

FREDERICK DOUGLASS ACADEMY VI HIGH SCHOOL
School of Business Technology & Culinary Arts

8-21 Bay 25th Street
Far Rockaway, NY 11691
Phone 718-471-2154 Fax 718-471-2890

FAMILY HANDBOOK

2021-2022



Tonie Roberts, Parent Coordinator
Rosmond Samuels, Guidance Counselor
Hattie Dupree, Social Worker
Brunilda Fernandez, Family Worker

Our Mission and Vision Statement

Rooted in the belief that every child can and will learn in a conducive learning environment, our mission is to inspire students to achieve the highest standards of intellectual and personal development in an academically challenging environment enriched with encouragement, support, and assistance.

As a community of learners, we strive for excellence, unlocking the full potential of each individual, and developing confident and independent learners.

Graduation Requirements

Students need 44 credits in these subject areas to earn a Regents diploma in addition to earning a 65 or higher on the five exams listed below.

- 8 credits in core English
- 8 credits in social studies, including:
 - 4 credits in Global History
 - 2 credits in U.S. History
 - 1 credit in Participation in Government
 - 1 credit in Economics
- 6 credits in math, including:
 - At least 2 credits in advanced math (for example, Geometry or Algebra II)
- 6 credits in science, including:
 - 2 credits in any life science
 - 2 credits in any physical science
 - 2 credits in any life science or physical science
- 2 credits in Languages Other Than English (LOTE)
- 4 credits in physical education, every year in specific ways
- 1 credit in health education
- 2 credits in arts education, including visual arts, music, dance, and theater
- 7 credits in electives

Path of Success for Students

1

You have to be in it to win it: Come to school & be on time. Go to class prepared with the appropriate materials and assignments.

2

Treat others as you would want to be treated: Act appropriately and responsibly in and out of the school building.

3

Even the best of friends face conflicts but that does not mean the end of a relationship: No fighting. Resolve conflicts peacefully and ask for mediation because it helps.

4

Do listen: Listen to staff members and cooperate when asked to do something, whether it's academic or not.

5

Be responsible. Be responsible for yourself and the school's property.

6

Dress for Success: students are well groomed, neat and tidy each day.

7

Weapons, illegal drugs, or controlled substances do not have a place in our school. According to the Chancellor Regulations, these items are forbidden in our school. Violators will face severe consequences.

8

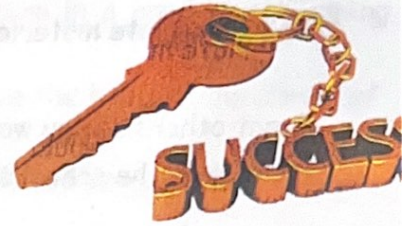
Protect your property: Cell phones, Ipads, laptops and any headphones should be protected at all times. FDA VI is not responsible for lost items.

9

Communication is the key: Keep your parents and guardians in the loop about what's going on at school. Deliver notices you have been given promptly.

10

School is what you make it, you will only get what you put in. Recognize, appreciate, and take full advantage of the extraordinary opportunity you have in attending FDA VI. Dedicate yourself to achieving the highest level possible.



SCHOOL HOURS

8:20 am – 2:40 pm (Students can arrive as early at 7:40 am for breakfast)

FDA VI BELL SCHEDULE

| <u>PERIOD</u> | <u>BEGINS</u> | <u>ENDS</u> |
|----------------------|---------------|-------------|
| 0 | 7:30 | 8:18 |
| 1 | 8:20 | 9:05 |
| 2 | 9:07 | 9:52 |
| 3 | 9:54 | 10:42 |
| 4 | 10:44 | 11:29 |
| 5 | 11:31 | 12:16 |
| 6 STUDENT LUNCH | 12:18 | 1:03 |
| 7 | 1:05 | 1:50 |
| 8 | 1:52 | 2:40 |
| Day 9 (Extended Day) | 2:42 | 3:27 |
| 10 (Extended Day) | 3:29 | 4:14 |

There is a 2-minute passing time.

AUTHORIZED PICK-UPS and EMERGENCY CONTACTS

It is the responsibility of the parents/guardians to ensure FDAVI has the most current contact information. This information should include parent/guardian name(s), home address, email addresses, and all phone numbers that can be used in case of an emergency. Please complete an emergency contact form yearly to ensure that your contact information is accurate. Please activate your NYCSA Account to ensure that the Department of Education can also reach you with pertinent information. See Ms. Roberts, your Parent Coordinator if you have any questions.

Please Note: It is extremely important that we have an up-to-date email address and phone number for you as our grading and parent communication portal PupilPath requires a valid email address to work effectively.

In addition, **please keep in mind that FDAVI will NOT release a child to anyone not listed on the Emergency Contact Card as an authorized person.** Therefore, make sure to list all persons in which you would allow to pick up your child. Additional pages can be attached if there is not enough room on the Emergency Contact Card to list everyone. All persons listed must be 18 years or over with proper identification.

[REDACTED]

[REDACTED]

Any students needing special services i.e. asthma, diabetic, etc. must have a doctor complete a 504 Form including an asthma action plan – if

necessary. These forms can also be obtained from and returned to the main office.

TRANSPORTATION / METRO CARDS

Students may be eligible to receive metro cards for public transportation depending on their distance from the home to the school.

Lost/stolen metro cards will take up to a week to be replaced. Students must come to the main office to report the lost/stolen metro cards and sign for a new one before a replacement can be ordered. Please ensure that your child keeps his/her metrocard in a secured place. Student metrocards are not transferable and should not be shared with anyone.

PHOTO/VIDEO RELEASE

As our school continues to grow, there are numerous events and special occasions throughout the year in which we may record video footage and/or take pictures to capture those moments. Please sign and return the photo/video release form to the main office so it can be placed in your child's file.

CELL PHONES /ELECTRONIC DEVICES

Chancellor's Regulations A-412, set specific procedures to follow with regards to the confiscation of cell phones, and other communication devices. Therefore, Students will not be permitted to bring their cellphones to school.

All cell phones and other communication devices will be vouchered at scanning. All cell phones will be returned to students at the end of period 8 class.

If you are caught with your cell phone during class, in the hallways or in the bathroom, you will be subject to the following consequences:

1. **1st Infraction**—Your phone will be confiscated, your parent /guardian will be contacted and the cell phone will be returned to you after period 8.
2. **2nd Infraction**--Your phone will be confiscated and returned to your parent/guardian.
3. **3rd. Infraction-** Your phone will be confiscated and returned to your parent/guardian at a set date and time.
4. **4th Infraction-** Your phone will be confiscated and returned to you at the end of the semester.

*If at any time you are asked to and refuse to surrender your phone, you are subject to suspension.

STUDENT INTERNET/COMPUTER RULES

- Students must appropriately sign-out and return laptop computers, chromebooks and/or iPads from their respective carts at the end of the period
- Students may not change or delete laptop computers, desktop computers, chromebooks and/or iPads administrative settings, including but not limited to: desktop wallpaper, screensavers, background displays and/or shortcuts, applications, and Internet properties and homepages
- Students may not create or alter passwords
- Students may not password protect any laptop computers, desktop computers, chromebooks and/or iPads

- Students must only access the computers, laptops, chromebooks and iPads as "student"
- Students must remain on task at all times refraining from sending/reading personal emails during class
- Students are prohibited from saving pictures or applications to a school device. All work should be saved to their Google drive, a personal USB flash drive, Dropbox or other form of external storage
- Students may not print documents, articles, pictures, etc. without the permission from a staff member
- Students must handle laptop computers, desktop computers, chromebooks and/or iPads with care and respect at all times
- Students may not have food or drinks at or near any laptop computers, desktop computers, chromebooks and/or iPads that are property of the New York City Board of Education.
- Computers must be shut down properly at the end of usage
- Laptop computers, chromebooks and/or iPads are not to be removed from assigned classroom unless authorized by a staff member
- Students should never use laptop computers, desktop computers, chromebooks and/or iPads in any way that violates the New York City Department of Education discipline policy (i.e. threatening emails, inappropriate website use, etc.)
- Students are expected to abide and acknowledge the New York City Department of Education's Internet Use Policy (<http://schools.nyc.gov/offices/enterpriseoperations/diit/webservices/ioup/default.htm>)

DOCUMENT REQUESTS

There is a 48-hour minimum turn-around for document requests. Requested documents can include, but are not limited to, face-to-face letters, transcripts, homework collection, etc.

Please be informed that face-to-face letters must be picked up in person by the parent/guardian making the request. These letters are legal documents and must be verified and logged accordingly.

STANDARD FOR ALL WRITTEN WORK

The following are FDAVI's expected standards of all students for their written work:

- All work is to be written neatly and legibly or typed
- All work is to be written or typed in BLUE or BLACK ink only, with the exception of Math or Science which may require pencil as appropriate
- All work is to be completed on standard sized paper (8½ x 11)
- The proper heading must be used in notebooks all written assignments – the proper heading is as follows

| | |
|---------|-------|
| Name | Date |
| Subject | Class |

HOMWORK POLICY

Homework assignments are given to reinforce the lesson of the class and the student's comprehension of that lesson.

- Students should expect to receive approximately 20 minutes of homework each night for each subject area.
- Students are expected to record their homework assignments in their notebook or planner.
- Homework assignments are to be completed the night it is assigned and are due by the following day unless otherwise notified
- Late homework will not be accepted
- Copying homework...
 - **Is academically dishonest and will not be tolerated**
 - **Assignments will be taken away from students involved and each involved student will receive a zero for that assignment**
 - **Parents will be notified and a conference will be scheduled if needed**
 - **Further disciplinary action may be taken if deemed necessary**

GRADING POLICY

All students are expected to strive for academic excellence in all subject areas. Individual teachers will establish a grading policy outlined in the class contract.

| | |
|------------------|---------------------|
| Principal's List | GPA 90.00 and above |
| Honor Roll | GPA 85.00 – 89.99 |
| Passing Grade | 65.00 and above |

REPORT CARDS

Report Cards will be distributed four times a year. **The fourth and final report card will be distributed, to the student, on the last day of school – unless they have not returned all their textbooks, laptops, calculators, etc.**

- If you have not received a report card in two and half consecutive months please contact the school.

PARENT-TEACHER CONFERENCES

Parent- teacher conferences will be held four times a year. We will host both an afternoon and evening session to accommodate parents and their schedules. If you cannot make it to a parent-teacher conference, please call the school to set up an appointment to meet with your child's teacher during Parental Engagement Wednesdays - 7:20 am -8:15 am.

Parental involvement is the cornerstone to every child's personal and academic growth.

BOOK POLICY

At the beginning of each school year students will receive textbooks marked with book numbers. Parents and students will sign for each book and be responsible to cover them and keep them in good condition.

At the end of each school year, books will be collected and signed in. The book numbers must match the book number originally received. If books are returned in poor condition, penalties will be applied.

PUPILPATH

Frederick Douglass Academy VI uses PupilPath to help you stay informed of your child's progress. PupilPath is a school management system to empower teachers, parents and students by instantly providing snapshots of student performance to better drive instruction and learning.

PupilPath also provides a portal to communicate with your child's teachers. PupilPath is accessible as an app through the App Store or Google Play, however for full accessibility use the desktop site.

- Both parent and student will each receive a separate and secure account to access and view assignments and grades
- Parents account will also be linked to their child's account
- Parents and students can also communicate with the teacher via PupilPath messaging

Parents and students must have a valid email address to set-up a PupilPath account. Please ensure that your emergency contact information is up-to-date as this data will be used to set up your PupilPath account

WE ENCOURAGE YOU TO CHECK YOUR CHILD'S PUPILPATH ACCOUNT WEEKLY TO AVOID ANY SURPRISES WITH YOUR CHILD'S PERFORMANCE!!

BOOKBAGS and BACKPACKS

Students are expected to come to school prepared each day. Students are to carry their notebooks, binders, and any other school supplies needed in a book bag or backpack. Students arriving at school without the needed school supplies are considered to be unprepared and the parents will be notified.

CLASSROOM LOCKERS POLICY

1. At the start of 1st period, students may put their belongings in a locker in their 1st period classes.
2. Students who have Physical Education or Service 1st period will use the lockers in their 2nd period classes.
Students may retrieve belongings from their lockers only during 6th period or after 8th period.

DRESS CODE

To ensure the safety and reputation of our students, ALL students must adhere to FDAVI's Dress Code

- Light blue collared polo with our logo stitched on or any light blue collared shirt or tshirt
 - Tank tops and/or cropped tops are prohibited
 - Blue or Black Hoodies are permitted; however, students are not permitted to have the "hood" part of the sweater on their head.
 - Du-rags, hats, caps, bandanas and bonnets are not permitted.
- Shoes/ sneakers
 - Flip-flops, slides and pool slippers are not permitted.

Although there is no specific pants policy, pants are not to be sagging below the waist

The following dress code can be applied for Physical Education (GYM)

- Navy blue sweatpants or basketball shorts (no shorter than 3 inches above the bottom of the kneecap)
 - Leggings are permitted under basketball shorts as long as the t-shirt goes below the waist.
- Student's will not be permitted to participate if they are not wearing proper footwear (i.e. sneakers) and will be marked as unprepared.

If you have any questions or concerns regarding FDA VI's Dress Code, please feel free to contact Tonie Roberts our Parent Coordinator.

PARENT BILL OF RIGHTS

A copy of the NYC Department of Education's Parent Bill of Rights can be found on the DOE webpage.

<http://schools.nyc.gov/RulesPolicies/ParentBillofRights/default.htm>

STUDENTS BILL OF RIGHTS

A copy of the NYC Department of Education's Student Bill of Rights (Disciplinary Code) can be found on the DOE webpage.

<http://schools.nyc.gov/RulesPolicies/StudentBillOfRights/default.htm>

If you do not have access to a computer and would like a hard copy of either the Parent/Student Bill of Rights, please contact Mrs. Roberts.

Please know that each member of our staff takes their roles and responsibilities as educators very seriously. Each student will be treated with respect and has the right to be in a safe and supportive learning environment.