



2190 Folin St. Bronx, New York 10457

Phone 718.584.0832 - Fax 718.584.5102

Student Guidebook

2023-2024

Ron Link, Principal

Dayana Delpech, Assistant Principal

Demetri Nicolopoulos, Assistant Principal

Mark Schaudt, Assistant Principal

Peter Volkert, Assistant Principal

How to Use This Guide

Welcome to the 2023-2024 school year! We are so excited to start this important and unusual new year with you. We all have learned many important lessons over the past couple of years, but one of the most important may be in learning how to care and advocate for ourselves and each other.

This guide will help you do just that! On the following pages you will find:

- A **Staff Directory** which provides the contact information for the faculty & staff that are here and available to support you throughout your time here at TAPCo.
- The “**I Need Help! Where Do I Go?**” **Guide** which breaks down common issues you may be facing and directs you to the most relevant person for your need(s).
- **Important Dates** including school closures, Parent-Teacher Conferences, Testing, etc.
- The **Bell Schedule**
- Two blank **Class Schedules** to fill in; one for each semester (Term).
- Ten monthly **Calendars** from September - June.
- A **SMART Goals** page to support you in your quest in becoming your best self.
- A **Study Buddy Contact** section to record information of classmates that can help you study and support each other in each period and Advisory.
- Several **Notes** pages to fill with stray thoughts and important information.

Staff Directory

Name	Department/Role Email	Room
ADMINISTRATION		
Link, Ronald	Principal rlink2@schools.nyc.gov	531
Delpech, Dayana	Assistant Principal jdelpech@schools.nyc.gov	449
Nicolopoulos, Demetri	Assistant Principal dnicolo@schools.nyc.gov	215
Schautd, Mark	Assistant Principal mschautd@schools.nyc.gov	213
Volkert, Peter	Assistant Principal pvolker@schools.nyc.gov	537
OFFICE STAFF		
C. Annie Torres	Principal & Payroll Secretary ctorres5@schools.nyc.gov	533
Garcia, Valerie	Pupil Accounting & Purchasing Secretary vgarcia9@schools.nyc.gov	533
PARENTS & COMMUNITY		
Bonilla Jr., Roque	Parent Coordinator rbonilla@schools.nyc.gov	350
GUIDANCE & SUPPORT SERVICES		
Caceres, Eva	Social Worker ecaceres2@schools.nyc.gov	434
Carr, Erica	Dean ecarr6@schools.nyc.gov	537
Carvajal, Rachel	Bilingual Psychologist rcarvajal3@schools.nyc.gov	222
Fenderson, Danielle	MS/HS Guidance Counselor dfenderson@schools.nyc.gov	452
Fox, Sean	Dean sfox22@schools.nyc.gov	537
James, Karen	HS/MS Guidance Counselor kjames36@schools.nyc.gov	453
Rodriguez Flores, Alma	College Counselor alma.rodriquezflores@cuny.edu	453
Sandrowicz, John	Math HS jsandrowicz@schools.nyc.gov	537
Tangherlini, Nastasia	IEP Coordinator ntangherlini@schools.nyc.gov	222
Vargas, Nancy	HS Guidance Counselor nvargas@schools.nyc.gov	453
PARAPROFESSIONALS		
Coleman, Gwendolyn	gcoleman@schools.nyc.gov	N/A
Hernandez, Rosa	rhernandez16@schools.nyc.gov	N/A
McKenzie, Shantia	smckenzie9@schools.nyc.gov	N/A
Nunez, Patricia	pnunez3@schools.nyc.gov	N/A
Perdomo, Krisdennise	kperdomo@schools.nyc.gov	N/A
Perez, Judelkis	jperez77@schools.nyc.gov	N/A

Perry, Mecca	mperrygittens@schools.nyc.gov	N/A
Reinoso, Olga	oreinoso@schools.nyc.gov	N/A
Salcedo, Stephanie	ssalcedo3@schools.nyc.gov	N/A

SCHOOL AIDES

Calderon, Michelle	mcalderon14@schools.nyc.gov	537
Dalton-Reece, Kecia	kdaltonn2@schools.nyc.gov	N/A
Feliciano, Andy	afeliciano6@schools.nyc.gov	N/A
Hawkins, Shirley	shawkins@schools.nyc.gov	N/A
Jimenez, Anthony	ajimenez51@schools.nyc.gov	N/A
Lora, Anthonelly	alora8@schools.nyc.gov	530
Rodriguez, Sophia	srodriguez139@schools.nyc.gov	532
Virella, Natasha	nvirella@schools.nyc.gov	N/A

SPEECH TEACHERS

Groysman, Yevgeniya (Jane)	ygroysman@schools.nyc.gov	216
De Vassy, Leena	ldevass@schools.nyc.gov	216

FACULTY

Adeoye, Caroline	Special Ed MS cadeoye@schools.nyc.gov	535
Adeyeye, Tejumade	Special Ed HS tadeyeye@schools.nyc.gov	534
Agyenim-Boteng, Eric	Math MS eagyenimboateng@schools.nyc.gov	205
Alvarez, Jose	Physical Education jalvare5@schools.nyc.gov	GYM
Billips, Mayla	Special Ed mbillips@schools.nyc.gov	536
Brown, Cosette	Special Ed. HS cbrown83@schools.nyc.gov	209
Buchbinder, Samuel	Social Studies HS sbuchbinder@schools.nyc.gov	210
Bullock, Janella	Reading Teacher MS (SPED) jbullock2@schools.nyc.gov	222
Cabrera, Brenda	Spanish bcabrera9@schools.nyc.gov	441
Carr, Erica	Science HS ecarr6@schools.nyc.gov	440
Casper, Peter	Math MS pcasper@schools.nyc.gov	534
Castelli, Anna	Special Ed./Math HS acastelli2@schools.nyc.gov	433
Couvertier, Rebecca	ELA MS rcouvertier@schools.nyc.gov	523
Deane, Grace	Dance gdeane2@schools.nyc.gov	450
Demetrius-Powell, Barbara	Health MS/HS bdemetr@schools.nyc.gov	521
Eugenio, Philip	Science HS peugenio2@schools.nyc.gov	212

Feinstein, Amy	ELA HS afeinstein@schools.nyc.gov	210/535
Fox, Sean	Social Studies HS sfox22@schools.nyc.gov	205
Froehlich, Chris	Physical Ed cfroehlich@schools.nyc.gov	GYM
Galimidi, Jessica	Vocal Music HS jgalimidi@schools.nyc.gov	226
Goldman, Steven	Math MS/HS sgoldman8@schools.nyc.gov	205
Hadas, Joshua	Social Studies HS jhadas3@schools.nyc.gov	211
Henriquez, Ofelia	ENL ohenriquez2@schools.nyc.gov	535
James, Kayan	Science HS kjames18@schools.nyc.gov	442
Janceski, Alexandra	Physical Education ajanceski@schools.nyc.gov	GYM
Kingsley, Emanuel	ENL ekingsley@schools.nyc.gov	524
Konigsberg, Robin	Science MS/HS rkonigsberg@schools.nyc.gov	440
Lewis, Althea	Math MS alewis8@schools.nyc.gov	449
Lijoi, Jonathan	Music Instrumental jljoi@schools.nyc.gov	225
Lugo, Richard	Dance rlugo52@schools.nyc.gov	538
Malloy, Malachy	Special Ed HS mmalloy6@schools.nyc.gov	217
Maugé, Jannel	Special Ed jmauge@schools.nyc.gov	205
McKnight, Beverly	Music Vocal bmcknig@schools.nyc.gov	226
Mortensen, Jacob	Music Vocal jmortensen@schools.nyc.gov	226
Mudrick, Steven	Technology/Career Technical Ed. smudrick@schools.nyc.gov	530
Pastore, Anna Maria	Social Studies MS apastore@schools.nyc.gov	521
Pavel, Galina	Special Ed/ELA gpavel@schools.nyc.gov	214
Plichta, Catherine	Music Instrumental/Vocal cplichta@schools.nyc.gov	225
Rice, Thomas	Social Studies MS/HS trice2@schools.nyc.gov	524
Romain, Renata	Visual Art rromain7@schools.nyc.gov	227
Rosado, Desiree	Drama/Theater drosado7@schools.nyc.gov	218
Rundbaken, Robert	Science MS rrundbaken@schools.nyc.gov	536
Sadan, Hagar	Visual Art hsadan@schools.nyc.gov	433
Sanchez, Wilma	Special Ed. HS wsanchez3@schools.nyc.gov	212
Sandrowicz, John	Math HS jsandrowicz@schools.nyc.gov	205
Silaco, Brandon	Special Ed HS bsilaco@schools.nyc.gov	213
Sin, Oi Ling	Math HS osin@schools.nyc.gov	201
Skidelsky, Melissa	Social Studies HS/ENL mskidelsky@schools.nyc.gov	217

Spera, Steven	Math HS sspera@schools.nyc.gov	213
Stavis, Rebecca	Theatre /Special Ed rstavis@schools.nyc.gov	219
Tangherlini, Nastasia	Special Ed. HS ntangherlini@schools.nyc.gov	209
Valdez, Arelis	Science MS avaldez23@schools.nyc.gov	520
Wold, Ian	ELA HS iwold@schools.nyc.gov	214
Wong, Karstina	ELA HS kwong22@schools.nyc.gov	209
Zahir, Adisa	ELA MS azahir@schools.nyc.gov	535
Wediko/NY EDGE		
Jasmine Pineda	HS jpineda@newyorkedge.org	206
Jasimen Washington	MS ps225x@newyorkedge.org	206
Melody Ruiz	MS/HS mruiz@thehome.org	516

I Need Help! Where Do I Go?

TECHNOLOGY

Many practices from the last three years will be continued into the 2023-2024 school year. This includes the many useful online platforms incorporated into virtual learning. All classrooms have class sets of laptops, but it is encouraged that you bring the technology that you feel familiar with. If you are having an issue with your device it should be reported to your classroom teacher. You should also send an email to Mr. Mudrick, our tech coordinator at SMudrick@tapconyc.org. Mr. Mudrick's room is 530.

ACADEMICS/CREDITS

- Schedules
- Credit Accumulation/Report Cards/Transcripts
- Majors/Concentrations

If you find issues with any of the topics listed above, the best thing to do is reach out to your counselor. All counselors can be found in Rooms 452 and 453, just off the Cafeteria. It is good practice to send an email to your counselor explaining your concern. Remember to be courteous in your email and try to stay patient as they address your concerns.

Grade 8, 9	Grade 6, 7, 12	Grade 10 & 11
Ms. Fenderson	Ms. James	Ms. Vargas

Emotional and Social Support

- **Office of Student Support (Room 537)** - Formerly known as the “Dean’s Office,” this is your place for addressing your concerns about peer interaction, and the discipline code. If you are being bullied, or witness another student being bullied, you should go directly to the Office of Student Support.
- **Counseling (Room 452/453)** - Each of us at some point in our lives face mental and emotional issues that are too overwhelming to manage alone. If you find yourself in need of support, we have resources and people available to you. You can confide in an adult that you trust (such as your Advisor) to refer you to counseling, or reach out directly to TAPCo.’s social workers or counselors. You can reach them either through email, or going to their office during your lunch period.

EXTRACURRICULAR & INTERNSHIP OPPORTUNITIES

- **Clubs and Sports** - TAPCo. offers a variety of extracurricular activities from musical theater to Tech Squad. Typically, the best way to join a club or find more information about one is to meet with the club’s advisor/coach. Opportunities will be announced throughout the year, so keep your eyes and ears open!
- **NY Edge** - To register for afterschool with NY Edge you will need to complete a registration form [here](#).
- **Internships** - AP Nicolopoulos (Mr. Jimmy) is the point person for a variety of student opportunities, including internships. He can be found in Room 215 during your lunch period or directly after school hours.

METRO CARDS

Students will be issued metrocards in September and February during their lunch period. If you lose your metrocard you must go to the main office during your lunch period or at the end of the day. You **should not** leave during a class period to pick up a replacement card.

LANGUAGE SUPPORT

If you or your family members need translation and other language support, there are many resources available to you. Here is a short list of the main contact people:

- **Mr. Bonilla** - The Parent Coordinator, located in **Room 350** is available for phone calls and meetings with family members and is fluent in Spanish.
- **Ms. Henriquez** - The English as a New Language Coordinator, located in Room 211, is available to support you in your English language needs. Other ENL teachers include Ms. Skidelsky and Mr. Kingsley.
- **Other Staff** - Many teachers at TAPCo. are fluent in languages other than English and can be part of your support team. If your family members require translation for a language not currently spoken among the staff, we can organize phone-based translation services.

HEALTH & WELLNESS

If you are not feeling well or you require feminine hygiene products, you should report to the **Morris Heights Clinic (located in Room 435, off of the Cafeteria)**. Students must be registered with the clinic in order to be seen by clinic staff. Click [here](#) for a registration form. Passes are required to be seen at the clinic and must be obtained from your classroom teacher.

ID CARDS

Identification Cards should be kept on you at all times. New ID Cards can be picked up in the **Office of Student Support**, located in Room 537.

WORKING PAPERS

If you are 14-17 years old, you are able to obtain working papers. These papers can be picked up in the main office during your lunch period or immediately after school. Applications can be found outside of the main office (532). Please see Main Office staff in room 532 for further assistance.

ONLINE ACCOUNTS

- **Google Classroom:** For issues with your account access to PupilPath and Google Classroom, report the issue to administration in Room 215.
- **Other Platforms:** Your teachers may use many different online platforms throughout the year. If you are having an issue with one of these platforms, this should be reported immediately to that classroom teacher.

LOCKERS

Students are eligible to receive a locker number and combination to store their belongings throughout the day. Lockers may only be accessed before the first period, during lunch, and after the last period. To be assigned a locker; students must provide a [signed locker contract](#) and supporting documents to **Ms. Michelle Calderon** in the **Main Office**. Any students submitting documentation or having issues with a locker may see Ms. Natasha Virella for assistance during their lunch period or after the last period.

LOST & FOUND

Items that have been lost & found will be kept in the **Main Office**. Please see **Ms. Natasha Virella** in the **Main Office**.

SCHOOL APPAREL

School apparel is available in the Office of Student Support. All questions about school apparel should be made to **Mr. Volkert in the Office of Student Support**.

CELL PHONE & ELECTRONIC DEVICE POLICY

TAPCo Cell Phone and Electronic Device Policy

Cell phones and electronic devices are not permitted during class instruction at any time. Upon entering the classroom students should secure their devices in the classroom pouches. Students also have the option of storing their cell phones in their lockers at the start of the day.

★ **Rewards Program:** Students will get a ticket in each class they store their cell phone in the class pouches. A ticket will be given at the end of each class by the teacher. Students can use tickets to “purchase” snacks and/or win prizes during their lunch period.



Students found in violation will be subject to the responses set forth below:

☹️ **FIRST INFRACTION:**

- Student is provided the opportunity to put the phone in the classroom phone pouch.
- Infraction gets entered into SyncGrades.
- Parent Outreach (OSS).

☹️ **SECOND INFRACTION:**

- Mandatory parent conference (in-person/virtual).
- Infraction gets entered into SyncGrades.
- Next morning, students must bring the phone to room 537 where it will be secured and stored until dismissal (OSS).

😞 **THIRD INFRACTION:**

- Lunch Detention in the Dean's Office.

😡 **FOURTH INFRACTION:**

- NO Trips, Sports, Plays, Dances, Senior Activities, Clubs, NYEdge for the marking period during which the infraction occurs.

Important Dates

Date	Day of Week	Event
September 7	Thursday	First Day of School
September 25	Monday	Yom Kippur - Schools Closed
September 28	Thursday	Evening Parent Teacher Conferences
October 9	Monday	Italian Heritage/Indigenous People's Day - Schools Closed
November 7	Tuesday	Election Day - No Classes
November 16	Thursday	Evening Parent Teacher Conferences
November 17	Friday	Afternoon Parent Teacher Conferences - Early Dismissal
November 23-24	Thursday - Friday	Thanksgiving Recess - Schools Closed
December 25 - January 1	Monday - Monday	Winter Recess - Schools Closed
January 15	Monday	Rev. Dr. Martin Luther King Jr. Day - Schools Closed
January 23-26	Tuesday - Friday	Regents Administration
January 29	Monday	Professional Development Day - No Classes
January 30	Tuesday	Spring Semester Begins
February 19-23	Monday - Friday	Midwinter Recess - Schools Closed
March 21	Thursday	Evening Parent Teacher Conferences
March 22	Friday	Afternoon Parent Teacher Conferences - Early Dismissal
March 29 - April 1	Friday - Monday	Easter Weekend - Schools Closed
April 10	Wednesday	Eid al-Fitr - Schools Closed
April 22-30	Monday - Tuesday	Spring Recess - Schools Closed
May 23	Thursday	Evening Parent Teacher Conferences
May 27	Monday	Memorial Day - Schools Closed
June 4	Tuesday	Regents Administration in Algebra I
June 6	Thursday	Anniversary Day/Chancellor's Conference Day - No Classes
June 14-26	Wednesday- Friday	Regents Administration (excluding June 17 & June 19)
June 17	Monday	Eid al-Adha - Schools Closed

June 19	Wednesday	Juneteenth - Schools Closed
June 26	Wednesday	Last Day of School for Students

Bell Schedule

Monday-Friday	
Period	Start-End
1	9:00 - 9:50
2	9:53 - 10:38
3	10:41 - 11:25
4	11:28 - 12:12
5	12:15 - 12:59
6	1:02 - 1:46
7	1:49 - 2:33
8	2:36 - 3:20

Class Schedule

Fall Semester (Term 1)					
Pd.	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					
6					
7					
8					

Class Schedule


Spring Semester (Term 2)					
Pd.	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					
6					
7					
8					

School Year Calendar


SEPTEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7 First Day of School for Students	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Yom Kippur - Schools Closed	26	27	28 Evening Parent/Teacher Conferences - Midpoint of Marking Period	29	30

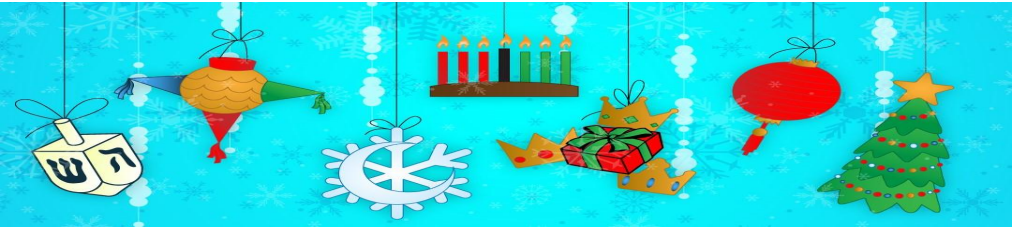

OCTOBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 Italian Heritage / Indigenous People's Day - Schools Closed	10	11	12	13	14
15	16	17	18 Last Day of Marking Period 1	19 First Day of Marking Period 2	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 Election Day - No Classes	8	9 Midpoint of Marking Period	10	11
12	13	14	15	16 Evening Parent/Teacher Conferences	17 Afternoon Parent/Teacher Conferences - Early Dismissal	18
19	20	21	22	23 Thanksgiving Recess - Schools Closed	24 Thanksgiving Recess - Schools Closed	25
26	27	28	29	30		

DECEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Last Day of Marking Period 2	5 First Day of Marking Period 3	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Winter Recess - Schools Closed	26 Winter Recess - Schools Closed	27 Winter Recess - Schools Closed	28 Winter Recess - Schools Closed	29 Winter Recess - Schools Closed	30
31						

JANUARY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Winter Recess - Schools Closed	2 Midpoint of Marking Period	3	4	5	6
7	8	9	10	11	12	13
14	15 Rev. Dr. Martin Luther King Jr. Day - Schools Closed	16	17	18	19	20
21	22	23 Regents Administration in ELA & Living Environment	24 Regents Administration in U.S. History & Algebra I	25 Regents Administration in Global History II & Algebra II	26 Regents Administration in Earth Science	27
28	29 Professional Development Day - No Classes	30 Spring Semester Begins	31			

FEBRUARY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19 Midwinter Recess - Schools Closed	20 Midwinter Recess - Schools Closed	21 Midwinter Recess - Schools Closed	22 Midwinter Recess - Schools Closed	23 Midwinter Recess - Schools Closed	24	
25	26 Midpoint of Marking Period	27	28	29			

MARCH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Last Day of Marking Period 1	19 First Day of Marking Period 2	20	21 Evening Parent/Teacher Conferences	22 Afternoon Parent/Teacher Conferences - Early Dismissal	23
24	25	26	27	28	29 Easter Weekend - Schools Closed	30
31						

APRIL

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Easter Weekend - Schools Closed	2	3	4	5	6
7	8	9	10 Eid al-Fitr - Schools Closed	11	12	13
14	15	16	17 Midpoint of Marking Period	18	19	20
21	22 Spring Recess - Schools Closed	23 Spring Recess - Schools Closed	24 Spring Recess - Schools Closed	25 Spring Recess - Schools Closed	26 Spring Recess - Schools Closed	27
28	29 Spring Recess - Schools Closed	30 Spring Recess - Schools Closed				

MAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9 Last Day of Marking Period 2	10 First Day of Marking Period 3	11
12	13	14	15	16	17	18
19	20	21	22	23 Evening Parent/Teacher Conferences	24	25
26	27 Memorial Day - Schools Closed	28	29	30	31	

JUNE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Midpoint of Marking Period	4 Regents Administration in Algebra I	5	6 Anniversary Day/ Chancellor's Day - No Classes	7	8
9	10	11	12	13	14 Regents Administration in ELA & Living Environment	15
16	17 Eid al-Adha - Schools Closed	18 Regents Administration in U.S. History & Global History II	19 Juneteenth - Schools Closed	20 Regents Administration in Earth Science	21 Regents Administration in Geometry	22
23	24 Regents Administration in Algebra II	25 Regents Administration in Physics	26 Last Day of School for Students	27	28	29
30						

S.M.A.R.T. Goals

S.M.A.R.T. Goals

S.M.A.R.T. Goals are a great way to plan for all of your ambitions, both long term and short term. You can tell it is a S.M.A.R.T. Goal if it is:

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

An example of a S.M.A.R.T. Goal is: I am going to independently read three novels by winter vacation.

Below are spaces to plan S.M.A.R.T. Goals for different areas in your life.

Social:

Emotional:

Family:

Academic:

Extracurricular:

Financial:

Study Buddy Contact Information

Period 1	Subject:
Name:	Name:
Phone:	Phone:
Email:	Email:
Social:	Social:

Period 2	Subject:
Name:	Name:
Phone:	Phone:
Email:	Email:
Social:	Social:

Period 3	Subject:
Name:	Name:
Phone:	Phone:
Email:	Email:
Social:	Social:

Period 4	Subject:
Name:	Name:
Phone:	Phone:
Email:	Email:
Social:	Social:

Period 5	Subject:
Name:	Name:
Phone:	Phone:
Email:	Email:
Social:	Social:

Period 6	Subject:
Name:	Name:
Phone:	Phone:
Email:	Email:
Social:	Social:

Period 7	Subject:
Name:	Name:
Phone:	Phone:
Email:	Email:
Social:	Social:

Period 8	Subject:
Name:	Name:
Phone:	Phone:
Email:	Email:
Social:	Social:

