

FDR HIGH SCHOOL
MELANIE KATZ, PRINCIPAL
WEEKLY BULLETIN #1 September 3 – 6, 2019

HAPPY NEW SCHOOL YEAR!

WEEKLY BULLETIN

This is the first of the weekly bulletins, which are emailed to all staff members every Friday. The weekly bulletin should be read carefully to know the events of the upcoming week along with important announcements.

STAFF HANDBOOK

A comprehensive Staff Handbook is available to help navigate DOE expectations delineated in Chancellor's Regulations, as well as, the day to day expectations of our school. The Staff Handbook is a resource of information for basic needs such as:

- Calling in sick
- Obtaining Keys, Bathroom Pass and Staff ID cards
- Teacher Restrooms
- Parking
- Requesting IT and Custodial Repairs
- Supply and Furniture Requests

In addition, the handbook includes *detailed procedures* regarding Staff Time and Attendance and Safety and Security for all. The Staff Handbook has been updated and will be sent out to all staff members. It is also available on our school website. Please read through this handbook and familiarize yourself with policies and regulations. It is hoped that the handbook will be used to assist staff members in the work that they do.

WEBSITE

FDR H.S.'s website address is www.fdrhs.org. Our site contains information for students, teachers and parents. Visit our website for the most up to date information.

BELL SCHEDULE

Due to an increase in student enrollment, we have a new bell schedule which includes a 3 – 10 session. Early Session staff time is 8:00 am – 2:50 pm. Late Session staff time is 9:42 am – 4:32 pm. Faculty conferences/professional development will take place twice a month on designated Mondays. In order to participate in the faculty conference, early session teachers end time will be 3:31 pm, while late session teachers will begin their day at 9:10 am. Please see the attached for the new bell schedule. The bell schedule can also be found in the staff handbook on the FDR website.

ATTENDANCE

Daily attendance will **now** be taken in period **3** class. Please see the Staff Handbook for more details.

METROCARDS

On Wednesday, September 4th, teachers will assist in the distribution of program cards and Metro Cards. **Attached**, please find a list of room assignments for the distribution of these materials. Teacher #1 will be responsible for picking up these materials from room 122 before 11:00 a.m. All teachers should report to their assigned room at 11:00 a.m. All teachers are to remain in their assigned room until 12:00 p.m. Students may leave as soon as they pick up their materials. Please note that students **must show their ID Cards** in order to get their Metro Card. If a student does not have an ID card, they should be directed to the CAASS machine on that floor. At 12:00 p.m., Teacher # 2 shall return the undistributed materials to the transportation office, room 122. **Materials are not to be held overnight by any staff member.** Students who do not pick up their Metro Card can obtain the card in the breezeway during their lunch period beginning on Thursday, September 5th – Friday, September 13th.

TEACHER ABSENCES

If a staff member is absent, please call F.D.R. High School by **6:00 A.M.** The school's telephone number is (718) 621-8800. The switchboard is open at 6:00 A.M. If the switchboard is closed, a night greeting will prompt staff members to press **7777** to record a message. For additional information regarding time and attendance, please refer to the Staff Handbook.

CLASS COVERAGES

In the event of an emergency and an unexpected class coverage is required; notify your immediate supervisor and Ms. Accettura at extension 8877. **Do not, under any circumstances, leave a class unattended.**

PROFESSIONAL ASSIGNMENTS

Teachers will receive notification of their professional assignment via email, by **September 9, 2019**. Teachers are to report to the supervisor of their administrative assignment during their administrative period. Any questions regarding professional assignments should be directed to Ms. Accettura.

FDR FACEBOOK

Join our 176 followers on FDR's Facebook page. Enter FDR High School Brooklyn Information in the search bar to be informed of school highlights, events and see occasional pictures.

CAREMONKEY

We are excited to inform you that we are adopting a new system named CareMonkey. CareMonkey is helping us to go paperless! Parents will use the system to respond to forms and important updates sent from our school such as field trip permission slips, consent forms, event registration, blue cards, policy updates and other forms required by parents and students. Teachers will have access to information using a PC, tablet or mobile phone, limiting the amount of paperwork to carry around, especially on field trips! CareMonkey will also be used to automate the many staff forms which can be made available to you in the same easy interface. Stay tuned for more information.

TELEPHONE DIRECTORY

The update telephone directory is attached

STUDENTS:

STUDENT PROGRAM CARDS

1. All students should receive a copy of their program card on Wednesday, September 4, 2019. They are required to sign into all classes. Any student who receives a program change must sign out of the class that has been dropped. Students awaiting program changes are required to report to their subject classes until the program changes occur.
2. **ANY STUDENT WHO WAS UNABLE TO OBTAIN A COPY OF THEIR SCHEDULE ON SEPTEMBER 4th SHOULD REPORT TO THE AUDITORIUM AT 7:30AM TO PICK UP A PROGRAM CARD ON SEPTEMBER 5th .**
3. Program changes will be sent to students via subject class. No student should report to the Program Office.
4. All students are required to carry their program cards and student identification cards with them at all times. Any student found out of a classroom and in the hall will be sent to the Dean's Office and parents will be contacted.
5. CAFETERIA - No student will be permitted to enter the cafeteria without first presenting his/her student identification card.
6. If a student loses his/her program card, he/she should be directed to the Program Office or the Dean's Office for a replacement. Replacements can also be printed out by the students on Pupil Path/Skedula.
7. Subject teachers are to check students' programs for errors and gaps. Where there may be an error on the student's program, teachers should tell the student to complete a "Student Request for Correction of Program Error" form and return it to guidance. September 20, 2019, is the last day to file for program changes. Students **SHOULD NOT** be given a "Red Pass" by their subject class teacher to see their Guidance Counselors.

STUDENTS' TEXTBOOK ACCOUNTS

Students who have not returned their textbooks and wish to either pay for the textbooks or return them should report to the department chairperson of the textbook subject area. All payments for lost books are made in the SO Store once the Assistant Principals provides the cost of the book to the student.

LUNCH APPLICATIONS

All students are asked to submit a lunch application on line at www.nyc.gov/accessnyc in order to qualify for free or reduced meals. For families who don't have access to a computer, paper applications will be available in the lunch room. All forms can be submitted in the student's cafeteria.

STUDENT IDENTIFICATION CARDS

We will be photographing freshman students for their I.D. cards beginning on September 5, 2019 during students' lunch periods in cafeteria.

The identification card will be required for entrance into:

- 1) the building
- 2) the cafeteria
- 3) the library
- 4) Regents, RCT's, P.S.A.T., SAT and A.P. EXAMS
- 5) all school functions (on and off campus)

Without this identification card, students will not be permitted access into any of the above locations. Students should have their ID Cards at all times to be presented to a staff member when requested.

PROGRAM CODES

Students' program cards may contain special codes which indicate that students have either failed to return textbooks, return library books or complete their immunization.

The codes are as follows:

Code ZMIMM (incomplete immunization) (Medical Office)

Code ZMBE –English Book

Code ZMBF – Foreign Language Book

Code ZMBH – History Book

Code ZMBL – Library Book

Code ZMBM – Math Book

Code ZMBS – Science book

DO NOT GIVE TEXTBOOKS UNTIL STUDENT PROVIDES EVIDENCE THAT THE BOOK RECORD OR LIBRARY RECORD HAS BEEN CLEARED. For textbooks see the department chairperson of the textbook subject area. Library accounts may be cleared in the library, room 201.

MONDAY

September 2

LABOR DAY – SCHOOLS CLOSED

TUESDAY

September 3

All Teacher Time: 8:00 -2:50
Para Time: 8:00 -2:50
Secretary Time 8:00 -2:50
Guidance Counselors 8:00 -2:50

8:00 – 9:00

Faculty Conference - Auditorium

9:15 – 10:15

Department Meetings

10:15 – 12:00

Teacher Prep

12:00 – 12:45

Lunch (Provided by FDR Cafeteria)

1:00 – 1:30

Teacher Prep or Voluntary Meeting for teachers up for tenure with Ms. Katz

1:30 – 2:50

Teacher Prep

WEDNESDAY

September 4

All Teacher Time: 8:00 -2:50
Para Time: 8:00 -2:50
Secretary Time 8:00 -2:50
Guidance Counselors 8:00 -2:50

8:00 – 9:30

Faculty Conference - Auditorium
- 8:00 – 8:45 Safety Training
- 8:45 – 9:30 Waste Collection

9:45 – 10:30

Advance Webinar (within departments)

10:30 – 11:00

Teacher Prep
Teacher #1 pick up MetroCard Envelope in room 122

11:00 – 12:00

MetroCard and Program Card Distribution
- Teachers report to assigned classroom

12:00 – 12:15

Teacher #2 return MetroCards to room 122

12:15 – 1:00

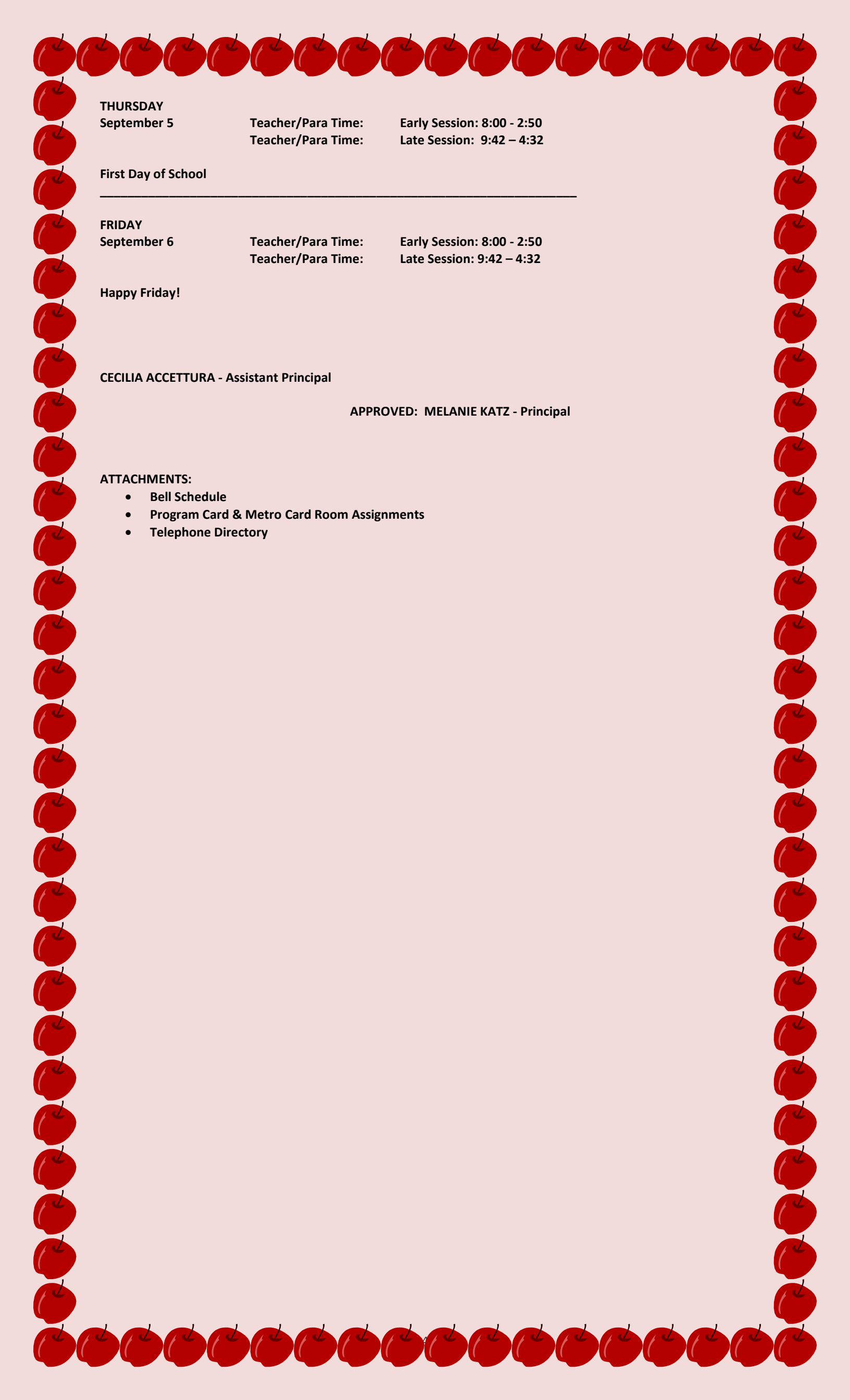
Lunch

1:00 - 1:45

Promethean Demos & Practice

12:45 - 2:50

Teacher Prep

A decorative border of red apples surrounds the text. The apples are arranged in a rectangular frame, with a single row of apples at the top and bottom, and vertical columns on the left and right sides.

THURSDAY
September 5

Teacher/Para Time: **Early Session: 8:00 - 2:50**
Teacher/Para Time: **Late Session: 9:42 – 4:32**

First Day of School

FRIDAY
September 6

Teacher/Para Time: **Early Session: 8:00 - 2:50**
Teacher/Para Time: **Late Session: 9:42 – 4:32**

Happy Friday!

CECILIA ACCETTURA - Assistant Principal

APPROVED: MELANIE KATZ - Principal

ATTACHMENTS:

- **Bell Schedule**
- **Program Card & Metro Card Room Assignments**
- **Telephone Directory**