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Welcome Letter from School Administration

Principal Eleuterio Rolon, Assistant Principal Erin Hookim,
and Assistant Principal Anitra Lauro

Dear Families,

Welcome! We are excited to partner with you in creating a vibrant, supportive learning community for all students. At our school, we strive to instill and live by our core values: Honor, Integrity, Empathy, and Leadership. These principles guide everything we do, from classroom instruction to the way we interact as a school family.

We encourage you to stay engaged with your child's teachers and school staff and to seek out opportunities to become involved with our PTA. Your participation helps build a strong sense of community and ensures that every student benefits from a network of support.

Year after year, we are proud to continue great initiatives that promote academic excellence, social-emotional growth, and enrichment opportunities for all learners. Our commitment to diversity and inclusion remains at the heart of our mission. We believe every student deserves to feel valued, respected, and empowered to succeed.

Together, we can create a school environment where students thrive and families feel connected. Thank you for your partnership and dedication to making this year, and every year, extraordinary.

Warm regards,
Eleuterio Rolon, Jr., Principal
Erin Hookim, Assistant Principal
Anitra Lauro, Assistant Principal



OUR MISSION

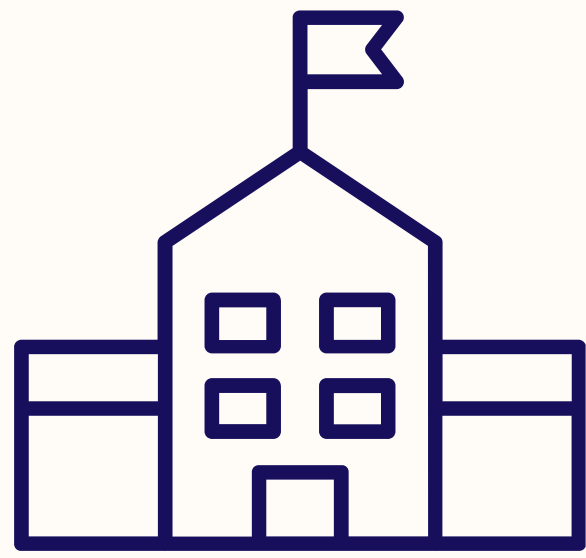
At PS 139 we focus on the development of core values as the foundation for student achievement and personal excellence.

We recognize that each individual brings with them unique experiences, understanding, cultural outlooks and interests and we leverage those differences to prioritize intelligent, thoughtful and responsible student discourse and advocacy as a way for all of our students to have a voice in the shared experience of being a PS 139 scholar.

We commit to teaching every single student, by example and explicit instruction, the importance of putting forth their best effort in all they do, identifying and utilizing their unique talents and abilities to empower them to achieve at their personal best through the core values of Honor, Integrity, Empathy and Leadership.

SCHOOL VISION

PS 139 is a community of teachers and learners where we recognize the importance of personal excellence in all our endeavors – academic and otherwise – to effect positive change in our society. We actively address and celebrate the beauty and vitality of our diverse community as we tirelessly work to promote equality, academic achievement, and the opportunity for every single student to be seen and heard.



School Day

Welcome!

Arrival

Main Entrance doors open everyday at **7:30 a.m.** for Breakfast in the Cafeteria.
 All students arrive **at 8 a.m.** through the same door locations as dismissal.
 All students who arrive late (**after 8:10 a.m.**) will enter through the main entrance on Wetherole Street.

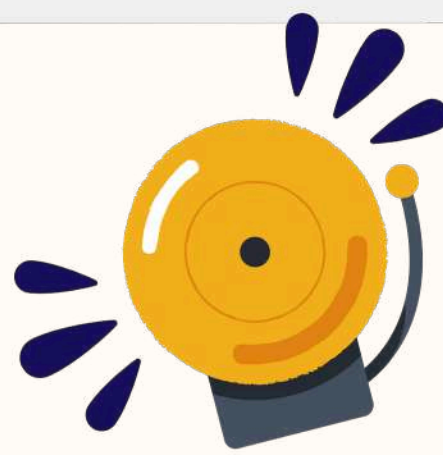
Dismissal

Grade	Dismissal Time	Exit
Kindergarten	2 p.m.	Exit 6 - Booth Street Ramp
Grade 1	2:10 p.m.	Exit 6 - Booth Street Ramp
Grade 2	2:10 p.m.	Exit 1 - 63rd Drive closest to Booth st.
Grade 3	2:15 p.m.	Exit 1 - 63rd Drive closest to Booth st.
Grade 4	2:10 p.m.	Exit 4 - 63rd Drive closest to Wetherole st.
Grade 5	2:15 p.m.	Exit 4 - 63rd Drive closest to Wetherole st.



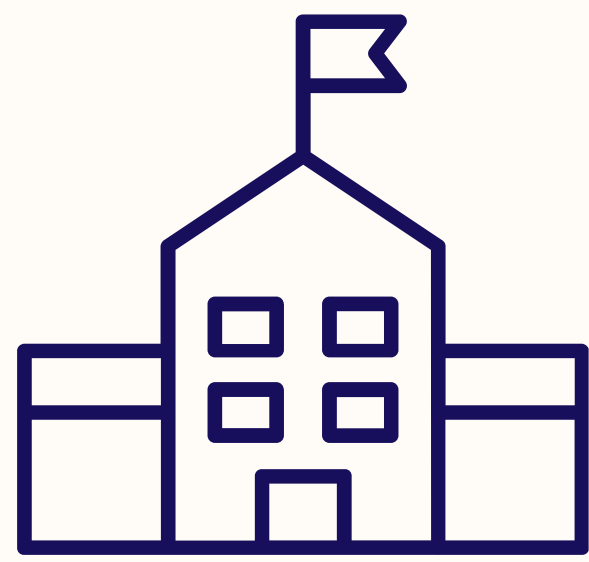
Lunch

Kindergarten & Grade 4	9:50 - 10:40 a.m.
Grade 1 & Grade 5	10:45 - 11:35 a.m.
Grade 2 & Grade 3	11:40 - 12:30 p.m.



Bell Schedule

Period	Time
1	8:00 - 8:50
2	8:55 - 9:45
3	9:50 - 10:40
4	10:45 - 11:35
5	11:40 - 12:30
6	12:35 - 1:25
7	1:30 - 2:20



School Day



Arrival

Students who arrive late will enter the school through the main door on Wetherole Street. Parents will not be permitted to escort children past the main lobby. Kindergarten parents will bring their children to the ramp on Booth Street where the children will be greeted and escorted by the Parent Coordinator, Ms. Margarita Ramirez.

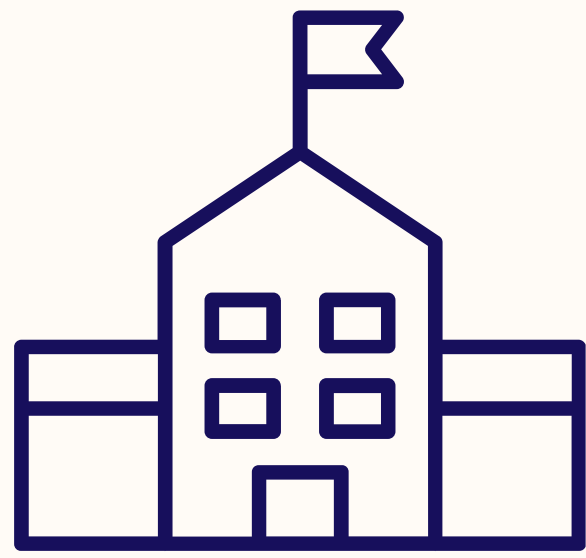
Dismissal

For safety reasons, we ask parents to please keep the exits clear. When picking up your child at the conclusion of the school day, please remain at the bottom of the stairs on 63rd Drive and off the ramp on Booth Street. Teachers must be able to ensure that the children have a clear path to guarantee contact with the parent has been successfully made.

Visitors

All visitors are required to enter through the main doors on Wetherole Street. Photo Identification is required and all visitors must sign in at the security desk with the School Safety Agent: Agent Alexandre. All visitors will receive a Security Pass and upon receipt must proceed to the Main Office. Visitors will advise the Main Office personnel of the reason for this visit.





Exit/Entrance Map

Exit 4: Grade 4 & 5

Exit 1: Grade 2 & 3

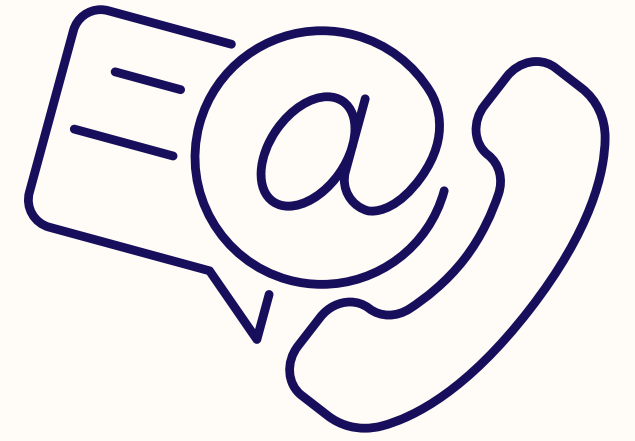
Main Entrance

Exit 6:
Grade K & 1





VIP



Very Important Personnel

Principal

Eleuterio Rolon
Erolon@schools.nyc.gov

Assistant Principal

Erin Hookim
Efox4@schools.nyc.gov

Assistant Principal

Anitra Lauro
ALauro@schools.nyc.gov

Payroll Secretary

Natale Martino
Nmartino2@schools.nyc.gov

Pupil Secretary

Amada Malaga
Amalaga@schools.nyc.gov

Parent Coordinator

Margarita Ramirez
BRamirez2@schools.nyc.gov



Part

2

IEP Coordinator

Jeannie Decicco
JDeccico@schools.nyc.gov

Guidance Counselor

Justine Bono
Jbono3@schools.nyc.gov

Family Worker

Vivian Diaz
Vdiaz16@schools.nyc.gov

Social Worker

Britney Hernandez
Bhernandez28@schools.nyc.gov

School Psychologist

Anny Diaz
Adiaz6@schools.nyc.gov

REGO EAGLE Communication Channels



Follow us on Instagram for regular updates and photos of the exciting activities happening at our school throughout the year!



Join our school on Class Dojo for daily updates and direct communication with your child's classroom teacher.



Please be sure to visit our school's website that has endless information and any important updates.



School Leadership Team

What does SLT do?

The School Leadership Team (SLT) is a group of people who develop educational policies for their school. They also make sure there are resources to support those policies. There are three members of the school community who must be members of the SLT: Principal, Parent Association/Parent-Teacher Association President and United Federation of Teachers Chapter Leader. The other members are elected parents and staff members.

Members

Eleuterio Rolon
Barbara Robinson
Iris Lapidus
Jeannie DeCicco
Brenda Zuckerman
Vikki Wilkie
Jennyfer Lopez
Amit Shah
Valina Morciglio
Melissa Franco
Jazmine Freire
Sasha Cruz

Learn More



PTA

Parent Teacher Association Note from your PTA Presidents

Dear Eagle Families,

The Rego Park School PTA welcomes you to the 2025-2026 school year! We encourage every one of you to get involved, share your thoughts and contribute your talents to make this year an exceptional one. This is **your** PTA and in this new school year, we envision it to be more active, while building off of last year's success. That all starts with our **Eagles**. We understand how helpful and comforting it can be to know and have access to other parents in the school so in addition to PTA meetings, we plan to host other events as well as sponsor activities within the school such as Carnivals, Books Fairs, Family Game Nights, and so much more.

If you ever have any questions, concerns, or ideas, please feel free to reach out to us at 28q139pa@schools.nyc.gov or stop by our next meeting (3rd Monday of every month @ 6pm) to chat!

-The Rego Park School PTA

PTA Board

**Jennyfer Lopez
Murillo**
President

Valina Morciglio
Recording Secretary

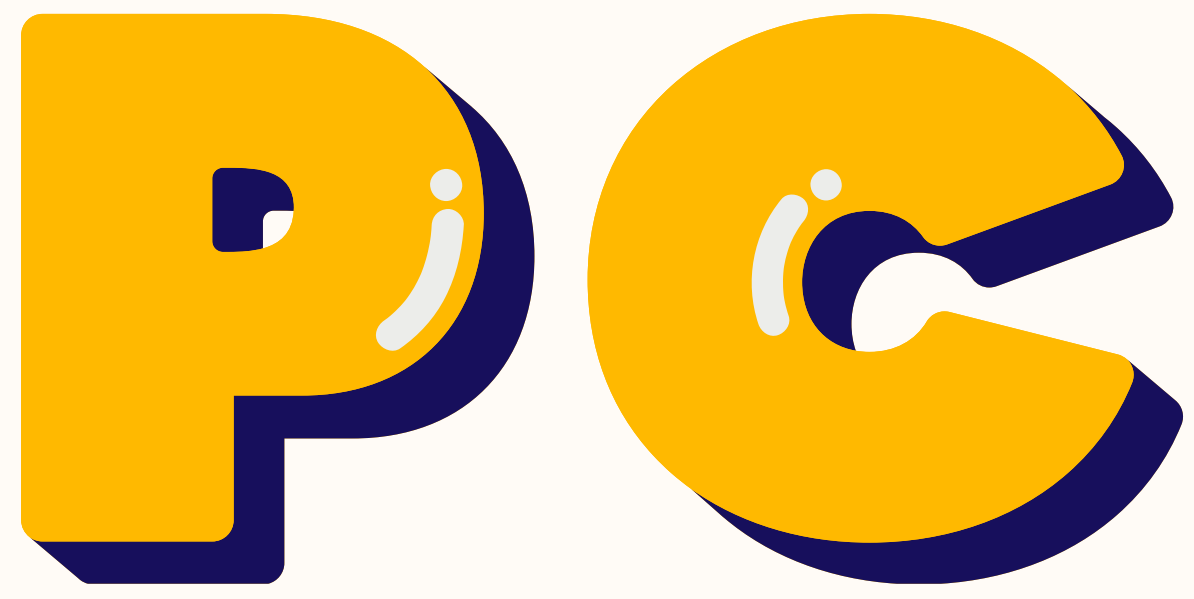
Claudia Felix
Treasurer



Instagram



[Click Here](#) to learn more about PTA



Parent Coordinator

Meet your Parent Coordinator

Dear P.S. 139Q Families,

I am Margarita Ramirez, the Parent Coordinator at PS139Q. I have been a Parent Coordinator for 21 years since 2003 when the position was created. I have met a lot of people that have taught me so much! And I am grateful for that.

I was born in El Salvador, and I'm bilingual in Spanish. I go to El Salvador every year to visit my parents. I became a Parent Coordinator because I see my parents in all the families I meet. The connections that I make with the parents and community are very important to me. I am here to help, teach, and do fun events with all the families and staff. I am excited to be part of the PS139Q family.

You can come visit me in my office in room 109 or contact me by email. I look forward in meeting you.

Hours

7:30am - 3pm

Contact me

BRamirez2@schools.nyc.gov

(718) 459-1044

(929) 728-0879



Who do I contact ?

Concern about your child...

Teacher or Ms. Ramirez

Question about homework...

Teacher

Need to pick up child early..

Teacher & Main Office

Child is home sick....

Teacher & Main Office

If you are late for pick up...

Teacher & Main Office

You need to reach your child...

Main Office

Information on School Events

Ms. Ramirez

School Cancellation...

ps139q.com

After-School question....

ps139q@commonpoint.org

PTA Question...

28q139pa@schools.nyc.gov

If you don't know who to ask..

Ms. Ramirez

DEVICE

POLICY



PS 139 will provide one device and charger per student upon entry to the NYC school system **ONLY** if a student does not have a device at home for use during remote learning.

Replacement devices are no longer available for physically damaged (IE: cracked screen, headphone/charging port damage) of lost/stolen devices as of **March 1, 2024**.

In school devices are available to students throughout the school day but are not assigned to specific children. Devices experiencing **app and storage issues** will continue to be assessed by school staff. Broken devices **must be** returned to PS 139 since the devices are DOE/school property.

iPad/Chromebook Tickets

CHECK ONE: iPad iPad password _____ Chromebook

Date _____ OSIS Number _____

Student's Full Name _____ Class _____

Asset Tag # _____
Serial Number _____

PROBLEM: CHECK one: BROKEN SCREEN Other : _____

*BROKEN SCREEN: SEND TO RM 213 Barbara Robinson with this tag taped to device only - NO CHARGER!
*OTHER: Describe and SEND TO RM 309 Buckley with this tag taped to device - Send charger for Chromebook issues only

Ticket/Incident Number _____

Resolution _____ Date _____

Please contact Ms. Ramirez with app and storage issues where she will then fill out an iPad/Chromebook Ticket and bring the iPad/Chromebook to Ms. Robinson.

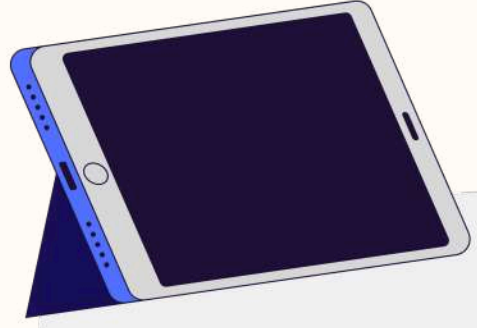
Please allow 3-5 days for any issues to be resolved.

Chargers (Chromebook, iPad, and Keyboard) must be replaced at personal expense.

To avoid any unfortunate incidents with iPads it is strongly suggested screen protectors be purchased by families for protection. Any student being **discharged or graduating** from PS 139 will be required to return the device and charger. If a device is not returned, it will be reported as stolen. All devices issued to students are to be used to access remote learning and other educational uses. Students are expected to follow the guidelines below and take any additional common sense precautions to protect the device. Students are responsible for taking care of the device. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

DEVICE

POLICY (continued)



Usage Guidelines

In general, all students are expected to use good judgment and common sense; be safe, appropriate, careful and kind online; not attempt to get around technological protection measures; and ask an adult if they need help.

Students must:

- Use the device provided only to access remote learning activities.
- Follow the same guidelines for respectful, responsible behavior online that students are expected to follow offline.
- Understand that this equipment is property of the New York City Department of Education and should be treated as such.
- Alert a teacher or other staff member if students see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious to protect the safety of the student and others.
- Help to protect the security of school resources.

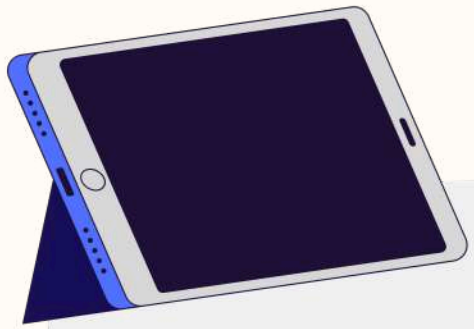
Students must **not**:

- Attempt to bypass the school's mobile (internet) filter.
- Use this device in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others. Such conduct will result in disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for student use.
- Alter a school's device hardware or installed software.

DEVICE

POLICY

(continued)



Care and Maintenance

The student/family is responsible for the daily care and maintenance of the device.

Any damage or theft must be reported to the NYCDOE within one school day.

Keep the device in a safe place when not in use. Do not attempt to remove, add, or change the physical structure of the device, including keys, memory, battery, screen, charger, ID labels, etc. Carry the device carefully at all times. Do not store items on top of the device.

Personal Safety and Privacy

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission. If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should bring it to the attention of an adult immediately.

Return of Device This device is being loaned for the student's use during remote learning. This device is the property of the NYCDOE and contains a tracking device so that the device can be located. This device must be returned when on-site learning resumes, unless otherwise instructed by the NYCDOE.

ATTENDANCE

POLICY



Attendance

Attendance is the key to student achievement and success now and in the future. Every child is expected to be in school on time each and every day unless they are sick (students should be fever free for 24 hours, without medication before returning to school).

All students are expected to attend school according to the School Year Calendar (180 days is the number of school days each year) and vacations should be scheduled when school is not in session.

Absence

Absences for matters other than illness should be brought to the attention of the School Principal through the Pupil Accounting Secretary: Jessica Malaga, amalaga@schools.nyc.gov If a child is absent, please call the **Main Office** at **718-459-1044** before 8:00 am, to alert your child's teacher to inform us your child will not be in attendance that day. Please also send in a note with the reason for your child's absence. If your child is absent for 3 day or more a doctor's note is required. **All students should be fever free for 24hours, without medication before returning to school.** If a child is absent, an automated phone call will be made notifying you that your child did not attend school. If absences are excessive, you will receive a phone call from school personnel, including the Attendance Teacher.

Lateness

All students are expected to arrive at school on time for morning line-up. Classes begin promptly at 8:00 a.m. **Students will be marked late as of 8:10 a.m. and caregivers will receive a call informing that your child was late. To avoid this, please be sure to have your child in school by 8 a.m.**

Lateness is an interruption to the learning process, both to the child who is late as well as to the class.

Absence and lateness are recorded on official student records and report cards. You can also view your child's information online in the

New York City School Account



SAFETY

POLICY



In accordance with Chancellor's Regulation (CR) A414, the PS139Q Safety Committee has adopted a school-wide safety plan and building level emergency response plans. These plans are intended to define how the school building will respond in the event of an emergency.

The safety plan provides a framework for identifying and implementing appropriate strategies for creating and maintaining a safe and secure learning environment for all of the students.

In the event of an emergency, school personnel will work in collaboration with the Department of Education (DOE), NYPD, FDNY, NYC Office of Emergency Management, as well as state and federal agencies to ensure the safety and security of students and school staff.

School Security and Safety

All visitors are required to enter through the main doors on Wetherole Street. **Photo Identification is required and all visitors must sign in at the security desk with the School Safety Agent;** Agent Alexandre. All visitors will receive a Security Pass and upon receipt must proceed to the Main Office. Visitors will advise the Main Office personnel of the reason for this visit.

Fire Drills and Lockdown Drills

Fire drills and lockdowns are performed throughout the school year in accordance with regulations outlined by the NYC DOE.

- Fire Drill – Everyone is required to vacate the building when a fire alarm sounds. During a fire drill, all students must be silent and listen carefully to instructions. Fire drills can happen at any time of day and in any weather. Listening and knowing what to do in an emergency can save lives. Students in transit should report to the nearest classroom.
- Lockdown Drills and “Shelter-In” Drills – During the school year, students will participate in lockdown drills. These drills are important in the event an intruder enters the building. In a “shelter-in,” all school doors will be locked until an “all clear” is given from the main office. Students must be silent and listen carefully to instructions from the teacher. Students in transit should report to the nearest classroom.
- In a lockdown drill, all doors are locked, except the main entrance. During an official lockdown, do not proceed into the building.

SAFETY

POLICY



Allergies

If your child has any allergies, please let us know! Allergies can be very serious and we want to make sure all of our students are safe.

PS 139 is not a Nut Free School, we do have Nut Free tables where students with allergies may sit and eat with a friend in their class.

Please make sure your child is aware of any allergies they have.

You can reach the nurse at (718) 459-1044 Ext:1071



Medication

Our DOH School Nurse, is available to all students during the day that may require medical attention. He provides first aid for cuts and other minor injuries, as well as assess children who feel ill.

The School Nurse may only administer medication if we have the proper documentation from the Doctor. If your child has any health issues or allergies, please bring this to your teacher's attention.

No child is permitted to bring medication to school or administer their own medication at school.

Health requirements to attend school: [Click Here](#)
Information during an emergency may be obtained as follows:

Call 311

www.schools.nyc.gov

The school's website

REGISTRATION

PROCEDURE AND FORMS

[Please click here for the pre-registration checklist for required documentation.](#)

EACH PARENT/GUARDIAN NEEDS TO COMPLETE THE FOLLOWING FOR THEIR CHILD

[Student Registration Form](#)

[Emergency Contact Card](#)

[Ethnicity Survey](#)

Please complete the below forms by clicking on the links.

[Media Consent Form](#)

[Lunch Form \(Family Inquiry Income Form\)](#)

[Student Physical/Health Form](#)

[Home Language Identification Survey](#)



Court Orders

In the event that someone cannot have access to your child and custody of a child is limited by court order, a copy of that order must be on file at the school in the Main Office with the Pupil Accounting Secretary, Jessica Malaga; Amalaga@schools.nyc.gov who will distribute it to all of the appropriate personnel to ensure the safety and well-being of your child.

It is imperative to provide the school with a copy of the court order at the beginning of each school year so that accurate and up-to-date records can be maintained. Please provide any court documents to the school within 45 days of obtaining the court order. Without a signed court order, either parent may request to see a teacher, be contacted in the event of an emergency, view school records on their child, or sign their child out of school.

Legal custodial agreements must be indicated on the Blue Emergency Card so we know who we can or cannot release information to about your child.

Medical Conditions and/or Allergies

You must indicate any medical conditions or allergies on the Blue Emergency Card. You must also advise the School Nurse and your child's teacher.

Please make sure your child is aware of any allergies they have.



SCHOOL



MEALS

You do not need to apply for your child to receive meals. However, we do ask families to complete the Family Income Inquiry Form, which helps schools receive money for their programs. This application can be completed online or a paper version can be sent home with your child to be returned to school. The school budget is impacted by the completion of this form by all of our families, so all families must complete this form.

Breakfast is available daily beginning at 7:30 a.m. and is always available upon request if a student needs it.

[Family Income Inquiry Form](#)

[NYC School Meals Menu](#)



SCHOOL



EVENTS

Events, Celebrations and Birthdays

Throughout the school year, PS 139 will host various events for parents and families. Please check the monthly calendar and emails for notices promoting these events.

Classrooms have writing celebrations and publishing parties throughout the school year that you will be welcome to attend.

Birthday celebrations - if your child has a birthday during the school year and you would like to send in a healthy snack for the class, please contact your child's teacher to find out the best time and number needed. These items should be individually wrapped with the ingredients listed. All beverages should be individual, i.e.; plastic water bottle or juice containers, etc. No cakes, glass bottles or large bottles.

Please note some students have severe allergies, so it is imperative you speak to the teacher about what will be permitted in the classroom.

NYCSA

NEW YORK CITY SCHOOLS ACCOUNT

The New York City Schools Account (NYCSA) is necessary for all NYC public school students. NYCSA is your one stop shop for information pertaining to your child. NYCSA is available in 9 languages in addition to English.

It is extremely important to check the information in NYCSA to ensure that we have the correct and most updated information pertaining to your child.

What NYCSA contains:

- Attendance
- Biographical information
- Enrollment History
- Guardians
- Health Information
- Individualized Education Plan (IEP)
- Reading Level
- Report Card
- Test Scores
- Transportation
- Ability to vote in the CEC elections every two years
- Emergency Contact Information

You will be able to update your cell phone and email yourself; which enables the NYC DOE to contact you in the event of an emergency. Additional updates need to be corrected by P.S. 139 once you notify us of any changes.

To create your NYCSA account, contact the Parent Coordinator, Ms. Ramirez at BRamirez2@schools.nyc.gov or call.

STUDENT

DOE ACCOUNTS



The DOE has created student accounts for every single New York City public school student, including 3K and Pre-K students. The account gives your student access to TeachHub, which is how students access: iLearnNYC. Student report cards (available in the Student Documents icon) Multiple educational applications G Suite, Microsoft Office 365, and Zoom (using secure central accounts)

CELLPHONE



POLICY

Under the updated policy, Chancellor's Regulation A-413, students are not permitted to use personal internet-enabled electronic devices during the school day. This includes devices such as cell phones, laptops, tablets, and portable music and entertainment systems.

In accordance with New York State law, (Open external link), New York City Public Schools (NYCPS) is updating its policy regarding the use of personal internet-enabled electronic devices—including cell phones—in school. This change supports the State's intent to create distraction-free schools (Open external link), and aims to ensure safe and focused learning environments across all NYCPS schools.

Beginning in the 2025–26 school year, students will not be able to use personal internet-enabled electronic devices on school grounds during the school day absent an approved exception. This includes, but is not limited to, cell phones.

**If you must communicate with your child during school hours,
please call the main office.**

DRESS CODE

FOR STUDENTS

P.S. 139 does not have a Uniform Policy. We depend on the parents to send their children to school in appropriate clothing. Please listen to the daily weather reports so your child can wear and bring clothing suitable for indoors and outdoors.

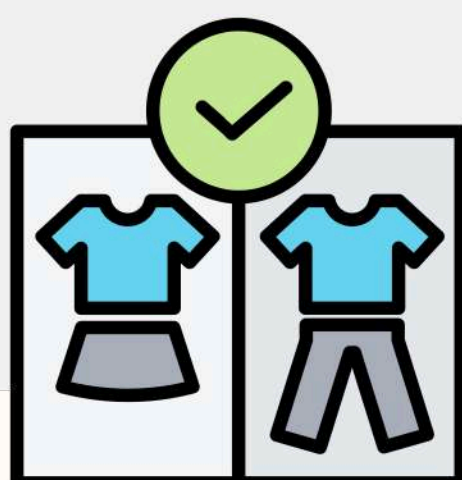
Sneakers should be worn on days the student has gym. Sneakers are recommended for daily wear because the students go outside for recess daily, weather permitting.

For safety reasons, please do not send your child in flip-flops, or other open back footwear.

Students are not permitted to wear graphic T-shirts with profanity or anything deemed inappropriate to the school community. No provocative or suggestive clothing should be worn to school.

Beachwear, sleep pants, short shorts or skirts (must be within 3 inches of the knee), tube tops, halter tops, spaghetti straps or see-through tops are not appropriate.

All outerwear must be stored in the closet or in the classroom. (Outerwear includes, coats, jackets, hats, bandanas, gloves, sunglasses, etc.)



REPORT CARD

AND GRADING POLICY

Report cards are being released through the New York City DOE Student Accounts and can also be found in your New York City Schools Account (NYCSA).

Parents must sign into their New York City Schools Account (NYCSA) or into their child's DOE Student Account to view and download report cards. If you need assistance with your child's NYSCA account please contact Parent Coordinator : Margarita Ramirez: BRamirez2@schools.nyc.gov

The DOE translates the standard report card into nine official languages.

GRADING POLICY

Level Grade	Numerical Percentage	Grading	Pass/Fail
4	93% - 100%	Exceeds Standards	Pass
3 +	86% - 92%	Meeting Standards	Pass
3	76% - 85%	Meeting Standards	Pass
2+	65% - 75%	Meeting Standards	Pass
2	56% - 64%	Approaching Standards	Fail
1	55% or less	Below Standards	Fail

