

Parent Handbook 2018-2019



330 18th Street • Brooklyn, NY 11215

P.S. 295

The Studio School of Arts and Culture • A Magnet School

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School Website www.ps295.org

NYC Department of Education

Website: www.nycenet.edu or for General Information call 311

OUR MISSION

PS 295 is a community that understands that students have both talents and challenges. We believe that each child has the potential to meet high standards. Our flexibility comes in creating individual plans that provide students with specific supports that help them meet the standards. By nurturing strengths and talents, as well as recognizing that all children learn in different ways, we believe that an arts integrated curriculum and a character development focus cultivates a more meaningful discovery of self. We strive to support students socially, academically, culturally and artistically by incorporating Universal Design for Learning in all areas of the students' school life. Our strong professional development program provides ongoing learning and leadership opportunities for all staff members, while offering students an exemplar for becoming lifelong learners and leaders of the future.



ARRIVAL PROCEDURES

In an effort to ensure safety for all children we will continue with the same arrival and dismissal procedures. The overall goals of these procedures are for parents to remain outside of the building during arrival and dismissal to provide smooth and safe transitions for staff and children while continuing to welcome parents into the building to be a part of their child's education. The procedures below have been collaboratively developed with the School Leadership Team with the following themes in mind: safety, respect for family, existing community bond, and the importance of communication with staff and other parents.

****PS 295 entrance for arrival and dismissal will be held on the 19th street courtyard only. ****

Parents who enter through the 18th street entrance during arrival or dismissal will be asked to walk around the building to the 19th street entrance.

PRE-K ARRIVAL

The school day is from 8:20 A.M to 2:40 P.M. Monday through Friday. At arrival, all pre-k students will be escorted to their classrooms by their parents/guardians/sitters through the double doors located on 19th street (Door 6) at 8:15 a.m. Pre-K teachers will open their classroom doors to welcome the students at 8:20 a.m. We understand that the transition can be difficult for some students so we invite parents to stay for the month of September during the breakfast session of the day.

K – 5 ARRIVAL

The school day is from 8:20 AM to 2:40 P.M. Monday through Friday for all students. Parents have been advised to be sure to have their children to school by 8:15 a.m. in order to be ready to start the day on time. Students may arrive for breakfast in the cafeteria no earlier than 7:45 am.

Students eating breakfast will enter through the double doors located on 19th street (Door 6) unescorted. No parents will be allowed to enter the building for breakfast with their children. This is a Department of Education regulation. Staff will be assigned to supervise and ensure that all students are out of the breakfast area by 8:15 a.m.

Morning drop-off for grades 2 through 5 is in the 19th Street courtyard beginning at 7:45 am. Students in grades 2-5 will line up on their classes' designated line spot in the courtyard at 8:15am to await their teacher's arrival. Students in grades K and 1 will enter the building through the double doors in the courtyard unescorted and will wait at their classes' designated table. Grade 5 students will be sent to walk to their homerooms independently at 8:15am.

Students must not arrive in the 19th street courtyard or building before 7:45 am. At 7:45 am there will be a school aide, paraprofessional and/or administrator in the courtyard to supervise the children. Parents are encouraged to wait with their child for the teachers to arrive for pick up. Once the teachers have arrived, parents must step to the perimeter of the courtyard to ensure a smooth transition into the building. We ask that if you do bring a pet with you, please keep them on a

leash and with you at all times. We also ask that you step to the perimeter of the courtyard for the safety of the pets and students.

- **During inclement weather, students only will enter the building through the double doors on 19th street (Door 6.)** Students in grades K-2 will be escorted to tables to wait for teachers to pick them up in the cafeteria. Grades 3-5 will be sent to the auditorium to wait for teachers to pick them up. All areas will be supervised by PS 295 staff. Pre-K parents will continue to show their passes as they enter on 19th street, and then be directed to wait in the hallway by the Pre-K classrooms. Please note that classroom doors will not open until 8:20 am. We ask that you please exit through the same doors as you entered and that you do not go to any other part of the building will be escorted to their table or to the auditorium to wait for teachers to pick them up.
- Parents will not be permitted to wait in the building for their child's teacher during inclement weather. There will be no exceptions.
- **During the hours of arrival (7:45-8:45):** All parents and visitors must have 1) ID, 2) sign in upon entry at the 19th street side, 3) wear the visitor sticker in a visible location. This includes for Bagel Bits, Sharings/Celebrations and PTA meetings **At all other times, parents must go to the 18th street entrance to sign in. This includes during dismissal times.**

Parents have been advised that if they have an appointment with a staff member, they must enter through the 18th street entrance, if after 8:45am, sign in and go into the main office. Parents will not be permitted to wait with his/her child in the cafeteria during arrival. Teachers lead Kindergarten through Grade 4 students to their classrooms at 8:20 am. Grade 5 students will be sent to walk to their homerooms independently at 8:15am.

ATTENDANCE AND ABSENCE

Regular attendance is critical for a child's self-esteem and academic success. If your child is absent, please provide the teacher with a note of explanation. All absences are recorded and shared through periodic notifications to parents. Absences can be recorded as "excused" if a doctor's note is submitted as well as a note for religious observances or death in the family; however the absence will still remain on your child's attendance record.

If your child has been out of school with a contagious disease (such as chicken pox, strep throat, scarlet fever, etc.) you must bring a doctor's note. Please watch for excessive scratching, which is a sign of head lice. If your child has had head lice and is returning back to school, he or she must report to the nurse before returning to class.



BIRTHDAY CELEBRATIONS

Birthdays are important events in children's lives. However, our school days and curriculum requirements are very full. Parents of students in all grades who would like to acknowledge their child's birthday in school may do so only if they make arrangements with the classroom teacher one week in advance. Parents and teachers must adhere to the following guidelines:

- Birthday celebrations must be limited to the **last 15 minutes of the day.**
- Cupcakes or individual cakes/cookies/donuts are permitted. Cakes that need to be cut are not.
- Juice boxes or water bottles are permitted.
- "Goody bags" are not permitted.
- No more than two (2) family members may come to school for the celebration.
- Decorations, balloons, entertainment are not permitted.

BLUE EMERGENCY CONTACT CARDS

All parents **MUST** complete two blue emergency cards, one will remain in the main office and one is for the teacher. **Any changes to students' blue card, i.e. address and/or phone numbers, emergency contact etc. must be made in the**

main office with Liz or Stacy. FOR 4TH AND 5TH GRADE STUDENTS ONLY: Please indicate whether or not your child can walk home alone on the blue card and provide your child with a written consent, as well.

C



CLASSROOM VISITS (Bagel Bits)

PS 295 hosts “Bagel Bits” one Wednesday a month. Parents are invited to the Gym area for breakfast from 8:00-8:30 a.m. and visit the classrooms from 8:30-9:10 a.m. during different activities. When you are in the gym area meeting with the other parents, your children will remain downstairs on their class line and will be supervised until the teachers pick them up at 8:20 am. The dates for the 2018-2019 Bagel Bits are: October 10th, December 5th, January 9th, February 6th, April 10th and May 8th.

REQUESTING A MEETING WITH YOUR CHILD’S TEACHER

When there is something you wish discuss with your child’s teacher, please follow these procedures: First, write a note to the teacher requesting a time to meet. If the teacher doesn’t respond to your note promptly, please leave a phone message for the teacher in the main office. If you still need assistance reaching the teacher then contact the PS 295 Parent Coordinator (718-965-0390 x4105), who will help to arrange a meeting during the Tuesday parent engagement time from 2:40-3:20pm or another mutually acceptable time for a meeting between you and your child’s teacher. If you would like to contact your child’s teacher via email about a **non-urgent** matter, please refer to the PS 295 website (www.ps295.org) for a listing of email addresses. Staff members will respond within one week.

COMMUNICATION PROCEDURES

Notices from the Principal, teachers and PTA will be sent home once a week on Thursdays. This is called “Thursday News”. We are hoping to eliminate an excessive amount of paper being used and the misplacing of important notices. If you choose to “go green” and read the Thursday News on our website, please let us know and you will not receive a paper copy. Sending home notices once a week will also provide teachers and students with a structured time to carefully hand out and pack up notices in their folders. In the event that your child is absent on a Thursday, please check your child’s communication folder the following day. **Each Thursday we urge you to check your child’s communication folder for the “Thursday News” for a variety of information from the school.**

Also use the communication folder as a resource for communication with the teacher any day of the week. Please feel free to write your child’s teacher a note and place it in the communication folder at any time.

A PS 295 Calendar of Events will be sent home with the Thursday News each month. This calendar will provide you with important school events. Teachers will notify you about which social media that the grade has chosen to share information about curriculum and other classroom updates.

CPR/AED

Young people die from cardiac arrest on school and college campuses every year. In fact, according to the Mid America Heart Institute, 5,000-7,000 children and adolescents die from sudden cardiac arrest in the U.S. annually. Most of them could probably have been saved with prompt defibrillation. The sad reality is that anyone can be a victim — even young and seemingly healthy people. For this reason the DOE has made a concerted effort to increase awareness and help schools be prepared to respond immediately with the proper care. In accordance with DOE regulations, we have trained a team building members in the use of CPR (cardiopulmonary resuscitation) and a **DEFIBULATOR (AED)**: Susan Campbell,

Bernard Pamilar, Laurie Goeringer, Jen O'Hagan, Kelly Desfosse, Sergio Borrero, Joan Radigan, Sherese Jackson, Derek Wohlleb, along with other members of the MS 443 staff.

The AED unit is located next to the security desk at the 18th Street entrance (the main entrance). In the event of a medical emergency, staff members are instructed to contact the main office or one of the principals' or assistant principals' offices if no trained responders are in the vicinity.

CURRICULUM OVERVIEW

The curriculum at PS 295 utilizes a balanced literacy approach, with arts integration in the content areas. It is designed to help students become confident, competent readers and independent learners. Small group instruction and cooperative learning approaches allow for effective assessment and teaching.

PS 295's **MEET THE STAFF NIGHT** will be held on Monday September 17th from 4:30-7:30pm. A schedule of events will follow. Parents are invited to hear a description of the school curriculum and have the opportunity to attend workshops and ask questions about teaching methods, classroom schedules, etc.

THE ARTS: PS 295 students have creative movement, art, drama and music classes weekly. The arts are an integral part of the core curriculum at PS 295. We also follow the "Citywide Blueprint" curriculum written by the NYC Department of Education to provide every child with a quality arts education. For more on this, go to

www.nycenet.edu/projectarts/PAGES/A-childFirst.htm. You may also want to look at www.nycenet.edu/projectarts/.

SCIENCE: Grades Pre-K through 5 have weekly science classes where they engage in hands-on learning and are provided with opportunities for exploration.

SOCIAL STUDIES: Grades Pre-K through 5 have weekly social studies classes integrated into the literacy program by the classroom teacher.

LITERACY: PS 295 follows the workshop model for teaching literacy based on the balanced literacy approach. Teachers implement reading and writing workshops by collaboratively planning units of study. Instruction is differentiated to meet the needs of the diverse student population.

MATH: PS 295 follows the workshop model for teaching mathematics and Go Math as well as our own investigative math. Each class starts the day with "morning math" and includes at least one period of daily math instruction.

LIBRARY: PS 295's beautiful library is stacked with books and anticipate a schedule that will offer parents times to come in to the Library to attend workshops and make use of the resources we have. Students in all grades will have opportunities to visit the Library regularly.

SEEDS OF KINDNESS: This social-emotional cluster provides students with the behavioral supports and social culture needed in order to achieve social, emotional and academic success. In addition, Ms. Weseen will be working with our new Physical Education teacher, Ms. Annmarie Van Duren, and conducting the yoga portion of the movement program, as well as small-group intervention and lunch clubs.

D



DISMISSAL PROCEDURES

PRE-K DISMISSAL

At dismissal, all pre-k students will be escorted from their classrooms by their parents/guardians through Door 7 at 2:35 p.m. At 2:50 p.m. teachers will escort any student that has not been picked up to the music room (former Drama) where an administrator, parent coordinator and safety agent will supervise late pick-ups

K-5 DISMISSAL AND PARENT LATENESS

Afternoon pick-up is in the 19th Street courtyard at 2:40 p.m. Students in grades 1-5 will be escorted out of the building by their teachers through the 19th street double doors. Kindergarten students will be seated at individual class tables in the cafeteria. Parents will go through Door 7 where Ms. Caban will view their passes. **Parents will not be permitted to wait inside the building during dismissal.**

During inclement weather each grade will use the 19th street double doors to exit. All parents must wait in the courtyard for their child. We ask that parents be prepared to wait outside during inclement weather by arriving as close to dismissal time as possible and by bringing an umbrella. During exceptionally inclement weather (snow, torrential rain, etc.), dismissal will be indoors. Students will be seated in the cafeteria by grade. Staff members will quickly dismiss each child to his/her parent or designated pick-up person. We are encouraging parents and teachers to be prompt and parents need to leave immediately after securing his/her child to avoid overcrowding in the small area.

At 2:50 p.m. teachers will escort any student that has not been picked up to the music (former Drama) room where an administrator, parent coordinator and safety agent will supervise late pick-ups. Parents will be required to sign their child out in the "late book" as parent lateness is recorded. Please keep in mind that consistent lateness can be upsetting for the child and is disruptive to the staff. As always, in an emergency situation, please call the main office and explain your lateness and we will be happy to work with you and care for your child. Aside from an occasional accommodation, please understand that it is not the responsibility of our staff to supervise your children when they are picked up after 2:40pm on a consistent basis. Under these circumstances, students will be sent to the afterschool program for a fee and will be supervised until parents arrive to pick them up.

Please note that the 19th street entrance will be unlocked from 7:45-8:45 a.m. and 2:35-3:00 p.m. At all other times the 18th street entrance will be available for use.

To leave school before dismissal, children must be signed-out in the main office by their parent/guardian but not after 2:20pm.



EMERGENCIES

If you need to reach your child **in an emergency**, call the main office at **718-965-0390** and a message will be delivered to your child's classroom as quickly as possible. If you cannot reach the main office, you may also call Sergio Borrero, the PS 295 Parent Coordinator at **718-965-0390 x 4105**. If he is not available, please call Enid Parra, the MS 443/New Voices Parent Coordinator at **347-563-5377**.

If a student has a **minor accident during school hours**, a classmate will escort the student to the nurse's office for first aid. The school nurse will notify you via telephone or letter.

If a student has an **emergency during school hours**, the school will contact the parents/guardians and others listed on the child's **Emergency Contact Card**.

Blue emergency contact cards are extremely important. They must be up to date at all times with current phone numbers and addresses. They also must include any allergies!!



FIELD TRIPS

Several times during the year, each grade enjoys field trips to cultural institutions. Students must have written consent from a parent or guardian to go on trips. Parents will be notified in advance about the trip itself, the cost of the trip (if any), and whether parent chaperones are needed. All parents must sign a permission slip in order for the child to attend. If in the event, there is not a permission slip, your child will remain at the school engaged in class work provided by the teacher.



HOMEWORK

Student's Responsibilities	Family's Responsibilities	Teacher's Responsibilities
<ul style="list-style-type: none"> • To understand all homework assignments by listening to directions, asking questions when something is unclear and reading directions. • To gather all materials necessary to complete assignments before leaving the classroom at the end of the school day. • To complete all assignments to the best of your ability. • To make up any missed homework that your teacher requires. 	<ul style="list-style-type: none"> • To provide a routine and an environment that is conducive to doing homework (a quiet and consistent place and time, and all necessary materials). • To offer assistance but <i>not</i> do the actual homework. • To notify your child's teacher if the homework presents a problem. • To read all school notices and to respond in a timely manner. • To empty your child's backpack regularly. 	<ul style="list-style-type: none"> • To provide purposeful homework. • To include clear directions and instruction. • To implement a system for routinely checking homework and offering construction feedback. • To communicate to the student and family what is expected for completing homework successfully. • To communicate with families when students are not consistently completing assignments. • To offer students support when struggling with homework independently. • To differentiate homework based on needs of students when necessary.

Grading Homework

Consistently completing homework builds good work habits and responsibility. Just as students are responsible for the completion of homework, teachers are accountable for checking homework and providing productive feedback on a consistent basis. Students are responsible for transferring the information learned during the school day and trying their best to accurately and neatly complete assignments. When teachers notice inaccurate homework, they intervene by supporting the student in class and reaching out to parents.

Each grade team works together to create homework for the entire grade. This builds consistency on each grade level and occurs on all grades. Teachers should keep in mind the abilities of the students and making modifications as necessary. Sample homework packets and plans are posted on the school website and will be discussed on curriculum night.

The same consistency is true for providing productive feedback to the students. All teachers in grades K-5 work together to create a policy for checking homework and age appropriate consequences for making up homework when necessary. On all grade levels, teachers contact parents, either verbally or written, when their child is struggling or not completing homework. Students who consistently do not complete homework may have to make it up during their snack break, center time or recess, depending on their grade level. Students will be shown and guided on the expectations for quality homework. For example, assignments should be neat and represent their best attempt to complete the task(s) given. All students will become familiar with the homework rubrics and expectations and how this is part of their responsibility as a student.

Brief Description of Homework

Homework includes reading every night, as this is an important part of helping each child develop the habit of being a lifelong reader. In grades 1-5, filling in a nightly reading log is a requirement. The written assignments over the course of a week include a balance of assignments in other content areas such as spelling, math, science and social studies, as well as long-term projects. In grades 3-5, writing each night is a requirement. We believe that homework helps our students build stamina for completing tasks more independently while better preparing them for their role as a lifelong learner.

In Kindergarten, homework is for parents and children to spend time together with books. From September – December, homework is optional in Kindergarten to establish routines. Then from January-June it becomes mandatory. Often, especially in the beginning of

the year, this will mean parents reading aloud to children. As the year progresses and kindergarten children bring books home from school, children may be reading both to and with their parents or guardians.

There is no doubt that different children will take different amounts of time to complete homework. Parents should reach out to you if their child is struggling with homework. Please be responsive to the parent and plan accordingly. The following chart shows what we believe is approximately the appropriate amount of time for children in each grade to be spending on homework.

Reading Homework

These are the recommended reading times for the different grades. Depending on the grade and time of year, the amount of time spent reading at home and the type of reading done will vary. Our purpose for reading HW is to help the children grow as readers by exposure to texts in the early grades and by increasing their comprehension skills and independent reading stamina through leveled texts as they move into the upper grades.

Grades K & 1	READING (to, with or by children) "Reading is the sharing of meaning. It is interaction between the giver and the receiver . . . reading is part of any exchange of meaning through text." (Mooney, Reading To, With, and By Children, 1990)			
	SEPTEMBER (nightly Monday through Thursday)	JUNE(nightly Monday through Thursday)		WEEKEND READING
Kindergarten	10 minutes This reading can be- -reading with someone -being read to by someone -reading independently	10 minutes - Reading can be- -reading with someone -being read to by someone 5 minutes -reading independently		At least 10 minutes This reading can be- -reading with someone -being read to by someone -reading independently
Grade 1	20 minutes This reading can be- -reading with someone -being read to by someone -reading independently	20 minutes - reading independently		At least 20 minutes This reading can be- -reading with someone -being read to by someone -reading independently
Grades 2 - 5	INDEPENDENT READING "Successful independent reading means the individual can process the text with ease, fluency, and understanding using her current strategies and skills." "Our purpose in literacy education is to help readers learn more as readers – to nudge them beyond their current development and help them expand their processing systems." (Fountas & Pinnell, Leveled Books, p. 83 & p. 4)			
	SEPTEMBER (nightly M-TH)	JANUARY (nightly M-TH)	JUNE (nightly M-TH)	WEEKEND READING
Grade 2	20 minutes -reading independently	25 minutes -reading independently	30 minutes -reading independently	At least 40 minutes -reading independently
Grade 3	25 minutes -reading independently	30 minutes -reading independently	35 minutes -reading independently	At least 60 minutes -reading independently
Grade 4	25 minutes -reading independently	30 minutes -reading independently	35 minutes -reading independently	At least 60 minutes -reading independently
Grade 5	30 minutes -reading independently	35 minutes -reading independently	40 minutes -reading independently	At least 60 minutes -reading independently

HOMEWORK GUIDELINES: MINUTES PER SUBJECT AREA

GRADE	READING <i>(to, with or by children)</i>		WRITTEN		MATH	
	Reading can be in various types of texts. When a reading response is assigned, it should be considered part of the reading requirement.		Writing can also be in content area and/or include word study		Math can consist of in depth problem solving situations or skill building activities. Be conscious of the number of skill based problems given.	
	SEPTEMBER	JANUARY	SEPTEMBER	JANUARY	SEPTEMBER	JANUARY
Kindergarten	10	10	optional	occasionally	optional	3x a week
Grade 1	20	20	occasionally	2-3x a week	3-4x a week	daily
Grade 2	20	25	2-3x a week	daily	daily	daily
Grade 3	25	30	daily	daily	daily	daily
Grade 4	25	30	daily	daily	daily	daily
Grade 5	30	35	daily	daily	daily	daily

L



LATENESS

Punctuality is imperative. Students are considered late at 8:25 a.m. Students who arrive at 8:25 a.m. will receive a late pass from a staff member at the 19th street double door entrance. Students who arrive after 8:45 a.m. must enter on the 18th street side and will receive a late pass from a school aide. All lateness is recorded on your child's record and can affect entrance into middle school. The 19th street entrance will be locked after 8:45 a.m. To enter the building after 8:45 a.m. you must use the 18th street entrance.

M



MEDICATION

Neither teachers nor the school nurse may dispense any medications unless the student has a "504 form" on file. If your child needs any medication, please speak with the school nurse. If your child has a medical problem such as asthma, please also inform the classroom teacher directly so that s/he will be aware of any medical needs your child might have during the day.



PARENT INVOLVEMENT

PARENT VOLUNTEERS

We are very proud of the active partnership at PS 295 between parents and the school. Parents help at PS 295 by volunteering for special initiatives or events, joining the PTA and its committees, helping in the library, serving on the PTA Executive Committee or joining the School Leadership Team (SLT).

Many parents volunteer in the classrooms in response to a teacher's request. Teachers who would like to have volunteers in their class will plan the time when they most need volunteers so that the Parent Coordinator knows which volunteers are coming and when. Teachers will let the parent volunteers know what is expected of them in the classroom or on trips. If a parent is a regularly scheduled classroom volunteer, that parent's name and volunteer schedule will be given to the Parent Coordinator.

Parents who are not able to come in during school hours might be able to assist with other projects such as developing class lists, making phone calls to other parents about upcoming events, preparing book orders, seeking grants or donations, and assisting with other classroom-related clerical work.

CLASS PARENTS

Class parents are an integral part of PS 295. Each class should have one to two class parents. The PTA will be reaching out to teachers for input about class parent responsibilities and recruitment. Below is a list of class parent responsibilities supplied by the PTA.

CLASS PARENT RESPONSIBILITIES:

1. Attend an orientation meeting in the Fall.
2. Create and distribute class directory.
3. Send out requests as needed by a teacher, i.e. class supplies, chaperones for field trips
4. Send out communication regarding class-specific events, updates, changes in schedules, etc.
5. Provide feedback about school events and parent participation to the PTA

PARENT COORDINATOR

We encourage parents to meet with or contact the PS 295 Parent Coordinator: Sergio Borrero. The Parent Coordinator's role is to assist parents and guardians with school-related problems, and to enhance communication among parents, teachers and the school. In conjunction with the academic coaches, teachers and the principal, the Parent Coordinator at PS 295 will organize workshops to help parents improve the literacy and learning environment at home. Other workshops and meetings will keep parents informed of the school curriculum and will offer strategies for getting more involved with their children's education. The Parent Coordinator works closely with the PTA, the School Leadership Team (SLT) and the Class Parents. The PS 295 Parent Coordinator may be reached by phone at 718-965-0390, ext 4105 or by email at SBorrero2@schools.nyc.gov.

PTA

The mission of the PS 295 is to expand and enhance the opportunities for education and personal growth available to each student at PS 295. This take many forms:

- By planning and assisting in events and programs that bring our diverse school family together to get to know each other and connect.
- By raising funds through events, programs, parent donations, outside grants, and other source the PTA helps the school provide programs in all areas including music, dance and technology.
- By helping families at the school understand the opportunities available to them and make sure their needs and concerns are understood and addressed by the school's leadership.

- Each spring, the PTA membership elects parents to serve in the roles listed below. Terms last one year with a two-year. The Executive Committee meets once each month to discuss PTA business, events and programs, as well as various issues in the school and its community. You should feel free to contact your EC members any time you have questions or issues you'd like to talk over

Co-Presidents: vacant*

VP Programs: Katrina Motch vpprograms@ps295.org

VP Development: vacant*

VP Parent Engagement: Rebecca Stein vpparentengagement@ps295.org

Secretaries: Janelle Gellizeau, Stefanie Albaeck secretary@ps295.org

Treasurers: Allie Rex, Jasmin Castro treasurer@ps295.org

New Families Ambassador: vacant*

**This Fall, there will be an expedited election at the first PTA meeting to fill vacancies not filled last Spring. This list will be updated after the expedited election.*

PBIS: POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS

Positive Behavior Intervention and Supports is a school-wide initiative to maximize academic achievement and behavioral competence. It is school-wide strategies for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in their learning.

As part of the PBIS program, we will establish several guiding principles for the behavior we expect in all areas of our school. We will explicitly teach those expectations to the students and reward them frequently with positive notes and prizes for their great behavior. The expectations for all student behavior will be clear throughout our building and playground areas, cafeteria, gymnasium, and classrooms.

You will be able to ask your child, "What are the rules in your school?" "How do you follow those rules?" "What happens when a teacher sees you following the rules?"

Our school rules will specifically address negative behaviors by providing a clear overview of what being responsible, respectful and safe means throughout our school building. Our ultimate goal is for all students to enjoy a safer school environment and have more time for instruction. We will apply consistent consequences and positive reinforcement for all kids. By detailing every expected behavior and teaching to kids in a positive way, we will provide a common language for everyone in our building, including students, teachers, front office staff and our paraprofessionals.

PBIS: ACTION REPORTS

We believe that by helping students practice good behavior, we will build a school community where all students have a positive and successful learning environment. Through a growth mindset that reinforces our belief that all children will reach high levels of success with hard work and practice, we will be modeling the academic and personal behaviors to help all children become the best students they can be.

When any one of a child's basic needs is unmet, a child can misbehave in order to get that need met. The mistaken goals are a means to fulfill those unmet needs in ways that are inappropriate. Student misbehavior is always an opportunity to let a student know that our main goal is to help them. A conversation will happen after the student has been reminded of expected behavior at least 2 times. Part of this discussion will include the potential consequences if the behavior continues.

If the behavior continues or is repetitive, then teachers have the option to try another intervention such as a seat change, time out in the classroom or out of the classroom. If these interventions to get a student back on track do not work then an action report will be given. **REFLECTION SHEETS** are the school's way of reporting to parents the struggles that their child has had in school. They are unofficial documents that **DO NOT** go on any student's official record. We ask that parents discuss the reflection sheets with their child at home and help them reflect on more positive ways to deal with situations. We also ask that parent's sign the action report and return it to their child's teacher the school next day. If a student receives 3 reflection sheets, the teachers have been directed to talk to administration and call home. If the behavior continues, a meeting will be scheduled with the administration, teacher, student and parent to discuss concerns and create a supportive plan. Please note, however, that students who continue to receive action reports may face additional disciplinary measures.

We encourage parents and guardians to remind their children that disruptive or unacceptable behavior hurts all children. When it does occur, it will be discussed with the children involved and their parents or guardians. In setting standards of behavior and discipline procedures, PS 295 follows the NYC Department of Education's *Citywide Standards of Discipline and Intervention Measures*. This document is distributed to all parents and is also available online at:

<http://schools.nyc.gov/NR/rdonlyres/2942494E-7CD8-4CBD-86FC-E34A14FE1852/0/DisciplineCodeK5FINALforPostingaddtledits4517.pdf>

PS 295 WEBSITE & SOCIAL MEDIA

Our goal is to provide useful and timely information, chronicle the many events and accomplishments throughout the year, and offer a means of communication between parents, teachers, students, and the administration. Our website can be found at www.ps295.org. You can also keep in touch online —Facebook, Parent Group, YouTube. Feel free to send photos/videos of school events and performances that can be shared to vpparentengagement@ps295.org. Information you think would be of interest to fellow families (classes/events outside of school) can be shared on our members-only Parent Group directly at PS295PTA@groups.io.

REPORT CARDS and STUDENT PROGRESS

Report Cards are distributed three times per year. Parent/Teacher conferences will be held on November 15th and March 13th. We will schedule both sessions all in one day from 12:30-2:30pm and 4:30-7:30pm. We request that you return the appointment time letter to your child's teacher as soon as you receive it so we can ensure ample time for each student.

In addition to the three report cards, a progress report will be sent home for all students in January. In May, only at-risk students and students with IEPs will receive one. This is a brief snapshot of each student at that period of time. This will help keep parents better informed of their child's progress.



SECURITY

The security of our building is a top priority of our school community. Our security procedures are as follows:

- Pre-K parents will receive a lanyard to enter the school that they must show to enter 19th street double doors upon arrival and dismissal.
- **During the hours of arrival (7:45-8:45):** All other parents and visitors must have 1) ID, 2) sign in upon entry at the 19th street side, 3) wear the visitor sticker in a visible location. This includes for Bagel Bits, Sharings/Celebrations and meetings **At all other times, parents must go to the 18th street entrance to sign in with security. This includes dismissal.**
- If a parent is a regularly scheduled classroom volunteer, that parent's name and volunteer schedule will be given to the Parent Coordinator. While these volunteers are in the school, they must wear a lanyard. Volunteers are also required to sign in and out at the security desk. The Parent Coordinator or the teachers will inform the security guard when parents will be expected (for example, at celebrations, to volunteer with projects, etc.)
- The 19th Street entrance is to be used by PS 295 for the morning drop-off and afternoon pick-up only. At all other times, all parents and visitors must enter and exit from the 18th Street entrance.

MISSING STUDENT PROTOCOL:

- As a result of Avonte's Law, instituted during 2015, all exterior doors in our building have been alarmed. These doors are to remain closed and will have signage indicating if there is a designated time frame for their opening.

DRILLS

- Schools are required to conduct a minimum of 10 evacuation drills and 2 soft lockdown drills per year.
- Families will be informed of General Response Protocols and all drills.
- Expectations for behavior during fire drills will be discussed and established early in September.

SCHOOL LEADERSHIP TEAM (SLT)

PS 295 is governed by a School Leadership Team (SLT) comprised of the Principal, Assistant Principal, two PTA officers, elected teachers and parents. The core responsibility of the SLT is to develop the school's Comprehensive Educational Plan (CEP) that is aligned with school budget. In that role the team evaluates the effectiveness of the school's educational programs and their impact on student achievement. The SLT sets priorities for budget, staffing, curriculum, parent involvement, building maintenance, security and future growth. Elections are held in the late spring. Elected members serve a term of two years. Meetings are open to all parents to observe; however, only SLT members may vote and participate in conversation during meetings.

HOW TO ACCESS YOUR SLT

If you have a subject to be addressed by the SLT, please place a written request in the SLT mailbox located in the main office at least two weeks in advance of scheduled meetings. Please refer to our school website, www.ps295.org, for the SLT schedule of meetings. 2018-2019 Parent members of SLT:

Katrina Motch, Amanda Bissell, Maria Perez, Nomi Altabef, Ellen Cerniglia

SPECIAL EVENTS AND PROGRAMS

BOOK FAIR

Book fair will be held on November 15-17- parent volunteers will be needed to help kids buy books.

BROOKLYN BOOGIE BRUNCH

Rock the day away with music, food, face-painting, crafts, and more. Date: TBD

FIELD DAY

This is a community sporting event at Prospect Park. Students in all grades play games and run races during a full day of friendly competitions. Families are encouraged to join us and cheer them on! Spring TBD

HALLOWEEN DANCE

Sponsored by the PTA, the Annual Dance-a- thon is a day of music, dancing, food and fun. The Halloween Dance will be held on Saturday, October 27th.

DANCE SHARE

This dance share is the culmination of a unit from the Creative Movement program. All students in grades Pre-K through 5 perform short pieces to highlight what they have been learning. The dance share takes place in the auditorium. Families are welcome. Date: Spring TBD

SCHOOL PICTURE DAY

Individual and class photos capture this precious year in each student's life on Thursday, October 18.

SPRING FLING AUCTION & CELEBRATION

Our online auction is your chance to score vacation homes, sporting event tickets, certificates to restaurants and hotels, summer camps or classes for any age at a fraction of the cost! Then come celebrate the season with us at a catered party to end the auction. Spring Fling is scheduled April 6th.

SPRING ARTS FESTIVAL

Produced by the PTA and teachers, the Spring Arts Festival is an end-of-week affair with games, prizes, crafts, raffles, food, music and more. All students are included. For many families, this event is one of the highlights of the year and a favorite opportunity for parent volunteering. There may be some performances by the students, along with a showing of their art work. The Spring Arts Festival Date: Friday, June 7th

TOUCH-A-TRUCK

Produced and sponsored by the PTA, Touch-A-Truck is a school community event that delights families and children to interact with all sorts of trucks including fire trucks, dump trucks, old fashion ice cream trucks and more. This is a weekend event that is now one of the PTA's largest fundraisers of the year. Touch-A-Truck will be held on Saturday, May 18th.

WINTER THEATRICAL PRODUCTION

This year auditions for the theatrical production will be open to 5th grade students only on September 17th and 18th. The fourth grade students can be a part of the production by participating in dance clubs. Parental involvement is welcome as we sew costumes; paint the scenery and much more. More information to follow for 4th & 5th grade parents soon.

AFTER-SCHOOL PROGRAMS

CBE AFTER SCHOOL KIDS, BETH ELOHIM AT PS 295: We are offering an on-site enrichment program here at PS 295 that is a satellite program of the very popular Beth Elohim After School Center. This fee based program offers an exciting schedule of classes with a flexible schedule for busy parents from 2:40 to as late as 6:00 PM. Parents can choose the schedule that works for them. For example: children can attend as little as one enrichment class per week ending at 4:45 or as much as a full day until 6:00 PM that includes an enrichment class plus homework time. The menu of options is extensive. More information, including cost, schedule of activities and the online registration can be found on our website at www.ps295.org.

STAFF DEVELOPMENT

PS 295 provides ongoing opportunities for teachers' professional development. Our collaboration with Columbia University's Teachers College focuses on children's reading and writing projects; Also, PS 295 will continue to participate in collaboration with City College and Math in the City. Other teacher development opportunities include workshops in literature, math in-service training, mentoring, conferences and site visits

STUDENT SUPPORT

PS 295 is dedicated to helping students achieve their best performance and meet New York State and City standards. Programs that address this commitment include:

English as a New Language (ENL) – assists students who are learning English as a second language.

Speech and Language – assists students with additional needs in speech and language development.

Occupational and Physical Therapy - assists students with fine and gross motor skills

Guidance Counseling – Our **Guidance Counselor's** office is located in the library. She offers counseling to students, runs a variety of guidance groups, and mediates conflicts between students. PS 295 also has a **Bi-Lingual Social Worker** and a **School Psychologist** as part of our **School-Based Support Team (SBST)**.

SETSS – Special Education Teacher Support Services for student who need additional support in literacy and math.

Integrated Co-Teaching (ICT) – currently runs through grade 5. These inclusion classes have two teachers integrating special education and general education students, serving children at all levels.

Free or low-cost medical insurance is available for every child through "Child Health Plus." Please see the **Nurse** or the Parent Coordinator for information.

STUDENT MEALS

Free breakfast is available to all PS 295 students from 7:45 AM to 8:15 AM in the cafeteria. Students should not arrive for breakfast before 7:45 AM. Parents are not permitted in the breakfast area.

PS 295 is a Universal Free Meals school and breakfast and lunch are free for all students. Children can opt to bring lunch from home on any day. Weekly menus are posted on the wall in the cafeteria and are available online at www.opt-osfns.org/osfns/ (select "**Brooklyn II/S.I.**" under "Menus by Borough"). Please note that menus are subject to change.

STUDENT CELL PHONE/ELECTRONIC DEVICE USE

Beginning on Monday, March 2, 2015 a new Department of Education regulation was put into effect allowing students to bring their cell phones, computing devices, and portable music and entertainment systems to school. Each school is required to establish a school-based policy regarding the use of such items in school. Below are both the DOE and PS 295's policies for your information:

DOE POLICY is as follows:

- A. Students are permitted to bring the following electronic items to school: cell phones; laptops, tablets, iPads and other similar computing devices (“computing devices”); and portable music and entertainment systems (such as iPods, MP3 players, PSP and Nintendo DS)
- B. Cell phones and portable music and entertainment systems may not be turned on or used during the administration of any school quiz, test or examination
- C. Computing devices may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan.
- D. Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises.
- E. Cell phones, computing devices, and portable music and entertainment systems may not be used in locker rooms or bathrooms.

PS 295 POLICY is as follows:

From this point forward, students may bring cell phones, computing devices, and portable music and entertainment systems to school, but they may not be turned on or used at school. In addition, the responsibility for these items will solely be on the owner. The school will take no responsibility for the loss of any cell phones, computing devices, portable music and entertainment systems.

Students who use cell phones, computing devices and/or portable music and entertainment systems in violation of the DOE’s Discipline Code, the school’s policy, Chancellor’s Regulation A-413, and/or the DOE’s Internet Acceptable Use and Safety Policy (“IAUSP”) will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code. If a school confiscates a cell phone, computing device, or portable music or entertainment system for violation of these codes, the principal/designee must contact the student’s parent.

CHECKLIST OF REQUIRED FORMS

It is necessary that you complete these forms in a timely manner. The Community Walk permission slip and the Photo Release forms are attached. Return them to your child’s teacher by placing them in your child’s folder. You will receive all other forms in the early days of school. Complete them upon receipt, and return in your child’s orange folder.

- Permission Slip for Community Walks:** This allows your child to accompany his/ her class on neighborhood walks and on trips to the playground.
- Photo Release Form:** This permits the photographing of your child to document activities and display artwork and achievements around the school building and possibly on the school website.
- Permission to Walk Home Alone:** This allows 4th and 5th grade students to go home alone.
- School-Parent Contract:** Please read carefully, sign and return to your child’s teacher.
- Parent Information Form:** This form provides the classroom teacher and class parents with information to contact families and is held in the classroom for daily use.
- Emergency “Blue Card”:** This enables the school to contact you should the need arise. Be sure to include at least three emergency contacts

PS 295

The Studio School of Arts and Culture

330 18th Street, Brooklyn New York 11215 718 965-0390 FAX 718 965-0603

Linda Mazza, Principal

Lisa Pagano, Assistant Principal

Permission Slip for Community Walks

My child, _____, may accompany his/ her class on all neighborhood walks within a half-mile radius and trips to the playground from September 2018 through June 2019.

Parent Signature _____

Date _____

Classroom

PS 295

The Studio School of Arts and Culture

330 18th Street, Brooklyn New York 11215 718 965-0390 FAX 718 965-0603

Linda Mazza, Principal

Lisa Pagano, Assistant Principal

CONSENT TO PHOTOGRAPH, FILM, OR VIDEOTAPE A STUDENT FOR NON-PROFIT USE
(e.g. educational, public service, or health awareness purposes)

Student Name: _____ School: PS 295

I hereby consent to the participation in interviews, the use of quotes, and the taking of photographs, movies or video tapes of the student named above by _____.

I also grant to PS 295 the right to edit, use, and reuse said products for non-profit purposes including use in print, on the internet, and all other forms of media.

I also hereby release the New York City Department of Education and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

Signature of Parent/Guardian: _____ Date: _____

Address of Parent/Guardian: _____

Classroom

PS 295

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330 18th Street, Brooklyn New York 11215 718 965-0390 FAX 718 965-0603

Linda Mazza, Principal

Lisa Pagano, Assistant Principal

Permission to Walk Home Alone

If your child is in the 4th or 5th grade only he/she may walk home alone with parent consent. Please complete the form below only if you would like your 4th or 5th grade child to walk home alone. If your child is in an after school program check both options below.

_____ I give my child _____ permission to walk home alone from school each day. I am aware that dismissal is at 2:40.

_____ I give my child _____ permission to walk home alone from the after school program each day. I am aware that dismissal from after school program is at 5:45 PM.

Parent's Signature: _____

Date: _____

Classroom

PS 295 School Parent Contract

School Responsibilities/PS 295 will:

⇒ Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

By providing small class size where possible in heterogeneously grouped classes, as well as intensive professional development for teachers, we will provide our students with a child centered, arts enriched, risk free learning environment that encourages independence and fosters academic achievement.

⇒ Provide parents with frequent reports on their children's progress and hold parent-teacher conferences to discuss the individual child's achievement. Specifically, the school will provide reports as follows:

Three report cards in November, March and June with report card grades and a narrative on individual progress as well as two additional progress reports that will include student goals in January and May.

⇒ Provide parents reasonable access to staff and means for communication. Specifically, staff will be available for consultation with parents as follows:

Parents can contact staff through the school secretary or the parent coordinator to schedule meetings. Using the orange communication folder, parents can also send in a note to the teacher. Additionally, the school is in the process of developing a school web-site with valuable information along with DOE emails of staff members to support consistent communication. Every other month teachers create a grade newsletter to update parents on special events and curricular initiatives.

⇒ Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows:

Each month parents are invited to Bagel Bits to observe and participate in different aspects of the curriculum. Both the drama and dance programs have multiple grade sharings each year. Parents are also invited to volunteer by sharing an expertise in classroom activities. Several times a year, grades engage in publishing parties to share their writing with families. We also encourage and invite parents to attend holiday celebrations, class trips and help with special classroom projects. Periodic parent workshops provide parents with learning opportunities to support their child's academic progress. We also continue our most popular community events such as grade performances at assemblies, Field Day at Prospect Park, the Spring Arts Festival and the Dance Share.

Parent Responsibilities

We as parents will support our children's learning in the following ways:

- ⇒ Make education a priority in our home by:
 - making sure my child is on time and prepared every day for school;
 - promoting good attendance;
 - talking with my child about his/her activities every day;
 - scheduling daily homework time;
 - providing an environment conducive for study;
 - making sure that homework is completed and punctual.
- ⇒ Volunteer in my child's classroom when possible;
- ⇒ Participate, as appropriate, in decisions relating to my children's education;
- ⇒ Participate in school activities on a regular basis;
- ⇒ Stay informed about my child's education and communicate with the school by promptly reading all notices from the school or the DOE either received by my child or by mail and responding as appropriate;

- ⇒ Read together with my child every day and play math games;
- ⇒ Communicate positive values and character traits, such as respect for others, hard work and responsibility;
- ⇒ Help my child accept consequences for negative behavior;
- ⇒ Be aware of and follow the rules and regulations of the school;
- ⇒ Support the school's discipline policy;
- ⇒ Express high expectations and offer praise and encouragement for achievement;
- ⇒ Communicate pertinent information to school in regards to social and academic achievement.

	Signature	Date
Parent(s) – Print Name		
Student (if applicable)- Print Name		

Parent Contact Form 2018-2019

This form will be used by your child's teacher, class parents & the PTA to notify you of important classroom updates. This MUST be completed and returned to your child's teacher no later than

FRIDAY, SEPTEMBER 14th, 2018.

Child's Name: _____ Class: _____

Contact Information

(Please print clearly and provide any and numbers where you can be reached.)

Guardian 1 Name: _____ Email: _____

Cell#: _____ Home #: _____ Work #: _____

Guardian 2 Name: _____ Email: _____

Cell#: _____ Home #: _____ Work #: _____

Communication Preferences:

Class Parents & Class Directory:

Class Parents share information from the teacher(s) about classroom activities, such as field trips, parties, snacks/supplies, news, events, etc. They also create and distribute a class directory so you can communicate with other class families.

____ I am interested in becoming a Class Parent.

(Ideally 2+ per class, with one who can write communications in Spanish or language besides English)

____ Share my information with the class parent. Contact me by:

____ Email ____ Text ____ Do not contact me

____ Publish this information in the class directory and share with the class (to discuss homework, make playdates, etc).

Please publish my:

____ Email address ____ Phone number ____ Do Not Publish my contact info

PS 295 School-wide Communications

Starting this year, there will be a school-wide email list of all PS 295 families so we can send out important announcements, school event info (performances, trips, etc), and requests for help. Join this list and you'll always be in the know about what's going on at 295. Your name/email will be hidden and you can unsubscribe at any time.

(Note: This is **not** the Online discussion group: <https://groups.io/g/PS295PTA>)

____ No, I do not want to be emailed about school events

Annual Appeal

Please let us know if you would like to receive phone calls reminding me about PS 295's Annual Appeal

____ Yes, please call me about the Annual Appeal ____ No, do not call me about the Annual Appeal



**THE STUDIO SCHOOL OF ARTS & CULTURE
P.S. 295**

330 18TH STREET, BROOKLYN, NEW YORK 11215

PHONE: (718) 965-0390 FAX: (718) 965-0603

Linda Mazza, Principal

Lisa Pagano, Assistant Principal

Tentative Organization Sheet 2018-19

Classroom Teachers					
Class #	Room #	Teacher	Class #	Room #	Teacher
PreK 001	B103	Shari Fields	3-301	105	Natalie Meade
PreK 002	B104	Vera Bittner	3-301	105	Cristina Calo (SE)
K-012	114	Lesley Oram	3-302	104	Aisha Gaisi
K-012	114	Debra Thompson(SE)	3-302	104	Amy Harden (SE)
K-014	115	Ilana Rona	3-303	103	Damaris Alejandro
K-014	115	Sherese Jackson (SE)	3-303	103	Megan Bossert (SE)
K-013	110	Valerie Vanderpuije	4-402	102	Emilee Brokman
1-101	111	Liza Carfora	4-402	102	Caitlin Adams (SE)
1-101	111	Mahta Namdar (SE)	4-403	208	Doug Hecklinger
1-102	112	Lori Santos	4-403	208	Erica Guzik (SE)
1-102	112	Jenn Murphy (SE)	5-502	215	Williy Pang
1-103	113	Patti Ann Vazquez	5-502	215	Erin Fallon (SE)
2-202	106	Derek Wohlleb	5-503	214	Colleen Amaro
2-202	106	Olivia Brothers (SE)	5-503	214	Janene Mitchell(SE)
2-203	107	Jenn Higgins			
2-203	107	Marisa DiSpirito (SE)			

Clusters	Support Services	
Drama Studio Caitlin Barton-Landfield Science Rm 108 - Meghan Holland Movement Rm/Gym - Annemarie Van Doren Seeds Of Kindness - Susan Weseen Music - Andy Laster	<u>Speech</u> : Kelly Desfosse/Jocelyn Wood/Valerie Botin <u>ESL</u> : Margaret Chan/ Sedina Montoya/Susan Oh <u>Guidance Counselor</u> : Heather Stoelting <u>Academic Coach</u> : Christine Ellrodt	<u>Occupational Therapists</u> : Susan Campbell/Laurie Goeringer <u>IEP teacher</u> - Joan Radigan <u>Physical Therapist</u> : Bernard Pamilar

School Based Support Team	Paraprofessionals		
Psychologist Chris Pacifico Social Worker Maritza Quinones-Buckley Clerical Family Worker Alice Diaz	Ashley Alejandro Melissa Barbieri Filomena Cavaliere Patricia D'Onofrio Rachia Hazel Marilyn Henry Dian Shi Huang Cathy Lei Neal Liriano Corinne Logozo	Catherine Longo Angela Lopez Michele Martell Ann Marie Materia Maria Moreno Julia Morrobel Carmen Panagiotakas Ingrid Peralta Bertha Plasencia	Joshua Pineda Maribel Pineda Chyna Sha Nieves Velez Tyrone Watson Diana Yung Stephanie Zeda Sumintra Wong

Cafeteria Staff	School Secretary	School Aides
Fran DiCesare Michael Horan	Stacey Assante	Sonia Caban

Custodial Staff	School Nurse	Safety Officers	Parent Coordinator
Fireman Adel Almathil Cleaner Charlie Barbieri	TBD	SA Calle SA Dunson	Sergio Borrero