

## **P.S. 132 Parent Handbook 2010-2011**

### **Arrival and Dismissal Procedures**

#### **Official School Hours:**

Pre-Kindergarten and Kindergarten – Monday through Friday - 8:10am to 2:20pm

Grades 1 to 5 – Monday through Thursday - 8:10am to 3:07pm

Fridays - 8:10am to 2:30pm

#### **Breakfast:**

Breakfast is served in the Cafeteria for students in Kindergarten through Fifth Grade. Pre-Kindergarten students will be served breakfast in the classroom at 8:10am.

The Cafeteria opens at 7:40am. Breakfast is served from 7:40am to 7:55am. Students in Kindergarten through Second Grade enter via the Conselyea Street Doors closest to Manhattan Avenue. Students in Grades 3 through 5 enter via the schoolyard doors located on Metropolitan Avenue closest to Manhattan Avenue. Only children eating breakfast will be permitted into the cafeteria between 7:40am and 7:55am. All other students should arrive at 8:00am.

#### **Arrival:**

School Doors will open for arrival at 8:00am and close at 8:10am SHARP. Anyone arriving after 8:10am must enter through the Main Entrance located on Manhattan Avenue and sign the late sheet.

**Pre-Kindergarten** students will enter through the Main Entrance on Manhattan Avenue starting at 8:00am. The Pre-K Family Worker will line the children up in the corridor outside of their classroom. At 8:10am the students will be escorted to their classroom by their teacher and paraprofessional.

**Kindergarten** students will arrive via the Conselyea Street Doors located closest to Graham Avenue starting at 8:00am. School personnel will line the children up in the corridor outside of their classroom. At 8:10am, the students will be escorted to their classroom by their teacher.

**First and Second Grade** students will enter via the Conselyea Street Doors closest to Manhattan Avenue starting at 8:00am and proceed to their assigned table in the Cafeteria. School personnel will be in the Cafeteria to supervise the children. Parents are not permitted in the lineup area. At 8:10am, the classroom teachers will meet their class and escort them to the classroom.

**Third through Fifth Grade** students will enter via the schoolyard doors located on Metropolitan Avenue, closest to Manhattan Avenue starting at 8:10am and proceed to the Schoolyard line-up area. School personnel will be in the Schoolyard to supervise the children. Parents are not permitted in the line-up area. At 8:10am, the classroom teachers will meet their class and escort them to the classroom.

#### **Dismissal:**

**Pre-Kindergarten** students will dismiss at 2:20pm, Monday to Friday through the Conselyea Street Doors located closest to Manhattan Avenue. Pre-Kindergarten will line up on Conselyea Street.

**Kindergarten** students will dismiss via the Metropolitan Avenue Doors closest to Graham Avenue. Kindergarten will line up on Metropolitan Avenue.

**First through Fifth Grade** students will dismiss at 3:05pm, Monday through Thursday, and at 2:30pm on Friday. First and Second Grade students will dismiss via the Conselyea Street Doors closest to Graham Avenue and line up on Conselyea Street. Third and Fourth Grade students will dismiss via the schoolyard doors located on Metropolitan Avenue, closest to Manhattan Avenue and line up on Metropolitan Avenue. Fifth Grade students will dismiss via the doors located on the corner of Manhattan and Metropolitan Avenues and line up on Metropolitan Avenue.

### **Attendance and Lateness Policy**

All students, Pre-Kindergarten to Fifth Grade are expected to attend school on time, everyday. The Department of Education requires students to maintain a minimum attendance rate of 90%. Parents of students who fail to meet this standard will be contacted by school personnel, the DOE Attendance Officer, and ACS.

Students returning to school after an absence must bring in an absence note from a parent/guardian or a doctor when necessary.

#### **Attendance incentives:**

##### **Students:**

Each month, students with perfect attendance receive an award at our monthly attendance ceremony. At the end of the school year, the families of students with perfect attendance are invited to attend an Attendance Award Ceremony and Breakfast.

##### **Classes:**

Classes with 5 consecutive days of perfect attendance receive a special surprise from the Attendance Fairy.

Classes with 10 days of perfect attendance receive a surprise trip.

At the end of the year, the 5 classes with the highest attendance average attend our annual Attendance Picnic in Alley Pond Park.

### **Visitors**

For the safety of our school community, all visitors are required to sign in at the front desk, receive a visitor's pass and report to the Main Office. The Parent Coordinator and the office staff will assist you with the purpose of your visit.

### **Blue Emergency Cards**

Two blue emergency cards are to be filled out for every student attending our school. The information on these cards should be complete and up to date at all times. These cards are the main resource for reaching parents/guardians and emergency contacts in regards to students.

### **Early Pick Up**

If you need to take your child out of school early, you must send a note in to your child's teacher advising them as to the time your child needs to be in the Main Office. In case of an emergency, you may call the Main Office to notify the school of the time your child is being picked up. All children leaving early from school must be signed out at the security desk. **Only those authorized on the Blue Card will be permitted to sign your child out.** If someone other than an authorized party will be picking up your child, you must notify the Main Office and I.D. must be presented at the time of pick up.

### **Lunch**

Lunch is provided for all students. School personnel supervise the children during all lunch periods and students are required to follow their direction. Breakfast/Lunch Menus are available at the beginning of each month on the school website. If your child will not be eating school lunch, he/she must bring his/her lunch in with them in the morning. Lunches are not to be delivered to your child during the school day.

#### **Lunch Periods:**

- Period 4 - 10:20am – 11:10am Grades K and 1
- Period 5 11:10am – 12:00pm Grades 2 and 3
- Period 6 – 12:00pm – 12:50pm Grades 4 and 5  
Pre-K in the classroom

### **Electronic Devices**

Students should not bring electronic devices such as cell phones, music players, games and cameras to school. **P.S. 132 cannot and will not be responsible for these items.** They must remain in the off position throughout the day. Any student found using these items in school will have them confiscated until a parent/guardian comes to school to retrieve it. **P.S. 132 will not make restitution for lost or stolen items.**

### **Medication**

Students are not permitted to carry medication in school at anytime. Medication cannot be administered by anyone other than the school nurse and only with proper documentation (Form 504). Please contact the school nurse with any medical questions you may have.

### **Communication**

**Home:** You are encouraged to communicate with your child's teacher. However, it is necessary to arrange an appointment during the teacher's prep. Please refer to the classroom schedule for teachers' available times. Teachers are not to be approached for a consultation when meeting lines, during classes, or at dismissal. If you experience any difficulty in arranging an appointment with a classroom teacher or need to meet with a cluster teacher, please contact the Parent Coordinator in the Main Office.

**School:** Every effort is made to keep parents well-informed of both school events and their child's progress. The school is responsible for distributing the necessary information, but it is the child's responsibility to deliver it to the parent. The following means of communication are used:

- |   |                                |
|---|--------------------------------|
| 1. School Folder/Letters/Email  | 2. Parent/ Teacher Conferences |
| 3. Home School Meetings   | 4. Parent Bulletin Board       |
| 5. blogsite <a href="http://shiningstar132.blogspot.com">http://shiningstar132.blogspot.com</a> | 6. Report Cards                |
| 7. School website <a href="http://www.ps132andyou.net">www.ps132andyou.net</a>                  | 8. School Calendar             |

### **Parent Coordinator**

The Parent coordinator is a liaison between parents and school staff and administration. The Parent Coordinator is available to answer parent questions and assist with issues concerning our students. Contact our Parent Coordinator in the Main Office or email at [ygarguilo@schools.nyc.gov](mailto:ygarguilo@schools.nyc.gov).

### **Parent Involvement Opportunities**

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

All parents/guardians of P.S. 132 students are members of the PTA. The PTA Executive Board is comprised of parents elected to oversee PTA business. PTA meetings are held the second week of every month. These meetings are an essential tool in parent/school communication. There are many opportunities to volunteer at numerous PTA events that directly benefit the students of our school.

#### **School Leadership Team (SLT):**

The SLT is comprised of 50% parent and 50% staff volunteers. Members commit to a two year term and an election may be held if necessary. The team meets once a month to discuss school issues and share ideas. The SLT responsibilities include the Comprehensive Education Plan and school budget. Any parent not on the SLT who is interested in attending a meeting may do so as an observer.

**Classroom Mommies/Daddies:**

Each year “Classroom Mommies/Daddies” volunteers help strengthen the home/school partnership by working with teachers on the daily activities of their child’s classroom. The responsibilities of “Classroom Mommies/Daddies” may include, but are not limited to, creating a class phone tree, organizing class parties/celebrations, and assisting with special class projects.

**Star Storytellers:**

Parents/guardians, grandparents, aunts, uncles and other family members are encouraged to volunteer to be a “Star Storyteller” and surprise your child with a visit to the classroom to share a favorite story. Volunteers are selected by classroom teachers twice a month and appointments are made around your schedule. This is a perfect opportunity for working parents to be involved in their child’s school day.

**Class Trip Chaperones:**

At least once a month, all classes Pre-K to Five attend field trips. Parent volunteers are chosen to chaperone these trips on a rotating basis, giving all parents an opportunity to chaperone their child’s class.

**2010-2011 School Year Calendar**

September 8, Wednesday- School begins for all students  
September 9, Thursday and  
September 10, Friday- Rosh Hashanah - SCHOOL CLOSED  
October 11, Monday- Columbus Day Observed – SCHOOL CLOSED  
November 2, Tuesday- Election Day – NO SCHOOL FOR STUDENTS  
November 11, Thursday- Veteran’s Day – SCHOOL CLOSED  
November 9, Tuesday- Parent/Teacher Conferences – HALF DAY FOR ALL STUDENTS  
November 25, Thursday and  
November 26, Friday- Thanksgiving Recess – SCHOOL CLOSED  
December 24, Friday through  
December 31, Friday- Winter Recess – SCHOOL CLOSED (Students Return January 3<sup>rd</sup>)  
January 17, Monday- Martin Luther King, Jr. Day – SCHOOL CLOSED  
February 21, Monday through  
February 25, Friday- Winter Recess – SCHOOL CLOSED (Students Return February 28<sup>th</sup>)  
March 15, Tuesday- Parent/Teacher Conferences – HALF DAY FOR ALL STUDENTS  
April 18, Monday through  
April 26, Tuesday- Spring Recess – SCHOOL CLOSED (Students Return April 27<sup>th</sup>)  
May 30, Monday- Memorial Day Observed – SCHOOL CLOSED  
June 7, Tuesday- Clerical Day – HALF DAY FOR ALL STUDENTS  
June 9, Thursday- Brooklyn/Queens Day – NO SCHOOL FOR STUDENTS  
June 16, Thursday- Clerical Day – HALF DAY FOR ALL STUDENTS  
June 28, Tuesday, LAST DAY OF SCHOOL – HALF DAY FOR ALL STUDENTS