

Franklin Delano Roosevelt High School
5800 20th Avenue
Brooklyn, NY 11204
(718) 621-8800
www.fdrhs.org

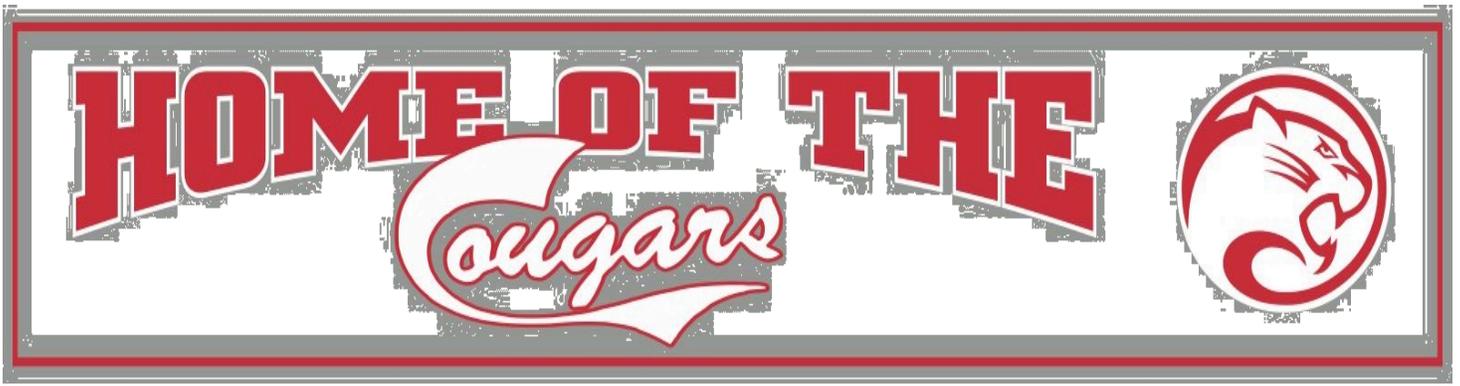


Staff Handbook

2025 – 2026

Andrea Repole, Acting Principal

"FDR, where success equals Diversity, Equity, Empowerment and Persistence!"



“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

<p>I. Introduction P. 4</p> <p>Letter from the Principal Mission Statement Vision Statement Instructional Goals School Goals 2023 - 2024</p>	<p>III. Staff Time & Attendance P.29</p> <p>Timecards Absences Family Leave Act (FMLA) Coverages Lateness & Leaving Early Parent Teacher Conferences Per Session</p>
<p>II. Basic Needs P.9</p> <p>Bell Schedule School Calendar Assessment Calendar School Floor Plan/Map Administration & Staff List Telephone Directory Phone Calls ID Cards Keys Staff Restrooms Bathroom Passes Parking License Plates Letterboxes Cougar Café Email Google Suite for Education Google Classroom GAMA Accessing Student Data Student Testing Accommodations Bulletin Boards Student Attendance Technology Curriculum & Instructional Supplies Chromebook Carts Furniture Requests Custodial Repairs Classroom Doors & Windows Face Covering Operoo Professional Assignments Before/After School Conf/Parent Recording Conversations/Meetings Lost & Found Smoking Website Weekly Bulletin Social Media Emergency Contact</p>	<p>IV. Extra-Curricular Activities P.33</p> <p>Club Advisor Trips Fundraising and Collecting Funds</p> <p>V. Safety & Security P.37</p> <p>Discipline Code Ladder of Referral Classroom Emergencies Fire/Evacuation Drills Emergency Readiness Safety Resource Guide Accidents/Assaults Visitor Procedures Dress Code Cell Phone Policy Internet Acceptable Use & Safety Pledge of Allegiance Policy</p> <p>VI. Legal Matters P.52</p> <p>Corporal Punishment (Chancellor’s Regulation A-420 & 421) Child Abuse Prevention (Chancellor’s Regulation A-750) Suicide Prevention (Chancellor’s Regulation A-755) Arrest of Employees (Chancellor’s Regulation C-105) Conflict of Interest (Chancellor’s Regulation C-110) Workplace Gender Inclusion Sexual Harassment</p> <p>VII. Helpful Hints P. 59</p>

INTRODUCTION



Franklin Delano Roosevelt High School

ANDREA REPOLE - Acting Principal

5800 20th Avenue Brooklyn, New York 11204 Telephone (718) 621-8800 Fax (718) 232-9513

I want to start by saying how truly honored I am to be stepping into this role as your new principal. I'm filled with gratitude, and excited to grow alongside you and our students. Since the day we returned, I've been moved by the collaboration, and positive energy that has filled the building. Your enthusiasm has been incredibly motivating.

As discussed, our goal this year is to support our students not just academically, but socially emotionally as well. We know that learning happens best when students feel safe, valued, and connected. That's why we'll continue to prioritize their social-emotional growth alongside academic achievement. Every child who walks through our doors deserves to be seen, heard, and challenged, and I know that's what's happening here every day. You are their champions!

Our instructional focus this year is to look closely at student work. This will help us understand how our students think, their level of understanding, and where they need us most. By grounding our instruction in what students are producing, we will be able to make intentional decisions that move learning forward to raise achievement across the board.

I believe in collaboration and transparency. I believe in celebrating small wins and learning from challenges. And most of all, I believe in you, the people who make this school a place where students have the freedom to grow into the best version of themselves.

Thank you for welcoming me into this new role with such warmth and encouragement. Your energy, your heart, and your commitment to our students have been inspiring. I hope that you share my belief that this year will be full of growth, connections, and possibilities, for our students and for each other.

My door is always open...

Sincerely,
Andrea Repole

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

Our Mission Statement

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 and identifying and disrupting systems of systemic bias.

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

At FDR HS we work to create supportive structures within a large high school, celebrating our diversity and how it enriches us, by ensuring that every student:

Sees themselves in what they are exploring and how they are connected to the ever-changing world around them via real-life applications based on current and enduring issues.

Diversity

Has personalized opportunities to learn, grow and be exposed to rigorous and engaging learning opportunities through an understanding of social justice and recognition of multiple perspectives.

Equity

Also known well by caring and supportive staff, who work in a variety of communities to educate and empower all.

Empowerment

Is prepared for the future by learning new technological platforms and developing plans for college and career readiness.

Persistence

Instructional Focus 2025 - 2026

We are committed to creating a learning environment where every student receives the individualized instruction they need to thrive. Through common planning and collaboration, we will evaluate multiple data points (success criteria, ATLAS protocol, etc.), and prepare lessons to deliver targeted instruction aligned with Multi-tiered Systems of Support (MTSS).

This framework ensures differentiated learning experiences that meet the needs of all students, with a focused commitment to improving outcomes for Multilingual Learners, Students with Disabilities, and Gifted Students.

Using data to inform instruction ensures that all students have meaningful opportunities to demonstrate their knowledge, understanding, and skills.

CEP Priorities & Goals 2025-2026

1. Priority 1 – Reading Growth for All Students (Literacy | NYC Reads)

Recognize that growth is possible for all students. Our goal is that Students With Disabilities and Hispanic Students surpass national median growth in reading as measured by MAP testing.

By June 2026, all Students With Disabilities and Hispanic will meet median growth percentile benchmarks in reading as follows:

- All students in the 40th achievement percentile band and below (will be in the 65th median growth percentile and above.)
- All students scoring at the 60th achievement percentile and above will meet or exceed 60th percentile median growth, including those already achieving high levels.

2. Priority 2 – All students are physically and emotionally safe

Prepare structures and support in place, both in advance and after, to reduce the disproportional number of Students with Disabilities being suspended, as measured by Relative Risk Ratio.

By June, 2026, physical and mental wellness for Students with Disabilities (SWD) will improve, as measured by a proportional decrease in suspensions as measured by a .4 Decrease, in Relative risk ratio trending down toward 1 from 2.3 to 1.9.

3. Priority 3 – All students have a high-quality academic experience

Recognize that growth is possible for all students. Our goal is that all students surpass the national median growth in math as measured by MAP testing.

By June 2026, all students will meet median growth percentile benchmarks in Algebra as follows:

- Students in the 40th achievement percentile band and below will be in the 65th median growth and above.
- Students in the 50th achievement percentile and above will meet 60th percentile median growth and above.

4. Priority 4 – All students graduate college and career ready and have a strong plan and pathway to economic security

Recognize that all students deserve an education preparing them for college, career and a pathway to economic security. Our goal is to increase the opportunities for Students With Disabilities to engage in advanced coursework.

By June, 2026, the Increased registration of SWD in Advanced Coursework for Students with Disabilities (SWD) will Increase by 2% from 9% to 11% as measured by Insight.

5. Priority 5 – All districts and schools are more inclusive and responsive for parents and families, including having more families choose NYC Public Schools

Recognize that sharing communication with parents and families is crucial, and work to increase family registration in their student's NYCSA account. This will support GAMA texting and emails, as well as provide access to student academics and attendance.

All districts and schools are more inclusive and responsive for Parents of All Students with the following SMART Goal:

By June, 2026, the percentage of parents with registered NYCSA accounts will increase by 11 points, from 74% to 85%

Chronic Absenteeism

Create and monitor structures and systems so that Students With Disabilities and families include the importance of daily attendance, so that more students attend school on a more consistent basis

By June, 2026, the ESSA Performance Index for Attendance Students with Disabilities (SWD) will increase by 22.3, from 143.1 to 165.4.

High Quality Inclusive & Accessible Learning for Students with Disabilities

Strengthen student learning by increasing the complete implementation of student IEPs

By June, 2026, to strengthen the quality and implementation of IEPs for Students with Disabilities (SWD), we will improve Percent of students fully Served by a 7 Increase, from 88 to 95, as measured by Program Services Report.

BASIC NEEDS

FRANKLIN DELANO ROOSEVELT HIGH SCHOOL

2025-2026 Bell Schedule (Staff)

MONDAY- FRIDAY TEACHER TIME:

Early Session (1-8) 7:45 am - 2:35 pm

Late Session (3-10) 9:27 am - 4:17 pm

PERIOD 1	7:45 am	8:32 am
PERIOD 2	8:36 am	9:23 am
PERIOD 3*	9:27 am	10:15 am
PERIOD 4	10:19 am	11:07 am
PERIOD 5	11:11 am	11:59 am
PERIOD 6	12:03 pm	12:51 pm
PERIOD 7	12:55 pm	1:43 pm
PERIOD 8	1:47 pm	2:35 pm
PERIOD 9	2:39 pm	3:26 pm
PERIOD 10	3:30 pm	4:17 pm

Before/After School Conferences:

Late Session (3-10) Period 2 Conference 8:47am - 9:27am

Early Session (1-8) Period 9 Conference 2:35pm - 3:15pm

2025

October 6

November 17, 24

December 8, 15

2026

January 12

February 2

March 2, 16

April 20

May 4, 18



NYC Department of Education School Year Calendar 2025-2026

This is the 2025–26 school year calendar for all 3K–12 NYCDOE public schools. If your child attends a private, parochial, charter school, NYC Early Education Center (NYCEEC) or Family Childcare Program, please contact your child’s school for information about their calendar. Please note the following:

- On days when school buildings are closed due to inclement weather or other emergencies, all students and families should plan on participating in remote learning.
- Individual schools’ Parent-Teacher Conference dates might be different from the dates below. Your child’s teacher will work with you to schedule your conference.
- On this schedule, **elementary schools** are defined as programs that serve kindergarten (K) through grade 8, including schools with 3-K and Pre-K programs, as well as those that end in grade 5. **Middle schools** are defined as programs that serve grades 6–8, and **high schools** are defined as programs that serve grades 9–12.

DATE	WEEKDAY	EVENT
September 4	Thursday	First day of school
September 17	Wednesday	Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers
September 18	Thursday	Evening Parent-Teacher Conferences for middle schools and D75 schools
September 23–24	Tuesday–Wednesday	Rosh Hashanah, schools closed
September 25	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
October 2	Thursday	Yom Kippur, schools closed
October 13	Monday	Italian Heritage/Indigenous Peoples' Day, schools closed
October 20	Monday	Diwali, schools closed
November 4	Tuesday	Election Day; students do not attend school
November 6	Thursday	Afternoon and Evening Parent-Teacher Conferences for elementary schools; students in these schools dismissed three hours early
November 11	Tuesday	Veterans Day, schools closed
November 13	Thursday	Afternoon and Evening Parent-Teacher Conferences for middle schools and D75; students in these schools dismissed three hours early
November 20	Thursday	Evening Parent-Teacher Conferences for high schools, K–12 and 6–12 schools
November 21	Friday	Afternoon Parent-Teacher Conferences for high schools, K–12 and 6–12 schools; students in these schools dismissed three hours early
November 27–28	Thursday–Friday	Thanksgiving Recess, schools closed

December 24–January 2	Wednesday–Friday	Winter Recess, schools closed
January 19	Monday	Rev. Dr. Martin Luther King Jr. Day, schools closed
January TBD	TBD	Regents Administration
January TBD	TBD	Professional Development Day for high schools and 6–12 schools; students in these schools do not attend
January TBD	TBD	Spring Semester begins
February 16–20	Monday–Friday	Midwinter Recess, schools closed
March 5	Thursday	Afternoon and Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers; students in these schools dismissed three hours early
March 12	Thursday	Afternoon and Evening Parent-Teacher Conferences for middle schools and D75 schools; students in these schools dismissed three hours early
March 18	Wednesday	Evening Parent-Teacher Conferences for high schools, K–12 and 6–12 schools
March 19	Thursday	Afternoon Parent-Teacher Conferences for high schools, K–12 and 6–12 schools; students in these schools dismissed three hours early
March 20	Friday	Eid al-Fitr, schools closed
April 2–10	Thursday–Friday	Spring Recess, schools closed
May 7	Thursday	Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers
May 14	Thursday	Evening Parent-Teacher Conferences for middle schools and D75 schools
May 21	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
May 25	Monday	Memorial Day, schools closed
May 27	Wednesday	Eid al-Adha, schools closed
June 4	Thursday	Anniversary Day/Chancellor's Conference Day for staff development; students do not attend
June 5	Friday	Clerical Day for elementary schools, middle schools, K–12 schools, and standalone D75 programs; students in these schools do not attend
June TBD	TBD	Regents Administration
June 19	Friday	Juneteenth, schools closed
June 26	Friday	Last day of school for students

FRANKLIN D. ROOSEVELT 2025-2026 ASSESSMENT CALENDAR

Date	Exam	Time
September 8- October 17	Beginning of Year MAP Growth 1/3	
September 13 2025	Saturday SAT	
November 8 2025	Saturday SAT	
December 6 2025	Saturday SAT	
January 5 - February 13	Middle of Year MAP Growth 2/3	
January 20 - 23	January 2026 Regents Exams	
January 20 2026	English Language Arts	AM
January 20 2026	Life Science: Biology / Living Environment / Chemistry	PM
January 21 2026	Geometry / US History & Government	AM
January 21 2026	Algebra 1 / Physics	PM
January 22 2026	Global History and Geography 2	AM
January 22 2026	Algebra 2	PM
January 23 2026	Earth and Space Science / Earth Science	AM
March 11 2026	SAT School Day	
April 6- May 22	NYSELAT (Speaking)	
May 2 2026	Saturday SAT	
May 4 - June 12	End of Year MAP Growth 3/3	
May 4-22	NYSELAT (Reading, Writing, Listening)	
May 4-9, 11-15	AP Exams	
May 4 2026	Biology	AM
May 4 2026	Microeconomics	PM
May 5 2026	Chemistry / Human Geography	AM
May 5 2026	US Government and Politics	PM
May 6 2026	English Literature & Composition	AM
May 6 2026	Physics 1	PM

May 7 2026	World History: Modern	AM
May 7 2026	Statistics	PM
May 8 2026	US History	AM
May 8 2026	Chinese Language & Culture / Macroeconomics	PM
May 11 2026	Calculus AB / Calculus BC	AM
May 11 2026	Seminar	PM
May 12 2026	Precalculus	AM
May 12 2026	Psychology	PM
May 13 2026	English Language Composition	AM
May 13 2026	Spanish Literature & Culture	PM
May 14 2026	Spanish Language and Culture	AM
May 14 2026	Computer Science Principles	PM
May 15 2026	Environmental Science	AM
May 15 2026	Computer Science A	PM
June 6 2026	Saturday SAT	
June 9, 10, 17-18, 22-25	June 2026 Regents Exams	
June 9 2026	English Language Arts	AM
June 9 2026	Physical Science: Chemistry	PM
June 10 2026	Algebra 2	AM
June 10 2026	Physical Science: Physics	PM
June 17 2026	Algebra 1	AM
June 17 2026	Global History and Geography 2	PM
June 18 2026	Life Science: Biology / Living Environment	AM
June 18 2026	Earth and Space Sciences / Earth Science	PM
June 22 2026	World Language	AM
June 23 2026	US History & Government	AM
June 23 2026	Geometry	PM
June 24 2026	Physical Setting: Chemistry	AM
June 24 2026	Physical Setting: Physics	AM

UPDATED 8/26/25

Administration and Staff

Principal, IA	-----	Ms. Repole
<i>Secretary-----Ms. Raza</i>		
<i>Secretary-----Ms. Intindola</i>		
Asst. Principal, Organization	-----	Ms. Accettura
<i>Secretary-----Ms. Marcelli</i>		
Asst. Principal, IA ta	-----	Mr. Zhou
Asst. Principal IA, Climate & Culture	-----	Ms. Smith
Secretary -		
Asst. Principal, Pupil Personnel	-----	Mr. Gottlieb
<i>Secretary-----Ms. Bravata</i>		
Asst. Principal, Post-Secondary Readiness	-----	Ms. Washington
<i>Secretary – Ms. Fagan</i>		
Asst. Principal, Testing	-----	Mr. Catalano
<i>Secretary -----Ms S. Pei</i>		
AP English/Performing Arts/Visual Arts	-----	Mr. Poska
AP ENL World Languages	-----	Mr. Brown
<i>Secretary-----Ms. J. Pei</i>		
AP ISS	-----	Ms. Urrico
<i>Secretary-----Ms. Rosimini</i>		
AP Math/Technical Arts	-----	Mr. Catalano
AP Physical Education	-----	Mr. Stanco
AP Science	-----	Ms. Williams
AP Social Studies	-----	Ms. Wallace
Attendance Coordinator	-----	Ms. Zarbailova
Attendance Teacher	-----	Ms. Roberts
Bilingual Coordinator	-----	Ms. Gonzabay
Cafeteria Coordinator	-----	
College Counselor	-----	Ms. Khalil
College Counselor	-----	Mr. Tian
Community Assistant	-----	Ms. Placencia
		Ms. Tribuzio
Community Coordinator	-----	Ms. DeJesus
		Mr. Rivera
COSA	-----	Ms. Hurd
Custodian	-----	Mr. Foti
Deans	-----	Ms. Ayyad
		Ms. Heller
		Mr. Jenkins
		Ms. Lyngo Fisher
		Mr. Meirov
		Mr. Moroz
		Mr. Patamarapipan
		Mr. Rienzie
		Mr. Russo
		Mr. Schmude
		Ms. Suliman
		Ms. Tran
		Mr. Voltaire
ENL Coordinator	-----	Ms. Qadri
Family Worker	-----	Ms. Sepulveda
Foreign Student Coordinator	-----	Mr. Liang

Guidance Counselors -----	Bilingual Spanish Counselor-----	Ms. Acevedo
	ISS Guidance Counselor-----	Mr. Aronica
	ISS Guidance Counselor/Transition-----	Ms. Augustin
	General Education Counselor-----	Ms. Black-Johnston
	General Education Counselor-----	Ms. Blake
	Climate and Culture Guidance Counselor —	Ms. Carnevale
	General Education Counselor-----	Ms. Cheung
	College Counselor -----	Ms. Khalil
	General Education Counselor-----	Ms. Leibowitz
	General Education Counselor-----	Ms. Nuriddinova
	ISS Guidance Counselor-----	Mr. Tamayo
	Scholarship Counselor-----	Mr. Tian
	Bilingual Chinese (Cantonese) Counselor--	Ms. Tien
	Work Based Learning Coordinator -----	
	Bilingual Chinese (Mandarin) Counselor----	Ms. Yang
	General Education Counselor-----	Ms. Young
	Bilingual Russian Counselor-----	Ms. Zurinam
IEP Teacher. -----		Mr. Passantino
IT Tech -----		Mr. Imhof
		Mr. Mei
		Mr. Stanislav
Lab Specialist -----		Ms. Percia
		Ms. Torres
Librarians -----		Ms. Abraham
		Ms. Intravaia
		Ms. Plassman
Model Teacher -----		Mr. Chan
		Mr. Hans
Nurse -----		Ms. Hamilton-Gayle
		Ms. Hasanoa
Parent Liaison -----		Ms. Francis
Peer Collaborator -----		Ms. Baba
		Ms. Burlingame
		Mr. Bernardi
		Ms. Marcano
		Ms. Rojas
Program Chair/Office-----		Ms. Acciarito
Publications Advisor-----		Mr. Sullivan
Related Services Providers -----		Ms. DeSanto
		Ms. Gomez
		Mr. Meyers
		Ms. Trani
SAPIS Worker -----		Mr. Lustig
School Assessment Team:		
School Psychologist -----		Ms. Muller
School Social Worker -----		Ms. Pomerantz
Secretary - Admissions -----		Ms. Marcial
Secretary - A.P. Support -----		Ms. Camillieri
		Ms. Rashed
Secretary - Payroll (Paras, school aides, Cyber shift/ Per Session)-----		Ms. Qualben

Secretary - Payroll (all pedagogues except Paras)	Ms. Maiz
Secretary - Pupil Accounting	Ms. Kilbride
Secretary - Purchasing	Ms. Thomas O'Berg
	Mr. Cassata
	Ms. Mammana
Secretary – Records	Ms. Wang
Special Education Intervention Teacher	Mr. Passantino
Speech Teachers	Ms. Balsam
	Ms. Grillo Accardo
	Ms. Lopez Velez
Student Activities Coordinator	Ms. Rabassa
Testing Coordinator	Ms. Ayala
Transportation Office	Ms. Lombardo
UFT Chapter Leader	Ms. Dave
UFT Teacher Center	Mr. Wolkoff

Staff by Department:

Computer Tech

Garima, Jajoo

English Language Arts

Affi, Amira	Arcoleo, Richard	Boussaeed, Noor
Chierchio, Nicile	Goldschmidt, Jeffrey	Guercio Sara
Hafner, Dereki	Jefferson, Tiffany	Kabalkin-Bunneberg
Kapassakis, Sydney	Klecan, Mark	Lamberti, Anthony
Leyow, Chloe	Makhrinsky, Daniella	Nash, Alec
Nezolosky Kristine	Pipitone, Patrizia	Ponciano, William
Rabassa, Melissa	Rojas, Yesenia	Rubenstein, Samuel
Salvador, Gabriella	Soster, John	Tripoli, Laura
Wagner, Bryce	Wolkoff, Garth	

ENL

Ayyad, Mai	Burlingame, Allison	Castelo Jr, Carlos
Cekani, Jorinda	Feratovic, Erkanda	Gigliello, Mehgan
Gould, Adrian	Haobitai, Haobita	Huzar, Oksana
Kraja, Arbnor	Labarca, Diana	Li, Yang
Michel, Yari	Nieves, Ruth	Qadri, Faizah
Schwartz, Adam	Scilipote, Soreya	Shakola, Evroulla
Sikora Kowolik, Lukasz	Wilder, Andrew	Wohland, Diane
Zabarko, Victoria		

World Languages/Chinese

Dong, Xiumin	Liang, Thomas	Wang, Jiayin
Xu, Peizhe	Yang, Feng	

World Languages/Spanish

Aguilar, Leslie	Angel, Karellis	Batista, Luis
Chan, Jurandir	Cruz, Hector	Duarte, Doris
Gonzabay, Diana	Jimenez, Michele	Pierre-Louis, Karinna
Simone, Rebecca	Sofinetti, Oana	Valdez, Brandon
Vidal, Patricia		

Health and Physical Education

Acquafredda, Vanessa	Ahuatl, Selene	Djombalic, Valon
Folch, Mary	Gjonbalaj, Pajtim	Gorna, Karolina

Hand, Michael
Lam, Timothy
Patamarapipan, Charlie
Richards, Nadya

Hellman, Dennis
Lyngo Fisher, Marnes
Petit, Marcinstorch
Saunds, Michael

Kolesnik, Marina
Morrison, Desiree
Revilla, Ariana
Yellen, Ronald

Instructional Support Services

Adams, Jason
Azeez. Shefiu
Bouyea, Louise
Dave, Leena
Doria, Michael
Garcia, Raver
Inserra, Stella
Kovler, Lance
Lin, Yu Xuan
Mohamed, Gihan
Ramirez, Diane
Rifino, Sante
Russo, Marianne
Suliman, Radifa (Noel)
Tlatelpa, Kyle
Youngs, Kara

Aizner, Lisa
Babbit, Timothy
Chiofalo, Patricia
Daza, Laura
Esan, Diana
Garcia Angelotti, David
Jenkins, James
Lawrence Mehatma
Marcano, Alisha
Moroz, Maxim
Rashidova, Nancy
Rivera, Deanna
Segarnick, Steve
Theodoratus, Demetri
Voltaire, Frantz
Zheng, Henry

Aydin, Ilke
Block, Nicholas
Dalton, Jamie
Deazle, Tanya
Fathalla, Samir
Guzman, Crystal
Jenkins, Michele
Lei, Han Kin (Andy)
Meirov, Shalom (Sal)
Passantino, John
Raza, Nayab
Romhen Mark
Slosh, Justin
Tiwari, Michael
White, Windy

Mathematics & Technology

Acciarito, Stephanie
Cardez, Jason
Chowdhury, Labil
Ficano, Leanna
Hamrah, Hourieh
Knott, Caitlin
Lin, Yumei
Metidji, Mehdi
Sivaprakash, Deepa
Xiao, Yue

Ayala, Kendra
Carney, Jeff
Cucenza, Francesca
Gigliello, Sean
Hans, Joshua
Kuang, Dan Hong
Liu, Jun Feng
Nova, Anastasiya
Spiegelman, Alexander
Yu, Ying

Black, Abreha
Catalano, Charle
Feng, Kenny
Griffin, Mariah
Keselman, Elizabeth
Lee, Kwang
Mathis, Natasha
Safiev, Jaffa
Sta Maria, Noemi
Zarbailova, Rozana

Music

Cidoni, Mary
Sterio, Judith

Iding, Kateri

Spinelli, Christopher

Performing Arts

Porter, Amanda

Science

Andrews, Andrea
Cho, Leong
Finnegan, Bryan
Hurd, Olivia
Mehjazi, Zukaa
Mohamed, Anees
Ramirez, Roberto
Salwen, Noah
Torres, Janice
Zhang, Yu Jie

Baba, Ma Geedee Ange
Eisenberg, Gilad
He, Da Shi
Libert, Patricia
McCormack, Michael
Percia, Tami
Rienzie, Justin
Stephens, Andrew
Tran, Anghela

Chen, Ling Mei
Elliott, Naraih
Heller, Francesca
Lin, Jimmy
Mo Liao, Irvin
Qureshi, Waseem
Rivera, Steven
Stockburger, Fox
Vuong, Phung

Social Studies

Alchalal, Bernard
Binni, Adele

Avvento, Joseph
Bracco, Devin

Bernardi, Gregory
Brito, Yonathan

Chou, Minyi
Daiello, Vincent
Jefferson, Kayla
Mactas, Seth
Russo, Joseph
Sheikh, Aliya
Sullivan, Brendan
Zuckerberg, Sara

Ciosak, James
Hendricks, Akeem
Joute, Junie
Melendez, Fanny
Scherer, Michael
Sierra, Andrew
Torkel, Daniel

Cortes, Eric
Hermiller, Chad
Kodza, Shefki
Russell, Aviva
Schmude, Richard
Snyder, Christina
Wei, Dong

Technical Arts

Pipitone, S.

Vallone, M.

Visual Art

Dreznier, Tziona
Rocanova, Michelle

Marciano, Andrea

Potenza, Stefanie

Paraprofessionals

Carlton, Shakeina
Dunn, Patrick
Gomez, Patricia
Ibrahium, Miriam
Liang, Li Qin
Pan, Wen Juan
Seda, Beninga
Stasio, Kristina
Wong, Diana

Chan, Ying Sin
Esmail, Said
Guerges, Mervat
Ip, Jie
Liu, Lu
Rodriguez Barch, Crystal
Sekas, Elpida
Stepensky, Ralph
Yan, Alison

Cocodrilli, Danielle
Flores, Gisel
Hippolyte, Michaela
Liang, Jonathan
Montagne, Connie
Santos, Mirta
Smiarowski, Irena
Tulone, Melissa
Zaman, Ashrafuz

School Aides

Alessandrini, Alda
Ciociola, Laura
Denis, Alix
Falanga, Giuseppe
Gachette, Shawan
Gentile, Lucy
Kelly, Melissa
Lombardo, Joanne
Mancino, Teresa
Marrero, Leilana
Michel, Jeff
Ortiz Azanes, Jose Armando
Rosado, Kristina
Traverso, William

Arthur, Naseem
Coscia, Natalie
Dolcimascolo, Fran
Farran Joumana
Gajovich, Jasmina
Granato, Marilena
Laracuenta, Daniel
Maisano, Josephine
Mancuso, Antoinette
Mcghee, Patricia
Mullin, Ryann
Parker, Dushayne
Russo, Madelyn

Benedith, Ohmer
Crowder, Ann Marie
Dolcimascolo, Lisann
Francis, Gennifer
Gargiulo, Michael
Kearse, Kim
Li, Jia Ning
Maldonado, Edward
Markisic, Mirsada
Mendez, Angelica
Naranjo, Christina
Principato, Letizia
Santillo, Antonia

TELEPHONE DIRECTORY 2025-2026

FDR School Number 718-621-8800

Rm. 105 Fax	718-232-9513
Rm. 195 Fax	718-621-8921
Rm. 101 Fax	718-621-8809
Rm. 108 Fax	718-621-8807
Rm. 116 Fax	718-621-8923
Kitchen Fax	718-621-3920
Spec. Ed. Fax	718-621-8926

Principal's Office – 105/107

Andrea Repole, Principal, IA	8875
Secretary: Amber Raza	8874
	8876

Assistant Principal Organization - 103

Cecilia Accettura	8877
Secretary: Angela Marcelli	8878

Assistant Principal Data - 251

Kevin Zhou, IA	8981
-----------------------	------

Assistant Principal Climate & Culture - 123

Keiya Smith, IA	8830
Secretary: Gina Intindola	8827

Assistant Principal Post-Secondary Readiness - 102

Clarice Washington	8815
Secretary: Patricia Fagan	104 8868

Assistant Principal Pupil Personnel – 106/108

Arnold Gottlieb	8850
Secretary: Loretta Bravata	8854

Admissions Secretary:

Denorah Marcial	8856
------------------------	------

Pupil Personnel Secretary:

Michele Thomas-Oberg	8852
-----------------------------	------

Records Secretary:

Peilun (Sunny) Wang	8855
----------------------------	------

Assistant Principal Testing - 129

Salvatore Catalano	8828
Secretary: Sabrina Pei	8828

Assistant Principal English/Music/Perf Arts - 305

Mitchell Poska	8899
Secretary: Daniela Camillieri	

Assistant Principal ENL/World Lang - 416

Monroe Brown III	8843
Secretary: Jaime Pei	4161

Assistant Principal Instructional Support Svcs

Lauren Urrico	216 8880
Secretary: Laura Rosimini	216 8817

Bus Coord. - J. Maisano	218 8851
--------------------------------	----------

IEP Conference Room	205A 2051
----------------------------	-----------

Centrally Funded Intervention Teacher -	
John Passantino	218 8813

Assistant Principal Math/Tech V. Arts – 405

Salvatore Catalano	8904
Secretary: Susan Rashed	4052
	4051/54

Assistant Principal Physical Education – 221

Craig Stanco	8915
Secretary: Daniela Camillieri	8914

Assistant Principal Science – 340

Catrina Williams	8911
Secretary: Daniela Camillieri	8908

Assistant Principal Social Studies – 447

Christine Wallace	8906
Secretary: Susan Rashed	1012
	4471/72

Attendance Office – 110

Yolanda Roberts	8842
Rozana Zarbailova	8845
Natalie Coscia	8840
Granato, Marilena	8849
Zuleidy Placencia	8846

Auditorium

	2800/2801
--	-----------

Backstage	2802
------------------	------

Basement File Room B1

	5010
--	------

Chinese Planning Council (CPC) – 3554

	3550
--	------

College and Career Office - 104

Aisha Khalil	104A	8872
Han Tian	104B	8873
Mirsada Markisic	104	8870

Community Assistant

Zuleidy Placencia	110	8846
Vanessa Tribuzio	251	8803

Community Coordinator

Jessica Dejesus	251	8980
Miguel Rivera	123	8827

Conference Room - 111

	8839/1112
--	-----------

Polycom	8838
----------------	------

COSA / S.O. Office – 119

Olivia Hurd	8824
Melissa Rabassa	8825

Custodial Office – 171

Peter Foti	8883
	1711/1710

Deans' Office – 113

Mai Ayyad	113C	8833
Marnes Lyngo Fisher	113C	8834
Francesca Heller	113A	8837
James Jenkins	113B	8989
Sal Meirov	113B	8822
Maxim Moroz	113C	8833
Charlie Patamarapipan	113C	8833
Justin Rienzie	113C	8832
James Russo	113B	8989
Richard Schmude	113A	2409
Noel Suliman	113B	8822
Brendan Sullivan,	119	8823
Anghela Tran	113A	8836
Frantz Voltaire	113B	8835
Madelyn Russo	113	8831

Front Desk

	1000
--	------

Guidance Counselors - 106

Elaine Acevedo	106H	8865
Nicholas Aronica	154	8898
Cristy Augustin	104C	8979
Isabella Black-Johnston	106K	8859
Kesha Blake	106D	8858
Candida Carnevali	137	
Evangeline Cheung	106I	8864
Regina Karagach Zurinam	106J	8862
Tracey Leibowitz	106L	8857
Dilbur Nuriddinova	106C	8867
Michael Tamayo	154	8884
My My Tien	106E	8860
Zhenyi Yang	106G	8863
Rebecca Young	106F	8861

TELEPHONE DIRECTORY 2025-2026

<u>Gyms</u>		
Gym A		1500
Gym B		1501
Gym C		2192
Gym D		2193

<u>Interborough Student Support</u>		
Katerina Skorobogach	271	2710
Joshua Flink	237	8912

<u>Instructional Support Services</u>		
<u>Room</u>	213	2130

<u>Library - 201</u>		
Ann Marie Abraham		8805
Jennifer Plassman		8801
Laura Intravaia		8801
Front Desk	8804	

<u>Locker Rooms</u>		
Boys		1502
Girls		1503

<u>Medical Office - 122</u>		
Hayacinth Hamilton-Gayle-Nurse		8818
Dilaram Hasanoa - Nurse		8819

<u>MLL Testing Office</u>		
Mervet Guerges	415	4150
Thomas Liang - Foreign Student Coord	415	8844
Faizah Qadri - ENL Coord	415	8844
Diana Gonzabay - Bilingual Coord	415	8844

<u>Parent Office - 101D</u>		
Gennifer Francis		8897

<u>Payroll Secretaries- 101/103</u>		
Kelli Kilbride		8879
Lisa Maiz		8882
Linda Qualben		8881

<u>Physical Education Room - 219</u>		
		2190

<u>Program Office - 251</u>		
Stephanie Acciarito		8982
Fran Dolcimascolo		2510
Jessica Dejesus		8980
Vanessa Tribuzio		8803

<u>PT/OT Office - 203</u>		
Maria Randazzo - PT		2031
Avi Weiss - OT		

<u>Purchasing Secretaries</u>		
John Cassata	179	8933
Genevieve Mammana	179	8886

<u>Publications - 119</u>		
Brendan Sullivan		8823

<u>Reflection Room - 121A</u>		
		1212

<u>Related Service Providers</u>		
Jessica DeSanto	143C	8885
Vanessa Gomez	143D	8916
Tommy Meyers	141A	8918
Jazmin Trani	141B	8920

<u>SAPIS WORKER</u>		
Jeremy Lustig	137	8814

<u>Security Office - 190</u>		1900/1901
-------------------------------------	--	-----------

<u>School Based Support Team -195 8893</u>			
Amber Shah (Psych)	195E	8892	
Jennifer Eisen (Hearing)	195C		
Carla Leandre (FW)	195D	1950	
Patricia Muller (Psych)	195G	8891	
Danielle Pomerantz (SW)	201H	2012	
Olga Rodriguez (Psych)	195B	8895	
Nanette Sepulveda (FW)	195	8889	

<u>Science Labs - 344/441</u>			
<u>Biological Sciences Lab Prep</u>		8900 (Tami)	
<u>Biological Sciences Teachers</u>		3441/3442	
<u>Chemistry Sciences Lab Prep</u>		8841 (Janice)	
<u>Physical Sciences Teachers</u>		4410	
<u>Physical Sciences Prep</u>		4430	

<u>S.O. Store- 178A</u>			
Kristina Rosado		1780	

<u>Speech Office</u>			
Sylvia Velez Lopez	198	8896	
Carmela Grillo Accardo	198	1980	
Kaitlin Balsam	203	2030	

<u>Students' Cafeteria - 178</u>		1781	
Thomas Lee		8888	

<u>Switchboard - 101</u>			0
---------------------------------	--	--	---

<u>Teacher's Cafeteria - 183</u>		1838/1839	
---	--	-----------	--

<u>Teacher's Center - 453</u>			
Garth Wolkoff		8853	
		4530	

<u>Testing - 129</u>			
Kendra Ayala		8826	
		1295	

<u>Transportation - 178A</u>			
Joanne Lombardo		1786	

<u>Treasurer</u>		8991	
Susan Rashed			

<u>UFT Chapter Leader - 371</u>			
Leena Dave		3710	

<u>Vault - 112</u>			1120
---------------------------	--	--	------

<u>YABC - 240/249</u>			
Michael Ragucci, A.P.		8932	
Eric Connor		8930	

<u>Classrooms</u>	<u>Ext.</u>	<u>Classrooms</u>	<u>Ext.</u>
121B	1211	205B	2050
141C	1413	211	2070
141D	1414	237	8912
143A	1431	355B	3551
143B	1432	357A	3570
178B	1782	357B	3571
178C/D	1783		

PHONE CALLS

Please use the telephone directory, which can be found on our website, www.fdrhs.org, 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 7:30 A.M.- 4:15 P.M.

ID CARDS

New staff members must obtain an ID card in room 123. ID Cards are to be carried and be visible at all times.

KEYS

All classroom master keys are the same except for specialty classrooms. Ex. Labs, Culinary Arts room. Classroom keys also open all staff restrooms and department offices. Science teachers will receive a Lab master key in order to access science labs. Any teacher who has been given permission to use the auditorium, must ask the safety agent located at the main entry to get access. The key should not leave the front desk. Any staff member, who loses a key during the school year, must complete a custodial ticket. Staff should **not** give their keys to students.

STAFF RESTROOMS

Teacher restrooms are available on all floors in the building. Each semester, check which restroom is closest to your classroom. All restrooms are accessible using a Master Classroom key. See below for bathroom locations. No other bathroom should be used as it will not be adequately supplied and cleaned on a regular basis.

Women – 169, 235, 369, 435 (

Men – 135, 269, 335, 469

Single Stall/Gender Neutral – 109, 178

BATHROOM PASSES

Every classroom will have a laminate bathroom pass with the room number on it, color coded by floor according to the chart below.

First Floor	Blue
Second Floor	Yellow
Third Floor	Orange
Fourth Floor	Green

Once a teacher approves a student's request to leave the room, they should provide the student with the pass.

- **Students are strongly discouraged from leaving a subject class during the first or last ten minutes of the period. The student bathrooms are not open during this time period.**
- If a student requests to leave the room for a purpose other than using the restroom, they should be given a written pass. Each teacher will receive 2 "pass books" to start the school year and can request additional passes when needed, by asking their Assistant Principal.
- Students given permission to use the restroom should sign out in the marble notebook located in each classroom.
- Only one student should be out of the classroom at one time.
- Overuse of the pass should be discussed with parents first before reaching out to the Dean's office.

Student bathrooms are located on each floor as per the chart below. Students should be directed to use the restroom on the floor of their classroom. Students cannot be prohibited from using the bathroom.

	<u>Boys</u>	<u>Girls</u>
First Floor	187A	188A
Second Floor	267	265
Third Floor	367	365
Fourth Floor	467	465
Single Stall/Gender Neutral	Near Gym A & B	

Once a student returns with the pass, it should be placed back in the room so that the next period class can have a pass to leave the classroom, if needed. **PLEASE DO NOT TAKE THE CLASSROOM PASS WITH YOU.** Missing passes should be reported to Gina Intindola at Gintindola@schools.nyc.gov. Passes will not be replaced until it has been deemed permanently lost after a follow up with all teachers who share the room and bathroom log.

PARKING

Staff members are asked ***not*** to park in the **reserved and/or handicap spots**. Staff should be mindful of the markings on the cement which allows for mass existing during a fire drill or emergency evacuation. 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.

Lithium-Ion Battery Safety

Please note that:

- E-scooters and E-bikes must be parked outside and at least 6 feet from schools.
- Lithium-ion batteries are not to be stored or charged near school entrances and exits.

We have also been advised that regular bicycles and scooters may not be brought into the building, as they also present safety issues such as oil leakage, etc. If you commute this way, please ensure you have locks with you each morning. We do have bike racks in the driveway between the cemetery and FDR, outside of the breezeway into the student cafeteria.

LICENSE PLATE FORM

Please visit [the link](#) and complete the information for any vehicles you may drive to and from work.

MAILBOXES

Staff should check their mailboxes daily. Staff mailboxes are organized alphabetically. You can find your mailbox below your name tag. **Please do not send students to the mailboxes.** Any notices distributed to staff members, must be approved by the administration before distribution.

COUGAR CAFE

Staff members may purchase meals from the Cougar Cafe, the Student's Cafeteria. Breakfast cost \$3.00, Lunch cost \$5.00. Note that the Salad Bar is free with the purchase of a meal. In order to purchase a meal, you will need to pay for a voucher from within the SO store on a daily basis. Please see Kristina or Joanne. Only cash will be accepted.

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, TeachHub, etc.

To log onto your DOE email and other DOE applications, you will be required to complete a 2 step authentication. To do so you may:

- Create an additional gmail account
- Use your personal email account

GOOGLE SUITE FOR EDUCATION

FDR HS uses Google Apps for Education (GAFE) to store and share documents. To access your Google Apps for Education account, you must be signed into your DOE account (@schools.nyc.gov).

GOOGLE CLASSROOM

FDR HS uses Google Classroom. The Learning Management System (LMS) will be used to automatically set up Google Classrooms for teachers.

These classrooms will link to all assigned students and include the necessary materials for synchronous and asynchronous instruction. All Google Classrooms should use the naming format indicated below. Each teacher is responsible for modifying the name accordingly.

- **Teacher Name, Course Name, Period, Room # (i.e. Johnson, Spanish 3, Period 1, Room 422)**
- **Section Course Code; Section and Time (i.e. FSS63QD-02, 7:45am-8:32am)**

Google Classroom will be used under the following circumstances.

- Remote Parent-Teacher Conferences
- School Closure
- At teacher discretion

Your immediate supervisor along with Ms. Repole, co-teachers and paraprofessionals should be added to the classroom as teachers, using their DOE email address. Ms. Repole's email address is arepole@schools.nyc.gov. Please click on the link for additional information on [Labor Policy Guidance: DOE-UFT Digital Classroom](#)

GAMA

We will continue to use The Department of Education's platform for Grading, Attendance and Messaging (GAMA) parents, students and staff. The GAMA portal can be accessed through TeachHub on the DOE's homepage. Staff will need to use their DOE credentials to access this portal and use the multi-factor authentication to log in. Staff can attend live training sessions/office hours available on the [Ed Tech Portal](#) by clicking on PD Offerings and selecting DOE Grades, Attendance and Messaging. Staff may also attend asynchronous training by visiting [WeLearn](#).

Teachers may not solely use Google Classrooms for grades, as GAMA will allow parents access to student progress.

Grades must be maintained on GAMA as per department policy accessible to students, parents and appropriate school staff. It is counterproductive for grades to be unavailable to the school community.

ACCESSING STUDENT DATA

In order to access information on students in your classes, each teacher has access to student data by clicking on the link <https://nycenet.edu/studentprofile>. Here you will find student information such as:

1. Grades
2. Test Assessments
3. Promotion Tracker
4. Graduation Tracker
5. IEP Recommended Services
6. Student Documents
7. Attendance
8. Student Schedule
9. Transportations
10. Emergency Contacts

You must use your DOE credentials to log into this link.

You can also find student information on [Teachhub](#) in Gradebook/Student 360. You will also need to use your DOE credentials to log in.

STUDENT TESTING ACCOMMODATIONS

Students may receive testing and other accommodations based on their IEPs, 504s, or ML/Former ML status. Please confirm which accommodations are identified for your students. They may indicate extended time, questions read and reread, location, etc. The type of test, classroom or state may be specified. The location may also be identified. Please speak with your AP if you have any questions about implementation.

BULLETIN BOARDS

Bulletin boards are an important part of the school environment and can capture and celebrate student work across a variety of subjects, including academic and other ways to recognize student activities. Last year, all hallway bulletin boards were upgraded to a case display. There is a display board outside of each classroom. The boards are locked but accessible by using the same key, with the exception of some math department boards. Each teacher will receive a key to open the display boards along with their classroom and Chromebook cart keys

As in previous years, school supervisors cannot require a bulletin board format but may require content – such as current student work, a task, title and rubric – but student grades (or equivalent) should not be posted.

Please review the [student privacy guidance](#) as it relates to posting student work. Hallway bulletin boards may be updated during the course of the school year and there should be a reasonable amount of time in between updates.

Note that hallway bulletin boards are not part of a teacher’s evaluation and only in-room bulletin boards may be part of a teacher’s evaluation. Also note that there should be no evaluative bulletin board rubrics, checklists or feedback forms.

FDR Bulletin Boards are updated two times a year. Recent/current work should be posted by **October 27, 2025 and February 26, 2026**. If you have any questions, please reach out to your Assistant Principal.

STUDENT ATTENDANCE

Student Attendance will be recorded using the DOE’s GAMA portal accessed via TeachHub. On the portal you will have the option to select either “Period Attendance” or “Daily Attendance”. Daily Attendance is taken by teachers during 3rd period by selecting “Daily Attendance”. All other period teachers should record their class attendance by selecting “Period Attendance”

To record your attendance, click the “Attest” check box which will serve as your signature and trigger the “Submit to ATS” button to turn blue. Click on the “Submit to ATS” to submit your attendance.

During Teacher Absences:

- Teachers covering a class should pick up scantrons from the attendance office, room 110.
- For all co-teachers who do not have access to record their GAMA class attendance due to a co-teacher absence, you must pick up scantrons from the attendance office, room 110, to record and submit no later than 4 p.m.

Since student attendance directly impacts our funding, all teachers are asked to be extremely careful when taking attendance. Any teacher who is unable to record attendance in GAMA should maintain an alternate record of attendance. "Period Attendance" should be submitted to ATS no later than 4:00 p.m. and "Daily Attendance" should be submitted by the end of period 3. Questions or concerns regarding class attendance should be directed to our Attendance Coordinator, Ms. Zarbailova, in the attendance office (Room 110). If you do not have access to GAMA please inform your AP or direct supervisor.

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 via Operoo (please see below).

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.

CHROMEBOOK CARTS

Each classroom is equipped with a Chromebook cart for students to use. Chromebook carts that are locked with a key, can be unlocked with "Key #2". You should receive a copy of this key with the return of your classroom key at the beginning of the school year. If you do not have one, your Assistant Principal can provide you with a copy of this key. If additional keys are needed, a Supply Ticket should be submitted by your Assistant Principal. This does not apply to carts that are secured with a padlock, electronic keypad or combination lock.

Devices should be distributed to students for classroom use in an organized fashion. Consideration should be given to tracking the devices that were distributed so that you can ensure that they are all collected at the end of the period. Once all devices are collected, please be sure that Chromebook carts are locked at the end of each period. Chromebooks should not leave the classroom for ANY circumstances. **In order to maintain our inventory records, please do not move a Chromebook from one class to another.** If you are having an issue with devices, please submit an IT ticket. If a student expresses the need to take a Chromebook home for school use, they should be directed to their Guidance Counselor.

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. There is no storage area for unwanted furniture. Any request to remove furniture must have a relocation determined, otherwise it will not be removed.

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.

Example of custodial request repairs consists of:

- Key Request
- Furniture movement
- Lights out

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 and unlocked when the classroom is not in use. Please lock classroom doors when leaving the room. This procedure is necessary to ensure student safety and prevent thefts and vandalism. For safety reasons, other than in a specific event such as a soft or hard lockdown, windows in classroom doors may not be covered. Classroom windows must be closed upon leaving the classroom to prevent squirrels

from entering the room and to prevent flooding/damage during inclement weather. Door windows must be left uncovered, at all times, unless we are in a lockdown.

FACE COVERINGS

Face Coverings are optional in a school building. Anyone who chooses to wear a mask may continue to do so. Please note that face coverings are often signs of respect in some cultures. If you are not feeling well, out of respect for your colleagues and students, you may wear a face mask to protect others from getting sick.

OPEROO

Franklin D. Roosevelt H.S. uses a platform called Operoo as a portal to collect information in a paperless manner. Operoo is used to automate many staff forms. Staff should use Operoo to complete the following forms:

- Request for Off Site Equipment
- Excuse of Absence for Non Attendance - PD/Meeting Only (OP201)
- Club Proposal
- Trip Plan
- Request for Vacation Day (Only for staff who earned days during March 2020)

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.

BEFORE AND AFTER SCHOOL CONFERENCES/PARENT CONTACT

Each teacher is required to attend two 40-minute conferences during the months of November, December, March and May. In the months of October, January, February and April, teachers are required to attend one 40-minute conference and conduct 40 minutes of Parent Engagement throughout the month. Conference dates will be included in the staff bell schedule. Parent Engagement must be logged on GAMA or documented on an approved UFT Parent Outreach Form.

Below, please find a chart of the afterschool conference/parent contact configured for multi- session schools.

October 6	*One after school faculty or grade conference *40-minutes of Parent Engagement (remote and consistent with the contract)	February 2	*One after school faculty or grade conference *40-minutes of Parent Engagement (remote and consistent with the contract)
November 17, 24	*One after school faculty conference *One afterschool grade conference	March 2, 16	*One after school faculty conference *One afterschool grade conference
December 8, 15	*One after school faculty conference *One afterschool grade conference	April 20	*One after school faculty or grade conference *40-minutes of Parent Engagement (remote and consistent with the contract)
January 12, 2026	*One after school faculty or grade conference *40 minutes of Parent Engagement (remote and consistent with the contract)	May 4, 18	*One after school faculty conference · One after school grade conference

RECORDING CONVERSATIONS/MEETINGS/TRANSCRIPTIONS OF VIRTUAL MEETINGS

Employees may not record conversations or meetings without prior advance notice and permission. Similarly, do not set or start recording or transcriptions for virtual meetings without prior approval from the meeting organizer.

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.

WEBSITE

FDR HS website address is www.fdrhs.org. Our site is constantly being updated and contains information for students, teachers and parents. Visit our website for the most up to date information.

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.

SOCIAL MEDIA

- FDR HS utilizes many social media platforms in order to share information with the school community. Please join our followers on the sites below:
- Instagram - FDRCougars, FDR Counselors, FDRStudentGov2, FDRLadyCougars, fdrhs.library, FDR DREAM SQUAD; fdr_aces_cougars
- Twitter - FDR High School @FDRCougars and our Parent Coordinator, @FDRCougars_PC
- Podcast - FDR Quick Talk

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 click on the link below to a google form where this information can be entered.

<https://forms.gle/emergencycontactform>

STAFF TIME AND ATTENDANCE

TIMECARDS

Each staff is responsible for personally moving their own timecard “in” upon arrival and “out” upon leaving the building. Your timecard is a legal document that indicates your status in the building. Other than your signature, you should never write on your timecard. Find your timecard by your last name, as numbers can change. Your monthly, labeled timecard should not be used for per session activities. When a staff member leaves the building for their allocated lunch time, it is not necessary to move their timecard in and out.

When a staff member leaves the building to chaperone a trip or attend an offsite meeting/PD, that has been previously approved on Operoo, they must sign out in the principal’s office and move their timecard to the “out” side of the timeclock rack. Upon returning, if applicable, please move your timecard back to the “in” side of the rack.

Teachers may not leave the building during a “prep” period unless authorized to do so by an administrator. Teachers requesting to leave during a “prep” period must sign out in the principal’s office and clock out on their timecard. Upon returning, staff must clock in and sign in as well. This will be recorded as a fractional absence. Since Guidance Counselors, Social Workers, Psychologist, Secretaries, Paraprofessionals and School Aides do not have a “prep” period, they may not leave the building except during lunch time unless permission is granted by an administrator. The above procedure must be followed as well.

ABSENCES

When a staff member knows in advance, that they are going to be absent, speak to your payroll secretary

If a staff member needs to be unexpectedly absent due to last minute illness or event, they must report their absence to the school by 6:00 A.M. so that a substitute can be called. In order to report an absence, please click on the following link:

[Staff Absence Link](#)

- It is strongly recommended that you save this form to the home screen of your phone for easy access.
- Please be sure to see your Payroll Secretary upon your return to school.
- This form should not be used for future absences, but for unexpected, last minute or sudden events.
- Reporting a scheduled future absence should be discussed with the payroll secretary in order to review timekeeping options.

Teachers are required to provide three emergency lesson plans with accompanying handouts and copies to your A.P. Supervision. When an emergency lesson plan is used it must be replaced with an additional emergency lesson plan. This policy is designed to minimize the loss of instructional time for our students.

For Paraprofessionals only: The absences should also be reported to Subcentral.

*There are many different reasons why a staff member may be absent. Please see your payroll secretary and the below outline of forms and procedure to follow.

For Jury Duty, Death in Family, Degree or Graduation

When a staff member knows, in advance, that they are going to be absent due to jury duty, death in family, degree or graduation, they should notify administration of their upcoming absence and the payroll secretary. You will be asked to complete an OP201 form; Application for Excuse of Absence Without Pay and/or Non-Attendance and provide supporting documentation.

For Medical Appointments

When a staff member knows, in advance, that they are going to be absent due to a scheduled medical appointment or procedure, please see your payroll secretary for guidance. You will be asked to complete an OP198 form; Application for Excuse of Absence Without Pay and/or Non-Attendance and provide supporting documentation. Absences of ten or more **CONSECUTIVE** days must be approved by the Medical Board via SOLAS.

For Religious Observance

When a staff member knows that they are going to be absent due to Religious Observance, they should notify administration of their upcoming absence and the payroll secretary, BEFORE THE EVENT and complete an OP201 form; Application for Excuse of Absence without Pay and/or Non-Attendance PRIOR TO YOUR ABSENCE.

For Personal Business

If a staff member needs to request a Personal Business Day, they should see the Payroll Secretary to obtain a Personal Business form, which will be submitted to Administration for approval. You will be notified of the principal's approval/disapproval.

For Vacation Day

If a staff member is interested in using a vacation day(s), they must inform the Principal at least 10 school days in advance via the form on Operoo. Requests received after 3:00 pm will be considered a submission on the following business day. You will receive notification within 48 hours/2 business days if your vacation has been approved/denied. Vacation days will be granted to a reasonable number of staff, in order of receipt and in seniority amongst those who requested it on a particular day. See [vacation calendar](#) for planning purposes

ONLY Employees who were on payroll and worked during Spring break (April 9 - April 17, 2020) will be granted vacation days. Anyone who did not work during this time period, are not entitled to Vacation Days.

For Attendance to Meetings and Workshops

If a staff member is going to miss all or part of a school day because of required attendance to a meeting or workshop, which is held OFFSITE, you must request permission to do so via Operoo (OP 201 PD/Meeting ONLY). Your supervisor must approve before attendance to this meeting.

For Cancer Screening

Staff members requesting any time off for cancer screening must submit a request via email, in advance, to allow for coverages to be arranged. Please send an email to Ms. Accettura, cc'ing your Assistant Principal. You will be asked to clock out/in and sign in/out in the Principal's office. Upon returning, documentation should be provided to your payroll secretary so that your attendance can be recorded accurately.

All pedagogical staff utilizing a self-treated day are required by the Department of Education to sign a Cumulative Absence Reserve (C.A.R.) form when they return back from an absence. Upon returning, see your payroll secretary, before your day begins. Failure to fill out the proper form may result in the loss of pay for sick days.

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."

The city has shared that Personnel Memorandum #3 related to COVID-19 Excused Absences will expire August 31, 2025 and will no longer be in effect. Excused COVID leave will no longer be available for any employee.

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.

Some Qualifying Events are:

- Personal Illness
- Maternity and Pregnancy Related disability
- Care of a Sick Family Member
- Child Care for a newborn child or placement of a child for adoption/foster care
- Military Family Exigency

IMPORTANT NOTES:

- FMLA leave starts on the first day of the employee's absence.
- To qualify for an FMLA, you must be an active employee with a minimum of 1 year of service.
- An employee must have worked 1,250 hours in the previous 12 months.
- Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable.
- FMLA may be taken intermittently for blocks of time for a single illness or injury (example: Chemotherapy twice a month)

To apply for a continuous leave covered under FMLA, please log into [HR Connect](#)

To apply for an intermittent leave covered under FMLA, please complete the [form](#)

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 timecards 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 [complete the link](#) . 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.

FRACTIONAL ABSENCES/LATENESSES

TEACHERS, PARAPROFESSIONALS, GUIDANCE COUNSELORS, SOCIAL WORKERS AND SECRETARIES

Staff members who arrive at the time clock room after their designated start time are considered late. Timecards of all late staff members will be pulled and left on the ledge in the main office for staff to clock in prior to moving into the "in" side of the timecard rack. Latenesses reflected on a timecard will be entered into EIS regularly. If you are aware that you will arrive late to work, please contact the switchboard by calling the main number, 718 621 8800 and dial "0" so that coverages can be arranged for, if needed. **Please do not call your co-teacher, as they are unable to arrange for coverages and compensate staff accordingly.** Latenesses are considered a fractional absence.

SCHOOL AIDES

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. **School aides should not be waiting in the time clock room for their end time.**

TRANSIT DELAYS

In the event of a transit delay, an MTA NYC Transit Delay Verification must be obtained and forwarded to your payroll secretary. The trip details on this document must have, at least, 15 minutes total delay time noted in order for this code to be applied. Note that this type of delay does not affect your CAR balance. **Transit delays refer to transit only and not traffic.**

ARRIVING LATE/LEAVING EARLY

In the event that you need to arrive after your start time or leave before your scheduled end time, you must submit a request to do so via email to Ms. Accettura, cc'ing your Assistant Principal. Upon approval, Ms. Accettura will arrange for class coverage, if needed. Upon arriving/leaving the building, you must clock in/out and sign out in the Principal's office. Please see your Payroll Secretary upon arriving/departing. 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. Please bear in mind, if doctor's appointments cannot be made after school hours, you are afforded the opportunity to take a medically treated time/day.

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 and afternoon conferences are 2 ½ hours long. Students are dismissed from school 3 hours early. Parent Teacher Conferences take place remotely on **Thursday, October 30, 2025 and Friday, October 31, 2024 in the Fall and on Thursday, March 26, 2026 and Friday, March 27, 2026 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.

Interested in Working Per Session?

- **View Postings:**
 - Click here to see available [Per Session Postings 2025-2026](#) school year.
 - Postings are also posted across from the timecard room via a QR code for at least 20 days.
 - Additional postings will be added to the link above and included in the weekly bulletin.
- **Apply:**
 - Complete the application for Per Session Employment and Claim for Retention Rights [OP-175 for School Year 2025-26](#) form for the new school year.
 - The OP-175 must indicate the same exact title of the program name as it appears on the posting.
 - Submit the application for per session to the supervisor/secretary listed in the specific posting **BEFORE THE DEADLINE**
- **Get Approval BEFORE Working:**
 - Your OP-175 form must be dated, submitted, and approved before you begin any per session activity.
- **Timecards (In-Person):**
 - Use a separate timecard for each per session activity.
 - Write your Name, Month and Year, Activity Name on the timecard.
 - Clock "in" at the start of the activity and "out" at the end of the activity.
 1. Staff may only be paid for work before or after their day. Check official work hours and clock in accordingly.
 2. No staff member can work more than five hours of per session without taking a ½ hour unpaid lunch or work more than 7 hours per session a day.
 - Manual Entries: If an activity ends right before or starts right after your regular school day, have your supervisor sign any manual time entries.
 - Keep your timecards secure.
 - Sign your timecard to verify the recorded time.
- **Online Timekeeping (Remote):**
 - If the posting has an online timekeeping link, use it to clock in and out for remote work.
 - Only postings with this link are approved for remote work.

- **Submit Timesheets:**
 - **Create timesheets that accurately reflect your timecard**
 - Submit them bimonthly (on the 1st and 16th of the month) to the supervisor/secretary indicated in the posting for approval signature.
 - Be sure to include the payroll ending date at the top right hand corner and the date of submission.
- **No Timecard Corrections:** Do not cross out, use white-out or highlight on timecards, as they are legal documents.

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.

Once a club is established, funds may be available for the club. Expenditures for club activity may not be made without prior approval. For additional details, see the COSA, Olivia Hurd, 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 adhere to the following steps:

- **Review the nature and scope of the trip with your Assistant Principal to obtain approval.**
- **Reserve the Date:**
 - Check with the Principal's office to reserve your trip date.
 - There are no trips allowed in September.
 - Due to NYSESLAT, AP Exams, trips in May and June are up to the discretion of the APO.
 - Only one school trip is permitted per day. If two dates are not available, please see Ms. Accettura.
- **Get Forms:**
 - **Obtain blank "Parental Consent Forms" and "Class Excuse Forms" from the Principal's office.**
- **Submit Trip Plan in Operoo at least 2 Weeks Prior:**
 - Fill out a Trip Plan in Operoo with the following details:
 1. Estimated number of students.
 2. Number of chaperones needed (NYC day trips: minimum 2 chaperones for up to 30 students; add 1 adult per additional 1-15 students).
 3. Names of approved chaperones (supervisor permission required).
 4. Coverage needs for chaperones.
 5. Required transportation.
 6. Indication of any high-risk student activities.
 7. Name of the staff member who will be responsible for students with medical needs and administering the student's routine and emergency medication, if applicable. Please note that if identified individuals are unable to attend, the trip is postponed and/or cancelled. Parents/guardians cannot be required or pressured to attend a field trip, including to provide disability-related care to their child.
 8. A plan to provide transportation and accommodations consistent with recommendation on student's IEP and/or Section 504 Plan, if needed.

9. A completed copy of the "Parental Consent" and "Class Excuse" forms ready for distribution to parents and students.

- **Await Approval:**

- Once approved by your AP, it will automatically be forwarded to the APO for a second level of approval and then forwarded to the Principal for the final approval.
- **Do not distribute any permission slips or class excuse forms until your Trip Plan is approved by the Principal.**
- If your trip is rejected, you may modify the original plan and resubmit it with necessary changes.

- **Parental Forms and Class Excuse Forms:**

- Collect Parental Consent Forms and Class Excuse Forms
 - 1. **Make a note of section b and report any medical conditions to A. Gottlieb and/or C. Accettura**
- No student is allowed to attend a trip without parental permission.
- "Class Excuse Forms" serve as an acknowledgment that a student will not be in attendance, in class, in order to participate in a trip. Teachers may not refuse to sign these forms. If there is a concern, please reach out to your supervisor.
- 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 chaperones must travel with a copy of the parental consent forms in order to have the student's emergency name and contact numbers.
- All "Parental Permission Forms" and "Class Excuse Forms" must be returned to the Principal's office the day after the trip.

- **Day of Trip:**

- Collect a first aid kit from the Principal's office.
- Sign out in the Principal's office.
- Move your time card to the "out" side.
- Bring a copy of the signed "Parental Consent Forms" with you.
- Important: No student can attend without a signed parental consent form. No changes to the trip plan are allowed without written parental consent.

- **Attendance:**

- Teachers are required to send the list of students who attended the trip to the attendance office the day after the trip.
- The attendance office staff will reverse the attendance on ATS.
- This does not eliminate taking attendance before, during and returning from the trip on the day of the trip.

- **Consent to Photograph:**

- Parents of students attending the trip should be encouraged to complete the "Consent to Photograph, Film, or Videotape a Student for Non-Profit Use Form" so that pictures from the trip can be posted on our school website.
- Students who do not return the signed form MAY attend the trip.

- **Traveling To and From the Trip**

- **Yellow Bus**
 1. Students may travel to trip sites via yellow bus or train.
 2. If a yellow bus is required for transportation, you must reserve one with the Principal's Secretary.
 3. Yellow buses are available after 9:30 a.m. and up until 1:30 p.m.
- **Public Transportation**
 1. If the mode of transportation is train, the facilitator of the trip must obtain a "Certificate for Free Transportation" from the Principal's office.

2. One certificate is valid for no more than 40 students and 4 adults and for no less than 5 children and 1 adult.
3. The certificate is valid Monday through Friday from 9:30 a.m. to 3:00 p.m.
4. 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.
5. On the return trip, the station agent will complete and collect the right side of the form.
6. If the students are being dismissed from the trip site, the right side of the form must be submitted to the Principal's secretary. Students who are dismissed from the trip site, may not be dismissed before the end of their school day and/or the end time indicated on the trip slip.
7. Under no circumstances should a student travel to a trip site in an unauthorized or private vehicle.

- **Collecting Funds**

- 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.
- Once the form has been approved by the Principal, you will receive a copy, via email, notifying you that you may begin to collect funds.
- **NO funds should be collected before receiving this approval email.**
- 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.
- **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.**
- **All deposits must be in a sealed envelope with the following information on the envelope:**
 - Your Name and Date
 - The Activity
 - Date of the Activity
 - Total Amount Included

- **Staff To Student Ratio**

- For routine day trips within NYC, at least one (1) staff member and one (1) additional adult is 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.
- 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.

- **Trips involving High Risk Activity**

- **For school trips which students engage in high risk activities** (e.g., swimming, horseback riding, skiing, ice skating, use of physical fitness equipment), schools should have on file documentation that the facilities which the student will be visiting have a general comprehensive liability insurance policy in an amount not less than \$2,000,000 per occurrence and written assurance from the facility that health, fire, and safety standards conform to those required by their locality for the use of persons four twenty one years of age.
- In the event that such documentation is not received, the principal shall determine whether it is appropriate to proceed with the trip.

FUNDRAISING AND COLLECTING OF FUNDS

Fundraising 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, room 119.
 - Contain the calculation of the "Anticipated Gross Income".
 - Include the "Fund Raising Purpose". This must be specific.
 - Include an approval signature from an Assistant Principal when collecting money for a class trip or a special class program
 - Return to the COSA to obtain the necessary signatures.

- Once the form has been approved by the Principal, you will receive a copy, via email, notifying you that you may begin to collect funds. **NO funds should be collected before receiving this approval email.**

- 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.**

- All deposits must be in a sealed envelope with the following information on the envelope:
 - Your Name and Date
 - The Activity
 - Date of the Activity
 - Total Amount Included

- 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

SAFETY AND SECURITY

DISCIPLINE CODE

These guidelines were 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 feel safe and secure. Therefore, all weapons are prohibited in the school building (Chancellor's Regulation).

Response: Suspension in line with the Citywide Behavioral Expectations to Support Student Learning. Teachers must report any weapons or suspicion of weapons immediately to an Assistant Principal, dean, or School Safety Agent.

- In school, we must learn to coexist and settle differences peacefully. Therefore, fighting is prohibited.

Possible Response: Suspension of all parties involved and implementation of restorative justice procedures. If you witness a fight or believe there to be potential for one to occur, please notify an Assistant Principal, dean or School Safety Agent.

- The use of the classroom pass should be limited as students need to be in the classroom in order to obtain all necessary information. Passes may not be issued during the first or last ten minutes of the period. Only one student at a time should be released from the room with the pass, unless there is an emergency. Students are not permitted to leave the class without an authorized pass from the teacher. If a student leaves class without permission, please contact the Dean's Office at 8831 or 8808. Parents/guardians should be notified if a student requests excessive use of the pass.

- Students should dress in a manner appropriate for school. As indicated under School Policies on our school website:

Prohibited forms of dress at Franklin D. Roosevelt High School include, but are not limited to:

- Clothing that contains references to drugs, alcohol, sex, violence, racism, or gang-affiliation.
- Revealing clothing that does not provide coverage of torso, undergarments, and private body parts, including see-through garments of any kind.
- Sunglasses while indoors.

Response: If students are dressed inappropriately and do not have the means to alter their attire, clothing will be provided to them. Parent/guardian will be notified and informed our dress code policy.

- We all want to work in a clean, safe environment. Please be sure to dispose of all garbage, especially food items, to reduce the chance of enticing critters into our space.
- 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, and when requested by a staff member.

Possible Response: 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, they may sign up for a new one in the SO Store.

- As per state law, internet-enabled devices are prohibited for student bell to bell.

Response: See progressive discipline outlined in our school's cell phone policy.

- Students may not use the staff elevator without an elevator pass from the Medical Office.

Response: Please contact a dean if an unauthorized student is using the elevator.

- 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.

Response: Detention/Suspension in line with the Citywide Behavioral Expectations to Support Student Learning. NYPD notification for graffiti that could possibly represent gang affiliation and/or discrimination including but not limited to race, religion and sexual orientation.

- As per the Chancellor’s Regulations, smoking (including e-cigarettes) and gambling are prohibited on school property.

Possible Response: Parent/guardian notification, related service referral, detention/suspension for students who engage in these activities repeatedly.

- All students are expected to do their own work. Cheating or plagiarizing is strictly prohibited.

Response: Parent/guardian notification. If the infraction involves a New York State Regents Examination, the Board of Regents will be notified, and State Education Department required penalties will be imposed resulting in the possible exclusion from future Regents examinations.

LADDER OF REFERRAL

The teacher is the primary resource for classroom management issues. Therefore, all incidents concerning discipline in subject classes should be handled by the teacher first. All supports provided should be documented. Student conferences and communication with parents/guardians including phone calls, letters and meetings should be the first course of action.

Assistant Principal of Supervision should be contacted when the following behaviors are not rectified by initial steps and communications made by the teacher to the student and their parent/guardian.

- Unprepared for class
- Constant lateness
- Walking around the classroom
- Disruption of the academic environment

DEAN REFERRALS

The deans deal with acute disruptive behavior, threats, and situations involving arguing, physical fighting and criminal behavior. They also handle incidents in the building involving disruptive behavior. If you hear or see a student acting in a manner prohibited in school and defined in the the Citywide Behavioral Expectations to Support Student Learning, you must notify an administrator or dean of the behavior, and complete a Witness Statement Form at the soonest time that you are not scheduled for professional responsibilities.

Deans 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.
- Vandalism
- Use of drugs/alcohol
- Theft
- Weapon possession or use
- Insubordination

Please do not tell a student to go to the dean's office or get out of the classroom. If a student needs to be removed, call the Dean's Office and a dean or safety 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 (Superintendent's Suspension in which a student will report to a suspension site outside of school).

GUIDANCE REFERRALS

School Counselors should be contacted for:

- Expressed personal struggles
- Sudden changes in behavior or academic performance
- Social difficulties
- Loss of a Relative or Friend
- Programming issues
- Signs of self-injury or possible suicide intent must be reported **immediately**. Please see Suicidal Ideation below for more information.

SUICIDAL IDEATIONS

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

- **Ms. Repole must be notified immediately . Our additional designees are Assistant Principals Arnold Gottlieb and Clarice Washington. Notification means successful contact with the principal or designee. Voicemail messages and/or emails are not acceptable forms of contact when handling situations of this nature. If you cannot contact the principal or one of the designees, contact your immediate supervisor. A student who has expressed signs of suicide must not be left unattended at any time. Please keep the student with you until they are picked up by one of the designees. If the student leaves the room, Contact Ms. Repole, Mr. Gottlieb or Ms. Washington immediately by phone. All extensions are listed inside of your classroom telephone.**
- The situation must be assessed by the crisis team to determine next steps.
- The principal/designee will notify the student's parent/guardian 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.

- Teachers are asked to stand in the doorway of their classroom 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.
- After three latenesses, teachers should make contact with the student's parent/guardian to discuss latenesses.
- If the student is late for the 4th time, notify your assistant principal. Documentation showing your previous contact with the parent/guardian regarding the lateness should be available.
- If the student is late for the 5th time, contact the student's counselor. The counselor will speak to the student and make contact with the parent.
- If the student's behavior continues after the above interventions, contact the Dean's Office.

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 will find all necessary phone numbers posted on the inside cover of the classroom telephone. If your classroom phone does not have a phone list or the list is illegible, contact Gina Intindola at 8876, who will arrange to have it replaced.

If you cannot reach anyone by phone:

- Send a monitor to the nearest office for help. Please be aware of which offices are closest to your classrooms.
- Ask a colleague who is not with students, or a patrolling dean or School Safety Agent for help.

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 evacuation procedures. Schools are mandated by the Department of Education to execute fire drills throughout the school year. A chart in each room indicates the proper exit route. Order must be maintained throughout the drill. All staircases are "down" staircases during a fire drill. Everyone must leave the building during a drill. You may re-enter the building only after the "all clear" has been announced. 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 alarm rings, you are to proceed as if there is an actual 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 a line. Books and papers are to be left in the room. However, personal belongings should be taken with everyone.

Classroom Doors and Exit Doors - Doors should remain locked at all times. 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 as indicated on your fire drill sign.

Discipline During Drills - 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 notify an administrator or one of the deans. Students must walk, NOT RUN, while evacuating the building and moving away from school grounds.

IF A STAFF MEMBER SMELLS SMOKE, OR SEES ANY FIRE, THEY ARE TO IMMEDIATELY PULL THE ALARM AND THEN INFORM STAFF MS. REPOLE.

EMERGENCY READINESS

BRT – Building Response Team

Team leads the school during a school incident – team roles include:

- BRT Leader = Charlie Patamarapipan
- Incident Assessor = Anghela Tran
- Emergency Officer = Justin Rienzie
- Recorder = Gina Intindola
- Special Needs Coordinator = Lauren Urrico
- Assembly Point Coordinator = Arnold Gottlieb

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 procedures that are followed during the gap between when an incident begins and when first responders arrive on the scene. Once first responder enters the building, they are in charge of the situation.

If the threat is OUTSIDE the building - **SHELTER-IN** The perimeter is sealed and it's business as usual inside the building (instruction, lunch, etc.)

If the threat is INSIDE the building - **LOCKDOWN** BRT will determine if a weapon is involved

HARD LOCKDOWN – initiated when there is reason to believe that there is a weapon in the building. Everyone stays out of sight, behind locked doors until a first responder opens your door and indicates an all clear.

SOFT LOCKDOWN – initiated when there is a potential danger inside the building but there is no reason to believe a weapon is involved. Students and staff stay out of sight behind locked doors. BRT team and School Safety Agents move around the building during soft lockdowns to closely monitor the situation and determine next steps.

HOLD - No movement throughout the building. Everyone must remain where they are until hearing “All Clear” over the PA system.

A hold is initiated when there is a situation inside the school building, and the immediate need to address the condition requires staff, students, and visitors to remain in place until the “All Clear” is announced. Hold might be initiated to manage an incident in the building that does not place the school community in danger, or whenever directed by First Responders. A hold does not replace a lockdown.

The Building Response Team and School Safety Agents will sweep the building during a lockdown or hold and escort anyone in the hallway to the nearest classroom or office. They will remain in this location until the “All Clear” announcement is made.

Announcements will be made to remind everyone to disregard any “end of class” signals. No one may enter or leave their room or office until the announcement is made indicating that the “All Clear” has been issued and the building can return to regular operation.

During a Hold, anyone entering the school must be informed of the Hold. If students are returning from lunch, they must be escorted to a designated area where they can remain, with proper supervision, until the “All Clear” announcement is made.

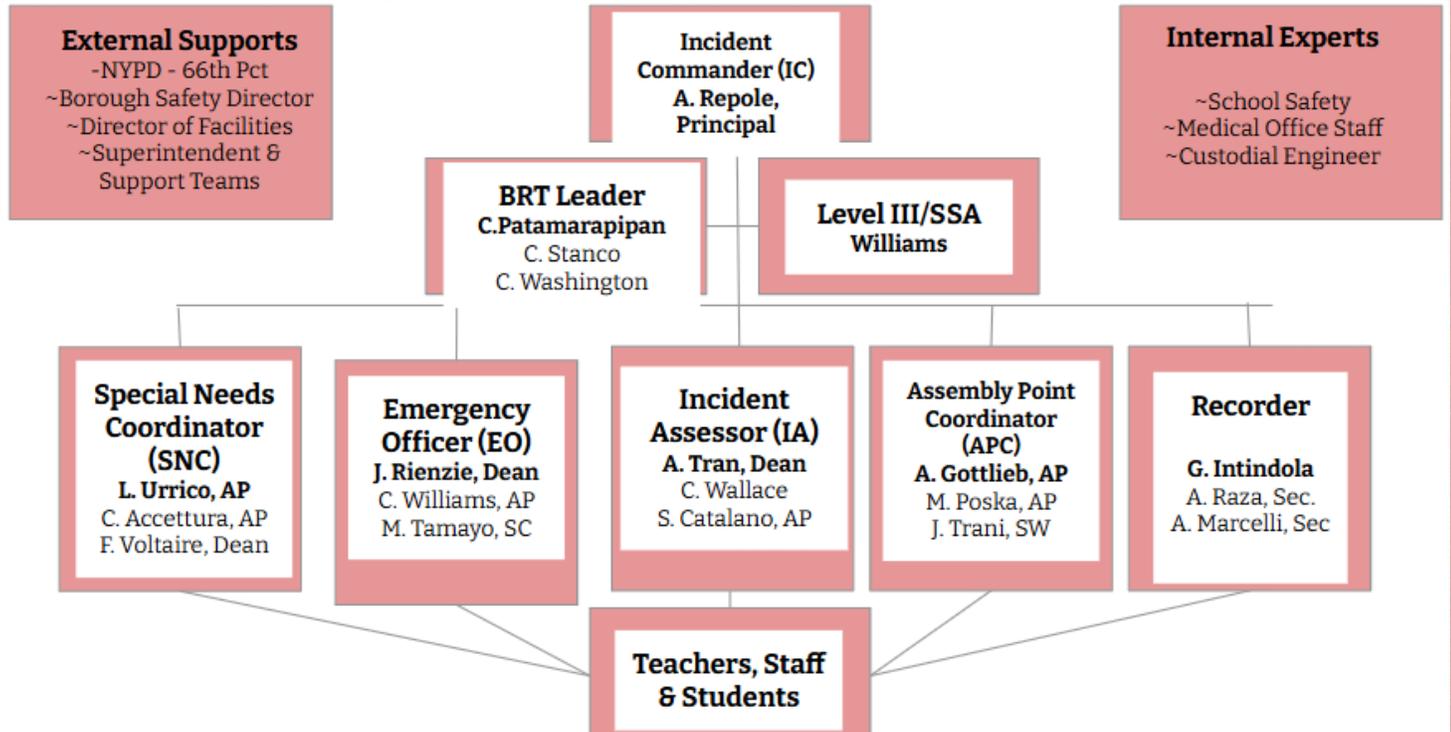
Upon hearing the Hold announcement, staff must:

- Lock the door.
- Hold in their current location.
- Contact the main office to report any students who were out of the class when the Hold was announced and provide names of students who are in their room but not on their roster.

Students/staff must:

- Remain where they are until the “All Clear” announcement is made.
- Ignore any bells that usually signal the end of the class.
- Remember that there is no use of the classroom pass and everyone must remain in place until the Hold is lifted.

FDR High School Building Response Team 2025-2026



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 may 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

Command Post Activation Guide

FOR ALL EMERGENCIES, CALL 911, EIC AND NOTIFY YOUR SSA/SUPERVISOR AND BOROUGH SAFETY DIRECTOR

THIS GUIDE SHOULD REMAIN POSTED IN THE DESIGNATED COMMAND POST, PLACED IN THE BRT KIT AND ALL BRT BINDERS.

THE GRP RESOURCES AND BRT ACTION SHEETS SHOULD BE USED TO GUIDE THE BRT WHEN ACTIVATED.

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.**

Evacuation and/or Relocation: CALL 911	Shelter-In: CALL 911	Lockdown (Soft or Hard): CALL 911
<ul style="list-style-type: none"> • Make appropriate GRP 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. • 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. • Ensure that 911, EIC, the BSD, and Superintendent/Network Support are notified. • The Recorder should begin taking accurate notes of all who are present, directions given, and notifications/updates. • The BRT Leader should ensure that all BRT equipment is available. • The APC should ensure that all documents (copies of blue cards, staff emergency contact information, etc...) are available. • EO should ensure that the relocation sites are prepared and in "stand-by". In addition, the EO should ensure that the external command post is available before it is required. • Once the evacuation begins, the command post staff should relocate to the external post and obtain updates on conditions from BRT members assigned to street posts until the incident has ended. • The BRT and Crisis teams coordinate all recovery efforts and follow the Crisis Intervention Plan. 	<ul style="list-style-type: none"> • Make appropriate GRP announcement and direct all BRT members to the command post or to specific posts throughout the building. For campus buildings, all principals are required to report to the single command post. • Ensure that members 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. • Ensure that 911, EIC, the BSD, and Superintendent/Network Support are notified. • The Recorder should begin taking accurate notes of all who are present, directions given, and notifications/updates. • The IA should report to each post to identify and report any issues to the command post. • BRT members, floor wardens, and any available support staff should be directed to hall/floor posts to assist in monitoring internal conditions and report any issues to the command post. • The command post remains open until the incident has ended and the BRT Leader confirms that the building is functioning as normal. • The BRT and Crisis teams coordinate all recovery efforts and follow the Crisis Intervention Plan. 	<p><u>Soft Lockdown: No imminent danger = building sweep</u></p> <ul style="list-style-type: none"> • Make appropriate GRP 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. • Ensure that a member of the custodial team and school safety are at the command post for a briefing of the situation. An SSA should remain at the command post to coordinate communication with the first responders. • Ensure that 911, EIC, the BSD, and Superintendent/Network Support are notified. • Recorder should begin taking accurate notes of all who are present, directions given, and notifications/updates. • The BRT leader and principals <i>should not</i> actively conduct a sweep of the building unless a lack of staffing makes it necessary to do so. Many critical decisions and notifications must be made throughout the incident from the command post. • Conditions on each post should be reported to the command post. Sweep team members should only initiate communications to report problems. <p><u>Hard Lockdown: Imminent danger = NO building sweep</u></p> <ul style="list-style-type: none"> • Everyone is in lockdown and waiting for first responders. • The command post opens after the all-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



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).^{*} 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 E.C 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 direct at another student(s) which: 1) is based on a student's actual or perceived race, color, creed, ethnicity, 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.

[The term "parent" means student's parent or guardian or any person in parental or custodial relationship to the student, or the student if he/she is an emancipated minor or has reached 18 years of age.]

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/perpetrator, 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 in writing 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

DCE Office of Legal Services: 212-374-6888
 DCE Office of Special Investigations: 718-935-3809
 DOE Office of Equal Opportunity: 718-935-3320
 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: 718-724-5369
 Borough Chief: 718-724-5310
QUEENS COUNTY FAMILY COURT: 718-558-2208
 Borough Chief: 718-558-2211
NEW YORK COUNTY FAMILY COURT: 212-356-1819
 Borough Chief: 212-356-1810
BRONX COUNTY FAMILY COURT: 718-503-5209
 Borough Chief: 718-503-5210
RICHMOND COUNTY FAMILY COURT: 718-876-3628
 Borough Chief: 718-876-3630

IMPORTANT WEB ADDRESSES

OORS:

<https://ats.nycboe.net/safety/portal>

Chancellor's Regulations:

<http://schools.nyc.gov/Rules-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/GSIS 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 16 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 of 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:

Students 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 reasonable time or until no longer needed (e.g., parent arrives). If staff member wishes to leave the precinct prior to parent's arrival, staff member must notify the principal or another administrator.

CHILD ABUSE, NEGLECT, MALTREATMENT

(CRA-750)

Child abuse/maltreatment/neglect occurs when a parent or adult legally responsible for a child or continually/regularly found in the child's household causes harm, creates 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 (303-535-1522), and obtain a call ID number; provide SCR with the name, title 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 LDSS-2221-A within 48 hours to the ACS office in the borough of the child's residence, with a copy to the CFN Network Leader.
<http://docs.nycenet.edu/docs/shareidswb/GetDocument-36/A-750.pdf>
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

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 CR A-443 (e.g., teacher removal, principal/superintendent's suspension).
5. Enter information into SOHO for teacher removals and all suspensions.
6. Notify parent.
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 alternate education site, if applicable.

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

CORPORAL PUNISHMENT OR ABUSIVE LANGUAGE

(CRA-420, A-421)

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 or physical or mental distress; (2) tends to threaten physical harm; or (3) tends to belittle 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 Investigations (OSI) by entering information into OORS.
2. For verbal abuse that includes discriminatory language, principal must report allegations to Office of Equal Opportunity (OEO) using CR A-830 form.
<http://docs.nycenet.edu/docs/shareidswb/GetDocument-45/A-830.pdf>
3. Notify parent. Parental consent is not needed before school or OS/OEO may interview student witnesses or alleged victims.
4. Follow OS/OEO instructions regarding whether school or OS/OEO is to investigate.
5. If school is directed to conduct investigation, complete and file A-420/A-421 form within 5 days, and submit to OS/OEO and take appropriate disciplinary action.
6. If OS/OEO conducts investigation, take appropriate disciplinary action upon receipt of report.

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

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' safety and health.
2. Immediately report criminal misconduct to police; Borough Safety Director, Superintendent and Special Commissioner of Investigation (SCI) at 212-515-1500 (except corporal punishment – see above).
3. Notify parent(s) 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 and complete appropriate paperwork within 24 hours of the injury. The completed forms should be submitted to Chalene Kearse in Room 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 main desk with the School Safety Agent posted. Visitors are required to provide valid photo identification. The School Safety Agent will notify office personnel that the visitor is at the main desk.
- The visitor will receive a visitor's pass which must be worn the entire time they're in the building.
- A staff member must pick up and escort visitors from the main desk to their destination. At the conclusion of their business visitors must be escorted back to the main entrance and out of the building. Visitors will not be permitted entry without an escort.
- At no time should a visitor be allowed to walk around any part of the building unescorted.
- If staff members are expecting a delivery, they must come to the front desk to retrieve it. Students may not be sent to accept any deliveries.

CELL PHONE POLICY

To create an environment conducive to learning by minimizing distractions caused by cell phones and other personal internet-enabled electronic devices, ensure the safety and focus of all students during school the school day, and follow [Education Law §2803](#), effective August 1, 2025, all New York State schools are required to adopt a policy that prohibits the use of personal internet-enabled devices during the school day on school grounds. An "internet-enabled electronic device" is defined as an electronic device capable of connecting to the internet and enabling the user to access content on the internet. Examples of such devices include cell phones, smartphones, smartwatches, laptops, tablets, iPads, and portable music and entertainment systems.

Please see attached for [FDR's School Cell Phone Policy](#)

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 with the 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.

Students 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.

PLEDGE of 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

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>

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 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/>.
- 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 OPIArrestNotification@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.

WORKPLACE GENDER INCLUSION

It is the policy of the New York City Department of Education (NYCDOE) to provide equal employment opportunities, and a welcoming and inclusive work environment free from discrimination and/or harassment, regardless of actual or perceived gender, gender identity, gender expression, and/or sexual orientation. Consistent with this policy, each office and school must be proactive in creating and maintaining an environment that promotes respect, values all employees, and fosters understanding of gender identity and expression within the workplace.

The DOE has set forth guidelines, [click here](#) to review

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.

STOP SEXUAL HARASSMENT ACT FACTSHEET

All employers are required to provide written notice of employees' rights under the Human Rights Law both in the form of a displayed poster **and** as an information sheet distributed to individual employees at the time of hire. This document satisfies the information sheet requirement.

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.

    @NYGCHR

NYC.gov/HumanRights

NYC

BILL DE BLASIO
Mayor

**Commission on
Human Rights**

CARMELYN P. MALALIS
Commissioner/Chair

HELPFUL HINTS

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 or <https://doehrconnect.custhelp.com/app/home>

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.

*Snapshot of Services Offered by HR Connect**

HR Connect Call Center

(718) 935-4000
Monday – Friday
9:00 a.m. – 5:00 p.m.

- Benefits Inquiries
- Salary Step & Differentials
- Payroll Inquires
- Leaves of Absence Inquiries

HR Connect Walk in Center

65 Court Street
Room 102
Brooklyn, NY Monday – Friday
9:00 a.m. – 5:00 p.m.

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

Accessing the DOE Payroll Portal

You can access the Payroll Portal at: <https://payrollportal.nycboe.net/my.policy>

NYCAPS / Employee Self- Service (ESS) is a tool that allows you to view or change your personal information and health benefits online. <https://a127-ess.nyc.gov/>

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

[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.

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1-420 - Revised February 2013