

PS 147
Parent Handbook
2018 - 2019

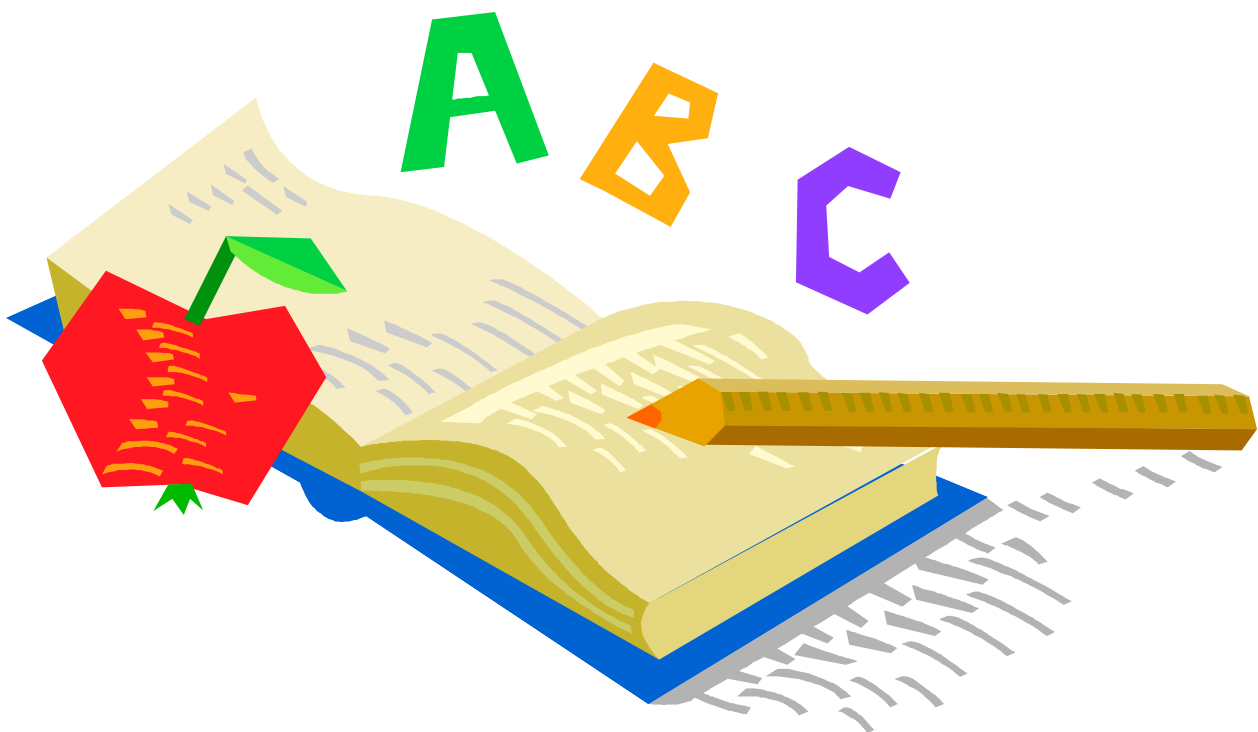


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*Please sign and return sign off sheet to your child’s teacher. Thank you.

Principal's Message

Dear Parents/Guardians,

It is our distinct pleasure to welcome you to the school community of Public School 147. On behalf of the entire teaching faculty and school staff, we wish to express to you how excited we are to be afforded the opportunity to participate alongside you in the education of your child. Our collaborative endeavor, as a school community is to make this school year a successful and satisfying one for both you and your child.

The PS147 Parent Handbook contains important information regarding school procedures and policies. We kindly encourage you to review its contents carefully. Should you have any questions or require further clarification about any of its contents, please do not hesitate to call the Main Office and speak with our School Secretary, Ms. Jahaira Falero. Clear and open communication between the home and school environments is critical to the success of your child and his/her educational program.

Whether you are joining us for the first time this year or have been with us for a number of years, we encourage all of our families to be active members in supporting education. We welcome your participation and support throughout the course of the school year. By working together, we believe that we will be able to reach our collective and individual goals of nurturing young minds who will rise to meet "Our High Five Expectations" which entail being safe, prepared, respectful, responsible and engaged learners each and every day. In doing so, we prepare our children to meet the learning challenges of today while preparing them to be the leaders of tomorrow.

We look forward to this new academic school year with great commitment, and trust that all of our students will enjoy a rewarding and successful year of learning.

In Partnership,

Sandra Noyola
Sandra Noyola
Principal

Eliza Figueroa
Eliza Figueroa
Assistant Principal

School Mission Statement/Vision

The mission of Public School 147 is to provide authentic learning experiences that foster the development of the "whole" child by creating a child centered environment that utilizes workshop model teaching which serves and supports individual needs and learning styles. We are committed to building a caring community of learners that work hard to excel, where the entire school community works collaboratively to ensure all its members grow as learners.

The vision of Public School 147 is to create a caring community of learners that values diversity, equity and life-long learning. Through reflection and the sharing of ideas, teachers, parents and staff will work collaboratively to ensure that each individual achieves his/her fullest potential.

We believe individuals learn best in a nurturing environment where language, culture and individual differences are celebrated. Through authentic learning experiences, students will become independent life-long learners who think creatively, critically and analytically. We want to empower our students with the dispositions and abilities needed to build a better society.

The school community is committed to ensuring all students achieve high levels of success by establishing clear expectations within a standards-based curriculum that strives for rigor in all aspects of teaching and learning.

School Directory

Public School 147
325 Bushwick Avenue
Brooklyn, New York 11206

Main Office
718.497.0326

Fax: 718.628.4988

Ms. Sandra Noyola – Principal
Ms. Eliza Figueroa – Assistant Principal

Ms. Lourdes Santiago – Parent Coordinator

347.944.2930

Ms. Lucy Kwiecien – School Nurse

Student Services

Guidance Counselor

Ms. J. Reid

School Psychologist

Ms. S. Moronta

E.S.L.

Ms. R. Fernandez

SETSS

Ms. N. Blackman

Speech

Ms. J. Pasquin

Physical Therapy

Ms. A. Matkovic

Occupational Therapy

Mrs. S. Soni

Student Health Information

I. SCHOOL ADMISSION REQUIREMENTS:

The law requires that all students entering school in New York City for the first time must show proof of having received a complete medical evaluation. Children who transfer or graduate from one New York City public school to another are considered “new” students. No child shall be admitted to pre-kindergarten unless he or she has received a complete age appropriate medical examination, including but not limited to: medical history, physical examination, nutritional and developmental assessment. Also, your child should have a vision and hearing screening done by his/her doctor. There must be appropriate documentation that each child has had a blood lead test.

Immunization Requirements – The following immunizations requirements are mandated by law for 2018 – 2019:

Vaccinations	Pre-Kindergarten	Kindergarten – Grade 2	Grades 3 – 5
Diphtheria, Tetanus and Pertussis (DTaP)	4 doses	5 doses Or 4 doses ONLY if the 4 th dose was received at 4 years of age or older Or 3 doses ONLY is the series started or completed at 7 years of age or older	
Polio (IPV/OPV)	3 doses	4 doses Or 3 doses ONLY is the series started or completed at 4 years of age or older	3 doses
Measles, Mumps and Rubella (MMR)	1 dose	2 doses	
Hepatitis B	3 doses	3 doses	
Varicella (Chickenpox)	1 dose	2 doses	1 dose
Haemophilus influenza type B conjugate (Hib)	1 to 4 doses Depends on child’s age and doses previously received		
Pneumococcal Conjugate (PCV)	1 to 4 doses Depends on child’s age and doses previously received		

II. ILLNESS/ACCIDENT:

If a child becomes ill or has an accident in school, you will be contacted and asked to take him/her home or to the doctor. **We must be able to contact you or a family member at all times.** Please remember that we cannot keep ill children in school.

Note: If you child receives a note from the nurse indicating that a doctor’s visit is necessary, your child **will NOT be allowed to return** to school without a doctor’s note stating that he/she may return.

Parents can help to control the spread of disease by:

- Keeping the child home when signs of illness appear
- Taking the child to the doctor
- Teaching the child to cover their nose or mouth when sneezing or coughing
- Teaching the child to wash his/her hands carefully and thoroughly

Although it rarely occurs, a student may have to be taken to the nearest emergency room for treatment. However, **the doctors will not treat the child until a parent is present.** Please make sure the school has the correct information on the **Blue Emergency Contact Card at all times.**

III. MEDICATION

All medication must be administered by the school nurse. Children are **NOT** permitted to carry any type of medication, including aspirin, cough medicine, asthma pumps, etc. If your child must take medication during school hours, you must obtain **Medication Administration Form**. This form is available in the main office and must be completed by your child's physician and approved by the health office at the Department of Education. Bring completed Medical Administration Form to the Nurse in room 251 between the hours of 8am – 4pm. Please note: The nurse's office is closed from 1pm – 2pm for lunch. **THERE ARE NO EXCEPTIONS TO THIS POLICY.**

SCHOOL OPERATIONS AND PROCEDURES

SCHOOL HOURS

This section of the handbook is extremely important to read and understand. How well a school operates and functions on a daily basis is vital to the maintenance of order, discipline and safety. Many policies and procedures may appear strict. However, they are needed for the effective management of a safe and nurturing school environment.

ARRIVAL PROCEDURES:

All K – 5 students should report to school by 7:55am (Monday – Friday). Students will enter the building on Seigel Street and Bushwick Avenue. There will be staff members at the door to monitor the arrival of your child/ren. Doors will close at 7:55am.

- School hours are from 8:00am – 2:20pm (Monday – Friday)
- Any child entering the building after 8:05am will be marked late and receive a late pass.
- Please note that excessive lateness will affect your child's report card grades and/or ability to become "Student of the Month".

****ALL PRE-KINDERGARTEN STUDENTS MUST BE ACCOMPANIED BY AN ADULT AND ESCORTED TO THEIR CLASSROOM****

BREAKFAST PROCEDURES:

All students in grades Kindergarten through Grade 5 will be offered a full and traditional healthy breakfast every school day. Both hot and/or cold breakfast options will be made available for your child/ren, so that they are prepared to start the day strong and ready to learn. Pre-kindergarten students will eat breakfast inside their classroom beginning at 8:00am. If you wish for your child/ren to eat breakfast, please make sure that your child/ren is on time. We cannot make any exceptions.

- Our breakfast program will run from 7:15am – 7:50am
- If you **do not** wish for your child to eat breakfast, please send him/her to school beginning at 7:45am and no later than 7:55am.
- Students who arrive after 8:05am will be marked late on our attendance rosters.

DISMISSAL PROCEDURES:

At 2:20pm, parents with children in grades K – 5 will enter the building through the small cafeteria doors located on the left side of the front courtyard on Bushwick Avenue. Parents will proceed to the internal designated line-up areas which are accessible through the front courtyard doors. Parents will exit via Exit 11 located on the McKibbin side of the building. Parents who have children in Pre-Kindergarten will access the building via the last set of doors on Siegel Street. Dismissal time at school can be extremely hectic and crowded. There are large numbers of adults and children surrounding the school building. **PLEASE** make sure you follow our guidelines to ensure the safety of all students.

- Never take your child off his/her line without the teacher's knowledge
- Never pick up another child without written parental consent and/or permission
- Pick up your child on time at his/her line-up area. Arrive 5 minutes early.
- Inform the teacher in writing if someone new will be picking up your child.
- Make sure all those responsible for your child/ren are listed on the Blue Emergency Contact Card
- Pre-Kindergarten students must be picked up by an adult.
- Never use dismissal time as an opportunity to conference with your child's teacher. This can distract him/her from supervising the class. Schedule an appointment with your child's teacher to discuss matters privately.
- Students who are not picked up on time will be brought to the local precinct (90th Precinct).

Please note that failure to pick up your child on time creates a serious safety problem for your child. We do not have staff members present after **2:20pm** to supervise your children. Therefore, it is imperative that you make every effort to arrive on time on a daily basis.

EARLY PICK-UP:

- Inform the teacher in writing that you will be picking up your child early.
- Indicate the time and reason for early pick-up. **Children will not be released after 1:30pm.**
- Go to the main office and sign the Early Dismissal Log.
- Students will not be released early unless a parent and/or guardian comes to the school to pick them up.
- To ensure that your child has minimal interruptions during the academic school year, please make every effort to schedule doctor appointments after school hours and on weekends.

HALF DAYS/EARLY CLOSINGS:

Half days are scheduled several times throughout the school year. You will be notified in advance (letter/calendar). **On half days all students will be dismissed at 11:30am.** All students will be served lunch prior to dismissal. All after-school programs are cancelled on half-days.

Please pick up your child and/or make the necessary arrangements to have him/her picked up on time. We are unable to provide supervision of students after dismissal times.

SNOW CLOSINGS:

In the event of a snow storm or emergency, the Mayor or Chancellor will make an announcement to all public schools in the city on whether to close schools or delay their opening. Announcements will also be made if all after school programs will be cancelled. By 6:00am:

- The decision is announced on the 311 information hotline on the Department of Education website
- The Department of Education website is <http://schools.nyc.gov>.
- Major radio news stations such as **WINS** (1010AM), **WCBS** (880AM), **WABC** (770AM), **WLIB** (1190AM) and **WADO** (1280AM) will also broadcast this information.
- Major television stations such as **CBS** (Channel 2), **NBC** (Channel 4), **FOX** (Channel 5), **ABC** (Channel 7), **Univision** (Channel 41) and **Telemundo** (Channel 47) will also broadcast this information.

When there is an authorized citywide school closing or delay, the following will be cancelled unless the Chancellor makes an announcement to the contrary: all field trips, all after school programs (including Community –Based Organization after school programs housed in public school sites), all after school program transportation, all Adult and Continuing Education classes, all Young Adult Borough Centers and all evening GED programs.

EMERGENCY CONTACT CARDS:

Emergency Contact Cards are necessary and vital to a school's operation. These cards provide us with the **CRITICAL** information needed to contact you or a family member in case of an illness or emergency. It is imperative that every student have an emergency card on file by the **2nd day school**. Please read the following procedures carefully:

- All students will be given two (2) Emergency Contact Cards on the 1st day of school.
- It is **your responsibility** to complete these cards immediately and return them to the school the following day.
- You must complete two (2) cards for each child attending school. **NO EXCEPTIONS.**
- All cards must be filled out neatly and completely. You must provide your own information as well as two (2) other working phone numbers.
- These cards must be kept **current at all times**. Any changes must be immediately reported in writing to your child's teacher.

VISITING THE SCHOOL:

All parents and visitors entering the school building during the school day for any reason **MUST** enter through the Main Entrance and sign in at the main security desk. You will then be directed to the Main Office. When exiting the building you must also use the Main Entrance. **NO ONE** is permitted to enter or exit the building through any other exit. **THERE WILL BE NO EXCEPTIONS TO THIS RULE.** This helps ensure the safety of children and staff at **ALL** times.

SCOOTERS/BICYCLES:

We can make an area to accommodate scooters in the main lobby over to your **left** when you come into the school; however, they will be there at **folks own risk and the school cannot be held liable nor responsible if a scooter goes missing**. If you choose to leave your child's scooter in the building, you must adhere to the following:

- Please label your child's scooter with their name, class and teacher.
- Scooters cannot be utilized inside the school building and should be placed neatly in the space provided.

Unfortunately, we cannot accommodate bicycles in the school building and therefore, they cannot be brought into the building. However, bike racks will be installed on Seigel Street and Bushwick Avenue. These bike racks are to used on a first come, first served basis and can only accommodate two (2) bikes per rack. Please note that **folks may choose to place their bikes on the racks at their own risk and the school cannot be held liable nor responsible if a bicycle is damaged or goes missing**.

STUDENT CODE OF CONDUCT

ATTENDANCE:

Absences – All students are expected to attend school every day. No one should be absent unless he/she is really ill. If your child will be absent for a day, please send a note to the teacher explaining the reason for the absence. If your child will be absent for more than a day due to an illness, please contact the school and send in a doctor's note with your child when she/he returns to school.

Lateness – The instructional school day begins at 8:00am (Monday – Friday). All students are expected to be at school on time every day. If they arrive after **8:05am**, they will be **marked late** and this lateness will be **recorded on their permanent school record**. If your child is going to be late due to a morning appointment, please send in a note from the doctor stating that he/she had an appointment on that day. The student will be marked late. However, it will appear as an excused absence. Please make every effort to schedule doctor appointments after school hours and/or weekends. **Absences and chronic lateness will affect students' grades.**

STUDENT BEHAVIOR:

Dress Code/Uniform Policy – Students must dress in full uniform each day.

School Uniform – Our school uniform consists of:

- Hunter green collared shirt
- Khaki colored pants, skirt or jumper
- All students must wear flat shoes with a rubber sole

Gym Uniform – Our gym uniform consists of:

- Hunter green shirt
- Black sweat pants

***Students only wear their gym uniform on their designated gym day.**

Prohibited Items – The following is a list of items that students are not allowed to bring to school. If these items are found on your child, they will be confiscated immediately. You will be required to come to the school to retrieve such items:

- Collectable Cards
- Toys
- Laser Pointers
- Gum
- Candy

In addition to the items stated above, prohibited Items also include:

- Firearms
- Knives
- Drug
- Alcohol

In March 2015, the School Cell Phone Policy was updated. We are including it in our Parent Handbook for your convenience:

**PS 147's Use of Cell Phone and other Electronic Devices in School Policy
Effective March 3, 2015**

Due to recent changes to Chancellor's Regulation A-413, we have established the required school-based policy, in consultation with the School Leadership Team. On **March 3, 2015**, the following policy took effect here at our school:

- Students may bring cell phones, computing devices, and portable music and entertainment systems to school **but they may not be turned on or used in school**. They must be turned off before students enter the building.
- Students who violate this policy will have these items confiscated and their parents/guardians will be called and required to come up to school to have the item(s) returned.

Cell phones can help keep your child safe **on the way to and from school**, so parents may want their children to have their cell phones. Unfortunately, the use of these devices in school can lead to cyber-bullying, inappropriate texting and other problems we wish to avoid. We are not encouraging you to purchase a cell phone or any other electronic device. Should you decide that your child needs a cell phone to contact you before or after school, your child must adhere to this policy.

Please note: This new policy does not apply to any special devices indicated in the IEP of a special needs student (AM/FM unit, computer devices, iPad, hearing aids, etc.).

Please be advised that PS 147 will not be held responsible or liable for lost, stolen or broken devices.

STUDENT CODE OF CONDUCT

Harassment and Fighting

At Public School 147, our goal is for **all students** to feel safe and secure. Any inappropriate behavior will not be tolerated. Below is a list of the type of behavior that we consider inappropriate:

- Hitting, kicking or pushing or any other behavior that is physically harmful to another student or staff member.
- Bullying or threatening another student. This also includes cyber bullying.
- Name calling, especially anything involving that involves race, religion, ethnicity, gender, and/or disability.
- Sexual harassment (inappropriate comments and/or touching).
- Bringing any type of prohibited item, as mentioned above, to school.
- Possessing a weapon of any kind – even a toy weapon.
- Inciting violence.
- Disrupting classroom instruction.
- Showing disrespect to school personnel and/or school property.
- Bringing inappropriate reading materials to school (magazines, pictures, etc).

The following is a list of possible consequences for any student participating in inappropriate behavior:

- Parent phone call or conference
- Removal from school activities or lunchroom
- Removal from classroom
- In-house suspension
- Out-of-school suspension – **Alternate Site**
- Principal’s suspension
- Superintendent’s suspension – **Out-of-school Alternate Site**
- **Transfer to another school**

You can access the electronic 2018 – 2019 edition of the NYC Department of Education’s Citywide Behavioral Expectations to Support Student Learning, Student Intervention and Discipline Code and Bill of Rights and Responsibilities handbook at <http://schools.nyc.gov/RulesPolicies/DisciplineCode/default.htm>. It is extremely important that all students understand the school rules and requirement of behavior. Your cooperation in reading this handbook with your child/ren is essential and greatly appreciated. Please make sure that your child understands that there will be **no exceptions** made for these types of behaviors. It is important for us to make sure that all students are safe throughout the school day and learning is not interrupted.

SCHOOL SAFETY PLAN

P.S. 147 has an extensive Safety and Security Plan which is on file in the main office and can be viewed at any time. It consists of procedures for Fire Drills, Shelter Drills, Bomb Threat Drills and School Lockdowns that are performed several times throughout the year so that staff and students are prepared in the event of an actual emergency. We also have alternative sites that we must report to in the event that we have to evacuate the building for a long period of time.

ALTERNATE SITES:

- 1) **P.S. 257** – 60 COOK STREET
- 2) **GRAND STREET CAMPUS** – 850 GRAND STREET
- 3) **P.S. 23** – 545 WILLOUGHBY AVENUE

EMERGENCY PROCEDURES:

In case of an emergency, P.S. 147 has three systems in place to quickly and efficiently notify all staff and students.

- A) **Intercom System:** Every room has a working phone in it. In the event of a safety or security problem, one would immediately call the main office and/or security desk.
- B) **Public Address System:** When appropriate, safety and security messages will be given over the public address system (loud system).
- C) **Bell System:** In the event of an electrical problem, the bell system would be used to notify the school community of an emergency. This system is also used for all drills:
 - a. Fire Drills
 - b. Shelter Drills (evacuation)
 - c. Bomb Threat Drills
 - d. Lockdown Drills

At P.S. 147 the following procedures are in place to ensure that all staff members are knowledgeable and prepared in case of an emergency:

1. Monthly safety meeting with key personnel
2. Review of safety procedures/protocol at faculty conferences
3. Fire Drill Posters in every classroom indicating exit route to be used
4. Bell signal sign explaining what each signal and code represents
5. Mandatory lessons with students focusing on proper protocol during drills/emergencies
6. Copy of the school safety plan to every staff member

During an emergency, the Principal and/or Assistant Principal will be in charge of the procedure that the school will follow.

PARENT'S ROLE/RESPONSIBILITY

HOW YOU CAN HELP YOUR CHILD BECOME A SUCCESSFUL LIFE LONG LEARNER

1. Send your child to school every day and on time.
2. Check your child's book bag on a daily basis for teacher correspondence or other important materials.
3. Sign all notes and return to school immediately.
4. Check homework assignments, supervise and sign all homework assignments.
5. Make sure your child has a comfortable place to do his/her homework without distractions and/or interruptions.
6. Review class work with your child. This will ensure that you are aware of your child's academic progress.
7. Help your child study for exams.
8. Keep in touch with your child's teacher. This can be done through notes, telephone call and/or school meetings/visits.
9. Write a note to your child's teacher for:
 - a. Absences – Be specific with dates of absences to ensure proper data entry
 - b. Lateness
 - c. Early pick-up
 - d. New person picking up your child
 - e. Problems/Concerns
10. Read to or with your child daily for a minimum of twenty (20) minutes.
11. Plan educational activities and/or trips with your child.

MISCELLANEOUS

1. If your child has a problem in school, please contact his/her teacher immediately. Most problems/concerns can be handled best by the classroom teacher.
2. If you would like a meeting with any member of the staff (Principal, Assistant Principal, Guidance Counselor, etc.) please fill out the **Parent Meeting Request Form** and drop it off in the main office. A Parent Meeting Request Form is included with the Parent Handbook.
3. If your child receives a note requesting a doctor visit, he/she will not be allowed to return to school without a doctor's note.
4. Parents/Guardians must not congregate by our security desk. This can interfere with the safety of our students and school community.
5. Parents are not allowed to visit classrooms without an escort and office pass.
6. Parents wishing to celebrate their child's birthday in school must inform the teacher at least two (2) weeks in advance. Please note our school policy:
 - i. All birthday celebrations are held during the last period of the school day.
 - ii. Only parents of children in grades Pre-K through grade 2 may attend their child's celebration.
 - iii. Only cupcakes and/or individually wrapped cakes and juice boxes are allowed.
 - iv. Gift/goodie bags are also permissible.

If you have any further questions or concerns, please speak with your child's teacher.



P.S. 147 The Isaac Remsen School

325 Bushwick Avenue
Brooklyn, New York 11206
Tel.: 718.497.0326 Fax: 718.628.4988



Ms. Sandra Noyola
Principal

Ms. Eliza Figueroa
Assistant Principal

September, 2018

Dear Esteemed Parents/Guardians:

We hope that when you receive this letter you are finding yourself well. We are writing to share some important information with you as it relates to ensuring a safe and orderly learning environment for all of our students, staff and families. Recently, there have been several events taking place within our community that have led us to revisit school safety policies and procedures. As per Chancellor's Regulation A-412, "Public Schools should provide a safe and secure environment for students, staff and parents. The maintenance of order and security in and around public schools is essential to creating learning environments in which students can meet high academic standards, educators can teach to those standards, and parents can be assured that the children are guaranteed their right to learn."

Policies and procedures specified in Chancellor's Regulation A-412 are critical elements outlining a safe, orderly and nurturing school environment. To this avail, we wish to remind you of the following policies and procedures:

- All visitors including parents and guardians are required to present a valid form of identification to our School Safety Agents. This is a NYCDOE School Safety Unit/NYPD requirement.
- The instructional school day begins promptly at 8:00 a.m. Please make every effort to arrive at school on time, so that your child does not miss out on any instruction.
- When accompanying your child to school, please refrain from walking past the School Safety Main Desk located in the Main Lobby and to the Late Pass Desk. PS147 staff members are specifically assigned to escort and/or direct the children to their specific classroom and distribute late passes. If your child requires a Late Pass, he/she will be directed by the School Safety Agents to obtain one from the staff member assigned to the Late Pass Desk located behind the School Safety Desk in the Main Lobby.
- Only Pre-Kindergarten parents are allowed to accompany their child to class, as this is a component of the Pre-Kindergarten curriculum.
- Please make every effort to ensure that your child has their book bag, healthy snacks or lunch **BEFORE** entering the school building. We can no longer accept or be responsible for accepting these items at the start of the school day or delivering them to your child's classroom.
- Please refrain from loitering in the Main Lobby area. The Main Lobby must be clear at all times to allow for ease of foot traffic, avoid congestion and promote overall safety.
- Always utilize the Main Entrance located in the Main Lobby to both **ENTER and EXIT** the school building.

We thank you in advance for your support these policies and procedures, in order to continue ensuring a safe and orderly school environment conducive to student learning. Your continued cooperation is greatly appreciated.

Sincerely,

Sandra Noyola
Ms. Sandra Noyola
Principal

Eliza Figueroa
Ms. Eliza Figueroa
Assistant Principal

SCHOOL CALENDAR 2018-2019

Sept 5	First Day of School. Partial school time for pre-kindergarten public school students. Half day for Kindergarten students – 11:30am dismissal. Full day for grades 1 – 5.
Sept 6	Partial school time for pre-kindergarten public school students. Full Day for Kindergarten students
Sept 10-11	Rosh Hashanah (schools closed)
Sept 13	Meet the Staff/Curriculum Night
Sept 19	Yom Kippur (schools closed)
Oct 8	Columbus Day Observed (schools closed)
Nov 6	Election Day. Students do not attend school. Chancellor Conference Day for Staff Development.
Nov 12	Veterans Day (schools closed)
Nov 15	Elementary School: Parent-Teacher Conferences Half Day – 11:30am Dismissal
Nov 22-23	Thanksgiving Recess (schools closed)
Dec 24-Jan 1	Winter Recess (schools closed) School resumes Jan 2, 2019
Jan 21	Dr. Martin Luther King Jr. Day (schools closed)
Feb 5	Lunar New Year (schools closed)
Feb 13	Pre-K Non-attendance Day
Feb 18-22	Midwinter Recess (schools closed)
Mar 14	Elementary School: Parent-Teacher Conferences Half Day – 11:30am Dismissal
Apr 19 – Apr 26	Spring Recess (schools closed)
May 15	End of Year Parent Conferences - Evening
May 27	Memorial Day (schools closed)
Jun 4	Eid al-Fitr (school closed)
Jun 6	Anniversary Day. Students do not attend school. Chancellor's Conference Day for Staff Development.
Jun 11	June Clerical Day. Elementary and middle school students do not attend school.
Jun 26	Last Day For All Students. Half Day – 11:30am Dismissal



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Ms. Sandra Noyola
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Ms. Eliza Figueroa
Assistant Principal

PARENT SIGNATURE SHEET
2018 – 2019

Please sign that you have read this parent handbook and have discussed it with your child.
Return this sheet to your child’s teacher as soon as possible.

Please print

Child’s Name: _____

Class: _____ Child’s Teacher: _____

Parent Name: _____

By signing this, you acknowledge that you have read and understand the Parent Handbook and understand your role as a parent of a child attending P.S. 147.

Parent Signature: _____

Date: _____



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Ms. Sandra Noyola
Principal

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Assistant Principal

CONSENT TO PHOTOGRAPH, FILM OR VIDEOTAPE A STUDENT FOR NON-PROFIT USE

This information comes directly from the Office of Communications and Media Relations

I hereby consent to the participation in interviews, the use of quotes, and the taking of photographs, movies or video tapes of the Student named above by.

I also grant to the right to edit, use, and reuse said products for non-profit purposes including use in print, on the internet, and all other forms of media. I also hereby release the New York City Department of Education and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

Please print

Child's Name: _____

Class: _____ Child's Teacher: _____

Parent Name: _____

Parent Signature: _____

Date: _____



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Ms. Sandra Noyola
Principal

Ms. Eliza Figueroa
Assistant Principal

Complete side 1: To walk home alone Complete side 2: Student will be picked up

*SIDE 1

To walk home alone

Students may be given permission to walk home alone by their parent/ caregiver. Please complete a permission form for each child who is authorized to walk home alone. A los estudiantes se le puede dar permiso a ir hacia la casa sólo por su padre/cuidador. Favor de completar este formulario de permiso para cada niño que es usted autoriza ir hacia la casa solo.

Please Print/Imprima por favor

Student/ Estudiante _____
First Name/ Primer Nombre Last Name/ Apellido

I _____, the parent/ caregiver of _____
Yo _____ el padre/cuidador de _____

authorize P.S. 147 to allow my child to walk home alone.
autorizo a la P.S. 147 que permite a mi niño/a para ir hacia la casa sólo/a.

PLEASE SIGN BELOW....

* _____
Parent/ Caregiver (Print Your Name) **Parent/Caregiver (Signature)** **Date**
Padre/Cuidador (Imprima Su Nombre) Padre/Cuidador (firma) Fecha

() _____ () _____ () _____
Home Telephone / Telephono **Cell Telephone/ Celular** **Work / Trabajo**

Email address: _____ @ _____
Correo electrónico

SIDE 2

Student will be picked up

Please list a minimum of three (3) person(s) whom the child may be released to. The names listed below must match the names listed on the Blue Emergency Card.

Por favor indique un mínimo de tres (3) personas con quien su niño/a se puede ir. Los nombres listados deben emparejar con los nombres listado en la Tarjeta Azul de Emergencia.

Please Print/Imprima por favor

Student/ Estudiante:

First Name/ Primer Nombre

Last Name/ Apellido

Name _____

First Name, Last Name/ Nombre y Apellido

Telephone _____

Home Telephone / Cell Telephone / Telefono y Cellular

Name _____

First Name, Last Name/ Nombre y Apellido

Telephone _____

Home Telephone / Cell Telephone / Telefono y Cellular

Name _____

First Name, Last Name/ Nombre y Apellido

Telephone _____

Home Telephone / Cell Telephone / Telefono y Cellular

*Sibling Authorization /Autorización de Hermano/a

My child may walk home with _____, in grade _____, Class _____

Mi niño/a puede ir hacia la casa con

Sibling Name/Nombre de hermano/a

grado

Clase

PLEASE SIGN BELOW....

I, _____ authorize P.S. 147 to release my child to the people listed above.

Autorizo a la P.S.147 que permite a la siguiente persona que recojan mi niño/a.

*

Parent/ Caregiver (Print Your Name)

Padre/Cuidador (Imprima Su Nombre)

*

Parent/Caregiver (Signature)

Padre/Cuidador (firma)

Date

Fecha

Email Address: _____ @ _____

Correo electrónico



P.S. 147 The Isaac Remsen School

325 Bushwick Avenue
Brooklyn, New York 11206
Tel.: 718.497.0326 Fax: 718.628.4988



Ms. Sandra Noyola
Principal

Ms. Eliza Figueroa
Assistant Principal

WALKING TRIP CONSENT

Dear Parents,

During the school year, classes may take walking trips around the neighborhood. These trips may include waking to the playground on Bushwick Avenue for recess, the library, community walks and other educationally based out-of-school opportunities. Although you will always be notified of a class trip, we would like to obtain a general permission slip for these trips which do not require bus transportation. We hope that you will give your child permission to attend these walking trips by signing the permission slip below so that it may be kept on file for the school year.

I give my child permission to go with his/her class on recess/educational walking trips in the neighborhood. I understand that I will be notified of these opportunities prior to the trip.

Please print

Child's Name: _____

Class: _____ Child's Teacher: _____

Parent Name: _____

Parent Signature: _____

Date: _____



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Ms. Sandra Noyola
Principal

Ms. Eliza Figueroa
Assistant Principal

RESPECT FOR ALL

Dear Parents/Guardians:

It is the policy of the New York City Department of Education to maintain a safe, supportive, learning and educational environment that is free from sexual harassment committed by students against other students. Sexual harassment is unacceptable conduct and will not be tolerated. It is a violation of the policy for a student to harass another student through conduct or communication of a sexual nature.

If you feel that you have been the victim of such behavior by another student, please notify your teacher, counselor or other staff member. Ms. Figueroa, Assistant Principal, is the school designee assigned to handle those matters. If you feel uncomfortable making a report to a school staff member, you may contact OSYD by emailing your complaint to respectforall@schools.nyc.gov. You may also make a written report. Copies of the complaint form are available in the Assistant Principal's office.

Your complaint will be investigated and the school will take appropriate action to eliminate the discrimination and/or harassment. Retaliation against a student for filing a complaint or participating in an investigation of a complaint is prohibited. Any student who engages in retaliatory behavior (i.e., threats, intimidation) will be subject to immediate disciplinary action.

A complete copy of the Chancellor's Regulation A-831 is available in both the Principal's and Assistant Principal's office.

Sincerely,

Sandra Noyola
Sandra Noyola
Principal



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Ms. Sandra Noyola
Principal

Ms. Eliza Figueroa
Assistant Principal

EMERGENCY CONTACT CARD

Dear Parents,

The blue emergency contact card must be filled out carefully. We must have at least three (3) working phone numbers. When a child is sick or hurt, we must be able to reach someone. Therefore, we ask you to list all numbers including home, work and cell phone for as many people as possible.

It is also very important to update your new phone number and/or home address with the secretary in the main office. On occasion, we will send out messages via our phone messenger service. Therefore, it is critical that we have the most updated phone number in our data system so that parents don't miss out on any important notifications.

Students in grades Pre-K – 5 must be picked up by an older sibling (18 or over) or an adult at 2:20pm (Monday – Friday) unless you specify otherwise. On the back of the card list the names of the people who are authorized to pick up your child from school. This includes mother, father, sister, brother, aunts, uncles, grandparents, friends and/or neighbors. We **will not** release your child to anyone who is not listed on this card unless we receive a written note or phone call from you indicating your permission to do so.

We also need to know if your child has any health problems or conditions that might limit his/her activities in school. Please list this confidential information on the bottom of the blue card (i.e., list conditions such as asthma and/or specific allergies). There is a school nurse present daily. Please feel free to contact her at the school.

The safety of your child is very important to us. Please help us by giving us this important information as soon as possible.

Sincerely,

Sandra Noyola
Sandra Noyola
Principal



P.S. 147 The Isaac Remsen School

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Ms. Sandra Noyola
Principal

Ms. Eliza Figueroa
Assistant Principal

Parent Meeting Request Form

Today's Date: _____

Student's Name: _____

Class: _____ Teacher: _____

Your name: _____

Relationship to student: _____

Contact #: () _____ - _____

Best time to reach you: _____

Email address: _____

Requesting a meeting with:

- Principal (Ms. Sandra Noyola)
- Assistant Principal (Ms. Eliza Figueroa)
- Guidance Counselor (Ms. Joy Reid)
- Parent Coordinator (Ms. Lourdes Santiago)
- Classroom Teacher (Name: _____)
- Cluster Teacher (Name: _____)
- Other Staff Member (Name: _____)

Purpose of Meeting: *(In order to better serve you and address your concern and/or question, please briefly explain the purpose of this meeting request.)*

Thank you

FOR OFFICE USE ONLY

<input type="checkbox"/> called	date: _____	initial: _____	Comments:
<input type="checkbox"/> left message	date: _____	initial: _____	
<input type="checkbox"/> e-mailed	date: _____	initial: _____	
<input type="checkbox"/> spoke to parent	date: _____	initial: _____	