



JACOB H. SCHIFF

P.S. 192

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JUSTICE, HONOR, SELF-DISCIPLINE

"Good, better, best. Never let it rest. Until your good is better and your better is best." -St. Jerome

Hilduara Abreu | Principal

Dr. Milagros Dueño & Arelis Javier | Assistant Principals



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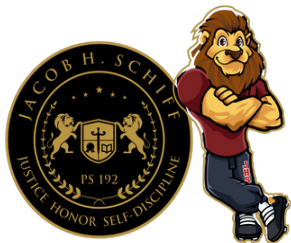


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Introduction

Dear Parent or Guardian,

Welcome to PS 192! We are committed to providing a safe and nurturing environment where every student can thrive academically, socially, and emotionally. As we embark on another exciting school year, it is essential for all members of our school community to stay informed about our policies, rules, events, and core values. These guidelines help us create a positive and productive learning atmosphere for our students.

"Education is the journey where Justice, Honor, and Self-Discipline guide us to unlock our fullest potential. At PS 192, we believe in cultivating these core values to inspire greatness in every student, parent, and teacher, setting the foundation for a brighter future. Together, let's embark on this new academic year with a shared commitment to excellence and a passion for lifelong learning." – Hilduara Abreu

At PS 192, we believe in the power of education to transform lives. Our dedicated staff works tirelessly to offer the highest quality education, empowering our students to become the next generation of thinkers and leaders who will make a positive impact on our city and beyond. Your partnership and support are crucial in this journey, and we thank you for being an integral part of our community.

Together, we can ensure that PS 192 continues to be a place where every child feels valued and inspired to reach their full potential. We look forward to a successful and enriching school year with your continued involvement and cooperation.

With Justice, Honor, and Self-Discipline,

Hilduara Abreu, Principal

The school of Joyful Learning!

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Bell Schedule

Dear Parent or Guardian,

A bell schedule specifies the start time and duration of one or more instructional periods on each day of a day pattern. A consistent daily schedule and step-by-step routines give children a predictable day. A Bell Schedule helps children:

- Feel in control of their environment
- Feel safe, secure, and comfortable
- Know what is happening now and what comes next
- Know how to do an activity or task
- Engage in learning

Just like adults, children feel more confident and secure when their daily activities are predictable and familiar.

PS 192 | Bell Schedule

Period	Start Time	End Time	Length
1	08:00 AM	08:45 AM	45 minutes
2	08:45 AM	09:30 AM	45 minutes
3	09:30 AM	10:15 AM	45 minutes
4	10:15 AM	11:05 AM	50 minutes
5	11:05 AM	11:55 AM	50 minutes
6	11:55 AM	12:40 PM	45 minutes
7	12:40 PM	01:30 PM	50 minutes
8	01:30 PM	02:15 PM	45 minutes

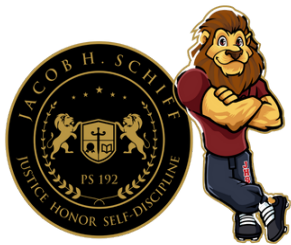


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Uniform Policy

Dear Parent or Guardian,

The uniform policy will be enforced during school hours and at all school-related events and activities, such as field trips and special assemblies.

1. **Burgundy Shirt:** All students are required to wear a burgundy-colored shirt as the upper part of their uniform.
2. **Navy Pants:** Navy blue pants or trousers are to be worn as the lower part of the uniform.

Benefits of the Uniform Policy

Uniforms serve as a unifying element within our school community and offer several significant advantages:

1. **Promoting Equality:** Uniforms eliminate socioeconomic disparities among students, ensuring that everyone is dressed the same way, regardless of their family's financial circumstances.
2. **Enhancing Focus:** Wearing uniforms reduces distractions related to fashion and peer pressure, allowing students to concentrate on their studies and personal growth.
3. **Fostering School Pride:** A uniform instills a sense of pride and belonging among students, helping them identify with and appreciate their school community.
4. **Improving Safety:** Uniforms make it easier to identify intruders on school premises, enhancing overall security.
5. **Preparing for Future Success:** Encouraging a dress code similar to professional attire helps prepare students for future careers where a professional appearance is important.

Dress Down Days

We understand that personal expression is important, and therefore, "Dress Down Days" will be occasionally scheduled throughout the school year, allowing students to express their individuality through clothing choices. We kindly request your cooperation and support in ensuring that your child arrives at school dressed in accordance with our uniform policy. We believe that this will contribute to a more positive and productive learning environment for all students.



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Contact Information

Should you have any questions or concerns regarding the uniform policy, please feel free to reach out to our Parent Coordinator, Ms. Angela Rijo, via the following channels:

- Website: <https://www.ps192.org/angela>
- Whatsapp Group
- ClassDojo
- Phone: (212) 775-9560
- In person during office hours: 9:00 AM - 3:00 PM

We are here to assist and support you.

Closing

Thank you for your partnership in nurturing a strong and vibrant learning community at P.S. 192. We look forward to a successful and enriching academic year ahead.

With Justice, Honor, and Self-Discipline,

Hilduara Abreu, Principal

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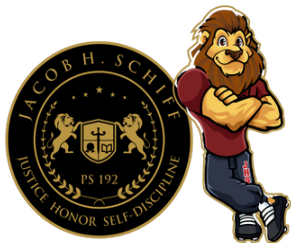


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Use of Electronic Devices

Dear Parent or Guardian,

PS 192 | Policy

Prohibited Devices Although not recommended, students are allowed to bring the following electronic items to school:

- Cell phones
- Portable music and entertainment systems (e.g., iPods, MP3 players)

The student and/or parent is responsible for the safety and security of these devices. The school does not provide facilities to charge devices.

Important Key Points:

- Before 8:00 AM or after 3:35 PM in any location within the school where it does not disrupt educational activities.
- Be turned on or used during instructional time, except for educational purposes with the teacher's approval.
- Be turned on or used during quizzes, tests, or exams unless explicitly authorized or as part of an Individualized Education Program (IEP) or Section 504 Accommodation Plan.
- Be in the possession of students during the school's bell schedule.
- Be turned on or used during fire drills or other emergency preparedness exercises.
- Be used in bathrooms.
- Be used during lunch in the cafeteria or schoolyard.
- Be used between classes in hallways and stairwells.

Use of electronic devices must comply with the DOE's Discipline Code, school policy, Chancellor's Regulation A-413, and the DOE's Internet Acceptable Use and Safety Policy (IAUSP).



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Violations and Disciplinary Actions

Dear Parent or Guardian,

Violations of this policy may result in:

- Confiscation of the device, with return only to the parent/legal guardian after a behavioral conference.
- Revocation of the privilege to bring electronic items to school.
- Additional disciplinary measures in accordance with the DOE Discipline Code.

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Welcome Letter 3-K and Pre-K

Dear Parent or Guardian,

We're excitedly counting down the days until the arrival of our students on Thursday, September 5th, 2024! Our dedicated instructors and school staff are eagerly looking forward to welcoming you to what promises to be a thrilling year of fostering connections and building a strong community. Our caring educators are excited to share their laughter, energy, and passion for learning with your children.

As we gear up for your child's return, we want to share important information in place at P.S. 192 to ensure a safe and enjoyable learning experience for everyone. Please take note of the following guidelines:

PS 192 | Key Points to Enhance Learning!

- **Uniforms:** All students are required to come to school daily dressed in their uniforms, which remain the same: a burgundy shirt and navy bottoms (pants, skirt, jumper).
- **Arrival and Dismissal:** To ensure a safe and efficient arrival and dismissal process, please take note of the following schedule. There will be staff members and signs pointing families to where to go during the first week of school.
 - Arrival: Backyard at 8:00 AM
 - Dismissal: Backyard at 2:15 PM
- **First Days of School:** While all students will have a school day from 8:00-2:20 PM each day, parents are invited to remain with their children on Thursday and Friday from 8:00-10:00 AM to help our young scholars transition smoothly into the school environment.
- **School Supplies:** P.S. 192 will be providing all basic school supplies, such as notebooks, folders, and crayons. We only ask that 3K and PreK families provide a backpack, change of clothing, and supplies for their daily nap time (blanket, sheet, and/or small transitional object like a doll or stuffed animal).

We feel privileged to be part of a community where parents, teachers, staff, and students work together to build strong relationships that support academic and social growth. We are eagerly looking forward to your participation in the various events throughout the school year and welcome your active involvement in your child's educational journey.

Regular updates regarding school-wide events will be communicated through Our Website: www.ps192.org, [ClassDojo](#), School Messenger, and our WhatsApp group. Should you have any questions, please do not hesitate to contact our Parent Coordinator, Angela Rijo, at arijo@schools.nyc.gov, school website: www.ps192.org/angela, or (212) 775-9560. We will be hosting events throughout the year and look for-



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ward to partnering with you both in person and virtually. Please stay tuned for more information on all of our upcoming events:

- On September 12th, we will be hosting Evening Parent-Teacher Conferences.

We're thrilled to kick-start this school year and engage with you to ensure your child enjoys the best possible learning experience—one where they feel valued, encouraged, and excited about learning and its limitless possibilities.

I am deeply honored to serve as the principal of PS 192. Thank you for your unwavering cooperation and dedication to our students, faculty, and staff. I eagerly look forward to collaborating with you in your child's educational journey.

With Justice, Honor, and Self-Discipline,

Hilduara Abreu, Principal

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Welcome Letter Grades K-5

Dear Parent or Guardian,

As we approach the commencement of the new school year for 2024-25, commencing on September 5th, we extend a warm welcome to all our students. We trust that you have had a pleasant and healthy summer break. Our devoted and compassionate team of educators and school personnel eagerly anticipates your return for what promises to be a year filled with excitement, laughter, and learning.

PS 192 | Key Points to Enhance Learning!

- **Uniforms:** All students are required to come to school daily dressed in their uniforms, which remain the same: a burgundy shirt and navy bottoms (pants, skirt, jumper).
- **Arrival and Dismissal:** To ensure a safe and efficient arrival and dismissal process, please take note of the following schedule. There will be staff members and signs pointing families to where to go during the first week of school.
- **Arrival:** New this year, ALL students in Grades K-5 will enter through the Cafeteria each morning, beginning at 7:40 AM to eat breakfast.
- **Dismissal:** New this year, ALL students in Grades K-5 will be dismissed from the backyard at 2:15 PM. There will be designated spots for each class by grade. Please follow the signs.
- **School Supplies:** PS 192 will be providing all basic school supplies, such as notebooks, folders, and crayons. We only ask that families in Grades K-5 provide students with a backpack and one box of Ziplock gallon-size bags for students to use for centers, book baggies, and math tool kits.

Community and Events

We feel privileged to be part of a community where parents, teachers, staff, and students work together to build strong relationships that support academic and social growth. We are eagerly looking forward to your participation in the various events throughout the school year and welcome your active involvement in your child's educational journey. It is an honor to be part of a community where parents, teachers, staff, and students collectively strive to foster strong relationships that promote academic and social growth. We eagerly anticipate your participation in the events scheduled throughout the school year and value your active engagement in your child's education.

Regular updates regarding your child's school-wide events will be communicated through Our Website: www.ps192.org, ClassDojo, School Messenger, and our WhatsApp group. Should you have any questions,

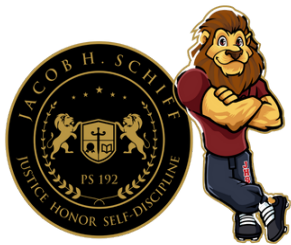


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We will be hosting events throughout the year and look forward to partnering with you both in person and virtually. Please stay tuned for more information on all of our upcoming events:

Upcoming Event

- On September 12, we will be hosting our Evening Parent-Teacher Conferences

We are eagerly counting down the days until we can welcome you back on Thursday, September 5th. I am honored to serve as the principal of PS 192, and I extend my heartfelt gratitude for your cooperation and dedication to the well-being of our children, staff, and school.

With Justice, Honor, and Self-Discipline,

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Promotional Criteria and Grading Policy

Dear Parent or Guardian,

Chancellor Regulation A-501 implements a system-wide promotion policy with clearly defined standards for promotion for each grade. The P.S. 192 Promotional Criteria Policy provides the process and procedures for the implementation of this promotion policy. This policy is effective as of September 5th, 2024.

This policy is being promulgated in the context of the following goals established by the Chancellor's Regulation A-501:

All students in Kindergarten through grade 5 will meet or exceed rigorous academic standards in a performance-based core curriculum. In grades 3 through 5, all students will meet or exceed the promotion standards referred to in this regulation, and set forth in DOE issued guidance, in order to be promoted to the next grade and, ultimately, to be prepared for college and careers.

- The entire school community will be engaged continuously in creating and supporting effective strategies for improved student achievement.
- A comprehensive student assessment system, aligned with established State and City performance standards, will be used on an ongoing basis to measure student progress and to improve classroom instruction.

Classwork Grading System

Component	Weight
In-House Assessments	50%
Daily Classwork	30%
Classroom Participation	10%
Projects	5%
Homework	5%

Promotional Criteria for Grades K-2

- 95 percent Attendance



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- Meet Performance Standards in ALL Core Subjects: ELA, Math, S.S., and Science. This means to obtain a Performance Level 2 (a numeric score of 65 percent) in all core subject areas: Reading, Writing, Mathematics, Science, and Social Studies. The average of the quizzes and unit exams will be used to determine the overall grade:
 - Level 1: An aggregate average score of 0-64 points
 - Level 2: An aggregate average score of 65-79 points
 - Level 3: An aggregate average score of 80-89 points
 - Level 4: An aggregate average score of 90-100 points

Reading: Meet Minimum Grade Specific DRA Reading Benchmark

- Kindergarten: Benchmark Reading Level 6 (E)
- First Grade: Benchmark Reading Level 15-16 (L)
- Second Grade: Benchmark Reading Level 18 (J)

Writing: Obtain a cumulative Level 2 performance rating in the Writing Portfolio

- Kindergarten: 4 Writing Pieces (2 fiction and 2 non-fiction)
- First grade: 4 Writing Performance Tasks (2 fiction and 2 non-fiction)
- Second grade: 4 Writing Performance Tasks (2 fiction and 2 non-fiction)

Math: Obtain a cumulative Level 2 performance rating. The average of the quizzes and unit exams will be used to determine the overall grade.

- Level 1: An aggregate average score of 0-64 points
- Level 2: An aggregate average score of 65-79 points
- Level 3: An aggregate average score of 80-89 points
- Level 4: An aggregate average score of 90-100 points

Project Assignments: Obtain a cumulative Level 2 performance rating in each project.



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- First grade: 3 Individual Projects (December – S.S.; Feb. – Math; Apr. – Science)
- Second grade: 3 Individual Projects (December – S.S.; Feb. – Math; Apr. – Science)

Teacher's Recommendation

- Holistic analysis and evidence of classwork

Promotional Criteria for Grades 3-5

- 95 percent Attendance
- Meet Performance Standards in ALL Core Subjects: ELA, Math, S.S., and Science. This means to obtain a Performance Level 2 (a numeric score of 65 percent) in all core subject areas: Reading, Writing,

Mathematics, Science, and Social Studies. The average of the quizzes and unit exams will be used to determine the overall grade:

- Level 1: An aggregate average of 0-64 points
- Level 2: An aggregate average of 65-79 points
- Level 3: An aggregate average of 80-89 points
- Level 4: An aggregate average of 90-100 points

Reading: Meet Minimum Grade Specific DRA Reading Benchmark

- Third Grade: Benchmark Reading Level 34-38 (M-N)
- Fourth Grade: Benchmark Reading Level 38-40 (O-P)
- Fifth Grade: Benchmark Reading Level 50 (Q-R)

Writing: Obtain a cumulative Level 2 performance rating in the Writing Portfolio

- Third Grade: 4 Writing Pieces (2 fiction and 2 non-fiction)
- Fourth Grade: 4 Writing Performance Tasks (1 fiction and 3 non-fiction)



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Math: Obtain a cumulative Level 2 performance rating. The average of the quizzes and unit exams will be used to determine the overall grade.

- Level 1: An aggregate average score of 0-64 points
- Level 2: An aggregate average score of 65-79 points
- Level 3: An aggregate average score of 80-89 points
- Level 4: An aggregate average score of 90-100 points

Project Assignments: Obtain a cumulative Level 2 performance rating in each project.

- Third Grade: 3 Individual Projects (December – S.S.; Feb. – Math; Apr. – Science)
- Fourth Grade: 3 Individual Projects (December – S.S.; Feb. – Math; Apr. – Science)
- Fifth Grade: 3 Individual Projects (December – S.S.; Feb. – Math; Apr. – Science)

Teacher's Recommendation

- Holistic analysis and evidence of classwork

Promotional Criteria for English Language Learners

English Language Learners will be held to promotional standards based on the number of years in NYC Public Schools:

- 1st year ELLs and SIFEs
 - Meet benchmarks in specific subject areas such as Math, S.S., and Science in their native language.
- 2nd and 3rd year ELLs
 - Score a level 2 in the NYS Math Assessment and make expected gains in the NYSESLAT (51 points within a proficiency level)
 - Score at least a score of 65 percent (Performance Level 2) in a minimum of three core subject areas.



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- 4th year ELLs will be held to the same standards as English Language Proficient Students.

Promotional Criteria for Special Education Students

- Special Education students will be held to the promotion standards stated in the student's IEP.
- A student whose IEP does not specify modified promotion criteria will be held to the same standard promotional criteria as General Education Students.
- Teachers will use all available assessments: standardized tests, performance tasks, ongoing assessments of student work, conference notes, teacher observations, and professional judgment – as a mechanism to improve classroom instruction and to provide parents with detailed information about their child's academic progress.

All promotional criteria are subject to the Principal's final approval. Parents will also be involved in the decision-making process. Teachers will maintain collections of students' work and formative and summative data that document students' progress toward meeting performance standards and benchmarks. Teachers will be meeting with parents regularly for:

- Our staff shall employ various communication methods to ensure parents and guardians are consistently informed about their child's social-emotional and academic development.
 - Zoom or Google virtual conferences
 - Phone conversations
 - Written communication, which includes ClassDojo, email, and text messages, will be utilized to inform parents.

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Hilduara Abreu, Principal

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Visitor and Safety Guidelines and Procedures

Dear Parent or Guardian,

We are pleased to present the guidelines and procedures for our esteemed institution, Jacob H. Schiff/P.S. 192. These guidelines and procedures have been meticulously designed to prioritize the safety and security of all individuals—our valued students, dedicated staff, and respected visitors—while fostering an environment that is welcoming and inclusive. We sincerely appreciate your cooperation in adhering to these essential protocols.

Visitor Registration

- **Upon Arrival:** All visitors, including parents, guardians, volunteers, contractors, and esteemed guests, are kindly requested to enter the school premises through the main entrance and proceed to the safety agent desk for registration.
- **Warm Welcome:** Our School Safety Agent or designated school staff will warmly welcome all visitors, inquire about the purpose of your visit, and request a valid photo ID.
- **Identification:** To ensure security, visitors must present a valid form of identification, such as a driver's license, government-issued ID, foreign or US passport, or consulate identification card. Subsequently, visitors will be given an identification sticker, which must be prominently displayed throughout their visit. The School Safety Agent will assist in issuing the identification sticker.
- **Assistance Notification:** Once the School Safety Agent or designated school staff completes the registration process, they will notify the parent coordinator by calling X1190. This will facilitate further assistance for the visitor, whether waiting in the lobby or the auditorium.
- **Departure Protocol:** Visitors are kindly requested to sign out with the School Safety Agent or designated school staff upon leaving the building. The identification sticker should be returned; the main entrance is the recommended exit point.

• Language Assistance:

- When a visitor does not communicate in English, our School Safety Agent (SSA) or designated school staff member will try to identify the visitor's language. A multi-language poster displayed at the safety desk will be used for language identification. Once the language is ascertained, the visitor will be directed to the parent coordinator for further assistance. In cases where we need staff proficient in the visitor's language on-site, the parent coordinator will engage the DOE's Over-the-Phone Interpretation Unit to arrange an on-demand interpreter.



JUSTICE, HONOR, SELF-DISCIPLINE

"Good, better, best. Never let it rest. Until your good is better and your better is best." -St. Jerome

Hilduara Abreu | Principal

Dr. Milagros Dueño & Arelis Javier | Assistant Principals



JACOB H. SCHIFF

P.S. 192

500 West 138 St., New York, NY 10031
Phone: (212) 775-9560 | Fax: (212) 775-9586
Website: www.ps192.org | Email: ps192@ps192.org

- **Appointments:**

- Open Door Policy: Every Tuesday from 2:20-3:00 p.m., ALL staff members are available for meetings with parents/caregivers.
- Scheduled Visits: We encourage non-emergency visits to be scheduled whenever possible to ensure that staff members are available to meet with visitors and minimize disruption to instructional time. Visitors and staff can schedule appointments through various channels, including Classdojo, staff direct email, our school website, or contact the parent coordinator.
- Visitor Arrival: Upon arriving for a scheduled appointment, visitors are kindly requested to follow the same entrance and registration process outlined above.

- **Escort and Supervision:**

- Visitor Escort: For added security, a designated staff member will escort visitors to and from their intended destination within the school premises, including classrooms, offices, the library, the gym, and other shared spaces.
- Supervised Contact: Visitors should interact with students only if expressly authorized by school administration or as part of a pre-approved program or event.

- **Confidentiality and Privacy:**

- Media and Privacy: To uphold our students and staff members' privacy and confidentiality, visitors are kindly requested not to take photographs or record videos while on school premises.
- Respect for Privacy: Any personal information or observations made during the visit should not be shared without appropriate consent or authorization from the NYC DOE.

- **Safety Drills:**

- Throughout the academic year, we conduct safety drills to ensure that students and staff are well-prepared to respond effectively in emergencies. These drills are essential for the safety and security of our school community and include:
 - * 12 Fire Drills: Conducted bi-weekly from September to December 31, 2024, and monthly after that.
 - * 4 Lockdown Drills: Conducted every other month.
 - * 2 Bus Emergency Drills: Conducted at the beginning of the school year and the start of the second semester (February 2025).

By faithfully following these visitor guidelines and procedures, we collectively contribute to our esteemed school community's safety, security, and well-being. If you have any questions or require further clarification, please do not hesitate to contact us or contact Ms. Rijo at 646-745-0150 or 212-775-9560 X1190.



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Your unwavering commitment and support are pivotal in maintaining a positive and secure learning environment. Additional assistance is also available through our website or WhatsApp.

Once again, we extend our heartfelt gratitude for your cooperation and dedication to our shared mission.

With Justice, Honor, and Self-Discipline,

Hilduara Abreu, Principal

The School of Joyful Learning!

www.ps192.org



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Parent Notification Letter For Schools Designated For LSI

Dear Parent or Guardian,

This letter is to notify you that, our school, Jacob H. Schiff | PS 192, has been designated for Local Support and Improvement (LSI) by the New York State Education Department (NYSED) for the 2023-24 school year based on the performance of our students on New York State assessments in school year 2022-23. The designation “Local Support and Improvement (LSI),” recognizes that all schools, even higher performing schools like ours, are in a continuous improvement mode and can benefit from local support from their districts to meet students’ differentiated needs. LSI or “Good Standing” is the best accountability status currently available. The school’s designation is part of the state’s accountability system consistent with federal Elementary and Secondary Education Act (ESEA) requirements.

I’m confident that the programs and interventions that are being implemented citywide and at our school will continue to make the 2023-24 school year a high-quality educational experience for your child.

Thank you for your ongoing partnership and support. Our entire school staff is committed to ensuring a successful year for our students and school community. If you have any questions or concerns, please feel free to contact me at 212-775-9560.

With Justice, Honor, and Self-Discipline,

Hilduara Abreu, Principal

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