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P.S.151K Lyndon Baines Johnson Parent/PBIS Handbook

SY 2026 - 2027

Created on 7/18/24 by Principal Nieves

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Introduction





Dear LBJ Family,

Welcome back to a new school year! We hope you had a restful, enjoyable summer filled with opportunities to recharge and spend time with family and friends. As we begin this exciting new chapter together, we want to express our sincere gratitude for your dedication, passion, and commitment to our students and school community.

Each new school year brings fresh opportunities to learn, grow, and make a positive impact. The work you do each day shapes the lives of our students in meaningful ways, and we are honored to serve alongside such a talented and caring team.

As we prepare to welcome our students, we look forward to collaborating with you to create a safe, engaging, and supportive learning environment where every student can thrive. We encourage each of you to bring your unique talents, ideas, and enthusiasm as we work together toward our shared goals.

Thank you for the energy, professionalism, and heart you bring to our school. We are excited about the possibilities that lie ahead and confident that, together, we will make this a successful and rewarding year for our students and one another.

Let's make this school year one filled with growth, achievement, connection, and celebration.

Welcome back, and here's to a fantastic year ahead!

Sincerely,

Ms. Nieves Principal

Mrs. Uppal Assistant Principal

Message from Our Parent Coordinator

Dear Parents & Guardians,

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

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

I look forward to serving you in any way possible

BE INVOLVED! STAY INFORMED!

Sincerely,

Nilsa Figueroa

Parent Coordinator

Our Vision, Mission and Focus

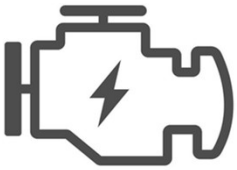
Vision Statement: The collaborative community of Lyndon Baines Johnson School, P.S. 151K, is committed to empower students to become responsible and compassionate individuals who strive for academic excellence in a diverse inclusive environment.

Our Mission: At P.S. 151K, our mission is to analyze data to help us provide high-quality learning experiences that foster academic excellence, creativity, and social responsibility to our students.

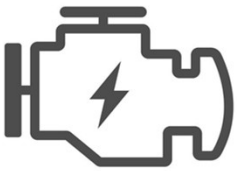
Our Instructional Focus: All students will engage in differentiated learning through using various discussion techniques, through small group instruction.

Priority Focus: Enhance teachers' capacity in analyzing data across content areas to plan differentiated learning for all students using small group instruction.

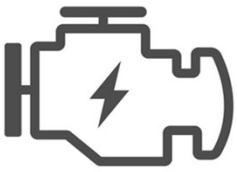
Our Why/Engines



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



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



Excel - Instill the confidence to communicate, create, advocate, collaborate and the ability to make decisions.

School Personnel You Should Know

Title	Name	Room
Principal	Marlin Nieves	Main Office
Assistant Principal	Harpreet Uppal	Main Office
Secretary	Ilsa Rivera	Main Office
	Janet Cardona	Main Office
Parent Coordinator	Nilsa Figueroa	112
Guidance Counselor	Valeria Rivera	108A
Social Worker	Jessica Cruz	Main Office

School Assessment Team: 108A

- Social Worker — Yesenia Vazquez
- School Psychologist — Dulce Reyes
- Family Worker — Rosa Cortez

urse — NYCDOH TBD 108B

SCHOOL PROCEDURES & PROTOCOLS
Arrivals and Dismissal Procedures

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

School Procedures & Protocols

ARRIVAL

- For students needing to be dropped off before 7:30 a.m. parent's must request early arrival to the Parent Coordinator Nilsa Figueroa and Principal Marlin Nieves through email.
- Weirfield Street school door "2" will be locked at 8:10 a.m.



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

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

DISMISSAL

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

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

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

Arrivals and Dismissal Procedures Continued…

- By 2:35 p.m., teachers will take the remaining students inside to the holding room, 107. Parents are to enter through the Knickerbocker Street Entrance/Exit 1 to pick-up their child(ren).
- At 2:50 p.m., the school staff member will begin to call homes about having someone pick up their children. Please keep all numbers up-to-date with the school.
- All PS 151K administrators leave at 5:45 p.m. The students that remain in the building after 6:00 p.m. will be taken to the 83rd Precinct for safety reasons. The parents are to contact the Precinct; their number is (718) 574-1735.

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

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

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

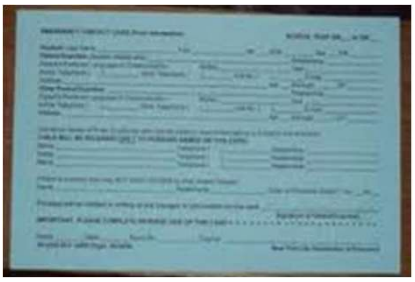
- If no one comes for the child, by the time the Assistant Principal or Principal leaves the building, usually after 6 p.m., the student will be taken to the 83rd Precinct and the parent will be contacted to pick up the child at the Precinct location.

School Protocols

EARLY PICK UP PROCEDURES

- Parent / Guardian is to call the school at **(718) 326-6360 extension "0"** to notify the school of the time for early child retrieval. **The latest time for early retrieval is 1:40pm.**
- For the safety and security of our children, all visitors must bring a photo ID with them to enter the school building through the main entrance.
- Once signed in, proceed to the Main Office.
- Notify office personnel your child's name, grade and class.
- Your child will be called down, with their belongings, to leave with you.
- You must sign the child out in the student sign-out book located on the counter in the main office.
- Children may not be picked up less than half an hour before dismissal.
- Children will not be allowed to leave with a minor or someone unknown to school personnel, whose name is not listed on the blue emergency card.
- Please use only the main entrance to enter and leave the building.

Important Documents

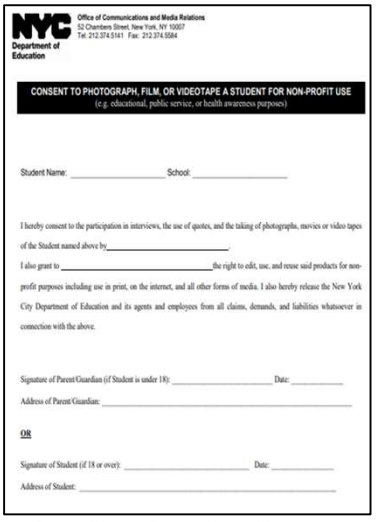


EMERGENCY HOME CONTACT: COLORED CARD

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

MEDIA CONSENT FORM

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



NYC Department of Education

Office of Communications and Media Relations
52 Chambers Street, New York, NY 10007
Tel: 212.374.5141 Fax: 212.374.5584

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

Student Name: _____ School: _____

I hereby consent to the participation in interviews, the use of quotes, and the taking of photographs, movies or video tapes of the Student named above by _____.

I also grant to _____ the right to edit, use, and reuse said products for non-profit purposes including use in print, on the internet, and all other forms of media. I also hereby release the New York City Department of Education and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

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

Address of Parent/Guardian: _____

OR

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

Address of Student: _____

Important Health Documents/Information

HEALTH REQUIREMENTS (Per NYCDOE)

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

All students must submit an updated physical form, yearly, completed and signed by the child's pediatrician or physician.

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

Important Health Documents / Information

504 Accommodations are required to be updated yearly

Which students qualify for 504 accommodations? Students qualify if:
1. They have a physical or mental impairment; and
2. The impairment substantially limits at least one major life activity.

1. Physical or Mental Impairments Some examples of physical or mental impairments are physical disabilities, health conditions, mental disorders, and learning disabilities. What about short term or episodic impairments?

- **Short term impairments** (like a broken leg) may qualify a student for 504 accommodations. Such accommodations vary depending on how long the impairment lasts and how limiting it is.
- **Episodic impairments** (like asthma) may qualify a student for 504 accommodations. Students are qualified if the impairment substantially limits a major life activity when it is active.

2. Examples of Major Life Activities • Caring for oneself • Walking • Seeing • Hearing • Speaking • Breathing • Major bodily functions • Eating • Sleeping • Standing • Lifting • Bending • Reading • Focusing • Thinking • Communicating • Learning • Working • Doing tasks with one's hand

The substantially limited major life activity need not be "learning" for a student to be eligible for 504 accommodations.

If you have any additional questions feel free to reach out to our Health Aide Eva Rivera at ERivera20@schools.nyc.gov

Important Health Documents / Information

Nurse Dependent Students: Are students who cannot self-carry or self-administer their own medication, even with supervision. The procedure for obtaining a nurse for a school trip is described in further detail below. In addition, in place of a nurse, parents/guardians may choose to accompany their child on the trip to administer their child's medication and or nursing services/procedure. A parent/guardian may choose to appoint a parent designee who is a friend or family member to act in their place and administer medication to their child at a single school event or field trip. The person chosen as the designee by the parent or guardian must be in accordance with Education Law §6908: a family member, household member or friend, or person employed primarily in a domestic capacity who does not hold himself or herself out or accept employment as a person licensed to practice nursing. In the event a nurse is not available to attend the trip to meet the needs of the student or students, and the parents/guardians choose not to attend or appoint a designee, then the principal must postpone the trip whenever possible, or as a last resort cancel the trip, until care can be arranged.

If you have any additional questions feel free to reach out to our Health Aide Eva Rivera at ERivera20@schools.nyc.gov

School and Personal Property

SCHOOL PROPERTY THAT IS LOST OR DESTROYED

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

STUDENT PERSONAL PROPERTY THAT IS REMOVED

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

See the **NYCDOE Media Guidelines.**

The Discipline Code

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

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

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

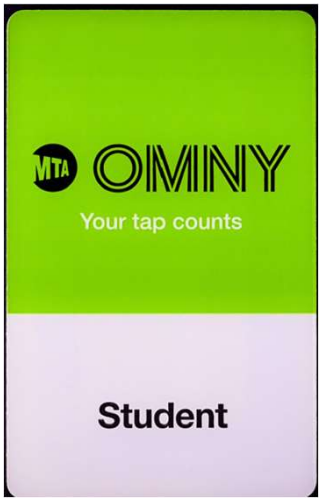
Attendance and Punctuality

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

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

Transportation





The NYCDOE Transportation guidelines or eligibility, please see the Transportation page on the NYCDOE website, www.schools.nyc.gov .

Transportation information can be accessed on your NYCDOE Schools Account page.

To learn more about the Student OMNI Card visit OMNI page.

If you have questions regarding student Transportation options and OMNI cards, please contact Ms. Janet Cardona in the main office, at **(718)326-6360, extension 1062.**

Our Lunch Program



We are a **Wellness School**. A professional dietician manages the FOOD SERVICES PROGRAM. The lunches provide one third of a child's daily food nutritional requirement. The menu is prepared a month in advance and posted in the Cafeteria. If your child has any dietary restrictions, as prescribed by a DOCTOR, you must submit a doctor's note to the main office, to be included in the child's records. **FREE LUNCH** is provided for all who qualify. A **DEPARTMENT OF EDUCATION LUNCH FORM** is sent home at the beginning of each school year, which determines who is eligible for free or reduced price meals. **ALL PARENTS must complete this form**; the results affect the school's FUNDING status for several programs. Even if you are ineligible for free lunch, please sign and return the form. Both the numbers of forms returned, as well as the information on the form determines the school's funding status. (Appendix F)

LUNCH (NYCDOE Lunch Menu)

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

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

- **3K, PreK, K, 1st** 11:1(
- **2nd and 3rd** 12:0(
- **4th and 5th** 12:5(



Free Lunch Paper Application




Uniforms




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

- Light blue shirt and navy blue pants/skirts, daily.
- Shirts can be long sleeved.
- All pants/skirts knee length or longer.
- Shoes are to have rubber soles and remain securely on the child's feet.
- Navy Blue Sweatpants may be worn during Physical Education classes.
- All uniform clothing can be purchased at a store that supplies uniforms or at any store of parent's choice.
- Uniforms are required every school day.

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

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

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

Academic and Homework Policy

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

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

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

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

Dial-A-Teacher 1-212-777-3380

P. S. 151K
(Student's Name)
Class _____ (Date)

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

Multiple measures:

- Completion and "turn-in" of day's assignment/classwork (i.e. Google Classroom, Google Forms, Classdojo Portfolio, response to reading);
- Writing (as an author and in response to reading), performance levels 1-4
- Projects and presentations in the form of pictures and videos;
- Exit slips / tickets (to assess the achievement of the lesson's learning target;
- Rubric – a tool used by teachers and students to grade and self-assess their assignments using performance levels 1-4;
- Exams (i.e., quizzes and end of unit/module exams / tests, progress monitoring, on-demand writing, published writing) – percentage points 0-100%;
- Exit Slips are to be turned-in within 24 hours
- Assignments are to be turned-in within 1 week (5 school days) of due date
- Any work submitted after the above due date may result in a decrease of 10 percentage points.

PARENT/TEACHER CONFERENCES/MEETINGS
Arranging a Meeting with a Teacher/Principal

In order to meet with a teacher or the principal, make an appointment by contacting the parent coordinator, Ms. Nilsa Figueroa, by calling 347-563-4810 or 718-326-6360 extension 1121. Or, you may see the parent coordinator in person.

- Appointments will be scheduled during the teacher's preparation period, Office Hours at 2:35pm, or at another agreed upon time that does not interfere with instruction.
- Please do not stop teachers when classes are transitioning from line-up to discuss lengthy issues. If there is a concern or issue, please call the parent coordinator or school office and leave a message for your child's teacher, or send a note to the teacher. The teacher will return your call at a time that does not interrupt students' instruction.
- We encourage parents to communicate with their child's teacher weekly via the GoogleMeet virtual link to stay informed.

Parent Communication

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

Dates

Fall Conference	11/5/26	12:30pm - 2:30pm and 4:00pm - 7:00pm
Winter Conference	3/3/27	12:30pm - 2:30pm and 4:00pm - 7:00pm
Spring Conference	5/26/27	6:00pm - 8:00pm

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

Progress Reports and Report Cards

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

Distributed via email / Classdojo.

1st Progress Report: Beginning of September – October 13

1st Report Card: Beginning of September – October 31

2nd Progress Report: November 1st – January 5th

2nd Report Card: November 1st – March 1st

3rd Progress Report: March 1st – April 30th

3rd/Final Report Card: March 1st - End of June

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

Email: nfigueroa2@schools.nyc.gov

Communication Between Parents and School



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

To view LBJ school year events calendar, please visit our website's calendar tab or https://www.ps151k.org/calendar-events, and download our PS151K LBJ application or https://uqr.to/15utd (choose IOS or Google Play /Android) or use the QR code located below with your cell phone camera feature. To view the NYCDOE school year calendar click on link or visit the NYCDOE Calendar website https://www.schools.nyc.gov/calendar.

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

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

Organization and Committees

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

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

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS

Overview

Dear Parents and Guardians,

The staff at P.S.151K is excited to begin the implementation of the Positive Behavior Intervention and Support (PBIS) system. We feel that in order for our students to succeed academically, we need to create a safe environment for our students to learn. Students will continuously be taught the expected behaviors which are to be respectful, responsible, and safe throughout the school year. It is our hope that our students will have a clear understanding of these expectations so that they can be successful at P.S.151K and in our society.

This parent handbook describes the different components of the PBIS system at P.S.151K. Thank you for your continued support!

The PBIS Team Members at P.S.151K

Member's Name	***Position***
Ms. Valeria Rivera	Guidance counselor
Ms. Jessica Cruz	Social Worker
Ms. Nilsa Figueroa	Parent Coordinator
Ms. Marlin Nieves	Principal
Mrs. Harpreet Uppal	Assistant Principal
Ms. Erica Soto	Teacher
S.S.A. Elsson	School Safety
Ms. Antoinette Bonseiro	PA President
	PA Treasurer

What is school-wide PBIS?

What is school-wide PBIS? Responsible!

PBIS (positive behavior interventions and supports) is a proactive approach to school-wide discipline. This initiative is meant to reinforce the positive behaviors of students as well as to support students who need extra assistance to reach the following school-wide expectations: Be Respectful, Responsible, and Safe. PBIS is a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, restrooms). Positive behavior support is a behaviorally based approach to enhance the capacity of schools, families, and communities to design effective environments. PBIS seeks to improve the link between research-validated practices and the environments in which teaching and learning occur.

PBIS is a process that uses research-based strategies to teach and reinforce social skills needed in society to create a positive learning environment.

What are the roles of the team?

The team's job is to meet and examine the school's data, discover trends, and monitor progress of the interventions implemented. The team also identifies and recommends students who need positive behavior intervention and support. Once the students have been identified, the team will place students into an appropriate intervention under the supervision of a staff/team member. Additionally, the team sets dates for assemblies and plans for celebrations.

P.S. 151's Matrix of Behavior Expectations

At P.S.151K, we have developed a matrix which includes the expected behaviors. These behaviors which are named are: Respectful, Responsible
and Safe. Each behavior is then broken into different locations along wit an explanation on how each behavior should look like for that specific location (see the school matrix).

At the beginning of the school year, all the students will be introduced to PBIS and the matrix of expected behaviors. Teachers will discuss the matrix in every classroom. During this time, the students are taught the expected behaviors for each location in the matrix.

At PS151K, we have also developed a Parent Matrix that may be implemented at home. This matrix is also broken down with specific/expected behaviors into different areas or locations. It is our hope that this will provide a common language for students both at school and at home.

P.S. 151's Matrix of Behavior Expectations Chart

P.S. 151's Matrix of Behavior Expectations

Expected Behavior	Classroom Enrichment	Hallway Staircase	Diner	Playground Outdoors	Restroom
Respectful	• Follow directions • Raise your hand • Use appropriate language	• Keep halls clean • Keep to the right • Keep moving • Level 1 Voice • Keep hands and feet to self	• Wait your turn • Be polite • Use good table manners • Consume food and drinks only on this area	• Use kind language • Be courteous to everyone • Use equipment safely • Use equipment appropriately	• Respect privacy • Flush toilets and urinals • Wait patiently • Level 1 Voice
Responsible	• Be on time • Clean up your work space • Be on task • Bring materials to class	• Go directly to your destination • Listen and watch for teacher's directions • Level 1 Voice	• Clean up eating area before leaving • Use trash areas • Recycle as posted	• Get an adult if you need assistance • Follow directions • Return equipment	• Return to class promptly • Choose appropriate time to use bathroom • Throw trash in the bins
Safe	• Stay focused on learning • Sit appropriately • Keeps hands and feet to self	• Walk to the right • Keep hands and feet to self • Maintain personal space • Keep moving	• Remain seated except when called • Keep hands and feet to self • Walk at all times • Level 1 or 2 Voice	• Stay in playground area • Line up quietly and quickly • Follow adults directions	• Keep bathroom clean • Wash hands • Keep hands and feet to self • Report problem behavior observed

Suggested Positive Behavior Intervention & Support

Matrix of Expected Behavior At Home

Respectful	Encourage your child to say "please" and "thank you".	Encourage your child to listen to & follow directions.	Encourage your child to maintain eye contact when conversing with others.	Encourage your child to behave in a mature manner.	Show your child the difference between appropriate and inappropriate language.	Show your child to resolve conflicts without using violence or hurtful words
Responsible	Encourage your child to find a quiet place to complete homework.	Make sure your child's homework Is complete. Check and sign the homework every night.	Encourage your child to practice the PBIS at home too.	Encourage your child to volunteer at school and at home.	Encourage your child to find a buddy in class for study help, information, and questions.	Encourage your child to ask questions, express concerns, and always tell someone about what happens and to keep you updated with the progress.
Safe	Encourage your child to let you know where your child is and with whom.	Monitor your child's TV, video game, and Internet use.	Communicate with the parents of your child's friends.	Talk to your child about their feelings, friendships, triggers and stressors.	Learn about and look for signs of gang interest & involvement.	Teach your child to say "No" when they are pressured to do something they do not feel comfortable doing.

SCHOOL SAFETY
Volunteering

- Parents are welcomed to become caregivers and liaisons in our LBJ family volunteering before and after school hours. Aiding with arrivals, dismissals, and a parent communication task force.
- All parents seeking to be volunteers must meet with Ms. Figueroa, Parent Coordinator, for more details.
- Parents are to come sign in with SSA Elsson, show identification and enter the main office and wait for parent coordinator or staff personal to be escorted in the building.
- For parents volunteering to go on a trip, please note students have to be assigned to a seat first, then the adults.

General Response Protocol

Schools train and drill all staff and students in the General Response Protocol, which describes what to do in an Evacuation, Shelter-In, or Lockdown. The training is tailored for different grade levels so that students aren't upset by the information.

Schools also sends home a copy of the General Response Protocol, to help you talk to your children about emergency readiness in school.

The General Response Protocol gives schools instructions to follow when an emergency happens. It uses common language to identify the steps to take until first responders arrive.

In every incident, school administrators will first call 911. Then they will look at the unique situation and decide:

- whether to lock down (soft or hard), shelter-in, or evacuate.
- if any instructions should be changed to fit the specific circumstances.

In an Emergency

When You Hear It, Do It







Evacuate: (*Fire Alarm or Directions*)

- ✓ **Students:** Leave your items behind.
- ✓ **Students:** Form a line, remain quiet and listen to directions from your teacher.
- ✓ **Teacher:** Lead students to evacuation location and take attendance.
- ✓ **Teacher:** Notify BRT/SSA staff if there are missing, extra, or injured students.
- ✓ **Teacher:** Remind students that the use of electronic devices is prohibited.

Lockdown: (*Soft or Hard Lockdown*)

- ✓ **Students:** Remain silent and quickly move out of sight and away from the door.
- ✓ **Teacher:** Quickly retrieve any students in hallway and lock the classroom door.
- ✓ **Teacher:** Wait for responders to open the door (or) await the "all clear" announcement:

"The lockdown has been lifted."

Shelter- In: (*The threat is outside of the building*)

- ✓ **Students:** Remain inside the building and follow directions of staff.
- ✓ **Teacher:** Increase situational awareness.
- ✓ **Teacher:** Conduct business as usual.
- ✓ **Teacher:** Follow all announced directions.
- ✓ **Remember:** ***No one will be permitted to enter or leave the building during a Shelter- In.***

NYC Department of Education
Carmen Fariña, Chancellor

gcp general response protocol™

Parent Letter

August 28, 2024

Dear LBJ Families,

Thank you for choosing P.S151K the Lyndon Baines Johnson school to provide educational Services to your child. We are proud to be able to serve you and your children while striving to provide a safe learning environment for them.

The safety of our students as well as our school staff is very important to us. In order to maintain a safe environment for our students to study and learn, it is necessary that we practice our emergency drills designed to exercise our procedures provided by the Department of Education. The dates in which these drills will be conducted are shared in this letter and on Classdojo.

Listed below we have included the names and a description of each drill that our students and staff will be practicing:

Soft Lockdown: No Imminent Danger

Administrative teams, Building Response Teams, and School Safety Agents will meet at the designated command post for further direction.

Hard Lockdown: Imminent Danger

In a Hard Lockdown, there may be instances where additional action is needed to minimize the danger to individuals. Adults will also need to consider all available options during an incident. They may need to run out of the building to remain safe. They may need to hide (remain in lockdown) to ensure that they are behind a locked door and remain silent.

In Any Lockdown

- A Public Address (PA) announcement made two times:Attention: We are now in soft/ hard lockdown. Take proper action.
- Students are trained to move out of sight and keep silent.
- Teachers are trained to:
    - Check the hallway outside of their classrooms for students, lock classroom doors, and turn off the lights.
    - Move out of sight and keep silent
    - Wait for first responders to open door, or for the message:
        - The Lockdown has been lifted
        - followed by specific directions

Evacuations

- Often, the fire alarm system alerts staff and students to start an evacuation.
- However, there may also be times when a Public Address announcement starts an evacuation.
    - Announcements will begin with “Attention” followed by specific directions
    - They are made two times.
    - Students are trained to:
        - Leave belongings behind
        - Form a single file line

Parent Letter

        - In cold weather, students should be reminded to take their coats.
        - Students without winter coats will be taken to a safe, warm location as quickly as possible.
    - Teachers are trained to:
        - Grab an evacuation folder (with attendance sheet and Assembly cards).
        - Lead students to evacuation locations as identified on Fire Drill Posters.
        - Always listen for additional directions
        - Take attendance and account for students.
        - Report injuries, problems, or missing students to school staff and first responders using the Assembly Card method.

Shelter-in

- There is a Public Address announcement made two times:
    - "Attention. This is a shelter-in. Secure the exit doors".
- The Shelter-In directive stays in effect until it is ended by a Public Address announcement
    - "The Shelter- In has been lifted"
- Students are trained to:
    - Remain inside the building
    - Conduct business as usual
    - Respond to specific staff directions
- Teachers are trained to:
    - Be more aware of their surroundings
    - Conduct business as usual

Hold

- The Hold response calls for no movement throughout the building until the "all clear" is given. While in Hold response, instruction and office tasks may continue as normal but no one may leave the room they are in until the Hold has ended.
- Hold is initiated when there is a condition inside the school building, and the immediate need to address the condition requires staff, students, and visitors to remain in place and conduct business as usual until the "All Clear" is announced.
- Hold might be initiated to manage an incident in the building that does not place the school community in danger, or whenever directed by First Responders Hold does not replace a soft or hard lockdown.

To help us with this process, please ensure that you speak with your child in regards to these drills. We as a school will continue to teach and support our students as well.

Parent Letter

For the safety of everyone involved and to maintain order, we respectfully ask that you would abide by the following during these drills:

• No parents are able to enter or exit the building during a drill.
• Please make sure that you are connected to Classdojo so that you can be reached without delay in the event of an emergency.
• In the event of an actual emergency evacuation, you will receive notification where to pick up your child as soon as practicable.

Please remember that these safety practice drills are done to help maintain our schools as a safe place to learn and work.

Should you have any questions, please feel free to contact PC Ms. Figueroa via classdojo, email (NFigueroa2@schools.nyc.gov) via school 7183266360 extension 112, or via cell phone (347) 563-4810.

Thank you for your support,
Principal Marlin Nieves
BRT leader.

Evacuation and Lockdown Schedule 2026-2027

BRT Evacuation and Lockdown schedule SY 2026-2027

Month	Drill Date (s)
September	17, 28
October	1, 6, 15
November	4, 12
December	9
January	0
February	11
March	5, 16
April	8
May	18
June	3