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## Section 1: Welcome to P.S. 183

### OUR MOTTO

We envision our school as a learning community that treats children and adults with respect and kindness. Our motto is, **“Take Care of Each Other.”** We want children to value diversity of ideas, to develop compassion and the ability to see themselves in another’s shoes. As children mature and participate in communal classroom work, they broaden their ability to see things from varied perspectives and to work with people with viewpoints other than their own. They can then take their places in the world as empowered adults who can make good choices in their lives, good changes in the world, and work well with others in their occupational and social communities.

## Section 2: Daily Life at P.S. 183

### PROCEDURES & ROUTINES

#### School Day Hours

<b>Pre- Kindergarten</b>	<b>8:25 AM -2:45 PM</b>
<b>Kindergarten</b>	<b>8:15 AM - 2:35 PM</b>
<b>Grades 1<sup>st</sup> - 5<sup>th</sup></b>	<b>8:20 AM - 2:40 PM</b>

#### Arrival Procedures

##### **Pre-Kindergarten**

Pre-Kindergarten parents and students use the main entrance on East 66<sup>th</sup> Street for arrival. Main Entrance doors open at 8:25 am and students are brought directly to their classrooms.

##### **Kindergarten**

Kindergarten parents and students use the main entrance on East 66<sup>th</sup> Street for arrival. Main Entrance doors open at 8:15 am and students are brought directly to their classrooms.

##### **First Grade**

First Grade students use the entrance on East 67<sup>th</sup> Street for arrival. The yard opens at 8:10 am. At 8:15 am, a whistle will blow and students walk into the cafeteria. Students sit at designated tables where they are greeted and escorted to class by their classroom teacher at 8:20 pm.

##### **Second, Third, and Fourth Grade**

Second, Third, and Fourth Grade students use the entrance on East 67<sup>th</sup> Street for arrival. The yard opens at 8:10 am. At 8:15 am, a whistle will blow and students walk into the cafeteria. Students stand/sit at their assigned line spots where they are greeted and escorted to class by their classroom teacher at 8:20 pm.

##### **Fifth Grade**

Fifth Grade students use the entrance on East 67<sup>th</sup> Street for arrival. The yard opens at 8:10 am. At 8:15 am, a whistle will blow and students walk into the cafeteria and head directly to their classrooms. Teachers will meet their students at the classroom door.

#### Dismissal Procedures

##### **Pre-Kindergarten**

Pre-Kindergarten students are dismissed directly from their classrooms. Parents/Guardians and Caregivers will use the main entrance on East 66<sup>th</sup> Street. Starting at 2:45 pm, the main entrance doors will open. Parents/Guardians and Caregivers will be asked to show their P.S. 183 Pre-K dismissal pass (given in their first day packet) in order to be let upstairs to the classrooms. If you forget your pass, you will be asked to present photo identification and sign in. Please do not enter the building until a staff member directs you for dismissal. After school programs will pick up children directly from the classrooms.

### **Kindergarten**

Kindergarten students are dismissed from their classrooms. Parents/Guardians and caregivers will use the main entrance on East 66<sup>th</sup> Street starting at 2:35 pm. Parents/Guardians and Caregivers will be asked to show their P.S. 183 Kindergarten dismissal pass (given in their first day packet) in order to be let upstairs to the classrooms. If you forget your pass, you will be asked to present photo identification and sign in. Please do not enter the building until a staff member directs you for dismissal. Students attending after school at 183 will be taken to their after school by their classroom teacher. After school programs will pick up children directly from the classrooms.

### **First Grade and Second Grade**

First and Second Grade students are dismissed from the East 67<sup>th</sup> Street Yard. The gate to the yard will open around 2:35 pm. Parents/Guardians, and Caregivers can pick up their child from their assigned yard spots. Please make sure to make brief contact with the classroom teacher when picking up your child. Do not take your child from their line spot without saying goodbye to the teacher. Please do not have conversations with the teacher during dismissal. This will allow staff to ensure a safe dismissal for all students. Students attending after school at 183 will be taken to their after school by their classroom teacher.

### **Third and Fourth Grade**

Third and Fourth Grade students are dismissed from the Gym. Parents/Guardians, and Caregivers access the gym by entering through the East 67<sup>th</sup> Street gate and using the Gym door closest to the gate starting around 2:35 pm. Parents/Guardians, and Caregivers can pick up their child from their assigned gym spots. Please make sure to make brief contact with the classroom teacher when picking up your child. Do not take your child from their line spot without saying goodbye to the teacher. Please do not have conversations with the teacher during dismissal. This will allow staff to ensure a safe dismissal for all students. When exiting the gym, please use the gym door that exits directly to East 67<sup>th</sup> street. This will help reduce crowding. Students attending after school at 183 will be taken to their after school by their classroom teacher.

### **Fifth Grade**

Fifth Grade students are dismissed from the Gym. Parents/Guardians, and Caregivers access the gym by entering through the East 67<sup>th</sup> Street gate and using the Gym door closest to the gate starting around 2:35 pm. Parents/Guardians, and Caregivers can pick up their child from their assigned gym spots. Please make sure to make brief contact with the classroom teacher when picking up your child. Do not take your child from their line spot without saying goodbye to the teacher. Please do not have conversations with the teacher during dismissal. This will allow staff to ensure a safe dismissal for all students. When exiting the gym, please use the gym door that exits directly to East 67<sup>th</sup> street. This will help reduce crowding. Students attending after school at 183 will be taken to their after school by their classroom teacher.

If your child has been given permission to walk home alone, they will be dismissed by their classroom teacher, from the gym and exit onto East 67<sup>th</sup> Street. Only children who have signed consent from their families may walk home.

### **Inclement Weather Arrival and Dismissal**

#### **Arrival**

There are no changes to our arrival procedures due to inclement weather. Please plan accordingly on these days.

#### **Dismissal**

##### **Pre-Kindergarten and Kindergarten**

Students will be dismissed from their classrooms at their designated times. There are no changes to their dismissal routines due to inclement weather.

##### **First Grade and Second Grade**

Students are dismissed from their **assigned classroom spots in the cafeteria.**

##### **Third, Fourth and Fifth Grade**

Dismissal procedures remain the same, regardless of weather.

### ***Important Arrival and Dismissal Reminders...***

- The schoolyard at arrival is a “Tag & Ball Free Zone” due to the number of adults and students in the yard.
- Parents/Guardians/Caregivers should exit to 67<sup>th</sup> Street after morning drop off and afternoon dismissal. **Parents/Guardians/Caregivers are not allowed to enter the building from the schoolyard; you must walk around to the 66<sup>th</sup> Street main entrance if you want to enter the building and sign in with the security officer. It is important that all families respect this policy so we can maintain a safe environment.**
- The schoolyard entrance will be locked promptly at 8:20 AM.
- Any student arriving after 8:20 AM **must** get a late pass from the Main Office for admittance to class.
- Children may not play in the schoolyard after school unless they are **supervised** by a parent/guardian. The school yard will be cleared and the gate locked at 2:45 PM so that the yard is free for use by the Afterschool Programs.
- Children who are not picked up on time at dismissal will be brought to the late bench outside the main office where they must be signed out when picked up.
- Do not use the 66<sup>th</sup> Street cafeteria level doors to exit the building. **It is a safety issue and door alarms will sound.**
- Any changes to a student’s dismissal plan **must be submitted in writing before 2:00.**
- Please no strollers in the cafeteria/gym due to crowding.
- No dogs leashed or otherwise are allowed in school or in the 67<sup>th</sup> Street yard. It is a liability issue.

### **Late Pick-Up: Arriving After Dismissal**

Students who are not picked up on time will be taken to the bench outside the main office. Adults picking up late **must sign** the student out. Once the 67<sup>th</sup> Street gate is locked, adults will need to enter the building through the 66<sup>th</sup> Street main entrance.

Late pick-ups are stressful for children, who may worry that something has happened to you or their caregiver. P.S. 183 does not have the staff to supervise children after dismissal. Therefore, please call the Main Office to inform us if you are running late. If we receive no word from a parent and a child is left in the school building for an extended period of time, the child may be sent to the 19<sup>th</sup> Police Precinct to await pick up in a safe and secure environment. The 19<sup>th</sup> Police precinct is located at 153 East 67<sup>th</sup> Street 212-452-0600. Parents who are chronically late for pick-up will be advised to enroll their child in one of our many after school programs.

### **Early Dismissal**

Any student who needs to leave school early must be picked up before 2:20 PM. Otherwise, you will need to wait and meet your child at their regularly scheduled dismissal time. We will not call up to classrooms during this time with dismissal information. Students who are leaving early must be signed out by the Parent/Guardian or Caregiver. **Students will only be released to adults listed on the Blue Emergency Card.** We encourage you to schedule appointments after school hours as children miss valuable instruction when they leave school early.

### **Changes to Your Child’s After School Schedule**

Teachers will maintain a copy of the “Dismissal Permission Form” (found in your First Day Packet). This form notifies us of your child’s regularly scheduled after school plans each day. This forms includes participation in after school programming, and/or the name of the person picking up their child on each day of the week. **Students will NOT be dismissed to anyone that is not on this form or Blue Emergency Card.**

Any changes to a child’s regular after school schedule must be submitted, **in writing**, to the classroom teacher (i.e. play-dates, no after school program, a different adult picking up your child not listed on the blue card, etc.) **Verbal permission, over the phone or in person, will NOT be accepted.** **In the case of a LAST MINUTE EMERGENCY, please call the Main Office.**

## Half Day Schedule

**On half-days, all students are dismissed at 11:40 AM. Those students who eat school lunch have lunch before dismissal.** See school calendar for details. For dismissal, please follow our regular dismissal procedures and locations described in detail, above.

## Breakfast Program

All students may participate in the Department of Education’s free breakfast program. Breakfast is served at 7:50 AM. Parents/Guardians/Caregivers of Kindergarten students are required to stay with their children and escort them to their classrooms. **No other adults, other than school staff members, will be allowed in the cafeteria during breakfast service for safety and security reasons.** Students eating school breakfast enter through the main entrance on East 66<sup>th</sup> Street from 7:50 – 8:20 AM. No breakfast is served after 8:20 AM. No students are allowed in the building before 7:50 a.m. Please DO NOT leave your child unattended in front of the school building before 7:50 am.

## Lunch Program

**All families must complete and return a National School Food Program form, which is distributed at the beginning of the school year. Important data is collected from the forms and is used to determine school funding. P.S. 183 is required to have a National School Food Program form filled out for each family in our school.** For more information regarding the Department of Education School Food Program visit [www.opt-osfns.org](http://www.opt-osfns.org).

Families may purchase school lunch or send their child’s lunch from home and purchase only milk. Paper bags or soft reusable lunch boxes are recommended for lunches sent from home. Glass containers, soda and candy are prohibited. **Please label your child’s lunch box and all containers so that the items may be returned to you in case they are lost.**

Lunch and milk payments can be dropped off in the main office monthly or twice a year. Prices and a payment schedule are sent home in September. Please see the flyer found in your First Day Packet regarding setting up your child’s “My School Bucks” account in order to pay for lunch.

Lunch times are:	10:15 AM—11:15 AM	Pre-Kindergarten (Recess followed by lunch in the classroom)
	10:50 AM – 11:50 AM	Kindergarten & 1 <sup>st</sup> Grade
	11:50 AM – 12:50 PM	2 <sup>nd</sup> & 3 <sup>rd</sup> Grades
	12:50 AM – 1:50 PM	4 <sup>th</sup> & 5 <sup>th</sup> Grades

The lunch period includes time for eating and for recess. Recess is outdoors whenever possible, supervised by school aides. Additionally, students can choose to participate in structured games that are organized by our PTA funded recess program for grades 2<sup>nd</sup> – 5<sup>th</sup>. Kindergarten and 1<sup>st</sup> grades are supervised by their assistant teachers who also help to organize games and activities. During inclement weather, students play quiet games, color or watch selected videos indoors. When available, the gymnasium is also used for indoor recess.

**Please explain to your child** that if lunch is forgotten and dropped off to the main office after school begins, that lunch will be sent downstairs to the lunchroom at the appropriate lunch period for your child or your child will be given a school lunch on that day.

## Daily Attendance

**Students are expected to arrive on time for school every morning and to remain at school until the regular dismissal time.**

If your child is absent due to an illness, please send in a note on the day they come back to school addressed to School Aide, Elizabeth Hebner in the main office. If your child is absent due to travel, please supply a copy of your itinerary to School Aide, Elizabeth Hebner in the main office.

**Attendance and lateness totals are entered on official student records and are considered during the middle school admission process as well as for promotional purposes. Parents/guardians can access and monitor attendance and lateness by logging on <http://schools.nyc.gov/myaccount> at any time.**

**Doctor appointments should take place after school hours.** Taking students out of school during the school day is disruptive and strongly discouraged. If a student must be taken out early, the parent must notify the teacher in writing. A student will not be released before regular dismissal unless his parent/guardian or designated adult comes into the school to pick up the student. The adult must come to the main office so the student can be called from class and then sign the student out in the School Safety Agent's Early Dismissal Log.

**Any adult picking up a student from school must be listed on that student's Blue Emergency Contact Card or Dismissal Sheet. If you wish to have an adult pick up your child who is not on the Blue Card, you must send a written note to your child's teacher.**

**Parent/Guardians are responsible for maintaining up to date information on Blue Emergency Contact Cards and Dismissal Information Sheets. Blue Cards are not change of address cards. You must bring proof of address changes to the School Secretary, Valerie Washington in the main office.**

### **Telephone Messages and Student Use of Phones in the Main Office**

Only **URGENT** telephone messages can be delivered to students during the school day. Please give your child's name and classroom when calling.

Telephones in the main office are not for student use, except in cases of emergency.

**Do not call the school to tell your child of after school changes unless it is an emergency.** Make after-school plans in advance and be sure your child knows what the plans are before coming to school in the morning.

### **Cell Phones**

- **Student Cell phones must be turned off and kept in backpacks before entering the school.**
- **Students are not permitted to use cell phones at any time during the school day.**
- **In the case of an emergency, parents can call the school office phone and we will convey the message. Parents should not call a child's cell phone during the school day.**
- If a student is seen with a cell phone, using the cell phone, or the cell phone goes off during the school day, the cell phone will be confiscated and kept in the main office until the parent/guardian comes to pick up the phone in person from an administrator.
- P.S. 183 will NOT be held responsible for ANY DEVICES that are brought to school, confiscated and lost.

### **Birthdays**

Birthdays at school are celebrated monthly and at the discretion of the classroom teacher when scheduling. Check with your child's classroom teacher about celebrating birthdays in the classroom.

- Classroom celebrations are at the discretion of the teacher, but may include handmade cards, storytelling, and the sharing of a book. Please consider sending/donating a book or game to the class in your child's name.
- Healthy treats are encouraged!
- **Decorations, party favors and the like are not permitted.**

Don't forget to remind your child to visit the principal's office to get a birthday pencil. Classroom mailboxes may only be used to distribute party invitations if ALL members of the class are invited. Please do not use another class' mailboxes to invite individual children from that class.

## Bus Transportation

Students may receive free school bus service if they meet the Department of Education eligibility requirements. Children who do not qualify for free school bus service may qualify for free or reduced rate Metro Cards. Parents may consult the NYC DOE website [www.opt-osfns.org](http://www.opt-osfns.org) to review the transportation eligibility guidelines or contact Elizabeth Hebner at 212-734-7719 or [ehbner@schools.nyc.gov](mailto:ehbner@schools.nyc.gov).

## Lost and Found

Most lost items (clothing, lunchboxes, book bags, etc.) are placed in the Lost and Found Area located in the vestibule closest to 1<sup>st</sup> Avenue on the cafeteria floor. Valuable items are held by our School Secretary in the Main Office. **Be sure to put your child's name on all of his or her belongings. Unclaimed items are donated to a local charity at the end of each month.**

## What NOT to Bring to School

**Unless requested to do so by a teacher for a specific classroom assignment**, students **should not** bring the following items to school:

- Toys
- Dolls
- MP 3 players
- CDs & CD players
- Handheld electronic gaming devices
- Skateboards
- Scooters
- Heelies
- Frisbees
- Balls
- Baseball bats
- Trading cards, stickers or Shopkins
- Soda and candy
- Glass containers

Games and equipment for recess are supplied by the school with the assistance of the PTA for use by all students.

Students are prohibited from bringing iPods, or other electronic communication or entertainment devices to school. If a student is found with such items, the item will be confiscated and the parent/guardian will be called to pick up the item in the main office.

P.S. 183 is NOT responsible for any personal items and electronic devices brought to school that are lost, stolen, or confiscated by staff members.

## Dress Code

Although there is no formal dress code at P.S. 183, students are expected to dress neatly and appropriately at all times. A student's day may involve classroom activities using paint, glue, clay, etc. Playground activities involve climbing and running. Please keep this in mind when selecting clothing for your child.

**Rubber-soled shoes or sneakers are highly recommended for safety's sake given students' participation in physical education classes and recesses in the schoolyard. On the day your child has physical education, he/she must have on proper footwear to participate. Platform sandals and flip-flops are not proper footwear for active, running children.**

**"Heelies" may not be worn at school unless the wheels have been removed. Flip Flops should not be worn to school due to safety on the stairs and at recess. Hats are not permitted to be worn in the classroom in keeping with a safe, respectful and positive environment. All clothing, lunchboxes, backpacks, book bags and other personal belongings should be clearly labeled with the student's name.**



## Section 3: Health and Safety

### HEALTH

#### Health Exam Forms and Immunizations

New York City law requires that every child who enters school for the first time have proof of a health exam. A completed form (205) becomes part of your child's health record at our school.

Immunizations are mandated by law. Children who do not meet immunization requirements must be excluded by law. For more information, including a list of immunizations and the schedule please log on <http://www.schools.nyc.gov> and follow the links.

#### Becoming Ill or Having an Accident

If a child becomes ill or has a serious accident in school, the family will be contacted. We *must* be able to reach a parent or one of the adults listed on the Blue Emergency Contact Card immediately.

Please remember that if necessary, we may call 911; however, hospital physicians will not treat a child until a parent or guardian is present. We must be able to reach a parent or guardian at all times during the day. ***For this reason, it is imperative that the information on your child's Blue Emergency Contact Card is correct.***

**An ill child may not remain in school. If a child has a fever, they may not return to school until they have been fever free without medication for 24 hours. For all policies concerning illness in school including influenza viruses log on to: <http://schools.nyc.gov/Offices/Health/default.htm>.**

Parents can help control the spread of illness by:

- Training children to wash their hands thoroughly and cover their mouths and noses when coughing and sneezing.
- Keeping children at home when the first signs of illness appear.
- Keeping children with a fever home from school and not return to school until 24 hours after the fever has broken. **The use of medication to lower fever does not mean a student can attend school. Children need to be fever free for 24 hours without the use of fever reducers before returning to school.**
- Keeping children who are vomiting home for at least 24 hours. Students should return when they can tolerate food.
- Keep children home if they are diagnosed with an infection requiring antibiotics. Children should be on the antibiotics for a full 24 hours without a fever before returning to class.

When your child returns to school after an illness, give him/her a note for the teacher/nurse explaining the absence.

If you have questions or concerns, about medications and or your child's health during the school year, contact the school nurse, Diana Riordan at 212-734-7719 ext. 2051.

#### Medication and Allergies

##### **Medication in Schools**

As per Department of Health Policy, students with a chronic diagnosis who need to take medications while in school must have completed **Medication Administration Form/MAF/504**. This form needs to be completed by your DOCTOR, signed by the PARENT, and approved by the Department of Education. Approval may take up to two (2) weeks. The completed form with medication prescribed must be given to the School Nurse by THE PARENT.

- Medications must be clearly labeled by the pharmacy as prescribed by the Doctor
- A small photo of your child must be attached to the MAF/504 Form
- Medications including over the counter medications cannot be administered in school without a completed Medication Administration Form/MAF/504.

### **Allergies**

Please alert the school nurse and your child's teacher of any specific allergies. An Action Plan will be developed for any student who suffers from severe allergies. Staff Members will receive a copy of the Action Plan and will be trained on how to respond to allergic reactions.

## **Head Lice**

It is the policy of the Department of Education that students found to have live head lice will be excluded from school and not allowed to return until they are lice free. Families of students found to have nits (eggs) will be informed but students are allowed to stay in school. For additional information, visit the Department of Education website at: <http://schools.nyc.gov/Offices/Health/default.htm>. School-wide screening will take place during the school year for our students. Families must also do their part by regularly checking their children and keeping them at home while lice are present. Please let your teacher know if your child has developed a case of head lice. Children who are sent home because of lice may not return to school until they have been seen and cleared by the school nurse or designated staff. The school nurse will provide information on dealing with lice upon request.

## **SAFETY AND SECURITY**

### **Security and Visiting the School**

All parents and visitors who enter the school building during the day must use the main entrance on 66<sup>th</sup> Street and sign in at the security desk. You must present picture ID to the School Safety Agent when signing in.

**All students, parents and visitors should use only the main entrance on 66<sup>th</sup> Street when exiting the building during the school day. This is vital to your child's safety and our staff's safety as it ensures that the other 66<sup>th</sup> Street doors are not inadvertently left open.**

#### **Please note:**

- The main entrance on 66<sup>th</sup> Street is open from 7:50 AM to 5:00 PM every day that school is in session.
- At 5:00 PM the main entrance is locked and all parents/guardians/caregivers entering the school for After School pick-up must enter through the 67<sup>th</sup> Street gate.
- The main entrance on 66<sup>th</sup> Street is to be used for PTA meetings and most other after hour school functions. If you have a child in After School and wish to take advantage of PTA school age childcare services offered during an evening PTA meeting, you must enter the school from the 67<sup>th</sup> Street side, sign your child or children out of After School and then sign them into PTA child care.

### **Blue Emergency Contact Cards**

It is **extremely important** that the school has the current, correct information for contacting parents, or designated adults, **at all times - especially during the school day**. It is the responsibility of Parent/Guardians to see that the Blue Emergency Contact Card, which we keep on file in the main office, is completely filled out and kept up to date. Notify School Secretary, Valerie Jenkins in writing of any changes so that she can update official Department of Education forms and databases. **Filling out a Blue Card does not act as change of address**. You must show proof such as a lease or a Con Edison Bill.

If your child becomes ill or it is necessary to close school early due to an unforeseen emergency, we will use the Blue Emergency Card contact information to contact you. ***Be sure that those adults you list on the Emergency Card know that they have been listed. Children are not released to anyone whose name is not on the Blue Emergency Card – NO EXCEPTIONS.***

## Fire, Safety and Code Blue Drills

Fire and safety drills such as Hard/Soft Lockdown and Sheltering In are required by law to provide safety and protection for students and staff. The drills enable students to practice how to recognize and respond to signals, listen to and follow specific directions.

Code Blue Drills are required to ensure that school personnel are ready in the event of a health emergency.

## Supervision of Children at School Events

In addition to giving the **proper respect** to those performing at special events, we also need to ensure the safety of those attending and protect our school facilities. Please observe the following guidelines:

- 1. Children may not come to events outside of school hours unless accompanied by an adult.**
- 2. Accompanying adults are expected to supervise those children in their care. This includes:**
  - Seeing that children follow the same behavioral guidelines that they are expected to follow during the school day. For example, following the directions of the adults in charge of the event, respecting others' personal spaces, walking – not running, speaking with “inside” voices etc.
  - Seeing that children remain in the room or area where the event is taking place.
  - Taking children who are disruptive (crying, calling out) away from a performance or event until they are calmed and able to be respectful of others.
  - Being financially responsible for damage to school property.
  - Only allowing students or siblings to play with classroom materials when a teacher has given his/her approval.

## Snow and Emergency Closings

Announcements by the Mayor/Chancellor regarding school closings can be found on the 311 Information Line, the NYC Department of Education website, <https://www.schools.nyc.gov>, or by listening to any of the following radio stations: WINS (1010 AM), WCBS (880 AM), WLIB (1190 AM), 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). You can also receive text messages or e-mails directly to your phone by signing up for alerts via NOTIFY NYC found on the Department of Education website, <https://www.schools.nyc.gov> in the “stay connected” area.

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 after-school programs (including Community Based Organization after-school programs on public school sites), and all after-school program transportation (including transportation to Community Based Organization sites).

When there is an authorized citywide delayed school opening, school buses will run but their morning student pick up times will be delayed.

It is expected that when there is a delayed opening, students will be in school until their regular dismissal time. However, if citywide emergency or storm conditions worsen, the Chancellor can announce an early dismissal.

In the event of an early dismissal, school staff will remain in school with students who ride school buses until buses arrive for dismissal or until those students are picked up.

## Class Trips

Class trips are an important part of our curricular work. Teachers organize and arrange trips to coincide with the topics they are teaching. Therefore, *trips are not optional excursions*. They will range from walks around the block to visits to the city's cultural institutions, such as museums and theatres. Classes will travel on foot or by school bus, city bus, subway or chartered bus, depending on the destination. Students without permission slips will spend the field trip with a different class at 183.

Parents/Guardians MUST provide WRITTEN permission for students to attend field trips. Permission is granted by completing the Department of Education Field Trip Permission form, which will be sent home by your child's classroom teacher in advance of the trip. Verbal permission, either in person or over the phone, or emails will NOT be acceptable forms of permission. The Main Office **will not call on the morning** of your child's field trip to remind you to fill out a permission form, if you have not done so already.

Teachers will notify you of upcoming trips and give you specific information on lunch, transportation, admission fees, etc. Please notify your classroom teacher or our Parent Coordinator if you need assistance to cover any trip costs or fees. We are able to offer assistance through the support of the PTA.

Teachers will also request **parent chaperones** to accompany the class and assist in supervision. Parent chaperones play a vital role in maintaining the safety and educational value of the trip. The Department of Education requires one adult chaperone for every 10 children. There will be a place on the permission slip for parents to indicate their interest in attending.

### **"Rules of the Road" for parent chaperones are:**

- Permission slips must be filled out and returned in advance of any field trips. Follow the instructions of the teacher who organized the trip.
- Turn off your cell phone and put it away.
- Limit adult socializing.
- Do not bring siblings of any age. This includes siblings attending P.S. 183. This is a liability as well as safety issue.
- Do not purchase souvenirs or food for your child or any students unless requested to do so by the teacher.
- Remember that you are there for all the students, not just your child.
- All students must return to school at the conclusion of a field trip even if you are chaperoning the trip. If you wish to leave school and take your child with you after the class has returned to school, you may do so by signing out with our security officer.

## Sending Money to School

Money sent to school should be in a **sealed envelope** labeled with what the money is for as well as your **child's name and classroom**. For example: Lunch Money – fall semester, Joe Smith, 2-303 *OR* Trip to Guggenheim Museum, Joe Smith, 2-303.

Money intended for the PTA should also be placed in a **sealed envelope** labeled with what the money is for, as well as your child's name and classroom. The envelope should then be **placed in the black lockbox in the PTA office on the second floor across from the Safety Agent's desk**.

## Section 4: Teaching and Learning

### CURRICULUM

The teachers at P.S. 183 collaborate to plan grade-wide curricula. We work closely with consultants and read professional texts to continually develop and deepen our instruction to align to the common core standards. Our goal is to provide students with multiple opportunities and experiences to deepen their understanding of the information they are presented with. Students are taught using an active curriculum that requires children to “think out of the box,” develop social and emotional skills, and be able to articulate their feelings, observations, questions, and ideas. Your child’s teacher will describe these programs in more detail at Curriculum Night which will take place in early fall.

#### **BALANCED LITERACY**

P.S. 183’s comprehensive curriculum gives students a strong foundation for future learning and schooling. Our balanced literacy approach helps children learn to read and write through explicit instruction of strategies and independent practice. We are a partner school with Teachers College Reading and Writing Project. The instruction may take place through whole-group mini-lessons or small group guided reading/strategy groups or writing to focus on a particular skill. Teachers confer individually with students to learn about the students as readers and writers and plan the teaching steps to enhance student learning. Publishing parties throughout the year enable each child to share his or her work with the classroom community.

#### **MATH**

Our math curriculum is Investigations, Third Edition. (Also commonly known as TERC or Investigations). Students learn computational fluency as well as mathematical thinking. The program is designed to help elementary children understand the fundamental ideas and underlies a wide range of mathematical concepts including measurement, data, geometry, etc. Students are encouraged to reason mathematically and develop problem-solving skills. P.S. 183 supplements TERC to provide opportunities for students to receive a comprehensive mathematics program with resources from Math in the City and other city/state published resources.

#### **SOCIAL STUDIES**

P.S. 183’s social studies curriculum is adapted from the NYC Social Studies Scope and Sequence. Units of Study are explored and students make sense of the world in which they live allowing them to make connections between major ideas and their own lives, and it helps them see themselves as members of the world community. Social studies is the integrated study of history, geography, economics, government and civics. Most importantly, it is the study of people and events that individually and collectively have affected the world.

#### **SCIENCE (CLUSTER CLASS)**

Students attend science classes in their classrooms as well as the school’s well-equipped science lab. The curriculum is hands-on, inquiry-based and designed to provide all students with stimulating experiences in life sciences and earth and physical sciences, while simultaneously developing their critical thinking and problem-solving skills. Kindergarten science instruction is integrated into the classroom curriculum. 1<sup>st</sup> – 5<sup>th</sup> visits the science room for instruction with the science teacher.

#### **CLUSTER CLASSES**

Students also attend cluster classes as part of our regular classroom instruction throughout the school year. At P.S. 183 we offer:

Builder’s Studio: Pre-Kindergarten & Kindergarten

Music: K-5<sup>th</sup> Grade

Art: PK-5<sup>th</sup> Grade

Technology: K-5<sup>th</sup> Grade

Physical Education: PK-5<sup>th</sup> Grade

## ENRICHMENT PROGRAMS

Enrichment Programs are those programs that are brought in to supplement our regular instruction and cluster classes. These programs are funded by the school budget and the generous fundraising efforts of our PTA.

Enrichment Program	Participating Grades
Chess	K-2, 3-5 (offered during in-school enrichment)
Chorus	3-5
Band	4-5
National Dance Institute	5
Recess Enhancement Program	2-5
Track	3-5
Morning Math League	2-5
Student Council	3-5
Enrichment Electives on Friday	K-5

## TESTING AND ASSESSMENTS

Teachers regularly assess student's progress during the school year. The data they collect informs their planning of instruction to tailor to the needs of their students. Students in grades 3-5 take New York State standardized tests. P.S. 183 students are well prepared to take the tests based on the high quality instruction throughout the grades. We believe that a rich curriculum in all grades provides the best foundation for taking these tests.

## HOMEWORK

Homework is meaningful and connected to classroom instruction as well as a supplement to classroom work. Depending on the student's grade level and class, different types of homework assignments can be expected.

Teachers use homework as another means of tracking the student's thinking processes and progress in particular subject areas as well as reinforcement of classroom work. It is also an opportunity to create positive work habits.

For students, homework is a way to reinforce concepts and skills that have been learned in class. Homework helps students develop a sense of responsibility, organization and independence. A variety of assignments, from daily reading and completion of reading logs to worksheets to long term projects and reports, allow students to learn to budget time and develop effective work habits.

Homework is a way for parents and caregivers to be informed and sometimes involved in the on-going classroom curriculum. Show your interest by asking your child about his homework. Help your child establish routines to support the homework process:

- A comfortable, quiet place to work, away from distractions like the TV or CD player.
- A set time each day (or most days) when you feel your child will work best (right after school, after dinner, etc.)
- A place to keep homework materials like paper, pencils, an eraser, a dictionary and other pertinent supplies.
- A calendar at home to record dates of projects and school events

Even as you help your child, remember that homework is the responsibility of the student. Provide guidance, not answers. **You can supervise the completion of your child's homework, but don't feel you need to correct it.** It's okay for your child to make mistakes. Mistakes are indicators to teachers where further attention might be required. If your child is having difficulty with homework, send a note to the teacher.

Your child's teacher will further explain the school's homework policy to you at the beginning of the school year through letters and during our school's Curriculum Night.

Our general policy is not to give homework on weekends or over vacations. Exceptions for grades 3-5 are long-term projects and test-prep materials before city and state exams. It is at the discretion of teachers whether homework is

given daily or as a weekly packet. Students are expected to complete homework on time and with care. This is recorded on the student's Progress Report.

**When there is no specific homework assigned, have your child read** during the time normally set aside for homework. (Also remember that your child is never too old to be read to!) All educational studies show that children who read frequently at home will have more success in school and will develop the love for reading that we strive to instill in all students.

**Building a Community of Learners: Climate, Culture, and Discipline**

We at P.S. 183, in accordance with Department of Education Citywide Standards of Discipline and Intervention Measures, work to ensure that our school is a place “where *all* students learn and *all* staff teach in a safe, secure and orderly environment.” **We define discipline as helping children develop self-control and self-motivation as we keep our community safe for all members.** We work to maintain a safe physical and emotional environment where children and grown-ups can ask questions and be vulnerable, where we can expose ourselves in trying to learn and improve, and where there is mutual respect among all students and staff. **As issues and challenges come up, our consistent message is: Problems must be solved through non-violent means.**

**In the 2016-2017 school year we implemented a Positive Behavior Intervention and Support Program (PBIS) to increase our community of care at 183. More information will continue to come home and discussions held during upcoming PTA meetings.**

**The success of these goals depends upon a caring partnership between school and home. We depend on P.S. 183 staff, as well as parents and guardians, to be role models and facilitators in their relations with one another and with children.**

The framework of our discipline policy is:



**STANDARDS AND EXPECTATIONS**

Although each person brings family and individual values as part of their identity, we have defined common school expectations, consistent from class to class as well as in non-classroom environments such as the playground and lunchroom. These include:

	<b>In the Classrooms</b>	<b>In the School, Yard and on Trips</b>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>• Walk in the classroom.</li> <li>• Watch where you are walking.</li> <li>• Keep your hands to yourself.</li> <li>• Give others physical space.</li> <li>• Stay in your assigned space. <i>(We ask permission to leave the classroom.)</i></li> <li>• Hang up clothing.</li> <li>• Report bullying.</li> <li>• Chairs are pushed in when we're not sitting.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated on bus.</li> <li>• Move quietly through the halls and stairwells.</li> <li>• Hands hold the stair railings.</li> <li>• Use the bathroom appropriately.</li> <li>• Adults lead the class and bring up the back of the class, never students.</li> </ul>

<b>Be Kind</b>	<ul style="list-style-type: none"> <li>• Try to understand the thinking and feelings of others.</li> <li>• Give “put ups” (<i>Fill each other’s buckets.</i>)</li> <li>• Help classmates who need help.</li> <li>• Talk to others in a way that you would like to be spoken to.</li> <li>• Talk out any problems you have with others.</li> <li>• Respect differences.</li> <li>• Be an ally to any victim of bullying. (<i>When you see something, get involved to help.</i>)</li> <li>• Use manners.</li> </ul>	<ul style="list-style-type: none"> <li>• Respect other people’s privacy in bathrooms.</li> <li>• Be kind to guests of the school.</li> <li>• Whole body listening to presentations on field trips and during assemblies.</li> <li>• Respect the rules of the place visited.</li> <li>• Include others when playing.</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>• Listening/<i>Whole-body listening</i> to adults and classmates.</li> <li>• Arrive at school on time.</li> <li>• Follow class rules.</li> <li>• Take care of property (your own and others’)</li> <li>• Materials are cleaned up.</li> <li>• Stay on task and do all of your work.</li> <li>• Be neat.</li> <li>• Be trustworthy.</li> <li>• Show respect to the needs of others when they are learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Use the bathroom appropriately.</li> <li>• Respect property including students’ work on bulletin boards and in hallways.</li> <li>• Pick up work that has fallen on the floor.</li> <li>• Clean up after yourself in the lunchroom.</li> <li>• Pick up litter and keep the school beautiful.</li> </ul>

Over the course of a child’s life in school we are looking for progress, moving from the need for external assistance to the development of internal control and productive participation. Children want to do what is appropriate. We help them to achieve that. In enforcing standards, we are not just trying to keep order but also to teach children how to express their feelings, whether delight or anger, in socially appropriate ways while ensuring an undisturbed environment in which to learn.

**When Student’s don’t maintain their Commitments to Being Safe, Kind and Responsible:**

Children and adults have the right not to be afraid, not to be threatened either physically or verbally. The following are ways in which the learning community can be threatened.

**Unacceptable behaviors:**

- Disruptive behavior
- Teasing
- Aggressive verbal behavior—cursing and other threatening or abusive speech to children or adults in our community or the larger community (this may include racial or sexual comments)
- Hitting or other physically aggressive acts
- Dangerous behavior—our concern is not only when a child might hurt others but also when she/he puts herself/himself in an unsafe situation as well, for example: hiding in the yard or classroom, climbing bathroom stalls
- Misuse of materials or other people’s property
- Stealing, defacing school or personal property, such as writing on bathroom walls.

**CONSEQUENCES**

The first step taken in any disciplinary action is to restore a sense of safety and bring people into self-control. This may mean a time out or a break; whatever will help a child to be able to face a problem rationally.

We view discipline as a process and age related. We deal with each problem individually and for each unacceptable behavior there is a range of consequences and actions a teacher or staff member will take. **This is dependent on the frequency of this behavior, progress of the child, age of the child and severity of the behavior.** The specific situation dictates which consequences will be used, revisited or skipped. We want the outcome of the consequences to reinforce not only the essence of what is unacceptable to the group but also how one’s behavior impacts on the group and on oneself. It is important that families and students understand that some behaviors are reflective of early childhood development. We ask that families respect our judgement and trust we are addressing situations as they arise. With these considerations in mind, we use a three-tiered approach:



Tier 1	Tier 2	Tier 3
In-class preventive expectations modeled and reinforced. <b>Intervention by the teacher.</b>	<b>Out-of-class intervention</b> (time out in another class, conversation with school guidance counselor, etc.)	Out-of-class <b>intervention by administration.</b>

Infractions that need to be addressed by the Three-Tiered Discipline Process:

	In the Classrooms	In the School, Yard and on Trips
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>• Teasing</li> <li>• Running in the classroom</li> <li>• Pushing</li> <li>• Blocking the walkways</li> <li>• Leaving the classroom without permission</li> <li>• Destroying property</li> <li>• Stealing</li> <li>• Fighting</li> <li>• Bullying</li> <li>• Bringing unsafe objects to school</li> </ul>	<ul style="list-style-type: none"> <li>• Not following field trip rules</li> <li>• Disobeying the yard rules</li> <li>• Standing on toilets or misusing toilets or sinks</li> <li>• Leaving without permission</li> </ul> <p>*And everything indicated in the left-hand column</p>
<b>Be Kind</b>	<ul style="list-style-type: none"> <li>• Yelling</li> <li>• Making fun of someone else's ideas, mistakes or looks</li> <li>• Saying hurtful things to another student or teacher</li> <li>• Cursing</li> <li>• Excluding others from activities</li> <li>• Joining in with a bully</li> </ul>	<ul style="list-style-type: none"> <li>• Touching others in the bathroom</li> </ul> <p>*And everything indicated in the left-hand column</p>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>• Cheating</li> <li>• Not doing or not handing in your homework</li> <li>• Leaving a mess</li> <li>• Arriving late to school</li> <li>• Not following the class rules</li> </ul>	<ul style="list-style-type: none"> <li>• Leaving a mess in the lunchroom or other public places</li> </ul> <p>*And everything indicated in the left-hand column</p>

**Potential consequences include:**

- **Speaking to the child individually**
- **Having the child make a verbal or written apology**
- **Holding a group discussion/participate in mediation**
- **Temporarily removing a child from a difficult situation within the class**
- **Sending the child to another class to do their school work**
- **Informing parent/guardian of behavior**
- **Discussion with parent/guardian and setting up a plan of action with the parent/guardian, articulating what "progress" is**
- **Sending the child to the main office to meet with the principal/assistant principal**
- **Discussion with other school personnel**
- **Formal meeting with principal, teacher and parent/guardian**

- **Discussing and initiating other support systems**
- **Loss of privileges**
- **Guidance hearing**
- **Suspension**
- **Fix /Replacement of property or reimbursement**

**Ongoing support:** What happens with children who need extra help, who do not progress adequately or show interest in being a member of the community? We look at why this is happening and what is causing it. Our resources for finding out include the child, teachers, guidance counselors, family, our observations, and outside agencies. We initiate planning and problem-solving meetings with the family.

**Citywide Standards of Discipline and Intervention Measures**, can be accessed online at:  
<http://schools.nyc.gov/RulesPolicies/DisciplineCode/default.htm> and copies are held in the Main Office.

## Section 5: Home School Connection at P.S. 183

### COMMUNICATION

Consistent communication between school and home contributes to a student's success in school. Strong home/classroom/school partnerships equates into your child's overall success and enjoyment at P.S. 183. Below are just some of the many ways you can receive information from our school.

#### With Our Staff

If you have a question or concern about your child's work or behavior, we encourage you to **contact your child's classroom teacher first**. He or she is the staff member with the most information and day-to-day contact with your child. If you have specific concerns about your child's work in one of the specialty classes (art, computer, music, physical education, science), please contact the teacher of that class.

If there are specific events, problems or changes in your family's usual routine which may affect your child, please let your child's teacher know. This helps the teacher better understand and support your child.

You may contact a teacher or other staff member by:

- sending a note with your child – in a sealed envelope, please
- leaving a note in the teacher's box in the main office
- calling the main office (212-734-7719) and leaving a brief message
- e-mailing the teacher with his/her DOE, school-related e-mail address

Please state your concern and if you would like to set up a meeting or speak with the teacher by phone. Please give a few possible meeting times and include the best way for the teacher to contact you. Generally, teachers are able to meet or to make phone calls during one of their preparation periods during the school day.

You can always feel free to direct any questions or concerns to our Parent Coordinator, LuAnn Propper 212-734-7719 x 2040 or [lpropper@schools.nyc.gov](mailto:lpropper@schools.nyc.gov) or use the following e-mails to communicate with the Main Office

Principal I.A., Martin Woodard [mwoodard@schools.nyc.gov](mailto:mwoodard@schools.nyc.gov)

Assistant Principal: Kim Banks [kbanks2@schools.nyc.gov](mailto:kbanks2@schools.nyc.gov)

School Secretary/ATS/Address Changes, Valerie Jenkins [vjenkins2@schools.nyc.gov](mailto:vjenkins2@schools.nyc.gov)

School Aide/School Bus Coordinator, Attendance Elizabeth Hebner [ehbner@schools.nyc.gov](mailto:ehbner@schools.nyc.gov)

School Aide/Lunch Sonia Gonzalez-Cruz [sgonzalezcruz@schools.nyc.gov](mailto:sgonzalezcruz@schools.nyc.gov)

### Who and How to Contact – Brief Overview

My Question or Concern Is...	I Should Contact...	How?
Academic Progress	Teacher (Initial Contact) Administration	Note, Email Schedule a Meeting
Well Being/Social Emotional Development	Teacher Guidance Counselor Administration	Note, Email Schedule a Meeting
Specialty Classes	Specialty Teacher	Note, Email, Schedule a Meeting
Related Services	Guidance Counselor School Psychologist Social Worker Speech and Language Occupational Therapy Physical Therapy SETSS	Note Email Schedule Meeting with Specific provider
General School Questions, Guidance with DOE/183 Policies and Procedures	Parent Coordinator	Email, Note, Call Main Office, Schedule a Meeting

School Issues Other Than Curriculum	Parent Coordinator Administration	Email, Note, Call Main Office, Schedule a Meeting
School Matters Not Curriculum Related	School Secretaries	Call Main Office
Absences/Lateness Curriculum	School Secretaries Teachers Administration	Call Main Office Note, Email, Call Main Office, Schedule a Meeting
Health Related	School Nurse School Secretaries	Call Main Office or Nurse's Office
PTA Matters	PTA	Call, Email, Note in PTA Mailbox
After School Programs	Contact Each Program Directly	

**Appointments with Administration**

If you wish to meet with the administration, call the main office (212-734-7719) to request a meeting. Please indicate the reason you would like to meet and several days or times you are free to meet.

**Parent Teacher Conferences**

Mandated Parent-Teacher Conferences/Family Outreach Nights take place in September, November, March and May each year. These meetings are an important component of the home-school partnership. The Department of Education sets aside dates for the one-on-one conferences in November and March. Each parent will be informed of his/her appointment on an appointment slip sent home. Parents' preferences for meeting times are honored as much as possible within the designated afternoon and evening times.

Please do not feel that these mandated conferences are your only opportunity to talk with your child's teachers. Our teachers are willing and available to schedule conferences throughout the year.

**Report Cards**

Report Cards are distributed at the end of January and on the last day of school in June. The information provided in our Report Cards supports our belief that collaboration and dialogue between school and families is critical in supporting the academic, social, emotion, and physical development of our students. The Report Card is aligned to the Common Core Standards and grading is based on formal and informal assessments that are implemented on a daily basis. As you read your child's report card, please keep in mind that it is ONE of the MANY tools used to track and support your child's development.

**NYC Schools Account**

In NYC Schools Account, families can view student-level data for students. To log in, you must enter both a valid Student ID and password. Please keep your login information in a safe place to protect your child's private information. If you have questions regarding your account, you can contact our Parent Coordinator, LuAnn Propper. [lpropper@schools.nyc.gov](mailto:lpropper@schools.nyc.gov).

**Support Staff**

If you feel your child might need additional support (academically, socially or emotionally) you can contact: our principal or our assistant principal at 212-734-7719; or our guidance counselor at: 212-734-7719 x 4050. All are available to meet with parents and have mailboxes in the main office.

**Our Communication To You**

Notices from the principal, teachers and the PTA are sent home regularly. Since all notices contain important information, **please check your child's backpack every day**. The most common vehicles we use to communicate with our families are:

- Check our website [www.ps183.org](http://www.ps183.org) for late breaking news, school calendars, links to various curriculum areas, PTA news and parenting resources.
- Register your e-mail on our website to receive important updates and reminders and Principal Notes. Click on "Be Informed & Save Paper".
- **The Weekly Treasure** is our weekly news update that will be delivered to class parents for email distribution. The *Weekly Treasure* contains important notices and reminders from the Administration as well as PTA and community news.
- **PS 183 Times**. Published four times a year by the PTA as a community forum for news from parents, faculty and students. Closing dates and the editor's e-mail address are listed in every month's edition.
- **Fliers** are created and distributed on an as-needed basis by the administration and the PTA. Often families are asked to sign a tear-off section and return it to their child's teacher so that we know you have read the information provided and whether or not you will be attending a specific school event.

## A SAMPLING OF SCHOOLWIDE EVENTS & ACTIVITIES

In addition to the classroom publishing parties and celebrations, there are several school-wide events which take place each year:

- At the **Welcome Pre-Kindergarten & Kindergarten Pot Luck** each family provides a dish to share. New families and returning families all come together to meet and catch up after the summer vacation. Our PTA organizes this event.
- This September you will see a return of our fall **Block Party** to kick off the school year and bring together the community!
- **Curriculum Night** is held for all parents before the year's first PTA Meeting. Teachers go over classroom procedures, curriculum plans and answer parents' questions about their studies for the upcoming school year.
- **Open School Week** is held in November, near Parent-Teacher Conferences. Parents are especially welcome to visit the school and their child's classroom during this week. Schedules with the times of your child's specialty classes and recommended visiting times are sent home to help you plan.
- **Musical concerts** are held twice a year in winter and spring. Parents are encouraged to attend.
- **Science Expo** is the school's celebration of the love of science. All students from Kindergarten to 5<sup>th</sup> grade may participate in this non-competitive event. Information regarding the dates and participation will be sent home to families from the Science Department.
- **International Day** held once a year gives the many international members of the P.S. 183 community a chance to celebrate their native countries. The day has traditionally been made up of a schoolyard parade of nations with those not originally from the United States representing their respective country in native costume. Student volunteers then treat the entire school to a performance of a song or dance that is part of their heritage.
- **Art Week** held in the spring is a celebration of student artwork throughout the year and transforms our school into "Gallery 183".
- The year-end **Carnival** in June helps us celebrate all the hard work of the year with some good old fashioned FUN at Victorian Gardens in Central Park. The PTA makes this much-beloved event possible.

## PARENT-TEACHER ASSOCIATION (PTA)

P.S. 183's PTA is active and involved. The PTA serves as a catalyst for maintaining the warm, nurturing, inclusive community which is so important in educating our children. It also does a great deal of fundraising in support of our educational programs and community building. The PTA is governed by bylaws which are updated as needed in keeping with the Chancellor's A-660 regulation. The bylaws are available in the PTA office.

### Membership

Every parent or guardian of a child attending P.S. 183 is automatically a member—there are no dues required for membership but the PTA aims for 100% participation in the PTA's Family Contribution Fund to show that all families share in our community-wide commitment to providing the best possible educational environment for our children. However, monetary support is not the only way that parents and guardians can have an impact. Contributing your time, thoughts, energy and talents are also extremely important to the school's successful education of its students, your children.

### Executive Board and Officers

The **PTA Executive Board** is the organization's governing body. The PTA elects the Executive Board members each year at the May PTA meeting. The Executive Board is made up of the **Officers** (Co-Presidents, Co-Vice Presidents, Co-Secretaries and Co-Treasurers) and the **Delegates**. Officers may serve as co-officers or hold the position singularly. Two (2) Delegate spaces are left open for incoming new parents interested in serving.

The Executive Board proposes the annual PTA budget and presents it to the general membership for approval. Each Member of the Executive Board is responsible for heading up at least one major school event, responsibility or fundraiser each year. They also serve as the PTA's leaders in welcoming new families and recruiting volunteers.

- The **President or Co-Presidents** are the PTA's chief executive officers and preside at all PTA and Executive Board meetings. The President or Co Presidents meet regularly with the Principal and the Parent Coordinator. The President or one of the Co-Presidents serves on the School Leadership Team (SLT).
- The **Vice President or Co-Vice-Presidents** work alongside the Co-Presidents and fill in as needed.
- The **Secretaries or Co-Secretaries** take the minutes at all PTA and Executive Board meetings and make them available to the membership through the PTA office.
- The **Treasurers or Co-Treasurers** are responsible for all PTA funds: keep records of PTA income and expenses, pay the PTA's bills and makes regular reports about the PTA's financial condition.

### Class Parents – (2 or 3 per class)

Class parents are self-nominated and work closely with their child's classroom teacher and PTA leaders as needed. They compile class lists for their class and help the classroom teacher to organize class publishing celebrations, to recruit chaperones for class trips and to coordinate the class project for the PTA's spring fundraising auction. Class parents disseminate information on PTA fundraisers and programs and recruit volunteers for school-wide events.

### Gift Giving Policy

It is natural that families may want to contribute gifts to teachers and staff members. We want to encourage parents to express their gratitude but to adhere to some guidelines:

- No teacher or other city employee may accept a cash gift.
- For class gifts:
  - It is from the whole class and no individual child or family is mentioned as the giver and
  - Every child/family has an opportunity to be included regardless of monetary contribution and
  - No family has been made to feel obligated to contribute to the gift

A full description of prohibited activities can be found in [Chancellor's Regulation C-110](#).

## Meetings

We encourage you to attend as many PTA meetings as you can. Your input and support are invaluable.

- **General PTA meetings** are held monthly in the 4<sup>th</sup> floor Auditorium unless otherwise noted. Childcare is provided for school-age children during evening meetings as well as pizza and refreshments. **There is no child care available for Curriculum Night.** Specific agenda items, speakers and programs are communicated via backpack fliers, the website, *The Weekly Treasure* and *the P.S. 183 Times*.
- **Executive Board meetings** are held monthly, generally on a Friday morning just after drop-off. All parents and guardians may attend Executive Board meetings, but only Board members may vote on agenda items.
- **Class Parent** meetings are held approximately three times per year, usually after morning drop-off.

## A Sampling of Areas Supported by the PTA's Fundraising

- Kindergarten and 1<sup>st</sup> grade classroom teaching assistants (Grades depend upon funding efforts)
- Supplies and Enrichment for math, music, art, physical education and science
- Paper and general office supplies
- Teachers' classroom needs and grade wide supplies
- Recess Program
- Chess K-2, upper grade enrichment program
- National Dance Institute
- Professional Development for staff and teachers
- Subsidies for school field trips, for the school's literary yearbook *Sensations*, 5th grade graduation activities and more

## Sources of Income

**Contributions from our families** - The PTA asks that each family contribute for each child attending the school. Each family's circumstances are different, but the goal is to have 100% participation each year. All contributions are strictly confidential and can be made in installments. The PTA is a 501(c)(3) organization so contributions are tax deductible to the full extent allowed by law. Many companies match their employee's charitable contributions. Please check to see if your employer does so and forward the necessary paperwork to the PTA office to the Treasurer's attention.

**The East 67<sup>th</sup> Street Market** - A substantial portion of the PTA's revenue has traditionally been provided by this weekly market. Shopping at the Market and encouraging others to do so, is another way our community supports the PTA's mission of providing academic and social enrichment for our students.

**Fundraising Programs** - Watch for announcements in backpack mail or via e-mail for events.

## SCHOOL LEADERSHIP TEAM

Every New York City public school must have a School Leadership Team (SLT).

Our school's team is comprised of the principal, the PTA president, the United Federation of Teachers (UFT) chapter leader, five elected teacher representatives, and five elected parent representatives.

The SLT meets monthly and works to determine the educational and budgetary priorities of the school, which are then used to create the annual Comprehensive Education Plan (CEP) for the school. The CEP can be found on the school's Department of Education web page. The SLT conducts an annual parent-staff survey on the school and deals with school-wide issues. Elections for the parent/guardian positions are held annually at the May PTA meeting.