



Family Handbook

EuJin Tang, Principal

Joanna Cohen, Assistant Principal

Jamie Fidler, Assistant Principal

Melissa Hart, Assistant Principal

Emily Hurst, Assistant Principal

4305 7th Avenue. Brooklyn, N.Y. 11232 | tel. 718.853.3224 | fax. 718.633.9621 | www.sunsetparkschool.org

info@sunsetparkschool.org

Dear Sunset Park School Families,

At Sunset Park School, we believe in the power of community. We are a large, diverse community, and that's where our strength lies. Together, we comprise more than 3,500 family members, teachers, staff, and community members. Many of the events at Sunset Park School are epic in size and scale!

At all of our events, we celebrate and support one another as a community. We share cultural dishes at our annual Thanksgiving potluck and are wowed by the performers at our annual Cinco de Mayo and Lunar New Year performances. Families are immersed in one another's cultures, and we all leave with wonderful memories. We also join hands and help one other in times of need. With the instability of current immigration policies, we host legal clinics and Know Your Rights forums to keep families up to date and prepared. In this time of great need, we join together to protect our children. At all of our events, we share our hopes, dreams, and struggles. Many of us are generous with our time and our hearts. We listen to one other and help one another, even when we don't have as much as we'd like to give. The more information we share, the stronger we become — together.

This is why it's important to be as involved as you can at Sunset Park School. We hope that you will join us in the many opportunities we offer to families to be an active part of our school community. Attend Open School Night, schedule a time to meet with your child's teachers on a Tuesday after school, attend Parent-Teacher Conferences, meet with administrators during open office hours, visit your child's classroom during a Family Friday, attend information session and workshops on the teaching approaches and learning materials that we use, participate in the PTA, and attend many special celebrations for our community. You know your child best, and we need your help so that we can offer him/her the most ideal learning experience possible.

This Family Handbook is meant to answer many of your questions about our school. You can also find additional information on our school website: www.sunsetparkschool.org. This website is translated into Spanish and Simplified Chinese. Our Family Support Team is also always available in room 227 to provide information, answer questions, help you access resources for your child, and advocate for your needs. Please stop by anytime, or call 718-853-3224 ext. 227 whenever you need assistance – or if you would just like to introduce yourself and say hello!

We are excited to meet each one of you personally so that we can build our partnership to support your child. At Sunset Park School, PS 169 there are many others on our team – teachers, administrators and supporting staff – and we are all committed to your child's success.

Again, welcome to our school community and to a new school year! We are honored that you have entrusted us with your child's education, and we look forward to working together in the coming year. Please let us know if there's anything we can do to make it a successful one for you and your child.

Best,
EuJin Tang

Our Vision

At Sunset Park School, PS 169, our core values - Friendship, Integrity, Responsibility, and Excellence (FIRE) - drive our vision. We are a welcoming, inclusive community where we celebrate the diversity of our students, staff, and community members. We foster a love of learning by providing an enriching, well-rounded education. We open students' eyes to the world around them, encourage them to make positive change in their community, and support them as they realize their full potential. Together, we work for a better tomorrow.

Our Instructional Focus

We are working on developing our students' understanding of what they are reading (their reading comprehension). This includes reading they do across the curriculum — in English language arts, as well as in math, science, and social studies. Students will build an understanding of who they are as readers, will expand the kinds of books they typically read, and will understand those texts on a much deeper level.

We aim to meet the high standards set by the Department of Education in its Framework for Great Schools.

1. **Rigorous Instruction:** Instruction is customized, inclusive, motivating, and aligned to the Common Core. High standards are set in every classroom. Students are actively engaged in ambitious intellectual activity and develop critical thinking skills.
2. **Supportive Environment:** The school establishes a classroom and school culture where students feel safe, supported, and challenged by their teachers and peers.
3. **Collaborative Teachers:** Teachers are committed to the success and improvement of their classrooms and schools. They have the opportunity to participate in professional development within a culture of respect and continuous improvement.
4. **Effective School Leadership:** Principals lead by example and nurture the professional growth of teachers and staff, developing and delivering the instructional and social-emotional support that drives student achievement.
5. **Strong Family-Community Ties:** School leadership brings resources from the community into the school building by welcoming, encouraging, and developing partnerships with families, businesses, and community-based organizations.

For more information on the Framework for Great Schools, visit Department of Education's website. www.schools.nyc.gov/about-us/vision-and-mission/framework-for-great-schools

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Attendance and School Procedures

School Hours

School begins at 8:10 am and ends at 2:30 pm.

Arrival & Dismissal

The chart below shows where students should arrive and/or meet their teachers in the morning and where they are dismissed in the afternoon. Doors open at 8:00 am. Children are welcome to come at 7:15 am for breakfast; please enter at 43rd Street, second entrance.

| Grade | Arrival Area | Arrival & Dismissal Door |
|---|------------------|--|
| Kindergarten | Schoolyard/Wings | 44 th Street, Schoolyard Entrance |
| 1 st Grade | Small Gym | 44 th Street, First Entrance |
| 2 nd Grade | Small Cafeteria | 43 rd Street, First Entrance |
| 3 rd Grade | Large Cafeteria | 43 rd Street, Second Entrance |
| 4 th and 5 th Grade | Auditorium | 43 rd Street, Third Entrance (back of school) |

Students must be picked up promptly at 2:30 p.m. If you are late you may pick up your child in the small gym. Students in grades 3-5 are allowed to walk home on their own if a parent fills out a permission slip. All other students can only be released to an adult listed on the blue emergency contact card (the “blue card”).

Lateness

Students arriving after 8:15 are considered **LATE**, unless they come by school bus. If your child arrives to school late, she or he must obtain a late pass from the main office.

Absence

Consistent attendance is extremely important. The Department of Education counts all absences on a student’s record, regardless of whether or not they were “excused”. If your child is ill or will be absent for another reason, please call the front office on the day of the absence. When he/she returns to school, you may also send a note explaining why your child was absent. Absences that last three or more days require a doctor’s note. Any student missing three (3) or more consecutive days of school will also be contacted by a Parent Coordinator and/or member of the Attendance Committee. Students are expected to complete any missed classwork and homework when they miss class.

For more information on the importance of good attendance, visit the DOE website.
www.schools.nyc.gov/school-life/rules-for-students/attendance

“Blue Card”

Students can only be released to an adult listed on the blue emergency contact card kept in the main office (“Blue Cards”). It is extremely important that families keep information on these cards up to date. Blue emergency cards must detail custodial arrangements and phone numbers where someone can be reached in person at all times. Please inform the main office in writing of any changes to your address and home and work phone numbers.

Emergencies

In the event of an emergency, the school will make every attempt to reach a parent or legal guardian, or other adult on the blue card. If your child becomes ill, the licensed nurse on staff will notify you if he/she recommends that your child be sent home. In the event of a medical emergency, your child will be transported to the nearest hospital by ambulance.

Safety Drills

The school conducts frequent safety drills. Fire drill and lock down drill instructions are posted near doors throughout the school and children are instructed in routines early in the year to prepare for these unannounced drills.

In the event of an emergency in which the building is evacuated and students and staff are relocated, school personnel will be positioned at Sunset Park School, PS 169 to assist families and notify families where to meet their child.

Inclement Weather / Storm Day Procedures

The Chancellor of the NYC Department of Education makes decisions about school closures and delayed openings by 6:00 am. Families can find updated information by checking the DOE website (<http://schools.nyc.gov>), calling 311, or listening to local news radio, local TV stations, or cable channel NY1. School closures also cancel all field trips, after school programs and school transportation for that day.

Kindergarten

Please send a spare change of clothes in a labeled plastic bag for your child to keep in his or her cubby. Please include a shirt, underwear, socks and a pair of pants.

General Rules of Conduct

Our school was founded on principles of respect for and acceptance of all members of the school community. Students must comply with the following:

- Be mindful and respectful of differences in all your interactions.
- Dress appropriately for classroom activities.
- Take care of school property and the school building.
- Do not bring toys, music devices, telephones, beepers, large amounts of money, or other articles of value to school as they may distract you and your peers from learning.

School Safety and Visitors

Our Safety Agents ensure that the Sunset Park School, PS 169 learning community is safe. **All visitors are required to show identification and sign in at the Safety Agents' desk by the main entrance, then go to the Main Office.** Visitors must return passes to the Safety Agent before leaving. Visitors must exit through the main doors only; all other exits are alarmed.

The school will not release a child to anyone unless they are listed on the blue emergency card kept in the main office. Make sure to come and update the card if your childcare arrangements change.

Breakfast

Breakfast is available free of charge to all students. Students may come to the large cafeteria (via 43rd street, second entrance) from 7:15 am for breakfast. Students arriving at 8:00 am or later will be offered a bag breakfast to eat in their classrooms.

Lunch

Lunch is provided at no charge to all our students. Daily menus are available at www.schoolfoodnyc.org

| Grade | Period | Time |
|------------------|--------|---------------------|
| Kindergarten & 4 | 3 | 10:00 am - 10:50 am |
| Grades 1 - 2 | 4 | 10:55 am - 11:45 am |
| Grades 3 - 4 | 5 | 11:50 am - 12:40 pm |
| Grades 4 - 5 | 6 | 12:45 pm - 1:35 pm |

Snack

Parents are welcome to send snacks. Please notify your child's teacher if there are specific instructions. Students participating in Sunset Park School's afterschool enrichment program will receive a snack in the program.

Field Trips

Field trips extend learning beyond the school walls. Permission slips must be signed and returned before each trip. There may be a small fee. Teachers may also want to take students on neighborhood walks; a single permission slip for these short excursions will cover the entire year.

School Based Health Center

The NYU Langone Brooklyn Family Health Center Network provides a school-based health center (SBHC) at Sunset Park School, PS 169. The school-based health care team, which includes a nurse practitioner and medical assistants, provides physical examinations, immunizations, and care for illnesses such as ear infections, sore throat, vomiting, diarrhea, and asthma.

If your child is injured or gets sick during the school day, his or her teacher will send your child to the health center. If the health center has your signed consent on file, the nurse practitioner will see your child. The health center team may treat your child so he or she can return to class or may call you to come pick up your child.

The health center is open during regular school hours. You can make an appointment by calling 718.854.6718 or stopping by room 101.

When school is closed, services are available at other NYU Langone sites, including Seventh Avenue Family Health Center (Brooklyn Chinese) at 5008 7th Avenue. Their number is 718.210.1030.

If Your Child is Sick

Do not send your child to school if he or she is sick. If your child has fever or a cough, is vomiting, or has any illness, you must keep him or her home from school. This is for your child's well-being and also for the protection of others. If your child has had a fever, he or she should return to school only after being fever-free without medication for 24 hours.

Students with Medical Conditions

If your child has asthma, allergies, or any other medical condition(s), please inform the health center at the number above and also make sure to write the information on the back of your child's blue emergency card. If you have questions or concerns, please contact Assistant Principal Melissa Hart at 718.853.3224 ext. 291.

Discipline

At the beginning of the school year, parents can download a copy of the Citywide Standards of Discipline and Intervention Measure, which outlines the discipline policies as set forth by the Department of Education for students in Kindergarten through Grade 5. This document includes the DOE's citywide Discipline Code as well as a Parent Bill of Rights and Student Bill of Rights. The document is available at our website, www.sunsetparkschool.org, and under "Rules and Policies" at www.schools.nyc.gov.

Afterschool / Enrichment

Sunset Park School, PS 169 does not operate a daily afterschool program, however, Center for Family Life conducts an afterschool program in the school for students grade 1 - 5. Admission is by lottery. Contact CFL, at 718.788.3500 for more information.

Other community-based afterschool organizations who pick up students from Sunset Park School, PS 169 include:

- Sunset Park Recreation Center, 718.965.6533
- Light, Love and Home, 718.686.6898
- Ming Ming Tutoring Center, 347.406.6130
- City English, 718.633.4589
- King's Tutorial, 718.686.7172
- NY Future Star Center, 718.972.9883
- Cheng Choi Xpress Group, 718.686.1080
- New Rainbow House, 718.666.2459

Starting in late fall, Sunset Park School, PS 169 will offer free afterschool enrichment classes. Admission will be by lottery. Options will include visual and performing arts, music, academic clubs, and STEM (Science/Technology/Engineering/Math). Accepted students will attend Wednesdays or Thursdays (depending on the program), from 2:30 pm - 4:30 pm.

Lost and Found

The Lost and Found is located on the first floor in the small gym. Many students have similar belongings. Labeling your children's possessions is helpful when trying to locate lost items. All unclaimed items in the Lost and Found will be donated to charity after 60 days. Children should not bring any valuables to school. Sunset Park School, PS 169 is not responsible for lost or stolen items.

Cell Phone Policy

- Cell phones and other devices must be *turned off* and *stored* in the school building during the day. This includes before school breakfast and during all lunch periods.
- Cell phones and other electronics usually may not be used during school hours, and they should not be seen nor heard. (A teacher may occasionally give students permission to use devices during the school day for educational purposes such as a video project.)
- If a student does not comply with this policy, the phone or device will be confiscated and a parent must come to the school to pick up the device. The phone or device will be locked in the main office until a parent comes to pick it up.
- Sunset Park School, PS 169 is not responsible for any lost or stolen cell phone or electronic devices. If students bring in devices it is at their own risk and must safe guard them while in school.

Curriculum and Instruction

In addition to daily instruction in Literacy and Math, students receive instruction in Social Studies, Science, Visual Art, Drama, Music, Technology, and Physical Education.

Please join us at Curriculum Night in September to learn more.

Homework / Dial-A-Teacher

Homework provides reinforcement of concepts and practice of skills taught in school. We use these guidelines, which are based in research about child development and learning:

- Kindergarten - 1st grade: 10 - 15 minutes daily
- 2nd grade: no more than 20 minutes daily
- 3rd grade: no more than 30 minutes daily
- 4th grade, no more than 40 minutes daily
- 5th grade, no more than 50 minutes daily

If your child has difficulty completing homework in the above time, you should stop, reassure your child, and write the teacher a note explaining where your child had difficulty.

For help with homework, the United Federation of Teacher sponsors a helpline, “Dial-A-Teacher” at 212.777.3380. It is staffed by highly skilled teachers and offers help in all subjects in eight (8) languages. The helpline is open Monday through Friday 4:00 - 7:00 pm.

Report Cards

Report Cards are issued three times a year, in November, March, and June, for students in 1st through 5th grades. We encourage you to comment in the area provided for parent input and sign and return report cards promptly.

Families of students with Individualized Educational Programs (IEPs) will receive IEP progress reports in addition to the standard report card.

Grading policy

Report Card grades are aligned to the Common Core learning standards and are an assessment of student progress toward meeting the CCLS for the grade for the end of the year. Therefore, during each report card term:

- a "4" indicates that your child “excels in standards,” and has already exceeded the end-of-year standard;
- a "3" indicates that your child is "proficient," and has already met the end-of-year standard;
- a "2" indicates that your child is “below standards," has not yet met the end-of-year standard.
- a "1" indicates that your child is "well below standards" and may not be on track to meet the standard by the end of the year.

During the November and March marking periods, you should expect children to be moving toward meeting end-of-year standards ("2"), but you should not necessarily expect children to have met them yet ("3") . If your child receives mostly "2s," on the November and March report cards, he or she may well be on track to meet standards by the end of the year.

Home-School Communication

Consistent communication between school and home contributes to student success in school. During the first days of school, teachers will send home a letter of introduction explaining routines and plans.

Each teacher has a different way of communicating with families. Teachers often send home letters via backpack, so please check your child’s backpack daily and respond promptly.

We encourage open communication between families, teachers and administrators. If you need to speak with your child’s teachers, please come to Parent Engagement time or make an appointment to meet with them as it is difficult for teachers to engage in conversation with families at arrival and dismissal times.

School Messenger

Occasionally, the school uses a telephone broadcast service, School Messenger, for important announcements about events, school closings, safety alerts and more. We will also send announcements via SMS text messaging. To opt in to this service, send a text message containing “Y” or “Yes” our school’s short code number: 67587. You can opt out of these messages at any time by simply replying to one of the messages with “Stop”.

Tuesdays, Parent Engagement

Tuesdays from 2:30 pm - 3:15 pm is set aside for parent engagement – a time when families can meet with teachers. If you have any concerns, your child’s teacher will be available to meet at this time. Please make an appointment.

Parent Teacher Conferences & Open School Night

There are four dates set to welcome families to meet with our teachers and staff. Please look out for specific details via School Messenger or in your child’s backpack:

- Curriculum Night: Families will introduce their child to their new teachers. Teachers will share an overview of our curriculum and teaching methods, provide a classroom tour, review classroom routines, and share other important information. September, 4:30pm-7:30pm
- Parent Teacher Conferences: November, afternoon 12:30-2:30 and evening 4:30-7:30
- Parent Teacher Conferences: March, afternoon 12:30-2:30 and evening 4:30-7:30
- Open School Night: Students will share and celebrate their work with families. May 4:30pm-7:30pm

New York City Schools Account

New York City Schools Account (<https://mystudent.nyc/>) is an online tool that helps you get the information you need about your child’s academic progress. In NYC Schools Account, you can view detailed information about your child, including information about attendance, course grades, and scores on state tests.

In order to get started with NYC Schools Account and view your child’s information, you will need your child’s student ID and a temporary password. Contact the Family Support Team for more information.

Standardized Tests

Standardized tests are tools for assessing both learning and teaching. Students in grades 3, 4, and 5 are required to take standardized state tests in English language arts, mathematics and science. Students' performance on these standardized tests, school work, and teacher observations are used to determine if they have met the criteria for promotion. The standardized test results are reported as a scale score and performance levels. The performance levels are:

- Level 1 – performing far below the learning standards
- Level 2 – approaching the learning standards
- Level 3 – meeting the learning standards
- Level 4 – exceeding the learning standards

The following tests are administered at Sunset Park School, PS 169.

| Date(s) | Test | Eligibility |
|---|--|--|
| With first 10 days of enrollment | NYS Identification Test for English Language Learners (NYSITELL) | Grades K - 12 NYSITELL eligible students must be tested within the first ten days of initial enrollment. |
| (TBD, typically register in Nov, test in Jan - Feb) | Gifted and Talented (G&T) | Grades Pre K - 2 |
| April - May (Specific dates TBD) | New York State English as a Second Language Test (NYSESLAT) (Speaking portion) | Grades K - 12 |
| April | New York State English Language Arts (ELA) | Grades 3 - 8 |
| May | New York State Mathematics | Grades 3 - 8 |
| April – May | New York State English as a Second Language Test (NYSESLAT) Reading, Writing, Listening | Grades K - 12 |
| May | New York State Science Performance Test (Laboratory) | Grades 4 and 8 |
| June | New York State Science (Written section) | Grades 4 and 8 |

Note: dates may change, so please check the website for updates. Dates for the New York State Alternate Assessment (for eligible special education students) will be announced in coming months.

Supporting Sunset Park School, PS 169

Sunset Park School, PS 169 has a Parent Resource Room next to the main office, available for family use. There are two computers and printers for your use in the Parent Resource Room.

Parent Teacher Association (PTA)

One of the greatest strengths of Sunset Park School, PS 169 is the collaboration among teachers, administrators, and families through the Parent Teacher Association (PTA). The PTA office is located in room 219. The Parent-Teacher Association (PTA) works to support teachers and families at SPS, and it serves as a liaison between families and the school administration. The PTA provides tools and information to help families become active participants in their children's education and the Sunset Park School, PS 169 community. At SPS, every parent or guardian is a member of the Parent-Teacher Association. PTA meetings are held monthly and are open to all members of the community. PTA Executive Board Meetings are also held monthly and are open to all. Copies of the PTA budgets and meeting minutes are available in the Parent Resource Room.

The PTA bulletin boards are located on the 2nd floor across from the PTA office, and in the Parent Resource Room. These bulletin boards have announcements about PTA meetings, subcommittees and school-wide events.

Volunteering

Sunset Park School, PS 169 welcomes and encourages volunteers in our school. In addition to supporting events and activities organized by teachers or the PTA, committees are always looking for support. Past school committees have included gardening, safety, community involvement, and lunch committees. Contact parent coordinators for more information.

The School Leadership Team (SLT)

The New York State legislature mandates that all NYC public schools have a School Leadership Team in place by no later than October of each school year. The SLTs are made up of 50% families and 50% staff. The Principal, PTA President and UFT Representative (or designees) are automatically on the team; other members are elected by their constituencies at special meeting held for that purpose. The SLT is a place where families, administrators and staff members have an opportunity to communicate regularly and share ideas. One of many official responsibilities of the SLT include creating the Comprehensive Education Plan for the school and making decisions that will allow this plan to be implemented. A full list of SLT members is available on the website at www.sunsetparkschool.org. For more information, contact the school.

Title I Parent Involvement

Sunset Park School, PS 169 is a Title I School-wide program. Title I is the largest federal aid program for improving the academic achievement of economically disadvantaged students. As part of the school's educational planning process, Title I schools, through the School Leadership Team and Title I parent representatives, are required to jointly develop and agree upon a Parent Involvement Policy (PIP). The parent involvement activities included in the PIP must be focused on improving student achievement and aligned with the school plan. The goal is to build the capacity of the school's Title I parents to become effective partners with the school to improve student achievement. A minimum of one percent of the school's Title I allocation is set aside to fund these parent engagement activities.

In recent years, Title I PIP activities have included securing interpretation equipment, and expanding parent workshops to expand parent workshops outside school hours. The Title I Parent Involvement meeting typically happens in October of each year.

Other Support for Your Child and Family

Administration

The Principal and Assistant Principals have open office hours (no appointment needed) on Tuesdays from 1:40-2:25 and Wednesdays from 8:20-9:05. To schedule an appointment at another time, please contact the main office.

Guidance and Counseling

School counselors support the whole student, focusing on success in the classroom, relationships with others, personal development, emotional well-being, and career planning. School counselors may be involved in three areas of your child's education:

- **Personal and social development:** Counselors support students' social and emotional learning and relationship building and connect students and families to activities and community services. They provide individual and group counseling, as well as crisis intervention counseling as needed. They also support school-wide initiatives including:
 - *Respect for All*, an initiative to promote respect for diversity and prevent bullying.
 - *Responsive Classroom*, an approach to K - 8 teaching that focuses on the strong link between academic success and social-emotional skills, recognizing that a high-quality education is built on the foundation of a safe and joyful learning community.
- **Academic planning:** Sunset Park School, PS 169 counselors provide information and work with students and families throughout the middle school admissions process.
- **Career and post-secondary development:** Sunset Park School, PS 169 counselors coordinate an annual Career Day to help students understand their strengths and talents, and how these fit in with college and various career paths.

The counseling office is in room 333. You are welcome to reach out with questions or concerns:

- Grades K - 5 (English and Spanish) – Lorraine Quiles, ext. 333
- Grades K - 5 (English, Mandarin and Cantonese) – Chu (“CK”) Leung, ext. 334

Special Education / School-Based Committee on Special Education (CSE) Team

The School-Based Committee on Special Education (CSE) Team works together with families and teachers to ensure that the special needs of individual students are met. The team evaluates students and then meets with families and teachers to determine whether students are eligible for special education supports and, for students who are found to be eligible, to develop individualized education programs (IEPs) to meet their needs. IEPs may address academic, social-emotional, and/or behavioral needs that affect classroom performance. They may include services provided by speech, occupational or physical therapists, guidance counselors, special education teachers, or others.

If you are concerned about your child's progress and think he or she may have a disability and need special education services, you should discuss your concerns with your child's teacher. You can also contact Melissa Hart, Assistant Principal for Student Support and Special Education, at ext. 291 or MHart7@schools.nyc.gov, for more information. You also have the right to request a special education evaluation at any time, and can do so by writing a letter to the School-Based CSE Team.

The School-Based CSE Team is located in room 103A:

Social Worker: Lenore Nell, ext. 153

Psychologists: Tina So, ext. 103, Itka Besser, ext. 103 and Lorraine Velazquez, ext. 106

Family Worker: Alan Lee, ext. 143

A good source of information is the NYC Department of Education website's section on Special Education. www.schools.nyc.gov/special-education/preschool-to-age-21/special-education-in-nyc

Support Services: Academic Intervention Services and Response to Intervention

Sunset Park School, PS 169 provides a range of support services for students who are having difficulty in one or more academic areas:

- **Academic Intervention Services (AIS)** – Sunset Park School, PS 169 teachers, guidance counselors and therapists provide instruction before, during, and after school to groups of students who score below particular levels on State tests or are at risk of not achieving State standards in English Language Arts, math, social studies, and/or science.
- **Response to Intervention (RtI)** – Using the RtI model, Sunset Park School, PS 169 teachers work with small groups of students who are struggling with English Language Arts, providing extra help during the school day using programs or teaching strategies matched to students' needs. Progress is tracked and the type and intensity of interventions are adjusted if necessary.

If it is determined that your child is eligible for support services, you will be notified in writing when services start. You will also be provided with regular updates on progress and opportunities to meet with your child's service provider(s).

If you are concerned about your child's progress and think he or she may need support services, you should discuss your concerns with your child's teacher. You can also contact Melissa Hart, Assistant Principal for Student Support and Special Education, at ext. 291 or MHart7@schools.nyc.gov for more information.

A good source of information about supporting your child's academic success is the NYC Department of Education's website, where you can review what students learn grade by grade. www.schools.nyc.gov/school-life/learning/grade-by-grade

ENL resources / Adult ESL

English language learners (ELLs) are students who speak a language other than English at home and need support learning English. Students are identified as ELLs through a process that begins at enrollment, when all families complete a home language survey (HLIS), answering a series of questions about languages spoken at home. If the survey indicates that the child speaks a language other than English at home, that child may take the New York State Identification Test for English Language Learners (NYSITELL), which identifies whether a student is an ELL.

Student identified as ELLs receive English language support through one of three programs - English as a New Language, Transitional Bilingual Education, or Dual Language. Program placement is based on parent choice. All ELLs take the New York State English Language Achievement Test each spring, to determine ongoing eligibility for ELL services. If it is determined that your child is an ELL, you will receive written notification of ELL status and program placement each year. For questions about programs for ELLs, you can contact Yesenia Caccamo, our ELL Coordinator.

You can find more information about the NYC Department of Education's services for English language learners, including the ELL Parent Brochure (available in nine languages) and Frequently Asked Questions. www.schools.nyc.gov/multilingual-learners/process/english-language-learners

In addition to our services for students, we also offer English as a New Language classes for parents. If you are interested, you can reach out to our Family Support Team.

Child abuse / Neglect

Important information from the New York Office of Children and Family Services (OCFS):

If you suspect a child is a victim of abuse or neglect, you can report the situation by calling this statewide toll-free hotline number for parents, guardians, and students: 1.800.342.3720.

If you are deaf or hard of hearing, call TDD/TTY at 1.800.638.5163.

If you believe a child is in immediate danger, call 911.

For more information, see the OCFS website at <http://ocfs.ny.gov/main/cps/>.

Contacts

Leadership *(All Assistant Principals and Principals)*

Open Office Hours, No appointment needed, interpretation in all languages.
Tuesdays 1:40 pm - 2:25 pm & Wednesdays 8:20 am - 9:05 am in room 245.

Principal *(Rm. 217)*

EuJin Tang, ETang@schools.nyc.gov

Assistant Principals *(Rm. 241B, 242A)*

Joanna Cohen, JCohen72@schools.nyc.gov

Jamie Fidler, JFidler2@schools.nyc.gov

Melissa Hart, MHart7@schools.nyc.gov

Emily Hurst, EHurst@schools.nyc.gov

Family Support Team *(Rm. 227)*

Cheryl Wong, ext. 228, CWong19@schools.nyc.gov

Julie Guevera, ext. 227, JGuevara4@schools.nyc.gov

The School-Based CSE Team *(Rm. 103A)*

Social Worker: Lenore Nell, ext. 153, LNell@schools.nyc.gov

Psychologists: Tina So, ext. 103, TSo@schools.nyc.gov

Lorraine Velazquez, ext. 106, LVelazquez2@schools.nyc.gov

Itka Besser, ext. 103 ibesser@schools.nyc.gov

Family Worker: Alan Lee, ext. 143, ALee31@schools.nyc.gov

Community Based Organization *(Rm. 125)*

Center for Family Life: 718.788.3500, ext 159

Quick Reference

| I need to... | Quick answer | See pg: |
|---|--|---------|
| Report my child's absence | Call the main office, 718.853.3224, send a doctor's note if more than 3 days | 6 |
| Update emergency contacts / who can take my child home | Come to main office and update "blue card" | 7 |
| Talk to my child's teacher | Come to parent engagement time (Tuesday after school) or make an appointment | 14 |
| Find out how to volunteer in the school | Contact the PTA or parent coordinators | 16 |
| Get help understanding school or department of education policies | Visit our website www.sunsetparkschool.org or the DOE website www.schools.nyc.gov or talk to a parent coordinator in room 227 | |

Be sure to check our website for announcements and updates: www.sunsetparkschool.org.

Sunset Park School, PS 169

4305 7th Avenue

Brooklyn, NY 11232

www.sunsetparkschool.org

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