

P.S. 134 PARENT HANDBOOK

2025-2026



GENERAL INFORMATION FOR PARENTS

Public School 134
4001 18th Avenue
Brooklyn, New York 11218
Telephone (718) 436-7200
Fax (718) 686-2205

Dear Parents/Guardians,

Welcome to P.S. 134. As a school community, we strive to have all students achieve their highest potential. We create a culture of academic excellence that promotes lifelong learners and responsible citizens.

Our mission is to educate your child according to his or her individual needs. Our mission statement is as follows:

“At P.S. 134, we are dedicated to creating a learning environment that strives for excellence and sets high expectations for all students. This is achieved through rigorous standards-based curricula and differentiated instruction. All students are held accountable to meet these standards. Together, the home and school community instill respect and inspire a love for learning.”

All school staff members-administrators, teachers, secretaries, guidance counselors, paraprofessionals, school aides and custodial workers- are committed to supporting your child to meet these expectations. We hope that your child’s years at our school will be productive and fulfilling ones. We have the same concerns about your child that you have. We want your child to be healthy and safe, to grow and develop appropriately, to learn, and to become a responsible and caring person.

In order that we achieve the greatest degree of success, it is important that you and your child follow the rules and regulations of our school indicated below:

ARRIVAL OF STUDENTS

- Students in kindergarten and grade one will line up outside the mini building between 8:20 am and 8:25 am. Doors close at 8:25 am and late students must enter through the main entrance.
- Students in grades two through five will line up by the exits near the main building between 8:20 am and 8:25am. Doors close at 8:25 am and late students must enter through the main entrance.
- School begins at 8:20 am.

BREAKFAST PROGRAM

- Breakfast will be served daily from 8:20 am through 8:30 am and students eat in their classrooms.
- Parents will not be permitted to remain with their children during breakfast.
- Hot and cold breakfast items will be available during morning arrival.

LUNCH PROGRAM

- Lunch will be served daily according to the following schedule

11:00 am to 11:50 pm

11:55 pm to 12:45 pm

12:50 pm to 1:40 pm
- All children are expected to exhibit proper behavior during the lunch periods.
- Parents will be notified if their children need additional support.

DISMISSAL

- Regular Dismissal Hours: Monday-Friday 2:30 - 2:40 pm.

- Parents must wait for their children outside the building in front of the entrance on 18th Avenue for grades two through three. Kindergarten, first grade, fourth grade, and fifth grade students will be dismissed in the schoolyard.
- For security reasons, parents will not be allowed to wait for their children inside the buildings.
- If you plan to send a babysitter or another adult to pick up your child each day at school, that person must be listed on the blue Home Emergency Card.
- If you plan to send a babysitter or another adult to pick up your child from school in an emergency, you must give written permission in a letter to the school.
- All adults picking students up from school must have proper Photo ID.
- All children must be picked up by 2:40 PM.
- Children will be released only to an adult listed on the blue Home Emergency Card.
- Parents must send written permission for someone else to pick up their child when that adult is not listed on the card.
- No students will be released between 2:00 pm – 2:30 pm, unless there is an emergency. If you need to pick up your child early, please do so before 2:00 pm. We suggest you make all appointments after school hours or on days when there is no school.

ATTENDANCE/LATENESS

- All children must attend school daily unless they are ill. Children who are absent must bring an absent note on the day of return signed by the parent or doctor, depending on the reason for the absence.
- Excessive absences affect your child's learning and may impact your child's promotion status.
- Children must arrive no later than 8:20 am. Anyone arriving later than 8:20 am will be marked LATE.
- Children who are frequently absent will be contacted by the DOE Office of Attendance and/or attendance teacher.

UNIFORMS

- P.S. 134 is a "UNIFORM" SCHOOL
- Our parents, staff, and students voted for this option. Students are expected to wear school uniforms daily. The uniform consists of dark blue or navy-blue pants or skirt, white or navy-blue shirt/blouse, dark shoes, blue cardigan sweater
- Gym Uniform: dark blue or navy sweatpants, white or navy-blue shirts or school shirts and sneakers.
- We do not recommend that students wear jeans to school.
- We suggest that parents write their child's name on the labels of sweaters and coats, so these pieces of clothing are not lost.
- Children are expected to dress in a way that supports the school's positive tone of discipline and daily activities.

HOMEWORK

- Homework will be given daily in all grades.
- Homework should be signed daily by a parent or guardian.
- Homework should be written clearly and will be checked by the teacher daily.

SCHOOL VISITS

Parents who wish to see a teacher or supervisor should make an appointment by sending a note with their child or by calling the Parent Coordinator at the school. This will allow the teacher or supervisor to give the parent uninterrupted time. Parents are encouraged to meet with the child's teacher before meeting with a supervisor. All teachers have allotted remote time in their schedules.

CELL PHONE POLICY

All cell phones, computing devices and portable music and entertainment systems must be turned off before entering school and must be stored in secure areas of their classrooms during school hours. Electronic devices may not be turned on or used while on school property (see below).

BEHAVIOR

- All children are expected to behave and follow the rules and regulations given by the teachers and staff members.
- Children must demonstrate respect for all adults and other students.
- Children must respect the personal and school property of other students.
- Parents of children who do not behave will be contacted. A formal pre-suspense or suspense hearing may result, depending on the severity of the misbehavior.
- Parents are expected to read the *Department of Education Citywide Standards of Discipline and Intervention Measures* and sign the tear-off, indicating receipt of such policy.

BUSING

The bus rules and regulations are made to ensure the safety of all students. To utilize transportation safely to and from school, students are expected to observe all rules and regulations.

- Parents must be on time at the bus stop to pick their children up at 2:40pm each day, especially in Kindergarten and Grade 1.
- Parents will discuss the rules of bus safety with their children, and both will sign a school bus contract of safety rules.
- Those students who do not follow the rules or directives of drivers and other staff in authority will be subject to disciplinary action. Parents will be notified and suspension from the bus may occur.

WALKERS/ LATE PICK UP

All walkers are to be dismissed from their classes each day in the school yard. All late students will be brought to the main office of the school building. Parents that do not come on time will have to wait at the security desk.

SCHOOL SECURITY

In accordance with security procedures outlined by the Department of Education, the following regulations will be observed:

- All visitors will have to adhere to the DOE safer access regulations.
- Cameras are installed at the entrances of the main and mini school buildings.
- Eventually, surveillance cameras will be installed in all common areas as part of DOE mandates.
- All visitors going to the mini building must come to the main office first.
- All visitors must show a valid piece of identification at the security desk and sign in.
- All visitors must adhere to DOE protocols and regulations.
- All visitors to the school must state their destination to the security agent.
- The agent will issue the pass to the main office. The main office will issue a pass to the visitor's destination.
- All passes are to be returned to the office when you leave.
- If anyone in the school is expecting visitors, their names will be given to the security agent or Main Office before the visit.
- Parents may not visit classrooms to meet with teachers during instructional time.

HEALTH AND MEDICATION POLICY

We look forward to a happy and healthy school year for your children. However, we know that from time to time, children do become ill. In the interest of providing a healthy environment for all, please note the following medication policies:

- The blue Home Emergency Card is to be completed with several phone numbers so that a parent, relative or friend can be reached in case of emergency.
- All phone numbers are to be up to date. Parents are urged to send in added information if the phone numbers change during the year.
- Only adults listed on the blue Home Emergency Card can pick up a child from school. If a parent needs someone else to pick up the child, written permission must be given to the school.
- Sick students are sent to the school nurse. If the nurse determines that the child is too sick to remain in school, a parent must pick the child up immediately.
- Medication may not be given to any child by teachers, supervisors, or other staff members.
- Medication may only be administered by the nurse if the parent has filed a formal request (Medication Administration Form) filled out by the child's family doctor and approved by the Department of Education.
- Children may not bring medicine to school to self-treat.
- If a child is found with medicine, parents will be called to pick up the medicine from the Main Office.

EDUCATIONAL HIGHLIGHTS

ELA

At P.S. 134 students are offered literacy instruction through reading and writing workshops. Within these workshops students work independently and collaboratively to strengthen their skills as readers and writers. Through various approaches, teachers engage and support students in becoming independent readers and writers. The literacy block includes reading workshop, shared reading, small group instruction, literacy centers, book clubs, writing workshop, read aloud, word study, and teacher/student reading and writing conferences. Teachers meet the students' needs by explicitly modeling and demonstrating during mini-lessons, and by providing opportunities for shared, independent, or small group practice in reading and writing. The school uses the HMH Into Reading program. Our classrooms reflect P.S. 134's instructional style, with quiet areas for reading, large meeting areas for group discussions and seating that allows for collaboration among students to easily occur.

INTO MATH/Illustrative Math

Into Math is in use at P.S. 134 in all grades and lays the groundwork for mathematical literacy. Skills are continuously developed and extended many times over the school year. Into Math provides for whole group instruction, partner work and individual activities. Students are encouraged to explain and discuss their mathematical thinking in their own words. One component of Into Math allows family members to participate in their child's mathematical thinking. Students explore Illustrative Math units in each grade. They engage in problem solving and group work.

SCIENCE

At P.S. 134 every classroom teacher is using a hands-on science program for science instruction in grades K-5. The program helps students develop skills for a lifetime of learning. In addition, grades 2-5 visit the Science Lab at least once a week. The science cluster teacher uses the Amplify science program with all the grades. The Amplify science program is an excellent inquiry-based program, which provides children with many self-discovery opportunities. The science room is equipped with tables, making it conducive for children to work in a group setting. There is an abundance of library books and science materials, which assist in enriching science experiences. The room is also equipped with a large counter, working sink, television, computers and Smart Board.

SOCIAL STUDIES

Social Studies instruction follows the NYS (New York State) Passport to Social Studies curriculum. Students are engaged in using nonfiction texts, trade books, maps, and other materials. Students participate in individual and group activities and complete research projects. Trips help to enhance the Social Studies curriculum.

TECHNOLOGY PROGRAM

Our state-of-the-art computer lab features modern computers; all wired for the internet. Students learn how to do desktop publishing, graphics, use digital cameras and internet research. Project-based learning is incorporated around K-5 grade curriculum. The computer lab is an extension of the learning being done in the classroom. The fourth and fifth grade teachers worked closely with the technology teacher on collaborative power point research projects involving the grades' social studies and science curriculum. The students learn how to navigate commercial software in addition to many lessons involving word processing skills. These lessons provide and prepare students with the necessary skills when attending middle school and high school.

ART AND MUSIC

The Project Arts funding helps to support the Art and Music program at the school. The music program consists of singing, performing, and learning to play instruments in Grades K-5. A School Chorus for grades 4 and 5 meets weekly and performs at school assemblies throughout the year.

The Art program is provided to all students throughout the year. The program allows students to learn a variety of styles and techniques using artistic mediums and materials. Students are taught by an Art teacher, enrichment teachers, classroom teachers and through collaboration with art organizations. Selected students may participate in Art Clubs.

LIBRARY

Literacy instruction is extended through the library, which links reading and writing with high quality literature in different genres. The students are engaged in various activities during the year that include Author Studies, Thematic Units and Nonfiction Projects. The library program is integrated with the Social Studies curriculum. Students go to the library and can borrow and return books.

PHYSICAL EDUCATION

The physical education program offers various activities to support students' health and physical growth. Students participate in appropriate grade activities related to gross and fine motor skills, exercises, body movements and games using the Physical Best Program. They engage in both individual and team activities. Students participate in the Dance and Music Festival, Dance Clubs and Field Day programs. All teachers are trained in The Move-to-Improve program.

TEST TAKING SKILLS

Students prepare for the city and statewide tests through their regular instructional programs and by participating in test preparation sessions. They learn the language, format and thinking required to achieve the academic demands of these tests.

MEETING INDIVIDUAL NEEDS

P.S. 134 is committed to meeting the individual needs of all its students.

All students in grades K-5 are heterogeneously grouped. This type of grouping provides children with equal access to meaningful instruction. It helps all students become active learners and critical thinkers.

Special Education – At P.S. 134 we have Integrated Co-Teaching classes on several grade levels. Special education students in these classes have their IEP (Individual Education Plan) needs addressed through an additional teacher in the classroom. They also participate in all classroom instruction and activities. There are also self-contained special education classes at P.S. 134.

English/Multilingual Learners (ELLs/MLLs) participate in all classroom instruction and activities. These students receive additional support from an English as a Second Language (ESL (English as a Second Language)) teacher to increase their English language skills in listening, speaking, reading, and writing.

SUPPORT STAFF

In addition to classroom teachers and special subject teachers, P.S. 134 employs other staff members to provide support to students, teachers, and parents such as:

The Literacy Coaches and Math Coach support teachers in improving instruction to better meet the individual needs of students.

Literacy Teachers who provide specialized reading and writing instruction to meet the needs of at-risk students in small group settings. In addition, Special Education teachers work with both mandated and at-risk students. All these teachers are trained in specific academic intervention programs such as Foundations. A School Counselor, and Social Worker meets with students, parents, and teachers to solve individual and group concerns.

Other support staff members include: Speech teacher, ESL Teacher, SBST members and School Nurse.

SPECIAL PROGRAMS

Academic Intervention Programs in Reading – Students in Grades 1–5 identified as at risk of meeting the standards receive small group assistance during the school day. Several programs include: Foundations, HMH targeted lessons, Phonics for Readers, and Spire.

Project Arts – students explore music and art through activities such as school chorus, keyboard instruction, recorder study, trips, and collaboration with community art organizations.

Assembly Programs – all grades perform several times a year in programs that include: singing, dancing, reciting poetry and acting in skits.

Book of the Month – Periodically, teachers in every class read the same book aloud to all students and explore social topics. This helps foster a collaborative atmosphere in the school and helps generate schoolwide discussion and experiences. Student written responses are displayed and celebrated.

Literacy Celebrations – Each year there are school-wide activities to showcase new learning.

Science Enrichment – The school maintains a partnership with NY Sun works, District 22 farm, and Nature-Based NYC.

Clubs – Students from selected grades can participate in clubs such as Chorus, Art, and Dance.

Community Service – Students in various grades participate in outreach programs to the community. This includes food tastings and school-wide beautification projects.

School Service – Students in the upper grades participate in school service programs. They maintain the urban farm and volunteer to support various school endeavors.

MUTUAL RESPECT AND ETHNIC HARMONY

Throughout the year, activities are planned in each grade, kindergarten through five, in fostering mutual respect and ethnic harmony. The activities include classroom lessons, assembly programs, research projects, art displays, music programs and school-wide celebrations. To support this effort, P.S. 134 reaches out to other institutions in the city to broaden the educational experiences of its students. Students in various grades participate in community and school service programs.

PARENT INVOLVEMENT

Parent Coordinator- A full time coordinator works on-site to coordinate outreach to parents, plan Parent Workshops and to help increase parent involvement.

Weekly Family Engagement Time- Each teacher has designated time each week to communicate with families.

PTA- The PTA plays a vital role in our school. All parents are urged to join and attend monthly meetings.

School Leadership Team- Parents comprise half of the SLT (School Leadership Team), which meets monthly to make decisions about programs, budgeting, and the Comprehensive Education Plan.

BIRTHDAY CELEBRATIONS

Families can celebrate students during dismissal. Parents will be able to accept and/or decline goodies and favors. Children must have permission from their guardians to receive treats and other items at dismissal.

A SCHOOL THAT CARES

Public School 134 is proud of its achievements. Our brightly decorated hallways and our lively classrooms reflect our students' love of learning and our teachers' dedication to teaching. Our mission is to provide your child with the best possible education. If you have any concerns or suggestions, please do not hesitate to make an appointment to meet with us.

P.S. 134 School Cell Phone & Electronic Device Policy

Purpose:

To create an environment conducive to learning by minimizing distractions caused by cell phones and other personal internet-enabled electronic devices, ensure the safety and focus of all students during school the school day, and follow Education Law §2803, effective August 1, 2025, all New York State schools are required to adopt a policy that prohibits the use of personal internet-enabled devices during the school day on school grounds. An "internet-enabled electronic device" is defined as an electronic device capable of connecting to the internet and enabling the user to access content on the internet. Examples of such devices

include cell phones, smartphones, smartwatches, laptops, tablets, iPads, and portable music and entertainment systems.

Policy statement:

Students will not be permitted to use or access their personal internet-enabled electronic devices upon arrival at school until the end of the school day. The school day is defined as the period from the moment students enter the school building until the last class of the day ends, including during lunch. The school day starts at 8:20am and ends at 2:40pm. Students will be able to use school/NYCPS-issued devices during the school day.

1. COLLECTION/STORAGE

- Upon arrival, students must turn off their devices.
- If the school **collects** devices...
 - A designated collection point, supervised by staff members, will be set up by the main entrance to the building and/or in classrooms, between times 8:20am and 8:30am
 - At the end of the school day, devices will be distributed by school staff in classrooms between 2:20pm and 2:30pm.
 - Students with approved early dismissal will retrieve their devices from classroom teachers.
- If school **provides students with locked pouches**...
 - Students will place their devices in pouches and secure them in front of school staff.
 - Students will store their locked pouches in locked classroom areas for the day.
 - At the end of the school day, students will unlock their pouch in their classrooms.
 - They will remove their device(s) and lock their pouches before leaving the school.
 - Students with approved early dismissal will be able to unlock their pouch in their classrooms.
 - If a storage device, such as a pouch, is lost or damaged, the school will require a nominal fee (\$5.00) for a replacement.

2. EMERGENCY COMMUNICATIONS

- In case of emergency or exigent circumstances, parents or guardians can call the main office and speak to Ms. Hina Butt to reach their child.
- In case of emergency or exigent circumstances, students may access phones in the main office to reach their parents or guardians.
- In case of emergency or exigent circumstances, the school will use GAMA to communicate information to parents or guardians.
 - a. Here is how parents/guardians can access the automated messaging system: follow directions in link for setting up NYCSA account to access GAMA and/or contact the school coordinator (Ms. Butt).

3. EXCEPTIONS

- Students are allowed to use their device if they have an individualized education program (IEP) or 504 Plan that includes use of an internet-enabled device and do not have a DOE-issued device for such purposes.
- Parents/guardians must contact Ms. Hina Butt at (718)436-7200, if a student requires an exception for reasons such as: medical monitoring/treatment s (for example to monitor blood sugar or other similar circumstances), if student is a caregiver, for approved language purposes (such as translation or interpretation services if no other means are available), or where otherwise required by law.
- The principal/designee may authorize use for an educational purpose.
- Exceptions will be processed and approved within a week.

4. DISCIPLINE

- Students who use electronic devices in violation of the NYCPS Discipline Code, the school's policy, Chancellor's Regulation A-413, and/or the NYCPS Internet Acceptable Use and Safety Policy ("IAUSP") will be subject to progressive discipline. This means that the disciplinary responses will escalate based on the nature and frequency of the violation. As provided in the State law, a student may not be suspended solely on the grounds that the student accessed a personal internet-enabled device in violation of school policy. Repeated incidents of insubordination (i.e. refusal to surrender or store device) **may** result in a suspension **if approved** by the Office of Safety and Youth Development.

5. OTHER: If lost or stolen

- In the unlikely event that an electronic device is stolen or damaged at school, parents can submit a claim to the Comptroller's Office. More information on submitting a claim is available on the Comptroller's webpage.

We appreciate your cooperation in helping us maintain a focused and productive learning environment. If you have any questions or need further clarification regarding these policies, please do not hesitate to contact Hina Butt at (718)436-7200.

DEPARTMENT OF EDUCATION CALENDAR

***Please note: This schedule is subject to change by the Department of Education.

2025-2026 School Year Calendar: <https://www.schools.nyc.gov/calendar/2025-2026-school-year-calendar>

<u>Dates</u>	<u>Weekday/s</u>	<u>Notes</u>
September 4	Thursday	First Day of School
September 17	Wednesday	Parent-Teacher Conferences - virtual
September 23 - 24	Tuesday - Wednesday	School Closed
October 2	Thursday	School Closed
October 13	Monday	School Closed
October 20	Monday	School Closed
November 4	Tuesday	School Closed
November 6	Thursday	Parent-Teacher Conference – virtual Half Day of School (Dismissal 11:30-11:40AM)
November 11	Tuesday	School Closed
November 27 – 28	Thursday – Friday	School Closed School Reopens Monday, December 1, 2025
December 24 – January 2	Wednesday - Friday	School Closed School Reopens Thursday, January 5, 2026
January 19	Monday	School Closed
February 16 – 20	Monday – Friday	School Closed School Reopens Monday, February 23, 2026
March 5	Thursday	Parent Teacher Conferences Half Day of School (11:30 –11:40) Dismissal
March 20	Friday	School Closed
April 2 – 10	Thursday - Friday	School Closed School Reopens Monday, April 13, 2026
May 7	Thursday	Evening Parent Teacher Conferences
May 25	Monday	School Closed
May 27	Wednesday	School Closed
June 4	Thursday	School Closed
June 5	Friday	School Closed
June 19	Friday	School Closed
June 26	Friday	Last Day of School