



# Parent Handbook

## 2017 – 2018



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# School Procedures

## Morning Arrival

### **Kindergarten through Grade 5 Schedule:**

School begins at 8:00 AM and ends at 2:20 PM. The doors open at 7:50 AM and classroom instruction starts at 8:00 AM. **SCHOOL STARTS AT 8....DON'T BE LATE**



### **Children enter the Main Building in the following ways:**

**Grades K, 1 & 2** enter through the doors near Ridge Blvd. on the 87<sup>th</sup> street side promptly between **7:50 and 8:00 AM**. Once inside, Grades K & 1 go to assigned tables in the cafeteria. 2nd graders proceed to the Gym for line up. Door monitors (4<sup>th</sup> & 5<sup>th</sup> graders) are on hand to walk students to their assigned areas for the first few weeks of school.

**Grades 3, 4 & 5** enter through the Main doors on Ridge Boulevard. **The doors open at 7:50 AM**. Grades 3, 4 & 5 proceed to assigned rows in the auditorium. Grade 2 students line up in the Gym.

## Lateness

**Children arriving after 8:00 are considered late.** Be sure to bring your child into the building. If monitors are available, younger students will be escorted to the Main Office and marked late. If not, you must bring your child to the Main Office. Older children proceed to the Main Office to be marked late and are sent directly to their classrooms. Parents may not accompany their children to the classroom. Excessive absence and lateness interferes with your child's academic progress.

**Please make every effort to have the children arrive on time.  
CLASSROOM INSTRUCTION BEGINS PROMPTLY AT 8:00 AM.**

## Absence

Regular attendance at school is one of the major factors in a child's success in school. **If your child is absent** from school due to illness or other legitimate reasons (doctor's appointment, religious observance, etc.) **please call the Main Office at 718-745-6610 Ext. 2 between 7:40-8:20 AM** on the day of your child's absence. Be sure to leave your child's first and last name, class and the reason for the absence. When your child returns to school, please send a note to the teacher explaining the absence. A note from a doctor or healthcare professional should be provided in cases of extended absence (3 or more days). If your child will be absent for a religious holiday, please send a note to the teacher prior to the date of observance.

**Extended holiday vacations and vacations** at times other than the official school breaks are not sanctioned. For unavoidable extended trips due to family illness or death in the family, advance documentation (copy of child's airline ticket and contact information) must be provided to the Main Office to avoid initiating an automated report to city agencies.

## Leaving Early

Please do not schedule any type of appointments for your children during the school day. However, if you must take your child home from school early, be sure to **send a note to the child's teacher in advance**. No early pick-up will be accommodated after 1:45 PM except in cases of emergency or illness. You must sign out your child in the Main Office.

**Dismissal**

- **CHILDREN SHOULD BE PICKED UP PROMPTLY.**
- Parents must fill out three (3) Blue Emergency Cards for each child.
- This information is used in the event your child is sick.
- Your child will not be dismissed to anyone whose name is not on the card.
- ALWAYS NOTIFY THE MAIN OFFICE in writing of any changes of address, phone numbers or the names of people who may or may not pick up your child/children.

**P.S. 185 Dismissal Schedule**

<b>Kindergarten -- 2:05 PM</b>
<b>Grades 1 &amp; 2 -- 2:10 PM</b>
<b>Grades 3, 4 &amp; 5 -- 2:15 PM</b>

**Classes dismissed from 86<sup>th</sup> Street doors near Ridge Blvd.:**

3-403                  3-404                  3-405

**Classes dismissed from 86<sup>th</sup> Street doors in Schoolyard:**

K-201                  K-202                  K-210                  1-302                  1-303

2-301                  2-304                  2-305                  5-501                  5-503

**Classes dismissed from 87<sup>th</sup> Street doors near Ridge Blvd.:**

4-504                  4-508                  4-509

**Classes dismissed from 87<sup>th</sup> Street doors in Schoolyard:**

207                  K-209                  K-211                  1-208                  1-308

1-309                  2-307                  3-401                  5-505                  5-507                  506

**Note:** If there is an “**Early Dismissal**” due to Parent Teacher Conferences or inclement weather, **dismissal will be at 11:10 AM.**

In the event that you are late for pick up, the teacher will bring your child to the lunchroom where students are supervised by School Aides. Entry into the building must be made **ONLY** through the school’s Main Entrance on Ridge Boulevard.

**Students in grades 3, 4 & 5** may be dismissed to walk home alone **ONLY** if a permission slip from the teacher is completed and signed by the parent. Contact the teacher for the “**Walk Home Alone**” form.

**Parents are responsible for providing ‘WRITTEN’ notice in advance to the teachers if someone other than a parent will be escorting the child home from school.** Names on the blue cards are not automatically authorized to pick up children at dismissal. Parents also may email 20K185@schools.nyc.gov in the event of an emergency whenever pick up plans have changed.

### **Busing Issues**

All busing questions should be addressed to Mrs. Massa in the Main Office. You can request your child's Route # and the bus company information as well. The number for the Office of Pupil Transportation is 718-392-8855.

### **Parking**

When dropping off or picking up your child, please do not double park on the surrounding streets. Be considerate of neighborhood residents and their driveways.

**PLEASE DO NOT PARK ON RIDGE BOULEVARD IN FRONT OF THE SCHOOL. THIS AREA IS RESERVED FOR SCHOOL BUSES. PARKING THERE CREATES THE POTENTIAL FOR A DANGEROUS SITUATION.**

### **Meal Program**

A professional dietician runs the meal program for our school. The menu is prepared a month in advance and is subject to change. Copies of the menus are available at school or on-line at [www.schools.nyc.gov](http://www.schools.nyc.gov) under Offices & Programs - Food Services.

#### **Breakfast Program**

**Free breakfast is offered to all NYC public school children. Students arriving for breakfast enter the front doors between 7:10 and 7:40 AM.**

**No registration is required.**

**ONLY CHILDREN PARTICIPATING IN THE BREAKFAST PROGRAM**

**ARE ALLOWED TO ENTER THE SCHOOL PRIOR TO 7:40.**

**NO ONE IS PERMITTED ENTRY BETWEEN 7:40 – 7:50.**

**\*\*Children are not permitted into the breakfast program after 7:40 AM.\*\***

### **Lunch Schedule**

The lunch schedule for this year is as follows:

10:15 – 11:05	Grades K and 3
11:10 – 12:00	Grades 2 and 5
12:00 – 12:50	Grades 1 and 4

#### **AS OF THIS SEPTEMBER, SCHOOL LUNCH IS FREE FOR ALL NYC PUBLIC SCHOOL STUDENTS.**

A federal government form ("Lunch Form") in which eligibility is determined is sent home with every child in September. **It is very important that ALL parents complete this form, as the results affect the school's funding status for several programs.** You may opt to complete the form online at [nyc.applyforlunch.com](http://nyc.applyforlunch.com). (Also return the paper form marked "completed on line.") **EVEN IF YOU ARE NOT INTERESTED IN THE MEAL PROGRAM, YOU MUST SIGN AND RETURN THE LUNCH FORM OR COMPLETE IT ONLINE.** Monthly menus are available on the DOE website.

### **Nut and other Food Allergies**

Several students at our school have food allergies. For these students, certain foods can present a danger and must be carefully monitored. **IT IS THE FAMILY'S RESPONSIBILITY TO NOTIFY THE SCHOOL OF A CHILD'S ALLERGIES.** The family and school team will work together to develop a plan that accommodates the child's needs throughout the day.

### **Lunch from Home**

If your child brings lunch from home, please be aware that it will not be refrigerated at school, nor can it be reheated. You may want to purchase an insulated lunch bag and reusable containers to reduce waste.

#### **DO NOT SEND IN ANY GLASS CONTAINERS OR BOTTLES!**

*If your child is using a lunch box, we advise you to **write their name inside** so that it can be returned to them in the event that it is misplaced. **You should also do this for other personal belongings as well** (i.e. jackets, coats, hats, backpacks, books and other supplies).*

### **Snacks**

In an effort to promote wellness and good eating habits, we prefer that you send a snack that is nutritious and healthy. Some suggestions include: fresh or dried fruit; rice cakes; chopped vegetables; cheese; water; healthy granola snacks (please be aware of allergy concerns in each class).

### **Recess**

Weather permitting, students go out to the schoolyard for the last half of their lunch period for recess/play time. Be sure to have them dress appropriately for the weather. Warm jackets, hats, and gloves are a must in the cold weather. Guidelines for Outdoor Play in the cold weather can be found on the DOE website under the Wellness Policy. <http://schools.nyc.gov/Offices/Health/GenProgServ/Wellness.htm>

### **Leaving the Building For Lunch**

Taking your child out to lunch is permitted but not encouraged due to scheduling and safety concerns. If you wish to take your child out at lunchtime, prior written notice must be provided to the teacher. Children are picked up in the Main Office where parents are asked to sign the “**Lunch Sign-Out**” book. Children are to be returned to the Main Office by the end of the designated lunch period. Group outings supervised by a single parent are not permitted.

### **Birthday Parties**

Inform your teacher in advance if you will be sending in items to celebrate your child's birthday. Birthday celebrations will take place during snack time only. There will be no additional break from instructional time. Students will not be permitted to travel around the school to distribute desserts. You may want to recognize your child's birthday by sending in a small non-food item for each child in the class (ex. pencil, stickers), donate a book to the class library and read a favorite part to the class or choose a book for the class to read.

### **Visitor Policy**

In order to ensure a safe and secure building environment, **ALL VISITORS TO THE SCHOOL MUST SHOW ID AND SIGN IN AT THE SECURITY DESK** where you will be given an Office Pass. **Please proceed directly to the Main Office** where our staff will assist you. If you intend to visit any other rooms in the building, you will be given a color-coded floor pass.

**FLOOR PASSES ARE REQUIRED TO VISIT  
ANYWHERE BEYOND THE MAIN OFFICE AND  
WILL ONLY BE ISSUED BY THE OFFICE STAFF.  
All floor passes should be returned to the Main Office.**

### **Release Time**

Parents wishing to have their child released early on Wednesday afternoons for religious instruction must send a note from the parochial school to the child's classroom teacher. **CCD children are dismissed at 2:00 PM from the 86<sup>th</sup> Street schoolyard.**

### **School Trips**

Parents will be notified about upcoming class field trips through class newsletters, emails and/or trip notices and permission slips sent home from your teachers by the students. No student will be allowed to attend a field trip without a properly completed permission slip. Teachers will reach out to parents for volunteers to chaperone all class trips.

### **Snow Days**

During the winter months parents can learn if the Chancellor is closing the schools or delaying the opening by listening to the radio (WINS 1010 AM or WCBS 880 AM) or by watching the morning news on television (channels NY1, 2, 4, 5, or 7). If there is a delayed opening, school will start two hours later (10:00 – 2:20).

This information will also be available on the Department of Education website, [www.schools.nyc.gov](http://www.schools.nyc.gov) after 6:00 AM or you can call 311. The DOE also has a Twitter account.

**PLEASE DO NOT CALL THE SCHOOL**

### **Report Cards**

Report Cards are issued three times a year (November, March & June) for all students. The report cards issued by the Department of Education record the student's progress using numeric indicators - 1, 2, 3, 4. In grades 3, 4 and 5, percentage grades will also be included to align with the new District 20 grading policy. Information regarding grading will be enclosed with the report card.

**Parent-Teacher Conferences** are held for all grades. There are a total of four conferences. The scheduled dates are;

- Wednesday, September 13<sup>th</sup> ; 4:30-7:30 PM
- Thursday, November 16<sup>th</sup> (afternoon and evening sessions)
- Thursday, January 18<sup>th</sup> 2018; 4:30-7:30 PM
- Thursday, March 15<sup>th</sup> 2018 (afternoon and evening sessions)

This is your opportunity to meet your child's teacher and other staff members to briefly discuss your child's progress. You are strongly urged to attend these conferences. Conferences can also be arranged on Tuesday afternoons if a parent wishes to speak to the teacher at length. Please send a note to the teacher to arrange such a meeting. The Principal, Assistant Principal and Parent Coordinator are also available for consultation and assistance.

### **Parent Coordinator**

Each public school has a Parent Coordinator on staff. **Mrs. Mary Maguire** is in daily from 7:30 - 3:30. She can be reached at [mmaguire@schools.nyc.gov](mailto:mmaguire@schools.nyc.gov) or by phone at 718-745-6610 Ext. 4.

### **P.T.A.**

The Parent-Teachers Association of P.S. 185 plays an important role in the life of our school. There are over 20 different committees with loving and caring parents like you as volunteers. Through these committees, we are able to achieve our goal of enrichment. The monthly meetings are open to all who wish to attend. Please come and don't forget to bring your ideas, suggestions and concerns. The membership drive is held in September.

We encourage both men and women to join the PTA. The mission is to enable teachers, parents, grandparents and guardians to become partners in the education of our children. The **PTA website is [www.PS185PTA.com](http://www.PS185PTA.com)** and the **email is [PTAPS185@gmail.com](mailto:PTAPS185@gmail.com)**. There is also a parent page on Facebook.

### **Security Measures/Safety Drills**

**Fire Drills:** Fire drills will be held on a regular basis based on the guidelines issued by the NYCDOE. Students will leave their belongings, form a line and exit the building with their teacher. Absolute silence is required during fire drills so that students and staff may listen for instructions from safety personnel.

**Lock Down Drills:** Lock down drills will also be held on a regular basis. Students will remain silent and move out of sight and away from the door. Classroom doors will be locked and teachers will wait for the “all clear” announcement.

**Shelter-In Drills:** Shelter-in drills will also be held on a regular basis. A shelter-in will take place when there is a threat outside of the building. No one will be permitted to enter or leave the building during a shelter-in. Students will remain inside the building and follow directions of the staff.

### **Discipline Code**

The New York City Department of Education is committed to ensuring that our schools are places where students learn and staff can teach in a safe, secure and orderly environment. **It is therefore necessary that students, staff and parents understand that there are standards of behavior with which all students are expected to comply and that there are consequences if these standards are violated.**

#### **Parents are to review the standards of the Discipline Codes with their children.**

- These standards of behavior include a discipline code that sets forth a comprehensive description of unacceptable behavior and the range of permissible disciplinary and intervention measures which may be utilized when students engage in such behaviors.
- In providing a range of permissible disciplinary measures, the Discipline Code ensures both consistency and equitable treatment for all students and enables principals and superintendents to exercise discretion and educational judgment.
- Copies of the Discipline Code are available on the DOE website in a number of languages. <http://schools.nyc.gov/RulesPolicies/DisciplineCode/default.htm>

### **Cell Phone and Electronic Policy**

As per new Chancellor’s Regulations, students may now bring cell phones to school.

#### **P.S. 185’s School Based Policy for cell phones is:**

- 1) They may not be kept on the student’s person.
- 2) They must be turned OFF and securely stored in the student’s school bag.
- 3) They may not be turned on or used while on school property.

**If a cell phone is observed at any time during the school day, it will be confiscated and returned only after direct contact with the parent.**

Students are not permitted to bring any other electronic devices (iPods ,iPads, Blackberries, etc.) or expensive electronic games (Gameboys, Playstations etc.) to school. The school cannot be responsible for them.

### **Toy Policy**

Students are not permitted to bring toys, spinners, games or trading cards to school. They are a distraction, cause problems when they are lost or traded and are sometimes mistaken to be the property of others. **Toys need to stay home.** In addition, students are not permitted to bring balls to school. At recess we share balls and other recess gear

intentionally, to teach sharing and cooperation, and to control materials and play areas in a busy schoolyard.

### **Health and Fitness**

Good nutrition, exercise and plenty of sleep make for healthy children. A good breakfast provides nutrients and energy to help both children and adults keep up with their day. School breakfast is free to all students, so no child should begin their day with an empty stomach.

The School Nurse is in school daily from 7:30 AM – 3:00 PM. Her direct phone number is (718) 238-6073 or Extension # 1 on the school's phone line. The following are reminders for all parents:

- Do not send your child to school if their temperature is 100 or above. He/she should be without a fever for 24 hours before they return to school.
- Do not send your child to school with medication. Absolutely no medication will be given without a **medical authorization form (504)** filled out by a doctor and approved by the Department of Health physician. These forms are available at the nurse's office or in the Main Office. **They must be resubmitted annually if necessary.**
- Medication that has been approved should be given to the nurse by the parent, not sent in with the child.
- If your child is hurt after school hours and has bruising, send a note explaining how the injury occurred.
- If your child comes to school with stitches, casts, ankle boots, ace bandages, etc. a note from a doctor should be given to the nurse. The principal needs to be notified as well.
- Any skin rashes or skin disorders need to be diagnosed by a physician and a note should be sent stating that your child is able to return to school.
- Any contagious disease such as chicken pox, scarlet fever, etc. should be reported to the nurse and teacher as soon as a physician has diagnosed your child. A physician's note stating that the child may return to school should be submitted to the classroom teacher upon their return.
- Any special medical or health concerns should be indicated in writing and addressed directly to the principal.
- **HEAD LICE:** If a case of head lice is found in a classroom, a letter is sent home to all families in that class with information on how to check for lice, remove them and treat lice infestation in your home. Since head lice spreads easily and rapidly, children who have an infestation must be kept home until **ALL** lice are completely removed from the hair. A child returning to school **MUST** be accompanied by an adult from home and re-examined by school personnel before they can re-enter class. For more information, please visit the **Office of School Health Page on the DOE's website.**

**Vision Screenings** are conducted on students in specific grades each year. Any child who fails the vision test will be given a referral form. They should be tested by an ophthalmologist and/or your pediatrician. The doctor will complete the referral form and you should send it back to school for the nurse to record on the child's medical record. Difficulties with vision are often subtle. Parents, teachers or the student may not realize a problem exists. Even minor vision problems can affect a student's ability to learn. This is why early screening and follow-up are important.



**Physical Education** also plays an important part of your child's well being. The goal of our Phys Ed program is for all students to recognize the importance of a lifelong participation in physical activity. Soccer, basketball, volleyball, handball and yoga are a few of the units covered. The **NYC Fitnessgram**, another element covered, establishes a baseline from which students can set goals and check progress in areas such as aerobic fitness, upper body strength and endurance, abdominal strength and endurance and flexibility. Further information can be found at <http://schools.nyc.gov/Academics/FitnessandHealth/StandardsCurriculum/NYCFITNESSGRAM.htm>.

**STUDENTS NEED TO COME TO SCHOOL ON THEIR GYM DAYS IN APPROPRIATE CLOTHES. THEY NEED TO WEAR SNEAKERS AND SWEAT PANTS OR SHORTS.**

**They should not come to school wearing sandals, boots, jeans or dresses on the days they have gym.**

**Lost and Found**

Lost items are collected and put in marked boxes (lunch boxes, hats, gloves) or hung up on a rack on the first floor by the lobby. Please be aware that the school is not responsible for items lost at school or those placed in the Lost and Found. **It is important that the students' belongings are clearly labeled with your child's first and last name using markers or laundry labels.** School staff will periodically check lost items for names and will return labeled items to students.

**P.S. 185's After School Program**

We offer an in-house after school program which is supervised by our staff. It begins at dismissal and runs to 5:00pm. **The current fees are: Pick up by 3:00 PM is \$5.00; by 4:00 PM is \$15.00; by 5:00 PM is \$25.00.** There is a monthly calendar available outside the Main Office and on our website. You may register your child for whatever days/hours that you need them to stay. The teacher will dismiss your student to a table in the cafeteria under staff supervision. Prompt payment should be sent to the Main Office in an envelope with your child's information on the outside. Contact Mrs. Massa in the Main Office for any further details.

**After School Pick-up Services**

There are a number of Community Based Organizations that provide (for a fee) afterschool pick-up service for your child/children. Your child would be dismissed into the cafeteria, where they will be supervised until the program you chose arrives to pick up the children. **You must notify the teacher in writing** where your child will be going. The names, locations and phone numbers of these organizations are listed.

**COMMUNITY BASED  
AFTER SCHOOL PICK-UP SERVICE AT PS 185**

Tiny Tots 243 – 88 <sup>th</sup> Street Brooklyn, NY 11209 (718) 745-4509 Contact: Ms. Nini	Bright Ideas 249-86 <sup>th</sup> Street Brooklyn, NY 11209 718-701-2634 Contact: Mrs. Puglisi
Stepping Stones 245 - 86 <sup>th</sup> Street Brooklyn, NY 11209 (718) 630-1000 Contact: Ms. Dawn Ortiz	Bay Ridge Kids After School Program 7301 Ridge Boulevard Brooklyn, NY 11209 (718) 745-1551 Contact: Ms. Tamara Shalimov

## PARENTS: WHO TO ASK ABOUT WHAT

There are many ways parents can communicate with the school. Here are some functional guidelines to assist parents in reaching the appropriate party, depending on the issue under consideration.

If your concern is about	You should contact (in priority order)	How to do it
Your child's academic progress	1. Your child's teacher 2. Parent Coordinator	1. Note, email 2. Email, phone message
Your child's well-being and emotional development	Guidance counselor	Email, phone message, note
Activities in your child's classroom	1. Your child's teacher 2. Class parent	1. Note, email 2. Email, phone message
Curriculum (The overall curriculum, subject or school-wide for example)	1. School Leadership Team 2. Principal or AP 3. Teacher	1. Email, note in SLT mailbox in Main Office, phone message 2. Email
School issues other than curriculum	<i>Depending on issue:</i> Parent Coordinator Teacher Principal PTA Class Parent	Email, phone message Email, note Email, note, phone message Email, note in PTA mailbox Email, note
Setting up a play date with a classmate's family	Contact parent directly	Email, phone message
PTA issues (fundraising, communications, community relations)	PTA	Email, note in PTA mailbox in Main Office
Department of Education policies and practices	1. Principal or AP 2. Parent Coordinator	1. Email, phone message 2. Email
Busing issues	Main Office (Mrs. Massa)	Email, phone message
Other concerns about our school	1. Parent Coordinator 2. Principal	1. Email, phone message 2. Email

## School Calendar 2017 - 2018

Date	Event
September 7	School Session Begins
September 13	Curriculum Night - Meet the Staff (4:30-7:30 PM)
September 21 & 22	Rosh Hashanah - <b>School Closed</b>
October 9	Columbus Day - <b>School Closed</b>
November 7	Election Day / Staff Development - <b>No School for Students</b>
November 16	Parent Teacher Conferences (afternoon & evening sessions)
November 23 - 24	Thanksgiving Recess - <b>School Closed</b>
December 25 – January 1	Winter Recess - Children return on Tuesday, Jan. 2, 2018
January 15	Dr. Martin Luther King, Jr. Day- <b>School Closed</b>
January 18	Parent Teacher Conferences (4:30 – 7:30 PM)
February 16	Chinese New Year – School Closed
February 19-23	Midwinter Recess - <b>School Closed</b>
March 15	Parent Teacher Conferences (afternoon & evening sessions)
March 30 - April 6	Spring Recess - Students Return Wednesday, April 9.
May 28	Memorial Day- <b>School Closed</b>
May 17	Parent Teacher Evening Conferences (4:30-7:30 PM)
June 7	Chancellor’s Conference Day - <b>No School for Students</b>
June 11	Clerical Day- <b>No school for students</b>
June 15	Eid al Fitr - <b>School Closed</b>
June 26	<b>Last Day of School - Early Dismissal at 11:10 AM</b>

## 2017 - 2018 Elementary State Testing Schedule

April 11,12	Grades 3, 4, 5	English Language Arts
May 1,2	Grades 3, 4, 5	Math
May 23 – June 1	Grade 4	Science Performance
June 4	Grade 4	Science Written

## NYSESLAT/ENL Testing

April 19 - May 18	Speaking
May 8, 9, 10	Listening, Reading, Writing May 8 Session 1, May 9 Session 2, May 10 Session 3

We hope this handbook proves helpful throughout the school year. If you have additional questions or concerns, please contact Mary Maguire, our Parent Coordinator at [mmaguire@schools.nyc.gov](mailto:mmaguire@schools.nyc.gov).