



P.S. 94

The David D. Porter School

41-77 Little Neck Parkway • Little Neck, NY 11363 • Phone: 718-423-8491 • Fax: 718-423-8531

Laura Avakians • Principal



MISSION STATEMENT

Our mission at P.S. 94 is to foster collaboration among parents, students and staff and to enrich the learning experience of each child through high expectations, academic rigor and a "thinking" curriculum.

In an atmosphere rich with cultural diversity, we provide a differentiated program of instruction that sets the highest standards for all our children while celebrating individuality and encouraging creativity. We are preparing them to meet the academic and technological challenges of both the present and future.

Our entire school community endeavors to be lifelong learners, socially responsible citizens and unique individuals interested in and concerned about the world in which we live.

INSTRUCTIONAL FOCUS -

MULTIPLE ENTRY POINTS

Rather than relying on printed materials and whole class lecture notes, teachers will incorporate multiple formats to represent information and enhance student engagement, e.g. multiple versions of a story or of a math or scientific process; teachers will use multimedia collections, including images, sounds, text, video, concept maps, web links, or animation of text-meaning.

THE HISTORY OF P.S. 94Q

The first school in the area was the two-room Lakeville School. It was located at Bates Road and Little Neck Parkway on land donated by John Cornell in 1865. When Queens County joined New York City in 1898 it became Public School 32 and was expanded to five classrooms.

As the town grew, the need for a larger school became evident. C.B.J. Snyder began the design of our current PS 94 building. At the time he was known for his gothic style buildings such as Flushing High school, but PS 94 is different. It is the only "Mission" style school building in New York State. The school began construction in 1913 and the building opened for the first classes in 1914.

Originally PS 94 was a K-8 school. Shortly after Middle School 67 opened students in grade 8-9 were sent to be educated there. In 1991 the last 6th grade class graduated PS 94 turning this school into a K-5 elementary school.

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Welcome

Welcome to P.S. 94 where we provide a world-class education in a public school for children from kindergarten to grade five. What makes us special?

P.S. 94 are best characterized by its child-centered approach to elementary education. We are committed to the academic and social development of each child. Individual differences are accepted, encouraged and integrated into a cohesive educational system. Our school is a community dedicated to the growth of all its children. This influences everything that goes on in our school including class organization, curriculum development and social interaction. Collaborative team teaching and general education classrooms are all important and integral components of our school community. Our school thrives because of our students, teachers, staff, and parents who share our vision and work towards the goal that reflects our motto, "P.S. 94 We Take Pride In Learning"

Arrivals

The school day begins at 8:20 a.m. Students should be in the building and with their classes by this time. Students arriving after the start time are recorded as tardy. Students should understand the importance of regular and punctual attendance. School doors open at 7:50 a.m. and gather in the auditorium. Because neither supervision nor safety can be guaranteed before that time students arriving at school before the doors open, must remain under the supervision of their parents/guardians. An arrival and dismissal procedure letter will be given to you prior to the first day of school.

Dismissals

At dismissal, every student will exit building with his or her class at the designated door. For the safety of all students please meet your child at the appropriate location. All students in grade kindergarten, first, second and third must have an adult meet them at dismissal. It is most important that parents pick up their children in a timely manner. In case of emergencies the school should be notified that you will be late and when you will be at the building. You should have the telephone number of the school available in your cell to contact us in the rare instances of late pick-ups. Class dismissal exits and times will be posted at each door on the first day of school. An arrival and dismissal letter will be given to you prior to the first day of school. This will have complete information on all our procedures including specific exits for classes. You must read and sign and return a confirmation to your child's teacher when you receive this.

Please do not crowd the exit doors where the children are dismissed. Allow the teachers to become familiar with the child's parent or adult that will be picking him/her up from school. One has to see the expression on a child's face just once when a parent does not appear on time to know how important it is to the child to arrive timely.

Siblings from MS 67 or a local High School may pick up younger siblings ONLY if they are able to do so on time.

Sign Out Procedure

If you are picking your child up during the school day, please notify his/her classroom teacher with a note sent to the school with your child. Children will be sent to the office to be dismissed when the parent arrives at school to sign out the child. Parents/ Guardians must complete and sign the release book in the office. Parents are strongly discouraged from making medical, personal and family appointments during school hours.

Parent Coordinator

The parent coordinator supports and involves parents in the education of their children. She is available for any questions or concerns that you may have and will make every effort to assist you whether it may be to resolve an issue or direct you to a satisfactory solution. She is available most mornings in the front lobby. She can also be reached at: (718) 423-8491

Parent Teacher Association

The activities of the Parent Teacher Student Association (PTSA) of P.S. 94 are part of our children's total education. The PTSA holds a general meeting every month, usually on the 1st Tuesday of the month where information is given and discussions are held regarding important matters. There are a number of committees and activities throughout the school year that need parent volunteers. Information regarding meetings and activities are sent home frequently with your children. Please check student folders nightly for information.

The PTSA can be reached by email PTSAfoPS94@yahoo.com should you need to address any concerns or questions.

School Leadership Committee

All school planning requires a systematic and careful analysis of student needs and existing activities to determine how instructional areas can be improved. The process of developing the Comprehensive Educational Plan (CEP) allows School Leadership Teams (SLT) an opportunity to assess the effectiveness of the current educational programs, discuss proposed modifications and/ or alternatives, develop goals and objectives and create action plans that will translate into observable, effective strategies to improve student achievement.

Elected parents, teacher and staff representatives along with the school principal and the PTSA president comprise the School Leadership Team. The team meets at least once a month either before or after the school day to collaboratively discuss the CEP and proposed activities to enhance student performance.

Student Support Services

Parents who have concerns about their child's academic achievement, behavior, health or social competence should discuss their concerns with the classroom teacher first. If the child needs further assistance, parents are urged to contact our guidance counselor, Ms. Maria Pappas (718-423-8491) and/or the school social worker, Ms. Stacy Breves, or our school psychologist, Dr. Brad Atlas (718-423-8491).

Safety

All visitors are required to show ID and sign in and out with the School Safety agent. Visitors should state the reason for their visit, their destination and wear identification while in the school. Even if a parent is well known to school staff, he/she must follow this procedure. This policy is part of the Department of Education's Safety Plan. Our school safety agents will be happy to address any questions or concerns you may have.

Parking Regulations

Parking, double parking, or standing in front of the school on Little Neck Parkway and along the sides of the school on 42nd avenue and 41st street is not permitted as per the Department of Transportation. The school bus stops are located on the front of the main entrance on Little Neck Parkway. The buses cannot safely turn the corner or park to discharge students if cars are parked in those areas.

Do not let your child out of the car in the middle of the street or cross the child in the middle. This is dangerous! Please escort your child to the crosswalk and safely cross with the light.

Please pick up your child at the assigned time and the proper exit. Arriving early will enable you to find a legal parking spot near the school. Remember that you cannot park in front or on the sides of the school. Do not call your child to the car. Park legally and walk to meet your child at the exit. Our children learn good safety habits by the example we set as adults.

Attendance Guidelines

Regular attendance in school is vital to your child's progress. The hands on experiences and discussions that are missed cannot be made up, making consistent regular attendance imperative to a successful school experience.

While good attendance is always encouraged please do not send a sick child to school. Children with fever, vomiting, diarrhea or are too ill to participate in normal school activities should not attend school. For the sake of the good health of all we ask your cooperation in this matter.

Please Do Not Plan Family Vacations During School Time. Such absences constitute unauthorized and unexcused absences from school and are recorded as such by our ATS computerized attendance system. If you must travel for an extended period of time please fill out an "Intent to Travel" form and send this to

your child' teacher. This form can be obtained by written request to your child' teacher or downloaded on our website under the forms tab. You may be asked to produce travel documents or airplane tickets.

A written excuse is required each time a child is absent from school (even for one day). The note should accompany the child upon his/her return to school as required by law. Parents can expect to receive a call from school from the Parent Coordinator or Guidance Counselor after two consecutive days of absence or unexcused lateness. A note will still need to be sent back upon the child's return for documentation purposes.

School Food Services

Breakfast Program:

Breakfast is a grab and go model for grades K -5.
This is FREE for all students.

Hot Lunch Program

Hot Lunch is FREE to all students. All parents must complete a schools meals form at <http://nyc.applyforlunch.com>.

Monthly menus are posted on the back of the monthly calendars that are sent home and available on our website as well. Milk is included in the hot lunch program.

Illness or Injury

If a student is injured or becomes ill at school, he/she will be sent to the nurse's office or the main office. The nurse or office staff will try to contact the child's parents. Remember, it is necessary that we know where to reach you at all times. If an emergency numbers change notify the office as soon as possible.

Food Allergies

During the school year, your child will participate in activities where a variety of foods may be served. In our efforts to provide for the health and safety of all or students, we must be informed of any food allergies and/ or dietary restrictions. Please inform the school nurse in writing of any known food allergies.

Medication

A student may not bring medication of any kind, including Tylenol to school. If it is necessary for a child to receive medication in school, the parent/ guardian is responsible for giving to the child. A student that must receive medication on a regular basis by the school nurse must have a "504" form completed by the family physician. Please contact the nurse Ms. Vivian Wu at **718-423-8020**.

All oral medication to be administered or stored in school must be hand delivered to the school nurse by the parent/guardian in the original container

received by the pharmacist. All medications, including inhalers must be clearly marked indicating the name of the student, dosage of the medication and the time of day it should be administered. Any change in a child's condition should be reported to the school nurse.

Emergency Cards

You will be asked to fill out two blue Emergency Home Contact Cards. These cards are extremely important. Information on the emergency card is the school's quick link to parents or other designated caregivers in case of student illness, injury or other emergencies. Fill in two telephone numbers of friends or neighbors in the event that we are unable to contact you. Please use local number only. No child will be discharged to any adult that is not listed on the blue emergency card. Please notify each person you are listing on the emergency card so they are aware of the possibility that they may be contacted at some point during the year and are willing and able to get to the school and pick up the child in a timely manner. Children should be familiar with each person that is listed on the cards.

School Closing and Delayed School Openings

Please be advised that the Mayor and the Chancellor will make the determination to close or delay the opening of schools during stormy weather. Parents are advised to listen to information broadcast by news or television station.

Please do not call the school for closing information.

When the Chancellor's decision is to close or delay schools, the Office of Pupil Transportation will advise the bus companies. Regular school buses will run as long as schools are kept open. All parents should use their discretion as to whether they will permit their students to ride to school on stormy days, recognizing that travel time will be longer and there will be many delays.

Bus Transportation

Children in kindergarten through second grade, who live a half mile from school, and children in grades three through five who live at least a mile from school, are eligible for bus transportation. Only the Office of Pupil Transportation (OPT) can make that determination. There can be no exceptions. You must fill out a bus request available on our website and return it to the main office or your child's teacher.

If your child rides the bus each day, you should expect the child to be placed on the bus each day. If you plan on picking your child up in person please make sure that the teacher is notified in writing at the beginning of the school day. Without a written note children will be placed on the school bus. In the case of an emergency a phone request may be made. However, parents/ guardians must be available to pick up the child from school before the scheduled bus dismissal time.

Parents must be at the bus stop to meet their child each day. Although buses usually arrive at the stops at a regular time it is not an exact time. Parents/ guardians should be at the bus stop 10 minutes before scheduled times and expect

to be there up to 20 minutes after in case of delays. Do not leave the bus stop without your child. On rare occasions school buses may be delayed due to breakdown or bad weather. It is the responsibility of the school bus company to notify the schools of breakdowns or delays. If it is determined, based upon the bus company's information, that the delay will be more than $\frac{1}{2}$ hour, we will attempt to contact the parents. (You should have your cell phone with you at the bus stop or have provided us with the cell phone information of the babysitter who will be waiting at the bus stop) Parents will have the opportunity to come directly to the school to pick up their child if there is an anticipated extended delay.

You will be provided with the bus company's name and phone number and route number. You will need this information in case you need to contact them with any questions or concerns. You should have the school telephone number in your cell in case you wish to call us directly to ask about any delays while you are waiting at the stop.

Bus Safety

As always, our priorities are to ensure the health and safety of our children. It is important that the parents of children who use the school bus review the following guidelines.

Bus riders are required to enter and exit the bus in an orderly fashion. They should remain seated during the ride and listen to the bus driver's directions. There should be no standing, pushing, yelling or throwing objects on the school bus. Any riders misbehaving on the bus will be subject to the Chancellor's Discipline Code and "Bus Incident Reports" by OPT. Bus suspensions can result from these actions.

Your child will receive a bus tag with their bus stop clearly marked with their name, class, and bus stop address. Students will need to keep it attached to their backpack for the entire school year.

Children must listen to the bus driver and/or matron. They are there to help them and provide safe travel. We ask your cooperation in reinforcing proper conduct on the bus.

Parent -Teacher Conferences

A conference provides for two-way communication. By exchanging information, parents and teachers can set the stage for a great school year. Parents with concerns are encouraged to ask for a conference at any time during the school year to schedule a conference. If you wish to speak with your child's teacher, please send a note requesting an appointment. Your child's teacher will gladly arrange an appointment for you at a mutually convenient time. Parent Orientation workshops will be held in September.

There are two formal parent teacher conferences scheduled during the school year. The fall conferences are scheduled in mid-November and the spring conferences will be scheduled in mid-March. Both afternoon and evening times will be available for these conferences. It is very important for you to speak with your

child's teacher so that you will be aware of his/her progress. Report cards will be distributed shortly before these conferences.

There are two informal evening parent-teacher conferences. On Open School Night in September and a Family Night in May. Schedules and procedures on these conferences vary. Please look for notices and emails for further information.

The UFT contract has provided Tuesday afternoons for Parent engagement time. Teachers are available every Tuesday school is in session from 2:40 pm - 3:20 pm.

Report Cards/Grading Policy

Report cards are distributed three times a year: November, March and June. Strong partnerships between home and school are a critical part of your child's learning. Being well informed allows you to better support your child's continued growth. Work folders and homework should be checked daily so you can see how your child is progressing. Your child's work and learning behaviors for each trimester will be evaluated using the following numerical indicators:

Level 4	93%-100%	Exceeds grade level standards
Level 3	76%-92%	Meets grade level standards
Level 2	61%-75%	Approaches grade level standards
Level 1	Below 60%	Far Below grade level standards

September Class Re-Organization

School policy is that specific requests for classes and teachers cannot be made. Please do not send letters, make calls or ask members of the staff to speak on your behalf concerning such requests.

Homework Policy

As part of the instructional program, classroom teachers will assign homework daily for students to complete. Students in P.S. 94 are also expected to read daily. Your support and encouragement is important to your child's success. Please help him/her establish a routine for homework and provide a good workspace in which to complete the work. (A well-lit table or desk away from distractions) Homework is extremely important to your child's progress as it reinforces and extends the classroom instruction.

Textbooks/Classroom Books

Children are responsible for all textbooks and classroom books. Children are not allowed to write in them or tear pages out. Math textbooks that are sent home in September are to be returned in June. If your child loses or damages a textbook or classroom book, you will be asked to pay for the book. Students who do not return books will not receive their report card or graduation certificate until the book is returned or the school is reimbursed.

Library Books

Children have an opportunity to visit and use the classroom library and return books when they have finished reading them so that others may read them. Please encourage your child to return all library books in a timely manner so that you will not be responsible for fines or to cover the cost of lost books.

Lost and Found

Lost articles are stored in the indoor bin in the back of the auditorium. Parents are encouraged to identify children's belongings by writing their names and class on the inside tags of clothing or articles (Coats, jackets, sweaters, lunch boxes etc.) making it easier to return lost items to students. Students and parents should check the lost and found to find misplaced articles.

Trip Policy

No child may go on a class trip without a permission slip signed by a parent. Permission may not be given on the phone. Parents are encouraged to accompany classes as chaperones. The purpose of the chaperone is to assist the teacher in supervising the children. Parents who are chosen to accompany the class as a chaperone are asked not to sign out their child upon return to school. All students are expected to remain in school for the full instructional day. Early dismissal from school is permitted only for reasons of illness or a family emergency.

School Website

Our school has a DOE website <http://schools.nyc.gov/SchoolPortals/26/Q094/default.htm>. This contains official statistics and budgets from the DOE. We have created another website, www.ps94.org for parents which has many forms, our school calendar and other useful sites and links. Please visit that before calling for information.

Porter's Pals Awards

Once a month students who display the Porter's Pals criteria of citizenship as well as the Virtue of the Month will be awarded and celebrated during our Porter's Pals assemblies. Parents are invited to come to this celebration. The dates and times for each of these are on the monthly calendar as well as on the school website.

All photos taken at this and all other events and are uploaded to private Shutterfly website. That web address is: <https://ps94porterspals.shutterfly.com/>

Only parents of student in PS 94 have access to this site. You will be given a welcome email every September with direction on how to access this password-protected site. You may also download a copy of the directions on our school website.

Cell Phone and Computing Devices

Our official Cell phone policy is available on our website at www.ps94.org

Dress Code

It is important that appropriate attire be worn at all times during school hours. Safety is a major concern of all parents and staff. On days students are scheduled for gym they must wear sneakers. (Check your child's weekly schedule). As safety is a major concern children should not wear open toed shoes and flip-flops are never to be worn.

Behavior Code

There is a clearly defined standard of behavior within the P.S. 94 school community that promotes a safe and productive learning and teaching environment. All members of this community (students, staff and parents) have the responsibility to conduct themselves in a way that demonstrates a mutual respect for all individuals, their rights and their property. All rules and regulations apply within the building, during school trips, on school property, and the surrounding school perimeter. Each family may view and download a copy of the NYCDOE Discipline Code and the Student Rights and Responsibilities on the DOE website.

PS 94 School Calendar 2019-2020

Elementary School Parent/Teacher Conferences (half day for students)

September 5	Thursday	First day of school for all students
September 12	Thursday	Open School Night (SCHOOL IS IN SESSION Evening Conferences only)
September 30 - October 1	Monday/Tuesday	Rosh Hashanah (Schools Closed)
October 9	Wednesday	Yom Kippur (Schools Closed)
October 14	Monday	Columbus Day Observed (Schools Closed)
November 5	Tuesday	Election Day (Schools Closed for students only)
November 11	Monday	Veterans Day (Schools Closed)
November 14	Thursday	Elementary School Parent/Teacher Conferences (Half day for students)
November 28 - 29	Thursday & Friday	Thanksgiving Recess (School Closed)
Dec. 23 - Jan. 1	Tuesday - Wednesday	Winter Recess (Schools Closed-students return to school on Wednesday, January 2, 2018)
January 20	Monday	Dr. Martin Luther King, Jr. Day (Schools Closed)
February 17 - 21	Monday – Friday	Midwinter Recess (Schools Closed)
March 5	Thursday	Elementary School Parent/Teacher Conferences (Half day for students)
March 25 - 27	Wednesday - Friday	NYS ELA Test Grades 3-5
April 9 -17	Thursday - Friday	Spring Recess (Schools Closed)
April 21 - 23	Tuesday - Thursday	NYS MATH Test Grades 3 - 5
May 7	Thursday	Open School Night/International Food Festival (SCHOOL IS IN SESSION Evening Conferences only)
May 18 - 29	Monday - Friday	Grade 4 Science Performance Testing Dates
May 25	Monday	Memorial Day (Schools Closed)
June 1	Monday	Grade 4 Science Written
June 4	Thursday	Chancellors Conference Day (Schools closed for students only)
June 9	Tuesday	Clerical Day (Schools closed for students only)
June 26	Friday	Last day for all students. (half day for students)

Please check the school calendar on our website at:

<http://www.ps94.org/> for school-wide events

