440 West 53rd Street, New York, NY 10019

Tel: (212)-582-7420 Fax: (212)-245-7236

Edward Gilligan, Principal **Clara Harvey, Assistant Principal**

Parent handbook

We, the community at P.S. 111, aspire to create a safe and caring environment for all members to succeed socially, emotionally, and academically. Families and staff will work together to foster a supportive learning environment for all students. We will build an environment where students see themselves as collaborators and participants in one another's learning.

Our Staff Will:

- Be positive role models for the school community
- Grow as educators to promote lifelong learning
- Maintain high expectations of all students

Our Students Will:

- Be positive and respectful members of the school community
- Take responsibility for their own learning and encourage the learning of others via activities that support this goal
- Take pride and maintain the school's physical environment

Our Families Will:

- Be positive role models and promote respectful behavior
- Work alongside the staff to support the development of their child
- Be an active participant in their child's education and school community

School times

8:20 a.m. to 2:40 p.m.

School begins promptly at 8:20 a.m.. All students are expected to be **in** their classroom at 8:20 a.m.. Arriving to the classroom after 8:20 a.m. is considered late. Arriving to the building at 8:20 is not considered "on time". Each student should be in their line-up spot by 8:15 a.m. to ensure they are in their classroom at 8:20 for the start of school.

Priority Items to Note

Visiting the School

All visitors must sign in at the front desk. From there, the school safety agent will direct you to the main office. At no point may a visitor stop anywhere else other than the safety agents' desk or the main office without obtaining a pass from the main office and the person you are visiting having been notified. Please return the pass upon exiting. Please note that parents are allowed to visit a classroom by appointment only.

Parents/Guardians on official PTA business have special passes that need to be worn when in the school on PTA business. The PTA room should only be used for official PTA business unless arrangements have been made for something else.

Communication

Operoo & SchoolStatus, Website, and Email

The school communicates using Operoo and SchoolStatus. Very rarely, we send home paper notices.

The website is updated throughout the year (www.ps111adolphsochs.com)

Your teacher will provide you with his or her email address. The website contains an updated staff contact list.

The school's monthly calendar is sent home via SchoolStatus. It is also posted to the school website.

MySchools

All applications for 3K, PK, kindergarten, middle schools, and Summer Rising are done through MySchools. NYC DOE will communicate results to you through that portal.

NYCSA

You will hear us refer to "niksa". This is the New York City Schools Account (NYCSA). This is where report cards, attendance data, transportation information, state exam results, and some parent courses are housed. Paper report cards are not sent home, so they are only accessed through NYCSA.

Bell Schedule

Period	Start Time
1	8:20
2	9:05
3	9:50
4	10:35
5	11:20
6	12:10
7	1:00
8	1:50
Dismissal	2:35

Arrival

Students in 3K, PreK, and Kindergarten arrive in the small yard with the entrance on 52nd Street

Students in 1st and 2nd grades arrive in the large yard with the entrance on 52nd Street

Students in 3rd, 4th, and 5th grade arrive in the large yard with the entrance on 53rd Street

Families with students in multiple grades should use the gate that facilitates an easy arrival. For example, if you have a PreK student and a 4th grade student, you can use the 52nd Street gate to the large yard for the 4th grade student. If you have a 5th grader and a 1st grader, you can use either gate for the large yard.

Late Arrival

Students are expected to arrive **by** 8:15 AM. However, we know that things happen sometimes. Please do not open the gates to the yard if you arrive after they have been closed. You will need to use the front/main entrance. We close the gates at exactly 8:20 a.m. Please do not give school personnel a hard time if they close the gate before you arrive.

At the main entrance, please drop your child on the sidewalk at the blue gates. Please do not crowd the entrance.

Parents/guardians are allowed in the building ***after*** 8:45 AM unless special arrangements have been made with the teacher and administration to walk a child to class. Those families are provided with a pass indicating they are walking their child to class.

If a problem of lateness persists, the parent will have to meet with an official from the NYC DOE Attendance Office.

Dismissal

Dismissal begins at 2:35 PM. Please understand that our staff have additional responsibilities after 2:40 PM to ensure the smooth operation of the school. All students are to be picked-up by 2:40 PM unless they take a school bus or attend an after-school program. (We do understand that traffic, MTA issues, and other things may cause periodic lateness.) Parents/guardians who are consistently late to arrival will be required to attend a meeting with school administration.

3K, PreK, and Kindergarten pickup through the small yard in classrooms

Grades 1 & 2 dismiss in the large yard using the gates on 52nd Street

Grades 3, 4, & 5 dismiss in the large yard using the gates on 53rd Street

> Parents in grades 3, 4, & 5 please wait on the sidewalk where your child's class lines up. When the student and teacher see you, your child will receive a token to give an adult at the gate. This lets us know it is safe for them to leave. Please continue to wait for your child at your sidewalk location. Please do not crowd the gate area.

After the third day of school, students in 3rd, 4th, and 5th grade may walk home alone as soon as a parent signs for permission. Those students must wait until exactly 2:40 to dismiss.

Siblings: All siblings will report to the youngest child's classroom. For example, if there are three siblings in Kindergarten 1st, and 4th grades then the 1st and 4th grade students will dismiss with the Kindergarten class. This will give you one pickup rather than three.

Late Pickup at Dismissal

Students should be picked-up daily by 2:40 PM. We know that sometimes there is traffic, a train delay, or something else. If you are late for dismissal and the gates are already closed, please enter the building through the main doors on 53rd Street.

> Please do not call for your child when you are inside the building. School staff will find your child. Please do sign the late pickup book and wait for a staff member to call for your child.

Absences

NYC DOE students are expected to maintain 90% or better attendance. That is the minimum expectation. *Our school goal is actually 94% attendance. Even at 94% a child can be absent one day per month. Anything more than that prevents children from learning.* There is quite a bit of research connecting attendance to academic performance and high school graduation rates. Please send your child to school every day unless they have a fever, have vomited, or have another medical issue when they should be kept away from other children. It is OK to send your child to school with "sniffles" or a slight stomachache!

It is also disruptive to the teacher's plans when students are absent. Teachers spend a lot of time deciding which students will do partner work or group work. When students are absent, those plans need to be quickly changed.

Attendance reports will be sent home in December, March, and June. You can also access your child's attendance on the NYC Schools Account. If you notice an attendance discrepancy, please let the office know.

School Staff

Main Office Secretary: Wanda Watson Parent Coordinator: Gloria Jean Bernal School Aides: Ray Curbelo, Awilda Gonzalez, Manthio Siby, Demetrius George	**Room 109** Hector Pena Urena: Social Worker Gloria Jean Bernal: Parent Coordinator Vivian Rosario: Family Coordinator Chantel Vazquez: Psychologist Emily Tamari: Family Worker
Guidance and Social Work Nadia Cover: SAPIS Counselor Angelica Figueroa: Guidance Counselor Samantha Wilson: Social Worker	**Safety Agent** Agent Tanya Payne-Laikram Agent Jayra Paulino
Pre-Kindergarten and 3K Susan Layng-Riedell & Diana Robles: 3K Sandra Hidalgo & Soraly Vasquez: PreK 001 Rebecca Greene & Val Vasquez: PreK 002	**Kindergarten** Niambi Murray: K-113 Jeanna Salgado & Joanne Ramirez: K-114 Tai Ventura: K-124 Gabrielle Arellano & Michelle Rangel: K/1-215
1st Grade Gabrielle Arellano & Michelle Rangel: K/1-215 Chandani Suri & Marissa Buchbinder: 101 Veronica Espinal: 102 Cynthia Hernandez: 103	**2nd Grade** Esther Romero & Brian Mahon: 201 Chelsea Raffellini: 202 Alina Kim: 203 Courtney Knudsen: 2/3-204
3rd Grade Courtney Knudsen: 2/3-204 Jeffrey Dier & Madeline Looney: 301 Janaya Cordy-Sarwee: 302 Danielle Susskind: 303	**4th Grade** Bill Poley & Michael Santana: 401 Niamh Ni Dhiomasaigh: 402 Himanee Patel: 403 Alex Panas & Melissa Mercado: 4/5-404
5th Grade Alex Panas & Melissa Mercado: 4/5-404 : 4/5-404 Laura Greenberg & Ricky Yim: 501 Amber Garrett: 502 Maxim Borakov: 503	**Cluster Classes** Art: Shawn Galvin Music: Courtney Berghahn P.E.: Theresa McAleavey & Mike Otero Science: Jared Gomez Math & Intervention: Melissa Connerly
Paraprofessionals Nahanny Blanco, Melissa Mercado, Raquel Olivo, Tanya Robinson, Diana Robles, Angel Serrata, Soraly Vasquez, Tania Cuesta, Melisa Nunez Perez	**Classroom Support Staff:** Occupational Therapist: Chelsea Simon Physical Therapist: Tejal Levitt Speech: Wendy Foote, Laura Hammond Ashley Serota, Ania Hallenbeck Special Education Support: Anne Marie Skillins ENL: Liza Hannigan, Abby Boyd, Jen Singer

Miscellaneous, *but Still Important*, Items

Birthday Celebrations

These take place from 2:05 PM to 2:25 PM in the school cafeteria. Please keep decorations to a minimum. It is the responsibility of the parents throwing the party to provide food that is safe for each student (i.e. including a gluten free option, a vegan option, a nut free option, etc…) The classroom teacher will inform you if a nut-free option is required for the entire class.

Cell Phones

Please use the office phone to relay a message to your child (212-582-7420 X0).

We understand that many parents want their child to have a cell phone. Children are permitted to have their cell phone in school, but it **must** be turned off, and locked in a Yondr Pouch, until leaving the school or school yard at dismissal. Any phone that is seen by an adult will be confiscated. First infraction: phone returned to student at dismissal. Second infraction: parent/guardian will need to retrieve the phone. Third infraction: disciplinary action will be taken.

We repeat: cell phones must be powered off before entering the school or school yard and students may **never** use their cell phone in school.

When visiting our school please do not use your cell phone.

Breakfast

Breakfast is free and available for all students. We ask that only children who are eating breakfast come to school early. Breakfast service begins at 7:45 a.m. ends at exactly 8:10 AM. Students may continue to eat breakfast until 8:15 AM. This gives students a minimum of five minutes to eat before line-up. The cafeteria closes at 8:15 AM and all children must exit at that time to go to their morning line spots.

Children who ride the school bus may eat breakfast outside the normal period if their bus arrives to school late.

Early pick up

We discourage early pickup. Children should be in school for the entire day. However, if you ever need to pick up your child early, please do so before 2:00 PM. It is too hectic at the end of the day to get a child from their class. There is **no** early pickup after 2:20 PM as it is too disruptive to the end-of-day routines and can create an unsafe environment.

Children are **never** allowed to leave school early on their own. Children who are leaving early must be picked up by someone who is at least 18 years old.

Family Friday

One Friday morning each month is dedicated to Family Friday. We highly encourage all families in every class to visit their child's classroom.

In general, Family Friday is the third Friday of the month. Please see the monthly calendar for each month's date. There is no Family Friday in September since we have open-school night, December's Family Friday is replaced by Winter Wonderland as the family engagement activity for that month.

Lunch

All students are entitled to free lunch regardless of income. Parents/guardians may also choose to send in their own food.

Lunch is 50 minutes. 25 minutes are dedicated to eating and 25 minutes are dedicated to recess. Children must eat their food in the designated time. On the vast majority of days, children are served lunch within ten minutes providing them with a minimum of 15 minutes to eat. If a parent brings their lunch from home there is absolutely no reason to not finish it in the allotted time.

- 11:20 – 12:10 1st grade, 2nd grade, 5th grade
- 12:10 – 1:00 Kindergarten, 3rd grade, 4th grade

Candy is not allowed in school outside of special events (i.e. Halloween, birthday parties, etc..)

Please do not send your child to school with "junk food". It is bad for their physical health as well as their mental well-being.

MetroCards & Bussing

Please see Wanda or Gloria for a Metrocard or for information about bussing. Please note that neither Wanda nor Gloria makes the rules for either. The city determines, based on your home address, if your child qualifies for either a Metrocard or a school bus.

Go to https://www.schools.nyc.gov/school-life/transportation/bus-eligibility for information about eligibility

Office hours and Meetings

Office hours are 8:45 AM to 2:00 and then again after 3:00. All business with Wanda or Gloria will be conducted during those hours **OR** by appointment. Please do not engage office staff at dismissal as they are helping ensure students are dismissed safely.

Parent Portal

Your NYC Schools Account (NYCSA) is your gateway to family-facing technology to support and track your children's progress through public school education at the NYC Department of Education.

https://www.schools.nyc.gov/learning/student-journey/nyc-schools-account

You will need your child's OSIS number. This is a unique nine-digit number assigned to every NYC DOE student.

Gloria Jean Bernal can assist you with creating your account if you have not yet done that.

Summer School

Summer Rising, as the NYC DOE summer school program is known, is open to all students who were in Kindergarten through 5th grade in the school year that finishes in June. Students finishing PreK in June are not eligible for summer school.

Enrollment is completed online, on a first come, first served basis. Children whom the school has determined need extra academic support may be mandated to attend summer school. A student who is mandated for summer school MUST attend. If they do not attend, they will be required to repeat their grade.

Teacher Meetings

We highly encourage families to meet with their child's teacher(s). Meetings are by appointment. Please arrange an appointment with him/her.

Parents **MUST** stop at the main office to receive a pass to go to a classroom. Parents/Guardians may never go to a classroom without an appointment *or during Family Friday*.

Trips

Classes take trips several times per year. We need parents/guardians to sign permission slips in a timely manner. Children who do not return permission slips at least 48 hours before a trip may be denied the opportunity to attend the trip. If there is a cost for the trip, payment must be sent to the teacher by the designated deadline. Please volunteer as a chaperone when you

are able. Your child will be so happy and the teacher will appreciate the assistance. Classes must have one chaperone for every ten students, so most classes need at least one parent volunteer for trips.

Important: some trips are mandated for all students as part of their learning and students must attend these trips. Some trips support the learning but are not mandated. Your teacher will let you know if students are required to attend a trip.

For safety reasons, some students will be required to have a parent, or other adult chaperone, attend a trip with them. Your child's teacher will inform you of this as the trip is being planned. If an adult family member is not able to act as a chaperone the child may be placed in another class in the school for the day.

Parent Teacher Association (PTA)

All parents are automatically members of the PTA. Meetings are held monthly. Some meetings are conducted on Zoom and some are held in-person.

Any parent may volunteer for the Executive Board (EB). Elections are held yearly for these positions. We are extremely appreciative of our parents who volunteer as PTA EB members.

The PTA website is www.ps111pta.org

You may contact the PTA EB at contact@ps111pta.org

Parent Teacher Conferences and Open School Nights

Open school nights are held in September and May. Parent-Teacher conferences are scheduled for November and March. Teachers will offer appointment times. Please make sure you register for an appointment. If you are unable to schedule an appointment on the designated day, the teacher will work with you to arrange an alternate time.

Teachers also have dedicated time for parent communication each week. Please arrange a Zoom or in-person meeting at needed.

There are also two open-school nights in September and May. Please note: these are not intended for individual parent/guardian meetings. They are general information sessions or special events.

Report Cards

Report cards are sent home three times per year: December, March, and June

Level 1 – **FAR below** standards

Level 2 – **Below** standards

Level 3 – Meeting standards

Level 4 – Exceeding standards

Report cards are accessed electronically only through yours Schools Account. Paper report cards are no longer sent home. You must access and maintain your schools account.

Please note that any child performing at level 1 or level 2 is automatically considered "promotion in doubt" and may be recommended for mandatory summer school instruction.

Note: NYC DOE maintains electronic copies of report cards for three years including the current year. If you think you will need older report cards, you should save a copy on your device.

Special Events

All classes and grades hold special events throughout the year. Gradewide events will appear on the monthly calendar. Notices for individual class events will be sent home by the teacher. As with Family Friday, we encourage all families to participate in these special events.