

# PS 107

★ Park Slope BK ★

# Family Handbook

2017-18

PS107

John W. Kimball Learning Center  
1301 8<sup>th</sup> Avenue Brooklyn, NY 11215

718.499.2054

[www.ps107.org](http://www.ps107.org)

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# Welcome to PS 107

## **School Mission**

PS 107 is a neighborhood school that strives to develop responsible, independent and enthusiastic thinkers who enjoy the process of learning and have a genuine respect for diversity. Our standards-based instruction is centered on the workshop model for literacy, mathematics, social studies, and science. We encourage students to think creatively and take responsibility for their own learning. Our students work cooperatively in heterogeneous classrooms, supported by an individualized approach to teaching and learning. In every grade, students publish their own written works and develop projects in math, science and social studies that demonstrate their understanding of the world around them. The arts are integrated into this curriculum, both as distinct disciplines of study and as vehicles for nurturing students' observation and communication skills. PS 107 is strongly committed to involving parents as educational partners and to serving as a resource to our larger community.

# Who's Who at 107

## THE FRONT LINE

### **Principal, Eve Litwack**

Welcome to the new school year. I look forward to meeting all of you and your children in the coming months. PS 107 is a vibrant and caring community. I am privileged to be its steward and am committed to making sure our children receive a well-rounded, academically-rigorous education in a nurturing, safe environment where tolerance and acceptance of differences are celebrated. These goals are fundamental to all we do. I look forward to working with you and your children. Email Ms. Eve at [ELitwac@schools.nyc.gov](mailto:ELitwac@schools.nyc.gov).

### **Assistant Principal, Pascale Pradel**

I am so excited to start this new school year with you at PS 107. I'm looking forward to working with you and your children to ensure a happy and productive year. As the school's assistant principal, I am committed to doing everything I can to contribute to your child's academic success and social and emotional growth. Email Ms. Pascale at [PPradel@schools.nyc.gov](mailto:PPradel@schools.nyc.gov).

### **Parent Coordinator, tbd**

Our new parent coordinator will be starting on Tuesday, Sept. 5<sup>th</sup>. Please come to our Welcome Back Breakfast (9/7), Curriculum Night (9/19) or to one of the Principal Coffee Talks to meet her.

### **Secretary, Donna Bruno**

Donna was born, raised and still lives in Carroll Gardens, Brooklyn. She is the mother of three. Her granddaughters are the sixth generation living in the family home. Before beginning her educational career, she was an Executive Secretary & Physical Therapist Assistant at the International Longshoreman's Association Medical Center.

### **School Safety Agent, Sharon Hosannah**

Agent Sharon is posted in the main hallway and works directly for the NYPD. She is responsible for ensuring that only those who are supposed to be entering/exiting the building actually do. Please be sure to show her your photo ID before signing-in to enter the school.

### **School Nurse, Kara Napoli**

Nurse Kara is at school full-time and works directly with the Department of Health.

### **Guidance Counselor, Sarah Parker**

Sarah Parker is our new guidance counselor. She will be at PS107 Monday-Thursday each week. Sarah was formerly a Special Education teacher at PS39. She did her guidance internship at PS10 and PS321. Email Sarah at [SGreen15@schools.nyc.gov](mailto:SGreen15@schools.nyc.gov).

## CLASSROOM TEACHERS

### Kindergarten:

(K-105)

(K-107)

(K-106)

(K-108)

### First Grade:

Jeannie Garcia (1-202)

Caren Goldberg (1-102)

Donna Moffett (1-101)

Sharon Rauceo (1-207)

### Second Grade:

Siobhan O'Donnell (2-201)

Ariane Rawanduzy (2-205)

Julie Tayala (2-203)

Marissa Wollerstein & Katie Coombe (2-204)

### Third Grade Teachers:

Regina (Gina) Fahmy (3-403)

Rita Palajac & Reni Rajkishun (3-208)

Myeia Reid (3-206)

Tara Troxler (3-303)

### Fourth Grade Teachers:

Tamara Chebar (4-304)

Jennifer Tirado & Renee McAnney (4-307)

Brian Gorenstein (4-308)

Shannon Brown (4-302)

### Fifth Grade Teachers:

Michael Carlson (5-301)

Shirley Hawkins & Michele Dente (5-305)

Ed Shultz (5-306)

## SPECIALTY TEACHERS

Art: Julie Brunner-Cross

Library (K-2): Rosemary Ricci Mullen

Music: Gary DiFranco

Physical Education: Diane DiTonno

Science (3-5): Steve Tomsik

Technology: Marybeth Gazlay

## SUPPORT SERVICES

Academic Intervention Support (K-2): Maryanne Cruz  
Academic Intervention Support (3-5) & ESL: Peg Galella  
SETSS / I.E.P: Sarah Hunt  
Clerical Aide/Family Worker: Samantha Bochbot  
Occupational Therapist: Betsy Irizarry  
Physical Therapist: Michele Gatti  
Psychologist: Pearl Joseph  
Social Worker: Madeline Fisher  
Speech Therapist: Tara Tomasi

## CUSTODIAL STAFF

Merge Custodian: Rich Aureli  
Fire Man: Fremiot Santiago ("Santi")  
Helper: Michael Monaco  
Helper: Awad

## LUNCHROOM

Cook: Lillian McLeod  
Helper: Kathy Skelly

## SCHOOL AIDES

Vivian Fonseca  
Pat Pepper  
Kathy Sheehan  
Elaine Mandelkow

## PARAPROFESSIONALS

Julie Kolenvovic  
Linda Fusco  
Ada Jones  
Loretta Langford  
Lee Biviano  
Additional Para TBD

## CROSSING GUARDS

Laura Giammarino (13<sup>th</sup> St)  
Anita Melendez (14<sup>th</sup> St)

# School Procedures

## Morning Arrival

Free breakfast is available to all children in the cafeteria from 7:45 to 8:15am.

**NO STUDENTS ARE PERMITTED IN THE BUILDING BEFORE 7:45am**

Grade	Arrival Time	School Starts	Place
Kindergarten	8:15am	8:20am	13th St. Yard (Escorted upstairs by parents until Sept. 23 <sup>rd</sup> , if needed)
Grade 1	8:15am	8:20am	13th St. Yard (Students enter on their own)
Grades 2-5	8:10am	8:20am	Students line up in the 14th Street "Big Yard" (enter at 8:10 AM)

ON TIME arrival to school is crucial to your child's education and well-being at school. Please make every effort to arrive on time. Big Yard doors will close at 8:20am and the school bell will ring. Side doors will close by 8:30am. If students are not yet at school, they will need to be escorted to the main entrance on 8<sup>th</sup> Avenue.

## Parents in the Classroom in the Mornings

Parents may escort kindergarten and 1<sup>st</sup> grade children to class on the first day of school. Kindergarten parents may continue (but do not have to) escort their children to class until September 20<sup>th</sup>. After escorting children to their classes, all parents should leave the classroom at the starting bell, at 8:20am. Parents who linger in the classroom in the morning are a huge distraction to students, as well as the teacher, at a critical time when the children need to transition. Beginning September 25<sup>th</sup>, parents need to drop their Kindergarten children at the 13th St. doors to walk to the classrooms independently. They will be accompanied by their teachers until Friday, Sept. 29<sup>th</sup>, when they will be expected to come to classrooms independently. If you or your child has a problem with separating, please speak to the teacher about how best to handle the transition.

## Dismissal

Children must be picked up by a parent/guardian or designated adult. Adult must be either listed on the Emergency Contact Card or approved for pickup via note to the teacher and/or main office. The adult picking up must bring a photo ID. Children must say goodbye before leaving, notifying the teacher that a parent/guardian has arrived. Teachers must be informed in advance of any alternate pick up plans. At 2:45pm, any child not picked up will be brought to the main office. **Half-day dismissal is at noon.** There is no Afterschool on half-days.

Grade	Dismissal Time	Location
Kindergarten	2:40pm	13th Street yard
Grades 1-5	2:40pm	14th Street Yard
After-School	2:40-6pm	Main Entrance Security Guard

## Absences

Regular attendance is critical for student success. If you do not call the office to report an absence, you may receive a call from the office to verify the absence. Excessive lateness and absenteeism will be discussed with the teacher and Principal. The Attendance Teacher, appointed by each district, will be notified if there is no improvement. Children must give an absence note to their teacher upon their return, or the absence will be marked unexcused.

If your child has had a contagious disease (for example chicken pox, strep throat, scarlet fever, etc), the school must be notified. Parents are asked to wait until the student is fever-free for 24 hours without the use of fever-controlling medication before sending the student back.

Although we would like every healthy child in school every day, we understand that there are times when families need to take their child out of school. If you are going on an extended trip or will be out of school for more than 5 days, please fill out a trip form available in the office.

## Lateness

Please be on time. Lateness is an ongoing issue; if your child is late it is difficult for him or her to get settled and it is disruptive for the teacher and the rest of the class. Arriving on time is considered so crucial that consistent lateness in fourth grade can affect your child's chances of getting into the middle school of his/her choice.

Children arriving late must use the front entrance. Students arriving in the classrooms after 8:30am will be recorded as late.

## Early Pick-Up

If you must pick up your child early, please inform the classroom teacher in advance. Only a parent/guardian or designated adult listed on the Emergency Contact Card (over 18 years of age) may pick up a child early. The adult picking up the child must bring a photo ID. Please sign yourself in with the School Safety Officer in the school lobby and go to the main office. A staff member will locate your child. Please sign your child out in the early release book in the main office.

## Lice

There will be four PTA-organized school-wide lice checks throughout the school year. The first lice check will be in September and subsequent checks will be after school holidays. At home, please watch for excessive scratching, a potential sign of head lice. **If your child has head lice, you must notify the school.** Your child must be lice-free before returning to school. Upon return, please bring the child to the office or to the Nurse to have their head checked before returning to class.

The DOE has a "no head lice" policy for all NYC public schools, but no longer a "no nit" policy. Students found to have live head lice will be excluded from school and not allowed to return until they are lice-free. Students with nits and no evidence of live head lice will not be excluded from school. However, as a courtesy to parents, if your child is found to have nits during one of the lice checks, you will be informed.

## Illness and the School Nurse

The School Nurse, Kara Napoli, provides basic first aid to students who get hurt at school and attends to students who are feeling ill at school. In case of a minor incident, the nurse will send home a brief note regarding any treatment that was provided. For more serious injuries or illness, the nurse will contact parents. Please make sure your Emergency Contact Card is up-to-date with current phone numbers and contacts so there is no delay in contacting you.

No child with a fever should ever be brought to school. Parents are asked to wait until the student is fever-free for 24 hours, without the use of fever-controlling medication, before sending the student back. Please leave your child at home if he or she has a communicable disease that they might pass on to the whole class. The nurse should be informed of any communicable diseases such as chicken pox, 5th Disease, strep throat, scarlet fever, etc.

Students who have medication that needs to be taken during school hours for an acute illness or chronic condition such as an inhaler for asthma or Epi Pen for allergies MUST have a 504 Medication Administration Form (MAF) on file at school. This form can be obtained from the School Nurse and must be completed by your child's medical provider. The nurse is the only person who can administer medications, teachers are not allowed to give students medicine. Please do not send children to school with over-the-counter medications or prescribed medicines without a completed MAF on file.

## Student Meals

Free breakfast is available to all children from 7:45-8:15 AM in the cafeteria.

All students have a lunch period during which they eat in the lunchroom with their class. The lunch period is split – half the time for eating and half for recess.

Free lunch is available to qualifying students based on financial need. Applications are sent home at the beginning of each year. You may apply online at [www.myschoolapps.com](http://www.myschoolapps.com). It is essential that all parents complete this form, even if your family is not eligible for free lunch. Both the *number of forms* returned, and the information supplied, affect the school's funding status.

Any student can take school lunch and parents will be billed accordingly. A bill will be sent home showing the balance due, which can be paid online or by check. Please make an effort to pay your lunch bills promptly. Monthly menus are posted outside the cafeteria, on our website and via the Feed Your Mind app. You can also register to pay for school lunch online at [www.myschoolbucks.com](http://www.myschoolbucks.com). You will need your child's student ID number. If you don't have the ID number, please e-mail the parent coordinator.

School lunch will be available only to those who receive free lunch on half days.

There are two school aides overseeing each lunch period. Parents may volunteer through the LunchPALS program to offer additional assistance in the lunchroom and/or Big Yard. If you are interested in volunteering, please contact LunchPALS chair, Erica Cohen at [erica\\_h\\_cohen@yahoo.com](mailto:erica_h_cohen@yahoo.com).

## Outdoor Activities, Recess & Gym

Half of the lunch period is for recess. We remain indoors only on extremely cold or rainy days. Please make sure your child is dressed appropriately. Please label all outerwear. This might include winter coats or snowsuits and gloves/mittens and a hat on cold or snowy days. On rainy days children will do an age-appropriate indoor activity, such as reading, drawing, or playing board games.

On the day/days of the week your child's class has physical education (gym class) your child should be dressed appropriately, in sneakers and stretchy clothes, including a P.S. 107 gym t-shirt, to allow movement. Gym classes for students in grades 1-5 are held in the recreation center of the Park Slope Armory. PE classes for kindergarten are held outside, in the Big Yard, on Tuesdays. Sneakers are mandatory for gym at the Armory. Failure to wear proper footwear will affect your child's grade. Incoming K students will be given a blue gym shirt the first week of school, along with a payment form for \$10 due. Students in grades 1-5 need only replace their shirts as needed. P.E. shirts are purchased at gear sales or through the online gear shop at [ps107.org/gear](http://ps107.org/gear).

## School Trips

Several times during the year, classes enjoy field trips to cultural institutions. **Students must have written consent from a parent or guardian to attend.** Parents will be notified in advance about the trip, costs, and whether parent chaperones are needed. A child will not be allowed to go on a trip without a permission slip. All students are required to wear their yellow PS 107 trip t-shirt.

Parent/guardian chaperones are asked to follow the school trip guidelines, found at [ps107.org/policies/class-trip-volunteer-guidelines](http://ps107.org/policies/class-trip-volunteer-guidelines). Children who do not attend PS107 and non school-age siblings are not permitted to attend school trips.

## Cell Phones, Toys & Other Personal Possessions

Students should not bring **any** toys or personal items to school. School is not responsible for such items and they are disruptive in a learning environment.

Cell phones must be turned off and kept in your child's backpack or will be confiscated, per the Chancellor's Regulations. Cell phones and electronic items (e.g., iPods and handheld electronic games) that are confiscated will be kept in the Principal's office and will only be returned to a parent or guardian.

## Messages & Cell Phones

It is difficult for the school to deliver phone messages to children so make all after-school plans the night before. Play date arrangements should be made from home. Children will not be permitted to telephone from the school office to make play dates. Please make sure that your child is aware of his/her plans each day. Since all cell phones must be turned off, if you need to reach your child or child's teacher regarding an urgent matter, please call the Main Office at 718.499.2054. The office will relay your message to your child or will have your child's teacher return your call. Please do not leave pick-up changes on voicemail. If you reach the voicemail in the Main Office, please hang up and try again.

## Visitors

For the safety and security of our children, all visitors – including parents – must sign in at the front desk when entering the building and obtain a pass. Visitors are required to provide photo identification and will receive a visitor's pass. Our school safety officer is Officer Sharon Hosannah. Parents are considered visitors, and must sign in upon arrival.

## Clothing

PS 107 has no official dress code but students should wear suitable attire. Flip-flops are NOT allowed at any time. Shoes with heels, or clothing that prevents children from sitting on the rug or playing in the yard are to be avoided. Please label all removable clothing (i.e., jackets, scarves, gloves, etc.)

## Lost and Found

Please write your child's name on outer clothing, lunch boxes and book bags with indelible marker. This will enable us to return lost articles back to your child's classroom. Please check the Lost and Found located in the front hall periodically. **Anything unclaimed will be donated to charity at the end of each month.**

## Photo Releases

Photo release forms are distributed via backpack mail in the first week of school. PS 107 asks that parents return the photo release form granting permission for their child's picture to be published in print or electronic format. Please note that students' names will never be used on the website or in any publications, as per DOE regulations.

## Fire & Emergency Drills

Our Building Response Team (BRT), made up of teachers and other staff, is responsible for teacher training and executing all safety drills.

Drills – evacuation and lockdown - are held on a regular basis per Department of Education regulations. In case of an emergency, students and staff from each school will be evacuated in keeping with the designated locations in the school safety plan. The evacuation sites provide access for school administrators to communicate with the Regional Operations Center.

### PS 107's Designated Evacuation Sites:

1. PS 10: 511 7<sup>th</sup> Avenue
2. IS 88: 544 7<sup>th</sup> Avenue
3. PS 154: 1625 11<sup>th</sup> Avenue

Listen to radio station WINS 1010AM, for emergency information. WINS also announces weather-related school closings, as does 311.

# Communication

## School Notices

Notices from the Principal, teachers and the PTA come home regularly. This year we will continue to use our parent communication tool, Konstella, for most school, classroom and school-wide PTA communications. You must sign-up to stay connected to your classroom, school administration, teachers and the PTA. Konstella will also serve as our school directory, calendar and volunteer sign-up program. If you have not received your invitation to join Konstella by the start of the school year, email [secretary@ps107.org](mailto:secretary@ps107.org). Most notices go home via email. Please inform your teacher if you require paper notices instead.

## PS 107 Website

The school website, maintained by the PTA, is [ps107.org](http://ps107.org). You can access event information, lunch menus, SLT minutes, and much more on the website. It will be updated frequently, and is a great resource for being involved and informed.

## Communicating Your Concerns

The teacher's time with the class is very important. Please refrain from lengthy discussions with your child's teacher at pick-up and drop-off. Instead, please make an appointment, allowing the teacher time to focus on your concerns. If your concerns are about specialty areas (physical education, computer, art, academic intervention, etc.), please leave a note for that teacher. If you have spoken to the teacher and the issue has not been resolved to your satisfaction, please take the matter to the Assistant Principal.

If you have issues about general school matters and/or policies the PTA or SLT may be able to help. Contact information for both are listed further down in this document and on the PTA website.

## NY School Account

To keep track of your child's report card grades, state assessment scores, lateness and absences, please sign up for a NYC School Account. Please contact the parent coordinator for assistance.

## Emergencies

Emergency Contact Cards are a critical link between you and the school. If you have not already filled out the electronic form, please stop by the office to speak with the parent coordinator. **Be sure to update you information if you change jobs or emergency contacts.** All changes should be made in writing, either in person with the parent coordinator.

Information on this card includes:

- Current Phone Numbers of someone we can speak to in case of an emergency (including parents and guardians). These individuals **MUST** be 18 years or older.
- Phone numbers and addresses of those with permission to pick-up.
- Name(s) of anyone NOT permitted to pick-up.
- Clear Directions of what is desired in case of an emergency.

It is also a good idea to keep in mind that the school may need to reach you, so let your office or your backup know how you can be contacted when there are changes in your regular schedule. It is important to teach your child his/her phone number and address as well as at least one parent's cell phone number.

# PS 107 Community Standards

PS107 is a community built on respect and trust. We do not tolerate bullying. We believe it is important that we all follow these Standards to ensure a peaceful, respectful school environment.

## **With your voice:**

- Be careful with other people's feelings. Don't tease, insult, threaten or call others unkind names.
- Tell the truth. Don't tell lies.
- Use appropriate language. Don't use bad words or gestures.
- Respect other people's conversations. Don't interrupt when people are talking. Don't interrupt when others are working or learning. Don't barge into a classroom.

## **With your body:**

- Be careful around other people's bodies. Don't hit, bite or fight. Don't purposely make others feel uncomfortable.
- Be careful around other people's things. Don't steal, purposely break or damage others' belongings.
- Be careful with school property. Don't write on, or damage, walls, desks, chairs, tables or other school property.

## **With your mind:**

- Always ask yourself these questions: "Am I doing the right thing?", "Would I like someone to do that to me?"

## **And also:**

- Please be quiet in the hallways, including when walking with your class, as children are working in their classrooms.
- Always listen to and follow directions given to you by any PS107 adult.
- Please come to school on time. This is very important!
- Please do not run in the building.
- Please work quietly in your classroom so that others can think.
- Please don't fool around in the bathroom. Use it, wash your hands, and return quickly to the classroom.
- Please don't chew gum at school. Do not spit in the building or the yard.
- Please clean up after yourself at lunch time and be respectful of the adults in the cafeteria/yard.

## **Possible consequences of inappropriate behavior:**

- Solve the problem that you created or work with an adult to solve the problem
- Have inappropriate items confiscated by a teacher or an administrator
- Write a letter of apology
- Lose school privileges
- Meet with an administrator
- Have your family contacted by your teacher or an administrator
- Be suspended

PS107 will continue to participate in the “No Place For Hate” initiative, in collaboration with the Anti-Defamation League. Students and parents/guardians will be asked to sign a new community standards “promise” which reflects our commitment to a kind, fair, tolerant and bully-free school.

**PS107 is**  
**NO PLACE FOR HATE**

This is our Promise:

- I promise to do my best to treat everyone fairly
- I promise to do my best to be kind to everyone – even if they are not like me
- If I see someone being hurt or bullied, I will tell a teacher
- Everyone should be able to feel safe and happy in school
- I want our school to be No Place For Hate

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**Parent/Guardian**

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**Student/Class**

# PS 107 Safety Standards

PS107 strives to be a safe environment for students, staff and parents.

**Parent, Students and Staff:** Please comply with the following guidelines so that we can keep our school a safe place for everyone

## Outside Safety

- Follow crossing guard instructions to and from school. Cross only on crosswalks and with the light as there may be children walking alone who follow you, trusting that they will be safe.
- Keep balls and other flying objects out of the air during pickup and drop-off.
- Use only approved entrances and exits during school hours.

## Inside Safety

- Listen to and comply with all instructions during fire drills and lockdowns. The safety of the whole class relies on you obeying instructions.
- Obey any instructions given by the School Safety Officer or other staff. Their job is to keep you safe and following their guidance ensures the safety of everyone.
- Know the appropriate emergency plans for your classroom.
- Tell a teacher or staff member if you feel you're being bullied or threatened by others. This includes situations on school property or via text, calls or emails.

## Other

- Stay home if you are ill. Coming to school with an illness jeopardizes the health and safety of others.

## Parents... Help us keep our children safe...

- Sign in with valid photo ID as you enter the building. It's DOE policy and even if it's just for a second it's important that the school has a record of people coming in and out of the building.
- Make sure to fill out your Emergency Contact Card, and keep it up to date with current contact phone numbers.
- Send a note or call the office if someone else will be picking up your child(ren).
- Call 9-1-1 immediately if you come in contact with people on your way to and from school who threaten you or others. Also report any incidents to school authorities.
- Have an Emergency Plan in place so that the school can match you up with your child in the event of an emergency.

# Parent Teacher Association (PTA)

The PTA is a 501(c)(3) not-for-profit organization that raises money in order to organize events and educational programs for students at PS 107. In addition, the PTA facilitates communication between the staff, administration and PTA for all parents and guardians. All PTA donations are fully tax-deductible. All PS 107 parents/guardians are members of the PTA and are encouraged to attend monthly meetings and volunteer for committees or for specific events.

A board of parent volunteers elected annually oversees the PTA's activities. Meetings for all PTA members will be held monthly at school. Meetings are usually held on Thursday evenings at 6:30p and/or Friday mornings at 8:30a. For a full schedule of meetings, please consult the school calendar on Konstella.

## **PTA Board 2017-2018**

Leigh Smith, President: leigh@ps107.org

Jenara Prieto, VP of Development: jenara@ps107.org

Bobby Markowitz, Director of Community Partners: bobby@ps107.org

Ellen Jan, Co-Treasurer: ellen@ps107.org

David Kausch, Co-Treasurer: david@ps107.org

Rebecca Calvani, Co-Communications Director: rebecca@ps107.org

Deepika Sakaran, Co-Communications Director: dee@ps107.org

Michelle Foster, Director of Fall Festival: michelle@ps107.org

Brandie Krulik, Director of Auction: brandie@ps107.org

Angela Kurzawa, Director of Community Events: angela@ps107.org

Stephanie Hochman, Director of Fundraising Committees: stephanie@ps107.org

Kate Gitnick, Green & Healthy Director: kate@ps107.org

Cathy Campbell, Lower Grade Rep: cathy@ps107.org

# School Leadership Team (SLT)

The SLT is a school steering committee that identifies and discusses issues such as curriculum, school procedures and policies, and future growth. It is composed of the Principal, the PTA representative, a UFT representative, elected parents and teachers who meet monthly in closed working sessions. Written requests to present a topic or issue to the SLT or to observe a meeting are welcome. Elected parents serve on the SLT for two years. Each year two positions are eligible for new candidates and will be voted on at the May PTA evening meeting.

Parents and guardians are encouraged to contact the SLT parent representatives with any concerns they feel need to be discussed by the SLT at [sltparents@ps107.org](mailto:sltparents@ps107.org), or via their individual emails below.

## SLT 2017-2018

Principal	Eve Litwack	elitwac@schools.nyc.gov
Assistance Principal	Pascale Pradel	ppradel@schools.nyc.gov
PTA Representative	Leigh Smith	leigh@ps107.org
PSACC (After School) Rep	Julie Rosenberg / Susie Jen	juliebrooklyn@yahoo.com susiejen@gmail.com
Parent Representative	Nancy Dodd	nancyjoan@gmail.com
Parent Representative	Stephen Kitts	srkitts@gmail.com
Parent Representative	Hyon Su Kwon	hs_kwon@yahoo.com
Parent Representative	Catherine DiMartino	ccdimartino@gmail.com
Teacher	Tara Troxler	Troxler18@yahoo.com
Teacher	Sheri Silverstein	Sheris216@gmail.com
Teacher	Sarah Hunt	Hunt.ps107@gmail.com
UFT Representative	Peg Galella / Gary DiFranco	Ps107library@gmail.com Gaggy1@hotmail.com

# Parent Involvement

PS 107 is proud to have an active and vital Parent Teacher Association (PTA) and School Leadership Team (SLT). Parent involvement goes beyond making an individual child's school career successful -- parental involvement adds to the quality of education for all children in the school. We look forward to your participation.

In addition to the committees listed below, volunteers are always needed for PE classes for grades 1-5 at the Armory. Please sign up through your class parent.

## 2016-2016 Parent Involvement Committees

To see more details about each committee and to sign up, please log in to Konstella or email the committee chairs listed below.

ANNUAL FUND - Jenara Prieto: jenara@ps107.org  
ARTS - Becky Hutcheson: hutch@betarobotics.com & Sarah Harlow: harlow.sarah@gmail.com  
AUCTION - Brandie Krulik: brandie@ps107.org  
BEAST RELIEF - Katherine Eban: katherineeban@gmail.com  
BOOK FAIR - Stephanie Hochman: Stephanie@ps107.org  
BOOK CLUB - Ann Givens: anncharlottegivens@gmail.com  
COMMUNITY OUTREACH - Hillary Powell: hjepowell@gmail.com  
DIVERSITY - Hyon Su Kwon: hs\_kwon@yahoo.com & Amy Weintraub: amyweintraub@gmail.com  
FALL FESTIVAL - Michelle Foster: michelle@ps107.org  
GEAR - *We need a new chairperson!*  
GREEN & HEALTHY - Kate Gitnick: kate@ps107.org  
LEARNING FRIENDS - Susie Jen: susiepj@gmail.com  
LIBRARY - Deborah Revesz: deborah.revesz@gmail.com  
LICE CHECK - Stephanie Hochman: sihochmanmollin@msn.com  
LOST AND FOUND - Nancy Lin: nancylin01@gmail.com  
LUNCH PALS - Erica Cohen: erica\_h\_cohen@yahoo.com  
MATH, SCIENCE & TECH - Jill Simeone: jill@cozyowl.com & Emma Medcalf: emmamedcalf@gmail.com  
MOVIE NIGHT - Orson Robbins-Pianka: orsonrp@gmail.com & Rafer Guzman: raferguzman@gmail.com  
PHYSICAL EDUCATION - Angela Kurzawa: angela@p107.org  
SCHOOL SUPPLIES - Rebecca Tory: rebecca@hugoandsons.com  
2nd GRADE SWIM - Crystal DiMarco  
SOCIAL STUDIES - *We need a new chairperson!*  
STUDENT SPENDING PROJECT - Kim Burney-Brooke: kberneybrooke@gmail.com  
3rd GRADE AFRICA DAY - Nicole Bailey: nbailey17@gmail.com

Please contact PTA President Leigh Smith at leigh@ps107.org with any questions.

# Classrooms

## **Integrated Co-Teaching (ICT)**

PS107 has one ICT classroom in each grade, except first grade, this year. ICT classrooms are a team-teaching model with one general education teacher and one special education teacher. The class is made up of a mix of general education students (approximately 60% of the total number of students) and special education students (approximately 40% of the total). Often these classrooms have an educational assistant as well. ICT classrooms support all students learning goals. It is our policy that ICT is an option for all general education students. Most general education students will have at least one ICT placement in the course of their time at PS107.

## **Visiting Your Child's Classroom**

**First Fridays:** On the First Friday of each month, October through June, parents and guardians are invited to participate as learning partners with students from 8:20 to 9:05 am. There will be a variety of activities going on in classrooms, so you can get see what children are working on and getting a better sense of the curriculum. Grandparents and other special friends are especially invited to join on Grandparents' and Special Friends' Day, the First Friday in December, to tell about their childhoods. A PTA-sponsored breakfast will follow for all guests in the cafeteria.

# Curriculum

PS 107's curriculum strives to help each student reach his/her full learning potential.

## Curriculum Meetings

This year we will host a Curriculum Night on the evening of September 19<sup>th</sup>, from 5-8pm. Your child's teacher will detail the plans and a schedule for the year, as well as the procedures for many important class routines. The meeting will provide an overview of the grade's curriculum and activities and address your questions. You will also be able to meet with your child's specialty teachers and service providers (for students with IEPs). A schedule for the evening will be sent home once school begins.

## Subject Area Summaries

### English Language Arts (ELA)

PS 107 uses balanced literacy program to cultivate students' reading, writing, thinking, speaking and listening skills. Children receive direct instruction in reading, writing and word study each day. Our teachers work closely with a Teachers' College Reading and Writing Project staff developer, who helps them provide children with the opportunity to practice reading and writing in many different genres, such as narrative texts, nonfiction, and poetry. All classes hold regular publishing celebrations to mark the end of a unit of study. Parents are invited to share in these celebrations to hear students read their work and learn more about the writing program in their class. Most teachers/classes participate in "Reading Buddies" with lower or upper grade classes. The Reading Buddies program allows children to mentor and learn from each other.

### Mathematics

Mathematics instruction is a process-based program that encourages children to see math in everyday situations. We use the TERC Investigations program and supplement it with Exemplars and EngageNY problem-solving units. Students at every grade level explore math topics through hands-on activities with math manipulatives, group discussion and individual work. The curriculum is designed to help students think like mathematicians and to solve problems in a variety of situations. The math curriculum is further complemented by the Dreambox online math app, for which all students have a unique login that allows our teachers to track their progress.

### The Arts

We have a full-time visual art teacher, Ms. Julie, and full-time music teacher, Mr. DiFranco, as well as arts residencies for each grade sponsored by the PTA. The Arts Committee also helps teachers arrange class visits to museums, dramatic performances and other cultural institutions throughout the year to enrich classroom studies. The Art Committee also organizes Art Day, a Saturday of free art-making workshops and performances for the PS 107 community every December.

### Social Studies

Children learn about peoples and cultures close to home and around the world, past and present. PS 107 follows the sequence of social studies topics recommended by the New York Department of Education. Field trips to local institutions are an integral part of our social studies curriculum. The 4<sup>th</sup> Grade Student Spending Project allows our students in grades 2-5 to take part in a school-wide participatory budgeting experience, similar to what many local governments have enacted. Heritage Day is a school-wide Saturday celebration of the many cultures represented by our school community.

## **Science**

Students from grades 3 through 5 enjoy science twice each week in the 4th floor science lab with our upper-grade science teacher, Mr. Tomsik. Students in grades K through 2 will study science with their classroom teacher. The upper grade science teacher coordinates our Trout in the Classroom program, in which students raise trout from eggs and learn about the freshwater ecosystem, as well as many other programs. The PTA-run Sunshine Garden complements aspects of the science curriculum. Students learn about plant cycles, food systems, environmental challenges, etc., as they plant, maintain, and harvest the edible garden. Each grade enjoys hands-on science field trips that enhance classroom studies. The Science Committee organizes our annual STEM Day, a Saturday of science and technology workshops open to the PS 107 community.

## **Technology**

All students will have extended sessions of computer science this year, with our full-time technology teacher, Ms. Marybeth. Technology is taught as a tool to support and enhance the curriculum. Students use the Internet for research and developing presentations. Older students will continue to learn basic coding. In the younger grades, we use technology to support the development of literacy and math skills. All grades will use Dreambox, an online mathematics program, to support our school-wide math goals.

## **Library**

Our library is on the school's 4th Floor and is managed by our librarian, Ms. Mullen, with assistance from parents on the Library Committee. The librarian also organizes Author Visits by children's authors for all classes several times each year.

## **Physical Education**

Our full-time physical educator, Ms. Diane, teaches the Physical Best curriculum, emphasizing participation in a wide variety of enjoyable physical activities (traditional sports, non-traditional sports, and fitness activities), making opportunities to remain active for lifelong health and wellness. The NYC Fitnessgram is used to assess students in a series of exercises that measure components of health-related fitness, including body composition, muscular strength, flexibility, muscular endurance, and aerobic capacity. Students also participate in the NY Road Runners Mighty Milers program, in which students log the miles they run or walk during gym with a goal of up to 4 marathons by year-end.

Students in grades 1-5 will participate in two gym classes per week at the Park Slope Armory. Kindergarten students will have one gym class in the big yard each week, 2<sup>nd</sup> grade students will also participate in 45 minutes of weekly swim instruction for ten weeks at the Prospect Park YMCA.

# Homework Policy

The purpose of homework in elementary school is to build and strengthen positive routines and habits that will sustain your child throughout his or her school age years. Homework is an opportunity for your child to practice and review familiar concepts. As children move from grade to grade, the expectations increase in reasonable increments so they build their homework 'muscles' for increased stamina and concentration. Just as you may bring work home because it's part of your responsibility to your job, so too is homework a child's responsibility as a student. Teachers and parents should work together to help reluctant students understand this important expectation.

Some of you may struggle getting your child to complete homework, and some of you may want your child to have more homework than is assigned. Our school-wide homework policy below will give you clear guidelines about the amount of homework, in minutes that children should do each night, Monday through Thursday. Unless there is a special project, homework is rarely assigned for the weekend although reading every day is encouraged and recommended.

Grade	Reading	Written/Math Work	Total Time
Kindergarten	Read to/with child 10-15 minutes	None	10-15 minutes
First	10-15 minutes	5-10 minutes of Word Study each night; Math Game or Dreambox for 20 minutes at least once per week	20-25 minutes
Second	15-20 minutes	10-15 minutes of Word Study each night; Math Game or Dreambox for 20 minutes at least once per week	25-35 minutes
Third	15-20 minutes	20-25 minutes	35-40 minutes
Fourth	20-30 minutes	25-35 minutes	45-60 minutes
Fifth	25-30 minutes	35-40 minutes	60-70 minutes

The time-limit recommendation is a guide for you and your child. If homework is an onerous task, set a timer for the recommended amount of time for the grade and have your child stop working when the timer goes off. Draw a line on the page or jot a quick note to your teacher so he or she knows how much work your child completed in the allotted time. If your child finishes the written homework quickly, let him or her read longer. Your teacher can recommend many resources to explore if you want more work for your child. There are also many excellent literacy and math websites for children on the PS107 portal.

Your child's teacher will be happy to speak with you if you have further questions about homework.

# Assessments

## Reports Cards and Conferences

Written reports go out to parents three times a year: in November, March and June. Using a grading system of 1 to 4, these reports describe your child's progress. The teachers provide a narrative for the core content areas (Reading, Writing, Math), as well as personal and behavioral goals for each student. . In November, kindergarten report cards will be a teacher narrative only.

In addition to the September Curriculum Night and May Family Night, there are two formal parent-teacher conferences a year, one in November and one in March. Day and evening times are available for conference times to accommodate all parents' schedules. It is very important that parents make every effort to attend parent conferences. Additional conferences can be scheduled upon request of either a parent or a teacher. Tuesday afternoons from 2:40-3:20pm are designated for "Parent Engagement."

## Assessments

**Teachers College Assessments:** Every student in grades K-5 is formally assessed a minimum of four times each year using the Teachers College assessment system. This consists of evaluating a student's ability to fluently read a story or passage at a particular reading level and to be able to re-tell specific information from the text. In addition, the student is expected to be able to infer the bigger idea in the story in order to meet the standard for each reading level. Each kindergarten student is assessed on phonemic awareness (letter names and the sounds they make) and concepts of print (how books "go") in the early fall. If a student is already reading beyond the benchmark level for the marking period, they are assessed at their current level. Additionally, all students are assessed informally throughout the year by teacher observation, reading conferences and through information gained in guided reading groups.

**Math Assessments:** Students in grades 1-5 are given mid- and end-unit assessments that are in the TERC Investigations math program. These assessments help teachers determine whether each student has met the benchmarks for the skills and concepts taught in the unit. Teachers in grades 1-5 also create their own math assessments to check basic computations or "math facts." These are administered as determined by each teacher. Students in K-5 take two annual benchmark assessments that are common-core aligned to determine their progress each year.

**ELA & Math Predictive:** Students in grades 3-5 are given one predictive test each in ELA and Math under all applicable testing conditions about one month prior to the actual state tests. The predictive tests are taken from testing materials the teachers use with the students. The results are shared with parents/guardians prior to the standardized state tests.

# Standardized Tests

## Standardized Tests

### **New York State Tests in Language Arts and Mathematics: Grades 3 - 5**

These tests are designed to help assess students' understanding of the Common Core Standards on their grade level. They are also used by the State as indicators of a school's performance. The New York State Elementary English Language Arts Test (ELA) requires children to demonstrate their ability to listen attentively, read a range of material and respond in writing to literature and informational passages. The New York State Elementary Mathematics Test requires that students demonstrate their ability to apply facts and definitions, solve problems, show their understanding of mathematical procedures and problem solving strategies. They are given over 2 days for each academic area. These tests are administered in April and May this year.

### **New York State Test in Science: Grade 4**

This test is conducted in two parts (manipulative skills test, and objective test with constructive response). The purpose of the test is to assess elementary level Science programs and to assess students' progress towards New York State standards in Science. This test is administered in late May/early June.

### **NYSESLAT**

Children who are non-English speaking when they arrive at PS107 are assessed annually using the New York State English as a Second Language Achievement Test in May/June. This test is administered in several parts over several days. It assesses each student's progress in reading comprehension, as well as fluency, writing, listening and speaking.

# The Afterschool Center at PS 107

Park Slope Afterschool Center Corp. (PSACC) is a nonprofit organization founded by PS 107 parents. Afterschool is a rich and nurturing program led by dedicated PS 107 teachers and staff, providing homework help, recreation and a wide selection of classes in the arts, sports, technology, languages and more. The program has been designed to actively engage children, encouraging their cognitive, social, emotional, artistic and physical development in a safe and collaborative environment.

The Afterschool Center is located at PS 107 and operates every full day of the school year from the first day of school to the last full day of school. Kindergarten children start attending on September 8<sup>th</sup>, their first full day of school.

PSACC is a separate entity from the PS 107 PTA and families are welcome to volunteer in both organizations. PSACC is grateful for the continued support of the PS 107 Principal, Ms. Eve Litwack, and the entire school administration.

For complete information on registration, classes offered and the rest of program, please visit: [psafterschool.org](http://psafterschool.org).