



**BALLET TECH
THE NEW YORK CITY PUBLIC SCHOOL
FOR DANCE**

**FAMILY AND STUDENT ACADEMIC
HANDBOOK**

2024 – 2025

**890 BROADWAY, 7TH FLOOR
NEW YORK, NY 10003
212-254-1803**

Veronica York, PRINCIPAL

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ACADEMIC ADMINISTRATION AND STAFF – MAIN OFFICE 212-254-1803

Veronica York	Principal
Jennifer Kaufman	Guidance Counselor
Dana Gelles	Social Worker
Meredith Lubben	Parent Coordinator
Sherri Montgomery	Secretary
Jason Rivera	School Aide
Melody Castro	School Nurse

ACADEMIC FACULTY

Alexandra Barbosa	Middle School Social Studies & MLL
Mariana Fernandez	Cultural & Climate Coordinator & Spanish Teacher
Jeannie Herlihy	Middle School Science
Anastasiya Karpova	Instructional Support Services/ Students w/IEPs
Estella Li	Middle School Math
Michelle Lum	5th Grade Core Teacher & Yoga instructor
Richela Morgan	Visual Art
Tamara Rubakha	4th Grade Core Teacher
Cari Sobolewski	Elementary School STEM & Health Teacher
Jared Van Zweeden	Middle School ELA

DANCE ADMINISTRATION AND STAFF

For additional Ballet Tech staff information, please refer to the Ballet Tech Dance Handbook

Phone: 212-777-7710

Dionne Figgins	Artistic Director
Joe Gregori	Administrative Director
Janel Rayome	Administrative Director
Ashley Tuttle	Director of Faculty

II. ACADEMICS

LEARNING PHILOSOPHY

At Ballet Tech, we believe that children learn best in a supportive and positive environment that encourages discussion and requires critical thinking. For students to make progress and meet the demands of our high standards, in both academic and dance classes, teachers must know their students intellectually, socially, and emotionally, and support their growth from that position. While the content of subject matter varies from class to class, there is a common culture of learning based on strong work habits, collaboration, persistence and, perhaps most importantly, reflection.

Features of this common culture and learning philosophy are evident in all classrooms and include:

- Faculty and students collaborating respectfully to cultivate positive interactions that result in students feeling safe, valued, and comfortable taking intellectual risks.
- Students intellectually engage in well-designed learning activities that require critical thinking.
- An understanding that while the work is challenging, students are capable of growing and learning if they are prepared to work hard and, if necessary, receive support from teachers prepared to meet the needs of all learners.
- Students participating in discussions to acquire and build knowledge are challenged to support their ideas with specific text or other evidence.
- A variety of forms of feedback, from both teacher and peers, which enable students to self-assess and assume responsibility for the quality of their work.
- Students understand that learning is a process—one that requires the time and opportunity for them to revise their own thinking and make improvements to their work.

Ballet Tech: A Vision of Equity

The partnership between Ballet Tech and the New York City Public Schools to create the New York City Public School for Dance is a remarkable initiative that demonstrates the power of collaborative efforts in addressing social issues.

The success of the NYCPSD lies in its ability to pool resources from both the public and private sectors, combining BT's expertise in dance training with the NYCPS's educational infrastructure. Key elements such as shared objectives, resource sharing, and a focus on accessibility make this model adaptable across different contexts.

By providing high-level dance training alongside a rigorous academic curriculum, the partnership addresses social issues such as inequality and lack of access to specialized education. This innovative approach can inspire similar programs.

We believe it is our responsibility to offer pre-professional training and a rigorous academic education to students with the desire and potential for high-level dance training. This commitment not only nurtures individual talent but also promotes social equity by ensuring that opportunities are available to all, regardless of background or financial status. By taking this responsibility seriously, we can make a significant impact on students' lives and contribute to a more inclusive society. These efforts result in tangible benefits, such as improved career prospects and personal development, and serve as a powerful example of how targeted interventions can address broader social issues.

In conclusion, the partnership between BT and the NYCPS not only exemplifies a successful model for addressing social issues through education and training but also holds the potential to inspire and be replicated in other sectors and locations. Through such collaborations, we can create a more equitable and inclusive society, providing opportunities for all students to realize their full potential.

GRADING POLICY

BALLET TECH GRADING POLICY

The purpose of the grading policy is to allow students, families and teachers to have a mutual understanding of what specific grades mean.

The Ballet Tech grading policy is centered on assessing students' mastery of the New York State Learning Standards. Grades are intended to reflect students' understanding of these standards. To accurately gauge proficiency, students are given multiple opportunities to demonstrate their skills through various performance measures for each course. Teachers utilize a range of assessments to evaluate both mastery of the standards and progress toward meeting them. While these assessments form the core of a student's grade, other factors, such as attendance, can significantly influence a student's ability to succeed in meeting the standards.

Marking Period Schedule: There are 3 marking periods.
Marking periods are continuous and cumulative for the whole year.
Only the June grade will appear on a permanent transcript.

Each Marking period has between 59 and 61 days.

Semester	Marking Period	MK PD END DATES	GRADE DUE DATES	GRADES LIVE REPORT CARDS SENT HOME	STUDENT PARENT TEACHER CONFERENCES
Sem 1	MP 1:	Friday, December 6	December 11@ 10am	December 13	S-P-T Conf: Nov 6th & 7th
Sem 1	MP 2:	Friday, March 21	March 26 @ 10am	March 28	S-P-T Conf: Mar 5th & 6th
Sem 1	MP 3:	Thursday, June 26	June 26 @ 12pm	June 27	

LEVEL	PERCENT	PERFORMANCE
4	100% - 90%	EXCEEDS STANDARD
3	89% - 76%	MEETS STANDARD
2	75% - 65%	APPROACHING STANDARD
1	64% - BELOW	BELOW STANDARD

If a student is struggling during the marking period and in danger of failing a course, teachers will work with the student and parents to create a Personal Intervention Plan (PIP). This plan will identify strengths and areas in need of improvement. The plan will also establish goals and an action plan to help the student meet the grade level standards.

Grades will be based on the following:

FORMATIVE ASSESSMENTS: 40%

- Quizzes
- Journals
- Notebooks
- Portfolios
- Group work
- Classwork

SUMMATIVE ASSESSMENTS: 30%

- Unit Tests
- Projects
- Performance Based Tasks
- Labs*

LISTENING AND SPEAKING SKILLS 20%

- Academic Conversations
- Presentations
- Collaborative group work
- Participation / discussion skills

WORK HABITS 10%

- Preparedness
- Organization
- Homework

***Lab:**

Students enrolled in Regents Biology, a course that terminates in a Regents Exam must complete a *minimum* of 1200 minutes of labs as mandated by New York State to sit the exam. Students who do not satisfy this requirement by missing lab work or failing to submit 3 or more lab reports will be barred from the Regents Exam and receive a failing grade for the lab component of the course.

GRADE BOOKS

Grades are available to students and families during Student-Parent-Teacher-Conferences and at any point if requested.

Course grade books are a public document and will be kept on file at the end of each year.

ACADEMIC INTEGRITY

Students are expected to complete their own work to maintain academic integrity. Students will be asked to show their work and/or explain their thinking if academic dishonesty is suspected. The first time a student is found to have cheated, plagiarized, and/or used AI to complete an assignment, in full or in part, they will have the opportunity to redo the assignment (or an equal, alternative assignment at the teacher's discretion) for a maximum grade of 75. Any future academically dishonest assignments will receive a grade of 55.

REVISION

Ballet Tech believes that learning is a process that does not always proceed at the same pace for everyone. We value growth, and we celebrate progress. As such, we are committed to ensuring that one bad day does not harm a student's overall course performance.

COMPLETING ALL WORK

Missed tests or quizzes should be made up immediately following the student's return to school, with an excused absence note, unless otherwise noted by a legal document. Reach out to your teachers to help you manage your time and schedule make-ups in a timely manner. They are happy to help you make up any work, as this work is critical in helping us learn about you and your growth!

Homework, classwork and all other assignments are to be handed in on the due date assigned by the teacher, unless otherwise noted by a legal document. If at any point you are having trouble, please do not hesitate to ask for support. We are happy to help you learn how to prioritize your work. Reach out to your counselors and/or your teachers for support.

Students are held responsible for reaching out to teachers if there is any foreseeable obstacle regarding an assignment before the due date, unless otherwise noted by a legal document. We are happy to assist you in learning how to self-advocate.

In order to receive feedback it is important you communicate & complete assignments by the due date. Speaking to your teachers directly after class or through e-mail are excellent first steps. Much of the work at BT is collaborative. It is important for everyone to take responsibility for assignments & communicate with classmates about deadlines. We will help you do this successfully! Speak with us, your teachers, counselors, or principal if you need support with group work.

While lateness policies may vary from elementary to middle school, we share a common commitment to being understanding of circumstances that may prevent the timely completion of work. It is, however, important that we balance that understanding with high expectations and an obligation to maintain fairness; the key to fostering that understanding is to communicate your situation to your teachers as early and as clearly as possible at all times.

We want you to be successful! We will support you in all the areas of being a successful student! Please reach out to your counselor if you need support in self-advocacy, managing time and materials, meeting deadlines, communicating effectively with teachers or peers, or need support in any way.

STUDENT – PARENT – TEACHER CONFERENCES & TRACKING YOUR CHILD'S PROGRESS

Student – Parent – Teacher Conferences

PLEASE NOTE: 2024 – 2025 Conferences will be held primarily remotely

Student – Parent – Teacher conferences are held twice a year - in November and March. Ballet Tech’s conferences are student led — therefore, your child must be in attendance with you at the conference. Lower school families sign up for a day and time through their teacher. Middle School teachers will reach out to families using a google form with a google calendar link to schedule a conference time.

Wednesday, November 6, 2024: 4:00 PM – 7:00 PM

Thursday, November 7, 2024: 1:00 PM – 4:00 PM **EARLY DISMISSAL**

Wednesday, March 5, 2025: 4:00 PM – 7:00 PM

Thursday, March 6, 2025: 1:00 PM – 4:00 PM **EARLY DISMISSAL**

Individual Conferences

Any parent/guardian may request a conference with a teacher or a staff member at other times during the year. Call the school to set up an appointment.

NYC SCHOOLS ACCOUNT (NYCSA)

New York City Public Schools (NYCPS) gives families easy access to key information about their child’s school records in one of ten languages from any computer or internet connected device.

NYCSA displays up-to-date information on attendance, grades, and general student information to help track student progress throughout the school year. Go online to set up your account: www.schoolsaccount.nyc . You will need your child’s OSIS number (Student Identification Number) and an access code to create your account. Please reach out to the school for your access code and if needed, your child’s OSIS number.

MIDDLE SCHOOL APPLICATION PROCESS

Ballet Tech staff assists all 5th grade parents with the public middle school application process. Principal York and Parent Coordinator Meredith Lubben conduct a Middle School Application Process Workshop at the beginning of 5th grade and Meredith works with BT families throughout the middle school application process. Meredith will send families information on District 2 schools tours when she receives the information from schools. Parents interested in D2 schools can also visit the District 2 website www.district2nyc.org.

Week in the Life of a Middle School Student at Ballet Tech

In October, we will be holding a “Week in the Life of a Middle School Student at Ballet Tech.” As 5th graders embark on the middle school process, we feel it is important for them to have a full understanding of the middle school dance commitment. Therefore, for one week, 5th graders will have a dance schedule that is similar to the middle school schedule, 2 dance classes per day, Monday - Friday.

This is tentatively scheduled for the week of October 21. You will need to plan and coordinate alternative pickup arrangements for that week – middle school dance classes end at 4:15pm.

More information will be sent home in September.

HIGH SCHOOL APPLICATION PROCESS

Ballet Tech staff works with 8th grade students and their families to research the high school options available to our graduating students. Families receive guidance and support starting the summer before 8th grade and throughout the high school application process. We know our students are multi-talented and apply to many different types of schools. This can be a stressful process, but we are extremely experienced with the high school application process and are here to support our students' dreams.

III. NORMS OF STUDENT CONDUCT

ATTENDANCE

Students are expected to attend all their classes. Only illness or other serious circumstances should cause a student’s absence from school. Medical, dental, or other appointments should be made after school or on days when there are no classes.

If a student is going to be absent, parent/guardian must email:
smontgomery8@schools.nyc.gov or mlubben@schools.nyc.gov

All absences are reflected on a student’s record.

SCHOOL DAY HOURS

Elementary

Elementary start time: 8:10 AM meet in the cafeteria and 8:15 is the official start of the instructional day – students may enter the building after 7:45 AM

Elementary end time: 2:35 PM - Pick up will be in the Cafeteria on the 7th Floor

Middle School

Middle School start time: 8:20 AM – students may enter the building after 7:45 AM

Middle School end time: The academic school day ends at 2:40 PM

Middle School dance classes go past the 2:40 PM academic end time. During

extended day dance programming, students are instructed and supervised by faculty and staff of the Ballet Tech Foundation, not the NYC Department of Education.

PUNCTUALITY

Students are expected to arrive on time and be prepared for school. Students who arrive late are required to sign in with office staff and receive a late pass.

Elementary Students: Parents may NOT drop off their child in front of the building if they are late. Parents must escort their child upstairs to the 7th floor.

DISCIPLINE CODE

Ballet Tech follows the Chancellor's Citywide Guidelines outlined in the New York City Department of Education's "Citywide Behavioral Expectations", which is available for review on the DOE website, [Discipline Code \(nyc.gov\)](http://nyc.gov)

BEHAVIOR EXPECTATIONS GUIDE

In addition to the Department of Education's Discipline code, Ballet Tech students are provided with the following Behavior Expectations Guide.

At all times Ballet Tech students are expected to:

- BE RESPECTFUL AND KIND
- BE SAFE
- BE RESPONSIBLE
- BE PREPARED
- SUPPORT ONE ANOTHER
- ASSUME THE BEST OF INTENTIONS
- FOLLOW DIRECTIONS

PROGRESSIVE DISCIPLINE/LADDER OF REFERRAL

It is important that in addition to maintaining a safe and orderly learning environment, we understand the administration of discipline as a "teachable moment" fundamental to a positive school culture. ***Progressive Discipline*** uses incremental interventions to address inappropriate behavior with the goal of teaching pro-social behavior. Progressive discipline does not seek punishment. Instead, progressive discipline seeks accountability and positive behavioral change. Progressive discipline prevents a recurrence of negative behavior by helping students learn from their mistakes. Assisting students who have engaged in negative behavior is essential to implementing progressive discipline.

The ***Ladder of Referral*** is a progressive approach to inappropriate behavior. Student misbehavior must be handled on a case-by-case basis. In all cases, implementation of appropriate interventions and disciplinary responses must take into account a number of factors, including

the nature and severity of the misconduct. The *Ladder of Referral* addresses **Level 1 infractions** of the *Citywide Behavioral Expectations to Support Student Learning (CBESSL)*.

When students engage in behaviors classified as **Level 1 infractions of CBESSL**, the teacher should take the following steps:

- Verbal warning or conference with the student
- Contact and conferences with the parent
- Conference with school counselor/social worker or head of School Climate & Culture
- Refer to the School Climate & Culture Representative for a conference

Next Steps Initiated by Administration:

- Parent Conference with Teacher, School Climate & Culture Representative
- Conference with Principal, Parent, Student, School Climate & Culture, and Teacher
- In School Suspension Detention or other Disciplinary Action.
- Suspension, Detention or other Disciplinary Action.

	“RESPECTFUL”	“SAFE”	“RESPONSIBLE”	“PREPARED”
ALL AREAS	<ul style="list-style-type: none"> · Use kind words and polite language. · Keep a positive attitude. 	<ul style="list-style-type: none"> · Keep hands, feet and objects to yourself. · If there is a problem too big for you to handle, tell an adult. 	<ul style="list-style-type: none"> · Help one another. · If you see litter, pick it up. · Support a graffiti-free environment. 	<ul style="list-style-type: none"> · Be aware. · Keep track of your personal belongings.
HALLWAYS, STAIRWAYS, ELEVATORS	<ul style="list-style-type: none"> · Use quiet voices at all times in these areas. · Be polite and kind. · Respect the personal space of others. (Don’t overload the elevator.) 	<ul style="list-style-type: none"> · Keep your hands and feet to yourself. · Walk at all times. In the stairways move quickly from floor to floor. Never move below the 6th floor stairwell unless instructed by an adult. 	<ul style="list-style-type: none"> · Help keep our school beautiful by picking up litter. · Support a graffiti-free environment. 	<ul style="list-style-type: none"> · If in hallways during class, have a pass. · Line up quietly to board the elevator.
CAFETERIA	<ul style="list-style-type: none"> · Use quiet voices. · Politely follow directions from adults. · Solve problems by listening and talking. 	<ul style="list-style-type: none"> · Stay seated while eating and playing games. · Stand patiently in line. · Keep your hands and feet to yourself. 	<ul style="list-style-type: none"> · Clean up after yourself. · If someone forgets to clean up, remind or help them. · Follow all cafeteria rules. 	<ul style="list-style-type: none"> · Pay attention to the time. · Don’t forget your belongings when you leave.

DRESSING ROOMS	<ul style="list-style-type: none"> · Use quiet voices. · Respect others' privacy and personal space. · Respect others' property /belongings. 	<ul style="list-style-type: none"> · Keep your hands to yourself. · Don't stand on the benches. 	<ul style="list-style-type: none"> · Change your clothes quickly. · Don't bring food or cell phones into the dressing room. · Go to class quickly and quietly. 	<ul style="list-style-type: none"> · Make sure you have your ballet clothes and that you look neat before going to class.
BATHROOMS	<ul style="list-style-type: none"> · Flush the toilet. · Use the garbage can. · Respect the privacy of others. 	<ul style="list-style-type: none"> · Take the most direct route to and from the bathroom. · Wash your hands. 	<ul style="list-style-type: none"> · Use soap and paper towels appropriately. · Use only what you need. · Place paper towels in trash only. 	<ul style="list-style-type: none"> · Have permission to use the bathroom and a pass.

AUDIENCE ETIQUETTE

Assemblies / Theatre Performances

Assemblies and theatre performances are a regular scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They also provide one of the few opportunities in school for students to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative.

- No talking, unless audience participation is requested by the performers. If something must be said, whisper it quickly...
- No phone usage - the light is distracting
- Noises off
- Lights out
- Avoid other sounds that can disturb the people around you and the performers.
- Avoid exiting and entering the theatre but if you must leave please only exit between performances.
- Thank you for caring about your classmates and respecting all of their hard work.

CELL PHONES AND OTHER ELECTRONIC DEVICES - will be updated by 1/2025 Ballet Tech follows Chancellor's Regulation A-413 regarding the use of cell phones and other electronic devices in schools.

The use of electronic devices, including but not limited to, cell phones, smart watches, computing devices, and portable music systems at school is subject to the restrictions below.

1. Cell phones, Apple Watch, Garmin devices, portable music, entertainment systems, air pods and headphones, etc. may not be turned on or visible at any time during the school day. Students should not communicate with parent/guardian by these electronic devices from the classroom at any time.
2. If a student's electronic device is turned on or visible during the day, it will be confiscated by school staff.

3. If it is a first-time violation of this policy, students will be able to pick up their confiscated device from Sherri Montgomery at the end of the school day. If it is not the first time the device has been confiscated, the student's parent/guardian will pick up the device.
4. Students may ask for permission to use their cell phone or school phone, in the main office to communicate with parent/guardian.

DIGITAL CITIZENSHIP – FAMILIES, STUDENTS, AND SOCIAL MEDIA

Parents, guardians, and teachers play a crucial role in helping students become responsible digital citizens. It is important for both to support students in using the internet safely, responsibly, and appropriately. They should also guide students in following rules that foster effective digital learning.

Please use the following link to review the expectations for parents, guardians, students, and teachers regarding acceptable internet usage and social media: [Digital Citizenship \(nyc.gov\)](#).

Consistently remind students that once something is sent or posted in a public space (the internet is a public space), it is neither private nor easily erased. Everything contributes to their digital footprint.

GUIDELINES ON GENDER

The New York City Department of Education (NYC PS) has policies to maintain a safe and supportive learning and educational environment in all schools. Please refer to the DOE website regarding guidelines on gender and guidelines to support transgender and gender expansive students: [Guidelines on Gender \(nyc.gov\)](#) We at Ballet Tech will always support the whole child!

LGBTQ+ POLICY AND RESOURCES

Ballet Tech's policy includes:

It is the policy of the NYCPS to maintain a safe and supportive learning environment for all students. Research shows that transgender and gender expansive students are at a higher risk for being marginalized, victimized, or bullied, and DOE policy states that schools must be proactive in creating a culture and practices that respect and value all students.

Transgender students: A student whose gender identity and/or gender expression is different from their assigned sex at birth. For example, an individual who was assigned female at birth and whose gender identity is male.

Gender expansive students: The way a student expresses gender, such as behavior, clothing, hairstyles, name, pronouns, activities, or mannerisms. Gender expression can vary depending on one's culture as well as changes in social norms and expectations.

All NYC Public Schools are expected to follow the DOE's guidelines around gender inclusion. These guidelines can be found at

<https://www.schools.nyc.gov/school-life/school-environment/guidelines-on-gender/guidelines-on-gender-inclusion>

A few important details / policies from the guidelines are listed below:

- When parents or students reach out to us for support around gender identity, our social worker, Dana Gelles and our guidance/school counselor, Jennifer Kaufman will work closely with the family to provide resources for the family and student. In addition, our student success team will put a plan in place to ensure the student's gender identity is respected and provide guidance to the student on how to report incidents of bullying, intimidation, or harassment.
- Sometimes transgender students begin their transition at school without a parent's knowledge. Some transgender students have not talked to their parents about their gender identity and do not want their families to know based on a safety concern or lack of acceptance. In situations like this, we will respect their privacy and not reach out to families. The most important consideration in such situations is the health and safety of the student.
- Every student is entitled to be addressed by the pronoun that corresponds to the gender identity they assert at school. Students are not required to obtain parental consent before changing their pronouns.
- Students must be provided access to the facilities consistent with their gender identity asserted at school. This includes single-gender restrooms, locker rooms, and changing rooms in schools. Schools must provide reasonable alternative arrangements for any student who expresses a need or desire for increased privacy, but this must not be forced upon students, nor presented as the only option. Any arrangement must be provided in a non-stigmatizing manner that is not marginalizing or disruptive to the student.

If you would like additional information about our policies or need more information on the topic, please feel free to reach out to the links below, our guidance team, or Ms. York.

Ballet Tech's Social Worker, Dana Gelles Dgelles2@schools.nyc.gov

Ballet Tech's Guidance Counselor, Jennifer Kaufman jkaufman10@schools.nyc.gov

Link to all the DOE resources:

[Community-based LGBTQ Organizations \(nyc.gov\)](#)

PFLAG NYC www.pflagnyc.org

Provides support for families and LGBTQ+ young people

The Trevor Project www.thetrevorproject.org

Provides online, text, and phone counseling

Suicide prevention

Mount Sinai Adolescent Health Center www.teenhealthcare.org

Online resources/in-person support

The Center

The Lesbian, Gay, Bisexual and Transgender Community Center www.gaycenter.org
Services and programs that support families and LGBT youth

Ackerman Institute for the Family www.ackerman.org

Family therapy

RESPECT FOR ALL

Respect For All is the NYCPS system-wide response to bullying and harassment. Ballet Tech is committed to keeping our school safe, supportive, and free from discrimination.

For more information and links go to [Respect for All: Preventing and Addressing Student-to-Student Discrimination, Sexual and Other Harassment, Intimidation, and Bullying \(nyc.gov\)](#)

Please read:

- Chancellor's Regulation A-831 Student-to-Student Sexual Harassment
- Chancellor's Regulation A-832 Student to Student Discrimination, Harassment, Intimidation and/or Bullying.
- Chancellor's Regulations: [Chancellor's Regulations \(nyc.gov\)](#)

**Ballet Tech's [Respect For All](#) and [Sexual Harassment Prevention](#) Liaisons are:
Jennifer Kaufman, Guidance Counselor and Dana Gelles, Social Worker.**

DRESS CODE

In accordance with the New York City Department of Education (NYCPS) policy, students have the right to determine their own attire, except where the dress is dangerous, interferes with the teaching or learning process, or violates the DOE's anti-discrimination policy.

IV. SAFETY

ENTRANCES AND EXITS

Students must enter and exit the building through the main lobby via the elevator on the 7th floor, unless otherwise instructed by adults.

VISITORS TO THE SCHOOL

All families must have a school ID card which is provided by Ballet Tech. Two family ID cards are sent home as part of the Forms and Information packet at the start of school. You must show this card to the lobby desk attendant as you come into the building. All visitors to the school gain access via the 7th floor where they will be required to sign in and present formal, picture identification to the School Safety Agent, at which time they will receive a visitor's pass. (The

BT Family ID Card does not serve as identification for signing in as a visitor or when picking up a student).

EMERGENCY CONTACT CARD

All families must provide Emergency Contact Information for their child. This form contains vital information that is kept confidential. Blue Emergency Contact Forms are sent home as part of the Forms and Information packet at the start of school. This form is consulted in times of emergency and when it is necessary to contact a parent. Emergency Contact Information can also be provided through your child's New York City Schools Account (NYCSA) by going to www.schoolsaccount.nyc

PLEASE MAKE SURE THAT YOU KEEP THE SCHOOL INFORMED OF ANY CHANGES TO YOUR INFORMATION AND UPDATE YOUR NYCSA.

EMERGENCY PROCEDURES

In cases of emergency, the Ballet Tech Building Response Team (BRT) will execute the school's safety plan which has been approved by the NYCPS and NYPD.

For security reasons the use of electronic devices including cell phones is strictly prohibited especially during emergency situations. In the case of evacuation or lockdown, parents will be contacted when it is deemed safe to do so.

EMERGENCY DRILLS

Regular drills are conducted throughout the school year. Students must follow the required safety protocol as instructed by their teacher or designated authority. Parents are notified before soft lockdown drills take place. Ballet Tech conducts the following safety drills each year:

- 8 Fire Drills
- 4 Soft Lockdown Drills

EMERGENCY SCHOOL CLOSINGS AND EMERGENCY RELOCATIONS

Parents may log onto the DOE website, call 311, or listen to designated radio and TV stations to gain information on school closings. Emergency relocations will be communicated to families when it is deemed safe to do so.

DISMISSAL

DISMISSAL PROCEDURES – ELEMENTARY SCHOOL STUDENTS

Elementary school families are required to submit a **Parent Authorization for Student Dismissal Form**, (green form) to inform the school administration of the dismissal procedure to be followed for each student. Options include:

- Pick up by parent/guardian or other designated adult- all must be listed on the dismissal form.(ID required)

- Ride home on a private van service with arrangements, at the designated stop, made by the parent/guardian with the private van service.
- Dismissal to Roads To Success Afterschool.
- Dismissal with permission to go home unescorted

Teachers/staff will see that each student is released in accordance with procedures designated by the parent/guardian on the Parent Authorization for Student Dismissal Form.

PICK UP

Elementary students who are picked up by a parent/guardian/caregiver, etc. are dismissed by BT academic staff. Parents pick up students in the cafeteria (7th floor) at 2:35 PM. Please be sure that anyone who will be picking up your child is listed on the Parent Authorization for Dismissal (green form). **IF YOU WOULD LIKE YOUR CHILD TO MEET YOU AT A DIFFERENT LOCATION, YOU MUST CHOOSE SELF DISMISSAL; OTHERWISE, PARENT/GUARDIAN/CAREGIVER MUST BE AT THE DISMISSAL POINT - 7th FLOOR CAFETERIA.**

In the event that someone other than those listed will be picking up your child you must send an email to MLubben@schools.nyc.gov

VAN RIDERS

Students who ride the van home from school are picked up from the classroom by BT Foundation staff and escorted to their van.

AFTER SCHOOL PROGRAM – ROADS TO SUCCESS

Students enrolled and participating in the ROADS TO SUCCESS afterschool program will be picked up in their classroom by RTS staff and taken to the cafeteria or other designated area.

- Any child ordinarily picked up at school by an adult, but the adult fails to pick up the child at dismissal will be sent to afterschool. There will be a charge if the parent/guardian is more than 15 minutes late.
- Parents/guardians shall be responsible for complying with dismissal procedures and ensuring that their children follow their instructions for safe travel home from school.
- To ensure their safety, students are not to remain in the building after dismissal unless they are participating in a supervised activity. Supervised activities require written permission from the parent.

DISMISSAL PROCEDURES – MIDDLE SCHOOL STUDENTS

Middle school students are self dismissed from the academic school day and extended day dance classes.

CHANGES TO REGULAR DISMISSAL PROCEDURES

Requests must be submitted in writing. Please email the main office (smontgomery8@schools.nyc.gov mlubben@schools.nyc.gov).

Exceptions to the dismissal procedure designated on the Parent Authorization For Dismissal form are disruptive to the school and should be emailed in advance by the parent/guardian. In an emergency, call the main office 212-254-1803.

If a parent, guardian, or other adult who ordinarily picks up a student is delayed for any reason, the main office must be notified by phone before dismissal. The child will be brought to the cafeteria and will be supervised by a staff member for a brief period. If the parent still has not arrived the student will be sent to afterschool and the parent will be charged the daily fee. If a pattern of late pick up develops and/or persists, other arrangements must be made by the parent.

STUDENTS MAY NOT RETURN TO CLASSROOMS AFTER DISMISSAL TO RETRIEVE FORGOTTEN ITEMS

EARLY PICKUP FROM SCHOOL

It is not recommended that students make appointments during the school day. In special circumstances should a student leave before dismissal, please adhere to the following:

- **Please do not request an early pickup time between 2:15 and 2:30 PM. Ballet Tech teachers and staff are preparing for regular dismissal during this time.**

1. Parent/guardian should email the teacher and the main office (smontgomery8@schools.nyc.gov; mlubben@schools.nyc.gov) indicating the time the student needs to be released from classes. A separate note should be sent to the ballet department if a ballet class is missed. Parents/Guardians who do not inform us of an early pick time for their child cause a disruption in the classroom, as the teacher must stop teaching and prepare that child to leave, provide homework, etc.

2. The school will not release a student before the end of the school day unless they are accompanied by an adult.

3. Students will be released only to adults who are listed on the Student Information Form and/or the Parent Authorization for Dismissal Form.

4. The adult is required to check in with the office staff and show a valid ID.

5. The student must be signed out with the School Safety Agent.

V. ADDITIONAL INFORMATION

BREAKFAST & LUNCH

Breakfast and lunch are served at Ballet Tech via the NYC School Food program. Breakfast and lunch are free. Please encourage your child when bringing food to school to make healthy choices. Caffeinated and sugary beverages such as RED BULL, CELSIUS, ROCKSTAR,

MONSTER ENERGY, SODAS, COFFEE AND COFFEE PRODUCTS, etc. are NOT RECOMMENDED. Glass bottles may not be brought into the building. **STUDENTS MAY NOT BRING DRINKS OTHER THAN WATER INTO THE CLASSROOMS.**

BIRTHDAYS

Parents may send in cupcakes or individually packaged items on their child's birthday to celebrate at lunchtime.

CORRESPONDENCE

To defray cost, most letters to families and other important school information are sent via email. Letters sometimes go home via the student. Please check your child's folder in his/her backpack daily for any correspondence.

Information from the principal and parent coordinator is also sent via email. Please keep the school updated with your email address. If there is an email you would like added, please contact the parent coordinator, Meredith Lubben at MLubben@schools.nyc.gov

METROCARDS

Ballet Tech students who qualify for student MetroCards will receive a MetroCard from our school secretary. If you have any questions, please email Sherri Montgomery at smontgomery8@schools.nyc.gov

LOST AND FOUND

We encourage students to leave expensive or valuable items at home. Lost items that are not of extreme value are kept in a container in the cafeteria. All unclaimed items are donated or discarded at the end of the school year.

PARENT TEACHER ASSOCIATION (PTA)

The Ballet Tech PTA is a vital part of the BT family; the goal is to create a welcoming and supportive community and also raise funds for enrichment and fun events for our students.

Every parent, guardian, and teacher at Ballet Tech is a member of the PTA. The Executive Board (EB) is comprised of parent volunteers who are elected yearly in the spring. In consultation with the principal, the EB works with the membership to support the vision of the school.

PTA funds are raised primarily through the Annual Fundraising Campaign and our school strives for 100 percent participation. We truly appreciate any amount you can give.

You can become involved by joining committees, attending PTA meetings, volunteering, and supporting school events.

2024 - 2025 Executive Board

Emilie Aguerre, President

Natalia Kozlova & Marissa Siraisi, Co-Vice Presidents
Marie Brugueras & Pauline Zwaans, Co-Treasurers
Noel Webb & Selena Zimmerman, Co-Secretaries

SCHOOL LEADERSHIP TEAM (SLT)

The School Leadership Team (SLT) is comprised of parents/guardians and staff including the school principal. The Ballet Tech SLT meets monthly and works collaboratively with the goal of effectively resolving concerns and addressing the needs of all students. The SLT is responsible for developing the school's Comprehensive Educational Plan (CEP). In developing the educational policies for their school, the SLT also ensures there are resources to support those policies. Elections are held for open spots on the SLT.

WEBSITES

School Website: www.balletech.org

The 2024 – 2025 NYCPS School Calendar can be found here [Calendar \(nyc.gov\)](#) including translations

DEPARTMENT OF EDUCATION INFORMATION

Parents can visit the DOE website to learn anything pertaining to the DOE. This website includes information, quick links, and important updates:

www.schools.nyc.gov

CHANCELLOR'S REGULATIONS

The complete Chancellor's Regulations can be found on the NYCPS website: [Chancellor's Regulations \(nyc.gov\)](#)

BALLET TECH, THE NYC PUBLIC SCHOOL FOR DANCE

Ballet Tech (02M442) is zoned in Manhattan's District 2.

SUPERINTENDENT: Kelly McGuire

CONTACT US: MAIN OFFICE 212-254-1803

We may amend the Family and Student Academic Handbook during the school year. You will be notified in the event of an amendment and an updated version of the Family and Student Academic Handbook will be uploaded to our website.