

The Helen Keller School
P. S. 153
Parent & Student Handbook
2017-2018



(718) 904-5550
Meghan E. Kelley, Principal

"In Pursuit of Excellence"

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September 7, 2017

Dear Parents and Guardians,

Welcome to the 2017-2018 school year! I am excited to welcome you, share our priorities, and highlight the many opportunities that are ahead.

We are committed to developing our students as readers by having teachers work with small groups and by growing stamina through independent reading. Please attend the various workshops that will be offered throughout the year on supporting your child in literacy, and as a family read together nightly and discuss books and articles. Students will also further develop their application of Thinking Maps across all grades and content areas. Last year we introduced our students to the eight Maps, providing them with lifelong tools to support complex problem solving, organization and writing skills. Now that students can accurately create the maps, we will shift to using the maps to deepen our learning.

Our school is also committed to strengthening personal behaviors, developing students as people and citizens. Please review the behaviors/mannerisms within the Parent & Student Handbook that we will focus on in each grade, as well as our DROPS matrix which has evolved from our core Bucket Filling philosophy.

I want to highlight the following opportunities for students:

- We are in the second year of offering a Graduation Honor for 50 hours of Principal approved community service.
- Incentive opportunities for students who wear their uniform each day
- Band, Chorus and drumming offered after school for 4th and 5th grade students
- Continued partnerships with Inside Broadway, Bronx Opera, Dancing Classrooms, and Bronx Arts Ensemble

There are a number of ways to support your child's educational experience and I ask that you consider an active role in our school this year. Please attend our Parent Association meetings, share your talents, and attend our parent workshop opportunities. In addition, the PA will provide information and training for all who are interested in becoming a class parent.

Please join us on Wednesday, September 13th from 4:30-7:30 PM for Meet the Teacher Night. This is a wonderful opportunity to meet your child's teacher and learn about the grade specific content and expectations for the year.

Please take time to review the handbook, which is posted on our App and Website, keep it accessible throughout the year, and sign and return the Handbook/DROPS acknowledgment. It is important that you closely review and discuss the DROPS matrix within the handbook with your child.

On behalf of the entire PS 153 staff, we wish you a wonderful year, and we look forward to working with you.

Sincerely,

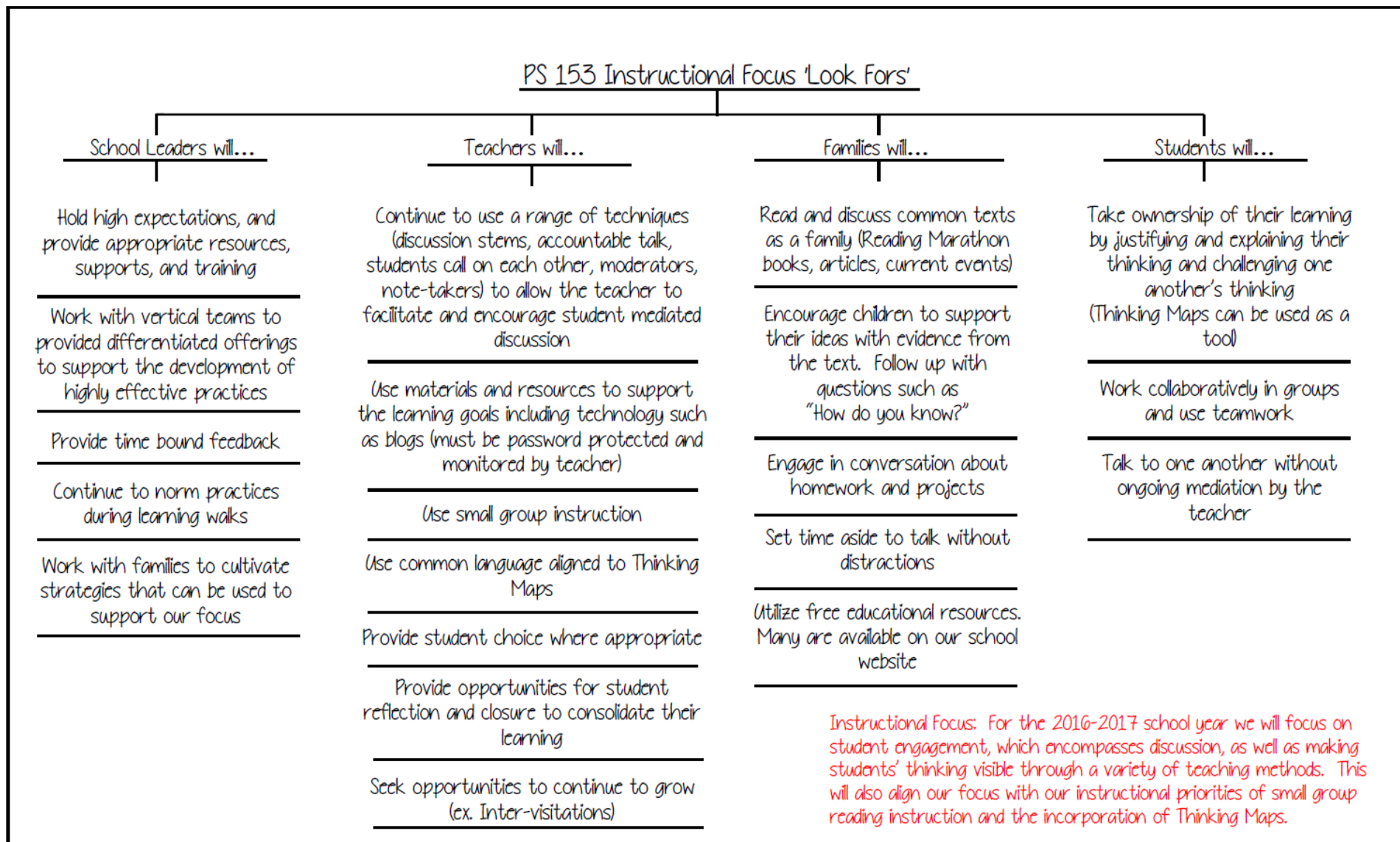
Meghan E. Kelley
Principal

Mission Statement

“The Helen Keller School Community is committed to creating a climate which promotes achievement of high academic standards and the pursuits of excellence. Our risk-free learning environment will ensure that all children will be motivated to face the challenges of the new millennium and become independent, critical thinkers, problem solvers and life- long learners. They will learn to be caring individuals that develop an appreciation and respect for cultural diversity. Through cooperation and participation of parents and the school community, our children will become productive citizens and leaders of tomorrow.”

Our **Instructional Focus** is a common goal that inspires our community, promotes collaboration, creates a common language, and directly impacts student performance and teacher practice. For the 2017-2018 school year we will focus on student engagement (continuing our 2016-2017 instructional focus), which encompasses discussion, as well as making students’ thinking visible through a variety of other teaching methods. This will also align our focus with our instructional priorities of small group reading instruction and the incorporation of Thinking Maps.

Instructional Focus



School Personnel

School Main Telephone # (718) 904-5550

Ms. Meghan E. Kelley	Principal
x 13560	Assistant Principal for Grades 3-5 and Special Education
Ms. Gidget Rivera x12560	Assistant Principal for Grades Pre-K-2 and Gifted
Mr. Ronald Hartridge x11200	Parent Coordinator
Ms. Leona Pozzuto x13140	Guidance Counselor
Nurse x12730	School Nurse
Ms. Victoria Brancazio x11110	Pupil Accounting Secretary
Ms. Karen Kibler x11120	Payroll/Principal Secretary

Introduction

You and your child's teacher are a team working together to support the personal and academic growth of your child. Look for opportunities to get to know your child's teacher, and communicate with the teacher regularly. Communication between parents and teachers should include both good news and concerns when they arise. It is important to let your child's teacher know if you see improvements or if something wonderful is happening at school. Compliment the teacher on a teacher's good job, and let them know that they are appreciated. If you have any concerns about homework, about the content of a class project, about how your child is progressing academically or socially, please speak to the teacher as soon as you can. Keep the lines of communication open – both to celebrate the successes and to address concerns.

We encourage you to become active in the school community. Parent Teacher Conference days are not meant to be the only times teachers are available to discuss your child's progress or other concerns. Make an appointment for a time that is mutually convenient. You can do this by phone, leave a telephone message or note for the teacher with the school secretary and the teacher will get back to you promptly. In order to ensure the safety of all children, arrival and dismissal times are not appropriate times for extensive conferences with your child's teacher.

If there are changes in your family circumstances, e.g., a birth, a new job, illness, etc., let your child's teacher know, preferably in writing. Our school guidance counselor is available to speak with you about such events if you choose. It is also important to alert the school of any existing health/medical issues on the Emergency Blue Card or anything that might trigger visits to the nurse's office. Also, please notify the office if any of your pertinent information, such as a change in phone number or address.

We maintain a variety of policies designed to promote communication between home and school. Use them to facilitate the parent/faculty teamwork that will benefit your child. A monthly newsletter "Parent Connection" will be issued the first Friday of every month. Make sure you ask your child about the newsletter. In addition, you will receive four specific newsletters, sharing information about the curriculum and strategies that can be used at home to support your child's learning.

School Policies

Visiting PS 153

Parents have always visited school for special classroom activities, concerts and assemblies. Parents also sometimes desire to see their children at work in their daily school setting. If you would like to visit your child's classroom please contact the teacher to schedule a visit. It always helps to have several alternative dates. When you do visit, be sure to present identification at the security desk and secure a pass from the school office. It is important for us to announce your presence to the teacher and/or the Parent Coordinator.

Student Records

Parents are entitled to see their children's school records. If you are interested in doing so, contact the Parent Coordinator, Assistant Principal or School Guidance Counselor.

Communication

If you have a concern about a situation in your child's classroom, discuss it first with the teacher. If you are unable to resolve a classroom concern directly with the teacher, you should schedule an appointment to discuss it with the Assistant Principal.

Arrival

If you would your child to participate in the breakfast program, breakfast is available between 7:30 and 7:45 AM. School starts at 8:00 AM. Students cannot be admitted before 7:30 AM. All students must enter the building through the main entrance. Students who arrive after 8:00 AM receive a late pass.

Dismissal (2:15 PM for pre-k, kindergarten, and 5th grade; 2:20 PM for grades 1-4)

Any changes to your child's dismissal plan must be put in writing. Students will not be dismissed to anyone who is not listed on the 'Blue' Emergency Card.

*Please contact us in advance if you have extenuating circumstances that will prevent you from picking up your child on time.

Birthday Celebration Policy

A general birthday celebration will take place on the last Friday each month. We will recognize student birthdays with a small treat. Parents may send in treats (ex. goodie bags) for the students to take home with them. Treats may be dropped in the office by 12:00 PM. Parent and family members do not attend this celebration. Due to allergies, please do not include anything containing peanuts or peanut products. Children with food allergies may bring their own snack.

Birthdays will be celebrated on the following dates:

- Friday, September 22nd
- Friday, October 27th
- Friday, November 17th
- Friday, December 22nd
- Friday, January 26th



- Friday, February 9th
- Friday, March 23rd
- Friday, April 27th
- Friday, May 25th
- Friday, June 22nd (July and August Birthdays)

On the actual date of your child's birthday, there is an exception to the uniform policy. Children can wear a special outfit (school appropriate) on their birthday.

Academics

Students are expected to bring all supplies as indicated by grade or class list. Please label all of your child's belongings. Assist your children by questioning them often about what they are learning in school. Help them with homework and feel free to reach out to their teachers with questions or concerns. Attend parent workshops as well as, Parent Association meetings. In addition, there are other opportunities to become involved such as Learning Leaders, Fathers of Helen Keller and Nurturing Moms. Please see Mr. Hartridge for other opportunities. Remember, we are a team working with a common goal of providing the best education for your child.

Protecting Instructional Time

The time each teacher spends with his/her class is valuable and necessary for learning. Interruptions to that time limit the amount of and quality of instruction that can be provided to the group. To minimize classroom disruptions and maximize instructional time, parents are not permitted to go to the classroom during school hours, or otherwise take their children out of class for anything other than designated legal absences. For your child's consistency of learning, please schedule appointments after school hours. Messages for teachers or students should be dropped off at the main office and a staff member will see that the teacher or student receives it. Each teacher will establish preferred means of communication.

Expectations for Students

A positive attitude and behavior are essential for effective learning. Attitudes and daily actions are directly related to student performance and safety. It is expected students behave in a manner that will enhance social relationships in the school and facilitate learning. All students should follow the expectations set for in DROPS (see page 22). Students are working to be "bucket fillers."

Preparing for the Learning Process





- Be well rested, prepared with materials and ready to learn
- Eat a healthy breakfast
- Be on time (8:00 AM.)
- Dress properly – Light Blue shirt/blouse with navy blue pants/slack or uniform dress for girls (see page 24 for detailed guidance)
- Leave the classroom with teacher permission, and a pass
- Show respect for adults and other students
- Be honest, courteous and polite, and respect the property of others
- Maintain the cleanliness of school facilities, classrooms and property
- No gum chewing
- Settle differences peacefully
- Bullying will not be tolerated
- Respect others, no cursing, or name calling
- Academic development is your primary purpose
- Complete all homework, class work, projects and tests with your best effort
- Accept the consequences of your actions

Requesting Recommendations

Many Middle Schools require teacher recommendations. In order to ensure that teachers have ample time to thoughtfully complete each recommendation, please allow at least 10 school days. Please note that many schools ask us to evaluate the students' performance, potential, and work ethic, as well as parental support, meaningful involvement, and willingness to work with our school.

Grading Policy

Students are assessed based on grade level standards after instruction and multiple opportunities for practice. Please use the chart below when reviewing graded work with your child. Please note that even if the student gets all the answers correct, he or she still may receive a 3 in a specific area. A level four indicates that the student shows exceptional work and understanding consistently.

Statement	Rubric #	Other	Percent	Comments
Consistently Exceeds Grade Level Standards	4	✓ + 	97-100%	<ul style="list-style-type: none">• I can complete the task without help• I can explain how to do the task in my own words• I can help someone who is struggling with the task.• I can explain how it applies to my life.
Proficient	3	✓ 	80-96%	<ul style="list-style-type: none">• I can complete the task without help• I can show that I understand.• I can find my own mistakes.
Approaching	2	✓ - 	65-79%	<ul style="list-style-type: none">• I can complete the task with help or an example in front of me.• I may still make a few mistakes.• I can find my mistakes with help from someone.
Below	1		Below 65%	<ul style="list-style-type: none">• I can follow the task while some-one explains it to me.• I cannot figure out what I am doing wrong.• I cannot figure out how to start.

Promotion: Teachers assess students' academic progress towards promotion benchmarks using multiples measure of performance, including grades, report cards, student work, oral projects, and State test scores. The purpose of using multiple measures is to give a holistic view of a student's progress. Please note that while absences and lateness are not measures of a student's academic progress, they have a significant impact on the amount of instructional time.

5th Grade Graduation Honors

Community Service

Students who satisfactorily participate in 50 hours of school based Principal approved community service hours will receive a special honor at graduation. The application to participate is due on Thursday, September 28th. The following are examples of the types of community service:

- Student Government –Students are elected to the Student Government and are under the guidance and direction of Ms. Veras. Student Government can also serve as greeters and ambassadors during parent teacher conferences, fundraisers, and other school events. Participation is based on student election results in November. Note: Student Government Officers will automatically be eligible to participate in the community service program following the election outcome. A letter will be sent to Student Government Officers and their family, which can be signed and returned to school in early November.
- Recess Leader–serve as a student leader for younger students during recess. Students will lead organized games with younger students. For training and scheduling see Ms. Pozzuto.
- Technology Support –support in the maintenance of technology devices throughout the school. For training and scheduling see Ms. Alvarez.
- Cafeteria Monitor–serve as a student leader under the direction and guidance of a School Aide. For training/scheduling see Ms. Toro.
- Box Tops –work to organize our Box Top fundraiser and collect, count and submit all necessary forms. For training and scheduling see Ms. Kennedy.
- Peer Tutor –work in a lower grade classroom during your lunch period. For training/scheduling see Ms. Gutierrez.
- Peer Mediator –serve as a peer mediator to support students in productively resolving conflict. For training/scheduling see Ms. Gutierrez.
- Library Assistant –during your lunch period work in the library to shelve books, and maintain the library. For training/scheduling see Ms. Veras.
- Community Service Projects (before/after school/lunch) –students are encouraged to develop a proposal/idea for a unique project that will improve our school. Approval and scheduling see Ms. Kelley. A one page typed proposal/description of your project must be attached to your application.
- Pink Ambassadors –students who are active Pink Ambassadors under the guidance/direction of Ms. Williams.
- Color Guard –members of the Color Guard are under the guidance and direction of Ms. Williams. Color Guard members can also serve as greeters and ambassadors during parent teacher conferences, fundraisers, and other school events. (Members selected during their 4th grade year.)
- Young Men’s Leadership –boys work in collaboration with Mr. Scher and Mr. Hartridge and learn a variety of leadership skills. As members of this group, boys are expected to wear a shirt and tie to school on Fridays.

All project proposals and community service requests are subject to approval. For interested students, the deadline to submit a community service application is Thursday, September 28th. All students interested in participating in community service will receive approval or feedback by Friday, October 13th. Following approval students must meet with their advisor, and can then begin their community service. All participating students are responsible to maintain a log of their hours, which must be signed by the supervising staff member. All log sheets must be submitted to Ms. Kelley’s mailbox in a folder with the student’s name and class labeled by Friday, May 25th.

Grade 5 Community Service Application

All applications must be returned to Ms. Kelley's mailbox via the classroom teacher by Friday, September 30th. Late applications will not be considered. Students will receive approval or feedback by Friday, October 13th.

Name of Student: _____

Class: _____

Community Service Preferences (indicate your 1st and 2nd choice in the box):

- ☐ Student Government –open to Student Government based on election results
- ☐ Recess Leader
- ☐ Technology Support
- ☐ Box Tops
- ☐ Cafeteria Monitor
- ☐ Peer Tutor
- ☐ Peer Mediators
- ☐ Library Assistant
- ☐ Community Service Projects (before or after school) –a one page typed proposal/description of your school based project must be attached to this page.
- ☐ Color Guard –open to members who were trained by the end of grade 4.
- ☐ Pink Ambassadors –students must already be participating in this group.
- ☐ Young Men's Leadership –open to boys who were selected in grade 4.

Please note that applications will be considered on a rolling basis through September 30th, and some activities have a maximum number of volunteers.

Thank you for your interest in participating in a service project, and for your leadership within our school.

Sincerely,
Meghan Kelley
Principal

For office use/date received _____

Homework

An Effective Homework Assignment May have One, Several, or All of These Purposes

- extends the school experience
- supports students in utilizing additional resources
- helps students organize their time
- builds upon and advances basic learning skills and tools of learning taught in school
- provides the opportunity to pursue individual interests
- takes into account the specific needs of individual students
- reinforces school learning

Time Required for Homework

The amount of homework assigned should take into account the child's age and the needs of growing children, such as outdoor play and exercise, social and family recreation, and pursuit of hobbies, etc.

Homework is usually assigned Monday through Friday. The assignment is as follows:

- Grade K approximately a minimum of 10 min.
- Grade 1 approximately a minimum of 20 min.
- Grade 2 approximately a minimum of 30 min.
- Grade 3 approximately a minimum of 40 min.
- Grade 4 approximately a minimum of 50 min.
- Grade 5 approximately a minimum of 60 min.

***In addition we strongly encourage all children to read for at least 30 minutes each evening. ***

Parents' Role: How Can You Help Your Child?

- Ask your child about their homework
- Provide a comfortable, quiet place with adequate light where the child can work without distraction
- Plan other family activities "around the homework" so that the child can complete assignments on time
- Help your child to budget time so that homework is not an unreasonable burden-this is particularly true when there is a long-term assignment
- Evaluate the load of out-of-school activities so that your child will not be overwhelmed.
- If your child needs some help, be patient. Review the directions with your child. If it seems appropriate, offer an example. Do not do the work for your child
- If something doesn't seem right to you, check with the teacher. You and your child's teacher are partners in learning... and partners work together.
- Check your child's work for accuracy.

Summer Assignments

In June, students receive an assignment that must be completed during the summer and returned on the first day of school. The assignment is intended to foster learning opportunities and promote positive habits. The assignment is mandatory and the grade is included in the first report card.

Safety

Fire Drills and Evacuation

Timely evacuation of the building would be crucial in the event of a fire or other emergencies. Practice is required to ensure everyone in the building is safe in the event of such an emergency. In the event of an emergency or drill, students are expected to move quickly and quietly in an orderly manner through the assigned exit to the assigned evacuation area. Students are NOT to leave their designated area, get a drink of water, go to the restrooms, or talk/play around during an evacuation. We will also have Shelter-In and Lockdown drills. Students will be informed that they are drills. No one may use a cell phone during these emergency situations.

Any student that does not follow evacuation procedures will be subject to disciplinary action.

There may be occasions in which we will have a Shelter-In or a Lockdown. This would occur if there was a perceived threat inside or outside the building. It would be coordinated with the DOE and possibly other City agencies. In such an instance we are assuring the safety of our students and may not open any of the exits until we are given an "All Clear."

Should the school need to be evacuated, parents will be notified when we reach our evacuation site. To ensure the safety of all students, no one will be released until we have reached the evacuation site, and ONLY to those individuals on the Blue Emergency cards.

Creating a Safe Environment

- Obey traffic and parking regulations and/or restrictions around the school to ensure the safety of all of our children.
- When entering the school, only use the main entrance and sign in at the security desk.
- Anyone entering the building must show the Safety Agent ID.
- Do not interrupt a class or teacher during school hours.
- Drop off items to be delivered at the office.
- Coordinate all after school plans with your child in the morning.
- Submit in writing any changes to your child's dismissal plan.
- Schedule appointments with teachers by leaving a message at the Main Office or by writing a note.
- Sign your child out in the office when leaving school early.
- Doors will be locked during dismissal and students will not be permitted to be signed out after 2:10 PM.
- Children will only be released to adults over the age of 18 who are listed on the Blue Emergency card.

Students

- Will follow expectations set forth in DROPS on page 22
- Respect other students
- Refrain from teasing and making fun of other children
- Refrain from pressuring others to do something that they don't want to do
- Tell an adult if you see a child being teased or mocked
- Settle disagreements in a peaceful manner
- Respect other people's differences and opinions
- Treat all adults with respect
- **Do not** get in or out of a car that is not on the school side of the street

- Never go with someone you do not know

Lunchroom Expectations

1. Students are escorted to the cafeteria quietly and immediately go to their designated table.
2. While waiting on line students will wait patiently.
3. Students must stay in their designated areas; they may not visit other tables, unless given permission to do so by their school aides.
4. Students must clean up and throw away their trash under the direction of the school aide.
5. Students must check the table and floor to make certain their area is left clean.
6. Everyone must be respectful, so students will:
 - Treat all lunchroom personnel respectfully
 - Treat classmates respectfully
 - Never throw food or other items
 - Use their classroom voice
 - Sit and wait to be dismissed by table

Bus Safety

For the safety of all children on the bus, please reinforce the rules with your child.

- All children must be seated on the bus at all times, with a seat belt fastened.
- Children are not permitted to lean out bus windows; hands and heads must be kept inside the bus at all times.
- Children should speak quietly on the bus and should not speak to the driver when the bus is in motion.
- Children should not throw objects inside the bus or out of the bus windows.
- Children shall board and leave the bus one at a time.

In the event that a student is reported for bus misbehavior a report will be filed with the school and the parent will be notified. Depending on the severity and number of reports the student may be excluded from the bus. This does not mean that the student is suspended from school. If your child informs you of an incident on the bus, please inform the driver and the school.

If you have any questions regarding the school bus please contact Mr. Hartridge.

**Rules should be reviewed with all children, even if your child does not ride the bus on a daily basis. This is important as students ride the bus for school trips.*






Technology

Technology is constantly evolving. So are the risks associated with it. You can reduce these risks by talking to your child about how they communicate. Encourage your child to think and act in a way they can be proud of.

As soon as your child starts using a phone, mobile device or computer, it's time to speak with them about online behavior and safety. Please also refer to our Cell Phone policy on page 23.

Technology Safety Tips:

- | | |
|---------------------------|---------------------------|
| -Initiate conversation | -Consider parent controls |
| -Communicate expectations | -Set Time limits |
| -Develop rules | |
| -Supervise closely | |

					
	Demonstrate Respect	Responsibility	Organization	Pride	Success
Line Up Hallway / Stairs	<ul style="list-style-type: none"> - Quiet - Hold door open for those behind you - Respect student work displayed on bulletin boards - Hands by your sides - Calm bodies - Listen for directions - Walk at all times 	<ul style="list-style-type: none"> - Be prepared with a book - Be mindful of personal space - Move quickly and quietly to your destination when you are by yourself (going to nurse or bathroom) 	<ul style="list-style-type: none"> - Follow line order system - Stay on the right side of the hall 	<ul style="list-style-type: none"> - Pick up garbage and paper on the floor - Place trash in garbage 	<ul style="list-style-type: none"> - Listen for directions
Classroom	<ul style="list-style-type: none"> - Follow class Rules - Use accountable talk - Use greetings and manners - Use your indoor voice - Respect work space - Think before you act - Be kind to others - Accept different opinions - Listen and be attentive 	<ul style="list-style-type: none"> - Be prepared with your supplies - Complete all homework - Follow directions and class rules - Raise hand - Be responsible for yourself - Be willing to help a neighbor - Perform classroom jobs - Follow routines independently (ex. Unpacking) - Be on time 	<ul style="list-style-type: none"> - Neatness counts - Keep desk clean and organized - Papers in folders - Demonstrate transition routines 	<ul style="list-style-type: none"> - Wear your uniform every day - Have an "I Can!" positive attitude - Complete work and homework with your best effort - Keep belongings neat & clean - Help each other be a TEAM player - Help keep the classroom clean - Participate in community service projects 	<ul style="list-style-type: none"> - Stay on task - Participate - Persevere - Give your personal best - Be a leader - Celebrate success of everyone - Be ready to learn every day - Be interested in learning and succeeding
Bathroom	<ul style="list-style-type: none"> - Respect privacy of others (close door / no peeking) - Wait your turn, be patient - Use respectful language 	<ul style="list-style-type: none"> - Wash hands - Button / zip up pants - Flush toilet - Use garbage can 	<ul style="list-style-type: none"> - Follow directions - Clean up after self 	<ul style="list-style-type: none"> - Be mindful of water on the floor 	<ul style="list-style-type: none"> - Keep bathroom clean
Cafeteria	<ul style="list-style-type: none"> - Use restaurant manners (please and thank you) - Raise your hand if you need anything - Use your inside voice - Keep hands to yourself 	<ul style="list-style-type: none"> - Stay in line and keep hands to yourself - Eat your meal first and then eat your snack - Eat your own snack - Raise your hand if you need anything - Always use your inside voice - Line up in your class order 	<ul style="list-style-type: none"> - Leave your belongings on the bench - Stay in your assigned seat at all times - Hold tray with both hands and take all items - Keep your area clean - Line up in class order 	<ul style="list-style-type: none"> - Lunchtime jobs (milk, sporks &/or water) - Help keep class area clean 	<ul style="list-style-type: none"> - Follow PS 153 Café Expectations
Playground	<ul style="list-style-type: none"> - Take turns - Help others - Be attentive - Use kind words - Take initiative - Be a friend - Be mindful of other students 	<ul style="list-style-type: none"> - Use equipment the right way - Report: Don't tattle - Line-up quietly - Ask for help - Follow safety rules 	<ul style="list-style-type: none"> - Line-up quietly in class order - Follow directions - Follow whistle signals (1=freeze and listen & 2=line up) 	<ul style="list-style-type: none"> - Take care of recess materials, basket or any other materials 	<ul style="list-style-type: none"> - Actively seek to include others - Actively participate - MOVE AROUND
Outside/ Trips	<ul style="list-style-type: none"> - Use your manners: Please, Thank You, and Excuse me - Use inside voices on the bus - Be a good audience 	<ul style="list-style-type: none"> - Wear gym shirt on trips - Stay with your group at all times - Return permission slip on time 	<ul style="list-style-type: none"> - Line-up quietly in class order - Follow directions 	<ul style="list-style-type: none"> - Represent your school 	<ul style="list-style-type: none"> - Exemplify school expectations
Safety Drills	<ul style="list-style-type: none"> - Quiet - Be serious 	<ul style="list-style-type: none"> - Stay with your class - Be aware of your surroundings - Eyes on teacher - Follow signals 	<ul style="list-style-type: none"> - Line-up in class order - Follow directions - Know procedures 	<ul style="list-style-type: none"> - Represent your school 	<ul style="list-style-type: none"> - Be safe and alert

Cell Phone Policy

SCHOOL-BASED POLICY OF PS 153 THE HELEN KELLER SCHOOL FOR USE OF CELL PHONES, COMPUTING DEVICES, AND PORTABLE MUSIC AND ENTERTAINMENT SYSTEMS ON SCHOOL PROPERTY

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

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

1. Cell phones, computing devices and portable music and entertainment systems may not be turned on or used while on school property, and during instructional time, except where such use has been explicitly authorized.
2. Cell phones, computing devices and portable music and entertainment systems must be stored by the student. PS 153 is not responsible for storing the items listed above.
3. Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan.
4. Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises.

B. Confiscation and return of electronic items

In determining whether to confiscate an electronic device, PS 153 will follow the progressive measures outlined below:

1. warning and phone call home
2. confiscation of item and return following parent conference
3. revocation of privilege to bring item to school, and parent is required to pick up the item from school.

F. 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 ("ISUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

Student Dress Code

Boys

- Pants: Navy Blue pants. Pants must be belted on the waist.
- Shirts: Solid Light Blue Shirts and White Shirts on Assembly day
Button down or Polo Shirts are acceptable (May be short or long sleeved).
- Sweaters: White or Navy Blue sweaters may be worn over the dress code shirt during cold weather. Hoodies are not school attire.
- Shoes: Dark colored shoes, boots or sneakers

Girls

- Skirts: Navy Blue or plaid colored skirts, knee length or longer
- Dress: Navy Blue or plaid colored
- Blouse: Light Blue Blouse and White Blouse on Assembly day. Button down or Polo Shirts are acceptable (May be short or long sleeved).
- Sweaters: White or Navy Blue solid colored sweaters may be worn over dress code blouse during cold weather. Hoodies are not school attire.
- Shoes: Dark colored shoes, boots or sneakers.

All shirts must be long enough to be tucked into the student's pants and /or skirts. All pants and skirts must be worn at your child's waist.

All students are expected to wear the school gym shirt and navy blue sweat pants to Physical Education class as well as on class trips. **This is also the daily uniform for pre-k students.** These may be purchased from the Parents' Association.

The following are not permitted:

- Denim/Jean
- Slippers/open toe flip-flops
- T-Shirts
- Hats/Do-Rags
- Tank Tops
- Belly Shirts
- Name Belts
- Low rise pants and skirts
- Skin-tight pants
- Hoodies

Parent Involvement

If you have any questions or wish to register for one of these programs please feel free to contact Ronald Hartridge, Parent Coordinator at (718)904-5550 ext.11200

School Leadership Team (SLT)

The School Leadership Team is a group of staff members and parents who share ideas on how to improve the school in areas such as curriculum, instructional programs, staff development and parent involvement. The SLT meets once a month. At the end of the school year, parents can receive a stipend of up to \$300.00 for participating on the team.

Parents' Association (PA)

The Parents' Association provides support and resources to the school for the benefit and educational growth of children. As a member, you can help organize special events and activities for parents. PA members foster and encourage parent participation at all levels, support the goals of the school, and provide opportunities and training for parents.

Gifted and Talented Parent Advisory

The Gifted and Talented Parent Advisory is a committee within the PA that further supports the Gifted and Talented curriculum. The goal is to support the gifted curriculum through activities and fund raising. Monthly meetings are held with parents.

Class Parent Program

Class parents communicate information to all parents from their child's class. For example: notifying parents of emergency school closings, PA functions, fundraising activities, coordinate monthly birthday celebrations, etc. Parents can volunteer to be a class parent or can be elected. If you are interested in becoming a class parent, nomination letters will be distributed in early September.

Volunteer Program

Parents can volunteer to work in classrooms, library, cafeteria, or in the administrative offices. The hours are flexible. Volunteers can choose their own schedule in consultation with the Parent Coordinator. The benefit of this program is that parents have the opportunity to work in several departments, learn various skills and work with many of our staff. All volunteers must be training through Learning Leaders.

Learning Leaders

If you have already been trained as a Learning Leader, please see Mr. Hartridge to discuss availability and assignment. Please note that Learning Leaders are not assigned to their child's classroom.

Parent/Student Monthly

This newsletter started in 2003 and is produced by the students under the guidance of Mr. Hartridge. The students report on issues and stories relating to our P.S. 153 family.

Resources

MyLibraryNYC

STUDENTS

Check out MyLibraryNYC, an innovative partnership between the New York City Department of Education and the City's three public library systems that provides students at participating schools with:

ENHANCED LIBRARY PRIVILEGES

- Enjoy fine-free book borrowing*
(*Queens has Read Down Your Fines for Student cards)
- Get a fresh start: Fines on your current card will be erased!

ACCESS TO MILLIONS OF FREE RESOURCES

- Borrow from millions of books in your Library's collections
- Download e-books 24/7
- Access online databases for homework

EASY AS 1-2-3! Get your MyLibraryNYC Student Card today:



1. Visit any public library branch



2. Present this form to get a new library card or to upgrade your current card



3. Use your card to access books, e-books, computers, and online databases

FOR STUDENTS AT PARTICIPATING SCHOOLS: Get your FREE MyLibraryNYC Student Card today!

SCHOOL _____

NAME (first name, middle initial, last name) _____

HOME ADDRESS (street, apt. #, borough, zip) _____

PHONE _____ EMAIL (optional, for notifications) _____

NOTICE PREFERENCE ☐ Email ☐ Phone

BIRTH DATE (MM/DD/YYYY) _____

STUDENT SIGNATURE _____

I agree to take care of the books I borrow and will return them in the condition I borrowed them.

PARENT/GUARDIAN NAME (first name, middle initial, last name) _____

PARENT/GUARDIAN SIGNATURE (required for students under 12) _____

Parent/Guardian is responsible for materials checked out on a child's card.

Parents/Guardians, please choose:

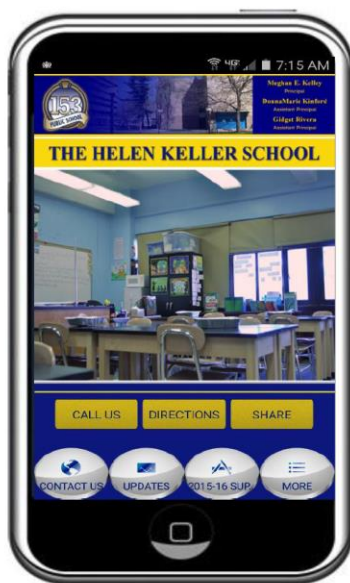
- ☐ My child may borrow ONLY children's materials
- ☐ My child may borrow ALL library materials, including teen and adult items

For more information or to find out if your school participates, visit: MYLIBRARYNYC.ORG



Communication

We will continue to communicate using our monthly Parent Connection and Grade Newsletter publications, as well as our new App. The App will supplement our phone system and will serve as an additional tool for parents.



DOWNLOAD THE NEW PS153 HELEN KELLER MOBILE APP!

The Helen Keller School Mobile App gives staff, students and families mobile access to important school information such as calendars, events, and reminders.

- Get instant alerts
- Stay current with calendar events
- Take and share school sponsored event pictures of your student with the Share Photos Cam
- Connect with resources in one click
- And so much more!

IT'S FREE. IT'S SIMPLE. From your smartphone or tablet, visit the [App Store](#) or [Google Play](#). Then search for “PS153” or “Helen Keller School” and install the app.

-OR- SCAN THE CODE BELOW



WHO TO CALL IF...

This is not an all-inclusive list, but is intended to serve as a communication guide.

You have a concern about homework	Teacher
You have a concern about something in your child's classroom – your child's academic performance, content of class work, social interactions between your child and others	Teacher
You lost your permission slip for the field trip (Do not wait until the day of the trip)	Teacher
You need to take your child out of school early	Pupil Accounting: Ms. Brancazio extension 11110
Your child is home sick	Pupil Accounting: Ms. Brancazio
Your child needs to take medication at School	Nurse's office x 12730
You'll be unexpectedly late picking your child up at school	Main Office
You need an appointment with the Assistant Principal	Main Office
You need to leave a message for a teacher	Main Office (718) 904- 5550 extension 1112
A missing item	Parent Coordinator Mr. Hartridge
Your child is having adjustment difficulties	Ms. Pozzuto, Guidance Counselor Ms. Gutierrez, SAPIS

Your family circumstances, e.g., a birth, a new Job, illness, etc

The Guidance Team

You need school event information

Refer to the School Calendar, Monthly Parent Connection, APP, School webpage

You see an unsafe situation on or around school property

Main Office (718) 904-5550

You want to know if school is cancelled due to weather

311, visit schools.nyc.gov

You are interested in attending a parent workshop

Mr. Hartridge

You have a classroom concern that you have tried but have been unable to resolve directly with your child's teacher

Assistant Principal

You have a classroom concern that you have tried but were unable to resolve with the Assistant Principal

The Principal

You don't know who to call

The Parent Coordinator:
Mr. Hartridge