

PS 89Q

The Elmhurst School

*“Alone We Are Great.
Together We Are Better”*



Parent Handbook

2019-2020

85-28 Britton Avenue
Elmhurst, NY 11373
(718) 898-2230
Ms. Laura La Sala, Principal

School Website: www.ps89q.org

Facebook: <https://www.facebook.com/PS-89Q-The-Elmhurst-School-1431523000276954/>

Twitter: <https://twitter.com/ps89q> and



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PS 89Q The Elmhurst School



Assistant Principals

Eileen Banks
Emily Kraft
Zina Lloyd
Brandon Mayer
Pablo Schelino
Tammy Tucker

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Elmhurst, NY 11373
718.898.2230 (Phone)
718.672.3066 (Fax)
Laura La Sala, Principal

September 2019

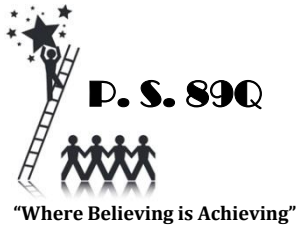
Dear Parents/Guardians and Students,

Welcome! I am honored be part of this community! I firmly believe all of us are on a journey of continual learning and must keep ourselves open to the academic and life lessons that are regularly presented for each of us. Additionally, I am firmly committed to my mission as an educator of helping each person reach deeply towards their own personal best.

We are committed to ensuring that everyone is treated with respect and that students reach deep levels of profound learning through relevant, engaging learning experiences. Our staff of extraordinary teachers, paraprofessionals, and office personnel arrives each day prepared to give their best to our students, families and school.

We know that ensuring students receive a quality education in a caring environment with engaging work is a team effort, and we are grateful to have such supportive and involved parents standing behind the children we serve. As partners, please know that you are a critical part of our school community.

**Best regards,
Laura La Sala
Principal**



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Dear Parents and Guardians:

Welcome to PS 89Q - The Elmhurst School. This handbook has been prepared to provide you with the basic rules and regulations for our school. Please review this handbook with your child as well. Children need structure to learn both academically and socially at school. If you have any questions concerning the school's services or policies, please feel free to call the school to speak with a member of the staff.

Best Regards,

**Mayra Soto
Parent Coordinator**

2019-2020 School Support Team

ADMINISTRATIVE STAFF	PRINCIPAL	Laura La Sala LLaSala2@schools.nyc.gov
	ASSISTANT PRINCIPALS	Eileen Banks EBanks@schools.nyc.gov Kindergarten and Special Education
		Emily Kraft EKraft@schools.nyc.gov 5 th Grade, Math and AIS
		Alfonzina Alaimo-Lloyd AAlaimo@schools.nyc.gov 2 nd Grade and Science
		Brandon Mayer BMayer2@schools.nyc.gov 4 th Grade, Phys. Ed., ENL, Social Studies and Safety
		Pablo Schelino PSchelino2@schools.nyc.gov 3 rd Grade, Dual Language and Technology
Tammy Tucker TTucker4@schools.nyc.gov 1 st Grade and Arts		
PARENT SUPPORT	Parent Coordinator	Mayra Soto MSoto22@schools.nyc.gov
GUIDANCE	Counselor K – 1 - 2	Susan Lang SLang32@schools.nyc.gov
	Counselor 3 – 4 - 5	Cristaly Vascones CVascones@schools.nyc.gov
SUPPORT STAFF	Principal’s Secretary	Rosemarie Demonte RDemonte@schools.nyc.gov
	Pupil Accounting Secretary	Janet Luberto JLuberto@schools.nyc.gov
	Payroll Secretary	Maryann Wenzel MWenzel@schools.nyc.gov
SCHOOL-BASED SUPPORT TEAM (SBST)	Social Worker	Sharon Medina
	Psychologist	Zulima Chavez
	IEP Teacher	Andrea Doremus
	Family Worker	Angelica Gonzalez



**PARENT TEACHER ASSOCIATION OF P.S. 89Q
2019 – 2020 EXECUTIVE BOARD**

**85-28 Britton Avenue
Elmhurst, NY 11373
PTA Email: PTA@PS89Q.org**
















President's Name: Email:	Irene Galindo PTAPresident@ps89q.org
Rec. Secretary Name: Email:	Aracely A. Bernal PTASecretary@ps89q.org
Treasurer's Name: Email:	Tania Cumbicos PTATresurer@ps89q.org

**To Learn About the Parent Teacher Association,
Please Visit The Link Below:**

<https://nycdoe.sharepoint.com/sites/facesupports/shared%20documents/forms/allitems.aspx?slrid=3d657b9e-10df-6000-367f-c9589e254b8b&folderctid=0x0120009b53362db2633440a004ede1ed1205d1&id=%2fsites%2ffacesupports%2fshared%20documents%2fpa-pta%2fresources%20%28additional%29%2fbrochure>

Arrival/Dismissal Times for 2019-2020 School Year

It is important to bring your child to school on time each day. Excessive lateness and absences can affect a child's performance on schoolwork and, as a result, on standardized exams and promotion to the next grade.

<i>Grade Level</i>	<i>Arrival Time/Location</i>	<i>Dismissal Time/Location</i>	<i>Time staff is assigned to greet children*</i>
4th and 5th (Red & Yellow Tags)	7:30am at Britton Entrance 	1:50pm at Britton Avenue 	7:20am at Britton Entrance 
3rd (Blue Tags)	7:40am in Hampton Yard 	2:00pm at Britton Avenue 	7:30am in Hampton Yard 
2nd (Blue Tags)	7:40am in Hampton Yard 	2:00pm on Gleane Street 	7:30am in Hampton Yard 
1st (Orange Tags)	7:50am in Hampton Yard 	2:10pm on Gleane Street 	7:30am in Hampton Yard 
Kindergarten (Orange Tags)	7:50am at Britton Entrance 	2:10pm/ in Hampton Yard 	7:30am at Britton Entrance 

*Students cannot be dropped off until staff is assigned to supervise them.

ATTENDANCE POLICY

Students are required to attend school every day classes are in session. Absences are excused for the following reasons only: illness of child, death in immediate family, court appearance, and for religious observances. Absences for any other purpose are unexcused. Family travel arrangements must be planned during school vacations.



2019-2020 School Calendar
(School Is Closed For
Students)



September 5	First Day of school for all students
September 30 – October 1	Rosh Hashanah
October 9	Yom Kippur
October 14	Columbus Day Observed
November 5	Election Day – Students do not attend school
November 11	Veterans Day Observed
November 28 - 29	Thanksgiving Recess
December 24 -January 1	Winter Recess
January 20	Dr. Martin Luther King, Jr. Day
February 17-21	Midwinter Recess
April 9 - 17	Spring Recess
May 25	Memorial Day Observed
June 4	Anniversary/Chancellor’s Conference Day
June 9	June Clerical Day
June 26	Last Day for All Students Early Dismissal

Friendly Reminders

SAFETY

Parents & Visitors Entering the School: To ensure the safety of our students, all visitors must enter and leave P.S. 89Q using the main entrance on Britton Avenue only, and sign in at the security desk. All parents and visitors must present valid photo identification (ID) to the security officer in order to gain admittance to the school. **Main office hours are from 8:15 am – 1:30 pm.**

Report Directly to the Main Office: Parents and visitors are not permitted anywhere other than the main office in the school building without authorization. If you wish to see a teacher, send a note with your child, requesting an appointment. Please present the note from the teacher when arriving at the main office. If you receive a note from someone else at the school, requesting a meeting, please bring that note or letter with you.

Pick Up Security: All blue card information needs to be up-to-date; include anyone who has permission to pick up your child in your absence. Proper ID must be shown to staff before dismissing a child.

Security and Safety: There is no early arrival program at PS 89Q. Please make proper arrangements for your children so that you can adhere to the drop off times.

Walkers: A note must be given to the classroom teacher if you would like your child to walk home.

Change of Pickup: A note must be sent to your child's teacher each time there is a change to the arrangement for dismissal. If your child does not have a note, we will send him/her home their usual way. Please try to change your child's plans by phone only in an emergency. It is very disruptive to the classroom teacher and often causes stress for the child.

Late Pickup: Children not picked up by their dismissal time will be moved to our holding rooms inside the building. Parents will have to wait until 2:15pm to enter the building to pick up their child. All adults picking up a child from a late room must have ID and must be on the current blue card.

Early Pickup: Please avoid making appointments during the school day, as this interrupts instruction. Students cannot be picked up during their lunch period. No child can be picked up early as of **1:30pm.**

Pets: Dogs are NOT permitted on school property at any time.

We are all concerned about the safety of our children and greatly appreciate your cooperation and effort to do everything you can do to create a safe environment for one another.

English New Language (ENL): Students in all grades are expected to increase by at least one proficiency level each year: Beginner to Intermediate; Intermediate to Advanced; Advanced to Proficient. Parents must sign and return a copy of their child's English as a Second Language Placement Letter.

Special Education: Students with Individual Education Plans (IEPs) in all grades are expected to achieve their goals as written in their IEPs. Parents should have a copy of their child's Individual Education Plan.

Classwork & Homework: Students are required to complete all homework and classwork assignments each day. In addition, all students must read daily at home. Students should keep a record of the books they have read at home every day on the Reading Record Log. Monthly logs are issued to students, and parents are responsible for signing the Reading Record Log daily.

Homework Help is available in all languages by calling Dial-A-Teacher at 1-212-777-3380, Monday – Thursday from 4:00-7:00pm, or on the internet at www.homeworknyc.org Monday – Thursday from 4:30-6:30pm on school days.

SAFETY

SNOW DAYS/EMERGENCY CLOSINGS: To find out if schools are closed due to stormy weather, or if there will be a delayed opening (2 hours later), school staff and parents should be advised to check the Department of Education's website (<http://schools.nyc.gov>), call 311, or listen to any of the following radio and/or television stations: **RADIO:** WINS (1010 AM), WCBS (880 AM), WABC (770 AM), WLIB (1190 AM), WADO (1280 AM), WBLS (107.5 FM), WNYE (91.5 FM), **TELEVISION:** WCBS (Channel 2), WNBC (Channel 4), WNYW (Fox Channel 5), WABC (Channel 7), Univision Channel 41, and "NY 1" (Channel 1 on Time Warner Cable television). **You can also visit our school website for further information:** www.PS89Q.org **FACEBOOK:** <https://www.facebook.com/PS-89Q-The-Elmhurst-School-1431523000276954/>, **TWITTER:** <https://twitter.com/ps89q> and **CLASS DOJO.**

THE DISCIPLINE CODE is distributed in September. Please read it with your child and ensure that it is followed. Fighting is never allowed. Regardless of which student started the fight, both students may face suspension. **For further information, please visit** <https://www.schools.nyc.gov/school-life/rules-for-students/discipline-code>.

RESPECT FOR ALL

We expect our school to be a safe and supportive learning environment for all students. Bullying behavior, slurs, verbal harassment, and physical violence have no place in our school, especially if such behavior is prompted by prejudice, intolerance, or fear of differences. This policy is in effect on school grounds, school buses, and at all school-sponsored activities, programs, and events.

The citywide Standards of Discipline and Intervention Measures prohibits students from bullying, including cyber bullying (such as texting, emailing or instant messaging), for any reason, including taunting or intimidation through the use of insults involving race, color, ethnicity, national origin, religion, gender, sexual orientation, or disability.

Students who believe they have been a victim of bullying or intimidating behavior by another student should report the incident immediately. Complaints can be submitted in writing or verbally to any school staff member. **You can also visit the DOE website** <https://www.schools.nyc.gov/school-life/policies-for-all/respect-for-all> for further information.

LEADER IN ME 7 HABITS

Habit 1: Be Proactive (You're in Charge)

Habit 2: Begin With the End in Mind (Have a Plan)

Habit 3: Put First Things First (Work First, Then Play)

Habit 4: Think Win-Win (Everyone Can Win)

Habit 5: Seek First to Understand, Then to Be Understood (Listen Before You Talk)

Habit 6: Synergize (Together Is Better)

Habit 7: Sharpen the Saw (Balance Feels Best)

