

PS 124 Parent Handbook

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Directory

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School Mission

UNDER CONSTRUCTION: if you would like to join the mission and vision committee, please contact the office.

School Security/Visiting PS 124

Every individual seeking to enter the school building **must show a valid photo ID** and sign in at our security desk. No one will be permitted to enter the school building, even to visit the main office, without presenting photo ID and checking in at security.

After signing in at the security desk, all visitors must immediately report to the main office. When relevant, visitors will be escorted to their final destination by school staff. **Visitors may not access any portion of the school building without a staff escort.**

Please note: All meals and snacks should be sent with your child at the beginning of the school day (before arriving at school). **Lunches and snacks will not be accepted by school security or in the main office.**

Arrival and Dismissal Procedures

Grade	Location	Arrival Time	Dismissal Time
3K/4K	13 th Street door (exit door 3/5)	8:15 am	2:30 pm
Kindergarten & B-01	14 th Street door (exit door 2/4)	8:15 am	2:30 pm
Grade 1	14 th St. Schoolyard (exit door 7)	8:15 am	2:30 pm
Grade 2	13 th St. Schoolyard (exit door 6)	8:15 am	2:30 pm
Grade 3	14 th St. Schoolyard (exit door 7)	8:15 am	2:30 pm
Grade 4 & B-02	13 th St. Schoolyard (exit door 6)	8:15 am	2:30 pm
Grade 5 & B-03	14 th St. Schoolyard (exit door 7)	8:15 am	2:30 pm

Please note: During early breakfast, the main entrance is locked (between 7:40 and 8:20 am). All students should enter via their assigned arrival door unless participating in the K-5 early morning breakfast program. Students arriving for early breakfast must enter the building via the 13th Street Schoolyard door (Exit Door 6)

3K and 4K Arrival and Dismissal

At arrival, parents/caregivers will enter with their child via the 13th Street door and escort their child directly to their classroom. Adults will sign their child's full name and time of arrival in the

classroom. Late arrivals (after the door has been closed at 8:20) enter via the main door on Fourth Avenue. At dismissal, parents/caregivers will enter via the 13th Street door and go directly to their classroom. Adults will sign out and document dismissal time with staff.

On Fridays, please bring cot bedding home to wash for the following week.

Please note: as it is a fire and safety hazard, strollers and scooters are not permitted inside the school building.

Absence and Lateness

Attendance and lateness is monitored for all students in 3K, 4K, and in Kindergarten – Grade 5. It is important to bring your child **on time to school every day. Drop-off is at 8:15 am.**

Instruction begins in the classroom promptly at 8:20 am. Any students not in their classroom by 8:20 am will be marked late. Research shows student achievement and attendance are closely linked; excessive absences can impact your child’s report card grades.

Please Note: According to NYC DOE policy, students have an expected yearly attendance rate of 97%. Therefore, **students who are absent 5 or more times per year are considered to be chronically absent (excessive/poor attendance).** It is expected that family vacations and other activities are not planned when school is in session. Please send a note with your child following any absence.

Please refer to the DOE School Calendar for all scheduled school holidays/closures:
<https://www.schools.nyc.gov/about-us/news/2023-2024-school-year-calendar>

Schools can note an absence as “EXPLAINED” for religious reasons, illness or emergency, but they are still absences and remain part of the student’s official attendance record.

Medical Emergencies

Students who become ill/injured while at school will be brought to the medical office, located in room 104A, for evaluation by the school nurse. Parent/guardian will be notified of the nature of the injury/illness by DOH nurse by telephone or note home. If a child must be sent home, a parent/guardian will be called to pick up the child.

Students can only be picked up by an adult listed on the child’s blue card/emergency contact card. The adult will need to show photo ID when picking up the child, and sign the child out from the main office (separate from security desk).

Breakfast and Lunch

Breakfast and lunch are served free daily to all children. Our early drop-off breakfast program for children in kindergarten through fifth grade runs from 7:40 – 8:15 am. “Grab and Go” breakfast packs are available to all students at school entrances.

3K and 4K students eat their meals in their classroom; Kindergarten through fifth grade students eat both breakfast and lunch in the cafeteria.

Please note: All meals and snacks should be sent with your child at the beginning of the school day (before arriving at school). ***Lunches and snacks will not be accepted by school security or in the main office.***

Allergy Policy

The Department of Education cannot guarantee its schools to be allergen-free. The risk of exposure is always present. Instead, schools maintain an “allergen-aware” policy. When we are aware that a member of the 124 family has a life-threatening airborne allergy, we ask all members of the school community, and all guests entering our building to refrain from bringing the particular allergen into the school building.

Any child with an allergy or medical alert must complete a medical 504 form. You can request a copy of this form from the main office or the school nurse.

A current member of the 124 community has a **LIFE-THREATENING AIRBORNE SEAFOOD ALLERGY**. As such, we request that **no tuna fish sandwiches or items made with fish/seafood (including shellfish and seaweed) ingredients of any kind be sent into the school building with your child**, either in daily snacks, lunches or for any classroom events involving food. This request is for the entire school year.

This includes all seafood: no fish (whole or in salads) or anything containing fish products, including fish stock, fish oil or seaweed. No shellfish, shrimp, prawns, crustaceans or any other seafood item. With an airborne allergy, simply being in the same room with items such as these could lead to a fatal reaction.

Guidelines for Outdoor Play

The DOE has set forth the following guidelines for playing outdoors: In cold weather, students should still be allowed to play outside whenever possible. Unless it’s raining or snowing, there is snow/ice/debris on the playground, the wind-chill factor is below 26 degrees Fahrenheit or there is a heat, wind or temperature advisory in effect, schools should not prohibit outdoor play based on the outdoor temperature alone. On very cold days, school staff should make sure that students cover up skin, wear warm clothing, and use several layers to stay warm.

Homework

Homework assignments are an extension of classroom instruction. Homework assignments give additional opportunities to reinforce what has been taught in the classroom. At times, these assignments are a component of a larger class project. Homework is checked daily by the assigning teacher. Completion of homework assignments will be used towards student grades.

All students are expected to read (independently or with an adult) daily using individual books, Epic and iReady. Remember to log your child’s reading in their weekly reading log (provided by teacher).

Grade	Expected Daily Reading
3K	10 minutes (with adult)
4K	10 minutes (with adult)
Kindergarten	10-20 minutes
Grade 1	20-25 minutes
Grade 2	25-30 minutes
Grade 3	30-35 minutes
Grade 4	35-40 minutes
Grade 5	40-45 minutes

School Closure

In the event of an unscheduled school closure (for weather or other emergency), students are expected to participate in remote learning via Google Classroom. Student attendance will be determined based on participation in remote instruction and submission of remote assignments by the end of the school day. If a child does not participate they will be marked absent.

Classroom teachers will assist your children in joining their Google Classroom by the end of September.

Please note: In the event of a school closure, no staff will be onsite in the school building. Please reach out to your teachers with or the parent coordinator over Konstella with any questions.

Social/Emotional Learning

Social/Emotional Learning (SEL) has been incorporated into the daily curriculum for all students (3K – Grade 5).

Techniques used each day in classrooms include:

- “RULER” / Mood Meter
 - Recognizing emotions
 - Understanding emotions
 - Labeling emotions
 - Expressing emotions
 - Regulating emotions
- Mindful Moments/Movement
- Unpacking Current Events: how we feel about what’s going on in our world

Student Support Services for students and families are available:

- School Guidance Counselor
- School Social Worker
- Counseling in Schools Social Workers
- SAPIS Counselor (provides in person lessons and group work with students focusing on positive alternatives to drug use)

Emergency Contact Cards

Three copies of the Emergency Contact Cards or “blue cards,” must be filled out within the first days of your child attending PS 124. These cards include your emergency contact information, as well as the list of individuals authorized to pick your child up from school at any time. Please note that students will never be released to any individual not listed on that student’s blue card. If you need to make a change to your child’s blue cards at any time during the school year, please stop in to the main office to do so.

Weather and Storm Procedures

In the event of severe weather, please check your local radio and television stations for announcements regarding school closures or delayed openings. Announcements will also be posted on the DOE website, schools.nyc.gov. Emergency closures will be posted to Konstella as soon as announced by the DOE.

Occasionally weather advisories will lead to after-school programs being cancelled, even as school remains open. Such cancellations will be posted on the DOE website and on Konstella.

Fire and Lockdown Drills

Over the course of the year PS 124 will conduct emergency preparedness drills in the following three categories: evacuation, shelter-in and (hard/soft) lockdown.

Evacuation:

- Often, the fire alarm system alerts staff and students to start an evacuation.
- However, there may also be times when a Public Address announcement starts an evacuation.
 - Announcements will begin with “Attention” followed by specific directions
 - They are made two times.
 - Students are trained to:
 - Leave belongings behind
 - Form a single file line
 - In cold weather, students should be reminded to take their coats.
 - However, students wearing exercise or gym clothes will not return to the locker room.
 - Students without winter coats will be taken to safe, warm location as quickly as possible.
 - Teachers are trained to:

- Grab evacuation folder (with attendance sheet and Assembly cards).
- Lead students to evacuation location as identified on Fire Drill Posters.
- Always listen for additional directions
- Take attendance and account for students.
- Report injuries, problems, or missing students to school staff and first responders using Assembly Card method.

Shelter-In:

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

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

Lockdown:

Soft Lockdown: No Imminent Danger

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

Hard Lockdown: Imminent Danger

No one should sweep the school in a hard lockdown. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders.

In Any Lockdown

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

- followed by specific directions
- Take attendance and account for missing students by contacting the main office.

After School Program

The YMCA After-School program is free and available by enrollment only for students in kindergarten through Grade 5. The YMCA After School Program provides onsite after-school enrichment and homework help daily until 5:30 pm for students in grades K-5. Contact Latiema Chisholm (lchisholm@ymcanyc.org) to sign up for YMCA programming.

NYC DOE Behavioral Expectations

Please take a moment to review the Citywide Behavioral Expectations to Support Student Learning Grades K–5 including the K–12 Student Bill of Rights and Responsibilities and the Discipline Code, available on the Department of Education Website here:

<https://www.schools.nyc.gov/docs/default-source/default-document-library/discipline-code-kindergarten-grade-5-english>