

**P.S. 32K
SAMUEL MILLS SPROLE**

2016-2017

**PARENT HANDBOOK OF
POLICIES, PROCEDURES AND RESOURCES**



**317 Hoyt Street
Brooklyn, N.Y. 11231
(718)222-6400**

**Ms. Denise Watson-Adin, Principal
Ms. Melanie Carbone, Assistant Principal**

Dear Parents and Guardians,

The following is your handbook of the policies and procedures for all students, parents and guardians at P.S. 32. I ask that you read it very carefully. Should you have any questions, please do not hesitate to call the main office, our Parent Coordinator or come to a PTA meeting.

Thank you in advance, for your support and cooperation.

Sincerely,

Ms. Watson-Adin

**Public School 32
The Samuel Mills Sprole School**

Administration

Denise Watson-Adin	Principal
Melanie Carbone	Assistant Principal
Adrian Straker	Guidance Counselor and Middle School Advisor
Shari Boylan	ASD NEST Coach / MS Liasion
Neil Weintraub	Social Worker
Rene Mason	Social Worker
Angela Bowie	Parent Coordinator
Anika Scott	IEP Teacher/AIS Coordinator
Tien Als Richardson	Secretary
Luis Caballero	Custodian
Karl Apelgren	Director of Good Shepherd After School Program

Organization

Our school has twenty-seven classes on grades pre-kindergarten through grade five including seven ICT Classes, eleven ASD Micro Inclusion classes, eight Gifted and Talented classes, and one general education Pre-Kindergarten class. We presently have approximately 500 students. The Carroll Gardens School for Innovation (MS 442) is located on the second floor of the school building and houses grades six through eight.

P.S. 32 – Our Mission

Public School 32, The Samuel Mills Sprole School, strives to be a nurturing and vibrant community for academic achievement. Public School 32 proudly adheres to standards-based learning, which includes significant foci on comprehensive literacy writing and mathematics instruction. Our integrated, inquiry-based curriculum promotes active learning through reading, writing, thinking and problem-solving. Our focus on rigorous academic standards is driven by a deep sense of responsibility and a strong belief in the value of research and the importance of focused talk and investigation. In addition, students are expected to be active problem solvers and to act as leaders in a variety of situations. Along with the rest of New York State public schools, we will follow the Common Core State Standards in our lesson planning.

Public School 32 is committed to diversity. Our classes are heterogeneously grouped and scheduled to allow for a variety of unique learning experiences. We recognize the special concerns of parents, learners, and teachers, and therefore we aim to create a safe environment in which children may be risk-takers. We believe that our ultimate goal of academic success for each student at P.S. 32 will be realized through support from the parent community and through meaningful and appropriate teacher training through professional development opportunities. A culture of respect, acceptance, and understanding celebrates differences and serves as the foundation of our school community.

P.S. 32 – Our Vision

PS 32 is a unique school community committed to high expectations for the academic achievement, social development, and personal growth of each of our students. We embrace diversity by nurturing strengths and talents to educate the whole child socially, emotionally, academically, culturally and artistically through differentiation in all facets of learning. In recognizing that all children learn in different ways, we believe that inquiry based learning and an arts integrated curriculum cultivates a more meaningful discovery of self, enhances prior knowledge, supports content and language development and encourages a strong respect and appreciation for the arts. Strengthened by the commitment of our parent community, we value their participation and are dedicated to developing a strong partnership between home and school. Through collaboration and communication each member feels supported and encouraged to take risks, share ideas and become an active participant in their own learning. Our strong professional development program provides ongoing learning and leadership opportunities for all members, while offering students an exemplar for becoming lifelong learners and leaders of the future.

POLICIES AND PROCEDURES OF P.S. 32

ARRIVAL

- ❖ School begins promptly at 8:20 a.m. Students in grades 1-5 will line up by class outside in the school yard.
- ❖ Students in Pre K will be escorted to their portable unit classrooms located in the back of the main building using the Union Street gate.
- ❖ Students who arrive for breakfast must enter through the President Street gate (cafeteria entrance) NO EARLIER than 7:50 a.m.

LATENESS

- ❖ Children are brought to their classrooms at 8:20 a.m.
- ❖ Lateness is unacceptable. Lateness is detrimental to the student who is late. Lateness is disruptive to the entire class and detracts from an atmosphere of learning.
- ❖ Chronic lateness is considered an issue of educational neglect and may be subject to an ACS investigation.
- ❖ If a student arrives to school late, at or after 8:25 a.m., the parent must sign in at the security desk and take the child to the main office. The child will receive a late pass from an office staff member. This includes students in grades Pre K, K and 1.
- ❖ For safety reasons, if your child arrives late to school and has class in the portables, a staff member will escort your child to their classroom or prep class.

ABSENCES

- ❖ Student attendance is very important for a successful school experience. Children who are absent for more than 10% of the school year will be considered for hold over in their current grade.
- ❖ If your child is absent for one or two days, he or she must return to school with a note explaining the nature of the absence.
- ❖ If your child is absent more than two days, he or she must return to school with a doctor's note
- ❖ Please make every effort to call the school's main office if you know your child will be absent for an extended period of time.
- ❖ All children are responsible for completing assignments, including homework assignments, after their absence.

AFTER SCHOOL AND PICKUP PROCEDURES

- ❖ All students who attend Good Shepherd After School program will be dismissed by their classroom teacher at 2:40 p.m. and students who attend Good Shepherd will be brought to the cafeteria.
- ❖ All children who attend other afterschool programs, including Warren Street and Kids Orbit, will be met by their afterschool group leaders in the main lobby.

- ❖ All classes (PreK through 5) will be dismissed at 2:40 p.m. sharp.
 - ❖ PreK through Grade 1 dismiss from the portable classrooms, Grade 2 dismisses from the Union St Auditorium doors, Grade 3 dismisses from 317 Hoyt Street, Grade 4 dismisses from President St and Hoyt, and Grade 5 dismisses from Union and Hoyt. All children not picked up by 2:40 p.m. will be brought to the school lobby in the main building.
- ❖ **All children who are not picked up by 2:40pm will be dropped off to Ms. Nataki Johnson/ Lisa Latham in the auditorium after dismissal. Please make every effort to pick your child up on time at the end of the day. If an emergency arises and you are unable to pick up your child at 2:40pm, please notify the main office at 718-222-6400.**
- ❖ If your child needs to be picked up early, you must sign your child out in the main office. Teachers will not release any child unless you have signed them out. Main building students will be brought directly to you. If you have a child in the portables you will go to their portable classroom to pick them up with a " BLUE sign out slip". Please make every effort not to sign your child out from school early. Between the hours of 2:10 p.m. and 2:40 p.m. students are still engaged in learning. It is also a time for them to write down homework assignments and reflect upon the day's learning.
- ❖ The Good Shepherd Services After School Program is held in partnership with Department of Youth and Community Development and is open to all students in PS 32, MS 442 and the surrounding community as a free service. The After School Center is open school days from school dismissal until 5:45pm. They also offer vacation and summer programming. The after school program offers a variety of enrichment activities such as dance, drama, teambuilding art and STEM. These activities are safe, fun and educational. We believe that every child has the right to be exposed to fun and challenging activities.
- ❖ PTA Afterschool - The PTA of PS 32 organizes afterschool enrichment classes which operate for a fee. This is the PTA's fifth year running this program and we've been able to add new and exciting classes each year. Our goal is to provide students with opportunities to explore new languages, learn new skills (including chess, cooking, yoga, etc.), or express themselves through art, movement, and chorus. Students are separated into age appropriate groups and are cared for by PS 32 teachers, co-teachers, parent volunteers, and/or outside teaching artists. Please see the Afterschool Registration page on the school website for further information, class listings, and fees.

APPOINTMENTS

- ❖ Members of the P.S. 32 faculty will meet with parents or guardians by appointment only. You can make an appointment by sending a note to school with your child or by phoning the school office. However, our Parent Coordinator, Angela Bowie, is

available Mon - Fri in the main office.

- ❖ Please do not interrupt class time to try to speak with a member of the faculty. Please allow teachers time to answer emails.

NYC Schools Account

- ❖ The New York City Department of Education's **NYC Schools Account** provides a single place where our educators can go to find and study important information about your child. Sign in to see your child's recent test scores, attendance records, and grades.
- ❖ To set up an account you will need your child's Student ID number, which you can find on his or her report card, as well as an Account Creation Code, which our school will supply. You can also open an account by visiting our school-you will need a photo ID such as a driver's license or passport. Please contact Ms. Angela Bowie for your child's ID number and password.

ARTICLES OF VALUES

- ❖ Articles of value **ARE NOT TO BE BROUGHT TO SCHOOL.**
- ❖ We are not responsible for any items that are stolen, lost, misplaced or broken.
- ❖ We strongly urge students **NOT** to bring to school any possession that they might deeply regret losing such as: iPods/iPads, electronic hand-held devices, fancy pens or stationary items, or outer clothing that is prized or valuable; as per Chancellor's Regulations.
- ❖ Students may not bring any type of toys, electronics or candy to school.
- ❖ As per Chancellor's Regulations elementary school children may bring a cell phone to school, however cell phones may not be used during the school day.

ATTENDANCE

- ❖ Attendance will be taken daily by the classroom teacher.
- ❖ As stated above, every absence must be explained in writing by a parent or legal guardian.
- ❖ Excessive unexplained absences may result in an investigation by the Administration for Children's Services (ACS).
- ❖ Absence is not considered an excuse for failing to meet work deadlines or for not completing homework.

CALLS

- ❖ Calls cannot and will not be taken for students except in an emergency.
- ❖ Students will not be allowed to use the telephones in the school office except in the event of an emergency.

CHAIN OF COMMAND

- ❖ If you need to speak with someone regarding your child please follow the chain of command.
- ❖ Make an appointment to speak with the classroom teacher first. If you need assistance reaching a teacher, Ms. Angela Bowie, the Parent Coordinator can be utilized for this purpose.
- ❖ If the situation requires further discussion, please see Ms. Adrian Straker, our guidance counselor or Melanie Carbone, our assistant principal. She will determine whether further intervention is necessary.
- ❖ If you still feel your issue has gone unresolved, please make an appointment with our principal, Ms. Watson-Adin



COMMUNICATION

- ❖ Communication between school and home is essential for success in elementary school.
- ❖ Please respond promptly to any notes or phone calls to your home. If asked to come in and see a teacher or a member of the administration, your cooperation is appreciated.
- ❖ Promptly sign and return any notices that may be sent home and require a signature. It is the student's responsibility to see that all notices are given to parents and guardians, and **it is a good practice to check your child's book bag daily.**

EMERGENCIES/SICKNESS

- ❖ We must have a current valid blue emergency card on file for every student at all times. Two blue cards (one for the teacher/one for the office) will be distributed during the first full week of class and must be returned the very next day. If your contact information changes, kindly provide us with any updates.
- ❖ Emergency cards must indicate a phone number where someone can be reached at all times. You may include a cell phone or beeper number. We must have access to a live voice on the other end of a call at all times.
- ❖ An ill student at school who cannot remain in class is considered an emergency. Please note that if your child becomes sick during the school day, someone must be available to come and take them home. Sick children cannot stay in school. We will make the child as comfortable as possible but we cannot administer medical treatment or offer any medication of any kind. Please remember that although the school may take a child to the Emergency Room, a physician will not treat a child unless a parent or guardian is present.
- ❖ No student may be released to someone whose name does not appear on their emergency card unless we receive notification IN ADVANCE in writing.
- ❖ **All children with Asthma or Peanut Allergies, who carry a pump or Epi-Pen must**

have a 504 form filed in the Nurse's office. Our Guidance Counselor, Adrian Straker, will assist you in filling out this form if you need help or have any questions.

- ❖ A doctor's note is required if an absence persists for more than two days.
- ❖ No child will be readmitted to school after having a communicable disease or infection without written authorization from a doctor.
- ❖ Students with head lice will be excluded from class when lice are identified. Parents will be notified, instructed in treatment of head lice and asked to pick up their child as soon as possible. Once a child returns they will be re-examined the next day before they may return to class.

HALF DAYS

- ❖ There are several half days throughout the school year. These half days serve a variety of purposes, such as enabling parent-teacher conferences, staff development and the processing of clerical work. Dismissal on half days is at 11:45 a.m. SHARP. Students exit through normal dismissal exits. Bus students are dismissed at 11:40am on half days. **There are no arrangements to look after students left in school after 11:45 a.m. on a half day.** Hot lunch will always be served on half days.
- ❖ Notices regarding half days are sent home as soon as the school is notified of them. Please sign and return half day notices so we understand that you are aware of the half day.
 - Curriculum Night - September 22
 - Parent Teacher Conferences- November 3, March 9, May 17
 - Non Attendance days- June 8 & June 12
- ❖ Pre Kindergarten non-attendance will be announced at a later date

LOST AND FOUND

- ❖ Articles of value should not be brought to school.
- ❖ Lost articles may be searched for in the P.S. 32 lost and found closet is located in the old phone booth at the end on the main corridor. Children need to be careful with their belongings.
- ❖ The PTA suggests purchasing personalized labels from Oliver's Labels. You can find the link to the order form on the ps32.org website. The lost and found closet is cleaned out three times a year during the major breaks. Clothes are donated to a local charity.

LUNCH

- ❖ Lunch and recess is from 10:55-11:50 for Kindergarten, 1st & 3rd grade students, and from 12:50 p.m. - 1:45 p.m. for students in 2, 4 & 5 grades. Pre-K students eat family style in their classrooms.
- ❖ All students will eat hot lunch in the cafeteria with the exception of Pre-K children. Pre-K receives hot lunch in their classrooms.
- ❖ Students may choose to bring a lunch to school. No glass is allowed. Please make

sure all food and beverage containers are not made of glass.

- ❖ Students will have recreational time in the schoolyard or in the gym during the lunch period. On days that we do not have them gym space and it is raining, students will be in the auditorium or in their classroom for the recess period.
- ❖ Students are expected to clean up after themselves in the cafeteria.
- ❖ Students are expected to behave appropriately and safely in the cafeteria, yard and gym.
- ❖ PS 32 is proud to announce our recycling and composting program. Children are taught to sort their garbage after eating and throughout the school day.

SIGN OUT

- ❖ If a student is to be removed from school by a parent or guardian during the school day, the student must be signed out from the PS 32 main office. Never remove a student without signing him/her out.
- ❖ Kindly avoid removing your child from school after 2:10 p.m. As lateness is disruptive, so is removal during the last period of the day.
- ❖ **UNDER NO CIRCUMSTANCES WILL A STUDENT BE ALLOWED TO LEAVE SCHOOL BEFORE 2:40 P.M. UNLESS ACCOMPANIED BY A PARENT, GUARDIAN OR OTHER PERSON IDENTIFIED CLEARLY ON THE EMERGENCY CARD.** Requests made, even in writing, to release the child alone prior to 2:40 p.m. WILL NOT BE HONORED.

TRANSPORTATION (SCHOOL BUSES & METROCARDS)

- ❖ School bus and full-fare metro card eligibility guidelines for zoned students are as follows:
 - Distance from school is determined by the DOE based on the home address on file

		DISTANCE FROM RESIDENCE TO SCHOOL			
		Less than ½ mile A*	½ mile or more, but less than 1 mile B*	1 mile or more but less than 1½ miles C*	1½ miles or more D*
GRADE LEVEL	K-2	Not Eligible**	Eligible for Full Fare Transportation		
	3-6	Transportation Not Provided	Not Eligible**		
	7-12	Transportation Not Provided	Not Eligible**		

* The A, B, C, and D designations are used by DOE computers to indicate these distance groups.

** Students in these categories are not eligible for full fare transportation. These students may receive a half fare student MetroCard good for use on buses only. These half fare MetroCards are provided as a courtesy by the Metropolitan Transit Authority (MTA).

- ❖ Students that receive specialized transportation or door-to-door bussing are

determined by the Office of Pupil Transportation (OPT).

- ❖ Bus stops are determined by the OPT. No child is ever permitted to ride a bus other than the one they are assigned to.
- ❖ Bus service may take some time to begin so please make sure you have alternate transportation to bring your child to school.
- ❖ Buses drop off and pick up students at the P.S. 32 cafeteria on President Street. Ms. Cuomo or Ms. Roper-Johnson will greet students as they disembark in the morning and escorts students to buses in the afternoon.
- ❖ Students who do not qualify for a school bus or full-fare metro card can apply for a half-fare metro card which can only be used on buses.
- ❖ Last minute changes to your child's bus schedule do create confusion in the afternoon in the classroom. **If your child will not ride the bus every afternoon home, we ask that you please submit a regular bus schedule to your child's classroom teacher.**
- ❖ For all transportation questions and requests please contact Ms. Cuomo or call the main office @718. 222-6400 extension 1071

TRIPS

- ❖ There will be several out-of-classroom field trips during the course of the school year.
- ❖ No student may participate on a trip without a completed, signed permission slip.
- ❖ EVERY trip will require a separate permission slip, including short walking trips. There will be a walking trip slip, which will be good for the 2016-2017 school year.
- ❖ Classes will not take a trip without enough adult supervision. **Please consider chaperoning on trips from time to time.**
- ❖ Students will be required to stay back from a trip if they are displaying behavior that is considered a safety risk.
 - ❖ If your child requires a trip nurse for medical reasons the school will request one. We will not know whether a trip nurse will be available until the morning of the trip. Please make every effort to ensure that an adult is available to accompany your child on the trip in the event that a trip nurse is unavailable.
- ❖ The school will provide a trip shirt to each student, which is required to be worn on every school trip. If the shirt is misplaced or lost you will need to purchase a new for \$6.00.

VISITORS

- ❖ ***ALL VISITORS, INCLUDING PARENTS AND GUARDIANS of P.S. 32 students, must sign in with the safety agent at the main entrance. You must present legal photo ID.***
- ❖ ***Visitors must wear a Visitor's Pass at all times during their visit to the school.***
- ❖ ***All visitors must enter and leave the building from the main entrance located on Hoyt Street. Upon your departure, please give your visitors pass back to the***

school safety agents. This will let us know that you have safely exited the building.

HEALTH AND FITNESS

- ❖ The school checks each child's height, weight, vision and hearing.
- ❖ All students will take the New York City Fitness Gram Assessment under the direction of our physical Education Teacher, Mr. Lyle Bogin.
 - For more information regarding the Fitness Gram visit:
<http://schools.nyc.gov/Academics/FitnessandHealth/NycFitnessgram/families/default.htm>
- ❖ A note from a dentist, as evidence of a dental check-up, is required once a year.
- ❖ Proof of immunization is required when a child is first registered in a NYC Public School.
- ❖ You will be informed if the school does not have an updated medical form for your child.

WELLNESS

The PS 32 Wellness Committee is committed to providing a school environment that supports the overall health and well-being of the school community, including students, staff and families. The Committee aims to promote positive healthy behaviors, through hands-on education on eating for good health and nutrition, by providing greater access to nutritious foods, and by establishing programs based on DOE Wellness Policies to increase physical activity and promote mindfulness.

Over the past few years, the Committee has successfully put into place significant improvements in providing greater access to nutritious foods in the school cafeteria and classrooms, including a fresh water cooler and a new salad bar in the cafeteria, with fresh fruit and vegetables available at every lunch for all students, and water coolers with purified water installed in all of the portable classrooms. Classroom teachers also are periodically provided with suggestions and guidelines for serving healthy snacks to their students during snack-time. The Committee also initiated a professional development for staff on nutrition through the organization Food Fight.

2016 Initiatives:

The Wellness Committee works closely with the Garden Committee to encourage healthy eating choices. This year, the Wellness Committee, through the Garden to Cafe Program, will host Garden to Café Days again for the school community, using fresh vegetables from the school garden. The Garden to Café Program certifies that the PS 32 garden soil and produce is clean and fit for preparation. The program gives students the opportunity to choose, harvest and enjoy vegetables straight from the garden. The two Committees will

continue to work together, with the additional goal of offering each class an intimate and educational cooking demonstration and lunch, featuring fresh produce from the school garden.

The Wellness Committee plans to offer at least one free educational healthy cooking class for parents with a goal of offering to school parents ongoing nutritional workshops and cooking demonstrations from outside vendors and knowledgeable parent volunteers.

In addition, the Wellness Committee works with the PTA After School Coordinators to introduce stimulating programs focused on improving and supporting a more balanced formula for student wellness.

The Wellness Committee encourages parents to join the committee, or to participate in any of the Wellness Initiatives. The Committee welcomes suggestions and ideas to promote wellness in the school. Contact them at wellness.committee.chair@ps32.org

ACADEMIC EXPECTATIONS

- ❖ Teaching, learning and school work are taken very seriously at P.S. 32.
- ❖ All students are expected to be productively working in class. We believe that effort promotes achievement.
- ❖ Students are expected to come to class prepared to work with any and all materials necessary.
- ❖ Absence is not an excuse for missing work. Students are expected to phone a classmate and inquire about any class work or homework that may have been missed. This is the student's responsibility.
- ❖ Students are expected to show evidence of pride when completing their work.

HOMEWORK

- ❖ Homework may be nightly, weekly or of a long-term nature. There is no such thing as a student of P.S. 32 who has "nothing to do."
- ❖ **Parents are asked to check student homework every night.**
- ❖ The purpose of homework is to extend and reinforce learning and to develop self-discipline, personal responsibility and independent thinking. Our teachers try to make homework assignments purposeful and related to class activities, as well as tailoring assignments to individual children's interests, needs and abilities. Parents can offer help in the following ways:
 - Check homework daily. See that all assignments are completed accurately and neatly.
 - Answer questions but please allow your child to do the assignment him/herself.

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 the 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 edit your child's work for spelling, punctuation, neatness, etc. • 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. • 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.
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- If you feel overwhelmed, please visit the DOE Homework Resources page <http://schools.nyc.gov/StudentSupport/HomeworkResources/default.htm>

REPORT CARDS AND CONFERENCES

- ❖ Parent/Teacher Conferences are held for pupils in all grades in September, November, March and May. Conferences will be September 22 (4:30-7:30pm), November 3 (1:00-3:00pm & 5:00-8:00pm), March 9 (1:00-3:00pm & 5:00-8:00pm), May 17 (4:30-7:30pm)
 - September 22 & May 17 will be regular school days
 - November 3 & March 9 students will be dismissed at 11:45am.
- ❖ Report cards will be sent home with students. Teachers will also have a copy at the conferences.
- ❖ Open school week will be held during the week of November 14th. During your grade's scheduled time, we encourage families to visit your child's classroom to observe what is taking place in school. This is a critical time to reinforce parent-school relationships that will lead to the dynamic partnerships necessary to ensure the educational success of each student.
 - Parents will be able to visit their child's class at any time during this week, so please notify your child's teacher when you will be visiting.
- ❖ Teachers will make the request for a Class Parent in September. Please consider being a Class Parent, they play a vital role in class communication. If you have any

questions please contact our Class Parent Leader and 2nd Grade Mom, Amanda Fox, at amandacainfox@gmail.com

THE PTA - PARENT TEACHER ASSOCIATION

The PTA is one way parents and teachers can participate in the life of the school. All P.S. 32 parents and teachers are automatically members of the PTA.

- ❖ The PTA typically meets the second Tuesday of every month in the school auditorium or cafeteria. Meeting announcement times are posted on the school's website and a meeting announcement notice will be sent home in your child's homework folder.
- ❖ The PTA asks you to be generous in supporting the activities of PTA, which directly benefit enrichment activities for ALL the children in the school. We also urge parents and guardians to volunteer and share their time, energy, skills and experience with all the children at P.S. 32.
- ❖ Parents and Guardians should feel free to contact any PTA officer at pta@ps32.org or 718-222-6400.
- ❖ The PTA Executive Board for the 2016 - 2017 school year:

Richard Brittson	- richard.brittson@gmail.com	President
Anna Doyle	- annanolandoyle@gmail.com	President
Gina Kruger	- drginarx@yahoo.com	Vice President
Charles Wells	- charles.wells@ps32.org	Secretary
Howard Master	- howard_master@yahoo.com	Treasurer
Kejuana Wills	- kejuanaeills@aol.com	Treasurer

THE SCHOOL BASED PLANNING TEAMS

The School Leadership Team (SLT) consists of parents, teachers, administrators and other school personnel. The team works with the Principal to produce the yearly Comprehensive Education Plan as well as reviews the annual budget. The Team also focuses on the issues that affect children's learning such as curriculum, professional development, organizational structure, school-wide events, use of resources and community involvement. These meetings are open to all visitors.

P.S. 32 PBIS (Positive Behavioral Intervention System)- Statement of Philosophy

P.S. 32 believes that students can and will learn the skills needed to function appropriately in school and in the community, if given access to the most effective and accurately implemented instruction, sufficient time, and support. Students are expected to be responsible for making appropriate decisions and choices about achievement, surroundings, interactions, and safety. To assist students in getting the greatest benefit from their school experience, while individually

developing responsibility and learning to control their own behavior, certain guidelines must be implemented.

Positive Behavioral Interventions and Supports (PBIS)

PBIS encourages school-based prevention systems, in order to improve student social, emotional, and behavioral outcomes, which in turn build a positive school climate and culture. PBIS systems work to develop instructional and behavioral practices and interventions which assure that all students are given the opportunity to improve academically and behaviorally. The range of supports begins with the whole school and extends to intensive, wraparound support for the individual students and their families.

PBIS Initiative

As part of the PBIS initiative, we as a school community will establish several guiding principles for the behaviors we expect in all areas of our school. By detailing every expected behavior and teaching students in a positive way, we will provide a common language for our school community...students, teachers, school aides, paraprofessionals, security officers, and all other staff.

PBIS Tenet: be a S.T.A.R.

STAR stands for: Safe, Tolerant, Attentive, Responsible

Safe means to be...

- o aware of your body in space
- o aware of others as you move

Tolerant means to...

- o respect yourself and others
- o always act kindly and be generous
- o accept and celebrate our differences.

Attentive means to be...

- o observant and focused,
- o engaged in growing ideas, reaching for personal goals, and questioning. (considering age appropriate attentiveness)

Responsible means to...

- o be successful by being accountable:
- o in control of your own learning and materials.
- o reflective of personal actions.
- o working to persevere and show effort.

School expectations are important:

- ❖ Students are responsible for their actions and must accept the consequences of their behavior.
- ❖ Students are encouraged and guided to think before they act.
- ❖ Students are expected to move through the halls and up and down staircases in an orderly, respectful manner.
- ❖ Students are expected to act safely at all times.

- ❖ Students are expected to respect their property and the rights and properties of others.
- ❖ Students will be kind to others with words and deeds.
- ❖ Students are expected to respond immediately to instructions and signals by any member of the faculty of P.S. 32 or any staff member of the other school sharing space in and around the building.
- ❖ Students are expected to walk at all times in the school building.
- ❖ Students are expected to keep the classrooms, hallways and all public spaces such as the lunchroom and bathrooms clean.
- ❖ Bicycles, skateboards, scooters, hee-lies, etc. are not allowed on school premises.
- ❖ No eating or drinking will be allowed in the hallways, gymnasium, yard, library, music room etc.
- ❖ No gum, candy, or soda is permitted during the school day. It will be taken by an adult and returned at the end of the school day.
- ❖ No electronic games, toys, or other devices are permitted in school. These devices will be taken by the adult in charge and returned to the student prior to dismissal. If a student brings in a device a second time, their parent must be notified to pick it up.
- ❖ Students are expected to use self-control and behavior appropriate to a school setting.
- ❖ Rude or abusive language or behavior will not be tolerated.
- ❖ Students will be held responsible for any damage done by them to any part of the school building.
- ❖ Students are expected to solve problems in a peaceful manner. Fighting on school grounds, on school trips and during any school related event will not be tolerated and according to Chancellor's Regulations are grounds for immediate suspension.
- ❖ Students are expected to be kind, courteous and respectful to each other, to teachers and staff, to members of the P.S. 32 community and to visitors.
- ❖ Students are to refrain from discrimination of any kind. P.S. 32 promotes tolerance and is a proudly diverse community.
- ❖ Students are expected to refrain from acts of sexual harassment.
- ❖ Students are expected to refrain from using obscene language in school, on trips or during any school-related event.
- ❖ Students will not be allowed to possess anything that could harm themselves or others.
- ❖ Sharp and dangerous weapons are not allowed in school and if they are brought to school they will be confiscated, a parent will be contacted and appropriate disciplinary action will take place. (*See Weapons Policy*)
- ❖ Hats, caps or head coverings of any kind may not be worn in class unless they are required for religious observance.
- ❖ A student who comes to school dressed inappropriately will remain in the office

until a parent or guardian is reached by phone in order to bring in more appropriate clothing. **Inappropriate dress includes: belly shirts, miniskirts, mini shorts, T- shirts that have inappropriate language on them or wrestling T-shirts.**

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 32 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/RulesPolicies/DisciplineCode/default.htm>

The teachers and staff at PS32 will NOT use physical activity (gym or recess) such as: running laps, pushups, exercise, etc and will NOT withhold opportunities for physical activities as a form of punishment.

IMPORTANT TELEPHONE NUMBERS

Principal

Ms. Denise Watson-Adin
718/222-6400

Assistant Principal

Melanie Carbone
718/222-6400, ext. 1031

Parent Coordinator

Angela Bowie
718/222-6400
347/563-5369

Guidance Counselor

Adrian Straker
718/222-6400, ext. 1021

Social Workers

Renee Mason & Neil Weintraub
718/222-6400, ext. 6301, 6302

IEP/AIS Coordinator

Anika Scott
718/222-6400, ext. 1032

ASD NEST Coach

Shari Boylan
718.222-6400

SBST (School Based Support Team)

Emile Scharf School Psychologist & **Wilma Merced** Social Worker
718/222-6400, ext. 1001

Good Shepherd After School Program for Grades K-8

Karl Aplegren, Program Supervisor
718/625-5876

PTA Office

718/222-6400

Office of Pupil Transportation

718/784-3313

**Dept. of Education Hotline
311**