



2025-2026
Family Handbook

www.ps398queens.org

(929) 463-7200

69-01 34th Avenue Woodside NY 11377

Mr. Jordan Fitzgerald

Principal

Mrs. Trisha Mondal

Assistant Principal

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About Our School

Mission and Vision Statement

The mission of P.S. 398 Queens is to partner with parents and the members of our community to prepare our diverse population of students to become lifelong learners in a nurturing, and safe environment with high expectations of developing independent, responsible, confident, and compassionate citizens in today's global society.

At P.S. 398, Queens our students **L. E. A. R. N.** in a **nurturing** environment to develop their own academic and artistic abilities. Our students **respect** diversity and understand that they each have strengths that **empower** them to strive in the real world and **achieve** life goals. Students are **leaders** of their learning and take intellectual risks through a project-based approach to learning that encourages students to think critically, develop creativity and collaborate daily. Students make connections between everyday classroom experiences that prepare them to be successful in the ever- changing world of the 21st century.

Core Values and Beliefs

*At P.S. 398Q we believe every child can **L.E.A.R.N.** Our school is an inclusive place where children feel safe and are nurtured into their highest potential. We believe that P.S. 398Q students gain the exceptional skills that "stand out" and are desirable in successful, confident and independent young adults.*

L- LEADER: Learning happens when we challenge ourselves, through perseverance, and persistence. Our classrooms are a place for exploration, developing students' critical thinking, creativity, and communication skills through team activities. **We ALL lead!**

E- EMPOWER: Every student comes to school with strengths. Our school recognizes children's individual learning styles and brings out their unique strengths. At P.S.398, we empower others and ourselves when we build on our strengths. We believe that when children are excited and motivated about their learning they will succeed and become self-motivated learners. **We ALL empower others!**

A- ACHIEVE: Success is achieving our goals. We set high expectations and goals for ourselves. We monitor our learning and our progress to identify how we can take active measures to achieve them. As a learning community, everyone cares about each other and celebrates our achievements. **We ALL achieve success!**

R- RESPECT: Respect our diverse community and value every member's contribution to the classroom. Children develop interpersonal skills and become responsible, respectful citizens. **We ALL respect our learning community!**

N- NURTURE: Fostering a trusting relationship to foster successful development of education, health and wellbeing. **We ALL nurture our health!**

Uniform Policy

We are a uniform option school. We encourage all students to dress in PS 398Q uniforms every day, but it is not mandatory. Any questions about our uniform policy, please contact our Parent Coordinator at (929) 463-7200 ext. 1102.

Not Permitted:

- Open toed shoes
- High heeled shoes
- Shorts above the knee

Positive Behavior Plan

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At P.S. 398Q, we believe every child can **L.E.A.R.N.** in our inclusive school community. Our "step one" universal supports impact all of our students, across all settings. All students are given the proper resources and tools to gain the skills that "stand out" and are desirable in becoming successful, confident and independent young adults.

- Daily recess time
- Social emotional learning instruction by a licensed counselor
- Participation in morning Core Values affirmations and daily mindfulness
- Calming corners in each classroom and sensory paths in hallways for brain breaks
- Opportunity to receive positive reinforcement via Class Dojo point system and school wide awards (i.e. student of the month)
- Students that excel in meeting our CORE Values have the opportunity to participate in extracurricular activities (Chorus, Band, CHAMPS, STEM, Chess Club, etc.)

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Identified students(*) receive further support such as

- Four to six week at risk counseling sessions
- Lunch bunch with our guidance team
- Restorative circle
- Peer mediation
- Conflict resolution
- Group social emotional learning lessons tailored to specific needs
- Identified students are based on staff and parent input

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Identified student will receive more individualized support. These supports include:

- Behavior charts
- Individualized counseling
- Individualized crisis management plan (ICMP),
- Behavior intervention plan (BIP),
- Connections to outside resources.

* Identified students are based on staff and parent input

School and District 30 Contact Information

Title	Name	Email
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Principal	Jordan Fitzgerald	JFitzgerald2@schools.nyc.gov
Assistant Principal	Trisha Mondal	TMondal@schools.nyc.gov
Secretary	Gloria Piliero	Gpiliero@schools.nyc.gov
Parent Coordinator	Marvin Diaz	MDiazfernandez@schools.nyc.gov
Title	Name	Email
Superintendent	Lisa Hidalgo	LHidalgo@schools.nyc.gov
Deputy Superintendent	Dr. William Fahey	wfahey@schools.nyc.gov
District Family Advocate	Bandna Sharma	BSharma@schools.nyc.gov

Bell Schedule (K-5)

Period	Time
1	8:20 AM - 9:10 AM
2	9:15 AM – 10:05 AM
3	10:10 AM – 11:00 AM
4	11:05 AM – 11:55 AM
5	12:00 PM – 12:50 PM
6	12:55 PM – 1:45 PM
7	1:50 PM – 2:40 PM

School Policies and Procedures

Arrival (Late Arrivals) Procedures

For security reasons, families will not be allowed into the building before 7:45 am. After 8:25 AM, parents are allowed to visit the Main Office. All visitors must present physical Identification to the School Safety Agent upon entrance.

3K & Pre K Arrival Procedures: Please do not arrive before 8:10am and follow 3K & PreK entrance signs. Families can bring their student to the classroom for drop off and then immediately exit the building through the main entrance. Students who arrive late, after 8:20 am, will bring their student through the main entrance and a School Aide will walk the student to class.

Kindergarten- 5th Grade Arrival Procedures: Doors open at 7:30am for early arrivals and hot breakfast. Students may enter the building through Entrance A. Doors close at 8:20 am. Instruction begins promptly at 8:20am. Students who arrive after 8:20 am will be marked late.

Late Arrival Procedures: Please arrive at school on time each day. Students who arrive late are to enter through the main entrance then be escorted to their classrooms by school personnel.

Dismissal Procedures

All Grades: Students will be dismissed from their classrooms by their teacher and brought to 34th Avenue, in front of the school building. Families will wait on 34th Avenue. Students staying for afterschool programs will be taken to their after school program classroom by 2:40 pm. Students that are not picked up by 2:40 pm will remain in the Main Entrance. After 2:40 PM parents/guardians must sign at the security desk, to pick their child.

Students will not be released to any person not listed on the Emergency Blue Card

Inclement Weather

In the case of inclement weather, the Mayor will announce whether schools will be open or not. The Department of Education will post this information on their website home page www.schools.nyc.gov, and on the following Twitter handle: [@nycmayorsoffice](https://twitter.com/nycmayorsoffice).

Attendance

If a student is absent from class, parents/guardians should bring or send in a note to the main office or to the child's teacher from a parent or doctor stating the date(s) of the absence and the reason(s) for the absence.

We will excuse absences when a student misses school for religious, medical or emergency reasons, but the excused absences will still be counted as an absence on the student's record.

- **Families:** Please avoid planning vacations when school is in session.
- **Families:** Please make sure all contact information and phone numbers on Blue Cards are correct.

If a student misses school because of health issues?

- The school nurse may be able to help. Speak with him/her to see if a 504 accommodation can help.
- The Medical Administration Form allows the school to administer medication if your student needs it.
- There are mental health services for students with emotional or behavior issues

Device Policy

- Personal internet-enabled devices are not permitted to be used on school grounds during the school day, other than as provided for in specific circumstances consistent with this Regulation. If your child brings a personal device (cell phone) to school, it must be locked in a pouch and kept in the classroom for the duration of the school day. At the end of the day, your child will unlock the pouch and take their device home.

Birthdays

Families are welcome to celebrate their child's birthday in their classroom, but must be notified at least one week in advance. Please keep in mind that some children may have allergies. Families can join in our classroom celebrations (**no more than two visitors allowed**). Please be mindful that students may have allergies.

Allowed:

- Store Bought Cupcakes
- Juice
- Goodie bags

School Lunch

NYC schools offer free breakfast, lunch and afterschool meals to all students during the school year. Parents/guardians are still required to fill out a school lunch form at the beginning of each school year via paper format or online.

For paper application: please contact the Main Office.

For the online application: <https://www.myschoolapps.com/Application>

Families: If you prefer to send lunch from home, please note that we take allergies, food safety, and student health very seriously. Here are some rules below to ensure the safety of all our children:

Food Rules

- Students are not allowed to share lunch or snacks.
- If bringing lunch from home, no food that needs to be heated is allowed, as there is no access to an oven or microwave.

Family Communication

Teachers will communicate with families by classdojo, email, phone, or in person.

To contact your child's teacher or make an appointment:

- Reach out via class dojo, send a note in the homework folder or email him/her at the address above, or you can also leave a message for him/her in the main office (**ext. 2171/2172**)

Parent Teacher Association (PTA)

The objectives of the PTA are to:

- Develop parent leadership and build capacity for greater involvement
- Foster and encourage parent participation on all levels
- Develop a cooperative working relationship between parents and school staff
- Provide opportunities and training for parents to participate in school governance and decision-making
- Provide support and resources to the school for the benefit and educational growth of the students

Membership is open to any guardian of a student currently enrolled at PS 398Q. Official PTA roles are: President, Recording Secretary, Treasurer

School Leadership Team (SLT)

The SLT is responsible for developing an annual school Comprehensive Educational Plan (CEP) that is aligned with the school-based budget for the ensuing school year. The school-based budget provides the fiscal parameters within which the SLT will develop the goals and objectives to meet the needs of students and the school's educational program.

The SLT must work collaboratively to ensure that all school-wide committees are working towards the same goals and that team members communicate effectively with their constituent groups.

Curriculum and Partnership Programs

Partnership Programs	
Dual Language Program	Spanish Dual Language
Music	Brooklyn Conservatory of Music
Save for College Program	NYC Kids Rise
Social Emotional Program	Leader in Me
Afterschool	Woodside on the Move Boys and Girls Club

Curriculum	
Literacy	Into Reading and Arriba La Lectura
Phonics	Foundations and Heggerty
Mathematics	EnVision Math
Science	Amplify Science
Social Studies	Passport to Social Studies and Civics for All
Art	NYC Blueprint for the Arts
3K and Pre-K	Explorations and Pre-K for All Curriculum

Safety Drills and Procedures

EMERGENCY CARDS (BLUE CARDS): It is the parent/guardian's responsibility to ensure that school has an **updated blue card** for each child enrolled in the school.

Blue Cards **MUST:**

- Include at least two contact numbers to reach the child's parents/guardians
- Include an email (if available)
- List all adults (**over 18 years of age**) that your child can be released to
- Include any court orders relating to the child

Evacuation/Fire Drills

- conducted throughout the school year to prepare students and staff for an emergency situation.
- conducted a minimum of 8 times throughout the school year.
- Students must remain quiet and follow teacher directions
- Students must walk quickly to exit the building to a safe location

Lockdown Drills

- Conducted at least two times every year.

- Conducted to prepare students and staff for a threat within the school building.

During a lockdown drill, all students and staff are required to:

- Be in a locked location
- Be out of view
- Remain quiet

Health

In order to best serve all children's needs, parents/guardians must immediately notify the school of any serious health conditions such as:

- allergies
- respiratory illnesses
- any condition that limits activity
- any illness for which medication must be administered by a licensed healthcare provider

For the protection of your child and others, please DO NOT send your child to school with any of the following:

- Upset stomach
- Runny nose with a cold
- Sore throat
- Fever
- Rash
- Swollen glands
- Diarrhea
- Earache
- Persistent cough
- Conjunctivitis (pink-eye)
- Lice
- Any other communicable disease

Immunizations and Medication

All students in child care through grade 12 must receive vaccinations for:

- The DTaP (diphtheria-tetanus-pertussis)
- Poliovirus
- MMR (measles-mumps-rubella)
- Varicella
- Hepatitis B.

Children under age five who are enrolled in child care and pre-kindergarten (pre-K) must receive vaccinations for:

- Hib (Haemophilus influenza type b)
- PCV (pneumococcal conjugate)
- Influenza (flu)
 - Children must receive the flu vaccine by December 31, 2019. It is best to vaccinate your child as soon as the vaccine becomes available. It becomes available in early fall.

Medication must be prescribed by a licensed healthcare provider and hand-delivered to the school in the original pharmacy container. The school nurse or school designee must maintain a medication log and other documentation for each student approved to receive medication in school. A health care provider licensed to prescribe in New York, New Jersey, or Connecticut must complete a Medication Administration Form (MAF), prescribing the medications to be administered during the school day. Utilize the DOE website in order to access the forms.