PS 184
FLUSHING MANOR
"Learners for Life, for Life!"

P.S. 184Q
Parent and Guardian Handbook 2026-27
Learners for Life, for Life!

163-15 21st Road
Whitestone, NY 11357
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P.S. 184Q VISION STATEMENT

P.S. 184Q is a dedicated community of life-long learners. Our school works together to accomplish the goal of preparing all students for the real world. The curriculum incorporates authentic experiences within a nurturing environment to foster student learning and creativity. Students are challenged to use their strengths and talents to make positive contributions to the world.

MESSAGE FROM THE PRINCIPAL

Dear P.S. 184 Parents and Guardians,

Welcome to the 2026-2027 school year at P.S.184Q. We are so excited to have all our young learners with us for another successful year! As always, our Safety First initiative is a central force in all decisions. Also, at the forefront, is ensuring that a supportive, welcoming environment is experienced by students, families and staff each school day. We embrace your involvement and support in this effort. By maintaining open and consistent communication with our families and by continuing to work together and support one another, just as our school vision states, we know that our children will grow and thrive socially, emotionally and academically and that they will be well prepared for the real world!

This family handbook is designed to provide you with all you need to know about PS 184's policies and procedures that will be implemented this school year, 2026-27. If any situations arise, which are not covered in the handbook, please check with your child's teacher or our parent coordinator, Sandra Wong-Blanchet. Additionally, changes to the handbook will be communicated and it will be updated accordingly. It is always available on the school website: www.ps184q.com

We thank you in advance for your support and involvement in your child's education. By working together, we can achieve our common goal – of creating students who become productive citizens who are truly 'Learners for Life, for Life!'

Sincerely,

Grace Lee-Sim
Principal

SCHOOL DIRECTORY

Main Office:
718-352-7800

Parent Coordinator:
Sandra Blanchet
718-352-7800/Ext.5010

School Nurse:
Kristy Vitarelli
718-352-7800/Ext.1172

Guidance Counselor:
Maria Acquista
718-352-7800/Ext.2190

School Based Support Team
718-352-7800/Ext.2510

Pupil Accounting Secretary:
Michelle Endara
Mendara2@schools.nyc.gov

Payroll Secretary:
Elizabeth Smalios
Esmalios@schools.nyc.gov

ARRIVAL/ENTRY

Please do not drop off your child before the designated times.

Important: Students should be dropped off at their grade appropriate entrance and report directly to their learning area to be supervised by support staff.

Traffic Safety: For safety reasons, **do not** stop your car directly in front of exits/entrances, double park, make U-turns or block driveways when dropping off your child, as this creates a hazard for others. DO NOT ENDANGER OTHERS. *Park your vehicle legally and walk your child to the designated drop off spot.* Older children may be dropped off BEFORE or BEYOND the exits, and are allowed to walk on their own to the designated drop off spots. To ensure student safety, ONLY STUDENTS will be allowed to enter the designated areas at drop off.

- IN PERSON PARENT CONVERSATIONS OR DROP BY's WILL NOT BE PERMITTED AS THIS IS VITAL TO MAINTAINING SAFETY OF OUR STAFF AND STUDENTS – THANKS FOR YOUR UNDERSTANDING!

Morning DROP OFF IS FROM 8:00AM-8:10AM FOR ALL STUDENTS

Grade	Entry/Drop off
Pre-Kindergarten	Exit 12 (Outside Pre-k Classrooms) – straight into the classroom
Kindergarten	Exit 2/3 – 21st Road (closer to yard) – students proceed to classroom area
Grade 1	Exit 2/3 – 21st Road (closer to yard) – students proceed to classroom area
Grade 2	Exit 6 - Cove – students proceed to classroom area
Grade 3	Exit 6 - Cove – students proceed to classroom area
Grade 4	Exit 6 – Cove- students proceed to classroom area
Grade 5 and Class 119	Exit 6 – Cove - students proceed to classroom area

BREAKFAST

Breakfast Program: Hot breakfast will continue this year for students in **grades K-5**.This morning breakfast program begins at 7:40AM and is available Monday-Friday for any students who wish to have breakfast in school. Students who arrive at this time must take breakfast. Students will enter directly into the lunchroom at exit 11.

SIBLINGS: At morning drop off, **older siblings can enter at the younger siblings door** and then proceed to their classroom. However, **we cannot allow siblings to be dismissed with their younger siblings classes** due to overcrowding and supervision issues. Older siblings grade 4-5 can walk to younger siblings' dismissal areas with parent permission. Please write a signed note and send it in to your child's teacher if you would like your child to do this.

ATTENDANCE

Please note that attendance is a critical factor in learning and future success in school. Absences and tardiness are recorded on each child's report card. Please make every effort to prioritize your child's attendance in school. Chronic Absenteeism is defined as missing 10 % of the school year. That is an average of 2 days per month. Chronic absenteeism is linked to reading difficulties and future school challenges as students get older. All attendance is tracked and monitored by the P.S.184Q Attendance Team. Repeated absences will result in intervention provided by the attendance team, which may include a home visit by an attendance teacher. Please note, even if a child has an excused absence (ex. a doctor's note), it is still counted towards overall absences.

ABSENCES

If your child is sick, please contact the office or your child's teacher. Report your child's absence starting at 8:00 AM, by calling the school main office at (718) 352-7800 Press 1 when prompted to report student absences. or email mendara2@schools.nyc.gov. Please provide the following information: your name, your child's name, teacher, reason for absence and when your child is expected to return to school.

LATENESS

A child who arrives after the 8:10 bell must enter school through the main entrance on 21st Road. *All students arriving after 8:10 am must be accompanied by an adult and signed in as late.* Repeated lateness will result in intervention provided by the attendance team, which may include a home visit by an attendance teacher. Early pick-ups are treated similarly.

AFTER SCHOOL PROGRAMS

Information about after school programming is available on the school website ps184q.com. As the year continues, be on the lookout for fliers and information about additional after school opportunities.

BIRTHDAY CELEBRATIONS

In collaboration with the SLT, we have revised our birthday celebration policy.
Short classroom birthday celebrations (10 minutes) are permitted in school for students in grades PreK-2. For grades 3-5, short classroom celebrations (5min) will be permitted.
Only small, pre-packaged goodies may be shared. Please do not bring in cakes that need to be cut and distributed.

Goody bags are permitted for grades PK-2 but please consider gifting the class with a special book to add to their classroom library instead. A family member can even offer to come and read it to the class!

Also, as in the past, please do not ask teachers to give out party invitations unless you are going to invite ALL of the students in the class.

BLUE CARD-EMERGENCY CONTACT FORM

Blue Emergency cards are distributed each year in September. Now more than ever, these phone numbers must be active, in-use numbers. Emails must also be updated and checked regularly. This year the DOE is suggesting families enter the emergency information on the NYCSA Account. We are also asking our families to complete hard copies and send them into school. Print clearly and write legibly! These cards are essential in ensuring quick and effective communication between the school and home, especially during an emergency. In case of an emergency, we **must** have a phone number (other than your home or cell number) and a contact person who can be reached if you are not available. Only those persons listed on the Blue Emergency Contact Form will be permitted to take your child should an emergency arise. Those people must live near the school and be able to come in an emergency or in the event your child needs to be picked up.

These are legal documents and once they are completed, the school must abide by the information on the cards. If at any time information on the card changes you must come into the main office to complete a new card.

Any family who does not return the blue card will be contacted until it is submitted.

BUSSING

Students eligible will be contacted by the school.

If you have a question about busing, please call the main office, 718-352-7800.

If your child will NOT be taking the bus one day, you MUST notify the teacher that morning or call the office before 2pm.

CELL PHONE AND ELECTRONIC DEVICE POLICY

NYS has banned the use of cellphones, Smart watches, personal iPads, or any other wifi enabled device in schools. In consultation with the P.S. 184Q School Leadership Team P.S. 184Q will implement the cell phone and electronic device policy as follows.

Students may bring the following personal electronic devices to school: 1) cell phones; 2) laptops, tablets, iPads, Apple watches and other similar computing devices.

HOWEVER…

All personal electronic devices must be turned off prior to entering the school and can be turned on only upon exiting at the end of the school day. Students have to place devices into special pouches

to be kept in their backpacks until dismissal time. *The devices should remain off for the entire school day.* If a child has an emergency during the day such as feeling sick, they will be allowed to use the phone in the main office at any time. In the event of a school-wide emergency, in following the DOE policies and emergency protocols, the school will determine when it is appropriate for students to use personal devices to contact their parents/guardians.

Personal electronic devices must remain in backpacks and not be made visible. If used or seen in school, devices may be subject to confiscation by a school administrator or staff member. Where appropriate, measures will be implemented in a progressive manner, and may include:

- First Infraction – Warning the student to end use of the device, turn it off and put it away.
- Second Infraction – Confiscation of item. To be returned at the end of the school day followed by a parent phone call.
- Third Infraction – Confiscation of item. To be returned following an in-person parent conference and possibility of student entering a behavioral contract.
- Subsequent Infraction - Loss of privilege to bring item to school.

Please be aware that certain circumstances can cause confiscation without a warning (such as using a cell phone during a test).

Students who use personal cell phones or computing devices 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 will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

Please remember that parents are responsible for reminding their young children about digital citizenship and responsibility. We teach children about this as well and strongly encourage families to familiarize themselves with the NYCDOE policies linked to our school website, ps184Q.com.

P.S. 184Q cannot be responsible for lost or stolen devices.

Parents will receive a **tear-off to sign** indicating they have read and understood the policy regarding electronic devices each school year **by September 18th.**

CHANGE OF ADDRESS/PHONE NUMBER

It is very important that you inform us immediately of any changes in your telephone number, address, or the person we should notify in case of emergency. Please notify the school office in advance of a planned move from our school. (See DISCHARGING A STUDENT in this

handbook). Each Spring we provide an opportunity to update this information, however, you should not wait until then if any changes occur during the year.

CLASSROOM CELEBRATIONS

At Flushing Manor we take pride in the hard work of our students and involve the entire school community in celebrating that work. We look forward to scheduling in-school academic celebrations this school year. Please be on the lookout for invitations to Welcoming Wednesdays beginning in October where parents and guardians will have an opportunity to visit the school for various events.

CLUSTER TEACHERS and SUBJECTS

In addition to your child's classroom teacher, P.S. 184 has many enriching programs provided by cluster teachers who contribute to your child's education. These subjects will appear on your child's progress report or report card. Clusters can vary from year-to-year and grade-to-grade but this year clusters include: Computer Based Projects, Physical Education, Music and Art.

CURRICULUM

The Department of Education of the City of New York provides a comprehensive educational program to elementary students. Our curriculum is based on the New York State Next Generation Standards. In addition, as a DOE school we implement any and all initiatives released by the central Department of Education.

- Literacy: HMH Into Reading, Heggerty and Fundations
- Math: Amplify Math
- Social Studies: Passport to Social Studies and Civics for All
- Science: Amplify Science
- SEL: Mind Up

Please visit the Department of Education's website at **www.schools.nyc.gov** and click on the Parent's tab at the top of the page for important information about curriculum, instruction, testing and assessment.

PARENT CUSTODIAL ARRANGEMENTS

We ask that parents who have a custodial agreement provide the copy of the most updated arrangement so that we can keep this on file and honor its contents.

DISCIPLINE CODE

Students are expected to come to school prepared to participate and learn. We adhere to the New York City Department of Education's current Code of Discipline that encompasses the policies and procedures in the Chancellor's Regulations. It will be made available to all parents on the school website. Teachers will review the Discipline Code with the children during the first weeks of school as well. Please review the code with your child when you receive it. It is

expected that all members of the school community – students, staff and parents – know and understand the standards of behavior which all students are expected to live up to and the consequences if these standards are not met. Once again, this is preparation for success in the real world where rules and laws exist for the safety and well-being of all. An orderly atmosphere allows us to meet the academic and social emotional needs of all students!

You can review the DOE Discipline code:
https://www.schools.nyc.gov/school-life/know-your-rights/discipline-code

As reviewed by the SLT repeated infractions as well as serious infractions to the Discipline code will result in consequences such as removal from communal lunch and/or recess. Parents/Guardians will be notified if such measures are necessary.

DISCHARGING A STUDENT

The following procedures must be followed if you are planning to withdraw your child from P.S.184Q:

- Please notify Michelle Endara, Pupil Accounting Secretary in the main office of the date your child will be leaving.
- Ensure that all books are returned and any fees or fines paid.
- The school will transfer copies of the student's records after we receive a release form from the new school. When you enroll your child at the new school, you will be asked to sign the release.

DISMISSAL

Grade	Dismissal Time	Dismissal/Pick Up
Pre-K	2:20 pm	Exit 12 (Outside Pre-k Classrooms)
Kindergarten	2:20 pm	Exit Main Entrance-- look for class sign
Grade 1	2:20 pm	Exit Main Entrance –look for class sign
Grade 2	2:20 pm	Cove – straight to 163rd Street – look for class sign
Grade 3	2:25 pm	Cove – turn right to the path towards 21st Avenue – look for class sign
Grade 4	2:30 pm	Cove – straight to 163rd Street– look for class sign
Grade 5	2:30 pm	Exit 1 Main Entrance – look for class sign
Class 119	2:30 pm	Exit 1 Main Entrance - look for class sign

In grades 4 and 5 students may be dismissed without an adult only if the parent provides written consent to the school.

SIBLINGS: We **cannot** allow siblings to be dismissed with their younger siblings classes due to crowding and supervision concerns. Once dismissed older siblings (grade 4-5) can walk to

younger siblings' dismissal areas with parent permission. Please write a signed note and send it in to your child's teacher if you would like your child to do this.

DRESS CODE

A NYCDOE Dress code is forthcoming. In the meantime, please adhere to the dress code created in conjunction with the SLT. We encourage families to discuss these guidelines with your children.

- Words written on clothing should not have any obscenities, curse words, sexual references or be rude and demeaning.
- Shorts and skirts must approach the knee, an easy test for appropriate length is to have students stand with arms at their sides and the length of the shorts should be even or longer than where the middle finger ends.
- Shirts should be long enough to cover the belly button.
- Sneakers should be worn on gym days; this is to protect the gym floor.
- No backless shoes, crocs, or flip-flops, as accidents can occur.
- Caps and hats are not allowed to be worn in classrooms.
- No spaghetti straps – straps must be at least two finger widths wide.

EMERGENCY SCHOOL CLOSINGS

Email, Class Dojo and phone call notifications will be provided in the event it is necessary to have school closure.

*Please note that part of the recent agreement between the DOE and UFT is that remote instruction will be provided in the event that a school building or a citywide closure occurs due to the weather.

FIELD TRIPS

Each grade will take two field trips this year. Field trips are educational experiences and are connected to various curriculum areas. Parents will be notified of specific information regarding trips by the classroom teacher.

HEALTH AND MEDICATION

Ensuring the health and safety of our students is critical. Please do not send your child to school if they are sick or have a temperature. We want to ensure that their classmates and staff remain healthy.

It is extremely important to keep your child's Emergency Form accurate and complete with the person to be called in case of emergency, your physician's name, and any special health concerns (such as epilepsy, asthma, diabetes, allergies, etc.)

As always, parents/guardians should bring special health concerns to the attention of teachers and the school nurse. There is a school nurse at P.S. 184Q when students are in attendance. During those times, she is available for students as needed for emergencies, to administer medications, and to discuss health concerns with parents/guardians. In the case of ongoing medical conditions, a "504" form must be filed. Please speak with the nurse or Ms. Acquista, our Guidance Counselor, for more information.

Department of Education policy prohibits the school from administering any medication unless prescribed by a physician. All medications must be in the original pharmacy container labeled with the child's name, drug name, dosage, time to be given, physician's name and parents/guardians name. It is suggested that the parent/guardian bring the medication to school and speak with the nurse. Children may not carry medicines, including over-the-counter medications such as Tylenol. If a student has a contagious condition or illness, the nurse will call the parent/guardian and the child will be sent home from school.

Your child should be kept home from school when experiencing the following illnesses:

- Chicken Pox - For six days after rash appears. Bring a doctor's note.
- Common Cold - Please try to be considerate of your child and the others in his/her class. Children who are not alert should not be in school. Children who are coughing continuously should not be in school.
- Covid 19 - Children should not be in school until they have been fever free for 24 hours and symptoms become mild or go away.
- Fever - Children should not be in school until they have been fever free for 24 hours.
- Impetigo - Stay home until all signs of infection are gone. Bring a doctor's note.
- Pink Eye - Child should stay home while signs of infection are present.
- Rash - Any cases of undocumented rashes are sent home. Bring a doctor's note.
- Ringworm - Child must stay home until under treatment. Bring a doctor's note.
- Strep Throat - 24 hours after the start of antibiotics, temperature must be normal.
- Vomiting - Children should stay home for 24 hours after the last episode of vomiting. Children who vomit at school will be sent home.

It is critical that if your child appears ill in the morning, you must NOT send him or her to school.

HOMEWORK ASSIGNMENTS

Homework assignments may be posted on Google Classroom or distributed to students and families in school. The following information is meant to be general.

- Homework assignments are designed to review and reinforce work already taught in the classroom.
- Reading assignments are assigned daily as per the guidelines below.
- At home tasks address the Next Generation Standards for literacy and math. Students are expected to read and sometimes respond to text at grade level or on their own reading level
- Homework is reviewed by the teacher and sometimes peers. Students in upper grades are taught to self-reflect and check their own work with posted responses.
- Recommended holiday assignments will be assigned to all grades. Grade 3-5 assignments will help students prepare for NYS in ELA and Math which are scheduled to be administered this spring. These assignments are highly recommended.
- Special projects and/or reports will have intermittent deadlines to pace student work. Teachers will monitor student progress towards deadlines.
- Homework may also include the use of online systems such as First in Math and iReady.

Grade	Reading
Kindergarten	Up to 15 minutes
Grade 1	Up to 25 minutes
Grade 2	Up to 30 minutes
Grade 3	Up to 40 minutes
Grade 4	Up to 50 minutes
Grade 5	Up to 60 minutes

Every effort should be made to complete any missed assignments due to absence. Encourage your child to have a friend to call for missed homework or classwork.

LICE

There is a "No Head Lice" policy for all NYC public schools, it is no longer a "No Nit" policy. Nits are the eggs. If there is lice in your child's class, you will receive a note with details on how to check your child for lice and what to do if your child has lice. This is a tedious process for you and your children, please carefully follow all instructions you are given regarding lice eradication and control. Please check your child's head weekly to ensure a lice free school. In accordance with Department of Education guidelines, you will be asked to remove your child from school if lice are found in their head.

LOST AND FOUND

Any lost or forgotten items will be held in the lost and found until the end of the week and will be discarded for health and safety reasons.

LUNCH SCHEDULE

Grade	Time
Grades 1 & 3	10:24 – 11:14
Grades 5, 2 & 119	11:16 – 12:06
Grades PreK & K and 4	12:09 – 12:59

LUNCH FORMS-FAMILY INCOME INQUIRY FORM

The NYCDOE Office of School Food mandates that each family complete a Family Income Inquiry Form, formerly called lunch application. In June, you may have received information about how to fill out the form online. If you completed the application online, you do not need to submit a paper application.

MONEY IN SCHOOL

Limit money brought to school. For special sale days such as snack day or Winter Fair day, please ensure that all money sent to school is labeled in an envelope or baggie with your child's name and class.

PARENT COORDINATOR

Our parent coordinator is here to support our families with any questions or concerns that may arise. Sandra Wong-Blanchet can be reached via email at swblanchet@schools.nyc.gov

PARENT COMMUNICATION

Teachers will provide families with the best method of contact during the meet the teacher sessions. Some of these methods of communication include google classroom posts, parent emails, or the DOE messaging system. Our school will also be using **Class Dojo** as an additional communication with families. It is important that you are aware of what method of contact is being used. If you have difficulty reaching your child's teacher/s you can always call the main office and leave a message.

PARENT-TEACHER ASSOCIATION (PTA)

The P.S. 184Q Parent-Teacher Association (P.T.A.) continues to support our school and our children in a variety of ways during these challenging times. The P.T.A. counts on your support, input and enthusiasm to make all of its plans and events successful.

Membership in the PTA is not contingent upon payment of dues. Each parent/guardian is entitled to one vote regardless if dues are paid. Details about this year's membership drive will be forthcoming.

P.T.A. meetings will be held remotely this year. They are usually held monthly in the evenings. Parents are notified of the dates and times of each meeting. They are a great way to meet parents/guardians and share ideas and build friendships. The PTA email address is ps184pta@gmail.com be sure to share your personal email to their contact list by emailing them the correct email and contact information.

PARENT-TEACHER CONFERENCES

Formal Parent-Teacher Conferences are held twice during the school year, at the end of the first and third marking periods in November and March. These conferences will be held virtually during the school year.

Parents/guardians are encouraged to communicate with school staff at any time of the school year that they have questions about their child's progress in school. Please do not wait until conference time if you have questions. You can call the school to leave a message for your child's teacher directly or use their preferred method of contact. It is best to reach out to the classroom teacher first if any questions or issues arise. The guidance counselor is also available to support students and address questions about Social Emotional Learning.

PHYSICAL EDUCATION/HEALTH EDUCATION

We are proud to have a certified Physical Education Teacher on staff for Physical Education classes. All children will have Physical Education on their schedule and the school will continue to implement Move to Improve activities throughout the week during class instruction in a safe manner. Children should wear a pair of shoes with soft soles, preferably sneakers. This is to keep the children safe during activity. No other special clothing is required.

RELEASING CHILDREN

All children must be released to a parent, guardian or caregiver. If you are not picking up your child, you must send a note to your child's teacher indicating who is picking up your child. That person must have a photo ID and be listed on your child's Emergency Contact Form (Blue Card) Your child's teacher should be made aware of any other pick up arrangements. Remember the person picking up your child must be listed on the Emergency Contact Form or in a written notification from a parent or guardian.

Students in grades 4 and 5 may be dismissed without an adult if indicated on the Emergency Contact Form and if there is a signed note on file at the school.

*ALL CHANGES IN PICK-UP ARRANGEMENTS MUST BE MADE IN WRITING.

LATE PICK-UP

You must make arrangements to have your child picked up on time at dismissal. Students not picked up by dismissal will wait at the exit door with assigned staff for a few minutes before being brought to the main office. You must come to the main entrance to pick up your child. In addition to having limited staff in the building after dismissal, the deep cleaning begins inside the building. If no one picks up your child by 3 PM, and school officials have been unable to contact you or anyone on your child's Emergency Contact Blue Card, your child will be taken to the 109th Police Precinct Station at 37-05 Union Street, Flushing. Please note we will make every effort to reach you or a family member before police are contacted.

EARLY DISMISSAL

Parents should schedule appointments after school for their children to avoid early pick-up. In emergency cases you must call the school to let the office staff know you are coming. The staff will make every effort possible to escort your child to the main office to be signed out. For your child's protection, we require that you sign your child out and present a valid ID.

Teachers will not release a student from their classroom unless instructed to do so by the main office. Your child's teacher will be called and your child will be picked up by a staff member.

If someone other than a parent or guardian picks up the student, that person must be 18 years old and listed on the Emergency Contact Form. Please do not make it a pattern to pick up children early, please contact the Principal if there are extenuating circumstances that will require you to do so.

HALF DAY SCHEDULE

There will be a half day schedule on Parent Teacher conference days. This year the conference days will take place on November 12th and March 4th.
We also plan to have a PROSE half day in February and the last day of school in June pending approval by the DOE and PTA.

RECESS

Students in grades 1-5 will go out for recess each day during their lunch period either prior to eating or afterwards. During the first month or so, students will be playing with their own classes to allow for the lunch teachers and new classmates to get to know one another. They will also be reminded of and practice the safety procedures such as responding to the whistle. Afterwards, students will be allowed to mix and mingle with the other classes.

SAFER ACCESS DOORS

The main entrance to the school will remain locked at all times. You must ring the doorbell and state your reason for coming to the school before being buzzed in by the security agent. Once

you are buzzed in, you will still need to sign in at the security desk with a valid government issued ID.

SAFETY GRP AND DRILLS

As a DOE School, our school implements protocols that focus on emergency preparedness in all NYC Public Schools. Every school currently has procedures for emergencies. Drills are conducted throughout the year to prepare our staff and students, and make improvements in emergency planning. As per the General Response Protocol (GRP), every school will be conducting drills designed to help prepare all school communities for four different types of response to emergencies that may occur: *Evacuation, Shelter-in, Lockdown, Shelter in Place, Hold.*

Training will begin for P.S. 184 staff and students during the month of September. Refresher lessons will be conducted throughout the school year. Please review the information that has been given to all students, and discuss these procedures with your child. Families will be notified beforehand that a drill will be taking place during the week.

Various safety drills will be conducted throughout the school year. Children are taught the proper procedures and signals to follow. Department of Education rules require that students remain silent, stay with their class and listen for instructions during drills.

You are encouraged to take advantage of the many resources that are available to keep families informed if there is an emergency at a school. Please be sure to submit an Emergency Contact Card (Blue card) online at NYCSA or a hard copy. All families are reminded to update the Emergency Contact Cards (Blue cards) that are on file in our main office with any changes. This includes providing information indicating phone numbers, and the names of adults who the school may release children to, in an emergency.

Families are also encouraged to register with Notify NYC (https://a858-nycnotify.nyc.gov/notifynyc/) to receive information about emergency events, and call 311 for additional information about a school during an emergency.

SCHOOL LEADERSHIP TEAM

The School Leadership Team is a Department of Education mandated team of parents/guardians, the principal, assistant principal, teachers and other school staff. The School Leadership Team designs the school's Comprehensive Educational Plan (CEP) which outlines school goals and allocates school resources to meet those goals. Members are appointed to the team through the election process.

SNACKS

Students with the first lunch period, grades 1 and 3 as well as students in the last lunch period, grade Pre-K, K and 4th, will be able to have a short working snack time during the school day. Students should bring a healthy snack and water.

Lunchtime snack sales will take place during lunch on Wednesdays and Fridays. Reminders will be sent by the parent coordinator.

STUDENT SUPPORT SERVICES

The following support services are available to students at P.S. 184Q: speech therapy, physical and occupational therapy (requires a doctor's evaluation and prescription), after school programs, English as a New Language services, guidance services and various special education services as indicated by a child's IEP.

At some time during the school year, it may be beneficial for teachers and parents/guardians to request the help of these specially trained personnel. Your written permission may be requested if we feel your child is in need of any of the services listed above. If this occurs, you will be contacted by your child's teacher or the **School Based Support Team (SBST)** This team consists of a psychologist, a social worker and a family worker. In addition to evaluating students for Special Education services, these professionals provide support services for all students and parents/guardians as necessary. Please note the members of this team are at P.S 184Q on a part time basis as per DOE assignment.

ENL – English as a New Language

The ENL program serves both general and special education children in grades K-5 who are learning English.

Special Education Teacher Support Services (SETSS)

Special Education Support services are provided based on IEP mandated needs. Intervention and supports are provided for at-risk students who are identified based on need under the direction of the Special Education Department.

TECHNOLOGY ACCEPTED USE POLICY

The internet usage policy of The Department of Education has been created to ensure that internet resources are used appropriately and that our educational community may benefit from the resources available on-line in a manner that will not jeopardize their safety and well-being.

The purpose of access to or use of, the Internet through school board connections or equipment is solely educational; therefore, anyone who utilizes the school board's connection must foster that purpose by using Internet resources for educational purposes in an appropriate and legal manner.

This year, the DOE has placed restrictions on screen time for students. Students in Prek - Grade 2 will have no screen time except to take assessments or during Computer class. Students in grades 3-5 will have a 30 minute daily limit on screen time.

The proper use of technology resources and Internet usage will be taught to all students with Internet access during the Computer Based projects lab. **We will send home a parent/guardian permission form for you to sign and return to school.**

The DOE is assigning an iPad to all NYCDOE students. We are in the process of making these assignments and the devices will be kept in school for in person classroom use during non-remote periods of instruction.

TELEPHONE USE

Permission must be obtained from the teacher and/or office staff before a student may use the telephone. For use of cell phones in school, please see ELECTRONICS DEVICE POLICY in this handbook.

VISITORS

During school year 2026-2027, we will continue to follow the DOE visitor policy. Safety protocols must be followed when we allow visitors to enter the school; there are no exceptions! Visitors (parents/guardians included) must sign in at the Security Officer's desk and be prepared to show a valid picture I.D. This policy applies to all events in which the school is open.

WALKING TO SCHOOL

Children in grades 4 and 5 are permitted to walk to and from school without parent supervision. All families who would like their children to walk home alone need to give their permission in a signed note and send it to the classroom teacher to be kept on file for the school year.

Student conduct and safety on the way to and from school should be a matter of concern to parents/guardians. Students should be encouraged to go straight home after dismissal.

Parents/guardians should discuss the safest route to school emphasizing the use of sidewalks and not trespassing on private property.

A school crossing guard is stationed at the intersection of 163rd Street and 21st Road, and at the intersection of 166th street and 21st Ave.

Parents/guardians and students are urged to cross the street at those corners.

WATER

Children should be encouraged to bring their own reusable water bottle each day. No glass bottles will be allowed. Please be sure that it is labeled with your child's name. There is a water filling station available for children to refill their bottles in the lunchroom.

Parent Resources

New York City Department of Education
52 Chambers street
New York, NY 10007
212-374-5110
Chancellor David Banks
www.schools.nyc.gov

District 25 Superintendent
Michael Dantona, Ed.D
mdanton2@schools.nyc.gov

Community Education Councils for
District 25
CEC25@schools.nyc.gov

Department of Education of the City of New York
School Year Calendar for 2026-2027 is posted on the school website as well as the link below:

https://www.schools.nyc.gov/docs/default-source/sections/calendar/2026-27-school-year-calendar.pdf

STUDENT'S PAGE

MY Teacher(s) _____ My Class_____

My Study Buddy List:

Name_____ Phone #_____

Name_____ Phone #_____

Name_____ Phone #_____

My Other Classes Are:

Subject_____ Teacher_____ Day/Time_____

Subject_____ Teacher_____ Day/Time_____

Subject_____ Teacher_____ Day/Time_____

Subject_____ Teacher_____ Day/Time_____

Subject_____ Teacher_____ Day/Time_____