



Family Handbook 2026 - 2027

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OUR MISSION AND VISION

- In becoming culturally and civically responsible, our students will be aware of both the needs of their own communities and the needs of the many diverse communities that make up our society through a rich and rigorous curriculum. In the process of creating an equitable learning environment, students will develop the knowledge, attitude, and skills needed to understand and manage their own emotions and empathize with others, thus cultivating and maintaining positive relationships with peers. Our mission is to prepare students of all backgrounds and abilities to be engaged, global citizens.
- P.S. 939 students will be equipped with critical thinking skills, global awareness, and respect for core values through a rigorous curriculum to prepare them for a rapidly changing world.

Daily Operations

Grades K-5

School Hours: 8:30 a.m. – 2:50 p.m.

Arrival: Students enter through the 60th Street entrance. Doors open at 8:00 a.m. and the gate closes at 8:35 a.m.

Breakfast is served from 8:00 a.m. to 8:15 a.m.

Please note: Students should arrive on time each day. Students arriving after 8:35 a.m. must enter through the main entrance on 59th Street and be signed in by a parent/guardian.

Uniform

- At P.S. 939, we believe that school uniforms promote a positive learning environment. We encourage all students to adhere to our school dress code each day.
- Students are expected to wear a light blue top and navy blue bottoms. A school logo is not required.
- A school uniform website will be available to families during the summer and at the beginning of the school year. Information regarding ordering uniforms will be shared with families before school begins.
- Families may also purchase uniform items from local retail stores or other vendors. As long as the clothing meets the school's dress code colors, logo-free uniform items are perfectly acceptable.
- Uniforms help create a sense of community and simplify morning routines for families.
 - Families needing assistance obtaining uniform items are encouraged to contact the main office for support and available resources.

FOOD SERVICES AND NUTRITION

BREAKFAST

Breakfast will be served to students from 8:00 am to 8:20am. We want to ensure that your child has enough time to eat by the time their teachers pick them up at 8:30 am.

LUNCH

- Students will have lunch during period 4 or period 5 (10:50 am – 11:40 a.m.)

- All families are required to complete a school meals application form **even if your child will bring lunch from home every day.** The information provided on the lunch form is confidential and is available to Department of Education staff only. **This information helps provide us with the necessary funding to run school programs.**
- Meal applications can be completed online. If you need assistance completing the form, please come into the office.
- You can send lunch from home or have your child eat school lunch.
- If your child has food allergies or dietary restrictions, you might be better off sending lunch from home each day.
- If you send lunch from home, please keep it healthy and simple. A small sandwich with a piece of fruit and a juice box is a good lunch.
- Our school lunches are healthy, well-balanced meals.
- Our school does not serve pork products.

SNACK

- Students in Kindergarten have a daily snack. Please send in a small healthy snack such as fruits, vegetables, cheese and crackers, or yogurt.
- Snacks should be packed separately from lunch.
- Cookies, chips, or candy are not acceptable school snacks.

Attendance

- **Attendance is essential to your child's academic success and helps develop responsibility and positive habits.**
- Parents/guardians must notify the school each time a child is absent and provide the reason for the absence. As required by Chancellor's Regulation A-210, the school must document the reason for all student absences.
- As part of the Chancellor's Regulation A-210, the school must know why a child is absent from school. All parents are required to call the school office every time their child is absent. Please call 347-464-5131 before 8:30 a.m. if your child is absent; otherwise, the school will contact you.
- If your child is absent for three consecutive days, a doctor's note may be requested upon the student's return to school.
- Your child's absence is still considered an absence with a doctor's note.
- Good attendance and student achievement go hand in hand. It helps teach your child responsibility and prepares children for future endeavors.
- Our school day begins promptly at 8:30 a.m. The back gate closes at 8:30 a.m. All students who arrive after 8:35 a.m. will be marked late.
- Children who arrive late must be escorted to the main office and signed in by the guardian.
- The school holiday and vacation calendar is distributed on the first day of school. Please use this as a guide to plan family vacations and holidays. Families are strongly encouraged to schedule vacations during school recess periods to minimize interruptions to learning
- **If your child has excessive absences, NYC DOE attendance reports are automatically generated. A letter will be sent home notifying you of this.**

Arrival and Punctuality

- All students enter through the schoolyard gate on 60th Street.
- Arrive on time – late arrivals disturb the classroom routine for all children. Late-arriving students must enter through the main entrance located on 59th Street. Parents must then sign the students into the Student Late Arrival Book located in the main office. We begin dismissing students at 2:45 pm. Please be on time for dismissal.
- If there is no one to pick up your child when the teacher dismisses the class, your child will be brought back into the building.
- Your child will only be dismissed to people listed on the blue Emergency Contact Card. We cannot accept telephone calls requesting that your child be dismissed to someone who is not listed on the card. You will need to send an email to the school informing us of this request.
- If there is a change in your child's regular dismissal routine, please send in a note with a parent/guardian's signature or email 20k939@schools.nyc.gov.
- If your child normally takes the school bus to and from school every day and you want your child to be kept off the bus on a certain day, you must call the school and send an email to 20k939@schools.nyc.gov before 2:30 pm
- Dismissal on half days will be at 11:30 a.m. Children who ride the school bus will have bus service for half days.
- All students will be dismissed in the small schoolyard on the 60th Street side.
- Students will not be allowed to be picked up by a parent/guardian for early pickup after 2:20 pm.

DISMISSAL

- Parents/guardians should notify the school of dismissal changes as early as possible. Dismissal changes received late in the day may not be accommodated.
- For student safety, dismissal changes should be sent in writing or by email to 20K939@schools.nyc.gov.
- All adults picking up a student should be prepared to show valid photo identification upon request.
- Students will only be released to individuals listed on the Emergency Contact Card (Blue Card) unless the school receives written authorization from a parent/guardian.

EARLY PICK-UP

- Early pick-up should be limited to emergencies, medical appointments, or unavoidable circumstances, as it disrupts classroom instruction.
- Only parents/guardians may pick up a child early.
- Parents/guardians must present a valid photo ID and sign their child out in the main office.
- Students will not be called for early dismissal after 2:20 pm
- If someone other than the parent/guardian will be picking up a student early, the school must verify the authorization before releasing the student.
- School staff will contact the parent/guardian directly to confirm the early pick-up request. The parent/guardian may also be required to send an email to 20k939@schools.nyc.gov that includes the name and phone number of the individual picking up the student.
- The authorized individual must present a valid photo ID upon arrival.
- No student will be released without proper identification and parent/guardian authorization.
- Student safety is our top priority.

WALKING HOME AUTHORIZATION

- Students in Grades 3-5 may be permitted to walk home independently with written parent/guardian consent.
- A completed Walking Home Authorization Form must be submitted before a student may walk home alone.
- Walking Home Authorization Forms will be distributed to families on the first day of school
- Additional copies of the form are available in the main office.
- Please note that students without a completed walking home authorization form on file must be picked up by an authorized adult.
- Any changes to a student's walking home status must be submitted in writing by a parent/guardian.

BUILDING SECURITY

The safety and security of our children are of the highest priority for the school. We conduct emergency evacuation and lockdown drills as required by the Department of Education. We have established the following visitor control procedures:

- All visitors, including student family members, are required **to produce a photo ID not a picture of one on your phone** and sign in with the school safety agent every time they enter the school building.
- Once signed in, all visitors must report to the Main Office – Room 103. No visitor is permitted to go directly to a classroom or other location in the building.
- Parents, guardians, and visitors may not use student restrooms. Please use designated adult restrooms only.

BLUE CARDS

- You will receive an Emergency Contact Card. **Please make sure you list three or more working phone numbers where you or a family member may be reached in case of an emergency on each card.** Our phone system will not allow us to dial any special codes such as *82 so please make sure each number listed is available to us.
- Please note any IMPORTANT INFORMATION we need to ensure your child's safety.
For example:
 - If your child is to be picked up on occasion by a friend or babysitter at dismissal, that person's name must be listed, or **we will not release your child.**
 - **Students will not be dismissed early to anyone other than the parents/guardians; students will not be dismissed early to siblings picking them up.**
 - If your child is never to be released to someone, this information is to be given to us **IN WRITING** with any official notice from the courts.
 - If any contact information changes over the year, please come into the main office to make necessary changes for our school records.
 - Thank you for helping us ensure that your child's safety comes first.

MEDICAL CONDITIONS

Allergies

- Please contact the school nurse regarding any active/suspected allergies. If your child has a severe allergy and needs medicine to be administered in school, have your doctor fill out the Allergies/Anaphylaxis Medication Administration form, which is available on the DOE website or nurse's office. You will be asked to supply the medication that the doctor prescribes.
- It is advisable to send in snacks for your child to be kept by the teacher, which will be given out during classroom/birthday celebrations.

Asthma

- Please contact the nurse if your child has asthma and may need medication administered at school. Have your doctor fill out the Asthma Medication Administration form available on the DOE Website/nurse and submit it to the nurse.

Diabetes

- Diabetes management forms should be filled out and submitted to the school before the beginning of the school year.

EMERGENCY PROCEDURES

SCHOOL COMMUNICATIONS

- Please make certain to notify the main office of any change in address or telephone number.
- All teachers will provide families with their DOE e-mail address.
- The best way to arrange a meeting with your child's teacher is by email, Remind app message, or a note in his/ her folder.
- The teacher will contact you to meet by telephone or in person.
- Meetings with teachers can only be arranged during the teacher's non-teaching time.
- Teachers **cannot** meet with parents during arrival and dismissal times.
- If it is difficult for you to communicate in English, our office staff and teachers will use the telephone Translation Service of the Department of Education. This allows us to get a translator to assist us by telephone.

DISCIPLINE

- PS 939 adheres to the Citywide Standards for Discipline and Intervention, which the Department of Education revises annually. These standards are available on the Department of Education website at <http://schools.nyc.gov/RulesPolicies/DisciplineCode/default.htm>
- PS 939's discipline plan places a high value on good citizenship, responsibility, friendship, and respect. Our school rules are simple:
 - I will listen and follow directions.
 - I will raise my hand to share ideas.
 - I will use a soft voice.

- I will use my hands to help and not hurt.
- I will use kind words.
- As outlined in the Citywide Standards, we follow a model of progressive discipline. Our school staff works with children who make inappropriate choices to determine:
 - What they have done wrong
 - How to solve the problem they have created
 - How to assume responsibility for their actions
 - How to accept consequences for their decisions

CELL PHONE AND ELECTRONIC DEVICE POLICY

- New York City Public Schools (NYCPS) is implementing a citywide policy for distraction-free learning, per New York State law. This policy will encourage deeper participation in class so that students can stay engaged the entire school day from bell to bell. All NYC public schools will prohibit the use of personal cell phones and internet-enabled electronic devices—such as smartphones, tablets, and smartwatches—during the school day. Students may bring personal devices, but cannot use them during class or on school grounds unless an exception applies.
- P.S. 939 implemented a cellphone policy last year requiring students to turn in their devices at the main office each morning. These devices are securely stored in a designated storage locker throughout the school day. We will continue using this system for the upcoming school year.
 - **Exceptions to the Policy**
 - Devices can or must be allowed in certain cases:
 - For medical needs (like diabetes monitoring).
 - If required by a student's Individual Education Plan (IEP) or 504 plan.
 - For language translation services, if no other option is available.
 - If the student is responsible for the care of a family member.
 - If at any point this system no longer meets the needs of our school community, we will be sure to communicate any changes to you promptly.

HOMEWORK

Homework reinforces what has been learned in the classroom. The following are the responsibilities of the teacher regarding homework:

- To provide purposeful homework.
- To include clear directions and instructions.
- To implement a system for routinely checking homework.
- To communicate to the student and family what is expected for completing homework successfully.
- To communicate with families when students are not consistently completing assignments.

The following are the responsibilities of the student regarding homework:

- To understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions.

- To gather all materials necessary to complete assignments before leaving the classroom at the end of the day.
- To complete all assignments to the best of his/her ability.
- To return materials and assignments on time.
- To make up any missed homework that the teacher requires.

The following are the responsibilities of the family regarding homework:

- To provide a routine and environment that is conducive to doing homework (a quiet and consistent place and time and all necessary materials).
- To offer assistance but not to do the actual homework.
- To notify the teacher if the homework presents a problem.
- **To read all school notices and respond in a timely manner.**
- To empty the backpack regularly.
- Read with your child daily.

GRADING POLICY

Our school has adopted a uniform grading policy that conforms with the grading policy established by the District 20 Community Education Council. Student assignments, homework, participation, and attendance are all factors teachers consider in assigning grades. Numeric grades are assigned and averaged. These averages then become the basis of the performance level grades – the levels 1, 2, 3, or 4 that appear on report cards. Numeric averages are only reported on report cards for grades 2 – 5.

The grades that will be assigned based on averages are as follows:

Level 4	Above grade level	92 and above
Level 3	On grade level	80 – 91
Level 2	Approaching grade level	65-79
Level 1	Below grade level	Below 65

In accordance with both city and state mandates, we have adopted high standards for our students. We are confident that both our staff and students are working hard to ensure that all children meet these standards.

BOOK BAGGIES

- Student book baggies are full of carefully chosen books that children can read on their own. The books inside these baggies change often during the week. Please make sure that books are sent to school daily so that the classroom libraries are not depleted.
- Sometimes you'll see a little piece of paper with tips inside the baggie to remind children of the things that they have talked about in school.

FIELD TRIPS

- Field trips are an important part of the instructional program. Our teachers plan field trips that support the academic programs of the school. Permission slips for field trips must be signed by the parent or guardian and returned to school before the date specified by the teacher. We cannot accept telephone calls to give permission for trips. There will be many opportunities for adult family members to assist in the classroom and on trips. Chaperones for trips will be selected on a rotating basis to allow everyone the opportunity to participate.
- Siblings will not be permitted to attend trips as a chaperone.

FAMILY INVOLVEMENT

- Ongoing research shows that family engagement in schools improves student achievement and reduces absenteeism. Students with involved parents/caregivers have higher grades, better social skills, and improved behavior.
- Families must try to commit to attending 20 hours of meetings/classroom events. This would include classroom/school celebrations, workshops, conferences, trips, PTC, family nights, etc. If parents are unable to make these meetings, information will be sent to your child.
- Please inspect your child's folder daily. Take out notices and return items that must be signed.
- Please help your child complete their homework assignment every day. Please check Google Classroom during remote days. Homework provides valuable practice for your child.

PARENT ASSOCIATION/PARENT-TEACHER ASSOCIATION

One of the most important ways you can be involved is by joining our PTA. Our PTA meetings are on the third Wednesday of each month. You can support our PTA by:

- Attending monthly PTA meetings.
- Volunteering to assist at special events such as book fairs, bake sales, and family events. The more volunteers who can assist, the more successful we will be.
- Donate and support fundraising activities. All the money raised by our PTA goes directly into supporting student activities that may not be supported by the school budget alone.

CELEBRATIONS

- Children's birthdays can be celebrated in school if you wish. Please notify your child's teacher a week in advance. You may also send in a small goody bag for the children to take home. We now welcome one parent to join the student in the classroom for 10 minutes to celebrate their birthday. Please coordinate the time with your child's teacher at least one week in advance. Please do not send in birthday cakes. Individual cupcakes are preferred.
- **Please send in store-bought snacks with labels to accommodate students with possible allergens/medical conditions.**
- If you want to invite children to an out-of-school birthday party, we will distribute invitations in school **only** if the entire class is invited.
- If your child has an allergy, please send snacks for your child to eat during parties. They will be stored in your child's classroom.
- Any collection of money for classroom-specific celebrations must be approved by the P.S. 939 administration.

Added: Please review

Parents' Bill of Rights: [English](#)

Declaración de Derechos y Responsabilidades de los padres: [Español](#)