

# THE CAMBRIA HEIGHTS SCHOOL

**P. S. 176Q**

120-45 235 Street  
Cambria Heights, NY 11411  
Telephone (718)525-4057  
Fax (718) 276-3458

Committed to Building a Community of Life Long Learners

Marisa Castello ~ Principal  
Cahnlay Moore ~ Assistant Principal



P.S. 176Q

2021- 2022

## Parent Handbook

*We encourage parents/guardians to utilize this handbook for guidance regarding school rules, regulations, policies, procedures, and expectations. That stated, parents should keep in mind that the school is a vital, constantly changing entity, evolving as circumstances require. Accordingly, we may modify our procedures and expectations from time to time. Changes to specific policies, rules, and expectations need not be in writing or incorporated into this Handbook to be effective.*

### **Welcome!**

Welcome to PS 176Q. We are thrilled to be working in partnership with you to support your child's academic, social and emotional growth this year. We take the commitment we have made to you and your child very seriously; we promise to provide all scholars with the foundational education necessary to graduate from college and succeed in the world beyond. Fulfilling this promise requires a meaningful collaboration between our school and you. This handbook outlines the key policies that will enable us all to best support your child. These policies have been carefully researched and implemented over the years to ensure the academic well-being and overall safety of all our students. We thank you in advance for believing in our school and working together with us to best support your child's growth this year.

### **School Oath**

I will strive to put forth my best efforts. I will not allow others to influence me to do things that I know are not right. I will make choices and decisions that will make my parents and community proud. I will put my education first and always be of good character and the universe will be a better place because of me. This is my pledge.

### **The Vision of P.S.176Q**

The student of P.S.176 Queens, The Cambria Heights School, will enter school each morning in a well-organized manner and be prepared to put forth their best effort. This will enable them to reach their fullest potential for personal growth as well as meet the rigorous academic demands associated with the Next Generation Learning Standards. Long-term growth over the duration of the entire school year is the result of consistently trying to improve on a day-by-day basis. This journey begins when a child enters our elementary school and culminates with a child prepared for the transition to middle school.

This approach to school will be reinforced by emphasizing proper work habits, a commitment to schooling and reinforcing the value of education in today's competitive society. The school is committed to fostering the development of each child in various manners to help our students become college and career ready. Our goal is to create an environment where students enter each morning encouraged to learn something new and having a better day than the previous one. The success of our students will be ensured through accountability and the commitment to educational excellence at home and in school. The child, family members, and PS 176Q staff will all work in unison to make sure each child is improving as a student. We will create a safe, secure, and calm school environment free of distraction to maximize each student's time in school. Our school aims to meet the diverse needs of the student population and our expectation is that all students will show growth during their time in our learning community.

## The Mission of P.S.176Q

We are committed to building a community of lifelong learners who will be endowed with the knowledge, skills, attitudes and quality of character necessary to be successful, contributing members of this ever-changing global society. Our students will be guided to set goals for reaching their highest potential. They will receive quality standards-based instruction that will maximize the development of their abilities, skills and talents. They will be expected to develop proficiency in the core curriculum areas of reading, mathematics, science and social studies to meet and exceed the NYS and NYC standards. The school's curriculum and classroom instruction will engage our students in rigorous application of skills and strategies. Students will develop the skill of using evidence to support arguments in discussion, which will then transfer to stronger writing in literacy and math, and develop the communication and collaboration skills that support college and career readiness. Our community of educators, support staff, parents and community members are expected to work in collaboration with one another to convey high expectations for each and every child, to nurture our students with respect and encouragement in order to achieve their maximum potential, and to create a safe, secure, healthy, warm and welcoming environment. These proven practices will lead us to the realization of our mission and goals toward a successful learning environment.

### School Operations

**School Telephone Number:** (718) 525-4057

**School Fax Number:** (718) 276-3458

**School Website:** <https://www.ps176q.com/>

**\*\*Please visit the above website for the most updated information.**

**School Instagram:** [@ps176q](#)

First Name	Last Name	Role	Email
Marisa	Castello	Principal	<a href="mailto:mcastello@schools.nyc.gov">mcastello@schools.nyc.gov</a>
Cahnlay	Moore	Assistant Principal	<a href="mailto:cmoore5@schools.nyc.gov">cmoore5@schools.nyc.gov</a>
Tabatha	Figueroa	Guidance Counselor	<a href="mailto:tfigueroa2@schools.nyc.gov">tfigueroa2@schools.nyc.gov</a>
Joyce	Barksdale	Parent Coordinator	<a href="mailto:jbarksdale@schools.nyc.gov">jbarksdale@schools.nyc.gov</a>
Lennox-Ann	Bailey	Special Education Liaison	<a href="mailto:lbailey5@schools.nyc.gov">lbailey5@schools.nyc.gov</a>
Phylcia	Powell	Bus Coordinator	<a href="mailto:ppowell2@schools.nyc.gov">ppowell2@schools.nyc.gov</a>
John	Renae	Pupil Accounting	<a href="mailto:rjohn83@schools.nyc.gov">rjohn83@schools.nyc.gov</a>

## A

### **Attendance:**

In school attendance is the most basic requirement for learning. In order for scholars to reach their personal best, they must show up and put forth their strongest effort in school each and every day. At PS 176Q, our curriculum is very rigorous and demanding, and every day is essential for scholars to keep pace. As such, we need parents to ensure that their children are in school, and we ask that you do not allow your child to miss a day of school except for serious illness.

Our school day runs from 8:00 a.m. - 2:20 p.m. for all students. Parents are encouraged to bring their scholars to school on time and refrain from picking them up before 2:20 p.m. unless there is an emergency. Tardiness and early dismissals, like absences, compromises your child's full educational experience.

- **Submission of Official Medical Notes**

Scholars who miss school due to illness or a medical appointment must turn in an official note from the medical provider for that absence in order for that absence to be "excused." All notes should be provided to Mrs. John (rjohn83@schools.nyc.gov). It is our expectation that families will schedule vacations when school is not in session. Parents should not take a child on a vacation during the school year.

- **Tracking & Following Up on Attendance**

If a scholar misses school, P.S. 176Q staff will make reasonable efforts to contact the scholar's parent/guardian by telephone, writing, or in person. The Parent Coordinator will follow up with parents/guardians about recurring attendance concerns.

- **Make-Up Work**

After returning from an absence, scholars are expected to complete any missed assignments.

- **Tardy Arrivals & Early Dismissals**

Getting to school on time and remaining in school for the entire school day are keys to each child's success – at school and in life. One of the most common reasons that people lose their jobs is persistent tardiness. Tardiness and early dismissals lead to missed academic content as well as challenging habits that will impact a child's future.

- **Definition of Tardiness**

Our doors open at 8:00 a.m. each morning. Scholars must arrive at 8:00 a.m. Scholars arriving after 8:00 a.m. are considered tardy. In the cases when a school bus arrives late, those scholars arriving on that bus will not be considered tardy.

- **Definition of Early Dismissal**

Scholars are expected to stay in school until the end of the day (2:20 p.m. for students in Grades 3K-5). In order to maximize time spent learning and avoid unnecessary disruptions, we ask that parents **do not pick up scholars early**, except in an emergency situation.

### **Attendance Reminders:**

- When your child is absent from school, a note must accompany your child on the day that he/she returns to school. The note should include: Date of Absence; Child's Name; Teacher's Name; Reason for Absence; and Parent/ Guardian's signature. The note must be written in ink or typed.
- Families may check attendance on report cards, ask the school for attendance records, or follow attendance on your Child's NYC Schools account.
- If your child is absent from school for a period of time, please notify Mrs. John (rjohn83@schools.nyc.gov) on the first day of the absence. In addition, you should expect to receive a call from the Parent Coordinator to identify and resolve the underlying reason for the absences to improve your child's attendance.
- Extended or excessive absences are reported to the Attendance Team for further investigation.
- A student whose attendance rate is less than 90% is considered chronically absent, as such, please ensure that your child comes to school every day on time ready to learn.
- A student who is not in school for at least one class period must be marked absent, even if the absence is excused. Attendance records in the electronic system cannot be changed after the middle of July. However, attendance records may be amended by submitting a letter to the student's file.

### **After School Program:**

- Currently, the after-school program at PS 176Q is provided by Community Youth Care Services Inc. for Kindergarten-Grade 5 students.
- Parents must apply for the limited seats and are required to pay tuition for the program.
- Contact Number for Community Youth Care Services Inc. is (347) 556-5202

**Arrival:**

**School Hours: 8:00 A.M. - 2:20 P.M.**

<b>Grade</b>	<b>Arrival and Dismissal</b>
<b>3K</b>	<b>Exit 6</b> <b>121<sup>st</sup> Street</b>
<b>Pre-K</b>	<b>EXIT 5</b> <i>(121<sup>st</sup> Ave. fenced in area by the flag)</i>
<b>K</b>	<b>EXIT 10</b> (Yard closest to the Cafeteria)
<b>1</b>	<b>OLD MAIN ENTRANCE</b> (235 <sup>th</sup> St. front of the building)
<b>2</b>	<b>EXIT 3</b> (Corner of 121 <sup>st</sup> Ave. and 235 <sup>th</sup> Street)
<b>3</b>	<b>EXIT 2</b> (Playground in the back, small yard)
<b>4 &amp; 5</b>	<b>EXIT 11</b> (235 <sup>th</sup> St. side door closest to the private homes)

- Students may enter the building beginning at **8:00 a.m.** Students will receive a to go breakfast at each door during arrivals.
- Parents/Guardians may not escort their child (ren) to the main doors unless they arrive to their designated located later and the door is closed. To ensure the safety of all staff and students, parents are not allowed in our building unless they have an appointment with a staff member due to COVID-19. School staff and student monitors will be available to assist students.
- School begins promptly at 8:00 a.m.
- It is extremely important that students be on time to participate in the morning instructional activities. Teaching our children to be on time to school fosters healthy habits that your child will take into their careers. Being on time also helps your children to be academically successful, teaches responsibility and shows that education is valued.
- Attendance and lateness are used when determining Middle School and High School admissions.

**Art Program:**

- The students of P.S. 176Q participate in the Arts program.
- Students receive instruction in the Visual Arts and Instrumental Music.

Name of Teacher	Subject
Whitfield Coppin	Music

**Assistant Principal:**

- Our Assistant Principal is Mr. Cahnlay Moore.

**B****Backpacks:**

- It is recommended that each child carries a backpack to and from school daily.
- **For safety reasons, backpacks with wheels are not allowed to be rolled within the school building.**
- Please check your child's backpack daily for important school correspondences. It is important that you read, sign and return all correspondences promptly.
- Please assist your child with organizing and eliminating unimportant items from their backpacks.

**Birthdays: In-person and virtual experiences**

- Students in 3K and Pre-Kindergarten - Please arrange celebrations with the classroom teacher.
- **Students in Kindergarten, Grade 1 and Grade 2 may have birthday celebrations in the classroom on Fridays. The parent/guardian must contact the teacher for approval and arrangements for the celebration.**
- **Student in Grades 3-5 will be permitted to have a celebration on the last Friday of the month. Parent/Guardians must contact the teacher for approval and any arrangements for the celebration.**
- Please note that only *cupcakes, juice boxes, and party bags are allowed*. Any other products will be returned to the parents unopened.

**Breakfast:**

- Each morning, at 8:00 a.m. the cafeteria staff distributes a free, healthy breakfast to all students.

**Bus Service:**

- Office of Pupil Transportation (OPTS) bus service is available for students in Kindergarten-Grade 5 who live a distance from the school.
- Your child must be authorized to use the free bus service.
- The PTA provides a list of private bus services for interested parents. Kindly note that the school is not responsible or liable for any incidents concerning a private bus.

**C****Cafeteria:**

- Every student is required to clean up after him/herself.
- Every student must have a School Lunch Form/Family Inquiry Form on file whether or not they eat school lunch. This form supports the school in gaining (if applicable) additional **Title 1** funding.
- No student is allowed to leave the school grounds at lunchtime unless they have been signed out by an authorized adult.
- Students in Grades 2-5 are required to bring a book (reading, math, word puzzles, math puzzles, etc.) with them to the cafeteria during the lunch period.

**Cafeteria Rules:**

- Wait your turn in line
- Speak in a low voice
- Eat your lunch and exercise proper manners (please, thank you, excuse me and I am sorry)
- Clean up after themselves
- Food cannot be taken from the cafeteria
- Food cannot be shared with classmates as a result of allergies
- Parents may volunteer to work in the cafeteria but they should refrain from reprimanding children when volunteering.
- RESPECT the cafeteria and it's rules

**Celebrations:**

- Throughout the school year, families and school community members will be invited to school events celebrating student accomplishments.
- The school hosts Family Night Events throughout the school year including STEAM challenges, art exhibits, school concerts, and curriculum showcases.
- Please refer to the monthly calendar for additional information regarding school-wide celebrations.

**Cell Phones and other Communication Devices:**

- CELL PHONES AND OTHER COMMUNICATION DEVICES ARE NOT PERMITTED TO BE USED IN SCHOOL.
- As per Chancellor's Regulations: students may have electronic devices in school, however, these devices must be turned off and left in their book bags during the school day.
- If students are found carrying electronic devices, such as cell phones, ipods, ipads, mp players etc., during the school day these items will be confiscated and returned to a parent/guardian.

**Next Generation Learning Standards:**

- The Next Generation Learning Standards are a set of common expectations in reading and math.
- Please view the complete standards at <http://www.nysed.gov/next-generation-learning-standards>.
- These national standards have been designed to add academic rigor to each content area, provide real world application in problem solving and deepen levels of thinking in writing.
- Please visit the NYC Department of Education Website at <https://www.schools.nyc.gov> for a detailed overview of the standards and tips on how you may support your child's learning at home.

**Comprehensive Education Plan (CEP):**

- The CEP is the working document that defines the goals and objectives of the school. The CEP is created in conjunction with parents. You may view this document on the schools Website: <http://schools.nyc.gov/SchoolPortals/29/Q176>
- Kindly note that if you'd like to participate in the creation process of the CEP, please reach out to the PTA president.

**Computers:**

- All computers are equipped with internet capability.



- Desktop and laptop computers are available for student use in the classrooms.
- The school has wireless internet service throughout the building.
- If you would like access to a computer, there are computers available in the Parent Room (201), and in our school library (Rm. 147).

### **Computer Science:**

- Computer Science for All (CS4All) will ensure all NYC public school students learn computer science, with an emphasis on Female, Black and Latino students. Through our work, students will be better prepared to utilize computer science during their K-12 experience and after graduation.

### **D**

### **Delayed Openings:**

- **Delayed opening may occur due to inclement weather.**
- **Please listen to the news on television or radio stations for up to date school information. You may also check the Department of Education Website: <http://schools.nyc.gov>.**
- **To register for alerts, families can visit, <http://nyc.gov> to sign up for Notify NYC or call 311. Remember the Mayor and the Chancellor will announce the citywide decision to close or delay the opening of schools.**
- **If schools are closed or the opening is delayed no one will be at the school to answer your phone call. You must listen to news reports.**

### **Discipline:**

- It is expected that all students display appropriate behavior in school. This includes showing respect to schoolmates and school staff.
- The school will follow the current New York City Department of Education Discipline Code to handle discipline issues.
- A copy of the Discipline Code can be found at: <https://www.schools.nyc.gov/school-life/rules-for-students/discipline-code>

### **Dismissal:**

- **Students MUST be picked up on time every day.**
- When picking up your child, please arrive 5 to 10 minutes early for dismissal and wait at the designated dismissal exit.
- If you have difficulty picking up your child on time, please apply for the after school program
- On a Half Day, students dismiss from their regular dismissal locations.
- **The proper authorities will be contacted if students are chronically picked up late or brought back to school by the school bus driver because a parent or guardian was not at the bus stop to receive the student.**

### **Dismissal Locations:**

Grade	Full Day	Half Day	Dismissal Location
3K-Pre-Kindergarten	2:00	11:20	All 3K-Pre-K students will be dismissed from their assigned classrooms. Parents should utilize the Pre-K

			play area by 121st Ave.
<b>Kindergarten</b>	2:00	11:20	All Kindergarten students will be dismissed from the rear doors by the cafeteria at 2:00pm.
<b>Grade One</b>	2:00	11:20	All 1 <sup>st</sup> Grade classes will be dismissed from the Old Main Entrance door on the corner of 121st Ave and 235th Street.
<b>Grade Two</b>	2:00	11:20	All 2 <sup>nd</sup> Grade classes will be dismissed at the corner of 121st Ave and 235th Street.
<b>Grade Three</b>	2:00	11:20	All 3 <sup>rd</sup> Grade classes will be dismissed in the school yard.
<b>Grade Four</b>	2:00	11:20	All Grade 4 classes will be dismissed at 120 <sup>th</sup> Ave and 235 <sup>th</sup> Street.
<b>Grade Five</b>	2:00	11:20	All Grade 5 classes will be dismissed at 120 <sup>th</sup> Ave and 235 <sup>th</sup> Street.

- **Note:** Students will only be released to persons whose names appear on the Blue Emergency Card in the office. If anyone else is picking up the child, parents **MUST** send a signed note to the teacher. That person will be asked to present identification.
- **Note: Students registered for the After School Program MUST report directly to the program. They should not leave the building for any reason, unless accompanied by an adult.**
- **Note: Students who take the school bus are not to leave the school building until they are escorted by school staff to their assigned bus.**

#### Dress Code:

- **Our school has opted to be a uniform school. We depend on the parents to send their children to school in the appropriate school uniform.**
- Sneakers should be worn on days that the student has Physical Education and/or Dance. For safety reasons, please do not send your child in flip flops or other open back or open toe footwear.
- Students are not permitted to wear graphic T-shirts with profanity or depicting anything deemed inappropriate to the school community. No provocative or suggestive clothing should be worn to school.
- If shorts are worn, the length must be at least 3 inches to the knee.
- **The Physical Education uniform can be ordered through the PTA. The uniform is worn on the days the student has Physical Education and/or Dance. If a student does not wear the appropriate Physical Education uniform, the student will be considered unprepared.**
- All outerwear must be stored in the classroom closet (Outerwear includes: coats, jackets, hats, gloves, head and neck scarves, etc.)

- Parents/Guardians of students, who are inappropriately dressed, will be called and may be asked to bring a change of clothing to school for their child. At the Principal’s discretion, a student may be kept in the office until such clothing is brought to the school.

### **Drills:**

- **Evacuation Drill:**
  - During the school year, students will participate in 8 evacuation drills.
  - These drills are important in the event that the school must evacuate the building for any reason.
  - During the Evacuation Drill everyone will follow the same procedures as outlined in the School Safety Plan. Everyone will wait at their assigned locations for further instruction.
  - During the Evacuation Drill all students must remain silent and listen carefully to instructions from the teacher.
  - Evacuation drills can happen at any time of day and in any weather.
  - Listening and knowing what to do in an emergency can save lives.
  - Talking, running or playing during an Evacuation Drill is dangerous and against the School Safety Plan.
  - Any student found to be disruptive during a drill will receive appropriate reprimand from an Administrator.
- **Lockdown Drills:**
  - During the school year students will participate in 4 lockdown drills.
  - These drills are important in the event that an intruder enters the building.
  - During the lockdown all doors are locked except the main entrance.
- **Shelter-In Drills:**
  - During a “shelter-in: drill all school doors will be locked including the main entrance until an “all clear” is given from the main office.
  - Students must be silent and listen carefully to instructions from the teacher.

## **E**

### **Emergency Blue Cards:**

All parents must complete an Emergency Blue Card for each child. Kindly note that the school relies on the information provided on the Emergency Blue card to communicate with parents.

- **It is necessary that parents complete a blue card for each of their children.**
- The school must have a current home address and current phone numbers.
- If there is an emergency concerning your child, this is the information that the school uses to contact you. Therefore, it is important that emergency cards be filled out completely and updated as necessary.
- Emergency blue cards should also be updated to include which adults have permission to pick up each child.
- Emergency blue cards must be updated yearly.

### **Early Dismissal:**

- A parent/guardian or authorized adult must notify the office in person and sign the child out (Identification is required).

- If you anticipate taking your child out of school early, please be sure to send a letter to the teacher in advance.
- All sick students must be picked up by an authorized adult eighteen years or older.
- Sick students will not be allowed to take the school bus or walk home.
- **Parents are not allowed to pick students up 10 minutes prior to dismissal.**

#### **Email Addresses/ Websites:**

- You may email your child's teacher when you have comments, questions or concerns.
- You may also email our parent coordinator at- [jbarksdale@schools.nyc.gov](mailto:jbarksdale@schools.nyc.gov)
- Department of Education website: <http://schools.nyc.gov>
- School Website: <http://www.schoolrack.com/ps176/>
- Facebook: PS 176Q PTA Cambria Heights, NY
- Our School Portal: <http://schools.nyc.gov/SchoolPortals/29/Q176>
- **Please make sure your current E-mail address is on file in the main office.**

#### **ENL (English as a New Language):**

- Our ENL teacher provides small group instruction to students who come from homes where a language other than English is spoken and may need additional support in learning the English language.
- Upon registration the completion of Home Language Surveys will determine a child's eligibility to be assessed for ENL services.

#### **Emergency School Closings:**

- During an emergency (weather, power outage) the school may be closed.
- Listen to television or radio announcements, or sign on to the Department of Education website: <http://schools.nyc.gov> to sign up for Notify NYC or call 311.
- Remember our school is in District 29Q.

## **F**

#### **First Day of School:**

- The First Day of School is Monday, September 13, 2021.
- The first day of school is a very busy day. Staff members will be available to assist you.
- Please be patient and help us to serve you better.

#### **Fundraising:**

- Both the school and the PTA coordinate fundraisers during the school year.
- Funds that are raised are used towards school activities, programs and materials.
- The PTA discusses their fundraising opportunities during PTA meetings.

## **G**

#### **Grants:**

- Grants provide many important, enriching materials and activities for our students.
- We welcome parents/guardians who are interested in writing grants for the school.
- Please contact the Parent Coordinator.

#### **Guidance Counselor:**

- Our school Guidance Counselor is Ms. Tabatha Figueroa.

- If you need to speak with her please call 718-525-4057 to schedule an appointment.

## H

### Health:

- **Dental Forms:**
  - It is recommended that each child periodically visits the dentist. Students will receive a dental form that needs to be submitted to the school.
- **HIV/AIDS Curriculum:**
  - HIV/AIDS curriculum provides age and developmentally appropriate lessons to help children and adolescents understand the nature of HIV/AIDS.
  - Please note that as per NYS Regulations, all children are required to receive lessons on the nature of HIV/AIDS and its methods of transmission.
  - We believe these lessons to be age appropriate and protective. However, parents/guardians have the right to opt their children out of the individual lessons on methods and prevention.
  - Parent information brochures are available at <http://schools.nyc.gov>. Letters are distributed in the Spring.
- **Medication:**
  - As per the Chancellor's Regulations, medication(s) may be administered in school if it is needed to permit the student to participate in his/her educational program.
  - A health care provider (physician, nurse practitioner or physician assistant) licensed to prescribe in New York, New Jersey or Connecticut must complete a Medication Administration Form (MAF), prescribing the medication(s) to be administered during the school day.
  - This form may be obtained by parents at their child's school or the DOE website. Any changes to the Medical Authorization Form (MAF) must be in writing and signed by a licensed health care provider. A new MAF must be supplied at the start of the school year.
  - All medication (s) must be hand-delivered to the school in the original pharmacy container. The school nurse will store the medication (s) in a locked cabinet or refrigerator.
  - The nurse will maintain a medication log for each student approved to receive medication in school. To view the complete Chancellor's Regulation A-701 or other regulations please visit <http://schools.nyc.gov> and click on Chancellor's Regulations.
- **Illness:**
  - Children should not attend school if they have any of the following symptoms: fever, abnormal skin rashes, vomiting, dizziness, or abdominal pain.
  - Any child who is advised to go home due to illness **must** be picked up by an authorized adult (18 or older listed on the blue card).
- **Immunization:**
  - It is required by law that children have the following immunizations before they attend public school. Please visit your pediatrician to verify that your child has the correct doses of each of the following: 4 doses of DTP; DTAP; 3 OPV for polio; 2 doses of MMR by age 7; 3 doses of Hepatitis B; and 1 dose of Varicella.
- **Medical Occurrence:**
  - If a student is injured, he/she must report immediately to the adult in charge of the area or activity.

- All school injuries or accidents must be reported.
- The injured student will be sent to the medical office for treatment.
- An accident report will be completed and a parent/guardian will be contacted.
- Students will only be released to an adult listed on the Blue Emergency Card.
- **Nurse:**
  - P.S. 176Q has a school nurse, Ms. Moore on site five days per week.
  - Please notify the school about any health issues that your child is having or any medications that need to be administered.
  - The school nurse, office and nutrition staff keeps track of any allergies. It is important to notify the school of any allergies.
- **Physical Examination:**
  - State law requires a physical examination for every child prior to entrance to a public school.
  - Parents/Guardians must have the physical exam form completed and signed by their child's pediatrician.
  - Forms must be on file in the school. All immunization must be up to date.

**Homework:**

- Homework is an extension of the classroom.
- It will consist of skills and content that has been taught in the classroom.
- Homework assignments are meaningful and carefully explained.
- Parents/guardians are encouraged to monitor homework daily.
- Homework must be done daily and handed in on time. It must be complete and accurate.
- Late homework may not be accepted or points may be deducted at the discretion of the teacher.

**Hours of Operation:**

- **Regular Hours:**

○ 3K	8:00-2:20 p.m.	Monday – Friday
○ Pre-Kindergarten	8:00-2:20 p.m.	Monday – Friday
○ Kindergarten	8:00-2:20 p.m.	Monday – Friday
○ Grades 1-5	8:00-2:20 p.m.	Monday -- Friday
  
- **Half Day Hours:**

○ 3k-Pre-Kindergarten	8:00-11:20 am
○ Kindergarten	8:00-11:20 am
○ Grades 1-5	8:00-11:20 am

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**Individual Education Plan (IEP):**

- A plan used to address the needs of identified students with special needs.
- Should you need further support or information regarding the IEP process, please reach out to Ms. Lennox-Ann Bailey.

**Interim Assessments or Periodic Assessments:**

- Assessments designed to provide specific ongoing feedback about what your child is learning, the areas in need of improvement and areas of strength.

- The purpose of this tool is to provide appropriate instruction so that all children will meet or exceed the Next Generation Learning Standards.

## JKL

### Lateness to School:

- After 8:10 a.m. students will receive a late pass.
- Lateness is a part of the student's permanent record and will be noted on the report card.
- It is the responsibility of the parent/ guardian to ensure children arrive to school on time. Repeated lateness to school may result in administrative action.

### Library:

- It is open to all students and the school community.
- Students are encouraged to take advantage of the library resources during designated class visits and "open access" periods.
- Library books are expected to be returned on time and in the same condition as they were taken.
- Penalties apply when students do not return materials.

### Lost and Found:

- Lost articles are stored in the back of the auditorium. Unclaimed items will be donated to charity.

### Lunch Program:

- Students are assigned a Personal Identification Number which is used during breakfast and lunch to receive a meal.
- **Student may bring a healthy lunch from home. Soda, glass bottles, receptacles with sharp edges and candy are not permitted.**

## M

### Metro Cards:

- Students who need public transportation may apply for and receive a Metro Card.
- Contact Ms. Powell in the main office for a metro card.
- Students must live a certain distance from the school to be eligible for these cards. The distance from the school is determined by the Office of Pupil Transportation.
- **Students who lose their Metro Cards will not be given a replacement for the remainder of the month. The parents will then be responsible for paying the bus fare or transporting the child to school.**
- Students who misbehave on the bus or lend their Metro Card to another student will have the card confiscated.
- Students may also be suspended from the bus for a period of time.

## N

### Notes:

- Write a brief note to your child's teacher to stay in touch about issues that concern your child.

### New York State ELA Assessment:

- All students in Grades 3-5 will take a 2 day English Language Arts assessment.
- The assessment measures reading comprehension through multiple choice and constructed written responses.
- The multiple choice section assesses a student's comprehension of various reading passages, articles, poems and nonfiction texts.
- For guidelines regarding the NYS ELA assessment, please visit [www.engageny.org](http://www.engageny.org)

#### **New York State Mathematics Assessment:**

- All students in Grades 3-5 will take a 2 day assessment in mathematics.
- The mathematics assessment includes problem solving and computation.
- See the aforementioned website for more information about the state mathematics assessment.

#### **New York State Science Assessment:**

- Students in grade 4 will not take the NYS Science Assessment this year.
- This assessment is comprised of multiple choice, open-ended questions and a performance section based on lab experiments.
- It is timed and presented in several sections.
- The material covered is based on the NYS Learning Standards.
- See the aforementioned websites for more information about the state science assessment.

#### **NYSESLAT (New York State English as a Second Language):**

- An assessment that identifies the skills ENL students have mastered as they become proficient in English.

## **P**

#### **Parent Coordinator (PC):**

- Our Parent Coordinator is Ms. Joyce Barksdale.
- The PC is an important first point of contact for parents at our school.
- We welcome your comments and suggestions.
- Please contact the Parent Coordinator for parent information, reading materials, and other available resources.

#### **Parent Engagement:**

- Parents and Guardians play an essential role in directing and supporting the educational achievements of their child.
- P.S.176Q is taking great steps to make our school more welcoming to parents and make it easier for parents to be involved in their child's education.
- We invite you to participate in parent workshops, family events and activities remotely due to COVID-19 safety guidelines.
- Parent Engagement activities are offered every Tuesday from 2:20 p.m.-3:00 p.m.

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

- P.S. 176Q has a very active PTA.
- The PTA runs various fundraisers during the school year. Picture Day are other services provided by the PTA.
- All PTA members are Volunteer Parents.
- Many of the members work full time jobs. They are not always readily available.



- Please visit the school's website to learn more about our PTA.

### **Parent Teacher Conferences:**

- Parents/Guardians are expected to participate in a minimum of two conferences.
- Classroom teachers assign parents a scheduled appointment. If you are unable to keep the appointment, please arrange with the teacher a more convenient date and time.
- Please be mindful that you are allotted a short time period. If you have further concerns that are not addressed at the conference, you may schedule another appointment.

### **Permission to be Photographed:**

- All students must have a signed NYC Permission to be Photographed form on file at the school each year.

### **Phone Calls Home:**

- Student phone calls home will be limited.
- A phone call home during the school day will be for emergencies, such as a need for a change of clothing or transportation arrangements.
- Students will not call for homework or items left at home.
- If your child becomes ill while at school, the nurse or office staff will call you.
- If it is discovered that a student used a cell phone to call home, the cell phone will be confiscated.
- See the cell phone policy.

### **Physical Education:**

- Students will participate in physical education.
- The NYCDOE utilizes Fitnessgram assessments to assess a student's level of physical fitness.
- Fitnessgram assessments include a height/weight component, student coordination and sports abilities.
- On physical education days the PE uniform and sneakers are to be worn.
- Participation in physical education is expected unless a doctor's note is submitted.

### **Pre-Kindergarten and 3k:**

- We currently have one 3k and three Pre-Kindergarten classes.
- P.S. 176Q provides a full day for both the 3k and the Pre-Kindergarten programs from 8:00 a.m.- 2:20 p.m. Monday- Friday.

### **Principal:**

- Ms. Marisa Castello is the current principal.
- If you need to contact the Principal please call (718) 525-4057.
- Important school matters will be communicated to the entire school community through the school's website, School Messenger phone system, School Newsletter and letters home.

### **Promotion Policy:**

- Students in Kindergarten-Grade 5 are expected to make significant progress towards meeting and/or exceeding grade level Next Generation Learning Standards.
- A portfolio of student work will be compiled throughout the school year by the classroom teacher.

- The work samples will be evaluated to determine if students are making progress towards meeting and/or exceeding the standards.
- If the Principal determines that the student's portfolio demonstrates that the student has attained minimum promotional benchmarks, the student shall be promoted in June.
- Conversely, if the promotional portfolio demonstrates that the student has not achieved minimum promotional benchmarks the student shall not be promoted.
- Students in Grades 3-5 who are not promoted in June will be recommended for Summer School.

## Q/R

### Questions:

- Contact the Parent Coordinator.

### Reading Levels:

- Students are assessed three times per school year to determine their reading level.
- This ensures that your child is progressing and reading appropriate books.
- Teachers review this procedure with students and inform students of their independent reading level.
- Students reading below grade level receive additional support during small group instruction.
- Students reading at or above grade level receive text that will challenge their critical thinking skills.
- Parents/Guardians should know their child's reading level in order to provide their child with appropriate reading material to read at home.
- Reading level will be communicated on your child's report card.

### Report Cards:

- Report cards will be distributed three times per year for students in Grades 1-5.
- 3K and Pre-Kindergarten students will receive Progress Reports only throughout the school year.
- Kindergarten students will receive one progress report at the beginning of the school year and two report card for the subsequent marking periods in March and June.
- Students in Kindergarten-Grade 5 will also receive Interim Progress Reports

### Recess:

- Lunchtime recess takes place in the schoolyard depending on the weather and other factors.
- When there is inclement weather, students may be in the auditorium or gym as scheduling permits.
- Students are expected to follow the directions of the school support staff while in the cafeteria, outdoors, in the auditorium or the gymnasium.
- Students who do not follow the instructions of the cafeteria staff will receive a phone call home.

### Reporting of Incidents and Special Concerns:

- Safety is our first concern.
- If a student is having a problem with another student, he/she should not get involved in an oral battle or a physical fight. In addition, students should not enlist the aid of any of his/her classmates or friends, he/she should walk away and seek help from any adult in the school.

- If a student feels afraid or threatened, here is a list of adults in the school to reach out to for support: Person supervising the child at the time, Teacher, Guidance Counselor, School Safety Agent, Parent Coordinator, Assistant Principal, Principal.

### **Five R's (Reporting and Investigation Procedure)**

Step 1: Report (Verbal Reporting and Written Incident Report)

Step 2: Research (4 Areas of the Investigation Process)

Step 3: Results (Founded or Unfounded)

Step 4: Response (Provide appropriate notifications)

Step 5: Resolutions (Intervention)

- **Failure to report a possible problem to school authorities may lead to disciplinary action, including notifying parents, class removal, Principal's Suspension, or Superintendent's Suspension.**

### **Respect for All:**

- P. S. 176 Q has been recognized as a **Respect For All School** for 3 consecutive years!
- P.S. 176Q is committed to cultivating a safe and supportive learning environment that is free from harassment, intimidation, bullying/cyberbullying, and discrimination based on actual or perceived race, color, citizenship, religion, creed, national origin, disability, ethnicity, gender, or weight.
- Students are required to speak to everyone politely and respectfully.
- Students are not to use hurtful language.
- In accordance with the Chancellor's Regulations, students will be reprimanded if committing any disciplinary infraction, which may include detention or suspension.

## **S**

### **Safety:**

- **Walking**
  - Cross only where the Crossing Guard is stationed.
- **Cars**
  - **Do Not Double Park-The Street is narrow and double parking causes traffic jams.**
  - **Do not make U-Turns.**
  - **Do not block nor park in the driveways of our neighbors. Please be respectful and courteous to our neighbors.**
  - **Do not stop across the street and send your child out into traffic. Please walk your child across the street at the crosswalk.**
  - **Enter and exit your car with caution.**
  - **Your child should only enter or exit your car from the sidewalk side.**
  - **The NYPD will issue tickets to anyone who is violating traffic laws in the school zone.**

### **School Assessment Team (SAT):**

- **School Administrators:**
  - Administrators will evaluate student data and compare student performance against the Next Generation Learning Standards.
  - Along with the classroom teachers Administrators will analyze student performance on Unit Exams and determine next steps based on student needs.

- Administrators are responsible for scheduling New York City Benchmark and Periodic Assessments and New York State Assessments in Literacy, Mathematics and Science.
- **Youth Development Liaison (YDL):**
  - The YDL is responsible for implementing the Respect For All curriculum and the Bullying/Cyberbullying curriculum.
  - In addition to providing students with positive behavior lessons, the YDL will also conduct disciplinary actions involving students, as per the NYC Department of Education Discipline Code.
- **Guidance Counselor:**
  - Ms. Tabatha Figueroa is the Guidance Counselor.
  - School guidance is an integral part of a child's education.
  - Our guidance counselor provides personal and academic support.
  - The guidance counselor provides mandated and at-risk services to students.
- **Psychologist:**
  - Mrs. Johnson-Cameron is the School Psychologist
  - The school psychologist provides guidance to families on available services.
  - The psychologist evaluates prospective students who are eligible for an Individualized Education Plan (IEP).
- **School Social Worker:**
  - Mrs. Pomeranz is the School Social Worker.
  - The school social worker is available for at-risk or mandated counseling services, and can address any of your concerns pertaining to your child's well-being.

**School Leadership Team (SLT):**

- This is a committee comprised of administrators, teachers, staff and parents.
- The team meets monthly to discuss academic, safety and social needs of the school community as they relate to the Comprehensive Education Plan (CEP).
- Meetings are open to all. However, only members of the team may speak, unless you are recognized by the chairperson and permitted to make a comment.

**School Messenger Telephone System:**

- This is a telephone system that will contact families about upcoming events using the telephone number provided by the parent/guardian on the Emergency Blue Card.
- Daily messages will be sent out to parents of students who are absent from school.

**School Safety Agent:**

- Any visitor entering the building must enter through the main entrance.
- As required by law, all visitors must sign in at the security desk before being permitted to enter.
- **Photo identification must be shown.**
- Visitors must exit through the main doors. Visitors include: parents, vendors, and DOE personnel not assigned to P.S. 176Q.
- Visitors are only to go to the designated location. Please refrain from roaming the building or disrupting teachers during instruction.

**STEAM Program:**

- Our STEAM program offers every student the opportunity to work with hands on investigations, which foster 21<sup>st</sup> Century skills.
- In collaboration, the STEAM teacher and the classroom teacher provide standards based instruction in Science, Technology, Engineering, Art and Math.
- Our students participate in the District 29 Science Fair and have won several awards

### **Service:**

- There are many opportunities for school service.
- Students in grades 3-5 are given the opportunity to serve as monitors.
- The students help during morning line-up; at lunchtime; dismissal and the office.
- Students will receive service credit which will determine service awards.
- Service credit for Grade 4 students will help determine National Honor Society eligibility.

### **Sending Money to School:**

- Always send money (cash/ money orders) to school in a **sealed envelope, clearly labeled** with your child's name and class, the amount and purpose.
- Money orders are made out to P.S. 176Q.

### **Social Emotional Development-Sanford Harmony:**

- Students in all classes will participate in Restorative Circles. The ultimate goal is to improve support students in regulating, expressing, understanding, labeling and recognizing their emotions.

### **Spring Arts Fair:**

- Families are invited to an outstanding evening event where our talented students entertain the audience with amazing performances. In addition art work created by students, during their visual Arts period or during Art Club will be displayed. As a result of COVID-19 these activities may be held remotely until further notice.

### **Student Government:**

- Students in Grades 4 and 5 are invited to participate in the Student Government.
- In early fall, nominations are made to the Student Government.
- The Student Government leads the school's recycling initiative, runs a school store, coordinates the food drive, coordinates Pennies for Patients, and sponsors G.O. events.
- For more information please contact the Student Government Faculty Advisor.

### **Student Goals:**

- Every student will periodically receive goals from their classroom teacher.
- As your child meets his/her goals the next set of goals will be determined.
- Parents/Guardians should know their child's individual goals and have a conversation about their goals.
- If you have any questions, please contact the teacher.

### **Student of the Month:**

- Every month teachers are given the opportunity to reward two "Students of the Month."
- Their photo will be taken and they will be displayed on the Student of the Month bulletin board outside the auditorium.

- Students will receive a certificate and be recognized at each PTA meeting. Students and families are encouraged to attend.

### **Support Staff:**

- P.S. 176Q provides the following support services for our students; RTI, speech, physical therapy, occupational therapy, social worker, guidance counselor, school psychologist, ENL and SETSS.

## **I**

### **Technology:**

- All classrooms have an Interactive Whiteboard, computers and printers.
- Mobile laptop carts will be utilized in the classrooms
- A 3D printer is in the STEAM lab

### **Textbooks and Novels:**

- Students are responsible for all textbooks and novels.
- If your child loses or damages a textbook or novel you will be asked to pay for the book.
- The report card may not be distributed if payment has not been made.
- Please contact your child's teacher about the teacher's textbook policy.

### **Translation Service:**

- Translation services are available at the school. Please contact the Parent Coordinator in advance of your meeting for these services.

### **Traveling Folder:**

- Every child must have a Homework Folder which will carry information between home and school.
- Have your child carry this folder to and from school each day to ensure that notices, trip information, report cards, letters, etc. reach its destination.
- Check this folder EVERY night to ensure you read any important notices that have been sent home.

### **Trips:**

- All trips are curriculum centered.
- Permission slips signed by a parent/guardian are required prior to going on a trip.
- Students will not call their parents/guardians on the day of the trip to obtain permission.
- Parents/Guardians will be informed of the trip location and any costs involved.
- School shirts are to be worn the day of the trip to allow for easy identification.
- Students may be excluded from the trip by the Principal, in accordance with the current NYC Department of Education Discipline Code.
- This is done for the safety of all other students and teachers on the trip. Excluded students should report to school on the day of the trip.

## **UWW**

### **Volunteering:**

- Parents are encouraged and welcome to volunteer at the school. If you are interested, please contact the Parent Coordinator or PTA President.

**Websites:**

- **NYC School Account:** <https://www.myschools.nyc/en/>
- **DOE:** <http://schools.nyc.gov>
- **PS 176Q:** <http://www.schoolrack.com/ps176> or <http://schools.nyc.gov/SchoolPortals/29/Q176>
- **Facebook:** [Facebook.com/PS 176Q PTA Cambria Heights](https://www.facebook.com/PS176QPTACambriaHeights)
- **District 29:** <http://d29q.org>
- **Engage NY:** [www.engageny.org](http://www.engageny.org)
- **Common Core Standards:** <http://schools.nyc.gov/Academics/CommonCoreLibrary>

**XYZ**

**You:**

- You are your child's best advocate!
- If you value education, your child will value education.
- If you expect the best, your child will do his/her best.
- If you tell your child to behave in school, your child will behave in school.
- If you sit down with your child to read and/or do homework, your child will read and do homework.
- You are a role model for your child.
- Your child believes in you and will do exactly what you expect to be done.
- You are responsible for your child's future.
- You will help determine your child's success.
- Be an active partner in the Home/School Connection!