

***Note (6.8.20): Handbook will be updated over the summer to ensure alignment with new local, state and federal policies.**

Brooklyn Arts

BROOKLYN HIGH SCHOOL OF THE ARTS



TABLE OF CONTENTS

School Directory.....

Brooklyn High School of the Arts Mission Statement.....

GENERAL INFORMATION.....

Morning Entry Procedures

Interventions for lateness

FREE Breakfast

Dress Code and Standards of Decency

Electronic Devices.

ID Cards

Metro Cards

Reporting and replacing lost metro cards

Lunch Forms

V.I.P. Incentive Program.

Unauthorized Visitors to school

Students being signed out from school

Student Lockers

Student Valuables

Lost and found

Attendance

Truancy/Chronic Absenteeism procedures

Cutting and Lateness to class

West Wing Entry policy

Reporting Injury or Illness

Safety Drills

False Fire Alarms or other false reports

Fundraising

Use of school computers and internet

Helpful Hints and FAQ's

Questions about your textbooks, your major,
Correcting your program, and
reporting bullying.

Myths about school: Answers to stuff you're not sure of.

What is plagiarism?

ACADEMIC POLICIES AND GUIDELINES

Graduation requirements (Testing)

Graduation requirements (credits)

Achievements that support College and Career Readiness

Promotion Policy

Rankings

Selection of Valedictorian and Salutatorian

Summer School Eligibility
Report card

DISCIPLINE POLICIES AND GUIDELINES

Saturday Detention

After school detention

Other Restorative/collaborative

Accountability measures

Student ineligibility to school sponsored events

Pre-Suspensions

Suspension

Search and Seizure

Peer Sexual Harassment

Student to student bias based harassment

Intimidation or bullying

IMPORTANT INFORMATION CONCERNING SENIORS

Seniors who have been suspended

Cause to be excluded from Prom or other activities

Cause to be excluded from the Graduation ceremony

**Brooklyn High School of the Arts
STUDENT HANDBOOK**

The information contained in this book is provided to you to make your experience at Brooklyn High School of the Arts a positive and productive one. Parents and students are responsible for knowing and understanding all facets of student life. The staff at Brooklyn High School of the Arts is committed to providing a safe and academically challenging environment for our students. Please take the time to read and discuss the contents of this handbook with your teachers and parents.

Please refer to the school's website www.brooklynartshs.nyc for up-to-date information.

.SCHOOL DIRECTORY

School Phone Number 718 855 2412

Title	Extension	Room Number
Daniel Vecchiano, Principal	1390	139
Dr. Robert Quinlan, Assistant Principal Humanities & Guidance	2101	210
Brian Weit, Assistant Principal, Special Education & Student Services	2321	232
Neal L. Singh, Assistant Principal, STEM	2190	219
Frank Proudfoot, Assistant Principal, Fine & Performing Arts	1340	134
Anthony Gonzalez, Parent Coordinator	1380	138
Ms. Nasser, School Counselor	2530	253
Ms. Aidasani, School Counselor	2550	255

Ms. Medina, School Counselor	2560	256
Mr. Hunt, School Counselor	2540	254
Mr. Sanchez, Program Chair and Technology Liaison	2540	254
Mr. Baretto, Supervising School Aide	1084	108d

Principal's Message

Welcome to Brooklyn Arts! Under *Community School District 15*, I look forward to ushering our school into a new educational era. Our school's vibrant Brooklyn location allows us to take advantage of the hip, urban, artistic vibe of this borough, and it provides us with opportunities to utilize the performance spaces and resources that surrounds us. Brooklyn Arts is at the center of one of the most vibrant art scenes in New York City, and we invite students from all five boroughs to experience the dynamic arts education and rigorous academic curriculum offered here at our school.

Our school is a unique place where both the Arts and Academics take center stage, to ensure that the educational experience for each of our students is truly unique. The programs, classes, and overall opportunities provided will have a lasting effect and our students are afforded all resources necessary to be successful in all of their endeavors.

Our Pre-Conservatory Arts Program has received the highest honors. Our Jazz Band and Vocal Select Choir have proven to be champions statewide receiving "Gold, with Distinction" and "Gold" honors, exhibiting the highest standards. Our theatre department was one of five schools from New York City to be selected to perform at the Shubert Foundation High School Theatre Festival which took place at the Winter Garden. The Musical Theatre's productions wow audiences from around the city with sold-out performances. Students in our art program are lauded for their exceptional artwork and receive citywide honors and recognition! Brooklyn Arts' Dance Department is one of the finest preparatory programs for dancers in the city. Students are classically trained in ballet and receive the finest instruction in modern dance.

Academics at Brooklyn Arts provide the rigor for students seeking college admission. We offer an ever-increasing number of Regents and Advanced Placement courses in all academic disciplines. We also offer partnerships with the City University of New York and Long Island University for advanced students seeking opportunities to gain college credit while at Brooklyn Arts. Students who require additional support gain techniques to allow for mastery in academic areas. Our 90% passing rate in the English/Language Arts Regents allows students to take Advance Placement classes in their sophomore year.

As an administration and staff, it is our ultimate goal to make this crucial time in our students' lives memorable and rewarding. We aim to educate our students using a holistic approach. Expectations are high and self motivation and

determination are encouraged and nurtured. When our teachers, administrators, students, and parents work together, there is nothing we can't accomplish as a community. I look forward to working with all of you!

Daniel Vecchiano,
Principal Brooklyn High School of the Arts

Morning Entry

All students will enter school through the courtyard off of Pacific Street near Fourth Avenue. The courtyard itself is open as early as 7:45am and a school safety agent will be posted outside of the courtyard. The building will be open to students at 8:00 am. All students must swipe their I.D. Card when they enter the building. Students who enter the building without identification may have their entrance delayed and be asked to wait in the courtyard regardless of weather. Students without their ID cards may have their entrance delayed for the following reason:

Students who do not have their ID cards must have a new ID created. The printing of this card will take time.

Under limited circumstances a student may be manually entered into CAASS but the morning entry team will stop others from swiping in order to manually enter a student.

Any student entering the building after 8:28am is late for school and can expect an automated phone call at 6:00am the following day to ensure they are not late the following day. *Students who are late may expect an automated message sent home via email or text through the PupilPath App.

Any student who is habitually or excessively late may expect to meet with an Assistant Principal, Dean or Guidance counselor **prior to going to class. At morning entry staff members are able to generate a lot of data about your child. Once having done so, the morning entry team will reach out to the appropriate staff member who may speak with your child privately and/or may contact a parent and ask the parent to come to school at a mutually acceptable time.**

Accountability measures may include but are not limited to:

- Admonishment by the above mentioned staff
- Parent/family outreach through the PupilPath App, email, phone or backpacked letter.
- In Person Conference
- Detention
- Referral to social worker
- Referral to appropriate city agency where and when necessary and appropriate.

All students must understand that the morning entry team's decision to intervene is not causing you to be late. Several decisions you made prior to getting to the door is what caused you to be late. Please cooperate with adults who are trying to help you correct behavior.

You may not bring in any glass bottles or containers to school nor can you bring permanent markers/paint, controlled substances or paraphernalia There is a more complete list of prohibited items, titled "prohibited weapons" on page 24 of the chancellor's discipline code. Please contact Mr. Weit at 718 855 2412 x2321 if you have questions.

Breakfast: The cafeteria is open for FREE breakfast beginning at 8:00 am and served until 8:20 am. Students are expected to leave the cafeteria when asked and be on time for their first period class. No food may be eaten outside the cafeteria. This includes the gym.

BROOKLYN HIGH SCHOOL OF THE ARTS DRESS CODE AND STANDARD OF DECENCY POLICY

In the interest of encouraging positive school spirit, a disciplined and focused educational environment, and promoting student safety, Brooklyn High School of the Arts establishes the following **Dress Code and Standard of Decency** governing student dress at school and while participating in school-sponsored activities. Administrators shall have the discretion to determine the appropriateness of attire and grooming, and may make special exceptions for students in certain subjects, such as arts courses, physical education, for medical necessities or established and verifiable religious purposes. Enforcement of this policy shall be in accordance with New York City Discipline procedures for students. Enforcement of this policy shall not infringe on any individual's religious beliefs or protected free speech.

Students are expected to adhere to common practices of modesty, demonstrate personal grooming standards of cleanliness and to wear appropriate clothing while in school, on field trips, and during off-school events at which students represent Brooklyn High School of the Arts. Any personal grooming or clothing that disrupts the educational process or is provocative in nature is in violation of the Dress Code and Standard of Decency policy.

The Dress Code and Standard of Decency includes but is not limited to the following:

A. Allowed:

- Long shorts, dresses or skirts at or below the knee with **THE SHORTEST PART BEING AT OR BELOW THE KNEE.**
- Shirts that cover your midsection AND meet the waste of your pants or shorts. Your midsection must not be exposed.
- ·Shirts with or without collars
- ·Ankle length jeans, pants, and dresses/skirts
- ·All colors including prints, checks, stripes and plaids.

B. Not Allowed:

- Sleeveless clothing including tube tops and halter tops are not allowed. All tops and dresses must have sleeves. Shoulders should not be visible.
- Clothing that reveals your midsection
- Revealing or see-through clothing.
- Tights, leggings, jeggings or spandex as a stand alone item of clothing. Exposed underwear including boxers, sports bras and bras.
- Saggy pants revealing underwear or any portion of the body below the naval.
- Pajama (tops or bottoms), unless it is a sanctioned school function, i.e. pajama day.
- Excessively ripped or torn clothing.
- Hats, bandanas and “do rags” and other head coverings unless these items are being worn for established religious purposes. These items may be confiscated and will only be returned at the end of the semester. (This applies to male and female students.)
- Spiked jewelry and jewelry that is obscene disruptive to the educational process or could endanger students.
- Clothing and/or articles worn or carried by the student displaying words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature.

Other dress code provisions:

- Approved school spirit wear such as Brooklyn Arts sweatpants and sweatshirts may be worn.
- Footwear that is safe and appropriate must be worn at all times.
- Hair shall be groomed so that it is clean and safe for participation in school activities.
- Hats, sunglasses, wigs, face paint or other items that will impair a staff member or safety agent’s ability to identify that student may not be worn inside the building.
- Tights, leggings, jeggings, spandex may only be worn underneath clothing that meets the BHSA dress code and standard of decency.

Consequences for Violation of the Student Dress Code and Standards of Decency:

VIOLATIONS OF OUR DRESS CODE ARE NOT ACCIDENTAL AND THE ADMINISTRATION AND STAFF WILL VIEW THESE OCCURRENCES AS PURPOSEFUL AND WILLFUL BREAKING OF SCHOOL RULES. ANY CLASS TIME MISSED OR IN PERSON CONFERENCES REQUIRED ARE DUE TO STUDENT CHOICE.

First offense: Students who violate the Dress Code will be issued a Dress Code referral and will be required to:

- A. Change into other clothing they may have with them if it conforms to this policy, or
- B. Change into clothing provided by the school, or another student, or
- C. Have a parent contacted to come to school to either provide clothing that conforms with the Dress Code and Standards of Decency or take the child home if the parent or guardian chooses to.

*Any time a student misses from class for this purpose will be considered “unexcused.” Students who miss class(es) due to violation of decency policy are responsible for making up all their work and seeing their teacher.”

Second and Third: Intervention and Discipline Measures. A second violation will be recorded as “Wearing clothing, headgear or other items that are unsafe or disruptive to the educational process” (B09). Failure to meet accountability measures and any subsequent offenses will be viewed as Defying or disobeying the lawful authority or directive of school personnel” (B21).

Waivers

Waivers may be granted by the principal subject to the following criteria:

1. Religious Freedom: Families whose religious beliefs require wearing attire that does not conform to the dress code and whose membership or affiliation with that denomination or sect can be verified
2. Health or Physical Disability - a health or disability issue documented by a medical professional or through an IEP which would preclude the student from being able to wear regular clothes to school for a specified period of time

Brooklyn High School of the Arts Electronic Device policy

In accordance with Chancellor's Regulation A-413, students are permitted to bring cell phones, laptops, tablets, iPads and other similar computing devices and portable music and entertainment systems to school. These devices may not be turned on or used at school. Any student who chooses to turn on an electronic device and/or use the device during the school day may be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

Any student who turns on and/or uses an electronic device in a classroom during the school day is disrupting the educational process and may in accordance with Chancellor's Regulation A-413, have his or her cell phone confiscated by a teacher, dean or administrator. If the device is confiscated in a classroom and given to administration the device will be labeled and locked up. The administration will then:

1st offense: Notify the parent/guardian, who will be required to pick up the device in person at a mutually agreed upon time.

2nd offense: Notify the parent/guardian, who will be required to pick up the phone in person at a mutually agreed upon time. The student may receive an after school detention.

Subsequent offenses: Notify the parent/guardian, who will be required to pick up the phone in person at a mutually agreed upon time. The student will be considered insubordinate and is subject to all accountability measures prescribed by the chancellor for this type of behavior.

*It is the teacher's discretion as to whether or not he or she will turn the phone over to administration or return it to the student at the end of class. Cooperation and proper communication is recommended. Any student who turns on and or uses a device in a classroom and refuses to turn over an electronic device to a teacher, dean or administrator when asked will be considered insubordinate and is subject to all accountability measures prescribed by the Chancellor for this type of behavior regardless of the number of offenses.

**If a student turns on or uses a device in the hallway or other common area such as the cafeteria, he or she may, have their device confiscated. Students who do not turn over devices in the hallway or other common area will be considered insubordinate and are subject to the discipline code.

***New York State has revised its electronic device policy in Regents testing locations. You may no longer keep electronic devices on your person, in your desk or book bag. In accordance, any student seen with an electronic device in their possession or near them during a test will receive a score of zero. Students using an electronic device during a classroom exam may also receive a score of zero. Brooklyn High School of the Arts is not responsible for damaged or lost phones. Keep your devices out of sight.

ID Cards:

Students are issued picture ID Cards. These cards are the official form of identification at school and must be worn and visible at all times. Students must present ID cards when entering the building and to staff members upon request. Lost or misplaced ID cards must be replaced immediately. Notify a morning entry team member if you lose your card. There is a \$1.00 fee for duplicate cards.

MetroCards

Students will receive a MetroCard based on the procedure outlined in the Regulation of the Chancellor Number: A-801, portions of which are provided below. The complete Regulation is available on line at the DoE website. The Director of the Office of Pupil Transportation will make the final determination as to the mode of transportation to be provided to each student. Transportation modes are defined as follows:

COMMON CARRIER – Public transit bus or subway using a MetroCard between closest stop to home and closest stop to school.

CONTRACT CARRIER - Service by yellow school bus under contract to the Board of Education, between stops designated by the Office of Pupil Transportation and the school.

FREE FARE - The student does not contribute to the cost of the fare.

HALF FARE - The student contributes half of the cost of the fare. The half fare MetroCard is good for surface transportation only and is entirely subsidized by NYCT. It is an alternative to students when they are unable to walk (i.e. inclement weather) to school. This program is a benefit for students provided by the City of New York and is not a required service mandated by the State or Federal governments.

Lost Metrocards will be replaced based on availability and a student who loses their Metrocard may not have it replaced the same day. **In fact it could take up to two weeks to have a Metrocard replaced.** In these instances a letter can be gotten from Mr. Noel Baretto in room 108d that can be given to clerk or bus driver. Lost Metrocards must be reported in room 108d. Lost metrocards are only replaced after 9th period in room 108d.

Lunch Forms:

Represent a significant funding source which we use to hire teachers and purchase textbooks. In order to obtain this funding, we need to collect lunch forms. Additionally, In order to obtain free or reduced lunch, you must return a lunch with all information which is required. If you do not return a lunch form you will be required to pay the full cost of lunch as determined by New York City. Additionally, if the City determines that you are not eligible for free or reduced priced lunch you will have to pay the cost of lunch.

Completed lunch forms may be returned to any adult in the building or to Mr. Weit in room 232. You may complete your lunch form on line at www.myschoolapps.com/Application. Please follow the directions. Upon completion you are given the opportunity to print a confirmation. Please do so and bring it to room 232.

Many students automatically qualify for free or reduced lunch. Brooklyn High School of the Arts is asking that all families complete the form even if they automatically qualify or their child says they do not eat lunch.

You may not leave the building during the school day to purchase lunch unless you are a V.I.P. student. V.I.P. students have an 85% and their parents have completed a permission slip. If you have questions about your lunch application, go the room 138 or 232.

Our V.I.P. Policy:

Students who earn an average of 85% or better and pass all their classes while demonstrating strong daily and classroom attendance may be considered V.I.P. students. Student must have turned in a lunch form. This privilege is earned each marking period and may be revoked at any time and for any reason.

One such privilege is the opportunity to leave school during your lunch period only. Before a student may do so he or she must turn in a permission slip which states that students are leaving school unsupervised. Additional information is contained on the permission slip including when you can leave, how you leave and when you return.

Additional privileges include:

- **Morning entry at the main door as opposed to the courtyard.**
- **Discounted tickets at for shows and dances**
- **Discounts on merchandise at the school store**

Unauthorized Visitors to School

Students **MAY NOT** bring unauthorized visitors to school. An Unauthorized visitor is defined as any person who is not a student and/or enters through any door that is not the main door at 345 Dean Street.

Any student who brings an unauthorized visitor to this building or allows an authorized visitor to enter our school building could be suspended in accordance with the Chancellor's Discipline Code. Unauthorized visitors can be arrested by school safety.

All visitors must always enter the building at 345 Dean Street and present photo identification. The administration reserves the right to deny visitors permission to enter into the building.

Students Leaving School:

Students may only leave school with their legal guardian or a person 18 years or older, named **in advance** on their emergency card. These persons must present legal identification and sign the student out. This is Department of Education regulation. The school reserves the right to refuse to allow a student to leave with any adult even if that adult is on the blue card.

Student's will not be granted permission to leave if their parent/guardian calls and gives permission. **A fax or email is NOT sufficient**

Students may not leave the school building for any reason unless they are signed out in room 137, the main office in prescribed manner described above. Any student who leaves school without the school's permission/and or knowledge is violating the Chancellor's Discipline Code. In accordance with NYCDoE missing student protocol, the school may contact the police.

Students who leave school without permission are also subject to the Chancellor's Discipline code and all of the accountability measures held within for this type of occurrence.

Student Lockers

Students are not assigned lockers. It is recommended that students keep their belongings on their person. There are a limited number of lockers in classrooms and teachers may allow students permission to use them. Students may not enter a classroom once the class has begun to use the locker room. Any students who enters a classroom to use a locker when the bell has already rang will be held accountable in accordance with the Chancellor's' Discipline Code.

Student Valuables

It is STRONGLY recommended that students do not bring electronic devices, large sums of money or other valuable property to school. If you choose to, be advised the school is not responsible for lost or stolen personal valuables nor is the school obliged to search students in the vicinity of the alleged occurrence. If your valuable property is lost or stolen you should report it to Mr. Weit in room 232 where in he can contact a parent or guardian and/or report the matter in OORS .

Helpful hints to keep your property safe;

1. Don't bring it.
2. Don't show it
3. Don't talk about it.
4. Don't leave it unattended at a desk.
5. Don't ask somebody to watch it, they won't do it as well as you would.
6. Don't leave it in your purse and walk away.
7. Don't leave it in the pockets of a jacket and walk away.
8. If you have to bring large amounts of money, separate a small amount to use and keep the rest somewhere safe so other's don't know how much you have.
9. Purchase a Master or American lock and put it on your lockers. Use these specific brand. Don't use a lock you didn't spend at least \$7.
10. Don't bring it.

Lost and Found

If you find a “lost” item, please return to the Lost and Found in room 131. Your assistance is greatly appreciated in returning lost items to their rightful owner. Please check with an assistant principal if you are looking for more valuable items.

Attendance

Absences from school:

Any time a student is absent they must bring in a note explaining the reason or cause for not being present. A note does not “excuse” a child from being at school it just explains it. Student’s show the note to each teacher and have the teacher initial the back of the note. Students should then give the note to their guidance counselor so that it may be placed in their file and the type of absence, “medical, religious, death in family, etc, may be noted in the attendance system.

When a student is absent from school, a parent or guardian should contact the student’s guidance counselor. Please note that you may still receive a phone call from the school’s automated phone system even if your parent calls the school.

Please also note that the school is not in a position to excuse vacations taken while school is in session. **Students are still responsible for any missed assignments during their absence.**

Truancy or Chronic Absenteeism

Responsibility for ensuring that students attend school rests, by state statute, with the parent or other person having control of the child. If your child does not have better than 90% daily attendance, your child is truant. An 89% attendance rate means your child missed 20 days of school. A full month!! According to the Mayor’s Interagency Task Force on Truancy, Chronic Absenteeism and School Engagement

- 34% of NYC High School students missed at least one month of school during 2009-10 school year.
- More than 200,000 or 1 out of 5 students were chronically absent last year.
- 79% of children in the juvenile justice system have records of chronic absenteeism.
- 66% of NYC students with ACS cases are chronically or severely absent from school.

It is also within the school’s purview to send a staff member to your home or notify an outside agency such as Child Protective Services.

Cutting class-Cutting class is defined as “failure to be in one’s assigned location.” Even if you were planning to go to your class or were on your way, if you are not there, you are cutting class. This includes your lunch period when you are expected to be in the cafeteria. Cutting class will in part determine if you may attend summer school.

Lateness to class: The distance between classes or changing after gym or dance is not an excuse to be late to class. If you are going to be late ask your teacher for a pass.

Bathroom Policy: All students must have a pass with them if they leave class FOR ANY REASON including use of the restrooms. No passes will be issued the first 10 or last 10 minutes of class (“The 10/10 Rule”).

West Wing Entry policy:

All students entering the west wing will be required to swipe their ID card to gain entry. The purpose of this is to discourage cutting in the West Wing by ensuring that only students assigned to be in this location of the building are there. If you are late, you may also be asked to swipe out of the west wing so that an automated call will go home to your house.

Injury or Illness:

If you are injured in class you must immediately notify the teacher so that it can be properly documented and the school can ensure proper treatment and parent contact. If you fall ill let the teacher know so you can get a pass to the nurse. DO NOT just sit in the bathroom or in a stairwell. If you fall ill between classes you must report to your class if possible so that you can get a pass.

Safety Drills and false fire alarms;

By Regulation, the school is required to complete 12 fire drills a year. 8 drills in the fall semester and 4 in the Spring. Additionally, schools must hold a lock down drill during each semester. It is important that you quietly and quickly follow all instructions that are provided by staff and school safety agents during these event. When outside for a drill you may not walk away from your class and go into a store.

Lock-down Drills: Schools are required to hold soft lock-down drills at least once a semester. Notification of such drills will be posted on all doors in advance to avoid confusion over the nature of the drill.

A lockdown situation implies there is a **known or potential danger** inside the building. A **soft lockdown** implies a potential danger while a **hard lockdown** implies a known threat. In a **soft lockdown**, students and staff will immediately make their way to a classroom or office, where they will remain with the door locked until the all clear is given. A **hard lockdown** requires everyone to get out

of the hallway immediately and to stay in a locked room, away from the line of sight through the classroom or office door. Staff and students should not open the door for anyone. During a lockdown, staff and students in the hallway should go to the nearest office or classroom even if it is not their own. During both types of lockdowns drills, the BRT will simulate the General Response Protocols.

A lockdown drill will begin with the **announcement**, "Attention, we are in soft/hard lockdown. Take proper precaution." The all clear **announcement** is "The Lockdown has been lifted."

False Fire Alarms

Fire alarm boxes are designed for easy access for the safety and well being of all building occupants. False alarms endanger the lives of students and staff. Any student who pulls a fire alarm falsely is in violation of state and city law, and will be suspended from school and subject to arrest and prosecution.

Fundraising/Selling on School Grounds

Fundraising/Selling on school grounds (ie: boxes of candy/chocolate, baked goods, drinks, snacks...etc) **are not permitted** by students and faculty at or around school grounds without prior written permission from the principal. See Chancellor's regulation A-812 for further information.

Use of the School Computers and the Internet

A. In general, everyone is expected to adhere to the following rules:

1. No one is to tamper with the software on the computers.
2. You may only use software approved by your teacher.
3. Be cautious around machines with your food or drinks.
4. You may only use the computer and programs in the manner in which your teacher has asked you to.
- 5 Software copying and music downloading is prohibited.

B. It is a violation to use the Department of Education's internet in the following ways:

- Using the internet for non educational purposes
- Posting or distributing libelous material or literature (including posting such material on the Internet)
- Posting, distributing, displaying, or sharing literature or material containing a threat of violence, injury or harm, or depicting violent actions against or obscene, vulgar or lewd pictures of students or staff, including posting such material on the Internet
- Engaging in harassing, intimidating and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying); such behavior includes, but is not limited to: physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peer groups designed to humiliate or isolate; using derogatory language or making derogatory jokes or name calling to humiliate or harass

- Engaging in harassing, intimidating and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying) based on an individual's actual or perceived race, weight, religion, religious practices, gender, gender identity, gender expression, sexual orientation, or disability; such behavior includes, but is not limited to: physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peer groups designed to humiliate or isolate; using derogatory language or making derogatory jokes or name calling to humiliate or harass

Helpful Hints and Frequently Asked Questions:

1. Where should I go if I have a problem with my program?

If you have a problem with your program when you first receive it, the teacher in the room will provide you with a link to our program correction form. You will also receive a link in Brooklynartshs.nyc account. Please be advised, schedules are only CORRECTED. That means if a class you need for graduation is missing or you already earned credit for a class on your program your program may be changed. You must follow your program until you receive a new one. Be aware that, as per academic policy, students failing one or more classes may be removed from their studio major.

2. What if I need help in a particular subject?

Inform your subject teacher. S/he may be able to recommend additional study materials or provide tutoring. When the after school tutoring schedule is available your guidance counselor will email it to your Brooklynartshs.nyc.gov

3.. If I lose a textbook, how can I get another one?

Most books that you receive will be digitally assigned to you. You are responsible for safeguarding these book and for their cost if lost or damaged. Report the lost book to your teacher so that another book can be assigned to you and we can contact your family about the replacement cost.

4 . Where should I go if I lose my program card?

It is always a good idea to take a picture of your program when you receive it. See your guidance counselor if you lose it.

5. Can I change my major?

12th and 9th graders may not change their major. All other students must see Assistant Principal, Mr. Proudfoot for approval. The Assistant Principal of Arts and the Principal are the only people who can grant this and only after every effort has been made to maintain the original course of study.

6. Can I drop or lose my studio major?

Students who attend Brooklyn High School of the Arts are held to a very high standard. Our school community takes great pride in our arts program, and arts classes are a privilege and responsibility.

Students may not “drop” their studio major. Students who fail one or more classes, or do not display behavior becoming a young artist may be removed from their studio until they are either back on track for graduation, or have been approved by the Principal or AP of Arts. Additionally, students are expected to attend all shows and performances that are connected to their arts classes.

7. Who do I see if I feel a teacher is not meeting my needs. If you feel your needs are not being met, ie. teacher doesn’t notice I don't understand, I’m not getting my testing accommodations, I’m not getting the extra help I need, try speaking with your teacher. If that doesn’t work, you should speak with the assistant principal of that subject area. See the directory on page 2.

8 . What should I do if someone is bothering me?

You may notify any staff member. That staff member will notify the administration who will properly report this matter and intervene. Chancellor’s Regulations A-831 and A-832 provide specific information on students to student based harassment and the protocols for reporting it and investigating it. There is additional information contained in this handbook as well. If you would like to read either of the above the referenced regulations you can do by going to schools.nyc.gov and clicking on the rules and policies link.

9. If I have a change of address or phone number, where should I go to have it changed on my school records?

Bring a copy of a utility bill or lease to room 232 to update an address or phone number. Cell phone bills won’t work,

10. Where should I go if I have a personal problem and I need someone to talk to?

BHSA has a number of counselors with whom you can discuss your personal problems. You should always try to see your counselor first. You may also speak to any teacher, staff member or administrator. All school guidance counselors have contacts with a number of outside agencies in case students need more in-depth counseling.

11. How can I recover my pupilpath password?

Email the brooklyn Arts Student Help Desk at studenthelpdesk@brooklynartshs.nyc

Myths About School

Myth #1: “Only the final marking period counts.” Not true. Your grade average is *cumulative*, meaning the first marking period grade is added to the second marking periods and your final grade is an average of both. They *do not* count separately.

Myth #2: “If I don’t do the work now, I can always do ‘extra credit’ later.” Not all teachers offer “extra credit.” Don’t count on extra credit to pass the class. Always do your work. There is no guarantee that classes you will need will be offered in summer school.

Myth #3: “If I have an excuse, I’m not late.” Yes you are. The reason why your late doesn’t matter. You are late if you are not physically in the room, *for any reason*, when the second bell rings, even if your belongings are.

Myth #4: “If I was absent, I don’t have to do the work for that day.” Yes you do. You are responsible for all the work done in a class, whether you’re there or not, whether the absence was excused or not. Anything you miss must be made up. Entries missing from your notebook will count against your grade. If you are absent the day a project is due, you must submit it to the teacher the very next day. Always remember to check PupilPath. If you are unable to log in, send an email address to studenthelpdesk@brooklynartshs.nyc

Myth #5: “We’re allowed to have electronic devices out anywhere in the building.” Not true. Chancellor’s Regulations states they need to be turned off and put away. It also allows the school to confiscate devices when they are out. Some teachers, not all may allow you to use a device in class. This does not give you permission to use the device in another class.

Myth #6 “I can march in the graduation ceremony even if I don’t complete all my credits” Not true. Only students who have completed all graduation requirements are permitted to participate in the graduation ceremony.

Myth #7 “ I can graduate because I have more than 44 credits.” Not true. The 44 credits represent a specific number of credits in specific areas of study. There is also a testing requirement. A complete description of the graduation requirements is available on the DoE's website, <http://www.schools.nyc.gov>. You can find graduation requirements under the "Rules and Policies" link.

Myth #8 “I can attend my prom and senior trip even if I’m not on track to graduate because it’s my 4th year in school and I should be a senior.” Not true. If you are not on track to graduate by the specific dates identified by BHSA you will not attend your prom, senior trip or other senior activities. .

Plagiarism

Defined: Plagiarism occurs when a writer deliberately or accidentally uses someone else's words or ideas without acknowledging the source of those words or ideas. Plagiarism is unethical, meaning dishonest.

Penalties for Plagiarism

Plagiarism is unacceptable in any class and will be penalized severely at the discretion of the subject class teacher. A student who has plagiarized may receive a failing grade for the paper in question, may fail the course, and/or may be put on academic probation. The penalty will be decided by the teacher in the context of the student's class progress in consultation with the assistant principal.

Avoiding Plagiarism

Student writers are required to responsibly acknowledge sources fully and appropriately in accordance with MLA or APA conventions, as taught in English and Social Studies classes. Students who live up to this responsibility behave ethically and honestly as learners and writers.

Grading:

Classes are typically graded as follows (certain specialized classes may vary)...

Formative Assessments...30%
Summative Assessments...60%
Participation/Procedures...10%

Graduation Requirements

In New York State, there are three types of diploma: a local diploma, a Regents diploma, and an Advanced Regents diploma. All students can earn a Regents or Advanced Regents diploma; however only students who meet specific criteria are eligible to graduate with a local diploma, which allows students to graduate with lower exam scores. The type of diploma your child earns depends on his or her course credits and scores on specific Regents exams, as shown in the table below. An Advanced Regents diploma lets students demonstrate additional skills in math, science, and languages other than English. If you think your child is not earning the credits she or he needs to graduate, please speak to your school’s guidance counselor immediately. Keep in mind that a student may always exceed these requirements; these represent the minimum.

Regents Diploma	Advanced Regents Diploma
Examination Requirements	
<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, <i>or</i> Algebra II/Trigonometry) ● Any social studies exam (Global History and Geography <i>or</i> U.S. History and Government) ● Any science exam (Living Environment, Chemistry, Earth Science, <i>or</i> 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, <i>and</i> Algebra II/Trigonometry) ● Any social studies exam (Global History and Geography <i>or</i> U.S. History and Government) ● Two science exams (Living Environment <i>and</i> 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

Regents Diploma Diploma	Credit Requirements	Advanced Regents
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

***A student seeking an Advanced Regents diploma with an arts or CTE endorsement is only required to complete 2 credits of LOTE. Also, a student whose IEP specifies that the disability directly impacts his or her ability to learn a language may substitute other courses for the LOTE requirement and still earn an Advanced Regents diploma.**

Additional Detailed Testing Requirements for Graduation;

- 1. All students will take the Common Core ELA exam.**
- 2. All students, with the exception of the class of 2017 will take Common Core aligned Math exams. Specifically, only students who took commencement level math during the 2013-14 school year and sat for the corresponding Regents exam during that year are eligible to take a Math Regents aligned to the 2005 standard.**
- 3. Students with disabilities that have an Individual Education Program have the option of earning a Local Diploma with passing scores of 55+. This is known as the “Safety Net.”**

ACHIEVEMENTS THAT SUPPORT COLLEGE AND CAREER READINESS

Earn any of these scores to avoid remediation at CUNY:

Reading and Writing

- ★ English Common Core/Regents score of 75+
- ★ SAT Critical Reading score of 480+
- ★ ACT English score of 20+
- ★ Passing score on CUNY Assessment Tests i

Math

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

Other Achievements and Diploma Endorsements

- ★ Earn a score of 3+ on any Advanced Placement (AP) exam
- ★ Earn an Advanced Regents diploma
- ★ Earn an Arts diploma endorsement by completing 10 credits in one art form and pass the corresponding arts assessment.
- ★ Demonstrate Mastery in Science by scoring an 85 or higher on each of three science Regents exams and complete the Requirements for the Advanced Regents Diploma.
- ★ Demonstrate Mastery in Math by scoring 85 or higher on each of the three math Regents exams and complete the requirements for the Advanced Regents Diploma
- ★ Get an Honors Designation by earning an average of 90 or higher on the required Regents exams.

Promotion Policy-Chancellor’s Regulation A-501

According to the Promotion Policy set forth in the Chancellor’s Regulation, promotion in the ninth through twelfth grades is based on: accumulation of credits in the major subject areas, demonstration of the ability to do standards-level work in English, math, science and social studies, and achievement of at least 90% attendance.

Promotion Standards – Grades 9 – 12		
Class	Coursework	Minimum Credits
To be promoted to the 10th grade you must:	Successfully complete standards in academic subject areas	8
To be promoted to the 11th grade you must:	Successfully complete standards in academic subject areas	20 (including 4 in English and/or ESL and 4 in Social Studies)
To be promoted to the 12th grade you must:	Successfully complete standards in academic subject areas	30

Ranking

In order to provide college admission offices with required information concerning your performance, as compared to other students in the class, all graduating seniors are ranked in October of the senior year. This ranking grows out of your work in the first three years of high school (grades 9, 10 and 11) INCLUDING SUMMER SCHOOL OF THE 11TH GRADE. Subjects not included in the ranking will have an asterisk (*) listed on the transcript. Many colleges will re-rank you upon re-computing your average to serve their own purpose. For purposes of admission to City University, the only subjects averaged are Regents Level Courses in: English, Social Studies, Science, Language, and Math and the highest grades in 1st year Music and Art. This average is known as the College Academic Average (CAA).

Selection of Valedictorian and Salutatorian

The valedictorian honor is awarded to the graduating student with the highest cumulative grade point average (GPA). Honors courses are not given special consideration in the calculation of a student's GPA. In the case of any ties, co-valedictorian honors are awarded. The graduating student with the second highest cumulative GPA is named salutatorian. The valedictorian and salutatorian may not have any failing grades on their transcript.

All credits used to calculate the valedictorian and salutatorian GPA must be from a NYC public high school. Students who transferred to BHSA, but attended high school out of NYC or a private high school in NYC, will not be considered for valedictorian or salutatorian.

Summer school is an opportunity for students who have failed classes to maintain their progress towards graduation. Summer school is NOT MANDATORY AND NOT FOR EVERYONE. BHSA considers the following factors when determining if summer school is right for a student:

- **Daily absences**
- **Period attendance and lateness**
- **Performance in the class**
- **Total number of failures during a semester**
- **Previous summer school performance and attendance**
- **Teacher and guidance counselor input**

Report Cards: **Effective September of 2017 Report cards are distributed TWO times per semester, 4 times each year. They will be distributed in accordance with above calendar. Grades may be available in electronic format either through Skedula or another platform, however no grades are final until the date of distribution.**

DISCIPLINE POLICIES AND GUIDELINES:

The maintenance of safety and good order is the collective responsibility of all school staff, the New York City Police Department, the Department of Education's Division of Student Safety and Prevention Services, parents, and students. When possible the school will look to resolve discipline matters collaboratively and restoratively.

Parents can expect to be notified timely of actual and potential discipline matters by the school. Discipline at BHSA will be progressive. Its design will be to teach accountability, collaboration and understanding while fostering opportunities to be reflective.

For disciplinary matters that go beyond admonishment and parent notification the school may use in-school disciplinary action such as detention, exclusion from extracurricular non academic activities as described below:

A. Saturday Detention:

BHSA will run Saturday detentions throughout the year. Saturday detention is typically between 10:00am and 12 noon. Saturday detention may not be every Saturday as its scheduling is dependent on a number of variables. A student who is assigned a Saturday detention will receive written notice in school, a copy of which will be kept on file.

- Parents/guardians will receive an automated call at the primary number listed on Wednesday and Friday of the week.
- A parent may request a Saturday detention be rescheduled by contacting Mr. Weit at 718 855 2412 ext. 2321 and a one-time accommodation will be made for the following scheduled Saturday detention. The student will remain on the ineligible list until the detention is satisfied.
- Any student who does not attend their assigned detention and/or have a parent reschedule is subject to the chancellor's discipline code. Disciplinary action may include a pre-suspension conference or a suspension for insubordination.

B. After school detention.

If a student is given after school detention the school will reach out to the family and notify the family of the reason why as well as the duration. If the parent wishes to reschedule for a mutually acceptable date this is permissible as long as the parent understands the student may be placed on the **ineligible list** until he or she has completed their detention.

C. Other Restorative/Collaborative accountability Practices:

Brooklyn High School of the Arts reserves the right to discuss accountability measures such as school service as a restorative accountability practice. Where appropriate, administration will discuss these possibilities with families.

Student Ineligibility List:

If a student is placed on the ineligibility list the student is **excluded** from a broad range of extracurricular activities (trips, clubs, performances) and some specified activities that may be derived from studio class. Additionally, a student may be removed from a studio class if placed on the ineligible list. **BHSA advises that there may be additional unforeseen events that a student may not be eligible for and may be informed of at their point of entry to that event.**

Students may be placed on the ineligible list for::

- Any conduct unbecoming to a scholar-artist at the discretion of the Principal
- Suspensions
- Failing one or more classes
- Habitual lateness to school or class
- Cutting Class
- Disruption of the educational process
- Failure to attend mandatory rehearsals or performances
- Seniors-may be excluded from Prom, senior trip and other senior activities if they have been suspended during the current school year, or are listed in a grade other than 12 during their 4th year, or are failing classes they need to graduate or at the discretion of the Principal..

PRE-SUSPENSIONS AND SUSPENSIONS

Pre-suspension conference:

A pre-suspension conference will be invoked when a student violates the Chancellor's Discipline Code and the school feels that a parent conference is necessary to avoid a suspension. A pre-suspension conference notice will be given to students whether or not we are able to get in touch with a parent. Pre-suspension conferences are typically scheduled for the following day. If the school cannot reach the parent by phone or email the burden of notification shall be placed on the student as he or she was given the written notice in school and there is a reasonable expectation that parents/guardians will see their student each evening. A parent who cannot attend a pre-suspension conference must contact the school and make alternative arrangements or a suspension may result. A pre-suspension conference amongst other things is a courtesy.

Suspensions:

Students will be suspended in accordance with Chancellor's regulations and the Citywide Standards of Intervention and Discipline measures. When possible, and when the student's continued presence does not represent a safety hazard to other students, his or herself, or staff, a suspension will take effect only after a principal's suspension conference has been held or a reasonable number of attempts were made.

In all instances where a student is suspended, the parent shall receive written notice. It is the right of all parents to meet with the principal in regards to the suspension. It is also the parents right to forgo this meeting. For Principal's suspensions, regulations require 2 hours of instructional time on the dates of suspension. All suspensions are served between 9:00 am - 11:00 am.

Search & Seizure:

Chancellor's Regulation A-432 sets out guidelines for searches of a student's person, possession and their locker by the Principal, Principal's designee and/or school safety. This regulation can be found on the Department of Education's website, schools.nyc.gov under the rules & policies link.

Peer Sexual Harassment

Chancellor's Regulation A-831 defines student to student sexual harassment as well as describes the procedure for the filing, investigation and resolution of complaints student to student sexual harassment. This regulation can be found on the Department of Education's website, schools.nyc.gov under the rules & policies link. Students can report sexual harassment to the principal, any assistant principal, any teacher or dean.

Student to student bias based harassment, intimidation or bullying

Chancellor's Regulation A-832 describes the procedure for the filing, investigation and resolution of complaints of student to student bias-based harassment, intimidation and or bullying. This regulation can be found on the Department of Education's website, schools.nyc.gov under the rules & policies link. Students can report bias based harassment, intimidation or bullying to the principal, and assistant principal, any teacher or dean.

Senior FAQ's

Seniors who are suspended:

Any senior who is suspended prior to the senior trip will be excluded from this trip. Any senior who is suspended may be excluded from their Senior trip, Senior Prom or any other activity considered a privilege of being a senior. All students suspended in their senior year who wish to go to the Senior Prom must first go before the prom eligibility committee. This panel will consist of an unspecified number of teachers and administrators. The panel will determine if the student may go to the prom with no further action or with additional conditions. This panel may also deny the student admittance to the prom. The panel typically meets during the month of May and June and students will be given written notice of their scheduled meeting. A student

has the option of declining to go before the panel and forgo their prom. Student will be required to do the following at the meeting:

1. Bring a staff advocate
2. Complete a 200 word essay that discusses what he or she did wrong, what he or she learned from the choices and how he or she would handle a similar situation in the future.
3. The student should be prepared to discuss this along with any questions that panel may have.

Seniors can be excluded from the prom and other senior activities.

Seniors who are not on track to graduation may be excluded from the prom. Not on track to graduate is defined as any fourth year student who is not in the 12 grade or is failing classes they need to graduate in June of their fourth year in high school.

Seniors can be excluded from the graduation ceremony

According to the chancellor, a student can be excluded from the graduation ceremony if the student is suspended at the time of the ceremony, presents a danger or represents a potential disruption to the ceremony. If the school has a concern the parent will be notified in writing and a conference will be held to discuss the matter.

Additionally, students who have not met ALL of the credit requirements and testing requirements to graduate in June of the present academic year will be excluded from the graduation ceremony.