

P.S. / M.S. 34

FRANKLIN D. ROOSEVELT SCHOOL

ANGELIKI LOUKATOS, PRINCIPAL

www.psms34.org



PS/MS 34
Franklin D. Roosevelt Academy

730 East 12th Street
New York, NY 10009
212.228.4433 212.353.1973



Parent -Student Handbook

2017-2018

730 East 12th Street

New York, N.Y. 10009

Tel: 212-228-4433

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Our Mission

To prepare students for college and career readiness in an ever-changing society, we at Franklin Delano Roosevelt School are committed to fostering a rigorous and diverse academic environment. We will promote critical thinking skills by utilizing inquiry groups, student-centered learning, and a focus on literacy in all content areas. We will cultivate positive relationships with all members of the community by implementing programs that support a safe and thriving atmosphere for all learners.

School wide Comprehensive Educational Plan (C.E.P.)

By June 2018:

- All teachers will implement data driven instruction within their professional learning communities to increase the percentage meeting Math and ELA state standards by 3%
- PS/MS 34 will implement peer mediation and restorative justice programs in order to increase the percentage of students who felt respected by their peers in the school from 19% to 25%.
- All teachers will participate in peer observations and inter-visitations to increase the percentage of teachers who feel, according to the 2016-2017 New York City School Quality Survey that teachers in the school do not take responsibility for improving the school, from 52% to 55%.
- All teachers will receive professional development and common planning time that addresses the instructional focus of group work within the curriculum that will result in increase student proficiency on state ELA and Math exams by 3%
- PS/MS 34 will facilitate multiple multicultural family events and increase teacher, student and community cultural sensitivity and awareness from 59% to 65%

Who are we?

The community of Franklin Delano Roosevelt School strives to inspire our scholars to embrace diversity. Our goal is to provide students with exposure beyond their communities to grow as lifelong learners, problem solvers, and risk takers. Together we will develop students' ability to persevere through challenges, academically, socially and emotionally. Through exploration, investigation, and creativity students will discover their unique voice in a forward moving global society.

School Staff

Angeliki Loukatos – Principal
Anthony Chianese – Assistant Principal
Richard Vasquez – Guidance Counselor
William Castro – Dean of Students/Peer Mediation Coordinator
Janet Lo – Lit. Coach/Programmer
Lisa Lew – Intern/Lit. Coach/ Testing Coordinator/Data
Nilsa Nater – School Secretary
Ivette Cintron – Parent Coordinator
Dorothy Bergman – Pre K
Deborah Alvarez – IEP/SETTS
Leticia Ayala – 3rd Grade
Monique Britto – 2nd Grade

Courtney Coleman - 4th Grade
Janet Colon - 5th Grade
Sotchie Cornelio – Science
Kevin Cusumano – Social Studies
Allison Degrazia – 5th Grade ICT
Johnathan Del Rio – Math
John Egeland – 6th & 7th ICT
Laquinta Eldridge – 1st Grade ICT
Kaaren Elliott – Speech
Theresa Falcon – Kindergarten
Gabriel Goris – 6th & 7th ELA
John Grinins – Social Studies/Science
Tracey Kingston – 6th & 7th Grade Math
Rosa Kleinman – 5th Grade

Stephanie Kytoski – 4th Grade
 Stacey Levi – 8th Grade Math
 Catherine Lopez – Kindergarten ICT
 Nicole Lusskin – Music
 Kevin Macias – 8th grade ELA
 Megan Mathesen – Physical Education
 Odette Martinez – Psychologist
 Ileana Mercado – 1st Grade
 Adrienne Pappalardo – 3rd Grade
 Lucy Perez – 4th Grade
 Denise Phillips – 7th Grade ICT
 Johanna Pino – 8th Grade ICT
 Wendy Seuram – 3rd Grade
 Jacqueline Remar – Speech
 Mary Su – ESL
 Abigail Weg-Birnbaum – Art
 Rosemary Arroyo – Paraprofessional
 Nilsa Fiol – Paraprofessional
 Dusha Kameraj – Paraprofessional
 Jeunise Pina – Paraprofessional

Jesus Walters – Paraprofessional
 Shaquana Worley – Nurse
 Maria Bruno – Occupational Therapist
 Dawn Iacono – Family Worker
 Veronica Plasencia – Social Worker
 Mariluz Gonzalez – School Aide
 Rosemarie Concepcion – School Aide
 Ana Montalvo – School Aide
 Darlene Pastoriza – School Aide
 Carmen Ramos – School Aide
 Agent Nelson – School Safety
 Agent Welch – School Safety
 Christopher Swift - Custodial Engineer
 Larry Williams - Fireman
 Ken Robertson - Custodial Staff
 Robert Cruz - Custodian
 Angel Salazar - Custodian

School Schedules

Period 1	8:20 A.M. – 9:10 A.M.
Period 2	9:10 A.M. – 9:55 A.M.
Period 3	9:55 A.M. – 10:40 A.M.
Period 4	10:40 A.M. – 11:30 A.M.
Period 5	11:30 A.M. – 12:20 P.M.
Period 6	12:20 P.M. – 1:10 P.M.
Period 7	1:10 P.M. – 1:55P.M.
Period 8	1:55P.M. – 2:40P.M.

Lunch Schedule

Grades K-4	10:40 A.M. -11:30 A.M.
Grades 5-8	11:30 P.M. – 12:20 P.M.

School Facilities and Operations

Arrival Procedures (Students in Pre-K – 8th):

- Middle School students from grades 6th-8th arriving for breakfast will enter through the main entrance no earlier than 7:45 a.m. and will report directly to the cafeteria after submitting their cellphones. Those students who are not eating breakfast will remain in the auditorium.
- At 8:00 a.m., students in grade 6th- 8th will report to the auditorium after breakfast.
- At 8:00 a.m., K-5th grade students who wish to eat breakfast will be escorted from the auditorium by a staff member into the cafeteria for breakfast.
- Students arriving to school on buses will enter the school via the Main Entrance.
- Pre-K students will enter the classroom at 8:20 a.m. and have family style breakfast in classroom.
- Teachers will pick up students at 8:20 a.m. at the following designated areas:
 - Pre-K from the classroom
 - Grades K –4 In the cafeteria at designated tables
 - Grade 5 students will be picked up from the auditorium
 - Grades 6th – 8th will report directly to the classrooms via the school yard and staircase under the shed at 8:17 a.m., except during inclement weather. During inclement weather, students will travel through the building and utilize the staircase near the main office. Students must be in the classrooms no later than 8:20 a.m.

Late students will be escorted to their classrooms by designated staff. Parents/Guardians should not take late students to the classroom.

Dismissal Procedures :(Students in Pre-K-8th):

- **Pre-K is dismissed from the classroom**
- **Kindergarten are dismissed from the playground outside of the kindergarten classroom**
- **Grades 1-5 are dismissed in the schoolyard**
- **Grades 6-8 are dismissed from the school yard and those students attending SONYC report to the auditorium**
- **At dismissal, parents/guardians must meet their child(ren) in grades 1-5 in the schoolyard. Kindly help us maintain order and provide safe arrival and dismissal procedures. Your cooperation is greatly appreciated.**

Students will be released only to those persons listed on the blue card unless the school has been notified in writing. If there is a change in the adult who is picking up your child, please be sure that your child's teacher is notified in writing and the blue card is updated. If your child has permission to walk alone, they must have a permission slip on file stating that they can walk home without a guardian/parent. They will never be released before dismissal time to walk alone.

Appointments with staff

Parents can visit teachers on Tuesdays from 2:45 p.m.- 3:20 p.m. If you need to see your child's teacher(s) at another time please contact the teacher directly to set an appointment. Upon arrival to the school building sign in at the safety desk, and then proceed to the main office. The teacher will be notified that you are present and will then

meet you in the main office. Parents should not go directly to the classroom. You can also contact the parent coordinator to schedule a meeting with your child's teacher (s).

Parent Coordinator (Ivette Cintron)

The Parent Coordinator is part of the administrative team working under the supervision of the principal. The Parent Coordinator will engage with and involve parents in the school community by working with the Principal, School Leadership Team, parent association, community groups, parent advisory councils and teachers. The Parent Coordinator serves as the liaison between the school and the parent body. All parental concerns will initially be brought to her attention. She can be reached at 212-228-4433 X 1012 or Icintron@schools.nyc.gov

Parent Teacher Association

All parents and guardians of a child attending P.S. / M.S. 34 are encouraged to become an active member of the Parent Teacher Association (P.T.A.).

The PTA is always looking for members to assist with school events and fundraisers. Please contact the P.T.A. if you are interested in lending a helping hand. The P.T.A. office is located in the back of the auditorium. The Executive Board members meet once each month to discuss P.T.A. business, events and programs, as well as various issues in the school and its community. Feel free to contact your Executive Board members any time you have questions or issues you'd like to talk over. They can be reached at 212-228-4433 ext. 1072

President: Jin Hunter

Vice President: Lourdes Rosario

Secretary: Paulette Santiago

Treasurer: Iris Monsegur

School Leadership Team (SLT)

The School Leadership Team comprised of the Principal, a P.T.A. officers, U.F.T. Chapter Leader, members of D.C.37 and U.F.T. and elected parents. The core responsibility of the SLT is to develop the school's Comprehensive Educational Plan (C.E.P.) that aligned with the school budget. In that role the team evaluates the effectiveness of the school's educational programs and their impact on student achievement. The SLT sets priorities for budget, staffing, curriculum, parent involvement, building maintenance, security and future growth. Meetings are open to all parents to observe; however, only SLT members may vote and participate in conversation during meetings.

Attendance and Absence

Chancellor's Regulations require all students to be in attendance at least 90% or more. Students need to be present in order to make satisfactory academic progress. Remember to call the school at 212-228-4433 when your child is absent or will be late. When students return to school following an absence, they must present a note to the classroom teacher. The note should contain the student's full name, dates of absence and reason for absence. A parent or guardian must sign the note. For extended absences, parents should call the teacher for assignments. Any missed work will be made up upon the child's return to school. A doctor's note should accompany any absence more than 2 days. If your child has been out of school with a contagious disease (such as chicken pox, strep throat, scarlet fever, etc.) you must bring a doctor's note. Please watch for excessive scratching, which is a sign of head lice. If your child has had head lice and is returning back to school, he or she must report to the nurse before returning to class.

Lateness - Every child who enters the building after 8:20 a.m. needs to get a late pass before proceeding to class. These passes are issued in the main office. If students enter the classroom after 8:25 am they are considered late and will be marked accordingly. Arriving at school on time is important because it directly affects the learning

environment. When students arrive late for school it disrupts classroom activities and therefore impacts the education of others. It is also difficult for tardy students to focus quickly, and begin working. Make every effort to have your child in school on time.

Please make every effort to schedule all medical and dental appointments for after school hours. If it is necessary for students to arrive late or leave early during school hours, a note must be sent in and signed by a parent or guardian.

PS/MS 34 Lateness Policy:

Classroom teachers are responsible for collecting late passes from students. If students arrive at class without the late pass, please contact the office immediately.

Middle School students who arrive late in the morning will report directly to auditorium where they will sign-in on a late log with their name, official class, 1st period subject before issued a late pass from school staff

The 1st time student is late, there will be an informal conference with the Dean/Admin. The 2nd time, student will receive a call home from the Dean/Admin. The 3rd time student will receive a detention where student will complete work in the subject they were late for.

Blue Emergency Contact Cards

All parents MUST complete two blue emergency cards, one will remain in the main office and one is for the teacher. **Any changes to students' blue card, i.e. address and/ or phone numbers, emergency contact etc. Must be made in the main office with the school secretary. Please indicate whether or not your child can walk home alone on the blue card and provide your child with a written consent, as well.**

Emergencies

If you need to reach your child in an emergency, call the main office at 212-228-4433 and a message will be delivered to your child's classroom as quickly as possible.

If a student has an **emergency** during school hours, the school will contact the parents/guardians and others listed on the child's **Emergency Contact Card**.

Blue emergency contact cards are extremely important. They must be up to date at all times with current phone numbers and addresses. They also must include any allergies.

Missing Student Protocol

As a result of Avonte's Law, instituted during 2015, all exterior doors in our building have been alarmed. These doors are to remain closed and will have signage indicating if there is a designated time frame for opening.

Field Trips

Students must have written consent from a parent or guardian to go on trips. Parents will be notified in advance about the trip itself, the cost of the trip (if any), and whether parent chaperones are needed. All parents must sign a permission slip in order for the child to attend. Verbal permission WILL NOT BE ACCEPTED. Siblings cannot accompany adult chaperones. If in the event, there is not a permission slip, your child will remain at the school engaged in class work provided by the teacher.

Student Cell Phone/ Electronic Device Use

Beginning on Monday, March 2, 2015 a new Department of Education regulation was put into effect allowing students to bring their cell phones, computing devices, and portable music and entertainment system to school.

Each school is required to establish a school based policy regarding the use of such items in school. Below are both DOE and P.S. / M.S. 34 policies for your information:

DOE Policy is as follows:

- A. Students are permitted to bring the following electronic items to school: cell phones, laptops, tablets, iPads and other similar computing devices (“computing devices”) and portable music and entertainment systems (such as iPods, MP3 players, PSP and Nintendo DS)
- B. Cell phones and portable music and entertainment systems may not be turned on or used during the administration of any school quiz, test or examination
- C. Computing devices may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan.
- D. Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises.
- E. Cell phones, computing devices, and portable music and entertainment systems may not be used in locker rooms or bathrooms.

P.S. /M.S. 34 Policy is as follows:

Students may bring cell phones, computing devices, and portable music and entertainment systems to school, but they may not be turned on or used at school and must be submitted to staff according to the below outlined policy. In addition, the responsibility for these items will solely be on the owner when not following the prescribed protocols. **The school will take no responsibility for the loss of any cell phones, computing devices, and portable music and entertainment systems that were not submitted according to the following guidelines:**

Middle School Cell Phone Policy

- Students will turn off and turn in their cell phones to Dean/Administration during the morning arrival in the auditorium.
- Phones will be placed in a zip-lock bag that has students’ names
- Phones in zip-lock bags will then be stored in a container according to class
- Containers will be securely stored in room 312
- Late students will report to Dean/Administration to turn in their phone and Dean/Administration will initial late pass
- In the afternoon, students will pick up their cell phones in the auditorium

If student is found with cell phone during the day, parent will be contacted the 1st and the 2nd time parent will have to pick up the cell phone.

Elementary School Cell Phone Policy

- Students will turn off and turn in their cell phones to their homeroom teachers after entering their classroom.
- Phones will be placed in a ziploc bag that has students’ names
- Phones in ziploc bags will then be stored in a container according to class
- Dean/Administration will then pick up the the containers from homerooms to store in room 312
- In the afternoon, Dean/Administration distribute the containers back to homeroom teachers.

The first time a student is caught with cell phone during the day, her/his parent/guardian will be contacted. The second time a student is caught, the parent/guardian will have to report to school to pick up her/his cell phone.

CITYWIDE STANDARDS OF INTERVENTION AND DISCIPLINE MEASURES

The New York City Department of Education is committed to ensuring that our schools are safe, secure and orderly environments in which teaching and learning take place each day. A safe and supportive school depends upon the efforts of all members of the school community—teachers, students, administrators, parents, counselors, social workers, safety personnel, related service providers, cafeteria, custodial and bus staff—to treat one another with mutual respect.

P.S. / M.S. 34 will strictly adhere to the Chancellor's Code of Discipline. In September, all parents will receive a copy of the discipline code.

Appropriate Dress

Any appearance that is disruptive or detrimental to the educational process is not permitted in school. caps, sweatbands, hoods, bandannas or other apparel for the head are not to be worn in any location of the school building. Along these same lines, short shorts, skirts, and tank tops are not appropriate for school wear.

Please know that in the event the school feels that a student's attire needs to be addressed, the student's home will be called and the parent or guardian will be required to bring appropriate clothing to school.

Homework

Students will be given reasonable and appropriate homework that is a review of the work completed during the day. Please speak to your child's teacher for information on the system in place for providing missed homework assignments.

Phone Calls

Students will not be allowed to use the phone in the main office unless it is an emergency. Calls made to a teacher or an administrator will be noted and left for the individual to call back as soon as possible. Instructional time will not be interrupted.

Medication

Your child may be entitled to special accommodations in school under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and various state and city laws. These laws protect the rights of students with special health needs who might have difficulty attending school or participating in regular school activities without support services or reasonable accommodations being provided.

- A 504 must be completed in order for the nurse to administer any medication.
- Students are not permitted to self-medicate.
- Teachers are not permitted to administer **any** medication.

Classroom Celebrations

All celebrations are to be honored but must be kept to a minimum so they do not impede instructional time.

Communication

The home-school network consists of students, parents, teachers, administration and staff working together to education our students. It is vital to the progress and success of every student that communication is established and maintained. Please check your child's school bag every night for notices that need your attention.

Our teachers strive to maintain strong home/school connection. Each teacher has a preference for keeping in touch and will let you know the best method (e-mail, notes, phone, etc.) of contacting them. Please feel free to contact your child's teacher with any questions or concerns.

There will be a Principal's Breakfast scheduled monthly. Check the calendar for the date.

The Mayor and Chancellor have launched a mobile texting program that will send school-related information, including calendar updates, reminders and tips on how to access school resources. New York City public school parents and family members can enroll by texting "nycschools" to 877-877 to receive text messages throughout the school year. The new mobile texting program is the latest tool the Department of Education has developed to deliver information about public schools and programming to parents and families.

Backpack Mail - The school will periodically send home notices with your child. Every day, please be sure to ask your child if s/he has brought home a notice from school or check his or her backpack.

Health/Safety

Health Forms

In accordance with the New York State Public Health Law, ALL students attending New York City Public Schools must be immunized against the following diseases: diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, varicella, Hepatitis B and Hemophilic influenza type B (Hib). Immunization records are evaluated according to a child's birthdate – as new shots are given, your child's immunization record will be updated in the DOE database.

All children must have proof of immunization before they can be registered for school. In addition, every student must have a health form, signed by a physician, on file in school. A family may apply to the DOE for a waiver from immunizations for medical or religious reasons. See

<http://schools.nyc.gov/Offices/Health/ImmunizationInfo/default.htm> for more details.

School Nurse

The school Nurse is the only school adult allowed to administer medication to children. Any child requiring medication, whether for maintenance care or emergency care, must have an MAF (Medication Administration Form) on file with the nurse as well as with the main office. If you need to speak directly with the school Nurse at any time, please contact the 212-228-4433 Ext. 1022 or 1029

School Safety

The safety of the children of our school is the utmost importance to us. A school security officer is situated inside the main door at all times. All visitors to FDR are required to show ID and sign in at this desk before they can be allowed into the school. An exception to this is during drop off and pick-up times – at these times, parents/guardians are required to sign their children in on the designated sign in sheets.

FIRE DRILLS/LOCKDOWNS

EMERGENCY DRILLS:

All staff have the responsibility for the safety and welfare of our students at all times. This is a prime consideration during fire/evacuation drills, lockdown drills and evacuation drills. The importance of these drills cannot be overstressed. Many of the steps that are taken during crisis/emergencies drills are transferable and can be used during most emergencies. Based on the specific situation and after an assessment of the emergency, a decision will be made by administration as to the appropriate response to ensure the safety of school staff and students.

Basic rules during emergency drills:

1. Students are to maintain absolute silence from the first signal to the return to the room.
2. Students are to be directed by staff to move swiftly in a double line.
3. All classroom doors are to be closed by the last student/adult out of the room.
4. Classes are to leave the building, cross the street and proceed far from the building to allow others to get out without crowding.
5. Teachers are to carry an accurate record of attendance and class lists with phone numbers in order to make an immediate student count and identification.
6. NO ONE is to remain in the building during a fire/evacuation drill.

After-School Programs

A Place For Kids

A Place For Kids is a fee paying after-school program that provides educational activities for your child in a safe environment. Our goal is to assist your child in completing their homework assignments, increase reading and writing abilities, prepare for the day school lessons and enhance their academic level. We accept students ages Pre-k to 5th grade.

- HRA/ACS vouchers accepted
- Dismissal pickups available

SONYC

This is a free program that offers for grades 6, 7, and 8 students. For more information please contact Anthony

Parent-Student Acknowledgement

I have read and understood P.S. / M.S. 34 Parent-Student Handbook and the Chancellor's Regulations and understand that my child and I are responsible for the contents thereof.

I _____, do hereby acknowledge that my child and I have read and understand the contents of this handbook. My child and I will adhere to the policies and procedures set forth in this book.

Date: _____

Name of Student _____ Class: _____

Parent/ Guardian Name (print) _____

Parent/ Guardian Signature _____