
P.S. 170 PARENT HANDBOOK



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PS 170 THE RALPH A. FABRIZIO SCHOOL
619 72nd Street, Brooklyn, NY 11209

Public School 170
Parent Handbook
For more information, visit www.ps170.net

Dear Parents and Families,

Welcome to a new school year!

We're excited to begin this new journey with you and your child. As your child's first and most important teacher, your role is essential—and we're here to support you every step of the way.

At our school, we believe that learning is a joyful, collaborative experience. When schools and families work together, children thrive—academically, socially, and emotionally. Whether it's building strong communication habits, encouraging curiosity, or simply showing interest in your child's day, your involvement makes a lasting difference.

We know that every family has unique challenges, whether it's busy work schedules or language barriers. Please know that **you don't need perfect English or hours of free time** to have a powerful impact. What matters most is your **love, presence, and encouragement**.

Here are a few simple but meaningful ways to stay involved and help your child grow:

1. Show them you care—ask about their day and really listen
2. Celebrate their efforts and encourage them to do their best
3. Make learning part of everyday life—read together, cook, shop, explore
4. Help them build good habits—like completing homework and staying organized
5. Share your own curiosity—ask them what they're learning and discover together

Over my 28+ years in education, I've seen incredible success stories. Many students have gone on to excel—regardless of language or background—because they had families who stayed engaged, asked questions, and encouraged them to dream big. Your support truly matters.

To help you navigate the year ahead, we've created a **Parent Handbook**—a helpful guide filled with information about our school, programs, and ways to stay connected. It's updated every year, and we welcome your ideas and feedback.

Let's make this a year of **growth, discovery, and fun** for every child. We're honored to partner with you and look forward to a rewarding and enriching school year together.

Warmly,

Holli Sainz
Principal, I.A.

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I. Arrival, Dismissal, and Safety Procedures

Breakfast

- Breakfast is served daily from 7:30-8:25 AM in the cafeteria for early arrivals.
- Early arriving students must enter through the main entrance and proceed directly to the cafeteria.

Arrival

- Students should line up at their designated entrance.
- A staff member will be present at each entrance a few minutes before the arrival time listed below.
- For grades K-4, if a child arrives before staff, a parent or guardian must remain with the child until staff arrives.

Arrival Times and Locations (all at 8:30 AM):

- Kindergarten & SK1: Main entrance on 72nd Street
- 1st Grade: 72nd Street side door
- 2nd Grade & S23: 6th Avenue gate toward 72nd Street
- 3rd Grade: 6th Avenue gate toward 71st Street
- 4th Grade & S45: 71st Street side door toward 6th Avenue
- 5th Grade: 71st Street side door toward 7th Avenue

Late arrivals: Parents should escort students to the main entrance.

Dismissal

- Teachers will escort classes to their designated dismissal locations.
- Parents/guardians should wait until the entire class arrives at the dismissal spot before taking their child.
- Please confirm with the teacher before leaving with your child

Late Pick-up and Alternative Pick-up Arrangements

In case of an emergency preventing you from picking up your child, please call the main office immediately.

- Provide the name of the authorized person who will pick up your child.
- This person must be listed on the blue emergency card and present a valid photo ID.
- If the person is not listed on the emergency card, we cannot release your child unless you can verify their identity over the phone

Dismissal Locations and Times

- Kindergarten & SK1: Main entrance on 72nd Street at 2:40 PM
- 1st Grade: 72nd Street Side Door at 2:40 PM
- 2nd Grade and S23: 6th Avenue gate near 72nd Street at 2:40 PM
- 3rd Grade: 6th Avenue gate near 71st Street at 2:45 PM
- 4th Grade & S45: 72nd Street Side Door near 6th Avenue at 2:45 PM
- 5th Grade: 71st Street Ramp Door at 2:45 PM

If you're late for pick-up, your child will be taken to the late room (cafeteria). You'll need to enter through the main entrance, wait in line, and sign out your child with proper identification.

Go-Home-Alone Policy

- All students in grades K-4 must be picked up by an authorized adult with photo ID, listed on the blue emergency card.
- 5th grade parents may permit their child to walk home alone by completing the school's standard parental permission form.
- Note: A separate permission is required for 5th graders to walk home alone from after-school programs or events.
 - The school reserves the right to override this permission if there are safety concerns.
 - 4th grade students are generally not permitted to walk home alone. Exceptions may be considered on a case-by-case basis for justifiable needs.
 - By signing the go-home-alone permission, parents acknowledge full responsibility for their child's safety once they leave school premises.

The school may revise this policy at any time to ensure student safety.

Visitor Procedures

- All visitors entering the school building are expected to be polite and respectful and refrain from inappropriate dress and language.
- Visitors must stop at the security desk to sign in and show photo identification.
- A visitor entering the building will be requested to provide at least one (1) item of valid photo identification. (For example, this may include a driver's license, foreign or US passport, or

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consulate identification card).

- All visitors enter and exit the building through the main entrance **only**.
- The security agent on duty at the main entrance will record the date, time, visitor's name and visitor's destination in the Log Book, notify the main office, and direct the visitors to the main office.
- All visitors are required to sign next to the entry made by the security agent on duty.
- ***Parents who do not have acceptable photo identification shall not be denied access to the school. Where acceptable photo identification cannot otherwise be made and there is no other reason to deny access, the office must be contacted. One of the office staff will then escort the parent to the office he or she is visiting.***
- Visitors should be given a pass in the main office indicating the floor he or she is going to. The main office should notify the destination class or office about the visitor's visit. If a visitor shows up at a class or office without notice from the main office or a pass, the visitor will be returned to the main office.
- No parents or visitors are allowed to pick up a student directly from the class. Parents must report to and notify the main office, and the office will send for the child.
- Only a parent or legal guardian has permission to sign-out a child before the end of the school day for medical or other justifiable reasons. If the parent would like to send someone else for this purpose, then a written notice must be sent in advance indicating the person's identity and the person must carry a photo ID.
- The vestibule area of the main entrance has been designated as the Parent's Waiting Area. This is for parents who are not going to the Main Office and just here for picking up or dropping children or when multiple parents are visiting the school at the same time.
- If a fire drill takes place during a parent's visit, parents/visitors must leave the building immediately and may re-enter the building when the fire drill ends.
- No parents or visitors can observe a class except during open school week or invited on special occasions.

Emergency Contact Information

- It is very important that you provide accurate and most recent information on the blue emergency card.
- Please print legibly all information, especially address, phone numbers, and names.
- Please provide at least 2 other names and phone numbers other than yourself so that we may contact them in case you cannot be reached.
- If your contact information changes, it is very important that you notify our office immediately. Failure to do so may have serious safety consequences.
- Only the parents or the legal guardians may change the information on the blue emergency card. When you come to the office to request such changes, make sure you have a photo identification with you. If you are changing the address, you need to have two pieces (e.g. electric and gas bills) of the new address.
- If you have any legal documentation regarding order of protection or custody arrangements, please provide a copy to the main office.

II. Expectations for Student Behavior

The way students conduct themselves in school is a major factor in establishing and maintaining a safe and secure teaching and learning environment. Students must know and understand the Citywide Standards of Intervention and Discipline Measures (the Discipline Code.) All school faculty and staff must affirm clear and consistent behavioral expectations that set the tone for a safe and orderly school. School faculty and staff must be firm, fair, and consistent in implementing the Discipline Code.

- The school has zero tolerance of any forms of violence, sexual harassment, child abuse, corporal punishment, discrimination based on gender, race, religion, political beliefs, and sex orientations, bullying including cyber bullying and bias-based bullying, intimidation, and harassment.
- Parents should encourage their children to respect people of different ethnic backgrounds, cultures, religions, genders, and other individual differences. The school is committed to educating the students to respect all.
- If you have a concern with a child of another family, please seek the school's assistance. We **do**

not encourage you to address such concerns directly with another family.

Discipline Code Compliance

- Each family can access a copy of the Discipline Code at the Department of Education's website and should review the document with their children.
- Parents should receive the Chancellor's letter with information on the Discipline Code and the student behavior contract, which is to be reviewed, signed, and returned to the child's teacher.
- The school is committed to the implementation of the NYC Discipline Code and takes the appropriate disciplinary actions for Level 1 to 5 infractions.

Items that Students Must Leave at Home

- Hats or headgear [except religious attire] are not worn in the building.
- Beads, "colors", or symbols representing gang affiliation are not permitted in the school.
- Parents may be periodically notified of prohibited items via official school document(s) (eg. newsletter, brochure, principal's letter, etc.)
- Gaming devices and toys should be left at home unless directed otherwise by the teacher.
- Laptop computers and tablets should be left at home since all students have access to such equipment in school.

III. Attendance Requirements

Attendance and punctuality are very important and students must arrive at school on time every day. Absences and/or lateness will have significant impact on student learning. Attendance records will affect report card grades. Absence is only excused when the parent submits a parent note (up to 2 days), a doctor note (3 or more days), notice of a mandatory appointment, or a note stating religious observation. Please note that excused absences are still absences. The difference between excused and unexcused absences is that the former would not have impact on report card grades and will not incur disciplinary penalties or legal consequences for the parents.

To obtain credit for the school year, a student must attend at least 90% of the days that school is in session. Telephone and letter outreach will be made to parents if unexcused absence and/or lateness become excessive. If after absences are investigated and educational neglect is suspected, a call may be made to the Administration for Children's Services. Parents should ensure that their children attend the full length of the school year. **Avoid scheduling vacations with your children during the school year except when the school is in recess.**

However, if your child is sick, e.g. having a fever or vomiting or have contagious diseases, you should plan to have your child stay home or take your child to the doctor and follow the doctor's advice. Please provide the school with a parent note (1-2 day absence) or doctor's note (3 or more days) regarding your child's absence.

- If your child has a physical injury (for example: broken leg) or health condition, you must provide proper medical documentation that they can attend school stating necessary accommodations and/or limitations.
- If your child has a contagious illness, you must provide proper medical documentation that they can return to school.

IV. Trips

- All school trips are an educational extension of the curriculum and the learning environment. Parents should encourage their child to participate in all school trips.
- Parents of children who need medical support or physical assistance should contact the school before the class trip. The school will do its best to cater for such needs. If such needs cannot be met after all effort made, the parents may choose to travel with the child or leave the child in school.
- Parents will be notified in writing in advance of the planned trip, and a parental consent form is required for each school trip. If a student does not return a signed consent form, they may not leave the building unless parental permission is obtained over the phone and the grade supervisor's permission is sought.
- At least one (1) staff member and two (2) additional adults are required for up to thirty (30)

students. For each additional ten (10) students, an additional adult is required. We would appreciate your volunteering to be a chaperone. Chaperones must be 18 years of age or older. Children other than those in the class are not permitted to accompany the chaperone.

- Chaperones should assist the teacher in maintaining the safety and order of all students during the class trip.

V. School-based Policy for the Use of Cell Phones, Laptops, Tablets, and Other Portable Electronic Devices on School Property

P.S. 170 has been investing heavily in instructional technology in the past years. All classrooms are equipped with state-of-the-art LED Smart Boards, laptop computers, iPad, document cameras, and printers. The building has been upgraded to Verizon Fios Internet. There is no compelling instructional need for **personal** electronic devices. We do not encourage students to bring cell phones to school except **for safety reasons**. However, all students, who wish to bring cell phones to school, are subject to the following stipulations:

PS 170 Cell Phone & Electronics 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 8:30 am and ends at 2:50 pm. This policy is also in effect during the breakfast program from 7:30 to 8:30 am, after-school programs start at 2:50 and continue to program end, and during school trips. Students will be able to use school/NYCPS-issued devices during the school day.

COLLECTION AND STORAGE At P.S. 170, all student devices will be placed in lockboxes inside classroom closets at the start of the school day and remain there until dismissal.

Device Return at Dismissal:

- At the end of the day, teachers will retrieve the lockbox and return devices directly to students before they leave the classroom.
- Students must confirm they have received their device before exiting the room.

Early Dismissals:

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- Students with approved early dismissals will collect their devices from their classroom teacher before leaving the building.

EXEMPTIONS

Consistent with Chancellor's Regulation A-413 and NYS law, exemptions include:

- Devices required for medical purposes documented in health plans.
- Devices specified in IEPs or Section 504 plans.
- Use authorized by staff for instructional or translation purposes.
- Devices for emergency communication or family caregiving needs.

Process to Request an Exemption:

1. Parents/guardians must submit a written request to the ENL/Special Education Coordinator, Mrs. Elen Stratis, at estratis@schools.nyc.gov or by delivering a letter to the main office.
2. Requests must explain the reason for the exemption and include any relevant documentation (medical plan, IEP, caregiving needs, etc.).
3. The principal or designee will review and respond to the request within 5 school days.

Approved exemptions will be documented and shared with relevant staff.

EMERGENCY COMMUNICATION

If you need to reach your child during the school day, please call the **main office** at **718-491-8400** and ask for **Mrs. Aida Ahmad** (School Secretary) or **Mrs. Abigail Figueroa** (Parent Coordinator).

Student Access to Phones:

- In the event of an emergency or urgent matter, students may request to use the **main office phone** to contact a parent/guardian.

Automated Communication System:

- P.S. 170 uses the **GAMA (Guardian Access Messaging Application)** to send emergency alerts and important updates.
- To receive messages, families must set up a **NYCSA (New York City Schools Account)**.
- Instructions for setting up NYCSA are available on the school website or from the parent coordinator's office.

DISCIPLINE

- Any cell phone or personal internet-enabled device observed outside the locked classroom cabinets at any time during the school day (including school trips, the breakfast program and all after-school programming) will be confiscated. Confiscated phones must be picked up in person by the child's parent or legal guardian.
- 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.

THEFT/DAMAGE

- 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.

VI. School Grading Policy

Grading System

Student academic achievement shall be based on the mastery of the subject curriculum, which is aligned with the NYS Next Generation Learning Standards or New York City/New York State Scope and Sequence for various subjects of grades K-5.

Students' level of mastery is assessed through teacher observation, assignments, tests, projects, classroom activities, and other instructional activities that are aligned with the curriculum. Although consideration is also given to attendance, classroom participation, student conduct, and homework completion, the student's mastery level is the major factor to determine the grade of a subject.

Grading Percentages

- Classroom Exams/Quizzes: 45%
- Class Assignments: 25%
- Class Projects: 25%
- Homework: 5%

Level Grading System* (For grades K-1)

Performance Levels

4 – Excels in standards

3 – Proficient

2 – Below standards

1 – Well below standards

Percentage Grading System* (For grades 2-5)

Percentage Grade for Core Subjects (ELA, Math, Science, and Social Studies)

90%-99% - Excels in Standards

75%-89% – Proficient

65%-74% – Below Standards

Below 64% – Fail/Well Below Standards

*Please note the following special grades:

NX: students may be awarded a grade of incomplete ('NX') if a student has a documented, extreme extenuating circumstance that prevents him/her from completing the course in its established timeframe (e.g., surgery, death in the family).

NL: Students who are newly admitted may be awarded a grade of "NL" to indicate that the teacher does not have sufficient time to provide a fair and accurate evaluation.

NS: A grade of 'NS' is given to a student who does not participate in any of the work or tests from which a grade can be derived. 'NS' has a pass/fail equivalent of fail and a default numeric equivalent of 45.5 This mark should be used in egregious situations, when students have been given reasonable chances to make up missed work and their absences are so chronic that only a failing mark is appropriate. Typically, a long-term absentee (LTA) should be discharged from the school and dropped from the schedule, rather than be given a failing grade. Similarly, students who are on home and hospital instruction should not receive 'NS' marks.

Report Card Grades

- There are three marking periods:
 - *First marking period:* September to November
 - *Second mark period:* December to March
 - *Third marking period:* April to June
- Teachers will provide report card grades for each subject and for each marking period.
- The final annual report card grade is an average of all three marking periods.

Homework

Homework is work that is assigned to be completed at home. Homework provides students with the opportunity to review, practice, and extend what they learn in the classroom. Homework is also an effective tool in developing responsibility and good study habits. It should be purposeful, related to classroom experiences, as well as appropriate age and grade.

Below shows the suggested time for daily homework. This time excludes daily reading time. It is suggested students in grades K - 1 read for 15 - 20 minutes daily and students in grades 2 - 5 for 30 – 45 minutes daily.

- Grade K & 1: 20 - 30 min.
- Grade 2: 30 - 45 min.
- Grades 3 - 5: 45 - 60 min.

Because students work at different paces, it may take some students more or less than the suggested time to complete assignments. Homework is assigned daily. All students are expected to complete their daily homework assignments.

Parent Responsibilities

- To establish a specific time and quiet place for your child to complete their homework assignment
- To provide the supplies and materials necessary to complete homework
- To provide support as needed, but do not do the homework for their children
- To check homework for completion as well as quality
- To communicate with their teacher when concerns arise
- To promote **15 - 45 minutes of reading each night depending on the student's grade level**
(Grades K & 1: 15 - 20 min.; Grades 2 - 5: 25 - 45 min.)

Student Responsibilities

- To complete assigned work with quality and on time
- To communicate with the teacher when he/she does not understand the assignments
- To review teacher feedback and redo the work if needed
- To read 15-45 minutes per night

Attendance Weight in Report Card Grades

- To obtain credit for the school year, a student must attend at least 90% of the days that school is in session, unless the absences are excused by the school.
- Absences and punctuality count for 5% of the report card grade for each major subject in

a marking period. 2% will be deducted for each unexcused day of absence in a marking period. A total of 5% will be deducted from the student's marking period grade for over two days of unexcused absences

- 1% will be deducted for each lateness. The entire 5% will be deducted when the number of lateness exceeds 3 in a marking period.

Parent-Teacher Conferences

Parents will be provided any relevant information concerning their child's grade at the Parent-Teacher Conference. Teachers at all grade levels shall inform parents when a student's academic progress, attendance, or behavior becomes a concern.

VII. Communication with Parents

Your child's teacher or the school may send home letters regarding your child or with important school or Department of Education announcements. Please check with your child's backpack for these letters.

- School letters are usually translated into Arabic, Chinese, and Spanish for families who speak these languages at home.
- Important school announcements are also sent to the phone numbers you provided to school. Therefore, if you miss the phone call and your child is with you, you do not need to call school to verify.
- Important school announcements or messages are posted on the school website as well. Please visit www.PS170.net for such messages or to learn about school events on the school calendar.
- Parents will be provided with a school calendar in September in addition to the calendar in this handbook and at the school website.

VIII. Middle School Admissions

- The Middle School admissions process takes place in the fall of 5th grade
- Middle School Placement is based on the following criteria:
 - Grade 4 report card grades
- Middle School admissions timeline:
 - September – Middle School Directories are distributed
 - September through December – Middle School Open Houses are held
 - October - Middle School Application Process Opens via My Schools
 - October – Request for Mark Twain Testing due
 - November – Applications are distributed
 - December – Applications are due
 - January & February – Mark Twain testing held by appointment
 - February – New Schools Round (only if new programs are available)
 - May – Middle School notification letters are distributed
 - June – Appeals round is held

Appendix I

School Policy Regarding Birthday/Holiday Parties

Classes may hold birthday or holiday parties. We would like to remind the parents of the following school policy to ensure the safety and healthiness of the food items and an uninterrupted instructional day.

- If parents would like their child's class to have a birthday party for their child, please schedule the party with the child's classroom teacher 5 school days before the child's birthday so that the teacher can plan the school day accordingly.
- All birthday parties should be held in the afternoon.
- Parents should not be present at the birthday parties held in school and birthday parties should not last more than 15 minutes.
- Food or non-food items for birthday parties should be brought to the main office on the morning of the scheduled party and should be sufficient to be shared by everyone in the class.
- **All food items should be free from nuts, pork, and gelatin and ingredients should be listed. We suggest that only prepackaged products from stores be used.**
- Healthy and low sugar/low fat products are recommended.

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Important Numbers

Main Office: (718) 491 – 8400

Guidance Counselor Extension: 1091/1092

School Nurse Extension: 3041

School Nurse Outside Line: (718) 491 - 8403

School Assessment Team Extension: 3001

Parent Coordinator Extension: 1102

Parent Coordinator Cell: (347) 563-4548

PTA Extension: 1031

CAMBA After School Center Extension: 1032

CAMBA Direct Line: 347-675-5090

School Website: www.ps170.net

To make appointment with a teacher or administrator, please call the main office.