

The Castlewood School – P.S. 186Q
“The Little School With A Big Heart”

252-12 72nd Avenue
Bellerose, New York 11426

(718) 831-4021
Fax (718) 831-4029

Dolores Troy-Quinn, Principal

P.S. 186 SCHOOL HANDBOOK

Dear Families,

Welcome to Public School 186 – The Castlewood School!

We are very proud of the reputation of our fine school and are certain that no better educational experience can be found anywhere. We offer successful programs unique to our community. The entire Castlewood community always strives to create the most literate environment possible. Our Parent Coordinator helps to create a parent friendly school environment, encourages parent participation and helps parents navigate resources within our school system. Please help us in this endeavor by becoming actively involved in your child’s education and our school.

The purpose of this handbook, done in collaboration with our Parent Coordinator Michele Rowe, is to provide an overview of P.S. 186 and to describe policies, procedures, programs and pertinent school information. The material in this handbook is offered as a guide for parents and intended to be helpful and informative. **Please read it carefully.**

We look forward to providing a wonderful educational experience for your child.

Sincerely,

Dolores Troy-Quinn
Principal

Partnership

*I dreamed that I stood in a studio
And watched two sculptors there.
The clay they used was a young child's mind
And they fashioned it with care.
One was a teacher: the tools he used
Were books and music and art;
One a parent with a guiding hand,
And a gentle, loving heart.*

*Day after day the teacher toiled,
With touch that was deft and sure,
While the parent labored by his side and
Polished and smoothed it o'er.
And when at last their task was done,
They were proud of what they wrought.
For the things they molded into the child
Could neither be sold nor bought.*

*And each agreed he would have failed
If he had worked alone.
For behind the parent stood the school,
And behind the teacher—the home.*

Author unknown



School Vision

Public School 186 is dedicated to developing an environment in which students, parents and staff work collaboratively to maximize their intellectual, emotional and social potential. We will provide students with a rigorous curriculum that focuses on meeting or exceeding standards. It is our goal to develop in all of our students a love of learning and an ability to succeed as contributing citizens of society.

P.S. 186 Mission Statement

The P.S. 186 mission is to ensure that its students will achieve the highest academic standards by:

- ❖ Providing an environment in which students are encouraged to inquire, apply and extend their understanding of the world through problem solving and decision-making.
- ❖ Providing students with an education that is accessible and equitable for all learners including English Language Learners, students with disabilities, gifted and academically challenged.
- ❖ Differentiating the curriculum and instructional strategies to maximize success for all students.
- ❖ Educating the whole child and promoting self-confidence and mutual respect.
- ❖ Utilizing a variety of assessment strategies and looking at data to maximize classroom planning and instruction.
- ❖ Offering professional development for staff in all areas of the curriculum.
- ❖ Involving parents and community in the learning process.

School Hours

General Information

School Hours:

Regular school hours are from 8:40-3:00 **

Pre-Kindergarten: 8:40-2:40

**** ACADEMIC INTERVENTION SERVICES (AIS):** Students who have been previously identified as benefiting from additional instruction must report to the cafeteria no later than 8:02am, **MONDAY—THURSDAY.**

If your child arrives after school begins, they must report to the Security Guard for a late pass.

Daily Schedule:

Arrival:

Free breakfast for students is served at 8:15am. Extended Day Students may arrive for breakfast at 7:45am

Pre-Kindergarten classes line up in the Gymnasium.

Grades K-5 sit in the Auditorium.

Students will be admitted into the school at 8:00 unless they attend our early morning program.

There is no supervision until 8:00.

Please do not drop your child off before that time unless they attend extended day classes.

All students enter through the main doors.

Dismissal:

Pre-K dismissal is 2:40pm, Kindergarten and 1st grade dismissal is 2:55pm. Students in grades 2—5 are dismissed at 3:00pm.

Parents must be on time so children are picked up promptly. In case of emergency, please arrange for someone to meet your child/children. You are requested to phone the school with authorization about changes you have arranged for pick-up. **THERE ARE NO PROVISIONS TO SUPERVISE CHILDREN AFTER 3:00PM.**

If there is a change in your child's routine dismissal, such as not taking the bus home or going home with a friend, a **written note** must be sent to the teacher. No verbal messages from children will be accepted.

If your child needs to leave school early, an authorized adult must sign them out. If possible, a note should be sent to the child's teacher explaining the reason for leaving early.

If your child becomes ill during the school day, the nurse or the office staff will notify you. For this reason, all students must return the **blue emergency cards** that have current and updated phone numbers. **PLEASE BE SURE TO KEEP YOUR BLUE CARD INFORMATION UPDATED AT ALL TIMES.**

Bus:

Children are expected to behave on the bus.

Parents should know their child’s bus route and bus number.

See Mrs. Barbara Hanley in the office for all bus problems. She arrives at 9:30 am.

If you would like the telephone number of the bus company that provides service, please contact the office or Parent Coordinator.

Students must have an adult meet them at their stop.

Blue Emergency Cards:

Two blue emergency cards must be filled out and returned to school immediately. It is imperative that all emergency telephone numbers be accurate and updated. If any changes do occur, i.e. change of address, business or home telephone numbers, a written note must be sent to the school with the new information. You must include the name and number of a friend or relative who will pick up your child in case of an emergency or illness**. If your child has any health conditions (allergies, asthma, seizures, etc.), please attach a separate paper to the emergency card, listing the conditions. *If your child requires medication during school hours, please contact Myrna Domenicci, our school nurse.

****We will only release your child to individuals designated on the blue card.**

Medications:

Children are not allowed to carry medicine into school. These items may inadvertently fall into the wrong hands creating a hazardous condition.

Contact and Staff Information

Office Telephone Number: 718 831-4021

Office Fax Number: 718 831-4029

Parent Coordinator Number: 718 831-4021 (ext.126)

Principal: Mrs. Dolores Troy-Quinn

Custodial Staff: Mr. Brian DeJohn

Mr. Mark Johnson

Mr. Larry Ranzer

Mr. Mike Jones

Ms. Jane Casale

Secretary: Mrs. Maria Zucaro

Parent Coordinator: Ms. Michele Rowe

Aides: Ms. Cathy Durkin

Ms. Barbara Hanley

Ms. Linda Mazzola

Ms. Teresa McAdam

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School Safety Agent: Zulema Abad

School Food Services:

Josephine Regina
Nina Sgroi
Joanne Andreou

Teaching Staff:

Pre-Kindergarten: Ms. Margaret Abel
Ms. Elsie Grossman (para)
Mrs. Tara O'Neill
Ms. Kathleen Nigro
Mr. Michael Siniscalchi (para)

Kindergarten: Mrs. Carol Pilinko
Ms. Ana Gonzalez
Mrs. Heather Depasse
Ms. Allison Tralongo
Mrs. Melissa Puglisi
Mrs. Valerie Baronoff
Ms. Kristin Sendrowski

1st Grade Mrs. Allison Schandel
Ms. Diana DiLorenzo
Mrs. Janet Rotela
Mrs. Melissa Polanco
Ms. NaLae Han
Ms. Barbara Linder

2nd Grade Mr. Steven Gilroy
Ms. Jacqueline Dowd
Ms. Stacy Emspack
Ms. Hannah Goldstein
Ms. Roni Simon
Mrs. Pamela Coughlin

3rd Grade Ms. Sonia Cerqueira
Ms. Denise Verde
Ms. Tara Donnelly
Ms. Erica Gerlach
Ms. Tina Vicino

4th Grade Mrs. Barbara Tomitz
Ms. Christina Barth
Mrs. Roopa Khaneja (4/5-12:1:1)
Ms. Pamela Carey (para)
Ms. Pamela Ianello (para)

5th Grade Mrs. Maria Montes
Mrs. Doris Iskaros
Ms. Konstantina Spaliaras

Teachers

Specialist Teachers:

Art: Mrs. Melanie McLaughlin Palmieri
Computer: Mr. Dan Salgado
Phys. Ed.: Mr. Colin Gomes
Music: Ms. Leslie Miller
Science: Ms. Sophia Moya
Math (staff developer): Ms. Eve Sci (Mon./Wed./Fri..)
Library: Mrs. Michele Louie (Mon./Fri.)
ASD Nest Cluster: Mrs. Tracy Auerbach
Mrs. Patricia Mahalko
Mrs. Ilena Schreiber
Mrs. Tamara Restrepo
APE: Mrs. Kathy Efthimiades
Enrichment: Mrs. Fran Werkheiser (Tues./ Thurs.)
Mrs. Eve Ciardello (Tues./Thurs.)

Special Service Providers:

Reading/ESL: Mrs. Laura Rivera
Resource Room (SETSS): Ms. Joan Kron
Guidance Counselor: Ms. Mary Jane Blau
Social Worker: Mrs. Donna Mizrahi
Nurse: Ms. Myrna Dominicci

School Based Support Team/ Other Services

Mrs. Darshana Thawani-Shukla, Psychologist
Mrs. Mindy Kammerman, Social Worker (Wed.)
Mrs. Debbie Rowley, Clerical Assistant
Mrs. Rebecca Diele, Ms. Sinead Forde, & Mr. Steven Seidman, Occupational Therapy
Michelle Mazzella, Jennifer Toplan, Christy Gordon & Kathryn Kubic, Speech
/Language Therapists
Ms. Christina Martinez, Physical Therapy

PTA:

Co-Presidents:	Donna Ostuni & Anna Cucchiara
Vice President	Lori Stuthmann-Gonzales
Treasurer:	Dawn Ricci Gazillo
Fundraising Chairperson:	Martha Lew
Membership Co-Chairpersons:	Vigi Hegde & Jacqueline Tubian
Recording Secretary:	Shazia Sajjad
Corresponding Secretary:	Christine Bronzi
Volunteer Co-Coordinator:	Komal Joshi & Jessica Garcia
Editor / Castlewood Call:	OPEN
Hospitality:	Janice Wright & Nonie Rallis

Financial Secretary
Good and Welfare
Community Education Council
& President's
Council Representative

Susan Tso-Lee
Connie Petrik & Jennifer Gilmore

OPEN

School Leadership Team

Staff

Dolores Troy-Quinn
Hannah Goldstein
Valerie Baranoff
Melissa Puglisi
Tina Vicino

Parents

Donna Ostuni
Connie Petrik
Shazia Sajjad
Lori Gonzales
Dawn Ricci Gazillo

School Safety

All visitors **MUST** enter the school through the main entrance. Upon entering, all visitors/parents must sign in at the desk of the school safety officer and present identification. All visitors must obtain a building pass. All other entrances are closed. Upon exiting, all visitors must sign out at the security desk and exit through the main entrance doors.

NO PARENTS OR VISITORS WILL BE PERMITTED TO WALK IN THE HALLS WITHOUT A PASS.

No Parking Areas

Under NO circumstances is parking permitted in front of the school. Under no circumstances is double parking permitted. This is for the safety of your children! The police department will give out tickets to those that are not in compliance. **Please take note of No Parking/ No Standing signs in the areas surrounding the school.**

Fire, Evacuation and Safety Drills

These drills are conducted many times during the school year. Students are expected to follow directions in a quick, quiet and orderly manner.

Programs Available at P. S. 186

Academic Support Service (AIS):

Supplementary support services are provided to students who fail to make expected grade level progress in English language arts, mathematics, and science. Small groups of students meet several periods per week, both before (extended day-AIS) or during school.

SETSS:

The SETSS program provides special supplementary instruction in a small group setting. The SETSS teacher, in cooperation with classroom teachers, provides small group individualized instruction to maintain or improve academic performance.

Science:

Our science lab, taught by a trained teacher, provides our students with the opportunity to explore science content through the use of hands-on activities. Curriculum is based on the NYC Science Performance Standards.

Technology:

Technology at Castlewood is a very progressive, child-centered study from kindergarten through 5th grade. The goal is to provide each child the basic skills of how to operate the computer as a sophisticated communication and research tool that will support their continued academic activities.

Music:

Our music specialist meets with each class. All students in grades K-5 participate in our program that culminates in a spring concert. 4th and 5th graders work with ballroom dancing professionals to master such dances as the Fox Trot, the Swing and the Waltz

Art:

Our art program allows the students in grades K through 5 to express themselves through different media. Students will explore the work of various artists throughout the year.

Library:

P.S. 186 students visit our school library every week. All students have the opportunity to select books for independent reading and to explore a variety of genres.

After-School Center: (Samuel Field Y)

The Samuel Field Y conducts a program at P.S.186 five days a week. This non-academic program runs from the end of the school day until 5:30p.m. If interested in the fee for service program, please contact Michele Rowe.

Student Council:

The Students in grades 4 and 5 have the opportunity to run for election to represent the student body. Elections are held in November of each school year. Representatives work on projects to improve our school and also help the community. Some student council projects include:

- Penny Harvest
- City Harvest
- Clothing Drive
- Box Tops for Education
- School Spirit Days

Spelling Bee: School winner competes in region-wide competition.

P.S. 186 Keeps Parents Informed

Newsletter – **The Castlewood Call**

Email Distribution – Be sure to give the Parent Coordinator your email address.

Back to School Night (parent orientation): **September 22, 2009 @ 7:00pm.**

Open School Week: **November 16th-20th,2009**

Class Trip Notices

Report Cards- Distributed 3 times per year for Grades 1-5

Distributed 2 times per year for Kindergarten

Individual Parent/Teacher Conferences: Fall- Nov. 10, 2009 (1-3pm and 5:30-8:00pm)

Spring- Mar.16, 2010 (1-3pm and 5:30-8:00pm)

Emergency/Half-Day closings letters

Lunch Applications and Payment Schedule

P. T. A. Announcements

Health Notices

Letters from the Principal

Parent Coordinator Notices and Monthly Calendar

The Parent's Role

Homework

Parents can help their child by assuring that homework is done on a daily basis (see School Homework Policy on page 13). Please make sure all books, materials and notices are sent into school every day.

Parent Teacher Association (PTA)

All parents are encouraged and urged to become active members of this vital association. Meetings are generally on the third Tuesday of the month at 7:30 p.m. unless otherwise specified. Membership notices are distributed the first month of school. Suggested donations are \$15.00 per family.

Communication

Contact your child's teacher with any questions, comments, or concerns. **Teachers cannot accept phone calls during class time. Please leave a message with a member of the office staff** and your call will be returned. You may also contact the parent coordinator, Michele Rowe, anytime during the day at 718-831-4021 ext. 1261 or email at mrowe22@schools.nyc.gov. **Please refrain from stopping teachers by the doors for extended discussions.**

Parent-Teacher Conferences

The New York City Department of Education sets aside afternoon and evening conferences in the fall and the spring. Parents are strongly encouraged to discuss their

child's progress at those times. Conferences are scheduled for **Nov.10, 2009** and March **16th, 2010**

Notices will be sent home regarding any changes in schedules as well as appointment times.

Absences

A note explaining an absence is required upon the child's return to school. Please notify the school if your child will be absent from school for a prolonged period time.

Promotional Policy requires that a child must have a **90% rate of attendance**. If this results, a doctor's note will be required. Children with communicable diseases must stay home until no longer infectious. A doctor's note is required to come back to school.

Attendance is the most important part of your child's education! If they are not here, they are missing out. This includes Pre-K and Kindergarten. Please do keep your child home if they have a fever or are legitimately ill. Attendance is monitored daily and phone calls are made to the homes of any absent children.

Lateness

Please bring your child to school on time. Lateness causes a disruption for your child, his/her classmates and the teacher.

Workshops

Workshops will be conducted throughout the year. These workshops will focus on grade curriculum and classroom activities. Parent workshops will also be given during some PTA meetings and at various times during the school year. Notices will be sent with information.

Remember to read to and with your child.

Take time out daily to talk with your child.

Become an involved parent by participating in your child's school.

Be sure to join and support your P.T.A.

What We Expect From Our Students

Reading:

All students are expected to read for at least 20-30 minutes per day, depending on grade, to achieve the Chancellor's Standards.

Notices:

Students are expected to promptly deliver and return all notices requiring parental response. It is a good idea to check your child's backpack and note folder on a daily basis for notices.

General Rules:

- All textbooks are to be covered and returned in good condition at the end of the school year.
- Children are not permitted to wear hats in school, except for religious and/or medical reasons.
- **Book bags on wheels are not permitted in the school.**
- **Heelies (sneakers with wheels) are not permitted.**
- **Electronic games, cell phones and trading cards are not permitted.**
- Students are expected to walk, **not run** in the hallways.
- No gum chewing is allowed in the school building.
- Students are expected to walk quietly, without talking, through the halls and stairs. This is a courtesy to those students working in their classrooms.
- Children will be taught a signal for lining up in the morning and at lunchtime. All students are expected to follow this signal.
- Each student is to clean up his or her area in the lunchroom each day.
- Any lost or damaged literature books, library books, or textbooks will have to be replaced by the student. Students will be notified of the replacement cost these items.
- **Assembly attire (boys-white button-down shirt and tie, dark pants, girls-white shirt, dark pants or skirt) is required for all students during assemblies.**
- **Open toe and backless shoes or sandals are not permitted in school.**

Books:

All textbooks are to be covered.

Any lost or damaged library, workbooks or textbooks must be replaced and paid for by the student.

Homework:

Please see the Homework Policy listed on page 13. We ask for your cooperation in this area. Please check your child's assignment pad every night. If a student is absent from school, they are still obligated to get the homework assignment and complete it.

Class Trips:

No student will be allowed to go on a class trip without a **written permission slip!**

Snacks:

If your child is bringing snack to school, please be aware of the following guidelines recommended by our School Leadership Team. **Healthy snacks such as fruits and vegetables and bottled water only, please.**

Homework Policy –P.S. 186 The Castlewood School

Purpose

P.S. 186 has established the following homework policy, in furtherance of our philosophy that a flexible and moderate homework program can provide positive academic, as well as non-academic benefits. Research indicates that carefully planned homework can improve comprehension and retention of the covered material, as well as improve study skills and students attitudes toward school. On the non-academic side, homework can encourage and support independent and responsible character traits. Furthermore, homework fosters Castlewood’s home-school partnership philosophy, by providing a means for parents to:

- ❖ Be involved in the schooling process;
- ❖ Be informed of what their children are learning;
- ❖ And, to be permitted the opportunity to express positive attitudes towards school and their children’s achievements.

Policy Guidelines

Homework assignments should be purposeful and carefully planned to support the standards, by being structured so as to reinforce each day’s classroom instruction.

Collaboration

Grade members should collaborate upon the nature and content areas of homework assignments. There should be some degree of collaboration with the specialty teachers when appropriate.

Time designated

Please note that the time listed below is the *average* range of time it should take your child to complete his/ her homework.

Nightly: Kindergarten: 10-30 minutes	Grade 3: 30-50 minutes
Grade 1: 20-40 minutes	Grade 4: 50-75 minutes
Grade 2: 20-50 minutes	Grade 5: 60-90 minutes

These intervals include the time children spend in reading either independently or with parental assistance.

Weekend

Assignments are to mirror the nightly homework schedule.

Vacations

Vacation assignments should generally include reading, writing and math, in reasonable amounts.

Special Events at P. S. 186

Assembly Programs:

Assembly programs are scheduled during the school year.

Field Day, May 28, 2010:

Students enjoy a special day of fun activities and contests at the end of the school year. Parents are encouraged to volunteer and join the activities.

Career Day: April 16, 2010

Parents and community members from various fields are invited to come in and discuss their career choices with the students.

Dr. Seuss Day, March 2, 2010:

Parents and community members are invited to read Dr. Seuss books to all classes.

PTA Fundraisers and School Events:

Picture Day
Candy Sale
Classroom Reading and Writing Celebrations
Book Fair (School Fundraiser)
Holiday Boutique
Bake Sales
Plant Sale
Spring Concerts
Math Night
Movie Nights
Art Night
Family Fitness Night
Science Night
Literacy Night
Career Day
Ballroom Dance Competition
Year end family dance
Ashokan Trip for 4th graders
Field Day
End Term Dinner
5th Grade Graduation Trip
5th Grade Graduation Dance
5th Grade Graduation
Kindergarten Moving Up Celebration
Pre-K Moving Up Celebration



Be sure to look for these events and all other dates on your monthly calendar.

Important Dates to Remember:

PTA Meetings:

The PTA generally convenes on the third Tuesday of each month unless otherwise specified. Executive board meeting begins at 6:30pm, general membership at 7:30pm.

2009-2010 Meeting Dates:

TO BE ANNOUNCED

School Leadership Team Meetings:

Dates to be announced

Testing Dates 2009-2010 School Year

NYS Social Studies - Grade 5 November 16th & 17th, 2009

NYS ELA – Grade 4-April 26, 27 & 28, 2010 TENTATIVE

NYS ELA – Grades 3 & 5 –April 26 &27, 2010 TENTATIVE

NYS Math – Grades 3 & 5 –May 5& 6, 2010 TENTATIVE

NYS Math – Grade 4 – May 5, 6 & 7, 2010 TENTATIVE

NYS Science - Grade 4 (WRITTEN) – June 7, 2010

Grade 4 (Performance)- To be announced

