P.S. 398

THE WALTER WEAVER SCHOOL

PARENT HANDBOOK

Spread love, it's the Beaver Way!





Ariana Butler-Phillip
Principal

Felicha Daley
Assistant Principal

60 East 94th Street
Brooklyn, NY 11212

Telephone:
718-774-4466

Fax:
1929 336-5554

www.ps398brooklyn.org

PRINCIPAL'S MESSAGE

Dear Parents, Students, and Community Members,

Welcome to the **2026-2027** school year! PS 398, home of the Walter Weaver Beavers, is a vibrant and inclusive elementary school community in Crown Heights, Brooklyn. At PS 398, we are committed to fostering a nurturing and dynamic environment where every child can thrive academically, socially, and emotionally.



Our mission is set to high expectations for all of our students and staff. We believe that every child has the potential to excel and achieve greatness. Our dedicated teachers and staff are here to support each student in becoming proficient readers, writers, and mathematicians. We provide engaging learning experiences that cater to the diverse needs and talents of our students.

Partnerships with parents and the wider community are integral to our success. We value and encourage your involvement in your child's education, and we believe that working together strengthens our ability to provide a high-quality education. By collaborating with families and community members, we can create a supportive network that fosters student growth and achievement.

Thank you for being an essential part of our community. We look forward to a successful and enriching school year filled with learning, growth, and achievement.

Educationally yours,

Ariana Butler-Phillip

Principal

ASSISTANT PRINCIPAL'S Message

Greetings PS 398 Families,

It is my pleasure to serve as the Assistant Principal of PS **398**. In this role, I am committed to supporting a safe, nurturing, and academically rigorous learning environment where every student is provided with the opportunities and support needed to succeed.



A central focus of my work is ensuring that our students are making meaningful academic progress and reaching proficiency across all content areas. I believe this is accomplished through high expectations, quality instruction, strong relationships, and meaningful partnerships between our school and families.

Mahatma Gandhi reminds us to **"Be the change you wish to see in the world."** I carry this message with me in my work each day. I believe we all have a responsibility to model the excellence, kindness, perseverance, and commitment we want to see in our children.

Together, we can ensure that every student at PS **398** is supported, challenged, and empowered to reach their fullest potential.

Educationally Yours,

Felicha Daley

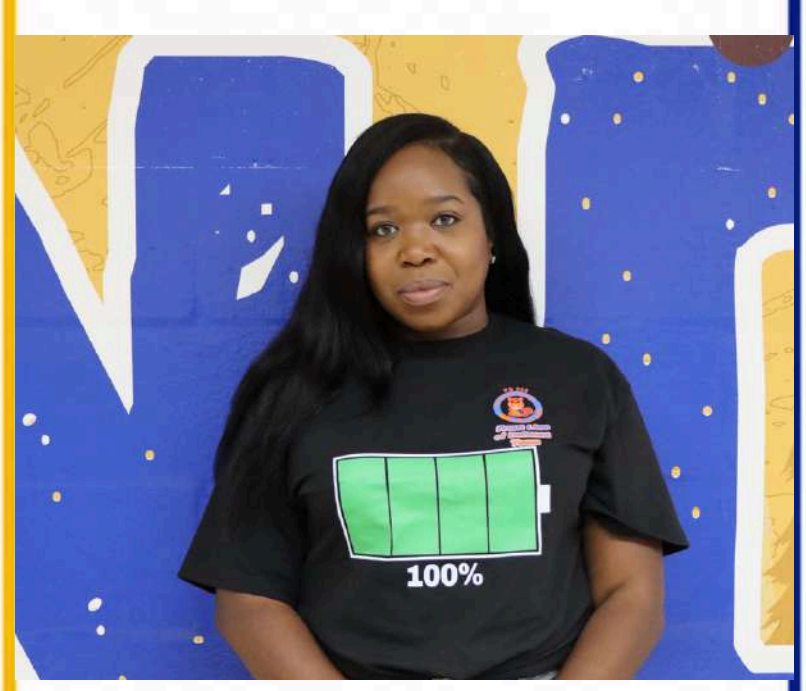
Assistant Principal

PARENT COORDINATOR'S *Message*

Dear Parents and Guardians,

Welcome to the new school year! I'm thrilled to continue partnering with you to support our students and school community. As your Parent Coordinator, I'm here to help bridge communication between home and school, connect you with resources, and ensure you feel informed and involved throughout the year.

Please don't hesitate to reach out with any questions or concerns. I look forward to working together and making this a successful, positive year for all our families!



Warm regards,

Ms. McCollum

Parent Coordinator

Email:
nmccollum2@schools.nyc.gov

Phone:
718-774-4466 Ext: 1371

Work Cell phone number:
(917) 547-3201

MISSION, VISION & CORE VALUES

THE WALTER WEAVER BEAVERS

VISION STATEMENT

All students will be proficient in Reading, Writing, and Math before they leave PS 398 at the end of 2nd grade.

MISSION STATEMENT

We are building a school where all of our students are able to problem solve and think critically through high quality instruction across all content areas.

CORE VALUES

LOVE: We accept everyone for who they are and treat everyone with kindness and empathy.

SUPPORTIVE ENVIRONMENT: Everyone is safe to take risks, make mistakes in a positive nurturing environment where we value all opinions and ideas.

HIGH EXPECTATIONS: We are all learners who work through all challenges while holding ourselves and others accountable.

Together We Make a Difference! ♡

ATTENDANCE POLICY

EVERY DAY. EVERY MINUTE. EVERY STUDENT.

At PS 398, we believe that strong attendance is the foundation for student success. Every school day matters, and students who attend school consistently are more likely to stay on track academically, socially, and emotionally.

PART 1 ATTENDANCE POLICY

NYC PUBLIC SCHOOLS ATTENDANCE POLICY

- A student is considered absent if they are not in school for any reason, even if the absence is excused (such as illness or religious observance).
- Families must provide a written explanation (note, email, or doctor's note) for every absence.
- Chronic absenteeism is defined as missing 10% or more of the school year (about 18 days). This includes both excused and unexcused absences.

WHY ATTENDANCE MATTERS

- Missing just 2 days per month can add up to nearly 20 days in a school year, putting your child at risk of falling behind academically.
- Punctuality is equally important. Arriving on time helps your child start the day prepared, confident, and ready to learn.

Together, we can build habits that lead to success—one day at a time!

PART 2 ATTENDANCE POLICY

HOW FAMILIES CAN SUPPORT STRONG ATTENDANCE

- Make sure your child comes to school every day unless they are seriously ill.
- Schedule doctor's appointments and family travel outside of school hours whenever possible.
- Provide the school with up-to-date contact information so we can reach you if needed.
- Communicate with us right away if your child is experiencing barriers to attendance (such as health issues, housing concerns, or transportation challenges). Our staff is here to support you.

At PS 398, we are committed to partnering with you to ensure your child's success. If your child begins to show a pattern of absences, our attendance team will reach out to work with you in creating a support plan.

ATTEND TODAY, ACHIEVE TOMORROW!

THE WALTER WEAVER BEAVERS

P.S. 398

STUDENT PRIVACY

The privacy and safety of our students is a top priority. This handbook outlines how P.S. 398 collects, uses, shares, and protects student personal information in accordance with federal and state laws and NYC Public Schools policies.



SAFE. RESPECTED. EMPOWERED.

That's the P.S. 398 Way!

CELL PHONE *Policy*



FOCUSED MINDS. RESPECTFUL CHOICES. BETTER TOGETHER.

New York City Public Schools (NYCPS), Under the updated policy, Chancellor's Regulation A-413, students are not permitted to use personal internet-enabled electronic devices during the school day. This includes devices such as cell phones, laptops, tablets, and portable music and entertainment systems.

PART 1 CELL PHONE POLICY

Students are permitted to bring cell phones and electronic devices, however students are **NOT ALLOWED** to use their phones or electronic devices during the school day.

P.S 398 and the NYCPS are not responsible for lost or damaged electronic devices. Students bring these items to school at their **own risk.**

All electronic devices **should not be seen or heard** in school. This includes timers, alarms, and any other noises.

If a student's device is seen or heard it will be **confiscated**.

Our goal is to keep classrooms focused, distraction-free, and safe for all students.

PART 2 CELL PHONE POLICY

All electronic devices will be collected upon student arrival, secured, and returned at the end of the school day. If a student's device is not turned in, it will be **confiscated**.

Students will not be permitted to use electronic devices during **breakfast, lunch, or recess**.

Electronic devices may not be turned on or used during **fire drills** or other **emergency preparedness** exercises.

Use of an electronic device during an exam or other assessment is prohibited and considered **academic dishonesty**.

Electronic devices may not be used in **bathrooms, locker rooms,** or any other **private areas**.

Thank you for helping us create a school environment where every student can learn, grow, and succeed!



BE PRESENT. | BE RESPECTFUL. | BE RESPONSIBLE.

Be a **BEAVER!**



THE WALTER WEAVER BEAVERS

ARRIVAL, DISMISSAL & LATE PICK UP



ARRIVAL



- Breakfast begins at 7:30am in the cafeteria for grades Kindergarten through 5th.
- The school day begins at 8:00am for all students in grades Pre-Kindergarten through 5th.

DISMISSAL

Pre-K & Kindergarten

2:10 PM

They will exit on the ramp located behind the school building on East 93rd Street.

1st Grade

2:20 PM

They will exit on the ramp located behind the school building on East 93rd Street.

2nd Grade through 5th Grade

2:20 PM

They will exit through the back doors behind the school building.

LATE PICK UP

Please be reminded that the school day ends at 2:20 pm and students must be picked up on time. While we understand emergencies happen, please communicate with the school if you are running late.

THANK YOU FOR YOUR COOPERATION AND SUPPORT!

THE WALTER WEAVER BEAVERS

SCHOOL Nurse

SUPPORTING HEALTH. PROMOTING SUCCESS.

HEALTH SERVICES

The school nurse is here to support the health and well-being of all students. Services include:

- First aid and illness care
- Medication administration (with proper documentation)
- Health screenings (vision, hearing, scoliosis, etc.)
- Management of chronic health conditions
- Health education and promotion
- Coordination with families and healthcare providers

LOCATION

Room 191

TELEPHONE

718-774-4466
Ext. 1911

WE ARE HERE FOR YOU!

If you have any questions or health concerns, please don't hesitate to reach out.

HOW TO OBTAIN A 504 PLAN

If your child has a medical condition that may impact their learning, they may be eligible for a 504 Plan.
Please contact the school nurse if your child has any of the following needs:

- Asthma
- Diabetes
- Seizure Disorder
- ADHD
- Allergies
- Other Medical Needs

To begin the process, please request a 504 Referral Form from the school nurse.

WE ARE PARTNERS IN KEEPING OUR STUDENTS HEALTHY AND READY TO LEARN!

IMPORTANT INFORMATION about P.S. 398

Together We Make a Difference!

1. DISCIPLINE POLICY

The Discipline Code, also known as the Citywide Behavioral Expectations to Support Student Learning, outlines expectations for student behavior and the supports schools use to maintain safe, respectful learning environments. Families are encouraged to review the most recent NYC Public Schools Discipline Code.

Website: https://www.schools.nyc.gov/school-life/know-your-rights/discipline-code

2. DRESS CODE

P.S. 398 is a uniform school. All students are expected to arrive at school wearing clean, appropriate clothing that supports a safe and comfortable learning environment. School uniforms are available for purchase at P.S. 398.

Pre-K – 1st Grade	Yellow shirt with navy-blue bottoms
Grades 2 & 3	Baby blue shirt with navy-blue bottoms
Grades 4 & 5	White shirt with khaki bottoms

3. HOMEWORK POLICY

Students in all grades are assigned homework packets every Monday and should return them in the orange homework folder the next following Monday. Teacher contact information is shared on the homework packet if you have any questions or concerns.

4. FIELD TRIP INFORMATION

- Field trips are scheduled throughout the school year.
- Field trip forms are due 48 hours before the trip date.
- **No Parent Chaperones are allowed to protect school policy.**
- Parents must sign the paper permission form given by Teacher.
  Verbal and electronic consent via SMS (Text messaging) or email are not permitted.

If you have any questions, please feel free to contact the classroom teacher or our parent coordinator, **Ms. McCollum.**

5. EMERGENCY CONTACT INFORMATION

Keeping emergency contact information current helps P.S. 398 reach families quickly when needed. Families should complete and return their child's Blue Emergency Contact Card and notify the school whenever a telephone number, address, emergency contact, or other important information changes.

Please submit completed Blue Cards to Ms. Thomas, School Secretary, in the Main Office.

6. BIRTHDAY PARTIES

Birthday Parties are not permitted in classrooms.
At P.S. 398, we host a school-wide birthday celebration each month for students.

7. SCHOOL LETTER/HRA LETTER

School/HRA letters should be requested in the Main Office (**Please see our Secretary, Ms. Thomas**).
You will need to fill out a request form. The turn around time for letters will be available within 2 School business days. (For example, if you request a letter on Monday, you will receive it on Wednesday.)

8. AFTERSCHOOL

Afterschool applications can be requested by the Friends of Crown Heights director, **Mr. Peters.**
Contact information: **(347) 984-0302.**

The Walter Weaver Beavers

THE WALTER WEAVER BEAVERS

COMMUNITY BASED Organization

SUPPORT
ENCOURAGE
EMPOWER
SUCCEED

Stronger Students Brighter Futures!



P.S. 398 partners with **Counseling In Schools,** an organization that works within school communities to support students' social and emotional well-being and strengthen connections among students, families, and school staff.

DIRECTOR:
Noel Diaz

TELEPHONE:
718-774-4466, ext. 1901
Cell Phone: (929) 696-2137

Stronger Together. Building Brighter Futures!

PTA
INFORMATION AND PARENT TOWNHALL

P.S. 398 FAMILIES,

Together We Make a Difference!

ABOUT THE PTA

The Parent Teacher Association (PTA) is a vital partnership between our school and families. Our mission is to support and enhance the educational experience for every student at P.S. 398.

OUR ROLE

The PTA supports our students, teachers, and families through events, programs, and initiatives that strengthen learning, build community, and make our school a great place to grow and succeed.

WE WELCOME YOUR INVOLVEMENT

We encourage all families to get involved! Your voice, ideas, and involvement help shape our school and create meaningful experiences for our children. Whether you volunteer at meetings, attend events, or share your feedback—every bit makes a difference.

PTA MEETING INFORMATION

PTA meetings will be held **MONTHLY.**
Dates and time will be sent in email.

MEET YOUR PTA LEADERSHIP

President
LISETTE ORTIZ

Vice President
JACOLE JOHN

Treasurer
LATOYA GILES



Thank you for being an important part of the P.S. 398 family.

Here's to a wonderful year ahead!

THE WALTER WEAVER BEAVERS

PARENT-TEACHER CONFERENCES

WE HOST 4 PARENT-TEACHER CONFERENCES PER YEAR.

TEACHERS HAVE PARENT ENGAGEMENT TIME DURING THESE PERIODS.

YOU CAN REACH OUT TO YOU CHILD'S TEACHER IF YOU HAVE ANY QUESTIONS OR CONCERNS.

Spread Love

IT'S THE BEAVER WAY.

FAMILY ENGAGEMENT & STUDENT SUPPORT

THE WALTER WEAVER BEAVERS



STRONG FAMILIES. STRONG STUDENTS. BRIGHTER FUTURES.

PTC

PARENT TEACHER CONFERENCES

PARENT -TEACHER CONFERENCES ARE HELD 4 TIMES PER YEAR.
TEACHERS ARE GIVEN PARENT ENGAGEMENT TIME TO COMMUNICATE ACADEMIC PROGRESS, SCHEDULE CONFERENCES DURING THOSE PERIODS.
IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE REACH OUT TO YOUR CHILD(S) TEACHER OR THE PARENT COORDINATOR FOR FUTHER ASSISTANCE.

SLT

SCHOOL LEADERSHIP TEAM (SLT)

The SLT is composed of a staff (teachers, administrators, UFT Chapter Leader) and parents. The SLT is responsible for developing the school's Comprehensive Educational Plan (CEP) in addition, ensuring that it is aligned with the school-based budget. SLTs must use a consensus based decision-making process as their primary means of decision-making. The principal is responsible for developing the school-based budget, after consulting with the SLT, and ensuring that it is aligned with the CEP. To ensure the alignment of CEP and the school-based budget, the overall purpose of the team is to work collaboratively to develop the school's Comprehensive Education Plan CEP and address budgetary concerns.

ESL

ESL SERVICES

ESL students will receive instruction in English from a certified ESL teacher.
Our program will help students develop strong literacy skills while incorporating ESL strategies and methodologies. These same strategies and methodologies are used throughout the day within the content areas.

IEP

IEP (INDIVIDUAL EDUCATION PLAN)

An Individual Education Program (IEP) creates an opportunity for teachers, parents, school administrators, related service personnel, and students to work together to improve educational results for children with disabilities.
The IEP guides the delivery of Special Education supports & services for the student with a disability. The IEP identifies a student's strengths & areas of need which enables teachers to utilize relevant strategies to address those areas. An IEP is the cornerstone of a quality education for each child with a disability.

TOGETHER WE MAKE A DIFFERENCE!

NYSCA, KIDS RISE AND NYC SCHOOL SURVEY

NYCSA ACCOUNTS FOR PARENTS/GUARDIANS

NYCSA accounts give parents access to key information about your child's progress in school. With a NYCSA account (https://www.schoolsaccount.nyc/), parents will be able to view your child's attendance, grades, NYS test scores, transportation, and contact information. You can view this in ten languages on a computer, phone or tablet.

If you need assistance setting up a NYCSA account, please feel free to contact

CONTACT MS. MCCOLLUM

NYC Kids RISE

NYC Kids RISE is a nonprofit organization that provides families, schools, and communities with a way to work together to invest in and save for their children's futures.

Building on the dreams and expectations that families have for their children's futures, NYC Kids RISE aims to make attending and graduating from college and career training more achievable for all NYC public school students—regardless of their family income or immigration status.

NYC Kids RISE manages the Save for College Program in partnership with NYC Public Schools and the City of New York. 1st-5th grade families can activate NYC Scholarship Accounts now! Kindergarten families can activate in January.

Please see our Parent Coordinator Ms. McCollum for assistance on how to apply.

NYC SCHOOL SURVEY

Every year, we ask families, teachers, and staff of grades 3-K through 12, and students in grades 6–12 to take the NYC School Survey. The survey gives school leaders a better understanding of what members of their school community think about their school. The information collected by the survey is designed to support a dialogue among all members of the school community about how to make the school a better place to learn.

The survey will be released at the top of 2027. The date is TBD.
A notice will be distributed to families upon notification of date.

Spread Love, It's the Beaver Way!

SOCIAL MEDIA COMMUNICATION *and* MORE!

SCHOOL WEBSITE

Visit our website for important information, updates, and school resources.

www.ps398brooklyn.org

SOCIAL MEDIA

Facebook:
Walter Weaver Beavers

Instagram:
@ps398k

REMIND APP

Stay connected with classroom and school announcements.

PAPER NOTICES

Look out for paper notices sent home with students for important information and reminders.

NYCPS MESSENGER

The NYCPS Messenger is used to electronically communicate with families via automated system through email, text message and phone call.

NYC Public Schools

PLEASE NOTE

In order to receive electronic communication, phone numbers, email and mailing address must be up to date.

These are just a few ways we communicate with our families! Please stay connected and informed.

If you have any questions, please contact our Parent Coordinator, Ms. McCollum.



P.S. 398

PARENT HANDBOOK

Acknowledgement Form

I acknowledge that I have received and reviewed the P.S. 398 Parent Handbook.

I understand that the handbook includes important information regarding the school's policies, expectations, and procedures.

I agree to support my child in following the guidelines outlined in this handbook.

Please sign and return this form to your child's teacher or the main office.

Student Name: _____

Grade/Class: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____