

P.S./I.S. 104 The Fort Hamilton School

Student-Parent Handbook
2025-2026



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Principal's Welcome

Dear Parents/Guardians,

On behalf of our entire school community, allow me to welcome you to the 104 family. I look forward to working closely with you to create a positive school experience for you and your child. It is our sincere hope that together we will create a school community where all stakeholders feel valued and supported so the children will be successful.

P.S./I.S. 104 offers a variety of resources, which are available to our students on a daily basis. These resources include a rigorous academic curriculum, guidance services, accelerated academic programs, Regents level courses, after school activities, special education services, art, music, translation services, and much more. If you are in need of assistance or have any questions please contact our Parent Coordinator, Jessica Kosta at 718 836-4630 for assistance.

I would also like to refer you to our school's website, www.psis104.com. Our website is updated on a regular basis and provides parents with detailed information about the school.

We have prepared this student/parent handbook as a guide to introduce you to our school and acquaint you with our school's policies, procedures and requirements. Please thoroughly review this handbook and use it as a guide for future reference.

If you have any questions or concerns, I encourage you to reach out to your child's teachers, the Parent Coordinator or the dean for answers.

Sincerely,
Suzanne Gordon
Principal



Introduction

The Fort Hamilton School opened its doors welcoming the students of the greater Bay Ridge community in 1927, named for the Fort Hamilton Army Reserve Base. With programs designed to meet unique and individualized needs, students are offered unequaled opportunities for personal growth. Staff members committed to excellence in education provide an atmosphere which fosters intellectual curiosity and a need for learning. Active co-curricular and extra-curricular programs extend and enrich the school experience, making P.S./I.S. 104 a model of excellence.

We emphasize participation in a variety of altruistic endeavors such as: Thanksgiving Basket Drive, Toy Drive, Coat Drive, American Heart Association, Relay for Life, and St. Jude's Children's Hospital. We offer many opportunities aligned with skills and talents that lead to college and career readiness including: College Visits, AAA Safety Patrol, Virtual Enterprise, Junior Achievement Program, Business Finance Park Program, participation in a musical theater residency with Inside Broadway, C.H.A.M.P.S, Annual Science Expo, STEAM based curriculum and field experiences, participation in essay and art contests, Respect for All activities including Buddy Days, Mouse Squad to assist in maintaining technology in the school, Musical Performances, Art Exhibits, and a CASA Program sponsored by a grant from Council member Brannan providing ARTS enrichment. We have maintained a level of commitment toward school-wide technology to continue to prepare our students for college and career readiness.

Available technology included: Smart Boards in all classrooms, Smart Document Cameras, Desktops in classrooms, Portable Laptop Carts, Computer Lab, iPads, Digital Cameras, and 3D printers.

School Motto

The school motto of P.S./I.S. 104 is “The Mark of Excellence”. To this end, we strive to provide a clean, safe and secure environment for all students in our charge. Firmly believing that all children are capable of learning, all members of the staff are committed to offering experiences that, along with the support of the home, will allow children to learn and progress in all areas of social, personal, and academic development. In order to strive for excellence in academic achievement, the school plans to emphasize and thereby improve learning in literacy, math, science, social studies, and the arts.

Our school colors are maroon and gold. Our school mascot is a wolf, named Alpha.



School Mission Statement

The mission of P.S./I.S. 104 is to ensure high expectations within a supportive, welcoming and inclusive community. We will do this by partnering with the community, promoting a growth mindset, and providing a rigorous learning experience that develops leadership and voice, deepens critical thinking skills and collaboration.

School Vision Statement

All stakeholders:

- Utilize multi-data sources and professional learning communities to plan for and provide rigorous, equitable learning experiences across content areas, allowing students to become learners who are empowered to succeed.
- Clearly communicate in order to build a partnership which collectively establishes rigorous instruction that meets the needs of diverse learners and uses data to drive instruction.



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CONTACT INFORMATION AND SCHOOL WEBSITE

Our school website, [PSIS104](#) is constantly updated to provide you with timely and relevant information pertaining to school events here at The Fort Hamilton School. Most staff members and all teachers can be reached directly via email through the staff directory on the school website. You are encouraged to reach out to the specific individual or office that can best address your concern. If you are unsure as to whom to contact, please reach out to our parent coordinator or general office staff for assistance.

Should you need to contact us by phone, please dial

Main School, Grades 2-8 718.836.4630

Parent Coordinator: Jessica Kosta- jkosta3@schools.nyc.gov

General Office Staff: Diane McDermott- dmcderm@schools.nyc.gov
Cynthia McMahon- cmcmahon@schools.nyc.gov
Joanna Succar- jsuccar@schools.nyc.gov

Guidance Counselor: Vanessa Morrison- vmorrison20@schools.nyc.gov

Dean: Mary Donnelly- mdonnelly3@schools.nyc.gov

Principal: Suzanne Gordon- sgordon7@schools.nyc.gov

Assistant Principals: Luci Hartmann- lhartmann@schools.nyc.gov
Elizabeth Cognato ecognato@schools.nyc.gov

Annex, K and 1 718-7594990

Assistant Principal: Rosaria Pecoraro- rpecoraro2@schools.nyc.gov

General Office Staff Angela Chiaino - achiaino@schools.nyc.gov



Up-to-Date Emergency Contact Information

Families are required to provide emergency contact information when their child enters P.S./I.S. 104. This information is kept on file in the Main Office and provides the school with the necessary mailing and email addresses, telephone number of the parents/guardians and other designated contacts (neighbor, friend or relative) to ensure notification can be made in the event of an emergency. Should any information change, it is imperative that we are notified immediately. Parents must contact the **Main Office (718-836-4630)** for information on how to change an address, phone number, email address, or other emergency contact information. A change of address requires any two of the following proofs of residence, noted in [Chancellor's Regulation A-101](#):

- A lease agreement, deed or mortgage statement for the residence;
- A residential utility bill (gas or electric) in the resident's name issued by a utility company (e.g., National Grid or Con Edison), must be dated within the past 60 days;
- A bill for cable television services provided to the residence; must include the name of the parent and the address of the residence and be dated within the past 60 days;
- Documentation or letter on letterhead from a federal, state, or local government agency, including the IRS, the City Housing Authority, Human Resources Administration, the Administration for Children's Services (ACS), or an ACS subcontractor or the federal Office of Refugee Resettlement, indicating the resident's name and address, must be dated within the past 60 days;
- A current property tax bill for the residence;
- A water bill for the residence dated within the past 90 days;
- Rent receipt which includes the address of the residence, must be dated within the past 60 days;
- State, city, or other government issued identification (including an IDNYC card), which has not expired and includes the address of residence;
- Income tax form for the last calendar year;
- Official NYS Driver's License or learner's permit, which has not expired;
- Official payroll documentation from an employer issued within the past 60 days such as a pay stub with home address, a form submitted for tax withholding purposes or payroll receipt (a letter on the employer's letterhead is not adequate); must include home address and be dated within the past 60 days;
- Voter registration documents, which include the name of the parent and the address of residence;
- Unexpired membership documents based upon residency (e.g., neighborhood residents' association), which include the name of the parent and the address of residence;
- Evidence of custody of the child, including but not limited to judicial custody orders or guardianship papers documents issued within the past 60 days with name of child and address of residence.

** If you are not the leaseholder of your residence, you must submit a Residency Affidavit (see [Chancellor's Regulation A-101](#), Attachment #1)

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PARENT INQUIRY LADDER OF REFERRAL AKA “WHO TO CONTACT FOR WHAT AND HOW”

To help address parent concerns in the most efficient manner possible, please refer to the guide below to help best direct your email or call.

WHAT If you have concerns regarding:	WHO You should contact:	HOW/Via:
Your child’s academic progress, report card grading, missing homework grades, inquiries about assignments, or general classroom concerns	<p>Your child’s respective subject area teacher;</p> <p>If not resolved, grade supervisor</p> <p>Grades K and 1 Ms. Pecoraro</p> <p>Grades 2 and 3 Mrs. Hartmann</p> <p>Grades 4, 5, and 6 Mrs. Gordon</p> <p>Grades 7, 8 Mrs. Cognato</p>	Please see the contact information under the “Our School” tab on the P.S./I.S. 104 website
Student-to- student issues, school bus incidents involving students, behavior, dress code	<p>Dean or School Counselor</p> <p>Mrs. Morrison, School Counselor</p> <p>Mrs. Donnelly, Dean</p>	<p>Telephone: 718-836-4630</p> <p>Email:</p> <p>vmorrison20@schools.nyc.gov</p> <p>mdonnelly3@schools.nyc.gov</p>
Student attendance, inquiries, sign out procedures	<p>Ms. Iacobucci-Colella (K-1)</p> <p>Ms. Martuscelli (Grades 2-8)</p>	<p>Telephone: 718-759-4990 prompt 0</p> <p>Email:</p> <p>miacobuccicolel2@schools.nyc.gov</p> <p>Telephone: 718-836-4630, prompt 6</p> <p>Email:</p> <p>cmartuscelli@schools.nyc.gov</p>

General inquiries, NYCSA access, school policy inquiries, summer assignments, upcoming school-wide events and ticket sales, distribution of report cards, school photographs, graduation ticket requests, etc.	Parent Coordinator: Ms. J. Kosta	Telephone 718-836-4630 Email: jkosta3@schools.nyc.gov
Transportation/busing inquiries	Ms. Ricetti Ms. Chiaino	lr ricetti@schools.nyc.gov achiaino@schools.nyc.gov
Emergency contact information, health forms and immunization records, transfer of student records	Mrs. McMahon	Telephone 718-836-4630 Email Cmcmahon@schools.nyc.gov
Senior Activities (Great Adventure, Senior Dues payments, Chaperoning), Arista, Senior Awards, Service Credits, Yearbook	Mrs. Cognato	ecognato@schools.nyc.gov
High School applications and articulation process	Mrs. Morrison, School Counselor	vmorrison20@schools.nyc.gov
IEP evaluations/meetings, related services, recommendations, testing accommodations	Ms. Pecoraro	rpecoraro2@schools.nyc.gov
Technology questions	Ms. Logozzo	alogozzo@schools.nyc.gov

School Year Calendar

View The [NYCDOE School Calendar](#), for the current school year

HOME-SCHOOL COMMUNICATIONS

Grade Level Teams: Grade Supervisor, Dean, and Guidance

Counselor Each grade is supervised by an administrator, who reports directly to the principal, and who, along with the dean and guidance counselor, endeavors to get to know each child in the grade. Should the need arise, a member of the grade level team will contact parents regarding concerns and recommendations.



Information Systems

New York City Schools Account: [NYCSA](#)

- This is a DOE operated system where you can view your child's report card (current and past), Attendance information, Bio information. You can update your phone number and email information here. Note: Emergency Contact Cards must be updated in the school office and signed.

My Schools

- This is a DOE operated system for Kindergarten, Middle School and High School Applications.



PS/IS 104 School Website: [PSIS104](#)

- This is a school operated system for information specific to PS/IS 104. You can find teacher and staff contact information, important school dates, and links to PTA information.



PTA Website: 104pta.org

- This is a PTA operated website specific to the PS/IS 104 PTA. On this site, you can find information on the PTA events, shop for school gear, and [sign up for updates and to volunteer.](#)

Family Income Inquiry Form (formerly known as School Meals Form):

- If you would like to file your application on paper, you can request a paper application from the school.
- All families, are asked to complete a Family Income Inquiry Form so that our school can receive appropriate funding.

[Flyer in English](#)

[Flyer in Chinese](#)

[Flyer in Arabic](#)

[Flyer in Spanish](#)

Conferences

If you would like to request a conference, please contact your child's teacher to schedule a meeting. Parents can contact the Parent Coordinator any time a problem, question or concern arises.

Parent-Teacher Association

The P.T.A. is an organization of parents and teachers dedicated to supporting the school and its activities. The main concern of this group is the well-being of the school and its students. The PTA plans many interesting programs and school activities and discusses school-wide concerns. Members of the P.T.A. also learn what is going on in other schools throughout the city. All parents are invited and encouraged to become members of the P.T.A.

GRADE REPORTING PROCEDURES (REPORT CARDS)

Report cards are issued on [NYC Schools Accounts](#) four times a year, at the end of marking periods. Marking periods last from 8 to 12 weeks. The purpose of the report card is to inform parents and students of the rating of scholastic achievement and citizenship for each of the marking periods. Parents are urged to review report cards with their children and note their progress related to promotional standards for the student's specific grade level. Potential holdover letters are sent home for all students at risk of retention at the conclusion of the second or third marking period.

If you need a code to create a NYC Schools Account, please contact the Parent Coordinator.



Parent-Teacher Conferences

Parent-Teacher Conferences are meetings or conferences between a child's parent and teachers to discuss the student's progress in school and to create solutions to academic or behavioral problems. During these conferences, academic progress and growth are shared based on classroom observations, testing data, assessments, and assignments. Teachers will better learn about their students from parents and guardians so they can be better informed about the student's strengths, needs, behaviors, and learning styles.

Below you will find suggested questions for families to ask during these Parent-Teacher Conferences:

- May I tell you about my child?
- May I tell you what's going on at home?
- How is my child doing socially?
- How is my child doing emotionally?
- What are my child's academic strengths and weaknesses?
- Is my child performing on grade level?
- Does my child need extra support in any subject areas?
- How can I help at home to support what you're doing in the classroom?
- What's the best way to communicate with you about my child?
- Does my child complete their homework assignments daily?
- Does my child participate in classroom activities and discussions?



NYCDOE PROMOTIONAL POLICIES

The NYCDOE Chancellor's Regulation A-501 outlines promotional policies for NYC public school students. Decisions regarding promotion will be based on multiple criteria. The expectations described below are for most students, particularly those who are English proficient general education students and students with disabilities whose IEPs do not specify a modified promotion standard.

Promotion to the next grade will be based on:

- a. the integrated use of multiple measures, such as State test scores, course grades, report cards, samples of student writing, projects, assignments, and other performance-based student work. Promotion decisions will be based on a holistic evaluation of the foregoing measures and according to whether the student has demonstrated sufficient progress toward attaining the Next Generation Learning Standards in English Language Arts and Mathematics; and
- b. the attainment of passing grades in core English, Mathematics, Science, and Social Studies courses.



[Click here for REGENTS
CLASS State Testing
Information](#)

Honor Roll, Awards and Junior Honor Society Criteria (Grades 6-8)

Listed below are the academic and behavioral criteria your child must achieve to make the Principal's List, Honor Roll, and the 104 Junior Honor Society:

1. The 104 Junior Honor Society

Criteria for Nomination:

- An overall average of 92%
- 92% in major subjects (Math, ELA, Science, Social Studies)
- 90% in minor subjects (Science Lab, Technology, Art, Music, Physical Education, Library, Health and Spanish)
- Conduct grades must be E or S with no N or U and no suspensions
- 90% or better attendance and lateness (Extenuating circumstances can be discussed with the school)
- Students must hold and complete a school job for the school year
- Valedictorian and Salutatorian will be determined by the highest ranking student of their overall average from 6th, 7th & 8th grade
- 8th grade members of the JHS will receive a single cord, while JHS members who have been with us for 3 years will receive a double chord, honoring their commitment

2. Principal's List:

- An overall average of 90% with no grade below 85%
- Conduct grades must be E or S with no Ns or Us and no suspensions
- 90% or better attendance and lateness (Extenuating circumstances can be discussed with the school)

3. Honor Roll:

- An overall average of 85% with no grade below an 80%
- All conduct marks including homeroom must be either "E" OR "S".
- Conduct grades must be E or S with no Ns or Us and no suspensions
- 90% or better attendance and lateness (Extenuating circumstances can be discussed with the school)

Please be reminded that these criteria **must** be met for **all** marking periods, **each year** for your child to receive the award. I hope that this information is useful to you and your child in striving to achieve these honors.



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Dress Code

- Clothing must cover from armpit to armpit. Shorts, skirts, pants must be no shorter than two inches above the knee in length. No Pajamas
- Shoes must be worn at all times and should be safe for the school environment (crocs, bedroom shoes, slippers, slides, or backless shoes cannot be worn).
- See-through or mesh garments must not be worn without coverage underneath that meets the requirements of the dress code.
- Headgear including hats, hoodies, and caps are not permitted unless for religious, medical or other reasons decided by the school administration.
- Specialized courses may require special attire such as sports uniforms or safety gear.
- Clothing may not depict, imply, advertise or advocate illegal, violent or lewd conduct, words, pictures, ideas including weapons, alcohol, tobacco, marijuana, pornography, nudity or sexual acts. Additionally, clothing may not imply discrimination against one's race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected classification.



Cell Phone Policy



NEW YORK CITY DEPARTMENT OF EDUCATION
THE FORT HAMILTON SCHOOL
School of Civic Leadership & Responsibility

P.S./I.S. 104
9115 5th AVENUE
Brooklyn, NY 11209
Telephone: 718-836-4630
Fax: 718-836-9412

Website: www.psis104.com

P.S./I.S. 104 ANNEX
415-89TH STREET
Brooklyn, NY 11209
Telephone: 718-759-4990
Fax: 718-759-4992

SUZANNE GORDON
Principal

SUZANNE GATTO
Assistant Principal

LUCI HARTMANN
Assistant Principal

ROSARIA PECORARO
Assistant Principal

ELIZABETH COGNATO
Assistant Principal

June 2025

Dear Parents and Guardians,

After using the YONDR system during the 24-25 school year for grades 6-8, we have decided to move to implementing the system for all students in grades 3-8 with a cell-phone. Thank you to the SLT and PTA for their review and feedback. Please note the following:

- Each student in grades 6- 8 and any student in grades 3-5 that has a cell-phone will be given a numbered pouch.
- Students are responsible for the pouch and for bringing the pouch to and from school every day.
- Each morning students are responsible for turning off their phone, placing the phone and airpods in the pouch, and locking the pouch upon entry.
- At dismissal, students will unlock the pouch before leaving the building at the locking station, close the empty case, and secure it in their backpack for the following school day.
- The students are responsible for damage to the pouch or if it is lost. The replacement cost is \$30.
- Students must return their pouch on the last day of school.
- We have portable unlocking stations that we can take to any location.

Any parent in need of getting in touch with their child can continue to call the main office.

The only exception to the YONDR locked case is for students that have medical needs that are required to have their phone. They will be provided the YONDR velcro pouches. Please complete the tear-off below and return on the first day of school. Should you have questions, please reach out to Ms. Donnelly, Dean at 718 836 – 4630.

Sincerely,

Suzanne Gordon

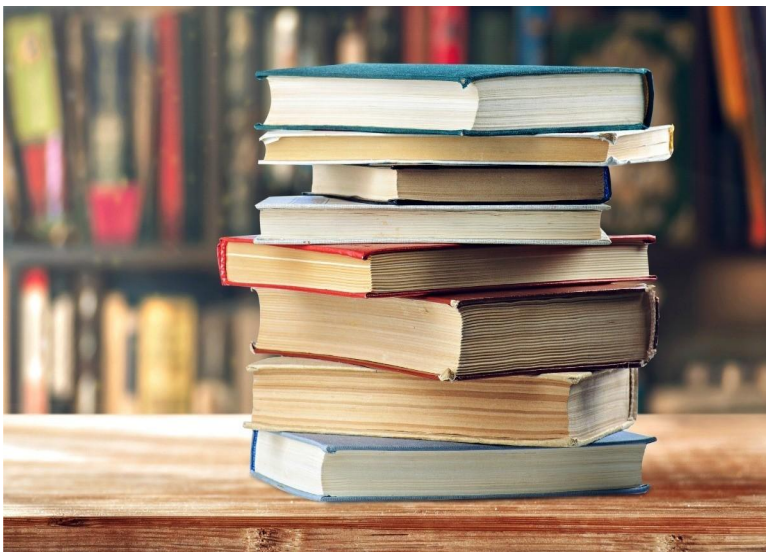
Principal

Daily Supplies/Supply Lists

Please consult the supply list on the P.S./I.S. 104 website, specific to each grade. Please be sure your child comes prepared each day. In addition to a notebook for each subject, students will need a pen, a sharpened pencil, an eraser and other supplies requested by his/her specific teachers. On days when physical education class meets, sneakers are required.

Students may not use the school telephones for forgotten homework, supplies, etc. In the event of an emergency, students will be permitted to use school telephones after obtaining permission from General Office staff or a grade supervisor.

The Department of Education supplies all students with iPads. They are loaned with the understanding that the student will take care of them and return them promptly when requested to do so. iPads should be fully charged for the student's coursework and classes daily. Students must adhere to the acceptable use policy for all electronic devices. All iPads must be returned with Cases and chargers when a student is leaving P.S./I.S. 104.



TEXTBOOKS AND OTHER SCHOOL-ISSUED STUDENT RESOURCES

The Department of Education supplies all students with textbooks. They are loaned with the understanding that the student will take care of them and return them promptly when requested to do so. If a book is damaged or lost, the student will have to pay the cost of replacing it. If the book is found at a later date, and proper identification can be made, a refund is given. If a student moves or is transferred to another class, all books must be returned to the teacher who issued them. The book and material account for each subject must be cleared before promotion to the next grade or graduation can occur. In some cases, teachers may issue an online access code in lieu of a textbook.

Please note this policy is not necessarily specific to textbooks and also applies to other school-issued materials intended for temporary student use, including, but not limited to iPads, calculators, rulers, protractors, novels and other independent reading books.

PHYSICAL EDUCATION AND APPROPRIATE ATTIRE



In keeping with New York State mandates, all students at P.S./I.S. 104 are scheduled for Physical Education on a weekly basis. Our specific course of study is taken from appropriate state and city syllabi and are tailored not only to provide a comprehensive program of physical fitness but also to develop healthful living styles and leisure-time pursuits. Accordingly, we require that all students wear attire appropriate for physical activity on days when their class is scheduled for physical education. On such days, students must wear sneakers to school. All students will be expected to dress properly for Physical Education. A lack of preparedness may affect the students' ability to participate, according to the grading policy.

SCHOOL BELL SCHEDULE

“The bell that measures time is ringing.” ~Margaret Atwood

Listed below is our school’s standard bell schedule. Please note the following important features of our bell

- First period begins promptly at 8:10 AM. This is to set the tone for the day, facilitate the collection of notices, allow for daily announcements during non-instructional time, and help build school community.
- Students will be considered and marked late if they arrive after 8:15 AM.
- Late-arriving students (aside from a late bus) are to enter through the main entrance, and will be directed to receive a late pass from the security guard and then report directly to their respective class.
- Each instructional period is 45 minutes in length.
- Bell-to-bell instruction is expected throughout the school day.

BELL SCHEDULE

Period Time

1 8:10 - 8:55

2 8:55 - 9:40

3 9:40 - 10:25

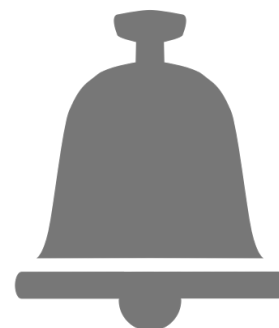
4 10:25 - 11:10

5 11:15 - 12:00

6 12:05 - 12:50

7 12:55 - 1:40

8 1:40 - 2:25



NYC School Food

[View What's on the Menu Today?](#)

Breakfast in the Classroom:

Students are offered a free bagged breakfast. Students in grades K-6 bring the breakfast to class every morning. Students in grades 7 and 8 will eat prior to moving to period 1 class. Having a healthy breakfast helps students think and perform better in class.



Morning Arrival, Drop-Off Procedures and Assembly Locations

With regard to morning arrival, the school day begins promptly at 8:10 AM. Please arrive a few minutes earlier to ensure your child's timely arrival to school each day; once students arrive in the schoolyard, they must remain in the yard and should not leave for any reason. There is no supervision for students prior to 8:10 AM or after 2:30 PM. Student attendance and absence is being closely recorded and will be noted on all students' report cards. Please do not double park and be careful not to block any crosswalks. Also, please do not park in the "No Standing" zones designated for our yellow school buses. We realize morning arrival can be a stressful time due to the high volume of traffic around our school and other pressing obligations, but we respectfully request that you follow common courtesy and respect each other's place in line.

Morning Arrival

Supervision is provided in the school assemblage areas beginning at 8:10 AM. This includes the school yard, which is considered a public park off school hours. Children should not report to school or be dropped off by parents prior to this time. Students are not allowed to leave the school area once they arrive, for any reason.

Morning Assemblage Areas

Kindergarten and 1st grade- Annex: Students independently walk to their assigned classroom.

2nd and 3rd Grade-Main Building: Teachers will escort students from the Auditorium to the classroom.

4th-8th Grade-Main Building- Students independently walk to their assigned classrooms from the assemblage area.

Early Morning Drop-off Program

We offer a paid Early Drop-off Program for students from the Annex and Main building at the Main Building. Parents must complete the enrollment form and submit payment directly to the Early Drop Off Coordinator. For further information, please contact the Parent Coordinator, Ms. Kosta at (718) 836-4630.

FORGOTTEN ITEMS AND PHONE USE

P.S./I.S. 104 would like to encourage students to be responsible for packing all assignments and materials for school each day. We also ask parents to support these efforts by expecting the same from their children and, when items are left behind at home, we expect parents to refrain from bringing them to school during the day. While forgotten items may result in penalties for late assignments and/or being unprepared for class, it is our goal to minimize disruptions to the school day and, most importantly, improve our students' sense of responsibility.

Students are also reminded not to use their cell phone to call home, as this is a violation of our electronic device policy and is subject to disciplinary consequences.

If you must drop off any forgotten items, please bring them to the main office. You must bring a picture ID and check in at the security desk first.

LOST AND FOUND

The Lost and Found is located by in the main lobby. Some lost and found items, particularly valuables (i.e. jewelry), may be returned to and kept in the general office.

It is important that all items are clearly labeled with each child's first and last name using an indelible marker or laundry labels. School staff periodically checks items for names and returns labeled items to students.

Please be aware that the school is not responsible for items lost at school or those placed in the Lost and Found bins. Bins are cleared out prior to Thanksgiving, Winter Recess, Mid-winter and Spring recess and the end of the school year.

Should you need to inquire as to a misplaced item, please reach out to our main office: 718-836-4630.



Attendance Matters

As per Chancellor's Regulation A-210, it is our school's responsibility to develop an Attendance Plan to address attendance and lateness issues. As part of our Attendance Plan and in an effort to keep a more accurate record of our school's attendance rate, we must know why a child is absent from school. Therefore, parents/guardians are required to submit a note to their child's teacher stating the reason for the absence. A note from your child's physician should be provided if you visited the doctor's office. We also request that all parents/guardians keep their children home during the early, infectious period of a cold, illness, or communicable disease. Also, please keep in mind that school begins promptly at 8:10 AM.

Missing a day of school here and there, or arriving 10 minutes late may seem inconsequential and at times even insignificant. But consider this: a student who is 10 minutes late every day will miss over 30 hours of instruction during the year — a week of school. A student who is absent just twice a month will miss 20 school days — 4 weeks of school! Research shows that students who are chronically absent - missing about 19 or more in a school year - are less likely to graduate from high school. This includes students who miss just two days a month. In addition, national testing data shows that students with more absences score lower on standardized tests, no matter their age, demographic group, or state or city.

Chronic absenteeism is related to lower test scores and higher dropout rates for students at all income levels; Each lateness or absence means a student has lost an opportunity to learn. Just as we can never regain a moment of time wasted, missing a day of school means missing a day of education that cannot be retrieved. Students may be able to make up an assignment, but they can never recover what is most important — the discussion, the questions, the explanations by the teacher and the thinking that makes learning come alive. Students who demonstrate frequent periods of extended absence also miss out on arguably the most intangible yet significant benefits of formal schooling: the relationships formed with peers and the bonds formed with teachers and other staff members.

Attendance and academic achievement go hand-in-hand

The curriculum in our school is simply more challenging than it used to be - and students who are frequently absent are at risk for serious academic problems. All students are expected to take a series of important state tests that measure their abilities in English Language Arts and mathematics. Students who come to school each day and work hard at their studies fare better on these tests - showing they have the foundation necessary to do well in high school where the stakes are even higher. The bottom line: Making sure your child is at school every day is one of the most powerful ways parents can ensure success - in elementary school, middle school, high school and beyond.

Other benefits of good attendance

Making school attendance a priority can also help your child learn good work and study habits. Even one missed day can mean having to tackle extra homework the following night - practically a guarantee that children will not be doing their best work in their rush to just get through it all. Getting to school each day prepares children to meet future responsibilities. The same holds true for getting to school on time.

Attendance Matters Continued

Things families can do to ensure children are in school and learning:

1. Make academics a priority. Let your kids know that you expect them to go to school every day and do their best while there. At this stage in their lives, learning should be their number one "job." Granted, there are the occasional sick days, but young, healthy children rarely need to miss more than a few days each year.
2. Help your child get organized. Create a space in your home for children to store backpacks, coats, sneakers and other supplies. Develop a routine where you pack their snacks and lunches the night before. This will make mornings less hectic and help kids get out the door and onto the bus on time.
3. Set reasonable bedtimes. On average, children need about nine hours of sleep to be healthy and alert. Again, set routines for a smooth transition so your child gets to bed at the same time each night. As children get older, their brains begin to signal them to stay up later. Despite what nature is telling them, reinforce reasonable bedtimes for your children and encourage them to get up and get ready with minimal help.
4. Make medical and other appointments during non-school hours whenever possible. Schedule family vacations during school holidays or the summer recess so that students aren't missing important lessons and struggling to make up for lost ground.
5. Keep track of your child's absences. Excessive absences might be a sign of other physical or emotional problems. These might be personal, such as problems with friends and classmates. Or it might be academic, such as not feeling fully prepared for school or fear of failing a test. If absences become common, talk with your child and enlist the help of their teacher, school social worker or pediatrician. Working as a team can help provide a clearer picture of what's really at the source of the attendance problem.
6. Provide an absence note whenever your child is absent. A note from your physician should be provided if you visited the doctor's office.

Daily Procedures

Any student who arrives after 8:15 AM will be marked late. Attendance is recorded during each class. A telephone call will be made to the home on the first day of absence. If the call cannot be completed, a message is left.

Parents must notify the school when their child is absent and are directed to call the school after 8:10 AM (718-836-4630 Main and 718-759-4990 Annex). Give your name, child's name and class and a brief explanation. This system is for your child's protection.

A student returning to school after an absence must present a note from a parent/guardian or doctor explaining the reason for the absence. An absence note is not necessary if an initial telephone call was made by the parent and the duration of the absence is less than three days. However, a note from a doctor or health-care professional is expected to be provided in cases of extended or frequent absence (3 or more consecutive school days) due to illness.

Leaving the Room and Bathroom Procedures

Any student requesting to leave the room to go to the bathroom must have the permission of the teacher. A bathroom pass will be given and students will record their names in the “Out of the Room Book.” No student is to walk through the halls during the class periods without a pass issued by a teacher.

Students are expected to use the bathroom prior to coming to school in the morning to limit the need to do so shortly upon arrival. All students have access to the bathroom during their respective lunch period, and they are regularly encouraged and reminded to use it during this time. High volume of students requesting to use the bathroom disrupts instruction. At P.S./I.S. 104, we strive to do our best to maintain the continuity of instruction while balancing the needs and well-being of our students in this regard.

If your child has a specific medical need requiring them to frequently use the restroom, please provide medical documentation stating such to our special education liaison and medical office (school nurse).



Cafeteria Procedures

In order to provide a clean and comfortable lunchtime environment, it is imperative that orderly established routines are necessary. During the first few days of school, students are oriented as to traffic patterns, assigned seating, group signals, cafeteria clean up, arrival and dismissal procedures and other general routines of the cafeteria. Therefore, it is essential that students cooperate with all the procedures including maintaining a neat and clean area, following established routines, and courteously complying with the requests of school staff. Parental support to this end is greatly appreciated.

Should you have general concerns regarding our student lunchroom procedures, please reach out to our parent coordinator. If you have any specific questions or concerns pertaining to our student lunchroom routines, please contact the school.

School Policy on Birthday Parties, Sending in Food or Goodies and Chewing Gum

Please be advised due to allergies and concern for loss of instruction time, parents cannot send in snacks or items for birthdays and holidays. Teachers can acknowledge birthdays with the class. Additionally, gum is not permitted in the school at any time.

Dismissal Procedures

During our daily dismissal process, we place an emphasis on calm and order. Students are expected to follow regular routines which include some general housekeeping items. Students are reminded to ensure they have their necessary belongings before they leave the classroom (so as to limit “forgotten items”).

In order to safely, orderly, and efficiently dismiss over 1,000 students at approximately the same time, our dismissal times are staggered. We begin dismissing the first portion of the classes at 2:25 pm and the second portion at 2:30 pm. Please be aware and courteous to your child's dismissal time and to which location your child's classroom is assigned to as the dismissal location for each grade varies. Students participating in after-school, extracurricular activities are not to leave the building during dismissal and instead should report immediately to instructed location for their respective program.

Homework

At P.S./I.S. 104, we strongly believe homework can and should reinforce lessons or assess new learnings and help prepare students for future lessons. Homework will not be merely assigned to students, but done so with purpose and used in a meaningful way to tailor instruction for their students. Homework is an important part of academic growth and is also used to foster responsibility. Homework will be assigned and marked each day. The only exceptions to this policy are Fridays and the day before a holiday where a teacher may dispense with the homework.

Absent students should gather homework assignments upon their return to be completed. If an extended absence due to illness is anticipated, please contact the main office to request the teacher gather books and assignments. Please allow until the end of the day for the teacher to arrange for the pick-up of materials and work. If an absence is due to vacation or travel, the student will be expected to gather the assignments upon their return and arrange a schedule with the teacher to complete the work.

Homework is also a part of the students' report card grade and it is to be done at home, not in school.

Homework & Study Tips

Kids are more successful in school when parents take on an active role in their education, including homework. This shows the child that what they do is important. Parents can show support with homework by demonstrating good study and organization skills, explaining a tricky problem, or encouraging a well deserved break.

Here are some tips to guide the way:

1. **Know the teacher and what they are looking for:** be an active member of your school community by attending Parent Teacher conferences to meet the teachers. Don't be afraid to reach out and ask the teacher what their expectations are.
2. **Set up a homework friendly work area:** Be sure your child has a well-lit area to complete homework. Make sure supplies are readily available- paper, pencils, glue, scissors.
3. **Schedule a regular study time:** Every child is unique, some students work best in the afternoon, some at night, some after a snack or play period. Choose a time your child is most efficient.
4. **Create a plan:** On heavy homework nights or when there's a big assignment, help your child plan out their work into manageable chunks. Create a work schedule for the night and make time for a 15-minute break every hour, if possible.
5. **Make sure they do their own work:** Your child won't learn if they don't think for themselves and make mistakes. Parents can make suggestions and help with directions, but it's a kid's job to do the learning.
6. **Set a good example:** Do your kids ever see you diligently balancing your budget or reading a book? Kids are more likely to follow their parents' examples than their advice.
7. **Praise their work and effort:** Post your child's work on the refrigerator or another display, mention academic successes to relatives and friends.
8. **If there are continuing problems with homework, don't be afraid to ask for help!**

Transportation: Bus Stops, School Bus Behavior and Eligibility

General Information

- Bus drivers, students, parents, and school administrators share the responsibility for bus safety, following all bus rules, and behaving in a responsible manner.
- Riding the school bus is a privilege.

BOARDING THE BUS

A parent or guardian must remain with the child until the bus arrives.
Remain six giant steps away from the curb while waiting for the bus.
Wait for the bus to come to a complete stop before approaching the bus.
Be polite, take your turn and use the handrail when going up the steps one at a time.
Move directly to your seat. Move out of the aisle and allow others to sit in the row with you.

CONDUCT ON THE BUS

Stay seated (seat to seat, back to back) with seat belt fastened	DO NOT distract the driver
Speak quietly so the driver can hear the traffic sounds	DO NOT put any part of my body outside the window
Keep aisles free of backpacks, instruments, feet and legs	DO NOT push or shove others
At stops, remain at designated area until bus comes to complete stop	DO NOT leave seat while bus is in motion
Keep hands and feet to myself and all objects including arms, legs and head out of the windows	DO NOT eat or drink on the bus
Respect bus property	DO NOT tamper with emergency door or equipment
Do not speak to the driver while the bus is in motion unless it is an emergency	
Obey directions from my bus driver	
Talk and act kindly to others	

EXITING THE BUS

Remain seated until the bus comes to a complete stop	DO NOT leave trash, food, etc. on the bus
Take your turn, use the handrail and exit one step at a time	DO NOT throw, spit, kick or hit
Report any damage to the driver before getting off the bus	DO NOT use foul language, tease, threaten others, or use inappropriate gestures
Parents or guardians must be at the stop to meet the children	
Walk directly to the sidewalk when you get off the bus	
If you must cross the street when you get off the bus, cross only at the corner after making eye contact with the driver.	
Cross at least ten feet in front of the bus	

*Any parent/guardian needing yellow bus transportation, must fill out the Bus Request Form handed out on the first day of school or accessed from school's website..

Extracurricular Events and Activities

We sponsor several field trips, special theme/spirit days, social gatherings (i.e. Carnival Day, After-School Clubs), and other incentives to make the school experience a positive one and reward students for their hard work and cooperation. While it is our hope that all students earn participation in our extra-curricular activities, student participation is a reward that is earned and is, therefore, at the discretion of the school. Factors that influence school citizenship are not limited solely to classroom behavior, but also include adherence to school rules (i.e. follows hallway and stairwell passing patterns, schoolyard conduct), overall attitude, and impact on school climate. **Please also note that students not in attendance during the school day are not permitted to participate in after school activities that same day/evening. Students that attend school events are required to remain for the entire event.**

SCHOOL SAFETY

We take pride in ensuring students and parents, that all children will enjoy a safe school experience. Accordingly, plans are carefully put into place that not only provide the needed teacher and administrative supervision but also hold each student accountable for responsible behavior. An atmosphere of mutual respect is emphasized. Clearly, these strategies emphasize a concern for the individual in a relaxed albeit businesslike learning environment. We enlist the assistance of parents in achieving these ends.

School Safety Agents are on patrol at the main entrance and at strategic points throughout the building. All visitors must be at least 18 years old with photo identification and must sign in at the front desk. Visitors will then be directed to the Main Office and only persons with proper authorization thereafter will be allowed to conduct any business. Parents coming to sign a child out of school will be asked to, again, produce photo identification at the Main Office and must be listed on the emergency contact card. This procedure is necessary to ensure that students are leaving the building with authorized personnel.

As part of our ongoing efforts to ensure that The Fort Hamilton School maintains a safe and secure learning environment for students and staff, we are pleased to inform you of our video surveillance system. Video surveillance will help school safety personnel and our administration anticipate potential problems, respond more quickly to school security issues, identify individuals who threaten to disrupt school tone and discipline, and serve as a general deterrent to those who might otherwise be inclined to violate school rules and regulations. Let us assure you that video surveillance is a recognized and accepted method to deter crime nationwide, and our system will safeguard students' privacy, while improving their safety in and around our school building. Cameras will not be located in areas where there is a reasonable expectation of privacy, such as restrooms, nor in areas where active instruction is conducted, such as classrooms. In addition, cameras will not be installed in administrative or guidance offices.

Safety Awareness for Students

It is important that children be aware of how to respond to potentially threatening situations involving strangers. There are a number of basic safety rules that children can follow that will increase their awareness, for example:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should not take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

Teachers at our school will also remind students of the importance of not responding to strangers and the actions each child should take if approached by a stranger, including reporting it to responsible adults.

These procedures are part of our continuing effort to provide a safe environment for all children in this school. Working together we can ensure that our children will be safe.

FIELD TRIPS

Field trips within the city and to nearby points of interest are scheduled by the teachers or administrators throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community.

Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission slips. Permission slips must be signed and sent to school at least one week before the day of the trip. Children will not be allowed to call home to ask for permission to attend. The school must have the parent's permission, in writing, in order for a child to attend.

General Response Protocols (GRP): Evacuation, Shelter-In, and Lockdown

There are Emergency Readiness Initiatives that are in place in all NYC Public Schools. Every school currently has procedures for emergencies. In 2000, New York State Education Law Section 2801 was enacted requiring schools to develop safety plans regarding emergency response. In July of 2001, the law was amended to require that plans include information for evacuation and sheltering. In accordance with this, “schools need to conduct drills and other exercises to test components of the emergency response plan.” In July of 2024, the Education Law was revised to include Trauma-Informed Care in the training and practice of all emergency drills.

Our school has a Building Response Team that is trained to activate and respond to different incidents that may occur at our school. In addition, school staff members are trained in various procedures that are outlined in the School Safety Plan and we currently conduct a variety of drills throughout the year to prepare our staff and students. Section 807 of the New York State Education Law requires all schools to conduct a minimum of 12 emergency drills each year. Section 917 of the State Education Law states that schools are required to provide and maintain automated external defibrillator (AED) equipment, and drills are conducted during the year to assess the use of AED units in an emergency. In accordance with Section 3623 of the State Education Law, drills are also conducted at schools that focus on safety on a school bus.

Under the General Response Protocol (GRP), every school will conduct specific drills designed to help prepare all school communities for four different types of response to emergencies that may occur: evacuation, shelter-in, hold, and lockdown.

Emergency readiness training in schools takes place in September and continues for staff and students throughout the school year. Student training is designed by grade level to ensure that students understand the importance of these drills without causing unnecessary alarm. In accordance with our Trauma Informed Care approach, our drills will not include any props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency. Our staff will review the proper actions in either an evacuation or lockdown drill to discuss any concerns or fears a student may have and we will provide notice to parents and those in parental relations regarding drills within one week before each drill. Drills will not occur until after annual training in emergency procedures has been provided to students and staff.

It is important for families to update the Emergency Contact Cards that are on file in our main office. You are also encouraged to create and maintain an accurate NYC Schools Account. This information includes providing and updating information indicating phone numbers, and the names of adults to whom the school may release children in an emergency. Families are also encouraged to register with Notify NYC (<https://a858-nycnotify.nyc.gov/notifynyc/>) to receive information about emergency events, and call 311 for additional information about a school during an emergency.

We encourage you to play a role in our trauma informed approach by reviewing the General Response Protocols attached to this letter. Opportunities for parent engagement are available at our school to ensure that families are involved in our school-based emergency readiness program. Parent versions of the School Safety Plan are available upon request in the main office, and information explaining the GRP is included with this letter. Many other important resources for families are also available by visiting <https://www.schools.nyc.gov/school-life/safe-schools>

GRP Summary Sheet for Teachers and Students

The General Response Protocol (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. In every incident, school administrators will need to assess the unique circumstances that will affect how the GRP is implemented.

Each protocol has specific staff and student actions that are unique to each response. In the event that a student or staff member identifies the initial threat, calling 911 and administration is required.



Lockdown (Soft/Hard) – *Soft Lockdown* implies that there is no identified imminent danger to the sweep teams. Administrative teams, Building Response Teams, and School Safety Agents will mobilize to the designated command post for further direction. ***Hard Lockdown*** implies that imminent danger is known and NO ONE will engage in any building sweep activity. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders.

"Attention: We are now in Soft/Hard Lockdown. Take proper action."

(Repeated twice over the PA system.)

Students are trained to:

1. Move out of sight and maintain silence.

Teachers are trained to:

1. Check the hallway outside of their classrooms for students, lock classroom doors, and turn the lights off.
2. Move away from sight and maintain silence.
3. Wait for First Responders to open door, or until hearing the "All Clear" message: "The Lockdown has been lifted", followed by specific directions.
4. Take attendance and account for missing students by contacting the main office.



Evacuate – The fire alarm system is the initial alert for staff and students to initiate an evacuation. However, there may be times when the PA system and specific directions will serve as the alert initiating an evacuation. Announcements will begin with "Attention", followed by specific directions. (Repeated twice over the PA system.)

Students are trained to:

1. Leave belongings behind and form a single file line. In cold weather, students should be reminded to take their coats when leaving the classroom. ***Students in physical education attire WILL NOT return to the locker room.*** Students without proper outdoor attire will be secured in a warm location as immediately as possible.

Teachers are trained to:

1. Grab evacuation folder (with attendance sheet and Assembly Cards).
 2. Lead students to evacuation location as identified on Fire Drill Posters.
- ALWAYS LISTEN FOR ADDITIONAL DIRECTIONS.**
3. Take attendance and account for students.
 4. Report injuries, problems, or missing students to school staff and first responders using Assembly Cards.



Shelter-In – "Attention. This is a Shelter-In. Secure all exit doors." (Repeated twice over the PA system.)

Students are trained to:

1. Remain inside of the building.
2. Conduct business as usual.
3. Respond to specific staff directions.

Teachers are trained to:

1. Increase situational awareness.
2. Conduct business as usual.
3. The Shelter-In directive will remain in effect until hearing the "All Clear" message: "The Shelter-In has been lifted", followed by specific directions.

BRT members, floor wardens, and Shelter-In staff will secure all exits and report to specific post assignments.



HOLD:

No movement throughout the building. Everyone must remain where they are until hearing the "All Clear."

Hold is initiated when there is a condition inside the school building, and the immediate need to address the condition **requires staff, students, and visitors to remain in place and conduct business as usual until the "All Clear" is announced.**

Hold might be initiated to manage an incident in the building that **does not** place the school community in danger, or whenever directed by First Responders

Hold does not replace a soft or hard lockdown.

The Building Response Team and School Safety Agents will sweep the building.

Anyone found in the restrooms, hallways, stairwells, or the lobby will be taken to a designated area until the "All Clear" announcement is made.

Announcements must be made to remind everyone to disregard any "end of class" signals. No one may enter or leave their room or office until the announcement is made indicating that the "All Clear" has been issued and the building can return to regular operation.

During a Hold, anyone entering the school must be informed of the Hold. If students are returning from lunch, they must be escorted to a designated area where they can remain, with proper supervision, until the "All Clear" announcement is made.

Public Address:

The public address announcement for Hold is, "**Attention, This is a Hold. All staff, students, and visitors are to remain where they are until they hear the All Clear.**" This is repeated twice each time the announcement is made.

When Hold is used, additional announcements must be made to:

- provide information to staff,
- remind everyone to disregard the bell signaling the end of the class, and
- remind teachers/staff that they may continue with instruction/business but may not let students/staff in or out of the room.

Actions: Upon hearing the Hold announcement:

Staff must:

- Lock the door.
- Hold in their current location.
- Contact the main office to report any students who were out of the class when the Hold was announced.

Students/staff must:

- Remain where they are until the "All Clear" announcement is made.
- Ignore any bells that usually signal the end of the class.
- Remember that there is no use of the classroom pass and everyone must remain in place until the Hold is lifted.

Procedures on Days with Citywide Emergencies

Families are encouraged to register with Notify NYC (<https://a858-nycnotify.nyc.gov/notifynyc/>) to receive information about emergency events, and call 311 for additional information about a school during an emergency.

The Chancellor or Deputy Chancellor of Operations will announce the Citywide decision to close schools (including the cancellation of after-school activities) on days of inclement weather or other Citywide emergency conditions after consultation with the Mayor's Office of Emergency Management, the Weather Bureau, the City Sanitation Department, the City Transit Authority and other appropriate agencies. The Citywide decision will be made as early as possible prior to 5:00 AM on the affected day.

The Department of Education's (DOE's) Office of Communications and Media Relations will notify the Associated Press news wire service and radio and television stations as soon as possible prior to 5:00 AM. All relevant information will also be posted on the DOE website [NYC DOE](https://www.nyc.gov/site/doe)), in addition to DOE social media outlets <https://twitter.com/nycschools> and <https://facebook.com/NYCSchools>. School staff and parents are advised to check the DOE website to listen to information broadcasts by local radio and television stations, or call 311.

In all instances when the announcement by the Chancellor or Deputy Chancellor of Operations is made to close schools, the Office of Pupil Transportation will advise the bus companies of any related activity cancellation. While the Chancellor or Deputy Chancellor of Operations does not have authority to close nonpublic schools, nonpublic school transportation provided by the City adheres to the decision made by the Chancellor or Deputy Chancellor of Operations

In all instances of an authorized Citywide closing, the following will be cancelled and staff whose afterschool services are funded by the public school system will not be made available for after-school activities, unless the Chancellor or Deputy Chancellor of Operations makes an announcement to the contrary: all field trips, all afterschool programs (including Community-Based Organization after-school programs on public school sites and after-school program transportation, including transportation to after-school programs at Community-Based Organization sites), all Public School Athletic League (PSAL) and Small School Athletic League (SSAL) programs, all Adult and Continuing Education classes, all Young Adult Borough Centers, and all evening High School Equivalency (HSE) programs.

When there is an authorized Citywide delayed school opening, school buses will run, but their arrival times will be delayed by two hours.

It is expected that when there is a delayed opening, all end of day extra curriculum sessions will be cancelled. However, if citywide emergency conditions or a storm worsen, the Chancellor may have to announce an early dismissal. The Chancellor will notify bus services of the earlier dismissal schedule. You should advise your child to tell the teacher if no one is at home at the time of an authorized early dismissal. You should have plans in place with a relative, friend or neighbor in case your child is released early and you will not be at home to care for him or her. Your child should know of your plans. Please note that you must have listed that relative, friend or neighbor on the emergency contact card because we are not authorized to release pupils to persons not listed on that card. You may also identify on the card a person or persons who should not have access to your child, as well as indicate the actions you would like the school to take if none of your listed contacts can be reached. The school will follow your recommendations as much as possible.

It is important that you make certain that the card is up-to-date. If your child takes a school bus, school staff will remain in school with the children until buses arrive for dismissal or until your child is picked up.

Again, contact the 311 Information Line, access the NYCDOE website homepage at <http://schools.nyc.gov/default.htm>, and listen to local radio or television stations for more information.

Your cooperation is appreciated and necessary, and please remember to update your emergency contact information regularly.

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Citywide Behavioral Expectations (aka The Discipline Code)/Student Behavioral Contract

It is expected that the students at 104 behave in a respectful and polite manner towards one another, staff and others in our school community. The expectation is to help create and maintain an environment where everyone feels welcome and learning can take place. In the event that students are disrupting the learning environment, appropriate discipline and guidance will occur. The Department of Education publishes a discipline code (linked below) each school year. Students are informed of the Student Behavior Contract in regard to school rules and policies at the start of the school year. There is a signature page that is sent home with your child which acknowledges the understanding of the document and must be returned to their teacher by the date requested.

View the [Discipline Code Guidelines webpage](#) . Parents who want to discuss supports and interventions in response to student behavior should contact their child's school, including the Parent Coordinator, or, if necessary, the Family Support Coordinator in your District Office. Please use our get help page for guidance about the appropriate people in your school or district to reach and for information to look up their contact information.

In addition to the citywide code of conduct, procedures and expectations that are specific to P.S./I.S. 104 are communicated in this document, ad-hoc letters and oral communication with students.

Illness, Accidents, and Medical Room Visits

Temporary Illness

Students who become ill while in school are sent by their teachers to the Medical Office. Here, students will be screened and, if appropriate, parents will be called and asked to come to school to pick up their children. Children will not be released from school unless in the company of an authorized adult. Parents/guardians must be listed in the emergency contact file, must at least 18 years old and show photo identification. Although sometimes inconvenient, this is done to protect the safety of our students. Note that students are also reminded not to use their cell phone to call home, as this is a violation of our electronic device policy and is subject to disciplinary consequences.

Accidents

All students who experience an accident, no matter how insignificant, are sent to the General Office or Medical Room. When necessary, parents are contacted and a determination is made regarding additional medical care. Records are maintained at the school level for all accidents.

Head Lice

NYC Schools have a “No Head Lice” policy. Please see the link, [Head Lice](#), for information.

Special Accommodations for Students/Section 504 Students

Section 504 of The Rehabilitation Act of 1973 protects students with disabilities against discrimination by requiring public schools to provide eligible students reasonable and appropriate accommodations, so they may participate fully in school. To determine whether your child is eligible for accommodations under Section 504, a school-based 504 team will convene to review your child's records, including the physician's statement (if applicable), classroom observations and assignments, assessment data, and other information. If your child is eligible to receive accommodations, a 504 Plan will be developed with your input and consent. The 504 Plan may be reviewed at any time, but at a minimum must be reauthorized each school year. If you have additional questions, please contact Luci Hartmann at LHartmann@schools.nyc.gov

Internet Usage

The NYC Department of Education provides access to the Department's Internet Systems for its employees, agents, students, and volunteers, collectively referred to as "users" for educational and business purposes, in conformance with applicable law. This Internet Acceptable Use and Safety Policy governs all digital activity of users using and accessing the Department's Internet systems, including Department e-mail and Department-provided access to the Internet, and applies to the use of the Department Internet Systems both on and off Department property.

Students' Rights/Chancellor's Regulation A-831

It is the policy of the New York City Department of Education to maintain a safe and supportive learning and educational environment that is free from sexual harassment committed by students against other students. Sexual harassment is unacceptable conduct and will not be tolerated. It is a violation of this policy for a student to harass another student through conduct or communication of a sexual nature.

If you feel that you have been the victim of such behavior by another student, please let your teacher, counselor, or someone else on the school staff know.

You may also make a written report. The complaint form and the entire regulation is available online on the DOE website under Rules and Policies, then by clicking Chancellor's Regulations.

Your complaint will be investigated and the school will take appropriate action to eliminate the discrimination and/or harassment. Retaliation against a student for filing a complaint or participating in an investigation of a complaint is prohibited. Any student who engages in retaliatory behavior (e.g. threats, intimidation) will be subject to immediate disciplinary action.

RFA (Respect For All)

Each student and staff member brings to our school community the richness of our city's cultural diversity and the desire for respect. It is the policy of the New York City Department of Education to maintain a safe and supportive learning and educational environment that is free from harassment, intimidation and/or bullying committed by students against other students and discrimination by students against other students on account of actual or perceived race, color, creed, ethnicity, national origin, citizenship/immigration status, religion, gender, gender identity, gender expression, sexual orientation, disability or weight. (Chancellor's Regulation A-832).

It is the policy of the New York City Department of Education to provide equal educational opportunities without regard to actual or perceived race, color, religion, age, creed, ethnicity, national origin, alienage, citizenship status, disability, sexual orientation, gender (sex) or weight. It is also the policy of the DOE to maintain an environment free of harassment on the basis of any of these grounds, including sexual harassment. Accordingly, it is a violation of this policy for any DOE employee to discriminate against or create a hostile school environment for a student by conduct and/or verbal or written acts on school property, or at a school function on the basis of any of the above-noted grounds, (Chancellor's Regulation A-830).

We are committed to promoting respect for diversity among students and between students and staff, so that all of our students feel valued, safe and supported. Any student who believes that s/he has been the victim of bias-based harassment, intimidation and/or bullying by another student should report the incident to the Respect For All Liaison in the school verbally or in writing.

Our school's primary RFA Liaison is Vanessa Morrison. She can be reached by calling the school at (718) 836-4630, x2572. In addition, the following

individuals are RFA Liaisons to whom reports can be made: Mrs. Donnelly.

Parents may report student-to student bias-based harassment, intimidation, and/or bullying verbally or in writing to the principal, assistant principals, deans, the RFA liaison, or any other staff member. If a parent or student feels uncomfortable making a report to a school staff member, parents and students may submit a complaint by:

- E-mailing the report to the Office of Safety and Youth Development (OSYD) at RespectforAll@schools.nyc.gov
- Filing an online complaint at [edu/bullyingreporting webpage](#)
- Calling 718-935-2288 (Monday – Friday, 9am -5pm)

Any student or parent of a student who feels that the student has been discriminated against by a DOE employee may file a complaint with the DOE's Office of Equal Opportunity either in writing or orally by contacting:

Office of Equal Opportunity Room 1102

65 Court Street

Brooklyn, New York 11201

Special Services for Students

The Guidance Counselor- Vanessa Morrison

The Guidance Counselor will be able to aid students to solve or rethink their problems, to help them with high school applications and in selecting proper courses in high school, to suggest ways of improving classwork, to discuss ways students might get along with others, to help adjust to intermediate school, to talk with parents when they seek help and refer them to outside agencies which may be of assistance.

Dean- Mary Donnelly

Mrs. Donnelly focuses her attention on the maintenance of proper school decorum and school safety. In addition, she works closely with students who exhibit a need for intervention to affect a positive change.

HIV/AIDS Curriculum including Sex Education and Family Living

Information on the mandated lessons is posted on the Department of Education website, schools.nyc.gov, and added to our school website when the lessons will be conducted. Prior to the mandated lessons to be conducted in Kindergarten through grade 8, parents will be informed of the upcoming lessons via the DOE Messaging application (GAMA system) and the school website, [PSIS 104](#). Once that notification is given, parents will be informed of a set window of time to submit written notification to opt out of the prevention lesson(s) only, as indicated in the Curriculum overview.

School Video/Photo Consent Form

Your child will receive the PS/IS 104 form for School Video/Photo Consent Form. Please sign both forms and return it to the school. This will allow your child to participate in photos and art exhibits throughout the school community.



DOE Grades, Attendance, and Messaging Applications:

Information on our online gradebook.

The DOE created [Grades, Attendance, and Messaging applications](#).

These tools have been designed to monitor your child's progress, connect directly with the school's teachers and administrator, and increase your ability to stay informed. In addition to keeping your child's personal information as safe as possible.

The information from these new applications are available in the NYC [Schools Account \(NYCSA\) Portal](#). You will be able to view your child's report cards, view attendance, update important contact information, and more in NYCSA. If you have not created a NYCSA account, please contact the parent coordinator for the information needed.

Grades, Attendance, and Messaging Family Guide

The **DOE Grades application** is an electronic gradebook for teachers.

- Teachers can create and grade assignments while maintaining all data fully secure and within the DOE.
- Families will be able to see assignments and assignment-level grades from the DOE Grades application in TeachHub in the fall.
- Parents will be able to see assignments and assignment-level grades in the [NYC Schools Account \(NYCSA\) Portal](#) in the fall.

DOE Attendance is an electronic attendance tool.

- Families already have access to their child's attendance in [NYC Schools Account \(NYCSA\) Portal](#).
- Teachers and school administrators will be able to quickly and securely update student attendance throughout the day.

The new **DOE Messaging application** offers multiple methods for outreach to families, such as voice calls, emails, and SMS texts.

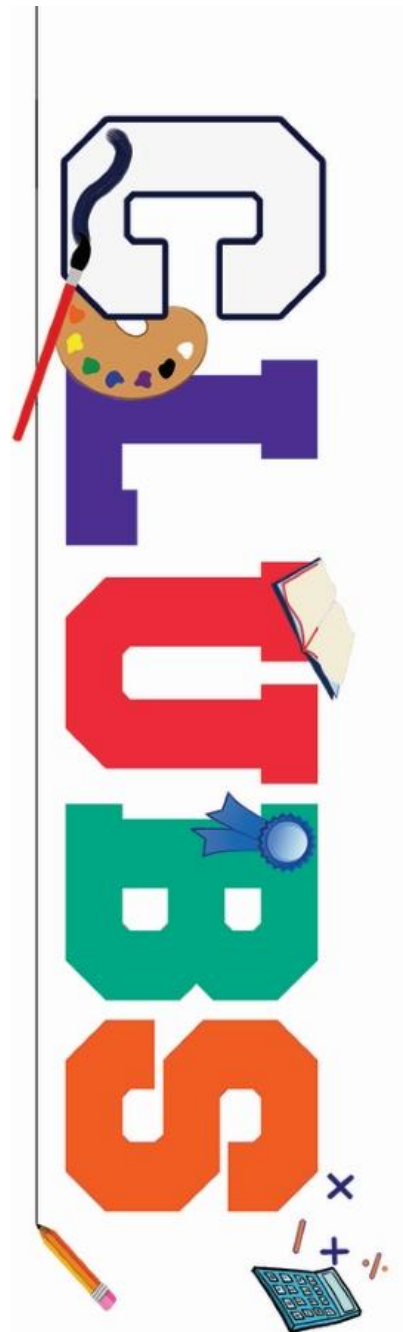
- Our school staff will be able to send families messages by course/class, by grade, or even to the entire school.
- Messages can be sent in English and the nine DOE languages

Clubs and Programs

P.S./I.S. 104 students have the opportunity to join various clubs and programs during and after the school day.

The current clubs and programs offered are as follows:

- Volleyball/Basketball
- Chess
- Ukulele
- Inside Broadway
- Violins
- Journalism
- Math/Science Olympiad
- Electives for grades 6-8
- Student Government
- CASA Inventing Small Machines
- CASA Digital Media
- Theater
- Title III ENL
- Hydroponics
- Morning Sports
- Hip Hop
- Mixed Media



End of Marking Period Dates

The tentatively scheduled dates for the end of the marking periods are as follows:

Marking Period 1: October 31, 2025

Marking Period 2: January 23, 2026

Marking Period 3: April 3, 2026

Marking Period 4: June 19, 2026



Grading Criteria

Grading Guidelines: Numeric Course Grades Required for Core Courses (ELA, Math, Science, Social Studies)

100 - 65: Pass

64 - 55: Fail

Districtwide and Schoolwide Grading Category Weights

Classroom Exams/Quizzes: 45%

Class Assignments: 25%

Class Projects: 25%

Homework: 5%



[Click here for REGENTS
CLASS State Testing
Information](#)

Events for Grade 8 Students

P.S./I.S. 104 is a K-8 school. With that in mind, we hold a stepping up ceremony for our Kindergarten students as this is typically their first school experience. Additionally, we hold a graduation ceremony along with other events for our grade 8 students as this is our concluding grade.

Grade 8 students are also notified in September regarding Senior Dues which typically include their Graduation Gown, their Senior T Shirt, a Yearbook, Diploma, Diploma Case and other Graduation expenses.

Optional fees for grade 8 include the Senior Trip, The Prom, Graduation Ring and Autograph Book.

Grade 8 students that wish to have a picture included in the Yearbook are asked to take a photo although they are not required to purchase a photo package.

Should any Parent or Guardian have questions or concerns regarding any of the above expenses, please contact Mrs. Cognato at (718) 836-4630.



Annual FERPA Notification for School Year 2024-25

The **Family Educational Rights and Privacy Act (FERPA)** gives parents and students age 18 and older rights over student education records. The Parents' Bill of Rights for Data Privacy and Security provides you with additional rights, and Chancellor's Regulation A-820 provides additional information.

Please note that if you are a student and age 18 or over, these rights belong to you, and not your parents or guardians.

Among other things, you have the right to:

- Inspect and review your child's education records within 45 days after the DOE receives your request.
 - You should submit a written request that identifies the record(s) you wish to inspect.
 - Your child's school will notify you of the time and place where you may inspect the records.
- Request changes to your child's education records when you believe they are inaccurate, misleading, or violate your child's privacy rights under FERPA.
 - You should make requests to amend records in writing, and identify what you want changed and the reason for doing so.
 - If the DOE decides not to amend records as requested, you will be notified of the decision, and of your right to a hearing and certain hearing procedures.
- Provide written consent before personally identifiable information in your child's education records is disclosed. However, in certain cases, FERPA allows disclosure without consent. Cases permitting disclosure without consent include:
 - Disclosure to school officials who need to review education records to fulfill their professional responsibilities. School officials include:
 - DOE employees (such as administrators, supervisors, teachers, other instructors, or support staff members); and
 - People whom the DOE engages to perform services or functions for which it would otherwise use its employees. These include (a) individuals and entities providing DOE services and functions through contracts, (b) employees of other government agencies providing DOE-related services or functions, such as attorneys in the NYC Law Department representing the DOE, and school nurses and Office of School Health staff employed by the NYC Department of Health and Mental Hygiene, (c) parents, students, or other volunteers assisting other school officials in performing their tasks, and (d) other qualifying individuals or organizations, such as consultants and community-based organizations, but only if they have agreed in writing to keep student information confidential. Such people are required to be under the direct control of the DOE with respect to the use and maintenance of personally identifiable information from education

records. Direct control is achieved in various ways, including by written agreement.

- When records are requested by officials of another school, district or education institution in which your child seeks or plans to enroll, or is already enrolled if made for purposes of your child's enrollment or transfer.
- Other exceptions exist that permit disclosure of personally identifiable information without consent include certain types of disclosures. Some are listed below. Most of these types of disclosures are subject to certain additional requirements and limitations. Please see FERPA and Chancellor's Regulation A-820 for more information about them.
 - to authorized representatives of government entities and officials in connection with audits, evaluations, or certain other activities;
 - in connection with financial aid for which the student has applied or which the student has received;
 - to organizations conducting studies for, or on behalf of, the NYCDOE;
 - to accrediting organizations to carry out their accrediting functions;
 - to parents of students age 18 and over if the student is a dependent for Internal Revenue Service (IRS) tax purposes;
 - to comply with a judicial order or lawfully issued subpoena;
 - to appropriate officials in connection with a health or safety emergency; and
 - of information that the NYCDOE has designated as "directory information."
- File a complaint with the USDOE if you believe the NYC DOE failed to comply with FERPA's requirements. Complaints may be filed here:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue
SW Washington, DC 20202-8520
or by email to FERPA.Complaints@ed.gov

[Spanish](#)

[Arabic](#)

[Chinese](#)

[Haitian Creole](#)

[Bengali](#)

[Korean](#)

[Russian](#)

[French](#)

[Urdu](#)

Parents' Bill of Rights for Data Privacy and Security

Several laws and regulations protect the confidentiality of information about your children when that information identifies them. Such information, which includes student-specific data, is known as “personally identifiable information” or “PII.”

The federal laws that protect your child’s PII include the [Family Educational Rights and Privacy Act \(FERPA\)](#), the [Children’s Online Privacy Protection Act \(COPPA\)](#), the [Protection of Pupil Rights Amendment \(PPRA\)](#), and the [Individuals with Disabilities Education Act \(IDEA\)](#). State laws, such as [N.Y. Education Law 2-d](#) and the related regulations of the N.Y. State Commissioner of Education; and the DOE [Chancellor’s Regulation A-820](#) also protect the confidentiality of your child’s PII.

Under New York state law, if you are a parent of a child in the New York City public school district (the DOE), you have the following rights regarding the privacy and security of your child’s PII:

- Your child’s PII cannot be sold or released for any marketing or other commercial purposes.
- If your child is under age 18:
 - You have the right to inspect and review the complete contents of your child’s education records within 45 days of the DOE receiving your request and verifying your identity.
 - You also have the right to request changes to your child’s education records when you believe they are inaccurate, misleading, or violate your child’s privacy.
 - Your rights extend to education records stored by DOE contractors or other outside parties on the DOE’s behalf.
- You have the right to be notified if a breach or unauthorized release of your child’s PII occurs.
- You have the right to make complaints about possible breaches and unauthorized disclosures of your child’s PII and to have such complaints addressed. The DOE must provide you with a response no more than 60 calendar days from when we receive your complaint. If more time is needed, the DOE will provide an explanation to you, along with an approximate date for a response.

How to submit complaints to the NY State Education Department (NYSED):

Online: <http://www.nysed.gov/data-privacysecurity/report-improper-disclosure>

By email: CPO@mail.nysed.gov

By mail:

Chief Privacy Officer
New York State Education Department
89 Washington Avenue, Albany NY 12234

By phone at: 518-474- 0937

How to submit complaints to the DOE:

By email: studentprivacy@schools.nyc.gov

By mail:
Chief Privacy Officer,
Office of the General Counsel Room 308
New York City Department of Education
52 Chambers St, New York, NY 10007

These federal and state laws and regulations also impose requirements on the DOE and certain outside parties to ensure your child's PII remains confidential and secure. For example, the DOE and certain outside parties must adhere to the following:

- Your child's PII will be collected and disclosed only as necessary to achieve educational purposes in accordance with state and federal law.
- Safeguards must be in place to protect your child's PII when it is stored or transferred. These safeguards must meet industry standards and best practices. Examples of such safeguards include encryption, firewalls and password protection.
- Steps must be taken to minimize its collection, processing and transmission of PII.
- DOE staff members and outside parties who handle your child's PII must be trained in applicable laws, policies, and safeguards associated with industry standards and best practices.
- Written agreements with outside parties who receive your child's PII from the DOE must address legal requirements with respect to the privacy and security of your child's PII.
- Outside parties should not maintain copies of your child's PII once it is no longer needed for the educational purpose for which the DOE has disclosed it to the outside party. PII should be permanently and securely deleted no later than when the contract ends.

You can find [a complete list of all of the types of student data](#) that the New York State Education Department collects. You may also obtain a copy of this list by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234.

[Spanish](#)

[Arabic](#)

[Chinese](#)

[Haitian Creole](#)

[Bengali](#)

[Korean](#)

[Russian](#)

[French](#)

[Urdu](#)



Have a Question about Homework?

A qualified, licensed classroom teacher is available

Monday – Thursday, 4 p.m. – 7 p.m.

when school is in session.

Call the Dial-A-Teacher Hotline at

(212) 777-3380

<https://dialateacher.org/>

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Parent Teacher Association (PTA)

***Parent Emails**-The PTA would like to gather parent emails to seamlessly share information. [Please click here to complete the form.](#)

Emails entered on the form will go to the PTA directly.

Contact Information

PTA Executive Board

President: Stephany Bonney

Treasurer: Claudine Marcantonio

Recording Secretary: Amy Morgenstern

PTA email: [**104pta@gmail.com**](mailto:104pta@gmail.com)



P.S./I.S. 104: The Fort Hamilton School

Brooklyn

[Shop School Merchandise](#)

Regents Classes and New York State Testing

**Grade 8 Students in the Accelerated
Math and/or Science Classes:**

**Students in the 8th Grade Accelerated
Math and/or Science classes will not
take the New York State Math and/or
Science Exam. They are assessed at the
end of the year through the Algebra 1
and/or Biology Regents based on their
course work.**

**If you have additional questions, please
email Mrs. Hartmann at
lhartmann@schools.nyc.gov.**