

## **The Brooklyn School for Global Scholars**

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

**Ursula Annio**  
Founding Principal  
**Jennifer Guido**  
Assistant Principal  
**Donna Salerno**  
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Visit our website for updates!

<https://www.ps748scholars.com/>



*Introducing our school mascot, Ollie!*

## **Public School 748**

# **The Brooklyn School for Global Scholars**



**Family Handbook  
2024-2025**



**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*

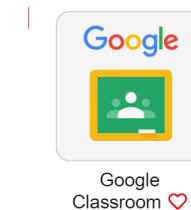


**Once you are logged onto TeachHub, you have access to multiple learning platforms:**

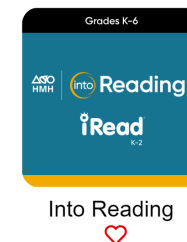
**To access i-Ready click:**



**To access Google Classroom click:**



**To access HMH Into Reading click:**



## Digital Learning Platforms

It is imperative that students at PS 748 have access to digital platforms in an effort to complete homework assignments, practice skills and access Google Classroom in case we need to pivot to remote learning (ie snow day). Please ensure you have your child's student account email and password and then follow the simple directions below to access the online platforms.

### Scan the QR Code to access TeachHub



- Enter your DOE **student account email** (it ends in @nycstudents.net)
- If you don't know your DOE student account email, visit DOE Student Accounts
- Enter your password
- Click Sign In

## 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 K-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.

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.

Our Bucket Filler program serves as a model that builds social-emotional competencies and is inclusive of all students based on their backgrounds, culture, abilities and gender. We are committed to preparing students for an ever-changing world while allowing them to express themselves in unique ways.

PS 748 is committed to the Chancellor's vision for improving and building trust with families. The Chancellor's four pillars, reimagining the student experience, scaling, sustaining, and restoring what works, prioritizing wellness and its link to student success and engaging families to be true partners are at the heart of our school.





## 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** will be dismissed from the Playground on 17th Avenue.

**Grade One** will be dismissed on Benson Avenue, and the corner of 17th Avenue.

**Grades Three, Four and Five** will be dismissed on 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.**

## NYC Schools Account

If you do not have a NYCSA for your child, please sign up today! You will be able to see student grades, test scores, attendance, access forms, Parent University, and update emergency contact information. In addition, you will be able to receive important notifications and will be able to retrieve your child's student email which is needed to sign on to our many digital platforms.



Create an account or sign in to access your student's academic records and school information, update emergency contact details, and more!

[schoolsaccount.nyc](https://schoolsaccount.nyc.gov)


NYC Department of Education

### IMPORTANT NYCSA REMINDER AND UPDATE

Please log into your child's New York City Schools Account (NYCSA), to ensure that all of your contact information is correct.

The NYC Schools Account (NYCSA) Portal will allow you to:

- See your students grades, test scores and more.
- Take classes in Parent University
- Report bullying
- Access forms for your child
- Reset your child's DOE account password
- Access Support Hub



**All with one login!**

**Contact Information:**

If you are a parent who lives with your child, or if you are a custodial guardian, you can update your own home, cell, and work phone numbers and email address of yourself or other additional adults on your child's record in your NYC Schools Account, using the **Emergency Contact page**. You also have the option to update your preferred written or spoken language.

When you sign in to your **NYCSA account**, you will see a pop-up message reminding you to update your emergency contact information. You may click **Update Now** to go directly to the Emergency Contact page. Once completed, select **"Verified"** at the top of the page. This year our school will be utilizing **DOE Messenger** as an additional way to communicate with our families. Parent contact information is imported from **NYCSA**. It is extremely important that this information is accurate and up to date to ensure you are receiving vital information.

**If you have not set up your child's NYCSA Account, please do so immediately!**

**Please reach out to Ms. Salerno if you need assistance.**

**DSalerno4@schools.nyc.gov**



## Emergency Contact Cards/ Early Dismissal

### Communication

Communication between families and school is essential in the success of students. Please sign up for school-wide text messages through the Remind app. Reminders will be sent periodically to keep you up to date with important information, dates and deadlines. Multiple languages are available. Sign up today!

<https://www.remind.com/join/ps748>

### Sign up for important updates from PS 748 JGuido.

Get information for PS 748 Brooklyn School For Global Scholars right on your phone—not on handouts.

Pick a way to receive messages for Parents:

**A** If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

[rmd.at/ps748](https://rmd.at/ps748)

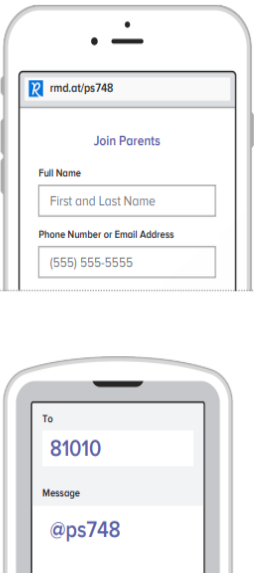
Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.

**B** If you don't have a smartphone, get text notifications.

Text the message @ps748 to the number 81010.

If you're having trouble with 81010, try texting @ps748 to (415) 780-9457.

\* Standard text message rates apply.



Don't have a mobile phone? Go to [rmd.at/ps748](https://rmd.at/ps748) on a desktop computer to sign up for email notifications.

All students will be given **two** Department of Education Emergency Cards. Please complete cards and return immediately. Your contact person must have current phone numbers. Please keep the school informed of your current address and phone number as emergencies sometimes arise which require the attention of a parent and/or guardian. Emergency Contact Cards are kept on file in the main office, the medical room, and the child's classroom. It is imperative that information on these cards be **kept accurate and up to date**.

**Please make it a priority to come to the main office to update the blue card if you change your phone number.**

### Please be mindful that for safety purposes:

- Only people listed on your child's blue card will be allowed to escort your child home.
- We **will not** take verbal permission over the phone.
- Anyone other than a parent who is picking up, may not sign the child out of school early, even if they are on the blue card. We require a note from the parent giving permission for early pick up.
- Only the parent or legal guardian can add a person to the blue card.
- We will **not** release your child to anyone listed on the blue card that does **not have** proper identification.
- Students will not be released to a minor (**Anyone under the age of 18**)
- All students who are being picked up from the main office must be signed out.
- Please contact the school, if you know you will be running late for pick up.

### School Security/Visitors

To ensure the safety of our entire school community, the front doors will be locked. In order to enter the building, visitors must ring the bell, **MUST** present photo identification to the school safety agent and sign in at the desk upon arrival.

## 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](mailto:MQuintana@schools.nyc.gov).

## Lunch Procedures

Grades K-2: 10:15 AM -11:05 A.M  
Grades 3-5: 11:05 A.M.—11:55 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](http://www.myschoolapps.com). If you require assistance with this form, please call or visit the school.

Ms. Tozzi is the Lunch Liaison and can be reached at (718) 382-3130 Ext 1034 or by email at [NTozzi@schools.nyc.gov](mailto:NTozzi@schools.nyc.gov).

## Snack

Students in Kindergarten will be given snack in the afternoon. 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](mailto:DSalerno4@schools.nyc.gov)

[DSalerno4@schools.nyc.gov](mailto:DSalerno4@schools.nyc.gov)  
Ms. Macca, Guidance Counselor  
[Extension 12075](mailto:SMacca@schools.nyc.gov)

[SMacca@schools.nyc.gov](mailto:SMacca@schools.nyc.gov)  
Ms. Cicalese, School Social Worker  
[Extension 12054](mailto:SCicalese@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!

## **2024/2025 PTA Executive Board Members**

President– Winsome Taik  
Recording Secretary– Donna Lee  
Treasurer– Marissa Fennell

The PTA can be reached via email at :  
[PS748PTABoard@gmail.com](mailto: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 to charity.

## 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:



<b>Kindergarten</b>	10-15 minutes
<b>Grades 1 &amp; 2</b>	30 minutes
<b>Grades 3, 4 &amp; 5</b>	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-5 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 on appropriate classroom treats. Upon request, parents are permitted to attend.

**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](http://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 native language. This website was designed to reach and support all families. We hope you find it helpful.

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 for 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](mailto: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 which will be then marked as excused. 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.**