

# **Teunis G. Bergen School Public School 9**

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## **Parent Information Handbook 2009-2010**



**Sandra D'Avilar, Principal  
Deborah Smith, Assistant Principal  
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Joel Klein, NYCDOE Chancellor**

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**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,

Welcome back to what we anticipate will be a Wonderful, Invigorating year filled with lots of community building, collaboration, exploring of varied curricula and celebration. We extend a warm welcome to those of you who are joining our school family. We assure you that you’ve selected a learning environment that merits itself on high standards and academic rigor; one that uses a constructivist philosophy to meet the needs of every child. During this new school year, we will continue to foster a learning environment that is child centered and enriching.

This year we will continue using both Social Studies and Science to enrich our curriculum. Our students in Kindergarten through Grade Five will engage in the IM method which will allow them to become more independent researchers. This instructional model allows us to align our curriculum with the Renzulli Learning System which continues to provide differentiated resources for our entire student body. Students in the Gifted and Talented Program as well as our General School program will be allowed to explore their personal interests as we tap into their learning styles, and talents. Our Compact learning methodology will also allow us to provide appropriate instruction to fit the needs of the entire student body. We will continue our tradition of having one Gifted and Talented class on each grade level, kindergarten through grade 5.

We will continue our partnerships with Columbia University (in support of our English Language Arts curriculum), City University (in support our math curriculum), and The University of Connecticut (in support our social studies, and science curricula.) Our new science lab is now located in room 110, and will be utilized mainly by grades 3-5. Our Early Childhood science specialist will provide science instruction for grades pre-k – grade 2, via their classroom. The science facilitator, on each grade level, along with our Enrichment Coordinator and Science specialists will collaborate in order to provide our students with a state of the art science experience this year.

Our Assistant Principal, Ms. Deborah Smith will continue to supervise the Special Education Department, along with Grades 4 and 5. I will continue to supervise our Early Childhood Division (Pre-K-Grade 3) and our English Language Learners Department.

We are fortunate to add exceptionally talented and energetic new members to our school family this year. They are:

- Ms. Kate Ofikuru: Kate comes to us after serving as an educator at P.S. 44 for a year. She is a recent graduate of Teachers College at Columbia University. She will be bringing her expertise to Grade 1.
- Ms. Tameka So so: comes to us from another public school in East New York, and has been a teacher for the past five years. She will be bringing her great experience and best practices to our second grade team. She is a graduate student at Brooklyn College.
- Ms. Karla Wurzel: joins our Grade 5 team as the self contained teacher for the bridge 3/4/5 class. She is currently receiving extensive training from the Fellows Program and is ready to provide our students with Best Practices on a daily basis. She received her undergraduate degree from Connecticut College, and is currently a graduate student at Long Island University.
- Ms. Rachel Zeff: Rachel joins our Grade 5 team as the special education teacher in the collaborative team teaching class. She received her undergraduate degree from Binghamton University and is currently a graduate student at Brooklyn College. She is also receiving extensive training from the Teaching Fellows Program.

#### Our Extended Day Academy 2009-2010

Our new school day schedule is as follows beginning on Wednesday, September 9, 2009 at 8:40 am: (Students will line up in the school's yard on St. Mark's Ave.)

- School will commence at 8:40am and will end promptly at 3:00pm Monday thru Friday for ALL students in **Pre-Kindergarten, Kindergarten, and the Gifted and Talented classes, Kindergarten to Grade 5.** At 3:00 pm, students in these programs will have the option to attend the fee-based ***After School Program***, with Kids Orbit. Kids Orbit academy will commence on Monday, September 14, 2009.
- **Students in Grades 1-5** (who are NOT in the Gifted and Talented Program) will be invited to stay for our ***Extended Day Academy*** (37 1/2 minutes as per the Chancellor's Regulations).
  - Students will attend school from 8:40 am until 3:38 pm, Monday thru Thursday, and 8:40 am until 3:00 pm on Friday. During the Extended Day sessions, students will engage in small group instruction and will be provided with individualized lessons.

Despite major cuts to our budget this year, it is still our goal to continue to provide our children with the best possible educational experiences, individualized instruction and enrichment activities. Our educational philosophy will allow us to carve a true place of "Realized Potential." I look forward to working collaboratively with you as we create an exceptional learning institution for our children.

Your Partner In Education,  
Mrs. Sandra D'Avilar, Principal

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

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

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 PTA provides support to the school administration and 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 15<sup>th</sup>, in the Staff Lounge, Room 134, from 6:30-7:30pm. We will update you on the launch of the P.S. 9 website, [www.ps9brooklyn.org](http://www.ps9brooklyn.org), the status of the new Library, and several exciting projects! 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 2009-10 school year. Please feel free to call or email any of us with any questions and concerns you might have.

PTA President.. Carol Shel Drake-Hernandez  
[Ptap9@gmail.com](mailto:Ptap9@gmail.com), (718) 638-3260, ext. 1320

1st Vice President.. Glennise Bradley

2nd Vice President.. Anthony Warren

Financial Secretary.. Cat Henry

Recording Secretary.. Melissa Mittag

Treasurer.. Shelby Booker

Best Wishes,  
 Carol Shel Drake-Hernandez  
 PTA President  
 (718) 636-3260, ext. 1320

**Teunis G. Bergen School - Public School 19**  
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**Mission Statement**



The mission of the Public School 19-Teunis G. Bergen is to teach our students how to maximize their potential through a constructive 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.

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**School Wide Enrichment Program**

The school wide enrichment program at P.S. 9 provides all students with individualized instruction. All of our students will be provided with the opportunity to explore and develop their talents. Our second form of enrichment will be the offering of special interest courses. This segment will involve our entire school population. 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.

## What Enrichment Courses will look like at P.S. 9

### Schedule:

Our Enrichment model has been woven throughout our curriculum. Enrichment clusters will meet every Friday, allowing our children to engage in project based learning, and self-interest courses. Support staff will pick students up from their classroom. Our Bus children will bring their belongings to their session and will be picked up and escorted by the designated transportation teacher to the dismissal area.

### Student Inventory:

Each student will be given an inventory to help identify his or her learning style and areas of high interest. Parent volunteers will conduct the inventory. Each class will have their inventory complete by the second week of September in order for the program to begin as soon as possible.

### Course selection (student):

Students will be given a course description of courses available to their grade. For grades K-3, parent volunteers will be available to aide in the selection process.



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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. 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. For the past six years we have spent a lot of time on long term planning and curriculum development of our English language arts units.

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 time 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' readability, based on difficulty. Our leveling system 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 will be located in room 124. 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 assist in establishing a lab site in grades K-2 and in grades 3-5. Math facilitators have been assigned on each grade level; these teachers will continue to be trained and will work closely with her. Ms. Sealey will also engage in a team teaching session each week. Members of the staff will be invited to attend this session as a form of classroom inter-visit and professional development.

This year we will continue with our curriculum in Everyday Math. We will follow the program the way it has been paced.



## **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 that they 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 at least two times per week. All lessons will be taught using the workshop model, which will allow students to engage in a mini lesson and group work before reconvening to share what they have learned.

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, diaries, 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, timelines, 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. Support staff/custodians will be assigned to various classrooms to co-teach with the classroom teachers. This will occur periods 1 and 2 on those days. Ms. Aiesha Deverteuil will be the science specialists in the lower grades this year. Ms. Ms. Stephanie Codrington will serve as the upper grade science specialist. Our curriculum will be taken from the new scope and sequence which was developed through collaborative workgroups composing of regional staff, science experts from partnering institutions, college professors, teachers and administrators. 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 ongoing. Our program will teach skills in a collaborative manner.

All classes seeing Ms. Deverteuil and Ms. Codrington will be expected 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. In an effort to have our students well adapted to the NYS science curriculum, and in order to have them ready to take their grade 4 science assessment, students in Grades 3-5 will utilize the science lab in room 110. The lower grades will receive science instruction within their classroom.

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**Home work 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 their homework is taking them 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.

Grade	Reading	Written (including Math)	Total
Kindergarten	Parents and children spend time together with books – 10-15 minutes	10 minutes assisted	20-25 minutes
First Grade	10-15 minutes	10 minutes	20-25 minutes
Second Grade	15-20 minutes	15-20 minutes	30-45 minutes
Third Grade	20-30 minutes	20-25 minutes	50-60 minutes
Fourth Grade	30 minutes	30 minutes	60 minutes
Fifth Grade	30 minutes	30 minutes	60-70 minutes

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.

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**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 additional support. Assessment tools such as Teacher's College (Columbia University) and Scantlon, 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. One of our foci this year will be to address the varied ways in which we can determine the best possible way to meet the needs of our "At Risk" population. Grade leaders, coaches and the administrative staff will be instrumental in providing the teachers with the needed professional development in these areas. All classroom teachers are required to create a list of at-risk students. This should be done as soon as the Teacher's College assessments and an analysis of the student's performance from the previous school year have been completed. Teachers are also required to maintain record keeping that indicate the kinds of supports given to these students (work folders and conference notes must support your plan of action). As a result of funding and as part of our knowledge of best practices; we must document our work. Educational assistants and the support services personnel who work with at-risk students must also keep a log of the ir 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 and to instead try to provide funding to meet the needs of all of our students.

Our speech teachers, occupational therapists, physical therapists, guidance counselor and members of the SBST can also help us to meet the needs of our at-risk students. .... These professionals can 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 being able to have the following:

- Reduced class size (Grades K-5)
- 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 cut-off 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 And Afternoon Dismissal Procedures**



School begins at 8:40 a.m. Children may gather in the schoolyard from 8:30 a.m. where they will be met by their teachers and escorted to their classrooms at 8:40 a.m. Children in Pre-Kindergarten and Kindergarten enter the school with their teachers from the schoolyard through doors which lead directly to their classrooms. Children who eat breakfast in school may enter the building through the St. Marks Avenue schoolyard door from 8:00 a.m.

A caregiver must escort Pre-Kindergarten children each day directly to their classroom in order to sign them in. At dismissal, they must be picked up from their classrooms. Please see our Family Assistant, Ms. Pride for more information.

When the weather is bad, all children will gather indoors until 8:40 a.m. when their teachers will escort them to their rooms.

For the safety and security of all the children, parents of grades 1 through 5 may not escort their children into the building. We ask children and parents to use the Underhill Avenue doors only, when entering and exiting the school. This is for everyone's safety.

It is very important that your child arrives to school on time. Children who arrive after 8:45 a.m. will be required to get a late pass from the main office before going to their classroom. Parents of grades 1 through 5 may NOT escort late children to their classroom. This is to reduce disruption to the classroom teachers and other students during our morning procedure.

Lateness is not only recorded on your child's permanent record, but often contributes to classroom difficulties.



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**Parental Involvement**



**Parent Associations and the Schools “Chancellor’s Regulation CRA-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.

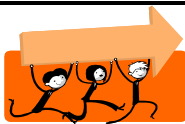
There is an active parent body at PS 9. Class Parents and Learning Leaders volunteers can be seen helping as reading tutors, trip chaperones, working in the schoolyard during morning line up and assisting with classroom projects. For more information about how to volunteer in the school, please visit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

PS 9 is very fortunate to have a very active and vital Parent Teacher Association that has successful fundraising programs and is very supportive of the entire school community. There are many events and opportunities throughout the school year for parents to participate in the PTA and help build a greater sense of school community. Committee membership is open to all parents, family and community members.

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

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



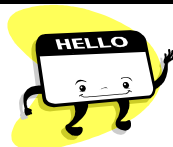
The fundamental purpose of the school leadership team is to determine the school's educational direction – that is, the school's overall educational vision, its goals and priorities, the strategies that will be used to achieve that vision, and the alignment of resources to accomplish those strategies. 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 school's Comprehensive Educational Plan (CEP), including annual goals and objectives, and
- 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.

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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 BUILDING!** Please do not "drop in" on teachers without an appointment. They will be unable to meet with you without 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.

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**Dogs and Bicycles**



Please do not bring dogs into the schoolyard 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 schoolyard 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. Only a parent or designated guardian may pick up a child. All children who leave early must be signed out in the main office. 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.*

**Notes from School to You**



The method we will use most often to communicate with you is a note that your child will bring home. Please check every day to see if there is a note in their lunch box or backpack.

**Teunis G. Bergen School - Public School 9**  
**Parent Information Handbook 2009-2010**

**School Meals**



The Breakfast Program is available to all children at no cost. It begins at 7:45 am in the school's cafeteria. There is a School Aide assigned to the breakfast program along with the other cafeteria personnel.

Children may bring lunch or participate in our school's lunch program. If your child brings lunch, please be sure that no glass bottles or containers, soda, candy or gum are included. We are fortunate this year to continue our participation in the Universal School Meals (USM) Program, where our families DO NOT have to complete lunch applications. All students are invited to participate in the School Meals lunch program daily.

**Teunis G. Bergen School - Public School 9**  
**Parent Information Handbook 2009-2010**

**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 PS 9.

EVERY CLASS HAS THE SAME SET OF RULES 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 every day
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 or in the yard

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 the 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 2009-2010

#### School Personnel Tentative Re-Organization Sheet 2009-2010

##### Administrative Staff

Sandra D'Avilar, Principal

Dorah Smith, A.P.

##### School Secretaries

Donna Coyle, Payroll Secretary

Beverly Bagley, Pupil Accounting Sect'y

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

Mr. Peter Grasso - 126

Mr. Tony Santos - Fireman

##### Classroom Teachers

5-/101, 501 Ms. Logan

5-/102 502 Ms. Gonnev

5-/104 503 Ms. Mondesir/Ms. Zeff

3/4/5-159102A, Ms. Wurzel

4-/108, 401 Ms. Diop

4-/103, 402 Ms. S. James

4-/106, 403 Ms. Verwayne/Ms. Taylor

3-/107, 301 Ms. Deane

3-/105, 302 Ms. Chong

3-/119, 303 Ms. Martin

3-/121, 304 Ms. Nurse/Ms. Rubin

2-/113A, 201 Ms. Basovitch

2-/107A, 202 Ms. So so

2-/115A, 203 Ms. Nelson

2-/121A, 204 Ms. Campbell/Ms. Paul

1-/B25A, 101 Ms. Lopez

1-/B19A, 102 Ms. Ofikuru

1-/B17A, 103 Ms. Marshall

1-/B11A, 104 Ms. St. Onge/Dr. Hambleton

1-2/B1, 129 Ms. Laborde

Kgn-/B2, 011 Ms. Henriquez

Kgn-/B4, 012 Ms. Johnston

Kgn-/B6, 015 Ms. McCrear

Kgn-/B7, 014 Ms. Moore

Kgn-/B8, 013 Ms. Paynter

PreK/B18A, 001 Ms. Silvestry

PreK/B10A, 002 Ms. Biro

PreK/B12A, 003 Ms. Field

##### Cluster Teachers

Visual Art Ms. Garcia

Dance Ms. Stephens

Culinary Art Ms. Shaw-Taylor

Spanish Ms. Hernandez

Phys. Ed Health Mr. Lynch

Science Ms. Deverteuil

Ms. Codrington

##### English Language Learners

Ms. Hayward Rm. 112A

##### Enrichment Coordinator

Ms. S. Smith 110A

##### Family Assistant- 718 857 3330

Ms. Pride - Rm. B9A

##### Academic Intervention Service Teachers:

Ms. Twine Rm.124A

##### Speech Teachers - 114A

Ms. Richards Ms. Shortt -Occasio

##### Adaptive Physical Education

Mr. Markowitz 101A

##### Guidance Counselor

Mr. David Pace - 123

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

School Psychologist - Ms. Pearce

Social Worker - Mr. Kolins

Family Assistant - Ms. Milord

##### LEP. Teacher

Ms. B. DesAngeles - 105A

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

Mr. Williams - 122A

##### Educational Assistants

Ms. Calder Ms. Cummings

Ms. DeLoach Ms. Geathers

Ms. Graham Ms. Hamilton

Ms. Hargrove Ms. Harry

Ms. Hernandez Ms. Knight

Ms. Morales Ms. Olandosu

Ms. Owens Mr. Parchment

Ms. Santiago Ms. K Johnson

##### Coaches

Ms. Durham - Literacy Resource Rm 124

Ms. Sealey-Math Curr. Resource Rm 126

##### School Aides

Ms. Butler Ms. Chapple

Ms. Mathias Ms. Raveneil

Ms. Taylor Ms. R. Wright

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

Ms. Emmanuel Ms. Whyte

Ms. Fasano Ms. Marhan

Mr. DeLoatch

##### School Nurses

Sp.Ed. Ms. Oma -Rm 104A (718) 398 2451

D.O.H. Rm 132B (718) 230 9607

##### Parent Coordinator - (347 563 5324)

Ms. Demell-Jacob - Rm. 112

##### P.T.A. President

Ms. Hernandez- Rm. 132A

##### Occupational Therapists - 101A

Ms. Hertzog

##### Physical Therapists - 101A

Ms. Shapiro

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

Ms. Garcia Director - 638-5383

Ms. Phillip Admin Asst- 638-5387

Ms. Goldenberg Clinical Social Worker



**Teunis G. Bergen School - Public School 9**  
**Parent Information Handbook 2009-2010**

**Daily Schedule**



PERIOD 0		8:40
PERIOD 1	8:50 -	9:35
PERIOD 2	9:40 -	10:25
PERIOD 3	10:30 -	11:20 (lunch- grades K, 1 <sup>st</sup> & 2 <sup>nd</sup> )
PERIOD 4	11:25 -	12:15 (lunch-grades 3 <sup>rd</sup> , 4 <sup>th</sup> & 5 <sup>th</sup> )
PERIOD 5	12:30 -	1:15
PERIOD 6	1:20 -	2:05
PERIOD 7	2:10 -	2:55
Extended Time	3:00 -	3:37.5

**Dismissal Schedule**

Monday-Friday	3:00pm	Pre-Kindergarten
Monday-Thursday	3:00pm	Kindergarten through Grade 5 (G&T)
Monday-Thursday	3:37.5pm	Kindergarten through Grade 5 (NON- G&T)
Friday	3:00pm	Entire School

**\*All Students must be picked up promptly at their assigned dismissal times!**  
**G&T Gifted and Talented**

**Teunis G. Bergen School - Public School 9**  
**Parent Information Handbook 2009-2010**

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

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



<b>Grade</b>	<b>Moming Drop-Off</b>	<b>Afternoon Pick-Up</b>
Pre-K	Classroom Door from Schoolyard	Same as morning
Kindergarten	Classroom Door from Schoolyard	Same as morning
Grade 1	School Yard	School Yard
Grade 2	School Yard	School Yard
Grade 3	School Yard	School Yard
Grade 4	School Yard	School Yard
Grade 5	School Yard	School Yard

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



<b>Grade</b>	<b>Moming Drop-Off</b>	<b>Afternoon Pick-Up</b>
Pre-K	Classroom Door from Schoolyard	Same as morning
Kindergarten	Cafeteria	Auditorium
Grade 1	Cafeteria	Auditorium
Grade 2	Cafeteria	Auditorium
Grade 3	Auditorium	School Yard
Grade 4	Auditorium	School Yard
Grade 5	Auditorium	School Yard

**\*The student Breakfast Program begins at 7:45 am and ends at 8:15 am.**

**Parent Information Handbook 2009-2010**  
**Annual School Events Calendar \*\*Draft**

**September**

- 07 Labor Day- **School Closed**
- 08 All teachers/staff report  
Professional Development Day for all staff
- 09 Registration begins for new students **9:00 am**
- 09 All students return (**8:40 am**)  
First Day Celebration&Parent Orientation 8:40-10:30am  
**½ Day for Kindergarten (dismissal @ 12 pm)**  
2 hr Day for Pre-Kindergarten (10am-12:00pm)
- 10 ½ Day for Kindergarten (dismissal @ 12 pm)  
2 hr Day for Pre-Kindergarten (10am-12:00pm)
- 11 2 hr Day for Pre-Kindergarten (10am-12:00pm)
- 14 Kid's Orbit After School Program Begins
- 15 PTA Opening Meeting **6:30 pm**
- 21 School Leadership Team Opening Meeting **4:00 pm**
- 22 New Family Tea **5:30-7:00 pm**
- 25 New Teacher's Breakfast **7:30 am**
- 25 Class Parent Opening Meeting **9:00 am**
- 28 Yom Kippur – School Closed**
- 30 English Language Learners Parent Orientation 8:45am \*
- \* Tennis After School Program Begins
- \* Community Education Council (CEC) at **6:30 pm**
- \* Fall Candy Sale Kick-Off / Sale Begins School-wide

**October**

- 02 Family Reading/Math Buddies **8:40 am**
- 05 Pre-K Non-Attendance Day
- 06 Curriculum Night **6:30-8:00 pm**
- 06 Grade 5 Parent Orientation **5:30 pm**
- 12 **Columbus Day Observed - School Closed**
- 13 PTA Monthly Meeting **6:30 pm**
- 16 Early Childhood Tour **9:00-10:00 am**
- 16 Family Reading/Math Buddies **8:40 am**
- 19 School Leadership Team Meeting
- 23 New Teacher's Breakfast **7:30 am**
- 23 Class Parent Meeting **9:00 am**
- 23 Silent Auction Fundraiser at Picnic House**
- 27 Special Needs Students Parent Orientation
- 30 Literacy Storybook Parade/Harvest Festival
- 30 Library/Media Center Ribbon  
Cutting Ceremony 9:15am
- \* After-School Enrichment Academy Begins
- \* CEC Meeting at **6:30 pm**
- \* Candy Sale Fund Raiser Ends–**All Monies Due**

**November**

- 03 Election Day- School Closed**
- 06 Family Reading/Math Buddies **8:40 am**

**November continued...**

- \* PTA Monthly Meeting **6:30 pm**
- 9-13 Open School Week / Scholastic Book Fair**
- 10 Parent/Teacher Conference 1:00-3:00 & 5:30-8:00pm
- 11 Veteran's Day Observed – School Closed**
- 16 **GRADE 5 NYS Social Studies Exam Part I**
- 16 School Leadership Team Meeting
- 17 **GRADE 5 NYS Social Studies Exam Part II**
- 18 Parent Workshop: "How to Prepare for the ELA Test at Home" **8:45 am**
- 18 Family Math Night **6:30 pm**
- 19 Class Parent Meeting **9:00 am**
- 20 New Teacher's Breakfast **7:30 am**
- 20 Early Childhood Tour **9:00-10:00 am**
- 20 Family Reading/Math Buddies **8:40 am**
- 26/27 Thanksgiving Recess- School Closed**
- \* CEC Meeting at **6:30 pm**
- \* **UFT Dial-A-Teacher Parent Workshop**

**December**

- 01 Annual Can Food Drive Begins
- 04 Family Reading/Math Buddies **8:40 am**
- 08 Parent Reading Workshop – **8:45am & 6:30pm**
- 08 PTA Monthly Meeting **6:30 pm**
- 11 Pre-K Non-Attendance Day
- 14 School Leadership Team Meeting
- 18 New Teacher's Breakfast **7:30 am**
- 18 Early Childhood Tour **9:00-10:00 am**
- 18 Family Reading/Math Buddies **8:40 am**
- 18 Annual Can Food Drive Ends
- 21 Winter Holiday Festival  
Pre-K & Kindergarten 9:15am  
Grade 1 & 2 12:30pm
- 22 Winter Holiday Festival Grades 3, 4 & 5
- 24 Winter Recess begins - School Closed**
- \* CEC Meeting at **6:30 pm**
- \* Holiday Craft Fair **10:00 am – 4:00 pm**

**January 2010**

- 01 New Year's Day- **School Closed**
- 04 School Reopens **8:40 am**
- 08 Family Reading/Math Buddies **8:40 am**
- 11 School Leadership Team Meeting
- 12 PTA Monthly Meeting **6:30 pm**
- \* CEC Meeting at **6:30 pm**
- 15 New Teacher's Breakfast **7:30 am**
- 15 Early Childhood Tour **9:00-10:00 am**
- 18 Dr. King's Birthday Observed – School Closed**
- 22 Family Reading/Math Buddies **8:40 am**
- 29 Class Parent Meeting **8:40am**

**The Teunis G. Bergen - Public School 9**  
**Parent Information Handbook 2009-2010**  
**PS9 Annual School Events Calendar\*\*Draft**

**February 2010**

05 Family Reading/Math Buddies **8:40 am**  
 08 School Leadership Team Meeting  
 09 PTA Monthly Meeting **6:30 pm**  
 12 New Teacher's Breakfast **7:30 am**  
 12 Early Childhood Tour **9:00-10:00 am**  
**15-19 Mid-winter Recess – School Closed**  
 22 School Reopens **8:40 am**  
 25 Black History Month Program Pre-K & Kindergarten  
 26 Black History Month Program Grades 1 & 2 9:15am  
 3<sup>rd</sup>-5<sup>th</sup> Grade 12:30pm  
 26 Staff Multicultural Luncheon  
 \* CEC Meeting 6:30 pm

**March**

02 Read Across America Day - Dr. Seuss' Birthday  
 Celebration (Pre-K - Grade 2)  
 05 Pre-K Non-Attendance Day  
 09 PTA Monthly Meeting **6:30 pm**  
 12 Family Reading/Math Buddies **8:40 am**  
 15 School Leadership Team Meeting  
 15-19 Scholastic School-Wide Book Fair  
 16 Parent/Teacher Conference 1:00-3:00 & 5:30-8:00 pm  
 19 New Teacher's Breakfast **7:30 am**  
 19 Early Childhood Tour **9:00-10:00 am**  
 23 Family Board Game Night **5:30-7:30 pm**  
 26 Family Reading/Math Buddies **8:40 am**  
 26 Class Parent Meeting **9:00am**  
**29 Spring Recess Begins- School Closed**  
 \* CEC Meeting at PS9 **6:30 pm**

**April**

**06 Spring Recess Ends - School Closed**  
 07 ALL Students Return **8:40 am**  
 12 School Leadership Team Meeting  
 13 PTA Monthly Meeting **6:30 pm**  
 16 Family Reading/Math Buddies **8:40 am**  
 22 Pajama Reading Party (grades 3, 4 & 5) 5:30-7:00pm  
 23 Pre-K Non-Attendance Day  
 23 ELA Pep Rally **1:30 pm (Grades 3, 4 & 5)**  
**26-28 NYS ELA Test Grades 3-5**  
 26 "What's Math Got to Do With It?" Begins  
 29 Poetry Slam at "The Bergen Café"  
 Grades 1&2 9:15 am/Grades 3,4&5 1:30pm  
 30 Family Reading/Math Buddies **8:40 am**  
 \* CEC Meeting at **6:30 pm**

**May**

04 Math Pep Rally **1:30 pm (grades 3, 4 & 5)**  
**05-07 NYS Math Test Grades 3-5**  
 10 School Leadership Team Meeting  
 11 PTA Monthly Meeting **6:30 pm**  
 14 Family Reading/Math Buddies **8:40 am**  
 15 "A Taste of Prospect Heights" 12:00 pm  
 18 Pajama Reading Night (Pre-K-2) **4:30-6:00pm**  
**24 NYS Science Performance Test begins Grade4**  
 27 Gifted and Talented Open House  
 28 Family Reading/Math Buddies **8:40 am**  
 31 Memorial Day Observed–**School Closed**  
 \* CEC Meeting at **6:30 pm**

**June**

01 Field Day Grades 1 & 2 **9:15 am**  
 02 Field Day Grades 3, 4 & 5 **9:15 am**  
 03 NYS Science Performance Test Ends Grade4  
 04 Open House for New Admits 9:00 am  
 05 "Real Men Read" 9:00am-2:00pm  
 07 NYS Science Written Test Grade 4  
**08 Clerical Half Day–Students Dismissed 12pm**  
 08 Student Award Assembly Grades K&1 9:15am  
 09 Student Award Assemblies:  
     Grades 2,3&4 9:15am Grade 5 12:30pm  
 10 Chancellor's Conf. Day - **School Closed**  
 11 Pre-K & Kindergarten Family Day  
 14 School Leadership Team Meeting  
 15 Pre-K Promotional Exercise **9:30 am**  
 16 Kindergarten Promotional Exercise **9:30 am**  
**17 Clerical Half Day–Students Dismissed 12pm**  
 18 Grade 5 Promotional Exercise **9:30 am**  
 18 Grade 5 Social **5:30 pm**  
 23 "Meet Next Year's Grade Team of Teachers Day"  
 28 Last Day of School Students dismissed at **12pm**  
 \* Ms. Lopez' Class Play  
 \* PTA Meeting/Annual Election **6:30 pm**  
 \* Grade 5 Senior Trip  
 \* CEC Meeting at **6:30 pm**

\* Dates to be announced

\*\* Please note: This calendar represents a majority of the activities planned for school year 2009-2010. At the beginning of each month, you will receive our school's "monthly activity calendar" which will provide additional information.

**Teunis G. Bergen School - Public School 9**  
**Parent Information Handbook 2009-2010**

**NYCDOE School Year (School Closing) Calendar for 2009-2010**

**2009**

September	9,	Wednesday	SCHOOL SESSIONS BEGIN FOR ALL STUDENTS.* Early dismissal for NON-DISTRICT 75 KINDERGARTEN STUDENTS ONLY
September	10,	Thursday	Early dismissal for KINDERGARTEN STUDENTS ONLY
September	28,	Monday	Yom Kippur
October	12,	Monday	Columbus Day Observed
November	3,	Tuesday	Election Day. Chancellor's conference day for staff development. Students will not be in attendance
November	11,	Wednesday	Veterans Day Observed
November	26-,	Thursday &	Thanksgiving Recess
November	27,	Friday	
December	24-,	Thursday thru	Winter Recess (including Christmas and
January	1,	Friday	New Year's Day) Students return on January 5.

**2010**

January	18,	Monday	Dr. Martin Luther King Jr. Day
February	1,	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>
February	2,	Tuesday	Spring term begins for high school students
February	15-,	Monday thru	Midwinter Recess (including Washington's
February	19,	Friday	Birth day)
March	29,	Monday thru	Spring Recess (including Good Friday, Easter and
April	6,	Tuesday	Passover). Students return to school April 7
May	31,	Monday	Memorial Day Observed
June	10,	Thursday	Chancellor's Conference Day for Staff Development Students will <u>not</u> be in attendance.
June	24,	Thursday	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	28,	Monday	LAST DAY FOR ALL STUDENTS. Last day for all classroom teachers, etc. ***An early dismissal of students is to be scheduled.
June	29-	Tuesday and	All other staff report, except classroom
June	30,	Wednesday	teachers, etc.

You may view the full, pre-kindergarten and other NYCDOE calendars at:  
<http://schools.nyc.gov/Calendar/default.htm>

**Teunis G. Bergen School - Public School 9**  
**Parent Information Handbook 2009-2010**  
**School Supply List\*\***

- | <u>Kindergarten</u>                       |   |  |
|---|---|--|
| 1. Mead Composition Notebooks (5)         | 1. Mead Composition Notebooks (5-10)                  | 1. Mead Composition Notebooks (10-12)                  |
| 2. #2 Pencils & Primary erasers           | 2. #2 Pencils (24 pieces to start)                    | 2. #2 Pencils  |
| 3. Post-It Notes (5-10 small pads)        | 3. Erasers (12 pack)                                  | 3. Erasers (12 pack)                                   |
| 4. Pocket folders (6-10 solid colors)     | 4. Post-It Notes (5-10 small pads & large with lines) | 4. Pens (black, red, blue ink)                         |
| 5. Construction paper (1 pack)            | 5. Pocket folders (10; solid colors)                  | 5. Post-It Notes (5-10 small pads & large with lines)  |
| 6. Colored pencils                        | 6. Construction paper (1 pack)                        | 6. Pocket folders (12; solid colors; paper or plastic) |
| 7. Crayons (Jumbo-sized for Kindergarten) | 7. Colored pencils                                    | 7. Construction paper (1 pack)                         |
| 8. Smock or Tee shirt for Art             | 8. Crayons (36 pack)                                  | 8. Colored pencils                                     |
| 9. Water-soluble markers                  | 9. Smock or Tee shirt for Art                         | 9. Crayons (36 pack)                                   |
| 10. Watercolor paint (1 set)              | 10. Water-soluble markers                             | 10. Markers  |
| 11. "Zip Loc" (2 Gallon) bags             | 11. Watercolor paint (1 set)                          | 11. Dry Erase Markers (1 pack; low odor)               |
| 12. Calculator (age appropriate)          | 12. "Zip Loc" (2 Gallon) bags                         | 12. White-out (keep at home)                           |
| 13. Glue sticks (10)                      | 13. Calculator (age appropriate)                      | 13. Geometry Set: protractor, compass, etc.            |
| 14. Safety Scissors                       | 14. Glue sticks (10)                                  | 14. Highlighters                                       |
| 15. Ruler (Cm & Inch)                     | 15. Safety Scissors                                   | 15. Pocket Dictionary/Theaurus                         |
| 16. Index Cards (1 pack)                  | 16. Ruler (Cm & 12-Inch)                              | 16. 1 USB Flash Drive                                  |
| 17. Clip Board for trips (1)              | 17. Index Cards (1 pack 5x8 multicolored; lined)      | 17. Loose leaf paper                                   |
| 18. Paper Towels (3 rolls)                | 18. Paper Towels (3 rolls)                            | 18. Ream of copy paper                                 |
| 19. Band Aids (1 box assorted sizes)      | 19. Band Aids (1 box assorted sizes)                  | 19. Display boards                                     |
| 20. Wet Wipes & Disinfectant Wipes        | 20. Wet Wipes & Disinfectant Wipes                    | 20. 1 Clip Board                                       |
| 21. Boxes of Tissues (2 boxes)            | 21. Boxes of Tissues (2 boxes)                        | 21. "Zip Loc" (2 Gallon) bags                          |
| 22. Ream of copy paper                    | 22. Ream of copy paper                                | 22. Calculator (age appropriate)                       |
| 23. Bottles of Hand Soap (3)              | 23. Bottles of Hand Soap (3)                          | 23. Glue (white liquid)                                |
| 24. Bottles of Hand Sanitizer (3)         | 24. Bottles of Hand Sanitizer (3)                     | 24. Glue sticks (10)                                   |
|   | 25. Dry Erase Markers (1 pack)                        | 25. Safety Scissors                                    |
|   |   | 26. Ruler (Cm & Inch)                                  |
|   |   | 27. Index Cards (1 pack 5x8)                           |
|   |   | 28. Paper Towels (3s)                                  |
|   |   | 29. Wet Wipes & Disinfectant Wipes                     |
|   |   | 30. Boxes of Tissues (2 boxes)                         |
|   |   | 31. Bottles of Hand Soap (3)                           |
|   |   | 32. Bottles of Hand Sanitizer (3)                      |

\*\* Classroom teachers may provide their own list.

Grade 1-2

Grade 3-5

**Teunis G. Bergen School - Public School 9**  
**Parent Information Handbook 2009-2010**

**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?
10. How are parents involved in making decisions at this school?

**About Our Schools New York City Department of Education**

The New York City Department of Education is the largest system of public schools in the United States, serving about 1.1 million students in about 1,500 schools. For more information, check out their website at <http://schools.nyc.gov/AboutUS/default.htm>

**Teunis G. Bergen School - Public School 9**  
**Parent Information Handbook 2009-2010**

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

**Outside of PS9**

**New York City Department of Education** Chancellor Joel Klein (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 Engagement and Advocacy:**

**Chief Family Engagement Officer:** Ms. Martine Guehier (212) 374-6857  
[mguehier@schools.nyc.gov](mailto:mguehier@schools.nyc.gov)

**Managing Director of Family Support:** Ms. Gwen Hopkins (212) 374-0245

**SDA for Family Support:** Ms. Olivia Ellis (212) 374-2323

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

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



**Teunis G. Bergen School - Public School 9**  
**Parent Information Handbook 2009-2010**



**Resources & Information**

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PS9's website : [www.ps9brooklyn.org](http://www.ps9brooklyn.org)

Department of Education website : [www.schools.nyc.gov](http://www.schools.nyc.gov)

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.

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.kidsoorbit.com](http://www.kidsoorbit.com).

If you have questions or 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).