



**PS 166**

**The Richard Rodgers School of the Arts and  
Technology**

**Family Handbook**

**2016- 2017**

**132 West 89<sup>th</sup> Street  
New York, NY 10024**

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**[www.ps166.org](http://www.ps166.org)**

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**The NYC Department of Education School Calendar  
2016-2017**

September 8	Thursday	First day of school <i>(half day for kindergarten students)</i>
September 12	Monday	Eid al-Adha <i>(schools closed)</i>
October 3-4	Mon, Tues	Rosh Hashanah <i>(schools closed)</i>
October 10	Monday	Columbus Day <i>(schools closed)</i>
October 12	Wednesday	Yom Kippur <i>(schools closed)</i>
November 3-4	Thursday	Parent Teacher Conferences
November 8	Tuesday	Election Day <i>(students not in attendance)</i>
November 11	Friday	Veterans Day <i>(schools closed)</i>
November 24-25	Thurs, Fri	Thanksgiving Recess <i>(schools closed)</i>
December 26 - Jan 2	Monday-Monday	Winter Recess <i>(including Christmas and New Year's Day)</i> <i>(schools closed – students return to school on Tuesday, January 3, 2017)</i>
January 16	Monday	Dr. Martin Luther King, Jr. Day <i>(schools closed)</i>
February 20-24	Monday - Friday	Midwinter Recess – <i>(schools closed)</i>
March 8-9	Weds, Thurs	Parent Teacher Conferences
April 10-18	Monday - Tuesday	Spring Recess <i>(schools closed)</i>
May 29	Monday	Memorial Day <i>(schools closed)</i>
June 8	Thursday	Anniversary Day <i>(students not in attendance)</i>
June 12	Monday	Clerical Day <i>(students not in attendance)</i>
June 26	Monday	Eid al-Fitr <i>(schools closed)</i>
June 28	Wednesday	Last day <i>(half day)</i>

# School Procedures

Our school hours are from 8:20 AM (8:15 arrival) to 2:40 PM

## Arrival

### Kindergarten and Grade 1

Drop off children at the steps of the main entrance by 8:15 AM. Doors will open each day at 8:00 AM. Fifth Grade Safety Patrollers will help children into the cafeteria and to their designated class tables. Each table is supervised by a classroom assistant. Kindergarten and first grade parents may escort their children to their tables until Friday, September 16<sup>th</sup> but are encouraged to let children walk in with the Safety Patrollers as soon as they are able. **Beginning Monday, September 19<sup>th</sup>, parents must say their goodbyes at the main entrance.** Safety Patrollers will be there every day to help escort and welcome the children. Most children are happy to take that step of independence after a day or two but will follow the cues of their parents, who are often more upset than their children. Please help your child make the transition by encouraging him/her to walk in without you.

### Grades 2-5

Drop off children at the Reading Garden gate to the east of the building no later than 8:15 AM. The gate will be opened at 8:00 AM by a staff member. Students will enter the playground and wait at their designated line-up spots. On the first day of school only, parents may escort their children to their line-up spot in the playground. After the first day, parents must say their goodbyes at the gate.

In inclement weather, students will enter the same time and place but proceed through the door and up to the auditorium to designated class seats..

### School Bus Arrival

Students are escorted off the buses by a teacher or staff member. They will then either enter the cafeteria (grades K, 1 and those who wish to eat breakfast) or proceed to the yard or auditorium. Safety patrollers will be there to escort the kindergarten and first grade bus riders to their tables in the cafeteria.

### Breakfast

The Office of SchoolFood provides a healthy free breakfast each morning for all students who request it. Breakfast is served between 8:00 AM and 8:15 AM in

the cafeteria. Students wishing to eat breakfast should arrive promptly at 8:00 AM and no later than 8:10 AM to be finished eating in time to meet their classes.

**Kindergarten and Grade 1:** Students should tell their classroom assistant or another adult who will help them go through the line to get breakfast.

**Grades 2-5:** Students should enter the cafeteria through the Reading Garden gate. In the cafeteria, after getting their breakfast, they should sit at the grade designated tables. They should proceed to the yard or auditorium to meet their class by 8:15 AM.

**Lateness:** Instruction begins as soon as the children arrive in the classroom. Please give your child the opportunity to make an unhurried transition into a very busy school day. Arrive on time so that he/she does not feel rushed in saying good-bye and has time to greet classmates before school starts. When a child is late to class, it is disruptive on many levels. Late students miss important school time and it is often difficult for them to resume the rhythm of the school day once they have rushed to catch up. Classmates are also affected by the disruption of a late child entering the classroom.

**All students who are not with their class by 8:20 AM are considered late** and must go to the main office and sign the late book. In order to prevent that from happening, **students should be at their drop off spots no later than 8:15 AM.** Parents of kindergarteners who arrive late must bring them to the main office and sign the late book. A staff member will escort late students to their classrooms. Parents may not bring children directly to classrooms. Children in grades 1-5 will go to the main office on their own, sign the late book and proceed to class. ***Keep in mind that lateness is part of a student's permanent record and is considered by middle schools when reviewing applications for admission.***

**Scooters:** Scooters may be left in the rack in the Reading Garden. Upon arrival, kindergarten and first grade students who are dropping off scooters should enter the Reading Garden gate (instead of the main entrance) and then proceed to the cafeteria. PS 166 is not responsible for scooters so please leave them at your own risk. Scooters must be removed at the end of the school day.

**Parent/Guest Arrival:** For the safety of our students and to ease congestion, parents wishing to enter the building must wait until 8:30 AM, once children have entered and teachers have picked up their classes. The office staff is not

available to assist parents until that time, so there is no admittance to the main office. Parent workshops, PTA meetings and individual meetings will not be scheduled to begin before 8:30 AM. At all times, parents wishing to enter the building must present ID to our safety agent and report first to the main office before going to any other destination.

## **Dismissal**

### **Kindergarten**

Kindergarten students are dismissed in the kindergarten yard, just west of the school building. Parents and caregivers enter the west gate where teachers will be waiting with their classes at designated spots. The gate will be opened once the classes are in their spots at approximately 2:35 PM. Teachers will have signs for the first week so you can easily find your child's class.

### **Grades 1-5**

Students in Grades 1-5 are dismissed in front of the building on either side of the main entrance, directly to parents or caregivers. Signs will be posted with the location of each class. Students in grades 4 or 5 may walk home alone with the written, signed permission of a parent.

There is no change in dismissal procedures during inclement weather.

### **Picking Up By Car**

There is absolutely no double-parking or idling allowed in front of the school building. West 89<sup>th</sup> Street is a very narrow and busy street and it is imperative that buses be able to pull up to the building to safely pick up students. Parking in front of PS 166 is limited to staff members with permits. If you *must* pick up your child by car, you should leave your car at a parking space on one of the avenues and walk to the building. Please be considerate of others. Double-parking interferes with bus arrivals, causes horn honking and makes dismissal less safe for everyone. There is no parking allowed in the bus arrival zone.

### **Late Pick Up**

Students must be picked up promptly at the end of their school day. We understand that emergencies do occur. **Please call the office if there is an emergency and notify us that you will be late.** Children will be supervised in the office until they are picked up by a parent or caregiver. Staff members have other responsibilities at the end of the day so please try to be on time. Before leaving the building, the person picking the child up must sign him/her out in the

sign-out book in the main office. If it becomes very late and a child is not picked up or if no one on the blue emergency card can be reached, the 24<sup>th</sup> Police Precinct or the Administration for Children Services (ACS) will be notified.

#### **School Bus Dismissal**

Children taking a school bus home are escorted to the cafeteria to wait for their bus to arrive and then taken as a group directly onto their bus. Only children assigned to a certain bus may ride it, *with no exceptions*. Friends and playdates are not permitted to ride a bus they are not assigned to, as per the Office of Pupil Transportation (OPT.) Please be at the bus stop *at least* 5 minutes before the scheduled drop off time in the afternoon. If no one is there to meet the bus, your child will remain on the bus until the driver can return to school. If there is no one at school, the driver will take your child to the nearest police precinct. It is suggested that parents ask the bus driver for his/her cell phone number. Some bus drivers may also request parent/caregiver numbers in case of an emergency. If the bus is late, *please call the bus company*, not PS 166. The numbers for the bus company are 718-828-5336 or 718-346-9600.

#### **Dismissal to Re-Create Afterschool Program**

Students are escorted by their teacher or a staff member to the cafeteria, where they will wait for their Re-Create instructors to pick them up. If your child is enrolled in an off-site program that picks up from PS 166, that program will communicate their procedures with you. Afterschool programs are not responsible for notifying the classroom teachers that a student will be attending. If you sign your child up for an afterschool program, it is your responsibility to give a written note to your child's teacher noting the days of attendance. If during the course of the school year your child's afterschool schedule changes, it is your responsibility to notify the teacher in writing.

#### **Dismissal Routine Changes**

Please note that it is very important that your child's teacher has your child's dismissal schedule in writing. *If there are changes to the regular schedule you must send a note via backpack mail with your child that day.* For example, if your child regularly takes the bus but is being picked up that day, the teacher must have a note or he/she will be sent home on the bus, regardless of what the student says. If you wish your child to have a playdate and be picked up by another parent or caregiver, you must also send that in writing. *Teachers will not consider verbal messages from the student.*

**Students will not be released to any person not named on the blue emergency card without a written note.** Please do not call or email the school to make changes in dismissal plans unless it is an emergency situation. *Emergency* changes in arrangements may be called in to the main office no later than 2:00 PM to ensure that your child's teacher receives the message in time.

#### **Early Dismissal**

Please schedule dentist, doctor and other appointments for your child after school hours. If children absolutely have to be dismissed early, they must be picked up and signed out by an adult over 18 years old, *before 2:00 PM*. **This adult MUST be listed on the Blue Emergency Card unless a written note has been sent.** Parents may not pick up children directly from the classroom. They must go to the main office where a staff member will call your child's classroom.

*Please note:* No early pick-up will be accommodated between 2:00 and 2:40 PM, except in the case of emergency or illness. If you arrive after 2:00 PM, you will be asked to wait until the regular dismissal time of 2:40 PM to pick up your child.

## **Recess and Lunch**

#### **Recess**

There are six recess/lunch periods. Weather permitting, recess takes place in our playground. The PTA funds a recess coach to help supervise and facilitate group activities. During inclement weather, recess is held in the auditorium where students can read, draw, play board games or participate in games with our recess coach. Kindergarten students play in the separate kindergarten playground at the rear of the school and return to their classrooms for recess during inclement weather.

Students have recess outside whenever possible. Please make sure that your child arrives to school in appropriate clothing so that he/she may go outside for recess. When the weather is cold children should have hats, gloves and warm coats. In warm weather, please make sure they are wearing footwear that allows them to run and play. Backless sandals and flip-flops are not playground-friendly and children wearing them will not be allowed on play equipment. Only nerf/soft balls are allowed on the playground at recess. Hard balls of any kind are prohibited. Students should not bring balls from home.

### **Lunch**

Lunch is supervised by teachers, administrators, and classroom assistants. Children may bring their lunch or have hot lunch. If your child has hot lunch, you will be billed only for the number of lunches your child has had in that billing period. Lunch bills will be sent from the main office via backpack. You may send cash or check (made out to PS 166) to the main office to the attention of Ms. Blake or pre-pay online at [www.myschoolbucks.com](http://www.myschoolbucks.com) . If your child has qualified for free lunch, you will not receive a bill. After lunch forms are submitted in early September, you will receive a notice stating whether your child has qualified for free lunch. Please contact Ms. Blake in the main office for more information about lunch payments.

If you choose to send lunch from home, we encourage you to pack healthy food and remind you that for safety reasons, no glass bottles, jars or containers are allowed in school. We also recommend that your child bring a refillable water bottle. Cold water is available during lunch.

## **Birthday Parties**

Birthdays are celebrated on the last Friday afternoon of the month for all birthdays occurring in that month unless your teacher advises you otherwise. Summer birthdays are celebrated in June. Teachers will communicate the way birthdays are celebrated in their classrooms.

## **Illness and Attendance**

Children should not attend school if they have the following symptoms:

- Evidence of infection, sore throat and swollen neck glands
- Fever of 100 or higher (including having such fever in the past 24 hours)
- Persistent cough/wheezing
- Earache
- Vomiting
- Diarrhea
- Pink eye
- Ringworm
- Lice
- Body rash

If your child shows any of the above symptoms while in school, you will receive a call from the school nurse to pick up your child. Your child may return to school when symptoms are cleared or he/she is fever free for 24 hours.

The DOE requires that schools call parents when children are absent. To avoid receiving a phone call, contact the school's main office (212-678-2829) when your child is home sick.

**When your child returns to school after any absence, you must send a note in to the teacher on the day he/she returns to school stating the reason for the absence.** If you know in advance your child will miss multiple days, please notify the teacher. A doctor's note is required after an absence or three days or more.

Regular attendance is extremely important for your child to succeed in school. Please make every effort to have your child attend school unless he/she is sick. Check the school calendar carefully and plan family vacations and appointments during school breaks. Taking your child out of school for family trips is against DOE regulations and academically disruptive to your child's learning.

*Please note:* Middle school principals review attendance and lateness records and use them in determining acceptance to their schools. Excessive absences and lateness will reflect negatively on your child's application.

## Communication

Consistent communication between parents, teachers and administration contributes to a student's success in school. Please take advantage of the avenues of communication below:

### **Backpack Mail**

Backpack Mail is the most direct system of communication between parents and teachers. There should be a designated folder that your child uses to bring home mail. **After every school day parents should get into the routine of checking that folder for any notes from the teacher or school.** Parents should also use this folder to send notes to the teacher with dismissal routines, meeting requests or other questions or concerns.

**Weekly Newsletter**

The Weekly Newsletter is emailed once a week to PS 166 parents and contains important information about school, PTA and DOE events. It is essential for at least one parent per family to read the newsletter each week in order to stay well-informed. In an effort to use less paper, most announcements are now sent *only* via e-mail. All new parents were added to the newsletter after pre-registration. If you are not receiving the newsletter, please email Deborah Markewich at [dmarkewich@schools.nyc.gov](mailto:dmarkewich@schools.nyc.gov)

**School Website**

ps166.org is our school website. Please check the website frequently for information about curriculum, parent resources and events. The calendar in this handbook lists only events that are planned well in advance and does not contain specifics. For up to date information and times and locations of events, check the website calendar regularly.

**Class Reps**

Every class will have two parent representatives who will help distribute information from the teacher and coordinate parent involvement for class projects, trips, etc. Class Reps will create and distribute a contact list for the class. At Back to School Night, teachers will choose two parent volunteers to serve as Class Reps.

**Class Newsletters and Websites**

Teachers either maintain a class website or distribute monthly newsletters, which include a brief summary of the curriculum that is being covered as well as news of upcoming class events and field trips.

To find out what is happening in your child's specials classes (art, music, dance, phys-ed, technology and science) check our website where monthly newsletters are posted. Paper copies will not be distributed.

**Teacher Communication**

For questions and concerns about your child, please speak with your child's teacher first before contacting others in the building. The classroom teacher spends the most time with your child and should always be your first contact.

During classroom hours, teachers are not available to speak with parents. All discussions with teachers, in person or by phone, must be scheduled for the teacher's preparation period or after school hours. The best way to do this is to

send the teacher a note in your child's backpack or leave a message with the school secretary in the main office (212-678-2829). *Please do not use dismissal time for conferences with your child's teacher.* Teachers are responsible for the students in their class and cannot discuss your child with you at this time.

Some teachers communicate by e-mail and some do not. Please keep in mind that even if your teacher encourages e-mail communication, most messages will not be checked during the school day so you will not receive a response until after dismissal or later.

#### **Parent Engagement Tuesdays**

Teachers are available on Tuesday afternoons after dismissal to engage with parents in individual meetings, class meetings or workshops. If you would like to meet with your child's teacher during that time, please send a note to him/her by backpack mail. Workshop and class meeting information will be communicated by the teacher or Class Rep.

#### **Back to School Night**

Back to School Night is held in September every year. At Back to School Night your teacher will meet as a group with all of the parents in the class to introduce classroom procedures, curriculum goals and what to look forward to in the coming year.

#### **Parent Teacher Conferences**

Official DOE Parent-Teacher conferences are held twice during the school year, in November and in March. Teachers will either post a sign-up sheet or contact parents about setting up conference appointments. All parents should attend these conferences, even though they are only ten minutes long. Parents may schedule additional meetings with teachers if more time is necessary.

#### **Report Cards**

Report cards are issued twice per year in kindergarten and three times per year in grades 1-5. Report cards are given out a few days before **Parent Teacher Conferences** in the fall (grades 1-5) and spring and on the last day of school in June. Report cards must be signed by the parent and returned to the teacher in November and March. It is highly recommended that parents make a copy of their child's report card before returning it to the teacher. At the end of the school year parents are given the report card to keep.

### **Who to contact with a question or concern:**

1. For class phone numbers or classroom activity information, contact one of your Class Reps.
2. If your child is having a problem in class or you have a question or concern about the class, contact the teacher via backpack note or by leaving a message for the teacher with the school secretary (212) 678-2829.
3. For other parental concerns, contact Deborah Markewich, the Parent Coordinator, by e-mail ([dmarkewich@schools.nyc.gov](mailto:dmarkewich@schools.nyc.gov)) or phone (212-579-4555).
4. For questions about PTA events, committees or fundraising, contact the committee chair or a PTA officer (page 21.).
5. If, *after contacting the appropriate person above, you still require assistance*, contact the Assistant Principal or Principal by calling the main office and leaving a message with the school secretary.

## **School / Community Contacts**

PS 166 Main Number	212-678-2829
PS 166 FAX Number	212-579-4542
PS 166 Website	<a href="http://www.ps166.org">www.ps166.org</a>
Principal	<a href="mailto:dmastriano@schools.nyc.gov">dmastriano@schools.nyc.gov</a>
Assistant Principal	<a href="mailto:vbaldini@schools.nyc.gov">vbaldini@schools.nyc.gov</a>
Parent Coordinator	<a href="mailto:dmarkewich@schools.nyc.gov">dmarkewich@schools.nyc.gov</a>
School Nurse	212-579-0851
Department of Education Website	<a href="http://schools.nyc.gov">http://schools.nyc.gov</a>
Office of Pupil Transportation (OPT)	718-784-3313
SNT School Bus Company	718-828-5336 / 718-346-9600
Community District 3	212-678-5857
Borough Enrollment Office	212-342-8300
Re-Create Afterschool Program	212-787-1200
New York City Information	311

## **Support Services**

### **Parent Coordinator**

Deborah Markewich is available to all parents who need assistance or information about PS 166 or the New York City school system. Her office is in Room 212D on the second floor. Contact her by e-mail at [dmarkewich@schools.nyc.gov](mailto:dmarkewich@schools.nyc.gov) or phone at 212-579-4555.

### **Guidance Counselor**

Our school guidance counselor provides individual and group counseling to students mandated for counseling as part of their Individual Education Plan (IEP) and at-risk counseling to students who are in need of it. Contact the guidance counselor by calling the main office and leaving a message.

### **Instructional Support Committee (ISC)**

P.S. 166 offers a wide range of support services for students needing extra help. The Instructional Support Committee (ISC) is a team that conducts evaluations for the Committee on Special Education (CSE). The ISC evaluates children referred to CSE in order to determine if the child needs related support services. Support services range from physical and occupational therapy to remedial reading, tutoring, and psychological support, as well as service referrals. A parent, teacher or anyone involved with the student may request a referral. If you feel that your child needs services outside of the classroom, your first step is to contact your child's teacher to request a referral to the CSE.

### **School Nurse**

Elizabeth Hamilton is our full time school nurse. In the event that your child becomes sick or hurt during school hours, he/she will be sent to the nurse who will contact you if necessary. It is important that the blue card contact information is kept current for this purpose. Classroom teachers and other staff are not permitted to administer medications. The nurse may dispense medication only after the proper medical forms have been filled out and submitted to the Department of Health for review.

Please notify the nurse if your child has an ongoing medical condition such as food allergies, diabetes or asthma. If your child has had an injury at home that may limit mobility, you must notify the nurse and present a doctor's note when your child returns to school. The nurse's office is in Room 108. Her direct number is 212-579-0851.

## Required School Forms

### Blue Emergency Cards

These are given out on the first day of each school year, and must be re-submitted annually with current information. (New families fill out the blue card during pre-registration so will not need to update it in September.) You must list at least three people who can be contacted in the event the school cannot reach you. Your child will not be released to anyone who is not listed on the blue card without a note from you so please make sure numbers are working and up to date. If numbers change during the school year, it is important that you come in to the main office and make the change. Do not simply tell the teacher. If your address should change during the school year you must bring two pieces of address verification to the main office so that the new address can be entered in the DOE database.

### Physical Exam Forms

Children entering Kindergarten or new to the school must submit a physical exam form that has been filled out by the child's pediatrician. These are due during the first two weeks of school.

### Lunch Forms

It is mandatory that every family submits a school lunch form each year. They are given out on the first day of school each year and must be resubmitted each September. They may also be submitted online at [www.nyc.applyforlunch.com](http://www.nyc.applyforlunch.com). Your child is eligible for free meals if your household income falls within the free limits of the Federal Income Guidelines. Children in households receiving Food Stamps or TANF and most foster children are eligible for free meals regardless of income. If you have more than one child in the school, you may include them all on one form.

**All families must fill out the school lunch form**, regardless of your wishes to apply for free lunch. *Even if your child never plans on eating school lunch, you must fill out the form.* The application is used to determine the amount of State funding our school receives for supplies such as books, classroom furniture and other resources.

You do not need to provide your social security number or any income information if you are not applying. If you feel that you are not eligible for free meals then simply check the box next to the statement "I do not qualify for free or reduced-price meals" before submitting the form.

### **Media Consent Form**

Media Consent Forms must be filled out for every student. If you do not consent, you may simply write "no consent" on the form. New families fill out the form at pre-registration. It is not necessary to fill it out at the beginning of the school year if you have already submitted one the previous year, unless there has been a change in consent.

## **Discipline Code**

At the beginning of the school year, all New York City students receive a copy of the Citywide Standards of Discipline and Intervention Measures also known as the Discipline Code. All students are required to follow the standards in the Discipline Code. These standards have been implemented to maintain a safe and supportive environment for all students in the school. Please take some time to read through these standards and discuss them with your child.

## **Personal Items**

Items brought from home such as toys, electronic devices, computerized games and headphones MAY NOT be used in school. Items such as these cause distraction if taken out during the school day and cause potential problems in places in the cafeteria and yard at recess. If an occasion arises in which your child's teacher permits personal items to be brought in, this property is the sole responsibility of your child.

Students are not permitted to use cell phones at any time while in the school building or yard. **Cell phones seen in school will be removed from the student and returned only to a parent by appointment.** When necessary, students may ask to use a phone in the main office to contact a parent.

Electronic games are never permitted on school grounds, during the school day, during after-school programs or on the school bus. Please do not allow your child to bring electronic games to school as there is never a permitted time to use them.

## Lost and Found

Please label all of your child's clothing and possessions with his/her name and class number. It is much easier to retrieve lost items that have been labeled so please label outerwear, lunchboxes and backpacks. Found items are kept for a limited time in a bin in the Community Room (107) on the first floor and are donated to charity or recycled every two weeks.

## Safety and Security

### Visitors

The School Safety Agent assigned to our school sits at the desk inside the main lobby. The Safety Agent cannot let children enter the building before there is supervision, even in inclement weather, **so there is absolutely no drop off allowed before 8:00 AM**. This includes the outer vestibule. Until the main doors and the reading garden gate open at 8:00 AM, students are not allowed to enter the building. To avoid congestion and maintain a safe environment for students, visitors (including parents) must wait until 8:30 AM to enter the building unless an appointment has been made ahead of time. All parents and visitors must show ID and sign in at the safety agent's desk, where they will be given a visitor sticker which must be worn while in the building and returned to the safety agent upon exiting the building. All parents and visitors **MUST** report to the main office before proceeding to any other location. In cases where a scheduled activity, such as a show or PTA meeting is taking place, the safety agent may allow visitors to go directly to the destination.

Visitor stickers allow school personnel to easily identify everyone (and alert us to possible intruders) and are necessary for the safety of your children. Please return visitor stickers to the safety agent when exiting the building. We cannot maintain tight security unless the side doors are kept off limits for entering and exiting. Please help us keep the building safe by not using any doors other than the main doors for entering or exiting the building at any time, including after dismissal. If you are late picking up your child you must use the main entrance and sign in before picking up your child from the main office.

Parents may not visit their child's classroom during school hours unless they have been invited by the classroom teacher. Please remember that the teacher is teaching and cannot have a conversation at that time. If you need to drop something off to your child, such as a forgotten lunch or backpack, please leave it in the main office and a staff member will deliver it to your child. Parents may

not enter the cafeteria during student lunch periods unless in a scheduled volunteer capacity such as Café Day.

Please follow these simple safety protocols, even if it is a bit inconvenient. We cannot maintain a safe environment without your cooperation.

**Strollers**

Please note that, due to fire and security regulations, strollers are NOT allowed in the hallways. When entering the building for any reason, you will be asked to leave your stroller in the external lobby area or outside. There are no exceptions to this regulation.

**Elevator**

Only people who are not physically able to walk up stairs, whether parents, teachers, students or other visitors, are permitted to take the elevator. Students must have a doctor's note in order to take the elevator and must be accompanied by a staff member. A key is needed to access the elevator. If you need to use the elevator, please ask the safety agent.

## **Fire Drills / Emergency Evacuation**

Fire and Shelter-In Drills are conducted periodically throughout the school year. In the event of a drill, children are to remain silent and listen closely to the instructions of the teacher in charge. During a fire drill, they will proceed to the nearest exit in line with their class, walk in line away from the building until the fire drill is over, and then return quietly to the classroom. During a fire drill there is no time for children to put on coats. Just as if it were a real fire, the priority is a safe and quick evacuation. During a shelter-in or lockdown drill, children remain in the school and follow the instructions of the teacher.

In the event of an emergency evacuation, PS 166 staff has specific protocols to follow, working in coordination with the Department of Education, the Police and the Fire Department. Students and staff will be evacuated to designated locations which provide shelter, as well as have access to the Emergency Communication Command Center set up at the location.

## **School Closings**

In the case of a storm day or citywide emergency conditions, the Chancellor will make an announcement to all schools in the city on whether to close schools or delay their opening. By 6:00 AM, the decision is announced on most television and radio stations and also on 311.

When there is a two-hour delayed school opening, school buses will run, but their arrival times will be delayed by two hours. More information on school closings can be found at: <http://schools.nyc.gov>

## **Field Trips / Chaperones**

Field trips are scheduled by classroom teachers throughout the school year. Permission slips will be sent home for each field trip that requires travel. No student will be allowed to attend a field trip without a signed permission slip. If your child has to remain at school, he/she will go to another classroom for the duration of the trip. Neighborhood walking trips do not require specific permission slips. In the beginning of the school year, teachers will distribute "walking" permission slips which should be signed and returned to the teacher. By signing this slip, you are giving permission for your child to walk with the class to nearby neighborhood destinations.

Parent chaperones will be needed for many trips. Teachers will determine how many chaperones are needed for each trip and schedule volunteers in a fair and equitable way. Due to safety considerations, younger siblings are not allowed to accompany you should you volunteer to chaperone a class trip. To insure safety on a trip, chaperones must be attentive to all of the students in attendance.

# Transportation

If you live less than a half mile from the school your child is not eligible for any transportation.

## **Kindergarten, Grades 1 and 2**

If you live a half mile or more from school, the school is in the same district as your residence, and you request it, your child will receive yellow bus service. If requested, students may receive full fare metro cards instead. Students may not receive bus service *and* a metro card.

## **Grades 3, 4 and 5**

If you live at least half a mile and less than one mile from school, your child is not eligible for yellow bus service but you may request a half fare metro card. If you live more than one mile from school but in District 3, your child is eligible for yellow school bus or a full fare metro card. You may not receive bus service *and* a metro card

*Please note:* Residence/school distances are determined by the Office of Pupil Transportation (OPT) using the shortest walking route. The shortest walking route is determined by distance measurements that are provided to OPT by the New York City Department of City Planning (NYCDCP). *Driving distance and measurements provided by computer programs other than that provided to OPT by City Planning are **not** used to calculate student eligibility.*

Bus routes change every year so it is important to obtain the current bus information for your child, even if he/she has had bus service in the past. It is also important to note that since distance guidelines change after 2<sup>nd</sup> grade; your 3<sup>rd</sup> grader may no longer be eligible for a school bus even if he/she has been riding it for the past 3 years.

For questions regarding your child's bus eligibility, route or schedule, please call the Office of Pupil Transportation at 718-392-8855 or visit the OPT website at <http://schools.nyc.gov/Offices/Transportation>

School bus route information letters will be sent home by backpack to all parents whose child has been assigned a bus route. The tear-off must be signed by the parent and returned before the first day your child will ride the bus home FROM school, so the school confirms that you are aware of the bus route. Please keep the top portion so you have your child's bus information. Returning students who

rode the same bus the previous year may ride the bus the first day of school but parents are responsible for confirming with OPT that the route information has not changed.

The bus company for all of our buses is SNT Bus Company. **If your child's bus is late for pick up or drop off, do not call the school.** You must call the bus company directly at **718-828-5336**. Please have your child's bus route number when you call.

## **Discipline Policy for Bus Riders**

Children riding the school bus are expected to follow basic courtesy and safety rules when aboard the bus. The bus driver is responsible for the safe operation of the bus as well as making sure children obey the safety rules.

Bus Rules:

- ❖ Fasten seatbelt and stay seated while the bus is in motion
- ❖ Do not climb on or over seats or play beneath them
- ❖ Do not open or close windows unless instructed by the driver
- ❖ Do not extend hands or objects out of the windows
- ❖ Use appropriate language
- ❖ Do not engage in physical fighting
- ❖ Do not eat or drink

If the driver reports that your child has engaged in breaking any of the above rules, you will receive a warning from the school. If a second infraction occurs, your child will not be permitted to ride the school bus for 5 school days. If a third infraction occurs your child may be suspended from riding the bus for the rest of the school year and you will have to make alternative transportation plans. Please discuss the rules above with your child.

## **Afterschool Program**

### **Re-Create Arts and Athletics**

Re-Create is our on-site afterschool provider and offers a wide variety of classes to choose from along with supervised instruction and homework help. Limited scholarships are available. For information, contact Re-Create site director Ryan Zavala at [ryan@re-create.org](mailto:ryan@re-create.org) or 917-975-8811.

## Parent Teacher Association (PTA)

### Meetings

PTA meetings are held once a month. All parents and guardians are automatically PTA members and are encouraged to attend meetings. Meeting dates are posted in the handbook calendar and on our website, [www.ps166.org](http://www.ps166.org).

### Events

The PTA sponsors many events throughout the school year. Some annual events include the Fall Fest, the Spring Auction, New Family Welcome Dinner, Staff Appreciation Day, Photo Day, Family Fitness Fun Night, and many others.

### Volunteering

The events and fundraisers listed above rely on parent volunteers. There are many ways to volunteer and many committees that you can become involved in. Whether you have a lot of free time or very little, there is something that is just right for you. Get involved!

## 2016-2017 PTA Executive Board

**Co-President**  
212-706-0529

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pta.president@ps166.org

**Co-President**  
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**Jill Dugan**  
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**Co-Treasurer**  
347-526-3662

**Jennifer Jin**  
treasurer@ps166.org

## **School Leadership Team (SLT)**

The School Leadership Team is a committee comprised of parents and staff and is one of the mandated policy-making structures of the school. Parent members of the SLT are elected for a two year term. Meetings are held once a month and are open to all parents to observe. The 2016-2017 SLT members are:

Debra Mastriano – Principal  
Kathleen Mainhart – UFT Chapter Leader  
Eileen Mishanie Goldberg – Teacher  
Emily Balmouth-Loris - Teacher  
Julia Stozub – Teacher  
Luisa Burgos – Para-Professional  
Madelyn Storms - Parent – PTA Co-President  
Max Alvarez - Parent  
Catherine Box - Parent  
Pam Korson - Parent  
Julie Norwell - Parent  
Rachel Polimeni - Parent