

BALLET TECH

THE NYC PUBLIC SCHOOL FOR DANCE



FAMILY AND STUDENT ACADEMIC HANDBOOK

2025 – 2026

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I. INTRODUCTION & A VISION OF EQUITY

BALLET TECH, THE NYC PUBLIC SCHOOL FOR DANCE (02M442) is a partnership between New York City Public Schools, formerly known as the Department of Education, and Ballet Tech Foundation, Inc.

Academic instruction is provided by New York City Public Schools (NYCPS) and dance instruction is provided by BT Foundation. The Foundation began providing dance instruction to NYC students in 1978. In 1995 it partnered with NYC DOE and opened Ballet Tech – a full-time public school where students could receive their academic instruction alongside pre-professional classical ballet training.

This Academic Handbook reflects the policies and procedures of the academic school; please review the Foundation’s companion [Dance Handbook](#) for additional information regarding Ballet Tech’s dance curriculum and policies.

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

BALLET TECH: A VISION OF EQUITY

The partnership between BT Foundation and NYCPS to create **Ballet Tech, The NYC Public School for Dance** is a remarkable initiative that demonstrates the power of collaborative efforts in addressing social issues.

Ballet Tech’s success lies in its ability to pool resources from both the public and private sectors, combining the BT Foundation’s expertise in dance training with 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.

II. WHO'S WHO AT BALLET TECH

Academic Administration

Veronica York	Principal
Georgia Giannikouris	Assistant Principal & Health Teacher
Jennifer Kaufman	Guidance Counselor
Dana Rubin	Social Worker
Meredith Lubben	Parent Coordinator
Sherri Montgomery	Secretary
Jason Rivera	School Aide
Elvis Martinez	School Nurse

Academic Faculty

Souad Ajarar	Middle School Math
Alexandra Barbosa	Middle School Social Studies & MLL
Hannah Decker	Middle School Social Studies Substitute
Mariana Fernandez	Cultural & Climate Coordinator & Spanish Teacher
Jeannie Herlihy	Middle School Science
Anastasiya Karpova	Instructional Support Services for Students w/IEPs
Katelynn Kozak	4th Grade Core Teacher
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

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

Please refer to the Dance Handbook for a full listing of Ballet Tech Foundation's administration, faculty, and staff.

III. 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.

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.

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 & 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.

Report Cards & Marking Periods

The school year is divided into three Marking Periods. Report cards are distributed at the end of each Marking Period. Each Marking Period has between 59 and 61 instructional days. Marking periods are continuous and cumulative for the whole year. Only the June grade will appear on the permanent transcript.

If a student is struggling during the marking period and in danger of failing a course, teachers will work with the student and parents/guardians 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.

Elementary School students receive level grades; Middle School students receive percentage grades:

LEVEL	PERCENT	PERFORMANCE
4+	98% - 100%	EXCEEDS STANDARD
4	93% - 97%	
4-	90% - 92%	
3+	87% - 89%	MEETS STANDARD
3	83% - 86%	
3-	80% - 82%	
2+	77% - 79%	APPROACHING STANDARD
2	73% - 76%	
2-	70% - 72%	
1+	67% - 69%	BELOW STANDARD
1	63% - 66%	
1-	60% - 62%	

Marking Period	MK PD END DATES	GRADES LIVE REPORT CARDS SENT HOME	STUDENT PARENT TEACHER CONFERENCES
MP 1	Friday, December 5	December 12	S-P-T Conf: Nov 4 - 6
MP 2	Friday, March 19	March 27	S-P-T Conf: Mar 3 - 5
MP 3	Thursday, June 26	June 26	

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

All staff and faculty at Ballet Tech believe that learning is a process that does not always proceed at the same pace for everyone. Value is placed on growth, and progress is celebrated. As such, teachers 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 504 Plan or an IEP (Individualized Education Program). Students should reach out to their teachers to help them manage their time and schedule make-ups in a timely manner. All teachers are happy to help students make up any work, as this work is critical in helping them learn about the growth of their students!

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 students are having trouble, they should not hesitate to ask 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. Teachers are happy to assist students in learning how to self-advocate.

In order to receive feedback it is important that students communicate & complete assignments by the due date. Speaking to their 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. Teachers will help students do this successfully!

While lateness policies may vary from elementary to middle school, at BT there is a shared common commitment to being understanding of circumstances that may prevent the timely completion of work. It is, however, important that there is a balance of understanding and high expectations. Teachers have an obligation to maintain fairness;

the key to fostering that understanding is for students to communicate their situation to their teachers as early and as clearly as possible at all times.

Everyone at BT wants students to be successful! BT staff and faculty will support students in all the areas of being a successful student!

Students can and should always reach out to their teachers, counselors, or other trusted adults for support in any of the areas above! Students should be empowered to communicate the need for support in self-advocacy, managing time and materials, meeting deadlines, prioritizing work, communicating effectively with teachers or peers, or any other areas of need.

STUDENT-PARENT-TEACHER CONFERENCES & TRACKING STUDENT PROGRESS

Student-Parent-Teacher Conferences

Student – Parent/Guardian – Teacher conferences are held twice a year - in November and March. Ballet Tech’s conferences are student-led; therefore, students must be in attendance with their parents/guardians at the conference.

Because everyone at BT values building relationships with families, conferences in person are encouraged. However, virtual options will be offered to accommodate families needing that option.

Families will receive more information about signing up for conferences closer to the dates.

November 4, 2025	11:30am - 2:30pm	Virtual	<i>Note: Election Day</i>
November 5, 2025	4pm - 7pm	In Person	
November 6, 2025	1pm - 4pm	In Person	<i>Note: Early Dismissal Day</i>

March 4, 2026	4pm - 7pm	In Person	
March 5, 2026	1pm - 4pm	In Person	<i>Note: Early Dismissal Day</i>
TBD	Virtual Option		

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 an account: www.schoolsaccount.nyc. The student's OSIS number (Student Identification Number) and an access code is needed to create the account. Please reach out to the school for an access code and if needed, the student's OSIS number.

Open Classes & The Holiday Sharecase

Ballet Tech holds Open Classes so that families may view their child's academic and dance progress in person. The December Open Classes are accompanied with a studio performance, the Holiday Sharecase.

Please note the dates below are **subject to change**:

Wednesday, December 10	Elementary School Open Classes & Sharecase
Wednesday, December 10	Middle School Open Classes & Sharecase
Thursday, December 11	Middle School Open Classes & Sharecase

IV. 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, a parent/guardian must email: Sherri Montgomery, smontgomery8@schools.nyc.gov, or Meredith Lubben, mlubben@schools.nyc.gov

All absences are reflected on a student's record.

SCHOOL DAY HOURS

The Elementary School: 8:15 AM - 2:35 PM

- Students may enter the building after 7:45 AM.
- Students should be in the 7th floor cafeteria by 8:10 AM.
- The instructional day begins promptly at 8:15 AM.
- The Elementary instructional day ends at 2:35 PM.
- Pick-up is in the cafeteria at 2:35 PM unless your child goes home on the van or attends the after school program (see the Dismissal information in *Section V: Safety*.)

The Middle School: 8:20 AM - 4:15 PM*

- Students may enter the building after 7:45 AM.
- Students should be in the 7th floor cafeteria by 8:15 AM.
- The instructional day begins promptly at 8:20 AM.
- * Middle School students conclude their day with dance classes, from 1:45 PM to 4:15 PM. NYCPs supervision concludes at 2:40 PM. Therefore, from 2:40 PM until 4:15 PM Middle School students are instructed and supervised by faculty and staff

of Ballet Tech Foundation, not NYCPS. Please review the Dance Handbook for more information about the dance schedule.

Attendance of the Academic Day

Students who are absent for the entirety of the academic day will not be permitted to attend their dance classes, rehearsals, or performances later in the day, **unless there are circumstances that have been approved by school administration.** If a student stays home in the morning because they are feeling unwell then they should not come to school later in the day for the sole purpose of attending dance class / rehearsal.

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. As stated above, the instructional day for Elementary School students starts at 8:15 AM, and the day for Middle School students starts at 8:20 AM.

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

DISCIPLINE CODE

Ballet Tech follows the Chancellor's Citywide Guidelines outlined in NYCPS's "Citywide Behavioral Expectations", which is available for review on the NYCPS website, [Discipline Code \(nyc.gov\)](https://www.nyc.gov/site/doe/discipline-code)

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

	RESPECTFUL	SAFE	RESPONSIBLE	PREPARED
ALL AREAS	● Use kind words and polite language. ● Keep a positive attitude.	● Keep hands, feet and objects to yourself. ● If there is a problem too big for you to handle, tell an adult.	● Help one another. ● If you see litter, pick it up. ● Support a graffiti-free environment.	● Be aware. ● Keep track of your personal belongings.
HALLWAYS, STAIRWAYS, ELEVATORS	● Use quiet voices at all times in these areas. ● Be polite and kind. ● Respect the personal space of others. (Don't overload the elevator.)	● 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.	● Help keep our school beautiful by picking up litter. ● Support a graffiti-free environment.	● If in hallways during class, have a pass. ● Line up quietly to board the elevator.
CAFETERIA	● Use quiet voices. ● Politely follow directions from adults. ● Solve problems by listening and talking.	● Stay seated while eating and playing games. ● Stand patiently in line. ● Keep your hands and feet to yourself.	● Clean up after yourself. ● If someone forgets to clean up, remind or help them. ● Follow all cafeteria rules.	● Pay attention to the time. ● Don't forget your belongings when you leave.
DRESSING ROOMS	● Use quiet voices. ● Respect others' privacy and personal space. ● Respect others' property /belongings.	● Keep your hands to yourself. ● Don't stand on the benches.	● Change your clothes quickly. ● Don't bring food or cell phones into the dressing room. ● Go to class quickly and quietly.	● Make sure you have your ballet clothes and that you look neat before going to class.
BATHROOMS	● Flush the toilet. ● Use the garbage can. ● Respect the privacy of others.	● Take the most direct route to and from the bathroom. ● Wash your hands.	● Use soap and paper towels appropriately. ● Use only what you need. ● Place paper towels in trash only.	● Have permission to use the bathroom and a pass.

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/guardian
- 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/Guardian, Student, School Climate & Culture, and Teacher
- In School Suspension Detention or other Disciplinary Action
- Suspension, Detention or other Disciplinary Action

AUDIENCE ETIQUETTE

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 any sounds that can disturb other people and the performers.
- Avoid exiting and entering the theatre, but if a student must leave, please only exit between performances.
- BT thanks all the students for caring about their classmates and respecting all of their hard work.

CELL PHONES AND OTHER ELECTRONIC DEVICES

At BT, our top priority is to create a safe, respectful, and focused learning environment for all students. As technology has become increasingly present in our daily lives, we believe it is important to set clear expectations around its use at school. While we have not historically had issues with students using personal devices (cell phones, Apple watches), there is a new state law and a specific requirement from NYCPS to have a clear policy in place.

Beginning on the first day of school (September 4, 2025), we are implementing an [updated cell phone & internet-enabled device Policy for all students.](#)

General Policy: Grades 4 & 5

- Students in Grades 4-5 are **not permitted to use cell phones or other internet-enabled personal devices** (Apple Watch) during the school day.
- If a student brings a phone or other internet-enabled personal device (Apple Watch) to school, it must remain **turned off** and stored in the classroom lock-box from arrival until dismissal.
- In the unlikely event that an electronic device is stolen or damaged at school, parents/guardians can submit a claim to the Comptroller's Office. More information on submitting a claim is available on the [Comptroller's webpage](#).

General Policy: Middle School

- Students in middle school are **not permitted to use cell phones or other internet-enabled personal devices** (Apple Watch) during the school day.
- If a student brings a phone other internet-enabled personal devices (Apple Watch) to school, it must remain **turned off** and stored in the student's locker from arrival until dismissal. Students are not allowed to keep the phone or watch on their body or in their bookbag - it must be stored in their locker. Lockers should be locked throughout the day when not in use.
- For this policy to run smoothly, timely arrival to school is more important than ever. If a child is late to school and the family has not contacted Sherri smontgomery8@schools.nyc.gov or Meredith MLubben@schools.nyc.gov, there will be a phone call home. Main office phone number: 212-254-1803.
- In the unlikely event that an electronic device is stolen or damaged at school, parents/guardians can submit a claim to the Comptroller's Office. More information on submitting a claim is available on the [Comptroller's webpage](#).

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.

V. GUIDANCE AND SCHOOL CLIMATE / CULTURE

SCHOOL CHARTER

All BT students learn the School Charter, which is posted throughout the school (see appendix).

At Ballet Tech, **we agree** that...

We should all feel **accepted** for who we are.

We should feel that our voice is **respected**, so we will support each other to speak our ideas and opinions without fear of judgement.

We should feel physically and emotionally safe because it is our right to be a member of a positive school community, in which every individual can feel **inspired** to learn every day.

Therefore, **we commit** to uphold our charter words each and every day.

MIDDLE & HIGH SCHOOL APPLICATIONS

Middle School Application Process

Ballet Tech staff assists all 5th grade parents/guardians 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/guardians 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, which includes 2 dance classes per day.

This is tentatively scheduled for the week of October 21. Families 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. In addition, BT Foundation assists students with preparing the dance materials for the NYC performing arts schools.

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 \(nyc.gov\)](https://www.nyc.gov/chancellor-regulations)

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

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 \(nyc.gov\)](https://www.nyc.gov/digital-citizenship).

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.

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 NYCPS 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 NYCPS's guidelines around gender inclusion. These guidelines can be found at NYCPS website regarding guidelines on gender and guidelines to support transgender and gender expansive students: [Guidelines on Gender \(nyc.gov\)](https://www.nyc.gov/guidelines-on-gender).

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 Rubin 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/guardian's knowledge. Some transgender students have not talked to their parents/guardians 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. SEL

- 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.

For additional information about our policies or more information on the topic, please feel free to reach out to the links below, our guidance team, Ms. Giannikouris or Ms. York.

Ballet Tech's Social Worker, Dana Rubin drubin14@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

MENTAL HEALTH RESOURCES

NYCPS Resources: Mental Health

The Health Information Tool for Empowerment: hitesite.org

NY Psychotherapy and Counseling Services: www.nypcc.org

Bronx

Bronx Child and Family Mental Health Center

[579 Courtlandt Avenue, Bronx, NY 10451](#)

(718) 908-8000

fax: (718) 485-2101

Bushwick

Bushwick Child and Family Mental Health Center

[102 Pilling Street, Brooklyn, NY 11207](#)

(718) 908-8000

fax: (718) 602-1111

East New York

East New York Child and Family Mental Health Center

[2857 Linden Boulevard, Brooklyn, NY 11208](#)

(718) 908-8000

fax: (718) 277-0822

Jackson Heights

Queens Child and Family Mental Health Center

[91-09 Roosevelt Ave, Jackson Heights, NY 11372](#)

(718) 908-8000

fax: (718) 464-8715

VI. 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.

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/guardian. Emergency Contact Information can also be provided through a student's New York City Schools Account (NYCSA) by going to www.schoolsaccount.nyc

Families must make sure to notify the school of any changes to their information and update their NYCSA.

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. Parents/guardians must show this card to the lobby desk attendant as they 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 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/guardians will be contacted when it is deemed safe to do so.

Emergency School Closings & Relocations

Parents/guardians may log onto the NYCPS 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.

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/guardians are notified before soft lockdown drills and evacuation drills take place. Ballet Tech conducts the following safety drills each year:

- 8 Evacuation Drills
- 4 Soft Lockdown Drills

DISMISSAL PROCEDURES & AFTER SCHOOL INFORMATION

THE ELEMENTARY SCHOOL

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 Program.
- 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.

Elementary School 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 a child is listed on the Parent Authorization for Dismissal form (green form).

If a family would like their child to meet them at a different location, they must choose self-dismissal; otherwise, parent/guardian/caregiver must be at the dismissal point, the 7th floor cafeteria.

In the event that someone other than those listed will be picking up a child, a parent/guardian must send an email to Meredith Lubben, mlubben@schools.nyc.gov and Sherri Montgomery, smontgomery8@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 outside to their van.

After School Program – Roads to Success (RTS)

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

RTS also has a drop-in policy – families may use the service on a single day basis for students who don't normally attend. The drop-in fee is \$10. However please note this is for occasional use, for example on the afternoon of an evening school event or a family emergency that prevents a caregiver from arriving at the usual pick-up time.

Additional Dismissal Notes

- 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/guardian.
- Students may not re-enter the building / return to classrooms after dismissal to retrieve forgotten items.

THE MIDDLE SCHOOL

Middle school students are self dismissed at the end of the day. As a reminder, they conclude their day with dance classes at 4:15 PM.

CHANGES TO REGULAR DISMISSAL PROCEDURES

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. Requests must be submitted in writing to smontgomery8@schools.nyc.gov or mlubben@schools.nyc.gov.

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/guardian still has not arrived the student will be sent to afterschool and the parent/guardian 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/guardian.

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:

- The school will not release a student before the end of the school day (2:35 PM for the Elementary School; 2:40 PM for the Middle School) unless they are **accompanied by an adult**.
- 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.
- 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.
- Students will be released only to adults who are listed on the Student Information Form and/or the Parent Authorization for Dismissal Form.
- The adult is required to check in with the office staff and show a valid ID.
- The student must be signed out with the School Safety Agent.

VII. ADDITIONAL INFORMATION

BREAKFAST & LUNCH

Breakfast and lunch are served at Ballet Tech via the NYC School Food program. Breakfast and lunch are free.

Outside Beverages / Food

Families should encourage their child to make healthy choices when bringing food to school. Caffeinated and sugary beverages such as Red Bull, Celsius, Rockstar, Monster Energy, sodas, coffee, and coffee products are not recommended. Glass bottles may not be brought into the building.

Students are not permitted to eat or drink (other than water) during class time.

If a student chooses to bring a snack, it can be consumed during the transition between classes under the following conditions:

1. Students must still be in their next class on time
2. No messes will be tolerated
3. Students should not snack on items that require hand-washing
4. Snacks must be out of view before students enter the classroom

BIRTHDAYS

Parents/Guardians 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. Families should check their child's folder in their backpack daily for any correspondence.

Information from the principal and parent coordinator is also sent via email. Families must keep the school updated with the appropriate email addresses of family members. If there is an email that should be added, families should contact the parent coordinator, Meredith Lubben at mlubben@schools.nyc.gov

LOST AND FOUND

Students are encouraged 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.

OMNY CARDS

Student OMNY Cards are distributed by the school. Students can tap a Student OMNY Card whenever they want to take up to 4 free trips every day of the week, any time of the day. The OMNY Cards include a free transfer between the subway and local, limited, and Select Bus Service buses, or a free transfer between buses. Student OMNY Cards are valid all year long; they don't expire until the next school year.

The Student OMNY Card is for the student alone! Students should never share it and risk having their pass confiscated.

For any questions, please email Sherri Montgomery at smontgomery8@schools.nyc.gov

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/guardian 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. Any amount that a family can give is truly appreciated.

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

2025 - 2026 Executive Board

Seth Cameron & Pauline Zwaans, Co-Presidents

Emilie Aguerre & Debra Touré, Co-Vice Presidents

Alex Potter & Travis Spencer-Coye, Co-Treasurers

Shetima Carr-Stephens & Noel Webb, 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.

TRANSLATION & INTERPRETATION

NYCPS offers translation and interpretation services to families who want to communicate in their preferred language. Many NYCPS documents are available in the twelve NYCPS languages.

Over-the-phone interpretation is available in over 250 languages through the NYCPS' contracted vendor.

Arrangements can be made for in-person interpretation with advance notice (e.g. parent teacher conferences).

Please reach out to your child's teacher or the main office if you would like us to arrange over-the-phone or in-person translation.

WEBSITES / LINKS

School Website: www.balletech.org

The 2025-26 NYCPS School Calendar can be found here: [Calendar \(nyc.gov\)](https://www.nyc.gov/calendar) including translations.

New York City Public School Information

Parents/Guardians can visit the NYCPS website to learn anything pertaining to NYCPS. 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 \(nyc.gov\)](https://www.nyc.gov/chancellor-regulations)

VIII: CONTACT INFORMATION

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

Community School District 2

Kelly McGuire, Superintendent
333 7th Avenue, New York, NY-10001

New York City Public Schools

<https://www.schools.nyc.gov/>

<https://www.district2nyc.org/>

Tina Sibulkin Yacker, Family Support Coordinator
Phone: 212.356.3811

Lalita Kovvuri, Family Leadership Coordinator
Phone: 212-356-3789

BALLET TECH / THE NYC PUBLIC SCHOOL FOR DANCE

890 Broadway, 7th Floor
New York, NY 10003

Academic Office: 212-254-1803

Veronica York, Principal
vyork@schools.nyc.gov extension 7200

Georgia Giannikouris, Assistant Principal
ggiannikouris@schools.nyc.gov

Sherri Montgomery, Secretary
smontgomery8@schools.nyc.gov extension 7022

Meredith Lubben, Parent Coordinator extension 7021
mlubben@schools.nyc.gov

Jason Rivera, School Aide
jrivera101@schools.nyc.gov

Jennifer Kaufman, Guidance Counselor
jkaufman10@schools.nyc.gov

Dance Office: 212-777-7710

Dionne Figgins, Artistic Director extension 301
dfiggins@ballettech.org

Ashley Tuttle, Director of Faculty extension 310
atuttle@ballettech.org

Joe Gregori, Administrative Director extension 306
jgregori@ballettech.org

Janel Rayome, Administrative Director extension 304
jrayome@ballettech.org

Zoe Padden, Administrative Coordinator extension 302
zpadden@ballettech.org

Roads to Success

Ciriaco Watson, Program Director
ciriacowatson@roadstosuccess.org

[balletTech] SCHOOL CHARTER

Accepted Respected
Inspired Safe

AT BALLET TECH, **WE AGREE** THAT...

WE SHOULD ALL FEEL **ACCEPTED** FOR WHO WE ARE.

WE SHOULD FEEL THAT OUR VOICE IS **RESPECTED**,
SO WE WILL SUPPORT EACH OTHER TO SPEAK OUR
IDEAS AND OPINIONS WITHOUT FEAR OF JUDGEMENT.

WE SHOULD FEEL PHYSICALLY AND EMOTIONALLY **SAFE**
BECAUSE IT IS OUR RIGHT TO BE A MEMBER OF A POSITIVE
SCHOOL COMMUNITY, IN WHICH EVERY INDIVIDUAL CAN
FEEL **INSPIRED** TO LEARN EVERY DAY.

THEREFORE, **WE COMMIT** TO UPHOLD OUR
CHARTER WORDS EACH AND EVERY DAY.

