



PS 158

Dina Ercolano, Principal
Janice Liao, Assistant Principal

1458 York Avenue, New York, NY 10075 tel.212.744.6562 fax.212.772.8424

Family Handbook

September 5, 2019

Dear PS 158 Families,

It gives us great pleasure to welcome you to a new and exciting school year!

We are looking forward to partnering with you to make your child's experience at PS 158 the best it can be. We offer many opportunities for you to be a part of the learning that goes on here. Coming soon, we will have Curriculum Night, please look for more information shortly. Workshops designed and presented by our staff on topics such as Literacy, Mathematics and Social Emotional Learning are also offered over the course of the school year. We also host regular Family Mornings, where you can spend time with your child in his/her classroom. Your attendance at these events will provide you with information that will help us work together in supporting the best education that we can provide for every child.

For up-to-date information please visit us at www.ps158.org. We look forward to a wonderful school year!

Warmly,

Dina and Janice



PS 158

Dina Ercolano, Principal
Janice Liao, Assistant Principal

1458 York Avenue, New York, NY 10075 tel.212.744.6562 fax.212.772.8424

Our School Community

Welcome to our School Community! PS 158 is committed to maintaining a safe and supportive learning environment that is free from harassment, intimidation and/or bullying. Whether you are a family that is new to our school, or are returning to PS 158, we look forward to working together to maintain a school community that is safe, caring and cognitively engaging. To get the year off to a smooth start, kindly take time to review the following policies and procedures with your child.

When you give respect it is returned to you. We all need to care for each other. We need to remember how powerful our words can be. We are thoughtful when choosing our words and speak with a soft kind voice.

We live here. Let's take care of our space. Our teachers and custodians take very good care of our building. In order to keep our building clean, families are asked to refrain from bringing food into the classrooms. Students are expected to be aware of their garbage and help keep the hallways and bathrooms clean.

Safety first. We want you here every day. We do not run in the hallways and we are careful on the stairs. During safety drills students are expected to be quiet, carefully listen for directions and stay with their class. We do not leave the schoolyard or cafeteria without asking a supervisor. In the schoolyard we do not play rough and use polite language.

Personal Belongings. We are a community with shared supplies. We will supply sports equipment for recess. Please do not bring toys and any electronic items to school. Cell phones are permitted in the school building, if they are turned off and remain in the students' backpacks. These items may be retained by school staff until they are able to be returned to a parent.



PS 158

Dina Ercolano, Principal
Janice Liao, Assistant Principal

1458 York Avenue, New York, NY 10075 tel.212.744.6562 fax.212.772.8424

Important Procedures

Visiting the School

If parents and visitors require access to the building outside of student arrival and dismissal times, parents and visitors must **sign in with the School Safety at the Security desk, obtain a visitor's pass and proceed to the 2nd floor Main Office to be announced.**

If you are here for a scheduled appointment the Main Office staff will notify the teacher/staff of your arrival and the teacher/staff will meet you in the Main Office.

Arrival and Dismissal Procedures

Please refer to the attached Arrival and Dismissal Locations and Procedures policy

Strollers and Scooters

Strollers and scooters are NOT permitted in the building as we have been advised that they pose a safety hazard. They must be parked outside of the school building at least 10 feet away from the entrances at arrival and dismissal. Strollers and scooters MAY NOT be left outside the school during the day.

Breakfast Program

Breakfast service begins at 7:45 A.M.

Late Arrivals

The school day begins at 8:30 A.M. Any student entering the building after 8:30 A.M. – 8:40 A.M. should go to their classroom. If a student cannot go by themselves, parent can sign-in and walk their child to the main office. An adult will escort them to their classroom. Parents may not go to the classroom with their child. Any student entering the building after 8:40 A.M must secure a late pass from the main office. *All lateness will be noted on the child's attendance record.* Lateness is disruptive to your child and to the entire class, therefore is important that the children begin their day with the class.



PS 158

Dina Ercolano, Principal
Janice Liao, Assistant Principal

1458 York Avenue, New York, NY 10075 tel.212.744.6562 fax.212.772.8424

Attendance

It is vital to your child's development and success to come to school every day and on time. In the event of an unavoidable absence, parents are to email their classroom teachers and copy the Parent Coordinator, Mary Semack, mary.semack@ps158.net and email to report this absence. Please indicate in the email if illness is the cause of the absence. Parents should submit a doctor's note to the classroom teacher when a child is absent 3 days or more. Only absences of any length supported by medical documentation will be noted as a medically-excused absence. If you have a question about the recording of an attendance, please see your classroom teacher.

Parents will be contacted when a child has been absent 10 or more days (cumulative) without explanation. This is done to make sure parents are updated regarding attendance.

Illness

If your child is not feeling well he/she will be sent to the nurse. If your child has a fever or is too uncomfortable to stay in class the nurse will call the parent. Any trip to the nurse will result in a form that is sent home in your child's folder.

Early Pick-Up

If your child needs to leave school early, please go to the Main Office and request that your child be sent down. You then need to sign the child out. Please do not go to your child's classroom and please do not leave with your child without signing out. You are welcome to take your child out for lunch during their lunch period. There is a separate sign out log for lunch.

Afterschool Programs

Students attending Club 158 will meet in the small cafeteria at the designated dismissal time. Students attending other extended programs, such as the 92nd St. Y, will be sent to their appropriate tables and picked up by a staff member from that group.

Late Pick-Up

Children who have not been picked up will be brought to the late table in Room 208 after 2:50 P.M. Parents or an emergency contact will be called. Parents are reminded that school personnel are not available to supervise children after 3:30 P.M. Students not picked up by 3:30 P.M. will be placed in Club 158 after school program and families may be charge for a drop-in fee. **The late table is to be used for emergencies only.**



PS 158

Dina Ercolano, Principal
Janice Liao, Assistant Principal

1458 York Avenue, New York, NY 10075 tel.212.744.6562 fax.212.772.8424

School Climate

Lunch periods:

Pre K (2 classes), K and 2nd: 10:45-11:35

Pre K (2 classes) Grades 1 & 4: 11:35-12:25

Grades 3 & 5: 12:25-1:15

We want our students to enjoy their lunch and have fun at recess. But, most of all we want them to be safe. These expectations will help to keep lunch and recess fun and safe for everyone:

- ❖ For the safety of everyone in the lunchrooms, only walking is permitted in the lunchrooms.
- ❖ Children must not leave the cafeteria or schoolyard without permission from a supervising adult.
- ❖ Children must use quiet and respectful voices to classmates and adults.
- ❖ Please use plastic, non-breakable containers in the lunchroom.
- ❖ Children must bring their coats to the lunchroom (even on inclement days).
- ❖ Sports equipment and toys (balls, jump ropes, etc.) are provided. Only the equipment provided by the school may be used in the yard.
- ❖ Recess staff is available to help organize games and activities.
- ❖ Children must “freeze” when the whistle blows and listen to instructions given by adults.

A SAFE, SUPPORTIVE AND INCLUSIVE SCHOOL

PS 158 adheres to the tenets of the NYC DoE Citywide Behavioral Expectations to Support Student Learning.

You will find a direct link to the expectations on our school website: www.ps158.org.

As a school we rely on Restorative Justice practices: a process for building a strong community and supporting those in conflict. As a community we include those who have acted, those who have been directly impacted as well as the wider school community. The dialogue process used is shared openly with all participants, and



PS 158

Dina Ercolano, Principal
Janice Liao, Assistant Principal

1458 York Avenue, New York, NY 10075 tel.212.744.6562 fax.212.772.8424

guided by a community member. The process ends when actions have been found that bring mutual benefit.

In the event a student is involved in an incident at school (inappropriate or dangerous behavior) the school will undertake an investigation at the time the incident is reported to a staff member. The nature and extent of the investigation will depend upon the incident. A parent or guardian will be contacted unless the circumstances of the incident don't warrant it. When a parent or guardian is contacted, please realize that we will only discuss your child. It is a breach of confidentiality to discuss any other child, and we are sure that you would want that same protection for your kids.

The success of maintaining a safe environment is dependent upon the responsiveness of each member of our school community. We are counting on your cooperation to keep us all safe and to maximize your child's instructional day.



PS 158

Dina Ercolano, Principal
Janice Liao, Assistant Principal

1458 York Avenue, New York, NY 10075 tel.212.744.6562 fax.212.772.8424

Contact Information

Main Number: 212-744-6562

Principal: *Dina Ercolano, Room 212*
dina.ercolano@ps158.net

Assistant Principal: *Janice Liao, Room 209*
janice.liao@ps158.net

Main Office: Room 213
School Secretary/Registration: *Elizabeth Cruz*

School Aides: *Nayda Tinsley*
Jesse Vargas

School Based Support Team
IEP Teacher: *Emily Fein, Room 205E*
emily.fein@ps158.net
School Counselor: *Lauren Lynch, Rm 208*
Lauren.lynch@ps158.net
School Psychologist: *Haley Greenfield, Room 205W*
Haley.greenfield@ps158.net
Social Worker: *Elizabeth Sarosi, Room 409*
Elizabeth.sarosi@ps158.net

Parent Coordinator: *Mary Semack, Room 210A*
mary.semack@ps158.net

School Nurse: *Sue Sanz, Room 216*
Reshmi Gordhan Room 216

School Safety Officers: *Officer Langhorne*
Officer Gonzalez



PS 158

Dina Ercolano, Principal
Janice Liao, Assistant Principal

1458 York Avenue, New York, NY 10075 tel.212.744.6562 fax.212.772.8424

“Who Should I Contact?”

Reporting an absence

Email Mary Semack and copy the classroom teacher in the email

I have new contact information

See Elizabeth Cruz

My child or I have any questions/concerns regarding anything regarding school

Send an email or a note to the teacher in your child's folder to set up an appointment.

Teachers are not available to meet at drop off or pick up.

My child is having a difficult time socializing, or is unhappy in school

Contact classroom teacher first and/or Lauren Lynch

I have a question about lunch or recess

Contact Nayda Tinsley

I would like to volunteer to help the school

Call or stop by the PA

I have a question about the afterschool program

Call or stop by the PA

I need help with the school bus

Contact Elizabeth Cruz

I am having a problem with my child's MetroCard

Contact Jesse Vargas

I have a question about my child's IEP and the services my child is or should be receiving

Contact Emily Fein

I would like more information regarding a specialty class (art, music, etc.)

Send an email or a note in your child's folder requesting that the specific teacher contact you.

Dina and Janice are happy to meet with parents.

After meeting with classroom teacher and/or Parent Coordinator, and the issue is not resolved, please email Janice.