



MS 839

A NYC Outward Bound School

Family Communication Guide

(718) 686-2730

[Email Directory](#)

How do we communicate at MS 839?

- We cannot accommodate drop-in meetings, but will do our best to make appointments when needed!
- Please allow at least 3 school days for responses to emails.
- Please contact [Leah Ruggiero](#) (our Parent Coordinator) for time sensitive matters.
- Some conversations are best had in person. Feel free to make an appointment through our Parent Coordinator.
- **Please think twice before sending an email when you're feeling upset. We're all human!**
- If you would like to schedule a meeting with a staff member(s), please fill out this [Staff/Parent Meeting Request form](#).

I have an urgent question, but don't know to whom to address it

- Our Parent Coordinator [Leah Ruggiero](#) can help you navigate your most urgent questions. She is available by email and phone. (718) 686-2730 ext: 4201
- Leah can help facilitate setting up appointments with Crew Leaders on during their Family Engagement hours.
- Leah serves as the key liaison between the school and the PTA.

When do I contact my Crew Leader?

- Your Crew Leader is your point person for all concerns about your child.
- If the Crew Leader is not sure how to answer an inquiry, they will direct you to the best person.
- **Even if you know you need to contact someone else, please CC the Crew Leader to keep them looped in.**
- Crew Leaders are available to meet directly by appointment.

I have a question about attendance or transportation:

- If your child is absent and you have access to email, please contact [Courtney Black](#) and your child's crew leader.
- If you need to call in the absence, please contact Courtney by phone at: (718) 686-2730 ext: 4203
- [Luis Ceja](#) coordinates transportation, including MetroCards and busing for students with special needs.

I have a Question About Special Education

- [Annie Alshuler](#) coordinates our special education services.
- Each parent will be contacted by the teacher responsible for your child's annual review. Please feel free to reach out to them in advance of the annual review date.
- [Liz Lee](#), our Guidance Counselor, is your contact for 504 Accommodation requests.

I have a question for a teacher

- Before contacting a teacher, consider: is it a question your child should be asking themselves? MS 839 students can talk to their teachers in person or contact them via email, which builds crucial self-advocacy skills.
- If it is a question about an assignment
- If it is a parent-based question, teachers can be reached via email, but **please allow at least 72 hours for responses to emails!**
- [Leah Ruggiero](#) can help coordinate meetings directly after school.

Who are Liz and Oliver?

- [Liz Lee](#) is our Guidance Counselor
- [Oliver Cannell](#) and [Jorge Santos](#) are our Restorative Justice Coordinators.
- They support over 370 students and the demands on them are overwhelming.
- We respectfully ask that you only contact them after you've shared any issues or concerns with your child's Crew Leader and the Crew Leader has referred you to them.

I have a question about a login, passwords, or web application

- [Luis Ceja](#) is our technology point person.
- Luis coordinates our web-based systems including gmail and JumpRope.

I want to know more about before school programming

- [Courtney Black](#) coordinates our before school and recess programs.

I have a question about after school

- [Ledfi Crooks](#) is our after school coordinator with Roads to Success.
- [Natasha Carter](#) is our school based after school liaison.