

Student and Family
Handbook 2024-2025
(updated 09-2024)



Linda De Gregorio
Principal

Meital Elfassy
Parent Coordinator

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GENERAL INFORMATION

Public School 46
Albert V. Maniscalco Elementary
41 Reid Avenue
Staten Island, NY 10305
[Main Office: 718-987-5155](tel:718-987-5155)
[Fax: 929-464-2768](tel:929-464-2768)
[2024-2025 School Year Calendar](#)

Principal: Linda De Gregorio odegregorio@schools.nyc.gov
Parent Coordinator: Meital Elfassy melfassy@schools.nyc.gov
School Secretary: Enza Maresca cmaresca2@schools.nyc.gov
Attendance: Lisa Schiano lschiano@schools.nyc.gov

Mission Statement: Our mission is to provide a strong elementary foundation by being data-driven, collaborative, and progressive in our pedagogy. We foster empathy and joy while delivering rigorous, culturally responsive instruction. Together, we support every child to grow to their fullest potential and persevere through challenges by considering the well-being of each child.

Vision Statement: Our vision is to create an equitable learning environment where students feel loved, valued, and safe. Students will learn to self-advocate, think critically, and develop individuality in the pursuit of academic excellence. Our goal is to empower our students to become leaders and have a lifelong love of learning.

School Schedule: 8:00am – 2:20pm daily

Daily Dismissal:

2:05pm – 3K & PreK (Exit 3 - Schoolyard enter on Parkinson Avenue)
2:10pm – Kindergarten, Grade 1 and Ms. Perau (Exit 4 - Schoolyard enter on Parkinson Avenue)
2:15pm – Grades 2 through grade 5 and Ms. Tepedino (Exit 7 - enter on Oberlin Street)

Half-Day Schedule: 8:00am – 11:20am

Half Day Dismissal:

11:05am – 3K & PreK (Exit 3 - Schoolyard enter on Parkinson Avenue)
11:10am – Kindergarten, Grade 1 and Ms. Perau (Exit 4 - Schoolyard enter on Parkinson Avenue)
11:15am – Grade 2 through grade 5 and Ms. Tepedino (Exit 7 - enter on Oberlin Street)

School Mascot: Dolphin

School Colors: Blue & Gold



PRINCIPAL'S WELCOME



Welcome to Public School 46 (PS 46), the Albert V. Maniscalco Elementary School, “Home of the Dolphins.” Since its founding in 1926, PS 46 has been dedicated to providing the very best elementary education to our students, 3K through Fifth Grade. Throughout our proud 98-year history, PS 46 has been a place where students are intellectually ambitious, engaged, and curious about the world in which they live. PS 46 is known as the "Jewel of South Beach"! Our students are the jewels of South Beach - shining brightly and making our world more beautiful.

It is an honor and privilege to serve as principal of PS 46. I have had a life-long passion for working with children and feel very grateful for the opportunity to serve in this role.

Our mission is to provide each child with the highest quality education possible. As educators, we have the incredible responsibility and opportunity of not just teaching, but of making a positive impact in the life of every student in our care.

As your principal, I promise to keep students at the forefront of every decision we make as a school. We will strive to teach and provide students with the knowledge, skills, and mindset necessary for a successful future. Every child will be valued and cared for.

I will focus on increasing student achievement and will create a school environment where every student is successful and enjoys coming to school each day. I believe that learning should be fun and that an elementary school should pave the way for a lifetime of learning.

I encourage you to explore our website <https://www.ps46si.org/> and discover the activities and programs happening in our school. We encourage you to schedule a visit, meet our faculty, and see for yourself our welcoming community. Please don't hesitate to let us know if we can be of any assistance. We are here to help you and, most importantly, help your child succeed!

We also encourage you to get involved by joining our Parent Teacher Association (PTA), School Leadership Team (SLT) and volunteering at school functions. Your time and attention are the best gifts you can give your child. You are your child's most important teacher. The elementary years go quickly, but they are among the most fundamental years of your child's life.

Thank you for choosing PS 46 where “We build bright futures, one splash at a time.” Go DOLPHINS!

Kind regards,
Linda De Gregorio
Proud Principal

ARRIVAL & DISMISSAL PROCEDURES

To help ensure the most successful start to each day for every student, individuals should arrive at school on time and ready to learn. When students arrive at school after 8:00am, it is disruptive not only to them, but to their class as well.

For student safety, parents must ensure that their children do not arrive at school until the official starting time and do not remain on school grounds after official closing time, as supervision is not provided.

Hot Breakfast

Breakfast is available to all children from Kindergarten through 5th grade starting at 7:40am. Please enter through EXIT 7 (Oberlin Street).

ARRIVAL:

- **3K/PreK at 8:00am** Enter through the gate in the large schoolyard on Parkinson Avenue. Please (see images) for which doors to enter through. Exit 3
- **Grades Kindergarten - 5th** will enter through EXIT 7 on Oberlin Street (see images).
- Students **Kindergarten - 5th eating breakfast** may enter at **7:40am..**
- **The entrance doors close at 8:02am.** After the doors close, students must go around to the front entrance to sign-in. Students arriving after **8:03am** are considered **late**.
- **Bus students** enter through the Main Entrance on Reid Avenue and are met outside by school staff.
- For safety purposes, parents are **not permitted** into the school building during arrival or dismissal.

DISMISSAL:

Dismissal Time Schedule:

3K/PreK will dismiss at **2:05pm Exit 3 - Schoolyard**

Kindergarten and Grade 1 will dismiss at **2:10pm Exit 4 - Schoolyard**

Grades 2 -5 will dismiss at **2:15pm Exit 7 - Oberlin Street**

Bus students will be walked to the bus via the Main Entrance.

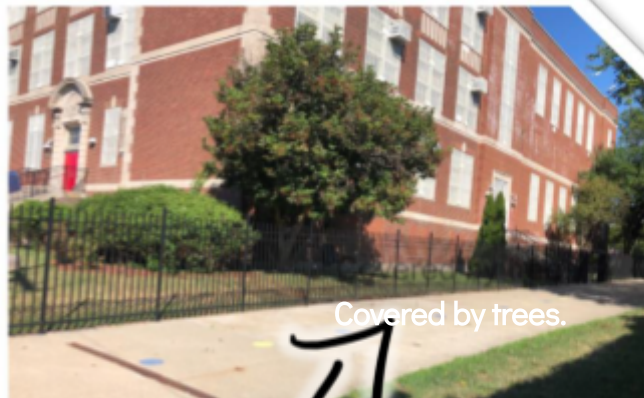
Students attending **after-school programs** will remain in the school building and will be dismissed by the after-school staff via the Main Entrance.

To ensure the safety of all of our students, we can **ONLY release children to those adults listed on the Emergency Card / Blue Card.**

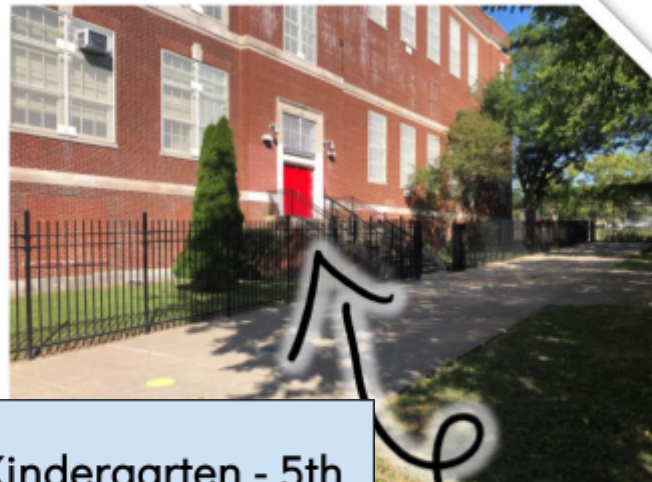
Window of Safety and Security: 1:45pm – 2:20pm - No visitors will be permitted in the building during this window, including pick-ups. Parents may pick up their child before 1:45 pm.

*****If you DO NOT want your child put on the bus, or have a change in pick-up, please CALL THE MAIN OFFICE at 718-987-5155 by 12:00pm. Please do not email, Dojo, etc., as these are sometimes missed. We try to prevent mishaps, and due to our many systems, it is difficult to make accommodations after this time each day.*****

ARRIVAL & DISMISSAL PROCEDURES



Covered by trees.



All students grades **Kindergarten - 5th Grade** will enter Exit 7 on Oberlin Street for Breakfast/Arrival (7:40am)

Grades 2-5 Dismissal Door (2:15pm)

Large Schoolyard on Parkinson Avenue



Exit 4: Grades K, 1 Dismissal door (2:10pm)
Grade 2-5 Sibling Dismissal (2:15pm)

Exit 3: 3K/PK Arrival (8:00am) and Dismissal (2:05pm)

ARRIVAL & DISMISSAL PROCEDURES

EARLY DISMISSAL:

Although discouraged, students may be dismissed before the end of the regular school day under the following conditions:

1. When a written request from the family has been received in advance of dismissal time, the request should state the child's name, grade, class, the reason for leaving, the exact time of dismissal, and with whom the child will be leaving. This request must be approved in the office.
2. When a family member (18 or older) comes to the main office and requests the release of his/her child, the student will then be called to the office. Families are asked to sign their child out in the office for early dismissal and should **always** be prepared to present a government-issued **picture ID**.
3. At **no time** will the school release a child to anyone other than the parent or legal guardian or those on the **BLUE CARD**. **Please understand that this is for your child's protection.**

Students are not permitted to leave school grounds on their own at any time during the school day. Students who are ill and in the nurse's office will not be allowed to walk home. A parent/guardian or other designee (18 or over) must come to the school and sign the student out.

***There is NO Early dismissal after 1:45pm.** All parents/guardians must follow normal dismissal procedures at this time.

Arrival and dismissal are the busiest times of the day. We ask that you please use patience and understanding, during the drop off/pick up time. Thank you for your continued support to keep our children safe.

LATE PICK-UPS:

- Any student who has not been picked up will be taken into the auditorium and parents/guardians will be contacted. Students will be signed out at the security desk including the time of pick-up.
- To ensure the safety of all of our students, we can **ONLY release children to those persons listed on the Emergency Card / Blue Card.**

Because our team has many commitments (professional development, university coursework, or our own families), it is difficult for us to accommodate late pick-ups. Please help us maintain the safety of all our children by picking up your child on time and communicating changes in arrangements by calling the Main Office. We can help to connect you with local programs to assist after-school needs.

PARENT-TEACHER CONFERENCES:

Non-attendance days (no school for students) will occur for Parent-Teacher Conferences in November and March.

ARRIVAL & DISMISSAL PROCEDURES

SIBLING DISMISSAL:

We implement a sibling dismissal procedure for our students (Grades K-5). 3K and Pre K students are not included in sibling dismissal.

Older siblings in grades 2-5 will be dismissed by their teachers and will internally walk to their younger sibling's exit door Exit 4. Staff will assist students. Parents of siblings will wait at Exit 4 for their children.

This will begin on Monday, September 16, 2024.

Grade	Exit
Kindergarten -1 and Ms. Perau	#4 - Schoolyard
Grade 2-5 and Ms. Tepedino Siblings ONLY	#4 - Schoolyard

ATTENDANCE POLICY

Regular, on-time attendance is very important. Children who are absent unnecessarily miss vital classroom instruction time. Repeated absences may have a negative effect on a student's progress, work habits, and attitude.

Our first concern when a child is absent is to verify the child's safety. For that reason, the school office must know the whereabouts of your child(ren) when they are absent or will be late arriving at school. **State law requires** that all student absences be verified.

- When your child is absent or late, parents/guardians are required to call the school to notify the staff of your child's absence.

When a child is absent and the family has not called to report the absence, the school will attempt to verify the child's safety by contacting parents/guardians using the contact numbers provided to the school. Please be sure that your child's school has all current phone numbers on record.

TYPES OF ABSENCES:

1. illness with doctor's note stating school exclusion;..
2. bereavement with documentation;
3. religious holiday observance with documentation; and
4. court proceeding with documentation.



Documentation provides a legal basis for the absence used in Department of Education reporting. If, at any point during the year a student's attendance rate falls below 90%, Public School 46 will issue formal letters of warning to families. Students who are chronically absent and/or late may be considered for hold over.

Public School 46 will reward students who have 100% attendance rates and will implement other incentives that reward student attendance and on-time arrival.

VACATIONS

Taking students out of school for vacations is strongly discouraged and is considered an unexcused absence.

DRESS CODE

GENERAL EXPECTATIONS

SCHOOL UNIFORM POLICY

While our school does not have a mandatory uniform policy, we encourage our students to wear spirit wear as often as possible. We would like all students to wear PS 46 gear each Friday that is not designated a special school spirit day. Our students will have a variety of options to choose from, and while our uniform policy is not mandated we encourage them to wear their PS 46 gear and be proud to show their school spirit!

Hats, caps, or head coverings of any kind may not be worn in class unless they are required for religious observance. In warmer months, it is important that students dress appropriately. Tank tops must cover shoulders (i.e., straps should be wider than one inch), and be age-appropriate (Tops should have higher necklines and waist should be covered. No belly shirts.). Be mindful of the length of shorts and skirts. If wearing skirts, it is suggested that students should wear shorts underneath, as they often sit on the floor or ground. For safety reasons, students are not to wear flip-flops or slides to school. All shoes should be flat-heeled. Students are expected to participate in recess, dance and physical education daily. To participate in these daily activities, students must wear closed-toe shoes with rubber soles.

#CHOOSEKIND MONDAYS

Children and staff are encouraged to participate in Choose Kind Mondays. In an effort to encourage kindness and respect, we start the week with an encouraging motto to “CHOOSE KIND”. Children and staff wear kindness gear in the form of shirts and sweatshirts that portray kindness quotes. Parents have the option to purchase kindness shirts through the school or on their own.

THINGS TO KEEP AT HOME

Please keep the following items at home and do not bring them to school: Candy, beverages in glass containers, expensive accessories, permanent markers, electronics, smart watches, video games, etc..

LOST AND FOUND

We encourage teaching children to be responsible for their belongings, including their backpack, coat, lunchbox and supplies. However, we know that sometimes items turn up without their owners! Please label the items your child brings to school, from school supplies, to sweaters, and lunchboxes. We will return lost labeled items to students daily. Any items found without a label will be placed in the Lost and Found. Please reach out to parent coordinator Meital Elfassy if your child is missing an item at melfassy@schools.nyc.gov or 718-987-5155.

FAMILY COMMUNICATIONS, PTA and SLT

Consistent communication contributes to student's success in school. Forms and notices come home from many sources. Please take advantage of the avenues of communication below.

WEB APPLICATIONS

The PS 46 staff utilizes several communication platforms: **School Email, School Website and Class Dojo**. These platforms are a great way to communicate with families. These communication applications are a free, safe way to keep families up to date with what is happening in the school community and in the classroom. Be sure to speak with our Parent Coordinator Meital Elfassy and your child's teacher to learn how to join. Additionally, we have an Instagram and Twitter account where photos are posted.

- **School Website:** <https://www.ps46si.org/>
- **Instagram:** <https://www.instagram.com/ps46sid31/?igsh=%3DdDUxOWNkZ3JmNXN2>
 - **Username:** PS46sid31
- **Twitter:** <https://x.com/PS46R>
 - **Username:** PS46R
- **ClassDojo:** <https://www.classdojo.com/>

BACKPACK MAIL

Backpack mail is the most direct communication between families and teachers. Every day after school, families should get into the routine of checking their child's backpack for any notes from the teacher or school. Families should use the school folder to send notes to the teacher with dismissal routines, meeting requests or other questions or concerns.

COMMUNICATING WITH TEACHERS AND STAFF

Teachers are not able to speak to families during instructional time. You will need to make an appointment to speak with them. Your teacher will explain the best way to contact them throughout the school year. Other ways to communicate with your teacher besides the school folder is to call the Main Office and leave a brief message for the teacher with the Parent Coordinator Meital Elfassy. We use Class DOJO.

EMAIL AND CLASS DOJO MESSAGES

Teachers check their email and Class Dojo regularly, however, it is not checked during instructional time. Therefore, these should be sent only when necessary and used for non-urgent matters. Your child's academic progress, learning expectations or behavioral concerns are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher.

FAMILY COMMUNICATIONS, PTA and SLT

Email and Class Dojo Messages are good for:

- Setting up a meeting, either by phone or in-person. State the reason and staff will be prepared to discuss it further with you.
- A general, non-urgent question.
- Sending a quick note or brief information you would like the teacher to know.

Email and Class Dojo Messages are NOT good for:

- Sharing or discussing personal, sensitive, or confidential information
- Requesting services
- Dismissal changes
- Urgent matters

These are best addressed with a phone call or meeting. Also, sometimes additional staff may be looped in as they have more knowledge or are better equipped to support you.

Setting up a strong line of communication between parents, teachers, and staff helps make a successful school year. When questions or concerns arise regarding your child's grades, homework, behavior, or anything classroom-related, you should first contact the classroom teacher. Most questions or concerns can be addressed at this level. However, if further resolution is required, then it is logical to communicate with someone at the next level.

- ❖ Classroom Teacher
- ❖ Parent Coordinator
- ❖ Assistant Principal
- ❖ Principal

FAMILY COMMUNICATIONS, PTA and SLT

SCHOOL CLOSINGS AND WEATHER INFORMATION

By 6:00am on days with severe or unusual weather conditions, the Chancellor will decide to close or delay the opening of New York City public schools. School information will be announced on the following radio stations: WINS (1010 AM), WCBS (880 AM), as well as television- NY1 (Channel 1 on Time Warner Cable). In case of a two-hour opening delay, all students who arrive at the two-hour delay time will be considered punctual and will not be marked late. On delayed days, regular school buses will run two hours later in the a.m. Regular dismissal time will be the same for that day. Neither individual schools or school districts can independently dismiss students early. Only the Chancellor can make that decision through radio and television announcements.

THE PARENT TEACHER ASSOCIATION (PTA)

The Parent Teacher Association (PTA) is a self-governing committee made up of PS 46 parents that provides enrichment programs for students, resources for families, classroom support for teachers, community engagement, and meaningful activities for the families of the PS 46 school community. The PTA Executive Board adopts its own bylaws that abide by the rules outlined in the Chancellor's Regulation A-660 (CR A-660). The PTA is required to have two meetings per month; one for planning and the other to inform the school community. All positions are 1 year term limit and on a voluntary basis. Why Join the PTA? PTA 718-987-5155 EXT. 5030

- PTA creates a village that helps to raise our kids and strengthen our community.
- PTA links families to important school and community information.
- PTA hosts fun, educational programs and events for our children and families.
- PTA raises money to support the specific needs of our school.
- PTA offers kids the opportunity to explore the arts and develop critical thinking, teamwork and creativity.
- PTA tracks policies so we can advocate for what's best for our students, families and schools
- PTA provides leadership opportunities that increase your impact, skills, visibility and connections.
- A slate of proposed PTA officers is developed each spring by a Nominating Committee of the PTA and the election for PTA officers is held at the PTA's annual meeting in May.

The members of the Executive Committee of the PTA for the 2024-2025 school year are:

- President: Besa Abdullahu
- Secretary: Maria Rivera
- Treasurer: Jacob Abdullahu

THE SCHOOL LEADERSHIP TEAM (SLT)

The School Leadership Team (SLT) is composed of the Principal, Assistant Principal, PTA officer and elected teachers and elected parents.

The SLT develops the goals and objectives to meet the needs of the students and the school's educational program aligned with the school's budget. The SLT assists in the evaluation and assessment of the school's educational programs and their effects on student achievement.

The SLT plays a significant role in creating a structure for school-based decision-making, and shaping the path to a collaborative school culture. The SLT is responsible for developing the school's Comprehensive Education Plan (CEP) using the capacity framework that consists of rigorous instruction, a supportive environment, collaborative teachers, effective school leadership, strong family-community ties and trust.

FAMILY COMMUNICATIONS, PTA and SLT

Elected SLT members serve a two-year term, with elections taking place during the May general membership meeting; after the PTA executive board has been voted on.

SLT meetings are held one Wednesday evening each month. Meetings are open to all parents to observe, however, only SLT members may vote and participate in conversation during the meeting.

TRANSPORTATION

BUSING

Transportation eligibility is based on a student's grade level, walking distance between home and school, and existing accommodations based on a medical condition, housing status, or safety assessment.

- Students who live less than a half-mile from the school are not eligible for busing
- Grades K-2 who live at least a half-mile from school
- Grades 3-5 who live at least one mile from school For more information on bus eligibility here: <https://www.schools.nyc.gov/school-life/transportation/bus-eligibility>

Bus route and stop information can be found in your New York City Student Account (NYCSA).

Please note that yellow bus service is provided by the Office of Pupil Transportation (OPT) and is not a service directly offered or governed by PS 46.

If you have concerns about the bus, you can contact the Office of Pupil Transportation:

- By phone: **718-392-8855** – Monday – Friday from 5:30 a.m. – 7:30 p.m.
- By email: pupiltransportationteam@schools.nyc.gov
- Be sure you know your child's
 - o 9-digit OSIS number
 - o AM Route & PM Route
 - o Stop number and location
 - o Bus company phone number

Additional information can be found here:

www.optnyc.org/parents.information.htm

[Student Transportation Information](#)(find route information by OSIS #)

New York City Student Account (NYCSA)

KEY INFORMATION FOR FAMILIES

When communicating with the bus company, OPT, or the school about your bus service, be sure you know your child's AM Route & PM Route, stop number and location, and bus company.

If a bus is late or does not come to your stop, your first step is to contact your bus company. Only the bus company has up-to-date information about problems and delays on a bus route—this information is not communicated to PS 46. You will get assistance fastest by phoning the bus company.

A bus stop that is not used for too many consecutive days will be removed from the bus route in accordance with OPT regulations. If your child is not going to be using your stop for more than three days in a row, you should contact the bus company to ensure that your stop is not removed. Please note that this is especially important if you are the only family assigned to your stop!

Please note that bus drivers are only responsible for driving the bus. We teach students the expectations for bus behavior

SCHOOL SAFETY

School Safety is a top priority at PS 46. Our entire community contributes to the procedures and protocols that keep our children safe.

Our School Safety Agent Maria Siopis is stationed in the building whenever classes are in session and when teachers are working. The School Safety Agent's job is to keep our children, families, and staff safe. She does this by keeping careful records of visitors, screening who comes into the building, monitoring our security cameras, and ensuring all doors are locked from the outside at all times. We have security cameras in the hallways and along the perimeter of the building, door alarms that alert our staff if an alternate exit has been opened, as well as a silent panic alarm system that signals local law enforcement when pushed.

For safety and security, parents are not permitted to escort their child into the school building. With the exception of 3K/PK classes, parents are not permitted to go to their child's classroom unless they have a previously scheduled appointment with the teacher.

A few more notes on Safety & Security at PS 46, as per the NYCDOE:

- School Safety Agent (NYPD) at the main entrance
 - The front desk staffed at all times when school is open
 - Direct communication with School Safety, Level 3, and Borough Safety Director
- Cameras outside the building and in common areas within the building
 - Monitored at all times when students are in the building
 - Zoom function
 - Record function
- Emergency buttons in the school that directly connect to NYPD and Emergency Response
- ID check and sign-in
- All perimeter doors are locked and have door alarms
- Building Response Team (BRT)
- Safety Team
 - Monthly Safety Meetings
 - 12 Emergency Drills per school year
 - Students and staff practice protocols in the event of an emergency
- The School Safety Plan is submitted each year and is approved by the Borough Safety Director and the NYPD
- For more information: <https://www.schools.nyc.gov/school-life/safe-schools/emergency-readiness>

EVACUATION / FIRE DRILLS

Evacuation / Fire Drills are held throughout the school year to prepare students and staff for an emergency situation in which the building needs to be evacuated. Each year, the school conducts at least 8 fire drills. During a fire drill, it is expected that all students remain quiet and follow the directives of the teacher. All students are to quickly and quietly exit the building. Please stress to your child the importance of these rules and review them at home. Please speak with your child's teacher if s/he has any sensory needs and might have difficulty with the loud noises of the fire drill. We can make accommodations and/or work with your child so that s/he is not fearful.

LOCKDOWN DRILLS

Lockdown drills are held to prepare students and staff for a threat within the school building or in the immediate area surrounding school premises. Each year, the school will conduct at least 4 lockdown drills. During a lockdown drill, all students and staff are required to be in a locked location, and remain quiet and out of the line of vision.

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. Safe, supportive school environments depend on students, staff and families demonstrating mutual respect. We want to promote responsible student behavior and an atmosphere of dignity and respect by establishing guidelines to help students as they strive to become productive citizens in a diverse society.

All members of the school community – students, staff and families – 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)

We want all of our students to be able to thrive and learn in a space where they feel safe and valued. ALL students—regardless of their ability, race, ethnicity, language, weight, orientation, national origin, citizenship status, religion, or gender—are entitled to learn in a community free of intimidation, bullying and discrimination. Discriminatory practices will not be tolerated.

When problematic behavioral instances arise, we adhere to the Department of Education Discipline Code: [Discipline Code](#)

In addition to logical consequences, we also want to fix the underlying causes of any ongoing issues. We are proactive by using our school-wide PBIS System, SEL embedded into our instructional practices, Kindness in the Classroom, as well as countless opportunities to seize teachable moments to support student interactions and their expression of needs. You can always reach out to your child's teacher and follow up with the Parent Coordinator, School Counselor, Assistant Principal, or Principal as needed.

CELL PHONE POLICY

Cell phones, computing and portable music devices, and entertainment systems, or other devices (such as watches) **may not be taken out, displayed, turned on, or used** during the school day or on school premises for any reason. This includes any of the following: the administration of any school quiz, test, or examination; during school fire drills or other emergency preparedness exercises; in public spaces such as the auditorium, cafeteria, and/or bathroom; during any school trips; while riding school buses; and during after school or any school-sponsored programs. Students are responsible for turning off devices and securing their devices within their personal belongings, where it is not visible and cannot be heard.

Students who violate this policy will be subject to the following, in accordance with the DOE's Discipline Code.

All guidelines and policies established by PS 46 are in accordance with New York City's Department of Education guidelines, the DOE Discipline Code, and the Internet Acceptable Use and Safety Policy.

1. Warning
2. Confiscation of item and return at end of school day
3. Confiscation of item and return following parent conference
4. Confiscation of item, return following parent conference, and student entering behavioral contract
5. Revocation of privilege to bring item to school

PS 46 is not responsible or liable for any cell phones, computing devices, portable music devices, and entertainment systems brought to the school that are lost, stolen, or damaged on school property or during any school-sponsored events.

Here are some ways you can help support your child in safe and responsible electronic use:

- discuss with your child the contents of the PS 46's cell phone and electronics policy – most importantly that devices may not be used at school and the possible consequences
- encourage your child to be a respectful and peaceful citizen – never use an electronic device or social media to engage in harassment, bullying or intimidation, or to take photos or post pictures of others without their consent
- remind your child about the importance of academic honesty and never using an electronic device to engage in cheating or to help others cheat
- teach your child to be responsible for his/her electronic devices
- remind your child that the school is **NOT** responsible or liable if his/her device is lost, damaged or stolen, that it is the child's responsibility to take proper care of his/her device, and that devices may not be charged at school.

We understand that in these times, parents can be concerned about their ability to contact their child, especially during an emergency. Please know that you can always call PS 46 if you need to contact your child during the school day.

STUDENT OF THE MONTH

CRITERIA

Chosen students will be celebrated at the monthly PTA meeting.

- 2 students per class in grades 1 through 5
- 2-3 students per class in kindergarten
- Classmates will help the classroom teacher choose the students of the month
- Students will have good or improved daily attendance/punctuality
- Students will demonstrate respect for self, others and environment
- Students are positive role models to others
- Students show a willingness to help others
- Students work well collaboratively with peers
- Students demonstrate growth and perseverance academically and socially

GRADING POLICY

Report Cards

Report Cards are distributed three times per year according to grade level.

Elementary School Grades K-5

	Marking Period Dates	Report Card Grades Due	Report Card Distribution
MP 1	9/5 - 11/27	12/6	12/13
MP 2	12/2 - 2/28	3/7	3/14
MP 3	3/3-6/26	6/13	6/26

Report Cards

Grade	Marking Periods	(Final) (Column 4 for Elementary)
Kindergarten- 5	MP 1 - 3	Copy of MP 3

A **uniform grading policy** is in effect at PS 46. This policy is to be followed when determining grades for individual students.

School-Wide Grading Scale

Our elementary school (K-5) utilizes the New York City Department of Education Report Card through STARS to provide parents with information on student performance. A five-point grading system is used to measure student progress as outlined below:

Report Card Language	Pass Fail	What does this grade mean?	Numeric Grade	Rubric Scale
ME <u>Exceeds standards</u>	Pass	Passing with distinction in this particular area (Student excels in grade-level standards independently without teacher support.)	95-100	5
MA <u>Above standards</u>	Pass	Passing in this particular area (Student needs little teacher support to excel in grade-level standards taught thus far.)	85-94	4
MT <u>Meeting standards</u>	Pass	Passing in this particular area (Student requires more teacher support yet shows mastery in grade-level standards taught thus far.)	75-84	3
MP <u>Approaching standards</u>	Pass	Passing in this particular area (Student requires frequent support. Student does not show mastery of grade-level standards taught thus far. Student is working within grade-level standards but falls slightly behind.)	65-74	2
MB <u>Below standards</u>	Fail	Failing in this particular area (Student requires frequent support and has no mastery in the particular area. Student is working on standards one or more grade levels below the student's current grade level.)	64 and below	1

GRADING POLICY

Course Mark/Report Card Grades Multiple Measures updated 06-03-2024				
Grades K-2 In grades K-5, students will receive a STARS report card that will report mastery-based grades only (ME, MA, MT, MP, MB) for OVERALL grades and for each competency indicator. OVERALL grades are based on the following percentages.				
<u>Classwork</u> = Completion of tasks; stamina; articulation of thinking, conference notes, checklists, exit slips, self-assessment, peer assessment, progress notes etc. <u>Participation</u> = Turn & talk, peer assessment, group work <u>Effort</u> = Tries to the best of their ability				
K only Reading	Reading Grades	Writing	Math	Social Studies/Science
<ul style="list-style-type: none"> • 5 - All U/L Letters; 26 sounds; 20+ sight words • 4 - Most U/L Letters; 20+ sounds; 15-20 sight words • 3 - half U/L Letters; 15-20 sounds; 10-14 sight words • 2- less than half U/L Letters; less than 14 sounds; less than 9 sight words • 1 - none <ul style="list-style-type: none"> • 50% Reading Level/Early Literacy Skills • 20% formative assessments • 20% Classwork • 10% Participation 	<ul style="list-style-type: none"> • 40% Module, Selection, Weekly Assessments • 30% HMH Growth Measure • 20% Classwork • 10% Participation 	<ul style="list-style-type: none"> • 30% Word Work • 40% Published Writing • 20% Classwork • 10% Participation 	<ul style="list-style-type: none"> • 40% Unit Assessments • 30% Quizzes • 20% Classwork • 10% Participation 	<ul style="list-style-type: none"> • 50% Projects • 20% Assessments • 20% Classwork • 10% Participation
Cluster Grades K - 5 (STEAM, Physical Education, Other)				
STREAM, Physical Education and Art will use a 5-point rubric that takes into account the classwork, participation, behavior, and effort a student demonstrates in a unit of study. Grades are based on the average of scores on rubrics and assessments within a marking period.				

GRADING POLICY

Course Mark/Report Card Grades Multiple Measures updated 06-03-2024			
Grades 3-5 In grades K-5, students will receive a STARS report card that will report mastery-based grades only (ME, MA, MT, MP, MB) for OVERALL grades and for each competency indicator. OVERALL grades are based on the following percentages.			
<u>Classwork</u> = Completion of tasks; stamina; articulation of thinking, conference notes, checklists, exit slips, self-assessment, peer assessment, progress notes etc. <u>Participation</u> = Turn & talk, peer assessment, group work <u>Effort</u> = Tries to the best of their ability			
Reading Grades	Writing	Math	Social Studies/Science
<ul style="list-style-type: none"> 40% Module, Selection, Weekly Assessments 30% HMH Growth Measure 20% Classwork 10% Participation 	<ul style="list-style-type: none"> 20% Word Work 50% Published Writing 20% Classwork 10% Participation 	<ul style="list-style-type: none"> 40% Unit Assessments 30% Quizzes 20% Classwork 10% Participation 	<ul style="list-style-type: none"> 50% Projects 20% Assessments 20% Classwork 10% Participation
Cluster Grades K - 5 (STREAM, Physical Education, Other)			
STREAM, Physical Education and Other will use a 5-point rubric that takes into account the classwork, participation, behavior, and effort a student demonstrates in a unit of study. Grades are based on the average of scores on rubrics and assessments within a marking period.			

Promotion Policy

In accordance with Chancellor's Regulation A-501 and the NYCDOE Promotion Implementation Guide, PS 46 has defined benchmarks and multiple measures that students must achieve to be promoted to the next grade level. Each measure, and its benchmark, represent the content and skills students need to master or show sufficient progress towards, in order to be ready for and successful in the next grade. These grade-level benchmarks, established in September of each school year, will be communicated to students and families to ensure a mutual understanding of what students need to accomplish throughout the year, in order to be ready for the next grade level. The Promotion Policy is designed to ensure that all students in a given grade are held to the same promotion benchmarks and enter the next grade with the same level of readiness.

PS 46 Multiple Measures & Benchmarks For Promotion

For promotion purposes, students must evidence mastery of content and readiness for the next grade, by performance at or above the levels indicated. Multiple Measures have been established separate and apart from the "Course Mark/Report Card Grade" measure, however, Multiple Measures also live inside the "Course Mark/Report Card Grade" measure.

- Grades K-2: students must meet the "Course Mark/Report Card Grade" measure in ELA & Math; if not, then 2 out of 3 of the remaining measures must be met to be "recommended" for promotion. *If not met, then the student is "recommended" as a promotion in doubt or a holdover.*

GRADING POLICY

- Grades 3-5: students must meet the “Course Mark/Report Card Grade” measure in ELA & Math; if not, then 3 out of 4 of the remaining measures must be met to be promoted.
- **Please note, all Promotion in Doubt and holdover designations are decided in consultation with administration using the multiple measures guide and the best interest of the student to make a determination.**
- **Please note, Promotion in Doubt letters are generated in February of each school-year and sent to students and families who may be at risk of not meeting the promotion benchmarks for their grade level in their Course Mark/Report Card Grade.**

Measure	Grade Level	Benchmark	Note
Course Mark/Report Card Grade	Grades K-2 (ELA & Math)	Level MP or higher	Both subjects
	Grades 3-5 (ELA & Math)	$\geq 65\%$	Per subject decision
Periodic Assessments	ELA K-5 (Fountas and Pinnell)	+3 levels from entry (+5 levels in 1st grade)	Towards ELA
	Math K-5 (EoY NYC Performance Assessment)	Scoring protocol provided by publisher	Towards Math
Project-Based Learning Culminating Assignment (PBL)	Grades K-2 (ELA & Math)	Level MP or higher	Per subject decision
	Grades 3-5 (ELA & Math)	$\geq 65\%$	
NYSED Assessments	Grades 3-5 (NYSED ELA & Math)	“MET”	Preliminary Results
NYCDOE Promotion Portfolios	Grades 3-5 (ELA & Math) “Blackline Master”	Scoring protocol provided by NYCDOE	Per subject decision
Attendance	Grades K-5	≤ 20 days	In consultation with administration

Please note from “Attendance” section above: The City requires children ages 6 to 17 to attend school on a full time basis. One of the requirements for passing to the next grade is 90 percent attendance.

Students with IEPs in grades 3-5 with standard promotional criteria will be subject to the guidelines outlined above.

English Language Learners are held to standard promotion standards unless they have been in a United States school system (USSS) for fewer than two years.

Timelines and Procedures for Promotion Decisions in Grades 3 to 5

Decisions regarding promotion will be made with appropriate staff input and parent consultation. The principal will be responsible for all decisions at the school level. Parents of students in grades 3-5 will have the right to appeal a principal’s decision as explained in Section VIII of A-501. **Parents will be advised in the early part of the school year, but not later than the Fall Parent-Teacher Conference following the distribution of**

GRADING POLICY

report cards, that the student is at risk of not meeting standards. This early notification will provide an opportunity to review student work, discuss strategies and interventions, establish benchmarks, and clarify responsibilities in moving the student toward promotion. If the student is still at risk of not meeting the standards as evidenced by student work/grades, written notice to that effect will be sent to the parent no later than February 15th. Records of ongoing parental communication and involvement, i.e., phone calls, report cards, parent-teacher conferences, assessment of the student's work, and instructional interventions will be maintained. However, failure to provide notice to parents shall not be a basis for promotion of the student.

BIRTHDAY CELEBRATIONS

BIRTHDAY CELEBRATIONS POLICY

Birthdays are important milestones; each student will have an opportunity to be celebrated in their classroom.

- Teachers will be celebrating student birthdays the third Friday of every month. Class parents and teachers will help coordinate treats for the children in that birthday month. Classes will be mindful of food allergies when planning these celebrations.
- On the day of the celebration, please plan to drop off cupcakes, brownies or a special treat. Juice, napkins and plates are also allowed. Teachers will facilitate the celebration. Parents are not permitted to join the class for the birthday celebration.
- 3K, PreK and Kindergarten parents please note that **only 3K, PreK and kindergarten students** will celebrate their birthday on a chosen day and not the last Friday of the month. 3K, PreK and Kindergarten teachers will coordinate with individual families in choosing the date for your child's birthday.
- **Goody bags and candy bags are not permitted to be distributed in school.**

Summer Birthdays: Teachers will select 1-2 days in June to celebrate summer birthdays and coordinate with families.

General Guidelines: Please be aware of any food allergies that may pose a health risk for your class and discuss this with the teacher when arranging the birthday celebration.

Private birthday parties: In addition to classroom celebrations, many children will be having a birthday party after school. Invitations are **not** permitted to be distributed in school unless there is an invitation for each child in the class. At the beginning of the school year, parents will receive an email list from the class parent. If parents have given consent, families may contact them via email using the class list distributed by the class parent(s); distributing invitations by hand in the schoolyard is another option.

SCHOOL MEALS

STUDENT MEALS

Breakfast and lunch are FREE and available to all students. Although meals are free, families are required to complete a [Family Income Inquiry Form](#) to help ensure additional funding for the school. Parents and guardians can return a completed paper application to their child's school in September or they can apply online using any computer or smartphone with an internet connection. All parents must fill out the Family Income Inquiry Form regardless if they will be having their child participate in the school lunch program. .

*Please note that if you should decide to send your child to school with breakfast from home, it **MUST** be nut free. Please adhere to this policy for the safety of our staff and students.

3K and PRE-K MEALS

3K and Pre-Kindergarten students eat breakfast and lunch in their classrooms as a part of their school day. 3K and Pre-Kindergarten students **may not arrive early** for breakfast. Breakfast will be served at the start of the school day at 8:00am and lunch will be served from 10:42- 11:35 daily. 3K and Pre-K students will eat a snack each day. Parents are responsible for sending in snacks each day.

Kindergarten through Grade 5 students may eat breakfast in the cafeteria from 7:40-7:55am. Students should not arrive for breakfast before 7:40am or later than 7:50am. Parents are not permitted in the breakfast area.

FOOD ALLERGIES

School Food staff works collaboratively with school administration and the onsite health care professional to ensure that the needs of students with food allergies are addressed. Daily, our menus offer more than one option for students to enjoy. Providing students with menu choices allows each child to select food items that meet their taste preferences and allergy needs.

Unfortunately, it is impossible to establish and maintain a “peanut-free environment” in the school cafeteria. Prohibiting foods containing a specific ingredient, such as peanuts, does not eliminate the possibility of a student’s exposure to that ingredient. Food items that do not contain peanuts may be produced in manufacturing plants that make peanut products, oftentimes using the same production line. In addition, students and school staff may bring peanut-containing foods from home.

There may be instances where PS 46 establishes a “peanut-free” classroom, however, we do not have a “peanut-free” cafeteria or school. As a result, the school has established an allergy table that is closely monitored by trained professionals.

If a child has severe food allergies and is required to have an EPI pen, you must have a completed 504 by the child’s pediatrician. The school nurse trains all staff members in the use of EPI pens yearly. EPI pens travel everywhere with the child by the classroom teacher or paraprofessional.

To support ALL students with allergies and especially students with one to one paraprofessionals for allergies, we would like to build their independence in handling their allergies. As a result, we have developed the following guidelines.

SCHOOL MEALS

In the classroom AND in the cafeteria

- Staff will explain the purpose AND prompt students with allergies to wash their hands before and after eating.
- Staff will explain the purpose AND model cleaning the lunch tables/classroom desks before and after eating.
- Staff will explain the purpose AND model how to deposit trash in the proper receptacle(s) after eating. When in the cafeteria, students with allergies will be prompted to deposit their trash before all other students are called.

Specific Guidelines:

- Depending on the age of the student, they should be prompted to read food labels to check for possible allergens. Adults will serve as a support for this and will be the final checker of the food label.
- Adults will engage in conversations with the child to discuss what specific allergies they have and what symptoms they have when having an allergic reaction. Repeated conversations will support student awareness of their allergies and symptoms.
- A few times per year, the classroom teacher will speak to the parent to share what protocols and supports are happening in the classroom and cafeteria and offer advice to the parent to increase independence at home, if necessary.

OUTDOOR PLAY

OUTDOOR PLAY IN COLD WEATHER

The Health Department strongly encourages outdoor play during winter days. Children benefit from vigorous exercise and should be given the opportunity to play outside whenever possible. Unless it is snowing or there is ice on the playground, low temperatures will not be a barrier to outside play. Please have your child dress appropriately with a winter coat, hat, gloves and scarf. Please ensure the clothing is labeled.