



*Paul J. DiDio*  
*Principal*

*PUBLIC SCHOOL 159, QUEENS*  
*205-01 33<sup>rd</sup> Avenue*  
*Bayside, NY 11361*  
*Telephone No. (718) 423-8553*  
[www.PS159Q.com](http://www.PS159Q.com)



*Christine Chu*  
*Assistant Principal*

Dear Parents/Guardians:

The safety of your children is always our greatest concern.

**Students in Grades Pre-K through Grade 2** must be picked up by their parent/guardian or designee.

**For all students in grade 3, please notify us in writing if he/she will be picked-up or have permission to walk home alone.** Please use the form below.

**Children in grades 4 & 5** will be dismissed to walk home alone, unless we are informed in writing otherwise.

Please make sure that you list anyone who has authorization to pick up your child on his/her Emergency Card. Please keep in mind that your child **will not** be released to anyone who is not listed on his/her Emergency Card. If someone other than the person on their blue emergency card is picking up your child, please send in a note with your child on that morning with the name of the person picking up your child. You can also fax a note to the Main Office at (718) 423-8583. Also, please make sure that the person picking up your child has identification. If an older sibling will be responsible for picking up a younger child, please inform the school in writing. Please provide the school with the name of the sibling, his/her cell phone and the parent's/guardian's phone number. **No exceptions will be made.**

Thank you in advance for understanding our concern for your child's safety and for your cooperation.

Sincerely,

Translation:



Chinese



Spanish



Korean

Paul J. DiDio  
Principal

Child's Name: \_\_\_\_\_

Grade /Class: \_\_\_\_\_

|                                               |                        |
|-----------------------------------------------|------------------------|
| 3 <sup>rd</sup> Grade - ( ) Picked up<br>Only | ( ) Walk Home<br>Alone |
|-----------------------------------------------|------------------------|

Will be picked up by: \_\_\_\_\_

Or by: \_\_\_\_\_

(These names must appear on the blue card. Indicate if this is an older sibling that attends this school. If so, indicate the class of the older sibling.)

Parent/Guardian Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_



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*Assistant Principal*

Dear Parents/Guardians:

Walking trips are part of our students' learning. Students, on occasion, will take a walk around the school, through the neighborhood, to the post office, pizza place, ice cream shop and may spend time in the local playground/baseball field, etc.

We are requesting your permission to include your child in such times where they might leave the traditional classroom setting to explore the community we live in.

Thank you in advance for your cooperation and interest in your child's education.

Sincerely,

Translation:



Chinese



Spanish



Korean

Paul J. DiDio  
Principal

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[ ] Yes. I give permission for my child to be included in the neighborhood walks that might occur during the school year.

[ ] No. You may not include my child in the neighborhood walks.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Class

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



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*Assistant Principal*

Dear Parents/Guardians:

The school, on occasion, will be photographing and/or videotaping students so that we may use them within the school and on our social media accounts. For example:

- to create a bulletin board display
- scrapbook
- School Website
- Twitter
- Facebook
- end-of-year video

In addition, from time to time, other occasions arise during the school year where pictures or videotaping occurs, such as student birthday parties, plays, concerts, Department of Education workshops, etc...

We are requesting your permission to include your child in such photographs and videos.

Thank you in advance for your cooperation and interest in your child's education.

Sincerely,

Translation:



Chinese



Spanish



Korean

Paul J. DiDio  
Principal

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[ ] Yes. I give permission for my child to be included in the photography and videotaping that might occur during the school year.

[ ] No. You may not include my child in photography or videotaping.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Class

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



Korean



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*Christine Chu*  
*Assistant Principal*

PLEASE FILL OUT THIS FORM **ONLY** IF YOUR CHILD  
WILL BE RIDING THE BUS

Dear Parent(s)/Guardians:

If you are planning to pick up your child at school instead of having him/her ride the bus on any given day, you must send in a note with your child on that day. You may also fax in a note to the Main Office at (718) 423-8583. If you do not write a note or send in a fax, your child will ride the school bus as usual.

Sincerely,

Paul J. DiDio  
Principal

Translation:



Chinese



Spanish



Korean

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**(PLEASE DETACH AND RETURN TO CHILD'S TEACHER)**

I AM AWARE THAT I MUST WRITE A NOTE TO THE TEACHER OR FAX IN A NOTE TO THE MAIN OFFICE IF I PLAN ON PICKING UP MY CHILD INSTEAD OF HAVING HIM/HER RIDE THE SCHOOL BUS.

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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*Paul J. DiDio*  
*Principal*

*Christine Chu*  
*Assistant Principal*

Dear Parents/Guardians:

P.S. 159 strives to have active participation from all of our parents. We look forward to our parents being resources for our classrooms and school. Therefore, we are requesting that you share your career and any area of expertise with us. By having this information, we may call upon you to share the expertise of your field on Career Day or during the course of the year when the curriculum calls for it.

Also, we may need to call upon you as a resource in translating. If you are available and do not mind sharing your ability to translate for other parents, kindly indicate what languages you are fluent in.

Once again, we thank you in advance for your time and cooperation.

Sincerely,

Paul J. DiDio                      &                      Kim Johnson  
Principal                                              Parent Coordinator

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Languages that I may translate in: \_\_\_\_\_

- ☐ I am available to volunteer during the school day for translations.  
☐ I am available during the evening hours to volunteer at school functions.

Career or Area of Expertise: \_\_\_\_\_

- ☐ I am available to share during the school day for special events.  
☐ I am available to share during evening hours at school functions.

**NEW - Computer Technology Skills:**

- ☐ I am available to run or assist with the school website.  
☐ I am available to troubleshoot/fix computer technology issues.

Name of Parent: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Parent Contact Phone Number: \_\_\_\_\_



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*Christine Chu*  
*Assistant Principal*

Dear Parents:

In accordance with Chancellor's Regulation No. A-410 and our commitment to making our school a safe haven for students, parents, and professional staff, the following School Security Procedures are in place:

- Any visitors entering the building **must** present valid picture identification. This item must be a legal document such as a driver's license, non-driver ID card or passport. If for some reason you do not have picture identification, you may be denied entry into the building.
- The School Safety Officer, or appropriate person on duty, will record the date, time, name, and destination of the visitor in a log book kept at the main entry. The visitor will then be asked to sign his/her name next to the entry made by the security person.
- Persons failing to register may be considered trespassers and subject to the provisions of the New York State Penal Law.

Please Note:

- Our school has been equipped with **Door Alarms** on all Exit Doors. You may **only** Enter and Exit through the Main Entrance at all times. Upon exiting, you must sign out with the Safety Agent.

I hope that these procedures will improve the safety of our school facility for everyone in our community.

**In addition, please note that when adults are in the building, they are required to use the adult bathrooms.** Men's Room- located on the 1<sup>st</sup> Floor near auditorium; Ladies Room- located on the 1<sup>st</sup> Floor near auditorium; 2<sup>nd</sup> and 3<sup>rd</sup> Floor across from room 209/309; Gender Neutral Bathroom near Mrs. Johnson's Office.

Sincerely,

Translation:



Chinese



Spanish



Korean

Paul J. DiDio  
Principal

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PLEASE SIGN AND RETURN TO YOUR CHILD'S TEACHER

I have read and am aware of the Chancellor's Regulation No. A410 regarding school safety.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Class

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



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*Assistant Principal*

Dear Parents/Guardians:

I am writing to provide you with information about the Department of Education's Emergency Readiness Initiatives that are in place in all NYC Public Schools.

Every school currently has procedures for emergencies. In 2000, New York State Education Law Section 2801 was enacted requiring schools to develop safety plans regarding emergency response. In July of 2001, the law was amended to require that plans include information for evacuation and sheltering. In accordance with this, "schools need to conduct drills and other exercises to test components of the emergency response plan."

School staff members are trained in various procedures that are outlined in the School Safety Plan and we currently conduct a variety of drills throughout the year to prepare our staff and students. Section 807 of the New York State Education Law requires all schools to conduct a minimum of 12 drills each year. Section 917 of the State Education Law states that schools are required to provide and maintain automated external defibrillator (AED) equipment, and drills are conducted during the year to assess the use of AED units in an emergency. In accordance with Section 3623 of the State Education Law, drills are also conducted at schools that focus on safety on a school bus.

In addition to conducting these types of drills, our school has a Building Response Team that is trained to activate and respond to different incidents that may occur at our school. Under the General Response Protocol (GRP), every school will be conducting specific drills designed to help prepare all school communities for three different types of response to emergencies that may occur: evacuation, shelter-in, and lockdown. Opportunities for parent engagement are available at our school to ensure that families are involved in our school-based emergency readiness program. Parent versions of the School Safety Plan are available upon request in the main office, and information explaining the GRP is included with this letter. Many other important resources for families are also available by visiting <http://schools.nyc.gov/Offices/OSYD/default.htm>

Emergency readiness training in schools takes place in September and continues for staff and students throughout the school year. Student training is grade appropriate and designed to ensure that students understand the importance of these drills without causing unnecessary alarm. Please review the General Response Protocols that have been given to all students, and discuss these procedures with your child.

All families are reminded to update the Emergency Contact Cards that are on file in our main office. This includes providing and updating information indicating phone numbers, and the names of adults to whom the school may release children in an emergency. Families are also encouraged to register with Notify NYC (<https://a858-nycnotify.nyc.gov/notifynyc/>) to receive information about emergency events, and call 311 for additional information about a school during an emergency.

Sincerely,

Paul J. DiDio  
Principal

Translation:



Chinese



Spanish



Korean