaluation of their work.

Performance Levels are used across Grades K-5		
Performance Level	Progress Towards Standards	Grade Equivalent
1, 1+	Well Below Standards	Below 50
2-	Well Below Standards	50-54
2	Below Standards	55-59
2+	Below Standards	60-64
3-	Approaching Standards	65-74
3	Meeting Standards	75-84
3+	Above Standards	85-90
4-	Above Standards	91-95
4	Well Above Standards	96-99
4+	Well Above Standards	100

65% (3- and above) is considered a passing grade.

Kindergarten – Grade 5 Receive Performance Levels (listed above) for all Major Subject Areas (ELA/Math/SS/Science)	
Tests, Quizzes, Tasks	50%
Class Work/Group Work	35%
Homework	15%

Kindergarten – Grade 5 Receive Pass/Fail Grades for Art/Theatre/Music/Dance/Health/Technology/Physical Education	
P	Pass
F	Fail

<b>Middle School Students (6-8) Receive Numerical Grades for All Subject Areas 65% and above is considered a passing grade</b>	
Tests, Quizzes, Tasks	50%
Class Work/Group Work	35%
Homework	15%

<b>Grade Equivalents are used across Grades 6-8</b>	
Progress Towards Standards	Grade Equivalent
Well Below Standards	Below 50
Well Below Standards	50-54
Below Standards	55-59
Below Standards	60-64
Approaching Standards	65-74
Meeting Standards	75-84
Above Standards	85-90
Above Standards	91-95
Well Above Standards	96-99
Well Above Standards	100

65% (3- and above) is considered a passing grade.

<b>Middle School Students (6-8) Receive a Pass/Fail Grade for Art, Technology, Health, Theater, Foreign Language and Physical Education</b>	
P	Pass
F	Fail

### **Policies**

<b>Assessment Criteria Explanations</b>
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Tests, Quizzes, Tasks	Formal Assessments including but not limited to Multiple Choice, Essay, Performance Tasks, Rigby benchmark Assessments, Document Based Questions
Class Work/Group Work	Independent work done in class, class projects, group work, notebook check and class participation
Homework	Any work assigned to be completed at home

Late and Make Up Work Policy	
<ul style="list-style-type: none"> <li>• All students are permitted to make up missed classwork and homework.</li> <li>• It is the student's responsibility to make up for missed work.</li> <li>• If a student is absent, they have a two day window to submit missed work for full credit. After two days, grading deductions will be applied. (3<sup>rd</sup> day-minus 5 pts., 4<sup>th</sup> day-minus 10 pts., 5<sup>th</sup> day-minus 15 pts.....)</li> <li>• If a student is present for class and does not hand in homework, the student has two days to submit the missed work with grading deductions for lateness applied. (1 day-minus 5 pts. 2 days- minus 10 points)</li> </ul>	

Report cards are issued three times each year. The grade for each marking period will reflect the teacher's evaluation of the work during that marking period. The final grade is a reflection of the students' academic performance for the entire school year.

\*Students and parents must use their mystudent.nyc account to access their report cards.

## **Honor Roll**

Each marking period we take the time to recognize students that meet the high academic standards set at PS/MS 146Q. In order to achieve honor roll status students must achieve the following:

### **Grades 3-5**

The student will have a minimum of an overall level 3+ in all academic areas (The Overall ELA grade will be used to determine Honor Roll Status).

- No negative behavior comments
- Compliance with all school regulations and behavioral expectations

- At least 90% attendance rate

### **Grades 6-8**

**Gold** – 96 – 100% overall average

- No grade lower than a 90 in any class
- Compliance with all school regulations and behavioral expectations
- At least a 90% attendance rate

**Silver** – 91 – 95.99% overall average

- No grade lower than an 85 in any class
- Compliance with all school regulations and behavioral expectations
- At least a 90% attendance rate

**Bronze** – 85 – 90.99% overall average

- No grade lower than an 80 in any class
- Compliance with all school regulations and behavioral expectations
- At least a 90% attendance rate

### **Student of the Month**

To celebrate the accomplishments of 1 outstanding student in every class we will be instituting student of the month in grades K-8. Each month the classroom teachers in grades K-4 and teacher teams in grades 5-8 will select 1 student based on the following criteria:

- Overall academic effort (passing all exams, completing class work, completing homework)
- Citizenship
- Uniform compliance
- No more than 1 day absent

### **Independent Reading Levels**

All students are assessed throughout the year using the Rigby Reading Benchmarking Kit to establish his/her independent reading level. This is the level in which a child can decode and comprehend text with over 95% accuracy. The chart below indicates the expected level for each grade at various assessment points throughout the year.

**Rigby Independent Reading Levels**  
**Grade Level Expectations at Each Benchmark (Level 3 Meets Standard)**

<b>Grade</b>	<b>September</b>	<b>November</b>	<b>January</b>	<b>March</b>	<b>June</b>
<b>Kindergarten</b>	<b>N/A</b>	<b>A/B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>1<sup>st</sup> Grade</b>	<b>E</b>	<b>F/G</b>	<b>H/I</b>	<b>I/J</b>	<b>K</b>
<b>2<sup>nd</sup> Grade</b>	<b>K</b>	<b>L</b>	<b>L/M</b>	<b>M</b>	<b>N</b>
<b>3<sup>rd</sup> Grade</b>	<b>N</b>	<b>O</b>	<b>O/P</b>	<b>P</b>	<b>Q</b>
<b>4<sup>th</sup> Grade</b>	<b>Q</b>	<b>R</b>	<b>R/S</b>	<b>S</b>	<b>T</b>
<b>5<sup>th</sup> Grade</b>	<b>T</b>	<b>U</b>	<b>U/V</b>	<b>V</b>	<b>W</b>
<b>6<sup>th</sup> Grade</b>	<b>W</b>	<b>W/X</b>	<b>W/X</b>	<b>W/X</b>	<b>Y</b>
<b>7<sup>th</sup> Grade</b>	<b>Y</b>	<b>Y/Z</b>	<b>Y/Z</b>	<b>Y/Z</b>	<b>Z</b>
<b>8<sup>th</sup> Grade</b>	<b>Z</b>	<b>Z / Adult Lit.</b>	<b>Z/ Adult Lit</b>	<b>Z/ Adult Lit.</b>	<b>Adult Lit.</b>



**PS/MS 146Q – 2022–2023 School Year**  
**HEALTH/MEDICAL NEEDS & REQUIREMENTS**

**Nurse**

The nurse is located in room 114.

Parents need to inform the school nurse and teachers of any special illnesses or conditions their child may have.

In order for any medication (prescription, over-the-counter medicine and topical creams or ointments) to be administered at school, a medication authorization form (504) must be completed by the parent and medical doctor and returned to the school.

**Illness/Injury at School**

When a child becomes ill at school, he/she is sent to the school nurse for evaluation. Parents will be contacted by the school nurse at her discretion.

Please be sure the school has the correct phone numbers for home, work, cell, or a nearby friend or relative to ensure pick-up of your child promptly, if deemed necessary.

If your child has a fever, please do not send your child back to school for 24 hours after his/her temperature has returned to normal. If a child is injured at school, the parents will be called immediately. If we cannot reach the parents, the persons listed on the Blue Emergency Card will be contacted.

**Immunizations**

The New York City Department of Health and Mental Hygiene have issued School Admission Immunizations Requirements. The law requires that all new students, children entering day care, nursery school pre-school or pre-kindergarten, and kindergarten through grade 12 in New York City for the first time, must show proof of having received a complete medical evaluation.

If your child's health records indicate that he/she did not meet the requirements of Public Health Law, Section 2164, your child will not be allowed to attend school. You must provide documents to show that he/she has received the necessary immunizations.

\*If your child has had the COVID-19 Vaccination, please provide proof of vaccination to Christine Armao or upload it to [vaccine.schools.nyc](https://vaccine.schools.nyc).

CHANCELLOR’S REGULATIONS

**Chancellor Regulation A-831: Student-to-Student Sexual Harassment**

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. It is a violation of this regulation for a student to harass another student through conduct or communication of a sexual nature.

[A-831 10-7-2021 Final Posted](#)

**Chancellor Regulation A-832: Student-to-Student Discrimination, Harassment, Intimidation and/or Bullying**

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 harassment, intimidation and/or bullying committed by students against other students and discrimination by students against other students on account of actual or perceived race, color, creed, ethnicity, national origin, citizenship/immigration status, religion, gender, gender identity, gender expression, sexual orientation, disability or weight.

[a-832 student-to-student discrimination, harassment, intimidation and/or bullying 10/07/2021.](#)

## **PS/MS 146Q – 2022–2023 School Year**

### **RIGHTS & RESPONSIBILITIES**

#### **Parent Bill Of Rights**

##### **Parents' Rights and Responsibilities**

The New York City Department of Education recognizes that children excel when parents work closely with teachers and principals to develop strong partnerships. As partners in education, parents, guardians, and other family members have certain rights and responsibilities.

##### **All Families Have the Following Rights:**

- The right to a free public school education for their children.
- The right to be given access to information about their children's performance and the educational programs and opportunities available to them and their children.
- The right to be actively involved in the education of their children.
- The right to file complaints and appeals.
- The right to translation and interpretation services in order to communicate effectively with the Department of Education, in accordance with Chancellor's Regulation A-663.

##### **All Parents Have the Following Responsibilities:**

- The responsibility to send their children to school ready to learn.
- The responsibility to ensure that their children attend school regularly and arrive on time.
- The responsibility to be aware of their children's work, progress and problems.
- The responsibility to keep in touch with their children's teachers.
- The responsibility to respond to communications from their children's school.
- The responsibility to attend important meetings and conferences.
- The responsibility to treat all school staff members with courtesy and respect.

##### **We Encourage Parents to:**

- Set high expectations for their children.
- Help out at schools by volunteering time, skills, or resources.
- Get involved in the PTA.
- Take part in school and community programs.

**Additional information regarding Parent's Rights and Responsibilities are available at the NYCDOE website.**

**PS/MS 146Q – 2022–2023 School Year**

**CONTRACTS & RELEASES**

**September 2022**

**PS/MS 146Q Bus Contract between Student, Parents and School**

I understand that if the busing rules are not followed, my child may be suspended from riding the bus:

**1<sup>st</sup> Offense:** Parent Conference and a one-day bus privilege suspension both to and from school.

**2<sup>nd</sup> Offense:** Parent Conference and a three-day bus privilege suspension both to and from school.

**3<sup>rd</sup> Offense:** A five-day bus privilege suspension both to and from school and a parent conference to discuss alternate means of transportation for the remainder of the school year.

Child's Name: (Print) \_\_\_\_\_

Child's Class: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Number you can be reached at: \_\_\_\_\_

Child's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**P.S. /M.S. 146 Q 2022-2023 Student Behavior Contract (K-8)**

\_\_\_\_\_  
Student' Name (Please Print)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Class

**I know that I have a right to:**

- Be in a safe and supportive learning environment that is free from discrimination, harassment and bigotry.
- Know what appropriate behavior is and what behaviors may result in disciplinary actions.
- Be counseled by members of the professional staff in matters related to my behavior as it affects my education and welfare within the school.
- Due process of law in instance of disciplinary action for alleged violations of school regulations for which I may be suspended or removed from class.

**I agree to:**

- Come to school each day on time (barring illnesses).
- Appear for each of my classes on time and ready to work.
- Be prepared with appropriate materials and assignments for all classes.
- Show respect to all members of the 146 learning community.
- Resolve conflicts peacefully, and avoid fighting inside or outside of school.
- Behave respectfully, without arguing, and cooperate when a staff member gives a direction or makes a request. I understand that I will be given the 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.
- Dress appropriately for school (School Dress Code.)
- Refrain from bringing weapons, illegal drugs, controlled substances and alcohol to school.
- Refrain from using electronic devices that are disruptive and use yondr (grades 5-8) appropriately (i.e., cell phone, games, and other electronic devices.)
- 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 that I immediately give them information that is sent home.

I have read (or have been read to) and understand those articles regarding proper behavior as described above and in the Parent Packet. I agree to demonstrate responsible behavior as stated in the Parent Packet.

\_\_\_\_\_  
Student's Name- Print

\_\_\_\_\_  
Student's Signature (where able)

\_\_\_\_\_  
Date

-----**Parent Section**-----

I have read the Parent Packet in its entirety and understand the behavior that is required of my child and my responsibilities.

I agree to help my child follow this agreement by:

- Encouraging them to be a respectful and peaceful member of our school community.
- Reading and discussing with them the articles of behavior as stated above (in the Parent Packet).
- Providing the school with current telephone numbers and emergency contact information.
- Alerting the school if there are any significant changes in my child's health or well-being.

\_\_\_\_\_  
Parent's/Guardian's Name (PRINT)

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date



Office of Communications and Media Relations  
52 Chambers Street, New York, NY 10007  
Tel: 212.374.5141 Fax: 212.374.5584

**CONSENT TO PHOTOGRAPH, FILM, OR VIDEOTAPE A STUDENT FOR NON-PROFIT USE**  
(e.g. educational, public service, or health awareness purposes)

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

I hereby consent to the participation in interviews, the use of quotes, and the taking of photographs, movies or video tapes of the Student named above by \_\_\_\_\_.

I also grant to \_\_\_\_\_ the right to edit, use, and reuse said products for non-profit purposes including use in print, on the internet, and all other forms of media. I also hereby release the New York City Department of Education and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

Signature of Parent/Guardian (if Student is under 18): \_\_\_\_\_ Date: \_\_\_\_\_

Address of Parent/Guardian: \_\_\_\_\_

**OR**

Signature of Student (if 18 or over): \_\_\_\_\_ Date: \_\_\_\_\_

Address of Student: \_\_\_\_\_

September 8, 2022

**SCHOOL-BASED POLICY OF PS/MS 146Q FOR USE OF CELL PHONES, COMPUTING DEVICES, AND PORTABLE MUSIC AND ENTERTAINMENT SYSTEMS ON SCHOOL PROPERTY**

Students are permitted to bring the following electronic devices to school: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices; and 3) portable music and entertainment systems, such as iPods and MP3 players

**The use of cell phones, computing devices, portable music and entertainment systems at school is subject to the restrictions below:**

Grades 5-8 will be using Yondr Pouches as outlined in the contracts signed by students and parents

- All electronic devices must be turned off during the school day and stored in the student's book bag. Students cannot use devices during lunch or after-school programs and/or in the bathrooms.
- Electronic Devices may be used in the classroom if authorized by the classroom teacher or administrator.
- Electronic devices may not be turned on or used during the administration of any school quiz, test or examination unless explicitly authorized by the school or where use is provided for in the student's IEP or 504 Plan. Use of electronic devices during the administration of state standardized examinations is governed by State Education Department Rules.
- Electronic devices may not be turned on or used during school fire drills or other emergency preparedness exercises.
- Cell phones are not permitted in classrooms during NYS Testing. If a student fails to surrender his/her phone, the result will be a misadministration of the exam which results in no score.

**A. Confiscation and return of electronic items**

Electronic devices may be subject to confiscation. Measures will be instituted in a progressive fashion and may include the following:

- **Warning to turn off the device and put away. School will call the parent/guardian.**
- **Confiscation of item and return at the end of the school day with a call to parent/guardian.**
- **Confiscation of item and return following parent/guardian conference.**
- **Subsequent confiscations may result in revocation of privilege to bring item to school.**

**B. Discipline**

Students who use cell phones, computing devices, and/or portable music and entertainment system 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 will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

**C. 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.

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I, \_\_\_\_\_, parent of \_\_\_\_\_  
in class \_\_\_\_\_ have read and understand the cell phone policy of PS 146Q.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date