

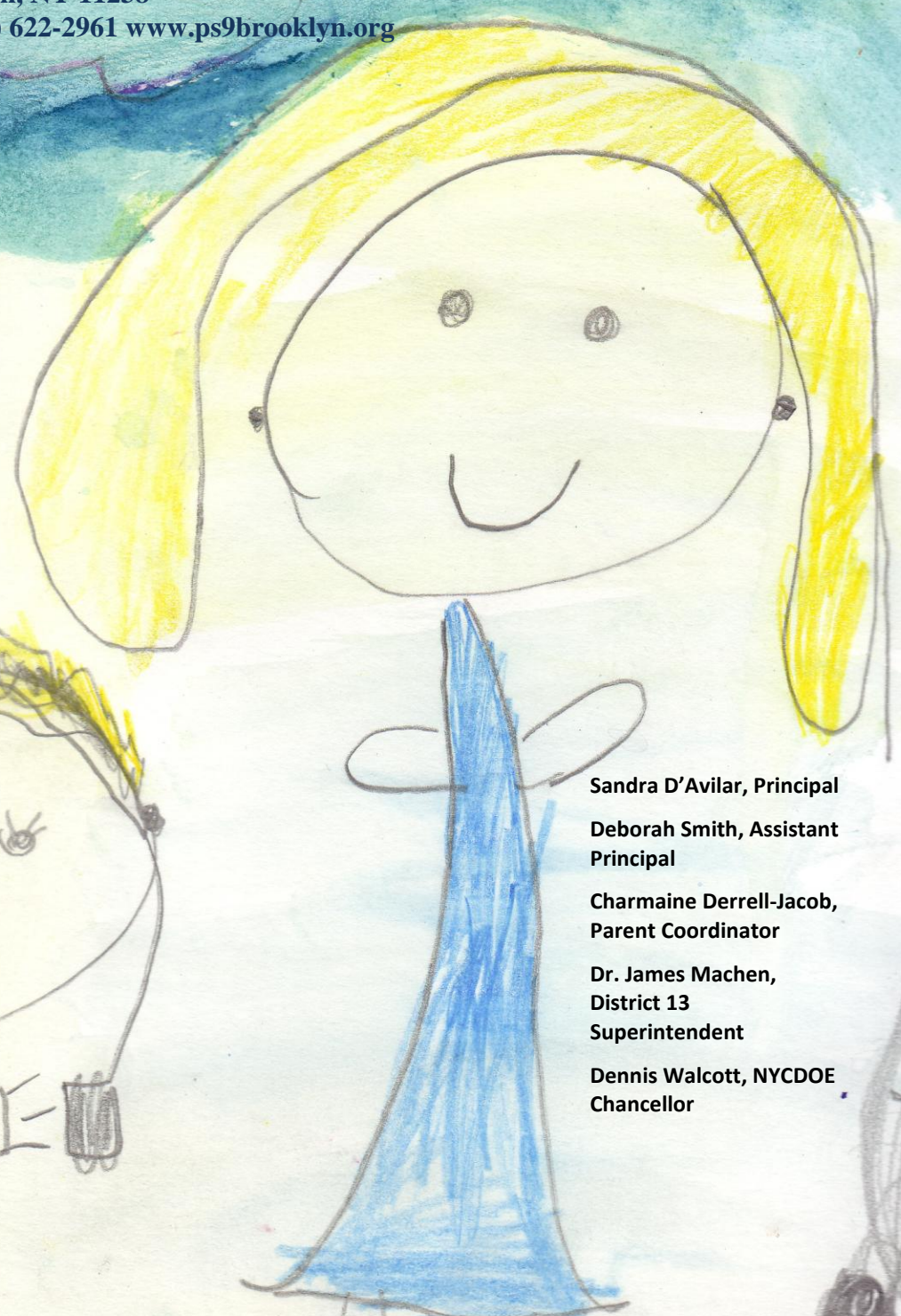


## Parent Information

# Handbook 2011-2012

80 Underhill Avenue Brooklyn, NY 11238

Ph: (718) 638-3260 Fax: (718) 622-2961 [www.ps9brooklyn.org](http://www.ps9brooklyn.org)



**Sandra D'Avilar, Principal**

**Deborah Smith, Assistant  
Principal**

**Charmaine Derrell-Jacob,  
Parent Coordinator**

**Dr. James Machen,  
District 13  
Superintendent**

**Dennis Walcott, NYCDOE  
Chancellor**

**Teunis G. Bergen School - Public School 9**  
**Parent Information Handbook 2011-2012**

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## Teunis G. Bergen School - Public School 9 Parent Information Handbook 2011-2012

### Welcome Address, Principal

*"Our Children are the Messages that we are sending into a Time that we may never see... Let us then send clear messages to our children on a daily basis... Let us all support them and nurture their minds so that these MESSAGES can RING out loud into the future..."*

Dr. Faye Brown – Yale University  
Sandra D'Avilar – Principal, P.S. 9

Dear PS 9 Families,

It is with great excitement that I welcome you back to another year of collaboration, innovation, growth and celebration. We extend a warm welcome to those of you who are joining our school family, and we assure you that you've selected an institution that merits itself on high standards, academic rigor, and student inquiry. We intend to meet the needs of all of our students by using our constructivist approach to exploration and intellect. We will continue to foster a learning environment that is child centered, enriching and filled with lots of discovery.

We are committed to utilizing various partnerships in an effort to provide our students with a strong research based instructional model. This year we are please to inform you that our curriculum will be aligned with the **Depth of Knowledge** and the **Habits of Mind** frameworks, which will provide our students with a deeper level of understanding, and higher order thinking skills. Overall these frameworks will enhance our School-Wide Enrichment model (**Partnership with the University of Connecticut**) as students in grades Pre-Kindergarten through Grade 5 engage in their self select courses through our Renzulli Learning Systems, and their IIM research projects. Students will also engage in compact learning since it empowers them as they work independently and collaboratively. Our social studies and science curricula will be the "Vehicles" used to align and spiral our curriculum as we continue to adapt to the new Common Core Standards. We will maintain our partnership with Teachers College (**Columbia University**) Reading/Writing Project, in order to continue studying the best way children learn to read, write and communicate. We will also continue our partnership with AUSSIE in an effort to enrich our math curriculum. Our various arts consultants will be used to support and enhance our social studies curriculum on each grade level.

#### **NEW SCHOOL SCHEDULE:**

\* Our school day for Pre-Kindergarten and Kindergarten classes will commence at 8:20am and will end promptly at 2:40pm, Monday thru Friday. All Pre-K and Kindergarten students **MUST** be picked up on time since their teachers have been assigned to other classrooms for our Extended/ Enrichment Day Program in Grades 1-5.

\* Our school day for students in grades 1, 2, 3, 4, and 5 will commence at 8:20am and will end promptly at 3:18pm on Monday, Tuesday, and Wednesday (**on these days ALL students in Grades 1-5 will be a part of our school's Extended/Enrichment Day Program. More information will be shared during our Parents Orientation**) On Thursday

and Friday the day will end promptly at 2:40pm for ALL students. Student must be picked up on time daily.

### **Afterschool Services**

This year our Afterschool programs will begin as early as 2:40pm to accommodate our Pre-kindergarten and Kindergarten dismissal. Applications for our PTO and Kids Orbit programs will be available during the first day of school. We are requesting that you make arrangements for your children to be picked up promptly until you have selected your Afterschool Program.

More information will be available to you during our **First Day Orientation** which will be held at 9:30am in the auditorium. During the orientation you will receive a welcome letter from your child's teacher, a grade specific supply list, two blue emergency contact cards, and a lunch form. Within the second week of school, you will receive a curriculum letter outlining the instructional focus for your child's grade for the months of September and October. We look forward to working collaboratively with you this school year.

Your Partner in Education,

Mrs. Sandra D'Avilar  
Principal

***"Because Our Children Are Reason Enough..."***

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**Welcome Address, Parent-Teachers' Organization**

PS9 Parents,

Welcome to a new school year!

We are fortunate to be in a school where families care about each other and the well being of our children. The PTO provides support to the school administration, organizes many fundraising activities to benefit the school and is an important discussion forum for parents. Each and every student reaps the rewards of our combined efforts and we need every parent's involvement. We hope that you will continue to join us as we set new goals and complete many of the important projects underway.

Our first meeting will be held on Tuesday, September 20, in the Staff Lounge, Room 134, from 6:30-7:30pm. We will update you on the status of all projects and programs in our school and the plans we have for the upcoming year. In the meantime, please check out the PTA blog at [www.ps9pta.blogspot.com](http://www.ps9pta.blogspot.com).

In the meantime, please be sure to stop by our table in the auditorium for coffee, tea and bagels on the 1<sup>st</sup> day of school!

Listed below are the members of the Executive Committee for the 2011-2012 school year. Please feel free to call or email any of us with any questions and concerns you might have.

PTA Co-President.. Laura Jaffe and Ellen Goolsby [ps9ptoprezs@gmail.com](mailto:ps9ptoprezs@gmail.com)

1st Vice President.. Kirby Pulver [ps9ptovices@gmail.com](mailto:ps9ptovices@gmail.com)

2nd Vice President.. Cynthia Yahia [ps9ptovices@gmail.com](mailto:ps9ptovices@gmail.com)

Financial Secretary.. Maria McGrath

Recording Secretary.. Christine Scanlon

Treasurer.. Maggie Adonis

Best Wishes,  
Laura and Ellen  
PTO Co-President  
(718) 636-3260, ext. 1320

## Teunis G. Bergen School - Public School 9 Parent Information Handbook 2011-2012

### Mission Statement



The mission of the Public School 9-Teunis G. Bergen is to teach our students how to maximize their potential through a constructivist model of instruction. We believe in servicing the whole child through strong partnerships and we aim to create a community of lifelong learners who are highly motivated for success. We emphasize high standards, professional development and the individual needs of every student. We strive to involve our parents, community-based organizations and the community at large in the education of our children.

**Teunis G. Bergen School - Public School 9**  
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**School Wide Enrichment Program**

The school wide enrichment program at P.S. 9 provides all students with individualized instruction. Our entire student population will be provided with the opportunity to explore and develop their talents through our special interest courses. Enrichment courses will provide challenging, self selected, real world learning for all students, at any grade level, who share common interests in select courses of study. During the enrichment course, students and the facilitator will pursue challenging learning experiences that will lead to the production of an end product.

Students will be able to participate in type I, type II, or type III activities.

Type I

Students are exposed to a wide variety of experiences that may not be available in the essential curriculum. Guest speakers, demonstration, field trips, documentaries and other resources are available to expose students to a wide variety of disciplines, topics, occupations and hobbies. The goal of Type I activities is to stimulate new interests that individuals or small groups of students may choose to pursue through intensive study.

Type II

Students learn and develop advanced research skills such as critical inquiry, problem solving, and creative thinking. Activities or lessons usually occur in the classroom or in small group settings. These learning activities encourage high-level thinking and reasoning skills.

Type III

Individual students or small groups of students engage in research investigations in an area of personal interest. These learning activities allow students to think, feel, and act like a practicing professional. Students conduct research, gather data, solve problems, and create a final product that is shared with an appropriate audience.

**Student Inventory:**

Each student will be given an inventory to help identify his or her learning style and areas of high interest. Parent volunteers are encouraged to assist us in this process. Each class will have their inventory complete by the end of September in order for the program to begin as soon as possible.

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**Our Curriculum In Brief**



**Reading**

Ms. Stephanie Durham is our Literacy Coach. She will work closely with the new teachers in the building. Ms. Durham will be one of the facilitators who will be instrumental in fostering an environment for the teaching of English language arts. This year she will pilot The Junior Great Books curriculum for students in grades 3-5. Her room is 124.

Our educational philosophy at P.S. 9 is based on the belief that all students need authentic, organic instruction on a daily basis. We believe in and have embraced Balanced Literacy since it allows us to teach to the varied needs of our student population. In maintaining our standard based balanced approach to teaching reading, we will ensure that our practices are reflective as we continue to study and learn through Teachers College. Our approach at teaching reading will continue to evolve as our teachers participate in ongoing professional development and conduct their own classroom-based teacher research.

P.S. 9's expectations for teaching reading include the following: In all classrooms, teachers read aloud daily from chapter books and picture books. The read aloud time is an important teaching period where different reading strategies are modeled. During read aloud the expectation is that children are not passive listeners, but rather are actively engaged in listening and responding to the text and practicing strategies that will help them in their independent or partner reading. Shared Reading (with an enlarged text such as a big book, a poem on a chart paper, a section of a text on an overhead) happens daily in pre-kindergarten, kindergarten and early first grade. It is used frequently in the rest of the grades as well.

Reading Workshop happens daily in our kindergarten to fifth grade classrooms, although in kindergarten it may be brief on some days and longer on some days. The usual format for Reading Workshop is a mini lesson (which may be based on a read aloud or shared reading); a time when children are reading (either independently, with partners, in reading centers, in book clubs, or in guided reading groups) and teachers are conferring or meeting with small groups; and a share time. Independent and partner reading is an essential part of our reading curriculum. From pre-kindergarten on, children have time to read (or, in

Pre-kindergarten and Kindergarten, look at) books on their own and with another student. In Pre-kindergarten and kindergarten, it is appropriate for children to be looking at and talking about books that they cannot actually read. As our students enter first grade, the majority of their independent and/or partner reading time should be spent working on books that are at an appropriate level for them to read. In many classes, particularly in the lower grades, children have book bins, boxes, or bags where they keep 3-8 books they are working on.

ALL students must have book baggies in grades K through 5. In our classrooms, we have a portion of our library in leveled books; our grades 1 and 2 classrooms must have more leveled baskets than other grades. When we speak about leveling books, we mean assigning books on the students' read ability, based on difficulty. Our leveling system was created by Teachers College; however we also use the book by Irene Fountas and Gay Su Pinnell in *Guided Reading and Matching Books to Readers* to assist us in finding the levels for many of your books.



## **Math**

Our Math coach is Ms. Cheryl Sealey. She is located in room 126. Her room will be a resource room for teachers and will contain a lending library. She will provide the staff with ongoing professional development in mathematics. She will also pilot The Junior Great Books curriculum this year for students in grades 3-5.

This year we will continue with our curriculum in Everyday Math. We will follow the program the way it has been paced. We will also align the Common Core Standards in math through problem solving.



## **Social Studies**

The goal of our Social Studies curriculum is to provide our students with an inquiry-based instructional model. One that will allow them to ask essential questions, probing them to learn more about the world beyond their classroom, in order to develop awareness and a sense of social responsibility, justice, and commitment to humanity. We will provide our students with a coherent and sequential integrated social studies course of instruction from our early childhood division, through grade 5. Our teachers will provide social studies instruction in the classroom two times per week.

Essential questions are the basis of all of our social studies units. Geography, culture, history, politics and economics will be woven throughout our interdisciplinary social studies curriculum. Teachers will use historical fiction, narrative accounts, primary sources, and other non-fiction writing to bring understanding to their students. Mapping will be inclusive of the study so that students can develop and expand their sense of place. Timelines will help students understand the when in history. Students will learn the art of note-taking and the difference between fact and opinion. Projects will be an essential part of the social studies curriculum and applied learning will tie into these studies. We will engage in the IIM method, which will allow our students to create projects that will include map making, murals, reports, biographies, student presentations, singing songs, dairies, three-dimensional models, and oral presentations. This instructional model will also enable our students to be independent researchers. Field trips will allow teachers to use the city and beyond to give meaning to the curriculum. Throughout the studies, it is essential that the students relate what they are learning to their life in New York City. Reading and writing, science and math will all play a role in our social studies curriculum. Read alouds, shared reading, independent reading and small group reading and writing, studies of myths and folktales, and research skills are some examples of literacy as a part of social studies. Mapping skills, model making, time lines, grids and graphs are skills that use mathematical understanding. Social studies units will include both social and physical science. Students will learn about environments and health, animals and habitats, geology and ecosystems, natural resources and weather, as well as food chains and life cycles. They will also learn about various structures throughout NYC.



## **Science**

We will continue our goal of enhancing our science curriculum this year. Science will be taught two days per week by the classroom teachers in grades 1-5. Ms. Nurse will be the science specialists in the lower grades. Ms. Codrington will serve as the upper grade science specialist. Our curriculum will be taken a combination of theory and hands on experiences, both inside our school and throughout our city. Our objectives for this program are to:

- provide standard based science instruction.
- Link the science standards to the curriculum across the grades.
- Support the spiraling of our scope and sequence across throughout the grades.
- Integrate science content with other core curriculum – social studies, literacy, and mathematics.
- Collaborate with specialists in other areas – art, music, technology, physical education/health and culinary arts
- Provide professional development to support science standards

- Seek out grants for science equipment, trips, and in-service programs.

With all of our objectives in mind, we hope to develop an awareness of curiosity about the natural and built world within our students' lives. Assist them in understanding key scientific concepts and content. Help them to develop the ability to use scientific processes. Provide them with joy as they explore the scientific world. Provide them with a good experience with technology design. Allow them to see and appreciate science as a dynamic discipline in which the quest for knowledge is on going. Our program will teach skills in a collaborative manner.

All students in grades 1-5 are mandated to maintain a science notebook which will be used to input their entries. We are asking our families to assist us in helping our students maintain their notebooks. Science grades will depend heavily on the students' work in the lab as well as the work being done in the science notebook.

### **Homework Policy**



This year we continue our school-wide homework policy which was created as a result of a previous parent survey. Children and/or their parents will be periodically asked to keep track of how long homework is taking to complete, so that teachers may determine how to adjust the amount of homework that is given.

Homework will be assigned Monday through Friday. During our Parent Orientation on the first day of school, teachers are expected to discuss the following:

- Explain our Homework Policy to children and parents
- Make their expectations clear regarding completeness and neatness of assignments (neatness should be emphasized)
- Explain the consequences of not completing homework
- Put in place a system for checking written homework which students and parents are aware of

Parents will also receive our homework expectations in writing.

<b>Grade</b>	<b>Reading</b>	<b>Written (including Math)</b>	<b>Total</b>
<b>Kindergarten</b> <b>NOT MANDATED</b> DUE to the mandated HIGHER state standards, we STRONGLY suggest that our students receive support at home and complete their assigned tasks.)	<b>Parents and children spend time together with books – 10- 15 minutes</b>	<b>10 minutes assisted</b>	<b>20-25 minutes</b>
<b>First Grade</b>	<b>15 minutes</b>	<b>15 minutes</b>	<b>35-40 minutes</b>
<b>Second Grade</b>	<b>20 minutes</b>	<b>20 minutes</b>	<b>40-45 minutes</b>
<b>Third Grade</b>	<b>25-30 minutes</b>	<b>25 minutes</b>	<b>50-60 minutes</b>
<b>Fourth Grade</b>	<b>35 minutes</b>	<b>30 minutes</b>	<b>65 minutes</b>
<b>Fifth Grade</b>	<b>45 minutes</b>	<b>40 minutes</b>	<b>85-90 minutes</b>

Although we realize that homework will not take the same amount of time for all children, we believe that children should not have to do more than the maximum amount for their grade, assuming that they are working without breaks and distractions. We believe that it is always better to give homework that is of great quality, instead of quantity.



### **Academic Intervention Services (AIS) for At Risk Students**

Students who are at risk for not meeting grade level standards will receive intervention services. Students in need of extra support will be identified and assessed, to ensure that they receive appropriate support.

Assessment tools such as Teacher's College (Columbia University), as well as ongoing informal assessments, will help us in identifying such students. State and city assessments will also be utilized to determine the need for our students in the upper grades. Careful record keeping, including anecdotal/conference notes, running records, and work samples, will be used as important tools in helping us to determine a plan of action for our students. Educational assistants and the support services personnel who work with at-risk students must also keep a log of their daily work with each student.

Our work with at-risk students is being supported by regulations that require all schools in New York State to provide Academic Intervention Services (AIS) for students who score below the State-designated performance standards on State assessments and/or who are at-risk of not achieving the State Learning standards. AIS services are not special education services, but are additional instruction and support services

which supplement the general curriculum. The emphasis on AIS is part of the larger move to reduce special education referrals.

Our speech teachers, occupational therapists, physical therapists, guidance counselor and members of the SBST will also help us to meet the needs of our at-risk students. ....These professionals will share their expertise by helping us to identify students with OT, PT, Speech and social/emotional issues; while providing teachers with ideas for interventions.

We anticipate having the following in place this year:

- Guided reading push-in/pull-out program (Grades K-5)
- Small group support (Grades K-5)
- Guidance services: emotional and social support
- The Mental Health Clinic: family/emotional support
- Educational Assistant support
- Learning Leaders support
- Professional Development in meeting the needs of struggling readers
- Professional Development in meeting the needs of students who struggle with mathematics
- Resource Room (K-5 and "At Risk" students)

### **ELL (English Language Learners)**



Bilingual or non-English speaking children who score below a bench-mark on an assessment (that is administered by our ELL teacher when the child is first admitted into the school), will be placed in our ELL day program. Ms. Shondra Hayward utilizes the Home Language Survey early in the school year to get a clearer picture on students who need this service.

Among the new mandates for ELL are ones that emphasize more coordination with ongoing curriculum. Our social studies and science curricula will support this mandate. Time will be provided for teachers to meet with Ms. Hayward so that they may discuss their collaboration for this year.

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### Morning Arrival and Afternoon Dismissal Procedures 2011-2012



Due to the construction in our playground/schoolyard, we cannot utilize the space for our arrival and dismissal procedures. It is essential that everyone follows the procedures as they are outlined below:

**ARRIVAL PROCEDURES:** Our school commences daily at 8:20 AM.

- Pre-Kindergarten and Kindergarten students must utilize the stairs on St. Marks Ave and take the path which leads directly to their classroom doors (ALL doors will be labeled.)
- Grades 1 and 2 students must utilize the stairs on St. Marks Ave and take the path which leads directly to the cafeteria. Students will assemble in their designated areas (all areas will be labeled.)
- Grades 3, 4, and 5 students must utilize the stairs on St. Marks Ave and take the path which leads directly to the cafeteria. Students will be escorted to the auditorium, and will be required to sit in their designated areas upon arrival.
- Morning Lateness: ALL late students (those arriving AFTER 8:25 AM) must enter through our main entrance on Underhill Ave, and proceed to the back of the auditorium for a late pass. Classroom teachers will request these late passes upon arrival to class.

**DISMISSAL PROCEDURES: Revised 9.2011**

- **Pre-Kindergarten**
  - Dismissal times are Monday through Friday at 2:40pm in classrooms.
- **Kindergarten**
  - Monday, Tuesday and Wednesday, 2:40pm in the Auditorium
  - Thursday and Friday, 2:40pm in classrooms
- **Grades 1 and 2**
  - Monday, Tuesday and Wednesday, 3:18pm in the Auditorium
  - Thursday and Friday, 2:40pm in the Auditorium
- **Grades 3, 4 and 5**
  - Monday, Tuesday and Wednesday, 3:18pm, St Marks Ave Exit
  - Thursday and Friday, 2:40pm ,St Marks Ave Exit

**After 3:18pm, ALL late pickups will occur in our main office. This notice serves as our new arrival and dismissal procedure until further notice.**

Our playground/schoolyard remains a construction site therefore I am requesting that everyone cooperates with us and pick up our children on time. Parents kindly discuss safety procedures with our children and remind them that they are NEVER allowed on the fence, or inside the work site. Students must vacate the premises as soon as they are dismissed.

## Teunis G. Bergen School - Public School 9 Parent Information Handbook 2011-2012

### Parental Involvement



#### **Parent Associations and the Schools “Chancellor’s Regulation CR A-660”**

Parent Associations are the backbone of the public schools. They provide the parent leadership essential to developing school strengths, identifying and solving problems and building the partnership between schools, community and parents necessary to successful education. The New York City Board of Education, recognizing the importance of parent associations to a school’s success, issues this policy statement to foster strong and effective parent representation in every school and at every level of the school system.

There is an active parent body at PS 9. Class Parents and Learning Leaders volunteers can be seen helping as reading tutors, trip chaperones, working in the schoolyard during morning lineup and assisting with classroom projects. For more information regarding serving as a volunteer in the school, please visit Charmaine Derrell-Jacob our Parent Coordinator in room 112.

Our Parent Teacher Organization has been extremely active and has been vital in raising funds to support many of our programs. Our PTO is also very supportive of the entire school; bridging the gap between home, school, and the community. There are many events and opportunities throughout the school year for parents to actively participate in. Committee membership is open to all parents, family and community members.

On the first and third Friday of each month, all parents are invited to visit the classrooms to read with our children, play math games, or participate in other curricular areas through our Family Reading and Math Buddy program. We look forward to this program which allows us to include parents into our learning community in a very meaningful way.

For more information please check out the NYC Department of Education’s website: <http://schools.nyc.gov/ParentsFamilies/default.htm>. To get involved please contact our PTO at: [Ptops9@gmail.com](mailto:Ptops9@gmail.com). For our Parent Coordinator, you may visit room 112, call 718.638.3260 X 1121 or email [cderrell@schools.nyc.gov](mailto:cderrell@schools.nyc.gov).

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**“The Chancellor’s Plan for School Leadership Teams”**



The fundamental purpose of the school leadership team is to determine the school's educational direction – that is, the school's overall educational vision, its goals and priorities, the strategies that will be used to achieve that vision, and the alignment of resources to accomplish those strategies. To be effective, the team will need to develop a culture in which there is a shared goal for all children to achieve high levels of learning and a spirit of partnership among all constituencies to achieve high levels of learning and a spirit of partnership among all constituencies to achieve this goal. To carry out this charge, the work of the team will focus on two core responsibilities:

- the creation of the schools Comprehensive Educational Plan (CEP), including annual goals and objectives
- the development of a school-based budget and staffing plan aligned with the CEP.

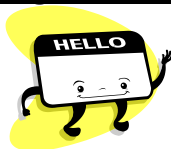
Within the context of New Standards, the district CEP, and other [Regional policies], teams will have significant discretion in developing their comprehensive educational plans and budgets in areas such as curriculum, instructional programs, parent involvement, staff development, pupil personnel services, and financial management.

For more information, please check out

<http://schools.nyc.gov/Offices/OFEA/BecomingaParentLeader/SchoolLeadershipTeam/default.htm>

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### Visiting the School



Parents are welcome to visit their child(ren)'s classrooms. There are many ways to be a volunteer in our school: Learning Leaders school volunteers, main office monitors, field trips, special curriculum projects, lunchroom clubs, etc... Your contributions to classroom life are crucial to our success. We want you to be informed about our school. If you'd like to visit, please arrange a time with the classroom teacher. You must stop at the security desk for a visitor's pass at the time of your visit. YOU MUST HAVE A VALID NEW YORK STATE ID TO ENTER OUR SCHOOL BUILDING! Please do not "drop in" on teachers without an appointment. They will be unable to meet with you without prior notice.

### Parent Reports and Conferences



There are two formal Parent/Teacher Conferences a year; one in November and the other in March. Additional conferences are usually given upon request. It is very important that parents make every effort to attend parent conferences.

Each fall we host a curriculum night for all parents. Your child's teacher will describe in detail the plan and schedule for the year, as well as the procedures for many important routines for the class. Please be sure to attend.

Also in the fall teachers in grades 1 to 5 will send home a letter regarding homework procedures. It is very important that parents and children read this letter together in order to clarify and define routines for the year, which will assist children in doing their homework. [See our "Homework Policy" section]. We ask parents to review homework nightly.

### Notes from School to You



The method we will use most often to communicate with you is a notice that your child will bring home. Please check every day to see if there is a note in their lunch box or backpack. Most of our teachers are now using class websites. This information will be provided to you during the orientation on the first day of school.

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### Dogs and Bicycles



Please do not bring dogs into the school yard or school building. If you must tie your dog, please use the fence furthest away from the main doors. Some children are frightened by or allergic to dogs and some dogs get frightened by the large number of children milling about. Bicycles, scooters, roller skates and skateboards are not allowed in the school yard or the school building.

### The School Nurse – Illness



Because a number of our children require daily medical attention to enable them to attend public school, we have a school nurse. Please be advised that our nurse may not treat children who come to school sick. We ask that you do not send your child to school if he/she may be ill. Children who become ill in school may be seen by the nurse before being sent home. Children usually wait in the office until someone can pick them up. Please sign your child out in the student sign out book in the main office before leaving with your child.

Parents are our first line of defense in preventing the spread of infection. If your child has an infectious illness, please let your child's teacher know by sending a note or making a phone call. The teacher can then inform the nurse of infectious illnesses in the school. Illness is a part of life and it is impossible to eradicate infectious illness from our school. Please be certain that your child is healthy before he/she is returned to school. Also talk to your children about washing their hands regularly and avoiding the sharing of food and drinks. It is school policy that children who are sent home sick may not return to the school later in the day.

### Lost Clothing



Please use an indelible marker to write your child's name on all outer clothing (book bags, hats, gloves sweaters, boots...) and on lunch boxes. This will enable us to return lost articles. The volume and quality of clothing "found" is staggering. Please check the lost-and-found in both the lunchroom and the Nurse's wing.

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### Emergencies/Messages/ Early Pick-Up



1. Please be sure that you complete **two** copies of the "Blue Emergency Card" that is filed in the main office. This card should be updated during the school year with current phone numbers and clear directions of what is desired by parents in case of an emergency. If you change jobs or phone numbers, or if your backup emergency contact changes, please stop by the office and change your card. It is also a good idea to keep in mind that the school may need to reach you, so let your office or your backup know how you can be contacted when there are changes in your regular schedule.
2. The school CANNOT deliver phone messages to children. Make sure you make all after-school plans in advance.
3. If a parent wishes to pick up their child early, the classroom teacher should be informed in writing. Early pickup must occur by 2:00pm unless there is an extreme emergency. Only a parent or designated guardian may pick up a child and their names(s) must be listed on the "Blue Emergency Card." All children who leave early must be signed out in the main office. The person picking up a student **MUST** have a valid NYS photo ID card. Children may not leave school during the school day without an escort who is 18 years or older.
4. Please do not send us any information on the fax machine unless you have been directed to do so.

*Please Note: The school telephone system is not equipped to override Caller ID. We do not have the capacity to dial \*82. This means that if your Caller ID restricts incoming calls, we may not be able to contact you in an emergency. Please make every effort to have a telephone number available and known to us in the event of an emergency.*

### Emergency Evacuation Procedure

In the case of an emergency, students and staff will be evacuated in keeping with the designated locations in the school safety plan. Staff members will escort the entire school community to one of these designated sites:

DOE Site: **Acorn Community HS: 561 Grand Ave**, Brooklyn, NY 11238 718.789.2258

Non-DOE Site: **District 13 Office: 355 Park Place** Brooklyn, NY 11328 718.636.3234

DOE Site: **Public School 11: 419 Waverly Street** Brooklyn, NY 11238 718.638.2661

## Teunis G. Bergen School - Public School 9 Parent Information Handbook 2011-2012

### School Meals



The Breakfast Program is available to all children at no cost. It begins at 7:35 AM in the school's cafeteria. There is a School Aide assigned to the breakfast program along with the other cafeteria personnel.

All students are invited to participate in the School Meals lunch program daily. Children may choose to bring lunch instead. If your child brings lunch, please be sure that no glass bottles or containers, soda, candy or gum are included. This year we are required to collect lunch applications. ALL families (whether participating or not) are required to complete the form and return it to the school's main office as soon as possible. Lunch applications will be given out on the first day of school. Eligibility for free or reduced-price lunch is based on the information families provide on their application. Students eligible for reduced-price lunch, or those who have to pay full price, will be required to pay weekly when they receive lunch.

## Teunis G. Bergen School - Public School 9 Parent Information Handbook 2011-2012

### School Discipline Plan



In order to maintain student discipline and to set a positive tone for learning in our school building, the following Discipline Plan is in effect at PS9.

EVERY CLASS HAS THE SAME SET OF RULES, THEY ARE AS FOLLOWS:

1. Respect the rights of others
2. Raise your hand if you wish to speak
3. Remain in your seat unless given permission to get up
4. Bring school supplies everyday
5. Read and work quietly
6. Refrain from eating and chewing gum

SCHOOL-WIDE RULES IN EFFECT FOR ALL STUDENTS ARE AS FOLLOWS:

1. Respect all school authorities
2. Always stop when you hear the signal
3. Refrain from fighting and cursing
4. Obey all safety rules
5. Respect school property
6. Work quietly and orderly everywhere in the school
7. Walk at all times; NO RUNNING in the school.

CONSEQUENCES IN EFFECT FOR BREAKING SCHOOL-WIDE RULES ARE:

1. The first time a rule is broken, the classroom teacher, teacher-in-charge or Principal will speak to the child about the incident and when necessary contact may be made with the parent.
2. The second time a rule is broken, the child will be asked to write a letter of apology addressed to the appropriate school authority (or classmate) and signed by the child's parent.
3. The third time a rule is broken, the parent will receive either a letter or a phone call from their child's teacher, and/or a Discipline Report Notification letter from the school.
4. The fourth time a rule is broken, the teacher will hold a conference with the teacher and parent.

Please review the above plan carefully with your child and make certain that they understand it completely. Thank you for your support.

Your child will receive credit for returning this letter!

Student's Name \_\_\_\_\_ Class \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Teunis G. Bergen School - Public School 9 Parent Information Handbook 2011-2012

### School Personnel Tentative Re-Organization Sheet 2011-2012

#### **Administrative Staff**

Sandra D'Avilar, Principal  
Deborah Smith, A.P.

#### **School Secretaries**

Donna Coyle, Payroll Secretary

#### **Custodial Engineer (718) 636-7351**

Mr. Peter Grasso – 126

Mr. Tony Santos – Fireman

#### **Classroom Teachers**

5-101, 501 Ms. Diop (G&T)  
5-104, 502 Ms. Chong  
5-102, 503 Ms. Logan/Paul (ICT)  
5-102A, 159 Ms. Rubin (SC)  
4-108, 401 Ms. S. Smith  
4-103, 402 Ms. James  
4-106, 403 Ms. Twine/Zeff (ICT)  
3-107, 301 Ms. Calhoun-Deane (G&T)  
3-119, 302 Ms. Verwayne  
3-121, 304 Ms. Soso/ Ms. Darress (ICT)  
3/4-105, 139 Ms. Taylor (SC)  
2-113A, 201 Ms. Basovitch (G&T)  
2-107A, 203 Ms. Barbarino  
2-115A, 202 Ms. Nelson  
2-121A, 204 Ms. Moore  
2-110A, 129 Ms. Laborde (SC)  
1-B25A, 101 Ms. Lopez (G&T)  
1-B19A, 102 Ms. Marshall  
1-B17A, 103 Ms. McNeil  
1-B11A, 104 Ms. St. Onge  
1-B1, 119 Ms. McCrea (SC)  
Kgn-B2, 011 Ms. Henriquez (G&T)  
Kgn-/B8, 012 Ms. Paynter  
Kgn-/B6, 013 Ms. Silvestry  
Kgn-/B3, 014 Ms. Martin  
Kgn-/B7, 015 Ms. Shaw-Murphy (Dual  
Language Spanish/English)  
Kgn-/B5, 016 Ms. Deverteuil/Ms. Andrews  
(ICT)  
Kgn-/B4, 017 Sabbagh (SC)  
PreK/B18A, 001 Ms. Johnston  
PreK/B10A, 002 Ms. Birro  
PreK/B12A, 003 Ms. Field

#### **Cluster Teachers**

B19 Culinary Arts Ms. Shaw-Taylor  
B21 Spanish Ms. Hernandez  
110 Science Ms. Codrington  
Gymnasium PE/Health Mr. Lynch  
114A Science Ms. Nurse

Library Vacancy  
Shared Inquiry Ms. Durham/Sealey

#### **English Language Learners**

Ms. Hayward Rm. 112A

#### **Speech Teachers – 121A**

Ms. Richards Ms. Shortt -Ocasio

#### **Adaptive Physical Education**

Mr. Markowitz 101A

#### **Guidance Counselor**

Ms. Johnson – Rm 123

#### **S.B.S.T. -718 857-2350**

Social Worker - Mr. Kolins  
Family Assistant - Ms. Milord

#### **I.E.P./ SETTS Teacher**

Ms. B. Des Anges – 105A

#### **P.D.F.Y./S.A.P.I.S.**

Mr. Williams – 122A

#### **Educational Assistants**

Ms. DeLoach Mr. Parchment  
Ms. Graham Ms. Hamilton  
Ms. Hargrove Ms. Harry  
Ms. Hernandez Ms. Knight  
Ms. Morales Ms. Santiago

#### **Intervention/Enrichment Specialists**

124 ELA Ms. Durham  
122 Math Ms. Sealey

#### **School Aides**

Ms. Butler Ms. Chapple  
Ms. Mathias Ms. Ravenell  
Ms. Taylor Ms. R. Wright

#### **Breakfast/Lunch Staff (718 783 2526)**

Ms. Emmanuel Ms. Whyte  
Ms. Fasano Ms. Marchan

Mr. DeLoatch

#### **School Nurses**

Sp.Ed. Ms. Orna–Rm 104A (718) 398 2451  
D.O.H. Mr. Ray Rm 132B (718) 230 9607

#### **Parent Coordinator – (347 563 5324)**

Ms. Derrell-Jacob - Rm. 112

#### **P.T.O. Presidents**

Ms. Jaffe & Ms. Goolsby– Rm. 132A

#### **Occupational Therapists – 101A**

Ms. Hertzog

#### **Physical Therapists – 101A**

Ms. Shapiro

#### **Woodhull Hospital M.H.C. 202A (718-)**

Ms. Garcia Director – 638-5383

**Teunis G. Bergen School - Public School 9**  
**Parent Information Handbook 2011-2012**

**Daily Schedule**



PERIOD 1	8:20	-	9:05
PERIOD 2	9:10	-	9:55
PERIOD 3	10:00	-	10:45
PERIOD 4	10:50	-	11:40 (lunch-grades Pre-K, K, 1 <sup>st</sup> & 2 <sup>nd</sup> )
PERIOD 5	11:45	-	12:35 (lunch- grades 3, 4, & 5)
PERIOD 6	12:45	-	1:30
PERIOD 7	1:35	-	2:20
Homeroom	2:20-		2:40 ( <b>Get ready for dismissal/Extended Day</b> )
Extended Time	2:40	-	3:18pm

**Dismissal Schedule**

Monday-Friday	2:40pm	Pre-Kindergarten & Kindergarten
Monday-Wednesday	3:18pm	Grade 1 through Grade 5 ( <b>*ALL Students</b> )
<b>Thursday &amp; Friday</b>	<b>2:40pm</b>	<b>Entire School</b>

**\*All Students must be picked up promptly at their assigned dismissal times!**

**Teunis G. Bergen School - Public School 9  
Parent Information Handbook 2011-2012**

**Student Drop-Off and Pick-Up Procedure**

**Drop-Off and Pick-Up Locations in Fair Weather\***



<b>Grade</b>	<b>Morning Drop-Off</b>	<b>Afternoon Pick-Up</b>
Pre-K	Classroom Door from Schoolyard	Classroom
Kindergarten	Classroom Door from Schoolyard	Classroom
Grade 1	Cafeteria	St. Marks Ave
Grade 2	Cafeteria	St. Marks Ave
Grade 3	Cafeteria	St. Marks Ave Exit
Grade 4	Cafeteria	St. Marks Ave Exit
Grade 5	Cafeteria	St. Marks Ave Exit

**Drop-Off and Pick-Up Locations in Inclement Weather\***



<b>Grade</b>	<b>Morning Drop-Off</b>	<b>Afternoon Pick-Up</b>
Pre-K	Classroom Door from Schoolyard	Classroom
Kindergarten	Classroom	Classroom
Grade 1	Cafeteria	Auditorium
Grade 2	Cafeteria	Auditorium
Grade 3	Auditorium	St. Marks Ave Exit
Grade 4	Auditorium	St. Marks Ave Exit
Grade 5	Auditorium	St. Marks Ave Exit

**\*The student Breakfast Program begins at 7:35 am and ends at 8:10 am.**

**Teunis G. Bergen School - Public School 9**  
**Parent Information Handbook 2011-2012**  
**PS9 Annual School Events Calendar \*\***

**September 2011**

- 05 Labor Day- **School Closed**  
 06 All Teachers/Staff Report to School  
 Includes Professional Development Day for all Staff  
 06 Registration Begins for New Students **9:00am**  
 07 Staff Professional Development Day-All Teachers  
 08 All Students Return **8:20 am**  
 First Day Celebration & Parent Orientation **8:20-10:00am**  
 ½ Day for Kindergarten: Dismissal @ 12pm  
**Pre-Kindergarten Schedule: 8:20-11am**  
 09 ½ Day for Kindergarten: Dismissal @ 12pm  
**Pre-Kindergarten Schedule 8:20-11:00am**  
 12 Kid's Orbit Afterschool Program Begins **2:40pm**  
 12 PTO Afterschool Program Begins 2:40pm  
 12 **Pre-Kindergarten Schedule 8:20-11:00am**  
 14 LAVA Afterschool Programs Begins  
 19 School Leadership Team Opening Meeting **4:00 pm**  
 20 Community Education Council (CEC) @PS9 **6:30pm**  
 20 PTO & Title I Opening Meeting **6:30 pm**  
 22 Safety Meeting 9:30am, Room 109  
 23 Class Parent Opening Meeting **8:45am**  
 27 New Family Tea **5:30-7:00 pm**  
 28 Learning Leaders Opening Meeting -Columbia Univ.  
 29 Rosh Hashanah Observed – School Closed  
 30 Rosh Hashanah Observed – School Closed  
 \* PTO Fall Catalog Fund Raiser Begins

**October**

- 01PTO Carousel Party **5:45-7:45pm**  
 03Learning Leaders Volunteers Begin  
 03SLT Silent Auction Planning Meeting **4pm**  
 04Curriculum Night **6:00-8:00pm**  
 04 Grade 5 Parent Meeting **5pm**  
**06 Pre-K Non-Attendance Day**  
**06 Grade 5 College Tour- Washington DC**  
 07 Family Reading/Math Buddies Opening Mtg **8:45am**  
 10 **Columbus Day Observed - School Closed**  
 12English Language Learners Parent Orientation **8:30am**  
 14 Early Childhood Tour **9:00am**  
 14 Hispanic Heritage Month Celebration-Schoolwide  
 17 School Leadership Team Meeting  
 18 PTO & Title I Monthly Meeting **6:30pm**  
 21 Family Reading/Math Buddies **8:20am**  
 \* **Safety Meeting**  
 22 UFT Parent Conference at Brooklyn Tech  
**22 Silent Auction Fundraiser at Union Temple 6pm**  
 28 Class Parent Meeting **8:45 am**  
 31 Literacy Storybook Parade/Harvest Festival  
 \* Enrichment Clusters Commence  
 \* PTO Catalog Fund Raiser Ends–**All Monies Due**

**November**

- 02 Special Needs Parent Orientation **9am**  
 04 Family Reading/Math Buddies **8:20am**  
 07 Annual Can Food Drive Begins  
**08 Election Day- School Closed for Students**  
 08 PTO Election Day Food Sale  
**11 Veteran's Day – School Closed**  
 14 School Leadership Team Meeting  
 \* **Open School Week / Scholastic Book Fair**  
 15 Half-Day for Students – Dismissal **12:00pm**  
 15Parent/Teacher Conferences **1:00-3:00&5:30-8:00pm**  
 15 ARIS Parent Training **12:00pm & 4:30pm**  
 18 Family Reading/Math Buddies **8:20am**  
 18 Early Childhood Tour **9:00am**  
 18 Annual Can Food Drive Ends  
 \* **Safety Meeting**  
 22 Multicultural Luncheon – School-wide  
 22 PTO & Title I Monthly Meeting **6:30pm**  
**24/25 Thanksgiving Recess- School Closed**  
 29 Family Math Night **6:00pm**  
 \* PTO Picture Day

**December**

- 01 Annual Toy Drives Begin  
 02 Family Reading/Math Buddies **8:20am**  
 09 Class Parent Meeting 8:45am  
 09 Dual Language Open House **9am**  
 12 School Leadership Team Meeting  
 13 PTO & Title I Monthly Meeting **6:30pm**  
 \* **Safety Meeting**  
 16 Family Reading/Math Buddies **8:20am**  
 16 Early Childhood Tour **9am**  
 16 Annual Can Food & Toy Drives End  
 19 Annual Toy Drive Ends  
 20 Winter Holiday Festival  
 Pre-K & Kindergarten **9:15am**  
 21 Winter Holiday Festival Grade 1&2 **9:15am**  
 22 Winter Holiday Festival Grades 3,4&5 **9:15am**  
**26-Winter Recess Begins- School Closed**

**January 2012**

- 03 School Reopens **8:20 am**  
 09 School Leadership Team Meeting  
 10 PTO & Title I Monthly Meeting **6:30 pm**  
 \* **Safety Meeting**  
 13 Family Reading/Math Buddies **8:20 am**  
**16 Dr. King's Birthday Observed – School Closed**  
 20 Early Childhood Tour **9:00 am**  
**27 Pre-K Non-Attendance Day**  
 27 Family Reading/Math Buddies **8:20 am**  
 \* Parent Education Series: "How to Prepare for the  
 ELA Test at Home"  
**\*100<sup>th</sup> Day of School Celebration**  
 \* Date/Time to be announced  
 \*\* Please note: This calendar represents a majority of the  
 activities planned for school year 2011-2012. At the beginning of  
 each month, you will receive our school's "monthly activity  
 calendar" which will provide additional information and reflect  
 changes.  
 9.2011

**Teunis G. Bergen School - Public School 9**  
**Parent Information Handbook 2011-2012**  
**PS9 Annual School Events Calendar \*\***

**February 2012**

03 Family Reading/Math Buddies **8:20am**  
 03 Class Parent Meeting **8:45am**  
 06 School Leadership Team Meeting  
 08 PTO & Title I Monthly Meeting **6:30 pm**  
 \* Safety Meeting  
 10 Early Childhood Tour **9:00 am**  
 13 School Leadership Team Meeting  
 14 Black History Month Program Pre-K & K **9:15am**  
 15 Black History Month Program Grades 1&2 **9:15am**  
 16 Black History Month Program Grades 3,4&5 **9:15am**  
**20-24 Mid-winter Recess – School Closed**  
 27 School Reopens **8:20am**

**March**

02 Read Across America Day - Dr. Seuss' Birthday  
 Celebration (Pre-K - Grade 2)  
 02 Family Reading/Math Buddies **8:20am**  
 \* Safety Meeting  
 12 School Leadership Team Meeting  
 13 Half-Day for Students – Dismissal **12:00pm**  
 13 Parent/Teacher Conferences **1:00-3:00& 5:30-8:00pm**  
 16 Family Reading/Math Buddies **8:20am**  
 16 Early Childhood Tour **9am**  
 20 PTO & Title I Monthly Meeting **6:30pm**  
**23 Pre-K Non-Attendance Day**  
 23 Dual Language Open House **9am**  
 27 Family Board Game Night **5:30-7:30 pm**  
 30 Class Parent Meeting **8:45am**  
 30 Family Reading/Math Buddies **8:20am**  
 \*Scholastic School-Wide Book Fair  
 \* Parent Environment Survey Distribution

**April**

**06-13 Spring Recess - School Closed**  
 16 School Reopens **8:20 am**  
 16 ELA Pep Rally **1:30 pm (Grades 3, 4 & 5)**  
 16 School Leadership Team Meeting  
**17-18 NYS ELA Test Grades 3-5**  
 17 PTO & Title I Monthly Meeting **6:30pm**  
 \* Safety Meeting  
 20 Family Reading/Math Buddies **8:20 am**  
 20 Early Childhood Tour **9:00 am**  
 20 Math Pep Rally **1:30 pm (grades 3, 4 & 5)**  
 20 Earth Day Classroom Celebrations  
**23-24 NYS Math Test Grades 3-5**  
 26 Poetry Slam at “The Bergen Café”  
 Grades Kindergarten, 1 & 2 **9:15am**  
 Grades 3, 4 & 5 **1:30pm**  
 27 Family Reading/Math Buddies **8:40am**  
 \* Poem in your pocket day  
 \*PTO Annual Craft Fair

**May**

04 Cinco de Mayo Celebration  
 14 School Leadership Team Meeting  
 15 Pajama Reading Night (Pre-K-2) **4:30-6:00pm**  
 15 PTO & Title I Monthly Meeting **6:30pm**  
 \* Safety Meeting  
 21 “What’s Math Got to Do With It?”  
 20 Family Reading/Math Buddies **8:20am**  
**23 NYS Science Performance Test begins Grade4**  
 28 Memorial Day Observed–School Closed  
 \* Gifted & Talented Open House  
 \* Community Open House

**June**

01 NYS Science Performance Test Ends Grade4  
 02 “Real Men Read” **9:00am-2:00pm**  
 04 NYS Science Written Test Grade 4  
**05 Clerical Half Day–Students Dismissed 12pm**  
 06 Field Day Grades 1 & 2 **9:15am**  
 06 Field Day Grades 3, 4 & 5 **9:15am**  
 07 Chancellor’s Conference Day - School  
**Closed for Students**  
 08 Pre-K & Kindergarten Family Day  
**11 Clerical Half Day–Students Dismissed 12pm**  
 11 Student Award Assembly Grades1&2 **9:15am**  
 11 Dual Language Lottery Day  
 11 School Leadership Team Meeting  
 12 Grade 4 Middle School Meeting  
 12 Student Award Assembly Grades 3&4 **9:15am**  
 12 PTO & Title I Mtg /Annual Election **6:30pm**  
 13 Student Award Assembly Grade 5 **9:15am**  
 15 “Meet Next Year’s Grade Team of Teachers Day”  
 19 Pre-K Promotional Exercise **9:30am**  
 20 Kindergarten Promotional Exercise **9:30am**  
 \* Safety Meeting  
 22 Grade 5 Promotional Exercise **9:30am**  
 22 Grade 5 Social **5:30 pm**  
 22 All Afterschool Programs End  
 27 Last Day of School Students dismissed at **12pm**  
 \* Kindergarten Student Awards Program  
 \* Ms. Lopez’ Class Program  
 \* Grade 5 Senior Trip

\* Date/Time to be announced

\*\* Please note: This calendar represents a majority of the activities planned for school year 2011-2012. At the beginning of each month, you will receive our school’s “monthly activity calendar” which will provide additional information and reflect changes.

**Teunis G. Bergen School - Public School 9**  
**Parent Information Handbook 2011-2012**

**NYCDOE School Year (School Closing) Calendar for 2011-2012**

**2011**

September	8,	Thursday	SCHOOL SESSIONS BEGIN FOR ALL STUDENTS.* Early dismissal for NON-DISTRICT 75 Kindergarten STUDENTS ONLY.
September	9,	Friday	Partial school time for Prekindergarten students Early dismissal for NON-DISTRICT 75 Kindergarten STUDENTS ONLY.
September	12,	Monday	Partial school time for Prekindergarten students
September	29,	Thursday	Rosh Hashanah (Schools Closed)
September	30,	Friday	Rosh Hashanah (Schools Closed)
October	6,	Thursday	Prekindergarten Non-Attendance Day
October	10,	Monday	Columbus Day Observed (Schools Closed)
November	8,	Tuesday	Election Day. Chancellor's conference day for staff development. Students will not be in attendance
November	11,	Friday	Veterans Day (Schools Closed)
November	24-,	Thursday &	Thanksgiving Recess (Schools Closed)
November	25,	Friday	
December	26-,	Monday thru	Winter Recess (including Christmas and
January	2,	Monday	New Year's Day) Students return on January 3, 2012.

**2012**

January	16,	Monday	Dr. Martin Luther King Jr. Day (Schools Closed)
January	27,	Friday	Prekindergarten Non-Attendance Day
January	30,	Monday	Fall term ends for high school students. No high School students will be in attendance. <u>All other students will be in attendance.</u>
January	31,	Tuesday	Spring term begins for high school students
February	20--,	Monday thru	Midwinter Recess (including Washington's
February	24,	Friday	Birthday) (Schools Closed)
March	23,	Friday	Prekindergarten Non-Attendance Day
April	6,	Friday thru	Spring Recess (including Good Friday, Easter and
April	13,	Friday	Passover). Students return to school April 16.
May	28,	Monday	Memorial Day Observed (Schools Closed)
June	7,	Thursday	Chancellor's Conference Day for Staff Development Students will <u>not</u> be in attendance.
June	22,	Friday	In non-district 75 high schools having to administer Regents examinations from June 16- June 24, students will not be in attendance on Regents Rating Day.
June	27,	Wednesday	LAST DAY FOR ALL STUDENTS. Last day for all classroom teachers, etc. ***An early dismissal of students is to be scheduled.

**Clerical Shortened Half-Days**

June 5 & 11, 2012

Students are dismissed at 12:00 pm sharp.

## Teunis G. Bergen School - Public School 9

### Parent Information Handbook 2011-2012

#### School Supply List\*\*

- | <u>Kindergarten</u>                              | <u>Grade 1-2</u>  | <u>Grade 3-5</u>   |
|--|---|--|
| 1. Mead<br>Composition<br>Notebooks (5)          | 1. Mead<br>Composition<br>Notebooks (5-10)                  | 1. Mead<br>Composition<br>Notebooks (10-12)                  |
| 2. #2 Pencils<br>&Primary (no<br>erasers)        | 2. #2 Pencils (24<br>pieces to start)                       | 2. #2 Pencils  |
| 3. Post-It Notes (5-10<br>small pads)            | 3. Erasers (12 pack)  | 3. Erasers (12 pack)   |
| 4. Pocket folders (6-<br>10 solid colors)        | 4. Post-It Notes (5-10<br>small pads & large<br>with lines) | 4. Pens (black, red,<br>blue ink)                            |
| 5. Construction<br>paper (1 pack)                | 5. Pocket folders (10;<br>solid colors)                     | 5. Post-It Notes (5-10<br>small pads & large<br>with lines)  |
| 6. Colored pencils                               | 6. Construction<br>paper (1 pack)                           | 6. Pocket folders (12;<br>solid colors; paper<br>or plastic) |
| 7. Crayons (Jumbo-<br>sized for<br>Kindergarten) | 7. Colored pencils  | 7. Construction<br>paper (1 pack)                            |
| 8. Smock or Tee shirt<br>for Art                 | 8. Crayons (36 pack)  | 8. Colored pencils   |
| 9. Water-soluble<br>markers                      | 9. Smock or Tee shirt<br>for Art                            | 9. Crayons (36 pack)   |
| 10. Water color paint<br>(1 set)                 | 10. Water-soluble<br>markers                                | 10. Markers  |
| 11. "ZipLoc" (2 Gallon)                          | 11. Water color paint<br>(1 set)                            | 11. Dry Erase Markers<br>(1 pack; low odor)                  |
| 12. Calculator (age<br>appropriate)              | 12. "ZipLoc" (2 Gallon)                                     | 12. White-out (keep<br>at home)                              |
| 13. Glue sticks (10)                             | 13. Calculator (age<br>appropriate)                         | 13. Geometry Set:<br>protractor,<br>compass, etc.            |
| 14. Safety Scissors                              | 14. Glue sticks (10)  | 14. Highlighters   |
| 15. Ruler (Cm & Inch)                            | 15. Safety Scissors   | 15. Pocket Dictionary  |
| 16. Index Cards (1<br>pack)                      | 16. Ruler (Cm & 12-<br>Inch)                                | 16. 1 USB Flash Drive  |
| 17. Clip Board for trips<br>(1)                  | 17. Index Cards (1<br>pack 5x8<br>multicolored;<br>lined)   | 17. Loose leaf paper   |
| 18. Paper Towels (3<br>rolls)                    | 18. Paper Towels (3<br>rolls)                               | 18. Ream of copy paper                                       |
| 19. Band Aids (1 box<br>assorted sizes)          | 19. Band Aids (1 box<br>assorted sizes)                     | 19. Display boards   |
| 20. Wet Wipes &<br>Disinfectant Wipes            | 20. Wet Wipes &<br>Disinfectant Wipes                       | 20. 1 Clip Board   |
| 21. Boxes of Tissues (2<br>boxes)                | 21. Boxes of Tissues (2<br>boxes)                           | 21. "ZipLoc" (2 gallon)                                      |
| 22. Ream of copy<br>paper                        | 22. Ream of copy<br>paper                                   | 22. Calculator (age<br>appropriate)                          |
| 23. Bottles of Hand<br>Soap (3)                  | 23. Bottles of Hand<br>Soap (3)                             | 23. Glue (white liquid)                                      |
| 24. Bottles of Hand<br>Sanitizer (3)             | 24. Bottles of Hand<br>Sanitizer (3)                        | 24. Glue sticks (10)   |
|  | 25. Dry Erase Markers<br>(1 pack)                           | 25. Safety Scissors  |
|  | 26. Dry Eraser (1)  | 26. Ruler (Cm & Inch)  |
|  | 27. USB Flash Drive (1)                                     | 27. Index Cards (1<br>pack 5x8)                              |
|  |   | 28. Paper Towels 3s)   |
|  |   | 29. Wet Wipes &<br>Disinfectant Wipes                        |
|  |   | 30. Boxes of Tissues (2<br>boxes)                            |
|  |   | 31. Bottles of Hand<br>Soap (3)                              |
|  |   | 32. Hand Sanitizer   |

\*\* Classroom teachers may provide their own list at the beginning of the school year.

**Teunis G. Bergen School - Public School 9**  
**Parent Information Handbook 2011-2012**

**10 Questions Parents Should Ask About Their Child's School**



1. What skills and knowledge will my child be expected to master this year?
2. How will I know if my child is making progress or not?
3. How will teachers and the school report to me on how my child is doing?
4. What kinds of tests are used and how are they used?
5. How will this school connect classroom lessons to the academic standards?
6. In addition to learning from books, how else will my child learn the practical skills he or she can use at home or in a future job?
7. How is computer technology used to improve student learning in this school?
8. How does this school help students who have different learning styles, languages and backgrounds?
9. What are this school's student discipline problems? Discipline procedures?
10. How are parents involved in making decisions at this school?

## Teunis G. Bergen School - Public School 9 Parent Information Handbook 2011-2012

### Who does my child, or I, go to when we need help?



#### Inside of PS9

**Assistant Principal** – inquiries for grades 4, 5 and special needs, and help in the principal's absence

**Cafeteria Staff** – for breakfast and lunch and nutrition inquiries

**Classroom Teacher** – for Everything!

**Custodian** – for cleanups, spills, some classroom and restroom supplies

**Guidance Counselor** – to help resolve concerns and to provide middle school information

**I.E.P./SETTS Teacher** – for busing, special needs referrals and Individual Education Plan inquiries

**Parent Coordinator** – For any and every inquiry and concern that relates to you and your child

**Principal** – for Everything!

**Parent-Teacher's Organization** – for getting involved, making suggestions and getting general and specific help

**School Aides** – In the Cafeteria (during morning breakfast program & lunch periods)  
After School (dismissal)

**School Nurse** – for medical attention and wellness instruction (i.e. band-aids, asthma pump, etc...)

**School Safety Officer** - for information, directions and wellbeing concerns

**School Secretary** – to get information and to leave messages for school community members (i.e. Teachers, Staff, PTA and Principal)

#### Outside of PS9

**New York City Department of Education** Chancellor Dennis Walcott (212) 374-6687  
Tweed Courthouse 52 Chambers Street, New York, NY 10007  
<http://schools.nyc.gov/default.htm>

**Community Superintendent** Dr. James Machen (718) 636-3284  
355 Park Place

**District 13 Family Advocate:** Ms. Precious Jones-Walker (718) 636-3234/(646) 385-6812  
NYCDOE Office for Family Engagement and Advocacy 355 Park Place Room 105A  
[pjoneswalker@schools.nyc.gov](mailto:pjoneswalker@schools.nyc.gov)

**NYCDOE Office of Family Information and Action :** (212) 374-4118  
**OFIA Central Office:** [OFIA@schools.nyc.gov](mailto:OFIA@schools.nyc.gov)

**Executive Director for Family and Community Engagement:** Mr. Jesse Mojica (212) 374-6857

**Elementary School Office of Student Enrollment** (212) 374-4948  
Email: [Es\\_enrollment@schools.nyc.gov](mailto:Es_enrollment@schools.nyc.gov)

**Borough Enrollment Office** **29 Fort Greene Place (at Brooklyn Tech High School)**

**District 13 Community Education Council** Kerry-Anne Green (Admin Asst) (718) 636-3212

**New York City Information** Chancellor's Parent Hotline 311

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### Resources & Information

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- PS9's website: [www.ps9brooklyn.org](http://www.ps9brooklyn.org)
- NYC Department of Education website:  
<http://schools.nyc.gov/AboutUs/default.htm>
- Students Information Achievement Reporting and Innovation System (ARIS): [www.nyc.gov/schools/ARIS](http://www.nyc.gov/schools/ARIS)  
You will need a Department of Education username and password to access this information. Contact our parent coordinator for more information.
- PS9 PTO Blog: <http://ps9pta.blogspot.com/>
- PTO Afterschool: [ps9ase@gmail.com](mailto:ps9ase@gmail.com)
- Kid's Orbit school-based after school program from the Park Slope Day. Contact them at (718) 788-7732 or (718) 768.4426. Check out their website at [www.kidsorbit.com](http://www.kidsorbit.com).
- Homework Help: UFT Dial-A-Teacher **(212) 777-3380**, Monday -Thursday, from 4 to 7 p.m. during the school year.
- NYS Education Department: <http://www.nysed.gov/>
- Heart of Brooklyn: <http://www.heartofbrooklyn.org/>
- PHNDC: <http://phndc.org/>
- Prospect Heights Patch: <http://prospectheights.patch.com/>
- Notify NYC: <https://a858-nycnotify.nyc.gov/notifynyc/>

If you have questions or need more information about anything printed in this handbook, please see our Parent Coordinator Charmaine Derrell-Jacob in room 112, at (718) 638-3260 X 1121, (347) 563-5324 or at [cderrell@schools.nyc.gov](mailto:cderrell@schools.nyc.gov).