

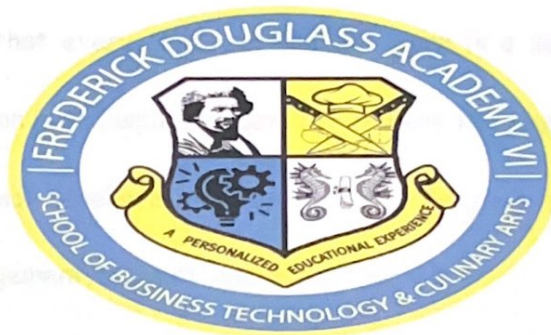
Tonia Roberts, Parent Coordinator
FREDERICK DOUGLASS ACADEMY VI HIGH SCHOOL
School of Business Technology and Culinary Arts
8-21 Bay 25th Street
Far Rockaway, NY 11691
Phone 718-471-2154 Fax 718-471-2890

FAMILY HANDBOOK

2022-2023

Our Mission and Vision Statement

Based on the belief that every student has the potential to succeed, Frederick Douglass Academy VI High School is committed to providing a personalized educational experience for all students. Our mission is to prepare students for the future by providing them with the skills and knowledge they need to succeed in the 21st century. We are committed to providing a safe, supportive, and challenging learning environment for all students.



As a community of learners, we strive for excellence, providing the highest quality education for all students. We are committed to providing a safe, supportive, and challenging learning environment for all students.

Comprehensive Education Plan (CEP) Goals 2022-23

By June 2023

1. The school will achieve a 90% student success rate.

Goal 2:

2. There will be a 90% increase in students who are proficient in all subjects by the end of the year.

Tonie Roberts, Parent Coordinator
Rosmond Samuels/ Joana Pimentel, Counselor
Hattie Dupree, Social Worker

Our Mission and Vision Statement

Rooted in the belief that every child can and will learn in a supportive 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, unleashing the full potential of each individual and developing confident and independent learners.

Comprehensive Education Plan (CEP) Goals 2022-23

By June 2023,

1. The June graduation rate for all students will increase 10%, from 58% to 68%.
The August graduation rate for all students will increase by 11% from 64% to 75%.
2. There will be a 10% increase of students in cohort 2023 achieving at 70 or above, as measured by NYS Math Regents Exam Results.

3. There will be a 10% increase of students in cohort 2023 achieving at 75 or above, as measured by NYS ELA Regents Exam Results.
4. Chronic absenteeism for all students will decrease by 15% as measured by the chronic absenteeism rate.
5. We will strengthen the quality and implementation of IEPs for all students with disabilities (SWD), we will improve the alignment of IEPs across the present level of performance (PLOP), goals, and recommended programs and services by 35%, as measured by SESIS Progress of Measurable Annual Goals.
6. College, Career & Civic Readiness (CCCR) for all students will increase 20% as measured by HS CCCR Index.

Principal's Message

To the staff, students, and parents of FDA,

I am excited to begin this journey and would like to welcome you to our 2022-2023 school year. Primarily, I hope you and your loved ones are continuing to stay safe and healthy. I hope you had a restful summer and were able to spend some well-deserved quality time with your family. I am excited for this upcoming year, as we continue the great work of preparing our students academically and socially. I am looking forward to continuing to build relationships with all students/families, hearing more from my students, and my families this year. If you are new to FDA VI, we welcome you! You chose the right place.

School begins Thursday, September 8th at 8:20am sharp. The entire campus will now be a phone free school. All phones will be provided a pouch, collected, and returned at the end of the day. We want as little distraction from classwork as possible. FDA VI is on the road to success, as our school is beginning to create so many new and innovative programs. We have the most AP courses to offer than ever, our business classes, launch of our official culinary program, new student government, and more all in a fun, creative, and supportive school environment. On top of that we are now a community school, and will now be able to provide a variety of services to students and our families.

As we begin to bounce back during these unprecedented times, it is important we stay connected. Our school offers a range of social and emotional support services, health services, counseling, and community resources through a variety of partnerships. If any staff, student, or parent needs anything at all, please do not hesitate to reach out and connect with a member of our school community. As a school, we promise to provide support,

be flexible, and have high expectations for every member of our school community. I look forward to continuing our collective inquiry in exploring the many ways to create more interactive classrooms that enhance instruction.

This handbook provides mostly all protocols to guide you throughout the school year. Please review our entire handbook and I look forward to a prosperous school year.

Sincerely,

Tenesha Worley

Principal

Path of Success for Students

1

You have to participate to win it: Come to school and be on time. Come to class prepared with the right materials and assignments.

2

Treat others as you would like to be treated: act appropriately and responsibly inside and outside the school building.

3

Even the best of friends face conflict, but that doesn't mean the end of a relationship: there are no fights. Resolve conflicts peacefully and ask for mediation because it helps.

4

Listen: Listen to staff members and be cooperative when asked to do something, academic or otherwise.

5

Be Responsible Be responsible for yourself and school property.

6

Dress for Success: Students are well groomed, neat and tidy every day.

7

Weapons, illegal drugs, or controlled substances have no place in our school. In accordance with the Chancellor's Regulations, these items are prohibited at our school. Violators will face serious consequences.

8

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

9

Communication is key: Keep your parents and guardians informed about what is happening at school. Deliver any notices given to you promptly.

10

School is what you do, you only get what you put into it. Recognize, appreciate and make the most of the extraordinary opportunity you have by attending FDA VI. Dedicate yourself to reaching the highest level possible.



Core Values

WHERE TOGETHER WE

R.I.S.E.

Resilience - no matter the situation you can do anything you want

Integrity - Be proud of your positive work, be honest, and do the right thing

Service - Service to others is the rent you pay for your room here on earth

Excellence - Is the core of what we must strive for everyday

FDA VI Administrative Cabinet Team



Our administrative cabinet monitors the ongoing development of our school-wide systems, protocols, our school's mission, vision, and CEP goals. This is a multi-step, ongoing and cyclical process. Our cabinet meets weekly to evaluate our rigorous instruction, the collaboration of teachers, discuss our supportive environment, review school leadership responsibilities, build on our family-community ties and improve ways to foster trust for all members of our school community. Our meetings are designed to identify ways we can improve, implement the new ways and then reflect on our revisions.

Principal Worley supports all aspects of our school community, serves as a liaison to our campus council, community partners, budget, staffing, facilities, purchasing, district offices, coaches, and supports all instructional departments.

AP Post supports all aspects of health and safety: serves as our campus Building Response Team (BRT) Leader, our deans, crisis team, campus school safety committee, ensuring all health, safety, and general response protocols are adhered to. Moreover, he supports our foreign language, CTE, physical education, English language learners, and music.

AP Vaughn supports all aspects of teaching and learning: leads our Instructional Leadership Team (ILT), professional learning, observation/feedback cycles, communication, family engagement, and attendance. Moreover, she supports our social studies, english and college and career teams. AP Vaughn also works closely with our student leaders ensuring students are our partners in our planning and their voices are always heard in our school community.

AP Ahoklui supports all aspects of our school operations: which includes programming, school schedules, and support staff. Moreover, she supports our science, math, our parent coordinator, special education team, school counselors, our school-based health center, and coordinator of student activities, (COSA). AP Ahoklui also serves as liaison to our PTA and SLT, ensuring parents are our partners in planning for our school community.

Student Entry/Scanning into the Building

- All FDA VI students will enter the building through the cafeteria entrance with direction from school staff/safety both inside and outside of the building
- Students may be asked to complete [Health Screening DOE Buildings](#) related to Covid-19 before entering the school
- Students will be issued Student ID cards that will be used to swipe into the building and students will go through scanning being checked by School Safety Officers
 - Any student found in possession of a prohibited item will be taken to the dean's/AP's office where the matter will be appropriately addressed
- School staff will be in the hallways to ensure students promptly proceed to class
- Scanners will be cleaned regularly in accordance with cleaning guidelines
- Students will be given hand sanitizer whenever they enter the classroom and as needed
- We will still adhere to city, state, and federal guidelines regarding COVID-19

Lateness to Scanning

- After 9 am scanning is moved to the main entrance for FDA VI students
- Students will come through scanning at the main entrance until 10 am
 - Any student who comes to the main entrance for scanning, your phone will be collected placed in the late bin
 - A phone call will be made home informing parents
- After 10 am school safety notifies dean/AP that a student has arrived after scanning has closed

- The student will be taken to guidance, dean, office, AP who will notify parents of the lateness with a phone call

Mask Policy

- Students are no longer required to wear their masks.

Student Circulation

- Per SDOH guidelines, appropriate signage, ex., directional markers, and physical distancing guidelines, will be displayed on walls and floors throughout the hallways/stairwells. Staff will be present throughout the hallway during the day.
- FDA VI students will remain on the main floor, except for the cafeteria in the basement and the gymnasium. Students will move among classrooms.
- When students go to guidance, related services, nurse's office, restrooms, etc, the student MUST have a pass specifically for that location.
- Bathroom Use: FDA VI students will use the bathroom on the third floor exclusively. The boy's room is located adjacent to the elevator on the other side of the double doors. The girl's room is located across from room 322.
- Teachers will have an "entrance" door and an "exit" door in classrooms with two points of entry. Students will enter and exit through the appropriately marked doors.
- Teachers will be at their doorways during transitions to help students move along.

Hallway Monitoring

- Dean team with the assistance of APs and support staff will monitor the hallways during classes
 - All students MUST HAVE A PASS when not in the classroom
 - Students without passes will be directed to go back to class and get one from the teacher



Bathroom Usage

- No Bathroom Passes Period 1, 3, 7 (Bathrooms will be locked)
 - Teachers MUST follow and enforce
- Administration, Support Staff, Deans, and Teachers collect names of students abusing the bathroom pass
 - Names will be given to one person to create a central list (Bathroom Probation)
- Students abusing bathroom privileges will be given a weekly pass that only allows THREE to FIVE bathroom passes per week
 - The student may have to be escorted to the bathroom by school staff

Classroom Removal

- Teacher calls and Dean/AP responds to the classroom
- The situation is evaluated by Dean/AP to determine if the student needs to be removed
- If the student needs to be removed they will be brought to the designated room
 - Dean's Office / Community Coordinators Office
 - AP's Office
 - Guidance Counselor

Dress Code/Uniform Policy

- Students will wear uniforms Monday through Friday for the first month of school. After the first month, students will "earn" a dress-down Friday.
- Uniform is a light blue or black shirt without writing other than the FDA VI logo
- Seniors may wear a sweater made specifically for them as well as their uniforms
- The consequence for not wearing uniform - Reflection
 - Warning System
 - Verbal Warning
 - Written Warning - Dean/AP will give students a written warning
 - Final Written Warning - After multiple verbal/written warnings, Dean/AP will issue a final written warning
 - Restorative Circles
 - Reflection
- Hats, hoods, do-rags, and any other head coverings (without pre-approved permission) are not to be worn inside of the school building.
- Hats and other head coverings may be confiscated and returned at the end of the

Lockers

- Students will be assigned lockers in October
- Students can only enter items into their assigned locker period 3
- Students cannot get anything in their lockers throughout the day
- Any student who abuses this will lose their locker privileges
- Teachers will not hold any students coats with them during the day.
- If an emergency arises and you have to get an item from the locker or your belongings, you will be escorted to the room by a staff member

Student Dismissal

- Students will exit the building through the main entrance with direction from school staff/safety
- Students who have extended day (9th and 10th period) must stay every Tuesday, Wednesday, and Thursday
- School staff will ensure students are wearing their masks properly while exiting the building
- Students who need to re-enter the building for clubs, sports, or Extended Day will do so through the main entrance and go through scanning

Mediation

- An issue is brought to the attention of school staff (Dean Team/AP)

- Each student is individually spoken to in order to get their story
- A determination is made whether mediation is appropriate/needed
- If so, students are asked if they are interested in mediation
- The students go through mediation with the appropriate staff member and an agreement is reached in which they sign a contract agreeing to the terms of the mediation



Restorative Practice / Reflection

- When students commit infractions at FDA VI, the staff strives to keep the problem from escalating or interrupting instruction by incorporating restorative justice practices. The staff works to discover why the student committed the infraction through reflection. The school will use reflection as an alternative to detention.
 - At restorative practice, students will reflect on their behavior and why the behavior may have occurred in addition to finding alternatives to such behavior
 - In addition, students will reflect and restore on other aspects of social-emotional growth such as emotions, confronting conflict, achievement, and values
 - Ultimately, the goal of restorative practice is to create positive behaviors and develop introspective students
 - If students attend restorative practices to no avail, students will be provided reflection either at lunchtime or after school.

EMAIL YOUR TEACHERS / STAFF (for assistance / work submission, etc)

<u>Staff Member</u>	<u>Department</u>	<u>FDA Email Address</u>
Tenesha Worley	Principal	tworley@schools.nyc.gov
DOROTHY AHOKLUI	ASSISTANT PRINCIPAL	Dahoklu@Schools.nyc.gov
DR. STEVEN POSTIGLIONE	ASSISTANT PRINCIPAL	Spostigilione@schools.nyc.gov
AUTUMN VAUGHN	ASSISTANT PRINCIPAL	Avaughn22@schools.nyc.gov
MICHAEL FALZONE	DEAN	Mfalzone@schools.nyc.gov
ROSMOND SAMUELS	GUIDANCE	Rsamuels2@schools.nyc.gov
TONIE ROBERTS	PARENT COORDINATOR	troberts@schools.nyc.gov

PATRICE BROWN	SECRETARY	Pbrown22@schools.nyc.gov
JESSE AGUILAR	ISS	Jaguiar7@schools.nyc.gov
JESSICA MILLER	ISS	Jmiller69@schools.nyc.gov
SARAH HARRISON	ISS	Sharrison7@schools.nyc.gov
ROCHELLE SANCHEZ	ISS	Rsanche3@schools.nyc.gov
KAREN SCHEIN	ISS	Kschein4@schools.nyc.gov
STEVEN UNDERHILL	MUSIC	Sunderhill@schools.nyc.gov
MICHAEL FUDENS	PHYS ED	Mfudens@schools.nyc.gov
JASON GREENBERG	PHYS ED	Jgreenberg@schools.nyc.gov
JACQUELINE CLARKE	ENGLISH	Jclarke16@schools.nyc.gov
GRACE HARRIGAN	ENGLISH	Gharrig@schools.nyc.gov
KATHLEEN ACEVEDO	ELL	Kacevedo@schools.nyc.gov
DANIELLE PETRONE	ELL	Dpetrone@schools.nyc.gov
BRIAN STREAMES	ELL	bstreames2@schools.nyc.gov
FRANTZ NAZAIRE	MATH	Fnazaire@schools.nyc.gov
KUDIRAT ALLI-BALOGUN	MATH	Kallibalogun@schools.nyc.gov
SAFAR MOHAMMED	MATH	Smohammed@schools.nyc.gov
THOMAS MUGAN	BUSINESS	Tmugan@schools.nyc.gov
KERRY REECE	SOCIAL STUDIES	Kreece@schools.nyc.gov
SONDRA O'CONNELL	SOCIAL STUDIES	soconnell2@schools.nyc.gov

WALTER WILKERSON	SOCIAL STUDIES	Wwilker@schools.nyc.gov
ALANA TRACHTENBERG	SOCIAL STUDIES	Rtrachtenberg2@schools.nyc.gov
JOYCE STUKES	SCIENCE	Jstukes3@schools.nyc.gov
LYONEL PREVIL	SCIENCE	Lprevil@schools.nyc.gov
PHANNIE PARPAS	SPANISH	Pparpas@schools.nyc.gov
MARISOL BELTRAN	PARA	MBeltran5@schools.nyc.gov
MARY ANN AITA	SCHOOL AIDES	Maita@schools.nyc.gov
BRUNILDA FERNANDEZ	COMMUNITY ASSOCIATE	Bfernandez15@schools.nyc.gov
JOSELEEN TEO	COMMUNITY COORDINATOR	jteo@schools.nyc.gov
TOVA SPRECHER- MARKOWITZ	SCHOOL PSYCHOLOGIST	sprecherMarkow@schools.nyc.gov
HATTIE DUPREE	RJ SOCIAL WORKER	Hdupree@schools.nyc.gov

Day 5 (Day extended)	2:42	3:17
10 (extended day)	1:29	4:14

There is a hallway passing time of 2 minutes.

SCHOOL HOURS

AUTHORIZED PERSONS AND EMERGENCY CONTACTS

It is the responsibility of the parent/guardian to ensure that the student is present at school on time. The school is not responsible for students who are absent without notice. Students may arrive early at 7:40 a.m. for breakfast. (Students may arrive early at 7:40 a.m. for breakfast)

PROGRAM SCHEDULE

<u>PERIOD</u>	<u>BEGINNING</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	12:18	1:03
STUDENT LUNCH		
7	1:05	1:50
8	1:52	2:40

Day 9 (Day extended)	2:42	3:27
10 (extended day)	3:29	4:14

There is a hallway passing time of 2 minutes.

AUTHORIZED PICK-UPS and EMERGENCY CONTACTS

It is the responsibility of the parent/guardian to ensure that 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 the event of an emergency. Please complete an emergency contact form annually to ensure your contact information is accurate. Please see Mrs. Roberts, your parent coordinator if you have any questions.

Also, please note that FDAVI will NOT release a child to anyone who is not listed on the Emergency Contact Card as an authorized person. Therefore, please be sure to list all the people you would allow to pick up your child. Additional pages may be attached if there is not enough room on the emergency contact card to list everyone. All listed individuals must be 18 years of age or older with proper identification.

MEDICAL/IMMUNIZATION FORMS

It is also the responsibility of the parent/guardian to ensure that FDAVI has the most up-to-date medical and immunization records for their child. Medical consent forms may be obtained and returned to the main office. All forms must have the stamp of a physician or medical office to be considered valid.

Any student who needs special services, e.g. asthma, diabetes, etc. You must have a doctor complete a 504 form that includes an asthma action plan, if needed. These forms may also be obtained 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 home to school.

Lost/stolen metro cards will take up to a week to be replaced. Students must go to the main office to report lost/stolen subway cards and sign in for a new one before a replacement can be ordered. Make sure your child keeps their metrocard in a safe place. Student cards are not transferable and should not be shared with anyone.

PHOTO/VIDEO RELEASE

As our school continues to grow, there are numerous special events and occasions throughout the year where we may record videos and/or take photographs 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.

Attendance

Student Attendance

During these unprecedented times, it is important that we are able to account for all students. Students must attend school on time daily. Students and families must also report any absences by contacting the school. Students are required to participate in class activities every instructional day, 5 days a week.

attendance
MATTERS

All absences will be noted, and any resulting attendance interventions administered.

Make-Up Work for Students

Students with absences are expected to complete the work missed. The student should communicate with teachers within 2 school days of returning from absences to make arrangements to complete work missed. The teacher will allow a reasonable amount of time for the student to make up his/her work. A reasonable amount of time should be at least a day for each day of

absence. QIRT teachers and staff are, likewise, entitled to provide an additional amount of time for students on a case-by-case basis.

Marking Period Dates:

- Fall, MP 1- October 27, 2022
- Fall, MP 2- December 14, 2022
- Fall, MP 3- January 26, 2023
- Spring, MP 1- March 17, 2023
- Spring, MP 2- May 8, 2023
- Spring, MP 3- June 12, 2023

**COMMUNICATE
WITH YOUR
TEACHER**



In the event of school closures, FDA VI continues to utilize Google Classroom to provide instruction.



FDA VI Advisory

FDA VI will use our Advisory Program to develop social-emotional and academic skills for all students. Students will participate in goal-setting, reflection, learn a skill chosen by them, and college/career readiness, alongside an adult advisor that will foster a powerful relationship as they navigate high school. Students will develop self-management skills and develop positive relationships with other members of our school community including their peers and staff members. Through reflective exercises, students will develop self-efficacy, emotional awareness, and empathy. FDA VI will continue to develop social-emotional and academic skills throughout each student's high school experience to create college-and-career-ready young men and women.

- Wednesdays Period 5
- The periods will be shortened on Wednesdays to ensure these goals are met.
- Weekly 38-minute Advisory Sessions

- Social-Emotional / Academic Lessons
- Parent Teacher Conferences with each advisory student/teacher
- Project-Based planning for school events and emotional awareness

HELPING STUDENTS SET GOALS AND REFLECT ON PROGRESS WITH



**SOWN
TO GROW**

The Child Center of New York (CCNY)

We are pleased to announce that FDA VI is now a Community School. The Child Center of NY empowers children and families with skills, opportunities, and emotional support to build healthy, successful lives.

Founded in 1953 as a children's counseling center in Queens, The Child Center of NY has become a powerful community presence throughout the city.

With nearly 70 locations in NYC's toughest, most under-served communities, our 1,000 results-oriented professionals are making a difference for more than 37,000 children and their families.

We know that with the right skills, education, and emotional support – tools that we provide — children of any background can build a happy, healthy, and fulfilling future.



**THE CHILD
CENTER OF NY**

Strengthening Family. Building Community.

CCNY offers:

- **IDE Instructional Support Program**

Services provided: Instructional Classroom support, professional development, and teacher support

- **STEM**

- Engineering, robotics, advanced technologies program

- **SYEP**

- Summer employment for youth ages 14 & up
- **CCNY services:** Volunteer opportunities, internships, mental health services, family aid, after school programming, and adult educational services at our nearby locations

Rockaway Development and Revitalization Corporation



RDRC offers:

- **SYEP**
 - Summer employment for youth ages 14 & up
- **Work, Learn, Grow**
 - Employment throughout the school year through internships which guarantee students employment in the summer
- **Attendance**
 - Provides attendance incentive support for students

Academic Misconduct

Plagiarism is the use or close imitation of the words or thoughts of another without proper citation. Students who plagiarize will not only receive a zero for the assignment but will also face administrative consequences which may include suspension.

Cheating on tests, quizzes, or exit slips will result in a zero. Teachers who catch students will contact parents and refer students for administrative consequences.



Copying homework, classwork, or other independent assignments will result in zeros for the student copying and the student who knowingly allows his work to be copied.

- Please contact the student and parent/guardian if you suspect a student of academic misconduct. Students should be given an opportunity to redo the assignment if it is their first offense. If a pattern develops, please reach out to your respective supervisor for further support and disciplinary action.

Grade Monitoring, Report Cards, and Progress Expectations

Student progress will be able to see an update on weekly academic progress and attendance information for each class on google classroom. Parents must monitor their student's progress in

each course. All parents must register online for our online account. For additional information, please contact Ms. Vaughn at avaughn22@schools.nyc.gov. Teachers and students should make every effort to ensure that students in their classes are registered with google classroom.

Grading Policy

Grades are a reflection of students' understanding and command of content, their progression through a course or subject, and their mastery of skills at a given point in time.

The primary goals of grading and reporting are to:

1. Communicate what each student knows and is able to do in relation to curricula and common core standards.
2. Be a fair representation of a student's performance on a variety of measures over time.

Timeline of When Students Receive Grades:

Our school has two semesters; the Fall Semester and the Spring Semester. Each semester has 3 marking periods. Report cards are distributed at the end of each marking period to indicate progress. The final cumulative grades for all classes will go on the student's transcript and permanent record at the end of each semester; usually in mid-January and late June.

In order for students, parents, and teachers to have clear and consistent expectations the school-wide grading percentages are below. All teachers distribute course syllabi with the specific assignments for each category.

Checking Grades

In order to facilitate better communication between parents and students regarding students' academic performance, we use an online grade book to report our grades. This online grading book allows parents and students to check current grades without waiting for report cards or progress reports. Both students and parents are given passwords and may access grades 24 hours a day, 7 days a week. In addition, parents can set up accounts so they can receive automatic email alerts based on the preferences they set.



Category	Percentage
Assessments	30%
Projects	20%
Classwork	30%
Student Engagement	20%

How Courses Are Graded?

Assessments include tests, quizzes, projects, and all other work that is used to assess students' growth towards mastery of standards. Formative assessments are used to measure student understanding throughout a unit and summative assessments are graded at the culmination of each unit of study. A list of formative and summative assessments for each unit is included in a unit overview which teachers distribute to students.

Depending on the purpose, timing, and methods, any of the following can be used for formative or summative assessment purposes:

1. Projects, experiments, investigations
2. Quizzes, tests
3. Compositions-written, spoken, computer programs, musical
4. Art-painting, photography, drawing, sculpting
5. Presentations-skits, speech, multimedia presentations

This is not a full list, but some examples of what could be used to assess as evidence of learning and meeting course standards.

Classwork: This category includes all assignments that are assigned to students that are due by a specified deadline. This includes asynchronous assignments.

Student Engagement: Ensures students are ready to engage in class activities daily. We expect all students to be prepared with the necessary tools needed to engage in their daily assignments and engage with their teachers and peers during instruction.



Scale of Marks Awarded:

Numerical grades on a scale of 55-100 are awarded for all courses. Science lab classes are graded on a Pass/Fail scale. No child will receive a grade lower than 55, which is considered a failing grade.

Weighted Courses:

All Advanced Placement courses are weighted and will have a Grade Average Factor of 1.10.

The following are the special marks that are used:

NS: Students who completely fail to attend a class and do not participate in any of the course work will receive a grade of 'NS' indicating that the student is a No Show. A grade of an NS has a numerical value of 45 on the transcript.

NL: New or recently enrolled students who have enrolled late in the semester may be given a grade of 'NL' and will signify that the student will have until the end of the following semester to complete the work for a passing grade.

Grade Changes

If a student has demonstrated mastery of course content after the submission of grades or if an error in grading was discovered, teachers must complete a grade change form.

Promotional and Graduation Criteria

Students are promoted based on the number of credits they earn. In order to graduate from a NYC public high school students must earn at least 44 credits in specified areas. Students also must pass 4+1 Regents exams in order to graduate. Please see the DOE website for specific information regarding diploma types and special requirements for English Language Learners and students with disabilities.

Link: [DOE Graduation Requirements](#)



It is essential that parents and guardians stay informed EVERY step of the way. You should ALWAYS know how your child is performing in ALL of their classes.



Parent Tips

- ☐ Register and frequently check the online grading platform
- ☐ Communicate regularly with your child's teachers
- ☐ Attend parent-teacher conferences. Find out what your child needs in order to be promoted. Ask what you can try at home to help your child.
- ☐ Be informed. Know your rights as a parent/guardian.
- ☐ If your child has an IEP, be familiar with the services and accommodations that they may be entitled to and the promotion criteria that they must meet.
- ☐ Extra help is always available. If your child requires extra help, ask your school about tutoring services - services that can help your child meet the state standards.

Students in Temporary Housing

We will continue to provide support services to our students in temporary housing. It is important that if your housing situation changes or you moving to a shelter or other form of temporary housing you contact the school at (718) 471-2154 or email our Parent Coordinator, Ms. Roberts, at troberts@schools.nyc.gov

Technology Device and Internet Access

Responsible Internet Use and Digital Citizenship

The use of the internet must be in support of education and research and consistent with the educational objectives of the school system. The use of other organization's networks or computing resources must comply

with the rules appropriate for that network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material that is protected by

a trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. Please emphasize the following to students.

- Privileges: The use of the Internet is a privilege, not a right, and inappropriate use will prompt a cancellation of those privileges. The school system administrators



will deem what is inappropriate use, and their decision is final. Also, system administrators may suspend privileges at any time.

- Net Etiquette: Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Avoid offensive or inflammatory speech.
- Be courteous and polite. Use appropriate language.
- Profanity or obscenities are not permitted at any time.
- Do not use the network in any way to disrupt the work of others.
- All communications and information accessible via the network should be assumed to be private property.
- Users may not quote personal communications without the author's consent.

- Vandalism: Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
- An exception to terms and conditions: These terms and conditions reflect the entire agreement of the parties and supersede all prior oral and written agreements and understandings of the parties.



DOCUMENT REQUESTS

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

Please note that the requesting parent/guardian must pick up face-to-face letters in person. These letters are legal documents and should be verified and recorded accordingly.

Honor Roll

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

Principal's HONOR ROLL	GPA 90.00 and above
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High Honor Roll	GPA 85.00 - 89.99 Report Cards
Honor Roll	GPA 80.00 - 84.99 Report Cards
Passing Grade	65.00 and above

GO GOLD

All students have the ability to excel and become College and Career Ready. Individual can earn a chance at the GO GOLD bulletin board and are provided with many perks throughout the semester including a Gold sweater

	<u>9TH</u>	<u>10TH</u>	<u>11TH</u>	<u>12TH</u>
GO GOLD	<ul style="list-style-type: none"> • <u>YOU PASSED ALL REQUIRED COURSES</u> • <u>PASSED MATH, SS & SCIENCE REGENTS EXAMS (AT THE END OF TERM 2)</u> • YOU EARNED AN OVERALL AVERAGE OF <u>85%</u> OR HIGHER • YOU EARNED A <u>70%</u> IN MATH AND <u>75%</u> IN ENGLISH (<u>GRADES</u> AND/OR <u>REGENTS</u> SCORES) • YOU ARE ELIGIBLE FOR <u>HONOR ROLL</u> • YOU HAVE EARNED <u>11 CREDITS</u> OR MORE (BY THE END OF TERM 2) 	<ul style="list-style-type: none"> • <u>YOU PASSED ALL REQUIRED COURSES</u> • PASSED <u>AT LEAST 4 REGENTS (AT THE END OF TERM 2)</u> • YOU EARNED AN OVERALL AVERAGE OF <u>85%</u> OR HIGHER • YOU EARNED A <u>70%</u> IN MATH AND <u>75%</u> IN ENGLISH (<u>GRADES</u> AND/OR <u>REGENTS</u> SCORES) • YOU ARE ELIGIBLE FOR <u>HONOR ROLL</u> • YOU HAVE EARNED <u>22 CREDITS</u> OR MORE (BY THE END OF TERM 2) 	<ul style="list-style-type: none"> • <u>YOU PASSED ALL REQUIRED COURSES</u> • PASSED <u>AT LEAST 5 REGENTS (AT THE END OF TERM 2)</u> • YOU EARNED AN OVERALL AVERAGE OF <u>85%</u> OR HIGHER • YOU EARNED A <u>70%</u> IN MATH AND <u>75%</u> IN ENGLISH (<u>GRADES</u> AND <u>REGENTS</u> SCORES) • YOU ARE ELIGIBLE FOR <u>HONOR ROLL</u> AND MAY BE CONSIDERED <u>COLLEGE READY!</u> • YOU HAVE EARNED <u>33 CREDITS</u> OR MORE (BY THE END OF TERM 2) 	<ul style="list-style-type: none"> • <u>YOU PASSED ALL REQUIRED COURSES AND REGENTS EXAMS</u> • PASSED <u>AT LEAST 5 REGENTS (TERM 2)</u> • YOU EARNED AN OVERALL AVERAGE OF <u>85%</u> OR HIGHER • YOU HAVE A <u>70%</u> IN MATH AND <u>75%</u> IN ENGLISH (<u>GRADES</u> AND <u>REGENTS</u> SCORES) • YOU ARE ELIGIBLE FOR <u>HONOR ROLL</u> AND MAY BE CONSIDERED <u>COLLEGE READY!</u> • YOU HAVE EARNED <u>44 CREDITS</u> OR MORE (BY THE END OF TERM 2)

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held virtually four times a year. We will host an afternoon and evening session to accommodate parents and their schedules. Students will have an advisory teacher who will be your point person during these conferences. If you are unable to attend a