

Public School 748

**The Brooklyn School
for Global Scholars**



**Family Handbook
2023-2024**



2017 Blue Ribbon Recipient

Dear Public School 748 Learning Community,

As the founding Principal of The Brooklyn School for Global Scholars, I would like to welcome you to the start of a new school year. Our school community of parents, students and teachers is committed to creating a school environment where the concept of the “whole child” is internalized and students’ social, emotional and academic needs are met.

Public School 748 offers students an education that exposes them to various subjects, themes and approaches in order to tap into hidden talents while building self esteem in the process. We are a school where student learning, individuality and character are celebrated.

Our motto at The Brooklyn School for Global Scholars is “learning today, leading tomorrow.” By working together we can ensure that all students can and will become Global Citizens.

With this theme in mind, our goals include increasing student achievement through a curriculum based on the Next Generation Standards, infusing a social and emotional curriculum through our “Bucket Fillers” program and creating partnerships between the school, home and community.

We believe all of our students can and will learn when provided with the best opportunities and conditions for learning.

Strategically planning for the success of all students,

Ursula Annio,
Founding Principal

Jennifer Guido
Assistant Principal

The Brooklyn School for Global Scholars

Public School 748
1664 Benson Avenue
Brooklyn, New York 11214
(718) 382-3130 Fax (718) 382-3140

Ursula Annio
Founding Principal
Jennifer Guido
Assistant Principal

Donna Salerno
Parent Coordinator
DSalerno4@schools.nyc.gov

Visit our website for updates!
PS748scholars.com

School Calendar Continued 2023/ 2024

Friday, March 29- Monday, April 1	Easter Weekend Schools Closed
April 10	Eid al-Fitr Schools Closed
Monday, April 22- Tuesday, April 30	Spring Recess Schools Closed
Thursday, May 9	Evening Parent Teacher/ Grade Conferences
Monday, May 27	Memorial Day Schools Closed
Thursday, June 6	Chancellor's Conference Day No school for students
Friday, June 7	Clerical Day No school for students
Monday, June 17	Eid al-Adha Schools Closed
Wednesday, June 19	Juneteenth Schools Closed
Wednesday, June 26	Last day of school for students

Welcome to The Brooklyn School for Global Scholars

Our mission at The Brooklyn School for Global Scholars is to prepare all students to be active participants in the global community. Our students develop confidence and self-esteem through the development of a positive culture and a strong learning environment. As a school community, our goal is to enhance student performance in academic, social and emotional areas, which enables all children to be productive and contributing citizens in the 21st century.

PS 748 is implementing the District 20 curriculum, HMH Into Reading Program in Grades K-5, Foundations in Grades K-3, Envisions Math in Grades 3-5, Passport to Social Studies K-5 and Amplify Science in K-5. In addition, we are planning to continue Project Based Learning combining the Passport Social Studies program and our Civics for All initiative as we explore everyday problems and work within real world scenarios as we prepare our students for college and careers.

We will also be continuing with our School-Wide Enrichment Model where students can continue to explore their interests and work within a project based setting to collaborate with their peers. It also serves as a model that builds social-emotional competencies and is inclusive of all students based on their backgrounds, culture, abilities and gender. In addition, we also practice departmental teaching in grades 3-5.

Our School Wide Enrichment Programs expose students to new interests and provide them with key skills and knowledge. The programs are designed to prepare students for an ever-changing world while allowing them to express themselves in unique ways.

Professional learning is at the core of our approach to creating a school community that nurtures teachers and students and ensures success for our PS 748 school community.



Daily Schedule

Student hours
Monday through Friday
8:00 A.M.- 2:10 P.M.

Arrival

Breakfast will be served between the hours of
7:30 A.M.—7:45 A.M.

Cafeteria doors will open promptly at 7:30 A.M. for breakfast and remain open until 8:00 A.M. All students will enter the building on Benson Avenue via the cafeteria. At 7:45 A.M. students in Grades 1-5 will make their way to their designated arrival site and Kindergarten teachers will pick up their students from the cafeteria.

Dismissal

Kindergarten & Second Grade: 17th Avenue Courtyard

Grade One: Benson Avenue and the corner of 17th Avenue

Grades Three, Four and Five: Bay 14th Street

All students who are not picked up on time will be brought to the main office.

All students who are picked up late from the office, must be signed out and picked up by someone on the Emergency Contact Card (Blue Card).

If you know you will be running late for dismissal, due to an emergency or an unforeseen circumstance, please call the main office.

2023-2024 School Calendar

Thursday, September 7,	First Day of School
Thursday, September 14	PTA Meeting 2:30 pm “Meet the Teacher” 3:00 pm -5:30 pm
Monday, September 25	Yom Kippur Schools Closed
Monday, October 9	Italian Heritage/Indigenous Peoples’ Day Schools Closed
Thursday, November 2	PTA Meeting 4 pm Parent Teacher Conferences Half Day 11:10 Dismissal
Tuesday, November 7	Election Day Students do not attend
Thursday, November 23 Friday, November 24	Thanksgiving Schools Closed
Monday, December 25 - Monday, January 1	Winter Recess Schools Closed
Monday, January 15	Rev. Dr. Martin Luther King Jr. Day Schools Closed
Monday, February 19- Friday, February 23	Mid -Winter Recess Schools Closed
Thursday, March 7	PTA Meeting 4:00 pm Parent Teacher Conferences Half Day 11:10 Dismissal

School Buses

Only eligible students are permitted to ride the school bus. Children in Grades K-2 living a 1/2 mile or more from the school and students in Grades 3-5 living 1 mile or more are eligible for bus service. Please make sure an adult is there each day on time to pick up your child from the bus stop. Please note, the drivers cannot wait at any given stop, as they follow a schedule for pick up and drop off. Please remind your child about bus safety. All children should remain in their seats, with their seatbelts on at all times while the bus is moving. During our Bus Safety Drills, students are also reminded about bus behavior, and what to do in an emergency. Students are subject to all bus safety rules and regulations as outlined in The Chancellor's Regulations A-801.

If your child is not riding the bus on any given day, a written letter must be submitted to the teacher or the main office must be notified via phone by noon of that day. Please make sure you speak to someone directly, and do not leave a voicemail, as that message may not be received in time for bus pick up.

Ms. Quintana is the Bus Liaison and can be reached at (718) 382-3130 Ext 1042 or by email at MQuintana@schools.nyc.gov.

Lunch Procedures

Grades 3, 4&5: 11:00A.M.—11:50 A.M.
Grades K,1&2: 11:50 A.M.—12:40 A.M.

Each day, weather permitting, students will enjoy outdoor recess. Please dress them accordingly.

Lunch Forms

All NYC public school students are welcome to enjoy free breakfast and lunch at school. Parents/guardians do not need to apply for their child to receive those meals. However, we are asking parents to complete a Family Income Inquiry Form so that our school can get access to funding for this program and others. You can complete the form online in various languages at www.myschoolapps.com. Call or visit the school for assistance.

Ms. Chilelli is the Lunch Liaison and can be reached at (718) 382-3130 Ext 1032 or by email at LChilelli@schools.nyc.gov.

Snack

Students in Kindergarten will be given snack in the late morning. Children must bring in a healthy snack daily. We strongly encourage families to send nutritional food choices such as fruits, vegetables, crackers and cheese, yogurt, pretzels, etc. (no candy, cookies, chips, etc.). [Students with food allergies should bring their own snacks.](#)

Parent Involvement

The Brooklyn School for Global Scholars believes in open communication between the home and school. If at any time you have any issues or concerns regarding your child, please reach out to your child's teacher first. If you require further assistance, you may contact the following staff members:

Ms. Salerno, Parent Coordinator
Extension 1043

DSalerno4@schools.nyc.gov

Ms. Macca, Guidance Counselor
Extension 12075

SMacca@schools.nyc.gov

Ms. Gonzalez, School Social Worker
Extension 12054

LGonzalez82@schools.nyc.gov

Please consider joining our [Parent Teacher Association](#) which will afford you the opportunity to stay up to date with school activities and show your children that you are participating in their education as an active member of our school community. During the school year, the PTA will raise funds to sponsor many events for students and provide cultural arts programs to support and enrich the curriculum. The PTA welcomes all parents/guardians/grandparents to volunteer and greatly appreciates any of your time that you are willing to give. Please join us!

2023/2024 PTA Executive Board Members

President– Sana Obeid

Recording Secretary– Winsome Taik

Treasurer– Eve Chan

The PTA can be reached via email at :
ps748ptaboard@gmail.com

Lost and Found

The lost and found is located in the auditorium. All clothing, backpacks, lunchboxes and books must be labeled with the child's name and class. Please be sure to check the lost and found in a timely fashion. At the end of each month, all unclaimed items will be donated.

Awards

We believe in celebrating our students' successes. We will be giving out "Bucket Filler" and "A.C.E." Awards at monthly assemblies. Please make every effort to attend.

Homework Policy

Homework is an extension of the learning that takes place in school. Homework provides practice that reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. Parents can help their children by providing a quiet, comfortable place for children to work. Parents should also follow up on assignments to ensure that they are completed. Please make sure that you check and sign all homework.

The following guidelines are suggested for each grade level on a daily basis:

Kindergarten	10-15 minutes
Grades 1 & 2	30 minutes
Grades 3, 4 & 5	40 minutes

[If you find it is taking your child longer than the above mentioned time, please do not hesitate to reach out their teacher.](#)

Birthday Celebrations

Birthdays in K-2 may only be celebrated in the classroom at 1:45 pm. In order to maximize instructional time and minimize interruptions, prior approval from the classroom teacher is needed. In grades 3, 4 and 5 birthdays will be celebrated once a month. Please consult with your child's teacher.

Please note, we do not allow siblings to be pulled from instruction to attend parties.

Emergency Drills

Evacuation Drills, Shelter-In, Lockdown Drills & Hold Drills are held at regular intervals. Students are taught the necessary precautions to take in the event of an emergency and the appropriate behavior to be used during the drill.

Medical Room Procedures

First aid is administered in the medical office located on the third floor. Parents will be contacted either by phone or letter (depending on the severity of the illness) when a child is seen by the nurse. According to the Department of Education policy, students may only be given medication by the school nurse if the **Medication Administration Form (504)** has been completed and is on file. This form is available for any child who needs to be administered medication during the school day. **Under no circumstances will a child be permitted to carry medicine in school.**

[If you have any questions, please feel free contact our school nurse, located in room 301B. You can call \(718\) 382-3130 extension 3012.](#)

Cell Phone Policy

Cell phones may not be turned on or used:
During instructional time, or during the school day.

Cell phones may be used:
At the conclusion of after school or school sponsored activities.

Please note that **smart watches** of any kind are also considered cell phones, are not permitted in school during the instructional day.

The complete cell phone policy will be distributed at the beginning of the school year.

NYC Public Schools Website **(www.schools.nyc.gov)**

Please visit the NYC Public Schools family friendly website for complete and easy access to a wealth of important information. On the website under School Life, you can find information regarding rules and policies such as the [Chancellor's Regulations, Discipline Code, Parents Bill of Rights and Parents Bill of Rights for Data Privacy and Security](#). There is also information to support [English Language Learners](#), as well as our [Special Education community](#). On this site, you will also find information about supporting immigrant families, and ensuring that all of our families know their rights. Also on this website you can find information about enrollment, busing, school menus, attendance, health and wellness and much more. At the top of the webpage, there is a large variety of languages to choose from. This allows all families the opportunity to view the webpage in their home language. This website was designed to reach and support all families.

PS 748 also has access to over the phone interpretation from **Language Line**. At any given time we are able to utilize this to communicate with our multi-lingual parent community in over 350 languages and dialects. You can come to the main office and ask for interpretation. As always, if you have any questions or concerns, or require assistance, please do not hesitate to reach out.

Please make sure your contact information is up-to-date. Sign in to your [New York City Schools Account \(NYCSA\)](#). It is imperative that all students have an open [NYCSA](#) Account, as all important documents, grades and attendance records are located here. You can also log into your [NYCSA](#) Account to access Parent University. Parent University is designed to empower you as an advocate and partner in your child's education.

Don't have an account? Forgot your password? Have questions? Please contact our Parent Coordinator, Ms. Salerno, at DSalerno4@schools.nyc.gov or call (718) 382-3130 Extension 1043.

Attendance

As part of the **Chancellor's Regulation A-210**, we are required to know why a child is absent from school. Therefore, parents are asked to submit a note to their child's teacher stating the reason for the absence from school. Please note that absent notes are for record keeping purposes. If your child will be out more than two days, please call and let us know. Also keep in mind that school begins promptly at **8:00AM** and children who arrive after that time will be marked officially late.

Please note that absence and lateness will be reflected on your child's report card.

[Mrs. Fallon is the Attendance Liaison and can be reached at \(718\) 382-3130 Ext 11035 or by email at \[TFallon@schools.nyc.gov\]\(mailto:TFallon@schools.nyc.gov\).](#)

Benefits of good attendance:

1. Attendance and academic achievement go hand in hand.
2. Making school attendance a priority can also help your child acquire excellent work and study habits.
3. Getting to school each day prepares students to meet future responsibilities.
4. The same holds true for getting to school on time. Parents teach a valuable lesson when they teach the importance of arriving to school on time every day.

All students are expected to achieve **90% attendance**.
This equals only nine days of excused absences.

All late students must be brought into the main entrance to have a late pass filled out and signed by a parent / guardian.