Staff Handbook (DRAFT)
2019 – 2020

Melanie Katz, Principal

“FDR High School: Brooklyn's Bridge to Your Future!”
“Democracy cannot succeed unless those who express their choice are prepared to choose wisely. The real safeguard of democracy, therefore, is education.”

— Franklin D. Roosevelt
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Letter from Principal Katz

Greetings to all members of the FDR family, and welcome to 2019-2020.

It is my belief that all members of our staff teach our students. We may directly instruct them in content and support their learning, but our students also learn from their interactions with all adults in the building, and they see how we interact with each other. They learn so much about how we are constant and continuous learners. Students see how we respond in times of uncertainty. They experience us celebrating and when we are having difficult days. Thank you all for helping our students grow into productive adults, ready for the next phase of their lives.

This Staff Handbook has been created to help you navigate the DOE expectations delineated in Chancellor’s Regulations, as well as the day-to-day activities in our school. Thanks go to Cecilia Accettura and her support staff for writing and compiling this comprehensive handbook. Much of the material has previously been released in Weekly Bulletins. It has been created to use in print as well as electronically as direct references and/or quotes to specific Regulations and/or links to webpages with information have been included.

This is useful for all staff members, as it is a resource for procedures in areas from calling in sick, time and attendance, club activities, cell phone policy as well as other items that we may experience infrequently.

Please read through this handbook and familiarize yourselves with policies and regulations. It is my hope that you will use this to support you in the important work that you do.

Thank you for joining together to serve the students of FDR.

Melanie
Mission Statement

FDR where success equals empowerment, equity, diversity and persistence!

Franklin Delano Roosevelt High School’s mission is to provide an environment that enables all students to grow academically, intellectually, socially and emotionally. We recognize the importance of celebrating diversity and culture in our community. Our focus is on personalizing our environment; students start in different places. By developing a growth mindset, we help them activate their passion and persistence, so all students can reach their highest potential.

The FDR community works together so our students acquire the necessary skills and knowledge to be lifelong learners. Our students will become college and career ready and are prepared for the emerging demands as global citizens of the technologically evolving 21st Century.

Vision Statement

All students can learn and succeed. Our commitment to equity works to empower all students towards seeing and achieving their highest potential. We provide opportunities to help students make connections between curriculum and applications to the real world, by celebrating the diversity of the many cultures within our school. This, along with an emphasis on problem solving grounded in real-life applications supports our students as they move on to college and career.

Instructional Focus

By focusing each PD on aligning an advanced literacy hallmark to their content area skills and standards, we can strategically support literacy in the content areas. Student achievement and literacy will increase, yielding increases in College, Career and Civic Readiness for our students.
School Goals 2019-2020

ELA Performance Level

By June 2020, we will improve ELA regents scores so that we surpass our school Measure of Interim Progress by focusing on the use of Advanced Literacy Hallmark 4, Discussion, and Culturally Responsive and Sustaining Literature and Education

Math Performance Level

By June 2020, we will improve Math regents scores so that we surpass our school Measure of Interim Progress by focusing on the use of Advanced Literacy Hallmark 2, Discussion and the increased use of hands-on and real-life activities.

4 Year Graduation

By June 2020, our 4-Year Graduation Rate will increase to meet all School Measures of Interim Progress as a result of improving literacy via the Four Hallmarks of Advanced Literacy, personalizing instruction by examining mastery of content and empowering students to better understand graduation requirements.

College, Career and Civic Readiness

By June 2020, our students will meet all School Measures of Interim Progress as a result of empowering students to better understand graduation requirements, continuing to improve school and student programming capacity for students with diverse educational backgrounds, and focusing on improving literacy in subgroups to increase registration in college preparation courses and college standardized admission tests.

Chronic Absenteeism

By June 2020, our students will meet all School Measures of Interim Progress as a result of targeted outreach and multi-tiered support, monitoring of student attendance in specific categories and prioritizing school resources in supporting students who return from extended absences.
BASIC NEEDS

FRANKLIN DELANO ROOSEVELT HIGH SCHOOL
Bell Schedule 2019-2020

*ATTENDANCE TAKEN FOR ALL STUDENTS IN 2nd & 9th Period Class

MONDAY- FRIDAY TEACHER TIME:
Early Session (1-8) 8:00 am - 2:50 pm
Late Session (3-10) 9:42 am - 4:32 pm

| PERIOD 1 | 8:00 am | 8:47 am |
| PERIOD 2* | 8:51 am | 9:38 am |
| PERIOD 3 | 9:42 am | 10:30 am |
| PERIOD 4 | 10:34 am | 11:22 am |
| PERIOD 5 | 11:26 am | 12:14 pm |
| PERIOD 6 | 12:18 pm | 1:06 pm |
| PERIOD 7 | 1:10 pm | 1:58 pm |
| PERIOD 8 | 2:02 pm | 2:50 pm |
| PERIOD 9* | 2:54 pm | 3:41 pm |
| PERIOD 10 | 3:45 pm | 4:32 pm |

Staff Professional Development times on designated Mondays:
Late Session (3-10) Teachers Report at 9:01 am-9:41 am
Early Session (1-8) Teachers Report at 2:51 pm-3:31 pm

Designated Staff PD Mondays:
September 9th
October 7th, 21st
November 4th, 18th
December 2nd, 9th
January 6th, 13th
February 3rd, 24th
March 9th, 23rd
April 6th, 27th
May 11th, 18th
June 8th, 15th
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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>SEPT 5</td>
<td>FIRST DAY OF SCHOOL FOR ALL STUDENTS (Partial school day for pre-kindergarten public school students)</td>
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<tr>
<td>SEPT 12</td>
<td>Parent Teacher Conferences for Elementary Schools and K–8 Schools (Evening)*</td>
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<td>SEPT 19</td>
<td>Parent Teacher Conferences for Middle Schools (Evening)*</td>
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<td>SEPT 26</td>
<td>Parent Teacher Conferences for High Schools, K–12, and 6–12 Schools (Evening)*</td>
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<tr>
<td>SEPT 30–OCT 1</td>
<td>Rosh Hashanah (Schools closed)</td>
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<td>OCT 9</td>
<td>Yom Kippur (Schools closed)</td>
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<td>OCT 14</td>
<td>Columbus Day (Schools closed)</td>
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<td>NOV 5</td>
<td>Election Day/Chancellor’s Conference Day for Staff Development (students do not attend school)</td>
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<td>NOV 6–7</td>
<td>Parent Teacher Conferences for Middle Schools and District 75 Programs (Evening and afternoon)*</td>
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<td>NOV 11</td>
<td>Veterans Day Observed (Schools closed)</td>
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<td>NOV 13–14</td>
<td>Parent Teacher Conferences for Elementary Schools and K–8 Schools (Evening and Afternoon)*</td>
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<td>NOV 21–22</td>
<td>Parent Teacher Conferences for High Schools, K–12, and 6–12 Schools (Evening and afternoon)*</td>
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<td>NOV 28–29</td>
<td>Thanksgiving Recess (Schools closed)</td>
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<td>DEC 23–JAN 1</td>
<td>Winter Recess (Schools closed)—Dates updated</td>
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<td>JAN 20</td>
<td>Dr. Martin Luther King Jr. Day (schools closed)</td>
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<td>JAN 27</td>
<td>January Clerical Day for Upper Grades Only (High school/6–12 school students do not attend, unless enrolled in a District 75 program)</td>
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<td>JAN 28</td>
<td>Spring Term Begins (For students in semester model schools)</td>
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<td>FEB 17–21</td>
<td>Midwinter Recess (Schools closed)</td>
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<td>MAR 4–5</td>
<td>Parent Teacher Conferences for Elementary Schools and K–8 Schools (Evening and Afternoon)*</td>
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<td>APR 9–17</td>
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<td>MAY 7</td>
<td>Parent Teacher Conferences for Elementary Schools and K–8 Schools (Evening)*</td>
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<td>Parent Teacher Conferences for Middle Schools (Evening)*</td>
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<td>Parent Teacher Conferences for High Schools, K–12, and 6–12 Schools (evening)*</td>
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<td>Memorial Day (Schools closed)</td>
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<td>Anniversary Day/Chancellor’s Conference Day for Staff Development (Students do not attend school)</td>
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<td>JUN 9</td>
<td>June Clerical Day for Lower Grades Only (Elementary school/middle school/District 75 students do not attend)</td>
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<td>JUN 26</td>
<td>LAST DAY OF SCHOOL FOR ALL STUDENTS (Early dismissal)</td>
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<td>Dates</td>
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<td>Regents Exams</td>
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<td>Living Environment</td>
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<td>U.S. History &amp; Government</td>
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<td>Geometry</td>
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<td>Transition in Global History &amp;</td>
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<td>Geography</td>
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<td>Global History &amp; Geography 2</td>
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<td>Spring 2020 TBD</td>
<td>PSAT</td>
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<td>Regents Field Test</td>
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<td>May 4</td>
<td>AP US Gov’t and Politics</td>
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<td>AP Psychology</td>
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<td>AP World History: Modern</td>
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<td>May 15</td>
<td>AP Computer Science Principles</td>
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<td>AP Statistics</td>
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<td>June 17 - 26</td>
<td>NYS Regents and LOTE exams</td>
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<td>Transition in Global History &amp; Geography</td>
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<td>Geometry</td>
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<td>Physical Setting/ Physics</td>
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<td>Physical Setting/ Chemistry</td>
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Administration and Staff
Principal

Secretary-----Ms. Gomez/Ms. Rotondi/Ms. Barbanell
Asst. Principal, Organization

Secretary-----Ms. Marcelli
Asst. Principal, Pupil Personnel

Secretary-----Ms. Bravata
Asst. Principal, Security

Secretary-----Ms. Kearse
Asst. Principal, Testing

Secretary -----Ms. Loutfi
AP Business & Visual Arts

AP English & Performing Arts

AP ENL World Languages

AP ISS

AP ISS

AP Math & Technology

AP Social Studies

AP Y.A.B.C.

Attendance Coordinator

Attendance Teacher

College Counselor

Community Assistant

COSA

Custodian

Deans

Foreign Student Coordinator

Guidance Counselors

General Education Counselor

General Education Counselor

General Education Counselor

Bilingual Spanish Counselor

Bilingual Russian Counselor

General Education Counselor

General Counselor

ISS Guidance Counselor

Bilingual Chinese (Cantonese) Counselor

Honors & Scholarship Counselor

Bilingual Chinese (Mandarin) Counselor

General Education Counselor

IT Tech

Ms. Katz

Ms. Accettura

Mr. Gottlieb

Mr. Manning

Mr. Catalano

Ms. Mazzarisi

Mr. Poska

Ms. Messmann

Mr. Goldner

Ms. Urrico

Mr. Catalano

Mr. Stanco

Ms. Williams

Ms. Imbemba

Mr. Ragucci

Mr. Sikora-Kowolik

Dr. Marino

Ms. Washington

Ms. Lopez

Ms. Negrimovsky

Ms. Perez

Mr. Zell

Ms. Barnaby

Mr. Jenkins

Mr. Klyap

Ms. Melendez

Mr. Patamarapipan

Mr. Rienzie

Ms. Suliman

Mr. Sullivan

Ms. Tran

Mr. Liang

Ms. Blake

Ms. Hamamy

Mr. Hoyte

Mr. Izaguirre Born

Ms. Karagach

Ms. Leibowitz

Ms. Rodriguez

Ms. Repole

Ms. Tien

Ms. Tuturro

Ms. Wang

Ms. Young

Mr. Mei
Lab Specialist: Mr. Hinkson

Librarians: Ms. Percia, Ms. Torres, Ms. Abraham, Ms. Intravaia, Ms. Plassman

Model Teacher: Mr. Bernardi

Nurse: Ms. Noel

Parent Coordinator: Ms. Ozman

Payroll Secretary (Paras, school aides, Cyber shift): Ms. Qualben

Payroll Secretary (all pedagogues except Paras): Ms. Rudloff

Peer Collaborator: Ms. Gaitor

Peer Mediators: Ms. Heller, Ms. Gargiulo

Program Office: Mr. Spielman

Publications Advisor: Mr. Sullivan

Pupil Accounting Secretary: Ms. Thomas O’Berg

Related Services Providers: Ms. DeSanto, Ms. Galante, Ms. Trani

School Assessment Team:

School Psychologists: Ms. Deverteuil, Ms. Muller, Ms. Riccardi

School Social Worker: Ms. Cavanagh, Ms. Hope, Ms. Zabala

IEP Teacher: Mr. Mitey

Family Worker: Ms. Rosado

Secretary – A.P. Support: Ms. Claudio

Secretary - College Office: Ms. Cicco

Secretary – ENL/WL: Ms. Marcial

Secretary - ISS: Ms. Foti

Secretary - Purchasing: Ms. Horowitz, Mr. Casata

Speech Teachers: Ms. Balsam, Ms. Grillo Accardo

Transportation Office: Ms. Lopez Velez

Testing Coordinator: Ms. DiLeo, Ms. Rosimini

UFT Chapter Leader: Mr. Alchalal, Ms. Dave

Staff by Department:

Business & Visual Art:

Dreznwer, Tziona Forman, Kathleen Francois, Deryck
Pipitone, Salvatore Potenza, Stefanie Vallone, Michael
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<tr>
<td>Abdelaziz, Akram</td>
<td>Arcoleo, Richard</td>
<td>Axler, Sarah</td>
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<td>Buzaglo, Sarah</td>
<td>Chapple, Antoinette</td>
<td>Goldschmidt, Jeffrey</td>
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<td>Hafner, Derek</td>
<td>Henry, Stacy</td>
<td>Kanakis, Demetrius</td>
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<td>Klecan, Mark</td>
<td>Lamberti, Anthony</td>
<td>Leyow, Chloe</td>
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<td>Pipitone, Patrizia</td>
<td>Roabassa, Melissa</td>
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<td>Rubenstein, Samuel</td>
<td>Saginor, Sarah</td>
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<td>Tripoli, Laura</td>
<td>Weber, Darren</td>
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<td>ENL</td>
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<td>Burlingame, Allison</td>
<td>Castelo Jr, Carlos</td>
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<td>Feratovic, Erkanda</td>
<td>Frullo, Veronica</td>
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<td>Dong, Xiumin</td>
<td>Liang, Hai Tang (Thomas)</td>
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<td>Health and Physical Education</td>
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<td>Cinnamon, M. (Marc)</td>
<td>Folch, Mary</td>
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# TELEPHONE DIRECTORY SPRING 2020

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<th><strong>FDR School Number 718-621-8800</strong></th>
<th><strong>Assistant Principal Technology-154</strong></th>
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<tbody>
<tr>
<td>rm. 105 fax 718-232-9513</td>
<td>Lisa Mazzarisi 8884</td>
</tr>
<tr>
<td>rm. 195 fax 718-621-8921</td>
<td>Secretary: Shannon Claudio 1540</td>
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<tr>
<td>rm. 101 fax 718-621-8809</td>
<td><strong>Attendance Office - 110</strong></td>
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<td>rm. 108 fax 718-621-8807</td>
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<tr>
<td>rm. 116 fax 718-621-8923</td>
<td>Vincent Marino 8842</td>
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<tr>
<td>Kitchen fax 718-621-3920</td>
<td>Lukasz Sikora Kowolik 8845</td>
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<tr>
<td>Spec. Ed. fax 718-621-8926</td>
<td>Natalie Coscia 8840</td>
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<td>Raquel Fernandez 8846</td>
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<td><strong>Principal's Office - 105</strong></td>
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<td>Lauren Urrico 218 8813</td>
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# TELEPHONE DIRECTORY SPRING 2020

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Updated 2/4/2020
**ID CARDS**
New staff members must obtain an ID card in room 116 from Mr. Manning. ID Cards are to be worn and be visible at all times.

**KEYS**
New staff members may obtain keys from their AP Supervision. If the AP does not have keys, new staff members may enter a request in the custodial ticketing system. Please see “Repairs” section below to enter a custodial request.

Any staff member, who loses a key during the school year, must also complete a custodial ticket.

Staff should not give their keys to students.

**TEACHER RESTROOMS**
Teacher restrooms are available on most floors in the building. Each semester, check which restroom is closest to your classroom to ensure that you have the key. All restrooms are accessible using a Master room key.

**PASSES**
New Teachers must obtain a red pass from Mrs. Marcelli in Room 103. This pass is to be used to allow students to leave the room.

1. Students are strongly discouraged from leaving a subject class during the first 10 minutes or the last 10 minutes of the period.
2. Students leaving a classroom are to be given a red laminated pass. Please enforce, only one student can be out of the class at a time.
3. If overuse of the red pass becomes an issue for specific students, please contact parents. If unsuccessful in changing behavior, reach out to the Deans office. Students cannot be prohibited from using the bathroom.

**PARKING**
Parking is not permitted on the paved or unpaved area near 20th avenue across from the cemetery. Staff members are asked not to park in the reserved and/or handicap spots. In addition, there is no parking in the fire lane located next to the cemetery fence. Parking on the sidewalk in the front of and behind the building is not permissible.

**LICENSE PLATE FORM**
Please visit the link below and complete the information for any vehicles you may drive to and from work.

http://tinyurl.com/fdrslpf

**EMAIL**
Staff members should log onto their DOE email at least once daily. Most notifications to staff, including meetings and schedules will be sent electronically. Please note that your DOE account is for professional, school related matters ONLY. You should not engage in work related emails from a personal account.

If you are a new teacher, here is some information to access your DOE Email:

1. Go to schools.nyc.gov
2. Go to top of page; Click on Employees
3. Scroll down and click on Email.
4. Click on: Use Office 365
5. Enter your doe email address (ex: jdoe@schools.nyc.gov) and password to sign in.

Please note that your Outlook ID and Password will also be used for other DOE Systems such as SESIS, ATS, STARS, etc.
GMAIL
FDR HS uses Google Apps for Education (GAFE). We use this application to email, store and share documents. To log into your Google Apps for Education account, access gmail by entering gmail.com in the main tool bar. Your user name is the first initial of your first name followed by your entire last name. for example: John Doe, user name is jdoe@fdrhs.org. Your initial password, which should be reset, is Welcome2FDR.

LETTERBOXES
Staff should check their letterboxes daily. PLEASE DO NOT SEND PUPILS TO THE LETTERBOXES. Any notices distributed to staff members, must be approved by the administration before distribution.

TECHNOLOGY
Each teacher will receive from their Assistant Principal a laptop to be used in school and/or offsite for Instructional purposes only. If the laptop is taken offsite, an “Offsite Equipment Form” must be completed.

If any staff member requires technical support, please complete a ticket on the FDR website. This is the quickest method for obtaining support for any technology issues.

Below, please find step by step instructions on how to utilize IT SUPPORT ticketing system:

1. Log onto the F.D.R. website www.fdrhs.org
2. Go to “About Us”
3. Click on “Links”
4. Click “Request for IT Support”
5. Click on “Open a New Ticket”
6. Enter the required information and be sure to click “Create Ticket” at the bottom of the page.

You will receive an email at the email address you entered providing you with all your ticket information. Please do not delete this email. If you would like to check the status of your ticket, please open the email and click on “View this Ticket’s Progress online.”

CURRICULUM AND INSTRUCTIONAL SUPPLIES
Each teacher should obtain Curriculum and Instructional Supplies from their AP Supervision. Requests for supplies should also be made through your Assistant Principal.

FURNITURE REQUESTS
Any staff member who has any furniture needs (desks, chairs, etc.) are to direct their request through the custodial request repair ticketing system, NOT DIRECTLY TO THE CUSTODIAN. Follow the steps below. Staff members should not move furniture on their own.

CUSTODIAL REPAIRS
Below, please find step by step instructions on how to submit a CUSTODIAL REQUEST for repair in our ticketing system:

1. Log onto the F.D.R. website www.fdrhs.org
2. Go to “About Us”
3. Click on the link “Links”
4. Click “Request for Custodian Repairs”
5. Click on “Open a New Ticket”
6. Enter the required information and be sure to click “Create Ticket” at the bottom of the page.
You will receive an email at the email address you entered providing you with all your ticket information. Please do not delete this email. If you would like to check the status of your ticket, please open the email and click on “View this Ticket’s Progress online.”

**CLASSROOM DOORS AND WINDOWS**

All staff members are reminded that no classroom door is to be left open when the classroom is not in use. Please lock classroom doors when leaving the room. This procedure is necessary in order to prevent thefts and vandalism. Windows must be closed upon leaving the classroom to prevent squirrels from entering the room and to prevent flooding/damage during inclement weather.

**PHONE CALLS**

Please use the telephone directory, to assist in obtaining phone extensions for inner school phone calls. Any teacher wishing to get an outside line to call a parent should contact the switchboard between the hours of 6:30 A.M.-4:00 P.M.

**IO CLASSROOM**

IO Classroom is an online grade management tool used at FDRHS. Each new teacher will receive an email with log on information. Student Gradebooks are maintained on this platform. Parent contacts should also be logged in this system as anecdotes. IO Classroom also has the ability to send text messages to an individual parent/guardian or to the parents/guardians of your entire class. You may also send group text to parents with grade specific information. Please note this is not through your personal phone. Please see below for a detailed description of how to do this.

- Go to blue circle with dialogue bubble at the bottom, left side
- Click on “Guardians” under IO Messenger
  - Type the name of your student
  - The Guardian’s name will come up first, along the side of the student's picture.
  - The second line will identify the name of the student.
- Select your student
  You may see a green “ü” indicating that the parent has a cell phone number registered.
  A red “X” indicating the parents’ home number.
  Be sure to select the number with the green “ü”.
- Click “Go”
- Type your message at the bottom. There is no preview bar. Please check your text as you are typing.
- Click on the blue arrow to send the text

**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.

**PROFESSIONAL ASSIGNMENTS**

Each semester, teachers will be given an opportunity to select 3 preferences for a professional assignment. Teachers will receive notification of their professional assignment via email during the first week of classes. 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.
STUDENT ATTENDANCE

Daily attendance will be taken in period 3 classes. Each morning, upon entering the school, teachers who teach period 3 must pick up attendance envelopes from room 110 (the Attendance Office). Attendance envelopes will be picked up during the aforementioned attendance periods.

Cutscan sheets and directions are placed in teachers’ letterboxes at the beginning of each week. AT THE END OF EACH WEEK, please deposit your cutting sheets in the box provided in the teachers’ mailroom. The new sheets will be in your mailbox for the next week. Cutting Reports will be emailed to you weekly and can be used for parent contact and student conferences.

Please be advised that starting the week of September 23, 2019, we will be reinstating the PCAT forms, or “Confirm Attendance Scan Sheet.” PCAT forms will be in your mailbox on Wednesday, September 25, 2019 in a red envelope. If you receive an envelope, please fill it out according to the instructions and return to the Attendance Office promptly. Please read the instructions listed below. If you have any questions, please see us in room 110.

LOST AND FOUND

The Lost and Found is located in the student’s cafeteria.

SMOKING

All areas of the DOE are smoke-free without exception. Smoking and use of any tobacco product, including chewing tobacco, is prohibited; this includes all indoor and outdoor DOE facilities and city vehicles. Smoking is also prohibited in private enclosed offices, conference and meeting rooms, cafeterias, lunchrooms, or employee lounges. Smoking is prohibited anywhere on school grounds and other DOE outdoor facilities including playing fields, school yards, entrances and exits to buildings, parking lots, etc. Smoking is prohibited by employees while they are on duty supervising children, whether they are on or off school grounds. Moreover, in accordance with the recently passed New York state law, smoking is now prohibited within 100 feet of the entrances, exits or outdoor areas of all DOE schools and buildings. In addition, E-Cigarettes and Vaping are not allowed in schools.

WEEKLY BULLETIN

Every Friday a weekly bulletin is sent out via email to the entire staff and posted on the website. The weekly bulletin should be read carefully to know the events of the upcoming week along with important announcements.

EMERGENCY CONTACT FORM

As part of the school safety plan, it is necessary for us to create a “Go Bag” in the event of an emergency. One of the contents of the “Go Bag” is a list of emergency contact phone numbers for all staff members. Please visit the below website to a google form where this information can be entered.

http://tinyurl.com/FDRFORM
STAFF TIME AND ATTENDANCE

TIME CARDS
All staff members are required to move their own time cards in as they enter the building and out as they leave. Teachers may not leave the building during a prep period unless authorized by their AP Supervision. Teachers leaving during a prep period must sign out in their department office when they leave and sign back in upon their return. Guidance Counselors, Social Workers, Psychologist, Secretaries, Paraprofessionals and School Aides may not leave the building except during lunch time unless permission is granted by an administrator.

ABSENCES
If a staff member is absent, they must contact the school by 6:00 A.M. so that the school can call in a substitute. 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. (Include name, date of absence and department.)

If a staff member knows that they are going to be absent due to jury duty, personal business, or scheduled medical procedures, etc., they should use the proper form to request and/or notify administration of their upcoming absence. We are here to serve the children of New York. Our continuous presence is vital. Please note this quote from the Chancellor’s Regulation C601

“While actual absence which has been excused in accordance with regulations does not, of and by itself, constitute grounds for disciplinary action, absences which are so numerous as to limit the effectiveness of service may lead to disciplinary action for incompetent service or unfitness to perform obligations properly to the service. The fact that excuse or leave was applied for and granted properly does not preclude disciplinary action which may range from adverse rating to the institution of proceedings for dismissal or termination of service. Such disciplinary action shall not be precluded even when the cause of absence is a medical or physical condition.”

If a staff member is going to miss all or part of a school day because of required attendance to a meeting or workshop, you must fill out an OP 201 and turn it into the payroll secretary.

All pedagogical staff are required by the Department of Education to sign a Cumulative Absence Reserve (C.A.R.) form when he/she comes back from an absence. Upon returning, see Mrs. Rudloff, Payroll Secretary, before your day begins. Failure to fill out the proper form may result in the loss of pay for sick days. Absences of ten or more CONSECUTIVE days must be approved by the Medical Board.

FAMILY AND MEDICAL LEAVE ACT (FMLA)
The Family and Medical Leave Act (FMLA) entitles eligible employees to take paid or unpaid job-protected leave for specified family reasons, or in the event of their own serious health condition, with continuation of group health insurance coverage for up to 12 weeks (up to 26 weeks if the FMLA-eligible qualifying event is a Military Caregiver leave of absence). A FMLA leave of absence can be either a medical or non-medical leave depending on the qualifying event. IMPORTANT: FMLA leave starts first day of the employee’s absence.

Please refer to the DOE Website for more information:
COVERAGES

In the event that the school was unable to get a substitute teacher, class coverages will be assigned to teachers during their “prep” or “admin” period. Coverage assignments are placed on teacher’s time cards on a white slip of paper. The slip contains the name of the teacher being covered and the room assignment. Teachers may not decline a coverage. If a teacher has an issue with a class coverage assignment, they should speak to their immediate supervisor or Ms. Accettura. Class coverages will not be given to a teacher during a period which gives them 4 in a row, unless the teacher volunteers to do so. If you are interested in volunteering for class coverages please see Lara at the switchboard. It is suggested that all class coverage slips are maintained for your records to track payment. Teachers may be called upon to cover up to one class per semester (two per year) without additional compensation.

LATENESSES AND LEAVING EARLY

TEACHERS

Teachers who move their time card “in” after their start time must clock in. Teachers who clock “in” after their start time are considered late. Lateness reflected on a time card will be entered into EIS regularly. Accrued lateness of 30 minutes over the course of the year will result in a payroll deduction. Any lateness over 3 minutes is considered a fractional absence and will be entered into EIS regularly. If you are aware that you will be late to work, please contact the switchboard by dialing the main number, 718 621 8800 and dialing “0” for the switchboard operator. This will assist in obtaining classroom coverages. Leaving early is also considered a fractional absence. Accrued fractional absences of 3 hours and 20 minutes over the course of the year will result in a loss of a day in a teacher’s CAR.

PARAPROFESSIONALS

Paraprofessionals who move their time card “in” after the start of their work day MUST clock in. Lateness’s will be entered into EIS. Accrued lateness of 3 hours and 20 minutes over the course of the year will result in a loss of a day in a paraprofessional’s CAR balance. Lateness affects CAR balances with possible pay deductions. Leaving early also affects CAR balances.

SCHOOL AIDES

All school aides must punch their own time card “in” before or at their scheduled start time to be considered on time. School aides who clock “in” after their scheduled start time are considered late. Lateness will result in a deduction in pay. School aides are expected to remain at their post until their end time and clock out thereafter.

FOR NON-TEACHING STAFF MEMBERS (GUIDANCE COUNSELORS, SOCIAL WORKERS AND SECRETARIES)

All non-teaching staff members must move their time card “in” before or at their scheduled start time to be considered on time. If a non-teaching staff member moves their time card “in” after their scheduled start time, they MUST clock in. Any non-teaching member of the staff who arrives after their start time will be considered late. It will be recorded for a deduction of pay into EIS. Lateness which is excused by the principal as non-attendance will be considered a fractional absence and not recorded for deduction in pay. Leaving prior to the end of a non-teaching member’s day is also considered a fractional absence and will be recorded in EIS.

LEAVING EARLY

In the event that an emergency arises, and you need to leave before your scheduled end time, you must contact your immediate supervisor and Ms. Accettura, the Assistant Principal of Organization at ext. 8877. You will be asked to put the request in writing so that all parties involved are aware. Upon leaving the building, you must clock out and sign the “Sign Out” book in the Principal’s office. Coverages will be arranged as quickly as possible. Under no circumstances, should a class or students who require one on one paraprofessional support be left unattended. All doctor’s appointments should be scheduled after work to avoid lost time. If this is unavoidable, a staff member must email their Assistant Principal Supervision and Ms. Accettura at caccett@schools.nyc.gov, in order to request approval to leave work before the end of their day.
STORM DAY PROCEDURES

In the event that the Chancellor makes a decision to delay the opening of schools during stormy weather, we will adjust our time schedule as follows regardless of the designated schedule.

**Teacher Time / Para Time:**

- **Early Session (1-8)** 10:00 am – 2:50 pm
- **Late Session (3-10)** 11:42 am – 4:32 pm

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<tr>
<th>Period</th>
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<tr>
<td>1</td>
<td>10:00 - 10:48</td>
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<tr>
<td>2</td>
<td>10:51 - 11:39</td>
<td>48 min</td>
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<tr>
<td>3</td>
<td>11:42 – 12:11</td>
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<tr>
<td>4</td>
<td>12:14 - 12:43</td>
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<tr>
<td>5</td>
<td>12:46 - 1:15</td>
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<td>6</td>
<td>1:18 - 1:47</td>
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<td>7</td>
<td>1:50 - 2:19</td>
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<td>8</td>
<td>2:22 - 2:50</td>
<td>29 min</td>
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<td>9</td>
<td>2:53 – 3:41</td>
<td>48 min</td>
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<tr>
<td>10</td>
<td>3:44 - 4:32</td>
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ALL SCHOOL STAFF ARE RESPONSIBLE AND OBLIGATED TO REPORT TO WORK AS EARLY AS POSSIBLE, BUT NOT LATER THAN THE LATER STARTING TIME.

All staff members are urged to check the Department of Education website, call 311 and listen to the local radio or television stations for the latest information on weather conditions and storm day procedures:
PARENT / TEACHER CONFERENCES

Two Parent Teacher conferences are held during the course of the year. Teachers, counselors, psychologist and social workers are required to be present for these conferences. Evening conferences are 2 ½ hours long and are followed by afternoon conferences which are two hours long. They will take place on Thursday, October 24th and Friday, October 25th in the Fall and on Thursday, March 26th and Friday, March 27th in the Spring.

PER SESSION

A per session activity is any activity that is not part of, or an extension of, a pedagogic employee’s primary job responsibilities and for which the employee is paid at an hourly rate. Per Session activities at Franklin D. Roosevelt High School are traditionally posted on the bulletin board across from the time clock room in June for the following school year. If a new per session activity presents itself during the school year, a posting is hung over the time clock and sometimes emailed to all eligible candidates. All per session postings are posted for 20 school days. Any staff member interested in working in a per-session activity must apply by completing an Application for per session Employment and Claim for Retention Rights (OP-175). This form must indicate the exact title as it appears in the per session posting. An administrator must first approve an employee’s application for per-session activity BEFORE beginning to work their assignment. Failure to submit a form will cause a delay in payroll entry. A time card must be used for all per session activities. The time card must contain the staff member’s name, title of activity and month the per session was worked. Staff must clock in and out for every per session activities. If a time clock is not available or clocking in/out for an activity will cause lateness to an assignment, the time must be hand written onto the time card and initialed by the per session supervisor. Per session can only be paid for work completed before or after a staff member’s official work hours. All per session employees should check their official work hours and clock in accordingly. No staff member can work more than 5 hours of per session without a ½ hour unpaid lunch or work more than 7 hours of per session a day. All per session time sheets should be completed by including:

- Staff members name
- School number
- Program name as per the per session posting
- License
- File number (SS# is not necessary and should not be included)
- Position title
- Official work hours
- “In” and “Out” time next to the date worked as per the time card or per session activity time schedule
- A signature next to each date
- A signature and date in the lower left hand corner

All per session time sheets and cards must be submitted to the payroll secretary no later than three days after the 1st or the 16th of each month. Any staff member who is absent due to illness or personal business may not work their per session activity. If you require further details, please refer to Chancellor’s Regulations C- 175.
EXTRA-CURRICULAR ACTIVITIES

CLUB ADVISOR
High school students have the right to organize and participate in a club. If you are interested in being a club advisor, the club must

- Be initiated by a group of interested students
- Have a purpose consistent with the schools educational goals
- Be approved by the student government and principal
- Submit a proposal containing a minimum of 20 students interested in participating in the club.

For additional details, see the COSA, Michelle Perez in Room 119.

TRIPS
School trips afford students the opportunity to observe, explore, discover, and engage in hands-on experiences. All school trips should have an educational or appropriate celebratory focus and be viewed as an extension of the curriculum and the learning environment. If a staff member is interested in taking students on a trip, they must follow the following steps:

- Review the nature and scope of the trip with your Assistant Principal to obtain their approval.
- Reserve the date in the principal’s office (Only one school trip is allowed per day). There are no trips allowed in the month of September. Due to the NYSESLAT and final exam, trips in May and June are up to the discretion of the Assistant Principal Organization.
- Obtain a “Trip Plan”, “Parental Consent Form”, “Class Excuse Form” and a “Consent to Photograph, Film, or Videotape a Student For Non-Profit Use Form” from the Principal’s secretary once the trip date is cleared.
- Submit the completed “Trip Plan” form along with a sample copy of the “Parental Consent Form” and “Class Excuse Form” to the Principal for approval at least two weeks prior to the trip day. In addition, please submit a list of students who will be invited to attend the trip. Trip Plan must include names of all chaperones and needed coverages. The Consent Form itself should not be modified. Your Assistant Principal must initial this form prior to submitting it to the Principal for approval.
- The original copy of the approved “Trip Plan” will be returned to the facilitator of the trip.
- A copy of the “Trip Plan” will be submitted to the payroll secretary with the names of the staff members attending the trip to plan for coverages.
- Copies of the “Trip Plan” will be sent electronically to the Assistant Principal Supervision of the staff member facilitating the trip and the AP Organization. It will be kept on file in the Principal’s office as well.
- After the trip plan has been approved, “Parental Permission Forms” and “Class Excuse Forms” should be distributed to students for completion. No student is allowed to attend a trip without parental permission. Students must submit completed forms prior to the trip date. No forms should be accepted the day of the trip. If a student has submitted completed forms and does not show up on the day of the trip, an attempt should be made to contact the parent. All “Parental Permission Forms” and “Class Excuse Forms” must be returned to the Principal’s office the day after the trip.
- In order to capture trip attendance in a timely manner and to eliminate those students from being marked absent on period attendance for the day, teachers are required to send the list of students who plan to attend the trip to the attendance office one week prior to the trip. The attendance office staff will enter the names for the following week which will be reflected on attendance sheets when printed out. This does not eliminate taking attendance before, during and returning from the trip on the day of the trip. If a student does not go on the trip, but was on the original list. Let the attendance office staff know the next day or when you return from the trip so they can correct the attendance.
- “Consent to Photograph, Film, or Videotape a Student For Non-Profit Use Form” should be distributed to students for parental signature. Students who do not return the signed form MAY attend the trip.
However, obtaining a parental signature should be encouraged so that pictures from the trip can be posted on our school website.

- Students may travel to trip sites via yellow bus or train. If a yellow bus is required for transportation, you must reserve one with the Principal’s Secretary. Yellow buses are available after 9:30 a.m. and up until 1:30 p.m. If the mode of transportation is train, the facilitator of the trip must obtain a “Certificate for Free Transportation” from the Principal’s office. One certificate is valid for no more than 40 students and 4 adults and for no less than 5 children and 1 adult. The certificate is valid Monday through Friday from 9:30 a.m. to 3:00 p.m. Section B of the Certificate For Free Transportation must be completed by the station agent at the outbound station. The agent will detach and return the right side containing Sections C, D & E to the teacher in charge. On the return trip, the station agent will complete and collect the right side of the form. If the students are being dismissed from the trip site, the right side of the form must be submitted to the Principal’s secretary.

- If students are paying to attend the trip, the trip advisor must see Ms. Accettura, Assistant Principal Organization, for specific directions. An “Authorization to Collect Funds” must be completed and signed by the Principal and your Assistant Principal Supervision. The completed and signed form must be submitted to the COSA or Treasurer prior to the collection of any money.

Collection of money must be submitted to the COSA or Treasurer daily for deposit into the General School Funds.

**Money cannot be kept in a classroom or locker over-night.**

No expenditures should be paid directly from cash collected. Money must be first deposited followed by a request for expenditure. The treasurer will then write out a check.

The ratio of staff members to students must be in accordance with Chancellor’s regulations. For routine day trips within NYC, at least one (1) staff member and one (1) additional adult are required for up to thirty (30) students. The required staff member must be a teacher or a supervisor. The other adult(s) may be a parent volunteer or a member of the instructional staff (e.g., teacher, dean, guidance counselor, social worker) or a paraprofessional or school aide. For each additional 15 students, another adult is required. For school trips involving Special Education students, the ratio must be at least the same that is prescribed for their classes. Please note that routine day trips must include one teacher or supervisor. Requesting additional teachers as chaperones on routine day trips is subject to Principal approval. For additional information on trips, see Chancellor’s Regulations A-670 on the DOE website.

**FUNDRAISING AND COLLECTING OF FUNDS**

Fund raising is an activity which allows clubs, teams and special class programs to solicit money for goods. Any club advisor, coach or teacher who would like to fund raise must complete an “Authorization to Collect Form” **BEFORE** the collection of any money. The form must:

- Be retrieved from the COSA.
- Contain the calculation of the “Anticipated Gross Income”.
- Include the “Fund Raising Purpose”. This must be specific.
- Include an approval signature from the COSA and Principal.
- Include an approval signature from an Assistant Principal when collecting money for a class trip or a special class program.
- Be submitted to the COSA or Treasurer before money is collected.

Collection of money must be submitted to the COSA or Treasurer daily for deposit into the General School Funds. **Money cannot be kept in a classroom or locker over-night.**

No expenditures should be paid directly from cash collected. Money must be deposited first followed by a request for expenditure. The treasurer will then write out a check.

**NO MONIES MAY BE COLLECTED WITHOUT A SIGNED AUTHORIZATION TO COLLECT**
DISCIPLINE CODE

These guidelines established by the Department of Education and published in the Department of Education Citywide Standards of Conduct and Uniform Disciplinary Measures.

- For learning to take place, staff and students must be safe and secure. Therefore, all weapons are prohibited in the school building (Chancellor’s Regulation).
  **Penalty:** Superintendent’s Suspension. Teachers must report any weapons or suspicion of weapons to the Assistant Principals, deans, School Security Agents or any member of the supervisory staff.

- For learning to take place, students must give their full attention to instruction. Therefore, students are prohibited from using or exhibiting cell phones and electronic devices in the school.
  **Penalty:** Confiscation of item; parents must come to school to pick up electronic equipment. Teachers must report illegal use of cell phones and electronic devices to the deans.

- In school, we must learn to get along with others and settle differences peacefully. Therefore, fighting is prohibited.
  **Possible Penalty:** Possible suspension of all parties involved in the fight and initiation of restorative justice procedures. Fights should be reported to School Security Agents, deans or any supervisor. The deans are available to provide assistance to all students before fights begin, so teachers should report any potential altercations to the deans.

- In order to learn, students must be in class. Therefore the use of the classroom pass is limited: No passes may be issued during the first or last ten minutes of a class. Only one student at a time will be released from a room with the pass. No student is permitted to leave the class without an authorized pass from the teacher.
  **Possible Penalty:** Notification of parents; referral to the deans for students with a history of cutting class.

- Students should dress in a manner appropriate for school. Clothing that is suggestive or offensive is prohibited in school. Hats and do-rags that are not acceptable in the classroom.
  **Possible Penalty:** Parent will be notified and may be asked to come to school to pick up the student. Expensive clothing and jewelry can be dangerous to personal safety on public transportation. Students are urged not to wear such items.

- We all have a right to work and learn in a clean environment. Please clean-up after yourself and don’t leave litter which invites rats, mice and roaches.

- For the safety of all students and in keeping with the practices of most major businesses, students are required to show their photo ID card upon entry into the school.
  **Possible Penalty:** Warning and possible detention at the door; referral to the deans for repeat offenders.

- For everyone’s safety and protection, students must carry their photo ID’s and program cards at all times. School personnel may ask to see them at any time.
  **Possible Penalty:** Failure to show proper ID to school authorities will result in parental notification and could result in detention. The school provides these forms of identification free of charge, but the student is responsible for caring for and maintaining them. If a student loses a photo ID, he/she may sign up for a new one in the SO Store; if he/she loses a program card, he/she may receive a new one in the Dean’s office.

- Students may NOT use the staff elevators unless they have a medical pass (medical notes should be brought to the Medical Office in Room 120 for verification).
  **Penalty:** Students illegally using the elevators will be referred to the deans.

- Our school is kept neat and clean through the efforts of many people. The destruction of school property and the defacement of school property with graffiti are prohibited.
  **Penalty:** Students and their parents may have to pay for the cost of the damage; graffiti writers will be required to clean graffiti from the entire school; possible suspension for repeat offenders.

- As per the Chancellor’s Regulations, smoking and gambling are prohibited on school property.
  **Penalty:** Exclusion from all extracurricular activities and clubs; parental notification; possible mandated school service; possible suspension for repeat offenders.
All students are expected to do their own work. Cheating (illegally giving or receiving answers) or plagiarizing (copying work from someone else) is strictly prohibited. **Penalty:** Parental notification and academic sanctions. If the infraction involves a New York State Regents Examination, the Board of Regents will be notified and State Education Department required penalties imposed: Exclusion from future Regents examinations.

When a student engages in behavior which is substantially disruptive of the educational process or substantially interferes with a teacher’s authority over the classroom, **the student may be removed from the classroom** by the teacher. Prior to removing the student, the teacher must provide the student with an explanation of the basis for the removal and allow the student to informally present his/her version of the events. If the student’s presence in that classroom poses a continuing danger and presents an ongoing threat of disruption to the academic process, the student may be removed immediately, and such notification to the student and opportunity to be heard must be provided within one school day of the removal. III.A.3. The teacher must inform the principal/designee of the removal and complete and submit a student removal form (See Appendix B) no later than the end of the school day. As soon as possible, the principal/designee should confer with the teacher to review the circumstances leading to the removal and determine the professional, pedagogical and classroom management criteria and standards that were used in deciding that a removal was to be imposed. III.A.4. The student may be removed from the class for a period of one to four days to be determined by the principal/designee in consultation with the teacher. In determining the number of days, consideration must be given to the student’s age, maturity, previous disciplinary record, the circumstances surrounding the incident and, if applicable, the student’s IEP, BIP, or 504 Accommodation Plan. In addition, consideration shall also be given to whether, because of the student’s grade, the removal will result in the student being removed from the classroom for a single class period or for the entire day.

These rules and regulations apply to the entire school. Each teacher has a right to establish rules and regulations to insure a proper learning environment in his/her own classroom. Students are required to abide by these class rules. Teachers will report repeated violations of class rules to their assistant principals or the deans.

**LADDER OF REFERRAL**

There are many people in the school to whom you can refer disruptive, misbehaving, unmotivated students or students you feel need help. Here is a guide to assist you when you need to make a referral.

The teacher is always the first resource for all classroom management issues. All problems or infractions concerning discipline in subject classes should be handled by the teacher first.

All actions taken should be logged onto Skedula. Student conferences, parent/guardian contacts including phone calls, letters and meetings with parents should be the first course of action.

**Assistant Principal of Supervision Should Be Contacted When The Following Problems Persist:**

1. All classroom management issues:
   - Unprepared for class
   - Constant lateness
   - Not taking assigned seat
   - Walking around classroom
   - Constant talking

There are some issues, which should be referred to the guidance counselors and/or deans immediately.

**Dean’s Referrals**

The deans deal with acute disruptive behavior, threats, and dangerous situations (e.g., fighting, criminal behavior). They also handle incidents occurring in the halls, cafeteria, and school environment which involve acute disruptive behavior. When you call for a dean, you must also submit a referral form as soon as possible. **Referral forms are**
available from your Assistant Principal of Supervision and in the Dean’s Office, Room 113. The referral must provide specific information; e.g., “The student (name) threatened a classmate (name), saying (quote exactly) and then left the room without permission, slamming the door.” The more specific your referral, the easier it will be for the dean to speak with the student and parent. Referrals must be filled out completely as we use the information to strategically plan how to effectively help the student involved in the incident. The deans will follow-up on referrals you submit.

It is inappropriate to write referrals because you personally disapprove of a student’s personal grooming, clothing, and/or other habits as long as they do not disrupt the class or create a dangerous situation. Such issues are best referred to the student’s guidance counselor. Our deans have received professional training in conflict resolution and mediation techniques. These can be used to solve disputes among students. In the past, they have been successful in defusing most situations and preventing minor disagreements from becoming major issues. They rely on you to alert them about potential problems so they can intervene early.

Dean’s should be contacted when the following occurs:

- Fighting
- Conduct threatening the safety of others
- Assault on staff or student
- Verbal harassment of staff or student
- Extortion
- Gambling
- Graffiti
- Refusal to show I.D.
- Refusal to surrender hat, cellphone, etc.
- Vandalism
- Use of drugs / alcohol
- Theft
- Weapon possession or use
- Insubordination

Some notes on Dean’s Referrals:

- If a student is disrupting your class, the dean will intervene upon appropriate referral. You are responsible for providing all the work the student missed. You may also be asked to meet with the parent if the deans deem this appropriate.
- Never tell a student: “Go to the dean’s office.” If a student needs to be removed, call the Dean’s Office and a Dean or security agent will come and remove the student.
- Please remember that in most instances referred students will be returned to your class. Only the most serious infractions lead to major suspensions (Superintendents Suspension in which a student will report to a suspension site outside of school).
- If you ask for a student to be removed for a period or more, you will need to complete a removal form.
- Students who engage in minor disruptions on a regular basis should be referred to the department supervisor.

Guidance Referrals

Please note that whereas teachers see specific students each and every day, counselors can go extended period of time without seeing a specific student. Therefore, counselors rely on referrals from teachers to determine to which students they need to reach out.

Guidance Counselors Should Be Contacted For:

- Personal / Family Difficulties / Emotional Display (Behavioral or Academic Change)
- Social Difficulties
- Loss of a Relative or Friend
- Programming issues
- Bullying (Also refer to Respect for All liaisons T. Leibowitz, A. Hamamy)
You can retrieve the name of a student’s guidance counselor from their profile on Skedula. The best method of referral is to come to Room 106 and see the student’s counselor in person. If the student’s counselor is unavailable, you may see Mr. Gottlieb, AP Guidance.

**Peer Mediation**

Peer Mediation is a safe place for two students in conflict to come discuss an issue or problem. Student volunteers that have undergone peer mediation training help lead the discussion for the students in conflict. The program is by students, for students. The trained mediator honors the role by participating neutrally and confidentially. Ms. Simone facilitates in preparing the student volunteers for their role as mediator. The main purpose of this program is to teach students to communicate verbally about an issue they may be dealing with in hopes they can resolve it, so it does not occur again. However, it often becomes an open door for students to come discuss a number of issues. As long as we’re here, students are always welcome.

**Suicidal Ideation:**

When a student expresses general thoughts or feelings about suicide and exhibits some of the warning signs, the following steps must be taken:

- Any staff member becoming aware of such behavior must notify the principal/designee immediately. Designees are Assistant Principal of Guidance, Assistant Principal of Security and Assistant Principal of Organization. Notification means a direct contact with the Principal or designee. Do not stop at a phone message or email. If you cannot contact the principal or one of the designees, contact your subject supervisor.

- The situation must be assessed by the crisis team to determine appropriate interventions and services.

- The principal/designee must make the student’s parent aware of the potentially dangerous nature of the situation.

**As a school community we all need to work together to help stop excessive student lateness. We need to use all resources to help our students be successful in school.**

**Ladder of Referral: Student lateness to class**

- Teachers are expected to be in the doorway of their classes during passing encouraging students to get to class before the late bell rings.

- When a student comes late to class they should be directed to sign a late book which should be by the door.

- After two latenesses, teachers should make contact with the student’s parent to discuss latenesses. Contact can be in the form of a phone call, Skedula email or text message. A Skedula email is not considered a contact if the parent is not registered on Pupilpath. All outreach efforts must be documented on Skedula or a system of your choice you can share with your supervisor.

- If the student is late for the 3rd time, notify your A.P. Documentation showing your previous contact with the parents regarding the student’s lateness should be shown. At this time the A.P. will speak to student and contact the parent also. They will then document in Skedula that they have spoken to the student and parent.

- If the student is late for the 4th time, contact the student’s guidance counselor. The counselor will speak to the student and make contact with the parent. The counselor will then document their outreach in Skedula.

- If the student continues to be late after the above interventions, contact the counselor again. The counselor will then contact the Deans office or Mr. Manning verifying that all of the previous steps have been fulfilled. At this point the student will be given detention for excessive lateness to class.
CLASSROOM EMERGENCIES

It is rare that there is a classroom emergency; however, if one does occur, you can take any of the following actions:

- Use your classroom phone to call for help. You should find the following numbers pasted inside the cover of the phone. Check the telephone directory to be sure these numbers are the same:
  - Deans’ Office: ext. 8808
  - Medical Office: ext. 8820
  - Mr. F. Manning, Assistant Principal Security: ext. 8830
  - Mr. Gottlieb, Assistant Principal Guidance: ext. 8850
  - Mrs. Katz, Principal’s Office: ext. 8875
- If you cannot contact anyone by phone, send monitors to the deans’ office (113) or to the nearest school office for help. You should be aware of which offices are nearest to your room.
- If it is a medical emergency, send a monitor to 120 at ext. 8820
- Ask a colleague in a nearby room to get help for you.
- Stop a colleague or School Security Agent who may be on patrol nearby.

In case of a medical or security emergency, the Administration has the authority to deploy personnel as necessary to insure the safety of students and staff.

FIRE / EVACUATION DRILLS

Fire / Evacuation drills will be conducted regularly to familiarize staff and students with exit procedures. Schools are mandated by the Department of Education to execute fire drills during a given school year. A chart in each room indicates the proper exit route. Silence and orderly conduct must be maintained throughout the drill. All staircases are "down" staircases during a fire drill. Everyone must leave the building during the drill. You may re-enter the building only after the "all clear" bell has sounded or SSA’s have instructed staff to return. In the event of a false alarm, a single bell will sound after the gongs to signal "all clear."

School-wide Participation - When the fire gongs ring, you are to proceed as if there is a fire in the building. Every activity, regardless of its nature, must be interrupted, and everyone must leave the building immediately.

Warning Signals - At the sound of the warning signal for a fire drill, the teacher should direct the class to stand and form double rows at the side of the room. Books and papers are to be left in the room. However, personal belongings should not be left behind. Teachers and students are to bring their personal property with them. A reliable student should lead the class to the proper exit when the second series of gongs is rung. The teacher should take a position which will be most effective in ensuring perfect order and speed of exit.

Classroom Doors and Exit Doors - Doors should be closed and locked when students are in the room. During drills, be certain that both doors are closed to prevent spread of fire. Use the stairway nearest your room and the building exit which opens to the street. If an exit door is closed (blocked) or cannot be opened, direct the class to the secondary exit on your fire drill sign.

Discipline During Drills - Complete silence should be insisted upon during the entire drill. Directions are to be given only by the teacher. The teacher must be vigilant throughout the drill to ensure order and the safety of students. If a student misbehaves in any manner, please file a report before you leave school that day. Students leaving the building are to walk a sufficient distance predetermined by the Dean’s. Students must walk, NOT RUN, silently in close order and in rows of two.

IF A STAFF MEMBER SMELLS SMOKE, OR SEES ANY FIRE, THEY ARE TO IMMEDIATELY PULL THE ALARM AND THEN INVESTIGATE/INFORM STAFF
RAPID DISMISSAL

Rapid dismissals are conducted at the end of the school day, usually three minutes before the end of the last period. Fire drill procedures are followed, except that students should take all their belongings with them. Once outside the building, students should leave the school area immediately. Students participating in extra-curricular activities must leave the building during the rapid dismissal. They may return once the building has been properly cleared.

On school days before a long weekend, such as Thanksgiving or an extended break, the building will be cleared to close at 4:00pm. All extra-curricular activities should end by 4:00pm. Staff members should also leave the building and begin their long deserved break.

EMERGENCY READINESS

BRT – Building Response Team
Team focuses on leading the school efforts during a school incident – team roles include (see accompanying pages for more detailed descriptions):
- BRT Leader = Fredrick Manning
- Incident Assessor = Brendan Sullivan
- Emergency Officer = James Jenkins
- Recorder = Charlene Kearse
- Special Needs Coordinator = Luis Colon
- Assembly Point Coordinator = Mitchell Poska

During an incident a ‘Command Post’ is established with the BRT leader, Principal and Custodian Manager to make decisions.

GRP – General Response Protocol
Represents the gap between when the incident takes place and the first responder enters the building. Once the first responder enters the building, they are in charge of the situation. The first thing that needs to be figured out is if the threat is INSIDE or OUTSIDE the building.

If the threat is OUTSIDE the building →→→→ SHELTER-IN where the perimeter is sealed and everything goes on as usual (instruction, lunch, etc.)

If the threat is INSIDE the building →→→→ LOCKDOWN →→→→ figure out if a WEAPON is involved WEAPON →→→ HARD LOCKDOWN – everyone hides until the first responder says all is clear NO WEAPON →→→ SOFT LOCKDOWN – everyone hides until the first responder says all is clear / safe for BRT team and School Security Agents to search around the building

PLEADGE ALLEGIANCE POLICY

The Department of Education along with the City of New York and the United States of America, have established a policy on the Pledge of Allegiance and display of the United States Flag in schools. Please see below and note that although we are required to lead students in the Pledge of Allegiance at the beginning of the school day, no one will be compelled to recite the Pledge of Allegiance. All have the right to decline to participate or stand for the Pledge of Allegiance, as long as they are not disruptive.

ESTABLISHMENT OF POLICY ON THE PLEDGE OF ALLEGIANCE AND DISPLAY OF THE UNITED STATES FLAG IN SCHOOLS
The following resolution is presented for adoption:

WHEREAS, the Board of Education stands united with the City of New York and the United States of America following the terrorist attacks of September 11, 2001; and

WHEREAS, the Board of Education recognizes that patriotism, liberty, and justice are important values that should be imparted to students; and

WHEREAS, the Pledge of Allegiance to the United States flags outside their buildings, in students assembly areas, and in classrooms; and

WHEREAS, Section 802 of the Education Law mandates that the Commissioner of Education issue regulations concerning a daily pledge of allegiance to the flag and other patriotic exercises in our schools, and pursuant thereto the Commissioner has issued Part 108 of the Regulations of the Commissioner, which provides Flag Regulations for all public schools; therefore be it

RESOLVED, That the Board of Education requires all schools to lead students in the Pledge of Allegiance at the beginning of every school day, and at all school-wide assemblies and school events; and be it further

RESOLVED, That the schools are encouraged to form color guards to present the flags of our City, State, and Nation at assemblies; and be it further

RESOLVED, That the Board of Education shall make every reasonable effort to provide flags to schools that do not have them, with the goal of placing flags outside every school building and in as many classrooms as is practicable; and be it further

RESOLVED, That no student or staff member may be compelled to recite the Pledge of Allegiance.

EXPLANATION

State law clearly sets forth the policy of the State favoring the display of the flag and recitation of the Pledge or Allegiance as patriotic exercises to foster a sense of pride in and loyalty to the United States. In the aftermath of the events of September 11, 2001 it is vital that our school leadership reaffirm for our young people the importance of understanding the values of liberty and justice upon which our Nation is based. It is therefore appropriate to establish a system-wide policy governing the daily recitation of the Pledge and supporting the wider display of the flag.

Consistent with the First Amendment to the United States Constitution, and judicial decisions interpreting that Amendment, no student or staff member may be required to recite the Pledge or penalized for choosing not to.

Board of Education resolution 10/17/2001
## Summary of Roles

### BRT Leader

Responsible for providing direction, leadership and guidance to BRT members during an emergency.

At the onset of an incident, s/he activates the necessary BRT roles and assigns BRT members of their roles.

The BRT Leader also acts as the communications liaison between the BRT and the Principal during an emergency.

### Recorder

Responsible for collecting detailed information from the beginning to the end (recovery phase) of an incident.

Multiple recorders can be assigned to a building and activated in an incident:

- One recorder may work with the Principal and another my work with the BRT Leader

Responsible for collecting all essential elements of information from the scene.
Summary of Roles

Special Needs Coordinator
Works with the school's Coordinator for Limited-Mobility students and staff to ensure that the staff assigned to limited-mobility students are present (daily) and that they keep track of necessary personal equipment and supplies.

Works with staff to ensure that similar needs are met for staff or students with temporary limited-mobility status have their specific needs met on a daily basis.

Serves as the primary contact when issues with special needs students and staff arise during an emergency.

Tracks all special needs students and staff during emergencies, collects information on missing individuals, and ensure that all special needs students and staff have what they need during incidents that involve an evacuation, or sheltering-in.

Emergency Officer
The Emergency Officer provides support based on the specific circumstances of each incident.

In some incidents, the EO may be required to report to the hospital with staff or students. The EO may be assigned to a relocation site prior to staff and student arrival to review the relocation plan with the host school. The EO may also coordinate parent staging areas if required.

Summary of Roles

Incident Assessor
Conducts an on-scene initial assessment of the incident or emergency to assess the severity of the situation.

Fulfills a secondary role by collecting all essential elements of information (EEI) from the scene and relays the information to the BRT Leader and compares this information to other information gathered by the BRT recorder for the purpose of completing official reports.

> EEI included incident specific information that is documented during an incident which includes the names of responding 911 responders, DOE, and external agency responders (power authority, parks department, etc.)

Assembly Point Coordinator
Monitors and assists with the relocation of staff, teachers, and students to either an internal or immediately external assembly point(s) during an emergency.

Fulfills an secondary role by collecting information from teachers and other staff on missing students or potentially unaccounted for individuals (including contractors, vendors, substitute staff, or persons who were signed into the building as visitors) for emergency responders.
GRP Summary Sheets for Teachers and Students.

The General Response Protocol (GRP) has been designed (in collaboration with the “I love U guys” Foundation) to provide all schools with the direction they will take when an emergency incident occurs. At its core is the use of common language to identify the initial measures all school communities will take until first responders arrive. In every incident, school administrators will need to assess the unique circumstances that will affect how the GRP is implemented.

Each protocol has specific staff and student actions that are unique to each response. In the event that a student or staff member identifies the initial threat, calling 911 and administration is required.

Lockdown (Soft/Hard) – Soft lockdown implies that there is no identified imminent danger to the sweep teams. Administrative teams, Building Response Teams, and School Safety Agents will mobilize at the designated command post for further direction. Hard lockdown implies that imminent danger is known and NO ONE will engage in any building sweep activity. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders.

“Attention: We are now in soft/hard lockdown. Take proper action” (Repeated twice over the PA system)

Students are trained to:
1. Move out of sight and maintain silence

Teachers are trained to:
1. Check the hallway outside of their classrooms for students, lock classroom doors, and turn the lights off
2. Move away from sight and maintain silence
3. Wait for First Responders to open door or the “All Clear” message
   “The Lockdown has been lifted” followed by specific directions.
4. Take attendance and account for missing students by contacting main office

Evacuate – The fire alarm system is the initial alert for staff and students to initiate an evacuation. However, there may be times when the PA system and specific directions will serve as the alert initiating an evacuation. Announcements will begin with “Attention” and be followed with specific directions. (Repeated twice over the PA system).

Students are trained to:
1. Leave belongings behind and form a single file line. In cold weather, students should be reminded to take their coats when leaving the classroom. Students in physical education attire WILL NOT return to the locker room. Students without proper outdoor attire will be secured in a warm location as immediately as possible.

Teachers are trained to:
1. Grab evacuation folder (with attendance sheet and Assembly cards).
2. Lead students to evacuation location as identified on Fire Drill Posters. ALWAYS LISTEN FOR ADDITIONAL DIRECTIONS
3. Take attendance and account for students.
4. Report injuries, problems, or missing students to school staff and first responders using Assembly Card method.

Shelter-In – “Attention. This is a shelter-in. Secure the exit doors.” (Repeated twice over the PA system).

Students are trained to:
1. Remain inside of the building
2. Conduct business as usual
3. Respond to specific staff directions

Teachers are trained to:
1. Increase situational awareness
2. Conduct business as usual
3. The Shelter- In directive will remain in effect until hearing the “All Clear” message “The Shelter- In has been lifted” followed by specific directions.

BRT members, floor wardens, and Shelter- In staff will secure all exits and report to specific post assignments
The following table outlines the basic actions to be taken when activating a BRT and opening a command post for emergencies that require the use of the general response protocols. Many actions outlined below will take place simultaneously.

<table>
<thead>
<tr>
<th>Evacuation and/or Relocation: CALL 911</th>
<th>Shelter in: CALL 911</th>
<th>Lockdown (SOF or High): CALL 911</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make appropriate IPCC announcement and direct all BRT members to the command post or to specific posts (internal or external). For campus buildings, all principals are required to report to the single command post.</td>
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<td>Make appropriate IPCC announcement and direct all BRT members to the command post for deployment throughout the building. For campus buildings, all principals are required to report to the single command post.</td>
</tr>
<tr>
<td>Ensure that a member of the custodial team, nurse, and school safety are at the command post. First responders should be directed to the command post. An SSA should remain at the command post to coordinate communication with first responders.</td>
<td>Ensure that a member of the custodial team, nurse, and school safety are at the command post for a briefing. An SSA should remain at the command post to coordinate communication with first responders.</td>
<td>Ensure that a member of the custodial team and school safety are at the command post for briefing the situation, and SSA should remain at the command post to coordinate communication with first responders.</td>
</tr>
<tr>
<td>The recorder should begin taking notes of all who are present, directions given, and notifications/appointments.</td>
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</tr>
<tr>
<td>The BRT leader should ensure that all BRT equipment is available.</td>
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<td>The BRT leader and principal should actively conduct a sweep of the building.</td>
</tr>
<tr>
<td>The APC should ensure that all documents (copies of blue cards, staff emergency contact information, etc.) are available.</td>
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<td>The DO should ensure that the relocation sites are prepared and in “stand-by.” In addition, the DO should ensure that the staff/student command post is available before it is required.</td>
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</tr>
<tr>
<td>Once the evacuation begins, the command post staff should relocate to the external post and obtain updates on conditions from BRT members assigned to external posts until the incident has ended.</td>
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<tr>
<td>The BRT and crisis teams coordinate all recovery efforts and follow the Crisis Intervention Plan.</td>
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</tr>
</tbody>
</table>

Herd Lockdown (Imminent Danger - MTI building闭环)
- Everyone is lockdown and waiting for first responders.
- The command post opens after threat-clear is given to begin the recovery process.
- The BRT and crisis teams coordinate all efforts and follow the Crisis Intervention Plan.
# Public Address Announcements

**Evacuate**, **Lockdown Soft/Hard**, **Shelter-In**

## Read Each Alert Twice!

### Evacuation Alerts

Evacuation for fire will always begin with the ringing of the fire alarm.

If announcements must be made, include specific directions for staff and students.

Begin all announcements with “Attention” and make announcements specific.

For bomb threats or suspicious packages, make the reminder announcement:

“THE USE OF ELECTRONIC DEVICES AND TWO-WAY RADIOS IS PROHIBITED.”

### To Begin a Lockdown (Use Either Soft or Hard)

“Attention: WE ARE NOW IN SOFT/HARD LOCKDOWN. TAKE PROPER ACTION.”

All clear message:

“Attention: THE LOCKDOWN HAS BEEN LIFTED.”

### To Begin a Shelter-In (Use Either Environmental or Police Activity)

“Attention: THIS IS A SHELTER-IN. SECURE ALL EXIT DOORS.”

All clear message:

“Attention: THE SHELTER-IN HAS BEEN LIFTED.”
SAFETY RESOURCE GUIDE

STUDENT ACCIDENTS OR MEDICAL EMERGENCIES (CRA-412)

1. If there is a medical emergency, call 911.
2. Immediately notify principal/designee.
3. Principal/designee and appropriate staff (e.g., nurse) must go to scene of emergency.
4. Notify parent(s)/guardian(s). Staff member must report potential suicide to principal/designee, even if student requests confidentiality (CRA-755).
5. Principal/designee must notify Borough Safety Director, Superintendent, and Borough Field Support Center.
6. Staff member must accompany student(s) to hospital.
7. Enter information into OORS by calling EIC or entering online.

STUDENT-TO-Student SEXUAL HARASSMENT (CRA-831)

Peer sexual harassment refers to unwanted conduct/communication of a sexual nature by a student directed against another student that is so pervasive it substantially interferes with education or creates a hostile school environment. An allegation of sexual harassment must be investigated, even if it involves only one incident.

STUDENT-TO-Student BIAS-BASED HARASSMENT, INTIMIDATION AND/OR BULLYING (CRA-832)

Bias-based harassment, intimidation, and/or bullying is any intentional, written, verbal, or physical act that a student or group of students directs at another student(s) which: 1) is based on a student’s actual or perceived race, color, creed, national origin, citizenship/immigration status, gender, gender identity, gender expression, sexual orientation or disability, and 2) substantially interferes with education or creates a hostile school environment.

If a student alleges or an employee suspects student-to-student sexual harassment or bias-based harassment, intimidation and/or bullying:

Immediately notify principal/designee.

1. Inform parents of alleged victim/offender, unless the alleged victim of bias-based harassment, intimidation and/or bullying informs the principal/designee of safety concerns regarding such notification. In such case, the principal/designee must decide whether to inform parents following consideration of privacy and safety concerns. The principal may consult with the Office of Legal Services in making this request.
2. Notify NYPD if principal/designee believes conduct constitutes criminal activity.
3. Preferably within 24 hours (but no later than 5 days), interview and obtain written statements from alleged complainant, perpetrator, and witnesses.
4. Take appropriate disciplinary/follow-up action.
5. For complaints of peer sexual harassment, principal/designee must issue a written report of findings within 10 school days and submit to the Field Support Deputy Director of Student Support.
6. Notify parent of complainant of the results of the investigation within 10 school days. Do not disclose specifics of any disciplinary action taken against alleged perpetrator.
7. Enter information into OORS.
8. If you have questions or need assistance, contact Borough Safety Director/Field Support Deputy Director of Student Support.

IMPORTANT TELEPHONE NUMBERS

DOE Office of Legal Services: 212-374-6888
DOE Office of Special Investigations: 718-935-3800
DOE Office of Equal Opportunity: 718-936-3320
State Central Register (Child Abuse): 800-635-1522
NYPD School Safety Investigations Unit: 718-730-8500
DIVISION OF OFFICE OF CORPORATION COUNSEL
KINGS COUNTY FAMILY COURT: 718-724-5393
Borough Chief: 718-724-5310
QUEENS COUNTY FAMILY COURT: 718-558-2238
Borough Chief: 718-655-2211
NEW YORK COUNTY FAMILY COURT: 212-365-1818
BRONX COUNTY FAMILY COURT: 718-500-5209
Borough Chief: 718-960-5210
RICHLAND COUNTY FAMILY COURT: 718-876-3828
Borough Chief: 718-876-3830

IMPORTANT WEB ADDRESSES

OORS: https://ats.nycboe.net/safety/portal
Chancellor’s Regulations: http://schools.nyc.gov/Pages/Policies/ChancellorsRegulations/default.htm

EIC: EMERGENCY INFORMATION CENTER
MONDAY – FRIDAY, 7:30 AM – 8:00 PM
718-935-3210

Report all serious school-related incidents (criminal, serious non-criminal, or medical incidents which may have public health or safety implications or which may be newsworthy) to the Emergency Information Center.

1. When you call, identify:
   - Date, time, location, and details of occurrence.
   - Name(s), student(s), ID/DOSIS number(s), and student(s)’ date(s) of birth.
   - Name(s) of staff member(s).
   - Precinct, police officer(s), and agent(s) involved.
2. Obtain a control number from EIC.
3. Enter information into OORS and submit.
4. Enter incident updates and submit as necessary.

CRIMINAL CONDUCT: NOTIFICATION & REPORTS (CRA-412)

Principals must report suspected criminal activity to the police. In the event of a safety emergency, an employee must contact the police and then notify the principal immediately.

If there is a question as to whether conduct is criminal, for students age 19 and older or adults, contact your local precinct. For students under age 16, contact the Family Court Division of the Office of Corporation Counsel and ask for a supervisor.

- Notify Borough Safety Director, Superintendent, and EIC.

- Notify parent(s) of student(s) involved.

- Enter information into OORS.
POLICE INVOLVEMENT WITH STUDENTS
(CRA-412)

If police want to question a student (under 18):
In absence of parental consent, police may not question a student
suspected/committing a crime, nor may they question a student victim
or witnesses unless there is a continued threat of imminent danger.
In investigations of suspected child abuse, the school must permit
NYPD to interview the child without parental notification or consent
if the suspect is the parent, custodian or guardian. For other suspects,
consult NYPD to determine if parental notification/consent is
appropriate.

If police interview a student:
Student may not be compelled to answer questions. Students under age 18
may not be interviewed without the presence of a parent or the principal/designee.

If police request documents/information:
Except in cases of health and/or safety emergencies or child abuse
investigations, a student’s home address, phone number, and other
student record information may not be provided without a lawfully
authorized subpoena or parental consent.

If police arrest a student:
1. Immediately notify parent.
2. Notify Borough Safety Director, Superintendent, and Emergency
   Information Center (EIC).
3. Enter information into OORS.
4. If police refuse to wait for parent to arrive (or parent cannot be
   reached), staff member (not School Safety Agent) who is not
   involved in underlying incident must accompany student to precinct
5. Staff member must stay with student for a “reasonable time” or until no
   longer needed [e.g., parent arrive]. If staff member wishes to leave
   precinct prior to parent’s arrival, staff member must notify the
   principal or another administrator.

CHILD ABUSE, NEGLECT, MALTREATMENT
(CRA-419)
Child abuse/neglect/maltreatment occurs when a parent or adult legally
responsible for a child or continuously/regularly found in the child’s
household causes harm, creates a substantial risk of harm, or fails to
exercise a reasonable degree of care.

ANY SCHOOL EMPLOYEE who has REASONABLE
SUSPICION that a child is the victim of abuse or neglect:
1. MUST call the State Central Register (800-235-3532) and obtain a
call ID number; provide SCR with the name, tale and contact
information for every staff person who is believed to have direct
knowledge of the allegation (to the extent possible) and,
2. MUST ALSO notify the principal that the report has been made.

CHILD ABUSE (cont.)
The principal must:
1. Call 911 if the child is in imminent danger and Administration for
   Children’s Services (ACS) has not arrived by the end of the school day.
2. Enter information into OORS.
3. Submit written report LSS-221-A within 48 hours to the ACS office
   in the borough of the child’s residence, with a copy to the CRP
   Network Leader.


4. Cooperate with ACS investigation or NYPD (if matter is referred to
   police), including provision of student record information.
5. Permit ACS or NYPD to interview the child without parental
   notification or consent if the suspect is the parent, custodian or
   guardian. For other suspects, consult ACS or NYPD to determine if
   parental notification/consent is appropriate.

The school must NOT conduct an independent investigation
of suspected child abuse or neglect.

If you have questions or need assistance, contact
your BFSC Deputy Director of Student Support

CORPORAL PUNISHMENT OR ABUSIVE
LANGUAGE
(CRA-247, CRA-201)
Corporal Punishment is any act of physical force upon a pupil for
purposes of punishing that pupil. Verbal abuse includes language that:
1) Causes fear of physical or mental distress; (2) tends to threaten
physical harm; or (3) tends to be false or subject students to ridicule.

If corporal punishment/verbal abuse is alleged, or if such
conduct is witnessed:
1. Notify principal. Principal must immediately report allegations to Office
   of Special Investigator (OSI) by entering information into OORS.
2. For verbal abuse that includes discriminatory language, principal
   must report allegations to Office of Equal Opportunity (CEO) using
   CRA-800 form.


3. Notify parent. Parental consent is not needed before school or
   OSI/CEO may interview witness students or alleged victims.

4. Follow OSI/CEO instructions regarding whether school or OSI/CEO
   is to investigate.
5. If school is directed to conduct investigation, complete file
   A-4204-A form within 5 days, and submit to OSI/CEO and take
   appropriate disciplinary action.

   6. If OSI/CEO conducts investigation, take appropriate disciplinary
      action upon receipt of report.

If you have questions or need assistance, call CEO or OSI.

STUDENT MISCONDUCT
(CRA-443)

When student misconduct is alleged:
1. Interview students involved, student witnesses, and relevant staff,
   and obtain signed written statements using OORS witness forms.
2. Enter information into OORS. Fax witness forms into OORS.
3. Determine whether conduct violates discipline code. Refer to code
   and student’s IEP, Behavioral Intervention Plan and/or 504 Plan,
   where applicable, to determine appropriate discipline and/or
   intervention measures.
4. Begin discipline process in accordance with CRA-443 (e.g., teacher
   removal, principal’s or principal’s designee’s suspension).
5. Enter information into SCHO for teacher removals and all
   suspensions.
7. For students with an IEP or 504 Plan, determine need for
   Manifestation Determination Review.
8. Provide removed(suspended student(s) with alternative instruction,
   including homework and class work. For suspended student(s), notify
   parents of alternative education site, if applicable.

If you have questions or need assistance,
contact Director of Suspensions.

MISCONDUCT INVOLVING ADULTS WITH
STUDENTS & OTHER CRIMES BY ADULTS
(CRA-412)

When misconduct (either on or off school premises) by a
school official, employee, or others connected with school
programs or services is alleged:
1. Take action to protect students and school.
2. Immediately report criminal misconduct to police; Borough Safety
   Director, Superintendent, and Special Commissioner of Investigation
   (SCI) at 212-610-1500 except corporal punishment – see above.
3. Notify parents when student is involved.
4. Do not investigate alleged criminal activity or sexual misconduct
   unless instructed to do so by SCI or OSI.
5. Enter information into OORS.
6. Obtain parental consent before SCI interviews student (absent a
   health and safety emergency).
ACCIDENTS/ ASSAULTS
In the case of a school-related injury, a staff member should see the School Nurse to complete the appropriate reporting form within 24 hours of receiving the injury. The completed forms should be submitted to 116. Staff members should contact their Payroll Secretary if they will be absent.

VISITOR PROCEDURES
As per Department of Education policy, all schools are required to adhere to the following procedures concerning visitors to a school building:

- All visitors must sign in at the Front Desk with the School Safety Agent posted. Visitors are required to provide valid photo identification. The School Safety Agent will notify the office personnel via landline whom the visitor is here to visit.
- The visitor will receive a visitor’s pass which must be worn their entire time in the building.
- **One staff member** must pick up and escort visitors from the office/classroom expecting them. All visitors must then be escorted back to the main entrance at the end of their visit where they will be required to sign out. Visitors will not be permitted entry without an escort. If someone cannot come to escort the visitor, a school aide or the parent coordinator may escort the guest if available.
- Visitors must never be directly walked into a staff member’s office from the main office (even if they have an appointment), they must be notified via landline.
- At no time should a visitor be allowed to walk around any part of the building unescorted.
- Please notify the Front Desk if you have placed an order for a food delivery. Staff members must come to the Front Desk to retrieve the delivery. Students must **never** be sent to retrieve the food delivery.

In order to maintain an environment conducive to learning, former students must also follow all visitor procedures. They will be escorted at all times. There may be certain times of the year (ex. Before a holiday) where former students may not be able to visit. This will be announced in the Weekly Bulletin.

DRESS CODE
Cooperation on the part of all students, parents and staff members is required if our school’s dress code is to be fully respected as well as embraced. An individual’s apparel may either enhance or detract from a given situation. This is true in a school setting or in a place of business. Therefore, in order to avoid any disciplinary action, students are expected to adhere to the Student Dress Code by dressing accordingly.
Remember what is **INAPPROPRIATE** for school attire. Students should not wear:
- Any clothing that exposes the midriff or back (worn with or without a covering jacket, sweater, etc.)
- Rolled down pants, shorts, etc.
- Halter tops, shirts with spaghetti straps, tank tops or low-cut shirts.
- White tank tops (underwear tank tops) or “muscle shirts”.
- Sheer apparel.
- Shorts or skirts which are too short or revealing.
- Clothing with writing or pictures which are suggestive, offensive, and/or obscene, or which may be worn in a distinctive manner (i.e., shirts with expletives, references to drugs, alcohol or sex, etc.)
- Any headwear: hats, visors, headbands, scarves, etc. (Exceptions will be approved by the administration for religious or medical reasons.)

CELL PHONE POLICY
Students are permitted to bring the following electronic items to school: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices (“computing devices”); and 3) portable music and entertainment systems, such as iPods, MP3 players, PSP, and Nintendo DS.
A. The use of cell phones, computing devices and portable music and entertainment systems at school is subject to the restrictions below.

- Cell phones and portable music and entertainment systems may not be turned on or used during the administration of any school quiz, test or examination.

- Computing devices may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan.

- Use of cell phones, computing devices, portable music and entertainment systems and other electronic devices during the administration of state standardized examinations is governed by State Education Department Rules.

- Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises.

- Cell phones, computing devices, and portable music and entertainment systems may not be used in locker rooms or bathrooms.

B. Cell phones may be used as set forth below.

- During the instructional day, cell phones may not be turned on or used while on school property, except for instructional and educational purposes with the explicit approval of the teacher.

- During after-school, school-sponsored programs or activities, cell phones may be turned on and used while students are on school property.

C. Computing devices may be used as set forth below.

- Computing devices may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher.

- During after-school, school-sponsored programs or activities, computing devices may be turned on and used while students are on school property.

D. Portable music and entertainment systems may be used as set forth below.

- During the instructional day, portable music devices and entertainment systems may not be turned on or used while on school property.

- During after-school, school-sponsored programs or activities, portable music devices and entertainment systems may be turned on and used while students are on school property.

E. Confiscation and return of electronic items

If a student is found with a cell phone or electronic items described in this policy above, the following steps will be taken:

1st Time: A verbal warning to the student. The item will be confiscated and given back to the student at the end of the day. If it is deemed that a student were harassed or bullied through the use of technology the privilege of bringing any electronic items to school will be revoked. In addition, if a student is found to have taken pictures or videos within the school building the privilege of bringing any electronic items to school will be revoked.

2nd Time: The item will be confiscated and a parent or guardian must come to school for a meeting to retrieve the item. If it is deemed that a student were harassed or bullied through the use of technology the privilege of bringing any electronic items to school will be revoked.
3rd Time: The item will be confiscated and a parent or guardian must come to school for a meeting to retrieve the item. In addition, the student will receive a one day after school detention. If it is deemed that a student were harassed or bullied through the use of technology the privilege of bringing any electronic items to school will be revoked.

4th Time: Revocation of privilege to bring the item to school for rest of school year. Parent or Guardian may come to retrieve item but student will not be permitted to have item in school for the rest of the school year.

F. Discipline

Students who use cell phones, computing devices, and/or portable music and entertainment system in violation of any provision of the DOE’s Discipline Code, the school’s policy, Chancellor Regulation A-413, and/or the DOE’s Internet Acceptable Use and Safety Policy (“ISUSP”) will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

G. Liability

The school will not be responsible for any lost, stolen or damaged cell phone, computing device or portable music and/or entertainment systems.

INTERNET ACCEPTABLE USE AND SAFETY POLICY (IAUSP)

The NYC Department of Education provides access to the Department’s Internet Systems for its employees, agents, and students for educational and business purposes. The Internet Acceptable Use and Safety Policy governs all electronic activity of users using and accessing the Department’s Internet Systems, including Department e-mail and Department-provided access to the Internet, and applies to the use of the Department Internet Systems both on and off Department property.

- Internet access and email provided by the Department are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other Departmental related purposes.
- Users have no right to privacy while using the Department’s Internet Systems. The Department monitors users’ online activities and reserves the right to access, review, copy, store or delete any electronic communications or files. This includes any items stored on Department-provided devices, such as files, e-mails, cookies, and Internet History.
- Users may not engage in any of the activities prohibited by this policy when using or accessing the Department’s Internet Systems.
- Below is a non-exhaustive list of examples of prohibited behavior:
  - Causing harm to others, damage to their property or Department property
  - Gaining or attempting to gain unauthorized access to the Department’s Intranet Systems
  - Using the Department’s Internet Systems for commercial purposes
  - Engaging in criminal or other unlawful activities.

Filtering

In accordance to Children’s Internet Protection Act (“CIPA”), the Department blocks or filters content over the Internet that the Department considers inappropriate for minors. The Department may also block or filter other content deemed to be inappropriate, lacking educational or work-related content or that pose a threat to the network.

Student’s Using the Department’s Internet Systems

- Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails, or other direct electronic communications, or any other forum over the Internet.
- Students should not meet in person anyone they have met only on the Internet.
- Students should not allow Department computers to save their passwords.
- Social media sites must be used only for educational and school related purposes, in connection with lessons and assignments and to facilitate communication with teachers and other students.
**LEGAL MATTERS**

All staff are responsible for following the Chancellor’s Regulations over a wide range of policies, divided into four sections.

- Volume A addresses student-related issues, from admissions to promotion.
- Volume B addresses school-based budgeting.
- Volume C addresses employee issues, from hiring to termination.
- Volume D addresses parent and community involvement.

Below are some of the more important Chancellor’s Regulations that staff need to be aware of with highlighted details. If you need additional information, please visit [http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm](http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm)

**CORPORAL PUNISHMENT AND VERBAL ABUSE (REGULATIONS A-420 & A-421)**

Corporal punishment is defined as any act of physical force upon a pupil for the purpose of punishing that pupil. Corporal punishment does not include the use of reasonable physical force for any of the following purposes:

- to protect oneself from physical injury;
- to protect another pupil or teacher or any other person from physical injury (e.g., breaking up a physical altercation without using excessive force);
- to protect the property of the school or of others; or
- to restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions, powers, or duties if the pupil refuses to comply with a request to refrain from further disruptive acts, and alternative procedures and methods that do not involve the use of physical force cannot be reasonably employed to achieve the purposes set forth above.

Verbal abuse is defined as language (written or oral) about or directed toward students that:

- belittles, embarrasses or subjects students to ridicule; or
- has or would have the effect of unreasonably and substantially interfering with a student’s educational performance or ability to participate in or benefit from an educational program, school-sponsored activity or any other aspect of a student’s education; or
- has or would have the effect of unreasonably and substantially interfering with a student’s mental, emotional, or physical well-being; or
- reasonably causes or would reasonably be expected to cause a student to fear for his/her physical safety; or
- reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student.

Corporal Punishment and Verbal Abuse are prohibited. Disruptive behaviors by a student must never be punished by use of physical force or verbal abuse.

- It is the policy of the Department of Education (DOE) to prohibit corporal punishment and verbal abuse of students by DOE staff members, custodial employee, vendors, consultants, CBO staff and others on school property, school trips and other school functions, and off-school property when such off–school behavior disrupts or would foreseeably disrupt the educational process or endangers or would foreseeably endanger the health, safety, morals or welfare of the school community.

- Disruptive behavior by a student must never be punished by the use of corporal punishment or
verbal abuse. Schools should address a student’s disruptive behavior through offering guidance intervention, working with parents, and addressing behavior in accordance with Chancellor’s regulation A-443 and the DOE’s Discipline Code.

STAFF MEMBER OBLIGATIONS
Any staff member who witnesses corporal punishment or verbal abuse, who has knowledge or information about or who receives a report about a student who may have been the victim of corporal punishment or verbal is required to orally report the allegation to the principal/designee within one school day. Within two school days of making the oral report, the staff member also must:

1. submit a written report to the principal/designee by completing a witness statement found in the DOE’s Online Occurrence Reporting System (“OORS”); or
2. file an online report directly with the Office of Special Investigations (“OSI”).

If the allegation of corporal punishment or verbal abuse is against the principal, the staff member should make the report of corporal punishment or verbal abuse directly to OSI using OSI’s online reporting system.

PRINCIPAL/DESIGNEE OBLIGATIONS
The principal or designee must immediately report all allegations of corporal punishment or verbal abuse of students by DOE employees, custodial employees, vendors, consultants, CBO staff and others to OSI within 24 hours of learning of the allegation by one of the following methods:

1. entering the information into the OORS; or
2. entering the information into OSI’s reporting system at https://www.nycenet.edu/offices/osi/CPR_Form/form.aspx, or calling OSI at (718) 935-3800.
3. After making a report to OSI, the principal/designee shall take no further investigative action until OSI provides instructions as to how to proceed, other than contacting the police or the Office of the Special Commissioner of Investigation (“SCI”), if appropriate.

INVESTIGATION
Allegations of corporal punishment or verbal abuse will be investigated either by OSI or by the school at which the incident occurred. After OSI receives a report of corporal punishment or verbal abuse, OSI will advise the principal whether OSI will conduct the investigation or whether the principal must conduct a School-Based Investigation (“SBI”).

1. All DOE employees are required to cooperate with investigations of corporal punishment, and are required to report if summoned to appear for an interview. If requested by OSI, principals must assist OSI by coordinating and organizing interviews of school staff, and in making requested documents available.

CONFIDENTIALITY
It is the DOE’s policy to respect the privacy of all parties and witnesses to complaints brought under this Regulation. However, the need for confidentiality must be balanced with the obligation to cooperate with investigations, to provide due process to the accused, and/or to take necessary action to resolve the complaint. School employees who have knowledge about an investigation of corporal punishment or verbal abuse are prohibited from disclosing any information regarding the complaint to unauthorized parties, including the names of the accused employee(s), student victim(s), and witnesses.

CHILD ABUSE PREVENTION (Chancellor’s Regulation A-750)
• A child is considered abused or maltreated if the child is less than 18 years old (21 years old or less if in a residential placement) and a parent or other person legally responsible for the child’s care harms
the child, creates substantial risk of harm, or fails to exercise a minimum degree of care to protect the child.

- All pedagogical and non-pedagogical school personnel are mandated reporters for child abuse. For Educational Neglect referrals please see Chancellor’s Regulation A-210 – “Minimum Standards for Attendance Programs.” The reporter is not required to possess certainty or to interview the child before a report is made, only reasonable suspicion.

- After making the report to New York State Central Register, the mandated reporter must immediately (and no later than the end of the school day), notify the principal/designee and provide him/her with the “Call I.D.” number.

- Reports made by mandated reporters to the New York State Central Register are confidential, but reports cannot be made anonymously (S.S.L. §422 (4)(a)). Therefore, mandated reporters must provide their names to the New York State Central Register.

- School personnel are legally obligated to cooperate in investigations of alleged child abuse.

- Under Social Services Law, any school employee participating in good faith in the making of a report, the taking of photographs, or the removal or keeping of a child, will have immunity from any liability, civil or criminal, which might otherwise result by reason of such action.

- Under Social Services Law, the willful and/or knowing failure to report child abuse may result in criminal action or civil liability if the employee had reasonable cause to suspect it. It may also result in disciplinary action against the employee by the Department of Education.

**SUICIDE PREVENTION / INTERVENTION (Chancellor’s Regulation A-755)**

The number of suicides and attempted suicides among school aged youth has increased by alarming rates in recent years. It is the responsibility of every staff member to report knowledge of any potential suicide to the principal or designated liaison whether or not the student has requested that the information be kept confidential.

**Intervention Procedures**

**Suicide Attempts:**

When a staff member has knowledge of a suicide attempt, the following steps must be taken:

- The staff member must summon assistance and inform the principal/designee.
- The staff member must ensure that the student is not unattended under any circumstance.
- The staff member must ensure that appropriate first aid procedures are administered.
- The staff member must contact 911 immediately so that the student can be transported and admitted to the nearest hospital.
- The principal/designee must notify the parent and summon him/her either to the school or to the hospital involved.

**Suicidal Behavior:**

The situation is to be regarded as life threatening whenever a student verbalizes or writes a detailed suicide plan of action or whenever a student exhibits a combination of any of the following behavioral patterns:

- Severe and persistent bereavement
- Previous self-injuring behavior
- Total withdrawal/isolation
- Feeling of hopelessness
- Chronic depression
- Chronic substance abuse
- Deteriorating school functioning
- Loss of reality boundaries
- Lack of emotions/inappropriate affect
- Rage/anger

**Intervention Measures:**
The following steps must be taken when any staff member becomes aware of suicidal behavior:

- The staff member must immediately inform the principal/designee.
- The staff member must contact 911 where appropriate.
- The principal/designee must contact the parents and make them aware of the serious and potentially dangerous nature of the situation.

**Suicidal Ideation:**
When a student expresses general thoughts or feelings about suicide and exhibits some of the warning signs, the following steps must be taken:

- Any staff member becoming aware of such behavior must notify the principal/designee immediately. Designees are Assistant Principal of Guidance, Assistant Principal of Security and Assistant Principal of Organization. Notification means a direct contact with the Principal or designee. Do not stop at a phone message or email. If you cannot contact the principal or one of the designees, contact your subject supervisor.
- If the child is with you, they may not be left alone or sent to a counselor. Call for someone to pick them up.
- The situation must be assessed by the crisis team to determine appropriate interventions and services.
- The principal/designee must make the student’s parent aware of the potentially dangerous nature of the situation.

**Reporting Procedures:**
All school staff members must report any deaths by suicide, attempted suicides and expressions of suicidal intentions occurring in and out of school to the Department of Education as follows:

- The school staff member must immediately notify the principal/designee.
- The principal/designee must immediately notify the Department of Education’s Emergency Information Center of the incident by calling (718) 935-3210.
- The principal/designee must complete an Online Occurrence Reporting System Report (OORS) Suicide Report within one school day. The DOE OORS link may be accessed at: [https://ats.nycboe.net/safety/portal/](https://ats.nycboe.net/safety/portal/).
- The principal/designee must complete an OORS follow-up report within ten (10) days.

**PROCEDURES IN CASES OF THE ARREST OF EMPLOYEES (CHANCELLOR’S REGULATION C-105)**
Any person employed by or in the Department of Education, or employed by a Department of Education employee to provide services in Department facilities (i.e., custodial helper) who has been arrested and charged with a felony, misdemeanor or violation must immediately notify the Office of Personnel Investigations, a division of Human Resources, and his/her building or office supervisor in writing and provide a copy of the criminal court complaint. Notification to a supervisor alone does not satisfy this reporting requirement. OPI must be notified separately in writing. The fax number is 718-935-4366. The email address is OPArrestNotification@schools.nyc.gov. Custodial helpers must agree in writing to comply with the terms of this regulation as a condition of eligibility for employment with a Department custodian. Failure to notify should be the
subject of appropriate disciplinary action. Upon final disposition of any criminal charges, the employee/worker must provide the OPI with an original certificate of disposition, or its equivalent within three (3) business days.

CONFLICTS OF INTEREST, COMMUNITY EDUCATION COUNCIL MEMBERS, EMPLOYMENT OF FAMILY MEMBERS (Chancellor’s Regulation C-110)
The Conflicts of Interest Law as well as Department of Education rules prohibit Department of Education officials and employees from having private interests that may conflict with official duties. The Conflicts of Interest Law contains important restrictions in the area of second jobs, gifts and honoraria, political activities, volunteer positions and post-employment activities (i.e., positions taken after leaving Department of Education employment).

DOE Conflicts of Interest Rules
- In addition to the Conflicts of Interest Law, the Department of Education has adopted conflicts of interest rules applicable to all Department of Education officials and employees.
- Officials and employees shall not solicit, negotiate for, or engage in any private business, transaction, or professional or political activity during the hours they are scheduled to work for the New York City Department of Education or on Department of Education property.
- Officials and employees shall not advertise their business, political, or professional activities on Department of Education property.
- Officials and employees shall not engage in any business, transaction, political, or professional activity that interferes with the proper discharge of their duties by causing them to be absent during the hours they are scheduled to work.
- Officials and employees who are contemplating writing materials to be published by publishers doing business with the City or the Department of Education or which will offer the materials for sale to the City or the Department of Education must receive a waiver from the Conflicts of Interest Board prior to commencing contractual negotiations with such publishers.
- Officials and employees who receive stipends and/or grants from the Department of Education to produce materials are prohibited from using such materials in publications for commercial purposes.
- Department of Education officials and employees may maintain private practices or can be privately engaged to evaluate or provide therapy services to a child, other than a child who attends the school to which the official or employee is assigned. In addition, Department of Education officials and employees may not evaluate or provide therapy services to the siblings of children who attend the school to which the official or employee is assigned.
- Department of Education officials and employees may not tutor a student for a fee or enter into any type of business relationship with a student who attends the school to which the staff member is assigned. In addition, officials and employees cannot tutor for a fee or enter into any type of business relationship with the siblings of any student who attends the school to which the official or employee is assigned.
- No student, parent, guardian, school class, official, or employee is required or expected to contribute toward any gift or testimonial to an official or employee of the Department of Education. Discretion must be used to ensure that officials and employees do not accept gifts of value from individual children, parents, or guardians. Only those gifts that are principally sentimental in nature and of small financial value may be accepted. Officials and employees may accept gifts from whole classes.
- Employees may wish to celebrate the arrival of or promotion of a school employee. Such celebrations should be held in the school. All such celebrations must have a modest financial cost. Participants can be asked to contribute food or non-alcoholic drink, or a small monetary donation.
- The Conflicts of Interest Law applies to employees on paid or unpaid leaves of absence, so in addition to the instructions and prohibitions contained in the various leave regulations.
- Community Education Council Members are prohibited from using their positions to
secure employment or promotion in the New York City Public Schools.
- No person employed in the city school district, including but not limited to may hire or employ a near relative. No person employed in the city school district may supervise a near relative.
- Department of Education official or employee is prohibited by Section 2604(b)(3) of the New York City Conflicts of Interest Law from “using or attempting to use or attempt to use his or her position as a public servant to obtain any financial gain, contract, license, privilege, or other private or personal advantage, direct or indirect

**Department of Education Regulation Regarding the Conducting of Personal Business**
Department of Education regulations prohibit its employees from conducting personal business while on duty during the school day. Violation of this regulation constitutes misconduct and leads to disciplinary action.

**SEXUAL HARASSMENT**

The Stop Sexual Harassment in NYC Act is a package of legislation signed by Mayor de Blasio in May 2018 designed to further address and prevent sexual harassment in the workplace. Effective September 6, 2018, employers are required to conspicuously display this anti-sexual harassment rights and responsibilities notice. This notice can be found in the time clock room at FDR H.S. This law also requires employees to distribute a fact sheet and include it in the employee handbook. Please find the fact sheet following this excerpt.
The NYC Human Rights Law

The NYC Human Rights Law, one of the strongest anti-discrimination laws in the nation, protects all individuals against discrimination based on gender, which includes sexual harassment in the workplace, in housing, and in public accommodations like stores and restaurants. Violators can be held accountable with civil penalties of up to $250,000 in the case of a willful violation. The Commission can also assess emotional distress damages and other remedies to the victim, can require the violator to undergo training, and can mandate other remedies such as community service.

Sexual Harassment Under the Law

Sexual harassment, a form of gender-based discrimination, is unwelcome verbal or physical behavior based on a person's gender.

Some Examples of Sexual Harassment

- unwelcome or inappropriate touching of employees or customers
- threatening or engaging in adverse action after someone refuses a sexual advance
- making lewd or sexual comments about an individual's appearance, body, or style of dress
- conditioning promotions or other opportunities on sexual favors
- displaying pornographic images, cartoons, or graffiti on computers, emails, cell phones, bulletin boards, etc.
- making sexist remarks or derogatory comments based on gender

Retaliation Is Prohibited Under the Law

It is a violation of the law for an employer to take action against you because you oppose or speak out against sexual harassment in the workplace. The NYC Human Rights Law prohibits employers from retaliating or discriminating "in any manner against any person" because that person opposed an unlawful discriminatory practice. Retaliation can manifest through direct actions, such as demotions or terminations, or more subtle behavior, such as an increased work load or being transferred to a less desirable location. The NYC Human Rights Law protects individuals against retaliation who have a good faith belief that their employer's conduct is illegal, even if it turns out that they were mistaken.

Report Sexual Harassment

If you have witnessed or experienced sexual harassment inform a manager, the equal employment opportunity officer at your workplace, or human resources as soon as possible.

Report sexual harassment to the NYC Commission on Human Rights. Call 718-722-3131 or visit NYC.gov/HumanRights to learn how to file a complaint or report discrimination. You can file a complaint anonymously.

State and Federal Government Resources

Sexual harassment is also unlawful under state and federal law where statutes of limitations vary.

To file a complaint with the New York State Division of Human Rights, please visit the Division's website at www.dhr.ny.gov.

To file a charge with the U.S. Equal Employment Opportunity Commission (EEOC), please visit the EEOC’s website at www.eeoc.gov.
Licensing and Certification

All fully appointed New York City DOE teachers have both a New York State teaching certificate and a New York City teaching license.

All teachers (even those who are dually certified) are appointed under ONE license at any given time.

Teachers are tenured under the NYC license in which currently appointed.

NYC License Information

For information regarding your NYC License, maintaining your certification or extensions, please visit the NYC DOE Certification website or calling the NYC DOE Certification hotline* at 718-935-4723. Additionally, your school’s payroll secretary may be able to help you find information about the license you’re appointed under.

Checking the Status of your NY State Certification

If you have applied for state certification but have not yet received your certificate, you can determine the status of your application by accessing your online TEACH account with NYSED (http://www.highered.nysed.gov/tcert/teach/index.html).

*NYC does not issue state certificates. State certificates are only issued by the New York State Education Department (NYSED).

HR Connect: (718) 935-4000

If you have questions about your benefits or pay, the first thing you should do is contact HR Connect, the NYCDOE’s one-stop employee service center.

<table>
<thead>
<tr>
<th>HR Connect Call Center</th>
<th>HR Connect Walk in Center</th>
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<tr>
<td>(718) 935-4000 Monday – Friday 9:00 a.m. – 5:00 p.m.</td>
<td>65 Court Street Room 102 Brooklyn, NY Monday – Friday 9:00 a.m. – 5:00 p.m.</td>
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• Benefits Inquiries
• Salary Step & Differentials
• Payroll Inquires
• Leaves of Absence Inquiries

• Fingerprinting Services
• ID Cards
• HR Inquires
• Benefits Inquires
• Leave of Absence Inquires

Accessing the DOE Payroll Portal

You can access the Payroll Portal at: payrollportal.nycboe.net

OR

1. Go to schools.nyc.gov/Offices/DFO
2. Click Payroll Portal.

Employee Self-Service (ESS) is a tool that allows you to view or change your personal information and health benefits online.  
http://schools.nyc.gov/Offices/DHR/ESSintro.htm

Health Benefits:
All pedagogical and other non-administrative employees must submit an Employee and Retiree Health Benefits Application (ERB).

You can obtain a copy of the enrollment form and instructions for completing it at http://schools.nyc.gov/NR/rdonlyres/389C0A7C-76E7-4886-A731-1388DA8F6D4D/0/ERB_healthform.pdf

Dental, Vision, and Prescription Drugs

All teachers are covered for dental, vision, and prescription drugs by the United Federation of Teachers (UFT) Welfare Fund.

All new members must:

• Complete a UFT Welfare Fund Enrollment Form. (This enrollment is separate from any UFT Membership and Department of Education Health Plan applications.) This enrollment form is available from the Fund office or can be done on-line at www.uftwf.org.

• Attach applicable documentation (e.g. birth certificate, marriage certificate or domestic partnership registration) to the enrollment form.

• See your UFT Chapter Leader if you have questions about the UFT Welfare Fund.

Retirement, Savings, & Other Financial Benefits

Key link: https://www.trsny.gov/trsweb/index.html

Teachers' Retirement System (TRS): TRS membership is available to educators who work for the NYCDOE. TRS provides New York City educators with retirement, disability, and death benefit services. In addition to their basic Qualified Pension Plan, they administer one of the largest unified Section 403(b) Tax-Deferred Annuity Programs in the country.

TRS’s address is 55 Water Street, New York, NY 10041. The office is located in lower Manhattan, two blocks south of Wall Street, four blocks east of Broadway and two blocks north of Broad Street. Member Services Center hours are 8:30 a.m. to 5 p.m., Monday through Friday. The toll-free number is (888) 8-NYC-TRS.