

Public School 179
Academy of Exploratory Arts
Engage 🐙 Explore 🐙 Elevate

Staff Manual



Ms. Christian Hernandez
Principal

Dr. Nathaniel Waye
Assistant Principal

Staff members are responsible for following all items of policy and procedure set forth in this manual, the NYC Chancellor's Regulations and all addenda and school memoranda which may be issued. New policies and procedures will be updated and shared as needed.




Edition 2025-2026

Hello Team,

Welcome to a milestone year as we step into a bold new identity. As of July 1, 2025, we are *Academy of Exploratory Arts*. This handbook marks the beginning of our shared journey anchored into our **D7 vision: The Bridge to Generational Success**, in our school community defined by our new calls to action, **Engage** in learning, **Explore** the arts, **Elevate** the community. **PHINS**, our new acronym stands for: **Presence, High Expectations, Integrity, Nurturing** the whole child, **Service**. Our core values will be at the forefront of everything we do. **JUICE**, Joy, Unity, Integrity, Collaboration, Empowerment are our **D7 core values** and we will center ourselves in **Joy** and **Unity**.

This manual is your guide for our school-wide procedures and professional norms. It outlines practices that promote a safe, inclusive, and thriving environment, because when students feel supported, they are empowered to grow. Whether it's instruction, student management, social-emotional learning, or family partnerships, you'll find clear and thoughtful expectations designed to help you succeed and feel connected.

Here's what you can expect from this guide:

-  **Clarity on Protocols:** Streamlined procedures for day-to-day operations.
-  **Shared Commitments:** Best practices that reflect our school's values.
-  **Support for You:** Tools and resources to elevate your craft.

We are one team, every member of this community is vital to creating a dynamic, nurturing space where engagement and exploration is not only encouraged, it's expected. As you read, reflect on how your own talents and passion can support our shared vision and mission. How will you contribute to joy and unity?

Please be sure to review the manual in full and sign off to indicate you've received and understood its contents. Here is to a new chapter ahead!

In unity,

Christian Hernandez
Principal

Dr. Nathaniel Waye
Assistant Principal



Vision Statement

D7 The Bridge to Generational Success



NYC Public Schools Mission

At New York City Public Schools, we deliver rigorous academics and real-world learning experiences to ensure all students graduate with the knowledge, skills, and confidence to succeed in their careers and communities.

Engage  **Explore**  **Elevate**

Our Calls -To-Action/ Our Slogan

Engage in learning, **Explore** the arts, **Elevate** the community. This is more than a slogan, it's our 179 promise.

Our Core Values

PHINS

- **P**resence
- **H**igh Expectations
- **I**ntegrity
- **N**urturing the Whole Child
- **S**ervice



Chain of Command

Principal	Ms. Christian Hernandez	(845) 905-5300
Assistant Principal	Dr. Nathaniel Waye	(917) 808-1301
Guidance Counselor	Francisco Gallego	

Official Work Hours for Staff

Teachers' official work hours: **8:00 am- 2:45 pm**. The first Monday of each month will be **8:00-3:45 pm**. The school building is open to staff from **6:45a.m.- 4:45 p.m.** It is mandatory that staff adhere to these times. In the event that you wish to remain in the building past 5:00 p.m. you must get permission from one of the administrators and must sign the Sign In book located in the main office. You may only remain in the building if there is an administrator present.

Official School Hours for Students

Students' official school hours: M-F 8-2:45pm

Your schedule will be handed to you and also laminated and placed on the outside of your classroom. You must adhere to teaching at the times indicated on your schedule. There are days where assemblies and or school events cause you to adjust. Please prioritize Literacy and Math on these days.

Lunch Procedures

We will have one lunch period this year **12:10-1:00pm**

K-2 will eat first from **12:10-12:35** and then go to recess from **12:35-1:00pm**

3-5 will have recess first from **12:10-12:35** and then eat from **12:35-1:00pm**

All classes are brought to the lunchroom/outdoor yard or Auditorium by their teacher and seated by their teacher at their assigned table. Students are called to the lunch lines by the school staff. Students should be encouraged to take the food they will eat and eat the food they take. Students should remain seated at their tables until asked to dispose of their leftovers. Tables and floors should be kept clean.

Please review appropriate behavior and lunch manners with your students prior to taking them to lunch. Review with students how they should act when they are dining. They should speak in low voices and remain seated until they are told they can get up. It is important for the students to be reminded that we are sharing a building with two other schools and we must be courteous to our neighbors.

If you are bringing students upstairs for lunch, you must give the students a lunch pass. Teachers desiring students for special projects at lunch time must arrange supervised transition from/to the lunchroom or play yard.

Under the 2025-2026 SBO vote, you only stay the first Monday of the month

Month/Day	Team Sync: 2:45-3:15pm (30 min)	Grade Team: 3:15-3:45 (30 min) <u>Parent Engagement</u> 40 min per month- if you do not have a need for 40 minutes, OPW can be used to meet the 40 minute requirement- Please send this to Dr. Wayne	<u>Locations</u> <u>Team Sync- Aud</u> <u>Grade Teams:</u> 3K-107 Pre-K 316 K-307 1-305 2-308 2/3- 308 3-403 4- 408 4/5 -408 5-406
October 6	Faculty	Grade Team	
November 3	Faculty	Grade Team	
December 1	Faculty	Grade Team	
January 5	Faculty	Grade Team	
February 2	Faculty	Grade Team	
March 2	Faculty	Grade Team	
April 6	Faculty	Grade Team	Vacation Day- No PL
May 4	Faculty	Grade Team	
June 1	EOY Procedures	Celebration	TBA

Staff Professionalism

- We all have a responsibility to contribute to building a culture of presence, joy and unity. In that regard, please use a language that reflects kindness, inclusion and be considerate of others.
- We all should be on the receiving end of joy, however we all have a responsibility to create joy for others.
- You are still held responsible for any professional learning content that you miss due to your absence from the training.
- Please do not congregate by the desk of the school safety agent.
- While you are working, you are not to be on your cell phone and or eating. You are given a lunch period and your preparatory period is to be utilized for anything related to effective instructional planning.
- Please report to your assigned locations at the assigned time, lateness is a form of disrespect to your colleagues' schedules.
- When you are absent or late, you must email Ms. Hernandez, Dr. Wayne and Ms. Liz in addition to calling it sub-central.

- **While there is no specific dress code for staff, keep in mind that you are a role model for our students and parents, and you are expected to dress in a professional manner.** The way we dress communicates our respect for our community. It also communicates a professional attitude. "Dress for Success" applies to the staff as well as to the students. If you expect the parents of your students to treat you like a professional, then you must dress as such. Shorts, short skirts, and see through clothing, exposed undergarments, torn jeans, flip flops etc., are examples of non-professional clothing. If your clothing is a distraction to the educational process, you may be asked to change to more appropriate clothing. Please be mindful of any graphic T-shirts that may contain inappropriate messaging for young children.

- Students must be always supervised. Teachers who leave students unsupervised are subject to disciplinary action.

- **Lesson Planning:** In order for students to be successful we must plan. We cannot expect students to be successful if we do not do our jobs. **Planning is not optional; it is a part of your pedagogical duties.** Not planning shows a sign of disrespect for your students and your profession. Any supervisor may request to see your lesson plans for that day, as well as your prior planning. If you fail to have your lesson plans on any given day, you may receive a letter in your file, you may be required to write out formal lesson plans for each subject area and you may receive a "U" or ineffective rating. **All subject areas being taught must have a lesson plan. Again, small group instruction must also be planned. You cannot "wing it". Our students deserve a teacher who plans on-going, comprehensive instruction in all areas. Having a plan solely for literacy and math is not acceptable. Keep in mind that failing to plan is planning to fail.** You must have a Unit Plan for every subject that is being taught. Your Unit Plan should include- [NGLS](#)

being taught, essential questions, big ideas, enduring understanding, assessments, and [CS-RE](#).

- **In dealing with parents, visitors, colleagues, and students, staff members are to conduct themselves professionally and use language, which is professionally appropriate.**
 - **If you notice a parent using a restroom that is not designated for them, please let Ms. Casanova know. Do not address it with the visitor.**
- Staff members are expected to be professionally prepared each day to carry out their professional assignments.
- Please synchronize your clocks with the time clock in the main office to enable you to pay strict adherence to the lunch and prep schedule, and to arrival and dismissal times.
- Consuming food and beverages are restricted to the staff lounge, cafeteria and teachers' classrooms during the teacher's lunch period, with exception of planned and approved social and celebratory events. Please do not walk in the hallway with open containers, students are not allowed in the staff lounge.
- Please adhere to the teachers' lounge norms that are posted in that space to keep the area clean and welcoming.
- Please always problem-solve by seeking to communicate with your administrators and or UFT chapter leader. Please realize the difference between a concern and or issue and a matter that you perceive is not contractually sound. Your UFT chapter leader will guide you and support your learning of the teacher's contract.

Staff Attendance and Punctuality

Teachers are expected to be a role model for students and therefore to be in school, on time, each day that school is in session.

In case of personal illness, or other unforeseen events, the staff member must call the school **before 6:30 a.m.** so coverage for your class or program can be arranged. Absences should be called into the administrators and put into sub-central. **If the school phone is not answered, you must call Dr. Wayne @ (917)-808-1301. If you cannot get through, please call Ms. Hernandez @ (845)-905-5300. Every effort should be made to speak to the assistant principal first and then the principal when calling in an absence.**

The UFT contract with the DOE provides that teachers receive one day of credit to be used for absences (the 15th of every month) (self-treated days or personal business) for each month of service, up to a maximum of ten days per school year. These days are cumulative in the teachers CAR, up to 200 days.

Personal days "for absence, up to a maximum of 3 per school year, may be requested for any business that cannot be conducted outside of school hours. You must file a "Personal Day"

request form with Mrs. Liz, for consideration by Ms. Hernandez. **This form must be submitted at least three days in advance and is valid only if approved by Ms. Hernandez.**

You may also use up to 3 C.A.R. days to take care of a sick family member. It is up to you to keep a record of your time.

Staff members who are late more than **five** times or absent more than **ten days** in any one school year may be considered as demonstrating a pattern of excessive absences. He/she may receive a **letter to their personal file.**

“Personal Days” will not be approved for days before or after a holiday. Plan your vacation during the days/weeks when the New York City Public Schools has deemed as vacation time OR you may request to use NYCPS vacation days that some of you received under an agreement with the UFT and the City of NY. **These days MUST be requested at LEAST 10 days in advance.**

Non-Attendance: A staff member may be eligible to attend a professional meeting or funeral of a close family member without having this time counted as an absence. You may be eligible for “non-attendance”, with pay. A form OP201, obtained from Mrs. Liz, must be completed, and submitted together with appropriate documentation to Ms. Hernandez for approval at least one week in advance of the desired date, (except in the case of a funeral). **A summons to jury duty must also be submitted to the Principal, in advance, to receive credit for non-attendance with pay.**

Absent extraordinary delays in public transportation, or late school openings authorized on snow days, all staff members are to be in school at their scheduled time and must move their cards from out to in. Any staff member excessively late, except for circumstances above, may be required to **clock-in every day.** Excessive lateness, defined as more than **ten times** in a school year, may result in a letter in the teacher’s file and/or further disciplinary action.

All staff members must personally move their attendance cards from OUT to IN, in the morning and from IN to OUT at the end of their official workday. You are not to move another person’s timecard for them. Staff who arrive after their official start time, must receive their card from Mrs. Liz the payroll secretary and then clock in. Such time will be deducted from the staff member’s CAR.

School Closing/Delayed Opening/Storm Day Procedures

The Chancellor will make the citywide decision to close or delay the opening of schools due to inclement weather. Listen to your local radio station for information. Parents should listen to information broadcast by any of the following radio stations:

WINS (1010 AM); WCBS (880AM); WLIB (1190); NY1 (Channel 1, cable tv); WBLS (107.5 FM); WADO (1280 AM); ELDM (1380 AM); WNYE-TC (Ch. 25); WNYE (91.5 FM)- WSKQ (97.9 FM); EXLX (620 AM)

YOU CAN ALSO CALL 311.

Daily Procedures

Mail and Mailboxes

Each staff member has a mailbox in the main office. Mailboxes are arranged alphabetically. Make sure to check your mailbox upon entering and exiting the building. This will ensure that you receive your mail in a timely fashion.

Personal mail and packages may not be delivered to the school, however if you ordered supplies for your classroom, you can speak to administration first and be granted permission for delivery to the school.

School Keys

Keys are your responsibility and should be safeguarded accordingly.

Only the custodial staff (with the permission of the principal) may duplicate keys.

Classrooms should be locked when you are not in them and kept unlocked when your class is in session. All personal and valuable property should be locked in your classroom closet. The school is not responsible for items that may be stolen because they were not properly secured. No money or valuables should be stored overnight in school.

Request for Teaching Supplies

Fill out the supply request form and place it in Ms. Batiatta's mailbox. Supplies will be given out once every other month only.

Custodial Concerns

If you need any repairs complete the [digital custodial log](#). Do not approach custodians in the hallways, all concerns must be reported to Chris Ohel, our Custodial Engineer, not to cleaners.

We are required to recycle; therefore, the blue plastic containers are used for paper disposal only. Be sure all detritus and debris are picked up off the floor and left in garbage pails. Materials, equipment, and furniture should be organized for ease of use and maintenance.

All Classrooms EXCEPT 3k and PK should not have refrigerators, coffee pots or other electronic appliances.

Please be mindful of how you treat the classroom walls. Please refrain from using staple guns or packaging tape on the walls. Do not hang anything on the window shades.

Morning Arrival Procedures

All students EXCEPT 3K and PK will arrive through the 139th Street entrance beginning at 7:40 a.m. if they want to eat a hot breakfast. 3K-PK will enter through the main entrance & parents will bring them to their class. Breakfast for 3K & PK will be in the classroom.

Late Students

All late students **should stop by the main office** to receive a late pass and/or change their attendance. If a student arrives after the ATS scan sheet has been sent to the office, the teacher should use the DOE attendance app and ensure the attendance is changed from Absent to Late. Students who exhibit a pattern of frequent lateness may be referred to our attendance team (Ms. Casanova, Mr. Gallego, Ms. Batista, Ms. Gooney, Mr. Cuello).

Student Attendance Procedures

All children in your class must appear on your ATS roster. You will receive notification of any newly admitted students from the secretary. Do not accept any child into your classroom without documentation or notification from Mrs. Serrano or Mrs. Liz.

Teachers are to pick up their attendance scan sheets daily from the counter in the main office.

Student attendance is taken daily by 9:00 a.m. via the NYC DOE Attendance App and the ATS scan sheets. The scan sheets must be filled out using a #2 pencil and signed in blue or black ink every day. The ATS scan sheet must be sent to the main office daily by 9:00 a.m. **Under no circumstances should a student fill out the ATS scan sheet. ATS scan sheets are legal documents and can be subpoenaed for legal proceedings, so please be sure to check your accuracy.**

Children must bring a note or letter when they are absent explaining the absence. This letter should be given to Ms. Monroe or an office staff member in her absence, for proper coding in ATS. Absences of three or more days due to illness require a doctor's note. If a family is planning to travel, please refer them to Ms. Serrano, a member of the attendance team or an office staff member. These absences require documentation for proper coding.

Teachers are to notify a member of the attendance team about any child who is absent three or more consecutive days. The attendance team member responsible for that grade, will make an outreach attempt to the parents regarding their child's attendance. If no contact is successful, it will be escalated to the Attendance Teacher.

Registers: All official changes will be made by the office through ATS. All students must appear on the ATS roster; see the Pupil Accounting Secretary if there are discrepancies.

Bulletin Boards

The bulletin boards in your classroom as well as the ones in the hallway are a window to your instruction. They should be kept neat, attractive and current. The learning standard that you are addressing should appear on the bulletin board and commercial material should be kept at a minimum. Hall bulletin boards should have clear titles, an attractive border, student work with teacher feedback, the rubric, and mounted, class and teacher should be identified. You will receive a friendly reminder when it's time to change bulletin boards. Please refrain from including any grading on sample work.

All work must be anchored into a standard(s) graded using a rubric. Please also add your name(s) to the boards in the hallway.

Bulletin boards must be timely. The exhibit should reflect on-going learning and consist primarily of student work attractively mounted and displayed. **The task(s) for students must be indicated.** Bulletin boards should be changed to adhere to the current season, for example a Winter themed board should not be up in the Spring.

Telephones

School telephones may be used for school business only. **Incoming phone calls will not be passed to you during instructional time, unless it is an emergency.** If you must speak with a parent right away, you must notify the main office.

A telephone is available in the main office to call families and other school related businesses. These phones should not be used for personal phone calls. It is extremely important that you document, in the parent contact log book, when you call a parent.

The use of cell phones inside the classrooms during instructional times for non-instructional purposes is not permitted. Use of a cell phone during this time may lead to a letter in your file and/or other disciplinary actions. If you have a cell phone, it should be on “off” or vibrate during instructional time. **You must not text or make phone calls during instructional time.** If you need to reach a parent right away, contact the Main Office, Mrs. Serrano, Mrs. Liz, a School Aide or the Parent Coordinator will call the parent for you. If you have an emergency, please notify the main office.

Classroom Telephones- If you do not have a dial tone and or a working phone, please create a help desk ticket. If you need assistance doing this please reach out to Ms. G. If phone issues are persistent, please report this to Ms. Hernandez, an issue beyond troubleshooting may be the cause and additional funding may be required to resolve your issue.

Hallway Traffic

All classes are to be under the direct supervision of their teacher at all times. Classes should proceed in a double line, on the right side of the hallway. Teachers should arrange for line leaders, who will halt at points designated by the teacher. Teachers must be able to see the whole class as students proceed. This means that teachers must be at the end of the line, or walk in the middle lane alongside the class. **In the event of an evacuation drill, teachers must be at the front of the line to be able to direct students in the event of any unforeseen obstacle.**

Individual students and small groups of students must likewise proceed on the right side of the hallway.

All staff should not carry beverages in the hallway, especially hot beverages, as these can pose a safety hazard.

Bathroom Procedures

Students should never leave the classroom by him/herself. **The student must be accompanied by another student; students have a hall pass that indicates they have permission to be outside of the classroom.** This is necessary to help ensure student safety. Children must be made aware that there is no playing around in the bathrooms. Teachers observing students in the

hallways or in bathrooms must remind students of school rules, and should inform the official class teacher of any incidents. Remember, all teachers are responsible for all students.

Children in the halls alone should also have a hall pass.

Electrical Appliances in the Classroom

Classrooms may have, and use instructional devices, such as computers and all other audio-visual equipment. Grades K-5, may not have any cooking instruments or refrigerators in the classroom. If there is a special need for such equipment for a special project, you must request such permission, in writing, from your supervisor and obtain such permission in writing before this equipment can be in your classroom.

Photocopies

Any material you wish to have duplicated must be placed inside the copy basket (located in the main office), with detailed instructions. Please note that stapling and packet assembly cannot be fulfilled due to the volume of copies that need to be made. The turnaround time for making copies can be anywhere from 1-3 days, please plan accordingly. **The use of the worksheets and duplicated materials should be kept to a minimum.** When submitting materials for duplicating, please note the following:

- **Please plan ahead, no same day requests can be honored.**
- Material to be duplicated must have solid instructional value and be aligned to the curriculum currently being studied. No “coloring book” type of activity.
- Completed copies are placed in your mailbox.
- The school photocopier is not for personal copies and may not be used by an unauthorized person.
- Copyrighted materials cannot be duplicated for use.

SAFETY

Evacuation Drills:

- Evacuation drills are essential to school safety and are required by law. The building should be emptied within three minutes.
- Evacuation drill procedures must be discussed in the classroom. A discussion on why evacuation drills are important and why we must follow the rules during an evacuation drill must also be discussed in the classroom prior to a fire drill. Please be certain that there is an Evacuation Chart posted next to your classroom door.
- All persons in the school must leave when an evacuation drill is in process and when the fire alarm is activated. Be certain no child is left behind. If a drill begins while a child is out of your room, the child should join the nearest class line and leave the building with that class. The child may join your class out in the street.

- Silence is required by all from the moment the fire alarm goes off until the end of the drill.
- Teachers are to bring with them their red evacuation drill folder that has the students' information inside. Should you need a folder, please let Dr. Wayne know.
- Classroom doors are to be closed but not locked and lights must be turned off.
- Teachers **lead** the line to make sure the pathways are clear. If the pathway, stairway, or exit is blocked, the teacher must be aware of and utilize the alternate procedures shown on the fire drill chart.
- Proceed to the street as indicated on the fire drill chart in your room.
- Walk past the school building so that all classes will be far away from the building.
- Evacuation drills are concluded when all staff and students are back inside the school building. The signal to return is given by the school supervisor or members of the safety team. Silence must be maintained when returning to the building.

In the event that there is an evacuation drill during the prep time of the classroom teacher, the cluster teacher will follow the above procedure. The classroom teacher will join the class outside.

Lock Down Drills

- **We will have four lock down drills this year. They will be announced ahead of time and you will hear –This is a practice soft lock down. You must go over the lockdown procedures with your class the same way you review evacuation drills. You will receive a separate hand out regarding lock down procedures.**

Should there be an evacuation drill while your class is in the auditorium or the gym or the lunchroom, classes will exit from the 139th Street school exits (4, 5 or 6) and proceed to the designated area.

School Safety

Do not leave valuables unlocked in your classrooms. Please do not leave the building by one of the back or side doors. Use only the doors that are manned by security. No money, or other valuables, may be left overnight at school.

Nurse

Students are not to be sent to the nurse without first contacting the main office. The nurse is here to administer medication and to assist with emergencies and maintain health records. **Please do not send students to the nurse because they “do not feel well”. If a child states he/she does not feel well, please send him/her to the main office.**

Sick Child

If a child becomes ill, call the office. The usual procedure is to send the child to the office, accompanied by another student. The sick child may receive a pass to the nurse from the office

staff. Do not send the sick child directly to the nurse. If the child is to go home, the parent/guardian will pick-up the child in the office.

If there is an extreme emergency and the child cannot proceed to the office, your call to the office will bring a supervisor to your room to evaluate the situation. Note that no child is to go home unless signed out in the main office by the parent or guardian. Children can only be released to a person named on the emergency contact card.

Medication for Students

Teachers are never permitted to administer medication to a student. Students are never to administer medication to themselves or another student. If a student needs medication while in school, a 504 Form must be completed by the parent and the physician. After the 504 Form has been completed and processed, the school nurse can administer the medication as needed.

Corporal Punishment/Verbal Abuse (appendix)

These are absolute no-noes. Chancellor's Regulations and NY State Law forbid teachers or other school related personnel from using corporal punishment or verbal abuse against any child, at any time, for any reason nor punishment of any kind tending to cause excessive fear of physical or mental distress.

Chancellor's Regulation A-420 mandates that allegations of physical abuse by staff members must be reported to the Inspector General. Verbal abuse includes such things as loud shouting at a child or saying inappropriate things. Never let a child (or an adult) provoke you into shouting or using inappropriate language); this demeans you professionally (Chancellor's Regulation A-421).

If after investigation, charges of verbal abuse or corporal punishment are substantiated, the teacher is subject to disciplinary actions, which may include an unsatisfactory rating, suspension without pay or a termination of services.

Child Abuse/Neglect (appendix)

All staff members are mandated reporters of any suspected child abuse or neglect. If you suspect that a child in your class is suffering abuse or neglect, you must report it immediately in writing to Ms. Hernandez. Your statement should indicate why you suspect this abuse. Do not lift, or open, a student's clothing to look for suspected signs of injury. This is in accordance with Chancellor's Regulation A-750.

Collection of Money

- No money is to be collected from staff or students without prior written authorization from Ms. Hernandez.
- Money collections for causes sponsored by individual staff members must have the prior written approval of Ms. Hernandez and must be done before or after school sessions. No money may be collected from students for such causes without the prior written approval of Ms. Hernandez.
- The sale of any merchandise by any staff member for personal profit during school hours or in the school building is always prohibited.

- Any money collected should be turned over to our school treasurer, Ms. Serrano and should not be left in the classroom. All valuables must be under lock and key. No money is to be left in any classroom overnight.
- Under no conditions are students to be used in the collection or delivery of money.
- Teachers should confer with their supervisors as to safe methods of storage of money.
- Note that school-sponsored projects and sales will have their own regulations.

Arrest of Staff Members (Appendix)

This is to remind you that in the event you are arrested, it is your responsibility as a Department of Education employee to notify the Office of Personnel Investigation in writing.

This requirement is in accordance with Chancellor's Regulation C-105. You must also notify your immediate supervisor if you are arrested.

The Office of Personnel is located at: 65 Court Street Brooklyn, New York 11201 It is mandatory that you comply with this requirement.

Failure to do so may subject you to disciplinary action and possible termination.

Smoking (Appendix)

Smoking is prohibited on all school premises and in the vicinity of the school, in accordance with the Chancellor's Regulations. "School vicinity" means one block, in each direction, from the school.

Weapons

Chancellor's Regulation A-430 requires that the possession of a weapon must be reported immediately to a supervisor and/or a school safety agent. There is an extended list of items considered "weapons". The gravity of the punishment for possession of a weapon varies.

This pamphlet, and other policy faculty notes, chancellor's regulations, procedures, flyers, or bulletins, must be retained for your reference and will be referred to as the School Policy Handbook. Policies and procedures not included in the School Policy handbook will continue as part of the past. New policies and changes will be promulgated for inclusion as needed.

Accident Report/Student Incidents

If a student has an accident, the Assistant Principal or the Office of the Principal must be notified, and an Occurrence Report (EIS) submitted to the school Guidance Counselor. Teacher and student(s) witness statement(s) must also be included, and the report must be filled out for the incident the day that it occurs. If the accident is serious in nature a Comprehensive Accident Report (CAR) is to be filled as well. Also make certain that the student is seen by the nurse regardless of the severity of the incident. Staff is only to contact 911 in an extreme emergency or at the direction of the school Nurse, administration, School Safety, or the BRT. Please contact the student's parents by phone or in writing by the close of the school day. Notify your immediate supervisor and the principal as well.

Please note: The adult in charge at time of incident needs to be sure the report is filled out and parents are called.

The staff member in charge of the activity is responsible for completing the accident report. If a witness is a child who cannot write, the child may dictate the statement to the adult who will sign out and indicate “as dictated by ..., the child should sign too, if possible.

Accident Report – Teacher

1. An online Report must be filed within twenty-four hours of an accident's occurrence.
2. The accident report form must be submitted to Dr. Waye or Ms. Hernandez along with any witness statements for teacher-related accidents.
3. Notify the principal immediately. In the absence of the principal, notify the Assistant Principal and/or next person in the chain of command.

The school nurse should see any student who had an accident to determine the severity of the accident and the course of action to be taken. Parents must be informed of all accidents; however insignificant they appear. Accidents that occur during a prep period must have the cluster teacher complete the accident forms and must also notify the office, the classroom teacher and the parent. Accidents that occur during lunchtime require the staff member in charge of the group to complete all forms and follow the procedures noted above. All accident forms are obtainable from the main office.

Incidents/Occurrences

An incident involves an intentional injury to a student, staff member, or visitor. An incident/occurrence report obtainable from the main office must be completed by the staff member in charge together with witness statements. An incident/occurrence report does not replace an accident report in the event of injury. Ms. Hernandez will inform you if both are to be completed.

Intruders

Question any child, teenager or adult you meet in the hall or stairwell that does not have a pass and is not a professional employee and inform the Main Office of the presence of the intruder.

If an intruder is discovered in the school building a coded message will go out over the P.A. system which will place the school into a lock down. Lockdowns cannot be lifted until the police release you.

Evacuation Plan

We are committed to ensuring that our students and school community are safe and secure. In today's climate, it is essential that we are ready to respond to any emergency situation.

The following emergency procedures and evacuation locations have been established to ensure a smooth, safe evacuation and **pick-up** of students.

During a crisis, emergency dismissal procedures at P.S.179 will be:

- All parents picking up students before dismissal will follow the following procedures.
- Sign In upon arrival.
- Proceed to the gym where the name(s) and class (es) of the child (ren) will be taken.
- Students will meet parents in the auditorium where they will be signed out.

If we must leave the building:

- All students and staff members will report to PS 30 which is located on 141st street.

If we need to move away from the immediate vicinity:

- P.S.179 will go to MS 223 which is located on Willis Ave.

Emergency Contact Cards

Emergency contact cards will be distributed to every child in the school during the first two weeks. Parents/Guardians are to return this card to the teacher. The teacher sends the emergency cards to the office where they are kept alphabetically. If parents/guardians send in any new information to the teacher, the teacher should submit that to the main office, so that records can be updated.

Note: Only the persons listed on the emergency card can sign the student out of the building. Teachers should update the information on the emergency card periodically. Telephone numbers are changed frequently.

Communication to Parents**Parents/Home**

A strong positive relationship with the home is essential. It is very important for you to send positive news home. All notes that are sent home must be clear, legible and brief. Before sending any correspondence home consult with Dr. Wayne or Ms. Hernandez about the contents of the correspondence. Please check all spelling and grammar before you send out anything.

If you invite a parent to meet with you to discuss his/her child, the meeting should be scheduled during your preparation period, lunch period, before the school day begins or during parent engagement time. You must notify the main office in writing, as well as the School Safety Agent of the meeting. You may meet with the parent in the main office or in your classroom if your classroom is not being used at the time of the meeting. **No visits may be conducted during instructional time.**

Note that our Progress Reports and Report Cards are another very essential when communicating with parents. Report Cards as well as any notes to parents should be phrased to emphasize the positive elements possible instead of focusing only on negatives. Commentary should always be with a growth mindset. Ex. Your child is unprepared for class could be written as classroom preparedness will improve your child's learning.

Parents and other visitors may enter the school only through the main door where the security desk is located (except for parents of Pre-K students bringing a child to class in the morning). Parents are to meet the security agent's requirements for sign-in and for meeting location.

Homework Policy

Homework is to be given every day except Fridays to extend and reinforce class learning, broaden class experiences, develop self-discipline, independent thinking and promote individual strengths and learning styles. It should not be used as a punishment; it is a way of reinforcing what was learned during the school day. A homework sheet should be sent

home every Monday with the week's homework on it. Homework sheets must be submitted by 9:00 a.m. Monday morning. If the homework sheet is not submitted by 9:00 a.m., there is no guarantee that you will receive your copies on that day. A copy of your Homework Sheet is kept on file in the main office. Your homework must be based on what was taught. For example, if you are teaching students about character traits, their homework may be to come up with some character traits that describe the character in the book that they are reading during Reading time.

Let's try and adhere to the following homework time schedule (math, writing, science, social studies)

Grade	Reading	Written	Total
PreK-K	10 minutes	15 minutes	25 Minutes
First Grade	15 minutes	15 minutes	30 minutes
Second	20 minutes	20 minutes	40 minutes
Third	30 minutes	20-30 minutes	50-60 minutes
Fourth	35 minutes	30-35 minutes	65-70 minutes
Fifth	35 minutes	30-35 minutes	65-70 minutes

Please set up a homework policy and send that policy home to parents. Parents and students complain if they feel that teachers are not checking the homework that is being assigned.

Student Dress Code- School Uniform

3K & PK	K-4th Grade	5th Grade
No uniform required	Dark Blue bottoms	Burgundy top
	Light blue top	Light blue top

We must encourage students to wear their school uniforms every day. If students are not concerned about their clothing, they will concentrate more on their schoolwork. Please compliment the students who wear their uniforms. Classes that have all students wearing the school uniform may qualify for school recognition.

Collection of Money

- No money is to be collected from staff or students without prior written authorization from Ms. Hernandez.
- Money collections for causes sponsored by individual staff members must have the prior written approval of Ms. Hernandez and must be done before or after school sessions. No money may be collected from students for such causes without the prior written approval of Ms. Hernandez.
- The sale of any merchandise by any staff member for personal profit during school hours or in the school building is always prohibited.

- Any money collected should not be left in the classroom. All valuables must be under lock and key. No money is to be left in any classroom overnight.
- Under no conditions are students to be used in the collection or delivery of money.
- Teachers should confer with their supervisors as to safe methods of storage of money.
- Note that school-sponsored projects and sales will have their own regulations.

Pupil Records and Management

Cumulative Record

Each child has a cumulative record that documents his/her history in the New York City school system from the moment he/she enters the public school system. These records contain information on the student's health, test results, parent information and other pertinent information. Teachers are to update the records periodically by recording parent conferences, grades and other information. These are legal documents and may not leave the school building under any circumstances. Records are to be kept in the record tin in a locked closet.

When a child is discharged from your class you are to complete all sections on the card and give it to Mrs. Serrano within one day of the discharge. Inform Mrs. Serrano immediately if you are missing any cumulative records.

Immunizations/Vaccinations

All children entering New York City Public Schools must have the necessary vaccinations/immunizations in a timely fashion. Please be certain that the required documents are maintained in the child's cumulative folder. These requirements change from time to time. Children who fail to receive required immunizations/vaccinations will be excluded from school.

Student Support Services/Guidance and Discipline

Conduct Guidelines

It is extremely important that all staff members speak in a unified voice. The directions/directives should be specific, clear and simple. PS 179 will use the 4 R's again this year. These 4 R's are posted throughout our school.

1. Respect-Be respectful to all.
2. Responsibility-Keep yourself and others safe.
3. Readiness- Be prepared to learn.
4. Request-Know it is OK to ask for help.

These rules should be discussed with the students as well as the parents. The students should understand the importance of each of these rules and what each one means. They must also be posted in the classrooms with a reward and consequence system.

Teachers are to keep an anecdotal record book in which details about the disruptive behavior is documented, as well as what the teacher did to help correct the behavior.

Ladder of Referral

The following steps should assist the teacher in managing students' behavior.

1. Meet with the child to discuss the problem.
2. Set up a plan with the child to correct the behavior.
3. Speak/Meet with the parent regarding the behavior.
4. Meet with Mr. Gallego to discuss plans and options for the child.
5. Speak to the Assistant Principal regarding the child.
6. Speak to the Principal.

Discipline works best when it is consistent and fair. Teachers should not allow a problem or behavior to fester. The problem/behavior should be addressed immediately. Ms. Hernandez should not be your first step. Of course, in the case of an emergency Ms. Hernandez or Dr. Waye should be contacted immediately. **You must keep anecdotal records on specific behaviors. Be reminded that all students MUST start "fresh" every period/every day. As professionals, we must not constantly remind the student of behavior that occurred previously. After we have spoken to the student, given the consequence, we must reset and restart. AT NO time should a student believe that they are a "problem" child.**

Anecdotal Records

Anecdotal records of special events of students, positive as well as negative, help teachers, supervisors, and counselors understand student behaviors and accomplishments. Please keep them current.

Student Assignment to the ALE (Alternative Learning Environment)

You are reminded that no student may be removed from your class without a completed "Student Removal Form" and the written approval of your supervisor. A copy of the "Student Removal Form" is available in the appendix of this manual. If you send a child to the lunch detention table, you must also send home a letter (standard) informing the parent of the lunch time detention.

Any child assigned to the ALE must be provided with the educational plan, including the written work, to be completed while the child is in the ALE room. It is the referring teacher's responsibility to assign and to check all such assigned student work.

In the event of an emergency situation in the classroom, a supervisor must be contacted for emergency assistance before any further action can be taken.

General Guidelines

Student discipline is primarily the role of the classroom/cluster teacher. Teaching children appropriate behavior is as much a part of the job as teaching reading and math. You are less likely to become frustrated by children's misbehavior if you view appropriate behavior as another area to be taught and approach it in that way.

It is essential that the teacher expects the best of each child. All teachers are to insist on good behavior (no shouting, no running, no fighting, and no pushing in halls, stairways, lunchroom and gym). Every teacher must consider himself/herself as a guidance teacher. Children must be provided with guidance and direction. Guidance lessons should be taught periodically, or when a situation calls for it. The school guidance counselor and other school personnel will be available to assist you in planning these lessons or to come into your class and model a lesson.

Behavior modification, stressing appropriate behavior, must be utilized as a means to meet the needs of all children in the class. **Use a positive approach in dealing with your students. Be generous with your praise. Emphasize mutual respect.** Develop your own strategies for handling minor discipline problems within the classroom. This approach strengthens the teacher's authority.

Children are NOT to be sent to stand or sit in the hallway or a corner of the room as punishment nor are they to be given repetitive writing assignments. This is considered corporal punishment.

Remember that comprehensive planning and good teaching techniques are essential to maintaining good classroom discipline.

Classroom Management Plans

Development of classroom expectations and consequences (group tone) for infractions should be an outgrowth of the school code of behavior. Children should be incorporated in this process for best results. Be sure you have identified the areas for yourself that are non-negotiable; what you can live with and what you cannot. Sometimes negotiations of classroom rules and consequences are appropriate. Consequences are directly related to the rule. They are both logical and natural and they help the rule breaker learn acceptable behavior from the experience.

Fair and consistent enforcement of class rules assures better compliance. It is not fair to create a new rule after a situation has occurred. Once rules and consequences have been developed, children should be specifically taught them, acting out situations if necessary.

Remember

Cooperatively establish class rules with your class

Post them on a chart – Phrase them positively

Rules should be few in number – consistently enforced – 5 at a maximum

Before making a Guidance Referral:

- Confer with the child
- Confer with the parent
- Set up a daily Behavior Progress report with child and parent
- Maintain an Anecdotal Record – Record date and time and an objective statement of the incident or unusual behavior and how the teacher dealt with/resolved the problem. These records are most important for justifying disciplinary actions for referral
- Meet with the guidance counselor for additional support
- Confer with the supervisor

Ladder of Discipline

Children are not to be sent to the office or to stand outside the classroom for minor behavioral infractions, but the Principal should be apprised of any child who consistently breaks the rules. In an emergency situation (e.g. fighting in the classroom), two students may be sent to the office to get assistance using an Emergency Pass, if you do not have immediate access to the office intercom system.

The “**Ladder of Discipline**” is a good framework to use in referring to discipline problems.

**Teacher → Child → Parent → Guidance Counselor/Support Staff →
→ Assistant Principal/Supervisor → Principal → Pupil Personnel Team**

Classroom Management– Routines and Practices

Effective classroom routines are the key to effective classroom teaching. Classroom routines must be established at the start of each school year and must be strictly enforced.

Establish regular routines for hanging up clothing, sitting in assigned places, use of the classroom passes, etc. All closets must be kept closed after children have put away coats and book bags. (Book bags are not to be hung on the back of chairs). Chairs of absent children are to be taken off the desk each morning and replaced at the end of the day, sitting down on the table.

No candy, gum or soda is to be eaten in the classroom or lunchroom. Children are not to bring any toys to school, nor any electronic games or devices. These will be confiscated and retained for parents to pick up.

Classroom routines include procedures for obtaining and returning books and supplies, procedures for entering and leaving the classroom, procedures for walking through halls, yards and the gym and for walking up and down stairs. Children must learn line-up procedures.

Establish and practice class routines for students to ask, and answer questions.

Class rules should be established with incentives or rewards for students to earn. A posting of consequences for not following the rules is helpful. Teachers must aim to get the class to work together cooperatively to enforce class rules. Parents must also be aware of the classroom rules.

Teachers who establish effective classroom routines and clear student behavior routines will be ready to institute effective instructional practices.

Procedures for Class Trips (See Appendix for Regulations if we are allowed to take them)

It is very important for teachers to take their classes on class trips. Trips provide all students the opportunity to have a wider vision of the world. Trips must be educational and appropriate to their grade level. Trips should relate to an area studied in class.

Bus trips should be planned for at least two classes at a time. At least two parents must accompany you on a class trip. **Siblings are not allowed to attend.** The appropriate trip request form (see appendix) must be filled out by the teacher and submitted to Dr. Waye or Ms. Hernandez. The trips should be low cost or free. No child should be excluded from a trip due to his/her parent's inability to pay. If this is the case, please speak to Dr. Waye. Trips have educational objectives, as such; all students in the class should participate. If there is an exceptional reason to exclude a student, a supervisor must be notified in advance and such exclusion may be granted only for a valid reason. You cannot exclude a child from a trip the day of the trip. If a student is not attending the trip due to his or her behavior the parent must be notified in writing at least 3 days in advance of the trip. A copy of the letter must also be given to a supervisor

Class Trip Checklist

- ☐ A trip request form must be filled out and submitted for approval. All trips must be scheduled a month in advance. Neighborhood trips must be scheduled a week ahead of time.
- ☐ All trip request forms should be placed inside the trip mailbox.
- ☐ The Principal/Designee must approve all trips.
- ☐ If a bus is required, Ms. Medina will put in this request
- ☐ Arrangements for lunch must be made at least two weeks in advance and communicated to Dr. Waye.
- ☐ Trip disposition form must be filled out before leaving the building and given to the secretary.
- ☐ **Each child attending the trip must have a written permission slip signed by the parent or guardian. Verbal or telephone permission is not acceptable.**
- ☐ **Trip admissions and toll money must be collected in advance of the trip. Tolls and parking fees are not the responsibility of the school. Plan accordingly.**
- ☐ Two adult chaperones must accompany your class on all trips.
- ☐ If you are concerned about a child's safety on a trip, he/she must have the opportunity to be accompanied by a family member on the trip.
- ☐ Teachers may only take children from their own class unless approval is given by Ms. Hernandez for another child to accompany a class.
- ☐ Review the route and travel plans with your students and chaperones prior to going on the trip.
- ☐ Review proper behavior with your students before leaving the building.
- ☐ Count heads and give everyone a buddy before leaving the school. In the event that a child is not accounted for during the trip, notify the authorities at the trip site immediately. If the child is not found, **the teacher in charge must notify Ms. Hernandez immediately and the police must be contacted.**
- ☐ Sign out/in the sign out book.
- ☐ All children going on a trip must have a nametag with the following information.

Child's Class

School Name

School Address
School Telephone Number

Special Events and Activities

Assembly Programs/Sharing

A Sharing schedule will be set up. Ms. Johnson is responsible for school-wide sharing. You will receive a sharing schedule. From time to time, special assembly programs may be held. These special assemblies will be announced in the daybook.

Class Parties

It is the responsibility of the classroom teacher to inform the administration of all special events taking place in the classroom by writing the events in the Daily Activities Book. All parties will be given during the last period of the day (1:45-2:10) only. Birthday parties can only consist of cake, ice cream, cookies, soda and juice. (Clowns and other characters are not allowed). In order to not isolate students whose parents may not be able to give them a birthday party, monthly or bi-monthly parties should be given. (Ex: Sept.30th all Sept birthdays will be celebrated.) **A letter must go out to parents explaining your party policy.**

Luncheons will only be allowed if “real” food is supplied. Luncheons can take the place of lunch; however, the cafeteria must be informed two days ahead of time that your class will not be eating lunch.

It is the responsibility of the teacher to make sure the room is cleaned and garbage is disposed of properly after the affair

Conflicts of Interest

1. Teachers are prohibited from tutoring students in their own school and the siblings of those students for a fee.
2. Second jobs must be done on your own time.
3. Waivers are available, depending on circumstances. Call the DOE Ethics Office (718) 935-3000 for information.
4. You may not use your official Department of Education position, confidential information, or Department of Education personnel or equipment to perform other jobs.
5. Department of Education employees are restricted from accepting gifts with a value of \$5.00 or more from any person or firm doing business with the City of New York.
6. Student gifts are to be of minimal value (e.g. Greatest Teacher quote mug)
7. Department of Education employees are prohibited from engaging in post-employment business with the Department of Education for one year.
8. Superiors and subordinates are prohibited from having any kind of financial relationship.
9. Being a public servant does not diminish your right to engage in political activity.
 - a. All activities must be performed on your own time.
 - b. You may not use Department of Education letterhead, equipment, tax exemption forms, etc.
 - c. You may not coerce or induce fellow employees to participate or contribute by threat of their job or by promise of raise or promotion

Attestation Form

**I confirm that I am in receipt of the PS179 Staff Manual and that I
have read it in its entirety.**

2025-2026 Staff Manual Acknowledgement
Please print only this form and return to Dr. Wayne

Name:_____

Signature:_____