

PS 76

Family

Handbook



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P.S. /I.S.76 Mission Statement

It is our mission to produce achievers who are set on the path of life-long learning, and who enjoy the process. We are committed to providing all children with skills necessary to become leaders, writers, problem solvers and critical thinkers. Our school environment encourages self-respect and self-awareness from the collective effort and cooperation of our parents, teachers, staff, and community. We will prepare all children for life now, with the expectation of being full participants in this century.

PS/MS 76 2018-2019 Parent School Year Calendar

September		
Day	Date	Event
Wednesday	September 5	First Day of School (Pre-K/K— ½ day)
Thursday	September 6	(Pre K— ½ day)
Mon--Tue	Sept 10 - 11	School Closed--Rosh Hashanah
Wednesday	Sept 19	School Closed-Yom Kippur
Thursday	September 20	Meet the Staff Night & 8 th Grade Parent Meeting
Tuesday	September 25	PTA/Title I Meeting 8:30 AM
Tuesday	September 25	Kindergarten Monthly Assembly & Black Fem Inc. Kick-off
October		
Mon-Thur	October 1-4	Smile NY Dental Program
Friday	October 5	Open Classroom—Math 6 th -8 th Grade: 8:20-8:45 A.M.
Monday	October 8	School Closed—Columbus Day
Thursday	October 11	Middle School Fair P.S. 242 5:30 P.M.-7:30 PM
Friday	October 12	Open Classroom—Math K-2 nd Grade: 8:20-8:45 A.M.
Friday	October 19	Open Classroom—Math 3 rd -5 th Grade: 8:20-8:45 A.M.
Tuesday	October 23	PTA/Title I Meeting 8:30 AM
Friday	October 26	Literacy Matters Kick-off
Tuesday	October 30	2 nd Grade Monthly Assembly
Wednesday	October 31	Character Day & Haunted House
November		
Thursday	November 1	Authors & Writers Night
Friday	November 2	Open Classroom—Science 6 th -8 th Grade: 8:20-8:45 A.M.
Tuesday	November 6	School Closed—Election Day
Friday	November 9	Open Classroom—Science K-5 th Grade: 8:20-8:45 A.M.
Monday	November 12	School Closed—Veterans Day(Observed)
Thursday	November 15	Student Led Parent Conference
Tuesday	November 20	PTA/Title I Meeting 8:30 AM
Thur--Fri	Nov 22 - 23	School Closed—Thanksgiving
Tuesday	November 27	5 th Grade Monthly Assembly
December		
Friday	December 14	Open Classroom—Literacy K-2 nd Grade: 8:20-8:45 A.M.
Tuesday	December 18	PTA/Title I Meeting 8:30 AM
Tuesday	December 18	4 th Grade Monthly Assembly
Thursday	December 20	Holiday Assembly
Mon-Mon	Dec 24–Jan 1	School Closed—Winter Recess

January		
Day	Date	Event
Tuesday	January 1	School Closed—New Year's Day
Tuesday	Jan 8 - 31	Spelling Bee Begins (School-wide)
Friday	January 11	Open Classroom—Math K-5 th Grade: 8:20-8:45 A.M.
Friday	January 18	Open Classroom—Math 6 th -8 th Grade: 8:20-8:45 A.M.
Monday	January 21	School Closed—M. L. K. Day
Tuesday	January 22	PTA/Title I Meeting 8:30 AM
Wednesday	January 23	8 th Grade Senior Pictures
Tuesday	January 29	1 st Grade Monthly Assembly
February		
Monday	February 4	Sadie Hawkins Dance
Tuesday	February 5	School Closed-Chinese New Year
Friday	February 8	Open Classroom—Social Studies K-3 th Grade: 8:20-8:45 A.M.
Saturday	February 9	District 3 Spelling Bee
Monday	February 11	NYC Dental
Wednesday	February 13	Parent Workshop: Getting Ready for ELA State Test—2:40-3:30 PM
Friday	February 15	Black History Assembly
Mon--Fri	Feb 18 - 22	School Closed—Mid-Winter Recess
Tuesday	February 26	3 rd Grade Monthly Assembly
Tuesday	February 26	PTA Meeting 8:30 AM or 5:30 PM
March		
Friday	March 1	Math Parent Workshop
Friday	March 1-29	Spirit Friday
Friday	March 8	Open Classroom—ELA Test Prep 3 rd -8 th Grade: 8:20-8:45 A.M.
Wed,Tue, Thu	March 13, 19, 27	Parent Book Club
Thursday	March 14	Student Led Parent Conference
Wednesday	March 20	Grandparents' Breakfast
Tuesday	March 26	7 th Grade Monthly Assembly
Tuesday	March 26	PTA Meeting 8:30 AM or 5:30 PM
Wednesday	March 27	Parent Workshop: Asthma
April		
Tue --Thur	April 2 - 4	ELA State Standardize Test
Tue-Fri	April 9-12	NYC Dental
Tuesday	April 16	PTA Meeting 8:30 AM or 5:30 PM
Wednesday	April 17	Parent Workshop: Youth & Health
Fri-Fri	April 19 - 26	School Closed--Spring Break
Monday	April 29	Math Expo

Tuesday	April 30	6 th Grade Monthly Assembly
May		
Wed - Fri	May 1 - 3	Math State Standardize Test
Monday	May 6	Mother's Day Workshop
Mon-Fri	May 7 - 11	Scholastic Book fair
Thursday	May 9	Picture Day PreK-7 th
Friday	May 10	2 nd Annual Mother/Son Dance
Wednesday	May 15	Parent workshop: Diabetes
Thursday	May 16	Student Led Parent Conference
Friday	May 17	Pee Wee Dance

May(Cont.)		
Tuesday	May 21	PTA Meeting 8:30 AM or 5:30 PM
Wed-Fri	May 22-31	4 th /8 th Grade Science Performance Test
Friday	May 24	Talent & Fashion Show
Monday	May 27	School Closed-Memorial Day
Tuesday	May 28	8 th Grade Monthly Assembly
Wednesday	May 30	8 th Grade Parent Meeting

June		
Mon	June 3	4 th /8 th Grade Science Written Test
Tuesday	June 4	School Closed--Eid al-Fitr
Thursday	June 6	School Closed-Chancellor's Conference Day
Tuesday	June 11	School Closed—Clerical Day
Wednesday	June 19	Pre-K/K Moving Up Ceremony
Monday	June 24	8 th Grade Graduation
Tuesday	June 25	5 th Grade Moving Up Ceremony
Tuesday	June 25	End of the Year Assembly (Grades1-4)
Tuesday	June 26	Last Day of School

School Calendar 2018–2019

Sept 5	First Day of School Early dismissal for non-District 75 kindergarten students only. Partial school time for pre-kindergarten public school students.	Jan 21	Dr. Martin Luther King Jr. Day (schools closed)
Sept 6	First Full Day for Non-District 75 Kindergarten Students Partial school time for pre-kindergarten public school students.	Jan 28	Chancellor's Conference Day for High Schools High School students do not attend school, except those enrolled at D75 school programs.
Sept 10–11	Rosh Hashanah (schools closed)	Jan 29	Spring Term Begins for High School Students
Sept 13	Elementary School: Evening Parent-Teacher Conferences*	Feb 5	Lunar New Year (schools closed)
Sept 19	Yom Kippur (schools closed)	Feb 18–22	Midwinter Recess (schools closed)
Sept 20	Middle School: Evening Parent-Teacher Conferences*	Mar 4–5	District 75 School Programs: Parent-Teacher Conferences*
Sept 26	High School: Evening Parent-Teacher Conferences*	Mar 7–8	High School: Parent-Teacher Conferences*
Oct 8	Columbus Day Observed (schools closed)	Mar 13–14	Elementary School: Parent-Teacher Conferences*
Nov 6	Election Day Students do not attend school. Chancellor's Conference Day for Staff Development.	Mar 26–27	Middle School: Parent-Teacher Conferences*
Nov 12	Veterans Day Observed (schools closed)	Apr 19–26	Spring Recess (schools closed)
Nov 14–15	Elementary School: Parent-Teacher Conferences*	May 9	High School: Evening Parent-Teacher Conferences*
Nov 19–20	District 75 School Programs: Parent-Teacher Conferences*	May 15	Elementary School: Evening Parent-Teacher Conferences*
Nov 22–23	Thanksgiving Recess (schools closed)	May 16	Middle School: Evening Parent-Teacher Conferences*
Nov 27–28	Middle School: Parent-Teacher Conferences*	May 27	Memorial Day (schools closed)
Nov 29–30	High School: Parent-Teacher Conferences*	Jun 4	Eid al-Fitr (schools closed)
Dec 24–Jan 1	Winter Recess (schools closed)	Jun 6	Anniversary Day Students do not attend school. Chancellor's Conference Day for Staff Development.
Jan 2	School Resumes	Jun 11	June Clerical Day Elementary school, middle school, and D75 students do not attend school.
		Jun 26	Last Day For All Students Early Dismissal.

*Parent-teacher conference dates are citywide however, some schools may hold their conferences on alternative dates. Most schools will hold an evening conference for families in September and May. Please check with your school for specific schedules. For assessment dates and other calendars, please visit schools.nyc.gov/calendar.





Arrival

Upon entering the school building, all parents and visitors must stop at the Security Desk to show proper identification and to sign in. The Security officer will direct parents and visitors to the main office.

Parents who made an appointment with a staff member must follow the above procedure and obtain permission before proceeding to the respective location.

Public School 76 is committed to ensure the safety of each and every child in the school building. The school building will be open at 7:30 am. **Students will enter the building at the 120th Street Entrance (North West entry) (A reminder: Students must be in uniform Monday through Friday.)**

Students will proceed directly to the cafeteria for breakfast. At 8:20 A.M., all students must be finished with breakfast and prepared to line up with their class.

Attendance

REGULAR SCHOOL ATTENDANCE IS THE RESPONSIBILITY OF THE STUDENT AND PARENT/GUARDIAN.

If a student is absent or will be absent from class or arrive late to school, the student's parent or guardian must call the school office on the day of the absence. Upon returning to school, a note with a phone number where a parent or guardian can be reached will be acceptable on the day the student returns, or the absence will be considered unexcused. The student has 24 hours to change the absence from unexcused to excused. For the safety of our students, an attempt is made to confirm all unreported absences. It is the family's responsibility to provide current phone numbers. If, for some reason, a student or parent is unable to follow the above procedure, the school must be contacted. Students or parents/guardians who know in advance of an absence need to contact the school as soon as possible.

P.S./I.S. 76 Attendance Policy (Staff Responsibilities)

Attendance Law:

Each minor from 5 to 17 years of age in New York City is required to attend school on a full time basis.

Attendance Program Standards:

- Student Attendance for the day must be recorded on a daily basis
- Assigned staff are to make every effort to identify and document the reasons for students absence and lateness by contacting parents/guardians on a daily basis
- Schools are required to keep records of absences, late arrivals and early departures
- A student who misses an equivalent of 2 or more days in a month, or 20 or more days in the school year is considered chronically absent
- Chronic and continued absences/late arrivals may generate a further investigation which may eventually lead to contacting ACS and Stated Central Registry for educational neglect
- All parent contacts and attempted contacts must be documented and kept on file in the school and entered into the ILOG system for recording and monitoring purposes
- Attendance coordinator and attendance committee will meet at least once a month to monitor absences and late arrivals

Celebration:

- Monthly attendance assemblies will be held. Students will receive a certificate and name will be entered in a raffle.

Recording/Consequences for Students:

- After 8:20 am (no grace period), students will report to the main office to sign the late book
- After signing the late book, the student will report directly to class
- Possible consequences for students who are regularly late/absent (2 or more):
 - Detention (no recess-will remain in the auditorium with supervision)
 - Non-attend trips
 - Exclusion from school events (dance, movie nights, talent show, etc)
 - Attend Study Hall period to complete missing assignments
 - Disqualification for participating in leadership roles, such as:
 - Student Council
 - Safety Patrol
 - Peer Tutor



Lateness Procedures

Students who are late to class will be handled by the classroom teacher. When a student reports to class after 8:30 a.m. more than two times per semester, the following steps will be taken:

Third unexcused lateness	verbal notification to parent from teacher.
Fourth unexcused lateness	teacher assigns <u>one detention</u> that is to be served during lunch time; to complete missing assignments and parents/guardians are notified.
Fifth unexcused lateness:	teacher assigns <u>two detentions</u> that are to be served during lunch time; to complete missing assignments. and teacher notifies administration.
Sixth unexcused lateness	A request for parent to escort the child to school for a conference with attendance teacher or administrative team.

Behavior and Discipline

At Public School 76, we believe that Discipline is fundamental in committing to excellence. We believe that every child can participate fully in the learning process and are convinced that all children can behave.

In order to ensure an orderly, safe, and secure environment for learning, Public School 76 adopts an assertive Discipline policy.

- ❖ **As you transition through the hallway, all students will be silent**
- ❖ **All students will line up inside of their classrooms**
- ❖ **All students will walk to their next class quietly with their teacher**
- ❖ **All students will keep their hands and feet to themselves**
- ❖ **Students may not lean on the walls or touch the bulletin boards**
- ❖ **Students will help to maintain a clean school by picking up any trash they see in the hallway and finding a garbage can to throw it away**
- ❖ **As students are waiting to enter their next class, they will form a single line to the left of the doorway.**
 - **Absolutely no horse-playing**
 - **No eating/drinking**

Dress Code (condensed version)

The following dress code applies to PS/IS 76 students and will be enforced.

- Students must wear uniform at all times.
- Closed shoes must be worn at all times.
- All pants must be worn at the natural waistline and must be properly fastened.
- Belts should always be worn around bottoms that require belts.
- Students must not wear caps/hats/durags, sunglasses inside the building.
- All clothing considered as outerwear will be kept in the classroom during the school day.
- Book bags, purses will be kept in the classroom closets during the school day (8:00 am. to 6:00 pm)

The class that adheres to the uniform policy will participate in a special “Dress Down” day if supported by that class’ teachers.

Grading Policy

All Grades will be divided into these categories:

Formative Assessment

Each marking period four formative assessment must be recorded in teacher's grade books

- Classwork /Class Participation 15%
- Assignment /Exit Slips 10%
- Quizzes 15%

Summative Assessment

Each marking period six summative assessments must be recorded in teacher's grade books

- Unit Test 15%
- Exams 15%
- Test/Major Project 20%

Homework 10%

Conversion Chart

Proficiency Level	Letter Equivalent	Numerical Range	Descriptors	In the Classroom
4	A	90-99	Exemplary work that shows a deeper, more thorough understanding of the Essential Learning Target/Goal	A student's work goes substantially above and beyond the target(s)/goal(s) in quality and rigor. All of the criteria for Exceeds (e.g. in the rubric) are demonstrated in the work.
3	B	80-89	Meets the of proficiency of the Essential Learning Target/Goal	A student's work competently meets the target(s) being assessed based on established criteria. (e.g. rubric)
2	C	70-79	Partially meets the of proficiency of the Essential Learning Target/Goal; early exhibition of a developing understanding Or Approaching the level of understanding required for proficiency	A student's work demonstrates a substantive attempt to meet the target(s)/goal(s) of a given assessment, but needs more time to achieve competency and meet all the criteria for the assessment.
1	D	65-69	Does not meet the of proficiency of the Essential Learning Targets/Goal; learning is not progressing at a rate to meet end-of-year target	A student's work demonstrates attempt to meet the target(s)/goal(s), but needs more time and additional instruction time and support to meet all the criteria for assessment.

HOMEWORK AS A TOOL

The purpose of homework is to promote high-quality student learning and achievement. Homework is an out-of-classroom learning experience assigned by a teacher to enhance student learning. It is to target specific learning outcomes, reinforce STANDARDS taught in the classroom, and provide practice in specific skills. Homework is to be reviewed by teachers to assess students' skills and knowledge in order to inform instruction.

When assigning homework, teachers will ensure that students are provided with sufficient information and direction to complete the homework assignment independently, and that the assignment is not excessive for its intended purpose. In addition, homework is not to be assigned as a discipline consequence.

Effective Homework Assignments

1. Are curriculum-based and meet the needs of students through differentiation (If possible).
2. Are designed to require no additional teaching outside of the classroom.
3. Are clearly articulated and designed so students know what is expected of them before leaving the classroom.
4. Are engaging and relevant to student learning.
5. Do not require resources or technology to which a student may not have access.
6. Do not require parents/guardians to teach new concepts.

REPORTING STUDENT ACHIEVEMENT

1. Daily: Parents and students should be given access (usernames and passwords) to Jupiter Grades/Jupiter Ed and/or ClassDojo.
2. Student-Led Conferences: In the Fall and Spring students present a portfolio to their parent(s)/Guardian(s). Progress, strength, and needs are reviewed and a plan for moving forward is established.
3. Report Card: At the end of each Marking Period students receive a final grade for each class.
4. Weekly: Students have 24-hour access to online programs like IXL, i-Ready and Stars-360.

FALL CONFERENCES

At the end of the first 9-10 weeks, teachers are required to offer you the parents/guardians the opportunity to have a conference. Every effort is made to get accommodate and promote you attendance at the conferences.

The conference will include the following discussion points:

- Review of the 1st nine/twelve week report card grades (Grades Pre-K - 8)
- Review of the beginning of year assessment data, explanation of the student's results, and student standing (below, at, or above grade level)
- Review of goals for the student (parent and teacher)
- Recommendations for helping the student at home
- Parent questions
- Attendance
- Concerns about late arrivals
- Discipline concerns
- Access to extracurricular activities

SPRING CONFERENCES

Teachers are required to conference with the parents of students in danger of failing a content area or being retained no later than the early release day provided for parent conferences in March of each year. This gives you the parents a clear picture of your child's current academic status, as well as an opportunity to work with the school to try to get your student on grade level.

The conference should include the following discussion points:

- Report card data
- Attendance
- Tardies
- Discipline
- Review all assessment data
- Review grade level goals
- Requirements of recommendations for retention, promotion, or acceleration
- Strategies for improvement and growth
- RTI Process

TEACHER RESPONSIBILITIES

1. Ensure students understand and know how to successfully complete assignments.
2. Define work to be completed at home and make sure appropriate resources/materials are readily available.
3. Give instructions to parents/guardians, when appropriate, and explain how they may help students complete the assignment.
4. Ensure any instructions going home are provided in the parent's native language whenever possible.
5. Consider homework as one part of the total learning process by monitoring, collecting, and providing meaningful feedback to students.
6. Review and grade homework assignments regularly to give students feedback on their learning.
7. Inform students of homework assignments missed due to absences or substitute another activity for the assignment to ensure no seamless learning occurs.
8. Do not assign homework/projects over extended holidays within the school year that are intended as "busy" work. Incorporate family/holiday based activities.

STUDENT RESPONSIBILITIES

1. Understand the homework assignments before leaving school.
2. Take home all necessary materials to complete assignments.
3. Have organized means of keeping and carrying homework to and from school.
4. Arrange a place to work and have a regular time to study.
5. Schedule a time for homework that is compatible with family and/or afterschool activities.
6. Complete homework with minimal parental help.
7. Complete homework assignments carefully and neatly.
8. Complete homework and turn it in on time.
9. Budget time for long-term projects.
10. Complete all work missed due to absences or school activities.

P.S./I.S. 76 Parent Contract

I have received a copy of the Discipline Code and Bill of Student Rights and Responsibilities and understand the behavior that is required of my child.

I understand that my participation in my child's education will help him/her be successful in school. I have read this agreement and I will carry out the following responsibilities to the best of my ability.

- I will discuss the Discipline Code and the Bill of Rights and Responsibilities with my child.
- I will encourage my child to be a respectful and peaceful member of the school community
- I will participate in parent conferences, class programs and other activities in which my child is involved.
- I will try my best to attend all meetings, conferences, and parent workshops
- I will ensure that my child attends school everyday and arrives on time by 8:20 AM.
- I will make sure that my child wears his or her uniform everyday and adhere to the dress code
- I will provide a quiet place for my child to study/ complete his/her homework.
- I will check my child homework every night.
- I will make sure my child read nightly.
- I will listen to my child retelling of his/her school day experiences.
- I will provide the school with current telephone numbers and emergency contact information.
- I will make myself available to my child and the school to address any concerns.
- I will respond to all form of communications phone calls/notes/ emails...
- I will alert the school if there are any significant changes in my child's health or well being that affects his/her ability to perform in school.

I read and discussed these rules with my child. I understand that my child must follow these rules to protect his/her rights and the rights of others. I understand that my child will lose privileges or other consequences if he breaks these rules.

Parent/Guardian Name _____ Date _____
(Please Print)

Parent/Guardian Signature: _____

Parent/Guardian Name _____ Date _____
(Please Print)

Parent/Guardian Signature: _____

Please return a signed copy of this Behavior Contract to your child's teacher.

Digital Academic Resources

Jupiter Grades

<https://login.jupitered.com/login>

i-Ready

<https://login.i-ready.com/>

ClassDojo

<https://www.classdojo.com/>

IXL

<https://www.ixl.com/>

Star Reading

<https://hosted77.renlearn.com/178750/>

Sumdog

https://www.sumdog.com/user/sign_in?to=%2Femails

Kinvolved

<https://kinvo.kinvolved.com>