

# P.S. 183

Robert Louis Stevenson  
School for Discovery



## 2019/2020

# FAMILY HANDBOOK

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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.

### OUR SCHOOL MISSION

At P.S. 183, we believe our school’s motto, “Take Care of Each Other,” lives in the following four statements, which guide the work we do to support students and families. It addresses our beliefs for educating the whole child, academically and socially, as well as strengthening our partnerships with families and our work together as a staff.

*We take care of each other academically by supporting independent thinkers and collaborative learners who are responsible citizens.*

*We take care of each other socially and emotionally by recognizing our similarities, appreciating our differences and showing kindness.*

*We take care of each other as a community by celebrating our diversity and using the community as a resource to support our students.*

*We take care of each other as a staff by working from a foundation of trust and support to continually grow our professional practice together.*

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

### PROCEDURES & ROUTINES

#### School Day Hours

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

#### 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 8:15 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, students proceed into the cafeteria alone. 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, students proceed into the cafeteria alone. 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, students proceed into the cafeteria alone and head directly to their classrooms starting at 8:15 am. 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 2:35 pm, the main entrance doors will open. **For safety reasons, please do not enter the school building until 2:35 pm or as directed by a staff member.** 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. 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. **For safety reasons, please do not enter the school building until 2:35 pm or as directed by a staff member.** 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. 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. 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. 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 via the 67<sup>th</sup> Street gate. **Only children who have signed consent from their families may walk home.** Once consent is received, each child will receive a P.S. 183 walk-home badge to display on their backpack. This will allow staff members to ensure those children who have permission to walk home, exit the yard alone.

### **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 the designated time. There are no changes to their dismissal routines due to inclement weather. **For safety reasons, please do not enter the school building until 2:35 pm or as directed by a staff member.**

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

Students are dismissed from their **assigned classroom spots in the cafeteria. The Main Gate on East 67<sup>th</sup> Street will not open until 2:40 on inclement weather days.** This will allow all classrooms to be in their spots, in the cafeteria for dismissal, thus reducing the congestion of families picking up students. We ask that you enter through the right side of the cafeteria and exit through the left side, next to the Gym. Please keep large strollers to a minimum to allow more space for dismissal.

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

Dismissal procedures remain the same, regardless of weather.

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

- 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 8:25 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 pm.**
- 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 students 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 form 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 the Dismissal Permission 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 and Pre-K 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 an Income Inquiry Form, which is distributed at the beginning of the school year. You can also fill a form out online at <https://myschoolapps.com>. Important data is collected from the forms and is used to determine school funding. P.S. 183 is required to have a National Income Inquiry Form filled out for each family in our school.** For more information regarding the Department of Education School Food Program visit <https://www.schools.nyc.gov/school-life/food/free-meals-for-all>

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 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

**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 or email 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. Elizabeth's email is ehebner@schools.nyc.gov

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> the link, NYC Schools Account can be found at the top of the page

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 Jenkins 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 <https://www.schools.nyc.gov> and look for information under "School Life" 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
- iPods
- 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 look for information under "School Life."

## 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>**

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 (100F or 37.8C or higher temperature) 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. This way your absence can be documented as an illness.**

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. This should be followed with a medical doctor completed medication form and allergy plan. An Allergy 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. As per DOE policies, Epi-Pens for students with allergies will travel with the student from class to lunch to specials. The epi-pen will also travel with students on field trips and overnight excursions.

Based on the severity of the allergy, the school can work with you to arrange for the child to eat lunch with an adult in a supervised allergy safe room. Classrooms are nut-aware. We recommend that for class snacks and parties, you prepare snacks for your child to ensure they are allergy free.

## 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: <https://www.schools.nyc.gov> and look for information under "School Life". School-wide screening will take place during the school year for our students. **Families have**

**the option to opt out of the lice checks.** 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.

### 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> on the lower right hand corner under "Follow Us."

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: Trip to Guggenheim Museum, Joe Smith, 2-303.

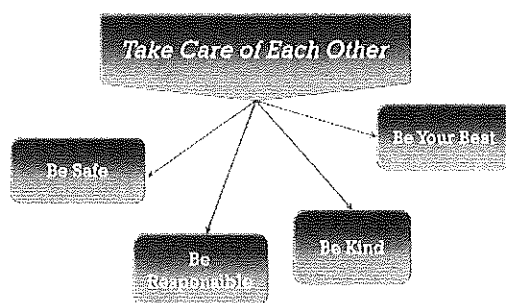
Money intended for the PTA should also be placed in a sealed envelope labeled with what the money is for, as well as your child's name and classroom. The envelope should then be placed in the black lockbox in the PTA office on the second floor across from the Safety Agent's desk.

**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.

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:

	In the Classrooms	In the School, Yard and on Trips
Be Safe	<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>
Be Kind	<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>
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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, along with recommended consequences listed in the NYC Code of Discipline. 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:

<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
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.)	<b>Out-of-class 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> under "School Life" and copies are held in the Main Office.

## Bullying, Cyberbullying and Other Harassing Behaviors

All students have the right to feel physically and emotionally safe at school. Bullying is defined as a behavior that **is purposely hurtful and happens over and over again** to hurt someone physically, emotionally, socially or psychologically. Bullying is a serious offense with serious consequences. The New York City Discipline Code prohibits students from bullying for any reason, including taunting and/or intimidation through the use of epithets or slurs involving race, color, ethnicity, national origin, religion, gender, gender identity, gender expression, sexual orientation or disability. This policy is in effect on school grounds, school buses and at all school sponsored activities, programs and events.

Sometimes harassing behaviors can occur off of school grounds but interfere with or disrupt learning. "Cyber bullying" is defined as the use of any electronic communication device to convey a message in any form (text, image, phone, audio, game, or video) that is intended to harm, insult, or humiliate another in a deliberate, repeated or hostile and unwanted manner. Anonymous posting or acts can be considered acts of cyberbullying and are expressly forbidden.

**It is important to help students name behavior correctly.** When describing a situation among students at school, consider using this language with the children:

### Bullying:

A situation where one child or a group of children are intentionally mean and hurtful repeatedly to the same child or group of children. In these situations, one child or group of children overpowers the child they are hurting. It can be physical (including stealing or hiding belongings) or emotional (excluding kids, name-calling, humiliating, spreading rumors).

### Conflict:

An argument between two or more children that usually involves a problem that is difficult for the children to solve on their own. The range of conflicts includes whose turn it is with the ball at recess to a bossy friend or a friendship where something hurtful has happened. In a conflict, one child does not overpower the other child.

Something else: These situations do not fit into the bullying or the conflict categories. It may look like bullying, but not repeatedly, targeting one child, or with the issues of power. It may include exclusion (a couple times but not repeatedly) or name-calling (once or twice), but not ongoing.

(Source: Stopbullying.gov)

*As per Chancellor's Regulations A-832, all allegations of bullying will be investigated and addressed.*

This investigation will include a conference with students involved as well as witnesses. Parents/guardians will be informed of the results of these investigations and appropriate actions will be taken to address the issue. Additional consequences as described in the NYCDOE discipline code will be followed.

## 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: 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 [ehebner@schools.nyc.gov](mailto:ehebner@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	School Secretaries	Call Main Office
Curriculum	Teachers Administration	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, especially during Parent Engagement time, each Tuesday, from 3:00 – 4:00 pm, by appointment.

### Report Cards

Report Cards are distributed at the end of January and 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. In addition, our school has an Academic Policy, which is included in your first day packet for your review regarding how your child is assessed on their report card.

## 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.
- Principal's Monthly Letter is Martin's way to communicate with you about important school goals, each month, via backpack and our website.
- **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.

## 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](#).

## 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.