

District 32
PS 151K Lyndon Baines Johnson School
Science & Humanities

763 Knickerbocker Avenue

Brooklyn, N. Y. 11207

Phone: 718-326-6360

Fax: 718-326-6364

Parent Handbook



Educate, Excel & Empower

2023-24 School Year

Ms. Jayne M. Hunt, Principal

Ms. Marlin Nieves, Assistant Principal

Ms. Harpreet Uppal, Assistant Principal IA

Ms. Nilsa Figueroa, Parent Coordinator

Ms. Crystal Aponte, PA President



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WELCOME! PRINCIPAL'S MESSAGE

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to PS 151K, the LBJ school family and to an exciting educational year for your child. The pages of this handbook are filled with important information. We hope you find it helpful and that it encourages you to join us in working together to make our school a place where all our children receive a quality education in a safe and nurturing environment. Our Positive Behavior Intervention and Supportive (PBIS) evidenced-based, positive and proactive schoolwide practices (Be Respectful, Be Responsible, and Be Safe) support students' social, emotional and academic needs in our school community.

PS 151K LBJ's parents are our partners in the important job of educating the children of this community. This handbook will serve as a helpful reference for parents as they seek to provide academic support at home. We welcome your participation and support during the school year and solicit your membership in the Parent Association (P.A.) Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

Sincerely,
Jayne M. Hunt
Principal



PARENT COORDINATOR'S MESSAGE

Dear Parents & Guardians,

This school year is going to be an exciting one! There will be many family events throughout the year and hopefully you will join the P.S. 151K Family in all the fun!

You are your child's first teacher and it's important for you to be involved and stay informed. I am here to help you keep informed and to assist you with any questions or concerns. I may be reached at 347-563-4810 or come visit me in room 112.

I look forward to serving you in any way possible

BE INVOLVED! STAY INFORMED!

Sincerely,
Nilsa Figueroa
Parent Coordinator

PS 151K's Mission

At P.S. 151K, the Lyndon Baines Johnson elementary school, our mission is to create and sustain an inclusive environment where students are empowered by using flexible ways of representation, engagement, and expression; increased student voice; strengthen students' collaborative and critical thinking skills; and enhance students' social-emotional development and well-being.

Our Engines: Educate, Excel and Empower

Educate: Provide social, cultural and intellectual instruction and professional learning to increase student-led discussions.

Excel: Encourage, establish and maintain an environment where students are driven to become proficient and strive to perfect critical thinking skills in all areas of student and promote discourse.

Empower: Instill the confidence to communicate, create, advocate, collaborate and the ability to make decisions.

Instructional Focus: All Students will effectively use text-based evidence to support claims, assertions, opinions and arguments in reading, writing, and discussions, across all content areas, in all classes assessed by student created projects, presentations, and performances.

School Personnel You Should Know

Title	Name	Room
Principal	Jayne M. Hunt	Main Office
Assistant Principal	Marlin Nieves	Main Office
Secretary	Ilsa Rivera	Main Office
	Janet Cardona	Main Office
Parent Coordinator	Nilsa Figueroa	112
Guidance Counselor	Lauren Nieves	108A
Social Worker	Jessica Cruz	Main Office
School Assessment Team		108A
Social Worker	Yesenia Vazquez	
School Psychologist	Jeanette Aquino Reveron	
Family Worker	Rosa Cortez	
Nurse	NYCDOH TBD	108B
Nurse's Health Aide	Eva Rivera	108B
School Safety Agent	SSA Elson	Main Entrance
Parent Association President	Crystal Aponte	Basement Level



ARRIVALS AND LINE UP PROCEDURES

Children from Kindergarten through fifth (5th) grade will be allowed in the building at 7:30 a.m. via the Weirfield Street entrance numbered "2." The official school time hours are 8:10 a.m. to 2:30 p.m. with the exception of our extended learning time program. Please bring your child/children into our school building before 8:00 a.m. via entrance / exit 2 via Weirfield Street; all PreKindergarten students enter through the main entrance on Knickerbocker Avenue and are brought to their classroom door at 8:05 a.m.

ARRIVAL

- For students needing to be dropped off before 7:30 a.m. parent's must request early arrival to the Parent Coordinator [Nilsa Figueroa](#) and Principal [Jayne Hunt](#) through email.
- Weirfield Street school door "2" will be locked at 8:15 a.m.



LATE ENTRY: AFTER 8:10 a.m. Main Entrance

- Students arriving after 8:10 a.m.: You must proceed to the main entrance, for entry into the building. After 8:10 a.m. students will receive a late pass and will be marked late on their attendance list.

DISMISSAL

Dismissal at 2:30 p.m. Exits listed below:

- 3K and Pre-Kindergarten students are picked up from the main entrance located on Knickerbocker Avenue at 2:30 p.m. every day.
- Students of grades Kindergarten-5 are dismissed from their assigned exits at 2:30 p.m. daily:

Grade	Exit & Street
3K- Prek	1 main entrance on Knickerbocker Avenue
Kindergarten	2 on Weirfield Street
1st	3 on Weirfield Street
2nd	4 on Weirfield Street
3rd & 4th	6 on Halsey Street
5th	7 on Halsey Street

- At 2:35 p.m., teachers will bring the remaining students inside to the cafeteria. Parents are to enter through the Weirfield Street Entrance/Exit 2, to pick-up their child(ren).
- At 2:50 p.m., the remaining students are brought up to the first floor, where they will wait to be picked up. The school staff member will begin to call homes about having someone pick up their children. Please keep all numbers up-to-date with the school.
- All PS 151K staff leaves at 5:45 p.m. The students that remain in the building after 6:00 p.m. will be taken to the 83rd Precinct for safety reasons. The parents are to contact the Precinct; their number is (718) 574-1735.

Parents of students attending the Extended Day Program will receive a notice in early September. If your child does not receive a notice for the Extended Learning Time programs (ELT), they will be dismissed at 2:30 p.m. every day. ELT programs are offered to students in Kindergarten through 5th grades, only.

Dismissal for children who attend the EXTENDED LEARNING TIME (ELT) Programs:

5:30 p.m. - Through door "2" located in Weirfield Street

- If no one comes for the child, by the time the Assistant Principal or Principal leaves the building, usually after 6 p.m., the student will be taken to the 83rd Precinct and the parent will be contacted to pick up the child at the Precinct's location.

School Protocols

EARLY PICK UP PROCEDURES

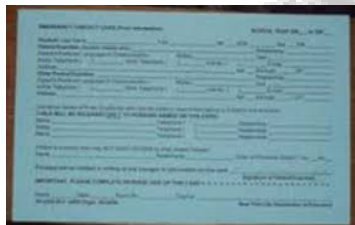
- Parent / Guardian is to call the school at (718) 326-6360 extension "0" to notify the school of the time for early child retrieval.
- For the safety and security of our children, all visitors must bring a photo ID with them to enter the school building through the main entrance.
- Once signed in, proceed to the Main Office.
- Notify office personnel your child's name, grade and class.
- Your child will be called down, with their belongings, to leave with you.
- You must sign the child out in the student sign-out book located on the counter in the main office.
- Children may not be picked up less than half an hour before dismissal.
- Children will not be allowed to leave with a minor or someone unknown to school personnel, whose name is not listed on the blue emergency card.
- Please use only the main entrance to enter and leave the building.



Important Documents and Health

EMERGENCY HOME CONTACT: COLORED CARD

This card is extremely important. If your child becomes ill or is involved in an accident, it will be necessary to contact someone immediately. On the card, please be sure to note the name and telephone number of any and all persons responsible for picking up your child in your absence. Please update the information on the card when it changes, to ensure the latest information and telephone numbers available. These are important for the safety and well-being of your child. Most importantly, list the people who do not have access to your child. (Appendix B)



CONSENT TO PHOTOGRAPH, FILM, OR VIDEOTAPE A STUDENT FOR NON-PROFIT USE (e.g. educational, public service, or health awareness purposes)

Student Name: _____ School: _____

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.

Signature of Parent/Guardian (if Student is under 18): _____ Date: _____
Address of Parent/Guardian: _____

OR
Signature of Student (if 18 or over): _____ Date: _____
Address of Student: _____

MEDIA CONSENT FORM

This document is extremely important. The media consent form must be signed by a parent or guardian to give permission for their child to be photographed, quoted, filmed, or videotaped for non-profit use (eg.: educational, public service, or health awareness purposes.)

HEALTH

The school checks each child's weight, height, and eyes. If there is a concern, the parent is required to follow-up with a doctor's checkup. Proof of vaccination, rubella immunization, TB testing and polio inoculation is required when a child is first registered, and designated updating of shots is also mandated. You will be informed if the school doesn't have an updated medical form for your child. (Appendix D)

Please do not send your child to school with a fever or contagious condition. If your child becomes ill at school, the nurse will contact the parent/guardian to come to the school and take the child to his/her pediatrician for more guidance.



SCHOOL AND PERSONAL PROPERTY

SCHOOL PROPERTY THAT IS LOST OR DESTROYED - Textbooks, library books, Ipads, Laptops are costly to replace. Children who lose or destroy any of these items must replace them. In June, Report Cards may not be issued to any student who does not return school property unless the outstanding debt is satisfied.

STUDENT PERSONAL PROPERTY THAT IS REMOVED - If a child brings an electronic device to school, especially a cell phone, and is using it in violation of the New York City Department of Education Discipline Code, it may be taken and held in the main office, until the parent is contacted and can come in to pick it up. For more information, kindly reference our "Electronics / Cell Phone Policy" that will be sent home for signature during the beginning of the school year.



THE DISCIPLINE CODE

We are committed to ensuring that our schools are safe, secure and orderly environments in which teaching and learning take place every day. Our PBIS safe, educational, supportive school environments depend on students, staff and parents demonstrating mutual respect. We want to promote responsible student behavior and an atmosphere of dignity and respect by establishing guidelines and clear expectations to help students as they strive to become productive citizens in a diverse society.

All members of the school community - students, staff and parents - must know and understand the standards of behavior which all students are expected to live up to and the consequences if these standards are not met. **The Citywide Behavioral Expectations to Support Student Learning** [The Discipline Code](#) provides a comprehensive description of unacceptable behavior, including incidents involving drugs or weapons. It includes the range of permissible disciplinary and intervention measures which may be used when students engage in such behaviors as well as a range of guidance interventions schools may use to address student behavior. The Discipline Code applies to all students, including those with disabilities. (Appendix E)

Note: By October of each year, every student should have received a copy of the **Behavioral Expectations to Support Student Learning (the Discipline Code)** via **electronic mail and NYCDOE link via classdojo**. Parents and students should sign the attached Behavior Contract and return it to the classroom teacher the next day, or as soon as possible.

PARENT/TEACHER CONFERENCES AND MEETINGS

ARRANGING A MEETING WITH A TEACHER OR THE PRINCIPAL

In order to meet with a teacher or the principal, make an appointment by contacting the parent coordinator, Ms. Nilsa Figueroa, by calling 347-563-4810, extension 1121. Or, you may see the parent coordinator in person.

- Appointments will be scheduled during the teacher's preparation period, Office Hours at 2:235p.m., or at another agreed upon time that does not interfere with instruction.
- Please do not stop teachers when classes are transitioning from line-up to discuss lengthy issues. If there is a concern or issue, please call the parent coordinator or school office and leave a message for your child's teacher, or send a note to the teacher. The teacher will return your call at a time that does not interrupt students' instruction.
- We encourage parents to communicate with their child's teacher weekly via the *GoogleMeet* virtual link to stay informed.

Citywide conferences will be held **virtually** for students in all grades three times a year. Appointments are to be coordinated with the teacher.

	<u>Dates</u>
Fall Conference -	11/2/23 12:30pm - 2:30pm and 5:00pm - 8:00pm
Winter Conference -	3/7/24 12:30pm - 2:30pm and 5:00pm - 8:00pm
Spring Conference -	5/9/24 5:00pm - 8:00pm

Report cards will be found on the New York City Schools Account ([NYS](https://www.schoolsaccount.nyc/)[CA](https://www.schoolsaccount.nyc/)) or <https://www.schoolsaccount.nyc/> . However, the parent-teacher conferences listed above are not intended to limit other types of meetings that take place between teachers and families throughout the school year. The parent may arrange a meeting at other times. Please call the Parent Coordinator to schedule an appointment.



PROGRESS REPORTS AND REPORT CARDS

The Progress Report will notify you of how your child is progressing in school. This report will be sent home (backpacked) with the child and/or posted on Parent Classdojo message. The report cards will be located on the [NYCSA](#) portal. These reports will cover progress on or around the following dates:

Distributed via email / Classdojo.

		<u>Dates</u>
1st Progress Report:	Beginning of September - October 13	10/16/23
1st Report Card:	Beginning of September - October 31	11/2/23
2nd Progress Report:	November 1st - January 5th	1/11/24
2nd Report Card:	November 1st - March 1st	3/7/24
3rd Progress Report:	March 1st - April 30th	5/9/24
3rd/Final Report Card:	March 1st - End of June	6/26/24

Please do not hesitate to contact your child's teacher or Parent Coordinator, Nilsa Figueroa for assistance.

COMMUNICATION BETWEEN PARENTS AND SCHOOL

Parent Calendar - In the beginning of every month, a parent calendar will be available to inform you of all PS 151K LBJ's (LBJ) meetings, workshops school-wide and class-specific activities that will take place in our school building via [Classdojo](https://www.classdojo.com/) or <https://www.classdojo.com/>.

Parent and Family Engagement
Parent Support Specialist Calendar
Calendario de Especialista de apoyo a los padres

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 2017					
3	4 Labor Day	5	6	7	8
10	11	12	13	14	15
16	17	18	19	20	21
22	23	24	25	26	27
28	29	30	1	2	3

Subject to change/subjecto a cambios. Visítala antes. 512-851-5228
Visítala antes@ps151k.org

To view LBJ school year events calendar, please visit

our [website's calendar tab](#) or <https://www.ps151k.org/calendar-events>, and download our [PS151K LBJ application](#) or <https://uqr.to/15utd> (choose IOS or Google Play /Android) or use the QR code located below with your cell phone



camera feature.

To view the [NYCDOE school year calendar](#) click on link or visit the NYCDOE Calendar website <https://www.schools.nyc.gov/calendar>.

LBJ's Newsletter - Ms. Montalvo, together with our Student Reporters, puts out a virtual newsletter every three months or so via Classdojo. This newsletter will keep you informed of all the special events that have taken place in our school, up to the date of publication.

Class Dojo- When communicating between teachers and parents we use Class Dojo where you are able to see the PBIS points your child earns everyday, teacher and staff posts of upcoming events, and where you will be able to text your child's teacher directly.

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



ATTENDANCE & PUNCTUALITY

At least 90% attendance is necessary for your child to meet the promotional standards. Good attendance is necessary if a child is to learn. If your child is absent from school, please send in a note explaining their absence, upon their return. If a doctor was visited, a note should be provided. Unlawful absence from school includes truancy, keeping a child home for shopping, babysitting, visiting or vacationing. On the fourth (4) day of an unexplained absence, a special form is sent to the attendance office for further investigation. If your child is to be absent from school for more than two (2) consecutive school days because of injury or serious illness, please contact the school immediately. Parents should assist their children in developing the habit of attending school and arriving at school on time so that they will not miss important work.

If a child arrives after 8:10 a.m., the child must obtain a late pass from the main office. Parents cannot accompany children to classrooms. Please develop a routine to say goodbye at the door; unless there is a special morning parent-student event.

TRANSPORTATION

If you have questions regarding student MetroCards, please contact Ms. Janet Cardona in the main office, at (718) 326-6360, extension 1062.



OUR LUNCH PROGRAM



We are a **Wellness School**. A professional dietician manages the FOOD SERVICES PROGRAM. The lunches provide one third of a child's daily food nutritional requirement. The menu is prepared a month in advance and posted in the Cafeteria. If your child has any

dietary restrictions, as prescribed by a DOCTOR, you must submit a doctor's note to the main office, to be included in the child's records. **FREE LUNCH** is provided for all who qualify. A **DEPARTMENT OF EDUCATION LUNCH FORM** is sent home at the beginning of each school year, which determines who is eligible for free or reduced price meals. **ALL PARENTS must complete this form**; the results affect the school's FUNDING status for several programs. Even if you are ineligible for free lunch, please sign and return the form. Both the numbers of forms returned, as well as the information on the form determines the school's funding status.

(Appendix F)



LUNCH

- ❖ Snacks: We are trying to promote healthy eating and choices. Do not send candy, gum, soda or unhealthy foods for lunch or snack.
- ❖ Drinks: We are promoting students to have their own reusable water bottle. Do not send glass bottles.

LUNCH SCHEDULE - ALLS STUDENTS WILL HAVE LUNCH IN THE CLASSROOM UNTIL FURTHER NOTICE FROM THE CHANCELLOR AND NYC MAYOR.

- | | |
|--------------------|---------------|
| ● 3K, PreK, K, 1st | 11:10 - 12:00 |
| ● 2nd and 3rd | 12:00 - 12:50 |
| ● 4th and 5th | 12:50 - 1:40 |



UNIFORMS



We are a Uniform School as voted by our School Leadership Team (SLT). Wearing uniforms assists us, PS15K LBJ, in creating a school culture and an environment in which students are focused on their academic studies and treating everyone with respect. Students are to wear their uniforms daily. Please encourage your children to wear the school uniform.

- light blue shirt and navy blue pants/skirts, daily.
- Shirts can be long sleeved.
- All pants/skirts must be knee length or longer.
- Shoes are to have rubber soles and remain securely on the child's feet.
- Navy Blue Sweatpants may be worn during Physical Education classes.
- All uniform clothing can be purchased at a store that supplies uniforms or at any store of parent's choice. Every effort must be made to select uniforms that are durable.
- Uniforms may not consist of clothing that might cause health or safety hazards such as very long slender skirts that cause difficulty going up and down steps especially at times of swift movement, like fire drills or very short skirts that may be disruptive to the educational process.
- Uniforms are required every school day. Loaner uniforms, for health reasons, will not be made available for those children who fail to report in uniform.
- No jeans.

All students: Light Blue shirts, blouses or polo shirts with a collar and NO pictures, words, logos or emblems (other than PS 151K LBJ). Please note that during winter months the uniforms can be Navy Blue Corduroy and the children may wear navy blue sweaters. Navy Blue Skirts, jumpers or slacks/pants (no jeans). During gym time, students may wear navy blue sweatpants.

The children should be dressed according to the weather. They should wear a jacket during the fall and the spring and a coat during the winter. Dressing for the weather is also another way of keeping our children safe. We do not want them to get sick because we do not want them to miss school. Missing school jeopardizes their learning, which in the end affects their educational growth.

Note: Please write your child's name on all clothing such as sweaters, coats, shirts, etc.

Academic and Homework Policy

All day's lessons, work, questions and exams are aligned to the Next Generation learning standards (NGLS) skills and strategies.

Letter Grade	Percentage Points	Performance Level	...the NYS Next Generation Learning Standard
P	93 - 100	4	Exceeding
P	84 - 92	3	Meeting...
P	73 - 83	2	Approaching...
P	65 - 72	2	Approaching...
F	0-64	1	Below...

The purpose of homework is to extend and reinforce learning and to develop self-discipline, personal responsibility and independent thinking. Our teachers make homework assignments purposeful and related to class activities, as well as tailoring assignments to individual children's interests, needs and abilities.

- Parents should sign the homework daily.
- The Homework should be kept neat, clean and orderly.
- Each day's assignment should begin on its own page and contain the proper school heading:

P. S. 151K

Class _____

(Student's Name)

(Date)

- If your child needs homework help, we encourage you to call Dial-A-Teacher at (212) 777-3380.



Multiple measures:

- ◆ Completion and "turn-in" of day's assignment/classwork (i.e. Google Classroom, Google Forms, Classdojo Portfolio, response to reading);
- ◆ Writing (as an author and in response to reading), performance levels 1-4
- ◆ Projects and presentations in the form of pictures and videos;
- ◆ Exit slips / tickets (to assess the achievement of the lesson's learning target;
- ◆ Rubric - a tool used by teachers and students to grade and self-assess their assignments using performance levels 1-4;
- ◆ Exams (i.e., quizzes and end of unit/module exams / tests, progress monitoring, on-demand writing, published writing) - percentage points 0-100%;

Exit Slips are to be turned-in within 24 hours

Assignments are to be turned-in within 1 week (5 school days) of due date

Any work submitted after the above due date may result in a decrease of 10 percentage points.



ORGANIZATIONS AND COMMITTEES

THE PARENTS ASSOCIATION (PA) - is one way for parents to get involved in their children's schools. Parent Associations are school-based organizations open to all parents, foster parents, and legally appointed guardians of children currently attending a New York City public school. All parents are automatically members of the school's PA. At the beginning of the year, your child will bring home an envelope for your support of the PA. Parents will be sent information regarding monthly meetings and workshop dates. The P.S. 151 Parents Association is very active in providing support for all the students, teachers and parents, i.e. parent workshops, fundraising activities, student attendance incentives, student awards, and much more. The PA asks you to be generous in supporting their activities, which directly benefit ALL the children in the school. We also urge parents to volunteer and share their **time, energy, skills and experience** with all the children. **Parents should feel free to contact Ms. Figueroa, Parent Coordinator, or any Parent Association (Appendix A) officer with concerns, problems or suggestions. There is a mailbox for Ms. Figueroa and one for the PA in the main office.**

SCHOOL VOLUNTEERS

- Parents are welcomed to become caregivers and liaisons in our LBJ family volunteering before and after school hours. Aiding with arrivals, dismissals, and a parent communication task force.
- All parents seeking to be volunteers must meet with Ms. Figueroa, Parent Coordinator, for more details.

SCHOOL LEADERSHIP TEAM (SLT)

School Leadership Teams (SLTs) are school-based organizations composed of an equal number of parents and staff, in elementary school. They meet at least once a month, and determine the structure for school-based planning and share in the decision-making. SLTs must include as mandatory members: the school principal, the PA president (or designated co-president), the UFT chapter leader, and an equal number of parents and staff. SLTs may elect to include representatives from community-based organizations. The core responsibility of each SLT is to develop the school's Comprehensive Educational Plan (CEP) that is aligned with the school-based budget. SLTs are strongly encouraged to solicit input from various school community constituencies in order to ensure that all voices are heard regarding the needs of students. Functioning in a collaborative manner, SLTs also help to evaluate the effectiveness of the school's educational programs and their impact on student achievement. Parent members of an SLT are nominated and elected by the school's Parents Association. Please join our monthly meetings. SLT meeting dates, times along with the Google Meet link will be provided via clasdojo and PS151K.org's web calendar schedule.

