

P4Q 2026-2027 PARENT/GUARDIAN HANDBOOK

PRINCIPAL

Mr. Stephen Reese



Assistant Principals

Juliann Alcivar

Jennifer Dorenbosch

Laura Denning

Catalina Vergara

Rachel Sweeny

2026-2027
Parent Handbook

TABLE OF CONTENTS

ABOUT OUR SCHOOL

P4Q Mission and Vision.....	2
Welcome from Our Principal.....	3
Welcome from the Parent Coordinator.....	4
Welcome from the PTA.....	5
Our Organization.....	6
Description of Student Population.....	7
Assessment/Instructional Program.....	8
D75 Placement	9

SCHOOL PROCEDURES/POLICIES

School Procedures	10-12
Medical Policies	12-14
Transportation	15-16
In Case of Emergency.....	17
Attendance	17
Cell Phone Policy	18-20

PARENTAL INVOLVEMENT

Parent Involvement	21
Homeschooling vs. Home Instruction Services	22
Parents Schedule/Parents Checklist	22-23
Parents' Rights and Information about the Individual Education Plan (IEP)	24-25

PARENT RESOURCES

Description of Related Services	25-27
Regional Committee on Special Contact Information.....	23-24
Importnat Links for Parents.....	29

P4Q Vision/Mission

VISION

We envision a safe and supportive learning environment where students can reach their greatest potential for independence; one that strives to identify, celebrate, and develop the individual needs and aspirations of each student, across all areas.

MISSION STATEMENT

P4Q connects and develops the capacity of its stakeholders in an ongoing effort to provide real-world learning opportunities for our students in the least restrictive setting. We are dedicated to maintaining an inclusive community that champions individual learning styles and capabilities, providing a highly specialized academic and social learning environment. We strive to ensure that our students become lifelong learners who self-advocate and achieve nothing short of excellence.

As a **P4Q Panda**, we are.....

P-Proud

A-Accepting

N-Nurturing

D-Diverse &

A-Able!!!



WELCOME FROM THE PRINCIPAL

Greetings P4Q Families & Community!

I am thrilled to welcome you to the P4Q community!

As your principal, I am excited to embark on this journey together, where we will foster a nurturing and inclusive environment for all. Our dedicated team of educators is committed to providing high-quality instruction and support to ensure every student thrives academically and socially. We believe that collaboration between families and staff is essential for our success, and we encourage open communication and active participation in school activities. Together, we will create a vibrant school culture that celebrates diversity and promotes lifelong learning. I look forward to getting to know each of you and working together to achieve great things this year!

Sincerely,

Stephen Reese

Principal



WELCOME FROM THE PARENT COORDINATOR

Dear Parents and Guardians:



Please allow me to introduce myself to some and re-introduce myself to others. My name is Vanessa Murray, Parent Coordinator. I am honored to serve in the capacity of PC here at P4Q. It is indeed a privilege for me to support, encourage and develop a positive relationship between our families and the school. As the Parent Coordinator, I am here to help advocate and help you as the parent/guardian to find support services that will aid in the success of your child's academics and wellbeing here at P4Q. This can be seen as parents requesting information on afterschool services and programs, medical information, D75 school wide events, collaborating with teacher and staff, and last but not least, working with Community based organizations to bring informative parent workshops, as well as help meet the needs of our families.

Here at P4Q and D75 we believe and encourage the involvement of our parents/guardians. We at P4Q consider you to be the most valued part here at the school. So, we welcome you, and please feel free to make use of our open-door policy (please visit the DOE website on visiting, and volunteering in the school). Here at P4Q we value your thoughts and opinions and that is why we encourage our families to take part in our Parent/Teachers Association (PTA) whenever time permits.

As your Parent Coordinator, I support the vision and the goals of our Principal, Mr. Stephen Reese, and what he has done for the children, families and staff here at P4Q.

As you are aware P4Q as well as the entire District 75 Parent resources are available on the New York City Schools Account. Parents will be able to locate their child's academic information at (<https://www.schoolsaccount.nyc/>). Parents will be able to locate school bussing information at (<https://www.schools.nyc.gov/school-life/transportation/transportation-overview>). Parents can reach me, the parent coordinator at VMurray4@schools.nyc.gov.

Thank you in advance for your participation and involvement.

Vanessa Murray

WELCOME LETTER FROM PTA PRESIDENT

Greetings P4Q Community,

My name is Marjorie Desir and it is my honor to serve as your PTA President for the 2026-2027 school year. I am grateful for the opportunity to work alongside our dedicated families, teachers, staff, and administrators to support our incredible students. On the PTA board, alongside myself we welcome back Luckesha Walker (former PTA president) now taking the place of our treasurer and a warm welcome joining us is Evelyn Rosa who will be our secretary . Together , we will be here to bring life to those notes, plans and ideas.

I am a proud mom of a 4th grade scholar Calvin . This year, I am looking forward to creating meaningful opportunities for families to connect, and participate in school events and activities. I encourage everyone to stay engaged, ask questions, and share your ideas. My goal for the PTA is to advocate for our children and celebrate their achievements. We will have family events throughout the year, as well as fundraisers. It's always exciting to meet and mingle with families. Please give an hour of your time, attend monthly PTA meetings, remember your involvement makes a difference. Together, we can strengthen our school community and enrich the educational experiences of our children.

I am excited about what we can accomplish together and look forward to meeting each of you throughout the year. Thank you for your trust, support, and partnership. Together, we will continue to build a strong, caring, inclusive, and thriving school community where every student has the opportunity to shine.

With Sincere gratitude,

Marjorie Desir
P4Q PTA President
Email: Mdesir9@doeexternal.nyc

P4Q ORGANIZATION

Principal:

Stephen Reese

Assistant Principals:

Juliann Alcivar

Jennifer Dorenbosch

Laura Denning

Catalina Vergara

Rachel Sweeney

Unit Coordinator:

179

Adriana O'Brien

213

Tonya Tutt

270

Lynne Greene

138

Victoria O'Neill

070

Aimee Gonzalez

161

Talia Calero

Skillman

Erika Olsen

Parent Coordinator:

Vanessa Murray (All Sites)

P4Q SITES

Site	Address	Telephone Number	Fax Number
P4Q@179	196-35 Peck Avenue Fresh Meadows, NY 11365	718-264-0916	718-264-1205
P4Q@213Q	231-02 67 Avenue Oakland Gardens, NY 11364	718-279-0096	718-352-7783
P4Q@270Q	233-15 Merrick Blvd. Laurelton, NY 11422	718-341-8042	718-341-7906
P4Q@138Q	251-11 Weller Ave. Rosedale, NY 11422	929-600-5780	929-600-5781
P4Q@070	30-44 43rd Street Astoria, NY 11103	718-204-6834	718-204-6883
P4Q@161Q	101-333 124th Street Richmond Hill, NY 11419	718-441-5493	718-441-6202
P4Q@Skillman	24-30 Skillman Ave	718-729-5083	718-729-5087

	Long Island City, NY 11101		
--	-------------------------------	--	--

STUDENT POPULATIONS

Educational programs are provided in the different sites for children and adolescents according to the Special Education Continuum. Students are referred to a specific class ratio by the Committee on Special Education.

- 6:1+(1) Classroom:
 - No more than six(6) students per class
 - One full-time special education teacher
 - One full-time paraprofessional

- 8:1+(1) Classroom:
 - No more than eight(8) students per class
 - One full-time special education teacher
 - One full-time paraprofessional

- 12:1+(1) Classroom
 - No more than twelve(12) students per class
 - One full-time special education teacher
 - One full-time paraprofessional

- 8:1:+(2) Classroom – Pre K
 - No more than eight (8) students per class
 - One full-time special education teacher
 - Two full-time paraprofessionals

- 12:1+(2) Classroom: - Pre-K
 - No more than twelve(12) students per class
 - One full-time special education teacher
 - One full-time paraprofessional

- 8:1+ (2) Classroom:
 - 2 students per General Education Classroom
 - One full time D75 programmatic paraprofessional
 - One D75 SETSS Provider

- Inclusion
 - Attend classes and activities with their general education peers
 - One D75 SETSS Provider
 - One full time D75 programmatic paraprofessional

ASSESSMENTS/INSTRUCTIONAL PROGRAMS



STANDARDIZED ASSESSMENT

The Next Generation Learning Standards are the educational goals for all of New York State's students from prekindergarten through grade 12 in English Language Arts and Mathematics. The standards were revised to ensure they are appropriate for students' grade levels and reflect what students should know and be able to do in math and ELA. Full implementation of the NYS Next Generation Learning Standards began during the 2023-2024 school year for prekindergarten through grade 8.

ALTERNATE ASSESSMENT

Alternate assessment refers to non-standardized testing. In developing a comprehensive assessment profile of students, District 75 staffs employ a variety of assessment tools and strategies including

- Checklists
- Student work samples
- Audio tapes of student performance
- Videotapes of student performance
- Documented observations (formal and informal)
- Student logs
- Scoring rubrics
- Rating scales
- Data Folios (NYS Alternate Assessment- NYSAA)
- Photos of student performance
- Performance assessment tasks

DISTRICT 75 PLACEMENT

SCHOOL PLACEMENT

If a recommendation is made to a District 75 program the school team or Committee on Special Education (CSE) refers the student for placement. Students are placed in programs within their borough as close as possible to their home address. Students in District 75 programs are entitled to receive travel by school bus door to door.

The DOE is required to provide a placement for your child as recommended on the student's IEP. Initial (first-time) referrals to District 75, are made within 60 days from the date you provided consent to evaluate your child.

ARTICULATION

Elementary to Middle School

Students move on to middle school programs within District 75 when they have completed their elementary school education. Students who are recommended to least restrictive programs at general education schools are referred to the Office of Student Enrollment and must apply to middle schools through the middle school admission process.

Middle to High School

Students move on to District 75 high school programs when they have completed their middle school education. Students who are recommended to least restrictive high school programs at general education schools are referred to the Office of Student Enrollment and must apply to high schools through the high school admission process.

Students with special needs have the same rights and opportunities to apply to any high school as their generation education peers.

SCHOOL TRANSFERS

A transfer to another District 75 school may be granted due to safety concerns, change of address or change in recommendation, Transfer requests must be made in writing and submitted to the principal who, in turn, will forward to District 75 placement office for approval.

*For questions regarding transfers and articulation please speak with your school Principal, or contact the District 75 Placement Office.

SCHOOL PROCEDURES/POLICIES

Code of Conduct/School Rules/Behavior Management Model

Use the following link to view the Citywide Behavioral Expectations to support student learning:

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

What NOT to bring to school

A serious academic environment is one without distractions; the following items not only contribute to disruptions in learning and social relationships but also may be lost or damaged.

The following items should NOT be brought to school without a signed parent consent

- Cell phones, iPods, or electronic games or devices, and collectible cards.
- Laser pointers, firecrackers, poppers, weapons, lighters, toy guns, illegal items etc.
- Please do not allow your child to bring any articles of value to school. We are not responsible for items that are stolen, lost, misplaced or broke

*Any student found with weapons, illegal items and explosive materials are subject to disciplinary action.

SUSPENSIONS

Principal's Suspension

For a student with disabilities, the principal/designee also shall determine the number of days of exclusion from the student's current educational program due to disciplinary action. **Students must attend school however they will not attend class. Alternate arrangements can be made.**

Superintendent's Suspension

The Superintendent has the authority to suspend students for more than five (5) school days for all students in general education and special education, grades K-12. Once a suspension is authorized, the Superintendent/designee must notify the principal of the suspending school, the appropriate Network Leader and the Suspension Hearing Office.

Chancellor's Regulations:

Chancellor's Regulations provide guidance to school administrators, students and parents. The following regulations describe:

A-443 Student Discipline Procedures

<http://docs.nycenet.edu/docushare/dsweb/Get/Document-22/A-443.pdf>

A-210 Minimum Standard for Attendance

<http://schools.nyc.gov/NR/rdonlyres/C6358EA5-E43A-45CB-8843-A4D612E71F13/0/A210.pdf>

A-449 Safety Transfers

This regulation sets forth the procedures for granting safety transfers (1) when students are victims of a violent criminal offense on school property; and (2) in other situations, when it is determined that a student's continued presence in the school is unsafe for the student.

<http://schools.nyc.gov/NR/rdonlyres/381F4607-7841-4D28-B7D5-0F30DDB77DFA/107671/A449Final1.pdf>

All regulations can be accessed on:

<http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm>

Stolen or Lost Items

In the event that any articles of value have been brought to school and lost/misplaced or stolen, a claim with The Office of The New York City Comptroller may be filed. Do NOT file this claim with the Department of Education. The following link provides the claim form and procedures

<http://comptroller.nyc.gov/wp-content/uploads/2013/12/property-damage-loss.pdf>

**For more information or help filing these forms please contact your Parent Coordinator*

HOMEWORK POLICY

Homework has always been recognized by the school community as an important medium to foster the academic achievement of students and extend school activities into the home and community. Homework assignments are given on a daily basis. Please refer to the Homework Policy.

Homework:

- Must be assigned on a daily basis.
- Must meet the needs of individual students through the use of differentiated assignments that reinforce the goals and objectives of each student.
- Increases time spent on academic tasks, thus enhancing the academic growth of students.
- Enables parents and other family members to become familiar with the educational program of the school.
- Provides a link between parents and educators.
- Helps prepare students for class participation, to recognize material studied, and reinforces new skills as they develop.
- Helps develop independent study skills to foster initiative, responsibility and self-direction.

Homework Assignments:

- Are outgrowths of classroom instruction.
- Can be planned cooperatively with the students.
- Should be reviewed the following school day.
- Should be appropriate to the age/ability of the student.

REPORT CARDS

Report cards are designed to coordinate with your child's Individual Educational Plan (IEP). They will keep you aware of your child's progress and needs. The areas covered are your child's social growth and academic progress. Report cards will become a part of your child's school record.

Report Cards will be given 4 times during the school year. (November, March, June, and August (Chapter 683). Students will receive a grade for three (3) marking periods and a cumulative grade in June.

SCHOOL MEALS



All students are entitled to free breakfast and lunch in school every day. If you choose to send in lunch with your child you may do so. Please note teachers or paraprofessionals do not have access to heat children meals brought from home. Teachers do not have access to a microwave or oven. Under no circumstances will the teacher heat children's lunch in the microwave.

OUR COMMITMENT TO HEALTH & SAFETY

Important Precautions

It is critical that all New Yorkers continue to practice general viral infection prevention measures including:

- Wash your hands with soap and water often.
- Cover your nose and mouth with a tissue or sleeve when sneezing or coughing.
- Do not touch your face with unwashed hands.
- Do not shake hands. Instead, wave or elbow bump.
- Monitor your health more closely than usual for cold or flu symptoms.
- Get your flu shot – it's never too late.
- Reduce overcrowding by walking or biking to work, if possible.
- If the train is too packed, wait for the next one.



If You Feel Sick

- Stay home and call your doctor if you have symptoms like coughing, shortness of breath, fever, sore throat.
- If you do not feel better in 24-48 hours, contact your doctor.
- Do not go to school or to work until you have been fever-free for at least 72 hours without the use of fever reducing drugs like Tylenol or ibuprofen.
- If you need help getting medical care, call 311.

MEDICATION POLICY

During school hours, students may have their medication given to them by the school nurse. However, their Medication Administration Form (504 Form) must be filled out and signed by the doctor and parent each year. All medication must be in appropriate containers and properly labeled by the pharmacy or physician and the dosage schedule.

- Please take time out to renew your child's prescription before medications run out or expire, this can be done by contacting your pharmacy or your child's physician.
- Please understand that the nurse CANNOT give or apply any over the counter medications (i.e. Tylenol, cough syrup, A&D ointment, etc).
- Any child that may need medication administered during school hours must meet with the school nurse the first day the child attends.
- Any and all new medications administered during school hours must be brought in to the school nurse by a parent or caregiver (Do not place medication in the child's backpack). All medications should be picked up by the last day of school in June, unless the child will be attending during the summer session. The school year begins in September and ends in August.
- Please note if a child has a 504 and is expected to go on a school trip, a trip nurse will be requested by the school. If a trip nurse isn't available for that trip, your child will have to remain at the school building.

IMMUNIZATION REQUIREMENTS

The New York State Department of Education and the Board of Health requires that documentation be secured proving that all children who come to school are fully immunized. We are required to exclude children not immunized and do not have documentation from a physician indicating this is the case.

Children under age five enrolled in child care and pre-kindergarten (pre-K)

- Hib (Haemophilus influenza type b)
- PCV (pneumococcal conjugate), and
- Influenza (flu)
 - Children must receive the flu vaccine by the end of December for the current school year. It is best to vaccinate your child as soon as the vaccine becomes available. It becomes available in early fall.

All students, from those in child care through grade 12

- Hib (Haemophilus influenza type b),
- PCV (pneumococcal conjugate), and
- Influenza (flu)

Children in grades 6–12

- The Tdap booster (by grade 6), and
- MenACWY (meningococcal conjugate) (by grade 7).



If your child becomes sick in school... The school will contact you immediately. It is your responsibility to come to school and pick up your child. If you are unavailable, the person listed on the emergency blue card will be contacted.

Do not send the child to school if he/she has...

Fever 100°C or higher	Ear ache	Upset Stomach
Infected skin patches	Sore Throat	“Pink Eye” (Conjunctivitis)
Swollen glands	Head lice	Vomiting or Diarrhea
Unusual spots or rashes	Persistent cough	

By keeping him/her home, you are not only helping him/her to get well faster, you are also preventing the illness from spreading to other members of the class. Let the school know as soon as possible that your child is ill. When your child returns to school, give him/her a note for the teacher explaining the absence.



DOOR-TO-DOOR SPECIALIZED BUS SERVICE

This type of transportation utilizes vehicles that are equipped to meet the transportation accommodations listed on a student's [Individualized Education Program](#) (IEP) or 504 Accommodations Plan and have a trained driver and an attendant on-board. Door-to-Door specialized bus services pick up and drop off the student at the safest locations near the student's home.

- Students in grades K-12 with an IEP that recommends curb-to-school transportation
- Students in grades K-12 with a 504 Accommodations Plan that lists Door-to-Door transportation as a required service
- Students in grades K-12 with a medical exception approved by the Office of Pupil Transportation

Certain transportation accommodations must be reviewed and approved by the Office of School Health prior to being arranged.

District and charter school parents: Sign up for your [NYC Schools Account](#) (NYCSA) to view information on your child's transportation services and busing information. Information will no longer be delivered by mail. (Available in other languages on the website).

<https://www.schools.nyc.gov/school-life/transportation/transportation-overview>

- If bussing issues arise, you may contact your child's bus company or the OPT Hotline at (718)392-8855 or PupilTransportationTeam@schools.nyc.gov
- Call your child's school and report the issue to the school's busing coordinator
- **REMINDER:** When calling your OPT Representative, ask for your OPT complaint # after filing your complaint.
- Office of Pupil Transportation
44-36 Vernon Boulevard
Long Island City, NY 11101
<http://schools.nyc.gov/Offices/Transportation/default.htm>

Afternoon Drop-Off

Those parents who want their children to be dropped at an alternate drop-off other than where he/she is picked up must complete online an “Alternate drop-off” form, on their New York City School Account. <https://www.schools.nyc.gov/school-life/transportation/transportation-overview>

Moving

If your family is moving, please notify the school two-three weeks before you move in order to request a new route for your child from OPT. (7-14 days for all bus changes)

Bus Suspensions

If your child is suspended from the bus, you as a parent are still responsible for your child’s transportation to and from school during those days. Also please note that any absences that occur during a bus suspension will count against your child’s overall attendance.

BUS SAFETY RULES:

Students must:

- Get on the bus quietly
- Sit down and fasten seat belt immediately
- Remain in seat until the matron gives permission to leave the seat
- Keep arms and legs out of the aisle
- Avoid hitting, pushing and touching other students
- Get permission from bus personnel before opening a window
- Follow directions of bus personnel

Student Forms

In the beginning of every school year all students will bring home the following forms to be completed by the parent/guardian and returned to school as soon as possible. If you have not completed one of these forms for the school year, contact the school and ask that it be emailed directly to your home.

- Emergency Blue Cards
- Cell Phone Contract
- Permission Slips for Trips (bus and walking)
- Signed consent to photograph and videotape students for educational purposes & social media
- Medical forms

EMERGENCY BLUE CARDS

Emergency Blue Cards are sent home with students during the first week of school. Parents must keep the school informed of any changes in the original information that was entered on the card.

When a child becomes ill or injured, it is very important that the school has the current address and phone numbers in order to contact that parent or guardian.

*****TIP:** Check with our school pupil accounting secretary, (Mrs. Gottsegen) at (718 264-0916) to make sure all the information on your child's Emergency Blue Card is correct at least 3 times during the school year: at the beginning, after winter recess and then again after Memorial Day.

GENERAL RESPONSE PROTOCOLS

EMERGENCY DRILLS

Fire and Soft Lock down drills are held periodically throughout the school year to ensure that our students and staff are familiar with the procedures in case of an emergency.

<https://www.schools.nyc.gov/school-life/safe-schools/emergency-readiness>

**For more information regarding Emergency Readiness within our school buildings.*

INCLEMENT WEATHER/STORM DAY PROCEDURES

In the event of emergency conditions such as weather emergencies or school wide emergencies please tune in to local radio or television stations to gain information about school closing such as, WINS (1010 AM), NY1 (Cable TV) and Fox 5. Most local television stations have information beginning at 6:30 AM.

STUDENT ATTENDANCE

- It is extremely important that your child attend school. If possible, please schedule appointments after school hours or during school holidays.
- If your child is ill, please call to let the school know. If a student becomes ill at school, you or in your absence, the person designated on the emergency blue card will be contacted to pick up your child and sign them out. ID must be presented to the school safety agent.
- If your child will be out for three (3) days or more, please inform both the school and the bus driver. This will ensure that there is no disruption of bus service.
- Parents will be notified in writing about half-days and holidays. The calendar at the back of this handbook also lists the days the school is closed.
- In the event of inclement weather, students may be excused for up to two hours for weather and transportation related delays.

STUDENT SIGN IN-OUT PROCEDURES



Students not arriving on the school bus must be signed in by their parent or guardian. Sometimes it is necessary for a family member to pick up a child at school before dismissal. Please try to let your child's teacher know in advance if you are planning to pick him/her up early. No child will be released without a parent signature. If someone other than a parent will be picking up a child, please notify the classroom teacher. Students arriving late with their family on public transportation should report to the main office for a late pass. All adults must be over 18 years of age, and their name must appear on the blue card.

Parents/Guardians can only enter the building as far as the main lobby where they sign in and sign out. Someone will escort you to our main office.

Please remember when picking up students **please** do not park at the **No-Standing Zones** sign in front of the school. If you decide to park, it may result in a New York City Parking fine of \$100.00 or more.

CELL PHONE POLICY

Students will be permitted to bring the following electronic items to school: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices ("computing devices"); and 3) portable music and entertainment systems, such as iPods, MP3 players, PSP, and Nintendo DS.

A) The use of cell phones, computing devices and portable music and entertainment systems at school is subject to the restrictions below.

1. Cell phones and portable music and entertainment systems may not be turned on or used during the school day, including school bus rides to and from school, administration of any school quiz, test or examination.
2. Computing devices may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan.
3. Use of cell phones, computing devices, portable music and entertainment systems and other electronic devices during the administration of state standardized examinations is governed by State Education Department Rules.

4. Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises.

5. Cell phones, computing devices and portable music and entertainment systems may not be shown to others and must be kept in the students' book bag and may not be turned on or displayed unless specifically allowed by school staff.

B) Cell phones may be used/not used as set forth below consistent with Regulation A-413.

During the school day:

-Cell phones may not be turned on or used while on school property, including the school bus.

-Cell phones may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher .

C) Computing devices may be used/not used as set forth below consistent with Regulation A-413.

During the school day:

-Computing systems may not be turned on or used while on school property, including the school bus.

-Computing systems may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher.

D) Portable music and entertainment systems may be used/not used as set forth below consistent with Regulation A-413.

During the school day:

- Portable music devices and entertainment systems may not be turned on or used while on school property, including the school bus.

E) Confiscation and return of electronic items

School-based policies must describe the procedures for the confiscation, storage and return of electronic devices. In determining whether to confiscate an electronic device, schools should consider the nature of the violation. Where appropriate, measures should be instituted in a progressive fashion. Such measures may include, but are not limited to:

- One (1) warning.
- Confiscation of items and return at end of school day.
- Confiscation of item and return only to parent/guardian.

-Revocation of privilege to bring items to school.

Any staff member including crisis teacher/dean, coordinator, teacher, related service provider, paraprofessional and/or administrator may confiscate items for violating school policy. Confiscated items will be kept in the Principal's office or main office until they are retrieved by parent or guardian.

F) Discipline

Students who use cell phones, computing devices, and/or portable music and entertainment system in violation of any provision of the DOE's Discipline Code, the school's policy, Chancellor Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("ISUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

Students may not bring the following electronic items to school: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices ("computing devices"); and 3) portable music and entertainment systems, such as iPods, MP3 players, PSP, and Nintendo DS until and unless a signed permission slip from parent/guardian is on file at school.

PARENT/TEACHER ASSOCIATION (PTA)

PTA Executive Board Members 2026-2027

Marjorie Desir – President

Luckesha Walker – Treasurer

Evelyn Rosa- Secretary

Parental involvement is a key component of our school. A variety of events are held throughout the school year to promote parental involvement.

Parent Associations play an essential role in our schools. They provide leadership and direction to parents seeking to become more involved with their children's education and within the school community. A school's PTA is a good place for parents to find out what's happening in that school. Through involvement in their PTA, parents can learn how their school operates and discover a network of people committed to their children's school.

SCHOOL LEADERSHIP TEAM (SLT)

The School Leadership Team (SLT) functions as the management team of the school, representing the educational community of the school. It oversees the planning and restructuring process to ensure our children are provided with quality education and increased teacher and parent participation.

The SLT is composed of a core team which is made up of the Principal, Assistant Principal, UFT Chapter Chairperson, PTA President, and other parent members and elected UFT members, one of whom is the chairperson of the team.

**for more information on School Leadership Teams please visit Chancellor Regulation A-655*

<http://schools.nyc.gov/NR/rdonlyres/381F4607-7841-4D28-B7D5-0F30DDB77DFA/82007/A655FINAL1.pdf>

COMMUNICATION

Parents should keep open the communication between home and school, informing school of any changes at home that may have an effect upon your child's performance in school. The school will communicate in many ways including by phone, email, and social media. Our social media accounts are @P4Queens on Instagram and @P4_Queens on Twitter.

We encourage families as partners in making your child's school experience a successful one. Classroom visits **MUST** be scheduled in advance. Parents/Guardians may only visit a classroom for 15-20 minutes to minimize distractions for all students.

Education happens everywhere.

Parents and Families are a child's first teacher...

Remember education should never be limited to school hours. It should extend to the time spent at home also, to help reach the height of his/her potential.

HOME SCHOOL/HOME INSTRUCTION

Home Schooling – Parents are responsible for the complete education of their child. However, you must be approved and submit regular progress about their academic progress. For more information, contact the Parent Support Office at (212) 802-1502.

Home Instruction Services – A student who is in need of home instruction services due to an accident, illness, orthopedic or other medical condition which prevents school attendance should obtain a letter from their physician. The note should include a brief description of the conditions with some estimation of how long the student will need home instruction services.

The responsible Home Instructions borough office is the one in which the student lives or where he/she receives instruction and not where he/she attends school, if they are different.

**For additional information regarding Home Instruction, please contact (718)794-7260*

PARENT SCHEDULE

Daily

- Check your child's book bag for school notices, event flyers, and school forms to be completed and returned daily.
- Review your child's homework
 - Ask about assignments and help the child if he/she asks for help.
 - Make sure all assignments are complete and written neatly.
 - If there are any questions about your child's homework feel free to write a note to his/her teacher.
- Read, Read, Read
 - Set aside time to read with your child or have your child read to you. (elementary)
 - Discuss current events (middle/high school)

- Check your child's Power of Choice Daily Point Sheet or review their teacher's communication book.
- Ask specific questions, as appropriate, about your child's school day, (see examples)
 - What did you learn in Math class today?
 - What did you learn in Social Studies?
 - Who did you play with during recess?

Monthly

- Attend at least one school event, activity or meeting – for example, school assembly/performances, Parent Association Meetings, and Parents' Breakfast/Workshop.
- Take your child somewhere educational and interactive. (Don't be afraid to travel outside of your own borough and see the city) Some of these places have programs for children with special needs - museums, libraries, gardens, parks, zoos, aquariums, and New York City Landmarks.

Annually

- Attend IEP reviews – come prepared to talk about your child's academic goals, not just their social skills. The IEP process is a joint effort and your involvement in this process is essential to ensure an appropriate program for your child. This is the plan that will be used in educating your child, so if you have any questions or suggestions, this would be the most appropriate time to discuss them.
- Parent/Teacher conferences are held twice a year. Parents should attend both conferences. This is a "golden opportunity" to meet with your child's teacher about his/her progress.
- Meet and Greet – a casual conversation with classroom staff at the start of the school year about classroom procedures and expectations.

District 75 Citywide Council on Special Education

The District 75 Citywide Council on Special Education advises and comments on special education services provided to District 75 students. Nine of the eleven voting members of the District 75 Citywide Council will be parents of students receiving citywide special education services. Two additional voting members will be appointed by the Public Advocate and must have extensive experience and knowledge in educating, training or employing individuals with disabilities. A high school senior receiving citywide special education services (District 75) will be selected by the superintendent of citywide special education and will serve as a non-voting member for one year. Please note that parents of students who receive special education services but are enrolled in a general education school (i.e., not District 75), are not eligible to serve on the District 75 Citywide Council. Those parents are encouraged to apply to their local

Community Education Council, The Citywide Council on Special Education or the Citywide Council on High Schools to help ensure that all local councils also represent the needs of students receiving special education services.

*To contact the District 75 Citywide Council email D75Council@schools.nyc.gov

WHAT IS AN I.E.P.?

The Individualized Education Plan (IEP) is a plan written to assist the school and parents in helping the child succeed academically. It is the parent's responsibility to review the IEP. Always make sure you have the most recent copy of your child's IEP and that you understand and agree with what has been written. IEP goals are revised and reviewed every year (Annuals), and every three years (Triennial), which includes an evaluation by the school psychologist.

Requests for reevaluation or to amend (add or remove something from your child's IEP) MUST be made in writing (via email, mail or in person) to the school's IEP Team (which may include school social worker, school psychologist, related services and teachers). It is suggested the parents keep a copy of their written request.

A Summary of Parent's Rights for Your Child's I.E.P.

The right to consent to all re-evaluations. However, if the Regional CSE makes documented efforts to obtain your consent for a re-evaluation and you do not respond to their request, they may conduct the re-evaluation without your consent.

The right to participate meaningfully in decision-making through attendance at all IEP meetings. This includes your right to bring other individuals with special knowledge or expertise about your child to meetings to help in the decision-making process.

To ensure that parents, providers and students have sufficient notification of the promotion criteria to be applied and to have the benefits of all necessary instructional interventions, students' IEPs must indicate the promotion criteria for the current school year prior to January 31st. For students who have an IEP meeting in the spring and have a modified Promotion Criteria, the IEP Team must indicate on the IEP the promotion criteria that was established for the current school year as well as the promotion criteria for the upcoming school year. If additional space is needed, the information should be recorded on a blank sheet of paper and marked as Page 9A, with the student's name, NYC ID number and date of conference indicated on the top of the page.

The right to copies of evaluations and your child's IEP.

The right to conflict resolution (a new IEP Team meeting), mediation, and/or an Impartial Hearing if you disagree with any decision made about your child.

The right to place your child in a State Education Department approved non-public school that offers an appropriate program for your child if the New York City Department of Education does not offer you an appropriate placement within the required timeframe. If you have the right to an approved non-public school, you should receive a P-1 letter "Eligibility for Private School" from the Regional CSE.

The right to an independent evaluation paid for by the New York City Department of Education if the Department does not evaluate your child within 30 days of your signing of the consent to evaluate.

The right to an independent evaluation if you do not agree with the Regional CSE's evaluation. You must notify the Regional CSE of this request in writing. The Regional CSE may either agree to pay for an independent evaluation or they must initiate an Impartial Hearing to show that its evaluations are appropriate.

If you challenge the Regional CSE recommendation, your child has the right to "pendency" or "stay-put" while you pursue mediation or an impartial hearing. This means that preschool students may remain in their current education placement until the dispute is resolved, if that program also has an approved school-age program, unless the Regional CSE and parent agree to other arrangements. If the preschool program is not approved for a school-age program, you and the Regional CSE will discuss options that are appropriate for your child during the appeal process.

A DESCRIPTION OF RELATED SERVICES

Related Services means developmental, corrective, and other supportive services that are required to assist a child with a disability to benefit from his/her instructional program. Your child's Related Services may change from pre-school to school-age as children's needs change as they get older. Related Services may be the only special education service given to your child, or they may be provided along with other special education services such as special class services. The following related services may be provided:

Counseling means services designed to improve social and emotional functioning in the areas of appropriate school behavior, discipline, self-control, conflict resolution for students experiencing difficulty interacting appropriately with adults or peers, withdrawal or acting out, low self-esteem or poor coping skills which significantly interfere with learning. If due to the unique needs of the student, the student requires services from a particular provider (e.g. guidance counselor, school psychologist, or social worker), the IEP must indicate this.

Hearing Education Services means services designed to provide instruction in speech, reading, auditory training, and language development to enhance the growth of receptive/expressive communication skills.

Speech/Language Therapy means services designed to address deficits in a student's auditory processing (i.e. the way they understand sounds and language), articulation/phonological skills, comprehension, and use of syntax, pragmatics, voice production and fluency. Speech Therapy may be recommended for a student with a communication problem, including problems of language comprehension and expressive language which adversely affect school performance. In addition, it may be recommended for students with speech production skills whose speech is unintelligible or not commensurate with the student's total profile, including cognitive development, which adversely affect his or her educational performance. Emphasizes the use of a functional system of communication that is individualized for each student verbal or non-verbal District 75 students.

Occupational Therapy means the planning and use of a program of purposeful activities designed to maintain, improve or restore adaptive and functional skills including, fine motor skills, oral motor skills, etc. in all educationally related activities.

Orientation and Mobility Services means services designed to improve the student's understanding of spatial and environmental concepts and use of information the student receives through the senses (i.e. sound, temperature, vibrations) for establishing, maintaining and regaining orientation and line of travel. This service is provided to students with visual impairments.

Physical Therapy means the use of activities to maintain, improve or restore function including gross motor development, ambulation, balance, and coordination in various settings, including but not limited to, the classroom, gym, bathroom, playground, staircase, and transitions between classes.

School Health Services means services provided by a school nurse or paraprofessional designed to address the specific health needs of a student as documented by the child's physician to ensure a safe educational environment.

Vision Education Services means services designed to provide instruction in utilizing Braille, Nemeth Code, large print, optical and non-optical low vision devices, and other skills necessary to attain academic, social, vocational and life adjustment skills, literacy and acquisition of information using tactile, visual and auditory strategies.

Parent Counseling and Training means assisting parents in understanding the special needs of their child, providing parents with information about child development, and helping parents to acquire the necessary skills that will allow them to support the implementation of their child's individualized education program. It is typically provided as part of the program to the parents of children in special

classes with staffing ratios of 8:1:1, 6:1:1 and 12:1:4. These are not adult counseling services and are not intended to meet the personal or educational needs of the parents.

- In the event that a provider is not available, the Department of Education will issue the parent a RSA (Related Service Authorization) to allow a family to secure an independent provider paid for by the Department of Education. The provider will come to the school, your home, or you might take your child to the practitioner's office.
- Parents/Guardians may contact your child's School Related Service Coordinator twice yearly to ensure services are being provided

Impartial Hearing Office
131 Livingston Street, Room 201
Brooklyn, NY 11201
Phone: 718-935-3280
Fax: 718-935-2528/2932

The impartial Hearing Office processed requests for impartial due process hearing regarding disagreements between parents and the Department of Education concerning identification, evaluation, educational placement, or provision of free appropriate public education to children with disabilities.

PARENT RESOURCES

Questions or concerns related to safety, academics, behavior, and school transfers can be made directly to:

- Parent Coordinator
- The Unit Coordinator, Assistant Principal or the Principal
- If Parents are not satisfied with the school response, they may call District 75 Superintendent's office (212)802-1685 or 311.

Community Resources, Services & Information

New York Lawyers for Public Interest, Inc.
212-244-4664

New York Legal Assistance Group
212-750-0800

Food and Hunger Hotline

<http://www.cityharvest.org/hunger-in-nyc>

1 886 - 888-8777

Advocates for Children

www.advocatesforchildren.org

212-947-9779

Resources for Children with Special Needs

www.resourcesnyc.org

212-677-4650

YAI- National Institute for People with Disabilities

460 W. 34th street

New York, N.Y. 10001

718-705-1000, 718-482-8121(Queens)

Chinese –American Planning council/**Asian Family Services**

365 Broadway-Ground Floors

New York, New York 10013

212-941-0030

NYC Children's Services Subsidized Child Care Division

212-361-8767

NYS Office of Children and Family Services Child Care Database

Search for NYS licensed child care providers;

<http://it.ocfs.ny.gov/CCFSfacilitysearch>

Sinergia

212-496-1300

YAI

212-273-6182

The Legal Aid Society

718-273-6677

Office of Family and Community Engagement
212-935-2905

[Important Links for Parents](#)

New York City Schools Account

[NYC Schools Account NYCSA](#)

Alternate PM Drop-Off Form

<https://www.schools.nyc.gov/school-life/transportation/transportation-overview>

[Transportation Overview \(nyc.gov\)](#)

New and Returning students Medical Form

[Health Services \(nyc.gov\)](#)

New York City School Calendar

[2023-2024 School Year Calendar \(nyc.gov\)](#)