

**The Cynthia Jenkins School
2023-2024
Parent Handbook
P.S.37Q**



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WWW.PS37Q.COM

“From the Nursery to the University”

Lakisha Jacobs, Principal
Jeff Reme, Assistant Principal I.A.
Lydia Perez, Parent Coordinator

Dear Families of The Cynthia Jenkins School,

I want to warmly welcome you to the 2022-2023 school year. As the principal of P.S. 37Q, it is my sincere pleasure to work with our dedicated staff and community to help provide each and every student a quality educational experience that inspires and motivates them to become lifelong learners and caring contributors to our society.

We are committed to improving student achievement through collaboration with all stakeholders. Our goal is to provide a positive and nurturing environment that meets the individual needs of each student academically, emotionally and socially.

Families, teachers, support staff, community members, and administration all play a part in helping our students develop and succeed. Together, we can make a positive difference. A strong partnership between home and school fosters greater success for our student champions. As we all know, "It takes a village to raise a child."

It is an honor to partner with you and I encourage you to contact me to share insights to continue our path to develop leaders of tomorrow. I wish your family, and especially your children, great success this school year and beyond.

Lakisha Jacobs,
Principal

Dear Parents and Guardians,

I hope this letter finds you well and filled with excitement for the upcoming academic year. My name is Jeff Reme and It is with great pleasure that I introduce myself as the new Interim Acting Assistant Principal at The Cynthia Jenkins School. I am honored to join this exceptional educational community and look forward to partnering with you to ensure the success and growth of our students.

For the past seven years, I have had the privilege of working closely with students in the capacity of a school counselor. This experience has allowed me to witness firsthand the incredible potential and resilience that our children possess. It has been my utmost joy to support your children and the wider community in various ways, nurturing their emotional well-being, fostering a positive school climate, and empowering them to become confident and responsible individuals.

Allow me to share a little about my background and journey. I was born and raised in the vibrant neighborhood of Flatbush, Brooklyn, to parents who migrated from Haiti. Growing up, I faced numerous challenges, particularly in receiving homework help due to the language barrier. Overcoming these difficulties ignited my unwavering passion for education and my commitment to ensuring that all students have the tools and support they need to succeed academically and personally.

Having personally experienced the challenges that some of our students may face, I am deeply committed to fostering an inclusive environment where every child feels valued, supported, and empowered. I firmly believe that when we work collaboratively as a community, we can overcome any obstacle and help our children thrive.

As the Interim Acting Assistant Principal, I will strive to create a nurturing and safe space for all students to learn, grow, and express themselves. I am dedicated to fostering strong relationships with students, parents, teachers, and the wider community. Together, we can provide a well-rounded education that not only equips our students with the necessary academic skills but also instills in them a love for learning, critical thinking abilities, and the resilience to overcome any challenges they may encounter.

I am thrilled to embark on this journey with you and your children at The Cynthia Jenkins School. I encourage you to reach out to me with any questions, concerns, or ideas you may have. I firmly believe that open communication is essential in creating a successful partnership between home and school.

I look forward to meeting each of you and working closely with you to ensure the success of our students. Together, we can make a significant difference in the lives of our children, empowering them to reach their full potential.

Warmest regards,
Jeff C. Reme
Interim Acting Assistant Principal

P.S. 37 School Mission Statement

The Cynthia Jenkins School is committed to inspire and nurture students to become lifelong learners and productive members of our community!

We offer a quality educational experience where students learn to expand their knowledge and develop the habits of inquiry, expression, critical thinking, problem solving, research and presentation. We ensure this through providing an environment where students feel safe, take risks, revise decisions, critique the reasoning of others, and persevere in every task.

Additionally, we seek to know every student well and guarantee adequate time and support when needed. This is all made possible by a solid partnership with our parents, teachers, staff and community.

Chancellor's Four Pillars

- I. Reimagining the student experience**
- II. Scaling, sustaining and restoring what works**
- III. Prioritizing wellness and its link to student success**
- IV. Empowering families**

NYC Schools Account (NYCSA)

Parent Resources



Overview

NYC Schools Account (NYCSA) is a web-based application that lets you to see your child's academic and biographic information on any computer, phone, or tablet. In the account, you can see a child's:

- Assessments (Test Scores)
- Attendance
- Enrollment History
- Grades
- Graduation Tracker
- Guardians
- Health Information (Fitnessgram)
- Individualized Education Program (IEP) Information
- Promotion Tracker
- Reading Level
- Schedule
- Student Documents (Report Card, Transcript, Summer School Letter)
- Transportation

How do I create an NYC Schools Account?

To create an NYC Schools Account you need to use the Account Creation Code. To receive your child's creation code please contact the parent coordinator, Ms. Perez via e-mail or phone at lperez32@schools.nyc.gov or (862)-367-6689.

Self-Serve

You will need the Account Creation Code. You can request an Account Creation Code through the parent coordinator, Ms. Perez. You will need this code and the child's 9-digit student ID number to create an NYC Schools Account or to add additional children to an existing account.

1. Visit <https://mystudent.nyc/> and select the "Create account" link on the login page.
2. Enter your email address and create a new password.
3. Upon signing in for the first time, you will need to select and answer three security questions and validate your email address.
4. Enter your child's 9-digit student ID number. You can find your child's ID number on their report card. If you do not have your child's ID number, contact your child's school.
5. Enter the unique Account Creation Code.

For additional assistance in creating your NYCSA, please follow the link for a video on the step-by-step process for creating your account. <https://Vimeo.com/497731682>

ORGANIZATION OF THE SCHOOL

Administration:

Principal: Lakisha Jacobs – ljacobs62@schools.nyc.gov

Assistant Principal I.A.: Jeff Reme – jreme@schools.nyc.gov

School Based Support Team

School Secretary: Mattie Brister- mbriste@schools.nyc.gov

School Social Worker: Allegra D'Alo adalo@schools.nyc.gov

School Psychologist: Trianna Charles - tcharles6@schools.nyc.gov

School Guidance Counselor: Chad Jones- cjones14@schools.nyc.gov

Parent Coordinator: Lydia Perez

The Parent Coordinator is P.S.37 liaison between parents, students, teachers, and staff. Any questions, concerns or issues can be brought to her attention by email (lperez32@schools.nyc.gov), by phone via text or call at 347-286-8134, a school visit (room 117) or appointment. The Parent Coordinator offers guidance and support and steers families through the proper channels to resolve any situation.

PTA Executive Board:

The PTA Executive Board is the organization's governing body. In consultation with the principal of the school, it addresses school needs and policies and determines how funds are raised and distributed. Members are elected annually at the May General PTA meeting for the following school year. Tentatively, our PTA meetings are held at 6:00 PM on the third Thursday of each month.

PTA President: Rafeka Hamilton

Vice President: Juwana Allen

Secretary: Charlana Walker

Treasurers: Nancy Dormevil

PTA email: 29Q037PA@schools.nyc.gov

PAC Title I Parents:

Nancy Dormevil

Charlana Walker

Parent Teacher Association (PTA)

The PTA is the school's officially recognized parent-teacher leadership body and a non-profit organization. The P.S.37 PTA is very active and involved in supporting the education and learning needs of all children by reaching out to parents and guardians, teachers and the administration in exchanging ideas and information, and raising necessary funds in support of the school's educational programs and community building.

The PTA depends on the involvement and support of all P.S.37 families to enable the community and programs to thrive. By contributing volunteer time, donations, ideas, and resources, families ensure that P.S.37 students experience a first-class educational experience.

The PTA is governed by bylaws which are updated as needed in keeping with the Chancellor's A-660 regulation and can be found in the PTA website (<https://29q037pta.ptboard.com>).

School Schedule: 8:30 AM– 2:50 PM

Arrival Time: 8:30AM

Pre-Kindergarteners - Main Entrance on Belknap Street

Grades K-5 Students - Exit 9 on 137th Avenue

Dismissal: 2:50PM

Pre-Kindergarten- parents will enter Main entrance on Belknap Street to pick-up students

K-2 students will enter the auditorium (2:45 PM) for parent pick-up at Exit 3 (136th Avenue)

Grades 3-5 will be dismissed Exit 2 on Belknap Street (137th Ave0

Late Pick-Up:

All students *must* be picked up at the regular dismissal time. However, on rare occasions emergencies occur which may delay picking up your on time if this happens, please call the main office at 718- 528-5399 ext. 2010 or 1050. For late student pick-up, please ensure that students are signed out in the main office before leaving the building. Please note, anyone picking up your child must be on the emergency blue card, and have a photo ID.

Student Attendance:

Your child's classroom teacher takes attendance daily. Parents should be aware that having a good attendance record is incredibly important. Instruction begins at 8:30 AM and students must be present to meet their full academic potential. Let's prepare our students for future careers!!

Absences:

It is important that parents/guardians communicate with the school to report student absences. This helps keep us informed and ensures that our documentation is accurate and timely.

If a student is absent for any reason, please call the main office at 718- 528-5399, ext. 2011 OR email Ms. Perez at lperez32@schools.nyc.gov. Please be sure to include the following information: child's full name, grade, teacher's name, reason for absence.

Birthday Celebrations:

Birthdays will be served in the student's classroom. We ask the parent to arrange a time with the classroom teacher ahead of time. Due to the number of food allergies, parents need to contact the teacher for a list of approved items. *All food items must be store bought.* Birthday parties are celebrated on Fridays only from 2:00 pm - 2:40 pm.

In Addition:

- If your child is out sick for 2 days or more, you should obtain medical documentation to coded accurately.
- If your child is traveling out of town, please communicate with your child's teacher
- If your child is present at school and enrolled in the NYJTL After School Program, but you choose to pick your child up at regular dismissal (2:50 PM) , please be sure to email or contact the Director, Ms.Galloway, at ngalloway@nyitl.org

The DOE closely monitors student absences and requires appropriate action in cases of excessive absences. Regular attendance is critical in maintaining continuity in your child's learning and directly correlates with academic success.

Half (½) days are scheduled twice during the school year for Parent/Teacher Conferences Thursday, November 2, 2023 and Thursday, March 7, 2024. On half days, students are dismissed at 11:30 am. School buses will run their normal routes.

Required Documents

All required documents must be submitted to your child's classroom teacher and/or school secretary. Please keep originals and copies at home as well.

Emergency Blue Card

An updated emergency blue card is required for each student every year. Please complete emergency blue cards to provide the school with the required information. Documentation for all restrictions (medical/safety/legal) must be submitted to your child's teacher or the main office. In addition, make your child's teacher aware of any restrictions at the beginning of the school year using the beginning of year packet.

Parents/guardians must inform teachers/staff of changes to contact information by requesting and submitting an updated blue emergency card. In addition, all individuals including daycare providers who will pick up your child must be listed on the blue emergency card.

Health Requirements/ Immunizations

All students entering a NYC School or childcare facility for the first time must have a complete physical examination and all required immunizations during registration/enrollment.

Medication

School staff is prohibited from providing or administering any medication, including aspirin, to any student. However, if medication must be given at school, a completed 504 form must be submitted to the school's nurse, Ms. Alexander 718-528-5399 ext. 2000

If medical accommodations are needed, a completed 504 form must also be provided to the nurse. After a medical procedure, a medical clearance from the doctor must be submitted to the nurse when your child returns to school.

School Bus

Parents/guardians are required to apply for school bus services in the main office. Please contact our Transportation Coordinator, Ms. Collins at 718-528-5399 ext 2012 or Parent Coordinator, Ms. Perez at ext. 1170. If your child qualifies, parents/guardians will be notified in writing. Bus transportation must be confirmed by parent/guardian and bus company before your child receives bussing. Once your child is assigned to go home by bus, parents/guardians must ensure that students are picked up at the drop off location.

The Office of Pupil Transportation can be contacted at (718) 392-8855 with any bus questions or concerns. Parents/guardians must know the bus route number and bus company contact information.

ACADEMIC PROGRAM: Curriculum

Our curriculum is based and aligned to the New York State Next Generation Learning Standards (NGLS) Please refer to the DOE website (<http://schools.nyc.gov>) and <https://www.engageny.org> to view these standards and be sure to attend Curriculum Night scheduled on Thursday, September 14, 2023.

Core Curriculum

English Language Arts - HMH Into Reading
Math - Eureka Math (aka EngageNY)
Science - Amplified Science

Social Emotional Learning - Harmony
Physical Education - NYS PE Standards
Music - NYS Music Standards

**** Academic Supplements: *Iready (digital ELA/Math Supports), Imagine Learning, Wilson Foundations & Haggerty (Phonics),***

Academic Intervention and Support Services:

PS37Q acknowledges and celebrates the wide variety of learning styles that students bring with them, and the school demonstrates its commitment to meeting the needs of all students by providing the appropriate general education practices and special education services. General education classes include students who may receive special education/related services such as Speech and Language service or Occupational Therapy, and students who receive the services of a SETSS (Special Education Teacher Support Services) teacher. Students receiving special education/related services receive services that may be “pushed into the classroom” or students may be “pulled out” and serviced in a small group setting, as prescribed by their Individual Education Plan (IEP).

Among the support services provided during the school day are: Integrated Co-Teaching (ICT), speech and language therapy, occupational therapy (OT), physical therapy (PT), counseling, and adaptive physical education.. A member of the P.S.37Q staff gives students in need of academic support at-risk academic services, in small groups or individually,.

For more information contact:

School Psychologist: Ms. Charles via email: tcharles6@schools.nyc.gov or call 718-528-5399 ext. 3560

School Social Worker: Allegra D’Alo via email Adalo@schools.nyc.gov or call 718-528-5399 ext. 2630

School Guidance Counselor: Mr. Jones via email cjones14@schools.nyc.gov or call 718-528-5399 ext. 2612

Integrated Co-Teaching (ICT)

To receive special education services, students are evaluated so that their needs can be identified, and appropriate mandates provided. The ICT is one model through which students with mandated services are supported. The ICT classes are put together with the following considerations in mind:

- Students whose IEPs indicate the need for placement in the ICT class – the number of students may not exceed 40% of the total number of students in the class.
- Students with no IEP, i.e. general education students – the number of students should comprise 60% of the total number of students in the class.
- Students comprising the general education percentage must be solid academically, socially, and emotionally.
- Students are selected and placed at the discretion of the administration and classroom teachers.

How ICT Classes Work:

There are two teachers in each ICT class – a licensed special education teacher and a licensed general education teacher. Both teachers collaborate to provide a balanced education program for all learners in the class. This is a very successful model that we value and prize as part of our practice. One of the hallmarks of our practice at P.S.37Q is the collaboration between staff.

Collaboration is the belief that two or more viewpoints create a richer instructional and emotional environment for all children. Our ICT classrooms thrive because of the collaboration between our general education and special education teachers. Integrated Co-Teaching is an integrated service through which students with special learning needs are educated with their age-appropriate peers in the general education classroom.

This inclusive environment provides students the opportunity to be educated alongside their peers with full-time support of a special education teacher throughout the day to adapt and modify curriculum and instruction.

ICT classrooms follow the same curriculum and pace as all other general education classes on the grade.

When co-teaching, the general education and special education teachers meet to co-plan and prepare lessons, activities and projects that incorporate the appropriate learning modalities. Together, the general education and special education teachers carry out instruction employing a range of methodologies. P.S.37Q makes every attempt to enable all students to experience an ICT class.

While most do experience ICT, not all will. In some instances, the sheer volume of students in a grade may make it impossible for all to receive such placement. Additionally, children with 504's (i.e. those requiring testing accommodations) will not be placed in an ICT class, following DOE guidelines.

Class Assignments:

Toward the end of the school year, grade teachers meet to discuss class composition for the following year. They review the students and overall group dynamics, as they recommend classes for the following school year. Each child's placement is carefully determined after consideration of many factors. The grade teacher teams develop a draft outline of proposed classes, which is reviewed by the Principal and the Assistant Principal for final approval.

NYS Standardized Tests:

Students in grades 3 - 5 will participate in the New York State testing program which consists of two exams: the English Language Arts (ELA) and Math. Each is administered separately.

- The ELA and Math exams for 3rd, 4th and 5th graders each consist of two parts and are administered at the start of the school day on two consecutive school days in April 2024 and May 2024.
- Grading is on a scale of 1 to 4, with Level 4 "Exceeds grade learning standards", Level 3 "Meets grade learning standards", Level 2 "Below grade learning standards or meets part of the learning standards" and Level 1 "Well below grade learning standards"

Specific NYS testing details will be provided during Parent Learning Workshops throughout the school year. Please stay informed with the school's update by frequently visiting our website (ps37Q.com), classdojo, school calendars and communication with your child's teacher.

MIDDLE SCHOOL PLACEMENT:

At the beginning of 4th grade, Mr. Jones, School Guidance Counselor and Middle School Coordinator, will call a meeting for all 4th grade parents, providing them with a preview of the middle school process for the following year.

At the beginning of 5th grade, Mr. Jones will hold a follow-up meeting to review specifics on the application process and to provide information on school tours and additional resources.

Families can tour schools on their own or join an P.S.37Q organized group tour. Families will be given an update on District 29 schools, including information on the admissions outcome for prior years' 5th graders, and important deadlines. Also provided will be a District 29 Middle School Directory, information on specialized, Talented & Gifted, and Citywide programs, as well as general information on the private school process.

A one-on-one meeting with Mr. Jones to discuss how to best support you and your child through the process will be offered throughout the fall.

Schools use a variety of criteria for determining admissions. These include the 4th grade State ELA and Math scores, report cards, and tests and/or interviews administered by the admitting school. ATTENDANCE/BEING ON TIME IS CRUCIAL! Middle Schools take excessive absences/tardiness seriously! Absences/tardiness related to illness, family-situation and special circumstances are excusable.

Student Performance and Evaluation

Our most important goal is to ensure that your child is meeting or exceeding grade level standards. Performance tasks and assessments will be administered weekly to evaluate students' learning strengths and needs. Report cards will be provided for parents in the following months during PTC in *November 2023, March 2024, June 2024*. In addition, parents will receive

progress reports in the following months **October 2023, January 2024 and May 2024**. Below is the current grading policy that will be used to determine grades for all subjects.

Percentages/Points Earned	Performance Levels
90% - 100%	Level 4
80% - 89%	Level 3
65% - 79%	Level 2 - Below grade level standards
0% - 64%	Level 1 - Well below grade level standards

Parent Teacher Conferences

Parent Teacher Conferences are an opportunity to meet one-on-one with your child's teacher and to work cooperatively to enhance and enrich your child's productivity and learning experience. You will learn not only about your child's academic progress but also about their social skills, and any additional talents and strengths your child may have. "We must ensure that we address "the whole child"!

Homework:

Please check assignments sent home with your child, including those who complete homework in the after-school program (ACES). Please keep in mind that homework should be completed by the child for teachers to assess understanding. Students must assume responsibility for the completion of any missed assignments.



Life Long Learners

Students who develop the habits of working independently, set their own goals and persevere to meet these goals improve their chance of success by becoming life-long learners. To help our students become life-long learners, parents/guardians can ensure that they have a regular routine that includes a quiet place and dedicated time to complete homework, projects and independently reading. The classroom teacher will provide your child's independent reading level on his/her report cards and progress reports. You can visit www.readinga-a.com for book lists with reading levels.



Health and Safety Information for Parents

Safety

All schools are required to conduct multiple safety drills and to implement the DOE safety protocols from the Code of Discipline and the Safe Transitions handbook during the school year. There are 3 types of drills that are required: evacuation drills (fire drills), shelter in drills, and soft lock down drills. For more information, please visit the DOE website.

School Attire

Students are strongly encouraged to wear their school uniform which consists of white tops and navy bottoms. Classes with 100% uniforms will be recognized monthly with special prizes and incentives. We will incorporate dress down days to recognize special events, such as school spirit, character day, friendship day, etc.

It is important to discuss your child's progress with your child's teacher at least each marking period. Teachers will keep you informed by sending home progress reports and report cards. Teachers will provide small group instruction to students who need academic support as needed to ensure that their students are progressing toward grade standards.

If needed, your child's teachers will make referrals for additional academic intervention and monitor your child's progress. Parents/guardians must give the school written permission to provide academic or guidance intervention for about 6 weeks in addition to the classroom support provided by the classroom teacher. After the additional support, the classroom teacher will inform parents of next steps based on his/her assessment.

LOST AND FOUND

All items sent to school with students must be clearly labeled, (i.e., lunch bags, sweaters, book bags, jackets, hats, gloves, toys, etc.). Please communicate with the classroom teacher for missing items or a "Lost and found" bin will be located near the auditorium, and should be the next step when attempting to locate lost or missing items. Please keep in mind that items generally are placed in the bin by the following day.

Electronics & Games:

Students are not permitted to possess gaming devices, toys or anything else that is disruptive to the learning environment without authorization from a teacher. Any unauthorized item will be confiscated and returned only to a parent or guardian.

NURSE

Our school nurse, Ms. Alexander is on duty from 8a.m. to 3p.m. and will evaluate your child in case of illnesses while at school. In case of an illness, the school nurse will contact you via phone or letter. All students are required to have an annual physical on file. In addition, students with asthma and other medical conditions may require extra forms in order for related medicines to be kept on premises and administered in the case of an emergency.

Please Note: Our teachers are not authorized to administer medication to the children. Children are not allowed to self-medicate, without the proper documentation from a medical professional.

The NYC Dept. of Education Website: www.schools.nyc.gov

Follow us on Twitter! @PS37Queens

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www.ps37q.com

Get additional information and updates about the NYC public school system, calendars, testing dates, policies and procedures, school closings.

P.S. 37 Parent Handbook Signature Page

I, _____ parent/guardian of _____
in class _____ have reviewed the P.S. 37 Parent Handbook and
discussed it with my child.

- I fully understand the content of the Parent Handbook
- I have questions about the Parent Handbook (contact P.C., Ms.Perez)

Parent Volunteer:

- I would like to volunteer to support the school community

What days and times are you available to support our school?

Days _____

Times _____

Parent/Guardian Signature: _____

Parent's Email : _____

Cell Phone # _____

*****Please submit to your child's teacher***