

P.S. 054X

Parent Handbook

2025-2026



Indhira Ventura- Principal
Peter Eisma- Assistant Principal
Bronx, NY 10458
2703 Webster Avenue
Tele#: 718-584-4203
Fax: 718-584-4326



Visión de P.S. 54X

Empoderar a los estudiantes para que se conviertan en aprendices de por vida que logren habilidades académicas y sociales para tener éxito en una sociedad en constante cambio.

Misión de P.S. 54X

Nuestra misión es colaborar con las familias y la comunidad para fomentar el crecimiento intelectual e interpersonal de los estudiantes mediante el uso de un currículo culturalmente receptivo y el desarrollo de un entorno de aprendizaje inclusivo, donde se enseñen habilidades para resolver problemas a través de experiencias del mundo real, manteniendo la amabilidad y el respeto como valores fundamentales.



September 2025

Dear Parents/Guardians,

Welcome to the 2025–2026 school year! The faculty and staff at P.S. 54X are thrilled to begin another year of learning, growth, and collaboration. We warmly welcome all of our students and their families to what we know will be a successful and enriching school year.

At P.S. 54X, we hold high expectations for all students and are committed to fostering a school culture that celebrates and values diversity. We believe that every child brings unique strengths and perspectives that enhance our community and enrich the educational experience for everyone.

As part of the P.S. 54X family, I truly value and appreciate your continued support. Together, we can build a strong and lasting partnership that empowers our children to reach their fullest potential.

To support this mission, we prioritize safety above all else. Every decision we make is guided by our commitment to ensuring that students are safe—physically, emotionally, and socially—so they can focus on learning and growing in a secure environment.

In addition, we strive to create a warm, welcoming, and inclusive atmosphere for all families. Open communication and collaboration are key to our success, and we encourage you to stay connected and involved throughout the year.

To help you navigate the school year, we have created this family handbook. It contains important information about the systems, policies, and routines we have in place to ensure our school operates smoothly and efficiently. These structures are designed to maximize instructional time and support a positive, productive learning environment for all students.

If you have any questions or need assistance, please do not hesitate to contact the main office. We are here to support you and your child every step of the way.

We look forward to a wonderful year ahead!

Sincerely,

Indhira Ventura
Principal

Important Contact Information

P.S 54 Main Office
School Main Office Fax

718-584-4203
718-584-4326

Indhira Ventura	Principal	Ext. 2060
Peter Eisma	Assistant Principal	Ext. 5061
Naomi Feliz	General Services	Ext. 2066
Cristina Flores	Parent Coordinator	Ext. 1062
Trena Moore	School Guidance Counselor	Ext. 4011
Helena Morvan-Swanston	Nurse	Ext. 1121
Charlene Jones	STH Coordinator	Ext. 1060
SBST	IEP Team	Ext. 1084
Christina Velasquez	Social Worker	Ext. 5011
Vincent Gilmore	Custodian	Ext. 1041
Simmy Samuel	Librarian	Ext. 3121

Official School Hours	8:00 a.m. - 2:20 p.m.
7:40 a.m.	Breakfast
8:00 a.m.	Arrival-School Begins
2:20 p.m.	Dismissal Time
Lunch Periods	
1st- Lunch Period	Grades k/1/
2nd- Lunch Period	Grades 2/3/5
3rd- Lunch Period	Grades /4/5

Breakfast

- Breakfast is served daily in the cafeteria from 7:40 am to 8:00 a.m.
- Students from kindergarten to 5th grade eat in the cafeteria.
- Pre-k eat breakfast in the classrooms.

Arrival Procedures

- Students in grades k to 5 enter the building through the Cafeteria entrance (on the 195th street side)
- School starts at 8:00 a.m.
- School staff will greet students in the morning and direct them to their classrooms.
- Pre K- students will enter the school through the **Decatur Avenue** entrance at 8:00 a.m.

To ensure the safety of all students, we ask parents who walk their children to school and make sure they enter the building.

Parents who need to enter the school building to speak to faculty or to contact the main office are asked to wait until the arrival process is completed and speak to the parent coordinator first (room 105), sign-in with the School Safety Officer, and receive a pass to the main office. In many cases, the parent coordinator handles most parent concerns. It will be necessary to show a form of picture identification to enter the school building.

Dismissal Procedures

- Students in grades Pre-k to 2nd will be dismissed through the **Decatur Avenue** entrance at 2:10pm
- Grades 3 to 5 will be dismissed through the 195st yard at 2:15pm

During rainy days

- All students will be dismissed from the cafeteria (195 st. exit).
- Without exceptions, parents must pick up their children at 2:20 p.m. Parents of children in grades 3-5 must sign a release form if their children are allowed to walk home alone.

- Students in grades 3 to 5 are not allowed to pick up siblings in grades Prekindergarten- to 2. **To ensure their safety, parents must never remove students from the bus or the bus line.**
- All students must be signed-out at the main office before 2:00 p.m. If, as a parent, you become aware of bus route changes, please inform the main office.

Procedure for picking up your child early

If you need to pick up your child early due to illness, doctor's appointment, etc. you must bring a picture I.D. to be presented to the safety agent.

- When you arrive to pick up your child, notify the safety agent and present your I.D. The agent will call the main office and your child will be brought down to you by the office staff.
- Parents are asked to wait in the main floor vestibule for the student.
- Your child will be released only to individuals whose names appear on the blue EMERGENCY CONTACT CARD. This is for your child's safety. Include the name of relatives/friends who are responsible and dependable.

If you need to change dismissal arrangements on a particular day, we must have a written note, in advance, from you or an email directly to the school.

We ask that when picking up students early, do so before 1:50 PM to avoid disrupting the school's dismissal procedures and confusing the children.

****If you haven't already done so, please ensure we have a blue card for your child in the main office. Also provide at least one working cell phone number and email address so that you can be reached immediately in the event of an emergency. Feel free to request one if you need to.**

***** WE WILL NOT RELEASE A CHILD TO AN INDIVIDUAL WHO IS NOT LISTED ON THE BLUE EMERGENCY CONTACT CARD.**

Building access for appointments

In order to access any section of the building, you should have a scheduled appointment. Upon arrival, parents and visitors are required to enter through the main entrance (Main entrance door located on Webster Avenue).

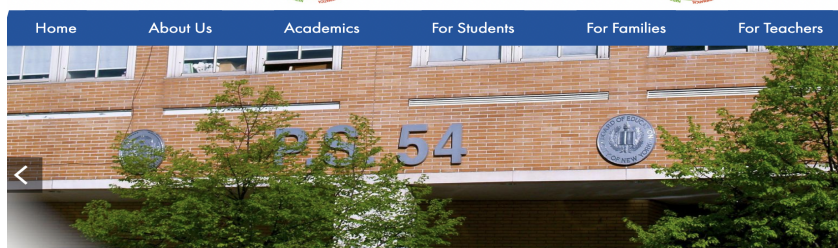
- Please provide the school safety agent with a picture I.D.
- Each visitor shall enter his or her name, the purpose of his or her visit, and the time of entrance into the log book.
- Approved visitors will be given a visitor's pass.
- Visitors must verbalize their intended destination to the safety agent.
- If you have an appointment, the school safety agent will notify staff of your arrival to meet and escort you to the destination.
- Parents picking up letters/paperwork from the main office need to inform the safety agent. The safety agent will notify the main office of your arrival.
- Visitors will be asked to take the stairs when sent to the main office and refrain from using the elevator.

- Visitors will report back to the safety agent, sign out, and proceed directly out of the building.

Home-School Communication

Communication between home and school is important. You are encouraged to contact the school anytime you have a question or a problem that involves your child. A line of communication has been established for your convenience. To ask a question, share a concern, or a celebration:

- Contact the Parent Coordinator.
- Contact the teacher via class DOJO or by calling the main office to schedule a conference during the teacher's prep.
- The school uses the CLASS DOJO app. to keep in touch and inform parents about sudden changes.
- Visit the P.S. 54x website for school events and the latest information.



If you follow the above steps, we believe you will successfully resolve your questions or concerns. Please remember that the parent coordinator and the teacher are the first step in this process and most concerns can be settled with a conversation or conference.

Emergency Contact Information

To ensure communication with you during an emergency, we ask that you update all emergency contact information throughout the school year. Please note that only those individuals you list on the emergency contact card (blue card) will be able to pick-up your child.

The RULER

What is the RULER?

RULER is our district approved social-emotional learning program. It is evidence-based to teach social-emotional learning to all ages with the goal of creating a healthier, more compassionate, innovative, and more equitable society. Students and staff use tools such as the Mood Meter. The Mood Meter is made up of four different colored quadrants, each representing different types of feelings.



At the beginning of the school year, each class creates a unique Classroom Charter as an expression of values and norms unique to the class. The charter builds positive emotional climates by creating agreed-upon norms for how students want to feel and how they can help each other experience these feeling. We ask that you please talk to your children about their classroom charter and help to reinforce these norms by practicing them outside of school as well. Our



hope is that the learning in school is transferred to their everyday lives as they become positive contributing members of society.

To learn about all components of the RULER social emotional learning program use your cell phone to scan the QR code below:



P.B.I.S. at P.S. 54x

P.S 54x also uses PBIS as a way to create positive, predictable, equitable and safe learning environments where everyone thrives. "PBIS" is short for Positive Behavioral Intervention and Supports. The system works on the premise that when you teach students how to behave positively and reward and recognize students for positive behaviors, ultimately positive behaviors will increase while negative behaviors will decrease.



P.S 54x Citywide Behavioral Expectations

The Discipline Code is an important document to review in order to ensure that all students are contributing to a positive learning and overall school environment. Please take the time to review the Discipline Code with your child to ensure that the expectations are clear at the beginning of the school year.



English Version



Versión en Español

Student Health Services

All students have access to our school nurse if they are hurt or become ill. The nurse will notify parents when she feels it is necessary for students to be dismissed early due to illness or an accident. If the school nurse telephones you to pick up a student, the student must be signed out following the same procedures as if they are released from school early.

It is important to notify the school nurse of any health concerns so that we can make sure your child's needs are met throughout the school day. To ensure your child's safety, list all allergies on the student's blue emergency contact card.

All students in Pre-kindergarten to 5th grade must have physical examinations.

If a student needs to take medication (including over the counter medication, medicated lotion, cough drops, benzocaine, sunscreen, bug spray, eye drops, etc.) during the school day, he/she must follow these procedures:

- A parental/guardian permission form (Form 504) that gives the nurse permission to administer and store the medicine. This form must be signed in the nurse's office.
- Bring a doctor's note with instructions about dosage, times given, etc. to the nurse
- Bring medication in the prescription box with the pharmacy label on the box
- A parent/guardian should hand all medications to the school nurse.

STUDENTS MUST NEVER HAVE MEDICATION IN THEIR POSSESSION WHILE THEY ARE IN THE SCHOOL BUILDING.

Homework

Student homework is a daily extension and enrichment of classroom lessons and activities. It fosters independent study skills and students develop responsibility for the use of materials and outside resources.

Parent Teacher Conferences

Parents will have four different opportunities to officially meet teachers during the school year (see the chart below). To support our educational program, we arrange parent conferences each year; in November and March. These conferences will be virtual. It is not necessary to wait for parent/teacher conferences. Teachers are always available to conference with parents. If you have any questions concerning your child, don't hesitate to contact the parent coordinator, who will make an appointment for you to speak with the teacher.

<i>Back to School- Meet the Teacher Curriculum Night</i>	<i>September 17, 2025</i>
<i>Parent/teacher conference</i>	<i>November 6, 2025</i>
<i>Parent/teacher conference</i>	<i>March 5, 2026</i>
<i>Parent Teacher Conference</i>	<i>May 7, 2026</i>



P.S. 054x Student and Parent Device Agreement

- The updated policy is coming soon.



Safety Drills

At the time drills are conducted, students and staff shall be informed that the activities being conducted are a drill. Parents or guardians shall be notified at least one week prior to the drill.

NYC Public Schools are required to have fire and other emergency drills each year to prepare students for possible emergency situations. Procedures are taught and practiced regularly in order to ensure everyone's safety. The safety committee, composed of faculty and staff, review safety procedures each year and reflect on any adjustments that need to be made.



School Uniforms (Navy blue pants or and a light/navy blue shirt)

PS 54X has adopted a school uniform policy in alignment with Chancellor's Regulation A-665. This policy is intended to promote a positive school climate, foster unity and school pride, minimize distractions, and support equity among students. The policy was developed collaboratively with input from the School Leadership Team and the Parent Association.

Click on this link to review the document:

https://docs.google.com/document/d/1T6r99zCDMRkDgRST_Mi-FglpZu3etf0tHrs1awFmN0c/edit?tab=t.0



The following items are NEVER appropriate dress for school:

- Items with inappropriate logos or words.
- Low-riding pants that expose underwear and/or the upper part of the buttocks.
- No ripped jeans.
- Revealing garments such as, but not limited to, tank tops, tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), midriff tops/crop tops, see-through garments. Flip flop/thong sandals/Crocs are not allowed at school due to safety concerns and skirts, shorts or dresses higher than the child's knee are not allowed.

For more information please visit:

<https://www.schools.nyc.gov/school-life/school-environment/dress-code-guidelines>

<https://www.schools.nyc.gov/get-involved/students/student-bill-of-rights>

Telephone and Cellphone Use

This information is coming soon.

Student Internet Safety

Although students generally will be supervised when using the Department's Internet System on school property, it is not practicable for the Department to monitor and enforce a wide range of social values in student use of the Internet. Parents are primarily responsible for transmitting their particular set of family values to their children, and discussing with their children what material is and is not acceptable for their children to access through the Department's Internet Systems.

Parents are exclusively responsible for monitoring their children's use of the Internet when the Department's Internet Systems are accessed from home or a non-school location. The

Department may or may not employ its filtering systems to screen home access to the Department's Internet Systems. Parents should inquire with the school or Department.

For more information click on the link below:

<https://www.schools.nyc.gov/about-us/policies/internet-acceptable-use-policy>

Guidelines for Playing Outdoor During the Winter Season

In cold weather, students should still be allowed to play outside whenever possible. Unless it's snowing, there is ice on the playground, or the wind-chill factor is below zero degrees Fahrenheit (-0.4 degrees Fahrenheit), schools should not prohibit outdoor play based on the outdoor temperature alone. On very cold days, school staff should make sure that students cover up skin, wear warm clothing, and use several layers to stay warm.

** Students who need to avoid the cold weather for medical reasons must submit a note from their healthcare provider to the school nurse. Otherwise, students will be taken out to recess for a minimum of 20 minutes daily.

Field Trips

Field trips are an important part of the educational program. Field trips provide students with hands-on experiences and exposure to the larger community. The classroom teacher will provide parents with specific instructions for lunch, appropriate dress, arrival and departure times. If there is inclement weather on the day of a scheduled field trip, parents should contact the main office to inquire on the status of the trip.

All students are expected to exhibit proper behavior on field trips. While field trips take place outside of school, school norms still apply. Students are expected to abide by the NYC discipline code while on a field trip. Parents will be notified prior to the trip if there are any concerns about their child's behavior.

Trip Guidelines:

- A signed permission slip from the parent or guardian is required for each child for each field trip.
- A child who does not provide a signed permission slip will not go on the **trip** and will be given an alternative assignment on the day of the field trip.
- Chaperones may not bring other siblings or family members along on the trip, even if the sibling is an adult.
- An emergency Blue Card must be on file in order for students to participate.

Class Parties

Every child deserves a special celebration. Upon parent's request, birthdays will be celebrated in the classroom with their classmates. The celebration will take place in the last period on Fridays. Please complete the form below and submit it to the parent coordinator two weeks prior to the event. We are asking teachers and parents to follow these simple guidelines regarding birthday celebrations at school:

- Parents are invited to celebrate and contribute to their child's birthday.
- Birthday celebrations will be held once a week on Fridays, last period.

- Parents are permitted to bring cupcakes, cookies, snacks, juices/water and pizza. Teachers need to account for all allergies before distributing food in their classroom.
- Parents have the option of bringing in goody bags for the class. Goody bags can be shared with students at the end of the celebration (for lower grades please distribute to families). No hard candy.
- Parents are to communicate with the classroom teacher by completing the birthday celebration form* 2 weeks in advance of the birthday celebration.
- Teachers will share parent requests with Ms. Flores.
- Invitations to home parties or activities may NOT be handed out at school.

We will announce the birthday child's name during morning announcements (unless advised of otherwise).



Scan to access the Birthday Celebration Request Form.

School Supplies

All necessary school supplies will be provided for students to use within the school building. Therefore, a supply list is not required. If parents would like their child to have supplies for use at home, they are welcome to purchase those separately.

Parent Association

P.S 54x Parent Association (P.A.) is composed of individuals who are vitally concerned about the education of the children. P.S. 54x is very fortunate to have an extremely supportive P.A. members. The P.A. meet periodically to plan various functions for students, faculty and volunteers. Please consider getting involved!

Ways to stay connected and get involved:

- Attend parent association meetings!
- Attend parent association sponsored events!
- Join the parent association committee!

Title 1 PAC Board Members	
Role	Names
Chair	Jasmin Padron
Co-Chair	Courtney Hines

 Parent Association Executive Board Members	
Role	Names
President	Wilma James
Secretary	Soledad Perez
Treasurer	Jasmin Padron

Important Information to Remember

The 2025–26 school year calendar can be summarized as follows:

1. First day of school for students: Thursday, September 4, 2025
2. Last day of school for students: Friday, June 26, 2026
3. Minimum days in session required by New York State law: 180

Scan the QR code below for a quick view on important dates for 2025-2026 School Year.



[NYC Department of Education 2025-2026 Calendar- English](#)