



The George Washington Carver School

PARENT HANDBOOK

2025-2026

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P.S.40 MISSION STATEMENT

At Public School 40, The George Washington Carver School, we believe that student learning is the chief priority, and all students can learn to their fullest potential. Our students develop their individual talents and critical thinking skills by actively engaging in the learning process. Continuous commitment to improvement ensures that our students are well-rounded, self-directed, and lifelong learners.

P.S.40 VISION

George Washington Carver Elementary School's vision is to foster a school where the environment is safe for all. At P.S. 40, children actively engage in standards-based learning. There is mutual respect for all cultures, learning abilities, and students and staff are held to high expectations. Data is used on a consistent basis to enhance student performance. Successes are recognized, celebrated, and parental and community involvement are encouraged and supported.

HANDBOOK FOR PARENTS OF STUDENTS AT PS 40

This Handbook contains specific information about school routines, policies, and programs that we feel make our school special.

We hope it will be helpful and encourage you to work with the entire staff to support the philosophy of our school, as a community resource where all students can receive a quality education in a safe and positive environment. Please take time to read this booklet thoroughly. You may want to review certain sections of the handbook with your child. Please note that throughout the year, you may receive letters home updating you about items listed in this guide or providing you with new information. As always, please check your child's folders and book bag on a daily and weekly basis for letters and notices from the school. Successful communication is key to the home/school partnership, a joint venture that we value and appreciate.

Useful information for parents:

Parents have several ways in which to access information at school. You can make an appointment to meet with your child's teacher or with the Principal, Ms. Antoine (lantoin@schools.nyc.gov). You can also contact the school's Parent Coordinator, Ms. Dimaren, who can be reached at the school every day at 718-574-2353 (mdimaren@schools.nyc.gov). Families and staff members all work together to help children achieve academic success.

PARENT TEACHER ASSOCIATION

Our Parent Teacher Association ("PTA") is one-way parents and teachers participate in the life of the school. **Every parent is a member of the school's PTA. Parent** volunteers can participate in coordinating fundraising efforts like the annual catalog sales, bake sales, raffles, etc. There are many ways to get involved. You can chaperone field trips, support school clubs, and help with school events. As a parent, the best way to support your scholar is to ensure the reading gets done every day and that all homework is completed. The PTA holds monthly meetings, usually in the early evening, and invites all to participate and share ideas. Please attend monthly PTA meetings. (To learn more about PTA's, please read Chancellor's Regulation A-660 on the DOE website, www.nyc.gov/schools.) Examples of issues voted upon at PTA meetings include: school half-days, expenditures, school uniform policy, administration and staffing, etc.

SCHOOL LEADERSHIP TEAM

The School Leadership Team ("SLT") is a committee charged with developing the Comprehensive Educational Plan ("CEP") for the school and aligning the school's budget with the CEP. The SLT consists of parent and staff members in a 1:1 ratio. The Team meets once each month. PS 40's SLT consists of six staff members and six parent members. (To learn more about SLT's, please read Chancellor's Regulation A-655 on the DOE website, www.nyc.gov/schools.) If you would like to be a part of the SLT please contact Ms. Dimaren (mdimaren@schools.nyc.gov)

CODE OF DISCIPLINE

A standard Department of Education Discipline Code will be sent home under separate cover. Students and teachers will go over the Discipline Code on the day that it is distributed, a behavior contract will be signed by the student, and a copy will be sent home to parents. Please go over the Code and advise your child to adhere to it. **The NYCDOE Discipline Code is the document which dictates the appropriate consequence given to a student when he/she commits an infraction of the Code. We adhere strictly to the Code.**

DAILY PROCEDURES AND SCHOOL POLICIES

This section of the handbook outlines school-wide policies and procedures that are to be followed by all students and families. Compliance with these regulations will help create a safe and pleasant environment for learning.

Attendance

Absence

Students should not come to school if they are sick. If students are exhibiting any signs of illness, do not bring your child to school. By the same token, students should not be

absent without cause. Regular, uninterrupted attendance is vital to success at PS 40. Excessive absences are a cause of great concern and may warrant a truancy investigation. Attendance affects promotional criteria. Students are required to make up any work they miss as a result of an absence.

- A parent or guardian must call the school office in the event of a student's absence.
- An absence of more than two days requires a doctor's note indicating the reason for absence and permission for the student to return to school.
- You will receive a call from our automated calling system on the evening of each day if your child is absent from school or late for school.
- Students will be marked absent for remote learning days if they do not report for live virtual teaching and/or do not sign on to the virtual platform during remote learning days to complete assigned work.

Arrival and Lateness

- Classes begin promptly at 8:20 a.m. All students must be ready to work at this time. Therefore, all students must arrive at school at or before 8:20 a.m.
- All K-5 students will enter the building through the back entrance between Ralph and Howard. Students will line up 3 feet apart in the backyard. Students will then clean their hands and report directly to the cafeteria for breakfast and wait for classroom teachers to pick them up from the cafeteria.
- All 3K and PK students will enter the building through the classroom entrance on Sumpter Avenue accessed via the side playground.
- For remote learning days, students are expected to log on at 8:30am to the virtual learning platform to attend live teaching and/or complete assignments.
- Chronic lateness is considered an issue of educational neglect and will be subject to a truancy investigation.
- PS 40 places great importance on attendance and punctuality and consistently recognizes and rewards students for perfect attendance and/or punctuality.

When a student arrives late, they must report to the main office to sign the late book. Students will not be permitted to enter class until they have signed in with the main office and receive a late pass.

Dismissal and Sign-Out

- Dismissal is at 2:40p.m. Monday through Friday
- Every student must remain in the school until dismissal.
- If a student needs to leave during the school day, the student **must** be picked up by a parent/guardian – or other person identified clearly on the emergency contact card – and must be signed out in the main office **before 1:30PM**.
- 2:40pm: 3K and Pre-K – Classroom – Dismissed from their classrooms through the school yard on Sumpter Street.
- 2:40pm: Kindergarten - Classroom – Dismissed from their classrooms through the main entrance on Ralph.
- 2:40pm: Grades 1 – Main Entrance on Ralph
- 2:40pm: Grades 2, 3, 4 & 5 – Side Entrance on Sumpter Street

After School Hours

Each year, after school programs at PS 40 are planned WITH New York Edge. You will be notified when these programs are available. (Programs include subject area enrichment, homework help, basketball, cheerleading, to name a few.)

COMMUNICATION

- We have an automated phone calling system that will notify parents when their child is late or absent.
- A list of staff e-mail addresses is attached to this handbook. Parents are encouraged to use e-mail or class Dojo as a primary means of communication with teachers.
- Student notices are regularly sent home via email and through our virtual learning platform for your child's class. It is the student's responsibility to see that all notices are delivered to parents/guardians. Please promptly sign and return any notices. Please make sure you provide the school with your most up to date email address. You should regularly check with your child about notices sent through the virtual learning platform.

Change of Address, Phone Number, or Email Address

Because current information for each student is essential, please report all changes of address, telephone number (home, work and cell number), and/or email address to your child's teacher or directly to the Pupil Accounting Secretary. Current information must always be on file in the main office.

Emergencies and Illness

- We must have an **up-to-date, valid emergency card** on file for each student at all times. These cards are distributed on the first day of school and must be returned on the second day. All information on the cards must be completed and kept up to date.
- Emergency cards must indicate any custodial arrangements that have been made regarding the student. Names of all people who have permission to pick up the student must be listed on the card.
- Food allergies are common in children. If your child has a food allergy, be sure to inform your child's teacher and the school nurse. Also, please remind your child that sharing food at lunch is not allowed.
- Emergency cards indicate a phone number where someone can be always reached in person. We must always have access to a live voice on the other end of a call.
- Seriously ill students cannot remain in school. Please note that if your child becomes sick during the school day, someone must be available to come and pick him/her up from school.
- No student may be released to someone whose name does not appear on the emergency contact card unless we receive notification in writing from a parent/guardian.
- A PS 40 staff member will call you if your child becomes ill at school. No school employee can administer medication to a student (including aspirin, Tylenol, etc.) unless proper medical forms are on file with the school nurse.
- If your child needs medication administered during the school day, or must keep medication at school (e.g., EpiPen, nebulizer, inhaler), please request a 504 form from the school Nurse. Medication can be administered to your child by the nurse only if the school has current forms on file. School staff members (including the school nurse) are not authorized to administer over-the-counter medications, such as Tylenol, allergy medicine, cough syrup, or eye drops, unless this information is

- included on a 504 form. Only the school nurse is allowed to administer approved medication -- never teachers or staff.
- A doctor's note is required if a student is absent for more than two days. (A phone call from a parent is required each day that a child is absent.)

Policies

Uniform Dress Code

- Students should come to school each day wearing the school uniform. Students must also attend remote learning wearing the school uniform. The school uniform consists of a yellow polo uniform shirt and navy-blue pants/shorts. Sneakers may be worn.
- On days where students have Physical Education class, students may wear navy-blue sweatpants and students should wear sneakers.
- We encourage parents to send children to school dressed in clothing that is comfortable and appropriate for all classroom activities. Shoes should allow children to run and play safely. Please discourage crocs, flip-flops, high heels, and smooth-soled shoes.

Visitors

- **All visitors must have a proper ID to enter the school building.**

Homework

Homework is an important part of your child's education. All homework is designed to support the curriculum. Projects and long-term papers will also be assigned. The purpose of assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking, and develop good work habits. It is important that homework does not add stress to family life. Therefore, it is up to the student, family, and teacher to share the responsibilities for homework.

Student's Responsibilities	Family's Responsibilities	Teacher's Responsibilities
<p>To understand all homework assignments by listening to directions and asking questions when something is unclear.</p> <p>To gather all materials necessary to complete assignments before leaving the classroom at the end of the day.</p> <p>To complete all assignments to the best of his/her ability.</p> <p>To ask questions and seek assistance for any assignments for which a student may need extra help.</p> <p>To return materials and assignments on time.</p> <p>To make up any missed assignments.</p>	<p>To provide a routine and an environment that is conducive to doing homework (a consistent place and time with all necessary materials.)</p> <p>To offer assistance and encouragement.</p> <p>To notify the teacher if the homework presents a problem.</p> <p>To read all school notices and to respond in a timely manner.</p> <p>To check the student's backpack and virtual platform regularly.</p>	<p>To provide purposeful homework.</p> <p>To include clear directions and instructions.</p> <p>To implement a system for routinely checking homework.</p> <p>To communicate to the student and family what is expected for completing homework successfully.</p> <p>To communicate with families when students are not consistently completing assignments.</p>

Students must read every night. The written assignments over the course of a week include a balance of assignments in all content areas.

Guidelines for Time-based Homework Assignments

Grade	Independent Reading	Other
K	10 Minutes	10 minutes
1	10-15 Minutes	10 minutes
2	15-20 Minutes	20 minutes
3	20-25 Minutes	30 minutes
4	Minimum 30 minutes	30 minutes
5	Minimum 30 minutes	30 minutes

Trips

When trips occur during this school year, they will be part of the class curriculum, and all students are required to attend.

- No student may participate in a trip without a completed, signed permission slip. Students who lack appropriate permission for a trip will be left at school. Students may not opt out of going on trips, as missed trips will influence a student's class grades.

- Every trip will require a separate permission slip, except short walking trips. For short walking trips one permission slip signed at the beginning of the year will be sufficient for the entire year.
- If a student exhibits poor behavior, the student's parent/guardian will be required to accompany the student on school trips. If a parent is unable to attend, the school reserves the right to leave the child at school to follow a regular school schedule with another class.
- All students will return to the school building at the end of a trip and will be dismissed from the school building unless parents have been notified about other arrangements in advance.

Cell Phone

Upon arrival, all students must turn off their personal electronic devices.

School Collection Procedure:

- Devices will be collected at designated classroom collection points, supervised by staff, between 7:15 AM and 8:30 AM.
- Students arriving after 8:30 AM must check in at the front office to turn in their device.
 - Devices will be returned to students by school staff in their classrooms shortly before dismissal at 2:35 PM.
- Students with approved early dismissals may retrieve their devices at the front office upon leaving.

Emergency Communication In case of an emergency or urgent matter:

- Parents/guardians should call the main office at (718) 574-2353 to reach their child.
 - Students may request to speak with the front office or contact the Parent Coordinator, Ms. Madeline Dimaren. In the event of a student-specific emergency:
- Parents will be contacted directly. For school-wide emergencies:
- Notifications will be sent via the Remind platform, or the DOE GAMA platform.
- Parents who are not connected to Remind should contact Ms. Madeline Dimaren to set up an account.

Exceptions Device use during the school day may be permitted under the following circumstances:

- The student has an IEP or 504 Plan that requires the use of a personal internet-enabled device, and no DOE-issued device is available for that use.
- A parent/guardian has contacted the school to request an exception for reasons such as:
 - o Medical monitoring/treatment (e.g., blood sugar monitoring)

- o Caregiver responsibilities
 - o Language support (e.g., translation/interpretation services when no alternative is available)
 - o Other situations as required by law
- Requests must be made to the school counselor, Ms. Sabrina Wadesworth. Additionally, the principal or designee may authorize device use for specific educational purposes.

LOST AND FOUND

Students who have lost articles are to look for them in the lost and found located in the student cafeteria. It's helpful to label jackets, lunchboxes, and backpacks with your child's name—many of these items look alike! The lost and found box will be cleaned out at the end of each month.

This handbook was designed to give you a brief idea of school routines, responsibilities, rules, policies, and procedures. Please always feel free to contact the Parent Coordinator if you need clarification on anything contained in this handbook. If you want more information about our COVID Response Plan, please reach out to Ms. Antoine or visit our website <https://sites.google.com/view/ps40k/home> which has more detailed information.