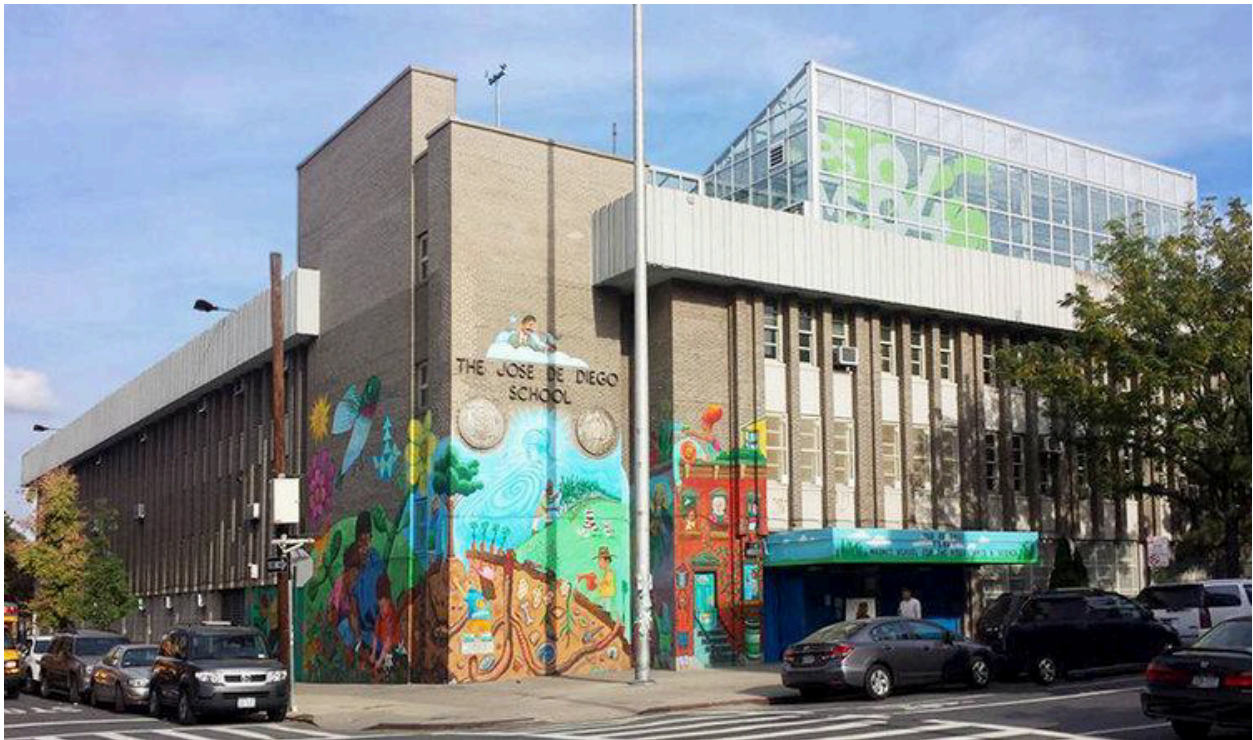




A 3-K - 8 School Fostering Diversity and Community



PS 84 Jose De Diego

PARENT HANDBOOK

2025-2026

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SCHOOL CURRICULUM

VISION AND MISSION

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 will 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	<u>Dinayomi Fernandez</u>
Pupil Accounting Secretary	<u>Shakira Maldonado</u>
Pupil Accounting Secretary	<u>Melissa Matias</u>
Payroll Secretary	<u>Lilliana Minier-Alvarez</u>
School Psychologist	<u>Brian Roquez</u>
SBST Social Worker	<u>Annelise Santos</u>
Guidance Counselor	<u>Marysol Ayala - K-2</u>
Guidance Counselor	<u>Angelica Irizarry - 3-5</u>
Guidance Counselor	<u>Melody Paniagua - 6-8</u>
ASD Nest Coach	TBD
Dual Language Coordinator	<u>Awilda Peguero</u>

SCHOOL LEADERSHIP TEAM

SEREIDA RODRIGUEZ-GUERRA

MILAGROS LOPEZ

FARRAH FAVEREY

CALIZ DIAZ

ALLISON SCHLEGEL

KYUNG JEON MIRANDA

KIMBERLY LOPEZ

TBA

TBA

TBA

PRINCIPAL

UFT CHAPTER LEADER

PTA PRESIDENT

ELECTED PARENT

ELECTED PARENT

ELECTED PARENT

ELECTED PARENT

ELECTED UFT

ELECTED UFT

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

CO-PRESIDENTS

CO-VICE PRESIDENTS

TREASURER

RECORDING SECRETARY

CORRESPONDING SECRETARY

FARRAH FAVEREY & TERESA BOSQUE

ALLISON SCLEGEL & CALIZ DIAZ

SHAYNA PHETSARATH

MARY GODFREY

PAMELA VAZQUEZ

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 8:30 am in the auditorium and 6:00 pm over ZOOM. The meetings last between 1 and 1.5 hours.

EXECUTIVE BOARD MEETINGS

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

SCHOOL DAY GUIDELINES

SCHOOL HOURS

Monday - Friday

8:20 am - 2:40 pm

All entrance doors will close at 8:25 am

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. Inform the school of any changes to the blue card that may take place during the school year. 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.

ARRIVAL/DISMISSAL

3-K, Pre-K and Kindergarten enter and dismiss through the early childhood playground. 1st, and 5th grade enter and dismiss through the Grand Street doors. 2nd, 3rd and 4th grade enter and dismiss through the cafeteria doors and finally 6th, 7th and 8th grade enter and dismiss through the Berry Street doors close to Grand Street. Early drop-off is available beginning at 7:45 am. 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 bussed to and from school will be dropped off in the lobby and dismissed through the lobby.

ABSENCES/PUNCTUALITY & ATTENDANCE

If your child is going to be absent 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 or BLOOMZ. Include dates and reason for the absence.
3. Send a doctor's note or personal note the following day

As a school community we want to validate and appreciate the efforts that our families make to have their child(ren) at school every day. You play a vital role in your child's academic success and we are thankful to have your support. 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](#) on the DOE website for more information regarding non-attendance days. If at all possible, please schedule vacations during those times. It is important for families 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 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 that 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 8:20 am 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 they will be attending our on-site after-school programs (Grand Street, YMCA, Right at School) or any off-site programs that pick up at PS 84. 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

[Right at](#)

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 2:20 pm, as this interrupts instruction. Dismissal is at 2:40 pm (2:35 pm for 3-K and Pre-K students) 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 2:50 PM AND THEN TO THE MAIN OFFICE. PLEASE MAKE SURE TO BRING IDENTIFICATION WITH YOU.

FIELD TRIPS

At PS 84 we believe that the field trips have an educational purpose and support learning outcomes. All students are included in field trips and provided with appropriate support when required in alignment with Chancellor's Regulations regarding inclusivity and school trips. We appreciate parent engagement in our field trips as parent chaperones are an important part of every successful trip.

BEHAVIORAL EXPECTATIONS

In addition to adhering to the New York City Department of Education's Citywide Behavioral Expectations,

PS 84 expects students to:

- Conduct themselves as representatives of PS 84
- Be respectful of all institutions and locations visited and treat them with care.
- Refrain from cell phone and device use during trips
- Remain with their class group throughout the trip

TRIP CHAPERONES

Chaperones provide vital support to all students on field trips to ensure the safety and enjoyment of all students.

Guidelines for Chaperones are as follows:

- Chaperones will be selected on a rotating, equitable basis by teachers.
- Chaperones are expected to supervise/monitor a teacher-assigned group of students throughout the duration of the trip.
- Conduct themselves as representatives of PS 84 and promote a culture of respect and care for all institutions and locations visited.
- Refrain from cell phone and device use during trips.
- Refrain from cigarette/e-cigarette use.
- Remain with the class throughout the trip until the return to school.
- Follow any and all additional instructions from the teacher.

VISITOR PROTOCOL

When visiting the school for any reason including volunteering, present your identification to the school safety agent, sign in, then stop at the main office (room 129) to sign the visitor log and gain access to your destination. TO ENSURE THE SAFETY OF ALL, NO VISITOR WILL BE ALLOWED TO ENTER THE PREMISES WITHOUT IDENTIFICATION

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. Only two adults may attend.

Students/siblings from other classrooms are not permitted to attend. Cupcakes or individually wrapped, store bought snacks are permitted. However, it is important to consult your child's teacher to determine if there are 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.

MOVING UP CEREMONIES

Our Moving Up Ceremonies are thoughtful, joyful celebrations among classroom communities and their caregivers. Each student is personally acknowledged with a certificate for their unique contribution to classroom culture as well as their greatest area of growth. These events take place in the classroom for 3-k, pre-k, and grades 1-4, 6 and 7, and include light potluck refreshments. Due to capacity concerns, each student may invite two attendees.

DRESS CODE

All middle school students wear uniforms every day. Black bottoms (Jeans, pants, sweats, skirt, etc.) No ripped pants and no hoodies. It is expected that students will take hats and hoodies off during the school day. Uniform polo colors are as follows:

- 6th grade - Navy Blue
- 7th grade - Kelly Green
- 8th grade - Red

PARK USE

PS 84 reserves the right to use the William Sheridan Park located behind the school as per Parks Department permit. Use of the space is from 8:00 am to 6:00 pm. We ask that all families please vacate the park, especially after dismissal to allow use by Grand Street Settlement, YMCA, and Right at School after school programs.

COMMUNICATION WITH STAFF & TEACHERS

CHAIN OF COMMUNICATION

It is important to build a relationship with your child's teacher. Therefore, we ask that families reach out to them with any questions or concerns first, 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. Families 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, Winter, and Spring conferences are used to inform you of your child's progress and how you can best support your child in their academic journey. Conference dates are listed in the PS 84 family calendar.

PARENT ENGAGEMENT

Families 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 reach out to your child's teacher to schedule an appointment by phone, video conference or in person.

E-MAIL

Families 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. For urgent matters, please call the main office. Last minute changes to pick-ups/dismissal should be communicated to the main office and not to the teachers as they cannot answer emails or messages during instructional hours.

CLASS PARENTS

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

SCHOOL COMMUNICATION TOOL (BLOOMZ)

To increase engagement and communication, PS 84 is using BLOOMZ to help families keep up with information about our school. We encourage you to download the APP, create your account and obtain your class code from your child's teacher or our Parent Coordinator.

NYC SCHOOLS ACCOUNT (NYCSA)

We encourage all families to sign up for their New York City Schools Account [NYSCA](#) to see your child's report cards, test scores, attendance and more. Please ask our Parent Coordinator for a creation code.

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. This information may also be found in your New York City Schools Account (NYCSA).

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

OMNY CARD PASSES

The MTA typically provides an OMNY card 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 [The Mood Meter from Yale Center for Emotional intelligence](#) a tool for developing greater self-awareness and awareness of others.

BEHAVIORAL EXPECTATIONS

PS 84 follows the [New York City Department of Education's Citywide Behavioral Expectations to Support Student Learning](#). It is expected that families review the code with their children.

CELL PHONE POLICY

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

Cafeteria doors will open for breakfast for K-8 students at 7:45 am. At 8:20 am, students will make their way to their classrooms to begin their day. Please ensure that your child arrives at school early if they need breakfast. PS 84 follows the grab n' go breakfast menu which can be found on the School Food's website, www.schoolfoodnyc.org. 3-K and Pre-K students will eat breakfast in their classrooms and should not be dropped off early to the cafeteria.

LUNCH

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

We ask all families to help support school funding. You do not need to apply for your child to receive meals. However, we do ask families to complete the Family Income Inquiry Form, which helps schools receive money for their programs. www.myschoolapps.com.

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

COVID

HEAD LICE

- NYC Schools have a "No Head Lice" policy. Students who have live head lice are not allowed to attend 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 two Safety Agents located at the main entrance of the school. They will request identification for entry into the school.

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.

SCHOOL CURRICULUM

ENGLISH LANGUAGE ARTS	Into Reading (K-5)	Into Literature (6-8)
	Arriba La Lectura (K-8)	
	Heggerty (PK-2)	
	Fundations (PK-3)	
	Aprendo Leyendo (K-2)	
MATHEMATICS	Illustrative Math	
SCIENCE	Amplify Science	
SOCIAL STUDIES	Passport to Social Studies	