



BALLET TECH
THE NEW YORK CITY PUBLIC SCHOOL FOR DANCE

FAMILY AND STUDENT ACADEMIC HANDBOOK
2022 – 2023

890 BROADWAY, 7TH FLOOR
NEW YORK, NY 10003
212-254-1803
ROY O'NEILL, PRINCIPAL

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I. WHO'S WHO AT BALLETTech

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

Roy O'Neill	Principal
Jennifer Kaufman	Guidance Counselor
Meredith Lubben	Parent Coordinator
Sherri Montgomery	Secretary
Katrine Philipides	Social Worker
Jason Rivera	School Aide

ACADEMIC FACULTY

Amdad Arshad	Physical Education & Health
Alexandra Barbosa	Middle School Social Studies & ENL
Mariana Fernandez	Spanish
Jeannie Herlihy	Middle School Science
Anastasiya Karpova	Special Education
Michelle Lum	Class 501
Hassim Mohammed	Middle School Math
Richela Morgan	Visual Art
Tamara Rubakha	Class 401
Cari Sobolewski	Class 502
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	dfiggins@ballettech.org
Joe Gregori	Administrative Director	jgregori@ballettech.org
Janel Rayome	Administrative Director	jrayome@ballettech.org
Ashley Tuttle	Director of Faculty	atuttle@ballettech.org

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 engaged 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

BALLET TECH GRADING POLICY

The Ballet Tech grading policy is based primarily on the student's mastery of the NY State Learning Standards. Teachers use a variety of assessments to determine a student's mastery of the standards as well as their progress towards meeting the standard. These assessments are the foundation of the student's grade; however, other factors such as attendance can dramatically impact a student's ability to be successful in mastering the standards.

FORMATIVE ASSESSMENTS: 50%

- Quizzes
- Journals
- Notebooks
- Portfolios

SUMMATIVE ASSESSMENTS: 30%

- Unit Tests
- Projects
- Performance Based Tasks
- Labs

LISTENING AND SPEAKING SKILLS 10%

- Presentations
- Collaborative group work
- Participation / discussion skills

WORK HABITS 10%

- Preparedness
- Organization
- Work ethic
- Homework

SCHOOL REPORT CARD CALENDAR
2022 - 2023

Academic report cards are provided to parents and students three times a year. **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.

1st Marking Period:

September 8th – December 9th

Final student work due – December 5th

Report Cards mailed – December 16th

2nd Marking Period:

December 12th – March 24th

Final student work due – March 21st

Report Cards mailed – March 31st

3rd Marking Period:

March 27th – June 23rd

Final student work due – June 20th

Report Cards mailed – June 27th

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

STUDENT – PARENT - TEACHER CONFERENCES & TRACKING YOUR CHILD’S PROGRESS

Student-Parent-Teacher Conferences

PLEASE NOTE: 2022 – 2023 Conferences will be held 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 to schedule a conference time.

Wednesday, November 2, 2022: 4:00 PM – 7:00 PM

Thursday, November 3, 2022: 1:00 PM – 4:00 PM EARLY DISMISSAL

Wednesday, March 8, 2023: 4:00 PM – 7:00 PM

Thursday, March 9, 2023: 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)

The New York City Department of Education (NYCDOE) 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 assist all 5th grade parents with the public middle school application process. Principal O’Neill 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

HIGH SCHOOL APPLICATION PROCESS

Ballet Tech staff work with 8th grade students and families to research the high school options available to our graduating students. Families receive guidance and support throughout the application process.

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

Start and end of the school day:

Elementary start time: 8:15 AM – students may enter the building after 7:45 AM

Elementary end time: 2:35 PM

Middle School start time: 8:30 AM – students may enter the building after 8:00 AM

Middle School end time: The academic school day ends at 2:50 PM

Middle School dance classes go past the 2:50 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
- FOLLOW DIRECTIONS

	“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 stairways move quickly from floor to floor.· Never move below 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 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.

CELL PHONES AND OTHER ELECTRONIC DEVICES

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 parents 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 will pick up the device.
4. Students may ask for permission to use their cell phone in the main office to communicate with parents/guardians.

DIGITAL CITIZENSHIP – FAMILIES, STUDENTS, AND SOCIAL MEDIA

Both parents and teachers need to help students be good digital citizens. They both need to support students in using the internet in ways that are safe, responsible, and appropriate. They also help students follow the rules and act in ways that lead to effective digital learning. Please use the following link to read the expectations for parents, students, and teachers regarding acceptable internet usage and social media. Please review: [Digital Citizenship \(nyc.gov\)](https://www.schools.nyc.gov/school-life/school-environment/digital-citizenship)

GUIDELINES ON GENDER

The New York City Department of Education (NYCDOE) 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 \(nyc.gov\)](https://www.schools.nyc.gov/school-life/school-environment/guidelines-on-gender)

LGBTQ+ POLICY AND RESOURCES

Ballet Tech's policy includes:

It is the policy of the NYCDOE 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, Katrine Philippides and our guidance 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 when a student has raised a safety concern. 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 Mr. O'Neill.

Ballet Tech's Social Worker, Kat Philippides kphilippides2@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 NYCDOE 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 Kat Philippides, Social Worker.

DRESS CODE

In accordance with the New York City Department of Education (NYCDOE) 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. (Elementary school dismissal is via the stairs to East 19th Street)

VISITORS TO THE SCHOOL

***Current DOE Guidance requires visitors to the school to provide proof of Covid-19 vaccination.**

All families must have a school ID card which is provided by Ballet Tech. Two family ID cards were sent home as part of the Forms and Information packet at the start of school. You must show this card to the front 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 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 were 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 OR 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 DOE 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 lock down, 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 will include:

- Pick up by parent/guardian or designated adult listed on the dismissal form. (ID required)
- Dismissal with permission to go home unescorted
- 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.

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

Students who are picked up by a parent/guardian/caregiver, etc. are dismissed by BT staff via the stairway that exits on East 19th Street. 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 LOCATION ON 19TH STREET.**

VAN RIDERS

Students who ride the van home from school are picked up from the classroom by BT 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 these 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 teacher and 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 requested in writing or

emailed in advance by the parent/guardian. In an emergency situation 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 sent or 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 2:35 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 to learning, 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, ROCKSTAR, MONSTER ENERGY, SODAS, COFFEE AND COFFEE PRODUCTS, etc. are strictly prohibited. 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 INDIVIDUAL items on their child's birthday to be celebrated 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 full-fare student MetroCards will receive a MetroCard from our school secretary. If you have any questions, please reach out to Sherri Montgomery – 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.

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.ballettech.org

This website is developed by Ballet Tech to facilitate parents in keeping track of school events and classroom activities.

The 2022 – 2023 NYCDOE School Calendar can be found here [Calendar \(nyc.gov\)](http://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 NYCDOE website:

[Chancellor's Regulations \(nyc.gov\)](http://Chancellor'sRegulations.nyc.gov)

BALLET TECH, THE NYC PUBLIC SCHOOL FOR DANCE

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

SUPERINTENDENT: Kelly McGuire

DISTRICT 2 FAMILY ADVOCATE

333 Seventh Avenue—Room 713
New York, NY 10001
917-339-1758

Call 311 toll free anytime for questions pertaining to public schools, the DOE or any city agency

CONTACT US: MAIN OFFICE 212-254-1803

Principal

Roy O'Neill roneill2@schools.nyc.gov

Administrative Staff

Guidance Counselor - Jennifer Kaufman
Parent Coordinator - Meredith Lubben,
Secretary - Sherri Montgomery,
Social Worker – Katrine Philippides
School Aide - Jason Rivera,
School Nurse – Pam Miller
School Safety Agent – Beatrice Santana

jkaufman10@schools.nyc.gov
mlubben@schools.nyc.gov
smontgomery8@schools.nyc.gov
kphilippides2@schools.nyc.gov
jrivera101@schools.nyc.gov
pmiller23@schools.nyc.gov

FACULTY

Class 401	Tamara Rubakha	trubakha@schools.nyc.gov
Class 501	Michelle Lum	mlum3@schools.nyc.gov
Class 502	Cari Sobolewski	csobolewski@schools.nyc.gov
PE & Health	Amdad Arshad	aarshad3@schools.nyc.gov
MS Social Studies & ENL	Alexandra Barbosa	abarbosa2@schools.nyc.gov
Spanish	Mariana Fernandez	mfernan17@schools.nyc.gov
MS Science	Jeannie Herlihy	jherlih3@schools.nyc.gov
Special Education	Anastasiya Karpova	akarpova@schools.nyc.gov
MS Math	Hassim Mohammed	hmohamm@schools.nyc.gov
Visual Art	Richela Morgan	rmorgan@ballettech.org
MS ELA	Jared Van Zweeden	jvanzweeden@schools.nyc.gov

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.