



P.S. 159

Isaac Pitkin School

STAFF HANDBOOK

2025-2026

“Learners Today, Leaders Tomorrow”

2781 Pitkin Ave, Brooklyn, NY 11208
Tel. (718) 277-4828 / Fax (718)

Website: <https://www.ps159k.org/>

Principal, Neffertiti Lee

Assistant Principal, Carla Jennings

Yvonne Ashley, Parent Coordinator

“Education is the most powerful weapon which you can use to change the world”

-Nelson Mandela

Table of Contents

Staff Handbook Signature Page	2
Purpose of Handbook, Vision, Mission	3
Message from Principal	4
Attendance, Staff Absence.....	5
Lateness, School Calendar.....	6-9
Professional Development.....	10
Public Address Announcements, Bell Schedule	11
Arrival and Dismissal Procedures.....	12
Program Cards, Assemblies.....	13
School Trips.	14
Classroom Routines, Bulletin Boards	15
Line Up, Viewing of Media, Attire.....	16
School Office, Copies, Inventory, Custodial Requests... ..	17
Direct Instruction and Planning, Observations, Planning	18
Cell Phone Policy, Home Contact.....	19
Corporal Punishment, Child Abuse and Neglect, Arrest Notification.....	20
Record Keeping, Committees, Goals.....	21
Emergencies, Anecdotal Records, Out of Classroom Procedures.....	22
Sick Students, Code of Conduct, Student Absences.....	23
Student Lateness, Family Communication, Homework, Student Work.....	24
Assessments, Report Cards, Special Events, Fire, Shelter and Bus Drills.....	25
Visitors and/or Intruders, Food and Beverage, Pediculosis (Lice).....	26
Accidents and Incidents Reports, Student Detention, Early Dismissal.....	27
Discipline: Ladder of Referral.....	28
Guidance, Suspensions, Lunchroom Procedures.....	29
Mathematics, Assessments.....	30
Standardized Testing, Collection of Monies.....	31-32
Teacher's Choice & Donors Choose, Closing Statement.....	33

Staff Handbook Signature

This handbook has been devised to provide each staff member with a well-defined school-operation and procedure guideline, and to provide a quick reference to allow each staff member's full participation in the educational program existing at PS 159.

Your signature below indicates that you have read and understand the information and procedures outlined in this handbook.

Employee's Signature Date

Principal's Signature Date

Purpose of the Handbook

This handbook is intended for informational purposes only. It is not intended to change or create any contractual rights in favor of you or the school. The New York City Department of Education and Public School 159's regulations, policies, procedures, work site rules, and benefits are continually evolving; and, therefore, this handbook does not contain all of the information you are required to know during the course of your employment. Please read the handbook carefully and keep it as a source of reference.

In the future, supplements will be added so that you may remain informed about administrative and pedagogical changes that may take place. In the event of a policy revision or addendum, an official memo will be distributed highlighting the key changes and/or revisions made to the specific policy and/or protocol.

Vision

At PS 159 we work to ensure that our children find education and learning worthy, meaningful, and relevant. By educating, supporting, and celebrating each child's individual strengths, we provide our children with opportunities to excel in all content areas to ultimately be prepared to step into the role of tomorrow's leaders.

Mission

Public School 159 strives to provide all our children with social, emotional & academic learning experiences that are equitable to ensure that they become life-long learners with a strong academic foundation. Our students are tomorrow's leaders who have the critical thinking skills needed to meet the demands of our ever-changing global society.

Message from the Principal

Greetings Staff!

It is my pleasure to welcome you all to the 2025-2026 school year! It is my hope that this school year is both rewarding and productive for the entire PS 159 community.

PS 159 is a great place to work and learn, and with our continued collaborative spirit and commitment to excellence, I know that we will continue to excel and help all students reach their full potential this school year.

Our mission to ensure that our students are life-long learners and productive members of society can only be accomplished through a staff committed to student success. Your work is important! You provide education to tomorrow's leaders and help them to reach their highest learning potential. Thank you for your dedication to our students and our school. I look forward to working with you and making new memories this school year.

Please make every effort to involve your students and their families in our community. Working together, we can make this a great year.

Best wishes for an amazing school year Public School 159!

Sincerely,

Neffertiti Lee

Principal

ALL STAFF ATTENDANCE

Teachers' Time Schedule: 8:20 A.M. – 4:00 P.M. Mondays

8:20 A.M. – 3:15 P.M. Tuesdays

8:20 A.M.- 2:40 P.M. Wednesday-Friday

It is of utmost importance that all personnel strive for excellent attendance throughout the school year. To assure the continuity of instruction for students, it is expected that all staff members will come to work regularly and punctually.

School regulations require that teachers must turn their card to the “green” side of the card at the time they enter the building and to the "red" side when they leave the building. **Staff members are not to move another person's time card.** Staff members are not to write the time they enter or leave the building. Staff members, except DC 37 members, who work a per session activity must clock out on a separate per session time card.

All staff members are expected to be in the school building at all times with the exception of your lunch period. If you are leaving the building at any other time, please stop into the main office and record the time out of the building and the reason in the "Sign-Out Book" in the main office. Staff members leaving early **on official business or personal emergencies** are to inform the principal as soon as possible. Prior to leaving the building, staff members must sign the "Out of Building" book.

2. STAFF ABSENCE

Regularity of attendance and punctuality is essential to the orderly performance of our work. As an employee, you are required to be punctual and regular in your attendance. When you are absent or late for work, others must perform your work just as you must perform their work when they are absent. You are required to report to work on time and be prepared to start work at your regularly scheduled starting time. You are also required to remain at work through the end of your schedule except for regularly scheduled breaks or authorized leaves. It is important that when you find it necessary to be absent, **you contact the payroll secretary and the administrative team** before you are expected to arrive at work, but no later than one hour before your normal scheduled starting time.

Employees requiring a substitute need to report their absence as early as possible for the school to schedule the best possible substitute to fill your position. In order to make your absence known, make every attempt to call the office and notify Ms. Bascom, if no one answers, leave a message on the sick box. Also, email the principal, assistant principals, and payroll secretary. Please be prepared to give the following information: day(s) and date(s) of absence, **reasons for absence**.

Personal business days require a written request 10 days in advance. More than ten absences, including personal business days, may lead to an unsatisfactory rating.

When you have permission to leave for a personal matter or an emergency, a Personal Business/Emergency Form needs to be completed. Please see the Payroll Secretary for the form which

must be completed in advance.

Lesson plans must be left so the substitute teacher can continue instruction as usual. Emergency plans must be submitted to the main office and replenished as needed.

The self-treated absence policy is a privilege granted to staff members for actual illness. The principal, superintendent and Division of Human Resources carefully scrutinize abuse of this privilege. Extended weekends, excessive absences and patterns of absences are documented and can also lead to an unsatisfactory rating. Absences the day before and after a holiday are carefully scrutinized. A pedagogue who is absent for illness may not travel for any reason to any place outside the NYC metropolitan area without prior written approval of the Superintendent.

Personal business days with pay may not be taken without the written approval of the principal. Such approval will be granted upon advance application .

3. LATENESS

Staff lateness imposes undue hardship on the school by requiring teachers to cover classes, and/or rearrange schedules. Students lose instructional time. Lateness is carefully monitored. The payroll secretary will remove unmoved time cards at **8:20 a.m.** Teachers coming in after **8:20 a.m.** must get their card from the payroll secretary and punch in. According to regulations, staff members must be on their official post by 8:20 a.m. Teachers are to report to the location of their designated assignment no later than 8:20 a.m. Reporting for duty means reporting to the location where assigned duties are to be performed and not merely moving a time card at 8:20 a.m. Each lateness will be recorded on the official attendance sheet. If lateness becomes excessive, staff members will be required to punch in for a period of one month. If lateness continues after the one month probationary period, disciplinary action will be taken and may lead to an unsatisfactory rating.

4. SCHOOL CALENDAR

An annual calendar will be issued at the beginning of the school term in September. The calendar will contain all known activities, holidays, etc. for the year. If a change is made in the date of an activity, or if an activity is added or deleted, such change will be noted on the school calendar in the main office and in memos to staff. Memos will contain special events, due dates and other important reminders and information. Teachers are to check daily bulletins, their DOE emails, and their mailboxes as they arrive at school each morning and before they leave in the afternoon.

Any questions regarding the content of the calendar should be referred to an Assistant Principal.

Personnel who have official school notices they want included in the calendar will send a copy of such notice to Ms. Williamson a week in advance Teachers are to review all calendars before planning lessons.

Calendar Memo: NYCDOE School Year 2025–26 Calendar

The New York City Department of Education (DOE) school year calendar must be adhered to without exception, unless notifications of subsequent changes are received pursuant to collective bargaining agreements or for other reasons, provided these other reasons are not inconsistent with collective bargaining or legal obligations. Under no circumstances may schools deviate from this calendar without Central approval. This memorandum establishes that school sessions for all students shall begin on September 4, 2025 and end on June 26, 2026 and incorporates the following understandings:

1. This calendar does not preclude subsequent changes made pursuant to collective bargaining agreements or for other reasons. In no case can this calendar or subsequent changes result in a loss of State aid.
2. Consistent with Commissioner's Regulation 175.5 and New York State Education Law EDN§3604 (Open external link), schools may not deviate from the DOE school year calendar without prior Central authorization. All changes in this calendar must be submitted for Central review and approval at least 6 weeks prior to the earliest impacted date. With approval, schools must notify parents of any calendar change at least 4 weeks prior to the earliest impacted date.
3. The Chancellor shall use the power vested in them by law when, in violation of this citywide school year calendar, a school is closed or shortened sessions are scheduled without prior authorization.
4. This school year calendar is compliant with New York State Education Law EDN§3604 requiring a minimum session of 180 days.
5. The DOE plans to shift all students and teachers to remote instruction in lieu of canceling school when severe weather conditions or other emergency conditions make in-person services impracticable or unsafe; New York State Education Department (NYSED) established a pilot policy effective for school year 2020–21 allowing this practice. NYSED would need to extend the pilot or permanently adopt the policy for DOE to continue this practice in the school year 2025–26.

In the event NYSED does not extend the pilot policy and there is a need to make up session days in order to meet the statutory minimum number, the DOE and UFT shall jointly determine those vacation days during designated recess periods which shall be used and the order in which such days would be used. The number of recess days used shall not exceed the number needed to meet the statutory minimum.

6. On September 2, 2025 the following staff shall report: Classroom Teachers, Bilingual Teachers in School and Community Relations, Guidance Counselors, Attendance Teachers, Nurses, Therapists, Laboratory Specialists and Technicians, and Educational Paraprofessionals. School Secretaries, Psychologists and Social Workers report for a regular work day. Employees in titles not listed should consult the applicable collective bargaining agreement. This day shall be a Chancellor's Conference Day for staff development as described in this memorandum.

7. Students shall not be in attendance on Chancellor's Conference Days for staff development related to the implementation of high learning standards and assessments. Staff development activities must meet needs that are mandated, or of high priority, including collaborative professional learning opportunities for staff related to rigorous instruction, a supportive environment, and effective leadership; implementation of the new high learning standards and assessments, as adopted by the Board of Regents; school violence prevention and intervention; the implementation of the Continuum for Students with Disabilities; performance standards; science education; assessments, etc., as they relate to general, special and bilingual education. There must be an appropriate focus on the implementation of high learning standards and assessments, in accordance with Commissioner's Regulation 175.5 and New York State Education Law EDN§3604. All schools shall hold Chancellor's Conference Days for staff development on the following dates: These professional development days are 6 hour and 50 minute work days, and on our current schedule this would translate into 8:20 a.m. to 3:10 p.m.

- September 2, 2025
- September 3, 2025
- November 4, 2025 (Election Day)
- June 4, 2026 (Anniversary Day)

8. For all 9–12 and 6–12 schools in Districts 1–32, Monday, January , 2025 will be scheduled for staff development; no students in these schools will be in attendance on this day. January , 2025 is a regular attendance day for students in K–5, K–6, 6–8, K–12 and D75 schools and programs.

9. Consistent with Commissioner's Regulation 175.5, calculations of aidable instructional time incorporate the Chancellor's Conference Days and Regents Examination Days. In accordance with CR175.5, conferences for staff development activities that are related to implementation of the new high learning standards and assessments, general staff orientation, curriculum development, in service education, or parent-teacher conferences shall be credited toward the annual instructional hour and 180-day session requirements. This time shall not include routine administrative matters such as grading of assignments, the preparation of pupil assignments, recordkeeping, or the preparation of lesson plans.

10. The school calendar takes into account the following citywide shortened sessions for students: o Two afternoon Parent-Teacher Conference days (one in the fall term and one in the spring term, for all schools) where students receive a minimum of two and a half hours of instruction.

11. June 5, 2026 shall be a non-attendance day for students in 3K–5, 3K–6, 6–8, K–12 and D75 schools and programs to allow staff time to complete the various tasks related to the annual reorganization of schools. Principals should plan end of term clerical administrative assignments in a manner that ensures that maximum productive use is made of this time. The Office of Pupil Transportation will notify bus companies of the non-attendance day; schools do not need to notify the Office of Pupil Transportation of this event. June 5, 2026 is a regular attendance day for students in 6–12 and 9–12 schools in Districts 1–32.

12. The last day of the school shall be a regular day of instruction, shortened sessions are not permitted. Schools must adhere to the following guidelines:

- o All students are required to attend school

- o Daily attendance must be taken, recorded and reported
- o Students are to receive instruction

13. As a result of Chancellor’s Conference Days for staff development, the total number of student attendance days is less than the number of session days.

- The New York City Department of Education (DOE) school year calendar establishes the days that 3K–12 schools are in session, including all:
 - student and school staff attendance days,
 - citywide parent teacher conference dates,
 - observed holidays, recess dates, and
 - Chancellor’s Conference Days for staff development.
- The school year calendar is Centrally designed to satisfy all applicable requirements pursuant to collective bargaining agreements, laws, and regulations.
- All DOE schools must be in session at least 180 days each school year to avoid severe financial penalties assessed by the New York State Education Department (NYSED). For the DOE, a short session deduction would amount to approximately \$40 million per day deficit.
- The number of days the DOE can be in session varies each year; the table below illustrates the variance in school year length. The counts of days in future school years reflect the number of session days expected without adding new holidays.

The 2025–2026 school year calendar can be summarized as follows:

- First day of school for students: **Thursday, September 5, 2024**
- Last day of school for students: **Friday June 26, 2026**
- Minimum days in session required by New York State law: 180
- Total days in session: 181
- Scheduled student attendance days: 177
- Aidable student attendance days: 177

PARENT-TEACHER CONFERENCE DATES PreK-5 Schools:

Wednesday September 17th, 2025

Thursday November 6th, 2025

Thursday March 5th, 2026

Thursday May 7th, 2026

5. PROFESSIONAL DEVELOPMENT

The staff of PS 159 is an integral part of the total success of the school, and the ongoing training and development of the staff is essential to the efficient and effective delivery of services. Staff will be given opportunities to engage in professional development activities to maintain and improve skills and performance, individual growth, and professional development.

Research indicates that one of the best ways to improve instruction is for professionals to have opportunities to meet together to share ideas. It is highly recommended that staff members attend as many conferences as possible. Permission to attend all out of building professional development meetings must be requested in writing. Grade level meetings and Professional Development will be held weekly. Agendas, minutes, and/or attendance sheets must be kept for each meeting.

Pedagogical staff will attend two faculty conferences and two grade team meetings per month. All Faculty conferences will be held on Monday afternoons after student hours. Monthly faculty meetings and grade team meetings will focus on areas of need and will work towards achieving school, district and chancellor's goals.

Administrators, coaches, teachers, and other specialists will be encouraged to share areas of expertise. Inter-visitations will be arranged when appropriate within the school and district. Teachers will be encouraged to attend citywide and regional professional development conferences. Anyone attending outside professional development will be required to turn-key the information learned to other stakeholders within the school community. Suggested topics for staff development may be submitted at any time.

One grade leader will be assigned for each grade. This person will be asked to share and gather information from his/her colleagues. Your grade leader can provide any instructional support. They are available to you to think through your classroom practices and instructional routines. If the team requires additional assistance, they can make an appointment with the instructional coach to deepen the capacity of the team or to advance a particular classroom practice. After utilizing these resources, your assistant principals can support and provide feedback aligned to your goals and observations. When necessary, you can come to the principal to discuss concerns about instructional practices that have been unable to be resolved with the other resources available. Mentors will be assigned to new teachers.

There will be 3 full days of staff development during the course of the year. These days are included above. Students will not be in attendance on these days.

6. PUBLIC ADDRESS ANNOUNCEMENTS

All announcements related to school business will be made during opening exercises after the Pledge of Allegiance is recited. All students must be asked to stand quietly while the pledge is recited and remain silent while announcements are being made. The principal or designee will make these announcements. Staff members wishing to have announcements made are to submit such announcements to the Principal at least 24 hours before the date of the announcement. **In order to avoid disrupting the instructional process, announcements will only be made on an emergency basis after the opening exercises.** Furthermore, only the principal or designated staff member may make public address announcements.

7. BELL SCHEDULE

Time	Periods
8:20 a.m. - 9:05 a.m.	Period 1
9:05 a.m. - 9:50 a.m.	Period 2
9:50 a.m. - 10:35 a.m.	Period 3
10:35 a.m. - 11:25 a.m.	Period 4 (1st Lunch Period)
11:25 a.m. - 12:15 p.m.	Period 5 (Second Lunch Period)
12:15 p.m. - 1:05 p.m.	Period 6 (Third Lunch Period)
1:05 p.m. - 1:55 p.m.	Period 7 (Fourth Lunch Period)
1:55 p.m. - 2:40 p.m.	Period 8
2:40 p.m. - 4:00 p.m.	Mondays (Professional Development)

8. ARRIVAL & DISMISSAL PROCEDURES

To ensure that student arrival to and dismissal from school is safe and orderly, students will enter and exit the building from the same location. The following locations for classes have been established:

Crescent Street	Pitkin Ave	Hemlock Street
First Grade & Second Grade	Pre-K	Kindergarten Classes
	Third Grade	
	Fourth & Fifth In front of Mini	

In order to ensure accurate clean up of the classroom, all chairs must be placed on top of the desks for dismissal. Desks are straight and floors should be free from litter. Classes should be quiet and use designated staircases and exits. Pre-Kindergartners, kindergartners, first and second graders must be released to a parent, guardian or known authorized person. Students are not to go home alone or with strangers unless the parent sends a signed written note. Remind parents that they must be prompt in picking up their children. Classroom teachers will dismiss children unless a cluster teacher is covering the last period. In that case, the cluster teacher will dismiss the students. It is the responsibility of the classroom teacher to notify the cluster teacher of any children that will be out of the class during the last period, so that the cluster knows it is his/her responsibility to wait for the child to return before dismissing the class.

Teachers remain with students until 2:40 p.m. Monday through Friday. Students who have not been picked up **by 2:40 p.m.** must be brought to the cafeteria by their teachers. Assigned personnel will be assisting with dismissal from the cafeteria at 2:40 p.m.

Teachers, please make sure that every child is dismissed to their parent or legal guardian at the end of the day. **Do not release any child without verifying that you are releasing them to their parent or guardian. Safety is our top priority.**

Children in grades 3-5 who have permission to walk home alone must have a note on file in the main office with Ms. Maloney and the classroom teacher. Please make 2 copies and give one to each person.

Teachers please be aware that general dismissal for all students runs through 2:40 p.m. Monday through Friday

Teachers, please do not dismiss your students to any after-school program unless there is an adult present who is supervising your students. Children should not be dropped off before dismissing your class to the parents. Instead children who attend after-school should be kept with you and grouped separately at the end of your line. After dismissing your students to parents, those students who attend after-school should be brought to the cafeteria.

After dismissing students, all teachers must return to the office to move their time cards and then exit through the main entrance.

Under no circumstances should a child be left unsupervised at dismissal.

9. PROGRAM CARDS

At the beginning of the school year all teachers will be given a schedule. Once teachers are provided with an official schedule, a program card with the daily breakdown of the day should be uploaded to the google drive. Once the program card is approved:

- one will be housed in the main office
- The second copy must be placed on the door of the teacher's official room or assigned office.
- The teacher keeps the third copy.

Schedules are subject to change. An updated program card should replace the old schedule when necessary. Cluster programs include art, music, library, science, gym, civics and computer science. Special programs are English as a Second Language, Literacy Intervention, Guidance, Speech and Hearing. These programs should be indicated on the program card.

No school program (cluster, funded, etc.) may be canceled or changed without the permission of the Principal. Check the main office for any programming changes daily.

Prep periods are to begin on the first day of school. Teachers who lose a prep period are to inform Mrs. C. Jennings. As per DOE, teachers can lose two preps a year.

SCHOOLWIDE POLICIES AND PRACTICES

10. ASSEMBLIES

Assembly programs provide enrichment, entertainment, and an opportunity for students to speak and perform publicly. Grade Teams should notify their immediate supervisor of their plans for their scheduled assembly program a month before the assembly is to take place. Each grade will have an assembly program according to the following schedule:

October - Grade 3
November - Grade 4
January - Grade 5
February - Grade 1
March - Grade 2
April - Grade K and Pre- K

December and May will be Music and Arts Performances

The assembly program must be a performance by the students. Students will be invited by grade level to attend assemblies. Teachers must accompany their class and they must remain with and actively supervise their group at all times during an assembly. If the class has a scheduled prep and is with a cluster teacher, it is the cluster teacher's responsibility to supervise the class and monitor their behavior in the auditorium.

Staff members who have reason to use the auditorium or wish to conduct an assembly must put in a written request one week prior to the day of use. The request should also note equipment needed. This

request must be made to Assistant Principal Jennings. Once approved the information must be added to the Special Events calendar. Stepping up ceremonies for Kindergarten classes are required. Parents must be notified at least two weeks in advance.

11. SCHOOL TRIPS

Class trips are highly recommended and encouraged. All trips must be an integral part of the instructional plan. Trips that expand the students' social, cultural, and educational experiences are encouraged. Trips afford students an opportunity to visit places and gain experiences. Instruction is most effective when based on student experiences. Each grade team should plan trips or experiences aligned to each unit of study. All trips must be approved by the Principal before they are scheduled.

Every trip requires parental permission. It is the responsibility of the classroom teacher to collect and maintain signed permission slips for class trips. The staff member in charge of the trip is responsible for knowing the number of students and adults that are going on the trip and for ensuring that students remain under authorized adult supervision at all times. To ensure proper supervision for trips, one chaperon per 10 students is required. Students who are required to take medication must have a parent accompany them or receive written clearance from the nurse and parent. All students must be accounted for before departing for the trip and before leaving the trip site.

Each teacher should have the appropriate updated contact information for each child in attendance for the trip. Before departing for the trip, all teachers should submit a list of the students who are not attending the trip and which classes they were placed in if applicable. This list should be submitted to the main office.

Please be reminded that the cafeteria staff needs to be notified when you have a trip scheduled. The teacher who schedules the trip should notify the kitchen and fill out the required form. Indicate on the prescribed form the arrangements for students lunch. Submit the form four weeks in advance.

A general permission slip signed by a parent should be kept on file for each child for walking and neighborhood trips. It is the responsibility of the teacher to maintain these forms.

Trip and bus information can be communicated to Mr. Martello. After she has received approval from the Principal, she will schedule the bus for the trip. Mr. Martello will keep bus information on file in the main office. Buses must be ordered at least 4 weeks in advance. Please notify Mr. Martello of all trips.

12. CLASSROOM ROUTINES

Start immediately to develop routines. Housekeeping, monitoring, distribution of books and supplies, pencil sharpening, wardrobe, fire and emergency drills must be addressed during the first days of school. Develop a sense of pride in maintaining cleanliness in the classroom, halls, cafeteria, etc. Establish class rules and enforce the school homework policy. Train children in cleanliness routines from the first day. Make certain all chairs are off the floor at dismissal time. Lights and windows should be closed at the end of the day. Air conditioners must be turned off.

Cleanliness is of utmost importance to the appearance and up keep of PS 159. It is your responsibility to maintain a clean classroom. All trash must be picked up from the floor on a nightly basis. Student and teacher work areas must be clean and clear of clutter. Stay organized with your time and space to make things easier for yourself and for your students. Due to insects and rodents, no open food may be left out in the classroom. Do your best to avoid food messes that might occur in the classroom. Notify the custodian if your classroom has specific cleaning needs due to spills and accidents.

Hallways must remain free of clutter, backpacks, coats, papers, and furniture. Rule of thumb – if you haven't used something in over a year, get rid of it. Your classroom should be warm and inviting so students feel comfortable during the school day. Model picking up trash and other litter that may be on the floor of your classroom. Students must be taught to clean up after themselves. Set expectations high for keeping our school clean! Classroom and school cleanliness also minimizes work accidents and falls – do your part to keep our beautiful school clean.

13. BULLETIN BOARDS

Each classroom should display the work of children in an attractive manner so as to create a colorful and exciting atmosphere. New background paper must be used to cover bulletin boards. Bulletin boards should be current. **They should be changed by the first day of each new month.** They should display **students' written work** that meets the standards. Every classroom must have a bulletin board that reflects the theme/genre of the month. Classroom bulletin boards should represent current products in the various curriculum areas including English Language Arts, Mathematics, Social Studies, Science, etc.

Every classroom will have a corresponding hallway bulletin board. Hallway bulletin boards should contain the following: class, teacher's name(s), title, dates, rubric, actionable feedback/comments, and grade-specific standards. Papers should not hang over the borders of the bulletin board. Displayed work should reflect the standards and your class' best creative efforts. Use a little "pizzazz". Bulletin boards will be marked with assignments (Please check outside your room.)

******Bulletin Boards must be in place by the first day of each month! ******

14. LINE UP

Teach children to line up by joining the line from the rear and to walk quietly through the hallways. Teachers should actively supervise their lines at all times. Students must be trained to walk quietly in line to and from classrooms. Passing to and from classes should be orderly and quiet so as not to disturb classes in session. It is suggested that teachers **walk behind the class** to best oversee student behavior. Teachers must escort students to the lunchroom.

15. VIEWING OF MEDIA

No "PG-13", "R", or "X" rated movies are to be shown at any time, in any location, in any school. Any teacher wishing to show any video tape or movie that is not G rated, must request and receive written permission for that specific tape or movie. Assembly programs are to be educationally appropriate and not used as a vehicle for baby-sitting or entertainment.

16. ATTIRE

PS 159 employees serve as role models for the students and as representatives of our school community. Consistent with these roles, all employees, volunteers and substitutes shall dress professionally and appropriately.

All staff are expected to project a professional image that sets positive dress and grooming examples for students and shall adhere to standards of dress and appearance that are compatible with an effective learning environment.

School based personnel shall follow this Policy on ALL days students are in attendance. All employees are expected to dress in a professional manner. Clothing must be neat, clean, in good repair, and appropriate for on the job appearances at all times. Employees shall not wear on the outside of their clothing any jewelry or similar artifacts that are obscene, distracting, or may create disruptions to the educational environment.

17. SCHOOL OFFICE

Please remember that the main office is a place of business. The main office reflects the decorum of the entire building. It is requested that staff **DO NOT** congregate in the main office. It is very difficult for the secretarial staff to work efficiently in serving us unless we provide them with a businesslike atmosphere. We request that no one sit at the secretaries' desks and borrow their property without their permission. Monitors sent to the office should be trained in the proper courtesy. They are to wait behind the counter.

Telephones are to be used for business only. Personal calls are **NOT** to be made from the main office. School secretary will receive incoming calls and messages will be placed in your mailbox or attached to your time card. Emergency calls will be forwarded immediately.

18. COPIES

Please indicate the number of copies, your name and class to the **copy room (Rm 106)**. Paper is expensive. Be selective about what you have copied and/or printed. The use of worksheets for whole class instructional use is discouraged. Allow at least 2 days for copies to be made. **DO NOT EXPECT IMMEDIATE SERVICE**. Network printers should not be used to make class sets.

Notices to parents require approval from an administrator.

19. INVENTORY

We need to continuously maintain accurate records of all of our equipment, books, computers and materials. Teachers are responsible for keeping track of all instructional items kept in their rooms or signed out in their names. Lost or stolen articles must be reported in writing to the supervisor immediately. Please send all books, equipment, and supply requests in writing to the administrative team.

20. CUSTODIAL REQUESTS

Our custodial staff is responsible to provide a clean and safe environment for all of us. However, we must work collectively with our students to keep our school clean. Please help by conducting lessons that develop good habits and school pride.

Staff members who have building concerns or requests for repairs should bring them to the attention of a supervisor in writing.

21. DIRECT INSTRUCTION & PLANNING

Teachers are to be engaged in direct teaching. Teaching from a seated position behind the teacher's desk is not acceptable. A developmental lesson plan format is required for all lessons and must be aligned to our core curriculums. Teachers are encouraged to have conferences with students at the students' desks or conference tables.

Proper planning is the essential foundation for effective teaching. A good plan is characterized by:

- Consideration of student needs, interests and abilities
- Sequential, orderly and logical development of understanding and skills.
- Description of specific content, concepts, and skills
- Adherence to The Next Generation Learning Standards
- Appropriate instructional materials
- Provision for cooperative learning and maximum student participation
- Evaluation of progress in relation to the achievement of the learning objective. -
Alignment to the Danielson Framework of Teaching

22. OBSERVATIONS

There will be observations of all staff members. All tenured teachers will receive at ***minimum*** two informal observations that will be unannounced. Supervisors and the superintendent can visit classrooms at any time. All observations will follow the Danielson Framework and the school instructional focus mandates.

The purpose of observations is to improve the teaching-learning process in the classroom. It is the teacher's opportunity to call on the expertise of instructional leaders. A teacher may request or be requested by a supervisor to submit artifacts to support the observation process.

23. PLANNING

The policy pertaining to lesson plans states the following: "Planning by teachers is a critical element in the education of our students ". NYC Public Schools and the UFT have incorporated the following into their contract: "The development of lesson plans by and for the use of the teacher is a professional responsibility vital to effective teaching."

The format and scope of lesson plans will be determined by the teachers' needs. There must be a lesson plan for each period for each subject of a school day. Please have your lesson plan open on your desk ready for review by a supervisor. All lesson plans must be printed or written on paper. A supervisor should not be asked to accept a lesson plan via email. Please make sure that the lesson plan reflects the lesson being taught and includes the date of the lesson.

Evidence of ineffective or developing planning practices will result in the need for the individual teacher to have the plans examined more closely. Teachers needing assistance in planning will receive it from a teacher leader, instructional coach, mentor, assistant principal, or principal. Plans will be examined

periodically by a supervisor. Plans must be aligned to our core curriculum program and must include a learning objective, differentiation and assessments.

Teachers who know they will be absent or will attend a meeting must leave individual plans for the substitute with Ms. Ashley. Individual teacher plans should be updated after each absence. In addition, emergency substitute plans should be submitted to the office quarterly by each grade. Three days of emergency substitute plans are required in case of unexpected absences. Substitute plans will be reviewed periodically.

COMMUNICATION

Teachers should utilize mail boxes. Please refrain from sending children to the main office with verbal messages. No child should be sent to the main office without a pass. Avoid interrupting classes or having conversations with other staff members when a class is in session.

24. CELL PHONE POLICY

It is the policy of the school to prohibit the use of **cellular phones**, beepers or any other electronic communication device during the instructional period. **Texting and accessing the internet on a cell phone during the instructional period is also prohibited. Cell phones should not be out in the open or left on desks and/or tables (phones must be put away).** This is distracting to students and compromises the continuity of instruction. In the event of an emergency when you need to make contact with an individual, please request temporary coverage of your class while you attend to the situation. Otherwise, refrain from such activities and await your lunch or prep periods to attend to these personal matters. In the case of an emergency situation where you may need to be reached you must obtain permission from the principal to keep your cell phone on.

25. HOME CONTACT

Parent involvement leads to student achievement. Keep your eyes open for possible volunteers who are willing to join our PTA and/or become an active parent member in our school community. They can be effective assistants in our instructional program. Notify the parent coordinator if you would be interested in having extra help such as a parent volunteer or a student teacher. The parent coordinator will assist with home contacts whenever necessary.

Keep lines of communication open between home and school. Notify the security agent, if you are expecting a parent. Schedule parent meeting for Tuesday afternoons. Have a plan for each meeting. When meeting with parents, please arrange for a convenient time and place so that you can adequately discuss problems or concerns. Be mindful of the parent's right to privacy. **Document each parent meeting to ensure proper accountability.**

Teachers are expected to conduct outreach to parents on Tuesday afternoons. It is expected that teachers call parents to inquire about and inform them of student attendance, progress, performance, and school initiatives during the designated time and document the outreach. Teachers are encouraged to update parents on their child's progress on-going throughout the year (monthly if possible).

In addition, all teachers are expected to meet with parents during parent teacher conference afternoons and evenings.

Each grade will have parent workshops to discuss curriculum concerns and student expectations. These parent workshops will be held throughout the school year. Parents must be notified by January 31st if students are in danger of being held over. A conference should be scheduled and documented between parent and teacher to plan intervention strategies when a potential holdover letter is sent.

26. CORPORAL PUNISHMENT

Please be mindful that corporal punishment is prohibited pursuant to the Regulations of the Chancellor and the bylaws of the Department of Education. Chancellor's Regulations A-420 states that disruptive behavior by a student must never be punished by the use of physical force and contains reporting requirements. It enforces section 10.4 of the bylaws of the City Department of Education which states as follows: "No corporal punishment shall be inflicted in any of the public schools, nor punishment of any kind tending to cause excessive fear or physical or mental distress. Violation of this bylaw shall constitute grounds for dismissal." Chancellor's Regulation A-421A prohibits verbal abuse. Violations of Chancellor's Regulations A-420 and/or A-421 are grounds for disciplinary action, an unsatisfactory rating and possibly 3020A charges. All regulations can be found on the Dept. of Education's website.

27. CHILD ABUSE AND NEGLECT

All Department of Education employees are **MANDATED REPORTERS** of Child Abuse and Neglect. As a mandated reporter, when a child comes before you in an official or professional school related capacity and you have reasonable cause to suspect that the child has been abused, maltreated or neglected, you are required to notify the principal or designee immediately. You are not required to possess certainty before a report is made, only reasonable suspicion. Please see attachments about signs of "Physical and Behavioral Indicators of Child Abuse and Neglect" and "Highlights of Chancellor's Regulation A-750".

28. ARREST NOTIFICATION

Please be advised that in the event that you are arrested, you are mandated as a Department of Education employee to notify the Principal and the Office of Personnel Investigation in writing. This requirement is in accordance with Chancellor's Regulations C-105. The Office of Personnel Investigation is located at 65 Court Street Room 406 Brooklyn, NY 11201 Telephone (718) 935-2666 or 2668. It is mandatory that you comply with this request. Failure to notify may subject you to disciplinary action.

29. RECORD KEEPING

Record keeping must be done in a timely fashion. Filling out school-based forms, record cards, medical forms, lunch forms, permission slips, report cards, class profile sheets, monitoring for results, documentation and working class lists are important responsibilities. Emergency home contact records should be updated regularly for both students and staff. These records are kept in the main office. Consent forms must be obtained from parents for trips and/or out of school activities. Special care must be taken to ensure that all information is accurate, neat, and submitted on time.

Blank forms such as anecdotal forms, parent contact forms, accident forms, trip permission slips, reimbursement forms, etc. will be available digitally and/or in the main office for teachers' convenience.

Report cards and cumulative record cards are official documents. Special care should be taken to ensure that the information written on these is accurate and correct. Be sure to submit any record cards of students who are considered "No Shows" or are not in your class to Ms. Williamson.

The classroom teacher is responsible for sending the student with proof of change of address to the main office. The classroom teacher will check emergency home contact cards to be sure home address, home telephone number, and parent's work telephone numbers are included. Special medical needs must be included. Once checked for accuracy the card must be filed in the general office. Every child must have **at least two phone numbers** on file. If changes to the child's home contact information (i.e. phone numbers, address, guardianship, etc.) is made the main office must be notified immediately.

30. COMMITTEES

Many school decisions are made by consensus. A School Leadership Team, Instructional Team and Intervention teams are already in place. Several other committees may be formed this year. If you are interested in participating, please sign up when the opportunity is presented. Your input is always appreciated.

The School Leadership Team meets regularly to discuss school policies, matters of budget and plans for the implementation of the Comprehensive Educational Plan (CEP). All constituencies of P.S. 159 are represented on this team. Please make any suggestions you may have for school improvement to a team member. Sub committees may be formed during the year. Your participation is strongly encouraged.

31. GOALS

To achieve high standards, we must establish goals and objectives. The goals of the chancellor and the DOE are incorporated into our school goals. School goals have been established as part of the CEP and Principal's Performance Review. These goals have been formulated in consonance with Chancellor's goals, Superintendent's goals and school needs. Copies of the CEP are available in the main office. Grade goals and program goals will be discussed at staff and grade team meetings and printed for school community distribution.

All teachers must submit their annual goals by the third week of school and review them with the Principal. Teachers will also consult with their supervisors about student goals for each student in their class that they are actively working to achieve with students. Students and families are to be made aware of student individual goals and receive progress updates monthly.

STUDENTS HEALTH AND SAFETY PROCEDURES AND ROUTINES

Our primary concern is the health and safety of all children as well as all personnel in the school. Monitoring children's health is a concern for both parents and teachers. Teachers need to be aware of the children's general health and should contact the parents or guardians if anything out of the ordinary is noticed. School safety plans are kept on file in the main office and recorded "on line".

32. EMERGENCIES

All staff members assume responsibilities in an emergency. All staff should become familiar with first aid information. First aid kits are available in the main office and in the nurse's room. Schools should identify and name staff members experienced or certified in administering first aid and CPR. Children with special health or medical problems (epileptics, diabetics, asthmatics, etc.) should be identified and listed in the designated folder located in the middle drawer of the teacher's desk. A list of their names and conditions should be available to Mrs. Dindial and the medical staff.

Accidents and incidents must be reported to the office immediately. Accident and incident forms must be completely filled out by teachers when appropriate. Injured or sick children must be sent to the school nurse. A sick or injured child should be accompanied by another student or by an adult. The children must have a classroom pass unless sent from the lunchroom.

33. ANECDOTAL RECORDS

Keep anecdotal records. Keep a folder or notebook to record significant behavior or encounters. Record facts. Include date, place, student action or comment and action taken by the teacher. Be objective. Anecdotal records will be requested when a conference is held or a referral is made. Anecdotal records should not be written or completed during instructional time.

34. OUT OF CLASSROOM PROCEDURES

Students in classrooms must be supervised by a teacher at all times. If a teacher must leave the room for a few minutes, he/she must arrange temporary coverage or notify the office so that coverage may be provided. **Children must be supervised by an adult at all times.**

Students who leave the room must sign the "out of room" notebook. The name of the student, the date, the time of departure and return and the destination should be recorded in the sign out book. Students may leave the room two at a time. Students **must also carry a room pass**. Teachers who find students in the halls should ask to see passes.

Regulations concerning room passes will be strictly enforced. The room pass should be used sparingly.

35. SICK STUDENTS

Students who are sick must be sent to the nurse with a partner. Use judgment. Do not send children to the nurse unless there is a valid reason.

36. CODE OF CONDUCT

School discipline code must be distributed and discussed so that each child is aware of his/her responsibilities and the consequences of each action. Classroom rules and regulations are to be discussed, understood, printed, enforced and reviewed periodically. Code of conduct must be sent home for parent and student signatures. This code of conduct includes rules for Internet use. Teachers must keep copies of signed agreements on file for each student in his/her class.

37. STUDENT ABSENCES

Attendance taking is a legal function that can be performed only by a teacher. No student is permitted to make an entry on any official attendance record. ATS procedures will be used to take the official class attendance. **ATTENDANCE MUST BE TAKEN DAILY IN THE MORNING.**

By **9:00** each morning the teacher will:

- Note attendance on the Working Class List.
- Complete the roster.
- Bubble in "Attendance Taken."
- Bubble in "Absent" or "Late" students.
- Sign the roster.
- Send any absence notes with the attendance to Ms. Maloney in the main office.

Good attendance is critical to student achievement. Each absence should be accompanied by a note from the parent. In an effort to ensure that student attendance is accurate, teachers should take and maintain their own attendance records for students in their class. In case there are any discrepancies in the official attendance records, we may ask the teacher to submit their class attendance record to clarify any possible errors.

Monitor student absences closely. Make home contact when necessary and record accurately. More than 10 days absence requires investigation and more than 20 days is considered excessive. Parents can be reported for educational neglect if they willingly keep a child home from school without good cause.

No student can ever be sent home unescorted by a parent or guardian, regardless of reason, during a normal school day or other than at regular dismissal times. Students who leave earlier than dismissal must be picked up by an adult listed on the blue card who then signs out the child in the book provided in the main office.

Remind students and parents that at least 90% attendance is expected of all students. Perfect attendance charts must be displayed and kept up to date in each homeroom class. An attendance incentive program will be in effect. Students with perfect monthly attendance will be given certificates. Students with perfect attendance at the end of the year will be invited to a special event.

38. STUDENT LATENESS

Students who come to school after the doors are closed (**8:35 A.M.**) must sign in at the security desk. These students should be marked late on the ATS attendance sheet. **After 3 latenesses, the teacher must contact the parent either by phone or by letter.**

39. FAMILY COMMUNICATION

Policies of attendance, lateness, dress code, grading systems, code of conduct and homework must be clearly communicated to students and parents. Important notices about half days, trips and school events must be given out immediately. The teacher must collect notices containing a parent sign-off sheet. **The teacher must keep a record of these tear-offs.**

STUDENTS ACADEMIC CONCERNS AND SPECIAL PROGRAMS

40. HOMEWORK

Students should be given reasonable and appropriate homework and it should be checked daily. The P.S. 159 homework policy should be distributed and explained in the first week of school. Homework procedures should be explained and started immediately. Homework assignments should list notices that must be signed by parents. Homework should reflect what has been taught in class. Each night, all students should be given reading and math homework to complete.

41. STUDENT WORK

The required school heading for all children's work is the following:

School First and Last Name

Class Full Date

Samples of student work should be collected and maintained throughout the school year for assessing student progress and growth. These folders should be shared with parents during parent-teacher conferences. Every child must have a portfolio of work. **In grades 1 - 5 a writing portfolio must contain dated writing samples in all of the areas detailed in the English Language Arts Writing Standards.**

42. ASSESSMENTS AND REPORT CARDS

Know your students! Study and refer to record cards for scores, health reports and teachers' assessments. Please make note of children in your class who were held over in June. Speak to them privately. Results of all informal and formal assessments are available. School test results such as Wit & Wisdom Module assessments, Acadience, Foundations, Eureka Math Module assessments, District and MAP Growth assessments should be up to date. Classroom teachers should examine these results carefully and make adjustments in instruction based on the individual needs of the students. Instruction and grouping must be aligned with student needs as determined by teacher observation, conferences and assessment results. Each teacher must keep a record of student assessments.

A uniform grading policy is in effect in P.S. 159. This policy is communicated to the students and parents each year. A dedicated team of teachers and administrators has established this uniform grading policy for establishing students' grades. This policy is to be followed when determining grades for individual students. Report cards are distributed three times per year according to grade level. A record book must be maintained with test scores and/or other measures of assessment for each child to substantiate grades. Parents of children who are potential holdovers must be notified by the end of January.

43. SPECIAL EVENTS

Special events contribute to school spirit. P.S. 159 is a happy place where exciting celebratory activities are enjoyed. Please encourage participation in all events and celebrations.

These are wonderful opportunities to teach values, citizenship, the appreciation of diversity and literacy.

SAFETY

School security is the concern of all staff members as documented in the "School Safety Plan." It is imperative that all doors remain alarmed at all times.

44. FIRE, SHELTER and BUS DRILLS

Be prepared for a fire drill the first week of school. We are mandated to have 12 fire drills per year, 8 by December 1st. Be aware of the gong signals. Take your green folder to all fire and shelter drills. Ringing of the fire gong is the usual procedure for a drill. However, staff and students should be aware that alternate procedures might be used in case of a malfunctioning gong. Alternate signals include the public address system, or messengers.

All teachers are to report immediately to their class during fire drills and shelter drills. Teachers must bring their green folders with them to ensure that all students are accounted for. Fire drill instructions which outline fire drill exits and evacuation procedures must be posted conspicuously in each classroom. Please review procedures with your class during the first week of school. Please note the location of fire extinguishers in the building.

Shelter drills are primarily intended for emergencies where pupils must be sheltered in relatively safe areas within the school. At the signal, teachers are to stop work immediately and line up classes quickly and quietly. Lead classes silently to designated areas. Classroom doors are to be closed. No one is to leave the building during a shelter drill unless specifically directed to do so by the principal or person in charge. Pupils are directed not to block doors or to stand in front of windows or glass showcases. Silence is to be maintained.

There are guidelines for conducting school bus safety drills. These drills ensure that students know how to evacuate the bus safely in the event of an emergency. Rules for boarding and exiting the bus are reviewed. Proper and orderly conduct on the bus is also emphasized.

45. VISITORS AND/OR INTRUDERS

Every visiting adult in the building must have a pass from the office. Parents who come to confer with teachers must have a pass from the main office. Immediately report all suspicious persons or intruders to an administrator or security officer.

The signal for an intruder in the building is an announcement for lockdown. During a lockdown, teachers will take children into the rooms, position the class away from the line of sight, and lock the doors until an all clear is given.

Yellow emergency passes have been issued and are to be kept in the top center drawer of the desk in each room. Each pass is marked with the room number. If you have a serious emergency and need to communicate this discreetly but immediately, send this yellow pass to the nearest classroom or the main office. This indicates that help is needed in that particular room. School safety agent is to be called upon if you feel that the security or safety of students or staff is involved.

46. FOOD AND BEVERAGE

Staff members should not carry beverages of any kind in the hallways of our school. This is a clear safety and health violation. Staff members should not eat or drink during class time.

47. PEDICULOSIS (LICE)

Students with head lice (not nits) are to be excluded from school. A letter should be sent home that includes information from the Health Department about exclusion and treatment. Children may return to school when treatment has been given if inspection of the head and scalp shows no sign of lice by the school nurse. When one child in the class has lice, the school nurse should inspect each child in the class.

48. ACCIDENT AND INCIDENT REPORTS

Person in charge reports the accident promptly when it occurs. Person in charge obtains statements from the injured and two witnesses. All statements should, if possible, be in the handwriting and words of all persons involved. Supply appropriate information as required on the Comprehensive Accident Report and School Safety Report, if required. Principal and/or designee should sign a report and investigate. Completed accident reports must be forwarded to the main office. Accident reports will be entered on line by the school guidance counselor or a member of the school administration.

Parents/Guardians must be informed that the child was in an accident, the extent of the injury and if the child is being taken to the hospital. Parents/guardians or a member of the school staff must accompany children who are sent to the hospital. Every effort must be made to notify the parent; however, if the parent is not reached, the next contact person on the emergency card must be called.

For accidents involving staff, the above procedures must be followed. In addition, the school payroll secretary must be notified. Accident reports should be completed on the day of the accident.

The principal or designee must report all incidents that occur in or about the school premises and all incidents that occur related to school activities away from school premises.

49. STUDENT DETENTION

Students may be detained after school only with written permission from a supervisor after notifying all parents. Never leave individual or small groups of students working alone in a room during your prep, lunchtime, before or after school. **Students must never be left unsupervised** anywhere in the building. Keep your classroom door unlocked while you are in the classroom teaching and locked when unoccupied. The principal must be informed of all students detained after school.

50. EARLY DISMISSAL

Students having to leave before the end of the school day must provide their classroom teacher with a note in which the parent or guardian requests that the child leave early. The parent, guardian, or someone designated must come to the school to pick-up the child and sign the "student sign out book."

Under no circumstance may a child leave the school before the end of the school day without a parent or guardian listed on the blue card. Parents/Guardians picking students up early must sign the "student sign out book." A child should be able to identify an adult before being released to the adult's custody. The adult will sign the child out of the building by signing the book in the main office.

DISCIPLINE

Having a genuine record for students and being well prepared provide the framework for good discipline. An important element of a good program for the management of students' behavior is continuing to attend to good teaching techniques. Among the elements of the lesson that are particularly important in this respect are:

- Prompt start of the lesson
- Appropriate, measurable learning objectives
- Motivation of the lesson
- Provision for individual differences
- Adequate socialization
- Measures to encourage students' self-direction
- Wise delegation of responsibility to students
- Economical use of class time
- Promotion of critical thinking
- Questioning of procedures that gets and holds interest and attention
- Cultivation of good teacher student rapport by a pleasant but firm attitude
- Use of varied lesson types to address diversity and "multiple intelligences"
- Provision for a feeling of accomplishment and achievement through adequate feedback and praise for learning objectives.

In other words, keep the students interested. Keep the class engaged and make students feel successful. You know your students better than any other school personnel. Please modify behavioral techniques, reward systems as needed.

51. LADDER OF REFERRAL

In every classroom, there are always children whose conduct may be different from what is expected. The classroom teacher is the most significant person in ensuring that every student has an opportunity to work in a climate that is conducive to maximizing productivity. The teacher should handle classroom behavior problems that arise. Whenever it becomes necessary to seek help for any child, documentation must be provided. Keep anecdotal documentation especially of chronic misbehavior.

Be factual.

Please adhere to the following sequence in the "Ladder of Referral".

- Speak to the child privately about the "offending conduct."
- Consult other teachers who may have had the child in class.
- Contact parents/guardians to inform them of the misconduct (written and/or verbal) - Have a conference with the parent and child to jointly develop a Behavior Improvement Plan. - Enlist guidance support - Guidance Counselor, SBST Member, etc.
- Convene a meeting with parents, guidance personnel and teacher.
- Consult any of the assistant principals.
- Consult the principal.

No student is to be sent to the office unless there is an emergency. An emergency consists of immediate physical danger.

Each step must be documented. Students must be given the opportunity to work out problems after each step. All steps should not have occurred on the same day. Be consistent in applying the discipline code. Be fair. **Treat students as you would have others treat your child.**

No student should be referred for evaluation to Special Education before exhausting all steps of the ladder. Prevention and intervention strategies should be attempted as you implement progressive discipline. At risk services are available.

Conferences with parents who speak a language other than English must be asked to bring an interpreter or, if available, the principal will designate a bilingual staff member.

Praise is one important key to good discipline. Parents tend to be more receptive when they hear good things about their child. Every child has good qualities that should be focused on, not only the negative behaviors. Teachers should feel free to meet with a supervisor anytime to discuss individual children and special circumstances.

52. GUIDANCE

It is the function of the school to help all children reach their full potential. To achieve this goal it may be necessary at times to refer students to a guidance counselor or social worker who will be able to provide individual or group counseling services. In addition to the student's guidance counselor, the School Based Support Team is available to help students. Should you wish to refer a student for guidance services, it is important that you discuss the matter with your assistant principals or principal.

53. SUSPENSIONS

All suspensions must conform to the regulations set forth by policy statement resolution adopted by the Department of Education of the City of New York. Only the principal may suspend a child.

54. LUNCHROOM PROCEDURES

It is important to maintain a "team effort" in assuring that a structural environment takes place during the lunch period to foster positive social behaviors, and to engage in cooperative social activities.

Teachers must escort their classes to the lunchroom. Please do not drop and go, accompany your students to their assigned lunch tables. Ensure that all students are seated and behaving in an orderly manner in their designated area under the supervision of an adult before exiting the cafeteria. Classes are not to come to the cafeteria before their scheduled time and all classes must be picked up on time.

School aides will implement the following routines:

- Students must refrain from pushing, fighting, or causing a disturbance of any kind.
- Students may not be permitted to leave their assigned area unless directed by an adult.

- Students are not to throw any object - no matter how small, no matter how short a distance.
- Silence is expected when someone speaks on the microphone or gives a special signal.

Classes must leave the table and floor clean and suitable for use by other students. School Aides will assist with early childhood students. Teachers, when picking up their classes, must make sure the lunch table is clear of debris from their class.

Social conversations at lunch tables are permitted and encouraged, however, loud and boisterous talk, yelling, screaming, using foul language, etc. are not acceptable. During inclement weather, students remain indoors. Students may bring a meaningful activity for the lunch period.

Students who misbehave will be given lunch detention.. Lunch detention requires students to eat quickly and then be escorted to a classroom where a staff member will assign quiet work for the remainder of the lunch period.

Students who are assigned to work with a teacher during the lunch period must come to the cafeteria with a pass and go directly to the assigned classroom or office. No child can be left unsupervised.

55. MATHEMATICS

Eureka Math is the official math program of PS 159. All mathematics instruction will be based on the *Next Generation Learning standards in Mathematics*. Communication, reasoning, and problem solving using a hands-on approach to solving real world math problems are important components of mathematics instruction. Students are required to take Eureka assessments at regular intervals. Pacing calendars must be followed for each individual grade. Use of manipulative materials and the schools instructional breakdown of the math block are expected to be part of the daily mathematics instructional program. Students should be encouraged to create their own original math problems.

56. ASSESSMENTS

The following represents regulations as they apply to the overall rating of students. Assessment should represent the teacher's appraisal of the student's work from the beginning to the end of the school year. Grades must be solidly based on substantiating data and based on current standards. The grade is to include class work, the varieties of required written work, examinations, portfolios, quizzes, student projects and reports. In accordance with school policy, and the *standards* set forth by the Chancellor each of these factors must be appropriately evaluated and given weight in relation to its importance in a student's work. At the beginning of each term, every teacher must discuss these standards with students and parents and indicate what will be expected of them. It is suggested that all evidence of students' rating be recorded in a record book. Parents and students must be informed about school policies relating to methods that will be used for assessing student performance. Rubrics must be utilized to assess students' writing. Do not penalize a student in an academic area for misconduct or attendance.

If a student's work quality and participation drop drastically, a referral form should be completed and placed in the guidance counselors mailbox. An interview with the child's parents should be arranged. It is the school's policy that academic evaluations should not include discipline, which is evaluated in other

contexts by referrals, suspensions, etc. A student's misconduct should be reflected in the appropriate sections of the student's rating. If you feel that a student may not meet promotional standards, a potential holdover status must be indicated to the parent by January and a letter must be sent home to the child's parent or guardian.

57. STANDARDIZED TESTING

Periodically our students are given formalized tests. A memorandum from the Office of Educational Evaluation indicates, "Students' test anxiety can be alleviated by using regular classroom time to introduce students to related test-like situations, and giving students practice in following verbal instructions, working under time limits and responding to common types of items."

The time spent in using test preparation materials, however, should be limited. There is no better preparation for standardized testing than **good instruction. Test prep should not take place during the literacy block or during the regular mathematics period.**

FINANCES

58. COLLECTION OF MONIES

All collection of money, including fund raising requires the approval of the principal. Collection of money must adhere to rules set by the Department of Education. When approved, all the money collected must be turned over to the school treasurer, Gina Godhino, with an Activity Report Form. Records regarding collection of funds must be kept. All money must be turned over to the school treasurer on the day of collection. This must be done even if all monies collected for the project have not been turned in by every student. In cases of non-compliance with this directive, personnel involved shall assume liability for theft, loss or misadventure.

All expenditures will be made only with **prior approval by the principal** on the official form used for this purpose. No supplies, equipment or material can be ordered directly by any staff member unless a request form has been filled out and approval is granted prior to submitting any orders to vendors. In cases of non-compliance, staff members involved will be held financially responsible for unapproved orders.

No collected money can be directly used from collections. All monies must be deposited in general funds and disbursements will be drawn from school funds. No money can be collected from students for normal school materials to be used in class work. **All students are to be included in ALL school activities despite their ability to finance various school events.**

For school trips, the teacher should calculate all costs including transportation, admission, refreshments, incidental costs (tolls, parking fees etc.). Prepare a consent form for each child indicating the amount of money to be collected. Prepare a roster of children showing names, amounts paid and date paid. **No children may be excluded from any class trip except with the specific permission of a supervisor at least one week in advance.** We must make every effort to prevent exclusion on trips that require admission charges of children who might not be able to pay that charge.

Deposit all funds collected with the school treasurer. Complete all necessary authorization forms for collection and distribution of school funds. Specify the amount of the check and declare who it is payable to and purpose. All fees directly payable by check are to be done in this fashion. In cases where direct payment of cash is required, a check will be drawn payable to the teacher. Receipts must be returned to the school treasurer.

59. TEACHER'S CHOICE & DONORS CHOOSE

Teachers will be reimbursed a sum of money that may be spent only for instructional supplies. Teachers will be required to submit receipts for all of the expenditures they have made up to the allotted amount of money. If your receipts are not submitted properly and on time forfeit your right to this reimbursement.

Teachers' choice spending period is generally between August-December.

Classroom supplies and materials donated to a class/teacher from any organization such as DONORS CHOOSE are the property of the school, if you leave the school or classroom, you do not have a right to take them with you.

CLOSING STATEMENT

Our work is difficult. However, the rewards are great.

Thank you for your attention to the policies, rules and regulations outlined in this administrative handbook.

Have a great year! Be kind to one another.