



Family Handbook 2024 - 2025

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OUR MISSION AND VISION

- In becoming culturally and civically responsible, our students will be aware of both the needs of their own communities, and the needs of the many diverse communities that make up our society through a rich and rigorous curriculum. In the process of creating an equitable learning environment, students will develop the knowledge, attitude, and skills needed to understand and manage their own emotions and empathize with others, thus cultivating and maintaining positive relationships with peers. Our mission is to prepare students of all backgrounds and abilities to be engaged, global citizens.
- P.S. 939 students will be equipped with critical thinking skills, global awareness, and respect for core values through a rigorous curriculum in order to prepare them for a rapidly changing world.

OUR SCHOOL DAY

Grades K-4

Daily Schedule 8:30 a.m. – 2:50 p.m.

Doors Open at 8:00 a.m.

Breakfast is served from 8:00 a.m.- 8:15 a.m.

ARRIVAL AND DISMISSAL

- All students enter through the schoolyard gate on 60th Street.
- Arrive on time – late arrivals disturb the classroom routine for all children. Late arriving students must enter through the main entrance located on 59th Street. Students who are late must be signed into the Student Late Arrival Book located in the main office. Parents **must** sign their children in at the school's main office.
- We begin dismissing students at 2:45 pm. Please be on time for dismissal.
- If there is no one to pick up your child when the teacher dismisses the class, your child will be brought back into the building.
- Your child will only be dismissed to people listed on the blue Emergency Contact Card. We cannot accept telephone calls requesting that your child be dismissed to someone who is not listed on the card. You will need to send an email to the school informing us of this request.
- If there is a change in your child's regular dismissal routine, please send in a note with a parent/guardian's signature or email to the teacher.
- If your child normally takes the school bus to and from school every day and you want your child to be kept off the bus on a certain day, you must send a Remind message or email to your teacher and school at 20K939@schools.nyc.gov. We cannot accept telephone requests to take a child off the bus.

- Dismissal on half days will be at 11:30 a.m. Children who ride the school bus will have bus service for half days.
- Students will be dismissed in the small schoolyard on the 60th Street side.

ATTENDANCE

- **The only legitimate excuse for absence is the personal illness of the child.**
- As part of the Chancellor's Regulation A-210, the school must know why a child is absent from school. All parents are required to call the school office every time their child is absent. Please call 347-464-5131 before 8:30 a.m. if your child is absent. The school will contact the home when a child is absent. If your child is absent for three consecutive days, you must provide a doctor's note when your child returns. Your child's absence is still considered an absence with a doctor's note.
- Good attendance and student achievement go hand in hand. It helps teach your child responsibility and prepares children for future endeavors.
- Our school day begins promptly at 8:30 a.m. The back gate closes at 8:35 a.m. All students who arrive after 8:35 a.m. will be marked late.
- Children who arrive late must be escorted to the main office and signed in by the guardian.
- The school holiday and vacation calendar is distributed on the first day of school. Please use this as a guide to plan family vacations and holidays. Please do not plan a family vacation when school is in session.
- **If your child has excessive absences NYC DOE attendance reports are automatically generated. A letter will be sent home notifying you of this.**

BLUE CARDS

- You will receive an Emergency Contact Card. **Please make sure you list three or more phone numbers where you or a family member may be reached in case of an emergency on each card.** Our phone system will not allow us to dial any special codes such as *82 so please make sure each number listed is available to us.
- Please note any **IMPORTANT INFORMATION** we need to ensure your child's safety.
For example:
 - If your child is to be picked up on occasion by a friend or babysitter at dismissal, that person's name must be listed or **we will not release your child.**
 - Your child will only be dismissed to people listed on the blue Emergency Contact Card. We cannot accept telephone calls requesting that your child be dismissed to someone who is not listed on the card.
 - **Students will not be dismissed early by anyone other than the parents/guardians.**
 - If your child is never to be released to someone this information is to be given to us **IN WRITING** with any official notice from the courts.
 - If any contact information changes over the year; please come into the main office to make necessary changes for our school records.

- Thank you for helping us ensure that your child's safety comes first.

BOOK BAGGIES

- Student book baggies are full of carefully chosen books that children can read on their own. The books inside these baggies change often during the week. Please make sure that books are sent to school daily so that the classroom libraries are not depleted.
- Sometimes you'll see a little piece of paper with tips inside of the baggie to remind children of the things that they have talked about in school.
- Here are some things that you can do to help these book baggies come to life:
 - Encourage your child to read these books every night, sometimes more than once.
 - While your child is reading, you can sit nearby and also read.
 - Be interested in the books. Ask questions like, "Which one is your favorite?" "Can I read on?"
 - If your child seems to be struggling, you might take turns reading pages, or you might suggest that you read a book, or a part aloud, and then your child reads it afterward.
 - If your child is stuck on a word, say something like "Hmm...what could that be? Let's reread," and get your child to do so. Or you might say, "What would make sense here?"
 - Just a reminder that above all reading time is meant to be joyful. There should be laughter and lots of sharing. If in addition to enjoyment, your child gets some practice reading, that's great. Book baggies allow your children to experience new things and develop their own ideas and opinions about various issues and topics. Students will dive right into them and explore!
 - Most importantly, have fun and enjoy reading with the children!

BREAKFAST PROCEDURES

- Breakfast will be served to students from 8:00 am to 8:15 am. We want to ensure that your child has enough time to eat by the time their teachers pick them up at 8:30.

BUILDING SECURITY

The safety and security of our children are of the highest priority for the school. We conduct emergency evacuation and lockdown drills as required by the Department of Education. We have established the following visitor control procedures:

- All visitors including student family members are required **to produce a photo ID not a picture of one on your phone** and sign in with the school safety agent every time they enter the school building.
- Once signed in, all visitors must report to the Main Office – Room 103. No visitor is permitted to go directly to a classroom or other location in the building.
- Visitors are not permitted to stand in the lobby for any reason.

CELEBRATIONS

- Children's birthdays can be celebrated in school if you wish. Please notify your child's teacher a week in advance. You may also send in a small goody bag for the children to take home. Parents and guardians are not permitted to attend class birthday celebrations. Please do not send in birthday cakes; individual cupcakes are perfect.
- **Please send in store-bought snacks with labels to accommodate students with possible allergens/medical conditions.**
- If you want to invite children to an out-of-school birthday party, we will distribute invitations in school **only** if the entire class is invited.
- If your child has an allergy please send snacks for your children to eat during parties. They will be stored in your child's classroom.
- Any collection of money for classroom-specific celebrations must be approved by the P.S. 939 administration.

DISCIPLINE

- PS 939 adheres to the Citywide Standards for Discipline and Intervention which the Department of Education revises annually. These standards are available on the Department of Education website at <http://schools.nyc.gov/RulesPolicies/DisciplineCode/default.htm>
- PS 939's discipline plan places a high value on good citizenship, responsibility, friendship, and respect. Our school rules are simple:
 - I will listen and follow directions.
 - I will raise my hand to share ideas.
 - I will use a soft voice.
 - I will use my hands to help and not hurt.
 - I will use kind words.
- As outlined in the Citywide Standards we follow a model of progressive discipline. Our school staff works with children who make inappropriate choices to determine:
 - What they have done wrong
 - How to solve the problem they have created
 - How to assume responsibility for their actions
 - How to accept consequences for their decisions

EARLY PICK-UP

- **Only parents/guardians** may pick up their child early. Other people listed on the blue card cannot pick students up early without prior notification by the parent/guardian.

- Picking up your child early disrupts the learning process for all students in the class and should only be done in cases of dire emergency.
- If you know in advance that you must pick your child up early, please send a note to the teacher.
- We will not call a child for early dismissal after 2:35 p.m.
- You must come into the school office to sign your child out. As always, you must present picture identification to the School Safety Agent in order to enter the school building.

FAMILY INVOLVEMENT

- Ongoing research shows that family engagement in schools improves student achievement, and reduces absenteeism. Students with involved parents/caregivers have higher grades, better social skills, and improved behavior.
- Families must try to commit to coming to 20 hours of meetings/classroom events. This would include classroom/school celebrations, workshops, conferences, trips, PTC, family nights, etc. If parents are unable to make these meetings, information will be sent to your child.
- Please inspect your child's folder daily. Take out notices and return items that must be signed.
- Please help your child complete their homework assignment every day. Please check Google Classroom during remote days. Homework provides valuable practice for your child.

FIELD TRIPS

- Field trips are an important part of the instructional program. Our teachers plan field trips that support the academic programs of the school. Permission slips for field trips must be signed by the parent or guardian and returned to school in a timely manner. We cannot accept telephone calls to give permission for trips. We must have signed permission slips returned before the date specified by the teacher.
- There will be many opportunities for adult family members to assist in the classroom and on trips. Chaperones for trips will be selected on a rotating basis to allow everyone the opportunity to participate.

GRADING POLICY

Our school has adopted a uniform grading policy that conforms with the grading policy established by the District 20 Community Education Council. Student assignments, homework, participation, and attendance are all factors teachers consider in assigning grades. Numeric grades are assigned and averaged. These averages then become the basis of the performance level grades – the levels 1, 2, 3, or 4 that appear on report cards. Numeric averages are only reported on report cards for grades 2 – 5.

The grades that will be assigned based on averages are as follows:

Level 4	Above grade level	92 and above
Level 3	On grade level	80 – 91
Level 2	Approaching grade level	65-79
Level 1	Below grade level	Below 65

In accordance with both city and state mandates, we have adopted high standards for our students. We are confident that both our staff and students are working hard to ensure that all children meet these standards.

HOMEWORK

Homework reinforces what has been learned in the classroom. The following are the responsibilities of the teacher regarding homework:

- To provide purposeful homework.
- To include clear directions and instructions.
- To implement a system for routinely checking homework.
- To communicate to the student and family what is expected for completing homework successfully.
- To communicate with families when students are not consistently completing assignments.

The following are the responsibilities of the student regarding homework:

- To understand all homework assignments by listening to directions, asking questions when something is unclear and reading directions.
- To gather all materials necessary to complete assignments before leaving the classroom at the end of the day.
- To complete all assignments to the best of his/her ability.
- To return materials and assignments on time.
- To make up any missed homework that the teacher requires.

The following are the responsibilities of the family regarding homework:

- To provide a routine and environment that is conducive to doing homework (a quiet and consistent place and time and all necessary materials).
- To offer assistance but not to do the actual homework.
- To notify the teacher if the homework presents a problem.
- **To read all school notices and respond in a timely manner.**
- To empty the backpack regularly.
- Read with your child daily.

LUNCH

- Students will have lunch period 4 (10:50 am – 11:40 a.m.)
- All families are required to complete a school meals application form **even if your child will bring lunch from home every day.** The information provided on the lunch form is confidential and is available to Department of Education staff only. **This information helps provide us with the necessary funding to run school programs.**
- Meal applications can be completed online. If you need assistance completing the form, please come into the office.
- You can send lunch from home or have your child eat school lunch.
- If your child has food allergies or dietary restrictions, you might be better off sending lunch from home each day.
- If you send lunch from home, please keep it healthy and simple. A small sandwich with a piece of fruit and a juice box is a good lunch.
- Our school lunches are healthy, well-balanced meals.
- Our school does not serve pork products.

MEDICAL CONDITIONS

Allergies

- **Please contact the school nurse regarding any active/suspected allergies. If your child has a severe allergy and needs medicine to be administered in school, have your doctor fill out the Allergies/Anaphylaxis Medication Administration form which is available on the DOE website or nurse's office. You will be asked to supply the medication that the doctor prescribes.**
- **It is advisable to send in snacks for your child to be kept by the teacher which will be given out during classroom/birthday celebrations.**

Asthma

- **Please contact the nurse if your child has asthma and may need medication administered at school. Have your doctor fill out the Asthma Medication Administration form available on the DOE Website/nurse and submit it to the nurse.**

Diabetes

- **Diabetes management forms should be filled out and submitted to the school before the beginning of the school year.**

PARENT ASSOCIATION/PARENT-TEACHER ASSOCIATION

One of the most important ways you can be involved is by joining our PTA. Our PTA meetings are on the third Wednesday of each month. You can support our PTA by:

- Attending monthly PTA meetings.
- Volunteering to assist at special events such as book fairs, bake sales, and family events. The more volunteers who can assist, the more successful we will be.

- Donate and support fundraising activities. All the money raised by our PTA goes directly into supporting student activities that may not be supported by the school budget alone.

SCHOOL COMMUNICATIONS

- Please make certain to notify the main office of any change in address or telephone number.
- All teachers will provide families with their DOE e-mail address.
- The best way to arrange a meeting with your child's teacher is by email, Remind app message, email, or a note in his/ her folder.
- The teacher will contact you to meet by telephone or in person.
- Meetings with teachers can only be arranged during the teacher's non-teaching time.
- Teachers **cannot** meet with parents during arrival and dismissal times.
- If it is difficult for you to communicate in English our office staff and teachers will use the telephone Translation Service of the Department of Education. This allows us to get a translator to assist us by telephone.

SNACK

- Students in grades Kindergarten have a daily snack. Please send in a small healthy snack such as fruit, vegetables, cheese, and crackers, or yogurt.
- Snacks should be packed separately from lunch.
- Cookies, chips, or candy are not acceptable school snacks.

UNIFORM

- P.S. 939 students are asked to DRESS FOR SUCCESS by conforming to our school Dress Code.
- Students are to wear light blue collared shirts and navy blue slacks/skirts/shorts. We are trying to make life simple for families, save money, and show off our school spirit.
- We are sure this will make your life easier each morning when it's time to get dressed.

Added: Please review

Parents' Bill of Rights: [English](#)

Declaración de Derechos y Responsabilidades de los padres: [Español](#)