

# Family Handbook 2023-2024

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## OUR MISSION AND VISION

- **The mission of the Bay Ridge Elementary School for the Arts is to develop the academic, social, and civic skills of our students in an atmosphere that fosters independent thinking and learning. With a highly effective partnership between the school, community and home, our students will achieve high standards of excellence.**
- **We believe that an ARTS based education program will develop students who are Active learners, Responsible citizens, Team players and Self-confident young individuals.**

Welcome to the Bay Ridge Elementary School for the ARTS!

The Bay Ridge Elementary School for the Arts is committed to providing high standards and expectations for each student's academic performance, participation, and responsible citizenship.

Our school mission is to develop the academic, social, and civic skills of our students in an atmosphere that fosters independent thinking and learning. With a highly effective partnership between the school, community, and home, our students will achieve a high standard of excellence.

Our teachers create opportunities for intellectual risk-taking, collaboration, problem-solving, and application of classroom learning to real-life situations. We implement strategies that promote ownership of learning and encourage students to pose questions, examine possibilities, and apply skills to find solutions to authentic issues.

I wish you all a wonderful school year! Please do not hesitate to contact me as my door is always open.

Sincerely,  
Marisa Bolognino  
Principal

Daily Schedule 8:20 a.m. – 2:35 p.m.

### **ARRIVAL AND DISMISSAL**

- **Drop-off and pickup procedures: Parents** are not allowed to enter the building with their child unless arrangements have been made in advance with the office. Please move through the drop-off and pickup line as quickly as possible to make room for families behind you.
- All students enter through the schoolyard gate on 88<sup>th</sup> Street. Family members are not permitted to enter the school yard.
- Please do not Double Park on the school block or in the bus zone. Tickets will be issued.
- Arrive on time – late arrivals disturb the classroom routine for all children. Students who are late must be signed in at the main desk.
- We begin dismissing students at 2:35 pm. Please be on time for dismissal.
- If there is no one to pick up your child when the teacher dismisses the class, your child will be brought back into the building. You will have to enter the building through the main door to sign your child out.
- Your child will only be dismissed to people listed on the Blue Emergency Contact Card. We cannot accept telephone calls requesting that your child be dismissed to someone who is not listed on the card.
- If someone else is picking up your child from school, they must show their identification and be over the age of 18 and on the blue card.
- If there is a change in your child's regular dismissal routine, please send in a note to the teacher.
- If your child normally takes the school bus to and from school every day and you want your child to be kept off the bus on a certain day, you must send in a note to the teacher on that day. We cannot accept telephone requests to take a child off the bus.
- Dismissal on half days will be at 11:40 a.m. Children who ride the school bus will have bus service on half days.
- Students MUST notify teacher prior to leaving with parents. Parents must make eye contact with teacher and leave holding their child's hand.
- Dismissal:
  - Grades K, 1, and 2 will be dismissed in the schoolyard
  - Grade 3 will be dismissed on 4<sup>th</sup> Avenue alongside the school
  - Grades 4 and 5 will be dismissed on 89<sup>th</sup> Street closer to 3<sup>rd</sup> Avenue
  - Only 4<sup>th</sup> and 5<sup>th</sup> grade students will be permitted to walk home alone if indicated on the blue card and a permission slip is signed.

### **ATTENDANCE**

- **The only legitimate excuse for absence is the personal illness of the child.**

- As part of the Chancellor's Regulation A-210 the school must know why a child is absent from school. All parents are required to call the school office every time their child is absent. Please call 718 630-1650 before 9:00 a.m. if your child is absent. If your child is absent two consecutive days, you must provide a doctor's note when your child returns.
- Good attendance and student achievement go hand in hand. It helps teach your child responsibility and prepares children for future endeavors.
- The school holiday and vacation calendar is distributed on the first day of school. Please use this as a guide to plan family vacations and holidays. Please do not plan family vacation when school is in session.

### **BEACON PROGRAM**

Our school is a Beacon program site. Our Beacon partner, New York Edge provides an after-school program as well as services for middle and high school students, and adults in the community. The Beacon program can be reached by dialing the school number, (718) 630-1650, extension 4121.

### **BIRTHDAY PARTIES**

- Children's birthdays can be celebrated in school if you wish. Your child's teacher needs to be notified a week in advance. Cupcakes and juice boxes can be brought into school in the morning when you drop off your child. You may also send in goody bags for the children to take home. Parents and guardians are not permitted to attend class birthday celebrations.
- **Cupcakes or individual desserts must have ingredient label on packaging.** Please ask your child's teacher if any student has allergies or is unable to eat certain foods.
- If you want to invite children to an out-of-school birthday party, we will distribute invitations in school only if the entire class is invited.

### **BREAKFAST PROCEDURES**

- Students in grades K, 1, and 2 will be offered breakfast in the classroom.
- Students in grades 3, 4, and 5 will be offered breakfast in the cafeteria from 7:50 am

### **BUILDING SECURITY**

The safety and security of our children is the highest priority of the school. We conduct emergency evacuation and lockdown drills as required by the Department of Education. We have established the following visitor control procedures:

- All visits must be pre-approved and scheduled with the office.
- All visitors, including student family members, are required to produce photo ID, vaccination card and sign in with the school safety agent every time they enter the school building.

### **CELL PHONE**

All cell phones must be turned off once students enter school.

## **DISCIPLINE**

- PS 264 adheres to the Citywide Standards for Discipline and Intervention which the Department of Education revises annually. These standards are distributed to families early in the school year and are available on the Department of Education website at <http://schools.nyc.gov/RulesPolicies/DisciplineCode/default.htm>
- PS 264's discipline plan places a high value on good citizenship, responsibility, friendship, and respect. Our school rules are simple:
  - I will listen and follow directions.
  - I will raise my hand to share ideas.
  - I will use a soft voice.
  - I will use my hands for helping and not hurting.
  - I will use kind words.
- As outlined in the Citywide Standards we follow a model of progressive discipline. Our school staff works with children who make inappropriate choices to determine:
  - What they have done wrong.
  - How to solve the problem they have created
  - How to assume responsibility for their actions
  - How to accept consequences for their decisions

## **PROPER DRESS/ATTIRE**

- Please be sure your child wears sneakers on gym days.
- The temperature in the building can fluctuate. Have your child dress in layers and bring a light zip up sweatshirt or sweater.

## **EARLY PICK-UP**

- Only parents/guardians may pick up their child early. Other people listed on the blue card cannot pick up students early without prior notification by the parent/guardian.
- Picking up your child early disrupts the learning process for all students in the class and so it should only be done in cases of dire emergency.
- If you know in advance that you must pick your child up early, please send a note to the teacher.

## **FAMILY INVOLVEMENT**

- If you like to schedule a meeting with your teacher, please reach out to the teacher.
- There will be many opportunities for adult family members to participate in school events and trips.
- Chaperones for trips will be selected on a rotating basis to allow everyone the opportunity to attend.
- One of the most important ways you be involved in your child's education is by joining the PTA (Parent Teacher Association). Our PTA will be sending home information separately.
- Please inspect your child's folder daily. Take out notices and return items that must be signed.

- Please check Class DoJo for class and school-wide announcements. It is free. Please do not pay any fees.
- Please help your child complete their homework assignment every day. Homework provides valuable practice for your child.
- Register for the NYCSA (NYC Schools Account) and Class DoJo. Information is sent home at the beginning of the year. These systems operate with apps on your mobile phone or computer.

### **FIELD TRIPS**

Field trips are an important part of instruction. Our teachers plan field trips that support the academic programs of the school. Permission slips for field trips must be signed by the parent or guardian and returned to school in a timely manner. We try to keep the cost of field trips to a minimum. In the event paying for a field trip would present financial difficulty for a family, please contact Katlyn Bille, the parent coordinator, in the school office.

### **GRADING POLICY**

Our school has adopted a uniform grading policy which conforms with the grading policy established by the District 20 Community Education Council. Student assignments, homework, participation, and attendance are all factors' teachers consider in assigning grades. Numeric grades are assigned and averaged. For students in Kindergarten and /Grade 1, these averages then become the basis of the performance level grades – the levels 1, 2, 3 or 4 that appear on report cards. Numeric averages are only reported on report cards for grades 2 – 5.

The grades that will be assigned based on averages are as follows:

Level 4	Above grade level	92 and above
Level 3	On grade level	80 – 91
Level 2	Approaching grade level	65-79
Level 1	Below grade level	Below 65

#### **Districtwide Grading Category Weights**

- Classroom Exams/Quizzes: 45%
- Class Assignments: 25%
- Class Projects: 25%
- Homework: 5%

### **HOMEWORK**

**Homework is one factor that impacts report card grades. The following are the responsibilities of the teacher regarding homework:**

- To provide purposeful homework.
- To include clear directions and instruction.
- To implement a system for routinely checking homework.

- To communicate to the student and family what is expected for completing homework successfully.
- To communicate with families when students are not consistently completing assignments.

**The following are the responsibilities of the student regarding homework:**

- To understand all homework assignments by listening to directions, asking questions when something is unclear and reading directions.
- To gather all materials necessary to complete assignments before leaving the classroom at the end of the day.
- To complete all assignments to the best of his/her ability.
- To return materials and assignments on time.
- To make up any missed homework that the teacher requires.

**The following are the responsibilities of the family regarding homework:**

- To provide a routine and environment that is conducive to doing homework (a quiet and consistent place and time and all necessary materials).
- To offer assistance but not to do the actual homework.
- To notify the teacher if the homework presents a problem.
- To read all school notices and to respond in a timely manner.
- To empty the backpack regularly.

### LUNCH

- All families are required to complete a school meals application form **even if your child will bring lunch from home every day**. The information provided on the lunch form is confidential and is available to Department of Education staff only.
- There will be 2 lunch periods
  - Grades will have lunch period 5 11:20 am to 12:10 pm
  - Grades will have lunch period 6 12:15 pm to 1:05 pm
- **Meal applications must be** completed and returned to school the first week of school. If you need assistance completing the form, please come into the office.
- You can send lunch from home or have your child eat school lunch.
- If your child has food allergies or dietary restrictions, you might be better off sending lunch from home each day.
- If you send lunch from home, please keep it healthy and simple. A small sandwich with a piece of fruit and a juice box is a good lunch.
- Our school lunches are healthy, well-balanced meals.
- Our school does not serve pork products.
- Lunch menu calendar <https://www.schools.nyc.gov/school-life/food/menus/school-lunch-meals?value=s8#menuDiv> (Subject to change)

### PARENT TEACHER ASSOCIATION (PTA)

We have a highly active PTA. The PTA provides special events and treats for our students throughout the school year. You can support our PTA by:

- Attending monthly PTA meetings.
- Volunteer to assist at special events.

- Support our fundraising activities. All the money raised by our PTA goes directly into supporting student activities. We try to provide the extras that make our school so special. These things cannot always be supported by the school budget alone.
- Our PTA is committed to making sure that students do not miss out on special events due to an inability to pay.

### **PERSONAL ITEMS (Lost and Found)**

- Please label all items with student's name and class
- If an item is missing, please send a note and we will look in the lost and found.
- The lost and found is located in the cafeteria.

### **SCHOOL COMMUNICATIONS**

- Please make certain to notify the main office of any change in address, email address, or telephone numbers (cell and home).
- All teachers will provide families with their DOE (Department of Education) Email address.
- The best way to arrange a meeting with your child's teacher is by email or to put a note in his/her folder.
- The teacher will contact you to meet by telephone or in person.
- Meetings with teachers can only be arranged during the teacher's non-teaching time.
- Teachers **cannot** meet with parents during arrival and dismissal times.
- PS 264 uses Class DoJo, a mobile/web-based family engagement platform that connects families, teachers, and administrators.

### **UPDATES**

- Where to look for changes to the school's procedures/schedule
  - **WEBSITE-** <https://www.ps264.org>
  - **FACEBOOK-** <https://www.facebook.com/groups/282258605133263>