



Hudson Cliffs School

P.S./I.S. 187

Parent Handbook



## TABLE OF CONTENTS

<b>WELCOME</b>	p. 3-4
Contact Information, Important Websites	p. 4
<b>DAILY SCHEDULE</b>	p. 5-8
Arrival and Dismissal Times, Dismissal Reminders	p. 5
Attendance: Lateness, Illness and Absences, Perfect Attendance	p. 6-7
Illness and Medications	p. 7
Head Lice	p. 8
<b>IMPORTANT BREAKFAST AND LUNCH INFORMATION</b>	p. 9-10
Cafeteria Lunch Menus and Payment Information	p. 10
<b>CLASSROOM RESOURCES</b>	p. 11-13
PupilPath, Performance Tasks, & Assessments	p. 11
Guidance, High School Matriculation	p. 11-12
Honor Roll	p. 14
Cell Phone Policy	p. 14
Discipline Code, Dress Code	p. 13

<b>AFTER-SCHOOL PROGRAMS</b>	p. 14
<b>PARENT INVOLVEMENT: HOW YOU CAN HELP</b>	p. 15-17
<b>ABOUT THE PTO</b>	p. 18-20

## WELCOME PARENTS!

### **Dear Parents and Guardians,**

Welcome to P.S./I.S. 187 Hudson Cliffs School. We have created this handbook as a guide to ease and assist your families as you transition into the 187 community. Our faculty and administration are committed to academic excellence and the fostering of a collaborative community of lifelong learners. Our goal is to enable PS/IS 187 to provide an atmosphere of safety and warmth in which each child is encouraged and nurtured to grow.

At the very core of our wonderful school, is our dynamic principal, Cynthia Chory. Some of you may not know that Ms. Chory is a proud alumnus of PS/IS 187. At one point, her mother was president of the PTA! Upon graduating from college, Ms. Chory began teaching both regular and AP math classes until she returned to the hallowed halls of her alma mater as principal.

They say it takes a village to raise child. At PS/IS 187, that village wouldn't be complete without incredible assistant principals: Nilda Marrero & Dimitra Daskaris.

Ms. Marrero has been an assistant principal for over 10 years! Before taking on the challenge of assistant principal, Ms. Marrero graced our school as a teacher. Eventually, she traded in the blackboard to become a guidance counselor and now, she stands proudly alongside Ms. Chory and Ms. Daskaris.

Ms. Daskaris is the latest addition to the administrative team but she's no stranger to 187. As a young student, she attended our school and after graduating college, she came back to teach our kids! Ms. Daskaris parlayed her passion for teaching and math into several other aspects of education. She has served as our annual I.S. talent show producer/director, yearbook advisor, March Madness coach and more.

**The Hudson Cliffs School** is a neighborhood school where we balance a classic approach to the elementary and middle school classroom with innovations in teaching and learning. Parents and guardians are invited and encouraged to participate in our school community and to help their children continue to grow and learn.

**Stay informed:** The Parent-Teacher Organization (PTO) uses your children's backpacks to communicate information to you in a printed form. We also update our school ([www.187hudsoncliffs.org](http://www.187hudsoncliffs.org)) and PTO ([www.187pta.org](http://www.187pta.org)) websites with the most up-to-date information. Once you're on either website, please feel free to click on the "newsletter" tab so that you can start receiving our PTA e-blasts too!

**Coffee with Ms. Chory:** We realize that we are in a partnership with parents in the education of their children and that a good relationship among parents, teachers and children strengthens that partnership. We attempt to establish a link between the home and the school and have an open and honest channel of communication. Because we greatly value this communication; Principal Chory provides an early morning meetings three times a year for open dialogues and to share ideas. For those unable to attend this early morning discussions, you make also make an appointment to meet with either Ms. Chory, her assistant principals, or the teaching staff. Teachers have office hours every Tuesday either in the morning prior to the start of the school day or in the afternoon. It is recommended that if you would like to meet with a staff member, please schedule an appointment so that you have adequate time. As a reminder, should you have a concern, please start with your child's teacher or staff member.

## P.S./I.S. 187 CONTACT INFORMATION

**Main Office Phone:** (212) 927-8218

**Principal :** Cynthia Chory, [CChory@schools.nyc.gov](mailto:CChory@schools.nyc.gov)

**Assistant Principal :** Nilda Marrero, [NMarrer@schools.nyc.gov](mailto:NMarrer@schools.nyc.gov)

**Assistant Principal:** Dimitra Daskaris, [DDaskaris@schools.nyc.gov](mailto:DDaskaris@schools.nyc.gov)

**Parent Coordinator:** Isabelle Elton, [ielton@schools.nyc.gov](mailto:ielton@schools.nyc.gov)

**School Counselor:** Julie McCullough, [jmccullough3@schools.nyc.gov](mailto:jmccullough3@schools.nyc.gov)

**School Counselor:** Julie Chen, [jchen17@schools.nyc.gov](mailto:jchen17@schools.nyc.gov)

**School Nurse:** Joy Hamilton, (212) 929-5096

## IMPORTANT WEBSITES

**School Website:** [www.187HudsonCliffs.org](http://www.187HudsonCliffs.org)

**PTA Website:** [www.187pto.org](http://www.187pto.org)

**NYC DOE Website:** [schools.nyc.gov](http://schools.nyc.gov)

## DAILY SCHEDULE

### ARRIVAL AND DISMISSAL TIMES

Grade	Arrival	Dismissal
Pre-K	8:30 a.m.- Exit 8- Garden path  <b>Pre-K students cannot be dropped any earlier than 8:30 a.m.</b>	2:50 p.m.- Pre-K exits via the garden path
Grades K-4	8:20 a.m.- Exit 2  Students are received at the school no earlier than 7:30 a.m.	2:35 p.m.- Kindergarten exits via the garden path; 1 <sup>st</sup> grade exits via Exit 1/security desk; 2 <sup>nd</sup> grade exits via Exit 3; 3 <sup>rd</sup> via Exit 4 grade exit via Exit 5 onto the schoolyard
Grades 5-8	8:00 a.m.- Courtyard  In case of inclement weather, students will convene in the auditorium.	2:20 p.m.- I.S. students exit via Exit 6 to Fort Washington Ave.

### DISMISSAL REMINDERS

**Check-in with the teacher:** For your child's safety, please have your child and the adult picking him/her up after school check-in and say good-bye to the teacher directly. This is customarily done with a hand shake, a wave, or by making eye contact with the teacher.

**Late pick-ups:** From time to time, unforeseen circumstances may hinder you from being able to pick your child. Should a situation arise that will cause you to be delayed, please contact the Main Office immediately so they may proceed accordingly. Students who are not picked up during dismissal are brought to the cafeteria then to the Main Office and supervised by school personnel until they are picked up and an adult must sign them out.

**Dismissal procedure if other than parent or guardian:** If you have arranged for your child to go home with another child directly after school, you **MUST** send a note to the classroom teacher in the morning, stating the name of the person who will be picking up your child that day. Students are not released to anyone who is not listed on their blue card without written notification.

**Inclement weather:** School closures for inclement weather (such as snow days or heavy rains) are announced on local weather channels and on the DOE website (schools.nyc.gov). In the event of bad weather at dismissal, Pre-K will be dismissed from their classroom (Rm 105); Grades K-1 are dismissed from Exit 2 [cafeteria doors on Cabrini Blvd.]; Grades 2-4 are dismissed from the Auditorium. Parents will enter via Exit 5. Once inside, parents should walk along the seating area, wave to both the teacher and student, then leave the Auditorium with students out of Exit 9 [onto the schoolyard].

## ATTENDANCE

Every child's attendance is extremely important at PS/IS 187 and adds to the success of the school year. Please make sure to have your child at school on time. Beginning on time promotes good habits, while lateness disrupts classmates and teachers. Grades K-4 should be with their teachers by 8:20 a.m. Grades 5-8 should be in school by 8:00 a.m. The Chancellor's regulations require each student have 90% attendance in a school year. Children who are registered in the public-school system are mandated to attend school daily. Attendance is one of the measures used to determine grade promotions.

## LATENESS

**Elementary school students:** Exit 2 closes promptly at 8:20 a.m. Those who arrive after that given time need to enter through Exit 1 and stop by the security desk. Late students in Grades K-1 are escorted directly to their classrooms by school staff. Late students in Grades 2-4 need to stop in the Main Office for a late pass.

**Grades 5-8 students:** Any Intermediate School student who is tardy needs to stop at the Late Desk. Any I.S. student who does not present a parent/guardian note will receive a detention slip, and the student will need to serve detention the following day after school. The detention will be cancelled if the student brings in a parent/guardian note the morning after the lateness occurred. In this way, parents and guardians are notified a lateness has occurred and by signing the note, they are aware. Intermediate School families should note that excessive tardiness effects High School placement so please make every effort to ensure your child makes it to school on time.

## ABSENCES

Please call the Main Office every day (212) 927-8218 the student will be absent. We ask all parents/guardians to keep children at home during the early infectious period of a cold, illness or communicable disease. All students who have been absent from school (regardless of number of days) must bring an absence note to the classroom teacher from their parent(s)/guardian or doctor stating the reason for their absence. The teacher forwards the note to the Main Office where it is kept on file. All absences must be explained with a note however; parents/guardians should note that there is no such thing as an excused absence.

## PERFECT ATTENDANCE

Your child will be considered to have perfect attendance with the following:

1. No absences
2. No early pick-ups
3. Less than 3 lateness

In June, an awards ceremony will take place to acknowledge and celebrate those students who have achieved such a feat.

## ILLNESS and MEDICATIONS

P.S./I.S. 187 has an in-house nurse to assist students should your child become ill or an emergency occurs during school hours. In either instance the parent/guardian will be contacted. Please note, it is extremely important that parents/guardians keep the information

on blue emergency cards up to date, and that alternate emergency numbers are provided should the school be unable to contact you directly.

All parents/guardians should understand that PS/IS 187 staff, including the school nurse, is prohibited from doing any invasive procedures (including splinter removal!) and dispensing medications without appropriate 504 paperwork.

Please notify the teacher and nurse if your child has an ongoing medical condition, i.e. food allergies, asthma.

Prescribed medications for chronic health conditions (such as diabetes, asthma, food allergy, seizure disorder) can be administered by the school nurse during school hours following approval by the Department of Education and the Department of Health. Please speak with the administration or the School Nurse for further information to obtain a 504 form for administering medication during school hours. It's very important to note that a new 504 form must be filled out each school year.

Medicine prescribed for short periods of time (for treatment of a cold, earache, or strep throat, etc.) that must be administered during the school day, must be given by the PARENT or a designated adult—not school personnel. Do not send medicine to school with a note requesting the nurse or teacher to administer it. Medicines such as Motrin, Tylenol, and Advil cannot be stored in the medical room, and may not be left for a child by a parent. The nurse can only administer pre-approved medicine.

Children diagnosed with contagious infections need a medical doctor's note stating the diagnosis and date the child may return to school.

## HEAD LICE

If a case of lice is found in your child's classroom, a form letter is sent home with information on checking for lice, removing them, and treating lice infestations at home. Since head lice are extremely contagious, children who have an infestation must be kept home until all lice are completely removed from the hair.

## IMPORTANT BREAKFAST & LUNCH INFORMATION

The New York City Department of Education provides a healthy breakfast for students each morning at no charge. Breakfast begins at 7:45 a.m., so students can be on time to class. Pre-K students will be eating breakfast in their classrooms shortly after they arrive in the morning.

### ELEMENTARY SCHOOL

- Pre-K in the classroom between 11:30 a.m. and 12:30 p.m.
- Grades 2-4, 11:30am to 12:20pm
- Grades K-1, 12:15pm to 1:10pm

**What it is like:** After eating quietly, children empty their trays and are directed to the schoolyard for outdoor play, weather permitting. Children are supervised during their recess by school aides, assistant teachers and teachers. For the past several years, the PTA has generously donated sports equipment in the form of soft foam/rubber balls for the lower grades to enjoy. All children are encouraged to participate and play! On the days when the weather is less than favorable, Grades 2-4 are moved into the auditorium where they can talk or read, and they frequently will perform their own talent shows. Grades K-1 will have recess in the cafeteria with crayons, music and other activities.

### INTERMEDIATE SCHOOL

- Grades 5-8, 10:45am to 11:35am

**What it is like:** Grades 6-8 may participate in an open campus lunch policy. Parents and guardians should note that eating off campus is a school given privilege and should encourage their child to treat it as such. The school has the right to remove said privilege if behavior warrants it.

- Grade 8: may leave campus for lunch every day with signed parental and teacher permission.
- Grade 7: may leave campus for lunch on Mondays, Wednesdays and Fridays with signed parental and teacher permission.

- Grade 6: may leave campus for lunch on Tuesdays and Thursdays with signed parental and teacher permission.
- Grade 5: Students may not leave campus for lunch.

As always, safety and supervision are the primary concern for all our school policies. This policy enables us to use our resources to provide the safest possible situation for our children and at the same time give them gradual opportunity to increase their self-responsibility.

Intermediate School students should expect to have days where they may not be able to off grounds for lunch. Should the administration feel conditions are not suitable for the students to be outside, lunch will be provided by the school cafeteria. IS students will also have indoor recess in the auditorium during days with inclement weather.

## CAFETERIA LUNCH MENUS

Effective 2017, every student matriculating in the New York City Department of Education (NYC DOE) is entitled to free lunch regardless of economic needs.

For the families of children who prefer to map out their meals depending on what's being served that day, the administration will always share the lunch menu on the monthly parent bulletin. The menu can also be found on through the DOE site [www.opt-osfns.org](http://www.opt-osfns.org). Our faculty and administration are also extremely sensitive to nut allergies therefore, every lunch period will include a designated "nut-free" table or section where children can partake of their meals in a safe environment.

## CLASSROOM RESOURCES

### PupilPath

PupilPath is an online tool where faculty post grades as well as communicate with parents, guardians, and students in a secure forum. Shortly after the start of the school year, your child will bring home login information. Once available, simply [www.pupilpath.com](http://www.pupilpath.com) and log in. Your child's login information will remain the same once the initial account has been established so there will be no need to update from year-to-year.

### ASSESSMENTS

**ES assessments:** Fountas and Pinnell is used in Grades K-4 to assess reading comprehension levels. Fountas and Pinnell data also helps determine academic grade levels. Additionally, all faculty design their own end-of-unit assessments in math and literacy. For more information, please contact your child's teacher.

**IS state exams:** Every student takes the NYS Literacy and Math exams; Grade 8 also takes the NYS Science Exam. Those in Algebra math class will take the CCLS Algebra Regents. All students may receive the NYSESLAT test to measure English language skills.

**ES state exams:** Grades 3-4 take the NYS Literacy and Math exams; Grade 4 also takes the NYS Science Exam.

**Assessments:** Performance tasks in grades 3-8 occur twice per year. Additionally, teachers design their own assessments with quizzes, tests and projects.

### GUIDANCE

For information on counseling or middle/high school admission questions, contact Julie McCullough, [jmccullough3@schools.nyc.gov](mailto:jmccullough3@schools.nyc.gov) or Julie Chen, [jchen17@schools.nyc.gov](mailto:jchen17@schools.nyc.gov).

## HIGH SCHOOL MATRICULATION

Our school guidance counselors, Julie McCullough and Julie Chen, assist all students and parents with the process of applying for high schools. Parents can also find more information in the High School directory given to Grade 8 students, or online at [schools.nyc.gov/ChoicesEnrollment/High/Resources/default.htm](https://schools.nyc.gov/ChoicesEnrollment/High/Resources/default.htm) or via school finder at [www.schoolfinder.nyc.gov](https://www.schoolfinder.nyc.gov).

## HONOR ROLL

For Grades 5-8, there are three different academic accolades students may receive each marking period:

- ARISTA: All students must achieve an overall average of 95 or above in all subject areas
- Dean's List: All students must achieve an overall average of 90 - 94 in all subject areas
- Honor Roll: All students must achieve an overall average of 85-89 in all subject areas

Students receive certificates with the specific academic award and names are posted on the bulletin board outside room 405 for parents and guardians to view during Parent/Teacher conferences.

## P.S./I.S. 187 CELL PHONE/TECHNOLOGY POLICY

The NYC Department of Education has lifted the universal ban on cellular devices in school, and each school has been charged with creating and implementing their individual policy. Our School Leadership Team (SLT), composed of teachers, administrators and parents, has thoughtfully created the policy outlined below.

To respect the learning environment and important work that our teachers and children do each day, cell phones and other electronic devices are strongly recommended they be left at home.

Cell phones and other communication devices create distractions to the school environment and can become targets of theft. Students who choose to bring such devices to school should understand that P.S./I.S. 187 is not responsible for lost, damaged or stolen items.

Phones and other electronic devices should be off and out of sight during the school day. If a cell phone or other unapproved electronic device is seen or heard during the school day, that device will be confiscated and will only be returned to a parent or guardian. The student will receive a note asking for the parent to meet with the Parent Coordinator, Ms. Elton, ([ielton@schools.nyc.gov](mailto:ielton@schools.nyc.gov)) to retrieve the electronic device between the weekday hours of 7:30am and 3:00pm. There will be no exceptions.

In the event of an emergency, please call the Main Office at (212) 927-8218 to contact your child. If your child needs to reach you during the school day, s/he will be allowed to call you from one of the offices.

We thank you for your support and cooperation.

Should you have any questions or need clarification on the Cell Phone Policy of P.S./I.S. 187 please contact our Parent Coordinator, Isabelle Elton at [ielton@schools.nyc.gov](mailto:ielton@schools.nyc.gov).

## DISCIPLINE CODE

At the beginning of every school year, New York City students will receive a letter with a link to the Discipline Code. P.S./I.S. 187 follows the New York City DOE standards for safety and discipline. You may find information about school safety and the citywide standard of Discipline and Intervention Measures here: [schools.nyc.gov/StudentSupport/SafetyandDiscipline/default.htm](http://schools.nyc.gov/StudentSupport/SafetyandDiscipline/default.htm). Parents are strongly encouraged to read the discipline codes carefully and discuss them with their children.

## DRESS POLICY

As your child begins making decisions about “what will I wear to school today?” we ask your help to assist in setting a tone for the building that places an emphasis on respect and decorum so that teaching and learning may occur without distraction. The following items are considered inappropriate for school:

- Clothing that exposes the midriff, spaghetti strap tops, or clothing that is overly revealing
- Shorts that are not fingertip length
- Accessories with chains, spikes, or protruding studs
- Clothing with offensive/suggestive printing, writing or illustrations that refer to alcohol, drugs, sex, or violence

## AFTER-SCHOOL PROGRAMS

PS/IS 187 currently has one on-site after-school programs: New York Junior Tennis & Learning ACES Club program (NYJT). For information on other after-school options, please visit the “After-School Programs” page on the PTO website, [www.187pto.org](http://www.187pto.org).

**New York Junior Tennis League (NYJTL)** provides FREE after-school programming to our K-5 families regardless of income. Funding for NYJTL and their Learning ACES Club program comes through another generous grant from the Department of Youth and Community Development (DYCD). For more information on NYJTL, please feel free to visit: [www.nyjtl.org](http://www.nyjtl.org) or contact them at 347-417-8100.

**"The Be Me: Afterschool Program @ YM&YWA of Washington Heights and Inwood** Be Me, the Y's popular after-school program, offers a variety of activities for students in kindergarten through the sixth grade. We offer supervised homework time, sports, arts, movement and many other favorite activities including swim lessons, cooking, martial arts, music and Fun Science! With our first-rate specialists and well-trained group leader staff, we make sure your children are safe, engaged and happy. For more information please visit their website at <http://ywashhths.org/youth/children-k-6/after-school-program> or contact Jon ZefTEL, Be Me: After-school Program Director at [jzefTEL@ywashhths.org](mailto:jzefTEL@ywashhths.org) - 212-569-6200, ext. 269

**Little Red Rocket After-School for K-4:** Little Red Rocket offers a dynamic after-school program at their Hudson Heights location for grades K-4, and they offer pick-up from PS/IS 187. For more information on their classes.

These programs are committed to providing the PS/IS 187 community with comprehensive after-school programming that focuses on academics, social/emotional needs, and health/wellness while promoting a safe and nurturing environment.

## PARENT INVOLVEMENT: HOW YOU CAN HELP

### 1) VOLUNTEER AT PTO-SPONSORED EVENTS

Our school offers a world of possibilities, but it is only with the help of parents that we can achieve all we want for our children. We encourage parents to find their own ways to help at school and make a difference—whether large or small. There will be many times throughout the year that you will be contacted by Class Parents Representatives (CPRs) and/or members of the PTO to ask for your help. **Please remember, “It takes a village” so be generous with your time, your talents, and your efforts!**

### 2) VOLUNTEER IN THE CLASSROOM

There are many ways for you to lend your time and talents to your child’s class. You can serve as a Class Parent Representative (CPR), chaperone a class trip, and/or donate books and supplies for projects. CPR applications forms will appear via backpack distribution in September; or contact the PTO directly through the website for more information.

#### Pre-K-4 Parents: Class Parent Representative (CPR) Program

CPRs provide a communication link between the teacher and the other parents in the class in Elementary School, and help create a sense of classroom community. While the precise role of the Class Parent Representative is defined individually by each teacher and the parents in his/her class, a CPR can literally be a lifesaver to teachers by helping them collect needed school supplies, organize volunteers and inform parents about what goes on in the classroom. Please make sure to direct the parent(s) directly to the teacher should any academic or disciplinary matters arise.

CPR duties include:

- Collecting contact information to create a class list
- Coordinating chaperones for class trips
- Encouraging parents to assist in the classroom, as needed
- Coordinating social events and holiday-related festivities for the class
- Coordinating the collection of school supplies, as needed

- Attending a brief monthly meeting with the teacher to discuss what the classroom might need, what the students will be studying and what should be reinforced at home, and communicating these messages to all parents
- Attending PTO meetings and encouraging others to do so, and letting parents know about upcoming PTO events and volunteer opportunities
- For Kindergarten CPRs, coordinating the Kindergarten Gardening Program in the Garden Path
- Assisting with fundraising efforts, such as the Box Tops for Education program

For our Grade 5-8 families, our PTO has two Intermediate School Vice Presidents who will assume the role of past Grade Parent Representatives (GPR). The PTO executive board feels confident having a VP at each grade level will allow for a more concentrated and focused process allowing parents to be kept up-to-date on activities occurring in their child's respective grade level.

### **3) VOLUNTEER IN THE SCHOOL**

#### Help in the School Library

In the past, parents have helped with shelving, book maintenance, check-in and out and processing stock for circulation. Any parent or guardian interested in assisting our School Librarian, Ms. Neidsish([RNeidsish@schools.nyc.gov](mailto:RNeidsish@schools.nyc.gov)) for more information.

#### Book Pals

Book Pals is an all-volunteer team of professional actors, under the auspices of the Screen Actors Guild (SAG), who introduce elementary school students to the world of reading and literacy by making books come alive with their theatrical talent and training. Book Pals commit to reading aloud to groups on a weekly basis. If you would like to learn more about Book Pals program visit [www.bookpals.net](http://www.bookpals.net) or contact our Elementary School Librarian, Ms. Neidish ([RNeidis@schools.nyc.gov](mailto:RNeidis@schools.nyc.gov)).

#### Kindergarten Parent Program

The **Hands-on-Parents** and the **Kindergarten Gardening Program** were started during the 2002 school year by a group of Kindergarten parents. The Hands-on-Parents program, parents can visit their child's class every two weeks and make a presentation or lead an activity in the class.

The Kindergarten Gardening Program in the Garden Path is a partnership between the school Kindergarten parents. For the first four weeks of the program in early spring, Kindergarten children have in-class, hands-on lessons on seeds, the parts of a plant, worms, and butterflies, and learn why all these delicate life forms are so important to the environment. For the remaining three weeks of the program, children go outside to plant in their very own plots on the Garden Path. They learn to appreciate and respect the school grounds, and they develop a sense of responsibility for them. For more information about these programs, contact the Elementary School Assistant Principal or Parent Coordinator.

## PARENT-TEACHER ORGANIZATION (PTO)

Along with all the essential components that make a public school successful, it is extremely important to have a motivated and involved parent body. Parent involvement at PS/IS 187 is a key to its success. The parents in our school realize the importance of contributing that not only benefits their individual child, but all the students. Each experience that is brought forth is a wonderful and unique contribution to our community and it is through that very community that our PTO exists.

Every parent, guardian, and faculty within the PS/IS 187 community makes up our PTO. Our monthly General Meetings are held on the third or fourth Thursday of each month. Our meetings run from 6:15 p.m. to 7:45p.m. Please review the “Year-at-a-Glance” calendar on either the school ([www.187hudsoncliffs.org](http://www.187hudsoncliffs.org)) or PTO ([www.187pto.org](http://www.187pto.org)) websites for all upcoming meetings during the 2017-18 school year. We make sure to provide free childcare and pizza for the kids as well as light refreshments for our parents, guardians, and faculty/administration. Everyone is invited and encouraged to attend!

### PTO EXECUTIVE BOARD AND COMMITTEES

The Parent-Teacher Association Executive Board is elected each spring. For school year 2018-2019, our PTO consists of a President, co-Vice Presidents of the Elementary School, Vice President of the Intermediate School, Recording Secretary, Communications Secretary, and Treasurer. The PTO EB meets once a month to discuss fundraising events and to prepare for monthly general meetings with parents and teachers. For more information about the current PTO, please contact PTO president Gerry Goss at [psis187@gmail.com](mailto:psis187@gmail.com).

### SCHOOL LEADERSHIP TEAM (SLT)

The School Leadership Team (SLT) is composed of an equal number of parents (elected by the PTO) and faculty, plus the PTO President and the principal. One of the faculty members is the UFT (United Federation of Teachers) representative.

The primary role of the SLT is to write the CEP (Comprehensive Education Plan) and align the school’s budget so the school can meet the goals. Every public school in NYC must have a CEP and SLT. If you have questions about the SLT, please contact our Parent Coordinator, Isabelle Elton at [IElton@schools.nyc.gov](mailto:IElton@schools.nyc.gov).

## PTO FUNDRAISING

Fundraising is a key component to the PTO at PS/IS 187. It is through our fundraising efforts that we can supply our faculty and staff with the following:

- Professional Development
- Educational Enhancement Grants in the form of grade-wide field trips, classroom supplies, and educational materials

Our fundraising efforts also go to fund 10-week faculty run after-school programming throughout grades 1-4.

As a PTO, we strive to make all our fundraising efforts a community-wide gathering that promote both family and unity. It is through events such as Movie Nights, Election Day bake sales, our faculty/parent talent show “Schoolapalooza” and holiday tree sale that we can come together and raise the funds needed to continue with the special programming and enrichments are children so richly deserve.

Alongside the PTO, P.S./I.S. 187 has the Friends of 187 parent-run Community Based Organization (CBO). Friends of 187 not only hosts an annual gala/auction in the name of raising funds for our school but is also responsible for running a spring appeal, better known as “Support our School.” Funds raised from these two events go to provide and support in-school enrichment programming at every grade level. Programming decisions are made by the board members of Fo187 and presented to Principal Chory. For more information on Friends of 187, please visit their website at [www.friendsof187.org](http://www.friendsof187.org).

## WAYS TO HELP

**Donate:** Give as generously as you can throughout the year. It is our goal as a PTO to have 100% participation in our annual PTO Dues drive; however, it is not a requirement to donate. The annual drive goes on throughout the year, so please consider giving what you can to a worthy cause. Remember, none of our school’s success or school-based community events can happen without your support.

**Be Aware:** Keep yourself informed and aware of cuts to our school budget, and be prepared to contact appropriate representatives to maintain school funding and to prevent further cuts.

**Support Neighborhood Sponsors:** Become familiar with the community businesses who give ever so generously to P.S./I.S. 187, and thank them by supporting them. It is through their endless support and the 187 community that we can put on several of our fundraising events. For a list of businesses that are proud supporters of P.S./I.S. 187, please see below and please continue to check our website for more information.

- Crosstown Diner
- Simone Song Caldwell Banker
- Frank's Market
- White Plains Family Medicine
- NYJTL
- Fresco's Pizza
- Oasis Deli
- Associated Supermarket

We hope that this handbook helped familiarize you with the school and the way parents support its operation. If you have any questions, please do not hesitate to contact us.

Sincerely,

Isabelle C. Elton  
PS/IS 187 Parent Coordinator