

# P.S. 134 PARENTS' HANDBOOK

2023-2024



## GENERAL INFORMATION FOR PARENTS

Public School 134  
4001 18<sup>th</sup> Avenue  
Brooklyn, New York 11218  
Telephone (718) 436-7200  
Fax (718) 686-2205

Dear Parents/Guardians,

Welcome to P.S. 134. As a school community, we strive to have all students achieve their highest potential. We create a culture of academic excellence that promotes lifelong learners and responsible citizens.

Our mission is to educate your child according to his or her individual needs. Our mission statement is as follows:

“At P.S. 134, we are dedicated to creating a learning environment that strives for excellence and sets high expectations for all students. This is achieved through rigorous standards-based curricula and differentiated instruction. All students are held accountable to meet these standards. Together, the home and school community instill respect and inspire a love for learning.”

All school staff members-administrators, teachers, secretaries, guidance counselors, paraprofessionals, school aides and custodial workers- are committed to supporting your child to meet these expectations. We hope that your child’s years at our school will be productive and fulfilling ones. We have the same concerns about your child that you have. We want your child to be healthy and safe, to grow and develop appropriately, to learn, and to become a responsible and caring person.

In order that we achieve the greatest degree of success, it is important that you and your child follow the rules and regulations of our school indicated below:

#### ARRIVAL OF STUDENTS

- Students in kindergarten and grade one will line up outside the mini building between 8:20 am and 8:25 am. Doors close at 8:25 am and late students must enter through the main entrance.
- Students in grades two through five will line up by the exits near the main building between 8:20 am and 8:25am. Doors close at 8:25 am and late students must enter through the main entrance.
- School begins at 8:20 am.

#### BREAKFAST PROGRAM

- Breakfast will be served daily from 8:20 am through 8:30 am and students eat in their classrooms.
- Parents will not be permitted to remain with their children during breakfast.

## LUNCH PROGRAM

- Lunch will be served daily according to the following schedule

11:10 am to 12:00 pm

12:05 pm to 12:55 pm

12:55pm-1:45pm

- All children are expected to exhibit proper behavior during the lunch period.
- Parents will be notified if their children do not behave properly.

## DISMISSAL

- Regular Dismissal Hours: Monday-Friday 2:30-2:40 pm.
- Parents must wait for their children outside the building in front of the entrance on 18<sup>th</sup> Avenue for grades two through three. Kindergarten, first grade, fourth grade, and fifth grade students will be dismissed in the schoolyard.
- For security reasons, parents will not be allowed to wait for their children inside the buildings.
- If you plan to send a babysitter or another adult to pick up your child each day at school, that person must be listed on the blue Home Emergency Card.
- If you plan to send a babysitter or another adult to pick up your child from school in an emergency, you must give written permission in a letter to the school.
- All adults picking students up from school must have proper Photo ID.
- All children must be picked up by 2:40 PM.
- Children will be released only to an adult listed on the blue Home Emergency Card.
- Parents must send written permission for someone else to pick up their child when that adult is not listed on the card.
- No students will be released between 2:00 pm – 2:40 pm. If you need to pick up your child early, please do so before 2:00 pm. We suggest you make all appointments after school hours or on days when there is no school.

## ATTENDANCE/LATENESS

- All children must attend school daily unless they are ill. Children who are absent must bring an absent note on the day of return signed by the parent.
- Excessive absences affect your child's learning and may impact your child's promotion status. ~~See~~
- Children must arrive no later than 8:20 am. Anyone arriving later than 8:20 am will be marked LATE.
- Children who are frequently absent will be reported to the DOE Office of Attendance for excessive absences.

## UNIFORMS

- P.S. 134 is a “UNIFORM” SCHOOL
- Our parents, staff, and students voted for this option. Students are expected to wear school uniforms daily. The uniform consists of dark blue or navy pants or skirt, white shirt/blouse, dark shoes, blue cardigan sweater
- Gym Uniform: dark blue or navy sweatpants, white tee shirt or school tee shirts and sneakers.
- We do not recommend that students wear jeans to school.
- We suggest that parents write their child’s name on the labels of sweaters and coats, so these pieces of clothing are not lost.
- Children are expected to dress in a manner that is not distracting or disruptive to the overall school’s positive tone of discipline.

## HOMEWORK

- Homework will be given daily in all grades.
- Homework should be signed daily by a parent or guardian.
- Homework should be written clearly and will be checked by the teacher daily.

## SCHOOL VISITS

Parents who wish to see a teacher or supervisor should make an appointment by sending a note with their child or by calling the Parent Coordinator at the school. This will allow the teacher or supervisor to give the parent uninterrupted time. Parents are encouraged to meet with the child’s teacher before meeting with a supervisor. All teachers have allotted remote time in their schedules.

## CELL PHONE POLICY

All cell phones, computing devices and portable music and entertainment systems must be turned off before entering the school and must be stored in backpacks/lockers during school hours. Electronic devices may not be turned on or used while on school property.

## BEHAVIOR

- All children are expected to behave and follow the rules and regulations given by the teachers and staff members.
- Children must demonstrate respect for all adults and other students.
- Children need to respect the personal property of other students as well as school property.
- Parents of children who do not behave will be contacted. A formal pre-suspense or suspense hearing may result, depending on the severity of the misbehavior.
- Parents are expected to read the *Department of Education Citywide Standards of Discipline and Intervention Measures* and sign the tear-off, indicating receipt of such policy.

## BUSING

The bus rules and regulations are made to ensure the safety of all students. To enjoy the privilege of transportation to and from school, students are expected to observe all rules and regulations.

- Parents must be on time at the bus stop to pick their children up at 2:40pm each day, especially in Kindergarten and Grade 1.
- Parents will discuss the rules of bus safety with their children, and both will sign a school bus contract of safety rules.
- Those students who do not follow the rules or directives of drivers and other staff in authority will be subject to disciplinary action. Parents will be notified and suspension from the bus may occur.

## WALKERS/ LATE PICK UP

All walkers are to be dismissed with their classes each day. All late students must be brought to the main office. Parents that don't come on time will have to wait at the security desk.

## SCHOOL SECURITY

In accordance with security procedures outlined by the Department of Education, the following regulations will be observed:

- All visitors to the mini building must come to the main office first.
- All visitors must show a valid piece of identification at the security desk and sign in.
- All visitors must adhere to DOE protocols and regulations.
- All visitors to the school must state their destination to the security agent.
- The agent will issue the pass to the main office. The main office will issue a pass to the visitor's destination.
- All passes are to be returned to the office when you leave.
- If anyone in the school is expecting visitors, the names of the visitors will be given to the security agent or Main Office prior to the visit.
- Parents may not visit classrooms to meet with teachers during instructional time.

## HEALTH AND MEDICATION POLICY

We look forward to a happy and healthy school year for your children. However, we know that from time to time, children do become ill. In the interest of providing a healthy environment for all, please note the following medication policies:

- The blue Home Emergency Card is to be completed with several phone numbers so that a parent, relative or friend can be reached in case of emergency.
- All phone numbers are to be up to date. Parents are urged to send in new information if the phone numbers change during the year.
- Only the adults listed on the blue Home Emergency Card are permitted to pick up a child from school. If a parent needs someone else to pick up the child, written permission must be given to the school.
- Sick students are sent to the school nurse. If the nurse determines that the child is too sick to remain in school, a parent must pick the child up immediately.
- Medication may not be given to any child by teachers, supervisors or other staff members.
- Medication may only be administered by the nurse if the parent has filed a formal request (Medication Administration Form) filled out by the child's family doctor and approved by the Department of Education.
- Children may not bring medicine to school to self-treat.
- If a child is found with medicine, parents will be called to pick up the medicine from the Main Office.

## EDUCATIONAL HIGHLIGHTS

### ELA

At P.S. 134 students are offered a balanced approach to literacy through reading and writing workshops. Within these workshops students work independently and collaboratively to strengthen their skills as readers and writers. Through various approaches, teachers engage and support students in becoming independent readers and writers. The 120-minute literacy block includes reading workshop, shared reading, guided reading, literacy centers, book clubs, writing workshop, read aloud, word study, and teacher/student reading and writing conferences. Teachers meet the students' needs by explicitly modeling and demonstrating during mini-lessons, and by providing opportunities for shared, guided and independent or private practice in reading and writing. The school uses the HMH Into Reading program. Our classrooms are a reflection of P.S. 134's instructional style, with quiet areas for reading, large meeting areas for group discussions and seating that allows for collaboration among students to easily occur.

### INTO MATH

Into Math is in use at P.S. 134 in all grades and lays the groundwork for mathematical literacy. Skills are continuously revisited, developed and extended many times over the course of one year and into the upper grades. Into Math provides for whole group instruction, partner work and individual activities. Students are encouraged to explain and discuss their mathematical thinking in their own words. One component of Into Math allows family members to participate in their child's mathematical thinking. In Grade 5, we incorporate the Algebra for All approach to math instruction.

### SCIENCE

At P.S. 134 every classroom teacher is using a hands-on science program for science instruction in grades K-5. The program helps students develop skills for a lifetime of learning. In addition, grades 2-5 visit the Science Lab at least once a week. The science cluster teacher uses the Amplify science program with all the grades. The Amplify science program is an excellent inquiry-based program, which provides children with many self-discovery opportunities. The science room is equipped with tables, making it conducive for children to work in a group setting. There is an abundance of library books and science materials, which assist in enriching science experiences. The room is also equipped with a large counter, working sink, television, computers and Smart Board.

### SOCIAL STUDIES

Social Studies instruction follows the NYS curriculum. Students are engaged in using nonfiction texts, trade books, maps, and other materials. Students participate in individual and group activities and complete research projects. Trips help to enhance the Social Studies curriculum.

### TECHNOLOGY PROGRAM

Our state-of-the-art computer lab features Dell computers, all wired for the internet. Students learn how to do desktop publishing, graphics, use digital cameras and internet research. Project-based learning is incorporated around K-5 grade curriculum. The computer lab is an extension of the learning being done in the classroom. The fourth and fifth grade teachers worked closely with the technology teacher on collaborative power point research projects involving the grades' social studies and science curriculum. The students learn how to navigate commercial software in addition to many lessons involving word processing skills. These lessons provide and prepare students with the necessary skills when attending middle school and high school.

## ART AND MUSIC

The Project Arts funding helps to support the Art and Music program at the school. The music program consists of singing, performing, and learning to play instruments in Grades K-5 A School Chorus for grades 4 and 5 meets weekly and performs at school assemblies throughout the year.

The Art program is provided to all students throughout the year. The program allows the students to learn a variety of styles and techniques using artistic mediums and materials. Students are taught by an Art teacher, enrichment teachers, classroom teachers and through collaboration with art organizations. Selected students may participate in Art Clubs.

## LIBRARY

Balanced Literacy is extended through the library, which links reading and writing with high quality literature in different genres. The students are engaged in various activities during the year that include Author Studies, Thematic Units and Nonfiction Projects. The library program is integrated with the Social Studies curriculum. Students go to the library and can borrow and return books.

## PHYSICAL EDUCATION

The physical education program offers a variety of activities to support students' overall health and physical growth. Students participate in appropriate grade activities related to gross and fine motor skills, exercises, body movements and games using the Physical Best Program. They engage in both individual and team activities. Students participate in the Dance Festival, Dance Clubs and Field Day programs. All teachers are trained in The Move-to-Improve program.

## TEST TAKING SKILLS

Students prepare for the city and statewide tests through their regular instructional programs and by participating in test preparation sessions. They learn the language, format and thinking required to achieve the academic demands of these tests.

## MEETING INDIVIDUAL NEEDS

P.S. 134 is committed to meeting the individual needs of all its students.

P.S.134 has classes for advanced students in several grades. This program consists of a rigorous academic curriculum. Students are expected to maintain high academic achievement to remain in this program.

All students in grades K-5 are heterogeneously grouped. This type of grouping provides children with equal access to meaningful instruction. It helps all students become active learners and critical thinkers.



Special Education – At P.S. 134 we have Integrated Co-Teaching classes on several grade levels. Special education students in these classes have their IEP (Individual Education Plan) needs addressed through an additional teacher in the classroom. They also participate in all classroom instruction and activities. There are also self-contained special education classes at P.S. 134.

English Language Learner (ELL) students participate in all classroom instruction and activities. These students receive additional support from an English As A Second Language (ESL) teacher to increase their English language skills in listening, speaking, reading, and writing.

#### SUPPORT STAFF

In addition to classroom teachers and special subject teachers, P.S. 134 employs other staff members to provide support to students, teachers, and parents such as:

Literacy Coaches and Math Coach to support teachers in improving instruction to better meet the individual needs of students.

Literacy Teachers who provide specialized reading and writing instruction to meet the needs of at-risk students in small group settings. In addition, Special Education teachers work with both mandated and at-risk students. All these teachers are trained in specific academic intervention programs such as Foundations. A Pupil Support Teacher, Guidance Counselor, and Social Worker meets with students, parents, and teachers to solve individual and group concerns.

Other support staff members include: Speech teacher, ESL Teacher, SAT members and School Nurse.

#### SPECIAL PROGRAMS

*Academic Intervention Programs in Reading* – Students in Grades 1–5 identified as at risk of meeting the standards receive small group assistance during the school day. Several programs include: Leveled Literacy Instruction, Soar to Success, Foundations, Great Leaps and Spire.

*Project Arts* – students explore music and art through activities such as school chorus, keyboard instruction, recorder study, trips, and collaboration with community art organizations.

*Assembly Programs* – all grades perform several times a year in programs that include: singing, dancing, reciting poetry and acting in skits.

*Book of the Month* – Each month teachers in every class read the same book aloud to all students and explore social topics. This helps foster a collaborative atmosphere in the school and helps generate schoolwide discussion and experiences. Student written responses are displayed and celebrated.

*Literacy Celebrations* – Each year there are school-wide activities to celebrate events such as Read Across America and theater workshops.

*Science Enrichment* – The school maintains a partnership with NY Sun works, and Nature-Based NYC.

*Clubs* – Students from selected grades can participate in clubs such as Chorus, Art, and Dance.

*Community Service* – Students in various grades participate in outreach programs to the community. This includes food tastings and school-wide beautification projects.

*School Service* – Students in the upper grades participate in school service programs. They are monitors for the library, technology room, and greeters for visitors.

## MUTUAL RESPECT AND ETHNIC HARMONY

Throughout the year, activities are planned in each grade, kindergarten through five, in fostering mutual respect and ethnic harmony. The activities include classroom lessons, assembly programs, research projects, art displays, music programs and school-wide celebrations. To support this effort, P.S. 134 reaches out to other institutions in the city to broaden the educational experiences of its students. Students in various grades participate in community and school service programs.

## PARENT INVOLVEMENT

*Parent Coordinator-* A full time coordinator works on-site to coordinate outreach to parents, plan Parent Workshops and to help increase parent involvement.

*Weekly Family Engagement Time-* Each teacher has designated time each week to communicate with families.

*Parents' Association-*The Parents' Association plays a vital role in our school. All parents are urged to join and attend monthly meetings.

*School Leadership Team-Parents comprise half of the SLT (School Leadership Team), which meets monthly to make decisions about programs, budgeting, and the Comprehensive Education Plan.*

## BIRTHDAY CELEBRATIONS

Families can celebrate students during dismissal. Parents will be able to accept and/or decline goodies and favors. Children must have permission from their guardians to receive treats and other items at dismissal.

## A SCHOOL THAT CARES

Public School 134 is proud of its achievements. Our brightly decorated hallways and our lively classrooms reflect our students' love of learning and our teachers' dedication to teaching. Our mission is to provide your child with the best possible education. If you have any concerns or suggestions, please do not hesitate to make an appointment to meet with us.

**DEPARTMENT OF EDUCATION CALENDAR  
FOR THE SCHOOL YEAR 2023 -2024**

\*\*\*Please note: This schedule is subject to change by the Department of Education.

2023-2024 School Year Calendar

<u>Dates</u>	<u>Weekdays</u>	<u>Notes</u>
September 7	Thursday	First Day of School
September 25	Monday	School Closed
October 9	Monday	School Closed
November 2	Thursday	Parent Teacher Conferences Half Day of School 11:40 Dismissal
November 7	Tuesday	School Closed
November 9	Thursday	Parent Teacher Conferences Half Day of School 11:40 Dismissal
November 23 and November 24	Thursday and Friday	School Closed
December 25 – January 1	Monday – Monday	School Closed. School Reopens Tuesday, January 2, 2024
January 15	Monday	School Closed
February 19 – February 23	Monday – Friday	School Closed School Reopens, Monday, February 26, 2024
March 7	Thursday	Parent Teacher Conferences Half Day of School 11:40 Dismissal
March 29 - April 1	Friday - Monday	School Closed
April 10	Wednesday	School Closed
April 22 – April 30	Monday – Tuesday	School Closed School Reopens Wednesday, May 1, 2024
May 27	Monday	School Closed
June 6 and June 7	Thursday and Friday	School Closed
June 17	Monday	School Closed
June 19	Wednesday	School Closed
June 26	Wednesday	Last Day of School

