



FUTURE LEADERS ELEMENTARY SCHOOL

Family and Student Handbook 2025-2026

Susan Mazzeo
Principal

Jennifer La Ruffa
Assistant Principal



Dear Families and Students of Future Leaders Elementary School,

Thank you in advance for all of the thought and effort you will invest for the **2025-2026 school year**. We look forward to working with you to ensure your children are safe, happy and successful here at FLES. We are excited to invite you to our FALP (Families As Learning Partners) events and we hope that you volunteer to support our PTA (Parent-Teacher Association).

We hope that you use this handbook to provide you information regarding procedures here at FLES; to continue our partnership in your child's education. If you have any questions you can always reach out to our parent coordinator Ms. Rodriguez, our school secretary Ms. Adams, Assistant Principal Ms. La Ruffa or Principal Mrs. Mazzeo.

We are looking forward to making this 16th year a great school year for our Future Leaders and you!

Sincerely,

Susan Mazzeo & Jennifer La Ruffa

VISION STATEMENT

The Future Leaders Elementary School is a collaborative community that is committed to equity, empathy, and excellence by engaging and empowering students, families, and stakeholders as active partners.

MISSION STATEMENT

To achieve this vision, Future Leaders Elementary School recognizes that all leaders have the ability and right to learn in an environment that focuses on their individual achievement while honoring all cultures. Through the structure of explicit teaching, MTSS, and progress monitoring, we will provide students with opportunities to succeed with high quality, responsive, and rigorous instruction.

CORE VALUES

Learners excel in an environment that fosters both a passion for and a commitment to the acquisition of knowledge

Establish positive and strong relationships with families to support leader learning

Accountability is essential to our children's success now and in their future

Dedication to using assessment and reflection to accelerate leader achievement is vital

Effective people practice the *7 Habits of Highly Effective People*

Reach out to the community to develop and build partnerships that reinforce our investment in tomorrow's global leaders

Synergy and integrity are the keys to our success

SCHOOL COLORS: Hunter green and golden yellow

Leader Mission Statement

As a future leader,

I will always **Be Proactive**

Begin with the End in Mind

And **Put First Things First** as I work hard to accomplish my dreams

I will strive to be respectful with a Win-Win attitude

And **Seek First to Understand, then to be Understood**

I will **Synergize** to achieve goals

And **Sharpen the Saw**, as we make the world a better place.

Department of Education School Information

School Name:

Future Leaders Elementary School ~ Public School 74

School Address:

211 Daniel Low Terrace Staten Island, NY 10301

School Phone:

718-727-5380

School Fax:

718-727-5386

School DBN:

31R074

Community School District:

31

NYC DOE Chancellor:

Melissa Aviles-Ramos

District 31 Superintendent:

Dr. Roderick Palton

School Principal:

Susan Mazzeo

smazzeo3@schools.nyc.gov

Assistant Principal:

Jennifer La Ruffa

jlarauffa3@schools.nyc.gov

THE PARENT TEACHER ASSOCIATION (PTA)

The PTA helps parents become involved in their children's education, share ideas, and enrich their school communities. While the specific roles of PTAs vary, among their responsibilities are electing parent members to serve on School Leadership Teams and Community Education Councils, conducting outreach to get other parents involved in school life, and supporting school activities like Parent-Teacher Conferences, open houses and curriculum nights. Each PTA develops its own bylaws, elects officers, and holds regular meetings. PTA members raise money, organize events and work to enhance our school community. PTA elections take place annually during the May general membership meeting. PTA plays a key role in informing families about their children's school community and advocating for them. They are independent of the school and self-governing but must operate within a framework of rules, set forth in Chancellor's Regulation A-660, designed to ensure that all parents are represented, and decisions are made in a fair and inclusive way. PTA meetings are held every second Wednesday of the month. A schedule of these meetings will be sent out to our families. If the time or date must be changed for any reason, a notice will be sent home. The PTA would kindly appreciate your generous support in any activities or fundraisers held, as they directly benefit ALL the children in the school. We also urge families to volunteer and share their time, energy, skills and experience with the school community. Parents/guardians should feel free to contact the President with any suggestions. Mrs. Rodriguez is our Parent Coordinator and parents and guardians are also encouraged to speak to her regarding any concerns or issues.

PTA Executive Board

President: Mirana Rokeya

Co-President: Alicia Fabre

Secretary: Shakera Begun

Treasurer: Ilesha Johnson

THE SCHOOL LEADERSHIP TEAM (SLT)

The School Leadership Team (SLT) is composed of the Principal, United Federation of Teachers (UFT) representative designee, PTA executive board representative, elected UFT/CSA/DC 37 members and elected parents.

The SLT develops the goals and objectives to meet the needs of the students and the school's educational program aligned with the school's budget. The SLT assists in the evaluation and assessment of the school's educational programs and their effects on student achievement.

The SLT plays a significant role in creating a structure for school-based decision making and shaping the path to a collaborative school culture. The SLT is responsible for developing the school's Comprehensive Education Plan (CEP) using the capacity

framework that consists of rigorous instruction, supportive environment, collaborative teachers, effective school leadership, strong family-community ties, and trust.

Elected SLT members serve a two-year term, with elections taking place during the May general membership meeting; after the PTA executive board has been voted on.

SLT meetings are held regularly once per month each month. Meetings are open to all parents to observe, however, only SLT members may vote and participate in the conversation during the meeting.

PARENTS BILL OF RIGHTS

Each child's maximum potential can best be achieved through a partnership between parents and the education community. To foster active engagement between parents and schools, parents have certain rights and responsibilities. All Parents Have the Right to: A Free Public School Education. Parents have the right to a free public school education for their child in a safe and supportive learning environment.

Parents' Bill of Rights - different languages:

<https://www.schools.nyc.gov/school-life/know-your-rights/parents-bill-of-rights>.

NEW YORK CITY SCHOOLS ACCOUNT

Stay Connected with the New York City Schools Account: Stay up to date on important announcements from the DOE and your school, including school closures and events happening in your district or citywide! With a New York City Schools Account (NYCSA) account, you can update your contact information, fill out important school forms online, see your child's grades, schedules, test scores, assigned transportation, attendance, and more. Learn more at

<https://www.schools.nyc.gov/learning/student-journey/nyc-schools-account>.

MEDIA WAIVER CONSENT FORM

Every family must submit a media waiver release form for their child. If you do not consent, simply write "no consent" on the form. New families fill out the form at pre-registration.

<https://infohub.nyced.org/docs/default-source/default-document-library/media-consent-form-nyc-department-of-education-use>.

STUDENT SCHOOL LETTER REQUEST

Parents requesting proof that their child is registered in our school and requires a school letter for public assistance, taxes and/or NYC ID will need to notify the main office within 24 – 48 hours. Parents can email the request for the school letter to dadams8@schools.nyc.gov or eillas@schools.nyc.gov. Please include your child's full

name and class information in the subject line of your email. Parents or guardians **MUST** come in person to receive the letter.

SCHOOL HOURS

8:20am-2:40pm Daily – All Students

8:00am-8:18am Breakfast Daily

Office hours for families

9:00am - 2:00pm

Early student pick-up

If a student needs to be picked up early, they must be picked up **before 2:00pm**

SCHOOL UNIFORM/APPROPRIATE DRESS POLICY

At PS 74, we know that appropriate school dress code has a positive impact on both student behavior and self esteem, while creating an age appropriate expectation for all students attending our school. PS 74 is a uniform school. Clothing and other items our students wear must not disrupt the educational process, create safety concerns, nor create any distraction. We appreciate your support and cooperation toward establishing a safe and comfortable learning environment for all our students.

- Clothing must not be see-through and must cover a student's undergarments, chest, torso, and back when standing or sitting. Students must wear clothing that provides full coverage of private body parts.
- Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity as our children participate in recess and/or physical education. If slippers, flip flops, slides, sandals, open toed, and any footwear judged as unsafe are worn, students will be prohibited from physical activity.
- No hats, bandannas, other head coverings, or sunglasses may be worn in a classroom or school building, except for properly approved occupational safety headgear required for special classes if authorized by a school administrator or authorized/prescribed by a medical professional and also may be worn if approved for religious, cultural as well as on school appointed days.
- Clothing, accessories and/or jewelry may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Obscene language or symbols, or symbols of drugs, sex, alcohol, or weapons on clothing are prohibited.

If a student comes to school wearing clothing prohibited by the dress code or DOE policy:

- The school must notify the student and their parent(s) and discuss the importance of following the dress code and the expectation that the student will adhere to the dress code going forward.
 - In those situations where the school determines that an immediate adjustment of the student's clothing is warranted prior to the end of the school day (e.g., clothing contains discriminatory language), the school must advise the parent and student and discuss options for conforming with the dress code. Adjustments offered should be appropriate and should not be used in a punitive manner or in a way which makes the student feel uncomfortable. Schools can consider asking the student to turn a shirt inside out, cover or replace the clothing until the end of the school day, or offering the student clean alternative clothing if the school has such clothing on hand.
- PS 74's Dress Code aligns with the NYCDOE's Dress Code Guidelines outlined on the NYCDOE's website.

Uniform Dress Code:

- ❖ Hunter green top (polo shirt, long or short sleeve)
- ❖ Khaki or black pants, knee length shorts or skirts/dresses
- ❖ Any rubber soled shoe, for example, sneakers
- ❖ Sweater/zippered sweatshirt (hoodie): Hunter green color Solid (no designs)
- ❖ Gym Days: FLES tee and green sweats or knee length shorts
- ❖ Fridays: jeans can be worn w/uniform shirt

ARRIVAL PROCEDURES

Classes begin promptly at 8:20 am every day. All K-5 leaders are welcome to participate in the breakfast program in the cafeteria, Monday -Friday from 8:00am-8:18am. Students will enter the building through the main entrance located on Daniel Low Terrace and enter the cafeteria where they will be escorted directly to their classroom. Parents are not permitted to escort their children into the building during arrival and must say goodbye to their child at the entrance outside of the building. PK students who arrive early will wait to have family style breakfast in their classroom daily.

DISMISSAL

General dismissal out the main entrance will occur at 2:35 pm all students.

PreK-5 classes will be dismissed into our school yard. Teachers will walk students to their assigned area in the yard at the time indicated below:

PK	2:30 pm
K	2:33 pm
1st	2:35 pm
2nd-5th	2:35 pm

Please be aware that children will not be released to anyone not documented on the Blue Emergency Home Contact Card. Instructions for releasing students cannot be done by telephone. If you wish a change in pick-up you must send a Parent Square

message or email to the teacher indicating who will be picking up your child and add the individual's name to the Blue Emergency Card.

If in the event that you need to pick your child up before dismissal please do so by 2:00pm. Please call the main office to notify us in advance that you will be picking your child up early. Upon your arrival, you must sign in at the security desk. You will be asked to present a photo identification and will then proceed to sign your child out of school.

SCHOOL BUS POLICY

Our goal is to provide efficient and safe school bus transportation. Please familiarize yourself with the rules and be sure to follow them throughout the school year.

Student safety is paramount, both inside and outside the school building. In order to maintain the highest standards for bus safety, parents and students should be aware of the expected behavior, policies and procedures regarding morning and dismissal bus rides.

Expected Student Bus Behavior

- Students should enter the bus in an orderly fashion and find the first available seat. Seats are not reserved for friends and only the bus driver or a school administrator can assign a student a specific bus seat.
- Students should sit down flat on their seats while keeping their legs directly in front of them. Students should always put their seat belts on as soon as they sit down before the bus begins to move.
- Students should remain seated for the entire duration of the bus ride. There is no reason for a student to be out of their seat while the bus is in motion. Students should never stand on bus seats or turn around to speak to the person in the seat behind them.
- Students should speak in a soft voice while riding the bus. There is absolutely no yelling or shouting permitted on the bus. This is distracting to the bus driver. Students are permitted to speak softly to the person next to them, who is sharing their seat.
- Students must practice safe hands and respect personal space while riding the bus. This means students should keep their arms, hands, legs and feet away from other students at all times. Students should never be swinging their arms or legs while riding the bus. Students should keep a reasonable distance between themselves and other students and should avoid entering each other's personal space.
- There is no food or drink permitted on the bus.
- Students should not have items such as pencils, pens, scissors or any other sharp utensil or tool out of their bags while riding the bus.
- We do not recommend that you send toys and/or electronics in your child's backpack as items may become lost, broken or stolen. The school is NOT responsible for lost, broken or stolen items and will not be able to help repair or recover items.

- When speaking to others, students should use kind words, no one should ever say anything mean or hurtful or insulting to one another. When conversing on the bus, students should follow the same guidelines they would for being in the classroom. There is no cursing or other inappropriate language permitted on the bus.

Failing to Comply with the Expected Bus Behavior:

Students are expected to follow the above criteria. P.S. 74 adopted a zero-tolerance policy for bus safety risks. A student who fails to meet any one piece of these criteria, or receives a written bus report, will be considered a Bus Safety Risk. A student who has been deemed a bus safety risk may be subject to parent conferences, assigned bus seating, in-school disciplinary action, bus suspensions, or additional disciplinary measures. Repeated failure to comply with these criteria or severe instances of unsafe bus behavior will result in a BUS SUSPENSION, the length of which will be determined by the severity of the incident. Students on bus suspension will be held at the school, parents or guardians will need to come to the school to pick up their child, and attend a bus safety conference. In addition, students on a bus suspension may also be excluded from AM bus pick up. Please note that these expectations apply to the entire dismissal process, including time spent in the cafeteria awaiting bus arrival.

Notification is required if you do not wish for your child to be placed on the school bus to go home. To inform the school please send a Parent Square message to the parent coordinator, Evelyn Rodriguez, or call the school **in advance or up until 12pm the day of the bus change**. If a request is not received, your child will be placed on the bus to go home. **We may NOT accept same-day changes or a phone call AFTER 12pm.**

TRAFFIC AND PARKING RULES

Traffic and parking rules are strictly enforced by the Police Department. Patrol cars patrol our school and police sweeps are done frequently. Please refrain from parking illegally, double-parking or passing school buses with flashing lights. Do not park within the Bus Drop Off area located on Daniel Low Terrace, or Stop and Drop area located on Daniel Low Terrace. Remember traffic citations are issued by the NYPD and they reserve the right to enforce regulations at any time. Please be advised that courtesy and respect shall be shown to our neighbors, and we do not block driveways or double park.

ATTENDANCE AND PUNCTUALITY

Attendance matters. Missing time from school means missing hours of instructional time. Research shows that students who attend regularly achieve greater success in school and in life. Our school's collective goal for attendance remains the same. We want every child attending school every day or at least 95% of the school year. The NYCDOE recognizes that any student who is absent more than 10% of the school year is considered chronically absent. Families whose children are regularly absent will

receive communication from an attendance team member in addition to their child's teacher.

COMMUNICATING ABSENCES

If your child is absent, please notify the school by using Parent Square to email your child's teachers. Your child's attendance records become official school documents. Anytime your child is absent, an email or note explaining the absence must be sent. Absences will be excused when your child is not in school for religious, medical or emergency reasons. Notes from a medical professional are accepted as proof for an excused absence. Every absence counts. **Excused absences are still absences.**

LATENESS

Being on time matters. Being frequently or consistently late to school is a cause for concern, as much as being frequently absent. Lateness has a negative impact on your child's learning as well as the learning of classmates. When your child is late she/he begins the day without the routine and structure that is so important for young children.

Students are considered late at 8:21 am. Your child must stop at the main entrance of the building for them to be recognized and marked as late before proceeding to their classroom.

FAMILY SUPPORT ATTENDANCE AND PUNCTUALITY

In an effort to ensure punctuality and 96% attendance or higher, PS 74 staff is here to support families. Below is a range of interventions and supports we can offer.

- Written message from Attendance Coordinator detailing attendance and punctuality record as a means to communicate.
- Phone conference with Attendance Coordinator
- Conference from Guidance Counselor to develop an intervention plan
- Conference with Administration to further develop an intervention plan
- Home Visit from District Attendance Coordinator

SAFETY AND STUDENT HEALTH

Health and safety information can be accessed in the DOE School Health Policy section of the DOE website.

VISITING THE SCHOOL:

All visitors must enter and exit the building through the main entrance of the building. Visitors must sign in at the security desk and show identification. An official pass will be issued. Please do not travel throughout the building without stopping by the main office so that the proper staff member can assist you.

GENERAL RESPONSE PROTOCOL (GRP):

All staff members are trained in GRP, which focuses on being alert and responsive to all safety concerns, both internal and external. GRP has been designed (in collaboration with the “I love U guys” Foundation) to provide all schools with the direction they will take when an emergency incident occurs. At its core is the use of common language to identify the initial measures all school communities will take until first responders arrive. Staff and students are required to practice evacuations, lockdowns, and shelter-in drills. Families will receive the GRP protocol at the beginning of the school year, and families will be notified in advance when the school is scheduled to have emergency drills.

CPR/AED CERTIFICATION

The NYC Department of Education (DOE) has made a concerted effort to increase awareness of sudden cardiac arrest, and help schools be prepared to respond immediately to any incident of such with prompt defibrillation. In accordance with DOE regulations, there are numerous PS 74 staff members that have been trained in the use of cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED).

BLUE EMERGENCY CONTACT FORMS

Parents/Guardians are required to complete a Blue Emergency Contact Form. If any of your information changes throughout the year, please reach out to the main office to make changes. It is imperative that this information remain current.

Students will only be released to names listed on this card. All people on the card must be over 18 years old.

NOTE: If a family member is not permitted to pick up your child, please bring in the court order stating this in the main office. In addition, make sure that your child's teacher is aware of any custodial issues.

SCHOOL NURSE/SICKNESS

School nurses provide skilled nursing services to students with documented needs and on a case-by-case basis. The nurse also treats students with minor illnesses and/or accidents. If your child is treated by the nurse you will be notified via telephone or in writing the same day. If a serious accident occurs during school hours we will contact the parents/guardians and others listed on the Blue Emergency Contact Form.

Sickness

The school nurse or office personnel will call you if your child becomes sick in school. Neither the school nurse nor any employee of the school may administer medication without proper authorization. If your child routinely takes medication, please be sure the school nurse is aware and that the appropriate forms have been filed. Seriously ill students cannot remain in school. A doctor's note is required if an absence persists for

more than two days. No child will be readmitted to school after having a communicable disease or infection without written authorization from a doctor.

PROTOCOLS FOR STUDENT ILLNESS:

Do not bring your child to school if they exhibit any of these symptoms within a 24 hour time period:

- Fever of 100.0 degrees F or higher
- Vomiting or diarrhea

Head lice are very common in school-aged children and are easily transmitted. Children may not attend school with live head lice in their hair. A call will be made to parents to pick up their child. Families will receive a letter from the Department of Health regarding head lice. The child upon returning to school should report to the main office for a follow up hair check.

VACCINATION EXCLUSION

State Law requires that students must be fully immunized to attend school. Leaders may be admitted to FLES on a “provisional” basis with one dose of each required immunization. To avoid being excluded from school your child must be fully immunized according to a set schedule. NOTE: Leaders who are not fully immunized will be excluded from school by New York State Law.

MEDICATIONS

Your child may be entitled to special accommodations in school under Section 504 of the Rehabilitation Act of 1973. If your child requires daily medication a 504 form must be submitted to the school nurse. Medications will NOT be administered to a child without the proper form on file. Once filed, only the school nurse may administer medication.

STUDENT MEALS

Breakfast and lunch are FREE and available to all students. Although meals are free, families are required to complete a Family Income Inquiry Form to help ensure additional funding for the school. Parents and guardians can return a completed paper application to school in September or they can apply online using any computer or smartphone with an internet connection.

*Please note that if you should decide to send your child to school with breakfast or lunch from home, it MUST be nut-free. Please adhere to this policy for the safety of our staff and students.

Pre-Kindergarten students eat breakfast and lunch in their classrooms as a part of their school day. Breakfast will be served at the start of the school day and lunch will be

served from 11:00-11:50 am daily. Pre-K students will eat a snack each day. Parents are responsible for sending in snacks each day.

FOOD ALLERGIES

School Food staff works collaboratively with school administration and the onsite health care professional to ensure that the needs of students with food allergies are addressed. On a daily basis, our menus offer more than one option for students to enjoy. Providing students with menu choices allows each child to select food items that meet their taste preferences and allergy needs.

Unfortunately, it is not possible to establish and maintain a “peanut-free environment” in school cafeterias. Prohibiting foods containing a specific ingredient, such as peanuts, does not eliminate the possibility of a student’s exposure to that ingredient. Food items that do not contain peanuts may be produced in manufacturing plants that make peanut products, oftentimes using the same production line. In addition, students and school staff may bring peanut-containing foods from home. As a result, the school has established an allergy table that is closely monitored by trained professionals.

If a child has severe food allergies and is required to have an EPI pen, you must have a completed 504 by the child’s pediatrician. All staff members are trained in the use of EPI pens yearly by the school nurse. EPI pens travel everywhere with the child by the classroom teacher or paraprofessional. If the doctor’s order permits the child to self-administer, the child will carry the EPI pen.

In an effort to support ALL students with allergies and especially students with one-to-one paraprofessionals for allergies, we would like to build their independence in handling their allergies. As a result, we have developed the following guidelines.

In the classroom AND in the cafeteria

- Staff will explain the purpose AND prompt students with allergies to wash their hands before and after eating.
- Staff will explain the purpose AND model cleaning the lunch tables/classroom desks before and after eating. Wipes (Lysol wipes or purell spray) will be stocked in the cafeteria.
- Staff will explain the purpose AND model how to deposit trash in the proper receptacle(s) after eating. When in the cafeteria, students with allergies will be prompted to deposit their trash before all other students are called.

OUTDOOR PLAY IN COLD WEATHER

The Health Department strongly encourages outdoor play during winter days. Children benefit from vigorous exercise and should be given the opportunity to play outside whenever possible. Unless it is snowing or there is ice on the playground, low

temperatures will not be a barrier to outside play. Please have your child dress appropriately with a winter coat, hat, gloves and scarf.

LOST AND FOUND

Lost and Found articles are kept in the cafeteria. Valuable items are kept in room 111. If your child is missing something please ensure that you contact Ms. Adams or Ms. Rodriguez. It is advisable that clothing, backpacks, lunch boxes, and books be labeled with the child's name. After a reasonable amount of time has passed and items are not claimed, they will be donated to families in need.

COMMUNICATION: PARENT SQUARE

To provide a cost-effective and environmentally friendly option to communicate with our families, PS 74 is partnered with ParentSquare. ParentSquare is an electronic communication and organization platform designed to keep our families informed of the classroom and school-wide activities. ParentSquare will be used increasingly in place of paper correspondence to eliminate an excessive amount of paper being used and the misplacing of important notices. It is important to keep your cell phone number and email address up to date with the school. With ParentSquare you'll be able to communicate with school staff via email or messaging within the app and view the school calendar and important notices. You will also be notified of any school wide emergency situations, such as a shelter-in, through messaging and ParentSquare.

SCHOOL WEBSITE

For more information about PS 74 visit our website at www.flesonline.org. Our goal is to provide useful and timely information, chronicle the many events and accomplishments throughout the year, and offer a means of communication between parents, teachers, and the administration. The website also features information regarding the grade-level curriculum.

COMMUNICATION WITH STAFF

Open communication between staff and families is a priority at PS 74. We encourage you to communicate with the PS 74 staff at any time. You can do so in a variety of ways:

1. Email Communication: Using the ParentSquare app
2. By Telephone: Call the main office and leave a message for a staff member via the school secretary.
3. In Writing: Write a letter to a staff member and indicate the best time to reach you and send it in your child's red communication folder.

After reaching out to PS 74 staff members, allow 24-48 hours for a response. Our staff is extremely thoughtful and responsive and will get back to you. Keep this in mind when emailing staff after school hours. Staff are at home with their families and may not have the ability to respond. Please be patient. Similarly, when reaching out to staff during

the school day you may not get a response during the day at all because they are busy with instruction and planning. In addition, when requesting a phone conference with a staff member, be aware that it may not happen immediately or even that same day. Staff may have scheduled meetings or planning sessions. If you have a pressing issue and need an immediate response regarding something of extreme importance, please call the main office and we will do our best to assist you.

PARENTAL INVOLVEMENT AND POLICIES

We welcome and encourage parent volunteers. Parents can get involved by joining the PTA, School Leadership Team, and school committees. Parents are also invited to volunteer in classrooms and chaperone during school trips by contacting your child's teacher.

BIRTHDAY CELEBRATIONS POLICY

Birthdays are important milestones; each student will have an opportunity to be celebrated in their classroom. Students must be in attendance (marked present in the morning) on the day the celebration will take place. If requested by the parent, special scheduling will take place for children whose birthdays fall during vacations (summer birthday celebrations will be scheduled on a date determined by the teacher in June).

Parents are to contact teachers regarding the date of celebration. Parents are to reach out to teachers, in writing, at least one week prior to the birthday to arrange a mutually agreed upon date and time for the celebration. If there are multiple birthdays within one calendar week, the teacher will combine the celebrations to be on the same day and time. Parents may send in an approved snack (see below) to the classroom. The teacher will distribute the snack and conduct the celebration. Families are not permitted to attend.

General Guidelines: Please be aware of any food allergies which may pose a health risk for your class and discuss this with the teacher when arranging the birthday celebration.

Suggested Snacks: **Items that can be easily distributed, cleaned up, and served individually are best.** If you have an idea for an item not on this list, consult with your child's teacher prior to the celebration.

- cupcakes, cookies, donuts
- juice boxes, water bottles

Prohibited Snacks:

- cakes which require cutting
- additional snack foods for sharing, such as potato chips, pretzels, candy, etc.
- party favors/goodie bags
- decorations, balloons, candles, entertainment

Summer Birthdays: Teachers will select 1-2 days in June to celebrate summer birthdays and coordinate with families.

Private birthday parties: In addition to classroom celebrations, many children may have a birthday party after school. Invitations are not permitted to be distributed in school unless there is an invitation for each child in the class. At the beginning of the school year, parents will receive an email list from the class parent. If parents have given consent, families may contact them via email using the class list distributed by the class parent(s); distributing invitations by hand in the schoolyard is another option.

PS 74 FUTURE LEADERS ELEMENTARY SCHOOL PROMOTION POLICY

In accordance with Chancellor's Regulation A-501 and the NYCDOE Promotion Implementation Guide, PS 74 has defined benchmarks and multiple measures that students must achieve in order to be promoted to the next grade level. Each measure, and its benchmark, represents the content and skills students need to master, or show sufficient progress towards, in order to be ready for and successful in the next grade. These grade-level benchmarks, established in September of each school-year, will be communicated to students and families to ensure a mutual understanding of what students need to accomplish throughout the year, in order to be ready for the next grade level. The Promotion Policy is designed to ensure that all students in a given grade are held to the same promotion benchmarks and enter the next grade with the same level of readiness.

PS 74 Future Leaders Elementary School Multiple Measures & Benchmarks For Promotion

For promotion purposes, students must have evidence of mastery of content and readiness for the next grade, by performance at or above the levels indicated. Multiple Measures have been established separate and apart from the "Course Mark" measure, however Multiple Measures also live inside the "Course Mark" measure.

- Grades K-2: students must meet the "Course Mark/Report Card Grade" measure in ELA & Math; if not, then the student is "recommended" for family notification of 'promotion in doubt' (February) or 'retained on the current grade' (June). Meeting the measure includes receiving a Level 2 or greater in ELA and Math.
- Grades 3-5: students must meet the "Course Mark/Report Card Grade" measure in ELA & Math; if not, then the student is "recommended" for family notification of 'promotion in doubt' (February). If recommended for 'holdover', a student will need to complete and demonstrate a minimum of level 2 mastery of the NYCDOE Promotion Portfolio a 'retained on the current grade' (June).or then students must complete and pass the NYCDOE Promotion Portfolio. Meeting the measure includes receiving a Level 2 or greater in ELA and Math. For the Blackline Master, scoring protocol of portfolio work must demonstrate a score of 2 or greater.

- Please note, all Promotion in Doubt and holdover designations are decided in consultation with administration using the multiple measures guide and the best interest of the student to make a determination.
- Please note, Promotion in Doubt letters are generated in February of each school-year and sent to students and families who may be at risk of not meeting the promotion benchmarks for their grade level in their Course Mark/Report Card Grade.

Students with IEPs in grades 3-5 with modified promotional criteria will be promoted based on progress towards meeting their annual goals as outlined in their IEPs and progress reports. Students with an IEP that have standard promotional criteria will be subject to the guidelines outlined above.

English Language Learners are held to standard promotion standards unless they have been in a United States school system (USSS) for fewer than two years.

TIMELINES AND PROCEDURES FOR PROMOTION DECISIONS IN GRADES 3 TO 5

Decisions regarding promotion will be made with appropriate staff input and parent consultation. The principal will be responsible for all decisions at the school level. Parents of students in grades 3-5 will have the right to appeal a principal's decision as explained in Section VIII of A-501. From January to early February, schools identify students who are not on track to meet promotion benchmarks at the end of the school year. Families of students who are promotion in doubt receive an email and/or written notice.

This early notification will provide an opportunity to review student work, discuss strategies and interventions, establish benchmarks, and clarify responsibilities in moving the student toward promotion. If the student is still at risk of not meeting the standards as evidenced by student work/grades, written notice to that effect will be sent to the parent by mail and a backpacked letter no later than February 13th. Records of ongoing parental communication and involvement, i.e., phone calls, report cards, parent-teacher conferences, assessment of the student's work, and instructional interventions will be maintained.

HOMEWORK

Homework is an important part of a student's academic year. The purpose of assigning homework is to give children the opportunity to extend the lessons and practice skills learned in the classroom, engage in critical thinking, and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. It is important that homework does not add stress to family life. Therefore, it is up to the student, family and teacher to share the responsibilities of homework.

SCHOOL CLIMATE

Leader in Me is a model and process that helps educators and families collaborate together to develop students as life-long leaders. As administrators and staff work to grow a leadership culture at school, parents and guardians can reinforce what is being taught at home with shared paradigms and principles. The result of a partnership between home and school will be students who are prepared for college, career, and life.

As a Leader in Me school students have the opportunity to apply for school leadership jobs through an application process. We use the application process to build real world leadership experiences.

Student leaders have an opportunity to be selected as Leaders of the Month aligned to the 7 habits rubric. Examples include:

- Following school-wide expectations
- Completion of classwork assignments
- Working in synergy with the school community
- Effectively express feelings and emotions.
- Agreed upon classroom and school-wide agreements
- Regular attendance and punctuality in school to ensure students are building strong relationships with peers and staff

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

Using PBIS develops school-wide systems that support staff promote and reward positive behavior in all students. PBIS supports and encourages a safe learning environment where teachers can teach and students love to learn!

Red Brick Bucks Incentives

1. Class theme party - \$100
2. Extra Recess - \$130
3. Ice cream party - \$250
4. Technology Party \$150
5. Karaoke Party - \$180
6. First Choice Gym Equipment for 1 month - \$220
7. Pizza Party - \$300
8. Walking field trip - \$240
9. Class Movie- \$180

In setting standards of behavior and discipline procedures, PS 74 follows the NYC Department of Education's Citywide Standards of Discipline and Intervention Measures.

This document is distributed to all parents and is also available online at:
www.nycenet.edu/parents/PDFs/DisciplineCode.

PS 74 has established several guiding principles for the behavior we expect in all areas of our school: **R**esponsibility, **I**ntegrity, **S**ynergy, and **E**xcellence, an acronym for RISE. The expectations for all student behavior are clearly defined by our faculty, displayed around the school and modeled throughout our building including classrooms, playground areas, cafeteria, gymnasium, bathrooms and hallways. Staff will reward individual students frequently with green brick bucks for their leader-like behavior. Students will self-evaluate their behavior on a daily basis.

All students will have a daily opportunity to earn at least 4 brick bucks. Staff members will be on the lookout for students who are being proactive leaders by exhibiting the behaviors of our guiding principles: Responsibility, Integrity, Synergy, Excellence. When this happens students will receive a brick buck.

Examples of ways to earn brick bucks:

- Taking a risk within the classroom
- Students who have behavior plans, work stamina goals or make progress toward achieving a personal goal
- Role models in the classroom throughout all aspects of the day
- Being kind to students in the classroom (ex. Bucket filling, help with class work once theirs is complete)
- Assisting a teacher throughout the day (ex: helping others clean up a center that they were not playing in, cleaning up trash left behind at the table)
- Students taking initiative to help a friend who is having a difficult time (with behavior or academics) in the classroom, hallway, cafeteria, etc.
- Students who have an idea or suggestion about how to solve a social problem in the classroom or cafeteria or who act as a mediator
- Students who use encouraging words to lift their friends up when they are upset or struggling with work demands
- Students who take the time to help a friend who doesn't understand something
- Student who independently shares items with other students
- Student who independently reaches out to a friend who is playing alone
- Students demonstrate AMBITION. (Shows a desire for higher achievement)
- Students independently demonstrated leadership ability. Organizes students in an activity according to teacher direction with fairness and tact.
- Students demonstrate problem solving while working as a team.
- A student's act of selflessness respects the differences of all students and their abilities. (For example, a student is very successful during an activity and notices a friend who is not as successful. This student then gives an opportunity for the other to be successful)

- Student motivates others to try their best
- A student's INTEGRITY is not compromised by the influence of others

Items Not Allowed in School:

- Weapons this includes things like boxcutters
- Toys that look like weapons
- Full face masks
- Baseball bats
- Frisbees
- Glass containers
- Gum
- Scooters
- Bikes
- Skateboards
- Toys
- Radios

FIELD TRIPS

Trips are an integral part of instruction and an extension of the classroom curriculum. Students will have an opportunity to attend multiple trips throughout the school year in connection to classroom instruction. Prior to any school-planned field trip, a note is sent home describing the trip, explaining the activities, and possible fees for the trip. The note includes a permission slip, which must be signed by the parent/guardian and returned to the teacher in a timely fashion. As per Chancellor's regulations, each child must have a signed permission slip on file before leaving the school building. Please be aware that verbal permission will not be accepted. If in the event there is not a permission slip on file or you do not wish to send your child on the trip, he/she will remain at the school engaged in class work provided by the teacher. Parents will be selected by the classroom teacher to chaperone school trips. Please note that siblings may NOT accompany the class on the school trip.

Students requiring nursing services on trips must have documentation and paperwork on file with the school nurse. In the event that a school nurse is unavailable, a parent or family member may be asked to accompany the child.

RESPECT FOR ALL

The DOE is committed to maintaining a safe and supportive learning environment that is free from harassment, intimidation and/or bullying and from discrimination based on actual or perceived race, color, citizenship/immigration status, religion, creed, national origin, disability, ethnicity, gender, gender identity, gender expression, sexual orientation, or weight.

The citywide Respect For All program was launched in 2007 to build the capacity of staff and students to actively promote a community of inclusion in each of our schools. The importance of promoting respect for diversity in our daily practice is vital to creating and sustaining an inclusive school climate and culture in each of our schools so that all students feel valued, supported and safe.

The following NYCDOE policies further define and prohibit bullying behavior in our school communities, and establish protocols for responding to incidents:

- Chancellor's Regulation A-832 outlines conduct that constitutes student-to-student discrimination, harassment, intimidation and/or bullying, and describes the procedure for reporting, investigating, and resolving complaints of discrimination, harassment, intimidation, and/or bullying.
- Chancellor's Regulation A-831 outlines conduct and communication that constitutes student-to-student sexual harassment, and describes the procedure for reporting, investigating, and resolving complaints of peer sexual harassment at the school level.
- The Citywide Standards of Intervention and Discipline Measures include the Discipline Code as well as the Student Bill of Rights and Responsibilities, which promotes responsible student behavior and an atmosphere of dignity and respect by establishing guidelines to help students as they strive to become productive citizens in a diverse society.

Guide for Reporting Bullying and/or Harassment Complaints

1. Report the incident to classroom teachers, the guidance counselor, Mrs. Martinez, the parent coordinator, Mrs. Rodriguez, and/or school administration.
2. Ask for the incident number from school administration for follow-up. This is also known as the Online Occurrence Reporting System (OORS) number.
3. The school will investigate and must tell the parent or guardian of the target what they find. If needed, the child may be referred for support services.
4. If the investigation finds that a student—or students—have been bullying or harassing your child, the school will follow the process described in the Discipline Code.

Harassment and Bullying Definition

"Harassment" and "bullying" shall mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that

- has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional, or physical well-being; or
- reasonably causes or would reasonably be expected to cause a student to fear for their physical safety; or
- reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or

- occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property.

Acts of harassment and bullying shall include, but not be limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term "threats, intimidation or abuse" shall include verbal and non-verbal actions.

Student-to-student discrimination, harassment, intimidation and/or bullying may take many forms and can be physical, non-verbal, verbal, or written. It may be a single incident or a series of related incidents.

Electronically communicated discrimination, harassment, intimidation and/or bullying means communications via technology including, but not limited to: internet; cell phone; email; personal digital assistant; wireless handheld device; social media; blogs; texting; apps; chat rooms; and gaming systems.

Acts of student-to-student discrimination, harassment, intimidation and/or bullying may include but are not limited to: physical violence;

- stalking;
- threats, taunts, teasing;
- aggressive or menacing gestures;
- exclusion from peer groups designed to humiliate or isolate;
- using derogatory language;
- making derogatory jokes, name calling, or slurs, including statements based on a student's actual or perceived race, color, creed, ethnicity, national origin, citizenship/immigration status, religion, gender, gender identity, gender expression, sexual orientation, disability or weight;
- written or graphic material, including graffiti, photographs, drawings, or videos, containing comments or stereotypes that are derogatory of others that are electronically circulated or are written or printed;
- verbal or physical conduct that threatens another with harm;
- hazing; and
- deliberately using a name, mispronouncing a name or using a pronoun in a manner that discriminates, harasses, bullies, or intimidates based on a student's actual or perceived race, color, creed, ethnicity, national origin, citizenship/immigration status, religion, gender, gender identity, gender expression, sexual orientation, disability or weight.

STUDENT SUPPORT SERVICES

FLES is dedicated to helping students achieve their best and meet the NYS Next Generation Learning Standards. Programs that address this commitment include:

- Multi-Tiered System of Supports (MTSS): is a multi-tiered instruction and intervention model that promotes early identification of students in need of additional support through evidence- and research-based instruction, assessment, and intervention. MTSS is designed to provide all students with access to effective instruction and individualized support based on the areas of need. All students are screened each academic year, typically in early fall, to determine whether they are at risk for not meeting standards and are provided with increasingly intensive interventions based on the content with which they struggle. Student performance and achievement is regularly monitored and communicated with families.
- The Leader in Focus Team (LIFT): is a school-based team that meets regularly to support all students, especially those who are performing below the grade level expectations.
- Individualized Education Program (IEP): An IEP defines the individualized present levels of performance, goals and objectives, and mandated services of a student who has been found to need additional support due to a disability. The IEP is intended to help students reach educational goals based on their individual needs as identified by the IEP evaluation process. The IEP describes what the data from the evaluation assessments show and what teachers and service providers will do to help the student learn more effectively. The IEP also states other mandated supports that the child must receive. Some possible mandated supports that FLES offers are listed below:
 - Mandated therapies including Speech and Language, Occupational Therapy, and Physical Therapy – assist students with additional needs in speech and language, and fine and gross motor development. These therapies are for students with an Individualized Education Plan (IEP).
 - Counseling Services - guidance offers students an opportunity to communicate and problem-solve with peers.
 - Integrated Co-Teaching (ICT) – classes include students with and without disabilities and have two teachers, a general education teacher and a special education teacher. The teachers work together throughout the day to adapt and modify instruction for the students and ensure that the entire class has access to the general education curriculum. Students may be in an ICT classroom all day or for a portion of the day. The number of students with disabilities in an ICT class may not exceed 40% of the total class register or a maximum of 10 in kindergarten, and 12 in grades 1st to 5th.
 - Small Class Ratio 12:1:1 - Classes include 12 students with disabilities, a special education teacher, and a classroom teacher assistant called a paraprofessional. The teacher and paraprofessional collaborate throughout the day to adapt and modify instruction and ensure that students have access to the grade level appropriate, general education curriculum.

- Special Education Teacher Support Services (SETSS) - SETSS teachers provide legally mandated services for students with disabilities that are necessary to support their progress in schools.

Other services offered at FLES:

- English as a New Language (ENL) – provides NYS mandated English language development instruction for all eligible students. FLES' ENL teachers are Mrs. Sousa and Mr. Grin.
- Free or low-cost medical insurance - is available for every child through "Child Health Plus." Please see the School Nurse and/or the parent coordinator for information.

CELL PHONE/ELECTRONIC DEVICE POLICY

To create an environment conducive to learning by minimizing distractions caused by cell phones and other personal internet-enabled electronic devices, ensure the safety and focus of all students during school the school day, and follow Education Law §2803, effective August 1, 2025, all New York State schools are required to adopt a policy that prohibits the use of personal internet-enabled devices during the school day on school grounds. An "internet-enabled electronic device" is defined as an electronic device capable of connecting to the internet and enabling the user to access content on the internet. Examples of such devices include cell phones, smartphones, smartwatches, laptops, tablets, iPads, and portable music and entertainment systems.

Students will not be permitted to use or access their personal internet-enabled electronic devices upon arrival at school until the end of the school day. The school day is defined as the period from the moment students enter the school building until the last class of the day ends, including during lunch. The school day starts at 8:20am with breakfast beginning at 8:00am and ends at 2:40pm. Students will be able to use school/NYCPS-issued devices during the school day.

1. COLLECTION/STORAGE

- Upon arrival, students must power off their devices. Students in grades kindergarten through second are not permitted to bring any internet-enabled devices to school.
- A designated collection point that includes locked boxes with assigned slots, supervised by staff members, will be set up by the main entrance to the building, between the times of 8:00am and 8:30am. If students arrive after this window,

they must stop by the main office so that a staff member can unlock their designated lock box.

- At the end of the school day, students will be able to retrieve their devices from their designated lock box between the times of 2:15pm and 2:35pm as they prepare to exit the building.
- Students who leave early will stop by the main office and a staff member will unlock their designated lock box so that they can retrieve their device.

2. EMERGENCY COMMUNICATIONS

- In case of emergency or exigent circumstances, parents or guardians can call Ms. Adams, our school secretary or Ms. Rodriguez, our parent coordinator at 718-727-5380 to reach their child.
- In case of emergency or exigent circumstances, students may access phones in the main office to reach their parents or guardians.
- In case of emergency or exigent circumstances, the school will use GAMA (NYCDOE's messaging system) and ParentSquare to communicate information to parents or guardians.
 - a. To access the automated messaging system or if you need assistance setting up or accessing ParentSquare, please reach out to Ms. Rodriguez at [Ellas@schools.nyc.gov](mailto:EIllas@schools.nyc.gov)

3. EXCEPTIONS

- Students are allowed to use their device if they have an individualized education program (IEP) or 504 Plan that includes use of an internet-enabled device and do not have a DOE-issued device for such purpose.
- Parents/guardians must contact Ms. Dalonzo, our 504 coordinator, at CDalanzo@schools.nyc.gov if a student requires an exception for reasons such as: medical reasons (for example to monitor blood sugar or other similar circumstances), if student is a caregiver, for approved language purposes (such as translation or interpretation services if no other means are available), or where otherwise required by law.
- Exceptions will be processed and approved within 30 days.

4. DISCIPLINE

- Students who use electronic devices in violation of the NYCPS Discipline Code, the school's policy, Chancellor's Regulation A-413, and/or the NYCPS Internet Acceptable Use and Safety Policy ("IAUSP") will be subject to progressive

discipline. This means that the disciplinary responses will escalate based on the nature and frequency of the violation.

- **First Violation:**
 - The device will be confiscated and returned to the student at the end of the day.
 - A conference will be held with the student and/or parent/guardian to review the policy.
 - **Repeated Violations:**
 - The device will only be returned directly to a parent or guardian.
 - Further disciplinary actions may be taken in accordance with the NYCDOE Discipline Code
 - As provided in the State law, a student may not be suspended solely on the grounds that the student accessed a personal internet-enabled device in violation of school policy. Repeated incidents of insubordination (i.e. refusal to surrender or store device) **may** result in a suspension **if approved** by the Office of Safety and Youth Development.
5. OTHER: If lost or stolen
- In the unlikely event that an electronic device is stolen or damaged at school, parents can submit a claim to the Comptroller's Office. More information on submitting a claim is available on the [Comptroller's webpage](#).

We appreciate your cooperation in helping us maintain a focused and productive learning environment. If you have any questions or need further clarification regarding these policies, please do not hesitate to contact Mrs. Mazzeo, principal, Ms. La Ruffa, assistant principal, or Ms. Rodriguez, parent coordinator.

