



PS 376Q

Family Handbook



PS 376Q

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IA Principal

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Bayside, NY 11364

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About Us

Our Mission

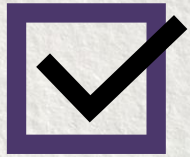
The P.S. 376Q community will help all students realize their individual potential as global leaders who are empowered, compassionate, and resilient when solving problems. Our caring students will collaborate to navigate through complex tasks and work through authentic learning experiences, building upon their leadership skills and enabling them to become impactful global citizens.

Our Vision

Fueling Our Minds So Our Futures Will Soar!

Along with our community, our student leaders will experience 21st century learning in a joyous, nurturing, collaborative environment where they can explore, communicate, and innovate.

Family Communication



Website www.ps376q.org



Class Dojo / Email



Phone: (929) 267-5900



Twitter & Instagram @ps376q




- Families can communicate with Mrs. Lei, our Parent Coordinator, via Class Dojo and email JLEI2@SCHOOLS.NYC.GOV.
- Check Class Dojo daily for school and class events, letters from our Principal, our school district 26, the NYC DOE, and much more...

- Parent Teacher Association (PTA)
- School Leadership Team (SLT)
- Coffee with the Principal
- Class Parents
- Additional School Events...

Parent Involvement





Instructional Program

These instructional programs are used to support our students' growth in meeting the next generation learning standards

ELA: HMH Into Reading and Foundations/Heggerty for Phonemic Awareness.

Social Studies: PASSPORT, Civics for All.

Math: Envisions & Math Centers.

Social Emotional Learning: Leader in Me & RULER Strategies.

Science: Next Generation Science Standards curriculum incorporating Amplify curriculum with STEAM-aligned projects (PBL).

The Leader in Me: The 8 Habits

- Habit 1 - Be Proactive
- Habit 2 - Begin with the End in Mind
- Habit 3 - Put First Things First
- Habit 4 - Think Win-Win
- Habit 5 - Seek First to Understand then to be Understood
- Habit 6 - Synergize
- Habit 7 - Sharpen the Saw
- Habit 8 - Find Your Voice and inspire Others to Find Theirs

Grades	Time	Arrival Time and Door
3K & Pre-K	8:10 - 8:20 am	Exit 9 Metal Doors 211th Street (small playground)
Kindergarten, 1st, 2nd grade	7:50 am - 8:10 am	Exit 7 School Yard 47th Ave (large school yard)
3rd, 4th, & 5th Grade SC 2/3 & SC 4/5	7:50 am - 8:10 am	Exit 8 Glass Doors 211th Street (small playground)

Arrival procedures

(may change)

Dismissal Procedures

(may change)

Grades	Time	Dismissal Time and Door
3K	2:20 pm	Exit 9 Metal Doors 211th Street
Pre-K	2:20 pm	Exit 1 Main Entrance 48th Ave
Kindergarten	2:20 pm	Exit 8 Glass Doors 211th Street
1st Grade	2:25 pm	Exit 1 Main Entrance 48th Ave
2nd Grade	2:25 pm	Exit 8 Glass Doors 211th Street
3rd, 4th, & 5th Grade SC 2/3 & SC 4/5	2:25 pm	Exit 7 School Yard 47th Ave

Arrival & Dismissal

Arrival

- Late students arriving after 8:10 am must come in through the main entrance on 48th avenue. You will have to follow the usual lateness protocol, which includes filling out the sign- in sheet at the safety desk at the main entrance.



Dismissal

- Parents/guardians who are late to pick up must come in through the main entrance on 48th avenue.
- DOE School buses and after-school program buses will be dismissed via the main entrance on 48th Avenue.
- There is no sibling dismissal. The dismissal times have been staggered to allow families to pick up their children at their dismissal exits and doors.
- Early pick up at the main entrance will not be accommodated after 2:00 pm. Please make appropriate arrangements to pick up your child at their scheduled dismissal time and door.
- Parents/guardians who need to make same day dismissal changes must call the main office (929) 267-5900 x0. Please do not dojo or email your classroom teachers with same day dismissal changes without calling the main office first. Teachers are teaching and may not read or respond to your message.
- If someone other than the person(s) listed on the emergency contact information is coming to pick up your child, we must receive a written note or Dojo message to Mrs. Lei with their full name as indicated on their identification card.

Visitors

- Must stop at the Safety Agent's Desk located at the main entrance on 48th avenue.
- Must provide a valid photo identification card and sign in before visiting anywhere in the building.

Visitors

- NO standing or parking or double parking on 48th Ave, 211th Street, and 47th Ave Parking Lot.
 - You MUST find parking.
- NO PETS on school property. This includes the school yard, playground, and main entrance gates.



Family Emergency Contact Information is required by New York City Public Schools. In case of an emergency, we must have more than one working phone number (other than your home phone number) and a contact who can be reached if you are not available. Please complete the emergency contact card and return them with your child.

Emergency information must be updated regularly to reflect your current information (e.g. Please notify the school of any change in your home address, cell phone number, emergency contact person, etc.) **Please remember that the school will only release a child to those persons listed on the child's emergency contact card.**

If you would like to add a person who has permission to pick up your child to the emergency contact, the change must be made in writing and attached to the emergency contact card.

NYC		SCHOOL YEAR 20__ - 20__	
Department of Education You can update your contact information online using your NYC Schools Account at schoolsaccount.nyc.gov. Don't have an account? Check out schools.nyc.gov/nysca.		EMERGENCY CONTACT CARD	
STUDENT INFORMATION		NO ACCESS	
Student Last Name _____ Student First Name _____ M.A. _____ Date of Birth (mm/dd/yyyy) _____ OSS ID # _____		If there is a person who may NOT HAVE ACCESS to child, please indicate: Please submit a copy of the order of protection to your child's school.	
Name Relationship Order of Protection Exists? Effective Date of Court Order <input type="checkbox"/> Yes <input type="checkbox"/> No			
HEALTH INFORMATION			
Name of Physician/Clinic _____ Telephone _____			
<input type="checkbox"/> Allergist/Immunologist <input type="checkbox"/> Cardiologist <input type="checkbox"/> Dermatologist <input type="checkbox"/> Developmental/Behavioral Specialist <input type="checkbox"/> Neurologist <input type="checkbox"/> Pulmonologist <input type="checkbox"/> Other _____			
Health Alert: Does child have any health condition that may affect participation in physical activities? <input type="checkbox"/> Yes <input type="checkbox"/> No Limitations _____ (e.g., stair climbing, participation in gym)			
Known Diagnoses (please check all that apply) <input type="checkbox"/> Asthma <input type="checkbox"/> Seizures <input type="checkbox"/> Allergies/Anaphylaxis <input type="checkbox"/> Diabetes <input type="checkbox"/> None <input type="checkbox"/> Other _____			
Allergies (select all that apply) <input type="checkbox"/> Milk <input type="checkbox"/> Eggs <input type="checkbox"/> Peanuts <input type="checkbox"/> Tree Nuts (Other Nuts) <input type="checkbox"/> Fish <input type="checkbox"/> Shellfish <input type="checkbox"/> Soy <input type="checkbox"/> Wheat <input type="checkbox"/> Free Nuts <input type="checkbox"/> Other _____			
My child has (X) any that apply: <input type="checkbox"/> Private health insurance <input type="checkbox"/> Medicaid <input type="checkbox"/> No health insurance If "No Health Insurance," are you willing to share contact information from this card to learn about insurance options? <input type="checkbox"/> Yes <input type="checkbox"/> No			
It is understood that in the final disposition of an emergency case, the judgment of the school authorities will prevail. The recommendation of the parent as indicated above will be respected as far as possible.			
SIBLINGS			
Sibling's Last Name _____ Sibling's First Name _____ Sibling's School of Attendance _____			
SIGNATURE OF PARENT/GUARDIAN			
<input checked="" type="checkbox"/> By checking this box, I agree to be contacted by elected School District- and/or City-wide parent leader volunteers regarding events, updates, and other matters connected to my school community. <input checked="" type="checkbox"/> By checking this box, I agree that my contact information can be shared with elected School District-, District- and/or City-wide parent leader volunteers so I can be updated on events and other matters connected to my school community.			
Principal will be notified in writing of any changes to information on this card Signature of Parent/Guardian _____			
FOR OFFICE USE ONLY			
To be completed by school staff only. Grade _____ Class _____ Room No. _____ Teacher _____			
List below contacts made for emergency illness or injury. Relevant records from Health Record			
Date _____ Contact _____ Reason _____ Disposition _____			
IMPORTANT – PLEASE COMPLETE NEXT PAGE >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>			

Updated August 2021

Long Term Absences

We highly recommend that any family vacations be scheduled during official school vacation times. Please refer to the official DOE calendar for vacation dates. This will ensure that your child is provided with every opportunity to achieve academic success.

If you are intending to take an extended vacation during school days, please notify the main office. Please provide your travel itinerary and return ticket for the main office. An extended vacation is three or more consecutive school days.

Students with less than 90% attendance are considered chronically absent (over 2 days a month). This may affect the student's promotion to the next grade level along with other academic criteria.

Illness

If your child is absent due to an illness you must bring in a medical note from the doctor. Your child must be free of fever and/or vomit for 24 hours before coming back to school.

Lateness

Students arriving after 8:10 am are considered **LATE** and must enter through the main entrance, accompanied by a parent/guardian with proper identification, and must sign-in the late book.

Grading Policy

Pre-Kindergarten

- We utilize the New York State Prekindergarten Foundation for the Common Core and the Next Generation Learning Standards to monitor the progress and growth of our Pre-K students over time.

Kindergarten - 5th Grade

- All aspects of student work are used to determine how students are meeting the Next Generation Learning Standards in Literacy and Mathematics (based on class work, homework, and school-based assessments).
- Students mastery of subject matter may be assessed in a variety of ways. It is not necessary, therefore, for all grades to have as their source written paper work, nor is it always necessary to receive a grade for every paper produced.
- Although the teacher will monitor and provide feedback for any activity, which they assign, the feedback does not always need to be in the form of a grade.
- Assessment should always follow a period of guided practice and/or independent practice.

Grades will be given in all content areas during each trimester. Teachers are encouraged to have a sufficient number of grades to allow multiple opportunities for students to demonstrate mastery of the Next Generation Learning Standards.

Grading Policy

Grades are Based on a Scale of 1-4

- 4 (96-100) Exceeds proficiency grade-level standards
- 3 (80-95) Meets proficiency grade
- 2 (65-79) Approaching basic grade-level standards
- 1 (64-Below) Below grade-level standards

Promotion Criteria

- Kindergarten
 - 45% Classwork/Participation
 - 45% Tasks/Projects/Assessments/Assignments
 - 10% Collaboration/Discussion
- Grades 1-5
 - 40% Classwork/Participation
 - 45% Tasks/Projects/Assessments/Assignments
 - 15% Collaboration/Discussion



Academic Policy

Together, schoolwork and homework make a difference. They ensure that every child becomes a lifelong, independent learner who is able to achieve his or her highest potential.

Homework is a way for parents to see what their children are learning in school. Homework reinforces the skills taught in the classroom, so it is important that children do their homework on their own. Please guide them through and support them as best as you can. Remember also to look in your child's backpack and folder each night for any pertinent school information and communication.

One wonderful thing you can do together each day is READ. Every child should be reading or "read to" daily. If your child cannot yet read on their own, it is perfectly fine to read to them. The idea is to hear storybook language and fall in love with reading. As pre-emergent and emergent readers, we want them to experience a LOVE for books and reading. They will want to hear these stories over and over! Talk with your children about their books. As you sit with your child and read, it creates a bond that is everlasting.

Have conversations in any language. It doesn't matter, as long as you are promoting literacy.



Student Responsibilities

- Attend school regularly and arrive on time
- Complete my homework and submit all assignments on time
- Follow the school rules and be responsible for my actions
- Show respect for myself, other people and property
- Try to resolve disagreements or conflicts peacefully
- Always try my best to learn

Birthday Parties

3K - 2nd Grade



Birthday celebrations can be scheduled with your child's teacher in advance for a maximum of 30 minutes within your child's classroom.

Please contact your child's teacher at least one week in advance to to coordinate. 3K - 2nd Grade parents are welcome to participate in the celebration! We encourage you to share something meaningful about your child with the class. For example, share your child's favorite song, favorite storybook, or a baby picture.

Grades 3-5

Parents/Guardians may send in a small snack (ie munchkins or cupcakes) in the morning for the class to enjoy at the end of the school day.

Birthday parties are only for the class your child is in. Classmates and siblings from other classrooms are not allowed to participate.

INVITATIONS CAN ONLY BE DISTRIBUTED IN SCHOOL IF THE WHOLE CLASS IS INVITED.



Field Trips

There may be field trips for students in grades 1-5. Permission slips will be sent home. Any child attending the field trip will need to submit the permission slip completed, signed, and returned to their classroom teacher. No permission slip = no field trip.

Chaperones are randomly selected through a raffle system by the classroom teacher.

Electronics and Cell Phones

Electronic devices such as cell phones and Apple watches are not allowed to be used in school. If your child brings in a device, it must be turned off and stored in their backpack. If the child is seen with it out, it will be confiscated. It will be returned at the end of the day. If it is repeated, a parent/guardian will have to stop by the main office and pick it up.

Dress Code

SNEAKERS are strongly recommended at school. Students attend Physical Education class and recess outdoors where they will be running, jumping, and performing other physical activities. If your child is wearing sandals, they must be closed toe and closed back. Students not wearing appropriate shoes will be asked to sit out of these activities including Physical Education and recess as it is unsafe for them to participate.

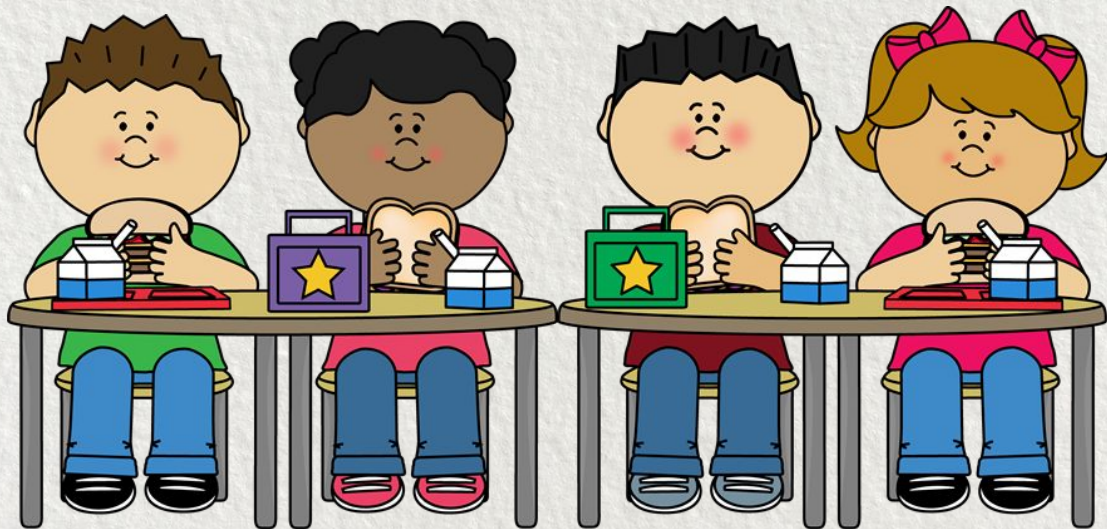


Parent/Guardian Responsibilities

- Monitor my child's attendance and ensure that my child arrives to school on time as well as follow the appropriate procedures to inform the school when my child is absent
- Ensure that my child comes to school rested by setting a schedule for bedtime based on the needs of my child and their age
- Check and assist my child in completing homework tasks, when necessary
- Read to my child and/or discuss what my child is reading each day (for a minimum of 15 minutes)
- Set limits to the amount of time my child watches television or plays videos games
- Promote positive use of extracurricular time such as extended day learning opportunities, clubs, team sports, and/or quality family time
- Encourage my child to follow school rules and regulations and discuss this with my child

Parent/Guardian Responsibilities

- Volunteer in my child's school or assist from my home as time permits
- Participate, as appropriate, in the decisions relating to my child's education
- Communicate with my child's teacher about educational needs and stay informed about their education by prompting reading and responding to all notices received from the school or district
- Respond to surveys, feedback forms and notices when requested
- Participate in or request training offered by the school, district, central and/or State Education Department to learn more about teaching and learning strategies whenever possible
- Take part in the school's Parent Teacher Association or serve to the extent possible on advisory groups, e.g. School or District Leadership Teams
- Share responsibility for the improved academic achievement of my child



Meals

- **Breakfast**
 - We participate in the DOE's initiative called "Breakfast in the Classroom". Students are served breakfast in their classrooms every morning at 8:10 am.
- **Snack**
 - Please provide a small healthy snack for your child every day. Examples of healthy snacks include pretzels, granola bars, cheese sticks, raisins, etc. **Chewing gum and candy will not be allowed.**
- **Lunch and Recess**
 - Lunch will be served in the classroom for all 3K & Pre-K students. Grades K-5 will eat in the cafeteria. Parents may send lunch from home.
 - There is recess every day, weather permitting. Students are expected to wear appropriate attire on cold weather days for outdoor play.
- **Allergies**
 - Parents/guardians of children with allergies must notify the school (teacher and nurse) of their allergies and help educate your child on food safety.