

The High School of Applied Communication
Where Tomorrow's Leaders are Developed Today

Student Handbook

2016-2017

Mr. Michael Weinstein, Principal
Ms. Amy DeMarco, Assistant Principal



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Our Mission

The mission of the High School of Applied Communication is for all students to graduate ready to enter college as savvy consumers of information having mastered the literacy, communication, and critical thinking skills necessary to successfully meet the challenges of today's complex society.

Our Vision

The High School of Applied Communication is committed to the development of a safe and productive learning environment that fosters a meaningful and respectful collaboration among students, staff, parents/guardians, and the community in order to achieve common goals. With a strong focus on promoting literacy and communication skills across the curriculum, instruction will be delivered through a standards-based, individualized, and authentic learning program shaped by the consistent collection and analysis of data. Rituals and routines, active engagement, and opportunities to apply new knowledge will characterize all classes, supporting a culture of responsibility, citizenship, and self-directed, lifelong learning.



Who are We?

The High School of Applied Communication, otherwise known as HSAC, proudly opened its doors in September, 2005 as one of three distinct schools in the Queens High School Complex.

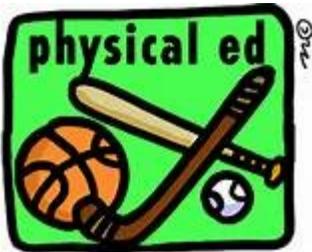
As the name suggests, students are educated in *literacy* and *communication*. **Upon graduating from HSAC, students will be 21st century communicators as well as college and career ready learners.**

Important to Know

HSAC Dress Code

Students must come to school wearing appropriate clothing that will allow them to learn without distraction. The following items may NOT be worn in school:

- Headgear including Hats (except for religious observance)
- Pants, shorts, or skirts hanging below the waist.
- Shirts that are low cut or expose the midriff or shoulders (no spaghetti straps)
- Skirts or shorts that are more than two inches above the knee
- Clothing with writing or images that are lewd, vulgar, or promote inappropriate behavior
- Chains, beads, or gang paraphernalia
- T-shirts with inappropriate terminology and pictures



Physical Education Uniform

Students are required to change into appropriate attire for physical education classes. This in-

cludes a HSAC t-shirt, sneakers and HSAC shorts or sweatpants.

Community Service

In addition to the course and exam requirements needed to graduate, **HSAC students are also required to volunteer a minimum of 60 community service hours** as part of their educational development. Through volunteering, students will have the chance to develop character, responsibility, and maturity, as well as build relationships and skills. Additionally, in today's competitive climate, community service is critical for students applying for college admission and scholarships. We encourage students to begin seeking volunteer opportunities in their communities and/ or at school as early as their freshman year.

Report Cards and Marking Periods

Students will receive three report cards per semester. The 1st and second semester grades appear on the students' official transcripts. Semester grades are cumulative. This means that your final semester grade is an average of all three marking periods.

Fall 2016

	Marking Period Ends	Report Cards Distributed
1	October 7	October 17
2	November 10	November 17
3	January 20	January 31

Spring 2017

	Marking Period Ends	Report Cards Distributed
1	March 15	March 23
2	May 5	May 12
3	June 13	June 28



AP Courses

This year, HSAC will offer three Advanced Placement courses: **U.S. History** and **Human Geography** for juniors, and **Chemistry and Environmental Science** for seniors. These classes offer students a more rigorous academic experience and the chance to earn college credit.



College Now

10th, 11th, and 12th grade students in firm academic standing will have the opportunity to take classes at LaGuardia Community College. Through our partnerships with these schools, students will take college level courses in order to earn college credit and to get a taste of the rewards and challenges of college life.

HSAC Technology Program

During their time at HSAC, students will have the opportunity to experience various aspects of technology, including computer graphics, interactive media, and web design, through technology classes and the technology club. Ninth grade students begin their technology experience in all subject areas with projects that are specifically designed to teach students how to use technology for learning, research, and presentation. Additionally, selected students will take intensive courses in Microsoft and/or Adobe applications that will culminate in licensing exams. By passing their exams, those students will earn professional certifications in these applications.



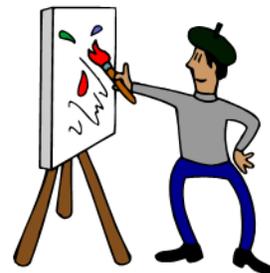
Useful Websites

Visit HSAC's website at www.hsacny.com, where you can find school news, resources, photos, and a wealth of other information. The site is frequently updated and growing, so bookmark it in your browser and return often.

Other on-line resources:
Engradepro.com, Regentsprep.org

Extracurricular Activities and Clubs

Students will be given many opportunities to meet other students who share common interests at HSAC. Our past clubs have included: **Student Government, School Newspaper, Art Club, Drama, Yearbook, Senior Activities, Dance Team, Technology Team, Book Club, and Peer Tutoring**. We encourage you to speak to your teachers or administrators if there is a club that you are interested in starting.



PSAL Sports

Our PSAL sports program brings together athletes and coaches from all three high schools in our building under the leadership of our athletic director, Mr. Golis. Sports teams for girls include **basketball, soccer, volleyball, cross-country, outdoor track, rugby, softball, table tennis** and **wrestling**. Our boys' teams include **basketball, soccer, cross-country, outdoor track, and wrestling**. In order to participate in PSAL sports, students must have a physical and maintain satisfactory grades and attendance.

National Honor Society

Students may apply for membership in the prestigious National Honor Society during their junior year. Membership is based on the following criteria:

- **Scholarship** (a minimum cumulative average of 85%)
- **Exemplary Character**
- **Leadership**
- **Service** (make sure to submit your community service hours)

Members of the National Honor Society are a vital and esteemed part of our school community and are recognized each year at graduation.



How HSAC Families Can Get Involved

HSAC is a community, and we ask that every student encourage their parents or guardians to play a larger role in the community by attending the many workshops, meetings, and events that are held regularly at the school. These include:

- **Workshops:** We provide a variety of informative workshops each month during the daytime and evening hours on a variety of topics, including academic requirements, applying for college, financial aid, bullying, substance abuse, etc.
- **Celebrations:** We hold many celebrations throughout the year that bring together parents, students, and staff. These celebrations include: Awards Nights, Thanksgiving Family Dinner, the Multi-Cultural Festival, and others.
- **Parent-Teacher Association:** The PTA meets on the same night each month and provides parents with the opportunity to learn about what is happening in the school, share ideas, and work together to support the students of HSAC through fundraising and other service to the school.
- **School Leadership Team:** The School Leadership Team (SLT) is a committee of parents, school staff, and students who meet monthly to develop the school's education plan and budget. Parents are elected through the PTA to serve on the SLT. The Principal, PTA President, and UFT Chapter Leader are automatically members of the SLT.

Common Core Standards

The Common Core Standards Initiative is a state-led effort aligned to college and career expectations developed to instill a common understanding about what students should know and be able to do by the time they graduate high school. The Common Core State Standards include rigorous content and application of knowledge through high-order skills and are internationally benchmarked so that all students are prepared to succeed in the global economy.

Over the next four years, New York State Assessments, including Regents exams, will change to reflect the New York State Common Core Learning Standards. The new state assessments, expected to be ready in 2013-14, will focus on measuring deeper levels of thinking, and will therefore be more predictive of college and career readiness.

You will see evidence of the implementation of the Common Core Standards at HSAC in a variety of ways, including:

- An increased use of informational texts in all classes
- An increase in research and discovery based learning
- An increased focus on writing for argument, including developing strong claims about topics of interest, supporting those claims with various types of evidence, and addressing opposing viewpoints
- Increased use of standards based rubrics used by both teachers and students to evaluate work
- Increased opportunities for students to apply knowledge through projects and multi-media presentations.
- Increased opportunities for students to participate in a range of collaborative discussions on various topics, texts, and/ or issues, building on each other's ideas and expressing their own clearly and persuasively
- An increased focus on academic and subject-specific vocabulary

The High School of Applied Communication

Where Tomorrow's Leaders are Developed Today

Bell Schedule 2016-2017

Monday through Friday

Period	Class Begins	Class Ends
1	8:20	9:05
2	9:08	9:53
3	9:56	10:41
4	10:44	11:29
5	11:32	12:17
6	12:20	1:05
7	1:08	1:53
8	1:56	2:41
9	2:44	3:29

**Each instructional period is 45 minutes.
Morning announcements are third period.**

2016-



2017 SCHOOL YEAR CALENDAR

August	29	Monday	The following staff report: Assistant Principals and school-based intermediate supervisors.
September	5	Monday	Labor Day (schools closed)
September	6	Tuesday	Classroom Teachers, Guidance Counselors, Attendance Teachers, Nurses, Therapists, Educational Paraprofessionals, School Secretaries, Psychologists, and Social Workers report.
September	7	Wednesday	Chancellor's Conference Day for Staff Development – students will not be in attendance New Student Orientation – 6:00 p.m.
September	8	Thursday	First day of school
September	12	Monday	Eid al Adha (school closed)
September	28	Wednesday	Family Night/ Meet the teachers
October	3-4	Monday and Tuesday	Rosh Hashanah (school closed)
October	7	Friday	Marking period 1 ends (semester 1)
October	10	Monday	Columbus Day Observed (school closed)
October	12	Wednesday	Yom Kippur (school closed)
November	8	Tuesday	Election Day Chancellor's Conference Day for staff development (Students will not be in at-
November	10	Thursday	Marking Period 2 ends (Semester 1)
November	11	Friday	Veteran's Day (schools closed)
November November	17- 18	Thursday (6:00 pm.-8:30 pm) Friday (1:00 pm – 3:00 pm)	Parent-Teacher Conferences
November	24, 25,	Thursday and Friday	Thanksgiving Recess (schools closed)
December January	26- 2	Monday the 26th through Monday the 2nd	Winter Recess (schools closed - students return to school on , January 3, 2017).

2017

January	16	Monday	Dr. Martin Luther King, Jr. Day (schools closed)
January	20	Friday	Marking period 3 Ends (Semester 1)
January	24 to 27	Tuesday through Friday	January Regents Administration (No classes) Note: Freshmen do not take Regents exams in January.
January	30	Monday	Fall Term ends for high school students. No high school students will be in attendance.
January	31	Tuesday	Spring Term begins for high school students.
February	20 - 24	Monday through Friday	Midwinter Recess (including Washington's Birthday) (schools closed)
March	15	Wednesday	1 st marking period ends (Semester 2)
March	23-24	Thursday (6:00 pm.-8:30 pm) Friday (1:00 pm – 3:00 pm)	Parent-Teacher Conferences
April	10 - 18	Spring Recess (including Passover and Good Friday) (schools closed)	Spring Recess (schools closed-Students return to school on).
May	3	Wednesday	Evening Conference
May	5	Friday	2nd Marking Period ends (Semester 2)
May	29	Monday	Memorial Day Observed (schools closed)
June	8	Thursday	Conference Day for staff development. Students will not be in attendance.
June	13	Tuesday	3 rd marking period ends (Semester 2)
June	13 to 22	Tuesday through Thursday	June Regents Exam Administration
June	23	Friday	Regents Rating Day Students will not be in attendance.
June	26	Monday	Eid al-Fitr (Schools closed)
June	28	Wednesday	LAST DAY FOR ALL STUDENTS
June June	29 30	Thursday and Friday	All other staff report.

School Staff

All staff members at HSAC are there to help and support you in your academic, social, and emotional development. They will treat you respectfully as members of the community and expect to be treated the same. Get to know our staff and give them the opportunity to know you.

Administration

Mr. Weinstein Principal (Rm. 523)
Ms. DeMarco, Assistant Principal (Rm. 519B)

Guidance Counselor

Ms. Antoine (Rm. 506)

Social Worker

Ms. Daly (Room 519A)

Dean/ Athletic Director

Mr. Golis (Rm. 525)

Parent Coordinator

Ms. Olaya (Rm. 513)

Secretaries

Ms. Mazzo (Rm. 521)
Ms. I. Martinez (Rm. 513)

School Aide

Ms. C. Martinez (Rm. 513)

Security Agents

Agent Benjamin (Front Desk)
Agent Greene (Front Desk)

Custodian

Jack Montalto

Math Department

Ms. Cece
Ms. Lan
Mr. Stark

English Department

Ms. Acosta
Mr. Golis
Mr. Greco
Ms. Zarate

Social Studies Department

Ms. Ackerman
Ms. Kelly
Mr. O'Brien

Science Department

Ms. Alcantara
Ms. Hu
Mr. Osei-Bonsu

Special Education Department

Ms. Abrahamson
Ms. Allen
Ms. Costentino
Ms. McCauley

Physical Education/Health Department

Ms. Campbell
Mr. Gerard

Foreign Language Department

Mr. Eller

ESL Department

Ms. Reistetter

Art Department

Ms. Vivaldi

Technology Department

Mr. Riese

Academic Policy on Grade Levels and Credits

<p>I am a freshman if... I have graduated from junior high school I have less than 8 credits</p>
<p>I am a sophomore if... I have at least 8 credits I have passed E1, E2 I have passed H1, H2</p>
<p>I am a junior if... I have at least 20 credits I have passed E1, E2, E3, E4 I have passed H1, H2, H3, H4</p>
<p>I am a senior if... I have at least 28 credits I have passed 5 Regents Exams English, Math, Global History, U.S. History, and Science</p>

Graduation Requirements

<p><u>Credits</u> <i>Students need at least 44 credits to graduate</i> 8 English--E1, E2, E3, E4, E5, E6, E7, E8 8 Social Studies--H1, H2, H3, H4, H5, H6, H7L, H8 6 Math 6 Science 2 Foreign Language 2 Visual Art, Music, Dance, or Theater 1 Health .5 x 8 semesters for Physical Education 7 Sequence Courses / Electives</p>	
<p style="text-align: center;"><u>Regents Diploma</u></p> <p><i>To graduate with a Regents Diploma students must have the credits listed plus a 65+ on the following Regents exams:</i></p> <p style="text-align: center;">Math Global Studies US History Science English</p> <p><small>**Students who have an IEP can receive a local diploma by earning the credits listed plus a 55+ on the Regents exams above or corresponding RCTs. RCTs will no longer be available to students who enter school starting September, 2011.</small></p>	<p style="text-align: center;"><u>Advanced Regents Diploma</u></p> <p><i>To graduate with an Advanced Regents Diploma, students must have the credits listed plus a 65+ on the following Regents Exams:</i></p> <p style="text-align: center;">English Global Studies US History Foreign Language (LOTE exam) 3 Math 2 Science</p>

Regents Diploma	Advanced Regents Diploma
<p>Your child must achieve a score of 65 or higher on these five Regents exams:</p> <ul style="list-style-type: none"> • English Language Arts (ELA) • Any mathematics exam (Algebra I, Geometry, or Algebra II/Trigonometry) • Any social studies exam (Global History and Geography or U.S. History and Government) • Any science exam (Living Environment, Chemistry, Earth Science, or Physics) • Any additional Regents exam or assessment approved by the State for this purpose 	<p>Your child must achieve a score of 65 or higher on these nine exams:</p> <ul style="list-style-type: none"> • English Language Arts (ELA) • Three mathematics exams (Algebra I, Geometry, and Algebra II/Trigonometry) • Any social studies exam (Global History and Geography or U.S. History and Government) • Two science exams (Living Environment and one of these: Chemistry, Earth Science, or Physics) • Any additional Regents exam or assessment approved by the State for this purpose • Any NYC Languages Other Than English (LOTE) exam

Minimum Credit Requirements		
8	Core English	8
8	Social Studies: Global History (4), U.S. History (2), Participation in Government (1), Economics (1)	8
6	Mathematics: Including at least two credits of advanced math (e.g., Geometry or Algebra II)	6
6	Science: Life Science (2), Physical Science (2), Life Science or Physical Science (2)	6
2	Languages Other than English (LOTE)*	6
4	Physical Education (every year, distributed in specific ways)	4
1	Health	1
2	Visual Art, Music, Dance, and/or Theater	2
7	Electives	3
44	TOTAL CREDITS	44

Examination Requirements

Regents Exam ²	Minimum Requirements	Advanced Regents Diploma
English Language Arts (ELA)	65+	65+
Math	65+ on one math exam: <ul style="list-style-type: none"> • Algebra I • Geometry, OR • Algebra II 	65+ on three math exams: <ul style="list-style-type: none"> • Algebra I • Geometry, AND • Algebra II
Social Studies	65+ on one social studies exam: <ul style="list-style-type: none"> • U.S. History OR • Global History & Geography 	65+ on one social studies exam: <ul style="list-style-type: none"> • U.S. History OR • Global History & Geography
Science	65+ on one science exam: <ul style="list-style-type: none"> • Living Environment, • Earth Science, • Chemistry, OR • Physics 	65+ on Living Environment AND one other science exam: <ul style="list-style-type: none"> • Earth Science, • Chemistry, OR • Physics
Languages Other Than English (LOTE)	Not required	65+ on one NYC LOTE exam ⁴
+1 Option ³	65+ on any additional Regents exam or State-approved +1 option	65+ on any additional Regents exam or State-approved +1 option

³ Other assessments and learning experiences approved by the New York State Education Department may fulfill the +1 option or replace a required exam. Students should ask their schools about the availability of these options, including the Career Development and Occupational Studies (CDOS) +1 Option. Students using the CDOS +1 option must complete a career plan, employability profile, and 216 hours of career preparation experiences, which must include at least 54 hours of work-based learning.

⁴ Students completing an Arts or CTE endorsement to the Advanced Regents diploma and students whose IEPs indicate a disability that affects their ability to learn a language are not required to take the LOTE exam.

NOTE: Students with disabilities have additional options for fulfilling exam requirements. Students should ask their schools about whether these options apply to them.

Diploma Endorsements

Students may earn diploma endorsements recognizing the successful completion of additional courses and exams. Students should ask their schools if they are eligible for any of the following endorsements: Arts, CTE, Honors Designation, Mastery in Math, Mastery in Science, and Service.



Toward College and Career Readiness

Students must earn passing scores on the exams listed to the left in order to receive a Regents or Advanced Regents diploma. Earning higher scores on these exams, taking additional exams, and achieving diploma endorsements can support students in successfully transitioning to college or the workplace.

Achievements that Support College and Career Readiness

Earn any of these scores to avoid remediation at CUNY:

- ✓ Reading and Writing
- ✓ English Regents exam score of 75+
- ✓ SAT Critical Reading score of 480+
- ✓ ACT English score of 20+
- ✓ Passing score on CUNY Assessment Tests

Math

- ✓ Any Math Regents exam score of 80+ AND a passing grade in Algebra II/Trigonometry or a higher-level math course
- ✓ Common Core-aligned Algebra I or Geometry Regents exam score of 70+ AND a passing grade in Algebra II or a higher-level math course
- ✓ Math SAT score of 500+
- ✓ ACT Math score of 21+
- ✓ Passing score on CUNY Assessment Tests

Other Achievements

- ✓ Earn a score of 3+ on any Advanced Placement (AP) exam
- ✓ Earn a score of 4+ on any International Baccalaureate (IB) exam
- ✓ Pass a course that earns college credit with a "C" or higher
- ✓ Earn an Advanced Regents diploma
- ✓ Earn a CTE diploma endorsement and/or pass an industry-recognized technical assessment for licensure and/or certification
- ✓ Earn an Arts diploma endorsement

GRADUATION REQUIREMENTS

For students entering 9th grade in 2016

Credit Requirements →

Summary of NYSSED Regulations as of April 2016

Credit Requirements

	Regents Diploma	Advanced Regents Diploma
Minimum Requirements¹		
English Language Arts (ELA)	8	8
Math Including at least 2 credits of advanced math (e.g., Geometry or Algebra II)	6	6
Social Studies <i>Distributed as follows:</i> Global History (4) U.S. History (2) Participation in Government (1) Economics (1)	8	8
Science (including labs) <i>Distributed as follows:</i> Life Science (2) Physical Science (2) Life Science or Physical Science (2)	6	6
Languages Other Than English (LOTE)	2	6 ²
Visual Art, Music, Dance, and/or Theater	2	2
Physical Education Every year, distributed in specific patterns	4	4
Health	1	1
Electives	7	3
Total	44	44

¹ The number of credits required for State-approved Career and Technical Education (CTE) sequences varies depending on the specific program of study. Students may be required to earn more than 44 total credits in order to graduate with a CTE endorsement. Students in CTE programs should ask their school about these requirements.

² Students completing Arts or CTE endorsements to the Advanced Regents diploma are required to complete only 2 credits of LOTE. See reverse for more information about these endorsements.

Toward College and Career Readiness

Students must earn the credits listed to the left in order to receive a Regents or Advanced Regents diploma. Completing the additional courses listed below can support students in successfully transitioning to college or the workplace.

Courses That Support College and Career Readiness

Subject-Specific Course Sequences

Math: 8 Regents-level credits, including a sequence that consists of at least the following courses:

- ✓ Algebra I
- ✓ Geometry
- ✓ Algebra II

Science: 8 Regents-level credits, including a sequence that consists of at least three of the following courses:

- ✓ Living Environment
- ✓ Chemistry
- ✓ Physics
- ✓ An AP science course

Advanced Courses

Advanced Placement (AP) courses
International Baccalaureate (IB) courses

Courses for college credit such as:
✓ College Now
✓ CUNY Early College

For students entering 9th grade in 2016

GRADUATION REQUIREMENTS

Top 10 Ways to Have a Successful Experience at HSAC

1. ***Come to school each day***

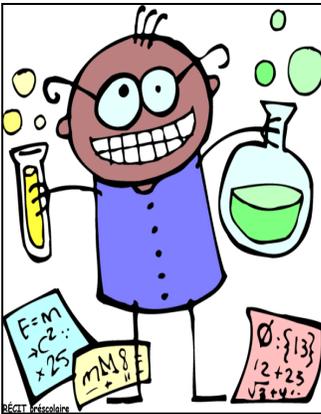
Remember, if you are absent for any reason, it is your responsibility to give your period 3 teacher an absence note and to make up any missing classwork and homework. Unless they report your absence to the school, parents/ guardians will be contacted each time you are absent.

2. ***Always be on time***

It is very important that you are on time to school each and every day. Think about how long it takes to get to your first period class on time and plan accordingly! **Do not forget to include riding the bus or subway, walking from public transit, waiting for the elevator to get to the fifth floor, stopping at your locker to get organized for the day, and walking to the appropriate classroom.** *Breakfast begins promptly at 7:30 am.* Getting to school early enough to have breakfast is a great way to start the day and avoid being late.

3. ***Be respectful***

Your attitude towards the people around you leaves a strong impression. Watch your language, be sensitive to people's differences, offer assistance, and don't forget to say "good morning," "please," and "thank you." A little kindness goes a long way. Remember, it is up to you to make the school a place where people feel safe, happy, and supported.



4. ***Be prepared and organized***

It is very important that you are in school every day ready to learn. Come prepared with the materials necessary for class, including pens and pencils, books, and homework. Carry an organizer or notepad to write down all assignments. Remember that your sourcebook for each class will be an integral part of your learning and of your grade. Keep it updated and organized and review past entries often.

5. ***Set goals for yourself***

The ability to set your own goals is a skill that will benefit you for a lifetime. Make sure that the goals for each of your classes are clear. Create a specific plan for how you will achieve these goals. Monitor your progress by carefully observing what is working for you and what is still holding you back. Write and reflect often. Develop new plans if necessary and never forget to celebrate your successes.

6. Get help when you need it

It is your responsibility to monitor your own progress and to ask for assistance if any issues arise that might impede your success at HSAC. Our staff prides itself on its willingness to help all of our students. We offer after school tutoring programs, and many teachers will volunteer their time during lunch or a free period if you need extra help. Our guidance counselor and social worker will help take care of your social and emotional needs, or answer questions about your program, work opportunities, or your future plans. Peer tutors and peer mediators are also on hand if you need them. Take advantage of the resources HSAC has to offer. Small issues become large when they are not addressed.

7. Keep yourself and your belongings safe

All students will be assigned a locker and issued a combination lock. It is your responsibility for keeping your combination private. Students may NOT share lockers. Additionally, all students are required to carry a lock for the locker room. All items left in the locker room must be locked securely. If you need to carry a cell phone or other electronic equipment, you are required to hand in these items when you arrive to school to be stored for the day. The school is not responsible for electronics or for missing or damaged items that were not locked appropriately. Glass bottles or any other items that can break and cause injury are prohibited.

8. Help keep the building clean

HSAC is a relatively new school and we want to keep it looking new. Keep your locker, the hallways, and the classrooms free of trash. Discard unwanted items in the trash cans located around the building. In the cafeteria, throw away your garbage after you eat and clean up any litter or spills. Students may only eat in the cafeteria. If you bring breakfast to class, you will be asked to discard it or put it away. Keep the desks clean and always make sure your materials are **neatly** put away in the appropriate location before leaving your classroom.



9. Get involved in your school community

Students who get involved in extracurricular activities have a much richer and enjoyable high school experience. Plan to join an after-school club or team. Volunteer for our fundraisers that support the school and local charities. If you are not sure how you can get involved, any member of the staff will be happy to assist you.

10. Follow the discipline policy

HSAC's discipline policy was developed collaboratively by school administrators, teachers, and staff to help ensure the safety, comfort, well-being, and success of every member of our school community. The policy supports the rules, regulations, and consequences set forth by the N.Y.C. Department of Education Discipline Code. All students will be held accountable for knowing our policy and accepting responsibility for their actions.



The High School of Applied Communication **Discipline Policy**

Every student has the right to learn in a safe, well-ordered, and supportive environment. In order to maintain this type of environment at the High School of Applied Communication, all students must adhere to the following discipline policy:

School Identification, Program Cards, and Scanning

- Students must bring their school I.D. and program card each day.
- Students must swipe their I.D. card upon entering the building and again upon entering the cafeteria for lunch.
- If an I.D. card is lost, it is the student's responsibility to have it replaced.
 - 1st Replacement: \$2.00
 - 2nd Replacement: \$3.00
 - 3rd Replacement: \$5.00

Dress Code

- All students must adhere to the designated dress code each day.
- A warning will be issued to any students who come to school wearing inappropriate attire and they will be directed to change their clothing immediately.
- If students who are inappropriately do not have appropriate clothing at school, they will be given a large t-shirt to wear when possible and a parent/ guardian will be contacted.
- Students who fail to adhere to the dress code at least three times will be given detention. Further disciplinary action will be taken if the behavior continues.

Prohibited Items

- The following items are not permitted in school according to Chancellor's Regulations and will be confiscated if seen:
 - ◇ Electronics
 - ◇ Headwear (unless authorized for religious purposes)
 - ◇ Gang related paraphernalia
 - ◇ Lighters, matches, tobacco products
 - ◇ Weapons (including chains worn on the belt)

Electronics

- Electronics (including phones, head phones, gaming devices, I-Pods, etc.) are not permitted in the classroom without express permission for the teacher.
- Electronics and headphones are not allowed in the hallways.
- Any confiscated electronics or headwear will be returned to the student after one day for the first offense. After the first offense, confiscated items will be returned in two weeks unless a parent or guardian picks up these items at the school.

Lateness to Class

- Students must arrive to class on time on a daily basis.
- Any student who walks into class after the late bell must sign the Late Log.
- Three latenesses to class will result in a phone call home.
- Students who are late again after two phone calls will be referred to the dean and assigned detention.

Hall Sweeps

- Students caught in a hall sweep must report immediately to the Deans' Office.
- Parents or guardians will be contacted and letters will be sent home to students caught in hall sweeps.
- Any student caught in a hall sweep three times will be assigned detention.

Cutting Class

- Students must attend every class each day, including their first and last period classes.
- Teachers will contact parents or guardians if a student cuts class.
- Cutting a class will result in a phone call home and detention.
- Any student who leaves the building without permission will automatically receive a phone call home and detention.

Hall Passes

- Students must request a hall pass from their teacher in order to leave the classroom.
- Restrooms are not available during the first and last 10 minutes of the period.
- There is a 5 minute maximum time limit on all passes.
- Restrooms are closed periods 2,6 and 7

Respect

- Students must speak and behave respectfully at all times. Offensive language or gestures, as well as derogatory statements relating to race, religion, sex, or culture will not be tolerated and may result in a principal's suspension.
- Any student who uses profanity towards an adult in the building will receive a Principal's Suspension.

Trespassing

- Students will be considered trespassing if they are found in any unauthorized area of the building, including the locker rooms, cafeteria, and 4th floor unless it is during an assigned period.
- Any student found trespassing will receive detention.

School Property

- Students must respect school property by keeping it clean at all times.
- Any student who engages in graffiti or any type of vandalism will be subject to a Superintendent's Suspension and/or arrest.

Detention Policy

- Any student who fails to report for an assigned detention will have an additional day added.
- Failure to report to detention more than three times will result in a Principal's Suspension.

Frequently Asked Questions

- 1. What do I do if I have lost my school ID?**
When you arrive to school, sign in on the sign in sheet at the security desk and indicate that you have lost your ID. Within a few days, our dean, Mr. Golis, will provide you with a replacement.
- 2. What do I do if I have lost my Metrocard?**
Sign your name in the Lost Metro Card book on the front desk in the main office when you arrive to school. Return to the main office Period 4 to pick up a new Metrocard from our secretary, Ms. Martinez
- 3. How do I attain working papers?**
See Ms. Martinez, our school aide, or Ms. Olaya, our parent coordinator, before school or during your lunch period.
- 4. What do I do if I need to see the guidance counselor or social worker?**
Our guidance counselor, Ms. Antoine, and our social worker, Ms. Daly, are always here to help. Stop by their office before school starts and let them know that you need to talk. If they can't talk to you at that time, they will give you a pass to come back. If it is an emergency situation, get a pass from your teacher.
- 5. What if I have a problem with my schedule?**
See Ms. Antoine following the procedure above. In most cases, you will be asked to complete a schedule change request form. Your request will be considered by Ms. Antoine and Ms. DeMarco, who will get back to you within a few days.
- 6. What if I am having a problem with another student in the school (i.e.: bullying, teasing, etc.)?**
Speak to an adult in the building immediately, such as Mr. Golis, Ms. Daly, Ms. Antoine, or one of your teachers or administrators. Your safety and well being is extremely important, and we will treat any concern seriously, no matter how small. Remember, we cannot help you to solve a problem if we are not aware of the problem.
- 7. What if I forgot my locker number or combination?**
See Mr. Golis before school or during lunch. He will be able to help you.
- 8. What if I need to leave school early?**
You must bring in a note from your parent or guardian to the main office when you get to school indicating the reason and time you must leave. When it is time to leave, return to the main office to sign out and get a copy of the note.
- 9. What if I have an injury or illness that prevents me from participating in physical education?**
If the situation is minor and will resolve itself within the week, bring in a note from a parent or guardian explaining the situation and give it to your physical education teacher. If the situation is more serious and will keep you from participating in gym for a longer period of time, you must provide a doctor's note in addition to a note from home. If you cannot participate in physical education, you will be given an alternate assignment to complete during class.
- 10. What if my parent/ guardian would like to speak to a member of the staff or administration?**
We welcome communication from parents and do our best to make communication as easy as possible. Call the school at any time and leave a detailed message if the person you are trying to reach is not available. Staff e-mail addresses will be provided in the first newsletter and e-mail is another good communication option.

