

**An Administrative Guide Book for High School Assistant  
Principals - Administration**

**by**

**Bill Stevens**

**Twenty-Five year teacher and administrator with the New York City  
Department of Education**

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## Introduction

I started working in the New York City Board of Education as a music teacher at the Wadleigh Secondary School in Central Harlem in September 1990. While at Wadleigh I served as a teacher in the newly designed middle school for the arts eventually becoming the High School Arts House Coordinator and Program Chairperson. In 1995 I was asked by Barry Hauptman (Wadleigh Project Advisor, soon to be the Principal, IA of CMSP High School) to become his administrative Assistant Principal at the Comprehensive Model Schools Project Secondary School in the Lower East Side. In 2000 upon the request of Paul Saronson, Principal of LaGuardia High School of Music & Art and Performing Arts, I became the Assistant Principal – Administration/Organization replacing my good friend Jack Cohen for the next five years. Finally, in 2005 the Principal of the Frank Sinatra School of the Arts, Donna Finn, contacted me to inquire on my availability to become the Assistant Principal – Administration and the Supervisor of the Performing Arts and Fine Art (eventually adding the sixth studio of Film & Media Studies). This sounded like an amazing opportunity for me, which additionally resulted in my also becoming the Director of Jazz Studies at Sinatra.

For the next ten years I have worked at Frank Sinatra resulting in making the decision to move on yet again and face the world of retirement. I will finish my duties at Frank Sinatra at the conclusion of the 2015 summer program to which I will commence a terminal leave through the fall semester 2015 resulting in an official retirement from the New York City Department of Education on February 1, 2016.

My life as a teacher and administrator has been a truly great adventure where I have met some of the most dedicated people in their commitment to children and their education at the highest level. I have devoted my career to being an Assistant Principal. For whatever reason, I have not wanted to pursue a Principal's position. Sinatra gave me the opportunity to work with the most amazing administrative staff beginning with Principal Donna Finn, AP – Guidance Jackie Pridgen and AP – Instruction Sofia Apostolidis. It also helped me to truly make an impact as a supervisor with a most talented corps of arts teachers assembled at any public or private school, let alone most post secondary conservatory programs. Additionally, my first love has been and will always be the pure act of teaching, which Sinatra gave to me as I worked as the Director of Jazz Studies for the past ten years.

Over these past 25 years, there have been a number of people who without their support and patience I would not have been able to do this task in an effective manner. They include Jeanne Rotunda, Michael Weinberg, Bruce Moody, Barry Hauptman, Gil Lopez, Marilyn Addis, Stan Klein, Arnold Abromowitz, John Lee, Vinny Maniscalco, Paul Saronson, Jack Cohen, Elliot Salow, Steve Gutman, Donna Finn, Jackie Pridgen, Sofia Apostolidis, Phil Composto, Tony Bennett, Susan Benedetto and so many more.

One of the most valuable tools I received as a beginning AP was a book that was originally assembled by a committee of High School Assistant Principals in the Queens Superintendentcy

working under the overall supervision of Dr. Margaret Harrington, then Queens Superintendent, called “A Calendar for High School Assistant Principals”. Although there have been many changes in these past 15 years and much of what is organized in the book is no longer utilized by the Department of Education, it is a book I have continued to use as a planning resource right to the end.

One area that I felt would have been a valuable addition to the book, especially as a new Assistant Principal, was to have access to model day-to-day memos and correspondence. It is for these two reasons that I felt it was time to revise this book and hopefully have it available to new and tenured AP’s to assist them in the current operations of a New York City Department of Education High School.

The book will be set up in a similar fashion as a calendar for planning purposes and in addition each month will have model memos and correspondence that can be copied for an AP’s particular school. The memos will be copies of those I have used over the years from my time at both LaGuardia High School for Music & Art and Performing Arts and the Frank Sinatra School of the Arts. At this time I would like to give credit where it is truly due, many of the memos in this book were designed by Jack Cohen while at LaGuardia as the Assistant Principal – Administration/Organization. When a school runs with the efficiency that LaGuardia did when I arrived in 2000, I did not change many of the systems that were in place. When I moved to Frank Sinatra, instead of reinventing the wheel, I incorporated the design of the memos from LaGuardia to Frank Sinatra, which over the years have become my own.

I am proud of what I believe I have accomplished over these 25 years as a teacher and administrator in New York City and I hope that this guidebook will be a valuable asset for those who follow me in this noble profession.

Bill Stevens  
New York City, 2015

I would like to start this volume with some thoughts on weekly and monthly tasks & some organizational procedures to assist in having your building run smoothly and efficiently...

- Establish weekly meetings with Dean's and Security beyond the school safety committee meetings. Know the pulse of your building.
- Establish weekly meetings with the UFT. Although mandatory, work together to solve whatever comes up. Work together to maintain high moral among the staff.
- While at LaGuardia High School, I made it a point to meet with the Head Custodian each day to get a handle on the needs of the building and how systems were functioning.
- Each week prep the following weeks calendar for the Parent Coordinator to distribute to the parents including the bell schedules and upcoming menu items and activities
- As the following weeks calendar is prepped, prep your schedule for the following week including notifications to staff on meetings, for example like the School Leadership Team meeting and/or the School Safety Committee meetings
- Weekly, back up all files on your computer
- Monthly, review totals from the General Fund with the school treasurer
- Monthly, review per diem, per session, bulk hours and OTPS to project budget needs throughout the entire school year

I made a habit of sending out memos at the beginning of each week for upcoming activities three weeks ahead, then two weeks and finally the week of, although I informed the SLT and School Safety Committee the week prior to our next meeting. I found this three-week notification valuable to assist teachers in their planning and preparation.

## **JULY/AUGUST**

During the summer session as you prepare for the start of another school year right after the Labor Day weekend, you can prepare the following (please note that I prepared much of the opening day and summer memos in April and can be seen in that part of the book as well):

- By the summer, the preliminary budget should have been approved and much of the full allocation should be in place to prepare the Table of Organization by scheduling staff, Per Diem, Per Session and the OTPS allocation.
- Work with your Program Chairperson on class tallies predicting at first and then basing on summer school grades where necessary.
- Program should now be in place and it is capturing the majority of students based on their needs and requests.
- Circulars prepared for the opening of school (this can be prepared much earlier – see April chapter). Review and revise as needed by creating addendums to be added to the packet and signed for in September. Term calendars should also be prepared or simply revised for distribution at this time (see April).
- Set up opening Assembly program with special bell schedule to welcome the students back to school and to explain the discipline policies, academic and graduation requirements including seat time imperatives, as well as academic and suspension policies for special programs such as the art studios and PSAL. This is also a good time for the Student Government students to address the student body.
- Begin the rearrangement of staff mailboxes and distribute mail throughout the summer.
- Work with the custodian to prepare keys for new staff members.
- Review the lunch periods and cafeteria procedures with the dietician and cafeteria staff. You can also use this time to look ahead on the calendar to special schedule days, Regents, etc...
- Do a walk through of the school with the custodian to check facility preparation. Fire drill signs in all classrooms and offices.
- Finalization of student programs. Print by grade level for distribution (10, 11, 12<sup>th</sup> grade) on the first Tuesday after Labor Day.
- Finalize plans for New Student Orientation including the distribution of lunch forms, 3 blue cards, permission to photograph forms and 9<sup>th</sup> grade program cards.
- Inform parents of opening schedule including the bell schedules, New Parent meeting and Senior Parent meetings that will take place in early September.

### Summer School

- Summer School Safety Plan completed (usually completed in June prior to the start of the summer program).
- Memorandums to summer staff (created in April)
- Set up Fire Drills (2 in July and 1 in August) and check on Fire Drill Direction signs are in each classroom and office both for summer program and the regular school year

- Work with the custodian engineer on summer cleaning schedule
- Work on updating the equipment inventory for certification in the fall and to have available for teachers and students
- Inform staff on date of return, agenda and teacher hours for opening professional Development, new student orientation, program pick-up, first day of school assembly, resend school year calendar making note of any revisions (work with the PTA to schedule PTA and SLT meetings throughout the year
- Continue to look at programming students into classes, finalizing master program with any remaining staffing needs. Have teacher program cards and class lists prepared, early/late schedules prepared, Circular 6R assignments prepared for opening day and on the master teacher grid teacher lunch, prep, C6 assignments or Comp Time assignments.

Sample memos to have prepared over the summer session include:

New Student Orientation (2 day organization)

Equipment Inventory

Opening Professional Development Agenda

First day Assembly, School Wide Assembly

Your School and Principal's Name Here

To:

From: William J. Stevens, A.P. Adm./Org.

Re: Summer Student Orientation

Date: May 31, 2013

Thank you for your availability this summer to facilitate our ninth grade student orientation. Please note the tentative schedule below:

August 5 & 6, 2014

9:00 – 10:30	Instrumentall, Vocal, Film	room 401 room 405	A-M students A-M students All
9:00 – 9:45	Math,	room 135	N-Z students (instrumental plus half of vocal department)
	English,	room 133	N-Z students (Strings plus other half of vocal department)
9:45 – 10:30	Math & English switch		
<hr/>			
10:30 – 12:00	Instrumental, Vocal,	room 401 room 405	N-Z students N-Z students
10:30 – 11:15	Math,	room 135	A-M students incl. Film (instrumental plus half of vocal department)
	English,	room 133	A-M students, incl. Film (Strings plus other half of vocal department)
11:15 – 12:00	Math & English switch		

August 7 & 8, 2014

9:00 – 10:30	Fine Art, Dance, Drama	room 501 room 301 First Floor Black Box	
10:30 – 11:15	Math, English,	room 135 room 133	Fine Art students Drama & Dance students
11:15 – 12:00	Math, English,	room 135 room 133	Dance & Drama Fine Art students

Thank you for your participation and assistance in this program.

## Your School and Principal's Name Here

To: Teacher/Staff Member \_\_\_\_\_ Room \_\_\_\_\_

From: William J. Stevens, A.P. Adm./Org.

Date: November 7, 2015

Re: Equipment Inventory

The yearly inventory required by the Department of Education is upon us. This year we would like to put our inventory on a computer based system so that in the future only minor revisions will be needed. To that end I am requesting that we essentially "start from scratch." Please find attached Inventory Forms that you may reproduce as needed.

In order to assist us in completing the inventory correctly, please do the following:

1. For each piece of equipment in your designated room, please fill out the attached inventory form (one form for each equipment item listed).
2. Once your inventory has been completed, please hand in all completed inventory forms to the Supply Secretary, room 115D, on or before Friday, November 18, 2015

### IMPORTANT NOTES

What is to be included in equipment inventory?

Equipment is defined as any item, which has a unit value of \$250.00 or more, with an anticipated life span of 5 or more years.

All equipment, both instructional and non-instructional must be included

If an item should be stolen from your department, the loss cannot be claimed unless it is listed as part of the inventory.

Do not list any personal equipment items; however clearly mark them as personal property.

**Please return your completed inventory forms to the Supply Secretary no later than Friday, November 18, 2015.**

Thank you for your cooperation and assistance in this matter.

**ANNUAL INVENTORY STATEMENT**  
**EQUIPMENT, SUPPLIES AND TEXTBOOKS**

No later than 30 calendar days after completion of the Annual Inventory, the responsible administrator of each school/Site shall file the following statement with his/her Regional Office/Financial Management Center.

I have taken or caused to be taken a physical count of all...

\_\_\_\_\_ Equipment

\_\_\_\_\_ Educational/Instructional Supplies

\_\_\_\_\_ Textbooks

(Check applicable boxes)

...in my charge and I certify that inventory cards have been prepared as directed and the files of such cards are maintained at this location. I have also made and checked all necessary entries on the inventory cards on file according to instructions in the Standard Operating Procedures Manual.

\_\_\_\_\_

School/Site

\_\_\_\_\_

Date

\_\_\_\_\_

Person responsible for maintaining  
inventory at site.

\_\_\_\_\_

Principal's/Administrator's Signature

Note:

This statement must be on file in the Principal's/Site Administrator's office and the Region/Financial Management Center.

Your Letterhead Here

TO: All Teachers  
FROM: William J. Stevens, A.P. Adm/Org.  
RE: Equipment Inventory  
DATE: November 9, 2009

The Chancellor’s Regulations and SOPM guidelines require that all schools maintain an up to date and accurate equipment inventory. Since this is the first time that we need to do this in our new building we are requesting the assistance of all school staff. I have attached a room assignment sheet for all staff in the building. For the room you have been assigned, I am requesting that you please fill in the information below (please continue on the reverse of this paper if more space is needed).

All computers and printers will have the information placed at the front of the equipment so nothing should need to be moved (except for monitors, this info is on the back). Please do not inventory any movable equipment (i.e.: laptop carts, smartboards, etc...).

Studios are asked to inventory all instruments, pianos, cameras, computers, etc... as it pertains to your spaces.

If there is no equipment in your assigned space, please indicate this and return the sheet as requested below. If in doubt on any equipment, it is better to add it to the list than to leave it out.

The inventory is due to my mailbox or room 115A, on or before Wednesday, November 25, 2009.

Thank you for your immediate attention to this matter.

<u>Equipment</u>	<u>Model</u>	<u>Serial No.</u>	<u>Room</u>	<u>Roving (Y/N)</u>
Example: Computer	Dell Optiplex 760	HR1HJK1	115A	N
Monitor	Dell	CNOX876H728729612P4U	115A	N
Printer	Lexmark E360dn	72M60LK	115A	N

Teacher \_\_\_\_\_ Date \_\_\_\_\_

<u>Equipment</u>	<u>Model</u>	<u>Serial No.</u>	<u>Room</u>	<u>Roving (Y/N)</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Your School and Principal's Name Here

Opening Agenda, Day 1

Tuesday, September 2, 2014

Teacher Reporting Time: 8:30 – 3:20

Morning Session

Studio Teachers in Orientation with new freshman class from 9:00 – 12:00 as follows:

Dance – room 301

Fine Art – rooms 501 & 505

Vocal Music – room 405

Instrumental Music Band – room 401 (switch rooms at 10:30am with Strings)

Instrumental Music Strings – room 437 (switch rooms at 10:30am with Band)

Drama – room 144

Film & Media – room 137

You are asked to review the following, but not limited to:

Introducing the students to Sinatra

Touring the students through the building

Reviewing Departmental Policies (i.e.: Handbooks, etc...)

Introduction to classroom performance expectations

\*\*\* Very Important! - Passing out folders with school materials that must be filled out and signed by their parents and returned to school on Thursday

\*\*\*Very Important! – Pass out student Program Cards (please note – all returning students will receive their program cards on Wednesday morning)

\*\*\*Very Important! – At some point in the morning, the Guidance staff will come into your rooms to speak to the students.

Academic Teachers will meet in the Library with the AP - Instruction from 9:00 – 12:00

12:00 – 1:00 Lunch

1:00 – 3:00 all staff in the Library

Welcome

AP - Organization to address operations. Staff will receive Teacher Handbooks and Keys.

AP - Instruction to address Instructional goals and objectives. Staff will receive Instructional Handbooks.

AP - Guidance to address Guidance matters

Other Matters, Q&A

Your School and Principal's Name Here

Opening Agenda, Day 2

Teacher Reporting Time: 8:30 – 3:20

8:30 – 9:00 Staff Breakfast, cafeteria

9:00 – 10:00 Welcome from the Principal, cafeteria

10:00 – 12:00 Teachers to Work in Classrooms

12:00 – 1:00 Lunch

1:00 – 3:00 Teachers to Work in their Rooms

3:00 – 3:20 Meet in Library to address any last minute concerns, Q&A

Your Letterhead Here

January 26, 2015

To: All Teachers  
From: William J. Stevens, A.P. Adm./Org.  
Re: First day of Fall Semester Assembly

In continuing with our mission to set the tone and expectations of the new semester, we will have an assembly presentation on Tuesday, September 4, 2014.

Please note the following schedule and teacher reporting times:

Assembly Bell Schedule (with the assembly period between periods 3 & 4)

Teacher Reporting Times:

Periods 1-8 7:45 – 2:35  
Periods 2-9 8:30 – 3:20

We will follow the written assembly bell schedule. Period 3 teachers will begin escorting their classes to the Tony Bennett Concert Hall at 9:50 a.m. as per all written instructions. Classes will be seated on a first come, first served basis filling every seat starting with the front of the Concert Hall to the rear and then moving to the balcony. All classes must enter the Hall through the main entrance on the first floor. Teachers must seat their classes together and take attendance to ensure that all students are present and accounted for. Additionally, third period teachers are asked to take the time to explain to the students what the assembly is about and what our expectations are as a community as to their audience etiquette.

Once again, please disregard the seating plan below, classes will be seated by the ushers first come, first served from the front of the Hall back and then into the balcony filling all available seating. Any classes with no available seating will be positioned in the box seat areas on both the lower and upper levels of the Hall. Teachers are asked to take positions in the aisles to assist with student supervision. At the conclusion of the assembly, students and teachers will be directed to period 4 classes.

All staff are expected to attend the assembly as a unified school community.

Please see me with any questions or concerns and thank you for your cooperation and assistance in this matter.

Thank you.

**SEPTEMBER** – Please note: with the start of the new school year you find the majority of memos being distributed to establish clear expectations with the staff on policies and procedures, although much of this material can be and should be prepared well ahead of the opening of the school year.

- When full staff returns from the summer break at the first Faculty Conference hand out and have teacher's sign that they received the opening memorandums and the schools General Administrative Procedures Handbook (Teacher's Handbook). Among other matters, review the schools time card policy and for per session, teachers must use a separate time card as a record of hours worked. Review the policy concerning the Request for Expenditures and the collection of all monies. Review trip policy. (found below; however this document can be prepared, copied and collated in April of the previous school year)
- Plan Faculty and Departmental Conferences on first Professional Development days. (sample memo found above in July/August)
- Hold a new teacher orientation and match them up with a "buddy" from their department.
- Post Comp Time, Circular 6 assignments (found below) and complete teacher programs, which include each teacher's schedule and class lists, their prep period, lunch period and C6 or Compensatory Time assignment.
- Prepare for distribution of Lunch forms and aggressively collect them.
- Organize the distribution of textbooks, equipment and supplies to teacher classrooms.
- Prepare a schedule of fire, shelter, hard/soft lockdown and bus drills (found on school year calendar).
- Distribute student program cards prior to the first day of classes.
- Over first ten days of school, review class sizes as program changes are taking place to clear any over sized classes.
- Set up transportation for students in need. Work with the nurse on the distribution of elevator passes.
- Review Table of Organization and finalize any staffing needs (found below).
- Continue to monitor the register weekly through to October 31.
- Make preparation to distribute the new Discipline Code to the students and their parents.
- Security Plan finalized and submitted including the schedule for School Safety meetings (found on school year calendar).
- Update and issue new school telephone directory and ladder of referral (both found below).
- Work with the payroll secretary to coordinate OTPS allocations (ongoing).
- Post per session jobs (postings found below), teachers to apply with OP175. Review and allocate per session to all staff and coordinate with the payroll secretary to maintain running tallies based on Object Codes.
- Use first report card to determine eligibility to perform, go on trips, play on a PSAL teams, etc...
- Confirm the dates on the calendar for art exhibits and needed classroom supplies distributed as requested by the teachers

- Continue to check budget until the school year settles including any gifts or stipends from outside resources. Review the General School Fund monthly.
- Locks distributed for hall lockers, PE and Dance locker rooms by PE and Dance department teachers (memo found below)
- Pictures of incoming freshman taken and CAASS system set by October 1 for main entry and entrance to the cafeteria for lunch periods
- Metro cards distributed on Day 1

Sample memos for the month of September include...

Teacher Handbook and Addendums (all catalogued on the cover sheet)

School Year Calendars with procedures on Blackouts, Trip Policy, School Leadership Team meetings, Faculty/Departmental Conferences and School Safety meetings

Staff Organization Sheet

Circular 6R Assignments (Preference Sheets, Early/Late, Observation Choice and Circular 6R materials prepared in May of previous school year)

Accessing Voicemail and Directory

Email and Staff Email Addresses

Metro Cards

School Aide Schedule (partial example)

Per Session Postings

Request for Expenditures

Request for Expenditures over 250.00 (Principal's signature required)

Permission to Collect Funds

Permission to Photograph

Space Request

School Sponsored Trip Form

Permission to be excused from Class

Ticket Sales Report Form

Your Letterhead Here

PLEASE SIGN THIS FORM AND RETURN IMMEDIATELY

I have received the following Bulletins and Regulations distributed at the first Faculty Conference in September 2014

- Administrative Bulletin - General Administrative Matters
- Administrative Bulletin - Fire Drill Procedures / Shelter Drill
- Administrative Bulletin - Evacuation Procedures
- Administrative Bulletin - Reporting Emergency Situations
- Administrative Bulletin - Student Lockers
- Administrative Bulletin - Use of School Building by Staff and Students
- Sexual Harassment Bulletin
- Suspected Child Abuse
- Corporal Punishment
- Procedures in Cases of Arrest and Employees
- Private Tutoring – Conflict of Interest
- EEO Complaint Procedures
- Per Session – Rules and Regulations
- Coverage Memo
- Emergency Information
- Attendance Procedures
- Cafeteria Procedures
- Studio Supervision Policy
- Student Metro Cards
- Email / Accessing Voicemail
- Storm Day Procedures
- Bell Schedule – found in General Administrative Matters (page 12)

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(Print Name)

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(Department/Position)

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(Signature)

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(Date)

Your School Name Here

# **TEACHER HANDBOOK 2014-2015**

## **TABLE OF CONTENTS**

I.	General Information and School Policies	pp. 4 - 12
II.	General Administrative Matters	pp. 13 - 28
III.	Guidance Services	pp. 29 – 35
IV.	Parent Contact	pp. 36- 38
V.	Discipline	pp. 39 - 48
VI.	Instruction	pp. 49 - 101

Dear Colleague,

Frank Sinatra School of the Arts is guided by principles established by arts professionals. The arts and academic program at the school will prepare students for the most competitive conservatories and universities. The rigorous academic program will offer students a student-centered classroom that focuses on critical thinking, reasoning skills, creative problem-solving and the mastery of state and city standards. We currently offer students the opportunity to take advanced placement courses, as well as, College Now classes at local colleges. In the arts, students will complete a 4-year sequential program that focuses on the skills, concepts, history and the cultural significance of their art form. As stated in the guiding principals, only when students have mastered their art form are they free to achieve their fullest potential as artists. We continue to focus on the integration of the arts and the academic subjects enriched by experiences with cultural institutions.

Our program includes community service through the arts. Students may work in such CBO's as hospitals, day care centers, senior homes, etc. Students who successfully complete the community service requirement receive an endorsed diploma upon graduating.

The vision/mission and guiding principals can only be realized when the entire staff collaborates as a teaching and learning community which ensures quality instruction for each student every day. This manual is designed to familiarize teachers with the administrative procedures, policy and the effective instructional practices of FSSA. In addition, the entire staff should enforce school policies outlined equally and fairly.

Sincerely,

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Principal

# **GENERAL INFORMATION**

**and**

# **SCHOOL POLICIES**

## **Your School Name Here Guiding Principles**

1. Creative artists are society's guides to the future. As "School Name" students, we recognize the need to study our artistic heritage so we can play our proper roles as creators of the future.
2. Creative artists are makers – crafts people. As makers, we aim for more than success. We commit ourselves to the lifelong proposition of learning and mastering our craft.
3. A truly creative artist is an individual – and a member of the community. All "School Name" students will balance their personal needs with the demand of the community.
4. Students are required to use their talents for the benefit of the larger community.
5. Our art does not end in the studio or on the stage. What we can learn in our creative arts classes can connect to what we learn and experience in all our classes.
6. All of our teachers expect quality and excellence in their classes. "School Name" students are expected – by all – to reach their full academic and creative potential.

*Under the leadership of \_\_\_\_\_, a number of educators and arts professionals developed guiding principles for “School Name”. These principles serve as the basis for instruction and the development of programs at the school.*

## **Vision/Mission**

“School Name” will offer the opportunity for all students to achieve their fullest academic and artistic potential. This will be accomplished through a rigorous educational program, which will include a challenging academic program, pre-conservatory studio work, experiences with cultural institutions, and intensive participation in community service. Students will be offered the opportunity to gain real world experience in the arts through internships and apprenticeships. Graduates will be prepared for both the finest conservatories and the best universities in the country. All of the people associated with the school – administrators, teachers, artists and performers – are consonant in their belief that students should be committed and dedicated to their art form, not fame and celebrity. Students should be prepared to work hard and long in their chosen field, learn to appreciate the art itself and, finally, to see their hard work as its own reward. From vision to course development to day-to-day teaching, the school is designed to reinforce its dedication to the arts.

## **GUIDING PRINCIPLES OF FRANK SINATRA SCHOOL OF THE ARTS**

To ensure that everyone involved in the “School Name” educational community understands its philosophy, we have proposed the following principles to guide the school community as the school develops.

### **1. Form and Freedom**

Perhaps the most important notion for all involved is the relationship between form and freedom. It is necessary for our students to know the forms, the techniques, the history and “the rules” of his/her art: Armed with this information an artist can be truly creative and inventive. As you know, true creativity comes from knowing what has come before so that you perhaps can take your art form one step further. Freedom comes when an artist knows his/her real artistic context. In academic classes, as well, students will be given a chance to develop a full intellectual framework, which will serve them well into adulthood.

### **2. Craft and Success**

We live in a world dominated by instant success – or instant failure. We would like to instill in our students a love of their craft and to realize that being an artist is a lifetime proposition. We, of course, want to make the students intimately aware of the business of art and that we want them to also think of a full lifetime career, not just success. Towards this end, we will provide business and career guidance from long-standing professionals in the field.

## **GUIDING PRINCIPLES (continued)**

### **3. Self-Confidence**

We are aware that high school can be a tender age of creating the “self”. We would like the school to nurture our students’ self-confidence – of course, based on real world expectations and demands. The school should foster individuality – but also foster a sense of real community. “Fashion” and “conformity” are part of the adolescent experience; we would like our student to avoid momentary fashion and think about the larger history of their art. A career in the arts allows a person to “season,” develop and understand the role of economy and understatement – values not especially in the forefront these days.

### **4. Community Service**

The arts tend to foster self-regard. We want our students to think and act beyond their own needs. To fulfill this we will expect our young artists to exercise their craft for (or just volunteer their services) to the community.

### **5. Art Across the Curriculum**

We would like our students to see the universality of their art. Towards this end we would like to see academic subjects infuse (where appropriate) connections between their disciplines and the arts. If a student can see the relationship between a discovery in physics, and see how it connects to music or painting we have succeeded in widening his/her world.

### **6. Creating an Arts Community**

We would like to ensure that students develop respect for all artistic forms. Towards this end, we will encourage to take courses outside their chosen field so a sense of mutual artistic respect can develop.

## **YOUR SCHOOL NAME HERE**

### **ENDORSED DIPLOMA REQUIREMENTS**

In addition to a rigorous academic program which encourages students to take advanced courses, electives, and college level subjects, "School Name" offers a comprehensive arts program with requirements based on high standards and expectations. To receive an endorsement on his/her diploma indicating a major area of focus in fine arts, vocal music, instrumental music, drama, dance or filmmaking, the student must successfully complete all of the studio requirements and pass a comprehensive examination as determined by each studio. Other special requirements for a studio-endorsed diploma are listed below:

### **SPECIAL REQUIREMENTS FOR A STUDIO ENDORSED DIPLOMA**

*At least 24 credits in the student's art studio*

- Completion of 60 hours of community service through the arts
- Completion of an internship or apprenticeship with an arts agency, or being mentored by an arts professional
- Completion of a culminating demonstration, such as a performance, Portfolio and Exit Examination that shows mastery of the curriculum in his/her studio

## **RULES AND REGULATIONS RELATING TO THE STUDENT BODY**

**In addition to the Board of Education's Disciplinary Code, the following apply to students at "School Name":**

### **SAFETY**

1. No student may have on his or her possession at any time during the school day any object or device which can be considered a concealed weapon. This includes laser pointers. Students should have the right to a safe environment. The Regulations of the Chancellor of Schools prohibit weapons in school.
2. Any student engaging in any act of physical violence toward another or in any act of violence which results in the destruction of school property, or in an act of violence that endangers the well being of others and of school property is subject to immediate suspension and subject to the possibility of criminal charges.
3. Any student engaged in behavior which disrupts the educational program in the school is subject to immediate suspension.
4. Any student stealing or extorting money or property while on school property is subject to immediate suspension and the possibility of criminal charges.
5. Every student must report to the nearest staff member any act, action, or circumstance which pose a threat to the health, safety and well being of others in the school building.
6. All students must respond immediately to teacher or supervisor directions during emergency drills or actual emergencies of any kind. Any student who does not cooperate will be subjected to immediate suspension.
7. Students using or carrying drugs and/or alcohol in or around the building are subject to suspension and arrest.
8. No student may be in an unsupervised area prior to the start of period 1. Students who arrive early are to report directly to the 5<sup>th</sup> floor cafeteria. The building officially opens at 7:30AM.
9. Emergency announcements are sometimes made during the school day. As per Chancellor's Regulations, iPods and Walkman – style players are not permitted in the building.
10. No student is allowed to remain in any school hallway, stairwell, vacant room or unsupervised location during his/her lunch period or any other time during the day.
11. No student or students may remain in rooms or other school areas at the conclusion of the school day unless supervised by a faculty member in an approved extracurricular activity.

**SAFETY – continued:**

12. Any student found in an unassigned area of the building without permission will be considered as trespassing and may be subject to arrest.
13. Students may not loiter or socialize outside the school building after dismissal.
14. All students must be dressed in a way to avoid any unnecessary danger to their bodies with respect to chemicals in science courses or labs, pointed and rough table edges and surfaces in the art studios and shops, the movement of large musical instruments and music stands, the use of knives, cutters, and tools in art projects, movement through crowded hallways and elevators, with the danger of protruding objects present, and other always-present dangers.
15. Please be reminded of the following dress code: no halters, tube tops, tank tops, bare mid-drifts or “Daisy Duke” style shorts. Also the following rules apply: no cell phones, no hats or du-rags, no iPods, or headphones. Inappropriately dressed students will be referred to the Dean and/or the Administration for the first offense, and parents will be notified. T-shirts will be issued for use during the school day. Subsequent infractions will result in detention and/ or parent conference.
16. Students may not bring visitors to the school under any circumstances.
17. Skateboards, cellular phones, beepers, pagers, iPods, and digital cameras are not permitted in the school, as per

**Chancellor’s Regulation A-412:**

- Beepers and other communication devices are prohibited on school property, unless a parent obtains the prior approval from the principal/designee for medical reasons.
  - If the school confiscates a beeper/communication device, the principal/designee should immediately contact the student’s parent and arrange for the parent to appear in person to pick up the device.
  - The beeper/communication device should be maintained and secured by the school until the parent appears.
  - If the parent repeatedly fails to appear to pick up the beeper/communication device, the school should dispose of the item
18. You must carry your program card at all times. Upon request by a staff member you are required to show your program card and ID. The first lost Program card will be replaced for free, for each one thereafter there will be a \$1.00 replacement fee. The first lost ID card will be replaced for free, for each one thereafter there will be a \$2.00 replacement fee.
  19. No eating or drinking in class with the exception of plastic water bottles.

## **EDUCATIONAL ENVIRONMENT**

1. Students have the right to clean air. Students have the responsibility not to smoke in school. New York City Law prohibits smoking in a public building.
2. All students out of areas (classrooms, cafeteria, etc.) must display authorized pass during the day.
3. "School Name" will develop a nationwide reputation as a school of excellence. Educators and dignitaries will visit us from all over the world and we project an image of seriousness, professionalism, and respect. To help us maintain that image, and for security reasons, no hoods or hats may be worn at any time.
4. No food, drink or gum is permitted in the school building outside of the cafeteria. Students are not permitted to leave the building to purchase food.
5. Students have the right to a clean school environment. Students have the responsibility of helping us keep the school clean by assisting in cleaning lunch tables at the conclusion of lunch periods, and by depositing all refuse in the wastebaskets.
6. To ensure an orderly and safe environment, no material may be posted in the building without official approval from the Assistant Principal.

## **ATTENDANCE AND PUNCTUALITY**

1. Students are prohibited from leaving the building without an authorized early dismissal pass. A student cannot leave the building during the school day unless accompanied by a parent or guardian.
2. Students are expected to arrive at school in time for their first period class. Punctuality is essential for success in the arts, business, or industry world. All parents will be informed by the school automatically about student attendance.
3. State education law mandates that students attend school every day school is in session. School attendance is an important element in your education. In addition, absences become a part of the student's permanent record.
4. Students must be present in class every day. Absence from class will result in a loss of instruction. Parental and/or doctor's notes are required to explain all absences. However, these notes do not excuse students from any missed work. Class attendance has proven to be the single most important indicator of success in the classroom.
5. Students who are absent for one or more days should bring a note signed by their parents or guardians to the teachers. When a student is ill and will be absent the parent or guardian should contact the school.
6. Subject teachers will report all cutting to the Dean's office. Parents or guardians will be notified immediately and may be requested to come to school to discuss the serious infraction of the rules. Cutting will result in detention and/or suspension. You are expected to attend all classes including lunch on your program.
7. Students that are 20 minutes late for class will be charged with a cut.

BELL SCHEDULES

September 2014 – June 2015

<p><b>Regular Bell Schedule (46 Minute Periods)</b></p> <p><b>Teacher Time:</b>          7:45 a.m. – 2:35 p.m./Periods 1 – 8          8:35 a.m. – 3:25 p.m./Periods 2 - 9</p> <p>7:46          Per 1 7:50 – 8:36          Per 2 8:40 – 9:26          Per 3 9:30 – 10:19          Per 4 10:23 – 11:09          Per 5 11:13 – 11:59          Per 6 12:03 – 12:49          Per 7 12:53 – 1:39          Per 8 1:43 – 2:29          Per 9 2:33 – 3:19</p>	<p><b>Conference Bell Schedule (41 Minute Periods)</b></p> <p><b>Teacher Time:</b>          7:45 a.m. – 2:35 p.m./Periods 1 -8 (including those on a 2-9 &amp; 3-10 schedules)</p> <p>7:46          Per 1 7:50 – 8:31          Per 2 8:35 – 9:16          Per 3 9:20 – 10:04          Per 4 10:08 – 10:49          Per 5 10:53 – 11:34          Per 6 11:38 – 12:19          Per 7 12:23 – 1:04          Per 8 1:08 – 1:49          Per 9 1:53 – 2:34</p> <p><b>Faculty / Departmental Conferences : 2:40 – 3:19</b></p>
<p><b>Assembly Bell Schedule (41 Minute Periods)</b></p> <p><b>Teacher Time:</b>          7:45 a.m. – 2:35 p.m. /Periods 1 -8          8:30 a.m. – 3:20 p.m. /Periods 2 – 9</p> <p>7:46          Per 1 7:50 – 8:28          Per 2 8:32 – 9:10          Per 3 9:14 – 9:55  <b>Assembly 9:59 – 10:59</b>          Per 4 11:03 – 11:41          Per 5 11:45 – 12:23          Per 6 12:27 – 1:05          Per 7 1:09 – 1:47          Per 8 1:51 – 2:29          Per 9 2:33– 3:11</p>	<p><b>Event / Early Dismissal Schedule (43 Minute Periods)</b></p> <p><b>Teacher Time:</b>          7:45 a.m. – 2:35 p.m./Periods 1 - 8          8:32 a.m. – 3:22 p.m./Periods 2 – 9</p> <p>7:46          Per 1 7:50 – 8:33          Per 2 8:37 – 9:20          Per 3 9:24 – 10:10          Per 4 10:14 – 10:57          Per 5 11:01 – 11:44          Per 6 11:48 – 12:31          Per 7 12:35 – 1:18          Per 8 1:22 – 2:05          Per 9 2:09 – 2:52</p>
<p><b>Advance Bell Schedule - All Teachers will work 7:45 a.m. – 2:35 p.m. – (37 minutes)</b></p> <p>7:45          Per 1 7:50 – 8:27          Per 2 8:30 – 9:07          Per 3 9:10 – 9:47          Per 4 9:50 – 10:27          Per 5 10:30 – 11:07          Per 6 11:10 – 11:47          Per 7 11:50 – 12:27          Per 8 12:30 – 1:07          Per 9 1:10 – 1:47</p> <p style="text-align: center;"><b>Teachers will meet from 1:50 – 2:35 (45 minutes)</b></p>	

**GENERAL  
ADMINISTRATIVE  
MATTERS**

## GENERAL ADMINISTRATIVE MATTERS

### 1. ACCIDENTS

#### STAFF

- Should any member of the staff become injured during the school day, please report to the main office to seek assistance.
- An Accident Report must be filed.
- Please be sure that you have on file an Emergency Home Contact Card in the main office, which will enable the school to contact your family in case of an emergency.

#### STUDENTS

- For minor accident or illness, send or escort student to the Medical Office. Student must have a written pass.
- For serious injury, contact the Medical Office and the Assistant Principal of Administration to obtain assistance and report the injury

### 2. ATTENDANCE

#### TEACHERS

*All standard Department of Education procedures apply.*

- When a teacher is absent or late, in order to provide adequate time for class coverage, a call should be made to the school at 718-361-9920 and Sub Central at 718-935-6740. Please speak to the school to inform us that sub central has been contacted.
- Teachers planning on escorting students off campus for field trips or special experiences that may necessitate coverage of other classes need to make arrangements at least three days in advance in accordance with instructions under the handbook section on trips.
- Absences for school business must also be arranged **3 days in advance**. A “request for coverage” form is available in the main office.

#### STUDENTS

- Attendance is taken daily during **period 3**.
- Period 3 teachers must bubble in **both** a daily and weekly attendance sheet **each day**.
- Please be sure to take attendance **promptly and accurately**. School aides will collect daily attendance forms Period 3
- Those students who never report to the class must be marked absent each day.
- **Do not add names to the attendance sheet.** Notify the Program Office of any students who need to be added to the list.
- Attendance must be taken by the teacher. **Students may not** take attendance.
- Students may not be out of class without a pass. Do not permit more than one student out of your room at a time. Please refrain from giving out hall passes the **first 5 minutes** or the **last 5 minutes** of class.

### 3. CAFETERIA

- Students use the cafeteria on the 5<sup>th</sup> floor.
- Students must follow school rules explicitly and will remain throughout the period.
- **No food** may be brought out of the cafeteria without teacher approval.
- Students **may not** leave the building to purchase lunch.

### 4. CALENDAR, NOTICE AND MEMOS

Please read all calendars, notices and memos carefully. Check the area around the time clock regularly for special notices.

### 5. COLLECTION OF FUNDS

- No expenditures shall be made OUT OF MONIES COLLECTED FROM STUDENTS OR STUDENT FUNCTIONS. The school treasurer must make such expenditures by check or from petty cash, upon submission of an approved bill or voucher.
- Checks written from students should include **in the memo part of the check** the student's name and activity.
- All checks and money orders must be made payable to The Frank Sinatra School of the Arts. Checks or money orders drawn to an individual account or department are to be noted on the memo portion of the check.
- A "Report of Funds Deposited" as well as a "Request for Expenditures" form must be completed when depositing or requesting funds from the Treasurer. These forms are available in the Treasurer's office.
- An expenditure under \$250.00 must be approved by the AP of Administration or the AP of Instruction.
- Expenditures exceeding \$250.00 must also receive the approval of the Principal.
- For further clarification, see Chancellor's Regulation A-610 – High School Funds. Copies are available upon request.

## **6. CONFERENCES**

- Teachers are required to attend a Faculty Conference on the first Monday of each month and a Department Conference on the third Monday of the month.
- The dates are reserved in the term calendar.
- No medical appointments or other commitments should be made when conferences are scheduled.

## **7. COMMUNICATING WITH PARENTS**

- Throughout the school year, it may be necessary for you to contact the parents of your students to review progress. You may use the telephone in the teacher workrooms for this purpose. In addition, school-wide forms for contacting parents are available in the Main Office.
- Please ask students to write contact phone numbers for their parents/guardians on the class Delaney card.

## **8. COPYING**

- Requests for copying must be given with a minimum of 48 hours notice.
- Please submit requests to \_\_\_\_\_, in the Main Office.

## **9. DRILLS**

- Fire drills, shelter drills and lockdown drills are conducted according to State regulations and several will be held each term. The procedures are as follows:

### **Shelter Drills**

- Teachers escort their classes to the Concert Hall have students sit in designated rows for their class assignment
- Make sure the classroom door is **closed**.
- Students must remain silent throughout the drill.

### **Fire Drills**

- Teachers escort students to the exit posted on the **FIRE DRILL** poster located

- Keep window shades up
- Move students out of sight, away from all windows and doors
- Maintain complete silence
- Wait for the official announcement that “The lockdown has been lifted” over the PA

## 10. **GUIDANCE SERVICES**

- Currently there are two guidance counselors and one college counselor.
- The guidance counselor not only assists students in planning their programs and exploring post-secondary school options but is also available for crisis intervention. If you feel that a student is experiencing a problem whether it is suicidal tendency, drugs, child abuse or any other emotional difficulty, refer the student to the guidance counselor. **In an emergency, please contact the Assistant Principal of Guidance.**
- The guidance counselor will develop an academic intervention plan for students failing or having difficulty with their subjects.
- Each student will develop an individualized instructional and career plan.
- Once every two weeks, students will meet in advisor/advisee sessions, which will cover specific topics throughout the school year.

### Obligation to Report Sexual Misconduct

- Every employee of the Dept. of Education has an affirmative obligation to immediately report to the Special Commissioner of Investigation for the New York City School District (“SCOI”), at (212) 501-1410, any information concerning sexual misconduct involving students by Dept. of Education officers, employees or other connected with school programs or services, such as volunteers. This obligation extends to sexual misconduct on and off school premises. Moreover, employees and officers are required to make this report regardless of the source of the information, i.e., whether it comes from a student, parent or staff member. Special Commissioner of Investigation – (212) xxx-xxxx.
- 
- The College Office is located in Room 428. A college advisor will be available to assist students with college admissions & the applications process.

## 11. **INCIDENTS**

- All untoward incidents should be reported to the Dean as soon as possible.
- All incidents must be reported on a referral form.

## 12. **JURY DUTY**

See “Absences”

## 13. **KEYS and ELEVATOR PASSES (\$35.00 Replacement Fee)**

- Members of the faculty will be given a classroom and bathroom keys and one elevator pass which will be signed for and requiring a \$35.00 replacement fee.
- Your keys and pass are extremely valuable and must be in your possession throughout the school day. Please do not give keys or passes to students for any reason.
- Report lost or stolen school keys or elevator passes to the AP - Administration immediately.
- At the end of the school year you are required to return all keys and elevator passes to the Assistant Principal of Administration.

- Space is limited in the Main Office and teachers are required to use the Teacher Workrooms for personal and schoolwork.

#### **16. PAYROLL**

- The Payroll Secretary will distribute teacher paychecks as soon as they are available.
- Questions regarding payroll may be directed to the Secretary. In addition, request forms for personal business absence may be found in Room 113.

#### **17. PERSONAL BUSINESS**

- Teachers are expected to arrange to conduct personal business either before or after their school day.
- **Absolutely no personal business is to be conducted in classrooms**, via telephone, cell phone or otherwise.

#### **18. PROGRAM CARDS / ID CARDS**

- Students are issued ID cards when they enter FSSA.
- Students are issued program cards at the very beginning of the school term. The program card will contain the student's name, official class, id number and program.
- Subject teachers should check the programs and sign them on the first day of class.
- If a student loses his or her program card, he or she must go to the Program Office to obtain a new one. The first lost program card will be replaced for free. Each one thereafter will cost \$1.00.
- Students are required to show their program card and ID card upon request.
- Students who lose their ID card must see the Program Chair to obtain a new ID card. The first lost ID card will be replaced for free. Each one thereafter will cost \$2.00.

#### **19. PROGRAM CHANGES**

- At the beginning of each semester, students may request a program change for errors in their programs. Program Change Forms are available in the Guidance Office.
- If any of your students receive a program change, please make sure that he/she signs out of your class before he/she registers in the new class. Collect from the student any book(s) distributed and give the Delaney card to the new teacher.
- The final draft of program changes will be the last day of September including AP classes.

#### **20. PUBLIC ADDRESS ANNOUNCEMENTS**

- The Pledge of Allegiance will be said and P.A. announcements will be made during 3<sup>rd</sup> period.
- To schedule announcements please see the Parent Coordinator.

#### **21. REPAIRS**

- Should any member of the faculty notice that an existing condition within the school building requires a repair, please notify the Assistant Principal of Administration.

#### **22. SUPPLIES**

- Please request all supplies from the Main Office.

## **24. STUDENT SUSPENSIONS**

See Chancellor's Discipline Code.

## **25. TELEPHONE CALLS**

- School telephones may be used for professional purposes only. Members of the faculty are asked to use the phones in the Teacher Workrooms.
- Should a faculty member receive a call, every effort will be made to contact the teacher, however, **teachers will not be called out of their classes to receive phone calls nor will outside calls be transferred into classrooms.**
- Teachers **may not use cell phones** in their classrooms under any circumstances.

## **26. TIME CARDS**

See "Time Clock Policy"

## **27. TRIPS**

See "Trip Policy"

## **28. CLERICAL TASKS**

- Please complete all clerical tasks in a timely manner. Your accuracy and neatness is appreciated.

## **29. HEALTH ISSUES**

- New York City law forbids the use of any tobacco products, including chewing tobacco, anywhere on the grounds of a public or private elementary, intermediate or high school. We need the fullest cooperation of everyone in the school community.

## **30. SAFETY: AN OUNCE OF PREVENTION**

- Never leave school equipment unattended. Return all equipment promptly. Missing equipment must be reported to the AP - Administration.
- Notify Administration and colleagues if you are staying in the building late and where you will be working.
- Secure keys and elevator passes. Do not give keys or passes to students.
- If an item is missing, a "Report of Theft" form should be filled out and sent to Mr. Stevens' office.
- Do not remove school equipment from building unless you have filled out proper form (Equipment on Loan) with the AP of Administration.

Personal Security – To ensure personal security:

- Lock classroom doors whenever you leave the room. Windows must be closed at all times.
- Start your classes on time. Gather your own students who congregate outside of classroom into your room.
- Notify security if you see people in the building who do not belong.
- Hall passes (Agenda Books) are to be given to students.
- Keep your personal belongings in a safe place at all times.

## **31. TEACHER ROOM CHANGES**

- Please do not change the room in which any of your classes meet without the written authorization from the Assistant Principal of Administration and the Program Chairperson.

## **32. GUEST SPEAKERS**

### **33. TEACHERS LEAVING THE BUILDING DURING THE SCHOOL DAY**

Teachers are reminded that you may only leave the school building during your designated lunch period, not during your prep periods or Circular 6 assignment. Please sign the book in the Main office, room 109 as you leave the building and when you return.

### **34. STUDIO TEACHERS REGARDING ACADEMIC AND SUSPENSION POLICY REGARDING PERFORMANCES AND EXHIBITIONS**

Studio teachers are reminded that a check must be made at the end of the first marking period in the first semester and the final January report card for the second semester concerning the academic standing of students about to perform or exhibit in the building. One failure, the student is on probation; however they may continue to perform. Students with two or more failures may not perform for the rest of the semester.

Students receiving a suspension must be reviewed with the administration concerning their status to perform at the next in school performance.

## **TRIP AND PERFORMANCE POLICY**

### **Trips and Performances**

1. A studio is permitted to have one (1) trip/performance/co-curricular activity per marking period during the school day.
2. An academic class (i.e., English, Math, Science, etc.) can each have two (2) trips/co-curricular activities per semester during the school day.
3. No one student may go on more than three (3) trips/performances during a marking period. No freshman will be allowed to take trips; they may attend blackout rehearsals.
4. All trips must be approved by the Administration at least 2 weeks prior to the trip.
5. School-wide trips/performances are excluded from these limitations.
6. If a student is failing a course (receives a "U" or less than a 65), the teacher in that course has the right to deny the student permission to go on a trip/performance during the school day (this does not apply to after school trips/performances).
7. A student may be denied the right to go on a trip/performance because of disciplinary reasons.
8. A parent has the right to appeal above decisions.
9. Students not attending trips/performances will attend regular classes as scheduling permits; students will be assigned to other classes if their regular teachers are not present.
10. Students not attending a trip/performance will not be penalized for assignments directly related to the trip/performance; teachers may assign alternate work.

## **BULLETIN BOARD DISPLAYS**

### **BULLETIN BOARDS**

Each academic subject and art studio has at least one bulletin board inside and outside their classroom. The fine arts studio has more than one bulletin board. There is also a guidance bulletin board, a parent bulletin board, a teacher (UFT) bulletin board and a bulletin board for the student government. Bulletin boards are located directly outside each of the aforementioned areas. These bulletin boards should be changed at least three (3) times every semester. If a bulletin board is vandalized or defaced, it should be repaired or be replaced as quickly as possible. If the bulletin board displays information (e.g. the parent or UFT bulletin boards) it should be kept current. The primary purpose of the bulletin boards is to display and recognize student work. Standard setting student work (meets the criteria of an art or academic subject standard) should be displayed. It is recommended that board displays have themes and that the names of students whose work is displayed are clearly identified. It should also be remembered that board displays should be SIMPLE, BOLD and COLORFUL. Boards should be labeled with teacher name, students being identified, theme or subject displayed.

1. A formal, symmetrical arrangement tends to be monotonous and static. Try to create an informal, asymmetrical arrangement, which is more visually pleasing. By lining up the edges of pictures or overlapping them, you can create a unified arrangement.
2. Lettering should be simple, bold, legible and concise. You should not use more than two related colors for the lettering. You should not use alternating colors for each letter. If necessary and appropriate, change the color of the entire word. Lettering can be done with markers or cut paper.

### **DISPLAY CASES**

There are display cases in the main hallways devoted to displaying three-dimensional student artwork and class projects.

### **Interactive Curriculum Wall**

The bulletin boards that run along the walls opposite the Main Office and the Administrative Offices are posting teacher syllabi. Each art and academic studio teacher has been designated one panel. Please keep them current and encourage your students and their parents to view them frequently.

## **BOOK POLICY**

The responsibility for distributing and recovering textbooks and school library books is one we

3. Complete **book inventory** form and return to the AP of Instruction. Update form as needed throughout the semester.

### **Book Collection**

1. Students should be required to bring the textbook on the **day of the final exam**. In order to ensure this; please include a **textbook component** on the final. In this way we will be able to reduce the number of books lost.
  - **Please note:** Students **may not** hold textbooks until the Regents exams. Please advise students to use their notes or purchase review books to study for these exams.
2. Be sure that the **numbers in the textbooks** match the numbers on **the student receipts**.
  - If the numbers **do not match**, hold the book but **do not** return the student receipt until the proper book is returned.
  - If the numbers **do match**, return the receipt to the student.
3. Complete the second part of the **book inventory** and return to the Assistant Principal of Instruction.

### **Library Books**

1. Students have access to the 4<sup>th</sup> floor library and must follow all rules that involve library books.

***The following procedures have been implemented to ensure an orderly and effective process for book distribution and collection.***

Teachers are asked to select the books from the bookrooms for their classes. Carts are available in the bookrooms to assist in transporting the collection of books to your classrooms. If assistance is needed in getting books from the shelves, please inform the AP – Instruction.

### **Book Receipts**

- Students **MUST** fill out book receipts.
- Please have students include parent's phone number.
- Please alphabetize and hold on to receipts until you collect books.
- If a student loses a book, tear off the small-perforated section of the receipts and have the students bring it to \_\_\_\_\_, along with the money for the book.
- All money collected for lost textbooks must be deposited with the School Treasurer by the close of business each day. Once the student returns to you with the receipt stamped "PAID", you can give back the other half of the receipt and issue a new book.

### **End of Year**

- Lost books translate to needed revenue for the school. Your cooperation is essential.
- Please make every effort to collect books and money owed prior to last days of school or during Regents week (this will cut down on the chaos of collecting money and books on report card day...students do not receive report cards until their book accounts are cleared).
- It is imperative that you turn in the actual book receipts of any book not returned to you. The book receipts must be alphabetized. Academic book receipts will be submitted to the AP Instruction. Do not hand in a "list". We must have the receipt

## TIME CLOCK POLICY

It is our policy that teachers move timecards from one side to the other at the beginning and end of each day. Please move your time card from the “Out” side to the “In” side. School Aides will move the cards back to the “Out” side. Time cards are to be signed at the end of each payroll period and given to the Payroll Secretary.

All per session employees must complete an application for each per session activity (OP175) prior to commencing service. Individuals applying for a second per session activity must obtain an approved waiver prior to commencing service in the second activity (OP175W). Individuals who have been approved for waivers in prior years must resubmit new waiver applications each year.

Per-session time must be clocked in and out. Please use a separate card each per-session pay period for per-session hours. You should use a separate time card for each per-session activity. Keep the per-session card(s) separate from your regular card. Leave it in the slots to the right. At the end of the pay period teachers must submit their signed time card with the “Hourly Professional Time Report” (time sheet) and student sign-in sheet for each per-session activity, with teacher name and date indicated, to the Payroll Secretary. Please note, per session will only be paid for posted per session activities, unless otherwise approved by the administration.

Thank you for your cooperation.

## LATENESS POLICY

Teacher Time (see Bell Schedule)

- Upon arrival to work, teachers must move his/her own time card to the “**In**” position.
- Timecards that have not been moved will be pulled by the payroll secretary.
- If you are going to be late, call the school as soon as possible.
- Staff members arriving late will then pick up their timecards from the Assistant Principal of Administration and sign the late book.
- Lateness which occurs past the beginning of instruction is considered a fractional absence.
- At the end of the year cumulative lateness beyond 6 hours may result in deductions from employee’s CAR balances. After ten fractional absences, a doctor’s note is required. To avoid this possibility, please make every effort to arrive on time.
- Lateness due to public transportation delays or extreme weather conditions requires the completion of Form OP-201 (pink) available from the payroll secretary.

## ABSENCES

We hope that every teacher will be present each day. However, if you must be absent for the day, you must call before 6:30AM. The telephone number for **Sub Central is 718-xxx-xxxx**. Please also contact the school, (718) xxx-xxxx, and speak to someone to inform us that you have contacted sub central. Your cooperation in calling by 6:30am is requested in order to allow time to hire a substitute for the day and/or to arrange for coverages. If you know in advance that you are going to be absent, please notify the Assistant Principal of

Emergency situations must be discussed with the Principal and/or Assistant Principal of Administration. Non-teaching staff that are absent must call the school directly by 6:30AM.

Immediately upon your return to school from an absence, report to the Payroll Secretary in Room 115D to sign the C.A.R. and to retrieve your time card, which will have been collected during your absence.

Any teacher wishing to attend a professional conference either within or outside New York City must have written permission from the Principal, and in most cases, the Superintendent. The required forms are available from the Payroll Secretary.

### **Leaving the School Building During School Hours**

Teachers are required to remain on the premises throughout the school day with the exception of the designated lunch period; however teachers must sign the logbook located in the Principal's secretary's office out and back in again when you return. If a teacher must leave the school during the school day due to an unforeseen emergency, he/she is to notify the Assistant Principal of Instruction. The teacher must also inform the Assistant Principal of Administration to insure that all classes are covered. No class may be left unsupervised. He/She must move his/her time card and sign out in the Principal's secretary's office.

If a teacher has an official Department of Education meeting to attend, he/she should have received such notification in writing from the Principal, Assistant Principal or the DOE. The teacher is to get written approval on said notice from the respective Administrator no later than the day before the scheduled meeting in order that coverages may be assigned for the teacher's classes.

### **Attending Special Programs or Meetings in the Building During School Hours**

If a teacher must attend a meeting or other activity during the school day, the teacher must follow the procedures above to insure that all classes are covered.

If you receive a notice of jury duty and are seeking a postponement, please see the Payroll Secretary in Room 115D, and bring the summons with you. Should you have to serve, please make sure you notify the Payroll Secretary so that a substitute can be hired. You must notify the school each day that you are out for Jury Duty and when you have completed Jury Duty.

Dept. of Education regulations state that employees receiving a notice to serve Jury Duty will show the notice to the Principal/Administrator, who will either grant permission to the employee to serve, or write a letter to the court requesting deferment of service at this time. Personnel who refuse their Principal's/Administrator's efforts to obtain a deferment where there is demonstrable disruption of essential service may not be eligible for Dept. of Education compensation.

## **POLICY ON SCHOOL SECURITY**

We are all a part of it!

In an effort to provide additional security for this building, we are asking all staff members to be especially vigilant in confronting any person who is obviously not a staff member or student. No person who is a visitor or intruder in this building should go unchallenged or be permitted to wander about freely. Each staff member is asked to inquire of an adult what his business is and escort him to the sign-in desk near the entrance. Do not merely direct someone and assume that he will go there.

**Please do not assume that someone has challenged a visitor.** An intruder is often counting on us making that assumption.

As in all things that are important and lasting in a school, it is the individual teacher who makes the real difference. It would be impossible to maintain a positive school tone without the help of every teacher in every classroom and on every building assignment.

Some of us may not want to confront students; others may even feel that some of the rules we have instituted are an infringement on personal liberties. Whatever the case, school tone can only be maintained if we all work together.

If you are a classroom teacher please enforce **all** the school rules:

- Do not allow the wearing of walkmans or inappropriate attire.
- Question students who are late and report habitual offenders to the guidance counselor.
- Do not allow the use of the pass unless absolutely necessary and never allow it during the first and last ten minutes of the period, or during passing between periods.
- Under no circumstances are you to deny entry of a student who is registered in your class, **even if they are late.**
- Assist with passing by being at the door to your room encouraging students to enter and others to move on.

**When in the halls:**

- Ask students for their pass.
- Do not allow loitering.
- Enforce school rules.
- Report problems to the Assistant Principal and/or the Dean.

REMEMBER: IF WE ALL WORK TOGETHER WE CAN MAINTAIN AN EXCELLENT SCHOOL TONE. IF WE DON'T THEN EVERYONE SUFFERS, INCLUDING THE STUDENTS. IF YOU ARE NOT PART OF THE SOLUTION, YOU'RE PART OF THE PROBLEM. BECOME PART OF THE TEAM!!!!

# Your School and Principal's Mane Here

TO: All Staff Members  
FROM: William J. Stevens, A.P. Adm/Org  
RE: FIRE DRILL PROCEDURES  
DATE: September 2014

PLEASE READ CAREFULLY (both to yourself and your students) AND POST IN YOUR CLASSROOM.

- I. Should anyone see or smell smoke, notify the Principal's Office at once. This building is equipped with a smoke alarm and sprinkler system, there is no need to pull an alarm except in an extreme situation.
2. Teachers and students are asked to bear in mind that the moment the fire alarm is pulled, the following will occur:
  - A. The swinging doors on each floor will swing to a closed position and the firelights will flash.
  - B. The elevator will automatically return to the first floor and will not function again until the all clear or "return" is sounded. Therefore, handicapped students will have to be helped down the stairs by the physical education teachers and their classmates. It is important that students be assisted, in advance, to help for this purpose.
  - C. The air-conditioning/heating system will automatically shut off.
3. Fire Drills must be taken seriously. Students and teachers, whether they are in offices or classrooms, must regard a Fire Drill as an actual emergency and proceed accordingly. ABSOLUTE SILENCE, SPEED ORDER AND OBEDIENCE TO COMMANDS ARE INSISTED UPON.
4. Students and Teachers please note: The appropriate exit for each room, as well as where to proceed when you exit the building is posted in each room. If a classroom or office does not have a fire drill sign, use the form below to notify the AP - Administration in room 115.

## FIRE DRILL PROCEDURES

- I. Signal: **The signal is a siren.**  
**\*Unless the signal is repeated teachers should not leave their classrooms or Offices. The siren should be regarded as a warning or get ready signal.**
2. Class procedures:
  - A. Teachers should lead their classes to the designated exit stairwell and then directly out of the building. Classes entering the stairwell should permit classes already in the stairwell to pass before they enter. **It is the responsibility of all staff to supervise students.** Since teachers know the students in their class, it is expected that they will closely supervise their students.
  - B. Upon exiting the building, students and staff should walk to 36<sup>th</sup> Avenue on the sidewalk without crossing the street. **Teachers must actively supervise Students on the street making sure that they remain on the sidewalk and in class groups.**
  - C. Teachers must lead and supervise their classes at all times from the moment that the gongs announce the drill until the class returns to its room.

Please note the following assignments to be followed during fire drills and in the event of an emergency evacuation of the building:

#### Floor Warden Assignments

5<sup>th</sup> floor – Ms.  
4<sup>th</sup> floor – Ms.  
3<sup>rd</sup> floor – Ms.  
2<sup>nd</sup> floor – Mr.  
1<sup>st</sup> floor – Mr.

Please note the following staff assignments outside of the building during a fire drill or evacuation. Staff are asked to spread out equal distance apart and remain visible to one another along either the street or avenue that you are assigned to supervise.

36<sup>th</sup> Avenue – Mr.  
36<sup>th</sup> Street (school side sidewalk) – Ms.  
36<sup>th</sup> Street (side walk across the street from the school) – Ms..  
35<sup>th</sup> Street (school side sidewalk) – Ms.  
35<sup>th</sup> Street (side walk across the street from the school) – Ms.  
Corner of 35<sup>th</sup> Avenue & 36<sup>th</sup> Street – Ms.  
Corner of 35<sup>th</sup> Avenue & 35<sup>th</sup> Street – Ms.  
35<sup>th</sup> Avenue – Mr.

#### The primary stairwells for each floor during egress:

5<sup>th</sup> floor – Stairwell A & C  
4<sup>th</sup> floor – Stairwell D, C (A)  
3<sup>rd</sup> floor – Stairwell A  
2<sup>nd</sup> floor – Stairwell B  
1<sup>st</sup> floor – exits occur at the main entrance, Stairwell D, Lobby to 36<sup>th</sup> Street via stairwell B, Stairwell C

#### Fire Drill Schedule:

TBD

Rapid Dismissal Schedule – teachers must escort their 9<sup>th</sup> period classes out of the building as per all written instructions.

TBD

# Your School and Principal's Name Here

TO: All Staff Members  
FROM: William J. Stevens, A.P. Adm/Org  
RE: SHELTER DRILL PROCEDURES  
DATE: February 2015

PLEASE READ CAREFULLY (both to yourself and your students) AND POST IN YOUR CLASSROOM.

- I. Should there be a need for students and staff to take shelter in the building, the following procedures have been established to prepare for such a situation.

Teachers and students are asked to bear in mind that the moment the announcement is made for a Shelter Drill, the following will occur:

- A. The swinging doors on each floor will swing to a closed position and the firelights will flash when the fire alarm is sounded.
- B. The elevator will automatically return to the first floor and will not function again until the all clear or "return" is sounded. It is important that all students with disabilities be assisted in advance, to help for this purpose.
- C. The air-conditioning/heating system will automatically shut off.

3. Shelter Drills must be taken seriously. Students and teachers, whether they are in offices or classrooms, must regard a Shelter Drill as an actual emergency and proceed accordingly. ABSOLUTE SILENCE, SPEED, ORDER AND OBEDIENCE TO COMMANDS ARE INSISTED UPON.

4. Students and Teachers please note: Students must vacate all classrooms in the building and proceed directly to the Concert Hall as per egress routes established for a fire drill. Make every attempt to avoid glass walls and windows. Line the students up and sit in pre arranged designated seats in the Concert Hall (Attached). Teachers, please note: Due to the amount of glass structures in the building, please plan ahead as to where your class will move to once the alarm has sounded for all of the classrooms on your program. Please review all of these procedures with each of your classes.

5. All support staff (Guidance Counselors (main level), Secretaries (balcony), and School Aides (balcony) must report directly to the Concert Hall in assigned areas. School Safety Agents and Deans are asked to supervise the seating in the Concert Hall as classes enter.

## SHELTER DRILL PROCEDURES

- I. Signal: **The signal is a siren immediately followed by an announcement.**  
**\*Unless the signal is repeated teachers should not leave their classrooms or Offices. The siren should be regarded as a warning or get ready signal.**
- II. Teachers must lead and supervise their classes at all times from the moment that the announcement is made and the drill begins until the class returns to its room.
- III. **Silence must be maintained by all students and staff at all times.**
- IV. The Shelter Drill will terminate when the signal is given by the School Safety Agent or deans who are stationed in the hallways.

# Your School and Principal's Name Here

TO: All Staff  
FROM: William J. Stevens, APO  
RE: Evacuation Procedures  
DATE: September 2014

Please find the following enclosed:

1. Evacuation procedures to review with your classes
2. Evacuation assignments, floor supervisors, assignments for all support staff
3. Explanation of egress routes

## **PLEASE REVIEW THE FOLLOWING EVACUATION PROCEDURES WITH YOUR CLASSES**

Subject class teachers will spend several minutes reviewing appropriate evacuation procedures with their classes. Students must receive the message that an evacuation is serious business.

Recent history has proven that appropriate measures helped to save lives.

As a safe, secure school continues to be our utmost priority, please spend one or two minutes to stress the following in all of your classes as well as the procedures to follow for a fire drill.

Pay attention to the fire siren! At the sound of the siren, it is at this time that all students and faculty should organize themselves and "Prepare" to evacuate.

Be sure to make note of the emergency exit signs posted in your classroom.

This sign indicates which way you are to proceed down the corridor to the first floor.

Listen for announcements over the PA system! You will hear the following: The siren and an announcement on how to proceed.

The need for silence and cooperation! Please stress the need for TOTAL silence.

Many lives will be saved when large groups of people are able to hear instructions to evacuate AWAY from dangerous spots.

Kindly stress to all your classes that their cooperation will directly affect not only their life, but also the lives of those around them.

Remember: Smoke inhalation is the-number one cause of death in a fire.

A speedy and orderly exit is the best prescription for ensuring everyone's safety.

Continued silence on return to class after the "All Clear" signal:

There have been occasions when we have had to evacuate immediately following the "All Clear" due to other problems arising, therefore, continued silence must be maintained. **REMEMBER...**

1. Fire Drill Siren.
2. Evacuate or disregard
3. Silence and order during evacuation
4. "All Clear" signal-silent & orderly return to class

Finally please stress the fact that students who do not cooperate are endangering the lives of others.

Thank you for your cooperation and continued efforts in maintaining a safe environment.

**EVACUATION ASSIGNMENTS** **FLOOR SUPERVISORS**

All floor supervisors are asked to designate an alternate in case of absence or unavailability. (Please note: teachers with handicapping conditions should follow the same instructions). Notify your colleagues ahead of time.

- 1. Check rooms and doors in the section designated on your floor
- 2. "Command Office" on each floor is the Assistant Principal's office

The floor assignments are as follows:

- FIRST FLOOR** Mr.
- SECOND FLOOR** Mr.
- THIRD FLOOR** Mr.
- FOURTH FLOOR** Ms.
- FIFTH FLOOR** Ms.
- LUNCH PERIODS** Assigned C6 Teachers with School Aide
- All School Aides** Report and assist on 35<sup>th</sup> Avenue
- All Guidance Counselors** Report and assist on 35<sup>th</sup> Avenue
- SECURITY AGENTS** Assist AP Administration and Deans in contacting NYPD and/or FDNY

**FIRST FLOOR SUPERVISORS**

The Principal will be visible on the first floor and must be advised of any adverse conditions or changes

**UNASSIGNED TEACHERS, SBST and SCHOOL SECRETARIES**

If an evacuation occurs during a non-teaching period you must:

- 1. Assist with the evacuation of students for the floor that you are on
- 2. All Personnel must leave the building during an evacuation.

Teachers with non-teaching periods are asked to assist in the building parking lot

**LIMITED MOBILITY STUDENTS**

Physical Education teachers assigned to escort limited mobility students in vacating the building  
\*Physical Education teachers will inform the AP Administration that all LMS have vacated the building.

Teachers with classroom assignments during an evacuation must escort their classes out of the building, following all written procedures. Please have your attendance sheets with you and upon lining up attendance must be taken immediately. Report any missing students to the AP Administration immediately.

**ALL PERSONNEL ARE EXPECTED TO EVACUATE ALL FLOORS AND ASSIST IN SUPERVISION OF STUDENTS**

**END OF EVACUATION**

When the emergency has ended. The AP Administration will inform the SSA's to instruct all teachers to lead their students back to the classrooms. Silence must be maintained.

All floor supervisors will then conduct a room survey of their floors and will report any unusual situation to the Principal.

At all times, all staff are expected to help supervise the flow of traffic on the floor you are on out of the building, in the street on the return to classes. All students in the halls must **stop and wait** for instructions.

All students and staff must walk away from closed fire doors.

All of the proceeding information must be disseminated to the students in each assigned class.

Thank you for your attention to this matter.

Your Letterhead Here

TO: All Staff Members  
FROM: William J. Stevens, A.P. Adm/Org.  
RE: Reporting Emergency Situations  
DATE: September 2014

An emergency is a situation that requires immediate attention and response. In case of sudden illness or injury, please follow these procedures

Call or send someone to notify the Principal's office, one of the Assistant Principals Administration, Guidance or Instruction. The key personnel to contact are:

	<b><u>Room</u></b>	<b><u>Ext.</u></b>	<b><u>Cell Number</u></b>
Principal	114	1140	917-xxx-xxxx
A.P. Adm/Org	115A	1157	917-xxx-xxxx
AP Guidance	428G	4286	516-xxx-xxxx
AP Instruction	531D	5314	917-xxx-xxxx
Deans Office	117	1171	
Medical Suite	335	3750	
Security Desk	Lobby	1000	

Do not move or treat the victim unless you have had training and hold appropriate certification. Control the situation to prevent students or others from frightening the victim or inadvertently injuring the victim by trying to help. Assist in maintaining calm and prevent a crowd from gathering.

The Guidance Counselors or the Medical staff should determine if the health record of the injured or ill party contains relevant information. A member of the Guidance staff or the Nurse shall contact the student's parent. The individual on the scene should be mindful that a full report will be necessary at the conclusion of the situation. The time, place, witnesses and an accurate account of the events will constitute the report.

The decision to call 911 will be made by the Principal or Assistant Principal on the scene. 911 will not be called without this authorization.

Untoward or discipline incidents may require the immediate intervention of one of the Deans in room 117. The Deans office can be reached at ext. 1171.

Your Letterhead Here

TO: All Staff  
FROM: William J. Stevens, A.P. Adm/Org.  
RE: Student Lockers  
DATE: September 2014

Lockers will be assigned to each student by the PE teachers in Gym classes and by the Dance teachers in their block of classes. Please announce to your students that the following guidelines should be followed:

Students should not take any available locker. PE teachers will assign lockers as per designated studio areas in the building, as well as for the PE locker rooms. Dance teachers will assign lockers on the third floor and in their Dance locker rooms.

Only school purchased locks will be allowed. Once a student places their combination lock on their assigned locker it is theirs for the remainder of time they spend at FSSA.

Lockers should be kept clean. Food or drink containers may not be left in lockers.

Thank you for your assistance in this matter.

# Your School and Principal's Name Here

TO: All Staff  
FROM: William J. Stevens, A.P. Adm/Org.  
RE: Use of the School Building by Students and Staff after the School Day  
DATE: September 2014

1. Students who are in the building after 3:20 p.m. **must be directly supervised by a teacher.** No students may congregate, socialize, audition, practice or engage in any other activities except under the direct supervision of a teacher. A teacher advisor must be present (in the room) during the activity and is responsible for dismissing the students
2. All after school club activities are open only to the students of the "School Name".
3. Teachers are asked to present a list of students to the School Safety Agent to verify that only legitimate students are in the building from 3:20 – 6:00 p.m. Students who have a legitimate reason to reenter the building must explain this to the School Safety Agent at the main door, show a **valid program card** and check their name with the list
4. Students may not enter the building after 4:00 p.m. for extra curricular activities. One exception to this will be if there is a PSAL game. In that case, the Physical Education teachers will notify School Safety at the desk.
5. Team members returning all equipment after PSAL games or practice must be accompanied by their coach.
6. Food may not be brought into the building under any circumstances. Students may bring a "brown bag dinner" if they have a late rehearsal after school
7. No food or drinks may be brought into the Performance Spaces at any time during or after the school day. **During the school day, students are not permitted to leave the building.**
8. Scheduling events or activities after school on the last day of the week or immediately before a vacation is ill advised and requires approval in writing from the Assistant Principal Administration.
9. The location or meeting room of the activity must be approved by the COSA in advance. The teacher/adviser is responsible for submitting this form ten school days prior to the date of the program. The AP/Org. must approve security as well as the entire program
10. If the space is one that is utilized by one particular department, then the AP Instruction must approve
11. Priority is given to studio needs for use of the Performance Spaces. These spaces require technical staff and security. This impacts directly on the budget. Requests must be made in a timely fashion to the AP - Administration
12. All staff and students must vacate the building by 6:00 p.m. unless they are directly supervising a student activity or have made special arrangements with the Assistant Principal, Administration

**EXTRACURRICULAR ACTIVITY REQUEST FORMS (BUILDING PERMITS) FOR EVENTS AFTER 6:00 P.M. ARE AVAILABLE IN THE Custodian's OFFICE**

# Your School and Principal's Name Here

## EXTRACURRICULAR ACTIVITY REQUEST FOR EVENTS DURING SCHOOL HOURS

Today's Date \_\_\_\_\_

Date of Program \_\_\_\_\_ Time beginning/ending (periods) \_\_\_\_\_

Event \_\_\_\_\_

1. Group making this request \_\_\_\_\_
2. Student representative of this group \_\_\_\_\_
3. Staff member responsible for this program \_\_\_\_\_
4. Size of group - #adults \_\_\_\_\_ #students \_\_\_\_\_
5. ROOM(s) requested for this program \_\_\_\_\_
6. CUSTODIAL NEEDS – Permit, if required, must be secured by staff member responsible for the program

Tables \_\_\_\_\_ Chalkboard \_\_\_\_\_ other \_\_\_\_\_

Chairs \_\_\_\_\_ Garbage cans \_\_\_\_\_

7. REFRESHMENTS – food may only be served in designated areas of the school building. Staff member must contact A.P. Adm/Org.
8. **COLLECTION OF MONEY – SIGNED APPROVAL FORM MUST BE ON FILE BEFORE ANY MONEY IS COLLECTED OR GOODS ARE SOLD**
9. Approval of Club Supervisor \_\_\_\_\_ Date \_\_\_\_\_
10. Approval of Coordinator of Student Affairs (COSA)

\_\_\_\_\_  
Approved \_\_\_\_\_ Date \_\_\_\_\_

11. Approval for use of departmental space \_\_\_\_\_

A.P. Instruction

12. APPROVAL OF ASSISTANT PRINCIPAL ADM/ORG. \_\_\_\_\_

If event is being held during school hours, activity must be **supervised every period**. Please indicate below who is supervising each period of activity. (please sign name legibly)

\_\_\_\_\_  
Period \_\_\_\_\_ Period \_\_\_\_\_ Period \_\_\_\_\_

\_\_\_\_\_  
Period \_\_\_\_\_ Period \_\_\_\_\_ Period \_\_\_\_\_

\*This form must be submitted to the COSA 10 school days before the date of the program or event. **\*\* If Cafeteria space is requested, during lunch periods, two teachers must be present.**

## Your Letterhead Here

TO: All Staff  
FROM: William J. Stevens, A.P. Adm/Org.  
RE: Employee Internal EEO Complaint Procedures  
DATE: September 2014

The following is a summary of Chancellor's Regulation A-830: Procedures for Filing of Internal Complaints of Alleged Discrimination and Harassment.

It is the policy of the Dept. of Education to provide equal educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage, citizenship status, age, marital status, disability, sexual orientation, gender (sex), or prior record of arrest or conviction, except as permitted by law.

It is also the policy of the Dept. of Education to maintain an environment free of harassment with regard to any of the above-noted grounds, including sexual harassment.

The Department of Education also prohibits retaliation against any individual for utilizing or assisting with investigations pursuant to the complaint procedures of Chancellor's Regulation A-830, or for filing complaints with governmental human rights agencies, or for commencing litigation under anti-discrimination laws.

If you believe you have experience Discrimination or Harassment which is prohibited by Board policy and law, you may file a complaint in accordance with Chancellor's Regulation A-830 with the Department's Office of Equal Opportunity or with your local Equal Opportunity Coordinator. Chancellor's Regulation A-830 may be located at the Board's website [www.schools.nyc.gov](http://www.schools.nyc.gov).

The Office of Equal Opportunity.

Thank you.

Your Letterhead Here

TO: All teachers  
FROM: William J. Stevens, A.P. Adm/Org.  
RE: Per session Rules and Regulations  
DATE: September 2014

All teachers working a per session activity with students must abide by the following procedures:

***ALL STAFF WORKING PER SESSION MUST CLOCK IN AND OUT FOR THE PER SESSION ACTIVITY. TEACHERS MUST SUBMIT A COPY OF THEIR TIME CARD WITH THE "HOURLY PROFESSIONAL PERSONNEL TIME REPORT" (TIME SHEET), AND STUDENT SIGN IN SHEET FOR EACH PER SESSION ACTIVITY WITH TEACHERS NAME AND DATES INDICATED.***

***Students must sign in to all after school activities.*** Please include the date and the per session activity title on the top of the student sign in sheet. Only originals will be accepted, no copies.

When filling out the per session time sheets, the above mentioned student information must be attached for each day of per session worked

Submit all materials to the Payroll Secretary, room 115D, no later than the last day of the month previously worked.

As a reminder, there must be a minimum of eight (8) students present for any per session activity where students are involved to commence.

**No per session hours will be processed without the above.**

Thank you for your attention to this matter.

Your Letterhead Here

TO: All Staff  
FROM: William J. Stevens, A.P. Adm/Org.  
RE: Coverages  
DATE: September 2014

In order to adhere to the latest U.F.T. contract, we would like to establish a voluntary pool of staff members who would be assigned coverages. If you want to be part of this pool, please complete the form below and return it to the payroll Secretary, Room 115D on or before Friday, September 5, 2014.

An excerpt of Appendix D-d Voluntary Coverages of the contract appears below.

**APPENX D-d  
VOLUNTARY**

Article 7D of the Teacher Agreement shall be modified to include the following:

Before involuntarily assigning any teacher, except a teacher who has had no coverage during the term, to cover a class, teachers will be assigned on an equitable basis from among all applicants who volunteer to cover the class during their preparation periods or relieved administration periods. Licensure shall be taken into consideration in making assignments. Implementation of this provision shall be in accordance with plans developed at the school level.

NAME: \_\_\_\_\_ DEPT. \_\_\_\_\_

I would like to be placed in a voluntary pool for absentee coverage. I am available period(s)  
\_\_\_\_\_.

I DO NOT want to be placed in a voluntary coverage pool

## Your Letterhead Here

### EMERGENCY CONTACT INFORMATION

TO: All Staff  
FROM: William J. Stevens, Assistant Principal, Admin/Org.  
RE: Emergency Information  
DATE: September 2014

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We are requesting that all staff please fill out the Emergency Contact information below and return to the Payroll Secretary, Room 115D, immediately after the meeting. If you want to change your emergency information, have changed your address or if you are not sure you submitted this information, please resubmit. This is most important for all staff in the building.

Staff Member: \_\_\_\_\_ Home Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Telephone Number: \_\_\_\_\_

\_\_\_\_\_ (Please make sure to put Apt. #)

#### **EMERGENCY INFORMATION:**

In case of accident or sudden illness, notify:

Name: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Relationship: \_\_\_\_\_ Back up Number: \_\_\_\_\_

Or, if above not available, notify:

Name: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Relationship: \_\_\_\_\_ Back up Number: \_\_\_\_\_

Signature: \_\_\_\_\_

		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER		JANUARY
SUN					1					
MON					2	Faculty Conf				
TUE	1				3	Election Day PD	1	Multi Cultural Fair		
WED	2				4		2			
THU	3		1	Curriculum Night	5		3			
FRI	4		2		6	End Mkg Per 1	4		1	Winter Recess
SAT	5		3		7	Auditions	5	Auditions	2	
SUN	6		4		8	Auditions	6	Auditions	3	
MON	7	Labor Day	5	Faculty Conf	9		7	Faculty Conf	4	Classes/Faculty Conf
TUE	8	PD-Teachers/ Orientation/Program Pick Up 9-12	6	SLT/PTA	10	SLT/PTA Rapid Dis	8	SLT	5	
WED	9	Classes/Assembly New Parent Orient.	7		11	Veteran's Day	9		6	
THU	10		8	College Fair	12	Blackout	10	Drama Wkshop	7	
FR	11	Fire Drill	9	Rapid Dis	13	Pops Concert Grades Due	11	Drama Wkshop	8	
SAT	12		10		14		12		9	
SUN	13		11		15		13		10	
MON	14	Rosh Hashanah	12	Columbus Day	16		14	Dept Art Exhibit	11	
TUE	15	Rosh Hashanah	13	Open House	17		15		12	SLT/PTA
WED	16	Lockdown Drill	14	PSAT	18		16		13	Midterms
THU	17	Senior Parent Mtg	15	Open House	19	P/T Conf Evening	17	100 <sup>th</sup> Anniversary Sinatra Tribute Concert	14	Midterms
FRI	18	Rapid Dis	16	Blackout/Names That Hurt	20	P/T Conf-Aft. Rapid Dis	18	100 <sup>th</sup> Anniversary Sinatra Tribute Concert	15	Midterms
SAT	19	HS Fair	17	Boro Fair	21	Auditions	19		16	
SUN	20	HS Fair	18	Boro Fair	22	Auditions	20		17	
MON	21	Faculty Conf	19		23		21		18	MLK Day
TUE	22	SLT/PTA Rapid Dis	20		24		22	End of Art Exhibit	19	
WED	23	Yom Kippur	21		25	Rapid Dis	23		20	Midterms
THU	24	Eid al-Adha	22		26	Thanksgiving	24	Winter Recess	21	Midterms
FRI	25	Fire Drill	23	Blackout/Cabaret	27	Thanksgiving	25	Winter Recess	22	Midterms
SAT	26		24	Cabaret	28		26		23	
SUN	27		25		29		27		24	
MON	28		26		30		28	Winter Recess	25	End of Mkg Per 2
TUE	29		27	Lockdown Drill			29	Winter Recess	26	Regents
WED	30	Parent College Night	28				30	Winter Recess	27	Regents
THU			29				31	Winter Recess	28	Regents
FRI			30	Halloween Perform.					29	Regents – Grades Due Financial Aid Night
SAT			31	Halloween					30	
SUN									3	
MON									1	

**Black Out Days** – The day prior to a production or concert is listed on the calendar as a Black Out Day. All students performing will be excused from their classes for the entire day. No examinations of any kind may be administered. Please note that on the days of the performances, students are expected to be in all classes, however there are to be no examinations administered. For concerts and productions during the week, no examinations are allowed on the day after the final performance (i.e.: Final performance on a Thursday or Sunday, no exams on Friday or Monday respectively). For those performances that conclude on a Friday evening, examinations may be given on the following school day.

**Trips and Performances** - A student is permitted to have no more than 3 trip/performance/co-curricular activities each semester during the school day. An academic class (i.e., English, Math, Science, etc.) can each have two (2) trips/co-curricular activities per semester during the school day. All trips must be approved by the Administration at least 2 weeks prior to the trip. School wide trips/performances are excluded from these limitations. If a student is failing a course (receives a “U” or less than a 65), the teacher in that course has the right to deny the student permission to go on a trip/performance during the school day (this does not apply to after school trips/performances). A student may be denied the right to go on a trip/performance because of disciplinary reasons. Permission slips must be completed (with teacher and parent signatures included) and returned 48 hours before trip departure. There are no trips to be scheduled in January and the end of year cut-off date for all trips is April 22. The final performance will take place no later than May 19 & 20.

All School Safety meetings are scheduled for the last Tuesday of each month in the Principal's Conference room.

Faculty Conferences will occur as indicated above. Teacher reporting time will be 7:45 – 2:35

		FEBRUARY		MARCH		APRIL		MAY		JUNE
SUN							1			
MON	1	PD					2	Classes resume Faculty Conf		
TUES	2	Spring Term/Assembly	1				3			
WED	3		2	Lockdown Drill			4	Blackout	1	Alg II Common Core
THU	4	Curriculum Night	3				5	Drama	2	Finals
FRI	5		4	Progress Grades Pulled	1	Jazz JAM Concert End of Mkg 1	6	Drama	3	Finals
SAT	6		5		2		7		4	
SUN	7		6		3		8		5	
MON	8	Faculty Conf	7	Faculty Conf	4	Faculty Conf	9	Fire Drill	6	Finals
TUE	9	SLT-PTA	8	SLT/PTA: AP Night	5		10	SLT/PTA	7	Finals
WED	10	Blackout	9	Musical Tech Blackout Academic Fair Blackout / College Fair	6		11		8	Finals
THU	11	Band/Orch Concert	10	P/T Conf-Eve Academic Fair	7	GradesDue Blackout	12	Blackout	9	PD
FRI	12	Rapid Dis	11	P/T Conf-Aft Academic Fair/Rapid Dis	8	Masterworks Concert	13	Senior Dance	10	Finals Alumni Concert
SAT	13		12		9		14		11	
SUN	14		13		10		15		12	
MON	15	Midwinter Recess	14		11		16		13	End Mkg Per 2
TUE	16	Midwinter Recess	15		12	SLT/PTA	17		14	Regents
WED	17	Midwinter Recess	16	Musical Blackout	13	Blackout	18	Open House	15	Regents
THU	18	Midwinter Recess	17	Musical	14	Drama	19	Film Screening	16	Regents
FRI	19	Midwinter Recess	18	Musical	15	Drama	20	Film Screening	17	Regents Grades Due
SAT	20		19	Musical	16		21		18	
SUN	21		20		17		22		19	
MON	22		21		18		23		20	Regents
TUE	23	Black History Shelter Drill	22		19	Blackout	24	All School Awards Assembly / Senior Awards 6:00	21	Regents
WED	24		23		20	Spring Dance	25	AP Exams	22	Regents
THU	25	Blackout	24	Rapid Dis	21	Spring Dance	26	AP Exams	23	Rating Day
FRI	26	Vocal Concert	25	Good Friday	22	Last Day for Trips	27	AP Exams	24	
SAT	27		26		23		28		25	
SUN	28		27		24		29		26	
MON	29	End of Progress Report Period	28		25	Spring Recess	30	Memorial Day	27	
TUE			29		26	Spring Recess	31		28	Last Day- Students/Teachers Report Card Pick Up Graduation 1:30
WED			30		27	Spring Recess			29	Senior Diplomas
THU			31	Blackout	28	Spring Recess			30	
FRI					29	Spring Recess				
SAT					30					
SUN										

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All School Safety meetings are scheduled for the last Tuesday of each month in the principal’s Conference room.

Faculty Conferences will occur as indicated above. Teacher reporting time will be 7:45 – 2:35

# Your School Name Here

## Staff Directory - 2014-2015

Principal –  
Assistant Principal of Administration –  
Assistant Principal of Guidance –  
Assistant Principal of Instruction –  
Deans –  
Guidance Counselors –  
College Advisors – / Scholarship Coordinator –  
SAPIS Worker –  
Para Professional –  
Detention Coordinator –  
Resource Room –  
UFT Chapter Chairperson –  
Parent Coordinator –  
Program Coordinator –  
Testing Coordinator –  
Senior Advisor/ COSA –  
Librarian –  
Production Manager/Treasurer –  
Stagecraft –  
Speech –  
Exploring the Arts (ETA) / Events Coordinator –  
Nurse –

### TEACHING STAFF

#### Arts Studios

Art                      Drama                      Music                      Dance                      Film

#### Academic Departments

English                      Math                      Science                      Learning Specialists

Social Studies                      Foreign Language                      Physical Education

#### Secretaries

– Payroll & Supply Secretary

#### School Aides

#### Custodial Staff

#### Safety Agents

#### Kitchen Staff

Circular 6 Assignments 2014 – 2015  
Draft – 2/3/15

Cafeteria	Teachers – 4 Teachers – 5 Teachers – 6 Teachers – 7 Teachers - 8
Library	Teachers – 2 Teachers – 6 Teachers - 8
Suspensions	Teachers - 2 Teachers - 3 Teachers - 8 Teachers – Detention & Suspension Coord./Dean’s Assist
Dean’s Assist	Teachers
Sp Ed Coordination (IEP’s)	Teachers (Extended Time)
Technology	Teachers
Production Assist	Teachers
Tutoring	Teachers
Instrument Repair	Teachers
Hall Patrol (Front Desk - 1)	Teachers
Hall Patrol – 2	Teachers
Costume Room Coord.	Teachers
Front Desk	Teachers

**Your Letterhead Here**

**MEMORANDUM**

**TO: ALL FACULTY & STAFF**  
**FROM: William J. Stevens, AP – Adm./Org.**  
**DATE: September 2014**  
**RE: ACCESSING VOICEMAIL**

The attached telephone directory has been revised. Please discard any previous versions you might still have from last year.

You should set up your voicemail box with your personal message, so callers will know they have reached the person they are attempting to call. At present there are extensions, that when called, still have generic recordings. You are responsible for creating your own outgoing message, in your own voice, as well as, changing temporary passwords. If your extension previously belonged to someone else, or you were assigned a brand new extension, you would have a temporary password (11111) which, if not changed, will enable anyone access to your voicemail box – please create & assign your own password as soon as possible.

Below are instructions on how to get into voicemail:

From a phone that has a “PHML” button on the top right corner:

- Press the PHML button
- If using the phone that has your own extension on it, you will be prompted to enter your password & the pound (#) sign
- If using some other phone, you will be prompted to enter your extension, then your password & the pound (#) sign
- Follow the prompts to set up a new password (if applicable)
- Press 3 to listen to your messages, or follow prompts for other tasks

From a phone that does not have a PHML button:

- pick any free line
- dial 4444, which will take you to the voicemail system
- You will then be prompted to enter your extension
- After this, follow the directions above

Please inform the AP Administration or the Payroll Secretary – in writing - of any problems you are experiencing with your phone and/or voicemail. You are responsible for periodically cleaning up your inbox. Parents and other outside callers should be able to leave messages for you in your own voicemail account at all times and you should listen to them and respond in a timely manner. Calling the Main Office should not be the primary means to reach you, unless you are Main Office personnel.

Thank you for your cooperation.

**IN-HOUSE TELEPHONE DIRECTORY**  
(Sample)

<b>STAFF NAME or OFFICE</b>	<b>ROOM #</b>	<b>TELEPHONE EXTENSION</b>	<b>VOICEMAIL</b>
<b>AP Instruction</b>	<b>531D</b>	<b>5314</b> <b>718-xxx-xxxx</b>	
Art Gallery	207C 307C	2070 3570	
Guidance	428E	4285 718-xxx-xxxx	
<b>Payroll Secretatry</b>	<b>115D</b>	<b>1152</b> <b>718-xxx-xxxx</b>	
Paraprofessional	410	4100	1501
Music Teacher	405	4050	1536
Head Dean	117 (deans' office)	1170 718-xxx-xxxx	1539
Black Box Theatre	144 337	1440 3770	
Black Box Theatre Control Rm	130A	1300	
English Teacher	425 (2 <sup>nd</sup> & 9 <sup>th</sup> per) 435 (4 <sup>th</sup> per) 433 (5 <sup>th</sup> & 6 <sup>th</sup> per) Library (8 <sup>th</sup> per)	4250 4350 4330 4040 / 41 / 42 / 43	1502
Film Teacher	126 (stagecraft) 137 (film office) 141E (media center)	1260 1370 1410	1537
Cafeteria (student)	540	5400	
Cafeteria (kitchen)	529	5290 / 5291	
Cafeteria (teachers & staff)	525	5250	
Cafeteria (dietician)	525H	5292 718-xxx-xxxx	
Paraprofessional	428	4280 718-xxx-xxxx	
Spanish Teacher	131	1310	1543
Choral Room	405	4050	
Supervising School Aide	111	1153	
Classrooms		Classroom Telephone #s are the room # ending in 0 (for ex, Room 127 is extension 1270)	
Testing Coordinator	531C – office 537 - classroom	5313 / 718-xxx-xxxx 5370	
English Teacher			1504

Your letterhead Here

**MEMORANDUM**

**TO:** ALL FACULTY & STAFF  
**FROM:** William J. Stevens, AP – Adm./Org.  
**DATE:** September 2014  
**RE:** EMAIL

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Please be aware that most communications (including meeting notices) from the Principal(s) will be sent to you via DOE email. It is important that you understand that all school related correspondence will be through your DOE address to contact you. Therefore, please make every effort to check your DOE email frequently. Also, please try to clean out (delete old messages) your DOE mailbox every now and then – if it becomes too congested, emails bounce back and are not delivered to you.

**ACCESSING DOE EMAIL:**

Go to: <https://mail.nycboe.net/exchange/>

At the login box, type your user name (if unsure, please see Abdel Elmoussaoui) and password

If your password has expired or if you have been “locked out” (this happens when you enter an incorrect password 3 times in a row), it will have to be reset. Currently, there are 2 options for having your password reset: (1) you can call the Help Desk (718-xxx-xxxx), or (2) go to the online reset tool at <https://idm.nycenet.edu/username/pages/default.aspx> and follow the instructions.



Your Letterhead Here

To: All Teachers

From: William J. Stevens, A.P. Adm./Org.

Re: Student Metro Cards

Date: September 2014

Please be advised that on the official first day of classes students who have handed in all of their materials (Blue Cards, Opt Out Letters, etc..) will be eligible to pick up their Metro cards. This distribution will follow the schedule below:

Period 8 (Please wait for the announcement)

Instrumental & Vocal Music and Film students will report to the atrium to pick up their Metro cards.

Period 9 (Please wait for the announcement)

Dance, Drama and Fine Art students will report to the atrium to pick up their Metro cards.

Once again, only those students who have handed in all signed documents are to report to the atrium. Those students who still need to return these materials may bring all signed documents to the Main office and pick up a Metro card during their lunch periods.

Thank you for your attention to this matter.

# Your School Name Here

## School Aides Schedules (Draft - Sample)\*

NAME	WORK TIME	BREAK	8:00/8:30	9:00/9:30	10:00/10:30	11:00/11:30	12:00/12:30
	9:00 – 3:00	11:30 – 12:00		Guidance Office, Student Trips, Attendance – admit/discharge Suspension and Detention	Guidance Office, Student Trips, Attendance – admit/discharge Suspension and Detention	Guidance Office, Student Trips, Attendance – admit/discharge Suspension and Detention	Guidance Office, Student Trips, Attendance – admit/discharge Suspension and Detention
	6:30 – 2:00	11:30 – 12:00	Mimeo Room, switchboard to 7:30 room 109, assist with coverages when needed, Packages delivered in building from 109	----- ----->			
	9:30 – 3:30	1:30 – 2:00		Switchboard Room 109 starting at 9:30	Switchboard, Room 109, Assist in the collection of attendance	Switchboard to 11:30, Room 109, 11:30 Cafeteria (calls to abs students if Alicia is absent)	12:00-12:25 Cover in 115B 12:30-1:00 Swichboard
	9:00 – 3:00	12:30 – 1:00		College Office	College Office	College Office, 11:30 -12:00 Front Desk for _____	College Office
	7:30 – 1:30	12:00 - 12:30	Front door Supervision 7:30 - 8:30 (please stand at entrance with machines) *Mimeo room for _____ when absent	8:30 – 9:00 in room 115B Principal's mail, phone & messages 9:00 – 10:30 Dean's office or if needed, Vault coordination	Continue in Dean's office or Vault to 10:30. 10:30 –end of day, 5 <sup>th</sup> floor bathroom supervision	----- ->	----- ->
	8:00 – 2:00	1:00 – 1:30	Switchboard 7:30 to 9:00 Room 109	Program Office, Reverse Daily Attendance	Attendance Pick-up, Scan Attendance and reports Room 109	Switchboard 11:30-12:00 Room 109 Student Attendance	Switchboard 12:00 – 12:30, Room 109 Student Attendance

\*Schedules are subject to change on a day to day basis. School Aides must check with the Supervising School Aide throughout the day to see if a change in their schedule is necessary. Additional requests and assignments as per the Administration.

SCHOOL BASED POSTING  
DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK

2014-2015

\_\_\_\_\_ Date

**PER SESSION VACANCY NOTICE**      **NUMBER** \_\_\_\_\_ **PLEASE POST**

**SUBJECT TO FUNDING AVAILABILITY**

**POSITION:** Teachers – CONCURRENT OPTIONS (INDEPENDENT STUDY)  
Supervisors, Guidance Counselor, Secretary  
(pre-approved activity)

**LOCATION:** Your School Name Here

**ELIGIBILITY:** Licensed Teachers, Supervisors, Guidance Counselor, Secretary

**SELECTION CRITERIA:** 1. Licensed teacher and supervisor in the area of the independent study  
2. Willingness to adjust schedule according to the needs of the students

**DUTIES AND RESPONSIBILITIES:**

1. Coordinate and supervise students doing independent study projects
2. Monitor and evaluate student progress on a regular basis ensuring that High School Division time requirements for credit are met by the student
3. Maintain accurate records of student progress
4. Enter a final grade for each student upon completion of the independent study

**SALARY:** As per *Collective Bargaining Agreement*

**WORK SCHEDULE:** Fall 2014 – Spring 2015  
Daily, after school on school days and weekends  
The number of hours will vary depending on activity.

**APPLICATION:** Send letter of application along with an OP175 to Room 115A. Application must be received by September 19, 2014.

Please include the above circular number on your resume and application.  
Service exceeding the number of hours specified in the Personnel Memorandum dated March 5, 1999, concern the change in the maximum number of hours for per session activities effective July 1, 1999 and/or service in one or more per session activities in a per session school year (July 1, 2001 – June 30, 2002), requires prior approval of the Executive Director of Human Resources. The appropriate Chief Administrator, Executive Director, Deputy Superintendent of High Schools, Community Superintendent, or Special Education Superintendent must make the request in writing (Form OP175W) and receive written approval before the person can begin working in the activity. Requests should be sent to the Division of Human Resources, Per Session Monitoring Unit, 65 Court Street, Room 405G, Brooklyn, NY 11201. For details, please refer to Chancellor's Regulation C-175 dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/H

Approved: \_\_\_\_\_, Principal

SCHOOL BASED POSTING

DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK  
2014 – 2015

Date \_\_\_\_\_

**PER SESSION VACANCY NOTICE**

**NUMBER** \_\_\_\_\_

**PLEASE POST**

**POSITION:** Yearbook Advisor

**LOCATION:** Your School Name Here

**ELIGIBILITY:** New York City licensed Teacher

**SELECTION CRITERIA:**

1. Demonstrated ability to meet deadlines
2. Demonstrated ability to work well with students and staff
3. Evidence of responsibility in handling transactions with outside agencies and vendors
4. Ability to make artistic judgments in layout, type specification and art work
5. Knowledge of graphic processes and graphic design preferred
6. Appointed teacher at “Your School Name Here”
7. Excellent record of attendance and punctuality

**DUTIES:**

1. Coordinate current yearbook staff and recruit additional students
2. Coordinate production with yearbook company representative
3. Together with the yearbook staff, develop a theme for the yearbook
4. Arrange for group photos and candid photography
5. Arrange for staff photographs
6. Lay out the yearbook.
7. Arrange for art work
8. Proofread the yearbook
9. Coordinate with the Senior Advisor to plan a budget for the yearbook
10. Coordinate with the Senior Advisor for the distribution of the yearbook

**SALARY:** As per *Collective Bargaining Agreement*

**WORK SCHEDULE:** Before or after school

**APPLICATION:** Send letter of application along with an OP175 to Room 115A. Application must be received by September 19, 2014.

Please include the above circular number on your resume and application.

Service exceeding the number of hours specified in the Personnel Memorandum dated March 5, 1999, concern the change in the maximum number of hours for per session activities effective July 1, 1999 and/or service in one or more per session activities in a per session school year (July 1, 2001 – June 30, 2002), requires prior approval of the Executive Director of Human Resources. The appropriate Chief Administrator, Executive Director, Deputy Superintendent of High Schools, Community Superintendent, or Special Education Superintendent must make the request in writing (Form OP175W) and receive written approval before the person can begin working in the activity. Requests should be sent to the Division of Human Resources, Per Session Monitoring Unit, 65 Court Street, Room 405G, Brooklyn, NY 11201. For details, please refer to Chancellor’s Regulation C-175 dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/H

DEPARTMENT OF EDUCATION

2014-2015

**PER SESSION VACANCY NOTICE**      **NUMBER** \_\_\_\_\_ **Date**  
**PLEASE POST**

**POSITION:** Proctor: “Your School Name Here” Specialized Admissions Test (performance auditions– 2014 – 2015)

**LOCATION:** Your School Name Here

**ELIGIBILITY:** Teacher holding New York City license

**SELECTION**

- CRITERIA:**
1. Satisfactory experience as a DOE teacher
  2. Demonstrated ability to administrator standardized examinations
  3. Excellent attendance and punctuality record
  4. Demonstrated ability to follow and adhere to test instructions

**DUTIES AND**

**RESPONSIBILITIES:**

To proctor the Specialized High School Admissions Test. There will be a mandatory one-time orientation session prior to the examination. Staff must fulfill commitment made – e.g., 1, 2, 3 days.

**SALARY:** As per *Collective Bargaining Agreement*

**WORK**

**SCHEDULE:** 7:00 a.m. – 3:00 p.m.      7:30 a.m. – 3:30 p.m.      8:00 a.m. – 4:00 p.m. (6 hours per day, exclusive of lunch)

Saturday:	November 8, 2014	Saturday:	December 6, 2014
Sunday:	November 9, 2014	Sunday:	December 7, 2014
Saturday:	November 22, 2014		
Sunday:	November 23, 2014		

**APPLICATION:** Send letter of application along with an OP175 to Room 115A. Application must be received by September 19, 2014.

Please include the above circular number on your resume and application  
Service exceeding the number of hours specified in the Personnel Memorandum dated March 5, 1999, concern the change in the maximum number of hours for per session activities effective July 1, 1999 and/or service in one or more per session activities in a per session school year (July 1, 2001 – June 30, 2002), requires prior approval of the Executive Director of Human Resources. The appropriate Chief Administrator, Executive Director, Deputy Superintendent of High Schools, Community Superintendent, or Special Education Superintendent must make the request in writing (Form OP175W) and receive written approval before the person can begin working in the activity. Requests should be sent to the Division of Human Resources, Per Session Monitoring Unit, 65 Court Street, Room 405G, Brooklyn, NY 11201. For details, please refer to Chancellor’s Regulation C-175 dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/H

DEPARTMENT OF EDUCATION

2014- 2015

\_\_\_\_\_  
Date

**PER SESSION VACANCY NOTICE**

**NUMBER** \_\_\_\_\_

**PLEASE POST**

**POSITION:** Supervising Proctor: “Your School Name Here” Specialized Admissions Test (performance auditions – 2014-2015)

**LOCATION:** Your School Name Here

**ELIGIBILITY:** Department of Education licensed Supervisor

**SELECTION**

- CRITERIA:**
1. Satisfactory experience as a Department of Education Supervisor
  2. Demonstrated ability to supervise the administration of standardized examinations
  3. Excellent attendance and punctuality record
  4. Demonstrated ability to follow and oversee test security

**DUTIES AND**

**RESPONSIBILITIES:**

Supervise, and, if needed, administer, the Specialized Admissions Test (performance auditions). There will be a mandatory one-time orientation session prior to the examination. Staff must fulfill commitment made – e.g., 1, 2, 3 days.

**SALARY:** As per *Collective Bargaining Agreement*

**WORK**

**SCHEDULE:** 7:00 a.m. – 3:00 p.m.      7:30 a.m. – 3:30 p.m.      8:00 a.m. – 4:00 p.m. (6 hours per day, exclusive of lunch)

Saturday: November 8, 2014

Saturday: December 6, 2014

Sunday: November 9, 2014

Sunday: December 7, 2014

Saturday: November 22, 2014

Sunday: November 23, 2014

**APPLICATION:** Send letter of application along with an OP175 to Room 115A. Application must be received by September 19, 2014.

Please include the above circular number on your resume and application  
Service exceeding the number of hours specified in the Personnel Memorandum dated March 5, 1999, concern the change in the maximum number of hours for per session activities effective July 1, 1999 and/or service in one or more per session activities in a per session school year (July 1, 2001 – June 30, 2002), requires prior approval of the Executive Director of Human Resources. The appropriate Chief Administrator, Executive Director, Deputy Superintendent of High Schools, Community Superintendent, or Special Education Superintendent must make the request in writing (Form OP175W) and receive written approval before the person can begin working in the activity. Requests should be sent to the Division of Human Resources, Per Session Monitoring Unit, 65 Court Street, Room 405G, Brooklyn, NY 11201. For details, please refer to Chancellor’s Regulation C-175 dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/H



SCHOOL BASED POSTING

September 9, 2014

Date

**SUMMER STUDENT ORIENTATION VACANCY NOTICE**

**POSITION:** Teachers

**LOCATION:** Your School Name Here

**ELIGIBILITY:** Licensed “Your School Name Here” High School Teachers  
(1 English, 1 Math, 2 Music, 1 Dance, 1 Drama, 1 Fine Art, 1 Film & Media)

**SELECTION**

**CRITERIA:**

1. Licensed teachers to coordinate Summer Orientation Program for incoming 9<sup>th</sup> grade students in the arts and academics (English and Math)
2. Willingness to work with administration to develop the curriculum and program agenda in June

**DUTIES AND**

**RESPONSIBILITIES:**

1. Coordinate and supervise students in two 1 1/2 hour sessions
2. Monitor and evaluate student engagement and progress
3. Maintain accurate records of student progress

**SALARY:** Per Session Rate

**WORK**

**SCHEDULE:** Summer 2015  
Dates and Hours to Be Announced

**APPLICATION:** Send letter of application to:  
\_\_\_\_\_, Assistant Principal, Room 115A. Applications must be received by September 19, 2014.

Approved by: \_\_\_\_\_  
\_\_\_\_\_, Principal

SCHOOL BASED POSTING

September 9, 2014

Date

**SUMMER STUDENT ORIENTATION VACANCY NOTICE**

**POSITION:** Teachers, Administrators, School Aides, Secretaries

**LOCATION:** Your School Name Here

**ELIGIBILITY:** Licensed High School Teachers, Administrators, School Aides, Secretaries

**SELECTION**

- CRITERIA:**
1. Licensed teachers to coordinate Non-Traditional Summer School Program for credit recovery in academic subjects (English, Social Studies, Math and Science) and to oversee Regents preparation classes
  2. Willingness to work with administration to develop the curriculum and program agenda in June

**DUTIES AND**

**RESPONSIBILITIES:**

1. Coordinate and supervise students in three 1 1/2 hour sessions
2. Monitor and evaluate student engagement and progress
3. Maintain accurate records of student progress

**SALARY:** Per Session Rate

**WORK**

**SCHEDULE:** Summer 2014  
Dates and Hours to Be Announced

**APPLICATION:** Send letter of application to:

\_\_\_\_\_, Assistant Principal, Room 115A. Applications must be received by September 19, 2014.

Approved by: \_\_\_\_\_  
\_\_\_\_\_, Principal

SCHOOL BASED POSTING  
DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK

2014-2015

\_\_\_\_\_ Date \_\_\_\_\_  
**PER SESSION VACANCY NOTICE**      **NUMBER**      **PLEASE POST**

**SUBJECT TO FUNDING AVAILABILITY**

**POSITION:** Teachers for Major Artistic Productions in Art, Music, Dance and Drama, including the School Musical

**LOCATION:** Your School Name Here

**ELIGIBILITY:** Licensed Teachers at “Your School Name Here” in Studio area of production

***SELECTION***

- CRITERIA**
1. Demonstrated ability to work cooperatively with the administration, Staff, students, parents and school community
  2. Demonstrated human relations skills
  3. Willingness to adjust time schedule to meet the needs of the assignment
  4. Superior record of attendance and punctuality
  5. Superior work record
  6. Appointed teacher in Studio area of performance with a satisfactory rating

- DUTIES:**
1. Audition and select students for each aspect of the performance
  2. Work with AP/Org. to plan location, date(s) and other details relating to the performance
  3. Set up rehearsal schedule
  4. Oversee development of program
  5. Oversee publicity and ticket sales
  6. Notify parents and staff of rehearsal schedule
  7. Be responsible for all artistic aspects of the performance

**SALARY:** As per *Collective Bargaining Agreement*

**WORK**

**SCHEDULE:** The number of hours after school will vary depending on the nature of the production and guidelines contained in the collective bargaining agreement

**APPLICATION:** Send letter of application along with an OP175 to Room 115A. Application must be received by September 19, 2014.

Please include the above circular number on your resume and application.

Service exceeding the number of hours specified in the Personnel dated March 5, 1999, concern the change in the maximum number of hours for per session activities effective July 1, 1999 and/or service in one or more per session activities in a per session school year (July 1, 2001 – June 30, 2002), requires prior approval of the Executive Director of Human Resources. The appropriate Chief Administrator, Executive Director, Deputy Superintendent of High Schools, Community Superintendent, or Special Education Superintendent must make the request in writing (Form OP175W) and receive written approval before the person can begin working in the activity. Requests should be sent to the Division of Human Resources, Per Session Monitoring Unit, 65 Court Street, Room 405G, Brooklyn, NY 11201. For details, please refer to Chancellor’s Regulation C-175 dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/H

SCHOOL BASED POSTING  
DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK

2014-2015

	Date	
<b><u>PER SESSION VACANCY NOTICE</u></b>	<b><u>NUMBER</u></b>	<b><u>PLEASE POST</u></b>
<b>SUBJECT TO FUNDING AVAILABILITY</b>		

**POSITION:** Teachers – TUTORING (pre-approved activity)

**LOCATION:** Your School Name Here

**ELIGIBILITY :** Licensed Teachers

**SELECTION**

**CRITERIA:**

1. Licensed teacher in the area of the tutoring
2. Willingness to adjust schedule according to the needs of the students

**DUTIES AND**

**RESPONSIBILITIES:**

1. Coordinate and supervise students tutoring projects
2. Monitor and evaluate student progress on a regular basis
3. Maintain accurate records of student progress

**SALARY:** *As per Collective Bargaining Agreement*

**WORK**

**SCHEDULE:** Fall 2014 – Spring 2015  
The number of hours will vary depending on student and department needs

**APPLICATION:** Send letter of application along with an OP175 to Room 115A. Application must be received by September 19, 2014.

Please include the above circular number on your resume and application.  
Service exceeding the number of hours specified in the Personnel Memorandum dated March 5, 1999, concern the change in the maximum number of hours for per session activities effective July 1, 1999 and/or service in one or more per session activities in a per session school year (July 1, 2001 – June 30, 2002), requires prior approval of the Executive Director of Human Resources. The appropriate Chief Administrator, Executive Director, Deputy Superintendent of High Schools, Community Superintendent, or Special Education Superintendent must make the request in writing (Form OP175W) and receive written approval before the person can begin working in the activity. Requests should be sent to the Division of Human Resources, Per Session Monitoring Unit, 65 Court Street, Room 405G, Brooklyn, NY 11201. For details, please refer to Chancellor’s Regulation C-175 dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/H  
**SCHOOL-BASED POSTING**

**DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK**

**NAME OF SCHOOL: Your School Name Here**

**PER SESSION VACANCY NOTICE                      NUMBER \_\_\_\_\_ 2014-2015                      PLEASE POST**

(SUBJECT TO FUNDING AVAILABILITY)

**POSITION:**            Guidance Counselor  
**LOCATION:**            Your School Name Here  
**ELIGIBILITY:**      NYC Department of Education licensed Guidance Counselor

***SELECTION***

***CRITERIA:***

1. Licensed Guidance Counselor
2. Willingness to adjust schedule according to the needs of students

***DUTIES:***

1. Coordinate and supervise after school counseling sessions
2. Monitor and evaluate school program on a regular basis ensuring that requirements for credit are met by the students
3. Completion and processing of administrative reports

***SALARY:***            As per *Collective Bargaining Agreement*

***WORK***

***SCHEDULE:***        Daily – after the regular school day

***APPLICATION:***    Please see \_\_\_\_\_, Assistant Principal, Room 115A, by September 19, 2014 if you are interested.

Please include the above circular number on your resume and application

Service exceeding the number of hours specified in the Personnel Memorandum dated March 5, 1999, concern the change in the maximum number of hours for per session activities effective July 1, 1999 and/or service in one or more per session activities in a per session school year (July 1, 2001 – June 30, 2002), requires prior approval of the Executive Director of Human Resources. The appropriate Chief Administrator, Executive Director, Deputy Superintendent of High Schools, Community Superintendent, or Special Education Superintendent must make the request in writing (Form OP175W) and receive written approval before the person can begin working in the activity. Requests should be sent to the Division of Human Resources, Per Session Monitoring Unit, 65 Court Street, Room 405G, Brooklyn, NY 11201. For details, please refer to Chancellor's Regulation C-175 dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/H

BOARD OF EDUCATION OF THE CITY OF NEW YORK

2014-2015

\_\_\_\_\_ Date

**PER SESSION VACANCY\* NOTICE**

**NUMBER** \_\_\_\_\_

**PLEASE POST**

**SUBJECT TO FUNDING AVAILABILITY**

**POSITION:** College Office – 1 position

**LOCATION:** Your School Name Here

**ELIGIBILITY:** Licensed Teacher

**SELECTION**

- CRITERIA:**
1. Demonstrated ability to meet deadlines
  2. Demonstrated ability to work well with students in order to effect maximum involvement
  3. Evidence of responsibility in handling transactions with outside agencies
  4. Background in creative writing and the ability to critique such work

**RESPONSIBILITIES:**

1. Advise Seniors and Juniors on the college application process and individual choices
2. Provide college information to Juniors in English classes
3. Track down each Senior who has not yet applied to college and encourage each student to apply
4. Track down students who have not been accepted into college, and have them reapply in the Spring to colleges that are more likely to admit them
5. Maintain records of college applications, acceptances, and rejections. Integrate the statistical information into computers in the College Office and fill out state, high school division, and statistical forms for each Senior class based on these records
6. Act as a resource for parents regarding high school subject requirements for college admissions which may necessitate responding to phone calls from parents daily
7. Complete and send School Secondary Report to all the colleges that students are applying to
8. Set up and maintain college bulletin boards for ongoing student information and awareness
9. Arrange for transmission and posting of test records by the Records Room
10. Set up and maintain record of schools that our students applied to and keep track of status
11. Establish and maintain contact with college admissions officers and inform them of the special nature of our school
12. Send end-term reports of students' grades to colleges
13. Arrange for individual conferences with Juniors and parents in the Spring
14. Write college mentor letters starting in the Spring of the students' Junior year
15. Organize a program for summer sessions at colleges

**SALARY:** As per *Collective Bargaining Agreement*

**WORK SCHEDULE:** Effective October 1, 2014 – June 26, 2015

**APPLICATION:** Send letter of application along with an OP175 to Room 115A. Application must be received by September 19, 2014

Please include the above circular number on your resume and application

\* Pending budgetary capability

Service exceeding the number of hours specified in the Personnel Memorandum dated March 5, 1999, concern the change in the maximum number of hours for per session activities effective July 1, 1999 and/or service in one or more per session activities in a per session school year (July 1, 2002 – June 30, 2003), requires prior approval of the Executive Director of Human Resources. The appropriate Chief Administrator, Executive Director, Deputy Superintendent of High Schools, Community Superintendent, or Special Education Superintendent must make the request in writing (Form OP175W) and receive written approval before the person can begin working in the activity. Requests should be sent to the Division of Human Resources, Per Session Monitoring Unit, 65 Court Street, Room 405G, Brooklyn, NY 11201. For details, please refer to Chancellor’s Regulation C-175 dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/H

Approved: \_\_\_\_\_  
\_\_\_\_\_, Principal

SCHOOL BASED POSTING  
DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK

2014-2015

\_\_\_\_\_  
Date

**PER SESSION VACANCY\* NOTICE**    **NUMBER**    **PLEASE POST**

**POSITION:**        Secretary (pre-approved activity)

**LOCATION:**        Your School Name Here

**ELIGIBILITY:**    New York City licensed Secretary

***SELECTION***

**CRITERIA:**        1. Understanding or familiarity with Board of Education procedures  
2. Excellent record of attendance and punctuality  
3. Excellent organizational and administrative skills  
5. Ability to work well under pressure and to meet deadlines

**DUTIES AND**

**RESPONSIBILITIES:**

Coordinate the processing of all inventory records for this school and converting it to a computer-based system

**SALARY:**        As per *Collective Bargaining Agreement*

**WORK**

**SCHEDULE:**     Fall 2014-2015  
After school on school days  
The number of hours will vary depending on activity.

**APPLICATION:**    Send letter of application along with an OP175 to Room 115A. Application must be received by September 19, 2014.

Please include the above circular number on your resume and application.

Service exceeding the number of hours specified in the Personnel Memorandum dated March 5, 1999, concern the change in the maximum number of hours for per session activities effective July 1, 1999 and/or service in one or more per session activities in a per session school year (July 1, 2001 – June 30, 2002), requires prior approval of the Executive Director of Human Resources. The appropriate Chief Administrator, Executive Director, Deputy Superintendent of High Schools, Community Superintendent, or Special Education Superintendent must make the request in writing (Form OP175W) and receive written approval before the person can begin working in the activity. Requests should be sent to the Division of Human Resources, Per Session Monitoring Unit, 65 Court Street, Room 405G, Brooklyn, NY 11201. For details, please refer to Chancellor's Regulation C-175 dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/H

SCHOOL BASED POSTING  
DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK

2014 – 2015

Date

**PER SESSION VACANCY NOTICE**

**NUMBER**

**PLEASE POST**

**POSITION:** Yearbook Advisor  
**LOCATION:** Your School Name Here  
**ELIGIBILITY:** New York City licensed Teacher

***SELECTION***

**CRITERIA:**

1. Demonstrated ability to meet deadlines
2. Demonstrated ability to work well with students and staff
3. Evidence of responsibility in handling transactions with outside agencies and vendors
4. Ability to make artistic judgments in layout, type specification and art work
5. Knowledge of graphic processes and graphic design preferred
6. Appointed teacher at FSSA
7. Excellent record of attendance and punctuality

**DUTIES:**

1. Coordinate current yearbook staff and recruit additional students
2. Coordinate production with yearbook company representative
3. Together with the yearbook staff, develop a theme for the yearbook
4. Arrange for group photos and candid photography
5. Arrange for staff photographs
6. Lay out the yearbook.
7. Arrange for artwork
8. Proofread the yearbook
9. Coordinate with the Senior Advisor to plan a budget for the yearbook
10. Coordinate with the Senior Advisor for the distribution of the yearbook

**SALARY:** As per *Collective Bargaining Agreement*

**WORK**

**SCHEDULE:** Before or after school

**APPLICATION:** Send letter of application along with an OP175 to Room 115A. Application must be received by September 19, 2014.

Please include the above circular number on your resume and application.  
Service exceeding the number of hours specified in the Personnel Memorandum dated March 5, 1999, concern the change in the maximum number of hours for per session activities effective July 1, 1999 and/or service in one or more per session activities in a per session school year (July 1, 2001 – June 30, 2002), requires prior approval of the Executive Director of Human Resources. The appropriate Chief Administrator, Executive Director, Deputy Superintendent of High Schools, Community Superintendent, or Special Education Superintendent must make the request in writing (Form OP175W) and receive written approval before the person can begin working in the activity. Requests should be sent to the Division of Human Resources, Per Session Monitoring Unit, 65 Court Street, Room 405G, Brooklyn, NY 11201. For details, please refer to Chancellor's Regulation C-175 dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/H

**SCHOOL-BASED POSTING**

**DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK**

**NAME OF SCHOOL: Your School Name Here**

**PER SESSION VACANCY NOTICE                      NUMBER \_\_\_\_\_ **2014-2015**                      PLEASE POST**

(SUBJECT TO FUNDING AVAILABILITY)

**POSITION:** Teachers, Guidance Counselors, Supervisors for High School Fairs,  
Open House, Orientation, Awards Ceremony

**LOCATION:** Your School Name Here

**ELIGIBILITY:** NYC Board of Education licensed Teacher, Guidance Counselors and Supervisors

**SELECTION**

- CRITERIA:**
1. Satisfactory rated as a teacher, Guidance Counselor, Supervisors in the licensed subject areas
  2. Satisfactory attendance and punctuality
  3. Demonstrated ability to work well with “Your School Name Here” community
  4. Demonstrated ability communicate effectively
  5. Demonstrated ability to be well organized and follow detailed instructions and procedures

**DUTIES:**

1. Communicate school requirements, curriculum guidelines, policies and procedures to community
2. Maintain a thorough knowledge of current admission requirements and curriculum

**SALARY:** As per *Collective Bargaining Agreement*

**WORK**

**SCHEDULE:** After School and weekends as per calendar dates

**APPLICATION:** Please see \_\_\_\_\_, Assistant Principal, Room 115A, by September 19, 2014 if you are interested.

Please include the above circular number on your resume and application

Service exceeding the number of hours specified in the Personnel Memorandum dated March 5, 1999, concern the change in the maximum number of hours for per session activities effective July 1, 1999 and/or service in one or more per session activities in a per session school year (July 1, 2001 – June 30, 2002), requires prior approval of the Executive Director of Human Resources. The appropriate Chief Administrator, Executive Director, Deputy Superintendent of High Schools, Community Superintendent, or Special Education Superintendent must make the request in writing (Form OP175W) and receive written approval before the person can begin working in the activity. Requests should be sent to the Division of Human Resources, Per Session Monitoring Unit, 65 Court Street, Room 405G, Brooklyn, NY 11201. For details, please refer to Chancellor’s Regulation C-175 dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/H

Approved: \_\_\_\_\_  
\_\_\_\_\_, Principal

SCHOOL BASED POSTING  
DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK

2014-2015

**PER SESSION VACANCYNOTICE                      NUMBER \_\_\_\_\_                      PLEASE POST**

**Subject to Funding Availability**

**POSITION:**            Literary Magazine Advisor  
**LOCATION:**            Your School Name Here  
**ELIGIBILITY:**        New York City licensed Teacher

***SELECTION***

**CRITERIA:**

1. Demonstrated ability to meet deadlines
2. Demonstrated ability to work well with students in order to effect maximum involvement
3. Evidence of responsibility in handling transactions with outside agencies and vendors
4. Ability to make artistic judgments in layout, type specification, and art work
5. Knowledge of graphic processes and graphic design preferred
6. Background in creative writing and the ability to critique such work
7. Appointed teacher at "Your School Name Here"
8. Excellent record of attendance and punctuality

**DUTIES:**

5. Coordinate literary magazine staff and recruit additional students
6. Coordinate production with printer
7. Together with the literary magazine staff, develop a theme for literary magazine
8. Lay out the literary magazine
9. Arrange for art work
10. Proofread the literary magazine
11. Coordinate with the PTA to plan a realistic budget for the literary magazine
12. Coordinate with A.P./Instruction for the sale and distribution of literary magazine

**SALARY:**            As per *Collective Bargaining Agreement*

**WORK**

**SCHEDULE:**        After school

**APPLICATION:**    Send letter of application along with an OP175 to Room 115A. Application must be received by Sept. 19, 2014.

Please include the above circular number on your resume and application.

Service exceeding the number of hours specified in the Personnel dated March 5, 1999, concern the change in the maximum number of hours for per session activities effective July 1, 1999 and/or service in one or more per session activities in a per session school year (July 1, 2001 – June 30, 2002), requires prior approval of the Executive Director of Human Resources. The appropriate Chief Administrator, Executive Director, Deputy Superintendent of High Schools, Community Superintendent, or Special Education Superintendent must make the request in writing (Form OP175W) and receive written approval before the person can begin working in the activity. Requests should be sent to the Division of Human Resources, Per Session Monitoring Unit, 65 Court Street, Room 405G Brooklyn, NY 11201. For details, please refer to Chancellor's Regulation C-175 dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/H

**Your School and Principal's Name Here**

**REQUEST FOR EXPENDITURES**

Date: \_\_\_\_\_

To the Treasurer:

Kindly draw a check in payment of the invoice(s) listed below and attached to the **BACK** of form.

<b>PAY TO THE ORDER OF:</b>	<b>INVOICE NUMBER</b>	<b>INVOICE DATE</b>	<b>AMOUNT</b>

Name of Account: \_\_\_\_\_

Purpose of Purchase: \_\_\_\_\_

Person requesting expenditure (print) \_\_\_\_\_

Signature of person requesting expenditure \_\_\_\_\_

Approval signature \_\_\_\_\_

Please Note:

- **All purchases must be approved by the Assistant Principal of Instruction and/or the Assistant Principal - Administration**
- **Original invoices must be attached to this form.** Pro forma invoices, price quotes, faxes and copies are not accepted
- Invoiced **must** be marked "Received", dated and initialed
- Inventory cards for equipment must be submitted and clipped to this form
- **Please list only one expenditure per form. Please print clearly in ink.**

Please do not write below line. Office Use only

.....

<b>CHECK #</b>	<b>AMOUNT</b>	<b>DATE</b>

Your Letterhead Here

**PRINCIPAL'S APPROVAL LETTER FOR GENERAL SCHOOL FUND  
EXPENDITURES IN EXCESS OF \$250.00**

Date: \_\_\_\_\_

Dear \_\_\_\_\_:

As per Standard Operating Procedures, I am required to secure your approval for expenditures of \$250.00 or more from our school's General Fund.

Attached please find a photocopy of an invoice for:

Amount of purchase: \$ \_\_\_\_\_

Purchased from: \_\_\_\_\_

Purpose of purchase: \_\_\_\_\_

Approved: \_\_\_\_\_  
\_\_\_\_\_, Principal

Date: \_\_\_\_\_

**Your School and Principal's Name Here**

**PERMISSION TO COLLECT FUNDS**

The Principal must approve the collection of all funds from students or staff. This form must be completed before any money is collected.

All money collected MUST be deposited with the school treasurer on the same day it is collected.

_____	_____
<b>Name of club or activity</b>	<b>amount of each collection</b>
<b>Purpose of collection:</b> _____	
_____	
_____	

**Dates of collection:** \_\_\_\_\_ to \_\_\_\_\_  
From to

\_\_\_\_\_ date  
Staff member responsible for money

**Approved:** \_\_\_\_\_  
A.P. – Instruction and/or A.P. - Administration

**Approved:** \_\_\_\_\_  
\_\_\_\_\_, Principal (or designee)

## **Your School and Principal's Name Here**

To: All Parents

From: William J. Stevens, AP – Adm/Org

RE: Consent Form

Our students regularly perform and appear at special events. Your consent is required for your child to be photographed, videoed, or filmed. Please complete below as well as the attached release.

---

CONSENT TO PHOTOGRAPH, FILM OR VIDEOTAPE A STUDENT FOR A NON-PROFIT PURPOSE  
(E.G., Educational, public service or health awareness purpose)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Student (PRINT)

I \_\_\_\_\_ hereby consent to the taking and publication of photographs, movies and videotapes of my son/daughter by “Your School Name Here”, the Department of Education and it’s agents.

I also hereby release the Department of Education of the City of New York, and its agents and employees, from all claims, demands, liabilities whatsoever in connection with the above.

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent Name (PRINT)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Address of Parent/Guardian

Your School and Principal's Name Here

Space Request Form

Date of request: \_\_\_\_\_

Name of Event : \_\_\_\_\_

Please use this form as a means to communicate your formal request for use of the Theatre. Please note that the final approval must be given in writing as indicated by the signature of the AP Organization. Upon his signature, I will inform you of this request confirmation.

1. REHEARSAL INFORMATION

Date(s): \_\_\_\_\_

Beginning period, (time) \_\_\_\_\_ Ending period, (time) \_\_\_\_\_

Equipment requiring electrical power \_\_\_\_\_

Please check the following: Theatre \_\_\_\_\_ Other \_\_\_\_\_

Grand piano \_\_\_ piano \_\_\_ Analog organ \_\_\_ Digital organ \_\_\_ PA system \_\_\_

Microphones \_\_\_ Stage risers \_\_\_ Band shell \_\_\_ Podium \_\_\_ work light \_\_\_ full light \_\_\_

Stage door(s) opened \_\_\_\_\_ Lobby door(s) opened \_\_\_\_\_ Dance floor \_\_\_\_\_

2. ASSEMBLY

Date: \_\_\_\_\_

Beginning period, (time) \_\_\_\_\_ Ending period, (time) \_\_\_\_\_

Equipment requiring electrical power \_\_\_\_\_

Please check the following: If different from above

Grand piano \_\_\_ piano \_\_\_ Analog organ \_\_\_ Digital organ \_\_\_ PA system \_\_\_

Microphones \_\_\_ Stage risers \_\_\_ Band shell \_\_\_ Podium \_\_\_ Dance floor \_\_\_\_\_

3. PERFORMANCE

Date(s): \_\_\_\_\_

Beginning period, (time) \_\_\_\_\_ Ending period, (time) \_\_\_\_\_

Equipment requiring electrical power \_\_\_\_\_

Please check the following: If different from above

Grand piano \_\_\_ piano \_\_\_ Analog organ \_\_\_ Digital organ \_\_\_ PA system \_\_\_

Microphones \_\_\_ Stage risers \_\_\_ Band shell \_\_\_ Podium \_\_\_ Dance Floor \_\_\_\_\_

- Note: 1. Place the completed form in the AP Administration's mailbox
2. Please confirm with your teachers that all doors must be secured after each rehearsal.
3. All chair and table requests should be forwarded to the Building Engineers.
4. Include all playback devices on the line "equipment requiring electrical power"
5. Please direct all A/V requests as above.

Signature of person requesting space: \_\_\_\_\_

**Your School and Principal's Name Here**

**SCHOOL SPONSORED TRIP**

Today Date: \_\_\_\_\_

This application must be completed and submitted to the Superintendent for approval at least three (3) weeks in advance of the proposed trip.

1. SCHOOL: Your School Name Here CLASS(ES) \_\_\_\_\_
2. DESTINATION: (include address) No change permitted without new consent form and authorization  
\_\_\_\_\_
3. EDUCATIONAL PURPOSE OF TRIP: \_\_\_\_\_
4. DATE(S) OF TRIP: \_\_\_\_\_
5. TIME OF DEPARTURE: \_\_\_\_\_
6. TIME OF RETURN \_\_\_\_\_
- 7.\* NO. OF PUPILS TO BE TAKEN: \_\_\_\_\_
8. \*NO. OF TEACHERS \_\_\_\_\_  
NO. OTHER ADULTS: \_\_\_\_\_

**\*Please note** the ratio is one adult to every fifteen (15) students. In all instances, at least one (1) licensed teacher must accompany students on trip. A completed parent consent form must be on file for every student.

9. TRANSPORTATION REQUIRED: PUBLIC \_\_\_\_\_  
CHARTERED BUS: \_\_\_\_\_ (an additional form must be submitted 4 weeks in advance)
10. POINT OF EMBARKATION: TRAIN STATION & LINE \_\_\_\_\_
11. POINT OF DISEMBARKATION: TRAIN STATION & LINE \_\_\_\_\_
12. FREE TRANSPORTATION PASSES REQUESTED: YES \_\_\_\_\_ NO \_\_\_\_\_
13. \_\_\_\_\_  
Teacher in charge Additional teachers

14. This trip's education purpose meets the Dept. of Education requirements.

Approved: \_\_\_\_\_  
Assistant Principal - Instruction

15. PERIODS TO BE COVERED: \_\_\_\_\_  
\_\_\_\_\_

16. APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Principal

17. APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Superintendent

**Your School and Principal's Name Here**

**TEACHER'S PERMISSION TO BE EXCUSED FROM CLASS**

The Student must secure the signature of each subject class teacher indicating excuse of the pupil from class on the day of the trip. The student must secure all necessary signatures and return this form before he/she may go on the trip.

Name: \_\_\_\_\_ O.P. \_\_\_\_\_

Date of Trip: \_\_\_\_\_

<b><u>PERIOD</u></b>	<b><u>SUBJECT CLASS</u></b>	<b><u>SUBJECT TEACHER'S SIGNATURE</u></b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		
<b>9</b>		
<b>10</b>		

**STUDENT'S STATEMENT**

I understand that I am responsible for the work covered in class during my absence and for submitting all homework and assignments due on the day of my absence on the following day.

\_\_\_\_\_  
Signature of student

# Your School and Principal's Name Here

## TICKET SALES REPORT

Department/Studio \_\_\_\_\_

Staff Member in Charge \_\_\_\_\_

**I. TICKET ACCOUNTABILITY:**

- a. numbers of tickets printed # \_\_\_\_\_ to # \_\_\_\_\_
- b. total number of tickets printed \_\_\_\_\_
- c. number of tickets sold \_\_\_\_\_
- d. number distributed complimentary \* \_\_\_\_\_
- e. number unsold and returned \_\_\_\_\_
- f. number unaccounted for \*\* \_\_\_\_\_
- g. number of tickets to be accounted for (b minus c through f) \_\_\_\_\_

**II. FINANCIAL ACCOUNTABILITY**

- a. \_\_\_\_\_ (number) sold @ \$ \_\_\_\_\_ each \$ \_\_\_\_\_
- b. \_\_\_\_\_ (number) sold @ \$ \_\_\_\_\_ each\*\*\* \$ \_\_\_\_\_
- c. \_\_\_\_\_ (number) sold @ \$ \_\_\_\_\_ each \$ \_\_\_\_\_
- d. \_\_\_\_\_ **total value of tickets sold** \$ \_\_\_\_\_
- e. Deposited with Treasurer \_\_\_\_\_

DATE	RECEIPT	AMOUNT		DATE	RECEIPT	AMOUNT

- f. **Total Deposit** \_\_\_\_\_  
(f must = d)
- g. Deposits verified by \_\_\_\_\_

\*attach an explanation (e.g. a list of names of indigent children receiving free tickets)  
 \*\*attach an explanation (e.g. 12 tickets lost in science room fire)  
 \*\*\*these lines are provided for conditions of reduced costs distribution (e.g. reduced costs to Indigent children)

## OCTOBER

- Continually monitor Register in preparation for October 31 “Analysis of Register”.
- With the first Parent/Teacher Conferences approaching, prepare for the issuance of a Progress Report if you give out a Report Card two times a semester or an actual Report Card if you disseminate Report cards three times a semester.
- Additionally, for Parent/Teacher Conferences you will need to notify parents and teachers with informational memos that will also include the special bell schedule for the afternoon conferences directed to each constituency, room assignments, parent sign in sheets and for teachers, general information on conduct and expectations for the evening and afternoon sessions (see below). Permits and security must also be arranged for the evening conferences.
- Make necessary arrangements to prepare for Halloween (see below).
- Begin to reach out to your Testing Coordinator to begin preliminary preparation for the January Regents order. Questionnaires sent to the instructional Assistant Principals and Guidance on determining the number of students sitting for each Regents examination.
- Preliminary information on the BEDS report.
- Continue to collect Lunch applications.
- Work with your payroll and supply secretary to review the following: absence coverage and projections, OTPS, per session and bulk hour usage to predict need to the end of the school year.
- Begin observations
- Prepare for the PSAT (see below)
- Open House for prospective new students (see below)

Sample memos for October...

Parent / Teacher Conference Memos

PSAT Organization

Open House Memos and Organization

Halloween Memos

NEW ADDRESS: 35-12 35<sup>th</sup> Avenue, Astoria, NY 11106  
Tel: 718-361-9920 Fax: 718-361-9995

Your letterhead Here

TO: All Teachers  
FROM: William J. Stevens, A.P. Adm/Org.  
RE: Parent/Teacher Conferences  
DATE: March 9, 2015

Please note the following reminders for Parent/Teacher Conferences on Thursday, March 26, 2015 from 5:30 – 8:00 and Friday, March 27, 2015 from 1:00 – 3:00:

1. Place chairs/desks outside of your assigned classroom for parents to wait their turn to meet with you. No parent should wait in the classroom when you are meeting with another parent. These are private conversations, therefore, parents must wait outside the classroom
2. Please place a sign in sheet outside of your classroom to keep track of the order to call parents in to see you
3. Inside the classroom, write your name and the subject you teach on the board
4. As per the room assignments, unless indicated there should be no more than two teachers assigned to any classroom
5. Please, no room changes for any reason
6. We suggest asking students to be monitors for you to assist in the organization process. Students will be eligible to receive service credit. Please see Ms. \_\_\_\_\_ in room 428 for service credit forms
7. At the close of business each Conference day all parent sign in sheets must be submitted to the Main Office, room 109

Thank you for your attention to these matters and for all that you do to make the Parent/ Teacher Conferences a success.

Please be advised on the bell schedule for Friday, March 27, 2015:

Period 1	8:40 – 9:26
Period 2	9:30 – 10:19
Period 3	10:23 – 11:09
Period 9	11:13 – 11:59
Dismissal	11:59
Lunch	12:00 – 1:00
Conferences	1:00 – 3:00

Thank you.

## Your Letterhead Here

<b>Parent/Teacher Conferences:</b>	Thursday, March 26, 2015	5:30 – 8:00 p.m.
	Friday, March 27, 2015	1:00 – 3:00 p.m.

### TO THE PARENTS OF OUR STUDENTS:

The administration and faculty at “Your School Name Here” welcome you to the fall Parent/Teacher Conferences. We hope that meeting with us will be of value to you and your children.

Since so many of our parents wish to avail themselves of this opportunity to meet with their children’s teachers, the length of each individual conference must necessarily be limited to only a few minutes. If you have a serious problem to discuss with any of our teachers, we suggest that you request an appointment for a private consultation with the teacher at a later date.

We hope that you have a pleasant visit and that the reports you receive from the teachers are positive. We also hope that you develop a good working relationship with our teachers so that any problems your child may be experiencing can be resolved in a reasonable and productive manner. The Guidance Department is available to answer your questions concerning your child’s general progress. We in the Administration stand ready to assist in any way possible to help achieve that goal.

Best wishes to you and your children for a successful school year.

Please be advised on the bell schedule for Friday, March 27, 2015:

Period 1	8:40 – 9:26
Period 2	9:30 – 10:19
Period 3	10:23 – 11:09
Period 9	11:13 – 11:59
Dismissal	11:59
Teacher Lunch	12:00 – 1:00
Conferences	1:00 – 3:00

## Your School and Principal's Name Here

Please return this roster to the Main office in room 109 at the conclusion of the Parent/Teacher Conference on Friday, March 27, 2015.

\_\_\_\_\_  
Name of Teacher

\_\_\_\_\_  
Department

Open School, Friday, March 27, 2015

1:00 – 3:00

Student name	Subject	Parent signature	Student name	Subject	Parent signature
1			30		
5			35		
10			40		
15			45		

<b><u>Principal</u></b>	<b><u>Room</u></b>
	114
<b><u>Assistant Principal/Org.</u></b>	115A
<b><u>Assistant Principal/ PPS</u></b>	428G
<b><u>Assistant Principal/Instruction</u></b>	531D
<b><u>Guidance Counselor</u></b>	428E 428D 428L
<b><u>Parent Coordinator</u></b>	115C
<b><u>Library</u></b>	404
<b><u>Resource Room</u></b>	410
<b><u>Art</u></b>	501 505 505 Cafe
<b><u>Dance</u></b>	303 301
<b><u>Drama</u></b>	337 144
<b><u>Music</u></b>	405 434 401 127 437

**Learning Specialists**

404  
404  
404

**English**

435  
432A  
432  
425  
432C  
433

**Film**

137  
Media Lab

**Social Studies**

429  
427  
133  
117  
431  
135

**Mathematics**

531C  
428H  
535  
533  
537

**Science**

409  
411  
511  
509

**Foreign Language**

131  
129

**Physical Education**

117  
231  
231

**Your School and Principal's Name Here**

To: All Staff

From: William J. Stevens, A.P. Adm./Org.

Re: October 15, PSAT Examinations

Date: October 6, 2014

The Department of Education is covering the cost of the PSAT Examination for all sophomore and junior students again this year. All schools have been instructed to administer the examination on Wednesday, October 15, 2014. We will follow a conference bell schedule on this date. All teachers are to report on October 15, 2014 from 7:45 – 2:35. Please note the schedule below:

7:50 – 8:31 **All Students** Report to **Period 3 classes**. Take blue bubble sheet attendance.

8:35 – 9:00 Passing time for teachers and students to arrive at the following locations:

**Seniors** report to the Tony Bennett Concert Hall for a senior meeting.

Staff assigned to the Concert Hall:

9:00 – 11:00 Senior Meeting

11:00 – 11:30 Lunch

11:30 – 12:00 Concert Hall, closing remarks for senior meeting

**Freshman** report as follows:

9:00 – 10:30 Studio Meetings and Rehearsal time

Vocal students room 405

Strings room 337

Instrumental room 401

Drama room 144

Dance room 301

Fine Art room 501

Fine Art room 505

Film room 137

10:30 – 11:00 Freshman Lunch

11:00 – 12:00 Return to studio rooms for debriefing as above

**Sophomores and Juniors** report as assigned to the following classrooms:

<u>8:45 – 10:30</u>	<u>10:30 – 12:00</u>	<u>Room</u>
		425
		427
		429
		431
		433
		435
		127
		129
		131
		133
		135
		533
		535
		537

Extended Time Students

Library  
( \_\_\_\_\_ : late schedule 9:10  
– 4:00)

\_\_\_\_\_ & \_\_\_\_\_ – PSAT Coordination  
Deans – Cafeteria supervision from 10:30 – 1:00 (reserve proctors if needed)

- 11:45 – 12:15      **Sophomores** to Lunch, then to period 1 class at 12:20
- 12:00 – 12:20      **Freshman and Seniors** move to period 1 class at 12:20  
**Juniors** to lunch at 12:15 (Please hold Juniors in PSAT rooms until 12:15 and then direct them to the cafeteria)
- 12:23 – 1:04      **period 1 for Freshman, Sophomores and Seniors**  
Please note: 12:15 – 1:00 **Junior** lunch
- 1:08 – 1:49      **period 2 All Students**
- 1:53 – 2:34      **period 9 All Students**
- 2:34              dismissal (Note: no Faculty Conference)

Thank you for your attention to this matter

# **Your School and Principal's Name Here**

## **Open House October 14 & 16, 2014 6:00 – 8:30 p.m.**

- 3:00 – 4:00 Student Performers in Concert Hall for Run Through  
4:00 – 5:00 Dinner  
5:30 Call in the Concert Hall for Student Performers
- 5:30 – 6:30 String Ensemble in the Atrium – (at 6:00 report to room 401)  
Art Exhibit in the Atrium – Art Teachers (also in Cafeteria)
- 6:00 – 7:00 “Your School Name Here” Open House  
Tony Bennett Concert Hall (overflow to studios - 1<sup>st</sup> presentation 6:00pm)

Jazz Band Performs

Welcome: Principal

Video Presentation – “Your School Name Here

Studio Presentation: Drama Monologue

Academic Presentation: A.P. – Instruction

Studio Presentation: Dance

Student – Student Government President

Guidance Presentation: A.P. – Guidance

Studio Presentation: Instrumental

PTA: Co-Presidents

Studio Presentation: Vocal Music

Closing Remarks: Principal

Video: Film Studio

Breakout Rooms: AP - Administration

7:30 – 8:30 Studio Breakout Rooms (this will be the second session – the first session will begin @6:00 for the overflow of families that will not be able to get into the Concert Hall)

- Art                      Cafeteria –
- Drama                   room 144, First Floor Black Box –
- Instrumental           room 401 –
- Dance                   room 301 –
- Vocal                   room 405 –
- Film                     room 137 –

# Your Letterhead Here

TO: All Staff  
FROM: William J. Stevens, A.P. Adm/Org.  
RE: Halloween Activities  
DATE: October 20, 2014

Halloween at "Your School" has always been a special day. Students and staff dress up in costumes inspired by that special creativity that sets "Your Schhol" apart from all other schools. Many members of the staff have expressed a strong desire to maintain the creative aspects of our Halloween tradition; therefore we will have a celebration on Friday, October 31, 2014. This year the production will be produced by the Stagecraft class under the direction of \_\_\_\_\_.

On this day we will follow a Conference bell schedule (Teacher Time: 7:45 – 2:35). To ensure the integrity of the instructional day prior to the performance, students must attend classes and not walk the halls. Teachers are expected to conduct regular classes and provide lessons or activities in the classroom (no parties are permitted). It is essential that students remain in their scheduled class during each period.

We are all concerned however, that the negative aspects of Halloween be kept out of our school. We will take strong measures against students who do not comply with school regulations or are disrespectful. Please advise your students that they must bring rather than wear their costumes to and from school. **NO MASKS THAT COVER THE FACE MAY BE WORN.** The police have specifically told us that students may not wear costumes in the street. Students will be allowed to change in the student bathrooms; however they must plan ahead so as to not be late for classes.

We are very concerned that this day be a pleasant one for both staff and students. We anticipate your full support and cooperation to achieve this.

The schedule for Friday, October 31st is:

**Teacher time: 7:45 – 2:35**

**Special Halloween**

**Bell Schedule:**

pd. 1 7:50 – 8:27

pd. 2 8:30 – 9:07

pd. 3 9:10 – 9:47

pd. 4 9:50 – 10:27

pd. 5 10:30 – 11:07

pd. 6 11:10 – 11:47

pd. 7 11:50 – 12:27

pd. 8 12:30 – 1:07

pd. 9 1:10 – 1:47

9<sup>th</sup> period teachers escort classes  
to Concert Hall beginning at 1:15 p.m.  
Performance from 1:30 – 2:30

All teachers are asked to attend and to actively supervise the classes during the festivities in the Concert Hall.

Please find below the seating assignments by classroom for the Concert Hall; however we may look to seat classes by rows first come, first served. Be prepared to follow the instructions of the ushers when you arrive. Thank you for your attention and assistance in making this a special and safe day.

# Your School and Principal's Name Here

October 20, 2014

Dear Students and Parents:

Halloween at our school has always been a special day. Students and staff dress up in costumes that demonstrate the special creativity that sets "Your School" apart from all other schools.

Our goal is for the entire school community to enjoy Halloween without compromising instruction. Therefore, on Friday, October 31, 2014, we will follow a Conference bell schedule that will provide for both instruction and time at the end of the day for an "Your School" tradition: this year produced by the Stagecraft class under the direction of \_\_\_\_\_.

To ensure the integrity of the instructional day prior to the performance, students must attend all classes and not walk the halls. The performance will be held in the Tony Bennett Concert Hall beginning at 1:30 p.m.

While "Your School" will operate in its normal and professional manner, please be aware that Halloween is seen by some as a chance to pick on or harass others. The police advise against wearing a costume on the street because it may invite an incident. **THEREFORE, STUDENTS SHOULD NOT WEAR THEIR COSTUMES TO AND FROM SCHOOL.** Students will be allowed to change into their costumes in the student bathrooms; however they must plan ahead so as to not be late for any classes due to changing. **NO MASKS THAT COVER THE FACE MAY BE WORN AT ANY TIME.**

## Special Halloween

### Bell Schedule:

pd. 1 7:50 – 8:27  
pd. 2 8:30 – 9:07  
pd. 3 9:10 – 9:47  
pd. 4 9:50 – 10:27  
pd. 5 10:30 – 11:07

pd. 6 11:10 – 11:47  
pd. 7 11:50 – 12:27  
pd. 8 12:30 – 1:07  
pd. 9 1:10 – 1:47

9<sup>th</sup> period teachers escort classes  
to Concert Hall beginning at 1:15 p.m.  
Performance from 1:30 – 2:30

Once again, let me stress the importance of using good judgment and common sense so that everyone can enjoy this very special experience at "Your School Name Here"!

Sincerely,

\_\_\_\_\_, Principal

## **NOVEMBER**

- With the October 31 register deadline just passed, revise your register projection sheet for March 31. Projected register decreases should result in the beginning of freeing up FSF for possible give back. Possible projected register increase, make preparation as to where funding needs to be allocated.
- Based on these projections begin work with your Superintendent's budget office what projected dollars may be coming to the school due to register gain or what the possible give back may be due to register loss.
- Begin to work with your Program Chair for distribution of the first report card (or second in a 3 report card semester school).
- Work with the Program office that all Ethnic, Housing, Language, Immunization, etc... data is entered into ATS.
- Work with the Principal to organize the agenda for Election Day Professional Development including breakfast for the staff.
- Poll the staff regarding Sabbatical applications for the spring semester.
- Remind staff to secure all personal and school property while away on Thanksgiving break.
- Review and project postage needs.
- Review staff attendance and lateness for the first two months of the school year (looking for no more than 3 absences).
- Distribute memo on Snow Day procedures to staff and parents (see below).
- Work with your Payroll secretary on Teacher's Choice funding.
- Having performed the annual equipment inventory over the summer, revise based on any new equipment and then confirm on line that an inventory of all equipment has occurred in the building. Maintain a hard copy and revise throughout the school year. (see in July/August)
- Prepare for Mid Term examinations for Thanksgiving week or for January if annualized.
- Audition organization should take place in October to secure staffing (see finalized memos below)

Sample memos in November...

Storm Day Procedures

Audition Memos

# Your School and Principal's Name Here

## **SPECIAL NOTICE TO ALL PARENTS** **STORM DAY PROCEDURES**

November 1, 2014

Dear Parents:

The Chancellor has issued regulations for "Store Day Procedures" on days when there is heavy snow or poor weather conditions. This letter summarizes this information for you and explains the procedures we will follow at "Your School Name Here".

### **Announcements**

On severe storm days, The Chancellor will decide on whether to close schools OR delay school openings. This decision will be made by 6:00 a.m. it will be announced on TV and radio stations. You are advised to listen to news radio networks, **WINS (1010AM)**, **WCBS (880AM)**, **WLIB (1190 AM)**, **WBLS (107.5FM)**, **WKDM (1380AM)**, **WXLX (620AM)** **WADO (1280 AM)**, **WSKQ (97.9 FM)**, as well as "NY 1" (Channel 1 is cable television) and **WNYE-TV (Channel 25 on cable television)**. The Chancellor will make a citywide decision for all schools.

### **Delayed Openings**

The Chancellor may decide to leave all schools open, but delay their openings by two hours. If this happens, students who usually arrive at 7:50 a.m. should arrive at 9:50 a.m. instead. "Your School" students will follow a modified schedule.

In the event of delayed openings, all field trips will be cancelled. The Office of Pupil Transportation will advise the bus companies. In addition, all "Your School" sponsored after-school activities will be cancelled.

On such delayed opening days, regular attendance will be taken and counted. A notation of the delayed opening will automatically be made on attendance records by the system-wide computer network.

It is expected that the schedule listed above will be adhered to. However, if the storm intensified during the day, the Chancellor may decide to close all schools early. If this is the case, this information will be transmitted over the same radio and television stations as above. The Chancellor advises all parents to discuss the possibility of an early dismissal with their children so that the children will know what to do in case of an emergency. If possible, parents should make arrangements with a friend, neighbor or relative who is at home during the day.

### **Information**

If you have any questions about the public announcements for school closings or delayed openings on storm days, please call: Office of Public Information: (718) xxx-xxxx

Your Letterhead Here

“Your School Name” is an audition screened program. The following selection criteria components are used during the admissions process for “Your School Name”.

2016 Admission Cycle

Schools should rank at least 4:1 for each screened program. Review and rank each student’s data as follows:

9<sup>th</sup> Grade Ranking Components

Audition	40%
Attendance/Punctuality	10%
Subject Area Grades: Math/Science/ELA/Social Studies	30%
NYS Math/ELA Test Score	20%
Total Points	100%

**We will not be giving any extra points for special circumstances.**

**MISSING NYS ELA & MATH TEST SCORES & CORE SUBJECT GRADES**

NYS APPLICANTS – whose NYS ELA or Math exam scores and/or 8<sup>th</sup> grade core subject scores are not available, an email will be sent to the sending middle school’s guidance counselor to acquire updated information. If the State tests and/or any of the core subject grades are still missing, the most recent scores(s) available will be used to make a ranking determination.

PRIVATE/PAROCHIAL APPLICANTS/OUT-OF-STATE/INTERNATIONAL APPLICANTS – who do not have NY State standardized test scores will be considered if they have nationally normalized standardized examination scores, or “Your School Name” will contact the applicant’s current/previous school to obtain documentation (e.g., transcripts, report cards, etc.) to determine appropriate corresponding scores in order to provide the student with a rank.

For all non-traditional grades listed for any of the core subjects where they exist (e.g., E, G, F and NI), as well as numerical grades – 70, 2, and 9) the school will use the following conversion chart to standardize the core subject grades:

E	90 and above
G	80 & 89
F	65 to 79
NI	Below 64

## Your Letterhead Here

October 14, 2014

To: All Teachers and Staff for the Audition Weekends  
From: William J. Stevens, A.P. Adm./Org.  
Re: Audition Information

Thank you for your availability to work the 2014 auditions at FSSA. Per Session is provided at a maximum of 6 hours per day totaling a maximum of 36 hours for all three weekends. The audition weekends are scheduled as follows showing the dates you have requested to work:

435    429    433    Office/ Cafeteria    Atrium/ Hall/Outside

Saturday, November 8, 2014 -  
Sunday, November 9, 2014 -  
Saturday, November 22, 2014 -  
Sunday, November 23, 2014 -  
Saturday, December 6, 2014 -  
Sunday, December 7, 2014 -

Please note the following:

School Aide hours are from 7:00 a.m. to 1:30 p.m.– school aides assigned as needed each day

Teacher hours are from 8:00 a.m. to 2:30 p.m.– teachers assigned to one of the holding rooms above and audition sites below

Studio teachers are asked to identify a minimum number of students as needed to assist them each of the 6 audition days. A list of these students must be given to the secretary on the Friday before each audition weekend to have Security check them in.

Auditions will be held in the studio classrooms (Film: 537; Inst.: 401, 437; Vocal: 405; Dance: 301 & 303; Drama: 533 & 535; Fine Art: 501, 505, 509). Holding rooms are indicated as follows –

429    Dance  
Cafe    Drama  
435    Instrumental – Band & Strings  
433    Vocal  
537    Film and Media Studies will be taken directly to room 537  
Art students will be taken directly to the Art studios, rooms 501, 505 and room 509.

Studio teachers will pick up folders for each weekend as you enter the building on Saturday morning from the Main Office, room 109.

Please see me if you have any questions or concerns.

## **Your Letterhead Here**

### **Audition Room Guide**

#### Cafeteria Staging Area

Dance  
Vocal  
Instrumental  
Drama

Students sent directly to Film – room 537 and Fine Art – rooms 501, 505 and 509

Overflow from Film and/or Art to cafeteria – Teacher Cafeteria Area

#### Holding Rooms

Cafe – Drama  
429 – Dance  
433 – Vocal  
435 – Instrumental – Band & Strings

#### Audition Rooms

Drama – 533 & 535  
Film & media – 537  
Fine Art – 501, 505 & 509  
Instrumental – 401, 437 (if needed 434)  
Vocal – 405  
Dance – 301 (if needed 303)

Lunch – room 511

Your Letterhead Here

October 9, 2012

To: Audition Teachers and Staff  
From: William J. Stevens, A.P. Adm./Org.  
Re: Audition Information

As the auditions are approaching very quickly, please note the following information:

1. The audition is not a lesson, please do not encourage students or give them false hope for acceptance.
2. Be welcoming and a calming influence as they are very nervous; however do not engage in conversations with them that may be perceived as either accepting them or turning them away.
3. Studio teachers are asked to limit the number of students that you have assisting to the following:  
Dance – 6  
Drama – 4  
Fine Art – 8  
Film – 2  
Vocal - 2  
Instrumental – 4 total  
Please select students that you know to work and who are trustworthy to show up.
4. School aide hours are from 7:00 – 1:30 and teacher hours are from 8:00 – 2:30. I will begin to speak to the parents at 8:00 a.m. with an anticipated audition start time of 8:30. Teachers are reminded to pick up your packets from the main office as you enter each day.
5. All staff must clock in and out each audition date and time cards must be submitted no later than December 7, 2012.
6. Due to the anticipated large numbers, auditioning teachers are asked to move in a consistent manner and to keep informed of the students still needing to be auditioned.
7. At the conclusion of each days auditions, please alphabetize the audition tickets and tally sheets based on the grades they received; place them in the folders and return to the Principal's office, room 114 before you leave for the day.  
Please make every attempt to alphabetize the forms as you do the auditions to allow for easier management at the end of the day with the tally sheets.
8. A light lunch will be available from 12:00 – 12:30, room 511; however please note that there will be no breakfast served this year due to budget constraints.
9. Remember that there is no waiting list. Use the rubric as the guide for grading each student and write the average in the total on the first page of the form. Please limit the comments that are written on the front of the form.

We want to thank all of you for your time and dedication towards this process and to the school. We are in a fortunate situation where we get to select our students and it is important to have all of you here to support this process.

## **DECEMBER**

- Work with your Program Chair to look at the master program whether re-organizing or if you are annualized for any changes that need to be addressed. Review any staffing needs.
- Review any spring Compensatory Time positions.
- Distribute spring calendar. (see in September, make revisions as needed)
- Work with your Testing Coordinator on preparing for the January Regents examinations.
- With the Winter recess approaching, work with staff to secure all personal and school related items and equipment.
- Alert staff regarding the January Trip policy. (note that this can be found as part of the semester calendars)
- Continue collecting Lunch applications.

## JANUARY

- Prep for the beginning of the spring term including an opening day assembly with students (the memo from September can be revised for the February assembly).
- Issue end of term calendar with Regents proctoring schedule and student testing and room schedule.
- Issue spring calendar (continue to revise calendars thought the first semester)
- Review rate of per session hours, OTPS, Bulk hours and per diem.
- Organize end term Professional Development Day
- Prepare ratings for School Safety Agents and Head Custodian
- Complete the second of four scheduled checks on staff attendance and lateness (looking for no more than 5 days of absence)

Sample memos for January...

Student Immunization letter in preparation of informing families that they must keep students at home until proof of immunization is presented to the school nurse

Your Letterhead Here

January 5, 2015

Dear Parent or Guardian of \_\_\_\_\_ :

The following item(s) are missing from your child's medical file:

- A complete physical exam (required by the school). Please send us a copy of your child's last physical exam or have a physician do a current exam. Send the completed physical or have the student bring it to the Medical office, room 731.
- Your child's medical file is missing a record of one or more of the following immunizations: \_\_\_ DPT; \_\_\_ OPV; \_\_\_ MMR; \_\_\_ Measles; \_\_\_ Mumps; \_\_\_ Rubella; \_\_\_ HBV. Students who lack documentation of appropriate vaccinations must provide the school with current vaccination records immediately. If parents do not have a primary care provider, parents can call 3-1-1 to locate an immunization provider.  
Please have students deliver proof of immunization compliance or provide a medical or religious exemption to the School Nurse in the Medical office, room 336, no later than Thursday, February 1, 2015. Please note that students will not be allowed to return to school on Thursday, February 1, 2015 when school resumes for the second semester without documented immunization compliance.
- Your child's medical record shows that a Tuberculosis test was administered on \_\_\_\_\_, but no result (+ or -) is indicated. Please send the results to the medical room, room 731. This must be dated and signed by a doctor or nurse. Otherwise, please have your child retested.
- Your child's medical record indicates a positive (+) Tuberculosis reading. All positive readings > 8mm must be followed-up with a chest x-ray. Please send the date and result of the chest x-ray with a doctor's signature to the medical room, room 731.
- Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your cooperation.

Sincerely,

\_\_\_\_\_  
Assistant Principal - Administration

Approved: \_\_\_\_\_  
\_\_\_\_\_, Principal

## **FEBRUARY**

- Begin the process of once again checking register weekly and revising the projection through March 31
- Work with the Nurse and Program office to identify non-immunized students, contact their families and begin the process to exclude if need be (see January)
- Work with Guidance and the Attendance teachers to check on the status of any remaining Long Term Absence students.
- Notify staff to secure their personal and school equipment prior to the mid-winter recess.
- Work with your payroll and supply secretary to review Bulk hours, per session, per diem and OTPS including any ordering deadlines that will be established shortly if not already.
- All NYSTAL funding to be spent by March 1
- Begin to work more closely with non-tenured staff in preparation for declaring a continued probationary period or the granting of tenure to the Superintendent's office.
- New semester, first day assembly

## **MARCH**

- Prepare for First Report card or Progress Reports. Warn Senior students if in jeopardy of not graduating.
- Prepare for Open School – notify parents, prepares teachers with room assignments, prepare special time schedule, arrange for security (see fall semester open school memo and revise for the spring)
- Continue to check register and revise as needed until March 31.
- Notify staff of due date for sabbaticals
- Work with the Supply Secretary on OTPS allocation including the finalization of NYSTAL fund spending and certification of all deliveries.
- Perform annual textbook inventory and certify
- Notify staff to secure all personal and school materials for spring recess.

## APRIL

I used the month of April to begin the process of preparing for the new academic school year. I would have a preliminary meeting with the Principal to look at procedures and policies, make any necessary revisions where possible and hold some materials, like the bell schedules for example until finalization during the summer. I would assemble the school year calendar and review the draft with our Production Manager, the Administrative team and the UFT. Once revised, I would have it copied, collated and boxed for the new school year. Any last minute changes would be printed in the form of an addendum to add at a later date. Another area of pre-planning I would look at during April would be on preparation for summer school. Upon reviewing the prior years material, I would update the memorandums for the new summer session and then have it collated and printed for distribution in June to the teachers, Administrators, custodians, School Safety, secretaries, Parent Coordinator and Production Manager. Finally, in April I would work with the departments to review and revise their Student Handbooks. Once revisions have been made these would be prepared for copying and stored until September to distribute to the departments and then pass out to the students on day 1 of classes.

- Revise register estimate based on March 31 to project the following opening register and October 31 budget register and seat declaration (see March).
- Prepare for distribution of report cards
- 60 days before the end of the school year, distribute teacher preference sheets, early/late request, observation choice and Circular 6 requests from the agreed upon menu between the UFT and the Administration (see below).
- Submit Sabbatical requests.
- Review existing Compensatory Time positions and post any available positions for rotation (see Below)
- Review postage and photocopy balances
- All budget lines finalized as Galaxy closes to any changes
- Schedule mid-term exam procedures, if applicable
- Plan for Administrative Assistance Day
- Work with the Testing Coordinator on preparing for Advanced Placement examinations
- Start preparing the following years calendar and opening memorandums for distribution at the opening Faculty meetings and PD (found in September distribution for start of the school year).
- Organize and copy memorandums for summer school (see below)
- Work with the UFT Chapter Chair to organize SBO's for the following school year.

Sample memos for April...

Teacher Preference Sheets

Early / Late Schedule Choices for multi-session schools

Circular 6R Assignment Template and a sample of the Circular 6R assignments

Compensatory Time Postings

Summer Teacher Packet (see cover page for what is contained in the packet)

Student Handbooks (Example for the Film and Media Studio)

# Your School and principal's Name Here

TO: All Teachers  
FROM: William J. Stevens, A.P. Adm/Org.  
RE: Teacher Preference Sheets  
DATE: April 13, 2015

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You will find below a Teacher Preference sheet for the 2015 – 2016 academic school year. Please indicate which courses you would prefer to teach in order of preference.

Please be advised that you are not to indicate period preference at this time. Once you have completed the preference sheet, please return to The AP – Administration's mailbox on or before Friday, April 17, 2015.

Thank you for your attention to this matter.

## ***SELECTION OF PREFERENCES***

### INSTRUCTIONS:

- Select the courses that you would prefer to teach and place them in your order of preference below
- Return completed form to Mr. Stevens on or before Friday, April 17, 2015

TEACHER: \_\_\_\_\_

District: Children First Network

Date: \_\_\_\_\_

School: Frank Sinatra School of the Arts


# Your School and Principal's Name Here

TO: All Teachers  
FROM: William J. Stevens, A.P. Adm/Org.  
RE: Preference Sheet for 2015 - 2016 Early/Late Schedule  
DATE: April 13, 2015

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The teacher day will continue to follow either a 1 – 8 period schedule or a 2 – 9 period schedule. The students will remain on a 1 – 9 schedule.

You will find below a form for you to indicate your preference of being assigned either an early or late schedule. Every attempt will be made to take your preference into account, however due to often times limited programming options we may not be able to give you your first choice.

Please fill out the form and return to the AP – Administration's mailbox on or before Friday, April 17, 2015.

Thank you for your prompt attention to this matter.

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Teacher Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_ Early Schedule      Teacher Time/Regular Schedule: 7:47 – 2:37  
                                  Teacher Time/Assembly Schedule: 7:45 – 2:35  
                                  Teacher Time/Conference Schedule: 7:45 – 2:35

\_\_\_ Late Schedule      Teacher Time/Regular Schedule 8:34 – 3:24  
                                  Teacher Time/Assembly Schedule: 8:30 – 3:20  
                                  Teacher Time/Conference Schedule: 7:45 – 2:35

Please note that on Conference Bell Schedule days all teachers will follow the same teacher time:  
7:45 – 2:35 with the Faculty Conference scheduled from 1:50 – 2:35.

# **Your School and Principal's Name Here**

TO: All Teachers  
FROM: William J. Stevens, A.P. Adm/Org.  
RE: Circular 6R – Selection of Preferences  
DATE: April 13, 2015

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You will find attached the Circular 6 Plan Template menu items for the 2015-2016 school year. These menu items have been approved by the UFT Chapter Chair as per the Circular 6R regulations regarding Professional and Administrative Assignments.

Please fill out the Selection of Preferences page in the back of the menu items and return to the AP – Administration prior to the close of business on Friday, April 17, 2015. Remember to select at least 3 items. Every attempt will be made to honor your preferred choices.

Thank you for your attention to this matter.

Your School and Principal's Name Here

**SELECTION OF PREFERENCES**

INSTRUCTIONS:

- Select at least 3 professional activities by listing them in the order of preference below
- You may list more than 3 preferences to maximize your opportunity to be assigned an activity of your choice
- Return completed form to the AP - Administration prior to the close of business on Friday, April 17, 2015

Date: \_\_\_\_\_

TEACHER: \_\_\_\_\_

District: Children First network

School: Frank Sinatra School of the Arts

Number in order of preference	PROFESSIONAL ACTIVITY
1	
2	
3	
4	

**All Circular 6 activities occur each day. All teachers are asked to maintain a log detailing their Circular 6 activities for each day throughout the school year.**

Circular 6 Assignments 2014 – 2015  
Draft – 2/3/15

Cafeteria	Teachers – 4 Teachers – 5 Teachers – 6 Teachers – 7 Teachers - 8
Library	Teachers – 2 Teachers – 6 Teachers - 8
Suspensions	Teachers - 2 Teachers - 3 Teachers - 8 Teachers – Detention & Suspension Coord./Dean’s Assist
Dean’s Assist	Teachers
Sp Ed Coordination (IEP’s)	Teachers (Extended Time)
Technology	Teachers
Production Assist	Teachers
Tutoring	Teachers
Instrument Repair	Teachers
Hall Patrol (Front Desk - 1)	Teachers
Hall Patrol – 2	Teachers
Costume Room Coord.	Teachers
Front Desk	Teachers

# **Your School and Principal's Name Here**

## **COMPENSATORY TIME POSITION AVAILABLE\*** **FOR SEPTEMBER 2012**

**Position:** COORDINATOR OF STUDENT AFFAIRS (COSA)  
**Allowance:\*** .4\* (2 teaching periods and professional assignment)  
**Term:** 4 years

### **Responsibilities:**

1. Organize and coordinate all activities of the Student Organization (S.O). Serve as the advisor to the S.O.; supervise the election of student officers
2. Promote a general improvement in school tone and student morale through the conduct of student affairs and the supervision of students activities
3. Organize the school's presentation for the annual High School Fair. Must attend the Fair which is held on a weekend in the Fall.
4. Chaperone school dances and weekend trips
5. Organize and conduct a leadership class for selected students.
6. Establish and implement an expanded extra-curricular program including intramural tournaments
7. Supervise gate collection of extra-curricular school events
8. Assist in Crisis Intervention
9. Initiate and conduct special events including voter registration and blood donation drives. Set up the annual Awards Ceremony.
10. Serve as ombudsperson for student grievances and problems. Dissuade pupils from organizing and conducting activities outside the building during school hours
11. Notify parents, prepare the agenda, take minutes of Consultative Council meetings. Coordinate the activities of the Nutrition Committee
12. Coordinate and supervise fund-raising activities
13. Act as a resource person to members of the faculty in matters involving student affairs
14. Plan, budget, and disburse the Student Activities Fund. Work in tandem with the Athletic Dept.
15. Serve as a recruiter in the middle schools
16. Sensitize faculty members to the needs, perceptions and vulnerability of the students

### **Qualifications:**

- Willingness to devote time, energy and patience in dealing with students and the student activity program
- Demonstrated ability to develop creative and imaginative programs for groups of young people
- Willingness and ability to devote after-school time to attend meetings and school events when necessary
- Demonstrated ability to work with and relate well to students
- Demonstrated human relations skills
- Demonstrated qualities of leadership; knowledge of leadership training
- Demonstrated ability to work cooperatively with the Principal, supervisors, teachers, students, parents and the community
- Ability and willingness to exercise discretion and prudence in delicate matters

- Proven ability to meet all responsibilities and assignments (including attendance and punctuality) promptly
- Demonstrated excellence as a teacher
- A personality that enables the teacher to relate well to students yet be sufficiently forceful to channel student activities toward desirable goals
- Experience in coaching or in co-curricular or extra curricular activities

Applications:

In writing, stating qualifications to A.P. Adm/Org. by 12:00 p.m. on Friday, April 20, 2012

Approved: \_\_\_\_\_  
\_\_\_\_\_, Principal

\*Pending budget availability

# Your School and Principal's Name Here

## COMPENSATORY TIME POSITION \*

SEPTEMBER 2012

**Position:** Program Chairperson

**Allowance:** .6 - .8 (three or four teaching periods and professional assignment)

**Term:** 6 Years

**Responsibilities:**

Work with other programmers and school supervisors to:

1. Project student and class registers
2. Establish the school master program
3. Collect and collate program data from all departments, grade guides, counselors and the Department of Education to project allotments and classes
4. Assist students with program problems
5. Make changes in student programs
6. Suggest improvements in program procedures to benefit students and teachers
7. Establish a timetable to facilitate accurate student and teacher programs
8. Articulate with the Department of Education and Superintendent's computer centers and attend required programmer's meetings
9. Coordinate and maintain the program office as the computer/data control center of the school
10. Assist in all aspects of school testing, making use of HSST data programs
11. Availability after school hours and on weekends throughout the year for reorganization committee work as required by the H.S. Division (per session funds provided for this activity)
12. Operation of Department of Education computer based systems. Training to be provided
13. Keyboard data entry and data base management
14. Be responsible for and assist in the processing of marks reporting documents and data base management in the program office
15. Be responsible for and assist in the preparation of all program office (Department of Education) reports
16. Be responsible for and assist with programming of students for Summer School
17. Be responsible for and assist in developing Master Schedule and Attendance Scanning
18. Act as liaison with ATS to update attendance retrieval procedures, including, but not limited to:
  - Printing
  - Scanning
  - Daily attendance procedures
  - Period attendance procedures
  - Report
  - 407's
  - PARS
  - Corrections
19. Transcript Maintenance
20. As attendance as needed

**Qualifications:**

1. Demonstrated ability to meet deadlines
2. Demonstrated ability to work cooperatively with administration, staff and students
3. Satisfactory record of attendance and punctuality
4. Knowledge of programming processes and procedures desired
5. Knowledge of automated scheduling desired

6. Willingness to have a flexible schedule to meet whatever needs the position demands, including, but not limited to, flexible sessions and lunch hours
7. Regularly appointed teacher
8. Knowledge of programming process and procedures desired
9. Knowledge of state and city educational requirements for the school's student population desired
10. Knowledge of school's curriculum, programs, specific courses and course sequences, as applicable, desired
11. Familiarity with applicable UFT contract provisions related to programming
12. Ability to maintain good professional relations with staff and student
13. Demonstrated ability to work well under pressure under peak times
14. Willingness to learn computer applications

Application:

In writing, stating qualifications to A.P. Adm/Org. by 12:00 p.m. on Friday, April 20, 2012.

Approved: \_\_\_\_\_  
\_\_\_\_\_, Principal

\*pending budgetary capability

# **Your School and Principal's Name Here**

## **COMPENSATORY TIME POSITION AVAILABLE** **SEPTEMBER 2011**

**Position:** HEAD DEAN  
**Allowance:** .6 - .8\* (three or four teaching periods and professional assignment)  
**Term:** 5 Years

### **Responsibilities:**

1. Monitor halls during the school day
2. Assignment to student cafeteria, supervision as per A.P. Adm./Org.
3. Supervise school aides assigned to the cafeteria
4. Maintain order and discipline in the cafeteria
5. Monitor all student behavior in the cafeteria
6. Maintain systems for the basic running of the cafeteria e.g. student lateness, students leaving during the period, students lining up for lunch, clearing of tables, etc.
7. Follow up on discipline issues with students including but not limited to contacting the Dean's office, parents and other teachers, et al
8. Overall responsibilities for total behavioral aspects of students
9. Respond and follow up on teacher referrals for disciplinary action
10. Communicate with parents in writing and by telephone concerning student behavior issues
11. Hold conferences with all concerned parties regarding student infractions
12. Work with Administration to maintain good school tone
13. Collaborate with attendance office and other members of the Pupil Personnel Team
14. Monitor cutting reports and respond in a timely fashion
15. Attend Superintendent's suspension hearings
16. Attend Monthly Safety Meetings
17. Secure confiscated items
18. Oversee detention and suspension procedures

### **Qualifications:**

1. Appointed teacher.
2. Demonstrated ability to work cooperatively with the administration, staff and students
3. Demonstrated human relations and organization skills
4. Demonstrated ability to perform clerical work accurately and accurate record keeping
5. Demonstrated ability to be well organized and adhere to sound routines and procedures relating to classroom management
6. Ability to write clear, correct, and accurate reports and/or letters and statements
7. Demonstrated ability in crisis intervention
8. Satisfactory record of attendance and punctuality
9. Willingness to adjust time schedule in order to attend suspension hearings, parent guidance meetings, etc.
10. Willingness to learn computer system as they relate to the work in the Dean's office

Application: In writing, stating qualifications to A.P. Adm/Org. by the close of business on Wednesday, May 6, 2011.

Approved: \_\_\_\_\_, Principal

\*pending budgetary capability

# **Your School and Principal's Name Here**

## **COMPENSATORY TIME POSITION AVAILABLE**

**SEPTEMBER 2013**

**Position:** DEAN

**Allowance:** .2 - .6\* (one to three teaching periods and professional assignment)

**Term:** 3 Years

### **Responsibilities:**

Work under the supervision of the Head Dean to:

19. Monitor halls during the school day
20. Assignment to student cafeteria, supervision as per A.P. Adm./Org.
21. Supervise school aides assigned to the cafeteria
22. Maintain order and discipline in the cafeteria
23. Monitor all student behavior in the cafeteria
24. Maintain systems for the basic running of the cafeteria e.g. student lateness, students leaving during the period, students lining up for lunch, clearing of tables, etc.
25. Follow up on discipline issues with students including but not limited to contacting the Dean's office, parents and other teachers, et al
26. Overall responsibilities for total behavioral aspects of students
27. Respond and follow up on teacher referrals for disciplinary action
28. Communicate with parents in writing and by telephone concerning student behavior issues
29. Hold conferences with all concerned parties regarding student infractions
30. Work with Administration to maintain good school tone
31. Collaborate with attendance office and other members of the Pupil Personnel Team
32. Monitor cutting reports and respond in a timely fashion
33. Attend Superintendent's suspension hearings
34. Attend Monthly Safety Meetings
35. Secure confiscated items
36. Oversee detention and suspension procedures

### **Qualifications:**

11. Appointed teacher.
12. Demonstrated ability to work cooperatively with the administration, staff and students
13. Demonstrated human relations and organization skills
14. Demonstrated ability to perform clerical work accurately and accurate record keeping
15. Demonstrated ability to be well organized and adhere to sound routines and procedures relating to classroom management
16. Ability to write clear, correct, and accurate reports and/or letters and statements
17. Demonstrated ability in crisis intervention
18. Satisfactory record of attendance and punctuality
19. Willingness to adjust time schedule in order to attend suspension hearings, parent guidance meetings, etc.
20. Willingness to learn computer system as they relate to the work in the Dean's office

Application: In writing, stating qualifications to A.P. Adm/Org. by the close of business on Friday, May 10, 2013.

Approved: \_\_\_\_\_, Principal

\*pending budgetary capability

COMPENSATORY TIME POSITION AVAILABLE  
FOR SEPTEMBER 2012

**Position:** Senior Class Advisor  
**Allowance:** \*.2 (1 teaching period and professional assignment)  
**Term:** 4 years

**Responsibilities:**

1. Assist COSA in organization of senior elections
2. Prepare students to serve on the Senior Council and conduct the meetings
3. To prepare juniors for their senior year activities
4. To collaborate with the yearbook advisor on the budget of the yearbook
5. Establish the senior budget in coordination with A.P. Adm/Org., Treasurer, A.P. Guidance, Principal and COSA
6. Establish and collect senior dues
7. Purchase and coordinate sale of senior items
8. Coordinate and plan Senior Prom with A.P. Guidance and COSA
9. Plan and coordinate graduation with the graduation committee
10. Assist in preparation of graduation program and in preparing student speakers
11. Coordinate financial functions with school Treasurer
12. Organize and coordinate senior trip and other related activities
13. Provide mechanism for outreach to seniors after graduation
14. Meet regularly as needed with the entire senior class

**Qualifications:**

1. Appointed teacher.
2. Demonstrated ability to work cooperatively with administration, staff, parents, and the school community
3. Demonstrated human relations skills
4. Demonstrated willingness to adjust time schedule to meet the needs of the assignment
5. Demonstrated ability to exercise good judgment vis-à-vis student related issues
6. Demonstrated qualities of leadership
7. Satisfactory record of punctuality and attendance
8. Satisfactory teaching record
9. Demonstrated commitment to children
10. Demonstrated ability to initiate, organize and implement special events
11. Demonstrated Communication Arts Skills
12. Demonstrated ability to involve students and staff in cooperative endeavors
13. Demonstrated knowledge of school funds and Student Government funds vis-à-vis SOPM guidelines

**Application:**

In writing, stating qualifications to A.P. Adm/Org. by 12:00 p.m. on Friday, April 20, 2012.

Approved: \_\_\_\_\_  
\_\_\_\_\_, Principal

\*Pending budgetary capability

**Your School and Principal's Name Here**

**COMPENSATORY TIME POSITION AVAILABLE\***  
**FOR SEPTEMBER 2012**

**Position:** TESTING COORDINATOR\*

**Allowance:\*** .2\* (1 teaching period plus professional assignment)

**Term:** 3 years

**Responsibilities:**

1. Responsible for the coordination and maintenance of contents of school vault
2. Receive and arrange for security and storage (in school vault) of all standardized exams, Regents/RCT's and related testing materials
3. Construct proctoring and testing schedules for Regents, Advanced Placement and Regents Component Testing examinations, Field Tests, PSAT, etc...
4. Coordinate and administer all school wide testing
5. Attend Department of Education testing coordinators meetings
6. Order all school wide tests including, but not limited to, Regents and RCT's
7. Working with program chairperson to scan exams

**Qualifications:**

- Sensitivity to the needs of the staff and ability to work well with administrators, the custodian, representatives of the Department of Education and other city and state agencies
- Demonstrated ability of accuracy in record keeping
- Satisfactory record of attendance and punctuality
- Willingness to work a flexible time schedule is desirable(including evenings and weekends) for meetings and during Regents week
- Ability to work harmoniously with students, colleagues and supervisors
- Ability to work under time pressure and create accurate proctoring schedules for school-wide testing

Applications:

In writing, stating qualifications to A.P. Adm/Org. by 12:00 p.m. on Friday, April 20, 2012.

Approved: \_\_\_\_\_  
\_\_\_\_\_, Principal

\* Pending budget capability

**Your School and Principal's Name Here**

**COMPENSATORY TIME POSITION AVAILABLE\***  
**FOR SEPTEMBER 2006**

**Position:** SCHOOL TREASURER

**Allowance:\*** .2\* (one teaching period plus professional assignment)

**Term:** 2 years

**Responsibilities:**

1. Liaison with Assistant Principal and Principal on school fiscal policy
2. To develop and implement systems to monitor and supervise school and departmental financial accounts, expenditure and reports
3. To receive, receipt all school money and to personally, deposit monies with the school's financial institution
4. To negotiate and monitor expenditures for departmental needs with the Administration
5. To estimate income and outflow of school wide and departmental accounts and arrange disbursements accordingly
6. To maintain the school checking account and write all appropriate checks, post all transactions in accounts ledgers and to compute the trial balances
7. To monitor grants to ensure that expenditures are in keeping with grant award letter (i.e. FES)
8. Liaison to SGO Advisor and Senior Advisor for disbursement of SAF funds as appropriated by the SGO
9. To close all school books at the end of the fiscal year
10. Prepare all required reports including but not limited to: monthly reconciliation and trial balances, annual fiscal report, City sales Tax Report and monthly reports for all department accounts
11. Member of School Budget Committee
12. To utilize computerized bookkeeping hardware and software and on-line banking to main school accounts an issue checks
13. Oversee the School Lunch Program bank account
14. Use the TAO electronic mail on the school's ATS computer in reporting the year-end balances for all of the school's bank accounts to the Office of Financial Operations at the Department of Education
15. To track and cross-reference invoices, payments and overdrafts
16. To keep the ledgers for and to oversee the finances of the school store
17. Willingness to secure box office receipts during school performances and to create tickets for sale at school performances

**Qualifications:**

- 1. Appointed teacher.
- 2. Demonstrated ability to work cooperatively with administration, staff and school community
- 3. Willingness to learn double-entry bookkeeping, trial balances, receipt and disbursement ledgers, general journals and account balance ledger
- 4. Demonstrated excellent human relations skills
- 5. Willingness to adjust time schedule to meet the needs of the assignment
- 6. Demonstrated adherence to deadlines
- 7. Willingness to learn the Dept. of Educations’ fiscal rules, regulations and procedures
- 8. Good record of attendance and punctuality
- 9. Willingness to learn Quicken and On-line banking and ability to format spread-sheets for trial balances and monthly account reports

**Application:**

In writing, stating qualifications to A.P. Adm/Org. by the close of business on Wednesday, May 31, 2006

Approved: \_\_\_\_\_  
\_\_\_\_\_, Principal

\*Pending budgetary capability

## **Table of Contents – Summer School 2015**

- ◆ Welcome Letter –Teachers
- ◆ Summer High School Plan & Distribution and Registration Procedures
- ◆ Teacher Manual
- ◆ Student Manual
- ◆ Parent Sign Off & Summer School Discipline Procedures
- ◆ Science Laboratory Student Contract
- ◆ School Safety Plan
- ◆ Fire Drill Procedures
- ◆ Emergency Reporting of School Safety Incidents or Accidents
- ◆ Bomb Alert Emergency Procedures
- ◆ Cafeteria Safety Plan
- ◆ Summer School Attendance Procedures
- ◆ Daily Staff Absence Sheet
- ◆ Textbook Distribution Inventory
- ◆ Regents/RCT Schedule – August 2015
- ◆ Summer School Directory
- ◆ Student Registration Form
- ◆ Program Card, Regents Walk – In Admission Form
- ◆ Voluntary Withdrawal Letter

# SUMMER HIGH SCHOOL 2015

Dear Summer Staff:

I am pleased to welcome you to the staff of The “Your School Name” Summer High School.

Enclosed, you will find copies of the Summer School Teacher’s Manual, School Safety Plan, and Student Handbook. The Student Handbook **MUST** be distributed to all students when they pick up their program cards. Please read **ALL** of the above bulletins to familiarize yourself with them.

A Tentative Summer School Calendar is included to help you in your planning. Please note that:

- Regents’ examinations will be given on August 12 - 13 at the students neighborhood high schools offering the exams in August. No Regents examinations will be administered at Sinatra.
- **NOTE: ALL CLASSES** will meet for 90 minutes. We do not use the bell system during the summer session.

I look forward to meeting you and supporting you through an enjoyable and productive summer. If you have any questions, you may call me at “Your School Name Here”, (Telephone #718-xxx-xxxx).

Sincerely,

---

Principal

# **SUMMER SCHOOL**

## Summer High School Plan

“Your School Name” students will be directed as follows:

**STUDENTS NEEDING NON TRADITIONAL SUMMER SCHOOL (CREDIT RECOVERY) ARE TO REPORT TO “Your School Name Here” HIGH SCHOOL**

**STUDENTS WHO NEED WALK-IN REGISTRATION FOR EXAMS:**

- Students will be directed to go to “Your School name” High School for registration

\*After program pick-up students will be sent to their assigned rooms and an assessment will be made as to space availability and class size

N.B. Ongoing assessments will be made to ascertain FSSA’S ability to accept over-the-counter students

# SUMMER HIGH SCHOOL 2015

## Teacher Manual

### Calendar/Length of Sessions

Friday, June 26 <sup>th</sup>	Last day of regular school. Report card distribution. Summer School Program Distribution, Students who Pre-registered will pick up their programs
Wednesday, July 1 <sup>st</sup>	First Day of Instruction (note: no Friday classes)
Thursday, July 30 <sup>th</sup>	Last Day of Instruction
Wednesday - Thursday August 12 and 13	Regents and RCT Examinations / Scoring

### Attendance - Punctuality

- 2.1 Stress the importance of good attendance.
- 2.2 STUDENTS should ATTEND SUMMER SCHOOL REGULARLY.
- 2.3 Emphasize the importance of arriving to class on time.  
The following schedule is to be adhered to.

#### Time Schedule

Period 1	8:10 AM
Period 2	9:45 AM
Period 3	11:20 AM

### Student Attendance Records

- 3.1 Attendance must be taken on ATS scan sheets every period.

### Discipline

- 4.1 DISCIPLINE PROBLEMS are to be REFERRED, **do not tolerate any breach of school policy.**
- 4.2 DO NOT SEND A STUDENT OUT OF THE ROOM. USE the INTERCOM system to DIAL the security desk or send a reliable student FOR IMMEDIATE ASSISTANCE to the General Office. Summer school personnel will come to your room.
- 4.3 DO NOT take it upon yourself to DROP A STUDENT FOR ANY REASON.  
A student, who fails to do homework, bring in a textbook, etc., is not considered to be a discipline problem
- 4.4 Under no circumstances is a student permitted to bring food or beverage into the school
- 4.5 NO younger SIBLINGS or FRIENDS are PERMITTED IN the BUILDING.
- 4.6 Keep the use of the pass to a minimum.
- 4.7 STUDENTS MAY NOT HAVE OR WEAR HATS, HEADPHONES, "WALKMANS", RADIOS, TAPES, BEEPERS, and/or CELLULAR PHONES IN SCHOOL.

### Teacher Absence

- 5.1 Refer to the bulletin entitled, "Regulations Governing Absences."
- 5.2 Per session summer school personnel are entitled to TWO ABSENCES. One ABSENCE IN JULY and one ABSENCE IN AUGUST.
  - 5.2.1 ONE ABSENCE MUST HAVE a DOCTOR'S NOTE.
  - 5.2.3 A Doctor must indicate a reason for medical attention.

- 5.2.4 A general diagnosis, such as, "Under my care," and similar diagnoses will cause you to lose a day's pay.
- 5.3 Please give the payroll secretary ample notice of an impending absence whenever possible. **DO NOT ARRANGE FOR YOUR OWN SUBSTITUTE.**
- 5.4 Try not to be absent from August 17 to August 19<sup>th</sup>. It is most important that you complete all of your end term clerical work.
- 5.5 In an emergency situation, call **718 –xxx-xxxx and listen to the prompts.**

6. Bulletin Board/Letter Boxes

- 6.1 CONSULT the BULLETIN BOARD ABOVE the TIME CLOCK upon arrival FOR DUE DATES OF REPORTS, FIRE DRILLS etc.
- 6.2 Check your mailbox upon arrival and when you leave each day.

7. Textbooks and Supplies

- 7.1 EVERY STUDENT MUST BE ISSUED A TEXTBOOK.
  - 7.1.1 Each student must complete book receipts for each book issued.
  - 7.1.2 The name of the student's home school must be written in the upper right hand corner of the book receipt.
- 7.2 Requests for supplies should be given to the General Office upon your arrival to school. Supplies will be distributed in a timely fashion.
- 7.3 Xerox and Risograph machines will be available.
- 7.4 School aides will be available for bathrooms and the elevator for non-Home school staff. Classrooms will be open prior to your arrival.

8. Fire Drills/Emergencies

- 8.1 REFER TO BULLETINS ON FIRE DRILLS, BOMB ALERTS, ETC...
- 8.2 ALL SCHEDULED FIRE DRILLS WILL BE ANNOUNCED OVER THE PA SYSTEM – the tentative schedule for fire drills is as follows:

Teacher Time Schedule

9.1 8:00 AM to 1:00 PM

9. Classroom Management and Building Security

- 10.1 LESSONS ARE TO BE STARTED PROMPTLY at the beginning of the period.
  - 9.1.1 A LESSON PLAN is EXPECTED FOR EVERY LESSON.
  - 9.1.2 Every lesson should include do-now, homework, motivation, aim, development, summary, and applications.
  - 9.1.3 Homework should be assigned and checked nightly.
- 10.2 CLASSES are NOT to be DISMISSED PRIOR TO the BELL ENDING the PERIOD.
- 10.3 Do not leave personal belongings and valuables unattended.
- 10.4 You are responsible for the security of the examinations that you prepare and administer.

11 Midterm Examinations – No Mid Terms Administered in 2015

- 11.1 EXAMINATIONS will be ADMINISTERED – N/A
- 11.2 YOU MUST PREPARE YOUR OWN MIDTERM EXAMINATIONS – N/A.
  - 11.2.1 Midterm examinations must be submitted to the AP - Administration (room 115A) one-week prior to your administering them – N/A.

English  
 Social Studies  
 Mathematics  
 Science

Language, Health, Other

12 Final Examinations – No finals administered in 2015

- 12.1 IN CLASS FINALS WILL BE PREPARED BY EACH TEACHER FOR EACH CLASS and ADMINISTERED ON the LAST DAY OF INSTRUCTION – N/A  
YOU WILL BE RESPONSIBLE FOR PREPARING your own FINAL EXAMINATIONS – N/A
- 12.2 SCANTRON SHEETS will be AVAILABLE FOR the FINAL EXAMINATIONS.
- 12.3 Examinations date – N/A:

English Composition,  
Social Studies Essay  
Foreign Language Dictation  
In-class Final Examinations

13. Metro Cards

- 13.1 SEE BULLETIN ON METRO-CARD REGULATIONS.
- 13.2 METROCARDS WILL BE ISSUED AS REQUIRED.
- 13.3 ONE METROCARD will be ISSUED FOR the ENTIRE SUMMER..
- 13.4 METROCARDS will be made available to those students who live 1 and 1/2 miles (full fare).
- 13.5 Lost or stolen MetroCards will be made inactive upon the communication of the MetroCard number to the MTA.

**Thanks for your cooperation.**

**Have a good and productive Summer 2015 session.**

# Summer High School 2015

## Student Manual

### 1. Time Schedule

Period 1 BEGINS AT 8:10 AM  
Period 2 BEGINS AT 9:45 AM  
Period 3 BEGINS AT 11:20 AM

### 2. Attendance/Lateness

It is STRONGLY SUGGESTED that students attend all sessions to attain a high level of competency in their work. Therefore, it is understandable that students who miss classes, place themselves in jeopardy of not being able to attain the minimum coursework REQUIRED to pass the course and to ultimately qualify for credit.

- There is NO DIFFERENCE BETWEEN EXCUSED and UNEXCUSED ABSENCES, due to the abbreviated time period of the summer school program. A STUDENT WHO LACKS ADEQUATE CLASS PARTICIPATION, will be obliged to attend a meeting with his parent, his teacher, the site supervisor, and the summer school guidance counselor to discuss the impact that the student's absences has had on his or her ability to receive a passing grade.

- DO NOT PLAN A VACATION DURING SUMMER SCHOOL. There can be NO EXCEPTIONS MADE FOR ABSENCES.

### 3. Summer Session

Classes are in session from July through August MONDAY THROUGH THURSDAY. Regents and RCT examinations will be given at your zoned high schools

### 4. General Rules

4.1 ONLY REGISTERED STUDENTS will be permitted in the classrooms, hallways, gymnasium or anywhere else in the building. These rules apply to siblings, friends and adults.

4.2 AUDITING CLASSES IS NOT PERMITTED.

4.3 **Discipline problems will not be tolerated in summer high school.** Since there is no compulsory education during the summer, students who interfere with the learning of others or violate school rules **will be disciplined.**

4.4 **Food and beverages are not permitted** in the building.

4.5 **No** students may wear **hats** in the building.

4.6 **Radios , "Walkmans" and cellular phones are not permitted** in the building. Radios will be confiscated and kept in a "vault" OR A SECURE PLACE. The radio or walkman will be returned when the student leaves the building at the end of his or her day. Cellular phones must be claimed

from the school by a parent. Repeat offenders will have to have their radio claimed from the school by a parent.

4.7 **All students must show their program cards to security or school personnel each day** in order to be admitted into the building. The STUDENT PROGRAM must be made available to any teacher, supervisor or other building personnel, including summer School Safety Agents upon request. Failure to provide a valid summer school program may lead to your being escorted out of the building.

4.8 STUDENTS MUST DRESS PROPERLY for summer school. No halter tops, tank tops, short shorts or any revealing clothing is allowed.

5. **MetroCards**

Students will be issued MetroCards. **YOU MUST LIVE 1 AND 1/2 MILES FROM THE HIGH SCHOOL TO RECEIVE A FULL FARE METROCARD.** Only ONE METROCARD will be ISSUED FOR the SUMMER. Students will not receive replacement cards if a card is lost or stolen. The serial number of all lost or stolen cards must be communicated to the MTA where they will electronically de-activate the MetroCard. If a student is dropped or discharged, the MetroCard will be electronically rendered inactive and will not allow a student to enter a turnstile or board a bus. Details about the use of MetroCard will be provided.

6. **Textbooks**

Textbooks will be distributed during the first week of classes. **Homework will be given nightly.** In some cases, a student's home school will deny issuing a textbook if the summer school book account remains active.

## Summer School 2015

July 2015

Dear Summer School Parent/Guardian:

We welcome you and your child to Summer School. The goal of the summer instructional program is to provide appropriate instruction and other services to assist your child in meeting promotion standards. In order to ensure that effective teaching and learning take place in a safe and orderly environment, maintaining discipline and order is an essential component of any program. The same standards of conduct that apply to students during the school year also apply to students attending summer school. Students are expected to behave responsibly and appropriately during the summer school session. Any student who engages in misbehavior will have his/her actions addressed by the school staff.

For less serious incidents of misbehavior, school officials might take the following disciplinary actions: reprimand the student, confer with the student and parent/guardian, refer the student for counseling or other services or suspend the student from the program for 1 or 2 days and provide alternative instruction within the school. In addition, a general education student may be removed from summer school if he/she engages in a pattern of persistent misbehavior which substantially disrupts the education process.

Students who engage in any of the following acts of serious misbehavior may be subject to more severe disciplinary consequences as described below.

- possession, use or threatened use of a Category I weapon (See Discipline Code on the DOE website at: <http://schools.nyc.gov/Parents/Essentials/School+Safety/default.htm>)
- use or threatened use of a Category II weapon (See Discipline Code) to inflict injury to another
- behavior which results in injury
- behavior which constitutes a threat to cause serious injury; or
- possession or use of controlled substances

General education students who engage in any of the above-noted serious misbehaviors may be removed from summer school. Students with Individualized Educational Programs (IEPs) who engage in such misbehavior may be placed in an appropriate interim alternative educational setting within the school site or on home instruction in accordance with appropriate due process procedures.

In cases of a short-term suspension (within the school site) or removal from summer school, the parent will be provided with written notice of the misbehavior and given the opportunity to attend an expedited conference with the principal or site supervisor. Prior to removing a student with a Section 504 plan or placing a student with a disability in an appropriate alternative educational setting, a review will be conducted to determine whether the misbehavior is a manifestation of the student's disability. Students who are subject to such discipline who have been mandated to attend summer school will be allowed to take the end of summer assessment(s), but not necessarily at the same site. Students who are suspended will be marked absent unless they attend the alternative educational program within the school site. There is no appeal to the site supervisor's decision to take disciplinary action against a student.

Please contact the school if you have any questions. We wish you and your child a productive and successful summer school session.

Sincerely,  
Principal/Site Supervisor

-----  
Dear Summer Site Supervisor,

I have received a copy of the parent letter regarding the discipline code for Summer School 2014.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student's Name

# Summer High School

## Science Laboratory Student Contract

Regents' level courses in science have a state mandated laboratory requirement. The New York State Education Department requires that EACH STUDENT MUST ENGAGE IN LABORATORY ACTIVITIES for the equivalent of 30 laboratory periods (15 per term). A satisfactorily written report of EACH laboratory experience must be prepared and submitted in a timely manner, as determined by the laboratory teacher, in order to receive grade credit.

Students who are advancing in science or have not satisfactorily met the state requirements in their regular day high school, as stated in Section 207 of the Education Law, Section 8.2 (c) of the "Rules of the Board of Regents, ("Only those persons who have satisfactorily met the laboratory requirements as per the New York State Syllabus for Science shall be admitted to the Regents Examination in such science.") are obligated to take a science laboratory class as part of their summer school program.

Students who DO NOT MEET the requirements of the laboratory component of their summer school science course, risk being barred from taking the regents examination in August.

Please read and sign this contract indicating your full knowledge of the consequences resulting from not meeting the laboratory requirements in summer school. Have your parent(s) read and sign this contract, as well, and return the tear-off below to your laboratory teacher.

-----  
I have read and understand that I must satisfactorily meet the SUMMER SCHOOL LABORATORY requirements in order to be able to sit for the Regents examination.

Name: \_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

Parent's Signature: \_\_\_\_\_

Lab Teacher: \_\_\_\_\_

## Summer School Safety Plan 2015

### General Information and Procedures

#### 1- Emergency/Special Numbers:

<i>Police/Fire Emergency</i>	<i>911</i>
<b>NYPD Precinct</b>	<b>(718) xxx-xxxx</b>
<b>Office of school safety</b>	<b>(212) xxx-xxxx</b>
<b>Children's First Network</b>	<b>(718) xxx-xxxx</b>
<b>Security desk</b>	<b>ext. xxxx</b>
<b>FAX</b>	<b>(718) xxx-xxxx</b>

#### 2- In the event of a schoolwide Emergency:

- The PA SYSTEM will be USED TO INFORM all STAFF and STUDENTS OF SPECIAL emergency/evacuation PROCEDURES.
- School safety agents and non-teaching staff will be deployed to direct hallway traffic and to assist students and teachers in leaving the building in a safe and orderly manner.
- BOMB SCARES ARE held CONFIDENTIAL. A "Bomb alert procedure" bulletin is enclosed in the school safety plan. In an emergency situation, supervisors and school safety agents will ensure that all floors are totally evacuated of school personnel and students.
- WALKIE-TALKIES will be USED by school safety agents and school administrators TO REPORT that EVACUATION is COMPLETED, and when an emergency situation has been ameliorated for RETURN TO CLASSES.

#### 3- Fire Drills

FIRE DRILLS will be CONDUCTED regularly at least three times during the summer session, two in JULY, and the one in AUGUST. A SCHEDULE is INCLUDED IN the SCHOOL SAFETY PLAN AND in the TEACHER'S PACKET, received at the first faculty meeting.

All FIRE DRILLS will be ANNOUNCED IN ADVANCE; a NOTICE will be OVER the TIME CLOCK BEFORE each FIRE DRILL. A chart in each room and in the fire drill regulations (see bulletin in teacher's packet) indicates the proper exit route to be taken during a fire drill. SILENCE and ORDERLY CONDUCT must be MAINTAINED throughout the fire drill. All staircases are considered "down" during a fire drill.

**Everyone** MUST LEAVE the BUILDING DURING a FIRE DRILL. You may RE-ENTER- the BUILDING ONLY AFTER the site supervisor has given an “ALL CLEAR” SIGNAL and school safety agents have declared the summer school site safe and secure. Fire violations will be checked for daily and reported to the custodian for immediate attention.

PROCEDURES FOR carrying out FIRE, SHELTER and EMERGENCY DRILLS will be DISCUSSED AT the FIRST FACULTY MEETING. All staff will be oriented to the location of fire alarm boxes, stairwells, exits from the building, and areas of safety to take students in case of emergency situations.

**If you see a fire or smoky condition** you are to RING THE NEAREST ALARM BOX. NOTIFY the ADMINISTRATION at once, IN PERSON or BY INTERCOM.

#### **4- Medical Emergencies:**

- If a STUDENT is ABLE TO WALK, he/she is to be SENT TO the Medical room, room 335, ACCOMPANIED by a school safety agent, summer school administrator, summer school counselor, etc.
- If a STUDENT is UNABLE TO WALK, send or CALL FOR IMMEDIATE ASSISTANCE. A wheelchair, if needed, will be provided. Appropriate and necessary steps will be taken for the safety of all students, whether in a classroom or hallway.
- If a STUDENT HAS A SEIZURE, SEND FOR immediate ASSISTANCE and CLEAR the AREA OF any and ALL OBSTACLES.

#### **Movement throughout the School:**

- ENTRANCE into the building will be THROUGH the MAIN DOOR ONLY. STUDENTS who enter the building MUST SHOW a VALID PROGRAM TO the SCHOOL SAFETY AGENTS stationed at the main door.
- A SCHOOL SAFETY AGENT will be STATIONED AT the MAIN ENTRANCE AT ALL TIMES. A team of school officers will perambulate the school building, on-going.
- The ADMINISTRATION will TOUR the BUILDING FREQUENTLY.
- Students who do not have a program card will be directed to the program office for a duplicate.
- Students who do not have a class will be asked to remain in the main lobby under the supervision of a school safety agent.
- STUDENTS must CARRY their PROGRAMS at all times.
- A STUDENT must SHOW his/her PROGRAM TO ANY MEMBER of the FSSA High School Staff
- ALL HANDICAPPED STUDENTS will be ESCORTED TO the GENERAL OFFICE and REMOVED from the SCHOOL BY SAFETY AGENTS during a school emergency. A LIST OF HANDICAPPED STUDENTS and their locations will be KEPT on file IN the GENERAL OFFICE.
- STUDENTS who are LATE TO CLASS will be ADMITTED into the building at all times. Teachers will be asked to indicate on attendance record the time of arrival to class of a student who is late. IN INCLEMENT WEATHER, STUDENTS will be asked to wait in the downstairs lobby area.
- DISMISSAL FROM SCHOOL will be THROUGH the MAIN ENTRANCE. Students must leave the area in a timely fashion.

- When a fire gong rings, all members of the school community are to act as if there is a fire in the building. Every activity, regardless of its nature, must be interrupted and everyone must leave the building immediately.
- At the sound of the warning signal for fire drills, all teachers are to direct their students to stand and form double rows at the side of their rooms.
- All personal belongings are to be left in the room.
- The TEACHER is to ENSURE THAT the CLASSROOM is VACANT and the DOOR is LOCKED. The teacher is to then take up a position, which will be most effective in insuring and maintaining order and speed of exit.
- PASSES are to be issued TO every STUDENT WHO LEAVES the ROOM. An ample supply of passes will be available in the main office. The passes are to be issued after the first, and before the last, ten minutes of each period. The pass is to be filled out completely, indicating name, destination, time out, time in. All passes must be kept on file for the entire summer sessions.
- In the event of a breach conduct or security in a classroom, the teacher should attempt to secure assistance from school personnel as follows:
  - Have a student seek immediate assistance from a teacher in an adjoining room.
  - Use the intercom to gain immediate assistance from the administration , or school security, ext. xxxx
  - Send a student to the main lobby/main office to seek assistance.
  - If a DANGEROUS SITUATION occurs IN the CLASSROOM, EVACUATE the CLASSROOM as QUICKLY as possible, and MOVE your STUDENTS TO the NEAREST stairwell for quick EGRESS.

6- **Classroom Doors and Exits:**

All CLASSROOM DOORS should be CLOSED when CLASS is IN SESSION (if weather permits) and DURING FIRE DRILLS. Be certain that both doors are closed to prevent the spread of fire. Use the stairway nearest your room and the building exit nearest the stairway (see fire regulations bulletin). If an exit door is blocked or cannot be opened, direct your students to the next most accessible exit.

7- **Discipline During Fire Drills and Emergency Procedures:**

STUDENT SILENCE must be MAINTAINED.

Teachers must be vigilant throughout the drill to insure order and safety of all students. Students who act out during a fire drill should be referred to the administration or school safety officers for immediate attention. All behavior which is disruptive to the normal and safe evacuation of the building during an emergency procedure should be in writing, stating the specifics of the incident. A written statement should be filed with the deans office prior to your leaving the school. When the “all clear” is announced, students should return to the school building and report directly to the classroom. Students should travel together with the teacher maintaining order throughout all fire drills and emergency procedures.

## 8- Shelter Drills

- CLOSE ALL WINDOWS (outer core rooms only)
- LINE STUDENTS UP and PROCEED IMMEDIATELY without further signal TO the SHELTER AREA designated for your classroom (shelter areas are the hallways with students facing the inner core rooms).
- CLOSE all CLASSROOM DOORS after all students are out of the room.
- ENFORCE SILENCE SO that all necessary ANNOUNCEMENTS CAN BE HEARD.
- WHEN the “ALL CLEAR” SIGNAL is SOUNDED, the drill is ended and all STUDENTS must RETURN TO the CLASSROOM and work resumed promptly.

## 9- School Evacuation Plan:

If it becomes necessary to evacuate the building for any reason other than a standard fire drill, the following procedure will be in effect:

- The police precinct, the school safety office, summer school headquarters, and the superintendent’s office will be notified.
- CORRIDOR BELLS will INDICATE to all school personnel that the BUILDING must BE EVACUATED. The PA SYSTEM will be USED TO DIRECT SCHOOL PERSONNEL, as needed.
- ALL CLASSROOMS and OFFICES will be VACATED and LOCKED.
- All TEACHERS will ESCORT their CLASSES OUT OF the BUILDING and MOVE STUDENTS AWAY FROM the school BUILDING.
- All non-teaching personnel will be assigned to assist students in leaving the building and to maintain order during the evacuation.
- The supervisor-in-charge, under the advisement of personnel from the police and/or fire departments, will advise teachers, students, and other personnel about re-entering the building.
- The SUMMER SCHOOL HEADQUARTERS will be notified when an “all clear” has been given or when students are dismissed as deemed necessary by the police or fire officials.
- Notification will be made to all necessary offices, as above, pending further action by police and fire officials.
- Teachers should become familiar with the evacuation route from their classroom. Plan for alternate evacuation route in the case primary route is compromised.
- **TEACHERS must ACQUAINT all STUDENTS WITH FIRE DRILL PROCEDURES including the need to maintain silence during the drill, follow directions without questions, take only valuables and personal clothing, walk rapidly and stay together, do not remain in the building under any circumstances.**
- The SCHOOL TELEPHONE may NOT be used by any person FOR OUTGOING CALLS of any kind DURING an EMERGENCY SITUATION, except where authorized by the supervisor-in-charge of the summer school site. Incoming calls from Department of Education officials, summer school headquarters personnel or the press corps should be directed to the supervisor-in-charge.

## 10- Daily Security Procedures

- SCHOOL SAFETY AGENTS will MAINTAIN a STATION AT the MAIN ENTRANCE to the building. ALL VISITORS will be SCREENED and required to SIGN A VISITORS BOOK indicating name, time of arrival, destination, time of exit. Those individuals who have no legitimate school business will be escorted from the building.
- Security agents who are not securing the main entrance will patrol the floors and stairwells.
- SCHOOL SAFETY AGENTS will PATROL the BUILDING AT the REQUEST OF ANY SCHOOL ADMINISTRATOR.
- Lavatories will be routinely checked.
- Students who are found without a summer school pass will be escorted to the Dean's Office.
- INTRUDERS will be ARRESTED.
- TEACHERS will be asked to ENFORCE SUMMER SCHOOL REGULATIONS consistently.
- The school ADMINISTRATORS will STRICTLY ENFORCE all SUMMER SCHOOL POLICIES.
- Teachers are asked to help maintain a safe and secure learning environment by arriving to school (and to class) on time, securing their room after the close of school, challenging unidentified persons whenever and wherever, reporting all unusual circumstances to school officials or school safety agents, standing in the hallway during the change of classes, issuing school passes (to be kept on file for reference) for every student sent from the room, and informing students of all school regulations and policies on the first and second day of classes.
- Classroom teachers immediately upon arriving to class should report any and all fire or safety violations. Alert school administrators who, in turn, will tell the custodial staff and school safety agents so that appropriate steps can be taken to deal with the conditions stated.
- The administrative staff will supervise the building on an on-going basis, checking all entrances, exits, the front terrace, all hallways.
- All AREAS NOT IN USE WILL BE SECURED, including the gymnasiums, auditorium, laboratories, bathrooms, stairwells, etc.
- The CUSTODIAN will OPEN the BUILDING at 7 :00 AM for school personnel.
- School safety agents will maintain the desk at the main entrance and will patrol the school prior to the beginning of the school day. Only the main entrance will be used for ingress. School safety agents will make sure the building is secure after students have left the building.
- The PHONES will be OPERATIONAL beginning 24 hours a day. School personnel will be available to answer the phones in case of an emergency, absence, lateness, etc.
- The answering machine will be on for call-ins prior to 6:30 a.m.
- The custodial staff will ensure that all door locks are operational.
- Windows will be closed when rooms are cleaned.
- The fire alarm will be tested to make sure it is operational.
- All doors will be locked at night and the building will be secured at the end of the day. Exits will be checked daily for obstructions and proper operation of panic bars.
- All violations will be removed as quickly as possible.
- The custodial staff will check the operability of the alarm system routinely and test the fire alarms at regular intervals.
- Burnable trash will be removed before a sizable amount accumulates.
- Recycling bins will be emptied nightly and all wastebaskets cleaned.

## 11- **Threats of Bombs or Incendiary Devices**

- SEE BULLETIN ON BOMB PROCEDURES.
- Recipients of bomb threats, by telephone, written or verbal communication, etc., should immediately notify the summer school site supervisor
- Emphasis should be placed on retaining the exact wording of the original message and making a note of particular characteristics, such as, gender, age, other qualities of distinction.
- Bomb threat reports should include: the time message was received, who received it, wording of message, procedure which was followed (time school was evacuated, time students returned to classes, pupil attendance), police action taken, damage (if any), reports sent to Deputy Chancellor, High School Superintendent, Summer School headquarters, School Safety Office.
- If an incident attracts members of the press, call 718-xxx-xxxx to acquaint that office of the facts.
- The summer school administrative staff will contact the police, school safety agents, superintendent designees, and summer school headquarters.
- A discreet search will be made of the premises while awaiting arrival of police authorities. Any suspicious package or object foreign to the immediate surrounding should be noted and reported.
- **UNDER NO CIRCUMSTANCES SHOULD IT BE DISTURBED OR MOVED**
- Areas to be searched: stairwell, escalators, lockers and closets in rooms and hallways, classrooms, corridors, auditorium, gym areas, outside school building.
- Custodians will secure the physical plant for safety, i.e., water, gas, and electrical lines. Damages will be assessed. Conditions will be reported to the supervisor-in-charge.

## 12- **Student Disturbance/Invasion of Building**

- IN CASE OF an INTRUDER entering the building an ANNOUNCEMENT will be MADE OVER the PA SYSTEM saying, “Mr. Bennett, please report to the main office ” ONCE the SITUATION has been STABILIZED, a FOLLOW-UP ANNOUNCEMENT will be MADE, “Mr. Sinatra, please report to room 619“
- As general precaution, all doors to the building will be secured with school safety agents. 911 will be called.
- The prime duty of all personnel not in the classroom in the time of disturbance will be to quiet any student unrest and maintain a safe and secure environment for students and teachers alike.
- INTRUDERS will be REMOVED FROM the BUILDING as EXPEDITIOUSLY and unobtrusively as possible.
- Teachers are to make every attempt to quiet students and maintain a serene atmosphere. Students should remain in classes and doors should be locked. Do not allow students to leave the room under any circumstances.
- Non-teaching personnel will move quickly to the hallways and actively patrol.
- School safety agents will be asked to guard the fire alarm boxes on every floor. All students will be cleared from hallways, the front terrace, etc.

## 13- **Weapons Possession Procedure**

- IF YOU HAVE KNOWLEDGE THAT A STUDENT HAS A WEAPON; if a student is rumored to have a weapon (probable cause); or a student brags about having a weapon, CONTACT SCHOOL SECURITY by dialing 1000 or by sending a student to the main office/main lobby with a note.

- Under no circumstances should you attempt to confiscate a weapon from a student.
- Do not attempt to search a student or ask him to show you his weapon.
- Do not bring attention to the fact that you suspect a student of being in possession of a weapon.
- IF a STUDENT BRANDISHES a WEAPON, quickly EVACUATE the CLASSROOM and CALL SECURITY.
- A student who is suspected of having a weapon will be removed from the classroom and escorted to the main office and/or security.

**Emergency Chain Of Command: (enter name and telephone number)**

- Supervisor-In-Charge:
- General Assistant:
- Police Precinct:
- Fire Department:

**Children's First Summer School Designee:**

- Summer School Headquarters: Children's First Network
- Custodial Engineer

**Approximate Number of Students in building: 500**

# **SUMMER SCHOOL**

## **FIRE DRILL PROCEDURES**

### **Purpose**

It is essential that you ADHERE TO the following FIRE DRILL PROCEDURES TO PROVIDE ORDERLY EVACUATION OF the BUILDING IN EMERGENCY SITUATIONS.

It is imperative that ALL STAFF MEMBERS PARTICIPATE actively IN the EVACUATION OF the BUILDING and fully understands their role during an emergency situation.

It is important that you REVIEW the following EMERGENCY PROCEDURES WITH ALL of your STUDENTS, especially since there are students in the building who are from neighboring schools and are not familiar with the physical layout of FSSA Summer High School.

**LISTEN FOR INSTRUCTIONS OVER  
THE PA SYSTEM  
FROM SUMMER SCHOOL PERSONNEL**

### **Signals**

- a) The official FIRE DRILL SIGNAL is A SERIES OF (3) GONGS sounded FOUR TIMES (3-3-3-3).
- b) Disregard incomplete sequences.
- c) School Safety Agents and the Administration will SIGNAL for RETURN TO CLASS.
- d) When a FIRE SIGNAL is SOUNDED, a SECURITY AGENT, AND a GENERAL ASSISTANT will be DISPATCHED TO the site of the ALARM BOX. In case of a FALSE ALARM, an ANNOUNCEMENT will be MADE TO “DISREGARD THE BELLS.” If a FIRE or SMOKE condition persists, The PA ANNOUNCEMENT will direct you TO EVACUATE the BUILDING.

### **Procedures**

- a) The PRINTED FIRE DRILL DIAGRAM placed IN EACH ROOM indicates the route to be followed. You are to FAMILARIZE YOURSELF WITH the floor EXITS and the EXIT ROUTES, which you are to take in case of an emergency BEFORE beginning the SUMMER SESSION.
- b) As soon as the GONGS begin to RING STUDENTS ARE to be instructed to remain SILENT. Following the bell signal, instruct STUDENTS to TAKE their PERSONAL BELONGINGS, LINE UP in twos IN the HALLWAY outside of room, REMAIN SILENT, and FOLLOW the TEACHER OUT of BUILDING, THROUGH DESIGNATED EXIT.

- c) Appoint a dependable student to close the door when everyone has vacated the room.
- d) The TEACHER should LEAD the CLASS to the specified exit and down the stairwell to the street level doors. THE TEACHER MUST remain with the class and MAINTAIN ORDER.
- e) NO STUDENTS are to REMAIN IN the CLASSROOM OR in the BUILDING for any reason when the building is being evacuated.
- f) Call for security if you have difficulty with a student.
- g) All personnel not assigned to classes are to assist in evacuating the building.
- h) NO SUPPORT PERSONNEL are to REMAIN IN their OFFICES.

### **Lunchroom**

If STUDENTS are IN the CAFETERIA DURING the BREAKFAST or LUNCH sessions, SECURITY or CAFETERIA PERSONNEL will ESCORT them TO the assigned EXITS.

# Summer High School 2015

## ***Emergency Reporting of School Safety Incidents or Accidents***

Report serious incidents which occur in school or on school property (criminal, non-criminal and medical incidents which have public health and safety implications or are newsworthy) to the emergency information center by calling:

- ◆ The emergency information center is staffed 24 hours a day, 7 days a week ◆

## ***Reporting School incidents to the public affairs emergency information center***

Use this form to record necessary and important information. Where indicated, place a ✓ in the accompanying . When calling incidents in to the EIC, be prepared to give as much specific information as possible.

### **Categories**

The following types of incidents should be called in immediately to the EIC:

- shootings
- stabbing/slashes
- child abuse (school related)
- evacuations (bomb scares, explosive devices, chemical releases, odors)
- Assault/Robberies
- Weapons Possessions
- Sexual Abuse/Sexual Misconduct
- Missing Students/Kidnappings (actual and attempted/stalking)
- Attempted Suicides, Drug, and Substance Abuse
- Accidents (hit and runs, falls, severing of limbs, vehicular and bus accidents)
- Illness (cardiac arrests, asthma attacks, seizures, heavy bleeding)
- Riots, Gang Activity, Protests, walkouts, disorderly conduct
- Arrests on school property (students and staff, for crimes committed, outstanding warrants or to testify as witnesses)
- Injuries to Staff/School safety agents.

# SIIMMER HIGH SCHOOL 2015

## *Bomb Alert Emergency Procedures*

### 1- Reporting the Phone Call

- Note the time of call.
- WRITE the EXACT WORDS USED BY the CALLER.
- IDENTIFY as male/female; child/adult; specific speech pattern.
- PROLONG CALL TO DETERMINE LOCATION; device, pertinent information.
- NOTIFY SUPERVISOR-IN-CHARGE IMMEDIATELY.
- **Do not relay any messages regarding a bomb threat in the presence of a student or a staff member**

### 2- Administrative Procedures

- The APPROPRIATE AUTHORITIES will be CONTACTED BY the SUPERVISOR-IN-CHARGE: police, headquarters, security agents, Borough office, all summer school G.C.'s
- **Summer school ADMINISTRATION and SECURITY will INITIATE a SEARCH OF all AREAS.**
- TEACHERS will be ALERTED to a bomb threat VERBALLY, OUTSIDE THEIR CLASSROOMS.

The ADMINISTRATION will be alerted to any SUSPICIOUS PACKAGES or objects. An announcement will be made over the PA system to alert all staff members (classes in the gym will be notified by a visit from a staff member) of a **BOMB THREAT** situation; the **ANNOUNCEMENT** will be as follows: **“Mr. Bennett, please report to the main office“**

NYPD and SCHOOL SAFETY REGULATIONS MAY SUPERSEDE THESE PROCEDURES.

# Summer High School 2015

## ***Cafeteria Safety Plan***

### **General Rules and Regulations**

- FREE BREAKFAST (served 8:00 to 10:00 AM) and LUNCH (11:00 AM to 1:00 PM) are available for all summer school students. Students are to eat their meals when not scheduled for class.
- Students who eat in the cafeteria are obliged to adhere to the regulations written into the student handbook regarding safety, fire drills, bomb threat procedures, etc.
- STUDENTS are to SHOW their PROGRAMS to all school personnel UPON REQUEST.
- Students are to remain seated when in the cafeteria.
- As in a classroom, there are no “walkman,” or headsets, radios, or hats allowed.

### **Emergency/Evacuation Situations**

- LISTEN TO all announcements and follow directions explicitly. School personnel will be dispatched to the CAFETERIA IMMEDIATELY when there is an emergency situation TO effectively EVACUATE the PREMISES.
- IN case of FIRE or a SMOKE condition from the kitchen area, MOVE IMMEDIATELY to the EXIT of the cafeteria, and then TO THE NEAREST STAIRWELLS.
- A series OF FIRE BELLS in a pattern 4 will SIGNAL an EVACUATION SITUATION.
- IN CASE of a FALSE ALARM, an ANNOUNCEMENT will be MADE OVER PA SYSTEM to “DISREGARD THE BELLS.”
- In case of fight, riot, intruder or bomb scare situation move immediately to the exits of the cafeteria.
- Upon exiting from the building immediately move away from the front of the building in a timely manner.
- KEEP MAIN DOORS CLEAR for emergency personnel.
- ALL INCIDENTS or ACCIDENTS SHOULD BE REPORTED IMMEDIATELY TO CAFETERIA PERSONNEL.

## Summer School 2015

TO: Summer School Staff  
FROM: Attendance Coordinator  
RE: Summer School 2015 Attendance Procedures  
DATE: July 2015

Teachers are to pick up blue attendance rosters from their mailboxes for every class they teach in the morning before going to class. Students should not be sent to pick up these sheets. Attendance Rosters are legal documents; you are responsible for them.

Teachers must complete each form by the beginning of each period and bring them to the main office before they leave the building for the day. This will help us provide the ISC with current and accurate information.

During summer school session, students have a tendency to arrive late. Consequently, teachers are urged not to mark students absent until after 20 minutes into the period. Even then, teachers should pencil absences lightly in case corrections are necessary. All extraneous marks must be completely erased; The "Attendance Taken" bubble on top of the form must be bubbled in.

(In Summer School, students are admitted retroactively. For this reason, teachers must keep *independent* attendance records. For retroactive admits, teachers will be responsible for providing accurate attendance records whenever they are needed).



# Summer High School

## Textbook Distribution Inventory

Teacher's name \_\_\_\_\_

Room: \_\_\_\_\_

PERIOD	CLASS	TEXTBOOK	#DISTRIBUTED	#RETURNED
1				
2				
3				

SUMMER SCHOOL

**REGENTS/RCT SCHEDULE**

**(Tentative)**

**AUGUST 2015**

Wednesday, AUGUST 12

8:30 A.M.

RCT Writing

REGENTS: Comprehensive English

REGENTS: Algebra I Common Core

**REGENTS: Geometry Common Core**

12:30 PM

RCT U.S. History & Government

RCT Science

REGENTS: Living Environment

REGENTS: Algebra II/Trigonometry

REGENTS: Global History & Geography

Thursday, AUGUST 13

**8:30 A.M.**

**REGENTS: US History & Government**

**REGENTS: Geometry (2005 Standard)**

RCT: Math

RCT: Global Studies

12:30 PM

RCT: Reading

REGENTS: ELA (Common Core)

REGENTS: Earth Science

REGENTS: Chemistry

Admissions Deadline to tests:

MORNING EXAMS – 8:30 A.M.

AFTERNOON EXAMS – 12:30 P.M.

# Summer High School

## Directory

**Telephone 718- 361-9920**

**Fax No. 718-361-9995**

### Administration & Supervision

	<u>Ext.</u>	<u>Room</u>
Principal –		114
Principal –		
Secretary –		115D
A.P. Administration –		115A
A.P. Administration –		115B

### Guidance Counselor

### Offices

Attendance - Program Office –		115A
Custodial Staff –		
Kitchen Area -		5 <sup>th</sup> Floor
Labs - (bio) –		
Librarian –		
Parent Coordinator –		115B
Payroll Secretary –		115D
Program Office –		428H
<b>Security – Front Desk</b>		
Switchboard – Main Office		115D
Supplies – Main Office –		115D
<b>Teacher's coverage – Main Office -</b>	<b>718 – xxx-xxxx</b>	
Testing –		
Transportation –		115B



# SUMMER SCHOOL 2015

## STUDENT PROGRAM CARD

Name: \_\_\_\_\_ OSIS: \_\_\_\_\_

<i>TIME/ PERIOD</i>	<i>CLASS</i>	<i>ROOM</i>
8:10 pd. 1		
9:45 pd. 2		
11:20 pd. 3		

# SUMMER SCHOOL 2015

## STUDENT PROGRAM CARD

Name: \_\_\_\_\_ OSIS: \_\_\_\_\_

<i>TIME/ PERIOD</i>	<i>CLASS</i>	<i>ROOM</i>
8:10 pd. 1		
9:45 pd. 2		
11:20 pd. 3		

Summer High School  
\_\_\_\_\_, Principal

July/August 2015

# WALK-IN ADMISSION FORM

Student Name: \_\_\_\_\_

Test Title: Chemistry  
Comprehensive English  
Earth Science  
Global History & Geography  
Living Environment  
Algebra  
Geometry  
U.S. History & Government  
RCT

Test Room: \_\_\_\_\_

Proctor Directions: Admit student. Place name on your class list. Follow all Directions as for regularly assigned students.

# SUMMER HIGH SCHOOL

## SUMMER SCHOOL 2015 VOLUNTARY WITHDRAWAL LETTER FOR HIGH SCHOOL STUDENTS

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Dear \_\_\_\_\_:  
(Name of Parent/Guardian)

A Department of Education Representative (name) \_\_\_\_\_ spoke with you on (date) \_\_\_\_\_ regarding the attendance of your son/daughter in this program. You indicated that your child would not be attending school over the summer.

This letter is to confirm your decision to withdraw your child \_\_\_\_\_ from the summer school program/s for which he/she is registered. Your child was mandated to attend summer school in order to complete courses to accumulate the necessary credits for promotion.

Withdrawal from the summer program will, in most cases, result in your son/daughter being required to make up the class(es) at another time and may delay his/her graduation from high school.

We urge you to reconsider the decision to withdraw your son/daughter from summer school. Your child is welcome to return to school at any time during the summer session. If you have any further questions please contact the school guidance counselor.

Thank you.

Sincerely,

C: Summer School Principal  
District/Region Summer School Liaison

***Your School Name Here***

***Teachers Names Here***

## **FILM/MEDIA THEORY AND PRODUCTION GUIDELINES**

### **What does it mean to be a film/media theory and production major?**

The studio of film and media encompasses both a film theory/history and film production component. This includes the understanding and utilization of film and media theories, production and post-production techniques and modern media distribution outlets. In order to be a successful student in the film and media major, one must possess certain attitudes and qualities. They include: participation, respect, preparation, concentration, self-discipline, eagerness to learn, energy and stamina, and consistent practice at home.

### **Film Class Etiquette**

- Be on time! Lateness will result in missing class work, which ultimately effect your grade
- Respect yourself, your teacher and fellow students.
- No gum, food, beverages, electronic equipment (cell phones, ipods, etc.) or hats are permitted in class.
- When you enter the room, go directly to your assigned seats, open a notebook and remain quiet
- No talking in class unless instructed by your teacher. Raise your hand if you wish to speak.
- Whenever you need to leave the class, you must have a pass from the teacher. Only one student will be permitted to leave the class at a time

### **Grading**

There is a portfolio grading process at the end of the semester, which will include journal entries and other evidence of student learning and participation throughout the semester. Your overall grade will be determined by the following components: punctuality, listening and following instructions, class work, projects, homework, assessments, mid-terms, final exams and other in class examinations. Specifically, grading will be determined upon the following percentages:

- Assessments, Exams, Mid-Terms and Final Exams: **50%**
- Class work, in class projects and journals: **25%**
- Homework: **25%**

## **Assessments**

Assessments will be used as a key component in your grading and evaluation. Overall, assessment refers to projects completed directly relating to filmmaking/media techniques and theories learned in class. These assessments will include any and all tasks related to the craft of filmmaking, media and visual storytelling.

## **Journals**

Journals will be an essential component of the film/media production and theory courses. Journals will be used as a means of reflecting on concepts and practices learned and utilized in class. Journal entries will be made on a daily basis, will be checked regularly and will be used as a key component in your overall grading and evaluation.

## **Materials**

You will be required to have a 5 subject notebook for the film/media production and history courses. The notebook will be broken down into the following sections:

1. Film/Media Theory and History class notes/homework
2. Film/Media Production class notes/homework
3. Film/Media Theory and History viewers journal
4. Film/Media Production Journal
5. Administrative notes

## **Absences**

Students must bring in an excused absence note from the doctor or parent each time they are absent. Students must make arrangements to make up all missed work during their absence.

## **Lateness**

Being late to class is unacceptable. Lateness will negatively affect your grade. Students who are late more than three times during a marking period will be subject to disciplinary action and parents will be contacted.

**Opportunities for out of school activities**

- Queens Museum of the Moving Image
- Silvercup Studios
- Kauffman Studios
- Museum of Television and Radio
- Whitney Museum
- Museum of Modern Art
- Tribeca Film Institute
- IFP
- DCTV

I have read, understand and agree to abide by the rules set forth in the film/media theory and production guidelines.

**Student Name Printed** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Parent's Phone** \_\_\_\_\_

**Parent's E-mail** \_\_\_\_\_

Teachers Names Here

Approved by Assistant Principal - Administration

## MAY

- Work with the program Chair on preliminary tallies for all subject areas and courses to organize staffing for the following school year. Post Vacancies on Open market.
- Continue to work with the Program Chair to start preparing the fall master, as well as preparation for summer school.
- Begin notification of students and parents for tutoring leading to AP exams, Common Core examinations, finals and Regents.
- Post Compensatory Time vacancies after review of postings with the UFT (see April)
- Begin to work with the Testing Coordinator to prepare for AP Exams, Common Core and Regents examination proctoring assignments.
- Start revising and printing student contracts for the following school year (see April).
- Alert staff to end of year trip policy
- Start to review and prepare end term memorandums (see June)
- Work with AP's of Instruction to prepare for the collection of library and textbooks including the Permission to Collect Funds forms for collection and payment of lost books.
- Work with the supply secretary to finalize and certify all purchase orders and review all spending as you approach the end of the school year, including all open purchase orders and requisitions
- Rosters for elective courses by June 1 to programming to prepare for the new school year
- Summer staffing finalized in Open market (interviews and demo lessons)
- Prepare SLT stipend forms to finalize at the June meeting

## JUNE

- Hold Parent/Student Open House for New Incoming Students (Administration only)
- By ten days before the end of the school year, inform teachers who are being excessed and provisional teachers not being retained
- Distribute End Term memos on securing all materials and equipment for the summer, cleaning all work spaces and bulletin boards cleared, keys and elevator passes to be handed in on the last day of school (see below)
- Survey remaining supply needs for September, begin to zero out all OTPS, Per Session and Per Diem lines in Galaxy
- Plan and hold programming meetings for the fall term including master program, student programs, teacher programs, room assignments, early/late schedules and tentative Circular 6 assignments to be distributed to the staff ten days before the end of the school year.
- Issue Regents proctoring and test grading schedule both in the building and at other locations. Additionally, issue room assignments for the Regents to the students on their entry tickets.
- Review final register and revise register estimate projections for October 31 (see below)
- Continue to review staffing needs and confer with Open Market to finalize interviews and set up demo lessons of possible candidates for vacancies.
- Set up and inform new parents about new student orientation to be held in the summer or at the beginning of the new school year (see September).
- Schedule school aides, Guidance Counselors and secretaries to come back to school the week before Labor Day to prepare for the beginning of the new school year.
- Prepare schedules over the summer with the administrative team to review staffing, projects, set up for the new school year, as well as preparation for the beginning of summer school.
- Organize office, box and file materials for storage in the vault from the current year
- Payroll secretary to process SLT stipend forms

Sample memos for June...

Register Estimate Worksheet (revised throughout the year, primarily @October 31 and @March 31)

End Term / End of Year Memos

Last Day of School Program Pick-Up Memo

REGISTER ESTIMATE – MARCH 31, 2014

758	October 31 (2013) – hold to Nov 2013
<u>- 1</u>	November discharges
757	
<u>- 6</u>	December discharges
751	
<u>- 0</u>	January discharges
751	
<u>+ 0</u>	November admit
751	
<u>+ 0</u>	December admit
751	
<u>+ 0</u>	January admit
751	
<u>- 1</u>	January graduates
750	
<u>- 0</u>	February discharges
746	
<u>- 4</u>	March discharges
762	
<u>+ 0</u>	February admit
746	
<u>+ 0</u>	March admit
746	
<u>- 3</u>	LTA's
743	<b>3/31 Estimated Register (2014)Gen Ed+Sp Ed</b>

REGISTER ESTIMATE OCTOBER 31, 2014

748	March 31 estimated register (actual)
<u>- 0</u>	April discharges
748	
<u>+ 1</u>	April admits
749	
<u>- 183</u>	Estimated June Graduates 2014
566	closing register June (2014)
<u>+221</u>	9 <sup>th</sup> grade applications for admission(23 SpEd)
787	
<u>+ 5</u>	10 <sup>th</sup> grade applications for admissions
792	
<u>- 4</u>	September discharges
788	
<u>- 0</u>	October discharges
788	
<u>+ 2</u>	September admits
790	
<u>+ 1</u>	October admits
791	
<u>- 21</u>	LTA's and Aug Grads (16 + 5)
770	<b>Projected October 31, 2014 Register – Gen Ed + SpEd</b>

**787 – DOE Oct 31, 2014 Register Projection Total  
17 students under register estimate 10<sup>th</sup> projection low**

SEAT DECLARATION FOR OCT. 31, 2014

743            Projected register for March 31 (2014)  
 - 5            average discharges April – June  
 738  
 - 183         Seniors (graduates)  
 555  
 - 5            Juniors (1/2 of 10)  
 550  
 - 27          average projected Sept – Oct. discharges  
 523

770            projected October 31 (14)  
 - 523         (have)  
 247

9) + (10) + Sp Ed  
 98 + 25 + 23 = 246

	9 <sup>th</sup> grade available		Seats offered
	SpEd 12		
<b>Art</b>	56	10	224
<b>Vocal</b>	32	4	120
<b>Instrumental</b>	32	3	120
<b>Dance</b>	22	1	88
<b>Drama</b>	22	5	88
<b>Film</b>	28	0	112
<b>TOTALS:</b>	<b>(197)</b>	<b>(23)</b>	<b>(768)</b>

	10 <sup>th</sup> grade available		Seats offered
<b>Art</b>	5		6
<b>Vocal</b>	0		0
<b>Instrumental</b>	5		6
<b>Dance</b>	5		6
<b>Drama</b>	5		6
<b>Film</b>	5		6
<b>TOTALS:</b>	<b>25</b>		<b>30</b>

## **Your School and Principal's Name Here**

### **ADMINISTRATIVE BULLETIN**

TO: All Staff  
FROM: William J. Stevens, A.P. Adm/Org.  
RE: END OF TERM CLEANING AND SUMMER OPERATIONS  
Date: June 16, 2014

The custodian has asked that we observe the following guidelines in preparing for the summer vacation:

1. Clear all items from window sills, tops of wardrobes, desk shelves, etc.
2. Remove all decorations from all areas including all tape.
3. Clear the floor in classrooms and tops of closets of all loose objects, e.g., books, boxes, etc.
4. Plants should be cared for at home.
5. Personal belongings should be stored away in a safe place or taken home.
6. All senior lockers must be cleaned out and left in an open position. Freshman, sophomores and juniors will maintain their lockers for the following school year. Staff lockers should also be cleared of any personal belongings. Teaching materials may be stored in the lockers. It is imperative, however, that these lockers be clearly labeled.
7. Students will not be allowed back into the building after June 27 to go to their lockers, no matter what the reason – e.g., forgotten report card, etc.
8. All transcripts must be procured before school closes for the summer.
9. The extended school year (summer school) will be in session from July 1 through July 24 here at Sinatra. The Regents will be administered at the student's local high schools on August 13 – 14. The new student orientation will occur September 2, 2014. The Summer Arts Institute will also be in the building through the month of July. The use of the building during the summer must be cleared through the AP - Administration. Use of the building at any time prior to August 18, 2014 must be approved by the principal and a permit must be secured prior to June 26, 2014.

**AS OF JUNE 27th, ALL SENIOR LOCKERS MUST BE EMPTIED. LOCKS AND THE CONTENTS OF LOCKERS WILL BE DISCARDED AFTER THIS DATE. NOTHING WILL BE SAVED.**

## Your Letterhead Here

TO: All Staff  
FROM: William J. Stevens, A.P. Adm/Org.  
RE: End of Year  
DATE: June 16, 2014

All staff are reminded to secure all school and personal materials before leaving for the summer (June 26, 2014). This is essential to safeguard your personal property and all school equipment as there will be many summer programs housed in our building over July and August.

As per the previous memo, all classroom technology must be brought to room 337 during period 3 & 4 on Monday, June 16, 2014. Please make a note of this on your calendars and thank you for your cooperation.

**All staff members are asked to place your keys and elevator pass in an envelope marked with your name to the Payroll Secretary by the close of business on Thursday, June 26, 2014.** If you are in an office and have your own telephone, please change your phone access code to 1111.

Please be advised that the teacher reporting time for Thursday, June 26, 2014 will be 9:30 – 4:20 in order for all staff to take care of their keys, etc... and to attend Graduation at 1:30pm. Please report to the atrium by 1:00 to be lined up for the processional.

Thank you for your attention to these matters.

I would also like to take the time to thank you for all that you have accomplished this school year and to wish you all the best for a safe and healthy summer vacation.

## Your Letterhead Here

To: All Parents and Staff

From: William J. Stevens, A.P. Adm./Org.

Re: Schedule for June 26, 2014

Date: June 16, 2014

Please be advised that on Thursday, June 26, 2012 students will be expected to come to school to pick up their report cards and summer school information. They are asked to report to the atrium based on the schedule below:

9:30 Juniors  
10:00 Sophomores  
10:30 Freshman

- Seniors – report cards and diplomas may be picked up from the Guidance Suite on Friday, June 27, 2014 between 9:00 a.m. and 11:00a.m. only).

All students must fully clean out their lockers, however returning students must keep their locks for the next school year. Seniors are asked to remove all of their belongings from their lockers and remove the locks no later than June 16, 2014.

Once students have received their report cards and cleaned out their lockers they are asked to leave the building. All students will be asked to leave the building by 12:00 noon so that the staff can prepare for Graduation that afternoon.

Thank you.

## **Additional Documents**

I have included as some additional sample memos a series of model letters that I have maintained over many years that were prepared by the Department of Education and the Manhattan and Queens Superintendent's offices. These letters are a great guide for organizing the structure and language needed when preparing sensitive written documentation. The table of contents below identifies the letters presented.

## MODEL LETTERS

### **PLEASE USE THESE LETTERS IN CONJUNCTION WITH THE FREQUENTLY ASKED QUESTIONS AND MODEL LETTERS ISSUED BY THE OFFICE OF LABOR RELATIONS**

1. Summons by principal to disciplinary conference
2. Summons by principal to disciplinary conference for substantiated SCI or OSI investigation
3. Concluding letter for investigation into corporal punishment or other professional misconduct – third party allegation
4. Concluding letter for investigation into insubordination or other misconduct observed by principal
5. Privacy statement in corporal punishment cases
6. Letter for excessive lateness or absence
7. Letter for absence without notification
8. Limited access letter for disruptive parents
9. Letter for termination of a paraprofessional, school aide or MTL
10. Model counseling memorandum
11. Model Step 1 Decision

#### Notes:

- These letters may be served by hand or, if employee is not reporting to school, may be sent via certified mail, return receipt, AND regular mail
- Have a witness present if you serve by hand. Both you and the witness may sign letter if employee refuses to sign for receipt, or you may sign on a separate sheet of paper

**Letter #1**

**SUMMONS to DISCIPLINARY CONFERENCE**— Use when conducting an investigation into an allegation which could lead to disciplinary action, such as corporal punishment, verbal abuse, insubordination or other professional misconduct

*on school letterhead*

*Date*

*Employee Name*

*Employee File #*

Dear *Employee's Name*:

I have scheduled an appointment for you to meet with me in my office on January 22, 2004, at *time (am/pm)*. *[If this involves an allegation of a violation of A-420, corporal punishment, or A-421, verbal abuse, the principal must give a short statement of the reason for the meeting, e.g., "The purpose of the meeting is to investigate an allegation of corporal punishment." In addition, A-420 and A-421 are the only times that a principal needs to give 48 hours notice prior to the disciplinary meeting.]*

Because this conference may lead to disciplinary action, you may bring a union representative.

Sincerely yours,

*insert signature*

*Principal's Name*

Principal

No need for employee to sign as this is not a file letter. If you want, you and a witness may sign a separate sheet of paper stating, "I witnessed employee sign the attached letter on date."

Letter #2

SUMMONS to DISCIPLINARY CONFERENCE based on an SCI or  
OSI INVESTIGATION

*on school letterhead*

*Date*

*Employee Name*

*Employee File #*

SCI Case #: *Case Number*

Dear *Employee's Name*:

I have scheduled an appointment for you to meet with me in my office on January 22, 2003, at *time (am/pm)*. The purpose of the meeting is to discuss the attached report of the Special Commissioner of Investigation dated *date of report* which concludes that you *insert conclusion, such as "initiated inappropriate sexual contact with one of your students."* [If this involves an allegation of a violation of A-420, corporal punishment, or A-421, verbal abuse, the principal must give a short statement of the reason for the meeting, e.g., "The purpose of the meeting is to investigate an allegation of corporal punishment." In addition, A-420 and A-421 are the only times that a principal needs to give 48 hours notice prior to the disciplinary meeting.]

Because this conference may lead to disciplinary action, you may bring a union representative.

Sincerely yours,

*insert signature*

*Principal's Name,*

Principal

cc: *LIS's name*, Local Instructional Superintendent

**Letter #3**

**MODEL LETTER for CONCLUDING INVESTIGATION INTO ALLEGATION of CORPORAL PUNISHMENT or VERBAL ABUSE and other misconduct listed in Letter #1 – third party allegation**

*on school letterhead*

*Date*

*Employee Name*

*Employee File #*

Dear *Employee's Name*:

On *date of meeting* I met with you and your union representative, *insert name*, to review an allegation against you that was made by *insert student name*. Specifically, it was alleged that on *date of incident* you *[state specific allegation, for example "on [date] you grabbed John Doe by the arm, twisted it, and ejected him from the classroom in violation of Chancellor's Regulation A-420," or "you called John a 'moron' when he asked you to explain the homework assignment in violation of Chancellor's Regulation A-421."]*

At our meeting, I shared with you the specific allegation made against you as stated above and shared the statements of witnesses who were interviewed. In response, you stated that, *[state exactly what the employee said]*. *[Note: only give student witness statements with names of students if the employee signs the privacy acknowledgment (See Letter #5). If the employee does not sign, then s/he gets the witness statements without the names of the students.]*

*[If the employee denies the allegation, it is good practice to ask (a) why the employee believes the witnesses would lie, and (b) if there are any witnesses who would corroborate the employee's version of events. You should mention in this letter that you asked these questions. If the employee gives reasons why witness would lie, or answers yes to question (b), you must investigate these new facts to determine whether the witness statements remain reliable, or whether the additional witnesses alter your conclusion, before substantiating in this letter.]*

After reviewing the complaint against you, the complainant's statement, the witness(es)' statements, and your explanation, I conclude that you *state your specific findings, e.g., "you grabbed John Doe by the arm, twisted it, and ejected him from the classroom" or "you called John a 'moron' when he asked you to explain the homework assignment"* on *(date)*. *[If there are contradicting witness statements, then you must explain why you believed one story over the other, i.e., "while you claim that you did not twist John's arm, or eject him from the classroom, six students stated that they witnessed you do so, and their statements were consistent as each contained the same details."]*

This violates Chancellor’s Regulation A-420 [for corporal punishment] or A-421 [for verbal abuse]. I note that you were given a copy of Chancellor’s Regulation A-420 or 421 at our first faculty conference in September (see attached copy of your signed acknowledgement of receipt).

*If you substantiate corporal punishment for a tenured teacher:* You are hereby advised that the above-described conduct may lead to further disciplinary action, including an unsatisfactory rating, and disciplinary charges that could lead to the termination of your employment. [Consult the Administrative Trials Unit if you believe there is sufficient evidence to initiate disciplinary charges leading to the employee’s termination.]

*If you substantiate corporal punishment for an untenured teacher, school aide, parent coordinator or paraprofessional, please consult LIS if you feel the act warrants termination. Only the LIS may terminate an appointed teacher, but a principal may terminate a MTL, school aide, parent coordinator or paraprofessional:* As a result of the above, your employment is terminated effective today.

*If you substantiate corporal punishment for an untenured teacher, school aide, parent coordinator or paraprofessional, but do not want to terminate:* You are hereby advised that the above-described conduct may lead to further disciplinary action, including an a suspension without pay, unsatisfactory rating and/or the termination of your employment.

*If you do not substantiate corporal punishment, but you find the employee exercised poor judgment:* Although I do not find that the above act rises to the level of corporal punishment, I conclude that you exercised poor judgment when you [state what the action was, e.g., “you said ‘you are a twit’ in front of your class.”] [When appropriate, include, “If you have difficulty in managing your class, please consult a supervisor who will provide you with professional development to improve your classroom management skills.”]

Sincerely yours,

*insert signature*

*Principal’s Name*  
Principal

I have received a copy of this letter and understand that the original will be placed in my official file.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

*Place original in employee’s file.*

**Letter #4**

**MODEL LETTER for CONCLUDING INVESTIGATION INTO  
INSUBORDINATION or PROFESSIONAL MISCONDUCT  
observed by principal**

*on school letterhead*

*Date*

*Employee Name*

*Employee File #*

Dear *Employee's Name*:

On *date and time*, I met with you and your union representative, *name of union representative*, in *place of meeting* to discuss my observation of your professional misconduct on *date* at *time or period*.

*[Insert description of your observations. Be specific. For example: At the beginning of the sixth period, I saw you in the cafeteria instead of your regular assignment in the outside yard. I asked you why you were not at your assignment and you ignored me. I directed you to report to your assignment and you walked away.*

*Later during the same period, I saw you leaving the main office as I entered it. You said "Let me tell you, you are not to direct me to do anything. You are not my supervisor." ]*

During our meeting on *date of meeting* you *[write what was said here, such as: admitted that you acted in the manner described above. When I asked you why you did not perform your scheduled assignment, failed to follow my directions, and spoke to me in an unprofessional manner, you said that you were very frustrated because the students had been misbehaving all morning. ]*

I conclude that the conduct you exhibited in *[insert actions here, such as: failing to attend your assignment, failing to follow my directions, and telling me that I am not your supervisor,]* constitutes *[insert your conclusion here, such as: insubordination, dereliction of duty and conduct unbecoming a professional educator.]* All staff members must be role models for our students and conduct themselves in a respectful, mature and professional manner.

You are reminded of your obligation to *adhere to your scheduled program, follow my supervisory directions, and address me in a professional manner.*

Please be advised that this incident may lead to further disciplinary action including an unsatisfactory rating and *[if tenured, add – “charges that could lead to”]* your termination.

Sincerely yours,

*insert signature*

*Principal's Name*  
Principal

I have received a copy of this letter and understand that the original will be placed in my official file.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

*Place original in employee's file.*

**Letter #5**

**PRIVACY STATEMENT** for use in any case where the teacher’s misconduct is supported by student witness statements.

Before disclosing to employee the names of witnesses to the alleged act have employee sign this form. At the meeting, show employee this form, without names next to the bullets, and if employee agrees to sign, write the names in. If employee refuses to sign, then do not disclose witness names – instead, use Student A, B, C, etc. You should have two copies of the witness statements prepared for your conference: one with student names, and one redacted set with student names whited out and Student A, B, C, etc. written in. Always disclose the name of the student who made the allegation, regardless of whether this form has been filled out.

This is to acknowledge that, upon my request, I have been provided with a copy of a statement written by each of the following students:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

I understand that these statements have been provided for the limited purpose of responding to an allegation that was made against me. Although I am permitted to share the statements with my union representative and/or counsel, I am prohibited from disclosing the identity of the writers and the substance of the statements to anyone else.

I further acknowledge that retaliation against the authors of these statements, or any discussion of the content of the statements with the authors of the statements, is strictly prohibited and may result in disciplinary action, including termination of employment.

\_\_\_\_\_  
Name Date: \_\_\_\_\_

\_\_\_\_\_  
Union representative Date: \_\_\_\_\_

**Letter #6**

**Model Letter for EXCESSIVE LATENESS or ABSENCE**

*on school letterhead*

*Date*

*Employee Name*

*Employee File #*

Dear *Employee's Name*:

On *date of meeting*, I met with you to discuss your lateness *and/or absences* so far this year. You attended the meeting with your union representative, *insert name*.

I provided you with the attached copy of your CAR. During this period, you have been late (or absent) *insert number* times as summarized below:

<b>Month</b>	<b>Days Late</b>	<b>Time Arrived at School</b>	<b>Time Lost</b>
September	18, 19, 20, 23	8:55 a.m.	35 minutes
October	11, 22, 28	9:15 a.m.	55 minutes
November	2, 7, 18, 20	9:20 a.m.	60 minutes

At the meeting I asked you *[record verbatim what you stated at the meeting, for example: "I asked you why you had been late so many times."]* You responded *[write exactly what the employee responded.]*

I conclude that your lateness is excessive as defined by the attached School Attendance Policy which you received at our first faculty conference in September (see attached copy of your signed acknowledgement of receipt). The policy states that *[insert what the policy states, such as: more than ten instances of lateness in the school year will be considered excessive.]* I reminded you at the meeting that you are expected to be in school each day at or before the designated starting time and to serve as a role model for our students by demonstrating the highest standards of punctuality.

*For pedagogues:* Please be advised that your poor attendance may lead to further disciplinary action, including an unsatisfactory rating and *[if tenured, add -- "charges that could lead to"]* your termination.

*For non-pedagogues:* This letter constitutes a warning. If your attendance does not improve, you will be subject to further disciplinary action, including suspension without pay or termination. *[OR, if this is a second or third letter regarding absences or lateness, "As a result of the above, you are hereby*

*suspended without pay for one/two/three week/s starting today. Report to school on [date.]” OR if this is a final letter, “I have provided you with two warning letters regarding your attendance this year, and a one-week suspension without pay, but nevertheless your attendance has not improved. As a result, your employment is terminated effective today.”]*

Sincerely yours,

*insert signature*

*Principal’s Name*  
Principal

*insert names of attachments as needed*

I have received a copy of this letter and understand that the original will be placed in my official file.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

*Place original in employee’s file.*

**Letter #7**

**Model LETTER for ABSENCE without NOTIFICATION**

*on school letterhead*

*Date*

*Via certified mail*

*Employee Name*

*Employee Address*

*Employee File #*

Dear *Employee's Name*:

As of today, you have been absent five consecutive days since *insert date*. During this period of time, the school has not received any telephone calls or other communication from you to explain your absence.

Please contact the school immediately.

Sincerely yours,

*insert signature*

*Principal's Name*

Principal

After 20 consecutive days' absence without the employee contacting school, any teacher may be terminated pursuant to section 5F of the UFT contract.

**Letter #8**

**Model Limited Access Letter for parents**

*on school letterhead*

*Date*

*Via hand delivery OR certified mail*

*Parent Name*

*Parent Address*

Dear *Parent's Name*:

I have been advised *[or I witnessed]* that on *date* you precipitated a serious incident at the school that required the involvement of School Safety Agents *[and the New York City Police Department]*. As a result of this incident, and your many previous visits to the school which also resulted in safety problems, I am establishing the following procedures effective immediately:

- Should you wish to meet with me or any other staff member, you must call the office at *insert telephone number* to make an appointment or to arrange for a telephone conference.
- Upon entering the building you must register at the front security desk and remain there until a staff member comes to meet you.
- Should you need to drop your child off at school, please bring him/her to the School Safety Agent at the front desk, and the Agent will make sure that he/she is brought to the appropriate location.
- Should you regularly pick up or drop off your child at school, you will need to leave him/her with the School Safety Agent at the front desk and the Agent will make sure that he/she is brought to the appropriate location. At the end of the day your child will be at the School Safety Agent's desk where you can pick up him/her.
- Should you unexpectedly need to pick up your child, you must call the school prior to arriving. Upon your arrival, your child will be sent to the Security Desk to meet you.

We are committed to continuing to work with you and assist you with any concerns you may have. However, we must also ensure a safe and orderly environment on school premises.

Should you have any questions about any information in this letter, please contact my office by telephone at *insert telephone number*.

Sincerely yours,

*insert signature*

*Principal's Name*

Principal

cc: *LIS's name*, Local Instructional Superintendent  
*Regional Safety Administrator's name*, Regional Safety Administrator

**Letter #9**

**MODEL LETTER for TERMINATION of PARAPROFESSIONAL or SCHOOL AIDE or PARENT COORDINATOR or MTL** – For **Paras, school aides and parent coordinators**, principal can terminate for “good and sufficient reason” after giving “due consideration to the matter.” Use progressive discipline (i.e., there should be previous letters to file and suspensions without pay unless a serious incident requires immediate removal). For **MTLs**, principal may terminate immediately for situations that put children at risk. For other situations, contact Senior Regional Counsel or Office of Labor Relations.

*on school letterhead*

*Date*

*Employee Name*

*Employee File #*

*[SCI Case #: Case Number – if applicable]*

Dear *Employee’s Name*:

We met on *date* in *place* with *[include names of everyone in attendance at meeting]* *[to discuss the findings of the Special Commissioner of Investigation (“SCI”) that you engaged in (insert conclusion of SCI, such as, “inappropriate behavior when you kissed and hugged a female student”) OR ]*. After giving you the opportunity to review the SCI findings, I asked if you had any response.

You stated *[insert everything employee said in his defense]*.

After reviewing the SCI findings as well as your responses, and giving due consideration to the matter, I am following the SCI recommendation and terminating your employment for *[again insert SCI conclusion, such as “inappropriately kissing and hugging a female student”]*. *[As in any case when you are relying on a report by someone else, make sure that you are reconciling any inconsistent statements and providing a rationale for why you are accepting the report’s conclusion, e.g., the witnesses all gave consistent accounts.]*

Effective today, you are hereby terminated from your employment with the New York City Department of Education.

Sincerely yours,

*insert signature*

*Principal’s Name*

Principal

cc: *LIS’s name*, Local Instructional Superintendent

***Place original in employee’s file.***

**Letter #10**

**SAMPLE COUNSELING MEMORANDUM** A counseling memo may not be used in any disciplinary action against an employee except to prove notice if the employee denies notice.

**COUNSELING MEMORANDUM**

November 22, 2010

Via hand delivery

Dear \_\_\_\_\_.

On November 22, 2010, I conferred with you regarding your non-attendance without notification at the Department Conference held on Monday, November 14, 2010. Also present were your representative from the UFT and the A.P. - Instruction. It had come to our attention that you had not been present at the November 15, 2010 Department Conference and upon further investigation it became clear that you had not given any administrator notice that you would not be able to attend.

I asked you to please confirm this matter and why you were not present. You stated that you in fact did not attend the Department Conference on Monday, November 15, 2010 and that you did not give prior notice to any administrator. You also stated that you were completing your Chemistry midterm and that the time gotten away from you. I reminded you of the policies and procedures regarding the Faculty and Departmental Conferences. You assured me that you would make every effort to attend these meetings as scheduled.

In the future, I expect that you will be present for both the Faculty and Department Conferences as scheduled on the term calendars. If there is an urgent situation requiring your attention that may delay your arrival, you are to contact the A.P. - Instruction to inform her of the situation and receive direction.

Sincerely yours,

\_\_\_\_\_  
Assistant Principal - Administration

**A counseling memorandum is not disciplinary in any manner and cannot be used in any action against an employee except to prove notice if the employee denies notice. I have read this memo and understand that a copy will be placed in my official personnel file.**

I have received a copy of this letter and understand that the original will be placed in my official file.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

*Place original in employee's file.*

**Letter #11**

**MODEL STEP 1 DECISION**

*on school letterhead*

January 9, 2004

Via hand delivery *[or if employee is not in school, certified mail]*

Mr. John Doe  
100 Flatbush Avenue  
Brooklyn, NY 11213  
File #123456

Dear Mr. Doe:

You filed a grievance *on date* claiming that your rights pursuant to Articles 20 and 21 of the collective bargaining agreement were violated when I placed the letter dated December 23, 2003, in your file. I held a meeting in my office with you and Joe Smith, your UFT Chapter Leader, on January 7, 2004, to discuss your grievance.

I deny your grievance because you failed to demonstrate that the letter for your file was unfair or inaccurate.

Sincerely yours,

*insert signature*

*Principal's Name*  
Principal

Have the employee sign and indicate when they received the decision. This is because they only have three school days to appeal decision to the LIS.

## In Conclusion

The position of Assistant Principal – Administration/Organization is a rewarding career path. One thing that I can say, with out any uncertainty, is that there is never a dull moment, multi-tasking and delegation is a necessity and it is probably the most rewarding profession that there is. It has always been my goal each year to create a well run, organized and efficient environment for the staff to do what they do best, teach. For any of this to take place, you must surround yourself with an excellent staff that works in a collegial manner.

I am hopeful that this document will be of value to the Assistant Principals – Administration within the New York City Department of Education regardless at the length of experience you may have in the system, but most importantly for new AP's. Your comments or suggestions are greatly appreciated as my hope would be to revise this initial volume with areas that I may have left out that you feel would be valuable to include.

When I first began teaching back in 1986, I never saw a career path that included being an administrator. It was one of those things that sort of fell into my lap. Now in looking back over a 25-year career, I can't imagine having done anything different with my life. My parting thought is a simple one, always remember – It's all about the kids!

Bill Stevens  
NYC 2015