

PS 201Q: The Discovery School for Inquiry and Research
A STEAM Magnet School



2019-2020 Family Handbook

Mission Statement

At P.S. 201Q, we use an inquiry-based approach to learning that is aligned with 21st century thinking. We believe as a school, we must build strong foundations that support critical learning and innovation through high levels of student engagement, collaboration, critical thinking and problem solving and student ownership of their learning. We believe that in order to foster productive citizens of the world, we must incorporate in these strong foundations a focus on social/emotional supports as well as cultural and civic responsibilities. We must also ensure that we foster our beliefs in equity, in meeting the diverse needs of our learners and providing access through supports, resources and high expectations for all students. We believe that we learn and grow as a school when we engage in inquiry to support our professional growth. We believe that we will learn and grow as a school through effective use of data, strategic planning and delivery of professional learning opportunities designed to the learning needs of individual staff members. We believe that in order to nurture strong roots and a strong school, we must work alongside our families and foster meaningful partnerships that support student achievement and build successful pathways towards college, careers and beyond.

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Principal's Message

Dear Students/Parents:

Welcome to a new school year! The staff join me in letting you know how happy we are to have you as a member of the PS 201Q community. We will do everything possible to ensure that your child has a successful, enriching year.

As the principal of PS 201, I am grateful to share in the experience of your child's education. Our school is strong and staffed with highly qualified teachers who share a personal and professional goal to provide a rich education to your child.

Children come first at PS 201 and every decision we make is based upon how it will impact your child. It is our goal to ensure that students are learning, asking questions, and acquiring the skills needed to attend college and become active members of our society.

As parents and guardians, you play an essential role in your child's schooling. We ask for your cooperation with the policies and procedures outlined in this handbook.

As you read, please note the eight (8) goals that will improve PS 201Q. Our doors are open, so let's continue to work together to make our school the pride of the community.

Sincerely,
Umit Serin, Principal

Dear Parents and Guardians,

I am Pei-Hsia Wang, Parent Coordinator at PS 201Q: The Discovery School for Inquiry and Research. Many of you already know me, but for those incoming families, I would like to extend to you a formal introduction and welcome.

School year 2018-2019 was a great year and I want to strive to make this year and those to come even better. I believe in and am very proud of the parents here at PS 201Q. Parent Involvement has improved significantly over the past few years and I am confident we will reach new heights in the year ahead.

My role here at the school is to be a liaison between you and our staff. If you have any questions or concerns, I am the person to relay your concerns to the principal and, if need be, to set up a meeting with administration. I want you to know that my door is always open. If I can't help you personally, I will direct you to the individual concerned.

Lastly, watch out for our exciting new beginnings here at PS 201!
I look forward to seeing, and getting to know each and every one of you.

Warm regards,
Pei-Hsia Wang
Parent Coordinator

IMPORTANT PHONE NUMBERS

PS 201Q Office: (718) 359-0620

PS 201Q Fax : (718) 321- 2081

School Website: www.ps201.org

Parent Coordinator, Pei-Hsia Wang: (718) 359-1383

107th Police Precinct: (718) 321-2250

Emergency Cards:

You will be asked to fill out three blue Emergency Home Contact Cards. These cards are extremely important. They are the school's quick link to parents or other designated caregivers in case of student illness, injury or other emergencies. We must have up-to-date and accurate telephone numbers to reach you in the event of an emergency. Fill in two telephone numbers of family, friends or neighbors in the event we are unable to contact you. Please inform the school of any changes in contact information as they occur during the school year.

Illness or Injury

Any student who is ill or injured will be sent to the nurse's office or main office. The nurse or office staff will try to contact the student's parent/guardian. While good attendance is always encouraged, please do not send a sick child to school. For the sake of the good health of all, we ask for your cooperation in this matter.

Evacuation Policy:

In the event of a situation where the school needs to be evacuated, the PS 201Q Evacuation Site is PS 163Q, 159-01 59th Avenue, Flushing, NY 11365, (718) 353-2514.

School Leadership Team (SLT):

The responsibility of the School Leadership Team is to develop and review the school's Comprehensive Education Plan (CEP), including annual goals and objectives, and to consult with the Principal in developing a school-based budget and staffing plan aligned with the CEP. The SLT is not responsible for hiring or firing school staff.

The School Leadership Team is comprised of an equal number of school staff members and parents who meet on a monthly basis. All parents are welcome to observe these meetings. The monthly agendas and minutes are posted on the school website.

Trip Policy:

Your child will be invited to participate in a variety of educational field trips across the school year. No child may attend a field trip unless a signed permission slip has been returned to school the morning of the trip, at the latest. Verbal authorization (e.g. phone call) will not

suffice. Staff will not outreach for permission slips the day of the trip. Students for whom signed permission slips have not been submitted will be placed in another classroom for the trip duration.

Parents are encouraged to accompany students on trips as chaperones. Arrangements can be made with individual teachers. The purpose of a chaperone is to assist in supervising the children. Parents who agree to act as chaperones may not bring other children with them on field trips, including siblings of participants.

School Books (Textbooks/Library/Classroom):

Students must respect all textbooks, library and classroom books. Students are not permitted to write in them or to remove pages. If your child loses or damages any book, you will be asked to replace it.

Report Cards:

Report cards are distributed three times a year (November, March, & June) for students in Grades 1-5. Kindergarten students will receive Report Cards in January and June. You will have opportunity to discuss your child’s progress at the November and March Parent-Teacher Conferences. However, you are encouraged to outreach to your child’s teacher at regular intervals for progress updates.

Goal # 1: 100% ATTENDANCE EVERY DAY!

School Attendance

It is mandated that students attend school each and every day. If a student is absent for two (2) consecutive days, a doctor’s note must be submitted upon return. Students are responsible for completing school work assigned during their absence.

As mandated reporters, it is our legal obligation to report chronic and unexcused absences and/or neglect to the *Bureau of Child Welfare/Association for Children Services (ACS)*.

If your family is experiencing a crisis situation, please contact the school and we will assist you in any way that we can.

Goal # 2: TIMELINESS



Lateness

All students should report to school on time. Any student arriving after 8:10 a.m. will be considered late. Students who are late miss valuable instructional time and distract lessons that are in progress. Chronic, unexcused lateness will be referred for investigation to the District Attendance Director. Students who are late will not be considered for 100% attendance awards.

**GOAL # 3: STUDENTS WILL ARRIVE AND DEPART
IN AN ORDERLY, SAFE MANNER**

Morning Arrival

The school building opens 7:40a.m. - 8:00a.m. for breakfast. Supervision is not available before this time. Students who come in for breakfast must enter through the main door and go directly to the cafeteria. After eating, students will be escorted to the line-up area (Pre-Kindergarten – Grade 1 meet with teachers in the gym, Grades 2-5 are picked up from the auditorium).

If your child is not eating breakfast, he/she may not arrive at school before 8:00 a.m. There is no supervision before 8:00 a.m. unless students are eating in the cafeteria.

Afternoon Dismissal

Dismissal is at 2:30p.m. each day. All students must leave the building at this time unless they have special permission to remain. Students will be released to those listed on their blue emergency cards only. Please ensure that the information listed on your child's blue emergency card is updated as needed.

All students should be picked up on time outside the building. As mandated reporters, it is our legal obligation to report persistent late pick-ups to the *Bureau of Child Welfare/Association for Children Services (ACS)*.

Lunch

All students are provided with free lunch. If you choose to send your child to school with a snack or lunch, please send only health snacks and foods.

School Lunch Periods include Recess:

- **Pre-K** students eat period 5: 11:49a.m. – 12:39p.m.
- **Grades K, 3 & 4** eat period 4: 10:55a.m. -11:45a.m.
- **Grades 1, 2, & 5** eat period 5: 11:49p.m. –12:39p.m.

Children will go outdoors, weather permitting, for supervised play either before or after eating lunch. During inclement weather, they will remain in the auditorium or gym.

School Visitation

Parents and visitors are always welcomed in our school. In accordance with Chancellor's Regulations, all visitors must present valid identification and sign in with the Safety Agent upon entering the building. This is to ensure the safety and security of the children. Parents will not be allowed access to their child's classroom without an appointment.

GOAL #4: STUDENTS WILL REMAIN IN SCHOOL ALL DAY

Leaving Early

Instructional time is critical. Please do not make appointments for your children during the school day. In the event that an appointment can not be organized outside of school hours, please notify your child's teacher in advance of the appointment time and pick up your child as

close as possible to the designated time. Remember, your child will be released to individuals listed on the blue emergency card only.



**GOAL # 5: PARENTS WILL BE ACTIVE MEMBERS
OF OUR SCHOOL COMMUNITY.**

Family Participation

Children learn best when families and teachers work together. Please know that as a member of the PS 201Q community, this school belongs to you and you are encouraged to participate actively. Please join family activities at our school and share in the wonderful happenings at PS 201Q. If you would like to suggest ways in which our school can collaborate better with the community, please make an appointment or stop by and visit with our parent coordinator. She will be happy to assist you.

Parent Coordinator: Pei-Hsia Wang (718) 359-0620 ex. 1383

Parent Teacher Association (PTA)

PS 201Q has an active Parent Teacher Association and we encourage every family to be a part of this vibrant community. Working together, we can ensure that all of our children are successful. To be involved in the PTA, please contact PS 201Q PTA by calling the school. Also, please make sure to attend PTA meetings that are scheduled across the year.

Parent-Teacher Conferences

Formal Parent-Teacher Conferences are held each November and March. Invites are sent out to parents at least two weeks in advance of the scheduled conferences. Please ensure to sign up for an appointment to meet with your child's teacher. Each September, you will be invited to "Meet the Teacher Night." This event provides opportunity to meet your child's teacher and to find out what your child will be learning across the curriculum. Finally, in May you will be invited to a year-end Parent-Teacher Conference where you will learn what has taken place in your child's classroom across the year and experience community highlights.

In addition to these formal events, be reminded that teachers are available to meet with you each Tuesday during Parent-Engagement (2:30p.m. – 3:50p.m.). Please call the school or send a note to schedule an appointment.

Goal # 6: STUDENTS WILL COMPLETE HOMEWORK EACH NIGHT

Homework

Homework will be assigned to all students daily.

Appropriate Homework Times:

* By the end of 5th grade children are expected to sustain focused reading for 50-60 minutes

*Total minutes includes independent reading time

Parents should check their child’s homework and outreach to the teacher for support if needed.

Grade	Reading/Writing	Mathematics	Total
K	Parents, please read to and with your children for a minimum of 10 minutes.	10 minutes	20-25 minutes
1	10-15 minutes Students spend 10 minutes reading and 5 minutes writing or responding to text.	10 minutes	20-25 minutes
2	25-35 minutes Students spend 20 minutes reading and 5 to 10 minutes writing or responding to text.	10-15 minutes	35-50 minutes
3	30-45 minutes Students spend 30 minutes reading and 10 to 15 minutes writing or responding to text.	20-25 minutes	50-70 minutes
4	45-60 minutes Students spend 40-50 minutes reading and 15 to 20 minutes writing or responding to text.	25-35 minutes	70-95 minutes
5	60-75 minutes Students spend 50-60 minutes reading and 20 to 25 minutes writing or responding to text.	30-40 minutes	90-115 minutes

Goal #7: STUDENTS WILL FOLLOW THE SCHOOL DRESS CODE

School Dress Code

Grades PreK-5

- Light blue shirts or blouses (free from designs or writing) with/without school logo
- Navy blue pants, skirt, or shorts
- Navy blue sweaters when needed
- Classes that have **100% uniform** will be recognized

Please contact our PTA if you wish to purchase a school uniform from our school store

Goal # 8: STUDENTS WILL MAKE THE RIGHT CHOICES AT ALL TIMES

Students are expected to be kind, respectful, and to obey school rules at all times. Students will be recognized during our Awards Assembly for their hard work and positive behavioral choices.

When students make the choice to break school rules, behaviors will be addressed with them and with their parents, as necessary. Consequences are determined by the Chancellor's Citywide Behavioral Expectations, a copy of which will be provided to you, upon request.

After-School Activities

Students who participate in after-school programs (cheerleading, chorus, basketball, Boys' Club, Stars Dance Company, etc.) must consistently do homework, maintain good grades, participate in class discussions and demonstrate good behavior, if they are to remain in the program.

Children may not leave the premises to purchase snacks for any after-school program. Once registered to participate in an after-school program, students must remain in the building until dismissed by the program facilitator or an administrator.

Busing Policy (Mandated Students only)

Bus transportation is provided to entitled students. Yellow Bus services arrive at their pick-up points as close as possible to their appointed time. Please ensure that your child is ready to be picked up at this time as the bus will not be able to wait.

In respect to **safety**, it is essential that all students riding the Yellow Bus:

1. Respect private property at and near the bus stop.
2. Move directly to a seat; remain seated until bus arrives at school/home.
3. Do not extend arms or limbs out of the window.
4. Keep aisles clear of books and other items.
5. Respect the bus driver. Do not cause unnecessary distractions.
6. Leave the bus quickly and in an orderly manner; do not touch the bus as it pulls away.
7. Follow the driver's instructions regarding crossing a street in front of the bus.

Unacceptable conduct includes:

1. Shouting, being abusive, or using obscene language.
2. Fighting or pushing.
3. Throwing objects out of the bus.
4. Defacing or destroying property or equipment on the bus.
5. Touching or using any bus controls.
6. Any other action which is not considered reasonable or is dangerous.

Failure to comply with bus policy will lead to suspension from busing.

PS 201Q Discipline Code

The purpose of the PS201Q Discipline Code is to guarantee students a safe, secure environment in which to learn, study, and produce quality work. All students are expected to behave in a courteous and orderly manner at all times.

It is your responsibility to be aware of the consequences of disruptive behavior. These consequences may include:

1. Student /Teacher Conference
2. Home Contact (letter, telephone call)
3. Parent /Teacher Conference
4. Guidance Referral
5. Pre-suspension Hearing with parent
6. Principal's Suspension
7. Superintendent's Suspension.

The school's action will be determined by the nature, seriousness, and frequency of the infraction. Student age, maturity, handicapping condition and intention, will also be considered when deciding the appropriate disciplinary action. All decisions regarding consequences around behavior will be guided by the Chancellor's Citywide Behavioral Expectations.

Lost Items

Lost and found items are stored in a closet next to our cafeteria. If your child loses something, please contact your child's teacher as soon as possible. Each year we are left with a large number of expensive items of clothing, glasses, etc. Let's try to minimize losses by labeling your child's personal belongings.

Honor Roll

The Honor Roll is posted at the end of each marking period. For High Honors an average of Level 4 is required with a teacher recommendation and test scores. For Honors, an average of Level 3 is required with a teacher recommendation. We encourage you as parents to join the staff in promoting educational excellence.

Medication

Self-medication is not permitted in the school. Parents are encouraged to administer medication before school when possible. When medication is needed under special circumstances, the School Nurse will administer if and only if a Section 504 package has been submitted to the Department of Education and the Board of Health Nurse. Section 504 permission request forms are available from the PS 201Q Medical Room.

School Services for Students

PS 201Q helps all students excel by providing a host of services including:

- Guidance in the areas of social and academic development
- Academic Intervention Services
- Speech Therapy
- English as a New Language (ENL)

Some “What If’s” for students...

You get involved in a fight?

Get help immediately from any teacher, staff member, or school safety officer. While you have a right to defend yourself, it is always best to do all you can to avoid physical contact at all times.

I lose my bus pass or metro card?

Tell your teacher or the teacher in charge (if your teacher is absent). If possible, report it to the main office.

I am absent from school?

Bring a note from home and/or doctor explaining why you were absent. Get the work you missed from a classmate and ensure to complete missed work as quickly as possible.

The weather is very bad?

Listen to the radio or television for school delay/closing information. The School-Messenger Service will send an automatic message.

I see evidence of dangerous or illegal activity?

Tell a teacher, a staff member, or a security officer. Do not intervene!

I have a problem or need someone to talk to?

Tell someone – a teacher, a friend, or someone with whom you feel comfortable. You can always speak with our Guidance Counselor, Ms. Malcolm or Dean, Mr. Cruz.