



2010/11 Family Handbook

Table of Contents

Mission	3	General Information	12
Administrative Staff	3	ARIS Parent Link	12
2009/10 Faculty and Staff	4	After School Program	12
P.S.11 Community Standards	5	Birthday Celebrations	13
Curriculum	6	Class Placement	13
Arts Collaborations	6	Communication with Teachers and Administration	13
Mentoring Programs	8	Home Folders	14
Policies and Procedures	8	Homework	14
Arrival and Dismissal Procedures	8	Legal Services	14
Attendance and Lateness	9	Lost & Found	15
Early Morning Intervention Program	9	Ryan Center School Based Clinic	17
Blue Emergency Card and Home Information	10	Trips	17
Items Not Allowed In School	10	Websites	18
Head Lice Policy and Management Program	11	Parent Participation	18
Security Policies and Procedures	11	Class Parents	18
School Information System	12	Family Fridays	18
		P.S.11 Parent Teachers Association	19
		P.S.11 PTA Executive Board Members	19
		School Leadership Team	20

Mission

P.S.11 is a school where every child has the ability to reach his/her true potential within a diverse community of learners. As each student brings his/her unique strengths and challenges, our teachers strive to teach in a variety of ways to tap into those strengths.

We fully understand that “one size does not fit all.” Keeping this in mind, our philosophy and culture support a standards-based education that is challenging and focused on the individual learner.

We believe that children need to understand the importance and consequences of their choices. We therefore carefully guide our students to become actively involved in their social growth, teaching them to be responsible for themselves and respectful of others.

As a diverse learning community, including Collaborative Team Teaching (CTT), English Language Learners (ELL), Special Education, and Gifted & Talented (G&T) programs, our mission is to provide each child with the opportunity to participate in a balanced literacy approach to reading, and a hands-on approach to math. We strongly believe in instruction that is assessment driven and requires children to be actively engaged in their own education.

We understand the importance of demonstrating, not demanding, what children need to do to become successful learners.

Administrative Staff

P.S.11/The William T. Harris School

320 West 21 Street, New York, NY 10011 • **Main office:** 212-929-1743 • **Fax:** 212-929-7816

Principal	Robert Bender	212-929-1743 / ext.2080
Assistant Principal	Karen Carmichael	212-929-1743 / ext.4051
Parent Coordinator	Stephen McGill	212-929-1743 / ext.2081
Secretary	Phyllis Dicembre	212-929-1743 / ext.2060
Secretary	Nancy Mingione	212-929-1743 / ext.2062

Support Services

Guidance Counselor	Christine Leonhardt	212-929-1743 / ext.3160
School Psychologist	Karina Barro	212-929-1743 / ext.1011
School Social Worker	Madeline Alers	212-929-1743 / ext.1010
Family Associate	Juan Vazquez	212-929-1743 / ext.1012
Custodian Engineer	Albert Negron	212-929-1743 / ext.5002
Kitchen Supervisor	Una Jackson	212-929-1743 / ext.1004

2010/11 Faculty and Staff

Classroom Teachers

PK-304	Doris Kreibich
K-201	Lynne Ballard
K-202	Crystal Stewart & Megan Stein
K-204	Sara Mathews
K-205	Erica Diamond
K-210	Michelle Dale
K-214	Angie Lam
1-207	Lynne Ballard
1-209	Serena Trinkwalder
1-212	Farida Ahmad & Stefanie Bellack
1-311	Jamie Rechelt
1-317	Julisa Grant
2-302	Kristina Mills
2-305	Lisa Lockwood
2-306	Sylvia Rhee
2-308	Sarah Fridman & Suzanne Tallarico
2-310	Jennifer La Marca
K/2-303	Heidi Kunkel
3-505	Dawn Leonardo
3-506	Megan Boler
3-508	Genna Fischer & Rachel Nobel
3-509	Lisa Jaffe
4-401	Amanda Plotkin
4-406	Lauren Barshied & Katherine Shanley
4-409	Elana Blinder
4-410	Jenna Noto
5-402	Rachel Cerlen & Eric Hand
5-403	Colin Schriner
5-404	Allison Bruen
5-405	Andrew Hossack
3/5-407	David Depeña

Specialty Teachers

B13A	<i>Physical Education</i>	David Nichols
113	<i>Theater Arts</i>	Sarah Chemerys
211	<i>Computer</i>	Nick Rubinier
309	<i>Art</i>	Samantha Hack
504A	<i>Science</i>	Stephen Roylance
509	<i>Dance</i>	Molly MacGregor
510	<i>Music</i>	Sharon Golub

Specialists

202A	<i>Literacy Coach</i>	Petrina Luna
202A	<i>Math Coach</i>	Serena Muller
212A	<i>Reading Recovery</i>	Gloria Castillo & Cristin Connolly
301	<i>Speech</i>	Melanie Lawrence
301	<i>Speech</i>	Jocelyn Rosenthal
315	<i>Guidance</i>	Christine Leonhardt
411	<i>SETSS</i>	Susan Graham
411	<i>SETSS</i>	Sarah Pinto
411A	<i>IEP Teacher</i>	Matt Thoman
506	<i>Occup. Therapy</i>	Yona Adika
506	<i>Occup. Therapy</i>	Walter Blick
505A	<i>Physical Therapy</i>	Tejal Levitt
507A	<i>ELL/ESL</i>	Holli Simon

Para Professionals

Amy Diaz, Evelia Gomez, Tom Nemec,
Angel Perez & Lydia Rodriguez

School Aides

Rosa Branciforte, Maritza Cepeda &
Jenny De Rosa

Custodial Staff

Edward Brier, Jose Fonseca, Jose Frias,
Paul Howard, Carlos Rivera, Caesar Robles,
Lillian Rodriguez, Alfredo Sanchez Jr. &
Shirley Young

Kitchen Staff

Robert Lee Ashe, Waleska Caquias,
Una Jackson, Migdalia Rivera &
Altagrazia Schvartz

P.S.11 Community Standards

With your voice

- **Be kind with other people's feelings.** Never tease, insult, threaten or bully. Never say anything that may make someone feel badly.
- **Tell the truth.** It is always better to tell the truth than to lie, even if it means that you might get into trouble.
- **Use appropriate language.** Never curse, use bad words or make bad gestures.

With your body

- **Be respectful of other people's bodies.** Never hit, bite or kick. Never touch anyone who does not want to be touched.
- **Be respectful of other people's things.** Never steal or break anyone's property. If you want to use someone's property, ask him or her for permission.
- **Take care of your school.** Never steal or damage school property. Never write on desks, walls or floors.

With your mind

Always ask yourself, "How would I feel if someone did that to me?" If your answer is, "I would feel great!" then do it. If your answer is, "I wouldn't like it!" then never do it.

And...

- Always walk quietly in the halls.
- Always listen to and follow directions given by staff members.
- Always walk in the school...never run.
- Never interrupt students who are working.
- Never bring candy, gum, toys, or wear heelies to school.
- Never bring anything that could be used to hurt someone to school.

When you do not follow the P.S.11 Community Standards, you will be asked to solve the problem that you created.

You may have to:

- Write a letter of apology
- Lose privileges
- Meet with the Principal, Assistant Principal, or the Guidance Counselor
- Spend time in the SAVE room
- Be suspended

Items not allowed in school will be confiscated, and your family may be contacted.

Curriculum

Our teachers have worked very hard to plan some very exciting units in all of our content areas. In addition, there will be a large focus on cross content vocabulary this year. We will continue to teach using the “workshop model.” This model allows students to be engaged in work that will meet each of their independent needs. In workshop model, the teacher has the ability to spend a large amount of time working with students in smaller groups or one on one. All of teachers are well trained in collecting useful data for each student so that instructional plans can be made for each and every student.

We will continue to deepen our work with *TERC Investigations* and *Teachers College Reading and Writing Project*. Sarah the Science Lady will also be returning this year. All students will be immersed in powerful project-based science and social studies units. In addition to all of this, we are increasing our teaching of health and nutrition.

The arts are alive and well at P.S.11. All of our arts collaborations will continue this year and we will be forming some new relationships as well.

Collaborations

American Ballroom Theaters Outreach Program of Social Ballroom Dancing

The program is a holistic approach to building confidence, teamwork, creative skills, and supports academic excellence. *Dancing Classrooms*, a project of the American Ballroom Theater, uses the rich and varied vocabularies of social dance to increase cooperation, improve concentration, and explore areas of commonality and cultural awareness. The fifth grade takes weekly lessons, which culminates in a citywide dance-team competition.

Circle in the Square

Circle in the Square provides our third graders the experience of applying their literacy skills to the real-world context of theater. The children write original skits focusing on character, setting, plot, and movement, with the guidance of Circle in the Square professional actors. This experience helps encourage the creative thought process and cooperative learning, supports efforts to meet the English Language State Standards, and empowers students to see themselves as writers, thinkers and creators. At the end of the program, the student’s skits are performed by Circle in the Square actors to an audience of their family and friends.

CookShop

CookShop is a federally funded nutrition education program of the Food Bank for New York City. Kindergarten, first and second grade students learn how fruits, vegetables and whole grains grow, and the importance of a healthy diet. Students also learn how to transform whole foods such as carrots, wheat, apples and lettuce into simple, tasty, affordable meals and snacks. CookShop’s curriculum incorporates math, science, language arts and social studies into lessons.

In addition, parents of our CookShop students are invited to participate in the *CookShop for Adults Workshop* series. The workshops are hands-on, child-friendly food preparation lessons, with an emphasis on nutrition and cooking with whole foods.

Education In Dance

Education In Dance is an integrated arts enrichment program that provides students with a meaningful introduction to dance, and contributes to their emotional and physical well being, while encouraging a positive self-image. Kindergarten students will benefit from creative movement, theater games, quality music and tumbling.

Farm Market

P.S.11 Programs Inc., in collaboration with the Chelsea CSA (Community Supported Agriculture), sponsor a seasonal Farm Market. The P.S.11 Farm Market receives its produce from Stoneledge Farm, a 90-acre, certified organic farm located in Greene County, NY. Our enthusiastic third grade students, under the direction of Debbie Osborne, run the market. After the produce is delivered on Tuesdays, the students familiarize themselves with the fruits and vegetables, price them, and develop a weekly marketing and sales strategy. The market operates in front of P.S.11 every Wednesday, from 8 to 10 am, from Spring to the late Fall. The goal is to introduce the students to the benefits of local, seasonal and sustainable produce; to keep the price of the fruits and vegetables at or below market prices; and to make these delicious and healthy products affordable for families and neighbors.

Joyce Theater

The Joyce Theater Education Program creates a framework that encourages the development of a student's perceptions and imagination, and integrates the arts into classroom learning. Our first grade students attend a series of dance performances by leading national and international dance companies, reflecting the cultural, ethnic and stylistic diversity of the current Joyce season.

Juilliard Educational Outreach Program

The Juilliard School of Music has been very generous in offering P.S.11 two free music programs. The *Morse Fellows* program offers weekly 50-minute theme-based music lessons to the second and third grade as well as free concert performances for the children. The Morse Fellows work closely with the teachers using grade level curriculum guides so they can integrate music into the year in an appropriate way. The *Concert Fellows* program invites fourth grade students to five concerts at Juilliard, constructed around teaching about different families of instruments and their function in an orchestra.

Music and the Brain

This music program was initially funded by the 42nd Street Fund, and is based on the theory that early childhood piano study significantly increases a child's cognitive ability. Taught by our music teacher, Sharon Golub, each student in kindergarten, first and second grade will have a piano/keyboard on which to play and learn a varied repertoire of songs. Every class involves singing, reading music, ear training, listening, piano/keyboard techniques and performing.

New York City Ballet

The New York City Ballet teaching artists visit our fourth grade students and together they study the story, music and choreography of Tchaikovsky's *The Nutcracker*. The program culminates with the students being treated to a performance of *The Nutcracker* by the New York City Ballet Company.

Pascal Rioult Dance Theater

The Pascal Rioult Dance Theater through its *Classroom Residency* provides our second graders with a comprehensive creative dance experience. The program includes a lecture/ demonstration and movement workshops. In addition, students create movement phrases that are cooperatively crafted into an original dance piece. The residency concludes with a performance by the students for peers, families and the P.S.11 community.

Rosie's Broadway Kids

Rosie's Broadway Kids is a fifteen-week, in-school program that consists of classes in music and dance and provides an overview of American musical theater. Every fifth grade student meets for one hour weekly and is treated to professional teaching artists who provide dance, voice and music instruction. In addition to learning a special song and dance from a Broadway repertoire, the students take a trip to see a Broadway Show. The semester culminates in a performance for peers, families and the P.S.11 community.

Town Hall

The Town Hall Educational Outreach Program is based on the principles of the NYC Blueprint for Teaching and Learning in the Arts, incorporating hands-on learning, problem solving, mutual respect, communication and teamwork. In this program, our third and fourth grade students explore dance and movement in the disciplines of African, Hip-Hop, Jazz, Latin or Modern dance.

Diversity

We believe that diversity is a reflection of the way we live in the world today. As a school community we acknowledge diversity as an encounter with differences in identity, experiences, backgrounds, beliefs and ideas. In addition to academic excellence, our mission as a public school is to promote a culture of respect, social awareness and moral responsibility among our students, families and staff. At P.S.11, we define diversity as a focus on race, ethnicity, gender, socioeconomic level, sexual orientation, physical ability, academic ability, family structure and religion.

We know that our students are growing up in a world that is increasingly more diverse. It is our responsibility to enrich the lives of our students with an experience and an education that reflects that reality. The welcoming and respect for diversity at P.S.11 allows us to achieve our goal—to prepare our students to be leaders of the world they will inherit.

Mentoring Programs

America Reads

New York University provides P.S.11 with undergraduate student volunteers who read one-on-one with our students.

Big Brothers Big Sisters

This school-based mentoring program provides selected students with a one-to-one relationship with an adult mentor. Through teacher referrals, students are given the opportunity to be matched to a mentor who will visit them for one hour, once a week, for the duration of the school year. *Big Brothers Big Sisters* has proven to increase the self-esteem, grades and school attendance of the children enrolled. If parents are interested in finding out how this program works in our school, please contact Madeline Alers, the school social worker, at **212-929-1743, ext.1010**.

Learning Leaders

Learning Leaders help our students gain the educational skills and self-esteem they need to become successful learners. Each leader is assigned to a specific classroom and gives one-on-one assistance to children needing extra help in reading and math. Our Learning Leaders volunteers work under the supervision of the classroom teachers.

Power Lunch

Volunteers from *Everybody Wins* read one-on-one with students during their lunch period. If you are interested in this program for your child, contact your classroom teacher.

Policies and Procedures

Arrival and Dismissal Procedures

Due to a large increase in student enrollment and necessary budget cuts, P.S. 11 will no longer be able to accommodate families who wish to drop off their children before the beginning of the school day. The drop-off procedure will be as follows:

Morning Arrival

The school day begins at 8:50 am. All students will be permitted to go upstairs beginning at 8:45 am so that they arrive in the classroom by 8:50 am. Students who arrive after 8:50 am will be considered late and must receive a late pass (see below).

Students who eat school breakfast (all grades) will be allowed to enter the cafeteria at 8:30 am. Only Pre-Kindergarten and Kindergarten parents and guardians will be permitted to accompany their children into the cafeteria for breakfast.

All other students will be admitted to the building at 8:45 am.

Due to the large number of kindergarten students, only PreK and Kindergarten families will be allowed in the cafeteria. For the first few weeks of school, PreK, Kindergarten and First grade families may escort their children to the classrooms. After our first Family Friday, only Pre K and Kindergarten families will be permitted in the building at arrival.

Students who are mandated for our Morning Program may enter the building at 7:45 am on Morning Program days.

Students who DO NOT eat school breakfast will enter the building at follows:

Pre-K and Kindergarten Students will enter through the main entrance (eastern set of doors) on 21st Street at 8:45am. Students will meet teachers in the cafeteria.

First Grade Students will also enter through the main entrance. *Families will be permitted to escort children to classrooms until our first Family Friday.* After that date, first grade students will go to their classrooms independently.

Second, Third, Fourth and Fifth Grade Students will enter through the playground and line up in class assigned spots. For the first several days of school, classroom teachers will meet students in the yard. Beginning in early September, students will line up by class and will be dismissed to their classrooms at 8:45 am. Doors to the playground will open at 8:30 am so that students have time to line up.

Students who arrive late for school will enter through the main entrance. Students who arrive late (AFTER 8:50 am) must wait in line in order to receive a late pass in the cafeteria to receive a late pass. Late students will then use staircase A/B and go directly to their classroom independently. Parents may not escort late students to classrooms.

Dismissal

Kindergarten students will be dismissed at 11:50 am on Wednesday September 8th and Monday, September 13th. On those days parents will pick up their kindergarten children from the classroom at dismissal. For the remainder of the school year, kindergarten students will be dismissed through the western gates of the playground at 3:10pm.

First Grade students will be dismissed at 3:10 pm to a parent or guardian at the east (main) entrance doors in front of the school on 21st Street.

Second Grade students will be dismissed at 3:10 pm to a parent or guardian at the west entrance doors in front of the school on 21st Street.

Third, Fourth and Fifth Grade students will be dismissed at 3:10 pm to a parent or guardian from the Big Yard. *Third, Fourth and Fifth grade students will be permitted to leave school without a guardian ONLY if the guardian notifies the school in writing.*

Some students will be selected to join our Early Morning Intervention Program. This program runs Tuesday, Wednesday and Thursday, 8:00–8:50 am. In this program, students will receive additional support in a small group setting. It is very important that your child arrives on time for this program. No students will be admitted into their group after 8:05 a.m. If your child is selected, attendance is mandatory.

Children that travel via yellow school bus will be escorted to the cafeteria upon arrival and escorted to the bus at dismissal by a school aide.

Students registered for the P.S.11 Programs after school, will be escorted by an After School employee or their classroom teacher to the program located in the cafeteria at 3:10 pm

Parents or guardians who arrive late for dismissal will find their child in the second floor main office. After 3:15 pm there will not be staff members available to supervise children. If you are not able to pick up your child and the office is unable to contact you, your child will be taken to the 10th New York City Police Precinct.

These policies are in place to ensure the safety of all of our students.

To be certain that our students are safe, **no** adults will be allowed above the first floor at any time unless they have signed in with the safety officer or a staff member is accompanying them. This policy is in effect at all times, including arrival and dismissal.

Attendance and Lateness

Good attendance is essential to your child's academic achievement. Time missed equals curriculum lost, which has a huge impact on your child's learning. Unfortunately, there is no way to make up for lost school days. The Chancellor's regulations require students to maintain 90% attendance. Vacations must be planned around the school calendar (see the calendar on the back cover of your child's *P.S.11 Home Folder* or refer to the DOE website, <http://schools.nyc.gov>).

The Department of Education does not excuse student vacations that do not conform to scheduled school closings.

Schedule appointments for your child before or after school. If you know ahead of time that your child will be absent, inform your child's classroom teacher and the office in writing, stating the dates and reason for the absence. If your child is sick and will be out of school for more than three consecutive days, please call the Main Office to report the absence. Make arrangements with your child's classroom teacher to obtain homework assignments.

Please make sure to get your child to school on time. School doors open promptly at 8:45 **am**. Punctuality is an essential part of your child's development as a student. In addition, the day starts with homework check in, math messages, morning meetings and other grounding and skill-building activities. Students who arrive late disrupt the smooth beginning of the day.

Students who arrive at school after 8:55 am will be marked late and a late pass will be necessary to enter the classroom. Please be aware that late marks become a part of your child's permanent record and that attendance and punctuality is reviewed for promotion and middle school placement.

Blue Emergency Card and Home Information

In the event of an emergency, it is extremely important that we are able to reach someone listed on the blue emergency card and that someone is available to pick up an ill or injured child within one hour of notification. Please keep us informed of any changes in contact information. **Only adults listed on the blue card will be given permission to pick up students.**

Inform the classroom teacher if you will be away for short or long trips, if a caregiver has changed, or of any special home events. All happy and sad occasions affect your child's school experiences; if we are kept informed, we can work with you to minimize negative reactions.

Items Not Allowed In School

Children are not permitted to bring the following items to school:

- Candy and gum
- iPods
- Trading cards
- Cell phones
- Silly Bandz
- Game Boys
- Toys, games or heelies

These items are extremely disruptive and create problems for students. Therefore, they cannot be used during the school day, and they will be confiscated immediately. Confiscated items will either be returned to a parent or guardian, or at the end of the school year. Also note: scooters, bikes, skateboards or roller blades cannot be kept at school.

Cell phones, iPods, and other communication devices are prohibited on school property. However, the principal may grant permission for a student to bring a cell phone into a school for medical reasons.

To obtain an exemption, you must first complete and sign a form found in *Chancellor's Regulation A412* at <http://schools.nyc.gov> and submit it to the principal for approval.

Head Lice Policy and Management Program

Good student health is vital to successful learning. Head lice (Pediculosis) are an ongoing problem in schools. And while head lice do not carry or spread disease, it is an uncomfortable and disruptive condition. The NYC Department of Health currently has a strict "No Nits" policy that states that children with head lice or nits are not allowed to attend school until they are completely free of both, as determined by a qualified professional. It is the responsibility of the school staff to enforce this policy.

To ensure that every P.S.11 classroom is a healthy learning environment, the PTA has worked with the school to create an appropriate, effective, and standardized head lice management program. The PTA has committed to providing school-wide lice inspections twice a year—as close to the beginning of the school year as possible, and after the Winter Holiday break. Early detection and treatment of head lice can prevent further infestation in both individual classrooms and throughout the school.

Security Policies and Procedures

For the safety of our students and personnel, parents and guardians must respect the following security guidelines:

- **With no exception, no** adults will be allowed above the first floor at any time unless they have signed in with the safety officer or a staff member is accompanying them. This policy is in effect at all times, including arrival and dismissal.
- A parent or guardian who comes to the school after drop-off must sign in with a photo I.D. at the security desk, and obtain a visitors pass.
- A parent or guardian who must take a child out of school during school hours must first sign in with the safety officer, receive a visitors pass and then go to the Main Office (**not to the classroom**) to sign out his/her child with the School Secretary.
- To ensure the safety of the children attending the After School Program, **no adults are allowed to loiter in the school cafeteria before or during dismissal** (with the exception of Kindergarten parents waiting to pick up their children). Parents or guardians must wait for their children outside of the building.
- Parents and guardians must keep Emergency Card information up to date. If you do not, your child's welfare is severely compromised. We must have your current and accurate contact information at all times.
- Parents and guardians must inform the classroom teacher, in writing, if someone else will be picking up the child early or at dismissal. Under no circumstances will a child be released to an unauthorized person (a person whose name does not appear on the Emergency Card).

School Messenger

The School Messenger System allows the school administration to communicate announcements to each P.S.11 family through an automated voice messaging system. So, in the future, when you receive a telephone call that starts out with "This is an important message from P.S.11"—don't hang up or delete the message! It's not a telemarketer calling, but a message containing information we think is important for you to know.

General Information

After School Program

P.S.11 Programs Inc. was founded by a group of parents in 1997 and incorporated as a 501(c) 3 with a mission to provide after school enrichment activities for the children of P.S.11. Deborah Osborne and Christine Cerny, two of the founding parents, continue to run the program along with the on-site administrator, Lilly Ruiz.

The program is available to all P.S.11 students, and operates every school day from 3:00–6:00 pm. Class offerings include Arts & Crafts, Capoeira (Afro-Brazilian martial arts), Cooking, Dance, Drama, Homework Help, Spanish, Sports, Swimming, Yoga and much more. P.S.11 Programs also operates on half days, from dismissal until 6:00 pm, and offers a summer day program. For more information about fees and scholarship availability, contact Deborah Osborne or Lilly Ruiz at **917-653-0594**.

Appropriate Dress

- Children should be dressed for school in a way that reflects the seriousness of our academic goals.
- Clothing should be comfortable, season-appropriate (warm clothes including a hat and gloves are necessary on cold days), and allow children to participate in a variety of activities throughout the day.
- Children are expected to play outside at recess, therefore closed sturdy shoes with traction (such as sneakers) are preferred and help protect children from slipping accidents. Children wearing flip-flops, backless shoes and heels are not appropriate and will be prohibited from participating in recess and physical activity. **“Heelies” are strictly prohibited.**

ARIS Parent Link

Achievement Reporting and Innovation System (ARIS) is an online student data-reporting site. The DOE has established an ARIS Parent Link that enables parents to log on to the ARIS system and view important data relevant to their child. Parents will be able to view detailed information about their child—including information about attendance, course grades and scores on state tests (grades 3-5), and in some cases in-classroom assessments. To access this information for your child, you will need a password and your child’s OSIS number. The ARIS Parent Link is **www.ARISParentLink.org**. If you need help logging on or have questions about your child’s information in his/her ARIS profile, contact Parent Coordinator, Stephen McGill.

Birthday Celebrations

If you are interested in having a celebration for your child’s birthday in the classroom, please contact his/her teacher in advance to make a request and for approval. Distribution of private birthday party invitations **is not allowed** at school.

Breakfast

If you are unable to provide breakfast for your child, the school will make one available from 8:30–8:40 am. This meal is courtesy of the Department of Education. Pre-K and Kindergarten parents are allowed to spend this time with their children in the cafeteria to make sure they eat breakfast and clean up after themselves.

Class Placement

Balancing classrooms—matching students with teachers and classmates—is a real art and our school administration and staff take it very seriously. Therefore, classroom/teacher requests are not considered and students are not moved from assigned classrooms unless they are placed in a mandated program.

Communication with Teachers and Administration

Most issues concerning your child's academic and social experience can be resolved by discussing it directly with your child's classroom teacher. Each P.S.11 staff person has an active email account, and your child's teacher will inform you how frequently he/she will check this account. You can always place a note in your child's P.S.11 Home Folder requesting a written response, a telephone conference or options for a suitable meeting time.

Teachers cannot meet with parents in the morning while children are arriving for school.

This is a critical time when teachers focus on getting students settled and ready for the morning instruction. Similarly, **please be mindful when approaching a teacher at dismissal time**, as teachers are focused on dismissing children safely. All teachers will be sending home a monthly newsletter to keep families up to date with what is happening in the classroom.

Our Parent Coordinator, Stephen McGill, is the designated person to assist parents and guardians in communicating with the P.S.11 teachers and administration. His office is located on the second floor, in room 208A. Mr. McGill can be contacted at either **212-929-1743, ext.2081**, at **347-563-5095**, or you can email him at **smcgill3@schools.nyc.gov**. He is available to meet or talk with you about any concerns or questions you may have, and he can easily facilitate contact with other staff members such as the Guidance Counselor, Social Worker, Assistant Principal or Principal.

Enrichment Program

Each teacher creates an individual enrichment class in a subject area that interests them. A complete list of these class offerings is distributed to each student and then students must sign up for the class of their choice. These classes meet Thursdays during the last period. This year Kindergarten, First, and Second graders will have one cycle of enrichment classes, while Third, Fourth, and Fifth grades will have two cycles.

Home Folders

The P.S.11 Home Folder is your daily link to your child's classroom teacher, the school administration and the PTA. It is important for parents to review home folders on a daily basis. Along with your child's homework assignments and instructions, home folders contain important notices/communications that need your attention and often your response. Notes to the classroom teacher can be sent back to school in the home folder. **In addition, the 2010/11 School Calendar is located on the back cover of the home folder.**

Homework

The purpose of homework is to extend and reinforce learning, develop self-discipline, personal responsibility and independent thinking. The amount of homework assigned varies from teacher to teacher. Homework usually reflects the day's lesson and is an opportunity to do further research or prepare for a new topic.

Parents and guardians are expected to provide the necessary time, materials and space where children can work at home without distractions. While parents should encourage and in some instances assist children in doing assignments, each child is expected to do the work. Homework is one tool that teachers use to gauge if students are mastering the skills necessary to meet standards.

Following are basic guidelines for time allotments for homework:

Kindergarten	10-15 minutes
First Grade	10-25 minutes
Second Grade	25-35 minutes
Third Grade	35-45 minutes
Fourth Grade	45-60 minutes
Fifth Grade	60-70 minutes

Legal Services

Kramer Levin Naftalis & Frankel, LLP, an area law firm, works to provide free legal services to current low-income P.S.11 students and their families. The scope of the legal services they will provide varies on a case-by-case basis, but generally will include matters related to housing, public benefits, immigration and family law issues. All communications shared with a Kramer Levin attorney about legal issues will remain confidential, and will not be disclosed to P.S.11 or anyone else, without your permission. Kramer Levin hosts free legal clinics at P.S.11 during the school year. If you would like to speak to a Kramer Levin attorney about a legal issue, please contact Stephen McGill, the Parent Coordinator, for a referral form. Kramer Levin cannot provide legal services in certain situations such as criminal matters, issues or conflicts involving P.S.11, and matters that have no relation to a P.S.11 student's well being or ability to attend school.

Lost & Found

Kids lose things. The best way to have lost items returned is by labeling them with your child's name. Unmarked found items are stored in bins located in the rear of the cafeteria. However, they cannot be stored indefinitely—at the end of each month, the custodial staff bags and donates items to the Salvation Army that have not been claimed. **The school is not responsible for personal items that students may lose.**

Lunch Forms

For the past several years, P.S. 11 has been a part of the Universal Meal Program. This program, funded by New York City, has allowed all of our students to eat free lunch. Unfortunately, due to the large citywide budget cuts, this program has been eliminated. Beginning in early Fall, and based on federal guidelines, some students may be required to pay reduced or full price for lunch.

All families will be required to fill out a School Meals Application form. The form will determine if your child is eligible for our free or reduced meal program. It is crucial that ALL families complete this form as we are expected to have a 100% return. You are still required to complete and submit the form regardless of whether or not your child qualifies for free or reduced lunch, or if you plan to only send your child with home lunch. The information required is only used to determine your child's lunch payment eligibility.

The information on these forms also provides our Title One Funding, which could amount to several hundred thousands of dollars. So, please complete this form and return it to your child's teacher **no later than Friday, October 8th**. Students whose households do not submit an application are expected to pay the full price of \$1.50 per meal for every lunch served to them in school beginning October 25, 2010.

If you need assistance in completing the School Meals Application, please contact Stephen McGill, Parent Coordinator at 212-929-1743, ext. 2081

Lunch and Recess

We are committed to making Lunch and Recess a positive and enjoyable experience for all P.S.11 students. Safety in the cafeteria and on the playground is our number one priority.

School lunch is provided by the Department of Education and meets the new and improved nutritional standards for school food. A monthly menu is always displayed on the bulletin board outside the kitchen. We encourage parents and guardians to provide home lunch for children who have food allergies, or for children who are picky eaters.

Our goal for Recess is for each child to enjoy fresh air and physical activity. Please note that students have outdoor recess for most of the year. In cold weather, please dress your child with a hat, scarf and gloves. Students will only have indoor recess if it is raining or the wind chill factor is dangerously low. Parents may not excuse their children from outdoor recess unless they provide the school with written notification from a physician. If the weather does not permit an outdoor recess, we utilize the auditorium spaces for structured activities. Our *Student Lunch Leaders* program will continue this year with selected fourth and fifth grade students who help out lower grade students, in the cafeteria and on the playground.

Middle School Choice Program

Our guidance counselor, Christine Leonhardt, is our District 2 Middle School Choice Program liaison. **In our experience, the middle school application process changes from year to year.** A general meeting will be scheduled to inform fifth grade parents of the process and procedures. Ms. Leonhardt is available by appointment to meet with fifth grade parents and students to assist them through the process.

Parent-Teacher Conferences and Progress Reports

Parent-Teacher Conferences are usually held twice a year, in November and March. These conferences are scheduled in the afternoon and evening to accommodate parents' needs. They are also scheduled to coincide with the distribution of student progress reports. You should plan to come to the conference prepared with questions about your child's experience and how you can best support his/her individual needs. We need to see you, hear your concerns and share our thoughts. Please make every effort to attend. You should leave the conference with a clear understanding of your child's strengths and challenges. **Progress Reports will not be sent home without a Parent Teacher Conference.**

Physical Education

P.S.11 is one of the only public elementary schools in the city with a swimming pool. Our custodial staff maintains the pool, and a staff member launders students' swimsuits and towels after every use. Swimming is the Physical Education curriculum for second through fifth grade students. In addition, we have added a dance and movement component to our physical education program. The P.E. curriculum for Pre-K through first grade students focuses on health-related fitness through organized play, with an emphasis on developing gross motor skills.

School Calendar

A copy of the school calendar is located on the back of your child's P.S.11 Home Folder. In addition, parents can always refer to the DOE website, <http://schools.nyc.gov>, to obtain updated school calendar information.

School-Based Health Program

The P.S.11/Clinton School Ryan Center is our school-based health program, located on the 3rd floor in Room 320. The staff of the Ryan Center can be reached at **212-229-1060**, and the Center is open when school is in session, Monday through Friday from 8:00 am-4:00 pm.

The Ryan Center will take care of all students who need first aid medical assistance, including care for minor injuries. In the event that your child is injured during the school day, the Ryan Center will notify the school of any care provided to your child for minor issues, or will contact you directly for more serious concerns.

In addition, the Ryan Center is available to provide basic screening, treatment and care, as well as guidance and education to students who are registered. The goal is to provide maintenance and improvement of students' health. These services are not meant to replace your child's current pediatrician or health care provider, but simply to provide an added, convenient resource available to you in the school building. Examples of services the center can provide include pre-camp physicals, diagnosis and treatment of common infections such as "strep throat" or "pinkeye," administration of medications for asthma, allergies, or the common cold, and vaccinations.

Dr. Jessica Sessions, Supervising Physician and a Board-Certified Pediatrician, along with Ms. Linda Mikolay, a Certified Family Nurse Practitioner, manage the program. The Ryan Center staff includes a Nurse Practitioner, Licensed Social Worker and a Licensed Practical Nurse.

For general information, please call **212-316-7956**. For services not provided in the school clinic, such as Dentistry and Medical specialties, P.S.11 students will be welcomed at:

The Ryan Chelsea/Clinton Community Health Center

645 Tenth Avenue (between West 45 & 46 Sts.) 212-265-4500

The Ryan-NENA Community Health Center

279 East Third Street 212-477-8868

Testing

The New York State tests are designed to measure how well students have mastered necessary skills and to monitor the effectiveness of instructional programs. The 2009/10 Testing Calendar is as follows:

Dates	Test	Grade
May 4, 5, 6	NYS ELA	3rd, 4th and 5th Grades
May 11, 12, 13	NYS Math	3rd, 4th and 5th Grades
TBD	NYS Science	4th Grade

Transportation

For updated information regarding the Department of Education transportation guidelines governing Metrocards and yellow buses for children who travel from outside of our school zone, contact the school secretary, Phyllis Dicembre, at **212-929-1743, ext.2060**.

Trips

Class trips help enrich our curriculum and provide common experiences for students. Trips vary depending on the availability of a resource, student interest and variations in the curriculum. Parents are required to complete, sign and return a permission slip before any scheduled trip.

Verbal trip permission obtained by telephone is not valid. On occasion there will be a trip fee to cover the cost of the outing. The DOE requires a 10 to 1 (student to adult) ratio for trips.

Parent chaperones should discuss trip plans with the teacher and adhere to the teacher's guidelines on traveling, money and snacks. Chaperones are on the trip to work with the entire class. Although it may be difficult for your child to share you with others, it's important for your child to see you helping others.

Websites

www.ps11chelsea.org is the official P.S.11 website. Please take advantage of this resource for updated calendar information, After School notices, school-wide events, PTA activities and fundraising, School Leadership Team activities and important links.

<http://schools.nyc.gov> is the official Department of Education website. Parents should refer to this site often for updated news and announcements, enrollment options and procedures, school surveys and statistics, etc.

www.ARISParentLink.org is the online student data-reporting site for families.

Parent Participation

In order for your children to succeed we need your help. When we work together to reinforce the P.S.11 Community Standards (see page 5) and communicate the importance of making good choices to our children, we all win. If you have a concern about your child's academic or social experience, please contact their teacher. Early intervention provides the best opportunity to help resolve issues.

Keep yourself informed by reading notices in your child's home folder carefully. For valuable information, log on to the Department of Education's web site: <http://schools.nyc.gov> and the P.S.11 website: www.ps11chelsea.org. Please make every attempt to attend class events and/or volunteer to become a Class Parent.

We encourage you to support the P.S.11 Parent Teachers Association (PTA). It is important that you take your membership in the PTA seriously and attend PTA meetings so that your voice is heard.

We also encourage parents to join the School Leadership Team (SLT). This committee works with the school administration to identify the needs of our students and decides how the school resources are used to meet those needs.

Class Parents

Class parents are volunteers who work closely with the classroom teacher to build a strong community of families in their class. They often assist the teacher in the planning and organization of classroom events, trips, book orders, etc. They serve as another communication link between the school administration, PTA and other parents and guardians in their class. This is a great job for someone who is comfortable with the use of email, organized and enjoys communicating with people.

Family Fridays

The last Friday of each month will be our *Family Fridays* event. All parents and/or guardians are invited to join their child in his/her classroom from 8:50–9:35 am. You will have the chance to work with your child in hands-on activities, attend publishing parties and much more. Please check your child's Home Folder Calendar for the exact dates.

P.S.11 Parent Teachers Association (PTA)

Membership/Meetings

There are two types of PTA meetings—General Meetings and Executive Board Meetings. All parents or legal guardians of currently enrolled P.S.11 students are automatically members of the PTA, and are welcome to attend both meetings.

PTA General Meetings are held monthly. All PTA members are eligible to vote on motions brought to the floor at general meetings. **PTA Executive Board Meetings** are held monthly. However, only Executive Board officers (see listing on page 21) are allowed to vote on issues at these meetings.

If a parent or guardian has a specific issue that he/she wants raised at a General or Executive Board meeting, he/she must first contact the President or Secretary before the meeting so that the issue may be considered for general discussion and placed on the meeting agenda. The PTA Co-Presidents have the right to determine whether or not an issue is appropriate to be included in the meeting agenda for general discussion.

PTA Budget

Each year, the Executive Board reviews the PTA's expenses of the previous school year, determines the anticipated expenses of the upcoming school year, and meets with the Principal to incorporate costs not allotted to the school by the Department of Education. Once approved by the Executive Board, the budget is presented to the parents at a General Membership Meeting. A majority of those attending must approve the budget. Once the budget is approved, parents and guardians have made a commitment to raising those funds, whether by personal donations to the PTA Annual Fund or by other fundraising activities.

PTA Annual Fund

Each year the PTA canvasses its membership for donations to the Annual Fund. Proceeds from all fundraisers, including the Annual Fund, must be used to supplement or complement the educational, social and cultural programs of P.S.11. The generosity and hard work of our PTA members allow for: the purchase of supplies for teachers and staff including curriculum materials; classroom furniture and books; building improvements; the Garden; head lice inspections; newsletters; the annual yearbook; theater productions; and special events such as the Incoming Pre-K and Kindergarten Party, Staff Appreciation Lunch, Field Day, student dances and graduations.

PTA By-Laws

Copies of the PTA By-laws are on file in the main office and may be made available for any PTA member to view.

2010/11 P.S.11 PTA Executive Board Members

Juan Brea	Co-President
Abby Koreto	Co-President
Sue Burke	First Vice President
Gig Karabinakis	First Vice President
Robin Zachary	Second Vice President
Amy Kirk	Co-Recording Secretary
Barbara Chavez	Co-Recording Secretary
Elinor Johnston	Corresponding Secretary
Keith Morton	Co-Treasurer
Fran Genesi	Co-Treasurer
Doris Kreibich	Faculty Representative

School Leadership Team (SLT)

The SLT is a collaborative team made up of an equal number of faculty and parents. Its purpose is to evaluate the academic needs of P.S.11 students and produce a Comprehensive Education Plan (CEP) that proposes ways to meet those needs, in alignment with the school budget. Parent representatives on this team are elected to a two-year term. All parents or legal guardians may attend SLT meetings, however only team members are permitted to participate in the meeting discussion and vote. If you have a specific issue you would like discussed at an SLT meeting, please inform a member of the team before the meeting so it may be placed on the agenda.

2010/11 P.S.11 School Leadership Team Members

Bob Bender	Principal
Karen Carmichael	Assistant Principal
Doris Kreibich	UFT Representative
Megan Boler	Teacher
Lisa Jaffe	Teacher
Colin Schriener	Teacher
TBD	PTA Representative

Updated information on Parent members to come.