



P.S. 52

The John C. Thompson School

450 Buel Avenue – Staten Island, New York, 10305
(718) 351-5454 Fax (718) 667-8900

JoAnne Cancel
Principal

Tara Forde
Assistant Principal

Vicki Muccigrosso
Assistant Principal

Ann-Marie Palmeri
Assistant Principal

September 1, 2026

Dear PS 52 Families,

Welcome to a new school year! My name is Nancy Hu, and I am the Parent Coordinator at P.S. 52 John C. Thompson School. I am excited to work with you and your family this year. My role is to help strengthen the connection between home and school by providing support, sharing information, and helping families navigate school resources and programs.

I encourage you to stay involved in your child's education by reading school updates, checking ClassDojo regularly, and joining us for school events and workshops. Your involvement plays an important role in your child's success.

If you ever have questions or need assistance, whether it's about transportation, attendance, school forms, community resources, or finding the right person to contact, please feel free to reach out. If I don't have the answer, I'll do my best to connect you with someone who does.

I look forward to getting to know your family and working together to make this a great school year for all of our students.

Sincerely,

Nancy Hu
Parent Coordinator
PS 52 John C. Thompson School
Phone: [\(718\) 351-5454](tel:(718)351-5454)
Email: NHu@schools.nyc.gov

Principal's Message



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September 2026

Dear Families,

Welcome to the 2026–2027 school year! It is with great excitement that I welcome both our returning and new families to another year at PS 52. I am honored to serve as your principal and look forward to partnering with you to ensure that every child has a successful, meaningful, and memorable school year.

At PS 52, we are more than a school—we are a community. We believe that every child has the ability to succeed when provided with a safe, supportive, and engaging learning environment. Our dedicated staff is committed to maintaining high expectations for all students while providing the academic, social, and emotional support they need to reach their fullest potential.

A strong partnership between home and school is essential to student success. When families and educators work together, children develop the confidence, resilience, and skills necessary to become lifelong learners. We encourage you to stay actively involved in your child's education and to maintain open communication with your child's teachers and our school staff throughout the year.

This handbook has been prepared to provide you with important information about our school's policies, procedures, expectations, and the many resources available to support your family. We encourage you to review it carefully and refer to it throughout the school year.

As principal, I am committed to fostering a school culture where every student feels welcomed, respected, challenged, and inspired to do their best each day. Together, we will continue to build upon the traditions of excellence that make PS 52 such a special place to learn and grow.

Should you have any questions or concerns, please do not hesitate to contact our Parent Coordinator, Nancy Hu, at 718-351-5454. We are here to support you and your child and will work diligently to address any concerns promptly.

Thank you for your continued trust, partnership, and support. I look forward to working together to make the 2026–2027 school year an exceptional one for every member of the PS 52 community.

Warm regards,
JoAnne Cancel
Principal



Family Handbook

2026-2027

School Vision

Our vision is to ensure that all students receive a rigorous, high-quality education in a safe and respectful environment that celebrates diversity, fosters lifelong learning and honors each student's unique perspective.

School Mission

Through collaboration with all stakeholders, we cultivate a strong, inclusive community committed to developing the whole child. We empower students to take an active role in their learning by self-advocating and building a strong sense of identity as learners.

School Directory

Main Office	718-351-5454 Ext. 0
Nurse	718-351-5454 Ext. 3
Parent Coordinator	718-351-5454 Ext. 1
School Psychologist	718-351-5454 Ext. 4

School Hours

Grades PreK 3 through 5th grade:

8:00 a.m. to 2:20 p.m.

Uniform Policy

P.S.52's School Uniform Policy remains in effect. Pursuant to Chancellor's Regulation A-665, all our students will wear a solid navy polo shirt with khaki/tan slacks (or skirts). Sweaters and sweatshirts are to be solid navy. These items may be bought in many, many retail stores. Boys and girls may wear either shoes or sneakers, at your discretion. Our students have the option of wearing P.S.52 Phys Ed sweatpants on the day that their class has Phys Ed. P.S.52 Phys Ed sweatpants, sweatshirts and shorts are available for purchase on our website. At 52, appropriate shoes are required daily, and shoes or sneakers with laces or Velcro are highly recommended for safety and practicality. Flip flops, Crocs, slides and slippers are not permitted as they increase the risk of injury, especially during recess or physical activities. PS 52 places a priority on student safety and the shoe policy is an important aspect of maintaining a safe and healthy environment for all students. When students wear uniforms, there is a greater sense of community and an increased focus on academic performance and we're looking forward to greeting all our students in their school uniforms every Monday-Thursday.

Attendance

Attendance Matters — Every Day Counts

Missing school—even a little—adds up quickly. A student who is just 10 minutes late every day will miss over 30 hours of instruction over the school year—equivalent to about one full week of school. If a student misses school twice a month, that totals 20 days—or four weeks of learning. While students can make up assignments, they cannot recover the classroom discussions, questions, explanations, and thinking that make learning meaningful.

Our Attendance Expectations

To support strong attendance and meet the requirements of Chancellor's Regulation A-210 (Standards for Attendance Programs), our school has developed an Attendance Plan that addresses both absences and lateness. As part of this plan:

- **Parents/guardians must send a note explaining the reason for each absence when your child returns to school.**
- **If your child saw a doctor, please include a note from the physician.**
- **Please keep children home during the contagious phase of a cold, illness, or communicable disease to protect others.**

Daily Schedule and Punctuality

- **School begins promptly at 8:00 AM.**
- **Students who arrive after 8:00 AM will be marked late.**
- **Doctor and dentist appointments should be scheduled outside of school hours whenever possible.**

Travel, Vacations, and Early Departures

We understand the importance of family time; however, absences during the school year can disrupt learning, affect skill development, and interrupt classroom routines and peer relationships. With this in mind:

- **Plan vacations according to the official school calendar.**
- **Signing students out early is discouraged.**
- **Students who are absent may *not* attend after-school events on that day.**

Once a student arrives at school, they are expected to remain for the entire day and attend each scheduled class.

Reporting Absences

When your child is absent, please:

1. **Call the school to report the absence, and**
2. **Send a written note with your child when they return.**

Attendance and Academic Success

Regular attendance is a crucial measure of academic progress and is included in our state's accountability system under ESSA (Every Student Succeeds Act) . Frequent absences put students at risk for falling behind, especially as curriculum expectations have increased. This is especially true for students in grades that take state assessments in English Language Arts and Math: daily engagement helps build the foundation needed for success in high school and beyond.

Being present every day gives your child the best opportunity to learn, grow, and feel confident in school. Thank you for partnering with us to support strong attendance!

New York City Schools Account Portal

The NYC Schools Account Portal is a web-based application which consolidates several important parent-facing applications in one place and lets you see your child's academic and biographic information on any computer, phone, or tablet. The application is translated into nine languages other than English. In addition, you can access attendance, grades, test scores, transportation and enrollment history and families will also be able to access Parent University. Parents can also reset the passwords to their student's DOE email accounts through the Manage Account page. If you have any questions regarding this account, please call the school and speak to our Parent Coordinator. The Emergency Contact page in NYCSA now allows parents and guardians to update their information on the NYCSA website. Please make sure emergency contact information is the same as what you entered on the Blue Card in Operoo. We ask that you please sign on to verify and update your information. You can find the NYCSA link on our website www.ps52.org under parent resources tab.

Google Classroom

All students will join their class's Google Classroom using their DOE credentials. This learning platform will be used for all Google Meets and students will be assigned work periodically as well as if we pivot to remote learning.

Class Dojo

Class Dojo is the best way to communicate with your child's teacher regarding his/her curriculum, homework, absences, or any issues or concerns you may have. Please join the Class Dojo as soon as possible. If you have any questions regarding the Class

Dojo, email or send a note to your child's teacher and our Parent Coordinator will assist you.

Operoo

Operoo is an online platform that makes distribution of forms to our families simplified and digital. Operoo helps collect consents and signatures and safely share data with trusted staff members. It also allows us to send letters and emails to families. Please check Operoo regularly throughout the year and complete all requested forms.

School Website

Our new school website, www.ps52.org is constantly updated to provide you with the most timely and relevant information pertaining to school events here at P.S. 52. Please keep in mind that dates posted are tentative and are subject to change. Gym Sweatpants and shorts are available to purchase through our online store.

Blue Emergency Cards

Blue Cards will be filled out and collected digitally through Operoo. In addition to parents/ guardians' information we need to have a minimum of three working telephone numbers on each blue card listed as emergency contacts. Please be sure to update the blue card on Operoo with new phone numbers whenever changes occur. Emergency contacts should include the names of **any** adults you would want your child dismissed to in case of an emergency. Your child **may not be released** to any person **not** listed on the blue card. Please reinforce to your child the importance of not responding or speaking to strangers and the importance of reporting to a responsible adult if a stranger ever approaches them.

Medications

There are citywide regulations to follow when administering medication during the school day. If a pupil is to be given medicines daily, the doctor and parent must complete a 504 form annually. This form may be obtained in the Nurse's Office. If there are any changes in medication, a new form must be completed before a new medicine or dosage can be given. School staff are prohibited from providing or administering any medications to students. Students needing occasional medications, such as antibiotics, are to take these medications at home if possible. However, if medication must be given at school, it must be personally delivered by the parent and administered by the parent. In the event your child becomes ill, we will contact you immediately using the

emergency information you have provided. Please notify us of any changes to your emergency contact information.

Birthday/ Holiday Celebrations

All celebrations are to be kept to a minimum (no candles, balloons, decorations, etc.) Birthday celebrations should be discussed and scheduled in advance with your child's teacher via a note or Class DoJo. You may send in treats for the whole class to celebrate your child's birthday. Please make sure any treats are easily distributed (no cakes). Drinks should be in individual containers (no glass). Ingredients should be clearly labeled. Classroom teachers will inform you about any food allergies in your child's classroom. To avoid a possible reaction or choking hazard on the bus, **No goodie bags** will be distributed to children. This is a safety issue as children with allergies are on the bus, and small objects can result in choking. In addition, siblings are not permitted to attend.

School Breakfast and Lunch Program

School Breakfast is served every day at 7:40am. Monthly menus are posted in the lobby and at www.PS52.org . These menus list daily breakfasts and lunches. Everyone must complete an application for school meal benefits online at <https://www.myschoolapps.com/>. You must complete the meal application for your child(ren) even if you are going to send lunch from home. Please do not send glass containers or soda to school.

Student Water Bottle Policy

To help maintain a safe and orderly learning environment, students may bring a water bottle to school if needed. Effective immediately, **metal water bottles will no longer be permitted in school.**

Students may bring:

- A plastic water bottle or non-metal thermos-style bottle
- A bottle that holds no more than 20 ounces
- A bottle that can be sealed tightly
- A leak-proof bottle with no exposed straws or spouts

If a student brings a water bottle that does not meet the above requirements, the following procedures will be followed:

First Occurrence

- Parent/guardian will be contacted.
- A reminder will be provided regarding the school's water bottle policy and acceptable water bottles.

Second Occurrence

- The water bottle will be collected by the student's teacher and returned at the end of the school day.
- Parent/guardian will be contacted.

Third Occurrence

- The water bottle will be collected and held by school administration.
- A parent/guardian will be required to pick up the water bottle from the school.

We appreciate your cooperation and support in helping us maintain a safe environment for all students.

Educational Field Trips

Educational field trips are an important part of the instructional program. A signed permission form from a parent or guardian is required for each field trip. Please complete and return these slips as quickly as possible.

Safer Access Initiative—Door Locking System

The primary objective of the Safer Access system is to ensure that all doors remain locked outside of the morning-entry and afternoon-dismissal periods. When school doors are locked, visitors wishing to gain access to the building will ring the intercom at the main entrance door (or ADA-accessibility entrance if applicable) and identify themselves before access is granted into the school building. Safer Access allows our dedicated staff assigned to the main desk (School Safety Agents and/or school staff) to be able to see and speak with visitors before granting them access inside. **Please be assured that all visitors to our school will continue to be treated with courtesy, professionalism, and respect while awaiting entry into our building. In addition to enhancing safety, this system allows for easy access for first responders during an emergency.**

Our Safer Access system is installed and operational, our school staff (including School Safety Agents) and students have received training on using the system as well as how to support all visitors in accordance with our policy.

We believe Safer Access will greatly contribute to maintaining a secure learning environment for our students and staff.

We look forward to the NYC Public Schools Safer Access system creating a safer environment for everyone.

Visiting the School

This procedure is followed to ensure the safety of our children and staff. Upon arrival, all parents and visitors should use the main entrance [Buel Avenue] and show identification to the safety agent. Please state your reason or who you are here to see and wait in the main lobby. If you need to confer with your child's teacher, send a Dojo message or note to the teacher who will notify you of a convenient time. This procedure is followed for all visitors to ensure the safety of our children.

Forgotten Items

Forgotten items at home are not to be delivered to the classroom/school. Only if the item(s) pertain to a medical/health/visual issue etc. they will be left in the main lobby with the child's name and class. The item will be delivered to the child by a staff member. This policy is in place to limit the number of interruptions and distractions to instruction. Of course, exceptions will be made for house keys, glasses and other "emergency items." Exceptions cannot be made for forgotten assignments, supplies, lunches, etc. If a child forgets their lunch, a grab and go lunch will be provided.

Lost and Found

The Lost and Found area is in the lobby. If your child loses an item, they can visit the lost and found during their lunch period. All items not picked up will be donated periodically.

Supplies

Students should be prepared each day for instruction. Please visit our website <https://www.ps52.org/> the supply lists for all grades are posted. Supply lists have also been shared on Class DoJo and Operoo.

School Discipline

The City-Wide School Conduct and Discipline Code will be reviewed with our children in school. You will receive a Parent Student Contract to be signed and returned. The contract is available on the Dept. of Education website. Your signature states that you have read and reviewed the School Conduct and Discipline Code with your child.

Parent Teacher Association

The Parent Teacher Association is a vital part of our school program. PTA meetings are held monthly and will be held in-person. Attendance at these meetings provide an excellent opportunity for parents to learn about school life and to establish improved communication. PTA can be reached through email: PTA.PS52StatenIsland@gmail.com.

NIA-Community Based Organization

This is a DYCD Program that provides afterschool support to our families with students in K-5th grade from 2:20p.m.-5:20p.m daily. NIA is a comprehensive after school program that enriches participants with new skills that help them grow. Creating a seamless day between our traditional school hours and after school program provides support in academics, enhances learning, and develops social and emotional growth in our students. Selection for this program is lottery-based.

Student Dismissal

Please see below for designated areas for dismissal. Students who are walkers/parental pickups will be dismissed beginning at 2:14PM. Teachers will escort the students to the exits. Please note that teachers are expected to refrain from engaging in conversation with parents when handing off students to ensure that their focus is centered on safely handing off each child. Any change in dismissal plans should be sent to the teacher in writing (verbal request, dojo message, emails or texts cannot be honored). Early dismissals disrupt instruction and safe dismissal of students; early dismissal is strongly discouraged. We encourage you to schedule your child's doctor and dental appointments after school hours. If this is not possible, have your child provide the teacher with a note in the morning and you must come to the Main office to sign your child out. We will not dismiss students to parents after 1:45 p.m. **Reminder:** Students will only be released to the people named on the blue emergency card.

During dismissal and arrival please take the time and park safely. DO NOT block anyone's driveway or double park.

Dismissal Exits

<u>EXIT/LOCATION</u>	<u>GRADE</u>
<u>Exit 1-</u> Main Entrance Buel Ave.	Grade 3 & Class 108
<u>Exit 2-</u> Next to Main Entrance Buel Ave.	Grade 2 & Class 103
<u>Exit 5-</u> Dongan Hills Ave.-Big School Yard	Grades 4 & 5
<u>Exit 9-</u> Buel Ave. New Wing	Grade 1
<u>Exit 10-</u> Facing Playground	3K/Pre-K & Kindergarten

Bus Conduct

Student behavior expectations are established for the safe and efficient operation of Pupil Transportation in accordance with state law and regulations. Transportation is considered an extension of the regular school program and students who violate behavior expectations while riding a bus are subject to suspension from riding the bus and/or all other penalties established for misbehavior while students are on the premises.

Bus Rules

1. Bus riders wait at bus stops and board the bus in an orderly manner, taking seats promptly.
2. Bus riders must remain seated and use seat belts, always. [when available]
3. Seats will be assigned by the bus driver.
4. Bus riders keep hands away from windows and do not touch other students.
5. If a child does not see a parent/guardian at the bus stop they are to notify the bus driver and remain on the bus.

All parents should enforce the importance of good behavior while riding the school bus whether it be daily or on a school trip. Any student who is named on a bus occurrence report more than twice can be suspended or expelled from bus service.

Procedures for Safe Arrival

1. Nugent Avenue will be closed to all cars between 7:40 and 8:00 each morning. Only buses will be allowed access to drop off students.
2. Parents can stop and drop their child off on Buel Avenue only, in a single curbside lane.
3. Do not leave your car unattended in the Stop and Drop Lane.
4. There will be no double parking. If you double park you will be asked to circle the block again.
5. Please cross the street only at the corners.
6. The Crossing Guards will help with traffic flow and street closure.

Procedures for Safe Dismissal

1. Double parked cars may be ticketed by the NYPD.
2. Please refrain from beeping your horn or calling out to your child as this can cause a dangerous situation.
3. The children **will not** be dismissed to parents waiting in cars. Please greet your child at the dismissal doors.
4. Unescorted children must cross at the corner with the Crossing Guard.
5. We urge all parents within walking distance to please walk to the school as this alleviates many of the safety issues at the school.

U-Turns Prohibited in NYS school Zones

NYS Law: U-Turns Prohibited in NYS School Zones:

NYS Vehicles & Traffic Law 1161B. No motor vehicle shall make a U turn within a school zone.

31R052 John C. Thompson School Grading Policy

Report Card Language	Pass/Fail	What does this grade mean?	Numeric Grade	Rubric Scale
ME <u>E</u> xceeds standards	Pass	Passing with distinction in this particular area (Student excels in grade-level standards independently without teacher support.)	95-100	5
MA <u>A</u> bove standards	Pass	Passing in this particular area (Student needs little teacher support to excel in grade-level standards taught thus far.)	85-94	4
MT <u>M</u> eeting standards	Pass	Passing in this particular area (Student requires more teacher support, yet shows mastery in grade-level standards taught thus far.)	75-84	3
MP Approaching standards	Pass	Passing in this particular area (Student requires frequent support. Student does not show mastery of grade-level standards taught thus far. Student is working within grade-level standards but falls slightly behind.)	65-74	2
MB <u>B</u> elow standards	Fail	Failing in this particular area (Student requires frequent support and has no mastery in the particular area. Student is working on standards one or more grade levels below the student's current grade level.)	64 and below	1

Course Mark/Report Card Grades Multiple Measures

Grades K-2

Students will receive a STARS report card that will report mastery-based grades only (ME, MA, MT, MP, MB) for OVERALL grades and for each competency indicator. OVERALL grades are based on the following percentages.

Classwork = Completion of tasks; stamina; articulation of thinking, conference notes, checklists, exit slips, self-assessment, peer-assessment, progress notes etc.

Participation = Student-led discussions, peer-assessment, group work

Effort = Tries to the best of their ability

K only Reading	Reading Grades	Writing	Math	Social Studies/Science/ Music
5 - All U/L Letters; 26 sounds; 20+ sight words 4 - Most U/L Letters; 20+ sounds; 15-20 sight words 3 - half U/L Letters; 15-20 sounds; 10-14 sight words 2- less than half U/L Letters; less than 14 sounds; less than 9 sight words 1 - None 50% Early Literacy Skills 10% Module Assessments 10% Formative assessments 10% Classwork	20% Module Assessments 20% Foundational Skills Work 20% Formative Assessments 20% Classwork 20% Participation	50% Published Writing 25% Classwork 25% Participation	30% Module Assessments 30% Mid Module/Topic Quizzes 20% Classwork 20% Participation	20% Projects/ Assessments 30% Formative Assessments 25% Classwork 25% Participation

20% Participation				
Cluster Grades K - 5				
Clusters (Social Studies, Science, and Music) will also use the 5-point grading system that takes into account the classwork, participation, behavior, and effort a student demonstrates within a unit of study. Grades are based on the average of scores on rubrics and assessments within a marking period.				
Physical Education will use a Pass/Fail that takes into account participation, behavior, and effort a student demonstrates in a unit of study.				
Course Mark/Report Card Grades Multiple Measures				
Grades 3-5				
Students will receive a STARS report card that will report mastery-based grades only (ME, MA, MT, MP, MB) for OVERALL grades and for each competency indicator. OVERALL grades are based on the following percentages.				
<u>Classwork</u> = Completion of tasks; stamina; articulation of thinking, conference notes, checklists, exit slips, self-assessment, peer-assessment, progress notes etc.				
<u>Participation</u> = Turn & talk, peer-assessment, group work				
<u>Effort</u> = Tries to the best of their ability				
Reading Grades	Writing	Math	Social Studies/Science/ Music	
20% Module, Selection, Weekly Assessments 40% Formative Assessments 20% Classwork 20% Participation	50% Published Writing 25% Classwork 25% Participation	30% End-Module Assessments 30% Mid-Module/Topic Quizzes 20% Classwork 20% Participation	20% Projects/ Assessments 30% Formative Assessments 25% Classwork 25% Participation	
Cluster Grades K - 5				
Clusters (Social Studies, Science, and Music) will also use the 5-point grading system that takes into account the classwork, participation, behavior, and effort a student demonstrates within a unit of study. Grades are based on the average of scores on rubrics and assessments within a marking period.				
Physical Education will use a Pass/Fail that takes into account participation, behavior, and effort a student demonstrates in a unit of study.				

Promotion Policy (Multiple Measures & Benchmarks For Promotion)

PS 52 has defined benchmarks and multiple measures that students must achieve in order to be promoted to the next grade level. Each measure, and its benchmark, represents the content and skills students need to master, or show sufficient progress towards, in order to be ready for and successful in the next grade. These grade-level benchmarks, established in September of each school-year, will be communicated to students and families to ensure a mutual understanding of what students need to accomplish throughout the year, in order to be ready for the next grade level. The Promotion Policy is designed to ensure that all students in a given grade are held to the same promotion benchmarks and enter the next grade with the same level of readiness.

Helpful Websites

NYC Department of Education Homepage: <http://schools.nyc.gov/default.aspx>

Office of Pupil Transportation: <http://www.opt-osfns.org/opt/>

Chancellor's Regulations: <https://www.schools.nyc.gov/about-us/policies/chancellors-regulations>

PS 52 Web Page: www.PS52.org

Operoo: <https://app.operoo.com/>

Class DoJo: <https://classdojo.com/>

NYCSA (My Student): <https://mystudent.nyc/>

2026-2027 School Calendar

September

10 First day of school

21 Yom Kippur, schools closed

30 Evening Parent-Teacher Conferences

October

12 Italian Heritage/Indigenous Peoples' Day, schools closed

November

3 Election Day, school will be in session remotely for all students

5 Afternoon and Evening Parent-Teacher Conferences 1/2 day

11 Veterans Day, schools closed

26–27 Thanksgiving Recess, schools closed

December

24–January 1 Winter Recess, schools closed

January

18 Rev. Dr. Martin Luther King Jr. Day, schools closed

February

15-19 Midwinter Recess, schools closed

March

3 Afternoon and Evening Parent-Teacher Conferences 1/2 day

9 Eid al-Fitr, schools closed

26 Good Friday, schools closed

April

22-30 Spring Recess, schools closed

May

17 Eid al-Adha, schools closed

26 Evening Parent-Teacher Conferences

31 Memorial Day, schools closed

June

8 Clerical Day, no classes for students

10 Anniversary Day/ Chancellor's Day, no classes for students

28 Last day of school for students

I have received and read P.S.52 2026-2027 Parent Handbook: