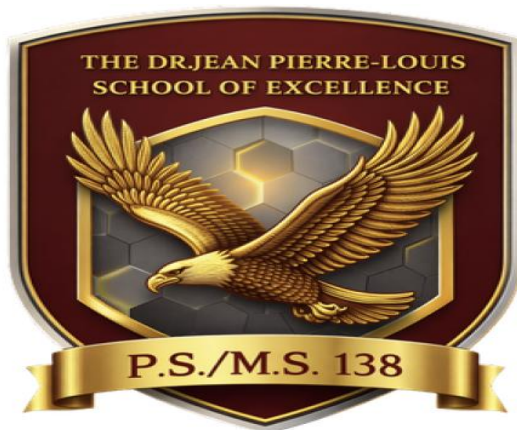


P.S. 138

The Dr. Jean Pierre-Louis School of Excellence



FAMILY WELCOME PACKAGE

3K through Grade 8

Excellence Lives Here

Welcome to Our School Community

Start here: Confirm your child's arrival and dismissal plan, update emergency contacts, activate your NYC Schools Account and school communication platform, review health and medication requirements, and save the main office and attendance contacts. Use the sections that follow for detailed procedures, academic support, safety expectations, and family participation opportunities. Use this package to prepare your child for the school year, understand daily procedures and expectations, find academic and student supports, and connect with the staff member who can help.

A Message from the Principal

Dear PS 138 Families,

Welcome to P.S. 138 – The Dr. Jean Pierre-Louis School of Excellence. We are honored to partner with you as your child learns, grows, and develops the confidence to make a meaningful mark within our school and the wider community.

Our work is grounded in a simple belief: excellence grows when students, families, and staff hold high expectations, communicate respectfully, and support one another. From 3K through Grade 8, we provide rigorous, responsive instruction focused on growth in English language arts and mathematics. We also help students make thoughtful decisions, build positive relationships, take responsibility, and contribute to safe, joyful learning environments.

Students can thrive when families and staff work together. Families can support success by helping students attend every day, arrive on time, stay ready to learn, and by communicating questions or concerns early. School staff will communicate with care, respond thoughtfully, and keep student learning and well-being at the center of decisions. Together, we will ensure that every student is known, supported, challenged, and celebrated.

Please review this package with your child and keep it where your family can refer to it throughout the year. Begin with the arrival, dismissal, contact, and first-week checklist sections. Our shared commitment to safety, belonging, accountability, and academic achievement will make this a year of progress, purpose, and excellence.

Warm Regards,
Judith Duffus-Campbell
Principal

School at a Glance

Use this page for essential school information.

School Information	Details
School	P.S. 138 — The Dr. Jean Pierre-Louis School of Excellence
Grades	3K through Grade 8
Address	760 Prospect Place, Brooklyn, New York
Principal	Judith Duffus-Campbell
Assistant Principal	Marie Letang
Main office phone	718-467-0800
School website	https://www.ps138brooklyn.org/
Social Media	https://x.com/PSMS138 https://www.instagram.com/jpl138k/
School hours	Arrival: <u>7:35 – 8:15</u> a.m. Dismissal: <u>2:35</u> p.m.
Dismissal	K–2: cafeteria; Grades 3–5: Prospect Place sidewalk; Grades 6–8: Park Place sidewalk.
Attendance contact	V. Lareche (Attendance Team) & J. Tavera (Parent Coordinator)

Our Shared Commitments

- Students come to school every day, on time, ready to learn.
- Families and staff communicate respectfully and address concerns early.
- Instruction is clear, rigorous, responsive, and focused on student growth.
- Every student is known, supported, challenged, and celebrated.
- Safety, belonging, and accountability guide our choices.

Important Family Accounts

- ☐ NYC Schools Account created or updated
- ☐ Current telephone number and email address on file
- ☐ Emergency contacts reviewed
- ☐ Blue card and required health forms completed
- ☐ School communication platforms activated as directed by your child’s teacher or program, such as the school app, Google Classroom, or ClassDojo
- ☐ Save for College information reviewed if applicable

Consistent routines help students feel secure, use instructional time well, and arrive ready to learn.

A Strong Start Every Day

Attendance Matters

Every day of instruction builds knowledge, relationships, and momentum. Our goal is for every student to attend every day unless illness or an approved circumstance prevents it.

Arrival

- Students may arrive between 7:35 and 8:15 a.m. Plan to arrive early enough for your child to enter through the designated grade or program entrance and be ready for instruction. Allow extra travel time for weather, traffic, and transportation delays.
- Use the designated entrance for your child's grade or program.
- Students should enter with the materials they need for the day.
- If your child arrives after the designated arrival period, report to the main office and follow the school's late-arrival procedure before your child goes to class.

Dismissal

- Make sure the school has an accurate dismissal plan and a current list of adults authorized to pick up your child.
- Notify the school in writing about any dismissal change as early as possible. Because the school must verify changes before releasing a student, last-minute requests may not be completed safely.
- Arrive on time and use the designated dismissal location.
- *For safety, students may not leave with an unauthorized adult.*

Family Actions

- Schedule routine appointments outside school hours whenever possible.
- Contact the school promptly when your child will be absent and provide the reason requested by the attendance team.
- Send documentation when appropriate and follow school procedures for returning after illness.
- Ask for help early if transportation, health, housing, family responsibilities, or school concerns are affecting attendance.
- Review attendance information in your NYC Schools Account and respond to outreach from the school.

When Attendance Becomes a Concern

If attendance becomes a concern, the school will contact the family early to understand barriers and build a support plan. Supports may include conferences, arrival check-ins, mentoring, attendance buddies, counseling, or other assistance designed to prevent absences from becoming a larger problem.

Learning and Academic Support

Students thrive when school and home reinforce effort, independence, curiosity, and the belief that growth is possible.

Our Instructional Focus

PS 138 strengthens teaching across classrooms through explicit instruction in English language arts and mathematics. Teachers state learning goals, demonstrate their thinking, guide students through practice, check understanding, give feedback, and gradually help students work independently.

School Curriculum

Our curriculum provides a coherent learning experience from the early grades through middle school across core subjects, languages, and the arts.

Subjects	Grade Span	Curriculum	District Mandated
English Language Arts	Grades K-5	HMH Into Reading	√
English Language Arts	Grades 6-8	HMH Into Literature	√
Mathematics	Grades K-2	enVision Mathematics	-
Mathematics	Grades 3-8	Amplify Desmos Math	√
Science	Grades K-8	Amplify Science	√
Languages	Grades K-8	French & Spanish	-
Social Studies	Grades K-8 (varied)	Passport to Social Studies	√
Dance	Grades 3K-4 (varied)	Dance Instruction	-
Music	Grades 3-8 (varied)	Music Instruction	-
Visual Art	Grades 3K-8 (varied)	Visual Arts Instruction	-

How Families Can Support Learning

- Create a regular place and time for reading, homework, and independent practice.
- Ask your child to explain how they solved a problem or supported an idea with evidence.
- Read together and discuss new words, characters, information, and main ideas.
- Use teacher feedback and assessment information to set one manageable learning goal at a time.
- Attend conferences, curriculum events, and family workshops.
- Contact the teacher when directions are unclear or a pattern of difficulty appears.

P.S. 138 - THE DR. JEAN PIERRE-LOUIS SCHOOL OF EXCELLENCE

Questions for Productive Conversations

Ask Your Child	Ask the Teacher
What did you learn today?	What is my child expected to know and do right now?
What was challenging, and what strategy did you try?	What evidence shows my child's progress?
Can you show me an example of your best work?	What is one priority we should practice at home?
What question do you still have?	What support is available, and when will progress be reviewed?

Student Support and Belonging

Every student should feel known, safe, respected, and confident asking for help. The guide below shows families whom to contact first and what information will help the school respond.

Concern	First Contact	Helpful Information to Share
Classwork or grades	Teacher	Examples, assignments, assessment results, questions
Attendance or lateness	Attendance team or parent coordinator	Dates, barriers, transportation or family circumstances
Peer conflict or belonging	Teacher, counselor, or administrator	What happened, when, where, who was involved
Special education service	Teacher or special education liaison	IEP question, service concern, recent communication
Health or medication	School nurse	Provider information, orders, medication, restrictions
Immediate safety concern	Main office or administrator	Clear facts and current location when known

How We Stay Connected

Channel	Use
School notices and calendar	Dates, events, closures, deadlines, and reminders
NYC Schools Account	Student information, grades or report information, attendance, and official records as available
Teacher communication	Learning updates, assignments, classroom routines, and concerns
Parent coordinator	Family questions, MetroCards, account support, events, and navigation of school services
Conferences and meetings	Progress review, planning, problem solving, and shared decisions
Emergency messaging	Urgent schoolwide updates and safety directions

Family Contact Directory

Our team supports every student's success

Use this directory to connect with the staff member best able to answer questions, address concerns, or provide assistance.

SCHOOL LEADERSHIP

Judith Duffus-Campbell

Principal

JDuffus@schools.nyc.gov

MAIN OFFICE SUPPORT

N. Thomas

Principal's Secretary / Transportation Liaison

NClarkthomas@schools.nyc.gov

STUDENT SUPPORT SERVICES

M. Bastien

School Psychologist / IEP Support

MBastien@schools.nyc.gov

N. Thomas

School Social Worker / Conflict Resolution

NThomas27@schools.nyc.gov

OPERATIONS AND ATTENDANCE

N. Bogard

Transportation Liaison

NBogard@schools.nyc.gov

V. Lareche

Attendance Personnel

VLareche@schools.nyc.gov

N. Rosario

Social Media Support

NRosario10@schools.nyc.gov

FAMILY SUPPORT

J. Tavera

Parent Coordinator

JTavera5@schools.nyc.gov

ASSISTANT PRINCIPAL

M. Letang

Assistant Principal / Safety Liaison / Grades 6-8 Support

MLetang2@schools.nyc.gov

SPECIAL EDUCATION SUPPORT

M. Alexandre

Special Education / Safety Liaison / 504

MAlexandre@schools.nyc.gov

GUIDANCE AND TRANSITION

C. Robinson

School Guidance Counselor / Conflict Resolution

CRobins@schools.nyc.gov

M. Marthone

Transitional Team Leader

MMarthone@schools.nyc.gov

ACADEMIC AND ADDITIONAL SUPPORT

C. Robinson

Testing Coordinator

CRobinson61@schools.nyc.gov

W. Charles

ENL Coordinator

WCharle@schools.nyc.gov

H. Massay

Technology Coordinator

HMassay@schools.nyc.gov

Safety, Respect, and Responsibility

Clear expectations protect learning time and help every member of the community feel respected.

Community Expectations

- Use respectful language and follow adult directions.
- Keep hands, feet, objects, and online interactions safe.
- Protect school property and the belongings of others.
- Come prepared, participate actively, and allow others to learn.
- Report concerns to a trusted adult rather than escalating conflict.
- Use personal technology only as permitted by school and NYC Public Schools rules.
- Follow the school's Cell Phone Policy.

Cell Phone Policy

[School Cell Phone Policy](#)

Responding to Concerns

When a concern is reported, the school gathers relevant facts, communicates with the family, identifies appropriate support, and determines any response required by NYC Public Schools policies. Depending on the situation, the response may include reteaching expectations, restorative conversations, counseling, conferences, safety planning, or disciplinary action.

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

Emergency Information

- Keep all emergency contacts current and include more than one trusted adult whenever possible.
- Follow official school messages during an emergency; avoid relying on rumors or unverified social media posts.
- Do not come to the building during an emergency unless families are directed to do so.
- Make sure your child knows the family's reunification and transportation plan.

Health and Medication

Tell the school nurse about allergies, chronic conditions, mobility needs, or other health concerns. Medication may be administered only in accordance with required school health procedures and completed medical forms.

Important Policy Resources

Review current NYC Public Schools guidance on discipline, devices and internet use, visitors, and the annual notices distributed by the school. These resources explain the rules, family responsibilities, and procedures that apply throughout the year.

Preparing for a Meeting

Topic	Notes
My main question	
Facts or examples	
What my child says	
Support I am requesting	
Agreed next step and review date	

Family Engagement and School Community

Families strengthen our school by sharing their knowledge, participating in events, and helping us build a welcoming community.

Ways to Participate

- Attend curriculum nights, parent conferences, workshops, celebrations, and community events.
- Join family leadership and school decision-making opportunities.
- Volunteer or serve as a chaperone after completing required procedures.
- Support schoolwide events such as Career Day, literacy activities, the spelling bee, clubs, and community celebrations.
- Share skills, cultural knowledge, professional connections, and ideas that enrich student learning.
- Use family surveys and meetings to offer constructive feedback.

Family Interest Form

I Am Interested In	Select
Family workshops	☐
Parent leadership opportunities	☐
Career Day or classroom speaking	☐
School events and celebrations	☐
Chaperoning or volunteering	☐
Community partnerships or donations	☐
Translation or language support	☐

Family member name: _____

Student name and class: _____

Best telephone or email: _____

Skills, interests, or ideas you would like to share: _____

First Week Family Checklist

Complete these steps to help your child begin the year safely, confidently, and fully connected to school.

- ☐ Review arrival, dismissal, transportation, and authorized pickup procedures.
- ☐ Return the emergency card, health forms, permissions, and other required documents.
- ☐ Update telephone numbers, email addresses, and emergency contacts.
- ☐ Activate or review the NYC Schools Account and school communication platform.
- ☐ Label younger students' belongings and prepare required school materials.
- ☐ Discuss attendance, punctuality, behavior, technology, and homework expectations.
- ☐ Save the school's main office and attendance contact information.
- ☐ Introduce yourself to your child's teacher and identify the best communication method.
- ☐ Tell the school about allergies, medical conditions, learning needs, or family circumstances that may affect the child.
- ☐ Review the school calendar and note conferences, events, and days when school is closed.

Family Goals for the Year

One academic goal for my child: _____

One attendance or routine goal: _____

One way our family will partner with the school: _____

Questions for the School
