



P.S. 384 – Hunters Point Elementary School
1-35 57th Avenue, Long Island City, NY 11101 • www.ps384q.org • 718-391-4667
Christine M. Britton, Founding Principal

P.S. 384 – Hunters Point Elementary – Parent Yellow Pages

Goal: Questions and concerns are handled efficiently and effectively and support children and their families

Action: Systems branch outward from the team member that is closest to the situation, topic, or your child

Appropriate communication channels for a variety of topics are listed below. Step 1 should always be the team member closest to the situation; if the question / issue was not resolved, move to Step 2; and so on.

Communication pathways include:

- Main Office Phone: 718-391-4667
- Email
- Class Dojo (translation)
- Written Note in Student's folder

Individual Student Questions or Concerns

- Step 1: Classroom Teacher
- Step 2: Parent Coordinator (will escalate accordingly)
- Step 3: Assistant Principal
- Step 4: Principal

Absences

- Step 1: School Secretary (Call Main Office)
- Step 2: Attendance Team – Parent Coordinator / Social Worker

Transportation

- Bus is Late / Did Not Arrive
 - Step 1: Call OPT **AND**
 - Step 2: Main Office
- Permanent Dismissal Changes (one-day changes not permitted)
 - Step 1: Call Main Office before 11:00 a.m.
- Bus Behavior
 - Step 1: Main Office
 - Step 2: Parent Coordinator
 - Step 3: Assistant Principal

After School Changes

- Permanent Dismissal Changes (one-day changes not permitted) – before 11:00 a.m.
- Step 1: Your Afterschool Provider (Right At School, Gantry Kids, Gantry View, Play Day, etc.) **AND**
- Step 2: School Secretary (Main Office)

School Operations (Blue card changes, change of address, Custodial agreements, immunizations, health forms, etc.)

- Step 1: School Secretary (Main Office) **AND**
- Step 2: Update NYCSA (as needed)

Classroom Issues Related to Curriculum or Instruction

- Individual Student:
 - Step 1: Classroom Teacher
 - Step 2: Parent Coordinator (will escalate accordingly)
 - Step 3: Assistant Principal
 - Step 4: Principal

- Schoolwide
 - Step 1: School Leadership Team (meets monthly)
 - Step 2: Principal

Social Emotional Support – Big Feelings at School

- Step 1: Classroom Teacher
- Step 2: School Counselor

Social Emotional Support - Big Changes at Home (divorce, new baby, loss in the family, etc.)

- Step 1: Classroom Teacher
- Step 2: Social Worker

Pupil Personnel Concerns (i.e.: IEP, 504, ENL, etc.)

- Step 1: Classroom Teacher **OR**
 - Step 2a If ENL related: ENL Coordinator
 - Step 2b If IEP or 504 related: Special Education Coordinator / Assistant Principal
 - Step 2c If Speech Services related: Speech Therapist
 - Step 2d If OT related: Occupational Therapist
 - Step 2e If Mandated Counseling: School Counselor
- Step 2: Evaluation Requests
 - Special Education Coordinator – Assistant Principal

Medical Concerns (i.e. Medications, injuries, accommodations needed, etc.)

- Step 1: Classroom Teacher **AND**
- Step 2: Nurse (via Main Office, no email)
- Step 3: Parent Coordinator

P.S. 384 – Hunters Point Elementary		
Main Office: 718-391-4667		
Role	Name	Email
Parent Coordinator	Ms. Grady	Agrady4@schools.nyc.gov
School Secretary	Ms. Cleveland Ms. Gomez	ACleveland3@schools.nyc.gov ZGomez3@schools.nyc.gov
ENL Coordinator	Ms. Zhu Ms. Bridge	Zzhu@schools.nyc.gov SBridge2@schools.nyc.gov
Special Education Coordinator	Ms. DeGrazia	ADegrazia@schools.nyc.gov
School Counselor	Ms. Botelho Ms. Amrin	NBotelho@schools.nyc.gov RAmrin@schools.nyc.gov
Social Worker	Ms. Leston	KLeston@schools.nyc.gov
Speech Therapist	Ms. Nasher Ms. Hussey	MNasher2@schools.nyc.gov Mhussey4@schools.nyc.gov
Occupational Therapist	Ms. Nisanov	Tnisanov3@schools.nyc.gov
Non-School Based		
Office of Pupil Transportation (OPT)	718-392-8855	pupiltransportationteam@schools.nyc.gov
Right At School	718-971-3178	PS384@rightatschool.com