

Parent Handbook

School Day Guidelines

School Hours

The school day begins at 8:10AM and ends at 2:30PM for students in Kindergarten to Grade Five. The Pre-Kindergarten day begins at 8:10 and ends at 2:25.

Blue Emergency Contact Cards

All students must have a current emergency card on file.

Blue Emergency contact cards will be distributed to students on the first day of school. Please fill them out, return them to the school as soon as possible and make sure they are up to date. Contact the main office if there are any changes during the school year.

The school will keep these forms in the main office and will refer back to it to contact you in case of emergencies. Note: children will be released **ONLY** to the people who are listed on the Blue Emergency Contact Cards.

Arrivals

Pre-kindergarten students enter through the main door with a family member.

Kindergarten students enter with a family member for two weeks in September. On the last Monday in September, Kindergarten students will enter the building unescorted through the door on Monitor, close to Driggs Avenue.

First grade and second grade students enter through the side door located on Driggs Avenue near the yard.

Third grade, fourth, and fifth grade students enter through the door on Monitor Street nearest the yard.

If students are late, they will be marked late by their teacher, and it will be reflected on your child's permanent record.

Dismissals

Pre-kindergarten students will be picked up from their classrooms.

Kindergarten students and Second Grade students will be dismissed in the Driggs Avenue yard.

First grade students will be dismissed in the Monitor Garden.

Second grade students will be dismissed in the Driggs Avenue yard.

Third grade students will be dismissed in the Monitor Garden.

Fourth grade students will be dismissed through the door on Monitor Street near Driggs Avenue.

Fifth grade students will be dismissed through the door on Monitor Street near the yard.

Students who are not picked up in a timely manner will be brought back inside the building, near the main office and security officer.

Breakfast

Breakfast is provided to all students in the cafeteria from 7:40 to 8:10 am.

Students enter through the main door.

Absences

Attendance is a criterion for promotion, so it is very important that your child attend school on a daily basis.

If your child is absent:

1. Call the school at 718-383-7600
2. Let your teacher(s) and Attendance Secretary and Aide, Ms. Jenks know of the absence on Parent Square
3. For extended illnesses, a doctor's note is required.

Explained absences are those for which parents have provided documentation (such as a doctor's note, airline travel itinerary or court documents) to explain the child's absence. Explained absences are still recorded as absences.

Unexplained absences are those for which no documentation has been provided. Too many unexplained absences can generate a request for investigation.

Punctuality

The school day doors open at 8:10AM, and students are expected to be in their classroom at 8:25. If students are not on time, they will be marked late. Students' tardinesses will appear on their permanent school record.

If your child is going to be late due to a morning appointment, please let your teacher(s) know. Note that explained tardiness is still recorded as lateness.

Absences and chronic lateness affect students' grades. In addition, lateness is disruptive not only to your child but to your child's class.

Lunch

All students can receive school lunch free of charge. You do not need to apply for your child to receive meals.

If you choose to send home lunch with your child, make sure to label all lunch boxes and water bottles with their names and classroom. Note that glass bottles of any type are not permitted.

You can find breakfast and lunch menus [here](#). In addition, the lunch menu appears on the back of the monthly calendar.

The lunch periods are as follows:

Period 4, 10:55 – 11:45: Pre-Kindergarten (eat in their classroom),
Kindergarten, Grade 1 (cafeteria),

Period 5: 11:50– 12:40: Grades 2, and 3 (cafeteria)

Period 6: 12:45-1:35: Grades 4, and 5 (cafeteria)

Recess

Weather permitting, students have an outdoor recess after, or before their lunch for approximately 25 minutes. In extremely hot, cold, or inclement weather, students will remain in the basement recess areas for indoor activities.

Curriculum

PS 110 uses DOE's curriculum and calendar.

Literacy: Into Reading;

Math: Envision;

Science: Amplify;

Social Studies: Passport;

and Civics for All.

During the school day, your child will have the opportunity to work in small groups in areas where they need additional support and challenges. Later in the school year, after-school and Saturday classes in ELA and Math will be provided to offer students additional opportunities to address their needs.

In addition to the core curriculum, your child will participate in cluster programs, which include music and keyboarding, computer, PE, and civics.

After-School Programs

The school hosts on-site after-school programs (Compass + WRArts), and various off-site programs pick up students from PS110. These vetted, pickup, fee-based programs are listed on our website.

Compass offers free after-school care from 2:30 to 6 pm, Mondays through Fridays and on some school holidays, as well as a Summer Camp Program at PS 110 for students in kindergarten through fifth grade. For additional information, call NBDC at 718-389-9044 or go on the registration site.

Program administrator: Anna Turula, aturula@northbrooklyn.org

Notify your child's teacher in writing if your child will be attending any on-site or pickup programs.

Visitor Protocols

All parents and visitors entering the school during the school day for any reason, **MUST** enter through the Main Entrance and sign in at the main security desk. ID is required! When exiting the building you must also use the main entrance.

Classroom Celebrations

You are welcome to send in special snacks (ideally individually wrapped and portioned, like cupcakes) for your child's birthday. Prior to your child's birthday, make arrangements with the teacher and make sure there are any allergies in the classroom. To ensure that party celebrations do not disrupt the learning process, no parent is allowed to attend any school celebration.

Half Days/Early Closings

Half days are scheduled several times throughout the school year. You will be notified in advance via Parent Square. On half-days, all students will be dismissed at 11:30 AM. Lunch will be served prior to dismissal.

Please pick up your child and/or make the necessary arrangements to have them picked up on time.

Communication

Parent Coordinator

Our parent coordinator, Amy Chalkley, serves as the liaison between the school and the parents. You can reach Ms. Chalkley via the communication tool, Parent Square, AChalkley@schools.nyc.gov, or 718-383-7600.

Parent Square

All messages to families are communicated through Parent Square. Parents can communicate with their child's teacher and receive important announcements through there. If you need assistance with the platform, please reach out to our Parent Coordinator, Amy Chalkley.

You can also check our website, where we publish important dates, parent resources and more.

Instagram

PS110's Instagram account is run by the school's PTA. Make sure to [follow](#) the PTA as they post as much information as possible, but remember to always check ParentSquare, as it is the school's official, central communication platform.

Monthly Calendar

You will find a monthly calendar in your child's green folder at the beginning of each month. The calendar details important events and activities for that particular month.

The monthly lunch menu will appear on the back of the calendar. The calendar and menus are also posted on Parent Square and our website.

Parent-Teacher Conferences

There are four Parent- Teacher Conferences throughout the year, which are held virtually. There are two types of conferences:

1. Curriculum Nights: one in September to meet the teachers and to highlight the children's classroom routines and expectations. The May evening conference is to recap the events of the school year and the students' accomplishments.
2. Individual Parent-Teacher Conferences, which are held in November and March (afternoons and evenings). The purpose of these is to provide parents with the opportunity to discuss their children's academic and social-emotional progress with their teacher. You will receive the report cards ahead of the conferences.

In addition, you can contact the teacher or request an appointment during office hours via Parent Square. The PS 110 staff is always available to help you with your child as well.

Chain of Communication

Many parental questions are easily and completely answered by communicating directly with the educator in charge of your child(ren)'s classes. However, if you still have concerns or questions after talking directly with the teachers, here's who to reach out to next:

1. Parent Coordinator: Amy Chalkley
2. Principal and Assistant Principal: Ms. Raciunas and Ms. Cieloszyk

Health & Safety

Health Policies

A full-time school nurse is located in room 108. If a child is ill or injured during school hours, they will be seen by the nurse, who will contact you to keep you informed.

Please inform the school of any chronic medical conditions your child may have. All medication must be administered by the school nurse. Children are not permitted to carry any type of medication, including aspirin, cough medicine, asthma pumps, etc. If your child must take medication during school hours, you must get a Medication Administration form (504) from the nurse's office. This form needs to be completed by your child's physician and approved by the health office at the Department of Education. THERE ARE NO EXCEPTIONS TO THIS POLICY.

Immunizations

All students entering a New York City school for the first time must have a complete physical examination, which must include proof of all required immunizations. In addition, all Pre-K and Kindergarten students must have an annual physical until they have reached their sixth birthday. Failure to do so, may result in your child's exclusion from school.

Please return all physical exam forms to your child's teacher.

If you wish to apply for immunization exemption, please contact [the office of School Health](#).

Lice

According to [the new DOE guidelines](#), students will no longer be excluded from school because of nits. However, any child with lice will be excluded from school. Upon returning to school, the student will be examined again and, if lice free, will be permitted to return to class.

Field Trips

Field trips are an important part of the PS 110 curriculum, as they help to bring alive what students learn in the classroom. Your child cannot leave the building

without your written consent. Once you receive the permission slips from the teachers, please return them as quickly as possible.

Parents are welcome to chaperone according to the guidelines set forth by the school. These arrangements will be made by your child's teacher.

Certain trips require a fee, while others may be free. The PS110 PTA may fund field trips for any students unable to pay the fee. If this is the case, please speak to your child's teacher. We want all our children to be able to take advantage of class trips.

Children in Kindergarten will wear brightly colored vests so that they are easily recognized and can stay together as a group. In addition, they will wear name tags with general school information.

Fire Drills

All schools are mandated to practice building evacuation in case of fire or other situations involving evacuation 12 times during the school year.

Lockdown

In the event of danger inside or outside the building a lockdown would be instituted. This could mean a sweep of the building is in order or we must wait for first responders.

Shelter In

Conduct business as usual with increased situational awareness.

Door Alarms

All NYC Public Schools have been equipped with door alarms. Any student leaving the building without permission will set off the alarm. In that event, the missing child protocol will be in place if it is confirmed that a child has left the building.

Evacuation Plan

In the event of any imminent danger to our school building, our students would be evacuated to nearby evacuation sites. Imminent danger can be described as danger in the immediate area or the building itself, such as a fire, gas leak, etc. As per our School Safety Plan, our evacuation sites are listed as MS 126K and St. Stanislaus Kostka

Primary: MS 126
124 Leonard Street
Brooklyn, NY 11222
718-782-2527

Secondary: St. Stanislaus Kostka
607 Humboldt Street
Brooklyn, NY 11222
718-599-

Storage

Due to the fire emergency code, there is no room to store scooters, carriages, or bikes in the school building. There is a designated area in the school yard to park these items. We recommend locking any of your belongings. The school is not responsible for lost or stolen items.

Student Conduct

Prohibited Items

The following items are not allowed in school and will be confiscated immediately. Parents/guardians will be required to come to school to retrieve the items.

- Electronic games
- iPods
- Collectible cards

Cell Phone Policy

Cell phones are to be stored in the main office in the morning and retrieved at dismissal time.

Discipline

The Chancellor's Citywide Standards of Discipline and Intervention Measures outlines the discipline policy as mandated by the NYC Department of Education. It can be found [here](#). This document includes the DOE's citywide Discipline Code and the Student Bill of Rights.

Conflict Resolution

All staff members in the building may act as facilitators for conflicts occurring between students. If a conflict cannot be resolved, it is then taken to the Guidance Counselor, Assistant Principal, or Principal for resolution.

Please contact for help with conflict resolution or anything else that may be affecting your child(ren):

- Ms Amy Chalkley
- Ms Morales
- Ms Boucher
- Ms Cieloszyk
- Ms. Raciunas

Ms. Morales, School Counselor, is the Respect for All liaison. All reports or complaints of any type of bullying are reported to Ms. Morales. The school investigates the allegation and takes appropriate measures according to the NYC DOE Discipline Code. Along with disciplinary actions, and meetings with parents, both victims and accused may be provided with support such as counseling.

Parent Engagement

Homework

The purpose of homework is to reinforce learning, develop responsibility, and provide opportunities for critical thinking. Though all students from Kindergarten to 5th grade are expected to practice at home, homework volume and policy, along with parent involvement, varies from teacher to teacher. Your classroom teachers will present homework expectations and strategies during Curriculum Night, at the beginning of the school year. If you need help or have any questions regarding workload or expectations, please reach out to your classroom teachers directly on Parent Square.

Note that students in the FDLP may have a bigger workload at home, as they will need to complete homework for both the DLP and the DOE curriculum.

Library

Our school library, which is completely parent run, will again be accessible to our students after a period of inactivity due to COVID.

Students visit the library every other week and are allowed to take out a total of two books per visit. Books are due the week the student goes back to the library. If students do not return their books, they will not be able to take out more books. In addition, the library must be reimbursed for any lost book.

Clothes and Lost & Found

Make sure that your child wears age-appropriate clothes that they can manage on their own. No adult may assist a child who has difficulty using the bathroom because of troublesome zippers, belts, or buttons, etc. Your child must be prepared to clean up after himself in the bathroom and dress himself without assistance.

PLEASE LABEL CHILDREN'S CLOTHING, ESPECIALLY COATS, JACKETS and SWEATERS.

Children's personal belongings must be labeled with their names. You may check for missing items in room 108.

Parent Teacher Association

The PTA of PS 110 consists of parents/guardians, teachers, and staff, including the Parent Coordinator. Each year, members of the PTA elect an Executive Board composed of parents. All parents and guardians of students currently attending PS 110 are automatically members of the PTA. The PTA works as a collective. They work together to support the school in its mission to educate the whole child.

The PTA's activities include organizing fundraisers and events, maintaining the school's website, facilitating monthly school tours, applying for grants, and other crucial functions to help the school in providing a well-rounded education to all students.

The PTA hosts monthly general meetings, which are great to stay informed on the school's happenings and events and to make your voice heard. You can find the (tentative) dates for this year's meetings on the PS 110 website and on Parent Square.

School Leadership Team (SLT)

The SLT is a team of parents, administrators, and staff who meet regularly to discuss school issues. The SLT is made up of 50% parents and 50% staff. The Principal, PTA President(s) and UFT Chapter Chairperson are automatically on the team. Other members of the team are elected by their constituencies/PTA general membership. Meetings are held monthly, and everyone can attend them.

Responsibilities include creating the Comprehensive Educational Plan (CEP) for the school, and policy decisions. In addition, they uphold current school policies and create new ones.

Grading & Testing

Report Cards

Report cards are issued three times a year (in November, March and June) for students in the first through fifth grades. Students in kindergarten receive a report card in March and June. Students in Pre-kindergarten do not receive report cards, but you will learn about your child's progress during Parent-Teacher Conferences.

You can access your child's report card and other information by setting up a FAMILY account on [this website](#). If you do not have access to a computer or need help setting up your account, please email Amy Chalkley for assistance.

Standardized Tests

Students in grades 3, 4 and 5 take standardized state tests in several subject areas each spring.

GRADE	TEST	MONTH
3	English Language Arts Mathematics	Spring
4	English Language Arts Mathematics	Spring
5	English Language Arts Mathematics, Science	Spring

Students' performance on these standardized tests, along with student classroom work, teacher observation and attendance, is used to determine if students have met criteria for promotion to the next grade.

Standardized test results are reported as scale scores and performance levels.
The performance levels are:

- Level 1 – Well below standards
- Level 2 – Below standards
- Level 3 – Proficient
- Level 4 – Excels in standards

If you would like to see the learning standards for your child's grade, please visit [the New York State Department of Education website](#).