



Multilingual Neighborhood School

Public School 18K Edward Bush School

The Multilingual Neighborhood School of Williamsburg

101 Maujer Street, Brooklyn, NY 11206

718-387-3241, ps18k.com, [@ps18bk](https://www.instagram.com/ps18bk)

PARENT HANDBOOK

2023-2024



Vision Statement

Every student at P.S. 18 will be an active participant in their own education. Each community member will achieve success and feel challenged through daily high expectations while being supported by our teachers.

Our vision is to define success as continual growth, no longer fearing mistakes but welcoming learning opportunities.

School Mission

Our Commitment is to provide learning opportunities that will expand the hearts and minds of our students.

Our Promise is to develop critical thinkers who will seek their own truth.

Our Pledge is to always collaborate as a community and to be responsive to the diverse cultures we represent.

How we accomplish this:

1. Offering multilingual programs in German and Spanish to support language diversity and advance literacy skills.
2. Creating collaborative and critical thinkers by providing real-life learning experiences with engaging excursions and STEM curriculum.
3. Encouraging students to develop leadership from within through Project Soapbox and civic engagement.
4. Giving students strategies to regulate their emotions so that they are ready to learn using the qualities of Child Mind Institute.
5. Promoting creative engagement through various art forms.
6. Welcoming parents to be involved and invested in the school community. Through parent leadership, families are involved partners with the school environment.
7. Creating a shared understanding by all stakeholders that it's not about us, it's about the kids!

Table of Contents

| | |
|--|----|
| <u>Our School</u> | 4 |
| <u>Academic Expectations</u> | 5 |
| The NYCDOE | 5 |
| Daily Schedule | 6 |
| Attendance | 7 |
| Homework | 8 |
| Recess Time | 8 |
| Language Programs | 9 |
| STEM, Science and Social Studies | 9 |
| Enrichment Clusters | 11 |
| Town Hall Meetings | 11 |
| Educational Field Trips for Students | 11 |
| Testing | 12 |
| Promotion and Report Cards | 13 |
| Stepping up Celebration and Graduation | 13 |
| <u>Expectations</u> | 14 |
| Being a Role model | 15 |
| Safety Procedures | 14 |
| Adult Conduct | 14 |
| Dress Code | 14 |
| Fire Drills | 14 |
| Bussing | 15 |
| Blue Cards | 15 |
| Use of pictures | 15 |
| Afterschool Programs | 16 |
| <u>Parent Involvement</u> | 17 |
| PTA | 17 |
| Title 1 | 17 |
| School Leadership Team (SLT) | 18 |
| Workshops | 18 |
| In the Classroom | 19 |
| Food | 19 |
| <u>Communication</u> | 20 |
| Class Dojo | 20 |
| Parent Engagement | 20 |
| Website | 20 |

The purpose of this parent handbook is to provide parents and students with relevant information about the program and organization of P.S. 18 - Edward Bush School. In this handbook, a variety of topics are addressed of which we hope that they will give practical and helpful information for parents and students. In addition to this handbook, please check our school website (ps18k.com), join our Twitter account (@PS18kEdwardBush) and ClassDojo for updated information over the school year. We always welcome feedback to improve this parent handbook.

Our School

P.S. 18 was founded in the early years of the 19th century and therefore, has a deep history in Brooklyn, serving the Williamsburg community. The school has been referenced as a pivotal location in Betty Smith's famous book *A Tree Grows in Brooklyn*.

It is named after its former Principal, Edward Bush, who spent most of his life in this school. He was the principal for 56 years (1856 –1912). The school building was much bigger in those days. The L-shaped building in which the school is located today was adjoined to the main building which had its main entrance on Maujer Street.

During World War II, two fires severely destroyed the main building. Authorities decided not to rebuild the school to its old dimensions. However, although the shape and size of the school had tremendously changed, the address stayed the same: it was and is 101 Maujer Street. The remaining free space gave us the opportunity to build a new gymnasium that will be ready for use this school year.

Today, the school has about 200 students from 3K to 5th grade and is guided by our principal Michael Lee since 2020. P.S. 18 is a magnet school with a special focus on languages and STEM. In 2015, the school received a federal grant to establish a Spanish Dual Language Program. Since 2017, P.S. 18 has hosted the first German Program at a Public Elementary School in New York City. Today, students can choose either Spanish or German as their second language.



Academic Expectations

The academic expectations are guided by the NYS Next Generation Learning Standards¹ and are reflected in your child's class work, homework, and assessments. The Common Core Standards involve enrichment, higher order thinking skills, and real-world applications. Hence, all students will be completing performance tasks in reading, writing, math and the content areas (science, social studies, STEM) as well as physical education throughout the school year.

However, each school is unique regarding its curriculum methods of instructions, social and emotional programs, classwork, homework trips and enrichment opportunities.

The NYCDOE

The New York City Department of Education (NYCDOE) is a governmental department of New York City. It manages the public school system. The department is run by the Panel for Education Policy and NYC Schools Chancellor. The DOE is responsible for setting student learning expectations (standards) for what all students should know and be able to do as a result of skilled instruction. Each local school district develops curricula based on these established standards.

All parents have access to the NYC Schools Account², which provides an overview of your child's academic performance, school attendance and health. To open an account, you will need your child's ID/OSIS. Please contact our parent coordinator Ms. Blanca Ramirez if you did not receive a number yet or if you need help to set up an account.

Each year, the DOE publishes a school calendar.³ The citywide calendar for public schools mentions public and school holidays, early dismissal, etc. However, the dates on the calendar are subject to change. **Please Note:** Schools can change some of the dates on the DOE calendar. In addition, the parent teacher conference dates for this school year at P.S. 18 are not the same as the dates on the DOE calendar. Please check the P.S. 18 school agenda on our website <https://ps18k.com>

¹ <http://www.nysed.gov/next-generation-learning-standards>

² <https://www.schoolsaccount.nyc>

³ <https://www.schools.nyc.gov/about-us/news/2021-2022-school-year-calendar>

Daily Schedule

The school day begins at 8:00 AM and ends at 2:20 PM. The school building will be open at 7:30 AM for students in grades K - 5 for breakfast.

3K/Pre-Kindergarten: All students must be accompanied to their classroom during arrival and be picked-up from their classrooms at dismissal each day. No one under the age of 18 is allowed to drop-off or pick-up 3K/Pre-Kindergarten students.

Grades K-5 have a drop and go policy. Beginning at 7:30 AM, students will be allowed to enter the main entrance of the school building to be served breakfast. All students who arrive at 7:30 AM will eat and stay in the lunchroom until 8:00 AM, then be allowed upstairs to their classroom. Students who are dropped off at 8:00 AM will be allowed to stop in the lunchroom to get breakfast and take it up directly to their classroom. To ensure student safety and a smooth transition, parents of students in Kindergarten - Fifth Grade are not allowed inside the school building during arrival or dismissal. Students will be dismissed from the main or side entrance each day.

The day is structured in seven periods. A period is a block of time allocated for lessons, enrichments, lunch etc..

Arrival time: 7:50 AM

| Bell Schedule | |
|-----------------|---------------|
| Morning Meeting | 8:00 - 8:10 |
| Period 1 | 8:10-9:00 |
| Period 2 | 9:00 - 9:50 |
| Period 3 | 9:50 - 10:40 |
| Period 4 | 10:45 - 11:35 |
| Period 5 | 11:40 - 12:30 |
| Period 6 | 12:30 - 1:20 |
| Period 7 | 1:20 - 2:10 |
| Dismissal | 2:10-2:20 |

3K/PK Dismissal time: 2:15 PM – 2:20 PM

K-5 Dismissal time: 2:10 PM – 2:20 PM

To ensure a smooth transition to dismissal, early pickup ends at 1:45 PM. After 1:45 PM, parents will be asked to wait until the regular dismissal time. If it is an emergency, please call Ms. Blanca Ramirez, the Parent Coordinator to make arrangements.

Attendance

Attendance is a crucial requirement for doing well in school! Students are required to be in class by 8:10 AM. It is crucial for students to arrive at school on time as tardiness interrupts the flow of the classroom and takes away from their learning. If students are not in their classroom at 8:10 AM, then they are late. After 8:10 AM, students will receive a late pass in the office. Please note that lateness is part of your child's permanent school record. Students are required to maintain 90% attendance to be promoted. One school year in New York has 180 days of instruction. Please look at the chart below to see how attendance impacts learning.

| Attendance during one school year | Equates to days absent | Which is approximately | Which means the number of lessons missed |
|-----------------------------------|------------------------|------------------------|--|
| 94 % | 10 Days | 2 weeks | 60 lessons |
| 90% | 19 Days | 4 weeks | 120 lessons |
| 85% | 29 Days | 6 weeks | 180 lessons |
| 80% | 38 Days | 8 weeks | 240 lessons |

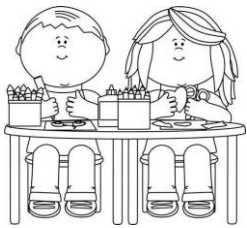
- Attendance is a required, legal record of whether a student was in school or not.
- An absence may be excused but is not eliminated for religious observance, illness, or other reasons. An excused absence is still an absence and remains on your child's permanent record.
- The school will call parents when students are absent. The phone call system is automated, and families who have given us notice about the absence will still receive a call.
- Classroom teachers will also call parents when students are absent for two (2) consecutive days.
- The school always examines attendance, lateness as well as early departure data and finds ways to develop effective intervention strategies to improve school attendance.

Families can follow attendance records on their child's NYC Schools account, report cards or ask Ms. Blanca for attendance records.

In case your child is sick, please email attendanceteam@ps18k.com. Please submit doctor's notes, if available.

Classwork

Students engage in standards-based activities that creates opportunities for students to engage in the following components;



- 1) Prepare the Learner – sets students up for success.
Teachers will ...
 - a. activate prior knowledge,
 - b. make connections to students' lives,
 - c. and establish a risk-free learning environment.
- 2) Explicit Direct Instruction – teach through modeling with a focus on making “thinking” visible.
Teachers will ...
 - a. model critical thinking,
 - b. use critical academic language to give context to students,
 - c. and establish parameters for exemplary work.
- 3) Collaborative Task – Students will explore and develop conceptual knowledge, using teacher models as a cognitive scaffold.
Teachers will...
 - a. facilitate deep discourse within student groups,
 - b. guide students critical thinking through questioning
- 4) Independent Task - students will engage in a rigorous task that will measure their progress towards mastery of the lesson objective.
Teachers will ...
 - a. create tasks that determine if a student is reaching the lesson objective and
 - b. design feedback and small group interventions based off the results of this task.

Homework

Homework is a set of tasks assigned to students by their teacher(s). Students are encouraged to complete homework assignments outside the class – usually after school. The aim of homework is for students to get daily practice of the skills they are learning in school. If your child has difficulties completing the assigned homework or if you have any questions, please feel free to contact the teacher or the parent coordinator through Class Dojo.

Recess



Recess, like academics, is also an important part of the day. It optimizes your child's social, emotional, physical, and cognitive development. Recess is considered a child's personal time. It is a unique form, and a complement to, physical education - not a substitute for it. After recess, students are more attentive and better able to perform cognitively. Please reinforce the importance of following rules and procedures during recess to help maintain a safe environment.

Language Programs

P.S. 18 has a Spanish and German program. This year, P.S. 18 offers Spanish for grades K – 5 and German for grades K – 3.

Program Structure:

Pre-Kindergarten Language Immersion Program: Students in Pre-Kindergarten are exposed to both target languages (Spanish and German). Exposure to the languages is incorporated into the units of study and through nursery rhymes and songs. Students will then have a choice to choose a specific target language (Spanish or German) when they move on to kindergarten.

Spanish Program: Our self-contained program has one teacher who teaches both English and Spanish. Students are taught to read, write, and speak in both languages. The program has both English and Spanish instruction each week, with Monday, Wednesday, and Friday being in English, and Tuesday and Thursday being in Spanish. Grades K-2 will continue to receive Foundations and Heggerty curriculum every day to ensure continuity of the phonics and phonemic awareness programs.

German Program: In Kindergarten, the program uses the self-contained model where one teacher teaches both English and German. This year, grades 1-5 use a push-in model. The students' primary teacher teaches English and another teacher goes into the classroom to teach German or the student goes to a German classroom M, T, and W.. Students learn to read, write, and speak German. The program has both English and German instruction each week, with Monday, Wednesday, and Friday being in English, and Tuesday and Thursday being in German. Grades K-2 will continue to receive Foundations and Heggerty curriculum every day to ensure continuity of the phonics and phonemic awareness programs.

STEM, Science and Social Studies

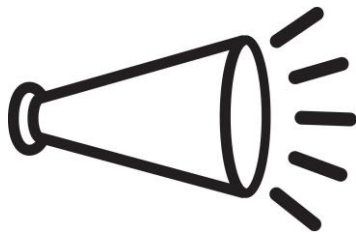
STEM stands for science, technology, engineering, and math. STEM education provides students with opportunities to ask questions and solve problems that relate to the world they live in. Students learn to understand and solve problems, make sense of information, and how to gather and evaluate evidence to make decisions. All students are curious about the world in which they live. Science helps them to make sense of the world around them. It provides opportunities for students to investigate this world and explain how and why things happen. STEM is a cluster and not taught by the classroom teacher. It is taught by a dedicated STEM teacher who uses both Amplify and NY Sunworks curriculum.

In social studies, students learn about history and geography, economics, civics, citizenship and government. We are pleased to announce this year a focus on Civics as part of the DOE Civics 4 ALL initiative, and our first year as part of the elementary debate program. This is headed by a dedicated Civics cluster teacher.



Enrichment Clusters

Our offerings of enrichment vary from year to year based on the interest of our students and families. Previously, we have offered instrumental music with Williamsburg School of Music, and Fine arts with ThriveNYC. We will be continuing our mural work to both beautify our school and create a school environment that promotes our core values.



Town Hall Meetings

This year, we will be conducting Town Halls, at the end of our PTA monthly meetings to simplify our meetings into one date. We will cover topics that begin in with the Principal's Report and then dedicated topics each month.

Educational Field Trips



The purpose of educational school trips is to educate. However, they can also be a fun bonding experience. School trips can reinforce and deepen the knowledge about what the students have been learning in the classroom. Trips encourage engagement and expose students to new places. As a result, students become curious and motivated to learn. Parents should expect many trips this year as it is now part of our unit planning process.

Parents can attend trips with their child's class if possible. We cannot guarantee every parent that wants to go can go. Parents are also welcome to make suggestions for possible trips. If you want to attend a trip, have a suggestion, or a concern, please reach out to your child's teacher.

Testing

Students in elementary grades take various NY State and classroom tests to measure their learning. Tests are used to identify areas of strength and areas for growth. Tests also provide information on a student’s progress toward mastering grade-level learning standards.

- Students in **grades 3-5** take the NYS English Language Arts (reading, writing) and Mathematics Exam.
- Students in **grade 5** take the State Assessment in Science.⁴

Parents with children in grades 3-5 will be invited to participate in workshops that will help them learn more about the tests as well as how to prepare your child for them.

- The New York State English as a Second Language Achievement Test (NYSESLAT) is given to all students who are identified as an English Language Learners (ELL). The purpose of this test is to determine how well they are learning English. **All ELLs** in Kindergarten through grade 5 take the test every year.

Below are the dates of the New York State English as a Second Language Achievement Test (NYSESLAT), English language Arts (ELA), Mathematics (Math) exams and State Assessment in Science.

Dates of testing

| Test | Dates |
|----------------------------|--|
| NYS ELA | TBD |
| NYS Math | TBD |
| NYS Science (Grade 5 only) | TBD |
| NYSESLAT | Speaking: Monday, April 17 – Friday, May 26 Listening, Reading & Writing: Monday, May 15 – Friday, May 26 |

⁴ More information here: <https://www.schools.nyc.gov/school-life/learning/testing>



Promotion and Report Cards

Students receive report cards three times per year. The report card shows the student's progress towards mastering the Next Generation Learning Standards (NGLS) for their grade.

Grading Policy

Level 4: Exceeding grade level (95-100%)

Level 3: Meeting grade level standards (84-94%)

Level 2: Approaching grade level standards (70-83%)

Level 1: Below grade level standards (69% or below)

- **Grades Kindergarten to 2nd:** Promotion is based on classwork and assessments in class. Students must meet the benchmark in at least two of the three academic areas (level 2 or above). The report card shows progress toward mastering the NGLS for the grade at that point in time. Teachers use benchmarks to determine a student's grade.
- **Grades 3 to 5:** Promotion is based on promotional portfolio, ELA exam (Reading & Writing), Math exam and classwork. If the student did not reach the benchmark, students will be sent to summer school and promotion decisions will be made based on progress documented on the promotional portfolio. The report card shows progress toward mastering the NGLS for the grade at that point. The results of the exam are not stated on the report cards as they do not come back until mid-August.

Stepping up Celebration and Graduation

P.S. 18 celebrates stepping-up for Pre-K and Kindergarten students at the end of the school year. This event will take place at school during morning hours and lasts about 1.5 hours. Parents and guardians will be invited to the event. During the event, classes usually perform songs or poems, and are individually recognized for their achievements. Since it is a stepping-up ceremony, there will be no cap and gown. The official graduation for 5th grade students will be during the morning hours at P.S. 18. Students also celebrate by having a picnic, a senior trip, and a graduation party after the ceremony.

Expectations

Being a Role Model

All adults are expected to be positive role models for children. Please speak to your children and reinforce the importance of appropriate behavior in school.

Safety Procedures

To ensure the safety of everyone in the building, no one will be allowed to enter the building without signing in presenting identification to the School Safety Agent. Adults without identification will not be allowed to enter the building without approval from school administration.

Adult Conduct

All visitors are expected to behave in a polite courteous manner. Yelling, screaming and the use of profanity or foul language will not be tolerated. Failure to adhere to this policy can result in School Safety asking the person to leave or in extreme cases, the person being banned from entering the building.

Dress Code

P.S. 18 is a uniform school. The school uniform is a light blue shirt/blouse with gray bottoms (pants, skirt, jumper) with a light blue/gray sweater/hoodie with black skid resistant shoes.

However, the PTA is selling T-Shirts with the school logo that can be used as school uniforms. Children can choose their own individual style for the bottom. Recommended are comfortable and not too tight clothes.

While the school uniform is not mandatory, we encourage all parents to participate. If you choose to not have your child wear their uniform, please make sure that their attire is appropriate for a school setting.

Cell Phone Policy

Under consultation with the SLT, we have established a cell phone policy starting this year. What this means is that cell phones, while allowed in the building, are not allowed for student use during the school day. Students will be asked to give their cellphones to their classroom teachers each morning upon arrival and will receive them back at the end of the day.

Department of Education Guidelines on Gender Inclusion

It is the policy of the New York City Department of Education (DOE) to maintain a safe and supportive learning and educational environment that is free of harassment, intimidation, and/or bullying and free of discrimination because of actual or perceived race, color, creed, ethnicity, national origin, citizenship/immigration status, religion, gender, gender identity, gender expression, sexual orientation, disability, or weight. Such discrimination, harassment, intimidation and/or bullying is prohibited in school, during school hours, before or after school, while traveling in vehicles funded by the DOE and on other than school property when such behavior disrupts or would disrupt the educational process or endangers or would endanger the health, safety, morality, or welfare of the school community.

These guidelines are intended to help schools implement gender-inclusive curricula, programs, activities, and practices that are consistent with this policy and with the DOE's commitment to equity and access. Schools must be mindful that inappropriate gender segregation may result in isolating students, hindering diversity, and/or perpetuating gender stereotypes.¹

Guidelines to Support Transgender and Gender Expansive Students

Transgender and gender expansive students must be provided access to facilities (restrooms, locker rooms, or changing rooms) consistent with their gender identity asserted at school. A transgender or gender expansive student may not be required to use an alternative facility (e.g., a single-occupancy restroom instead of the locker room) or a facility that conflicts with the student's gender identity asserted at school. For students who are gender fluid, the school should work with the student to facilitate restroom and locker room access that affirms their identity.

Schools must provide reasonable alternative arrangements for any student who expresses a need or desire for increased privacy. Reasonable alternative arrangements may include a single occupancy restroom, use of a private area, or a separate changing schedule. Alternative arrangements must be made available to students who request them, but must never be forced upon students, nor presented as the only option. Furthermore, any arrangements must be provided in a non-stigmatizing manner that protects student privacy and is not marginalizing or disruptive for the student.²

Fire Drills

Fire drills teach students how to react and behave during an emergency. Even though fire drills are just practice, it is very important that students take them seriously. Please speak to your children about following staff directions during safety drills.

¹ <https://www.schools.nyc.gov/school-life/school-environment/guidelines-on-gender/guidelines-on-gender-inclusion>

² <https://www.schools.nyc.gov/school-life/school-environment/guidelines-on-gender/guidelines-to-support-transgender-and-gender-expansive-students>

Busing

Bussing is available to students with disabilities on a case-by-case basis. However, it must be part of their Individualized Education Plan (IEP). General education busing is available for in-district students if they live a certain distance away from the school and there are at least 10 children to create a bus stop. For more information about bussing, ask the staff in the main office.

Blue Cards

Please make sure all information on blue cards is accurate and up to date. If your contact information changes, please make sure you inform the main office and your child's teacher immediately. This is the only information we must reach you in case of an emergency.

Use of Pictures

On the blue card, there is a question about using pictures. Please read it carefully. Checking "yes" gives your consent to post your child's picture on the schools' website and social media pages. If you do not want your child's picture to be used, please check "no" and speak with your child's teacher.

Afterschool Programs

St. Nicks Alliance offers free afterschool for P.S. 18 students (Grades Kindergarten to 5th). St. Nicks Alliance is a non-profit organization which provides comprehensive after-school programs for elementary and middle school students in public schools and community centers throughout North Brooklyn. It is located on the school premises and operates daily from 2:20 PM to 5:30 PM as well as during the winter, spring, and summer recess. A separate application is required.

Additional afterschool programs are available which offer school pickup. You can find a list of all programs on our website ps18k.com. Please reach out to the specific program to check availability.

Parent Involvement

Parent Teacher Association (PTA)

Your PTA board this year:

Presidents: Yadsuel Barada & Alexandra Cerda
Treasurer: Jason Soto
Secretary: Michelle Witkowski & Kimberly Withers

Are you interested in what's going on at your child(ren)'s school and want to lend a helping hand? Then P.S.18's PTA (Parent-Teacher Association) is the place for you! Throughout the school year, our PTA organizes many fun activities and events for students and parents like movie nights, parties, a winter market, community street clean-ups, Read-a-Thons, raffles, and many more.

Most importantly, our PTA creates strong links between school and community through our partnerships with local community organizations. Anyone who wants to discuss fresh ideas, support activities, or just has school-related questions and concerns is welcomed.

Want to join and lend a helping hand or you're just curious to see what's going on at P.S. 18? Send an email to pta18bk@gmail.com or simply say hello at our next meeting. The more people involved the more we can accomplish for our children and community.

Title 1

P.S. 18 is a Title I school, a school with a high percentage of children from low-income families. Title I schools receive extra funds and resources for programs to provide academic support for students. An elected Title I Parent Advisory Council works with the PTA and the School Leadership Team to make decisions about how the Title I parent engagement funds are used.

Our annual Title I meeting is scheduled for 9/29/23 on zoom. A flyer posted as an event on Class Dojo. If you want to attend and need more information, please reach out to Mr. Lee. MLEE22@schools.nyc.gov

Each year families are encouraged to fill out a Family Income Inquiry Form which is a key factor in determining whether the school is eligible to receive Title I.

School Leadership Team (SLT)

The School Leadership Team (SLT) is a group of people who represent every group at the school (administration, teachers, support staff, parents, and school-based organizations). The job of the SLT is to develop and monitor the school's Comprehensive Educational Plan (CEP). The CEP outlines the school's educational goals with an action plan to ensure those goals are met. At SLT meetings, the team reviews the CEP to assess and monitor progress towards meeting the school's goals. These meetings can also be used to discuss other school business (programs, funding, issues and concerns). To serve on the SLT, you must be elected. The only members who are not elected are the Principal, Teachers Union Representative and PTA president(s). The team meets monthly. The dates for meetings this year are TBD, but will happen once a month. Please check back to be updated on the official dates and a zoom link to the meeting:

| | |
|------------|--------------|
| September: | 2:30-3:30 PM |
| October,: | 2:30-3:30 PM |
| November: | 2:30-3:30 PM |
| December: | 2:30-3:30 PM |
| January: | 2:30-3:30 PM |
| February: | 2:30-3:30 PM |
| March: | 2:30-3:30 PM |
| April: | 2:30-3:30 PM |
| May: | 2:30-3:30 PM |
| June: | 2:30-3:30 PM |

Workshops

Learning is a lifelong journey. Throughout the year, parents are invited to take part in a variety of workshops. The topics will include safety, social emotional development and challenges, culture and diversity, literacy and learning support, gardening, recycling, nutrition and many more. Are you interested in something else? Let us know!

In the Classroom

Parents are highly welcomed in the classroom. With your knowledge and expertise, you are invited to enrich your child's class's curriculum. Do you like to read aloud? Then, you can be a Mystery Reader and surprise the kids with your favorite book. In collaboration with the classroom teacher, you can share your knowledge or have fun working on a special arts project with the students. Time well spent!



Food

Children need healthy meals to learn and thrive. The Office of School Food offers healthy meals every school day. Meals at P.S. 18 are free of charge for all students. Breakfast and lunch are served in the cafeteria. Pre-K eats all meals in their classroom. What's new? Mondays are officially meatless in all NYC schools. This means vegetarian breakfasts and lunches every Monday. For snacks, children should bring a lunch box filled with healthy options like fresh fruits and veggies, whole grain bread with a healthy topping like fat reduced dairy and meat products or wholegrain crackers or fruit- or grain-bars. Don't forget to send a refillable water bottle! Be creative. Leave sugary or fatty processed food at home. Eat the rainbow. Students are not allowed to bring soda or beverages with artificial coloring. Students are also not allowed to bring sugary candy to school. For more information (allergies, nutrition) and detailed menus, please visit www.schools.nyc.gov.

Communication

Class Dojo

Due to feedback from families and staff, we will continue to use class dojo to communicate. This platform allows for direct messaging between families and staff, gives teachers opportunities to update families in real time, and is private to our school community.

Parent Engagement

Every Tuesday is parent engagement time! This is the first year that P.S. 18 offers engagement activities in person on Tuesdays from 2:30-3:00. Come into our classrooms, look at your child's work, ask questions, and receive an update on what students are doing well, where students need more growth, and how families can support their students at home.

Website

P.S. 18's website (ps18k.com) offers updates of events (calendar) and additional resources and information. This year, we will have class pages for each grade. Parents will be able to access information about the curriculum and other things happening in their child's classroom.



Ms. Blanca Ramirez: She is our parent coordinator and is the first point of contact. She is responsible for supporting us with any issues or concerns. If you need information, have questions or want to be more involved with the school, contact her at (718) 387-3241 ext. 2064.

Ms. Tanya Benjamin: She is the school secretary. She takes care of all administrative functions for the principal and students. Please contact her if you need assistance with attendance, immunization or enrollment at (718) 387-3241 ext. 2062.

Ms. Elba Salas: She is the school aides and support Ms. Blanca and Ms. Benjamin in the main office as well as the overall operation of the school. She also supervises students at lunch. Feel free to ask her for assistance as well.

If you need assistance with something the office staff can't help you with, they will direct you to the appropriate person. We are here to support you.