



**2024-2025**

# **Family Handbook**

1871 Walton Avenue, Bronx New York 10453

718-299-6128

[www.ps236nyc.org](http://www.ps236nyc.org)

Donna Wright-Bauer  
Principal

Rashmee Rachel Boodram  
Assistant Principal



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## **School Times**

The school day starts at **8:00am**

Breakfast is served daily in the classroom from **8:00am to 8:20am**

Pre-K attends from **8:15am to 2:15pm**

Kindergarten through 5th Grade attend from **8:00am to 2:20pm**



## **Welcome to the 2024-25 School Year!**

*Dear Parents and Guardians,*

*Welcome to another exciting school year at P.S. 236! We are thrilled to embark on another year of learning, growth, and collaboration. Our commitment to each student's success remains at the core of everything we do. This year, we are continuing our commitment to academic excellence while fostering the social and emotional well-being of our students.*

*This Family Handbook serves as a key resource to keep you informed and involved. We encourage you to familiarize yourself with its contents, which include important policies, procedures, and information about our school.*

*We invite you to stay connected by attending school events, participating in parent-teacher conferences, and reaching out to us or your child's teacher with any questions or concerns. Your involvement is essential in creating a successful school experience for your child.*

*Thank you for your continued partnership, and here's to a fantastic school year ahead!*

*Warm regards,*

*Donna Wright-Bauer, Principal*

*Rashmee Rachel Boodram, Assistant Principal*



## **2024-2025 School Year**

### **Vision**

*We are an inclusive community that fosters a passion for learning, empowering and inspiring each individual to grow and become change agents for an equitable future.*

### **Mission**

*We are committed to creating a safe and nurturing environment where student's self esteem is fostered through positive relationships between students, staff and families. We are dedicated to providing an integrated curriculum with an equity lens to better prepare our students with the skills, knowledge and mindset they need to succeed in college, careers, and as global citizens in the 21st century.*

### **Instructional Focus/ Goals**

- *Redesign academic and social emotional support systems by deeply understanding our students through a strengths-based perspective, while strategically analyzing all forms of assessments - screeners, formative and summative to meet student needs.*
- *Leverage assessments to monitor student learning and guide our instructional practices.*
- *Prioritize data-driven instruction to increase student proficiency in all subject areas.*

# **Meet Our Teachers & Staff**

## **Administration**

Donna Wright-Bauer, Principal - dwrightbauer2@schools.nyc.gov  
Rashmee Rachel Boodram, Assistant Principal - rboodram4@schools.nyc.gov

## **Main Office Staff**

Maggie Mendez Gil, Secretary - mmendez4@schools.nyc.gov  
Licette Mercado, Parent Coordinator - Lmercado18@schools.nyc.gov  
Gustave Kome, Technology Support - gkome@schools.nyc.gov

## **Pre- Kindergarten**

Pre-K 202 - Ms. Sakai - bsakai@schools.nyc.gov  
Pre-K 204 - Mr. Kuperman - ckuperman@schools.nyc.gov  
Pre-K 204 - Ms. Puente - opuente@schools.nyc.gov

## **Kindergarten**

K- 213 - Ms. Vasquez - avasque4@schools.nyc.gov  
K- 213 - Ms. Correa - jcorrea3@schools.nyc.gov  
K- 214 - Ms. Pichardo - Lpichar3@schools.nyc.gov

## **1st Grade**

1- 115 - Ms. Mackle - smackle@schools.nyc.gov  
1- 115 - Ms. Wolfe - jwolfe3@schools.nyc.gov  
1- 116 - Ms. Ramirez - jramirez16@schools.nyc.gov

## **2nd Grade**

2- 217 - Ms. Litman - LLitman2@schools.nyc.gov  
2- 217 - Ms. Peralta - brperalta6@gmail.com  
2- 218 - Ms. Barnaby - cbarnaby3@schools.nyc.gov  
2- 218 - Ms. Fiorentino - sfiorentino3@schools.nyc.gov

## **3rd Grade**

3- 301 - Ms. Rust - srust@schools.nyc.gov  
3- 301 - Ms. Bellamy - abellamy3@schools.nyc.gov

## **4th Grade**

4- 308 - Ms. Forero - eforerolestingi@schools.nyc.gov  
4 - 308 - Ms. Ryan - kryan8@schools.nyc.gov  
4- 311 - Dr. Bivins - nbivinsikemba@schools.nyc.gov

## **5th Grade**

5- 305 - Ms. Infelice - jinfelice@schools.nyc.gov  
5- 305 - Ms. Mckeen - jpatterson3@schools.nyc.gov  
5- 307 - Ms. Averill - maverill@schools.nyc.gov  
5- 307 - Ms. Spencer - lspencer8@schools.nyc.gov

### **Special Area Teachers**

Ms. Bellamy (Special Education Coordinator) - abellamy3@schools.nyc.gov  
Ms. Florian (ENL Coordinator) - cflorian@schools.nyc.gov  
Ms. Schwartz (Academic Intervention Services) - Lschwar5@schools.nyc.gov  
Ms. Lennon (Science Teacher) - mlennon@schools.nyc.gov  
Ms. Mitchell ( Art Teacher) - smitchell47@schools.nyc.gov  
Mr. Alleyne (Music Teacher) - dalleyne@ps236.org  
Mr. Tanner (PE/ Gym Teacher) - ttanner2@schools.nyc.gov

### **Related Service Providers**

Ms. Camilo (School Social Worker) - rcamilo@schools.nyc.gov  
Ms. Robertson (Guidance Counselor) - nrobert2@schools.nyc.gov  
Ms. Castillo (Social Worker) - ccastillo21@schools.nyc.gov  
Ms. Siri Lewis (Psychologist) - slewis54@schools.nyc.gov  
Ms. Skinner (Speech Pre K – 2) - kdillar@schools.nyc.gov  
Ms. Thomas (Bilingual Speech) - rthomas20@schools.nyc.gov  
Ms. Uleman (Occupational Therapist) - kuleman@ps236.org  
Mr. Oluwakuyide (Physical Therapist) - Oluwakuyide@schools.nyc.gov  
Ms. Schiff (Hearing Services) - Sschiff7@schools.nyc.gov  
Mr. Tyriek Garcia (Family Worker) - tgarcia34@schools.nyc.gov  
Ms. Duncombe (School Nurse) - sduncombe@ps236.org

### **Paraprofessionals**

Ms. Saida Cuesta  
Ms. Debra Fernandez  
Ms. Natividad Lluveres  
Ms. Karen Madison  
Ms. Momayela McDonald  
Ms. Kirsy Morales  
Ms. Aurelina Reyes  
Mr. Ramon Rodriguez  
Ms. Libia Rojano  
Ms. Nercida Solis

### **School Aides**

Ms. Evelyn Aldea  
Ms. Esther Jennings  
Ms. Natalia Lebron  
Ms. Jamilatu Moro

### **School Safety**

Agent Zuleika Hernandez

### **Kitchen Staff/ Food Services**

Ms. Angela Espinosa  
Mr. Angel Rivera  
Ms. July Rodriguez

### **Custodian**

Mr. Joshua Cancel (Custodial Engineer)  
Mr. Leon Miller (Fireman)  
Mr. Valentino Santiago (Custodial Assistant)  
Mr. Luis Perez (Custodial Assistant)

## 2024-2025 School Calendar

Thursday <b>September 5, 2024</b>	<b>First day of school</b>	
Thursday <b>September 12th</b>	Meet the Principal 4:00PM - 4:30PM	Meet the Teacher 4:30PM - 7:00PM
Thursday–Friday <b>October 3rd–4th</b>	Rosh Hashanah, <b>schools closed</b>	
Monday <b>October 14</b>	Italian Heritage/Indigenous Peoples' Day, <b>schools closed</b>	
Friday <b>November 1</b>	Diwali, <b>schools closed</b>	
Tuesday <b>November 5</b>	Election Day, <b>students do not attend school</b>	
Thursday <b>November 7</b>	<b>Students do not attend school</b>  Afternoon Parent-Teacher Conference - 1:00PM - 3:30PM Evening Parent- Teacher Conference 4:30PM - 7:00PM	
Monday <b>November 11</b>	Veterans Day, <b>schools closed</b>	
Thursday–Friday <b>November 28th–29th</b>	Thanksgiving Recess, <b>schools closed</b>	
Tuesday–Wednesday <b>December 24th–January 1st</b>	Winter Recess, <b>schools closed</b> <b>Students return Thursday, January 2, 2025</b>	
Monday <b>January 20th</b>	Rev. Dr. Martin Luther King Jr. Day, <b>schools closed</b>	
Wednesday <b>January 29th</b>	Lunar New Year, <b>schools closed</b>	
Monday–Friday <b>February 17th–21st</b>	Midwinter Recess, <b>schools closed</b> <b>Students return on Monday, February 24, 2025</b>	
Thursday <b>March 6th</b>	<b>Students do not attend school</b>	

	Afternoon Parent-Teacher Conference - 1:00PM - 3:30PM Evening Parent- Teacher Conference 4:30PM - 7:00PM
Monday <b>March 3st</b>	Eid al-Fitr, <b>schools closed</b>
Monday-Friday <b>April 14th-18th</b>	Spring Recess, <b>schools closed</b> Students return on Monday, April 21st, 2025
Tuesday-Wednesday <b>April 29th - April 30th</b>	NYS ELA Exam Grades 3, 4 and 5
Thursday <b>May 1st</b>	Evening Parent-Teacher Conference 4:30PM - 7:00PM
Wednesday - Thursday <b>May 7th - May 8th</b>	NYS Math Exam Grades 3, 4 and 5
Wednesday <b>May 14th</b>	NYS Science Exam Grade 5
Monday <b>May 26th</b>	Memorial Day, <b>schools closed</b>
Thursday <b>June 5th</b>	Eid al-Adha / Anniversary Day; <b>schools closed</b>
Friday <b>June 6th</b>	Clerical Day; <b>Students do not attend school</b>
Thursday <b>June 19th</b>	Juneteenth, <b>schools closed</b>
Thursday <b>June 26th</b>	<b>Last day of school for students</b>



## **NYC Schools Account (NYCSA)**

**All parents/guardians must set up a NYC schools account (NYCSA)**, which is a web based application that lets you see and manage important information about your child on any computer, phone, or tablet.

In the account, you can see a child's:

- Attendance
- Grades & Report Cards, Test Scores
- Enrollment History
- Transportation
- Individualized Education Program (IEP)
- Emergency Contact & Student Health Information

**How do I create an account?** You can create an account by using the information that your school will provide you with. New students, see the Parent Coordinator for your temporary password. Go to <http://mystudent.nyc>, enter your email address and temporary password. If you need this information, call Ms. Licettee Mercado, Parent Coordinator at 718-299-6128. You will be asked to create a new password for your account, set up your security questions, and confirm your email address. You should complete these steps within 30 days of receiving your temporary password, or else the password will expire. If you need assistance, a school staff member can help you create the account in-person or online.

- Report cards will be made available for you to access through your (NYCSA) three times a year in November, March and June.



**NYC Kids RISE Save for College Program** - All families with Kindergarten, 1st Grade, 2nd Grade and 3rd Grade students enrolled in a NYC public school, regardless of income or immigration status, are eligible to participate in this savings program. For more information, see Parent Coordinator, Licettee Mercado.

## **Parent Engagement**

Our **School Leadership Team (SLT)** meets the third Wednesday of every month at 2:30pm, in the library. All parents are welcome.

Our **Parent Association (PA)** meets monthly – dates and times will be determined in September by the PTA Executive Board.

**Parents can request to see a teacher during their preparation period by emailing them.**

### **\*PS 236 procedures for parents if there are any concerns regarding their child.\***

If you have any concerns, please first meet with your child's teacher, then if you still have questions or concerns, see our Parent Coordinator, Ms. Mercado and/or the School's Social Worker, Ms. Camilo. If you feel the issue has not been resolved, please request/ schedule a meeting with the administration.

## **Parent Notification**

All parent letters and notifications will be on the school's website([www.ps236nyc.org](http://www.ps236nyc.org)). Notifications will be sent via email, Class Dojo and paper copy will be sent home for parents. Parents will be notified of Parent Association meetings and parent workshops by the school. Monthly calendars will be sent home with the student and will be posted on our school's website. NYCSA Account is another way to obtain information about your child's academic progress (refer to page 8).

## PS 236 Expectations for Behavior



PS 236 is dedicated to the social-emotional health and wellness of all our students, helping them be their best selves. To support their growth in this area, we are actively implementing a range of programs and partnerships designed to foster a positive, safe, and nurturing school environment.

### Sanford Harmony Program

We are proud to utilize the Sanford Harmony program, which engages students daily in lessons and activities that promote the development of key social-emotional skills. These include:

- **Self-Awareness:** Understanding one's emotions and values.
- **Self-Management:** Regulating emotions and behaviors.
- **Social Awareness:** Showing empathy and understanding toward others.
- **Relationship Skills:** Building and maintaining positive relationships.
- **Responsible Decision-Making:** Making ethical and constructive choices.

Through this program, students learn the skills needed to build positive connections with their peers, develop empathy, and navigate challenges responsibly.

### Partnership with Sandy Hook Promise

In our continued efforts to create a safer, kinder, and healthier school community, we have partnered with Sandy Hook Promise. This partnership equips us with programs and resources aimed at preventing violence, identifying signs of distress, and promoting a culture of inclusivity and kindness among students.

### Collaboration with Child Mind Institute

To further support our students' emotional well-being, we collaborate with the Child Mind Institute to provide student counseling groups. These groups offer additional guidance and support to students who may benefit from a more focused approach to their emotional health.

**\*\*\*Parents, please review the matrix below with your child(ren).\*\*\***

PS 236 Motto:  
**We strive to be**  
**Safe, Responsible, Caring, Respectful, Here and Ready!**

## ***P.S. 236 High Five Behavioral Matrix***

<b>When I am...</b>	<b>SAFE</b>	<b>RESPONSIBLE</b>	<b>CARING</b>	<b>RESPECTFUL</b>	<b>HERE AND READY</b>
<b>In the classroom, I will...</b>	<ul style="list-style-type: none"> <li>keep my hands and feet to myself</li> <li>follow my classroom routines</li> <li>report any safety concerns or incidents to the teacher or appropriate staff</li> </ul>	<ul style="list-style-type: none"> <li>return materials when finished</li> <li>complete assignments by following the directions</li> <li>stay engaged and avoid distractions from electronics during class</li> </ul>	<ul style="list-style-type: none"> <li>treat classmates, teachers, and staff with kindness</li> <li>help create a positive atmosphere by encouraging classmate and working together</li> <li>be willing to consider different viewpoints during discussions</li> </ul>	<ul style="list-style-type: none"> <li>remain seated during class unless you have permission to move around</li> <li>listen with my eyes on the speaker to follow directions or respond to others</li> <li>raise my hand and wait to be recognized</li> <li>use people's names when speaking with them</li> <li>show manners by saying hello, goodbye, excuse me, please and thank you</li> </ul>	<ul style="list-style-type: none"> <li>come to class arrive to the classroom on time</li> <li>with all necessary materials and completed homework</li> <li>listen to directions and be ready to follow the classroom routine</li> </ul>
<b>In the hallway, I will...</b>	<ul style="list-style-type: none"> <li>walk in a single line on the right side of the hallway to maintain a smooth flow of traffic</li> <li>keep a safe distance between myself and others to ensure personal space</li> </ul>	<ul style="list-style-type: none"> <li>if I notice any safety issues in the hallways, I will inform a teacher or staff member</li> <li>keep my hands and feet to myself</li> </ul>	<ul style="list-style-type: none"> <li>smile or quietly wave to recognize others</li> <li>if I have trash, I will hold onto it until I find a proper trash receptacle</li> <li>be courteous and hold doors open for those coming behind me</li> </ul>	<ul style="list-style-type: none"> <li>raise my hand to get the teachers attention to ask a question or say something</li> <li>walk quietly through the hallways to avoid disrupting ongoing classes and activities</li> <li>avoid peeking into classroom windows or tapping on doors as I pass</li> </ul>	<ul style="list-style-type: none"> <li>line up silently and face forward</li> </ul>
<b>At arrival, I will...</b>	<ul style="list-style-type: none"> <li>follow the rules around the school premises</li> </ul>	<ul style="list-style-type: none"> <li>keep your backpack and personal belongings to yourself</li> </ul>	<ul style="list-style-type: none"> <li>while on line, talk quietly especially with others who do not</li> </ul>	<ul style="list-style-type: none"> <li>while lining up, I will not litter or damage school property</li> </ul>	<ul style="list-style-type: none"> <li>have my backpack, coat, hat, and gloves on (depending</li> </ul>

	<ul style="list-style-type: none"> <li>line up and walk in my assigned line, in one single line (indoors/out doors)</li> <li>enter the building silently</li> </ul>	<ul style="list-style-type: none"> <li>arrive at school on time (School starts at 8:00 a.m.)</li> <li>come dressed in my school uniform</li> <li>be a role model and set good examples for younger students by doing the right thing</li> </ul>	<ul style="list-style-type: none"> <li>have anyone to talk with</li> <li>hold doors open as I enter the school</li> </ul>	<ul style="list-style-type: none"> <li>follow any instructions given by teachers or staff about lining up, such as where to stand, how to line up and when to move</li> </ul>	<ul style="list-style-type: none"> <li>on the weather)</li> <li>be in line when directed by staff</li> <li>have a positive attitude</li> </ul>
<b>In the lunchroom, I will...</b>	<ul style="list-style-type: none"> <li>clean up after myself</li> <li>report spills to the lunch monitors</li> <li>eat my own food</li> <li>raise my hand to get out of my seat to ask a question</li> <li>use appropriate table manners</li> </ul>	<ul style="list-style-type: none"> <li>recycle and put trash in the designated bins</li> <li>use quiet or inside voices</li> </ul>	<ul style="list-style-type: none"> <li>offer help to students who may need it</li> </ul>	<ul style="list-style-type: none"> <li>say please, thank you, and excuse me to students and staff</li> </ul>	<ul style="list-style-type: none"> <li>bring my lunch, jacket, and necessary things to the lunchroom</li> <li>walk to the lunch table (no running)</li> <li>remain seated at my assigned table</li> <li>wait to be called by the teacher</li> <li>eat brain-healthy foods so I can learn all afternoon</li> </ul>
<b>At recess, I will...</b>	<ul style="list-style-type: none"> <li>respond to whistles, signals, and directions given by supervising adults</li> </ul>	<ul style="list-style-type: none"> <li>clean up after myself by putting playground equipment away</li> <li>bring my belongings inside (lunchbox, coat, hats, etc)</li> </ul>	<ul style="list-style-type: none"> <li>be kind to other students, and invite those who are alone to play</li> <li>hold doors open as I enter the school</li> </ul>	<ul style="list-style-type: none"> <li>do what I know is right, even if others are not making the right choices</li> <li>accept responsibility for my own behavior and apologize if needed when I make a poor choice</li> </ul>	<ul style="list-style-type: none"> <li>get fresh air and exercise to help me concentrate and learning in school</li> </ul>
<b>In an emergency/ drill I will...</b>	<p><b>During Evacuations:</b></p> <ul style="list-style-type: none"> <li>exit my classroom promptly</li> <li>walk in a straight line towards the exit</li> <li>keep silent to hear all announcements</li> <li>follow the directions of the adults</li> </ul>	<ul style="list-style-type: none"> <li>follow school procedures</li> </ul>	<ul style="list-style-type: none"> <li>remind someone who is lost what the directions are and have him or her follow me</li> </ul>	<ul style="list-style-type: none"> <li>move quietly and quickly</li> <li>stay silent</li> <li>be an active listener</li> </ul>	<p><b>Fire Drill:</b></p> <ul style="list-style-type: none"> <li>follow the directions of adults</li> <li>exit the building quickly and safely</li> <li>be kind to others exiting the building</li> </ul>

	<p><b>During a Lockdown:</b> hide with my class quickly and quietly, or stay quiet until a staff member finds me</p> <p>follow teacher's directions</p>				
<p><b>In the restroom, I will...</b></p>	<ul style="list-style-type: none"> <li>quietly wait my turn outside of the restroom (if there are too many people in the restroom)</li> <li>walk and do not run in the restroom to prevent accidents</li> <li>look out for water on the floors</li> </ul>	<ul style="list-style-type: none"> <li>use the restroom and return immediately to class without getting distracted by others</li> <li>wash hands thoroughly with soap and water after using the restroom</li> <li>turn off the water</li> </ul>	<ul style="list-style-type: none"> <li>leave the restroom clean and tidy for the next person</li> <li>properly dispose toilet paper, paper towels and other waste</li> <li>report any instances of bullying, harassment or intimidation to your teacher or school staff</li> </ul>	<ul style="list-style-type: none"> <li>keep the bathroom clean</li> <li>respect others' privacy and do not peek under or over stall doors</li> <li>refrain from writing or drawings on the walls</li> </ul>	<ul style="list-style-type: none"> <li>be sure to ask your teacher permission</li> </ul>
<p><b>On a fieldtrip, I will...</b></p>	<ul style="list-style-type: none"> <li>always stay with my buddy or group</li> <li>know the name of the adult in charge</li> <li>alert the adult when I have a problem or need</li> </ul>	<ul style="list-style-type: none"> <li>hold on to my belongings</li> </ul>	<ul style="list-style-type: none"> <li>include others in field trip and bus activities</li> </ul>	<ul style="list-style-type: none"> <li>always use appropriate and polite language</li> <li>ask questions at an appropriate time</li> <li>respect the rules of the venue</li> <li>thank the staff before leaving</li> </ul>	<ul style="list-style-type: none"> <li>be on time</li> <li>be ready to listen to the adult in charge for directions</li> </ul>

# PS 236 Expectations for Behavior

## School-Wide Non-Negotiables

The following behaviors are considered non-negotiable and are essential for maintaining a safe, respectful, and positive school environment:

- **Respect for Others:** All students are expected to show respect toward fellow students, staff, and visitors at all times. **Bullying, harassment, and discriminatory behavior will not be tolerated.**
- **Safe Conduct:** Students must act in ways that ensure the safety of themselves and others. **Physical aggression (fighting) and actions that may lead to harm are prohibited.**
- **Engagement in Learning:** Students are expected to be active participants in their own learning, which includes following instructions, completing assignments, and remaining focused during lessons.
- **Respect for Property:** Students must respect school property, as well as the personal property of others.

## School-Wide Consequences

When students do not meet behavior expectations, consequences may include:

- **Verbal Warning:** A teacher or staff member will remind the student of the expected behavior.
- **Restorative Conversation:** The student will engage in a discussion about their behavior, reflecting on its impact and exploring ways to repair any harm caused.
- **Parent/Guardian Notification:** Families will be informed of repeated or severe behaviors and involved in creating a plan for improvement.
- **Behavior Reflection:** Students may be required to complete a written reflection on their behavior or engage in a restorative action to make amends.
- **Loss of Privileges:** Certain privileges may be revoked, such as participation in extracurricular activities or recess.
- **Restorative Practice/ Reflection Session:** Assigned time for students to reflect on their behavior after school.



## Attendance and Lateness

**ATTENDANCE MATTERS**

Missing a day of school here and there may not seem like much, but absences add up!

When a student misses 2 days a month..	When a student misses 4 days a month..
They will miss <u>20 DAYS</u> a year.	They will miss <u>40 DAYS</u> a year.
They will miss <u>30 HOURS</u> of math over the school year.	They will miss <u>60 HOURS</u> of math over the school year.
They will miss <u>60 HOURS</u> of reading & writing over the school year.	They will miss <u>120 HOURS</u> of reading & writing over the school year.
They will miss over <u>1 YEAR</u> of school by graduation.	They will miss over <u>2 YEARS</u> of school by graduation.

The school gate opens at 7:50am for arrival. The school day officially begins at 8:00am every day. **Students are expected to attend school every day and maintain 93% or higher attendance.** After an absence, please send a note from the doctor or parent/guardian explaining why the child was absent. Attendance will be taken by the classroom teacher daily. All students are expected to arrive on time for class and will be marked late if they arrive after 8:00 am. Students who arrive after 8:00am must sign the late book at the security desk. Dismissal is at 2:20pm (Kindergarten through 5th Grade) and 2:10pm for PreK every day.

\*Late students will not be eligible to receive a monthly attendance award.



## **Arrival**

- All students in **Kindergarten to 5th Grade** enter through the schoolyard . Gates open at 7:50am. The school day starts at 8:00am.
- All students in **Pre-K** enter through the main entrance (Exit 3). Doors open at 8:10am. The school day begins at 8:15am for Pre-K.

## **Dismissal**

**\*\*\*Please be on time to pick up your child.\*\*\***

**Pre-K will be dismissed from the main entrance (Exit 3). The door will open at 2:00pm and close at 2:15pm. Please note, if you arrive after 2:15pm, you will have to wait until the School Safety Agent returns to open the door at 2:35pm.**

**Students in Grades Kindergarten through 5<sup>th</sup> Grade will be dismissed at 2:20pm from the schoolyard. If you arrive after 2:30pm, you will need to come to Exit 3 to pick up your child.**

For students who are picked up by an adult: **Only adults listed on the Emergency Contact Form may pick up students with proper identification.** Students in Grades 3-5 will only be dismissed to walk home alone with a signed authorization form from a parent/guardian. Students in grades PreK through 2<sup>nd</sup> Grade will only be released to siblings with a signed permission slip giving the older sibling permission to pick up the student.

## **Early Pickups**

If your child has to be picked up early for an appointment, please notify the main office by phone, and also the teacher in advance by writing an email, text, letter or sending a message on class dojo, indicating the time the student will be picked up. Please notify the school if another adult has permission to pick up your child early. Only adults 18 or older who are listed on the Emergency Contact Form will be allowed to pick up students.

## How can you support your child's education?



**#1 Ensuring Regular Attendance:** Send your child to school on time and ready to learn every day.

**#2 Staying Informed:** Be aware of your child's work, progress, and any challenges by reading school notices, talking to your child about their day, reviewing their assignments, and checking progress reports. Meet with your child's teacher when needed.

**#3 Communicating with the School:** Maintain regular contact with your child's teachers and principal to stay updated on their education. Communicate verbally or in writing as needed.

**#4 Following School Policies:** Adhere to all school policies and applicable Chancellor's Regulations related to your child's education.

**#5 Responding Promptly:** Reply to all communications from the school, whether by phone, email, letter, text, ClassDojo, or other methods, in a timely manner.

**#6 Attending School Meetings:** Attend all requested meetings and conferences that pertain to your child's education and development.

**#7 Updating Contact Information:** Ensure the school has your up-to-date contact information (e.g., home address, phone number, email address). If you need help creating an email address, our Parent Coordinator, Licettee Mercado, is available to assist you.

**#8 Teach the Importance of Respect and Safety:** Reinforce the importance of respecting the property, safety, and rights of others. Teach your child to refrain from engaging in intimidating, harassing, or discriminatory behavior.

**#9 Create a Supportive Home Environment:** Provide a home setting where education is a priority and your child has the support they need to succeed.

**#10 Join the Parent Association:** Become an active member of the school's Parent Association or Parent-Teacher Association to support your child and the school.

## **Academic Programs Our curricula is aligned to the Next Generation Standards:**

The Next Generation Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. In order to help students achieve Next Generation Standards, our teachers have created units that help support students in reading, writing, speaking, and listening. Grades K-5 use HMH Into Reading to integrate additional resources to their curriculum.

In addition, students use Wilson Foundations (Grades K-2) and Phonics for Reading (Grades 3-5) to support phonics. All students also have access to iReady (online), where they can practice their reading skills and math daily. In Mathematics, we utilize Eureka Math Squared and Zearn to provide instruction. In Science, we utilize Amplify to create a hands-on STEM based curriculum. We use the Passport to Social Studies for our Social Studies curriculum.



## **Academic Intervention Services**

SETSS (Special Education Teacher Support Services) students with IEPs receive academic support to meet their individualized learning needs through SETSS services. For questions: please contact Ms. Bellamy at [abellamy@ps236.org](mailto:abellamy@ps236.org).

AIS (Academic Intervention Services) will be provided during the day for students identified through the Response to Intervention (RTI) process standards.

Multi-Tiered Student Support (MTSS). The School Based Support Team (SBST) works together to create academic plans to reduce the number of students referred to Special Education. If you feel that your child needs extra services, please discuss with your child's teacher.

## **Grading Policy**

At PS 236, we use multiple criteria to determine student grades.

### **Prekindergarten**

Students in Pre-K receive holistic progress reports: Teaching Strategies Gold (TSG) 3 times per school year.

### **Kindergarten- Grade 5**

Students receive report cards in November, March and June during the school year. We use a four point rubric as the basis for determining report cards grades, and classroom and benchmark assessments aligned to the four- point rubric.

<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>
Far below the Standard	Approaching the Standard	Meeting the Standard/ Proficient	Exceeding the Standard
0-49%	50-69%	70-89%	90% and above

### **Homework/Academic Policy**

Students in grades K to 5<sup>th</sup> grade receive homework daily. Homework is to be completed and returned to the class according to the teacher's expectations. Homework should be completed to the best of each student's ability.

Parents/guardians should offer supportive guidance or feedback as needed. The student should complete homework. Our teachers are committed to ensuring that every child's homework is worthwhile. DIAL-A-TEACHER is available for parents to assist them with their child's homework. Call 212-777-3380. It is also available in different languages.

### **Report Cards and Parent Teacher Conferences (PTC) (Need to direct them to NYCSA account for report cards)**

Report cards will be distributed three times during the school year: November, March and June. Parents/Guardians are expected to meet with teachers during PTC to receive their child's report card in November and March to speak with the teacher regarding their child's progress in school. Final report cards will be distributed on the last day of school.

If you are unable to attend any of the days above, please schedule an appointment with your child's teacher.

## **Awards Celebrations**

PS. 236 awards and recognizes students for academic and social achievement! Awards will be given to students who show significant improvement in academics and/or behavior, Student of the Month and 100% Attendance that includes not being late. In order to achieve awards, students must adhere to PS. 236's Uniform Policy and Code of Discipline.

## **Student Transportation by Bus**

Please note that pick up and drop off times are approximate and may vary depending on circumstances. Information and any updates are available at <http://www.optnyc.org>. Download the *NYC School Bus App* for updates in realtime (Contact Parent Coordinator). If you have any additional questions about your child's transportation to school, please call 718-392- 8855. Please have your child's route number available. If you do not have your child's route number, the school's transportation coordinator can assist you. For any information regarding your child's transportation, log in to your NYC Schools Account (NYCSA) to view details and specifics. You can also speak to Licettee Mercado, Parent Coordinator.



### **Bus Students-Parents please adhere to the following:**

- Call the main office
- Parents must inform the school of early pick-up
- Absent or late arrival
  - If a student won't be riding the afternoon bus
  - If you or someone else is going to pick up the student, you must pick up student at dismissal

## **Uniform Policy**

PS. 236 has a uniform policy which is intended to support our school and promote a more effective learning climate, improve student performance, eliminate label competition, simplify dressing and minimize cost for all parents.

### **The uniform color is:**

Royal blue polo shirt and any color pants. Sneakers are mandatory on gym days. Please note that **students are not allowed to wear Crocs and sandals to school** for safety reasons. These types of footwear do not provide the support and protection during school activities, including physical education (Gym) and outdoor recess.

Students are required to wear their PS 236 shirt on **class trips**. This assists in easy recognition of the PS. 236 students.



## **BIRTHDAY CELEBRATIONS**

Birthdays are very special and exciting days for all of us. It's a time to celebrate "us" with friends and family. As a school, we want to continue recognizing our students' special day while being sensitive to student allergies, and financial hardships.

With that said, we have moved away from edible treats for birthdays and are replacing them with non-food celebrations. Some options we have considered include: Whole class sings happy birthday, student wears a special hat, student gets to read their favorite book and or has a mystery/family reader come to school (this would need to be coordinated with classroom teachers), play a special game, and their birthday is announced during morning announcements.

Together we can continue to celebrate our students in a healthy and positive way!

## **Lost and Found**

If your child lost an item, please meet with our Parent Coordinator, Ms. Mercado to look through the lost and found bin. Please label all of your child's clothing and possessions with his/her name and class number. It is easier to retrieve lost items that have been labeled, so please label outerwear, lunchboxes and backpacks. PS 236 is not responsible for any lost or stolen items. On the last day of every month, everything that is not claimed will be donated to charity.

## **Recess**

Students have the opportunity to opt out of recess every day. Students go outside during all seasons weather permitting. Please make sure students come to school with appropriate clothing. In order for students to participate in recess, they must be wearing comfortable clothing and closed-toe shoes. Please label your child's clothes/belongings with their first and last name.

## **School Trips**

Field trips are excellent extensions to learning. Students must have a permission slip signed by their parent or legal guardian prior to the date of the trip. No student will be permitted to attend a field trip without written permission from a parent or guardian. Students may bring their own lunches. Please indicate on the student's consent form if you cannot provide lunch. A school lunch can be provided. All parents should familiarize themselves with the NYC Department of Education regulations to ensure that school trips are productive, educational and safe experiences for students, parents and staff, as well as enjoyable.

## **Parent/Guardian Chaperone Responsibilities**

- Check in with teachers if you would like to chaperone a field trip.
- Please report to the school at 8:30AM if you are chaperoning a trip.
- All chaperones must be 18 years old and over if you are a chaperone on a trip and you must provide your cell number.
- Be authorized to attend trips. Anyone not authorized before the trip, cannot attend.
- Ask if you have to pay for the trip.
- If an emergency comes up and you are unable to attend the trip, please inform the teacher or school as soon as possible.
- Only use professional language during the trip.
- Must return to school with class.
- Please stay off the cell phone (If you need to use the phone, please inform the teacher).
- Communicate with the teacher before the trip to be assigned.
- Remain with the class at all times, and assist the teacher.
- Siblings, including young children are not allowed on trips.



## **Emergency Contact Cards**

Every student will receive a blue Emergency Contact Card AND a white Emergency Contact Form. The cards and form ask for important information about whom the school may contact in case of emergency. It is important that the information is accurate and up to date at all times. Phone numbers or address changes must be reported to the school.

If you are planning to move or already have moved, please inform Maggie Mendez Gil, School Secretary, (718-299- 6128). We will need the moving date, your new address, new telephone number (if any) and cell number. We will also need the new school name and address (if known).

Please inform our social worker, Ms. Camilo, Ms. Mercado, our Parent Coordinator or your child's teacher if your child gets hurt at home. In order to keep the safety of your students at the top of our priority. We may need to discuss with your child the incident that occurred in order to support your child.

## **Letters**

Any letters needed must be requested two days in advance. Parents and Guardians are asked to sign the book entitled "Parent Letters" in the main office. The letter will be processed and ready for pickup in 2 days. No one other than the parent or guardian may pick up any requested letters.

## **School Messenger**

Your main contact number will be used for our phone calls and you will receive parent letters to the email address you provided on the emergency contact form. Please make sure the main number you provided is the number you want the school to call you using the automated school messenger system. If you are not receiving school messenger phone calls or emails. Let the office staff know so we can change your phone number or email in our ATS computer system.

## **Class Dojo**

Classroom teachers will send you an invitation to Class Dojo. Please be sure to sign up as this is another important method for communicating with school staff.

## **Health Program**

All students must meet all New York State requirements regarding immunizations and physical examinations. All students must have a yearly physical and submit the completed form to the office.



Our school nurse, **Ms. Duncombe** is available for medical emergencies.

Her number is 718-299-6128-Ext. 5043, room C01. Her email is [sduncombe@ps236.org](mailto:sduncombe@ps236.org).



## School Meal Programs

### Breakfast



Breakfast is served daily in the classroom for students in all grades (Pre-K to 5th Grade). Breakfast begins at 8:00am and ends at 8:20am. Students are not permitted to enter the building before 7:50 am because there is NO supervision before 7:50 am. Please note the school is not responsible for students dropped off before 7:50 am.

### Lunch

Lunch is available each day in the cafeteria. Students are permitted to bring healthy bag lunches and snacks. NO glass bottles, please! If your child has any food allergies, please bring a letter from the doctor for the school nurse to verify your child's allergy. Menus are available on the DOE website. (Students should not bring candy, gum or soda to school).

## HEALTHY SNACK POLICY

We kindly ask for your support to strengthen the minds and bodies of our students. Please **do not** send your child to school with snacks or lunches that have a lot of sugar, fat such as fried chips, soda, colored/artificial drinks, packaged snack cakes, chocolate bars, gummies or candy. If your child comes to school with what we deem as an unhealthy snack, it will be taken away and returned at the end of the day.

**Use the "Recommended Snack List" below as a guide and please note that snacks should not replace the healthy breakfast or lunch provided at school. Remember – healthy bodies and healthy minds go hand in hand!**



Healthier Food Options	Healthy Beverages
Fresh fruit	Low-fat or skim (fat free) milk
Raw vegetables	Tap water (add fruit slices for added flavor and fun)
Yogurt dipping sauce for fruit and vegetables	Seltzer water with a little 100% fruit juice
Low fat cheese	100% Fruit Juice
Dried fruit or nuts	
Yogurt	
Pretzels	
Hummus	

# Afterschool Programs

## **After School Programs**

### **Academic Support**

- Academic Intervention Service, Sound Partners
- Academic ELA/Math Program for Grades 3<sup>rd</sup> – 5<sup>th</sup>
- ENL Academy for ELL students for Grades K-2

### **Enrichment Afterschool Programs for Students in Grades 3-5**

- Music Band
- Theater
- Visual Art by Bronx Arts Ensemble
- Hip Hop Dance by Bronx Arts Ensemble
- African Drumming by Bronx Arts Ensemble

If your child is absent or being picked up late more than 5 times from a PS 236 afterschool program, they will be removed from the program. Please support our school staff by picking up your child on time from all afterschool programs.

**Beacon After school Program** is our Community Based Program (CBO). Beacon provides an after school program for students in grades K-5. Carlos Guzman is the Outreach Coordinator. His email address is [caguzman@acd.org](mailto:caguzman@acd.org).