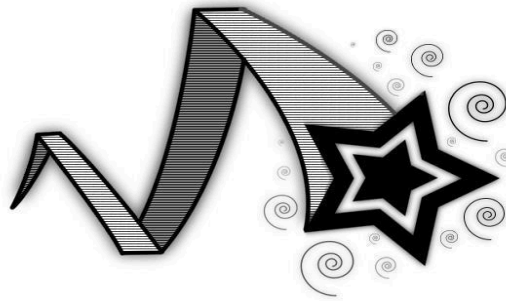




P.S. 55

The Henry M. Boehm School
54 Osborne Street, Staten Island, NY
10312

Phone: 718-697-5200
Fax: 718-356-0114
Website: www.ps55.org



P.S.55

Family Handbook

2026-27



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54 Osborne Street, Staten Island, NY
10312

Phone: 718-697-5200
Fax: 718-356-0114
Website: www.ps55.org

Dear Families,

Welcome to the 2026-27 academic school year! Our entire learning community of staff, administration, and families are here to make this an exciting and successful school year for each of our shining stars.

P.S. 55 is a special place where our students will grow academically, socially, and emotionally. We are dedicated to creating a space that is safe, welcoming, and exciting, a learning environment that enables students to set, work toward, and achieve new goals regularly. Here our youth will acquire the necessary skills to become thriving, confident, literate, college, and career ready global citizens.

We set high expectations for each student and offer standards-based curriculum in all core subjects including reading, writing, math, social studies and science. Additionally, we offer classes in physical education, visual arts, music, and computer science as well as academic and enrichment after school opportunities. P.S. 55 aims to “create an exciting world of learning” for every student.

Be sure to visit our website at: **www.ps55.org** for the calendar, important information, celebratory posts, links to our social media pages, and guidance that will be of support to you and your child/children.

We look forward to collaboratively ensuring all our students will experience a joyful, safe, productive, encouraging, and intellectually stimulating school year ahead.

Sincerely,

Francesca McAuliffe and Dawn Roman

Francesca McAuliffe and Dawn Roman
Principal and Assistant Principal



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10312

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Fax: 718-356-0114
Website: www.ps55.org

Dear Parents/Guardians,

Welcome to the 2026-27 school year! I am excited to help build our partnership in support of your child. At P.S. 55 there are many people on our team – teachers, administrators, and support staff – who are committed to your child’s academic and social emotional success. We look forward to working with your family to make this a wonderful year of learning and growth for your child.

One of the keys to your child’s success will be your ongoing involvement in our school community. Throughout the year you will have opportunities to meet your child’s teachers and attend workshops and information sessions on many different topics of interest. You are urged to participate in PTA meetings and activities, and to attend the many events we host to celebrate your child’s success. As your child’s first and most important teacher, ***your involvement is critical***. We count on seeing you here, as does your child.

As Parent Coordinator, it is my responsibility to be a resource to you. Please reach out to me if you need any support with teachers, parents, or students, and I will do my best to help resolve any questions or concerns in a professional, confidential manner. In addition, I am available year-round to provide information, and help you access resources for your child. Please feel free to call or email when you need my assistance.

It is imperative that you read your emails daily for important updates, as we are paperless at PS55, and all updates will be digital. Please make sure you have access to Operoo to complete forms, your NYC Schools Account for grades, attendance, transportation and more, as well as your child’s Google Classroom for classwork and homework updates and information from your child’s teacher. In addition, the school website is a major source of information. The calendar of events is posted in advance. Visit us at [**www.ps55.org**](http://www.ps55.org). Call or email me if you need assistance navigating any of these important sites.

All of us at P.S. 55 are very happy to have you as a part of our family of learners. Please let me know if there is anything I can do to help you and your child get settled into the new school year.

Sincerely,

Melissa Appelbaum

Parent Coordinator
718-697-5200 ext. 1057
[**MAppelbaum@schools.nyc.gov**](mailto:MAppelbaum@schools.nyc.gov)



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SCHOOL CONTACT INFO

Main Office: 718-697-5200
Parent Coordinator: 718-697-5200 x1057
School Nurse: 718-697-5200 x1055
Fax: 718-356-0114
Website: www.ps55.org
Facebook: <https://www.facebook.com/profile.php?id=100057759245485>
Twitter: <https://twitter.com/PS55SI>
Operoo: www.operoo.com

DOE INFO

DOE Website: www.nyc.gov/schools
Support Hub: <https://supporthub.schools.nyc/>
Transportation Info:
<https://supporthub.schools.nyc/family-topics/Transportation/issues?facetId=ecd6651a-11d5-4cc9-9671-eb903d6df66a>
NYCSA: www.schoolsaccount.nyc

PTA INFO

Co-President: Allison Itsines
Co-President: Jennifer Chiu
Co-VP: Kim Corrao
Co-VP: Laura Lee
Treasurer: Megan Fazio
Recording Secretary: Jennifer Malito
Co-Corresponding Secretary: Katherine Arrao
Co-Corresponding Secretary: Melissa Vaccarino

PTA Email: ps55pta@gmail.com

TABLE OF CONTENTS

[ABOUT PS 55](#)

[ARRIVAL/DISMISSAL/LATENESS](#)

[AFTER SCHOOL PROGRAMS](#)

[ASSEMBLIES](#)

[ATTENDANCE](#)

[BIRTHDAY PARTIES](#)

[BUS SERVICE/SAFETY](#)

[CAFETERIA SERVICES](#)

[CALENDARS 2026-27](#)

[CLASS PARENTS](#)

[CLASS PLACEMENT](#)

[CURRICULUM CONFERENCES](#)

[DISCIPLINE CODE](#)

[DRESS CODE](#)

[DRILLS](#)

[ELECTRONIC DEVICES](#)

[EMERGENCY INFORMATION](#)

[FIELD TRIPS](#)

[HOLIDAY AND YEAR END PARTIES](#)

[MEDICAL OFFICE](#)

[MERIT PROGRAM](#)

[NYC SCHOOLS ACCOUNT](#)

[OPEROO](#)

[PARENT-TEACHER CONFERENCES](#)

[PTA \(PARENT TEACHER ASSOCIATION\)](#)

[RECESS](#)

[REMIND](#)

[SCHOOL LEADERSHIP TEAM \(SLT\)](#)

[SCHOOL SAFETY](#)

[SCHOOL SPIRIT DAYS](#)

[SOCIAL MEDIA](#)

[SUPPORTIVE EDUCATIONAL PROGRAMS](#)

[VOLUNTEERS/CHAPERONES](#)

[MEMO: Procedures on Days with Citywide Emergency Conditions or on Major Storm Days](#)

[MEMO: Guidelines for Volunteer Chaperones and 504 Parents](#)

[MEMO: Guidelines for Homework](#)

[MEMO: Community Safety Information](#)

[MEMO: GRP Summary Sheet](#)

ABOUT PS 55:

PS 55 The Henry M. Boehm School was dedicated on May 10, 1966. Henry M. Boehm was a schoolmaster in Staten Island's Southfield School District Number 30. His school was on Fresh Kills Road, now Arthur Kill Road near Richmond Avenue. After 20 years as a schoolmaster, he became the Richmond County School Commissioner in 1861. He had 24 schools under his supervision.

We have an enrollment of approximately 520 students in grades Pre-K through Grade 5. Our core subjects are Reading, Writing, Math, Science and Social Studies. We offer classes in Music (music appreciation, chorus, violin, and band), Physical Education/Health, Visual Arts, and Computer Science. We offer Special Education Teacher Support Services (SETSS), Academic Intervention Services (AIS), as well as Enrichment Programs. Grade 4 & 5 classes are departmentalized, with teachers focusing on specific subject areas along with reading in all content areas.

The school Administration includes our Principal, Ms. Francesca McAuliffe and Assistant Principal, Mrs. Dawn Roman. Our Parent Coordinator, Melissa Appelbaum is available full time, year-round, as a resource to parents and families.

ARRIVAL/DISMISSAL/LATENESS:

[ARRIVAL/DISMISSAL PROCEDURES](#)

Arrival:

We will be continuing with our stop and drop this year.

- Beginning at 7:45 AM, Grades K, 1 and 2 will drive up to staff on Koch Blvd.
- Grades 3,4 and 5 will drive up to the main entrance.
- We will continue offering hot breakfast. Doors will open at 7:30 AM on Koch Blvd.

Grade	Entrance
Pre K	will enter directly into the classroom from doors on Woods of Arden
Kindergarten	will enter on Koch Blvd, entrance 3 to cafeteria
1	will enter on Koch Blvd., entrance 3 to cafeteria
2	will enter on Koch Blvd., entrance 3 to cafeteria
3	will enter through the main entrance and enter the auditorium
4	will enter through the main entrance and enter the auditorium
5	will enter through the main entrance and enter the auditorium

Dismissal:

Dismissal will take place from 2:16 PM to 2:20 PM for all grades.

All guardians will remain outside of the gate in the designated area at all times.

Students not picked up by 2:20 PM will be escorted to the late room for pick up.

Grade	Exit
Pre K	will dismiss directly from the classroom on Woods of Arden
Kindergarten	K-141 will dismiss out the classroom door K-139 will dismiss out the classroom door K-131 & K-129 will dismiss from exit 4- Koch Blvd near Woods of Arden
1	Exit 3- Koch Blvd near the running zone
2	Exit 3- Koch Blvd near the rainbow
3	Exit 1-Main up the stairs to the right
4	Exit 1-Main to the left
5	Exit 2

**PLEASE NOTE THAT ONLY ADULTS (18 YEARS of AGE or OLDER) LISTED ON THE BLUE CARD MAY PICK UP A CHILD, INCLUDING ANY ADULTS FROM AN OUTSIDE AFTER SCHOOL PROGRAM.
NO CHILD WILL BE RELEASED TO ANYONE NOT LISTED ON THE BLUE CARD.**

If you are picking up your child EARLY, please come to the main office with your ID:

Please....

- **Sign your child out in the main office BEFORE 2:00 PM. No child may be signed out after 2:00 PM.**
- **Refrain from signing children out early after special programs or class trips.**

If you are picking up your child LATE (after 2:20 PM) you will need to come into the building, show ID, and sign out in a Late Pickup book.

A child may not walk home **ALONE** unless a note signed by the parent is on file with the classroom teacher and the main office giving the child permission to walk home alone. This applies only to students in grade 5.

All students riding the bus must wear bus tags. Please make sure your child's tag is replaced if lost. Children may not ride the school bus unless eligible. Contact the Office of Pupil Transportation at 718-392-8855 for eligibility information.

ALL dismissal changes **MUST** be sent in writing **BOTH** to the classroom teacher **AND** to Melissa Appelbaum via email at MAppelbaum@schools.nyc.gov.

TO KEEP OUR CHILDREN SAFE AT ARRIVAL AND DISMISSAL, PLEASE

- **Do not block crosswalks with parked cars.**
- **Do not leave your car running, unattended, double, or triple parked.**
- **Do not park in driveways.**
- **Do not make U-turns from the Stop and Drop locations.**

Lateness:

- School begins at 8:00 AM. Every effort should be made to have students arrive by 8:00 AM.
- Staff members will begin instruction on time, and children arriving late will be a disruption, causing students to lose valuable instructional time.
- Those students not arriving in the classroom with their class, will be marked late (after 8:05 AM).
- Children arriving by school bus will not be marked late if the bus arrives late.

AFTER SCHOOL PROGRAMS:

- Our afterschool program is supported by United Activities Unlimited and is free to families. Registration and start dates are typically released in August. Applications will be submitted through the DYCD website at <https://discoverdycd.dycdconnect.nyc/home> . Emails will be sent to all families once the application is available or you can visit our website at www.ps55.org for instructions regarding registration. Please note that seats are limited, based on funding, and available on a first come, first-served basis. Space in this program is not guaranteed.
- Information is forthcoming about our self-sustaining after school programs. Programs will take place on Wednesday and Thursday during both Fall and Spring semesters.
- Please contact our Parent Coordinator Melissa Appelbaum for more information regarding After School Programs.

ASSEMBLIES:

- Scheduled assemblies will be communicated via email and on the school calendar.
- We encourage children to wear their P.S. 55 school shirts on assembly days.

ATTENDANCE:

- Good attendance is important. We trust you will not keep your child home unless it is truly necessary.
- ***Please do not schedule vacations when school is in session.*** In the event a trip is scheduled, email Mrs. DeSane, TDeSane@schools.nyc.gov, and the classroom teacher when and where your child will be traveling to, as well as your return date. If you will be traveling for an extended period or if you will be missing the start or end of a school year due to travel, there is a form to fill out in the main office.
- If your child is sick, it is understood that the child should be at home recuperating. When your child returns to school after an absence, a note stating the reason for the absence is required. Contact your child's teacher to discuss how to complete missed assignments due to absence.
- ***If your child is absent, you must call the general office*** at 718-697-5200 ext. 1055 by 10:00 AM to leave a brief message. Calls may be made to the answering machine during the evenings. Dial 1055 during the message to be connected.
- When your child is absent, please expect a call from our automated system. The system will call automatically, even if you call our school absence line.
- If your child is absent on the day of an afterschool school performance or event, please note that they will not be allowed to participate in the afterschool event.

BIRTHDAY PARTIES:

- In class birthday celebrations will take place on the final/last Friday of each month, except when holidays interfere, for all children who celebrate a birthday in that month during Period 7 (our last scheduled period). See calendar below.
- Parents can send in a small treat (no drinks, goody bags, pizza parties, balloons) for all students to share on that designated day only. Please confirm with the classroom teacher regarding any food allergies or restrictions that may be present in the classroom.
- Any treats dropped off outside of these dates will be sent back home. Outside party invitations will not be handed out in school.

2026-27 Birthday Celebration Dates **** Dates Subject to Change****

<i>Month</i>	<i>Day/Date</i>	<i>Grade</i>	<i>Time</i>
<i>September</i>	Friday 9/25	K-5	1:30
<i>October</i>	Friday 10/23	K-5	1:30
<i>November</i>	Friday 11/20	K-5	1:30
<i>December</i>	Friday 12/18	K-5	1:30
<i>January</i>	Friday 1/29	K-5	1:30
<i>February</i>	Friday 2/26	K-5	1:30
<i>March</i>	Friday 3/29	K-5	1:30
<i>April</i>	Friday 4/16	K-5	1:30
<i>May</i>	Friday 5/28	K-5	1:30
<i>June</i>	Friday 6/18	K-5	1:30
<i>Summer Birthdays</i>	Friday 6/18	K-5	1:30

BUS SERVICE/SAFETY:

- Bus service is provided for students in kindergarten, grade 1 and 2 if they live a half mile or more from the school. Bus service is also provided for K to 5 who live 1 mile or more from the school. Bus eligibility is determined by the Office of Pupil Transportation (OPT) at the time of registration and is updated yearly. The school does not decide who can and cannot take the bus.
- Door to door bus service is available for special needs students who are eligible and has this accommodation listed on their IEP.
- Transportation information is available through your NYC Schools account at www.schoolsaccount.nyc.gov For Transportation Exception Requests or other transportation information please visit the DOE Support Hub here:

<https://supporthub.schools.nyc/family-topics/Transportation/issues?facetId=ecd6651a-11d5-4cc9-9671-eb903d6df66a>

The following rules have been established to ensure the safety of our students who ride the bus. Be advised that students may be suspended from the school bus for infractions of the rules. Parents will be notified if students fail to follow the rules.

Please review the following expectations with your child:

- Orderly behavior is required at the bus stop and on the bus. Fighting or disorderly conduct may result in suspension or permanent removal from bus service.
- Children are to remain seated and facing front when the bus is in motion.
- Talk quietly and make no unnecessary noise.
- Talk to the driver only if it is necessary.
- Keep head and hands inside the bus.
- Do not litter the inside of the bus or throw anything outside the window.
- All incidents must be reported to the bus matron and/or bus driver immediately.

CAFETERIA SERVICES:

- Hot breakfast is available at 7:30 AM. Doors will open at 7:30 AM on Koch Blvd. All students entering school at 7:30 AM are expected to eat breakfast.
- All pupils have a 50-minute lunch period. They can bring a bag lunch or take a hot lunch provided to all students who want/need one.

Lunch periods:

- **Grades K and 1, Class K/1-121 from 10:45 – 11:35**
 - **Grades 4 and 5, Class 4/5-205 from 11:40 – 12:30**
 - **Grades 2 and 3, Class 2/3-117 from 12:35 – 1:25**
-
- LUNCH IS FREE for every student. EVERY family is required to return the Family Income Inquiry form available at <https://www.myschoolapps.com/Home/PickDistrict>.
 - A monthly lunch menu is available on the Office of School Food website <https://www.schools.nyc.gov/school-life/food/menus/school-lunch-meals>, as well as our school website www.PS55.org.

CALENDARS 2026-27:

NYC Public Schools Calendar: [NYC Public Schools Calendar 2026-27](#)

PS55 Calendar: <https://www.ps55.org/calendar>

CLASS PARENTS:

Class Parents play a valuable role in supporting classroom activities and strengthening the home-school connection. They may help coordinate special events, assist with communication between the teacher and families, and support classroom needs throughout the year. We welcome family involvement and appreciate your partnership in creating a positive school experience for all students.

If you're interested in becoming a Class Parent, please review the guidance below. Class parent interest forms are distributed via Operoo in September and parents are chosen by the classroom teacher. A mandatory class parent orientation is held in September.

Class Parent Information Packet

CLASS PLACEMENT:

Class placement is a thoughtful, intentional process determined by a team of teachers and administrators and based on the student's academic success and well-being. Please alert us of any specific needs your child may have but note that we **CANNOT** accommodate requests for class placement based on teacher preference or sharing a class with a friend.

CURRICULUM CONFERENCES:

In Person Curriculum Conferences will be held on September 30th, 2026. Teachers will provide an overview of material that will be covered in your child's class and review the standards that are expected. Our Parent Coordinator will also be available to assist you and answer questions. A notice will be forthcoming informing you of the dates and sign on codes for the meetings. **This is not the time to discuss your individual child.** Please make an appointment to speak with the teacher for any individual concerns.

DISCIPLINE CODE:

At our school we believe in fostering a positive, respectful, and safe learning environment for all students. Our approach to discipline is proactive, consistent, and rooted in teaching appropriate behaviors and social emotional skills. It is imperative that you and your child discuss the importance of appropriate school behavior and the consequences when Department of Education regulations are not followed. It is expected that all Public School 55 students behave appropriately and respect the rights of the entire school community. The Discipline Code covers infractions and the range of possible disciplinary and other responses for grades K-5 and grades 6-12, including how students/families can appeal decisions. It also includes the Student's Bill of Rights and Responsibilities. The guide is available in a variety of world languages.

<https://www.schools.nyc.gov/school-life/know-your-rights/discipline-code>

Violations of the discipline code may result in removal from our self-sustaining enrichment activities, celebratory school events, or after school programs.

The standards set forth in the Discipline Code apply to behavior:

- in school during school hours;
- before and after school, while on school property;
- while traveling on vehicles funded by the NYCDOE;

- at all school-sponsored events; and
- on other-than-school property when such behavior can be demonstrated to negatively affect the educational process or to endanger the health, safety, morals, or welfare of the school community.

When misbehavior involves communication, gestures, or expressive behavior, the infraction applies to oral, written, or electronic communications, including but not limited to texting, e-mailing, and social networking.

DRESS CODE:

Although we do not have a formal dress code or wear uniforms, we expect our children to come to school neat and clean wearing appropriate dress that is not distracting. For safety reasons, no slip on or slipper type shoes should be worn to school. Sneakers must be worn for Physical Education. No jewelry should be worn for Phys. Ed. School shirts and fleece are available for purchase from our PTA at the start of the year. We encourage all students to wear red or a P.S. 55 T-shirt on school trips.

DRILLS:

The Dept. of Education has implemented protocols that focus on emergency preparedness in all NYC Public Schools. Every school currently has procedures for emergencies. Drills are conducted throughout the year to prepare our staff and students and make improvements in emergency planning. Under the General Response Protocol (GRP), every school will be conducting drills designed to help prepare all school communities for three different types of response to emergencies that may occur: Evacuation (fire drill), Shelter-in, and Lock-down. **See the GRP Summary (attached) for more information.**

ELECTRONIC DEVICES:

- Grade K-2 students use devices and classrooms for in school use.
- Grade 3-5 students use the Mayoral Provided Devices they were assigned last school year
 - These may travel from school to home as long as the device agreement is signed and on file
- In accordance with the new state law signed by Governor Kathy Hochul in May 2025, **students are not permitted to use internet-enabled devices (smartphones, smartwatches, tablets, etc.) at any time during the school day** - including lunch, recess, hallways, and afterschool programs.

[Cell Phone/Watch Ban FAQ](#)

EMERGENCY INFORMATION:

***SEE PROCEDURES ON EMERGENCY SCHOOL CLOSINGS/DELAYED OPENINGS ATTACHED.**

Each student is required to have a completed Emergency Home Contact Information Sheet filed in the main school office updated annually.

- If your telephone number or address changes, please notify the school in writing immediately.
- Please indicate 3-5 emergency contacts who are over 18 yrs. of age on your child's blue card.
- **We will not release your child to any adult not listed on the Emergency Home Contact Information Sheet. THERE WILL BE NO EXCEPTIONS.**

FIELD TRIPS:

Field trips are scheduled by teachers throughout the school year. These trips are designed to enhance instruction and to expose students to the wonders of our city. You will receive notices of field trips via Operoo well in advance of the scheduled trip date and will be required to sign field-trip permission slips.

We will not accept any phone calls the day of the trip for permission. Costs will vary depending on the

destination. If you need financial assistance, contact our Parent Coordinator, Melissa Appelbaum at 718-697-5200.

- If you are asked to chaperone a class on a field trip, please enter through the Main entrance, sign in at the Security Desk and remain in the lobby to wait for students to board buses.
- **Please review the Guidelines for Volunteer Chaperones and 504 Parents, attached.**
- Being a chaperone for a school trip is not a reason to sign your child out of their regular school day program early. Children are asked to remain at school until the end of the school day.

Nurse for a school trip:

- A teacher request for a trip nurse does not automatically equate to a substitute staffing agency RN presence on the day of the trip. Trip nurses are contracted through third-party agencies and travel to their assignments from outer boroughs and the states(NJ, PA, CO, LIC, etc).
- Only Nurse-Dependent students with active MAF on file require the presence of either a Nurse or a parent(designee) during the trip.
- Parents (designees) of the Nurse-dependent student(s) will be offered priority to chaperone the trip.
- Teachers and school administrators are not permitted to administer any medications to the students, with or without written permission from the parents. The only exception would be an Epi-Pen or Glucagon since prompt action is crucial in saving a life.
- Students who are designated capable of self-care/self-administer or self-administer under adult(not a nurse) supervision do not need a nurse on a trip (Refer to the Trip Policy).

HOLIDAY AND YEAR END PARTIES:

We celebrate Halloween/Harvest Day. Our students will be allowed to wear their costumes to school to participate in the celebration. Please make sure that your child can walk safely and is able to toilet themselves in their costume. Masks, inflatable costumes and accessories are prohibited for the safety of the children.

The following procedures will be in place for Thanksgiving (November 25), winter holiday (December 23), Valentine's Day (February 12) and year end (June 25) class parties:

- Class parties will be held period 7 on the designated date
- K-5 class parents only will be allowed into the classroom for the last period of the day on the designated date.
- December class parties will be held the day before vacation begins.
- The end of year party will be held the day before school ends in June.
- There will be no fast-food parties.

MEDICAL OFFICE:

Our school nurse can be reached by calling 718-227-9360.

- 504 Forms must be **updated yearly** with the School Nurse.
- Inform the nurse of any and all health issues such as asthma, allergies, cardiac, orthopedic, etc.
- All allergies need to be documented and brought to the attention of the nurse and teacher.
- Any injury that warrants a cast, sling, crutches, wheelchair, etc. will require a clearance note from the doctor and should indicate any restrictions. Please contact the Main Office with this information so we can support your child's needs.
- Child Health Plus (medical coverage) is available for all children. Contact the nurse for details.

- Dietary restrictions due to medical issues can be accommodated in the school cafeteria when medical documentation is brought to the nurse.
- Students that show signs of illness (fever, sore throat, cough, etc.) will be sent to our Nurse who will contact you to pick up your child. The nurse will give you specific instructions that must be followed.
- If students arrive at school with a visible injury the classroom teacher will send them to the nurse for an evaluation.

MERIT PROGRAM

Our School Merit Program is designed to recognize and celebrate positive student behavior, effort, and citizenship. Students earn merits for demonstrating our core values—such as respect, responsibility, kindness, and perseverance—both in and out of the classroom. Merits may lead to individual rewards, class incentives, or school-wide celebrations. This program encourages a positive school culture where students feel motivated and acknowledged for making good choices.

We encourage families to talk with their children about the merits they earn and to celebrate their successes together. Students will earn merits based on the following competencies in order to select rewards from our merit store.

P.S. 55 Merit Program

<u>Self Awareness</u> What is self awareness? • Understanding strengths and limitations • Working toward self-improvement • Recognizing our emotions • Realizing the impact emotions have on behavior Examples: • Teaching a peer • Asking clarifying questions • Asking for feedback • Giving an opinion when asked • Showing awareness of your strengths	<u>Self Management</u> What is self management? • Regulating emotions • Staying focused • Managing time • Remaining calm • Adapting to change Examples: • Delayed gratification • Staying focused, avoiding distraction • Ability to accomplish tasks • Emotional regulation
<u>Relationship Skills</u> What are relationship skills? • Practicing teamwork • Showing leadership in group settings • Seeking or offering help • Building relationships with others Examples: • Appearing polite and kind • Communicating respectfully • Stepping up to help peers • Working well with others	<u>Social Awareness</u> What is social awareness? • Recognizing differing lived experiences • Expressing gratitude • Demonstrating compassion • Practicing empathy Examples: • Acting respectfully towards peers • Considering others' perspectives • Collaborating to accomplish tasks

<u>Goal Directed Behavior</u> What is goal-directed behavior? • Taking action in your behavior • Showing initiative to meet a desired outcome • The capacity to plan our actions • Persisting to reach our goals Examples: • Setting a goal • Showing initiative to reach goal • Persevering when faced with challenges	<u>Personal Responsibility</u> What is personal responsibility? • Being dependable • Following timelines to meet deadlines • Holding ourselves accountable for our actions • Positive professional/ personal development Examples: • Being conscientious or diligent • Offering help to peers • Being dependable • Remaining on task
<u>Decision Making</u> What is decision making? • Analyzing choices • Learning from past experiences • Using values to guide actions • Solving a problem Examples: • May appear responsible, confident, or flexible • Weighing options • Evaluating decisions put into action • Accepting responsibility for actions	<u>Optimistic Thinking</u> What is optimistic thinking? • Being confident • Thinking positively about yourself • Thinking positively about situations • Actively working to make positive change Examples: • Carrying yourself with confidence • Positive self-talk • Positively talking about others • Looking forward to the future • Expressing high expectation of oneself

NYC SCHOOLS ACCOUNT:

Every family must sign up for a NYC Schools Account. With a NYC Schools account, you will be able to view your child's attendance, report card grades, transportation or IEP information and general student

information in one of ten languages on a computer, phone or tablet. To set up an account, you must be your child's parent or legal guardian and live at the same address as he or she. You will also need an email account. If you have more than one child attending a NYC Public School, you can link all of them to the same NYC Schools account.

You can register for a NYC Schools account in two ways:

- Use the NYC Schools Account Creation Code provided in the letter from your school, OR
- Visit your Parent Coordinator in person to receive a temporary password.

Please log into www.schoolsaccount.nyc to verify that your account is active, and review the contact information under the Parent/Guardian tab. This information will be used for all communication from the DOE, and it is important to make sure it is as accurate and up to date as possible.

OPEROO:

- Our school sends **all** important notifications by email. It is imperative for you to be alert and check your email daily.
- Our best effort will be made to send all office Operoo emails between 2:30 PM and 3:00 PM whenever possible.
- Operoo forms will continue to send email reminders until the form has been completed. To reduce repeated emails, please complete your Operoo forms as soon as possible.
- If your email address or phone number has changed contact our Parent Coordinator, Michele Clark at 718-697-5200 ext. 1057 or mclark20@schools.nyc.gov.

PARENT-TEACHER CONFERENCES:

- Parent-Teacher Conferences are held two times a year; November and March. Dates are as follows:
Thursday, November 5, 2026 Afternoon and Evening
Thursday, March 3, 2027 Afternoon and Evening

PTA (PARENT TEACHER ASSOCIATION):

Our Parent Teacher Association (PTA) is a vital part of our school community, working to strengthen the partnership between families and staff. The PTA organizes events, supports school initiatives, and helps enhance the educational experience for all students.

All families are encouraged to join and participate - whether by attending meetings, volunteering, or contributing ideas. Your involvement makes a difference and helps build a stronger, more connected school community.

- All parents/guardians of students currently attending P.S. 55 are members of the PTA. You are strongly encouraged to support and participate in as many PTA meetings and functions as possible.
- Meetings are held once a month, usually the third Tuesday (see calendar of each month).
- All meetings are remote until further notice. A link to join each meeting will be sent out on Operoo and can be found at our website www.PS55.org.
- PTA by-laws are available upon request.
- **All PTA volunteers must remain in their designated area and are not permitted to visit other classrooms, their child, other staff members, or move about the building without supervision.**

RECESS:

Lunch should be a relaxed and enjoyable time for the children, but it must also be safe and orderly. Weather permitting, children go into the schoolyard for supervised play during recess, which may be either before or after they eat. In times of inclement weather, students generally watch a video in the auditorium, or play board/card games. **Please dress your children appropriately in the wintertime (hats, gloves/mittens, scarves) as students will engage in outdoor recess play as long as weather conditions are not too severe.**

REMIND:

- Remind will be used for classroom communication reminders or reminders for events only. **No individual student progress will be shared via Remind.**
- If there are any individual concerns, please email the teacher during regular office hours. Please allow at least 24 hrs for a response. **Please note teachers will not respond during instructional time or outside of their contractual hours.**
- Office hours for teachers are Monday 8-4 and Tuesday - Friday 8-2:20 PM.

SCHOOL LEADERSHIP TEAM (SLT):

The School Leadership Team (SLT) is a collaborative group of parents, teachers, and administrators who work together to develop and support the school's educational goals. The SLT helps create the school's Comprehensive Educational Plan (CEP) and ensures alignment between school priorities and student needs.

Meetings are held monthly and are open to the school community. Parent representatives are elected and serve as a voice for families. Your input and participation are always welcome!

- Meetings are held once a month. The team is composed of parents, teachers, and administrators. The team addresses school concerns and writes the school's Comprehensive Education Plan (CEP).
- Parents are invited to attend these meetings as an observer. Please contact our Parent Coordinator if you would like to observe a meeting.
- Minutes from the meetings are posted on the school bulletin board in the Main Lobby and can be requested from our Parent Coordinator.

SCHOOL SAFETY:

In order to visit the school, you **must** show identification and sign in with the School Security Agent. The safety of our students and staff is a top priority. All visitors must enter through the main entrance and show valid ID to receive a visitor's pass. After signing in, visitors will wear their pass at all times while in the building and return the pass to the School Safety Agent upon exiting the building. The visitor will then report to the main office, show valid ID where an office staff member will direct you.

For security reasons, side doors should never be used for entry, and visitors are not permitted to roam the building without authorization. If you need to drop off items or speak with school staff, please check in at the main office first.

We appreciate your cooperation in helping us maintain a safe and secure school environment.

[SAFETY/VISITOR CONTROL PROCEDURES](#)

Please make appointments in advance to see teachers or administration.

- You will not be permitted to go to your child's classroom without an appointment.
- **At no time are parents to wander the halls or visit any classroom without an invitation or appointment.**
- All doors are alarmed. Leaving the building by exits other than the Main Door will sound an alarm throughout the school building.
- No smoking on school grounds. Smoking on school grounds is a violation of the NYC ordinance regarding smoking in or around a school.
- Please do not bring dogs/animals onto school property, unless arranged by the Principal or Assistant Principal.

SCHOOL SPIRIT DAYS:

Periodically throughout the school year there will be School Spirit Days. These are theme days such as Neon/Tie-dye Day, Pajama/Fleece Day, and Favorite Sports Team, etc. Please check the monthly calendar on our website at www.ps55.org.

SOCIAL MEDIA:

Please monitor your child's use of social media or group chats. Being responsible for the content you or students post is important in all social media or group chat environments whether at home or at school. Only post accurate information and be accountable for what you say. Failure to respect another's privacy or inappropriate use of social media or group chats is considered cyberbullying and is subject to the DOE Discipline code:

<https://www.schools.nyc.gov/school-life/know-your-rights/discipline-code>

SUPPORTIVE EDUCATIONAL PROGRAMS:

If you have concerns about your child's academic progress, behavior, or development, you have the right to request additional support. Families may reach out to the classroom teacher, school counselor, or an administrator to discuss their child's needs and available interventions.

If you believe your child may have a disability and requires special education services, you can make a written request for an evaluation for an Individualized Education Program (IEP). The school will review the request and follow the appropriate steps outlined by the Department of Education.

We are committed to working in partnership with families to ensure every child receives the support they need to succeed.

- The School Assessment Team (S.A.T.) consists of a Social Worker and School Psychologist. Referrals by teachers or parents of children who might be experiencing difficulties socially, emotionally, or academically may be made to the Principal in writing. After a thorough study by the S.A.T, a plan for intervention services is developed with the input and approval of the parent.
- Review the guidance below when requesting an evaluation for your child
[IEP Guidance](#)
[IEP Referral Protocol](#)

Our school uses a Multi-Tiered System of Supports (MTSS) to ensure that every student receives the academic, behavioral, and social-emotional support they need to thrive. MTSS is a proactive, data-driven framework that provides targeted interventions based on each student's individual needs.

- [MTSS Overview](#)

Enrichment programs will also be provided during the school day and in the After School Program

VOLUNTEERS/CHAPERONES:

We welcome and appreciate family members who volunteer or serve as chaperones for school events and trips. Your involvement enriches our school community and helps create memorable experiences for students. All volunteers and chaperones must follow school safety protocols, including signing in at the main office, wearing a visitor badge, and remaining with their assigned group or role at all times. While volunteering or chaperoning, adults are expected to model respectful behavior, follow staff directions, and prioritize student safety at all times. Failure to follow these expectations may result in the loss of volunteer or chaperone privileges and/or restricted access to the school building.

- Please note that all chaperones for field trips are chosen by the classroom teacher.
- All in-school visitors/volunteers must present ID at security and sign in with the main office or the event sign in sheet.
- Please refrain from signing your child out after an event to minimize disruption in the classroom and the main office.
- All PTA volunteers must remain in their designated area and are not permitted to visit other classrooms, their child, other staff members, or move about the building without supervision.



P.S. 55

The Henry M. Boehm School
54 Osborne Street, Staten Island, NY
10312

Phone: 718-697-5200
Fax: 718-356-0114
Website: www.ps55.org

Procedures on Days with Citywide Emergency Conditions or on Major Storm Days

Dear Parent/Guardian:

This letter explains the procedures we follow on a day with citywide emergency conditions or a major storm day. **Do not call the school.** The Chancellor will make an announcement to all public schools in the city on whether to close schools or delay their opening. If schools are closed all students will participate in remote learning. This announcement is made in consultation with other City officials. All authorized delayed openings will result in the regular starting time being two hours later (Please note that, in addition to this two-hour delay, any small group instruction, tutoring or test preparation, will be cancelled, as well as all field trips, all adult and continuing education activities, and all after-school activities – see below.)

- By 6:00 am, the decision is announced on the 311 Information Line, on the Department of Education website Home Page (which can be accessed at <http://schools.nyc.gov>) and on the following radio stations in the city: WINS (1010 AM), WCBS (880 AM), WABC (770 AM), WLIB (1190 AM), WADO (1280 AM), WBLS (107.5 FM), WNYE (91.5 FM), as well as the following television stations: WCBS (Channel 2), WNBC (Channel 4), WNYW (Fox Channel 5), WABC (Channel 7), Univision Channel 41, and "NY 1" (Channel 1 on Spectrum/Time Warner Cable television). Major radio news stations, such as WINS (1010 AM) and WCBS (880 AM), should be listened to on portable radios in the event of a major blackout.

Regular Day: 8:00 AM to 2:20 PM

Delayed Opening: 10:00 AM to 2:20 PM

Our Parent Coordinator may be reached at: mclark20@schools.nyc.gov

When there is an authorized citywide school closing or delayed school opening, the following will be cancelled unless the Chancellor makes an announcement to the contrary: all field trips, tutoring or test preparation at the start or at the end of the regular school day, all after-school programs (including Community-Based Organization after-school programs on public school sites), all after-school program transportation (including transportation to after-school programs at Community-Based Organization sites), all Adult and Continuing Education classes, all Young Adult Borough Centers, and all evening GED programs.

When there is an authorized citywide delayed school opening, school buses will run, but their arrival times will be delayed by two hours. Morning prekindergarten programs within public schools will also be cancelled.

It is expected that when there is a delayed opening, all end of day extra sessions will be cancelled. As a result, all students will be dismissed at the regular time. However, if citywide emergency conditions or a storm worsen, the Chancellor may have to announce an early dismissal. The Chancellor will notify bus services of the earlier dismissal schedule. You should advise your child to tell the teacher if no one will be at home at the time of an authorized early dismissal. You should have plans in place with a relative, friend or neighbor in case your child is released early, and you will not be at home to care for him or her. Your child should know of your plans. Please note that you must have listed that relative, friend or neighbor on the school's **"EMERGENCY CONTACT SHEET"** because schools are not authorized to release pupils to persons not listed on that card. You may also identify on the sheet a person or persons who should not have access to your child, as well as indicate the actions you would like the school to take if none of your listed contacts can be reached. The school will follow your recommendations as much as possible. **It is important that you make certain that the sheet is up to date.** If your child takes a school bus, school staff will remain in school with the bused children until buses arrive for dismissal or until your child is picked up.

If you have a child with a disability, you should use your discretion in deciding whether to send him or her to school when there is a delayed opening. If your child has medical or other health issues requiring nursing or other services during the school day, including services requiring a nurse or paraprofessional to ride on the bus, you should consider not sending your child to school. Please be reminded that your child will not be picked up if a nurse or paraprofessional who is required to ride with him or her is not aboard the school bus.

Again, please don't call the school. Contact the 311 Information Line, access our website www.ps55.org, and listen to the radio or television stations listed above for information.

Thank you for your cooperation.

Sincerely,

Francesca McAuliffe

Principal



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Guidelines for Volunteer Chaperones and 504 Parents

Dear Parents/Guardian,

At PS 55, we believe that class trips provide a valuable educational experience for students. Field trips increase student knowledge and understanding of a subject and add realism to the topic of study. Without the help of volunteer chaperones, most field trips would not be possible. Thank you very much for giving your time and support to these important activities. In order to help ensure that class field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a class trip chaperone:

Chaperones are to be on time, sign in at the Security Desk and wait in the school lobby for the class to come down. Chaperones are not to go to the classroom.

The classroom teacher or trip coordinator will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. If you have questions regarding these guidelines, please talk to the teacher.

All school rules apply on school sponsored field trips. Chaperones are expected to comply with school policies, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students. The chaperone will follow the trip plan developed by the teacher.

In order to comply with school policy, before or during the field trip, chaperones:

- Must follow school safety protocols, including signing in at the main office, wearing a visitor badge, and remaining with their assigned group or role at all times.
- Are expected to model respectful behavior, follow staff directions, and prioritize student safety at all times. Failure to follow these expectations may result in the loss of volunteer or chaperone privileges and/or restricted access to the school building.
- May not use or possess alcohol or other drugs
- May not use tobacco in the presence of, or within the sight of, students
- May not administer any medications, prescription or nonprescription, to students except in cases of a 504 parent administering to their own child (or another adult if authorized by student's parent/guardian).

Students must be supervised at all times while at a school sponsored event. As a chaperone, you will supervise a group of students, helping them learn and making sure they behave appropriately. Students must stay with you, their chaperone, at all times. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Please be on time. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs. Do not use your cell phone for non-emergency or non-trip related purposes.

School rules related to student behavior apply. Ensure that students do not get involved in any extra activities not pre-approved by the supervising teacher. While you are responsible for student behavior, it is the responsibility of the teacher to discipline a student. Do not discipline any student. Alert the teacher. Eating and drinking are not permitted outside of designated areas and predetermined times. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student. Siblings and family members may not accompany chaperones in a school sponsored field trip (unless authorized by Principal/Assistant Principal).

Sincerely,

Francesca McAuliffe
Principal



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Guidelines for Homework

Dear Families,

Homework is an important part of reinforcing classroom learning, building responsibility, and developing independent study habits. Students are expected to complete homework regularly and to the best of their ability.

Assignments are designed to support grade-level skills and should be manageable for students to complete at home with minimal assistance. If your child is consistently struggling with homework or if you have concerns, please reach out to the teacher so they can provide support.

We appreciate your partnership in helping your child develop strong study habits and a love for learning.

In order for parents to become familiar with our school's homework policy and procedures, we are presenting the following outline for your information:

1. In Kindergarten simple assignments will be given which should take no longer than 10 to 20 minutes.
2. In Grades 1 and 2 - approximately thirty minutes per day will consist of reinforcement of basic reading and math skills taught that day. Assignments will also include reading independently or to a parent. Long-term assignments in the form of short research projects and projects that integrate different subject areas will be assigned occasionally.
3. Grade 3 – Homework assignments should reinforce reading and math skills taught each day. Home study may be assigned, and written work may form part of the assignment. Assignments in these areas can be projects or research as well. Book reviews and writing assignments will be stressed on this level. The time required should be approximately 45 minutes.
4. Grades 4 and 5 – Homework should be a minimum of 45 minutes. Assignments should reinforce basic skills in the various subject areas in addition to reading and math. These assignments include home study as well as written assignments. Special projects that integrate reading and one or more of the other subject areas will be included. Book reviews and independent research assignments are also required on this level.
5. At times new material will be given to students to prepare for the next day's instruction.
6. We ask that homework and official notices are read, checked, and signed by parents each night.
7. Homework assignments will be clearly communicated on a daily basis.

Guardian Support

Families can provide support by:

1. Provide additional reading and research material that will assist your child.
2. Show an interest in your child's work by making yourself available to listen to what they have learned. Encourage your child's best efforts as often as possible.
3. Provide a suitable time and place for your child to complete homework and study.
4. Take your child to the public library. It can provide resources that will enrich your child's homework assignment. There are also e-books available at www.nypl.org.
5. Check your child's rest, work, and play periods so that there will be enough time for each activity.
6. Attend open school conferences and parent meetings when possible.
7. Check your child's book bag for information every day. Read all notices and newsletters that come home with your child.
8. Make an appointment to speak to your child's teacher, guidance counselor or a supervisor when a special home study problem arises. Contact the school by phone or letter when necessary.
9. Check for completion, accuracy, and neatness when your child finishes an assignment. All work should be completed by the student (not the parent).
10. Request daily homework assignments for short-term absences and, if possible, home instruction for extended absences. (We will not provide homework in advance for students on vacation during student attendance days).

We feel strongly that an effective school program of instruction is strengthened through a meaningful program of home study. It is essential for pupils to complete homework assignments on a regular basis to meet the increasing demands of the learning process and higher performance standards. Failure to complete assignments on time may be reflected in report card grades and will be an obstacle to your child's success.

Homework not only enriches the school learning experience for the child, but it also develops in pupils a sense of responsibility, self-reliance, and pride. It reinforces work-study skills and develops study habits. It helps pupils to learn how to balance their time wisely. The home and the school must work together as partners in the education process. We appreciate your partnership.

Sincerely,

Francesca McAuliffe
Principal



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Community Safety Information

Dear Parents and Members of the PS 55 Community:

Welcome to our school community. This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should not take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the Parent Coordinator's Office as well as the Security Desk.

You can find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at <http://www.criminaljustice.state.ny.us> or by calling 1-800-262-3257, or through the subdirectory of level three (high risk) registered sex offenders maintained at the NYPD, One Police Plaza, Room 110 C, New York, New York. The website can also be accessed through the Department of Education's website, www.nycenet.edu, through the Office of School Intervention and Development home page.

Finally, if our school is located in the same zip code where the sex offender resides, we will provide copies of the notification to all parents of children in our school. These procedures are part of our continuing effort to provide a safe environment for all children in this school.

Sincerely,

Francesca McAuliffe
Principal

GRP Summary Sheet for Teachers and Students

The General Response Protocol (GRP) has been designed (in collaboration with the "I love U guys" Foundation) to provide all schools with the direction they will take when an emergency incident occurs. At its core is the use of common language to identify the initial measures all school communities will take until first responders arrive. In every incident, school administrators will need to assess the unique circumstances that will affect how the GRP is implemented.

Each protocol has specific staff and student actions that are unique to each response. In the event that a student or staff member identifies the initial threat, calling 911 and administration is required.



Lockdown (Soft/Hard) – **Soft Lockdown** implies that there is no identified imminent danger to the sweep teams. Administrative teams, Building Response Teams, and School Safety Agents will mobilize to the designated command post for further direction. **Hard Lockdown** implies that imminent danger is known and NO ONE will engage in any building sweep activity. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders.

"Attention: We are now in Soft/Hard Lockdown. Take proper action."

(Repeated twice over the PA system.)

Students are trained to:

1. Move out of sight and maintain silence.

Teachers are trained to:

1. Check the hallway outside of their classrooms for students, lock classroom doors, and turn the lights off.
2. Move away from sight and maintain silence.
3. Wait for First Responders to open door, or until hearing the "All Clear" message: **"The Lockdown has been lifted"**, followed by specific directions.
4. Take attendance and account for missing students by contacting the main office.



Evacuate – The fire alarm system is the initial alert for staff and students to initiate an evacuation. However, there may be times when the PA system and specific directions will serve as the alert initiating an evacuation. Announcements will begin with "Attention", followed by specific directions. (Repeated twice over the PA system.)

Students are trained to:

1. Leave belongings behind and form a single file line. In cold weather, students should be reminded to take their coats when leaving the classroom. **Students in physical education attire WILL NOT return to the locker room.** Students without proper outdoor attire will be secured in a warm location as immediately as possible.

Teachers are trained to:

1. Grab evacuation folder (with attendance sheet and Assembly Cards).
2. Lead students to evacuation location as identified on Fire Drill Posters. **ALWAYS LISTEN FOR ADDITIONAL DIRECTIONS.**
3. Take attendance and account for students.
4. Report injuries, problems, or missing students to school staff and first responders using Assembly Cards.



Shelter-In – "Attention. This is a Shelter-In. Secure all exit doors." (Repeated twice over the PA system.)

Students are trained to:

1. Remain inside of the building.
2. Conduct business as usual.
3. Respond to specific staff directions.

Teachers are trained to:

1. Increase situational awareness.
2. Conduct business as usual.
3. The Shelter-In directive will remain in effect until hearing the "All Clear" message: **"The Shelter-In has been lifted"**, followed by specific directions.

BRT members, floor wardens, and Shelter-In staff will secure all exits and report to specific post assignments.