

Manhattan's
Public School 40 ☀



**Augustus Saint-Gaudens
Elementary School**

P.S. 40

Family Handbook

**P.S. 40 IS A NEIGHBORHOOD SCHOOL
DEDICATED TO THE THREE
INTER-RELATED CONCEPTS OF
ACADEMIC EXCELLENCE,
SOCIAL RESPONSIBILITY AND
STUDENT SELF ESTEEM.
THIS PHILOSOPHY DRIVES OUR
INSTRUCTION AND THE WAY WE LIVE TOGETHER
AS A COMMUNITY.**

2017-2018

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A LETTER FROM THE PRINCIPAL

Dear P.S. 40 Families:

Welcome to another year of learning and fun at P.S. 40! This handbook is designed to keep you informed about various aspects of school life. The handbook represents the central P.S. 40 ideal: collaboration between parents and staff to provide children with a joyful, safe and rigorous learning experience.

We hope that this handbook answers many of your questions about any number of important items related to your child's schooling. *Please take time to read this booklet thoroughly.* You may want to review certain sections of the handbook with your child.

Please note that throughout the year, you may receive letters home updating you about items listed in this guide or providing you with new information. As always, please check your child's folders and book bag on a daily and weekly basis for letters and notices from the school. Successful communication is key to the home/school partnership, a joint venture that we value and appreciate.

Happy reading!

Sincerely,

Susan Felder,
Principal

A LETTER FROM THE PTA CO-PRESIDENTS

Dear P.S. 40 Families:

A warm welcome to the new school year! Whether you are new to our school or a returning family, we hope you will find the Handbook to be a useful reference for you and your family. Please take time to read it and keep it handy during the school year, particularly because the new school year brings changes in procedures, routines, and programs.

There are many exciting things happening at the school this year, thanks to your contributions of time and money to P.S. 40. Some of these programs include Circus Arts, National Dance Institute, Dancing Classrooms and Chess.

At P.S. 40, we believe that the PTA is your PTA: it belongs to you and succeeds because of you. There are many opportunities for you to help out – just ask and we'll find something that works for you.

PTA meetings are a great way to find out what's going on at school. Please join us! You can find the dates of all PTA meetings and events on the PS 40 website, www.ps40.org.

We look forward to working with you in the most important job that we all have – educating our children.

Tricia Ryan and Dara Cohen
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PTA Co-Presidents

SCHOOL COMMUNITY GUIDELINES

At P.S. 40, we value the quality of the school day and recognize the importance of making the best use of our instructional time with your children. The following list of school policies and procedures should answer basic questions families have about our school. Individual classes may have additional policies that teachers will inform you of during the school year.

School-Wide Code of Behavior

We respect the rights of others. Everyone has the right to a clean, quiet, undisturbed environment in which to learn.

We come to school on time and are prepared for the school day.

We take care of our school, keeping classrooms, bathrooms, hallways, and lunchroom areas clean. The school belongs to everyone and we all must look after it.

We bring only appropriate items to school. Please leave toys, electronics (Game Boys, Ipads, and other expensive items), and/or large amounts of money, at home.

We resolve conflict peacefully, using our brains and words to find ways of solving difficulties together.

The standards of behavior are described in more detail in the Department of Education's (DOE) Discipline Code and the Student Bill of Rights and Responsibilities. At the beginning of the school year, each family receives a copy of the Citywide Standard of Discipline and Intervention Measures, which can also be accessed online at: <http://schools.nyc.gov/NR/rdonlyres/CD69C859-524C-43E1-AF25-C49543974BBF/0/DiscCodebookletApril2015FINAL.pdf>

ARRIVAL

School begins at 8:20. It is extremely important to arrive before this time to avoid disrupting the class and missing valuable instruction. Please note arrival routines listed below:

- Pre-K – Parents bring children to the classroom
- K – Parents escort children to the classroom
- Grades 1 & 2 - Students meet teacher at designated tables in cafeteria
- Grades 3-5 - Students may enter through the 19th Street or 20th Street entrances and proceed directly to the classroom beginning at 8:10am to meet teacher at classroom door

The school building opens for students at **7:50am (20th Street entrance only)**; the 19th Street door opens from 8:10am until 8:25am. This entrance is for **students only**. No adult may enter or exit through these doors. Students arriving after 8:25am will need to use the 20th street entrance.

Lateness: Students must be in their classroom by 8:25am in order to be considered on time. Children who arrive after 8:25am are late and must get a pass from the main office before proceeding to their classrooms. Beginning at 8:25am, late students in second through fifth grade will be directed to the main office to sign-in and receive a late pass. Students in kindergarten and first grade will be escorted to the office and then to class by a staff member.

DISMISSAL

Teachers will not release your child to anyone other than the individuals or programs you have designated in our school records. **Please notify teachers in writing of any changes in dismissal arrangements** (for example, send a note if your child will be picked up by a friend's parents, or will attend a new afterschool program). With parental permission, upper-grade students may leave school without an adult escort. Dismissal times and locations are as follows:

General Dismissal: Times & Locations

- 2:30pm Pre-K - Classroom
- 2:30pm Kindergarten - Cafeteria
- 2:40pm Grades 1 & 2 - Cafeteria
- 2:40pm Grades 3, 4 & 5 - 19th Street

Parents of first and second graders may wait for their children at the cafeteria tables until the classes arrive. At that time, it is important that the benches are clear so that teachers may seat students for dismissal.

Please arrive on time to pick up your child: Children who are picked up late often get worried and upset. If there is no one there to pick up your child at dismissal time, the child is brought upstairs to wait for you on the benches outside the main office. If possible, please call the office (**212-475-5500**) if you are running late.

Early Pick-up: If you need to pick up your child before regular dismissal time, sign in with photo I.D. at the safety agent's desk in the front foyer and proceed to the main office (room 201) to sign out your child. A staff member will call for your child. **Please do not go to the classroom.** A child may not be picked up before regular dismissal by anyone under the age of 18 nor may a child leave by her/himself in the middle of the school day (even with parental permission).

VISITS TO SCHOOL

All visitors, including family members, who are in the building during school hours must present photo identification and sign-in at the safety agent's desk, and then go directly to the main office for further assistance or to receive **visitor pass** to allow them to proceed to any other area in the building. Any non-staff member in the building may be asked to show a visitor pass at any time.

ATTENDANCE

School attendance is critical for our children's learning. If your child must be absent from school, please refer to the following guidelines:

- Please provide advance notice to the school when the absence is anticipated.
- Please send in a note explaining your child's absence when he or she returns to school.
- Please call the school office if an absence lasts for two or more days.
- If appropriate, please include a doctor's note indicating the reason for an extended absence and permission for the child to return to school.

In addition, we ask that families schedule family vacations during school holidays in order to minimize disruptions (**see the school calendar at the back of the handbook**).

Please check your child's progress report each term to verify attendance. If you notice a discrepancy, contact your child's teacher immediately.

ILLNESS/INJURY

We appreciate your cooperation in helping to prevent the spread of illness in the classroom. If your child exhibits any of the following symptoms or health issues, please keep him or her home for at least 24 hours from the end of the symptom(s) or the beginning of medical treatment:

- fever (100.5F or above)
- sore throat
- diarrhea
- vomiting
- severe coughing or difficulty breathing
- runny nose with green or yellow mucus
- conjunctivitis (pink eye)
- any contagious illness (Chicken Pox, Flu, Strep Throat, Impetigo, etc.)

If a child becomes ill or injured at school and needs to be sent home, the licensed nurse on staff will notify you. **Please make sure that your child's emergency card has up-to-date contact information** (See Emergencies).

EMERGENCIES

In the event of an emergency, the school will make every attempt to reach a parent or legal guardian. When filling out your blue emergency contact cards make sure to include at least three names of people to whom your child can be released. Please make sure to visit the main office to update your child's blue emergency card in order to keep your contact information current.

HEALTH AND SAFETY INFORMATION

Visitor Passes: To help ensure the safety and well being of our children, parents and visitors are required to sign in at the safety agent's desk and provide photo identification in order to enter the school when classes are in session (for example, to volunteer or participate in a school event). **The school safety agent will provide a pass which allows the visitor to proceed to the main office only.**

Door Alarms: Alarms have been installed on all exterior doors for the safety of the children. **NEVER** exit any door unless it is officially open and supervised by a school staff member or School Safety Agent as you will activate the alarm. Adults must always use the 20th Street main entrance, staffed by our School Safety Agents, to enter and exit the building.

Medication: If your child needs medication administered during the school day, or must keep medication at school (e.g., EpiPen, nebulizer, inhaler), **please request a 504 form from the School Nurse**, or School Guidance Counselor, Lisa Manger. Medication can be administered to your child by the nurse only if the school has current forms on file. School staff members (including the school nurse) are not authorized to administer over-the-counter medications, such as Tylenol, allergy medicine, cough syrup, or eye drops, unless this information is included on a 504 form. Only the school nurse is allowed to administer approved medication -- never teachers or staff.

Food Allergies: Food allergies are common in children. If your child has a food allergy, be sure to inform your child's teacher and the school nurse. Also, please remind your child that sharing food at lunch is not allowed.

No Nuts Policy At School Events: For the safety of students with nut or seed allergies, no food with nuts or seeds will be sold at any P.S. 40 event. This ban applies to all kinds of nuts, including peanuts, almonds, brazil nuts, cashews, walnuts, etc. as well as seeds such as sesame seeds. While all care is taken to ensure that this policy is followed, we recommend that you provide an alternative treat if your child has severe allergies.

Lice Policy: Head lice are very common in school-aged children and are easily transmitted. To help identify and treat head lice at P.S. 40, Licenders, a private company that specializes in preventative head lice inspections, will conduct lice checks at the start of the school year and after each major holiday break. Note that the NYC Office of School Health mandates that all children with live lice remain at home until all lice are removed.

Emergencies: If a child becomes ill or injured during the day and needs to be sent home, school staff will notify you. **Please be sure that your child's emergency contact card has up-to-date contact information.** Emergency cards must indicate custodial arrangements and phone numbers where someone can be reached in person at all times. You will receive a double-sided emergency contact page to complete and return immediately to your child's teacher at the start of the school year; a copy of this information will stay in the main office, and another will go to the school nurse. If your information changes during the year, please update these cards by going to the main office. Please be sure to keep all contact numbers current!

Cell Phone Policy: PS 40's cell phone policy, as reviewed by our SLT (School Leadership Team) is: *Students may bring their phones to school, however they must be **turned off and kept in their backpack during the school day**. Cell phones may not be used at all during the school day for any purpose including texting, making or receiving phone calls, photographing or internet access. Students may not carry their phone on them in the school building.*

As always, if a child needs to call home or a parent needs to contact a child during the school day (including recess time), all calls must be directed through the PS 40 main office (212-475-5500), and a staff member will be happy to assist.

As smart phones are so prevalent, we urge parents to take an active interest if their child has an online profile. Remind your child of some sensible safety ground rules: use privacy settings; keep private information private; think before you post; be respectful of others and remember whatever you post on the internet is going to be seen for a very long time.

Clothing: We encourage parents to send children to school dressed in clothing that is comfortable, appropriate for all classroom activities, and not distracting. Shoes should allow children to run and play safely. **Please discourage crocs, flip-flops, high heels, and smooth-soled shoes.** On days when they have a Physical Education class, children should wear (or bring) sneakers, otherwise, they may not be permitted to participate. (Please consider donating gently used outgrown sneakers to the P.E. program for use by children who need them.)

To keep our school safe, please also remember the following:

- **Scooters** must be folded and carried in the building.
- **Heelies** are not permitted in school.
- **Backpacks with wheels** must be carried up and down the stairs, not wheeled.
- **Children's bathrooms are for students only:** adult visitors and siblings may use the bathroom adjacent to the nurse's office by the cafeteria.
- **Please leave strollers outside of the building during school hours,** unless it can be folded and carried when inside.

Please do not bring pets to school.

School Safety Committee: According to the Chancellor's Regulations, each school must have a School Safety Committee that meets monthly. Meeting dates are published in our school newsletter, on the monthly calendars distributed by the PTA, and on the P.S. 40 website, ps40pta.org. As a parent or guardian, you may bring any health or safety issues to the attention of the PTA appointed representative for discussion at the next meeting.

See Something? Say Something: If something does not look right to you, report it immediately to the Office! Remember that you too are the eyes and ears of the school.

Deliveries to Children: If you have something to drop off for your child after classes have gone upstairs (a forgotten lunchbox, homework, etc.) you may leave the item with safety agent in the main lobby at the 20th Street entrance. A staff member will make sure that your child receives the item. **Please do not bring it to the classroom yourself.** Alternately, you may bring items directly to the main office after 8:30am once you have signed in with photo identification at the safety agent's desk.

Lost and Found: The lost and found is located on the first floor, near the nurse's office. It's helpful to label jackets, lunchboxes, and backpacks with your child's name—many of these items look alike! The lost and found box will be cleaned out at the end of each month; unclaimed items will be donated to charity organizations.

School Closings

In the event of stormy weather or other citywide emergency conditions, the Chancellor will announce the decision to close or delay the opening of schools throughout the city. The announcement will be made public as early as possible on the affected day and broadcast on news services, radio and television stations. An announcement will also appear on the Department of Education website, www.schools.nyc.gov.

Parents should tune in to any of the following radio or television stations: WINS (1010 AM), WCBS (880 AM), WLIB (1190 AM), WBLS (107.5 FM), WNYE (91.5 FM), WCBS (Channel 2), WNBC (Channel 4), WNYW (Channel 5), WABC (Channel 7), and NY1 (Channel 1 on Time Warner Cable).

Parent Coordinator

The Parent Coordinator is a staff position created by the Department of Education to help parents and their children. The Parent Coordinator should be the first stop for a parent or guardian who needs information about our school or the public school system. Strengthening and improving communication and outreach to P.S. 40 families are the primary goals of this position.

Juliette Knight is the Parent Coordinator for P.S. 40. She serves as a liaison among the Division of Family and Community Engagement, the principal, and the parent groups in the school. Feel free to stop by her desk in the Main Office. Juliette's phone number is 212-475-5500 x 2016. She can also be reached by email at: jknight3@schools.nyc.gov

LIFE AS A P.S. 40 STUDENT

One thing that makes P.S. 40 special is the friendly classroom environment. Teachers demonstrate their creativity and personality in their classrooms, which are arranged with areas for group meetings, for small groups, and for individual work. Classroom libraries are arranged to invite student browsing and independent reading. And the bulletin boards outside all the classrooms offer lively, current displays of student work.

Integrated Co-Teaching or ICT classes are team taught by both a general education teacher and a special education teacher. Up to forty percent of students in an ICT class have an IEP (see Academic and Intervention Services), which may include academic accommodations and modifications. Students at all levels benefit from the differentiated instruction and individualized attention made possible by this collaborative approach. P.S. 40 currently has ICT classes in grades K - 5. We hope that all students will have several opportunities to participate in an ICT class over the course of their six years at P.S. 40.

In many classes, student teachers and other volunteers enhance the children's learning experience, and lower the staff-student ratio. Our student teachers come from NYU, Bank Street, and Columbia University Teachers College and work closely with their assigned P.S. 40 teachers and faculty supervisors. NYU students in the America Reads program also work with children, individually or in small groups, who need extra support with reading and math, and provide additional classroom support. A P.S. 40 program, *Parents As Reading Partners*, is comprised of community and parent volunteers who read to or work with students who might benefit from individualized attention in an academic area (see "Parents as Reading Partners" on page 24 section for more information about volunteering to be a part of this program).

Consistent classroom routines contribute to our friendly environment as well. Early in the year, teachers establish and clearly define classroom rules and guidelines, and create daily routines for their classes, such as a specified time for children to put away their belongings and hand in their homework. Children learn through these routines to be responsible for their own actions and possessions, and to respect one another's property.

CURRICULUM

P.S. 40's comprehensive curriculum gives students a strong foundation for future learning and schooling. Our **balanced literacy** approach helps children learn to read and write through explicit instruction of strategies and independent practice. The instruction may take place through whole-group mini-lessons or small group guided reading or writing to focus on a particular skill.

Our curriculum is based on the *Teachers College Reading and Writing Project* Units of Study and is fully aligned to the Common Core State Standards. Teachers are constantly assessing student learning through individual conferences to learn about them as readers and writers and plan the next steps to take students to the next level. Students set reading and writing goals for themselves and have opportunities to reflect on their progress throughout the year.

The teachers at P.S. 40 collaborate to plan grade-wide curricula. P.S. 40's curriculum features a special emphasis on authorship. Children begin writing and publishing original works from the first day of kindergarten through their last project in fifth grade. Our Visiting Author series complements the writing curriculum by hosting published authors in our library where children can ask questions about writing and learn more about how to turn their ideas into text to share with others. Publishing parties throughout the year enable each child to share his or her work with the classroom community.

P.S. 40's **social studies curriculum** is aligned to the New York State Social Studies standards. In kindergarten students explore "*Self and Others*," in first grade, "*My Family and Other Families: Now and Long Ago*," and in second grade "*My Community: The History of New York City*." In the upper grades, students study "World Communities" in third grade, "*Local History and Government*" in fourth grade, and "*The United States: Westward Expansion and American Revolution, and Latin America*" in fifth grade.

Our **math curriculum**, *A Story of Units* from Engageny.org, has the common core learning standards as its foundation. The progressions demonstrate how the curriculum moves students from introductory structures of addition, through place value and multiplication, to operations with fractions and beyond. On a daily basis students practice rigorous fluency activities, apply practice to real world math stories, and learn new key concepts. Meaningful assessments throughout each unit help drive instruction.

Your child's teacher will describe the curriculum and classroom routines in more detail at a Curriculum sharing event which takes place in early fall.

HOMEWORK

All students have a homework folder or notebook that should travel back and forth with them in their backpacks. This organizer is used to carry messages between home and school. Teachers use it to send home school notices, permission slips, or notes to parents, and students use it to bring notes or permission slips to their teacher. And, of course, the homework folder is also used for ... homework!

Teachers assign homework, either daily or weekly, to extend and reinforce the concepts and ideas your child is learning in class. Each class on the grade is consistent in the content and the amount of homework assigned. It is also a useful tool for understanding your child's academic needs and progress, and gives families an opportunity to discuss with their children what they are learning. All children are expected to

read at home every night. (Note: Kindergarten students begin with reading homework in December/January.)

Child’s Role: Children should be able to do their homework independently. If children require assistance with their homework, they should ask for help, rather than choose not to do the homework.

Parent’s Role: Parents can show that homework is important by:

- providing a quiet homework spot free of distractions,
- showing interest and encouragement in your child’s work,
- helping your child to set goals regarding how long each assignment may take, and
- looking over your child’s homework to ensure that it is done neatly and completely.

If your child experiences difficulty with an assignment, please send your child’s teachers a note. This information helps teachers plan appropriate guidance and instruction. Each teacher has her/his own system for checking homework. Your child’s teacher will explain this system at Curriculum Night.

Guidelines for Time-based Homework Assignments

Grade	Independent Reading	Other
K	10 minutes	
1	10-15 minutes	10 minutes
2	15- 20 minutes	20 minutes
3	20- 30 minutes	30 minutes
4	Minimum 30 minutes	30 minutes

Social – Emotional Approach

Our ongoing work around the **Growth Mindset** (Dr. Carol Dweck) includes *the five stances* of optimism, persistence, flexibility, resilience, and empathy.

The Five Stances: Definitions for Children

From *A Mindset for Learning* by Kristine Mraz and Christine Herz

Optimism – When you do something new, you think “I can try” and you give it your best shot because that’s how you grow.

Persistence – Having persistence means you try and try again, even when it feels hard.

Flexibility – When one thing doesn’t work, you try a different way.

Resilience – When you have trouble, you bounce back and try again.

Empathy – You have empathy when you feel someone’s feelings in your own heart.

When at play we use the **Playworks** philosophy:

Play hard
Respect the game
Have fun

In the classrooms this translates to:

Work hard
Respect the learning
Have fun

Standardized Testing

All New York City public school students must take a variety of standardized tests during the school year to assess their progress and guide future instruction. For detailed information about these tests, take a look at the DOE's website at www.schools.nyc.gov or, <http://www.engageny.org/resource/new-york-state-p-12-common-core-learning-standards><http://schools.nyc.gov/daa>.

Standardized testing: Third, fourth, and fifth grade students take standardized tests each year. P.S. 40 students are well prepared to take the city and state standardized tests. At P.S. 40, we believe that it is important for students to learn test-taking skills. We also believe that the rich curriculum in all grades provides the best foundation for taking these tests.

BREAKFAST, LUNCH, AND RECESS

P.S. 40's breakfast and lunch programs are government subsidized for those who qualify and are available to all students. Breakfast is free for all P.S. 40 students, from 7:50-8:10 in the cafeteria. In addition, on September 7th, 2017, Chancellor Carmen Fariña announced that school lunch will now be free of charge for all New York City public school students. The Chancellor encourages all students to take advantage of this opportunity to enjoy a healthy meal at school.

Your child may participate in the meal programs as frequently or infrequently as you'd like. When children choose to have school lunch, they go to the lunch counter, and pick out a tray that contains a complete lunch. Each day there are two hot meal choices, peanut butter and jelly or cheese sandwiches, and a fruit/salad bar. You can also choose to have your child just get milk. Menus are posted in the cafeteria each month; you can also access the menus at: <http://www.schoolfoodnyc.org> or the homepage at www.ps40.org.

All families, regardless of income, must still complete a **School Meals Form** so that NYC public schools continue to have access to federal funding for this program and many others. Please complete one form per family and include all siblings. You may also choose to complete the form online at www.nycapplyforlunch.com.

When sending lunch from home, please consider healthy choices. We prefer that students not bring soda or large amounts of sugary foods. We also discourage sharing as it may present a danger to students with allergies. For safety reasons, please do not send drinks in glass bottles.

At lunchtime, all students are supervised by school staff. The kindergarten and first grade students receive extra attention and assistance from fourth and fifth grade student monitors. Pre-K and Kindergarten students have their own lunch period, separate from other grades.

Recess: Students play outside daily, unless there is rain, ice, or extreme cold. Please make sure that your child brings appropriate outdoor clothing. It is helpful to label gloves, hats, and coats to prevent loss. (See Lost and Found for more information about lost items.) On inclement days, children will participate in indoor recess activities.

During recess, in addition to school staff, specially trained fourth and fifth grade peer mediators oversee the younger students, resolving conflicts and encouraging positive verbal communication. (See Peer Mediation/Conflict Resolution in “Special Programs” for more information about P.S. 40’s Mediator program).

Publishing Parties

The *Publishing Party* is a popular PS 40 tradition. These celebrations serve as a culminating activity for a particular unit of study. It is an opportunity for students to share their writing or other projects with their families and their classmates. The presentation in class is often followed by light refreshments in the cafeteria. **We encourage families to bring simple, healthy snacks to share, for example, fruit, bagels and spreads, juice/water, and a limited amount of sweet treats.** (For more information, see Parents in the Classroom.)

PS 40 siblings are invited to attend the publishing event in the classroom, and then should return to their own class immediately after the presentation.

Birthdays and Holidays

Grades Pre-K through 2nd grade – Parents are invited to bring a simple treat for a child’s birthday to share with the class during a brief celebration at the end of the school day. Be sure to talk to your child’s teacher in advance to schedule. Simple treats are those that are easy to eat and do not require utensils, such as cupcakes, brownies, muffins or cookies. Please follow the bake sale protocol and ensure that birthday treats do not contain nuts. If your child has a summer birthday, consider celebrating in September or June, or on his or her “half birthday.”

PLEASE NOTE: Elaborate food, soda, party favors, candles, party hats, goody bags, balloons, decorations, or entertainment are not permitted.

Grades 3 – 5 - Our principal acknowledges every student’s special day with a small gift. **Please do not send treats to share in class or at lunch/recess.**

If your child has a party outside of school, invitations may be passed out in school only if every child in the class is invited. If you are not inviting the entire class, please send invitations by mail/email.

Please note: Birthday celebrations are an opportunity for the children to recognize a classmate’s special day, and **siblings from another grade do not attend.**

In general, holidays are kept low-key at school. When holidays are incorporated into the curriculum, the emphasis is always on exploring various cultures and historical significance.

Halloween is a fun time for the children at P.S. 40, thanks to the spectacular party hosted by the PTA on a weekend evening. We ask that children not wear or bring Halloween costumes to school in order to help contain the excitement produced by this particular holiday!

SPECIALTY CLASSES

Music (Grades K – 5)

The Music curriculum includes vocal and instrumental exploration, improvisation, composition, and music literacy. All students have music class once a week. Beginning in third grade, children learn to play the recorder, and in fourth grade, they are introduced to band instruments. Fourth- and fifth-grade students have the opportunity to learn to play a woodwind, brass, or percussion instrument and perform in the school band. All students participate in concerts, for which they learn songs based on a chosen theme.

Science (Grades K – 5)

Beginning in first-grade, P.S. 40 students attend science classes once or twice weekly in the school's well-equipped science room. Kindergarten students have science instruction in their classroom. The **FOSS** curriculum is a hands-on, inquiry-based program designed to provide all students with stimulating experiences in life science and earth and physical sciences, while simultaneously developing their critical-thinking and problem-solving skills. Field trips to the American Museum of Natural History and Central Park supplement classroom learning. Star Lab, a portable planetarium, further enhances the **FOSS** curriculum. In addition, classroom teachers support the science curriculum by integrating science projects into classroom studies. The K-8 Science Scope and Sequence is available at: http://schools.nycenet.edu/offices/teachlearn/science/ScopeSequence_science.pdf

Physical Education (P.E.) (Grades Pre-K – 5)

Once a week, children in grades Pre-K- 5 learn different age-appropriate skills, movements, lead-up games and sports games. They also explore different types of physical activities that they can take beyond the P.E. class. A non-competitive philosophy ensures that all children have fun while learning lifelong fitness skills. We want children to feel good about themselves and to try new things.

Students are physically busy and challenged throughout their P.E. class. Innovative use of “stations” ensures that small groups of students can move from one activity to another with minimal waiting time. Our goal is for the children to develop an appreciation for physical fitness and to continue this active trend throughout their lives. Students should wear (or bring) sneakers on P.E. days or they may not be allowed to participate.

We are proud to note that this program was highlighted in Clara Hemphill's book, *New York City's Best Public Elementary Schools: A Parents' Guide*.

Students in 3rd, 4th and 5th grades have the opportunity to participate in track in the spring. Information about joining the track team will be sent home to families in those grades.

Visual Arts (Grades Pre-K – 5)

P.S. 40's visual arts program was designed by Studio In A School. Students explore a variety of media, including charcoal, pastel, watercolor and clay, and learn new skills and techniques for creating sketches, painting and sculptures. They discover new ways of expressing and organizing their ideas, using their

imagination and becoming careful observers. The Studio Art teacher works with classroom teachers to develop lessons that reflect each grade's curriculum and to design other projects that the classroom teachers can execute with the children in the classroom. Students have art class once a week.

Media Literacy (Grades 1 – 5)

Student in grades 1 – 5 will receive one period of media literacy instruction a week. They will develop their ability to “read” and “write” in a variety of media modes, genres and forms. Newspapers, magazines, television, film, websites, advertisements, signs and pictures will be explored as types of “texts” that require comprehension, analysis and evaluation skills, just as written texts do. Students will be encouraged to become active rather than passive consumers of media messages, as well as creative and savvy producers of their media content. In the process they will also develop their familiarity with a variety of computer applications.

Library (K – 5)

A part time teacher will supervise the library and work on special projects school-wide. Our library offers students a well-organized, inviting place where they can enjoy reading books and periodicals. Several computers for research and online resources are available. Students in all grades will have assigned times once every other week where they can visit the library to borrow books. They will be accompanied by their classroom teacher(s) who know them best as readers.

SPECIAL PROGRAMS

Peer Mediation/Conflict Resolution

This program, at P.S. 40 since 1993, selects a group of fourth- and fifth-grade students and trains them to be peer mediators. The training continues every other week with meetings where they further hone their mediator skills, as well as learn new skills to make them more proficient at their jobs. Mediators circulate in the play-yard during recess and help students resolve nonviolent conflicts.

Mediators learn valuable skills, including paraphrasing, reflecting feelings, asking creative questions and other techniques useful for resolving disagreements. They are taught never to offer advice, but rather to guide the disputants to a solution that both parties feel good about.

Mediators are chosen by peers, teachers and specialty teachers. They are not chosen based on their academic performance but for other traits, such as being trustworthy, respectful, compassionate and a good listener.

Monitors

Students in 4th and 5th grades may be selected to be a Monitor. Monitors volunteer their time during the school day for about an hour, once a week, to help Kindergarten and first grade students during lunch and recess. Being a Monitor makes our older students feel proud and self confident, and they enjoy their time getting to know and helping the younger students in the school.

Student Council

Student Council is a committee of PS 40 children that discusses important school issues. Two students per class, grades 3 – 5, serve on Student Council and represent their classmates. We meet one period every other week during the school day. The Student Council works with teachers, custodians, and kids, it is overseen by a PS 40 staff member.

Please note that students in grades 4 and 5 who are selected as Student Council members cannot serve as mediators, monitors, or on any other committee (Technology Committee, Eco-Team) this school year. We want to be fair and give as many students as possible a chance to participate in leadership opportunities in the school.

Book Buddies

In this program, older students help to mentor our younger students by reading to or with them each week. Upper grade classes are matched with lower grade classes to help foster a love of literature. The younger children get one-on-one attention and support from their Book Buddies. Often, new friendships form between Book Buddies, helping to build a strong school community throughout the grade levels.

Electives

Students in 4th and 5th grades are given the opportunity to explore a special interest for 45 minutes each week for several months of the school year. Students are assigned to one elective class from the preferences they submit.

Electives mirror children's interests, but have also been guided by feedback from teachers and parents. Last year, electives included such varied opportunities as Chess, Bookmaking, Technology, Community Service, Math Enrichment and Yearbook for 5th graders.

Eco-Team

In 2008 PS40's student eco-team, known as the Super Green Eco-Team, won the NYC Dept of Sanitation's TrashMaster's 'Recycling' competition; making PS40 the best elementary school recyclers in Manhattan with a prize of \$3000. The student eco-team members worked to teach their fellow students and teachers how and what to recycle and inspected each classroom to see what they were actually recycling. The eco-team is led by PS40 Science teacher, Graham White and is supported by the PTA and the PS40 administration.

SPECIAL PROGRAMS FUNDED BY PS40 PTA

Chess

P.S. 40 is happy to continue with the chess program taught by Nelson Dunn, a master chess teacher, bringing weekly chess instruction to almost all of our children. Each weekly chess session starts with a 15-minute lesson when one or two new pieces are introduced. Each lesson is followed by 25 minutes in which the students pair up to play chess with the pieces they've learned so far. Students start to see the consequences of their moves and they begin to plan moves in advance, making this a fun, yet challenging program. By the end of the semester, students will know enough to play a "legal" game of chess.

First and second grade students will all receive chess lessons this fall; Third grade students will begin chess class in the winter. Fourth and fifth grade students have the opportunity to continue with chess lessons during their elective periods, and a lunch club in the winter.

Dancing Classrooms (fifth grade)

Dancing Classrooms is a 10-week – 20 session social development program for 5th grade children that utilizes ballroom dancing as a vehicle to change the lives of not only the children who participate in the program but also the lives of the teachers and parents who support these children.

Dancing Classrooms is not about teaching ballroom dancing. The dance is a tool for getting the children to break down social barriers, learn about honor and respect, treat others carefully, improve self-confidence, communicate and cooperate, and accept others even if they are different.

National Dance Institute (fourth grade)

National Dance Institute (NDI) was founded in 1976 by Jacques d'Amboise with the belief that the arts have a unique power to engage children and motivate them toward excellence. P.S. 40 has been selected to be one of NDI's partner schools: fourth grade classes participate weekly in this nationally acclaimed, year-long program.

The NDI teaching team, comprised of two Teacher/Choreographers and a Musician/Composer, explores with each class how movement put to music becomes dance. The students learn to execute basic, jazz-based, rigorously athletic dance steps with clarity, energy, and precision. They explore qualities of movement and learn to listen to and count music.

Throughout the year, students explore a curricular theme, which becomes the basis for the end-of-year theatrical performance known as the Event of the Year.

Dance Wave (second grade)

The second graders dance with Dancewave's D-Wave in Motion Hip-Hop Program. They will learn early forms of Break dance and pop locking, improvisation and rhythm, and will showcase all of their learning with a final performance.

Folktales & Fairytales (third grade)

Third graders read and act out classic folk and fairy tales from different cultures with an emphasis on reading comprehension and character analysis skills. Students explore physical and vocal characterization, along with the importance of the ensemble.

Circus Arts (first grade)

In the Circus Arts and Clown Theater Workshop students study the art of the clown. Through the exploration and mastery of circus skills and clowning techniques, the students are given the opportunity to break through their personal barriers and discover more of their own abilities. The writing assignments, games, exercises, and circus skills training enhance physical coordination as well as the use of one's imagination and problem solving skills.

During the first 6 days of the workshop each and every student learns every skill that is presented in the culminating performance. This performance provides all of the students with the opportunity to demonstrate some of their new skills and share their new discoveries before an invited audience – an extremely exciting and challenging experience for all!

Visiting Authors

This PTA-sponsored program, named in honor of past principal Ilene Friedman, brings published children's book authors to P.S. 40 for readings and book discussions. Visiting authors to PS 40 have included: Peter Brown, author and illustrator of *Flight of the Dodo and Chowder*, *Children Make Terrible Pets* and *Creepy Carrots*; Dan Yaccarino, author of *Coming to America*, and *Doug Unplugged*; Adam Gidwitz, author of *A Tale Dark and Grimm*; Adam Rubin, author of *Dragons Love Tacos*, Johanna Hurwitz, author of *Class Clown*, *Baseball Fever*, *One Small Dog*; Jeanne DuPrau, author of *The City Of Ember*, *The People of Sparks* and *The Prophet of Yonwood*; David Getz, author of *Floating Home*; Carol Saul, author of *Barn Cat* and *Song of the Last Miguel*; and Bill Doyle, author of *the Crime Through Time series*.

LIFE AS A P.S. 40 PARENT

Home/School Communication

Consistent communication between school and home ensures a more rewarding and supportive learning experience for our students:

- Before the summer vacation or in the early fall, teachers send a grade-wide letter that includes routines, plans, required supplies, and other helpful information for the upcoming year.
- Most teachers send a weekly or monthly letter to parents to explain what the class is studying and to inform you of any upcoming activities, including class field trips.
- The P.S. 40 newsletter, *Life at P.S. 40*, highlights classroom, school and PTA events, and the school Web site, www.ps40.org, has information as well.

We encourage all parents to submit an email address in order to receive emails from the school administration, the specialty teachers and the PTA via “*mailchimp*” and stay up-to-date with schoolwide information and PTA events.

As a parent, you are always welcome and encouraged to communicate with your child’s teachers through notes in your child’s homework folder (see Homework in the Life as a P.S. 40 Student section) or in the teacher’s mailbox in the main office on the second floor. You can also leave a message with the school secretary or parent coordinator (dial the main number, 212-475-5500, and follow prompts), or contact the teacher via email (if address provided), or set up a meeting. Please remember not to engage teachers in lengthy conversations during arrival and dismissal because teachers are busy supervising an entire class at these times.

If you have specific concerns about your child’s work in one of our specialty areas, please leave a note in the specialty teacher’s mail box in the main office, or send a note in a sealed envelope with the specialty teacher’s name in your child’s homework folder.

If there is a problem or concern relating to your child’s classroom experience that you wish to discuss, **the first person to consult is the classroom teacher**. If, after this conversation, you feel that the issue requires further action or attention, you can make an appointment with the school social worker, the parent coordinator, or the assistant principal. If your issue requires further resolution you may request a meeting with the principal. The most efficient way to schedule an appointment with staff members is to fill out the pink “Appointment / Phone Request Form,” which you can find in the main office (see Debbie Wong, school secretary).

Incidents that occur in school are usually handled by the classroom or specialty teacher in charge. Occasionally it is necessary for the principal or her designee (assistant principal, social worker, teacher) to interview the children involved in the incident or those who may have witnessed what happened. Acquiring statements from students helps to give a clear and balanced picture of any particular occurrence. Parents will be contacted only if necessary. Additionally, older students may be asked to write a narrative account of the situation.

PS40.org

Ps40.org is helpful communication tool for PS 40 parents. This website offers up to date information regarding PTA and school events, along with links to other important sites, such as NYC School Account and school food daily menus.

We encourage all families to complete and return the **Class Contact List** information sheet, in order to be added to the school email list. Once your email address is included you will receive important communications from the school administration, your child's teachers, and your PTA.

Parents in the Classroom

P.S. 40 offers several in-school opportunities for parents to learn about what is happening in their children's classes such as Curriculum Night and Open School Week. Your child's teacher will let you know in advance about upcoming events.

Throughout the year, parents are invited to visit their children's classrooms, either to celebrate or to learn. At publishing parties, students share their writing or other projects with their families and their classmates. At other times, parents may be invited into the classroom to play math games, participate in literacy workshops, or to learn about other aspects of the curriculum. At times, teachers may ask parents to help with classroom projects and will give details about how/when this help is needed. Please do not visit your child's class unannounced.

Kindergarten Reading Period

Parents of kindergarten students are invited into the classroom each morning to read to their children for 15 minutes. This contributes to a smooth and joyful transition from home to school—for both children and parents/caregivers! The reading period happens from September- early December. Later in the school year, parents will be invited to participate in math games in the classroom with their children on Monday mornings.

Class Trips

Throughout the year, classes go on field trips related to the curriculum. Teachers will let parents know in advance when the trips will take place, what transportation will be used, and cost, if any. They will also let parents know how many chaperones are needed, and will try to select different parents for each trip, when possible. Parent chaperones help the teacher(s) supervise the students while on the field trip. (Note: All parents/guardians must sign permission slips before their children can go on class trips. We will also keep on file a general permission slip for those unexpected neighborhood outings.) **Parent volunteers will receive a *PS 40 Chaperone Guide* (see *Chaperone Guide* on page 32) which outlines the responsibility of chaperoning school trips.**

Class Parents

Parents are invited to become class parents.

Class parents assist the teacher with organizing publishing parties, and helping with the class project for the auction, among other tasks. (There is no limit to the number of class parents each class can have: everyone who volunteers can share these responsibilities!)

Parents and Friends as Reading Partners

Read to a kindergarten or first-grade student once a week and instill your own love of reading in a new reader. To sign up as a reading partner or learn more about it, contact PS40 teacher, Jacqueline Tepper via a note in her mailbox in the main office.

INFORMATIONAL OPPORTUNITIES

Conferences and Progress Reports

In November, March, and June, parents/guardians receive written progress reports describing their child's academic and social performance, growth, and goals. In November and March there will be scheduled parent-teacher conferences where we will focus on the student as a whole, including present performance, strengths, goals, and any areas of concern. Please note that due to time constraints during Parent/Teacher conferences we can only provide the opportunity for one conference for each child. Parents should feel free to arrange a meeting with their child's teacher at any time during the year to discuss their child's progress or any other issues (*see Home-School Communication in the Life as a P.S. 40 Parent section*).

The June progress report is the final report for the year. Class placements are final and are made available in late August.

Curriculum Event – *Back to School Night*

Each fall, P.S. 40 hosts a curriculum gathering for all parents. Your child's teacher will describe the plans and schedule for the year, and explain more about how reading, writing, math, and social studies are taught in his/her grade. It is an important meeting for parents to attend. Curriculum events usually take place in early September.

Open School Week

In November, during the week of parent/teacher conferences, parents are invited to spend part of a morning in their child's class. Each grade is assigned a specific day during that week, but other times may be arranged with the teacher if there is a conflict with the appointed time.

Reading Logs

Each child who attends PS40 keeps their own personal reading log. One component of the log is a reflective page. This page is completed every eight weeks by the **student, parents and teacher**. Please make sure to complete your section of the log at the appropriate times.

PTA Hospitality Night

The first PTA meeting of the year is "Hospitality Night." Come to enjoy refreshments and meet chairs of all of the PTA events and committees in an informal setting. If you can help or are interested in a particular event or committee, you can sign up to volunteer. Hospitality Night is a great time to meet other parents and find out about how you can best help the PTA (*see PTA / Volunteer Opportunities*).

MIDDLE SCHOOL ADVISEMENT

In fifth grade, our students and their families are involved in the process of applying to middle school. Community School District Two has many desirable schools to choose from, and at P.S. 40, we make every effort to ensure that families are well informed about the selection process. 5th grade parents are invited to an orientation that provides an overview of the process, including how to research and evaluate schools, resources for parents and/or students, how to select your top five choices, the importance of test results, and the dos and don'ts of the application process. In addition, parents are always welcome to meet with their child's teachers and our Middle School Coordinator, Lisa Elam Manger, to gather information and discuss their choices.

To keep our fifth-grade students informed about the application process and their role in it, we give each fifth-grader a printed book with descriptions of every middle school in the district and the requirements for admission. The students also participate in classroom groups to discuss the basics of making appropriate choices and to practice interviewing skills. The majority of our students are accepted into one of their top choices, most often their first or second choice.

School Leadership Team (SLT)

All schools are required by the State legislature to establish a School Leadership Team, which develops a Comprehensive Educational Plan (CEP) and a budget for the school. The Team is comprised of the principal, the PTA president, the United Federation of Teachers (UFT) chapter leader, four elected teacher representatives, and five selected parent representatives. Elections are held in late spring, and representatives serve a one-year term.

Parents' membership on the School Leadership Team is a valuable contribution and helps ensure that the parent voice is represented in important decisions that affect teaching and learning in our school. Participation requires time, dedication, creativity, and hard work. In addition to the SLT Team mandate, in past years our Team has also chosen to research issues such as word study, homework, technology, and the arts – and to create this School Handbook.

The School Leadership team meets monthly. The meetings are open to all members of the school community and are summarized in the school newsletter. Please contact this year's team members if you would like the SLT to address a particular issue. You can contact the SLT by placing a note in the SLT mailbox in the main office.

2017-2018 SLT Members

PARENTS

Tricia Ryan PTA Co-Pres.
Judy Gruver
Tracey Yonteff
Christine Sobhani
Amanda Stradling

TEACHERS

Susan Felder, Principal
Lily Barrett
Mollie Rosen
Luna Aponte
Graham White (UFT)

COMMUNITY EDUCATION COUNCIL

In 2003, the New York State legislature amended the law eliminating the New York City Community School Boards and created 34 Community Education Councils (CECs). There is one CEC for each of the 32 school districts that make up the New York City Public School system, along with two additional councils representing high schools and special education. The CECs are designed to be a voice for all parents of students in their districts.

Each CEC consists of 11 voting members: 9 parents elected from each district by the “Parent Selectors” (PTA/PA President, Treasurer, and Secretary), and 2 members appointed by the Borough President. The twelfth member is a nonvoting high school student. The term for each Council is two years, beginning on July 1st.

The Community Education Council for District Two (CECD2) conducts at least two meetings every month, which include a Working Business Meeting and a Calendar Meeting. All meetings are open to the public. During Calendar Meetings, time is allotted for the public to address the Council with issues involving the education of the children in District Two. Notice of these meetings will be distributed to the public and all schools in the District.

For more information about the Community Education Council for District Two, to learn about the current meeting schedule, and/or to be included on the CECD2 email distribution list to receive email notices and information from CECD2, please contact Linda Lumpkin, CECD2’s Administrative Assistant at (212) 356-3915, or email her at LLumpkin@nycboe.net, or go to CECD2’s Web page at www.CECD2.net.

ACADEMIC AND INTERVENTION SERVICES

P.S. 40 offers a range of support services to help children succeed in school. Specialized help is provided on an “at-risk” or “mandated” basis. At-risk services require a recommendation by the child’s teacher or school staff member in consultation with the parent. Mandated service (also called special education) requires a psycho-educational evaluation provided by the Committee on Special Education.

Observations or Screenings

If you are concerned about any aspect of your child’s development, you should first speak with the classroom teacher. The teacher may suggest an informal assessment, observation or screening by a qualified staff member who has knowledge about the specific area of concern.

Educational Intervention Team

P.S. 40 has a team of teachers who can work with students in small groups to remediate or strengthen their learning. Services are initiated in consultation between the teacher(s) and parent. Specific skill areas to be targeted are identified for each child (e.g. reading skills, spelling, phonemic awareness, speech and language, math facts, comprehension etc.) The academic intervention plan is monitored to assess each child’s growth. Groups are formed throughout the school year depending on need.

Special Education Services

When a child is experiencing significant delays in acquiring academic competence, an academic evaluation by the Committee on Special Education may be indicated. P.S. 40 has an IEP Team consisting of a School Social Worker and School Psychologist who can help initiate a psycho- educational evaluation. This team works closely with teachers and parents to determine what resources may be needed to support a child’s academic and emotional growth. If a child is determined to be eligible for mandated services an “IEP” or “Individual Educational Plan” will be written indicating the type, length and duration of the services.

Educational Support Services

Additional educational support services at P.S. 40 are:

- Small Group Reading Skills
- Small Group Math Skills
- SETSS Special Education Teacher Support Services
- English Language Learner (ELL) Support
- Occupational Therapy
- Speech Therapy
- Physical Therapy
- Counseling
- Guidance Services

If you have any questions about how these services might apply to your child you may contact Lisa Manger, Guidance Counselor at 212 475 5500 ext 3250.

AFTERSCHOOL PROGRAMS

On-Site at the School

Wingspan Arts' Club 40

Club 40, is a fee based after school program sponsored by the PTA in partnership with Wingspan Arts. It offers an enriching world of afterschool clubs, such as Art, Drumming, Create-a-Play, Music, Karate, Yoga, Basketball and many others. Experienced instructors and P.S. 40 teachers conduct classes, and Club 40 runs until 6 p.m. Scholarships are available. For information on Club 40 or its offerings, contact www.wingspanarts.org.

Off-Site Programs

The Sol Goldman 14th Street Y, and Gil Sports are afterschool programs available outside P.S. 40. Some of these programs pick up students directly from P.S. 40. The programs vary in cost, availability, and offerings. For more information about afterschool programs in the community, drop by or call the parent coordinator's office.

THE P.S. 40 PTA

All P.S. 40 parents and teachers are members of the P.S. 40 Parent Teacher Association (PTA). The more involved you are, the more effective the PTA will be for all of our children. All parents are welcomed and encouraged to work with the PTA toward improving and enriching the educational resources for our children and promoting good home-school and community relations.

Families are urged to come to the monthly PTA meetings to keep informed about the school's instructional programs, hear updates from our principal, learn about upcoming events, and find out how parents can help the school better serve all students. Free babysitting is provided at all evening PTA meetings for P.S. 40 students.

PTA meeting dates are published in the school newsletter and in the monthly PTA calendar that is sent home; you can also find a link to the calendar from the PTA website www.ps40.org.

You are invited to attend Executive Board meetings. These meetings are attended by elected officers of the PTA and committee heads appointed by the Co-Presidents. The Executive Board uses these sessions to plan strategies and organize the agenda for the general PTA meetings. Executive Board meetings are open to the public.

Life at 40 is P.S. 40's school newsletter published by the PTA. The newsletter provides information about the school, a calendar of events, school activities, classroom reports, and matters directly related to our school.

Who's Who in the PTA 2017-2018

Co-Presidents: Tricia Ryan & Dara Cohen

Financial Secretary: Jennifer Oakes

Treasurer: David Fine

Recording Secretaries: Kerry Greene

Co-Corresponding Secretary: Michael Dumis & Hillary Perlman

Vice Presidents:

Steven Bricker

Laura Fuller

Benjy Kile

Valerie Merlin

Carla O'Connor

Kim Rose

Jen Sabal

Wayne Walters

Anne Marie Winter

PTA Budget

The PTA raises money in many ways. Each year, the PTA asks all P.S. 40 families to contribute to the Annual Appeal. Other fundraising events include the annual auction, Reading Olympics, Fright Night—our very own Halloween Party, Kids’ Art project, book fairs, bake sales, Sports Night and other events (see the Volunteer Opportunities section below for details).

Funds raised through the PTA go toward:

- All specialty classes—music, library, physical education, technology, science, and visual arts— receive funding from the PTA.
Teaching assistants in the classrooms
- Fifth-grade commencement exercises and activities.
- School aides and other support staff.
- Purchasing and/or upgrading classroom furniture to enhance and support the learning environment.
- Classroom enrichment funds, providing money for teachers to purchase needed classroom books and supplies.
- Professional enrichment grants, subsidizing professional development courses and studies for teachers and administrative staff.
- Arts Residency programs, including Circus Arts, Chess, and National Dance Institute, Ballet Hispanico, and Creative Movement.

Volunteer Opportunities

There are many ways for parents and guardians to get involved in P.S. 40 and their children’s education. Our volunteer opportunities range from one-time, one-day commitments to more involved projects that span the year. We have something for everyone—for those who can spare some time during the school day and for those who have time in the evening or on weekends. Even if you have only an hour or two, there are many ways to help. We welcome all levels of involvement: we need your participation because without parents, there is no PTA!

Please go to the PS40 PTA website at www.ps40.org for information about PTA committees and volunteer opportunities.

P.S. 40 School Trip Chaperone Guidelines

Field trips are an important component of our curriculum and a great opportunity for our students to experience the exciting city in which we live. When you volunteer as a chaperone you are taking on a very important job. Your participation helps to ensure the safety of our children. Please review and adhere to the following chaperone guidelines:

- Chaperones are expected to accompany the children both to and from the event.
- Learn to recognize the children you are responsible for and write down/learn their names.
- Take attendance frequently.
- Keep children in close proximity and be particularly vigilant when crossing streets and on the subway.
- Be sure you coordinate with the Teacher-in-Charge so that you clearly understand the instructions associated with the trip.
- Make sure you have the contact number for the school – 212-475-5500.
- Inform the Teacher-in-Charge if you have any problems or concerns during the course of the trip.
- If a child is left behind at a train, bus, or subway station, immediately inform the Teacher-in-Charge.
- If a student behaves inappropriately, inform the Teacher-in-Charge. Parents may not discipline students.
- Please keep cell phone use to a minimum so as not to be distracted. Keep your focus on the children at all times.

Your participation and assistance makes these wonderful field trips possible. We thank you for your support and dedication.

2017-2018
NYC Public School Calendar

Please check the Department of Education Website for calendar updates, and for other important information:

2017

September 7, Thursday, **SCHOOL SESSION BEGINS FOR ALL STUDENTS.**

Schools are CLOSED on the following days:

September 21 & 22, Thursday & Friday - Rosh Hashanah

October 9, Monday - Columbus Day

November 7, Tuesday - Election Day

November 23 & 24, Thursday & Friday - *Thanksgiving Recess*

December 25, Monday through Monday, January 1, - *Winter Recess*
(January 2, Tuesday - STUDENTS RETURN TO SCHOOL)

2018

January 15, Monday - Dr. Martin Luther King Jr. Day

February 16, Friday, through February 23, Friday - *Midwinter Recess*

March 30, Friday, through April 6, Friday - *Spring Recess*
(April 9, Monday - STUDENTS RETURN TO SCHOOL)

May 28, Monday - Memorial Day

June 7, Thursday – Chancellor’s Conference Day - No school for students

June 11, Monday – Clerical Day – No school for students

June 15, Friday – Eid al-Fitr

June 26, Tuesday - **LAST DAY OF SCHOOL FOR ALL STUDENTS**

