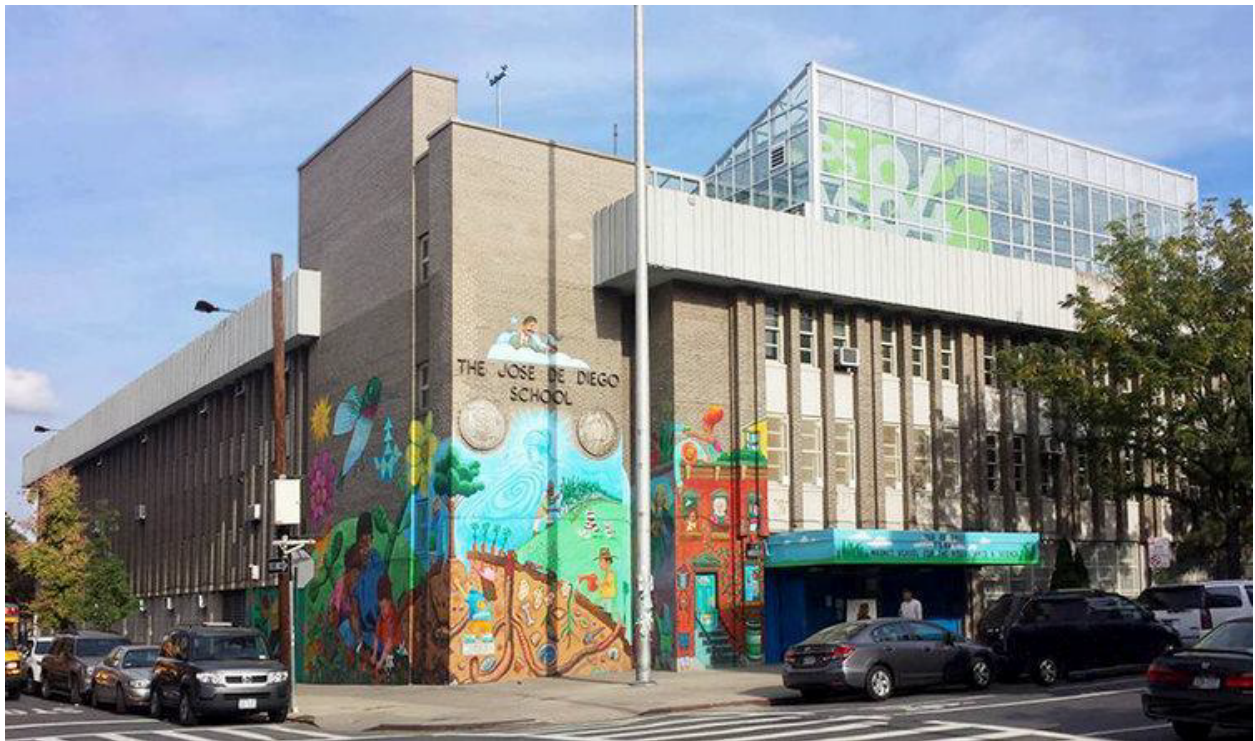




A 3-K - 8 School Fostering
Diversity and Community



PS 84 Jose De Diego

PARENT HANDBOOK

2022-2023

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MISSION AND CORE VALUES

VISION

The vision of PS 84 is to create positive members of society with active and creative minds, a sense of compassion for others, and influential attributes of a leader. Working closely with our talented community, we foster lifelong learners by cultivating the social, emotional, physical and academic needs of each child..

CORE VALUES

LIFELONG LEARNING IS A PROCESS MEANT TO PROMOTE A SPIRIT OF ENTHUSIASM FOR STUDENTS AND TEACHERS. THIS CAN BE CULTIVATED THROUGH VARIOUS OPPORTUNITIES INCORPORATING CRITICAL THINKING AND COLLABORATIVE LEARNING.

EMPOWERING STUDENTS AND TEACHERS TO BECOME CURIOUS, CREATIVE, INNOVATIVE, AND INSIGHTFUL RISK-TAKERS IS A PRIORITY.

ACHIEVING SUCCESS IS ENCOURAGED THROUGH HARD WORK, HONEST REFLECTION, AND SELF-ADVOCACY USING CRITICAL THINKING AND PROBLEM-SOLVING SKILLS.

DISCIPLINE IS FOSTERED THROUGH KNOWING CLEAR EXPECTATIONS WITHIN OUR SCHOOL COMMUNITY. STUDENTS DEVELOP THEIR ABILITIES TO SELF-REGULATE, REFLECTING UPON WHAT THEY NEED AS LEARNERS IN ORDER TO BE SUCCESSFUL.

EFFECTIVE INSTRUCTION AND LEARNING IS MULTIFACETED. EVERY LEARNING STYLE IS CONSIDERED IN THE DEVELOPMENT AND EXECUTION OF INSTRUCTION AND OPPORTUNITIES EXIST FOR EACH LEARNER TO ENGAGE WITH MATERIAL AND CONTENT.

RESPONSIBILITY FOR STUDENT LEARNING IS SHARED AMONGST ALL STAKEHOLDERS INCLUDING STUDENTS, PARENTS, STAFF AND COMMUNITY.

ORGANIZATION OF THE SCHOOL

ADMINISTRATION & SUPPORT SERVICES

Principal	Sereida Rodriguez-Guerra
Assistant Principal	Monique Hernandez – 3-K - 2nd Grade
Assistant Principal	Christina Rosario – 3rd - 5th Grade
Assistant Principal	Tiffany Rosario – 6th - 8th Grade
Parent Coordinator	Dinayomi Fernandez
Pupil Accounting Secretary	Shakira Maldonado
Payroll Secretary	Lilliana Minier-Alvarez
School Psychologist	Brian Roquez
SBST Social Worker	Annelise Santos
Guidance Counselor	Marysol Ayala - K-2
Guidance Counselor	Angelica Irizarry - 3-5
Guidance Counselor	Melody Paniagua - 6-8
ASD Nest Coach	Elise Anderponte
Dual Language Coordinator	Awilda Peguero

SCHOOL LEADERSHIP TEAM

SEREIDA RODRIGUEZ-GUERRA	PRINCIPAL
AWILDA PEGUERO	UFT CHAPTER LEADER
PAMELA VAZQUEZ	PTA PRESIDENT
JESSAMYN LEE	ELECTED PARENT
ESTHER HERNANDEZ	ELECTED PARENT
KIMBERLY LOPEZ	ELECTED PARENT
LOURDES RIVERA	ELECTED PARENT
YINESSA BUENO	ELECTED UFT
MICHELLE MARRERO	ELECTED UFT
LUCY OGANDO	ELECTED UFT

The School Leadership Team (SLT) is a DOE-mandated committee in which parents work with the principal, teachers, and staff to establish school priorities, review the school budget, and evaluate the school's progress.

The SLT's main function is to develop the Comprehensive Education Plan (CEP) which sets annual goals for the school in all areas and focuses on developing educational strategies for improvement. The team consists of the Principal, the PTA President, the UFT Representative, teachers, and parents. This ensures that families and school staff participate in the decision-making processes at public schools. The SLT meets once a month at a regularly scheduled meeting, and SLT updates are provided to the PTA members regularly. SLT elections are held each spring for two-year terms.

PTA EXECUTIVE BOARD

PRESIDENT

PAMELA VAZQUEZ & NEROLIZA VALDERA

VICE PRESIDENT

SHAYNA PHETSARATH & ELIZABETH KATZ

TREASURER

JESSAMYN LEE

RECORDING SECRETARY

FARRAH FAVEREY

CORRESPONDING SECRETARY

JESSICA MOSKOWITZ

The PTA of PS 84 is an organization of families and teachers working together to support the vision of the school through fundraising and the implementation of programs and initiatives.

Activities are planned to foster a sense of community and to ensure that our children and teachers have the resources they need to excel and enjoy learning.

GENERAL PTA MEETINGS

Held usually on the third Wednesday of every month alternating monthly at 9:30am and 6:00pm over ZOOM. The meetings last between 1 and 1.5 hours.

EXECUTIVE BOARD MEETINGS

Held the first Wednesday of every month at 6:00pm over ZOOM. These meetings are open to all parents. To learn more about the PTA Committees and fundraising events, visit the Volunteering page.

GUIDELINES AND PROTOCOLS DUE TO COVID-19

IF SOMEONE IN THE SCHOOL COMMUNITY IS SICK

Please refer to the following [flowchart](#) for guidance.

Please refer to the following [link](#) for information about test kits

Additional information may be found on New York City's Department of Education [Health and Safety in Our Schools page](#).

SCHOOL DAY GUIDELINES

SCHOOL HOURS

MONDAY - FRIDAY

8:20 AM - 2:40 PM

Entrance doors will close at 8:25

HALF DAYS - STUDENTS ARE DISMISSED AT 11:30 AM

BLUE EMERGENCY CARDS

All students must have a current emergency card on file. Blue cards will be distributed to students on the first day of school. Please make every effort to fill out the card and return it to the school as soon as possible. Please inform the school of any changes to the blue card that may take place during the school year

ARRIVAL/DISMISSAL

3-K, Pre-K and Kindergarten enter and dismiss through the early childhood playground. 1st, 2nd and 5th grade enter and dismiss through the Grand Street doors. 3rd and 4th enter and dismiss through the cafeteria doors and finally 6th, 7th and 8th enter and dismiss through the Berry doors close to Grand Street. Early drop-off is available beginning at 7:45. In the event a student arrives late to school, the student must be signed into the late book in the main lobby. Please note: the main lobby will not be available for entrance, until all other entrances have been closed.

Students who are bused to and from school will be dropped off in the lobby and dismissed through the lobby. Please contact the main office at 718-384-8063 when someone who is not on the blue emergency card will be picking up your child. Please make sure the pickup person has identification.

ABSENCES

If your child is going to be absent from school on any school day make sure to:

1. Call the school's main office first. 718.384.8063
2. Inform your child's teacher via email. Include dates and reason for the absence.
3. Send a doctor's note or personal note the following day

PUNCTUALITY & ATTENDANCE

As a school community we want to validate and appreciate the efforts that as parents/guardians you make to have your child at school everyday. You play a vital role in your child's academic success and we are thankful to have your support.

As we know, frequent lateness and absences affect your child's learning opportunities and have a serious impact on their academic performance. Please refer to the [school year calendar](#) for more information regarding non-attendance days. If at all possible, please schedule vacations during those times.

It is important for parents to know that your child's attendance record is a legal document and as a school we are not allowed to alter a child's attendance. The Department of Education codes absences in three ways:

Excused absences are those that occur because of action taken by the DOE. For example, schools were closed due to snow or a catastrophic event. These absences are not recorded as such on a child's permanent attendance record.

Explained absences are those for which a parent has submitted documentation explaining the child's absence. Documentation could be a doctor's note, airline travel itinerary, court documents or a funeral program. Explained absences are still recorded as absences.

Unexplained absences are those for which no explanation has been submitted. If a child has too many unexplained absences, the system generates a request for investigation which can result in a visit from an attendance teacher or child welfare officials.

Chronic Absenteeism (CA) rate is the percentage of students who have 10 days on register with one day present and an attendance rate $\leq 90\%$ as of 4.8.2022

Excessive absenteeism and lateness will be discussed with the teacher and administrators.

Keep in mind both explained and unexplained absences are recorded as absences in your child's permanent attendance record.

Your child's teacher takes official attendance daily. [Class begins at 8:20am and students will be considered late if they arrive after entrance doors have been closed.](#) All children arriving late must enter through the main entrance to sign in. Keep in mind your child needs time to transition into a busy day. We suggest you plan to arrive early enough so that your child does not feel rushed when saying goodbye.

AFTER SCHOOL/EARLY/LATE PICK-UP

Please notify your child's teacher, in writing, if your child will be attending our on-site after school programs (Grand Street) or (YMCA) or any off site programs that pick-up at PS 84. Vetted pick-up, fee based programs may be found on our [website](#).

Grand Street Settlement may be reached at 718-384-8063 extension 3210.

YMCA may be reached at 718-384-8063 extension 2210

If you need to pick up your child early, you must sign your child out at the main office. Unless there is an emergency, students may not be picked up from school after 2:15pm, as this interrupts instruction.

Dismissal is at 2:40 pm and 11:30 am on half days. Please make every effort to pick up your child on time. If you are running late, please notify the school. ALL STUDENTS PICKED UP AFTER 2:40 PM WILL BE TAKEN TO THE CAFETERIA UNTIL 3:00 PM AND THEN TO THE MAIN OFFICE. PLEASE MAKE SURE TO BRING IDENTIFICATION WITH YOU.

VISITOR PROTOCOL /CLASSROOM CELEBRATIONS

When celebrating birthdays, please contact your child's teacher to make arrangements. Birthday celebrations will take place in the classroom with their peers. Maximum of **two** persons may attend. (The maximum includes siblings that do not attend PS 84). Students/Siblings from other classrooms are not permitted to attend. Snacks are permitted if they are store bought and individually wrapped; however, it is important to consult your child's teacher to determine any allergies in the classroom. Large sheet cakes and candy bags are not permitted. We ask that you make every effort to share healthy items.

DRESS CODE

All middle school students wear uniforms every day. Black bottoms (Jeans, pants, sweats, skirt, etc.) No ripped pants and no hoodies. Uniform polo colors are as follows:

- 6th grade - Royal Blue
- 7th grade - Burgundy
- 8th grade - Light Gray

For the safety of all students, we ask that students wear **sneakers** for gym and recess. Students that have crocs, slippers, sandals, will have to sit out of recess and gym. It is expected that students will take hats off during the school day.

COMMUNICATION WITH STAFF & TEACHERS

CHAIN OF COMMUNICATION

It is important to build a relationship with your child's teacher therefore we ask that parents reach out to their child's teacher first, with any questions or concerns so they may address them or direct you to the appropriate personnel. You may also reach out to our Parent Coordinator for assistance in any area.

WELCOME LETTERS & NEWSLETTERS

At the beginning of the school year, you will receive a welcome letter from your child's teacher introducing themselves and indicating classroom routines, structures, and goals. Parents will also receive monthly newsletters with grade specific information about curriculum, assessments and/or unit plans for the month. Information about celebrations, trips, and long-term assignments may also be found in the newsletter

PARENT TEACHER CONFERENCES

Please note that PS 84 follows the elementary school calendar, so our conference dates differ. We have four conferences in total. The first is used as Curriculum Night, to introduce parents to the curriculum units, goals, grading and homework policy. The Fall and Winter conferences are used to inform you of your child's progress and how you can best support your child in their academic journey. The final conference date is our Science Exploratorium. The Exploratorium is a modern twist to the traditional science fair. (All 2022-2023 dates to be determined)

PARENT ENGAGEMENT

Parents are encouraged to make appointments to meet with their child's teacher to discuss any academic or behavioral issues that may arise during the school year. Please ask your child's teacher about their parent engagement day.

E-MAIL

Parents and caregivers are strongly encouraged to share their email address with the school to disseminate important information about activities in the school. Teachers value your input and would like to hear from you. Please allow 48 hours for teachers to respond to emails.

CLASS PARENTS

Class parents serve as community builders, teacher supporters, and as class representatives to the PTA Executive Board. Your primary goal is to encourage parent participation in class and PTA events. Teachers will pick one or two parents per class.

SCHOOL COMMUNICATION TOOL (BLOOMZ)

To increase engagement and communication, PS 84 is using BLOOMZ to help parents and caregivers keep up with information about our school. We encourage you to download the APP and create your account.

NYC SCHOOLS ACCOUNT (NYCSA)

We encourage you to sign up for your [NYSCA](#) to see your students grades, test scores and more.

SCHOOL WEBSITE

The school's website is www.ps84k.org A wealth of information may be found on our website.

BUS AND TRANSPORTATION

GENERAL EDUCATION TRANSPORTATION

General education transportation eligibility is based on a student's grade level and the walking distance between home and school. When a child is assigned to a bus route, please make note of the route and bus number. This information may also be found in your New York City Schools Account (NYCSA).

SPECIALIZED EDUCATION TRANSPORTATION

Students who receive special education services may receive other transportation services. When a child is assigned to a bus route, please make note of the route number and bus number.

All other students will receive a full fare MetroCard. More information may be found on the Office of Pupil Transportation website www.optnyc.org or by calling 718-392-8855

METROCARD PASSES

The MTA typically provides a MetroCard to children who live within a qualified distance. The schools' Pupil Accounting Secretary will distribute cards to eligible students. Please ensure that your child does not lose the pass.

STUDENT CONDUCT

At PS 84 we believe all students are capable of being leaders in their academic and social lives. We work with students to develop their leadership qualities through an embedded social-emotional curriculum called [The Leader In Me](#) and [The Seven Habits of Happy Kids](#), which emphasize personal accountability, proactive problem solving, communication and adaptability. More information about this program may be found at www.leaderinme.org/the-7-habits-of-happy-kids/

BEHAVIORAL EXPECTATIONS

PS 84 follows the New York City Department of Education's Citywide Behavioral Expectations to Support Student Learning. This document will be distributed to all parents, and can be found online at www.schools.nyc.gov/school-life/rules-for-students/discipline-code It is expected that families review the code with their children.

CELL PHONE POLICY

We understand that some students have cell phones to communicate with parents or caregivers before and after school hours, however students are not permitted to make or receive calls during the school day. If a student has a cell phone, it must remain in their backpack, turned off, for the entire day. If a teacher or staff member sees a child's cell phone, it will be confiscated and cannot be returned until a parent or caregiver comes to the school to pick it up. Upper grade students are encouraged to hand in their cellphone to our Student Advocate, who will ensure the safekeeping of cellphones. PS 84 is not responsible or liable for any other electronics brought into the school. Please discourage your child from bringing such items as they can be misplaced or damaged.

CYBER POLICY

Technology is an important tool available to students in their daily lives. With the aid of the Department of Education Office of Technology Assistance, we do our best to monitor and block access to websites that may provide inappropriate content for students. The common message between home and school must be that all students understand that access to technology must also be accompanied by a commitment to accept the responsibility for the appropriate use of this tool. Students will be held accountable for any behavior that impacts life in school in a negative manner. PS 84 will refer to the DOE discipline [code](#) regarding cyber technology to enforce the policy accordingly.

SCHOOL MEALS & RECESS

BREAKFAST

PS 84 follows the breakfast in the classroom combo menu which can be found on the School Food's website www.schoolfoodnyc.org

LUNCH

PS 84 follows the Pre-K - 8 lunch menu which can be found on the School Food's website www.schoolfoodnyc.org

RECESS

Recess is daily, either right before, or right after lunch. We know that exercise is necessary for children's health and ability to concentrate, so weather permitting, students play in the small playground (3-K, Pre-K & Kindergarten) or schoolyard (1st through 8th). When inclement weather keeps us indoors, students take part in our Move to Improve program. Lunch periods are 50 minutes long and split between eating and recess.

HEALTH & SAFETY

HEALTH POLICIES

Minor injuries are cared for at school when the nurse is on duty. For more severe illnesses or injuries, the nurse or a staff member will notify parents to have the child taken to the doctor. In cases of emergency, the school will be required to call an ambulance. Parents will always be notified of a serious problem. Therefore, it is critical that parents keep the school notified of any change in cell/work/home numbers and emergency contacts.

Parents of students who need regular medication must fill out a [504 form](#), including students that need an EPIpen for life threatening allergies. Teachers will inform all staff and other parents of the life-threatening allergy, to ensure that those food items are not brought to the classroom.

*Please note that Teachers are not allowed to administer medication to students, even with a Doctor's note

HEAD LICE

Can my child go to school with head lice?

- NYC Schools have a "No Head Lice" policy. Students who have live head lice are not allowed to go to school until they are lice-free. Students with nits are still allowed to attend.
- Parents of students in the same class will receive a Lice Notice Letter.
- Students may return to school the day after treatment for head lice as long as there are no live lice upon re-inspection.

SECURITY/SAFETY

PS 84 has one Safety Agent located at the main entrance of the school. Parents, caregivers and other visitors, may enter the school once identification and proof of vaccination is provided.