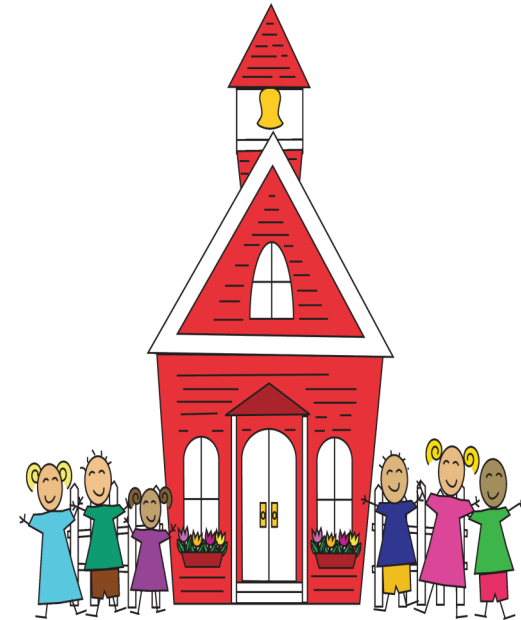


P.S. 206Q
The Horace Harding School
61-21 97th Place
Rego Park, NY 11374
(718) 592-0300
www.ps206q.org

Mrs. Joan L. Thomas, Principal
Mrs. Osceola Perez, Assistant Principal
P. S. 206Q
The Horace Harding School
61-21 97th Place
Rego Park, NY 11365
(718) 592-0300

P.S. 206Q

The Horace Harding School



Parent Handbook 2015-2016

Created by: Osceola Perez

Mrs. Joan L. Thomas, Principal
Mrs. Osceola Perez, Assistant Principal

Table of Contents

Our Mission	3
Instructional Focus	4
School Organization	4
Parent Coordinator	5
Communication	6
Emergency Contact Cards	6
Contacting the School	6
Attendance and Lateness	7
School Schedule	8
Arrival	8
School Lunch Hours	8
Early Sign-out	9
School Safety Officer	9
School Nurse	9
Dismissal	10
Late Pickup	11
NYC DOE Discipline Code	11
Statewide Assessment Calendar	12
Student Calendar	13
Dress Code	14
Cell Phone Policy	14
Online Resources	15

ONLINE RESOURCES

NYC SCHOOLS ACCOUNT

With a [NYC Schools account](#) you will be able to access key information about your child's progress in school, including attendance, report card grades, general student information, and test scores (*new*) in one of ten languages on a computer, phone or tablet. See our parent coordinator for more information.

ENGRADE

Engrade lets you easily see all of your upcoming homework, assignment scores, class grades, and attendance online as well as send private messages to your teacher. Signing up for Engrade is quick and easy:

1. First, your teacher or school will need to give you your access code). Your access codes will look like **name-xxxxxx-yyyy**. Only your teacher or school can give you your codes.
2. Use those codes to sign up for a free account at www.engage.com. Signing up will let you pick a username and password that you can use to login to Engrade.

MYON READER

myON reader personalizes reading for students by recommending books based on their interests, reading level, and ratings of books they've read.

STARR MATICA

StarrMatica Learning Systems is an online educational software company that helps elementary educators effectively use technology to teach reading and math.

DRESS CODE:

Our school community has agreed that we will have a school dress code for the upcoming school year. This decision was made in consultation with the School Leadership Team and through your vote.

PS 206 School Dress Code Grades PreK-4

- Black or khaki pants
- Black or khaki skirt/skort
- Black or khaki jumper Royal blue, gray, or pink collared golf shirt
- PS 206 school patch (optional)
- School Spirit tee-shirt and gym wear

PS 206 School Dress Code Grade 5

- All of the above items shown for Grades PreK-4
- In addition, grade 5 students may wear a burgundy colored golf shirt (class of 2016 color)
- PS 206 class of 2016 school patch

Our school will have the following items available for purchase:

- Collared golf shirts (royal blue, gray, burgundy) - \$9.00 each
- PS 206 Prek-4 school patch - \$1.00 each
- PS 206 Class of 2016 school patch - \$1.00 each
- School Spirit tee-shirts and gym wear will be available to purchase during Meet the Teacher night in September.

These items can also be purchased at Old Navy, Sears, Kohl's, Young World, Target, to name a few. Please visit our school website (<http://ps206q.org/>) for additional information.

CELL PHONE POLICY:

The official Cell phone Policy of PS 206, The Horace Harding School, for students is as follows: Cell phones/electrical devices/games are not to be used during the school day from 8:05 am to 2:25 pm. If a cell phone/electrical device/game is being used during the instructional hours of 8:05 am to 2:25 pm, it will be confiscated. The parent will be called by the Parent Coordinator. The item will be returned at the close of the school day.

Our Mission

Our mission is to provide an educational environment that is warm, caring and safe for all students. At PS 206, learning is enhanced by: a research based successful literacy program; the development of critical thinkers and lifelong learners; the implementation of a common core curriculum which is interdisciplinary in nature; the integration of applied learning strategies and technology into the curriculum with the immersion of art and music into the everyday lives of all students. Through high expectations, committed parents, dedicated staff and administration, all students will lead us to a bright future.



Instructional Focus 2015-2016

At PS 206, our students are engaged in rich and collaborative discussions through a school wide focus on questioning and discussion. Students will be placed in groups based on their data and engage in tasks that can be measured on a DOK level 2-4. Students will use discussion, questions, feedback and reflection as a means of completing their task.

School Organization

Joan Thomas, Principal
JThomas4@schools.nyc.gov

Osceola Perez, Assistant Principal
OPerez3@schools.nyc.gov

School Secretaries:

Pam Black
Linda Goldberg

Nurse: Dept. of Ed. Agency Nurse (718) 592-1976

School Support:

Samantha Campbell, Guidance Counselor
Enid Wright, Psychologist
Joan Ambrosio, Social Worker

Calendar 2015-2016

Student Holidays and other student non-attendance days

2015	
September 7	Labor Day
September 14 – 15	Rosh Hashanah
September 23	Yom Kippur
September 24	Enid al-Adha
October 12	Columbus Day
November 3	Election Day
November 11	Veteran's Day
November 26 – 27	Thanksgiving Recess
December 24 – January 1	Winter Recess
2016	
January 18	Martin Luther King Jr. Day
February 8	Lunar New Year
February 15 – 19	Mid-winter Recess (including President's Day & Lincoln's Birthday)
March 25	Good Friday
April 25 – 29	Spring Recess
May 30	Memorial Day
June 9	Anniversary Day (in all five boroughs) (no students in attendance)

Statewide Assessment

NYS ELA English Language Arts Exam	Grades 3-5	April 4, 5, & 6, 2016
NYS Mathematics Exam	Grades 3-5	April 13, 14, & 15, 2016
NYS Science Exam (Hands On)	Grade 4	May 25th - June 3rd, 2016
NYS Science Exam (Written)	Grade 4	June 6, 2016
NYSESLAT (English as a second language Test) Speaking	Grades K-5	April 12—May 13, 2016
NYSESLAT (English as a second language Test) Reading, Writing, and Listening	Grades K-5	May 2—May 13, 2016

**PARENT TEACHER CONFERENCE
WILL BE HELD IN
SEPTEMBER, NOVEMBER,
MARCH AND MAY.
See monthly calendars for dates and times.**

Message from the Parent Coordinator

As Parent Coordinator of P.S. 206Q, my role is to create a welcoming environment for parents and serve as a liaison to address your concerns and help resolve problems. I am the pivotal person between you and our administration and teachers.

One of my main objectives is to educate parents in regards to important concerns. In addition, my job is to help empower you, the parent, to be more involved in your child's education. Studies have shown that parent involvement improves student achievement. I will be disseminating important information and tips for you to help your children. Through collaboration with the faculty, I am able to have teachers as well as speakers to present workshops on topics of interest to parents.

I am working with our administration and teachers to bring a variety of parent workshops to help give you tools to support your children as well as to help you feel more comfortable as members of the school community.

I am here to answer your questions and to guide you. My office is located on the second floor in room 233. My door is always open.

Please feel free to stop in to visit me and take advantage of the many materials and resources I have accumulated to assist you so that you may help your child.

As always, I value your feedback and suggestions. Please remember that I can be reached via e-mail at:

mdominguezisdith@schools.nyc.gov or my office number is (718) 592-0300 Ext. 2. If I am unable to answer, please leave a message and I will gladly return your call.

Communication

A calendar will be sent home prior to the first day of each month (excluding September) outlining events that are taking place in the school.

School notices are sent home via back pack and may also be found on our school website: ps206.org. Please check your child's folder daily and return all forms promptly.

Emergency Contact Cards

It is imperative that the blue emergency card is returned to school with numbers that are in service. If you need to update the card, please come into the office and we will give you a new card.

Contacting the School

If you need to contact the school please adhere to the following protocol:

First contact:	Teacher
Second:	Parent Coordinator
Third:	Assistant Principal
Finally:	Principal

We encourage you to contact the school whenever there are questions or concerns. If you desire to schedule a conference with a specific teacher or administrator, please write a note or send an email to the teacher or administrator. If there is no response, please contact Maggie Isdith, the parent coordinator who will help to arrange a mutually acceptable time for a meeting.

Email is a great way to get in contact with members of the school community. Your child's teacher may give you his/her Department of Education email during Orientation in September. Engrade, the online grade book used at our school is another great way to communicate with your child's teacher. Please note, staff members may not respond that same day but will respond in a timely manner.

The school has a Parent Intake Form that you may fill out in the main office so that we can direct your concern to the right person and solve the problem.

What happens if I am late picking up my child?

Students in Grades Pre-K—5 are dismissed every day by 2:25 pm. Parents or designees must arrive on time to pick up their child each day at the designated dismissal location. After 2:25 pm children may be picked up via the main entrance. Parents must provide the School Safety Agent with their child's name and the child will be escorted to the main entrance. Patience is a must. The safety of all students is our main concern. Please keep in mind that consistent lateness can be upsetting for your child. In the case of an emergency, please call the main office to explain your lateness and we will be happy to work with you and your child.

If you need to pair your children up to dismiss at one exit, please write a note to each child's teacher.

The Citywide Standards of Intervention and Discipline Measures

The NYC DOE is committed to ensuring that our schools are safe, secure and orderly environments in which teaching and learning take place every day.

[The Citywide Standards of Intervention and Discipline Measures](#) (the Discipline Code) provides a description of conduct that does not meet the standards of behavior expected of students in the New York City public schools. It includes a range of guidance interventions and a range of permissible disciplinary and intervention measures which schools may use to address misbehavior. Also included is the Bill of Students Rights and Responsibilities. The Standards apply to all students, including those with disabilities.

Each September, all students will receive the Discipline Code, a parent letter and a Behavior Contract. Please review and discuss the contents of the Discipline Code with your child. Be sure that both you and your child sign and return the Behavioral Contract to your child's teacher.

Dismissal

Dismissal locations are as follows:	
<u>Class</u>	<u>Location</u>
Pre-K 1-100	Classroom Exterior Exit near Amphitheater
K-T1 K-T2 K-T4	Portables
K-119 1-118 2-120 2-218	Flagpole-97 th Place and Horace Harding Expressway
1-203 1-206 2-202 2-201 3-303	97 th Place - near the portables
3-318 3-316 3-317 4-216 4-220 4-213	97 th Place- near Horace Harding Expressway
5-301 5-304 5-306	98th Street (Former - main entrance)
CCD—Wednesday s Main Entrance 1:30 pm	2:20 for students in Grades 3-5 2:23 for student in Grades K-2 Pre-K AM 10:20 am Pre-K PM 2:20 pm

Attendance and Lateness:

Students must arrive to school on time each day. When they are chronically late, they miss out on instructional time and that impacts their learning. Excessive lateness is documented through the I-Log DOE system and it may warrant a meeting at the school or a visit from the Attendance Teacher.

If a child is absent from school, please send in a note explaining the absence. If it is an absence of more than three days, a doctor's note is recommended. Students must be in school 90% of the school year. If a child is excessively absent without explanation, they can be retained in their grade and further action may take place. When a student is absent, they are responsible for all work they missed. Please set up a system with your teacher.

School success depends upon good attendance. That means not only being in school each day, but also getting there on time. Children who arrive late to school take longer to adjust to the classroom routines and disrupt the class. Here are some ideas to make your mornings less hectic and to help you get out of the house on time:

- ◆ Set aside a place to keep shoes, coats, homework, and book bags so they can be located easily.
- ◆ Prepare the night before. Lay your clothes out for the next day. Pack away homework, lunch money, and permission slips at night.
- ◆ Establish a regular bedtime and nightly routine. Children need a good night's rest to be ready for the next day.
- ◆ Set the alarm clock 10 minutes earlier to give you an extra cushion of time.

School Schedule

Breakfast Program

7:30AM-8:00AM

Monday to Friday

8:05AM-2:25 PM

Arrival

All students enter through the main entrance located on 97th Place and proceed to the lunchroom for breakfast (7:30 to 8:00 am) or to their line-up location.

<u>Grade</u>	<u>Line-up Location</u>
K	Lunchroom
1-2	Gymnasium
3-5	Auditorium

NO STUDENT CAN ARRIVE AT SCHOOL BEFORE 7:30 AM. THE DOORS WILL NOT OPEN UNTIL 7:30 AM. THERE IS NO STAFF TO SUPERVISE CHILDREN WHO COME TO SCHOOL PRIOR TO 7:30 AM.

School Lunch Hours:

Period 4 Grades K, 1 and 2 11:02 —11:52 am
Period 5 Grades 3, 4 and 5 11:54 — 12:44 pm

Early Sign Out:

Your child will only be released to those people that are listed on the blue emergency card. An older sibling is not allowed to pick up students during the school day. If you need to pick up your child before the end of the school day, please send a note to the child's classroom teacher. The student must be signed out in the book located in the main office.

School Safety Agent:

The safety of our building is of top priority. All parents and guests enter through the main entrance. All visitors must sign in with a valid picture ID with the School Safety Agent when entering and leaving the building. When you sign in, the School Safety Agent will give you a sticker pass, which you must wear while you are in the school building. The sticker must be worn so that children and staff may recognize you as a school visitor.

Please try not to make any appointments for your child during the school day as this interrupts instruction.

School Nurse:

The school nurse is located on the first floor in Room 116A. Parents need to inform the school nurse and teachers of any special illness, allergies, or conditions their child may have. In order for medication (long term only) to be administered at school, a 504 form must be completed by a physician and parent and returned to school.