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Directory

Art Gallery	Room 253
Attendance Office	Room 201
Box Office	South Lobby
Cafeterias	Rooms 508/708
College Office	Room 323
Computer Labs	Rooms 425/640/727
Concert Hall	West Lobby
Deans Office	Room 229
Guidance Suite	Rooms 206/234
Library	Room 608
Little Flower Boutique	Room 129
Lost and Found	Room 229
Main Office	Room 230/232
Medical Office	Room 247
Music Technology Laboratory/Recording Studio	Room A02
Parent Coordinator	Room 229
Program Office	Room 201
Records Room	Guidance Suite
School Store	Room 231
Student Activities/Senior Lounge	Room 321
Theatre	East Lobby
Transportation Office	Room 230

Department Offices

Art	Room 761
Dance	Room 837
Drama	Room G30
English	Room 657
Foreign Language	Room 243
Mathematics	Room 527
Music	Room 401
PE (Physical Education)	Room 313
Science	Room 513
Social Studies	Room 647
Technical Theatre	Room 809

Administrative Offices

Principal	Room 211
Assistant Principal – Data and Technology	Room 261
Assistant Principal – Pupil Personnel Services	Room 206A
Assistant Principal – Organization	Room 237

2011 - 2012 Student Calendar

2011

September 8	Thursday	School Begins
September 29 & 30	Thursday & Friday	Rosh Hashanah (schools closed)
October 10	Monday	Columbus Day Observed (schools closed)
November 8	Tuesday	Chancellor's Conference Day – No Students
November 11	Friday	Veterans Day (schools closed)
November 24 & 25	Thursday and Friday	Thanksgiving Recess (schools closed)
December 26	Monday	Winter Recess Begins

2012

January 3	Tuesday	School Resumes
January 16	Monday	Dr. Martin Luther King, Jr. Day (schools closed)
January 30	Monday	Professional Development Day – No Students
January 31	Tuesday	Spring Term begins
February 20 - 24	Monday through Friday	Midwinter Recess (schools closed)
April 6 - 13	Friday through Tuesday	Spring Recess
April 16	Monday	School Resumes
May 28	Monday	Memorial Day Observed (schools closed)
June 7	Thursday	Chancellor's Conference Day – No Students
June 13 - 21	Wednesday through Thursday	Regents Exams
June 24	Friday	Regents Rating Day – No Students
June 25 - 26	Monday & Tuesday	School in Session
June 27	Wednesday	Last Day for All Students

School Mission

The dual mission of our extraordinary specialized high school is to provide to each student professional preparation in atelier and conservatory arts education and college preparatory academic education.

Our Heritage

A Tradition of Excellence in Academic and Arts Education

Fiorello H. LaGuardia High School of Music and Art and Performing Arts enjoys an international reputation as the first and foremost high school dedicated to nurturing students gifted in the arts. LaGuardia Arts continues to be the model for schools of the arts throughout the world because we provide a uniquely balanced educational experience that includes both rigorous conservatory-style training and a challenging, comprehensive college-preparatory academic program. Our conservatory programs are: Art, Dance, Drama, Instrumental and Vocal Music, and Technical Theater.

The LaGuardia Arts heritage dates back to 1936, when Mayor Fiorello H. LaGuardia established a school to serve as a haven for students gifted in the arts. The present LaGuardia Arts was created by the consolidation of two illustrious schools: The High School of Music and Art and The School of Performing Arts (the "Fame" school). In 1984, we moved to the state-of-the-art building at Lincoln Center that was designed especially for us and provides world-class facilities, including: a 1,150-seat concert hall; a 450-seat theater; a 150-seat black-box theater; art, dance, and instrumental studios; a recording studio; an art gallery; and science and computer laboratories.

Student Responsibilities

Full acceptance of responsibility with the exercise of rights will provide students with greater opportunity to serve themselves and society. Students have a responsibility to:

1. attend school regularly and punctually and make every effort to achieve in all areas of their education;
 2. be prepared for class with appropriate materials and properly maintain textbooks and other school equipment;
 3. follow school regulations regarding entering and leaving the classroom and school building;
 4. help maintain a school environment free of weapons, illegal drugs, controlled substances and alcohol;
 5. behave in a manner that contributes to a safe learning environment and which does not violate other students' right to learn;
 6. share information with school officials regarding matters which may endanger the health and welfare of members of the school community;
 7. respect the dignity and equality of others and refrain from conduct which denies or impinges on the rights of others;
 8. show respect for school property and respect the property of others, both private and public;
 9. be polite, courteous and respectful toward others regardless of actual or perceived age, race, creed, color, gender, gender identity, gender expression, religion, national origin, citizenship/immigration status, sexual orientation, physical and/or emotional condition, disability, marital status and political beliefs, and refrain from making slurs based on these criteria;
 10. behave in a polite, truthful, and cooperative manner toward students, teachers, and other staff;
 11. promote good human relations and build bridges of understanding among the members of the school community;
 12. use non-confrontational methods to resolve conflicts;
 13. participate and vote in student government elections;
 14. provide positive leadership by making student government a meaningful forum to encourage maximum involvement;
 15. work with school staff in developing broad extracurricular programs in order to represent the range of physical, social and cultural interests and needs of students;
 16. observe ethical codes of responsible journalism;
 17. refrain from obscene and defamatory communication in speech, writing and other modes of expression in their interactions with the school community;
 18. express themselves in a manner which promotes cooperation and does not interfere with the educational process;
 19. assemble in a peaceful manner and respect the decision of students who do not wish to participate;
 20. bring to school only those personal possessions which are safe and do not interfere with the learning environment;
 21. adhere to the guidelines established for dress and activities in the school gymnasium, physical education classes, laboratories and shops;
 22. be familiar with the school Discipline Code and abide by school rules and regulations;
 23. provide leadership to encourage fellow students to follow established school policies and practices;
 24. keep parents informed of school-related matters, including progress in school, social and educational events, and ensure that parents receive communications that are provided by school staff to students
- 5 for transmittal to their parents.

General Information

Students are responsible for all communication by the school, including information distributed in the Student Handbook and Weekly Bulletin, as well as PA announcements.

Academic Dishonesty

Plagiarism, cheating, collusion, and other acts of intellectual and scholastic dishonesty are violations of both the citywide Discipline Code and school policy and will not be tolerated. Parents will be notified and academic sanctions related to the infraction will be imposed. The State Education Department mandates consequences for Regents examination fraud. Fraud is defined as “the use of unfair means in taking an examination,” that is, attempting “to either obtain or give aid while taking an examination.” The consequence for fraud is cancellation of the student’s examination and that “the student should be excluded from any subsequent examinations until such time as the student has demonstrated by exemplary conduct and citizenship, to the satisfaction of the principal, that the student is entitled to restoration of this privilege.” In addition, a student who violates examination policies, such as leaving the room without permission, is subject to school disciplinary consequences.

You may not use any communication device while taking a school or Regents examination, either in the room where the test is being administered or while on a break (such as a bathroom visit). Such devices include, but are not limited to, cellular telephones, CD and audiocassette players, radios, MP3 players, Personal Digital Assistants, video devices and associated headphones, headsets, microphones, or earplugs.

If your cell phone rings or vibrates, you may not answer it. If your pager beeps or vibrates, you may not look at it. Your examination will be invalidated and no score will be calculated for you if you use any such device or related communications technology or if you wear headphones while in the testing room or while on break.

Address and Telephone Changes

The school may need to contact a parent or guardian at home and work. Emergency contact cards (“Blue Cards”) should be updated immediately after any change, by notifying the Attendance/Program Office, Room 201, promptly of any change of address or telephone number. Documentation of a new address is required (e.g. a utility bill).

Advanced Placement (AP) Policy

- Advanced Placement courses are college-level courses. LaGuardia Arts is committed to providing the most rigorous curriculum possible to our students, and, thus, we offer an array of AP courses.
- The application process starts at the beginning of the spring semester when students request courses on line. Please note important due dates.

- A student must have excellent school attendance and punctuality.
- All AP courses are full-year commitments.
- AP courses are weighted according to DOE policy.
- Enrollment in an AP course carries the expectation that the student will sit for the College Board AP examination in May the year the course is taken. In many subjects, students who sit for the College Board exam are exempt from the corresponding course's final exam. For the 2009-2010 school year, each exam cost \$86. Fee waivers are based on data obtained from the Free/Reduced Lunch Application.
- The Guidance Department staff will assist in determining the maximum number of AP courses students may take each year based on the student's previous academic performance. Students are strongly advised to register for no more than three AP classes concurrently.
- For department prerequisites, please see the AP Course Offerings brochure.
- When programming students in AP classes, priority will be given to seniors. For department prerequisites, please see the AP Course Offerings brochure at LaGuardiaHS.org/ProgramOffice.

Announcements and Bulletins

PA announcements and the Weekly Bulletin are important means of communicating to all students. You are responsible for being aware of, and accountable for, the content of PA announcements and information contained within the Weekly Bulletin. Announcements are made at the beginning of Period 3. Talking during PA announcements causes disruption and makes it difficult for others in the class to hear the announcements. You will also receive a Weekly Bulletin (Yellow Sheet) on Fridays or may download the bulletin from the school's homepage.

Arrival and Departure

The building opens to students at 7:15 AM. You must use your school ID card to enter the building every day. You must leave after your last scheduled class. If you are early, you may wait only in a location that is supervised by school staff. All students arriving with no supervised place to wait must go to the 5th Floor Cafeteria, where free breakfast is available. All students must enter and exit the building through the entrance on 65th and Amsterdam only.

For maximum safety, you are encouraged to leave the building in groups after regular dismissal times. Once you are dismissed, head straight home rather than congregating around the school or its perimeter. Do not loiter or socialize outside the school building. Keep in mind that depending on the specific location, loitering could result in possible NYPD action, as well as discipline by school officials.

Activities, Athletics, and Clubs

LaGuardia Arts clubs and organizations represent the diversity of the student body and student interests. A complete list of clubs, meeting days, and locations are available on the school's website. Typically in October, the Yellow Sheet announces the "Club Fair" where you can gather information on the year's approved clubs.

You may remain in the building at the end of the school day only if supervised by a faculty member or another adult in an approved extracurricular activity. Students staying late for an activity may not order or bring in food after school, but you may eat out and re-enter the building by showing your school ID. At the conclusion of the activity, all students must promptly leave the building.

Activities cannot meet without an advisor present, so extra curricular activities are not to take place on Conference Days or non-regular bell schedules.

LaGuardia Arts students represent our school on more than 20 interscholastic athletic teams. The availability of teams is subject to changes in budget and the availability of coaches. For more information, please visit the school's website or the PE Office, Room 313.

Attendance

Regular student attendance is mandated by State law. Our expectation is for every student to come to school each and every day. Students who attend school regularly perform better academically.

Attendance for the day is taken during 3rd period class. Daily phone calls to advise parents/guardians of daily absence are made based on 3rd period attendance. Make sure you are marked present in that class. If you are marked absent for that period, a phone call home will be made the following day. Periodically, we also send home attendance letters. If you know you were part of a trip or a performance for the day and you received a letter, disregard it.

When you are absent from class, you are not excused from any class work, homework, or tests you may have missed. It is your responsibility to make up all work missed in a timely manner. You should be aware that excessive absences, even for valid reasons, may result in your grade being lowered simply because of lost instructional time.

When returning from an absence, you should bring an absence note the first day back; fill out an Absence Form, and have it signed by all your teachers. Bring both the signed form and note to the Attendance/Program Office, Room 201. Absence Forms can be downloaded from LaGuardia's web site at LaGuardiaHS.org/ProgramOffice or picked up in Room 201. The note should then be returned to the Attendance Office to be recorded and filed. More information about school policies on attendance can be found at LaGuardiaHS.org/ProgramOffice

Cutting

Absences due to family vacations and non-school related performances are not excused absences. Teachers may be unable to give students make up work comparable to that which the student missed. Family vacations should be planned to coincide with vacation days and weeks of the annual school calendar. Teachers are not obligated to make prior arrangements for assignments, projects, and other instructional activities involving work that has not yet been presented. Student absence for vacation or non-school related performances will be treated as an unexcused absence.

You are expected to attend each and every class listed on your Program Card, including lunch. Cutting class is considered a serious infraction of the school rules. Attendance is taken in each individual class, as well as for the entire school day during 3rd period. Teachers may report unauthorized class absences to the Deans Office and/or Attendance Office. For excessive cutting, the Attendance Office will mail letters home and/or will contact your parents/guardians. After two attempts to correct this behavior, the students will be referred to the Guidance Counselor. Cutting may result in denial of the right to participate in extracurricular activities and honor societies.

As a result, it is important that you always be at the location officially designated on your program card at the indicated time. If there is any question of whether or not it is allowed to be in a location other than that indicated on your program, you should always check with the teacher of the class you are scheduled for at that time.

Absences Prior to Performances, Co-Curricular, or Extra Curricular Activities

Just a reminder that if you are absent from school or miss classes during the school day (other than for official blackout days or periods) you are not eligible to participate in after school co-curricular or extra-curricular activities later that day or evening. These activities include participation in performances, athletics, clubs, etc. Students who are on suspension are likewise ineligible for any after school activities.

Extended Absences

If you are going to be absent for an extended period of time due to illness, your parent or guardian should notify your Guidance Counselor to arrange for schoolwork. Lack of notification may result in a home visit by a truancy teacher. Students returning from an extended absence must bring a doctor's note to the Attendance Office and fill out the pertinent paperwork.

Lateness

When you arrive late to school, you have missed valuable instruction, and your arrival interrupts the continuity of instruction for the rest of the class. Punctuality is a prerequisite for success in school (as well as in business). You are expected to arrive at school on time and to be seated and ready for work beginning with your first class.

If you arrive to school after the beginning of your first class, you are marked late. If you miss your first class or classes due to lateness, you will be marked absent from those classes. If you arrive late to school but prior to the beginning of period 3, go directly to your class even if the period has already started. If you arrive after the start of period 3, you must sign the “Late-to-School Book” located in the Attendance Office, or you will be marked absent for the day.

Teachers will contact your parent/guardian if you are excessively late to class. The Attendance Office will mail a letter any time you are late to school twice a week or more. After the second letter, a referral to the Deans Office will be made. You may receive detention, and you may need to sign in each morning with your Guidance Counselor. Excessive lateness may result in denial of the right to participate in extracurricular activities and honor societies. Your parents/guardian may be requested to come to school to discuss your lateness.

Once you are in school, you may not leave for any reason prior to the end of your regular school day without written authorization. You may leave before the end of your scheduled day only with verifiable parental authorization for a legitimate medical or personal reason.

Audience Etiquette

Audiences must conduct themselves appropriately. Proper conduct includes being quiet (no talking, shouting out, or noises), no food or drink, and sitting still. There is no use of any electronic devices, and all devices should be turned off. The use of any recording device, either audio or video, or the taking of photographs, either with or without flash, is strictly prohibited. Cell phones and texting devices should always be turned off, remain out of sight, and are subject to confiscation.

Performances at LaGuardia Arts are a treat for us all, but it’s important to remember that as students gain the experience that comes from performing on stage, playing for a full house (or at least a large audience) is an important part of that experience. If each parent left when their child’s part was over, or only arrived in time to see their own child’s piece, it would detract from the entire experience for all of the students. To assist with beginning on time and maintaining the integrity of the performance, the following rules are in effect for performances:

- Assigned seats will be honored only until show time, at which point priority seating will be at the discretion of the House Management. If you are late, you will still be seated; however, it may not be the seat initially assigned.
- Will Call will open at least 30 minutes prior to show time and will remain open until intermission. Tickets for late/absent companions may be left at Will Call.
- No entry without a ticket – even after intermission. Please save your ticket stub

Blackout/Preview Assembly Performance Policy

Recognizing that the performance and rehearsal requirements of studio programs at LaGuardia Arts may diminish the time students can devote to academic work, we have established a “blackout” policy. A blackout day is one which students are excused from attending classes in order to prepare for an upcoming performance. If you receive an attendance letter and you were on a “blackout” day, please disregard the letter. You will be marked absent, but the absence will be excused in the teacher’s records. However, school records will still show an absence.

For preview assembly performances, students are excused from class only for the periods specified for that day. Teachers are asked to allow students who participate in blackout/preview days to make up all missed work/exams.

Cafeteria/Food Service/Lunch

Breakfast is served free of charge to all students in the 5th floor cafeteria each morning beginning at 7:30 AM. Although we do not serve coffee or tea to students, our cafeteria does feature milk and juice, as well as a healthy selection of bread, fruit, cereal and other hot and cold items each day at no cost regardless of lunch status.

Due to the rigorous nature of the LaGuardia Arts curriculum, all students are programmed for a lunch period. The entire student population shares the two student cafeterias over several periods. It is important that all students enjoy a clean, healthy, and safe environment where they can relax and socialize. As such, you are expected to clean your table and to deposit all refuse in the waste receptacles.

Bringing Food and Drinks into School

Students at LaGuardia Arts eat lunch in school and are not permitted to leave the building. During your lunch period, you must report to the cafeteria by the time the late bell rings. You are not permitted to loiter or wander the halls during your lunch/free periods. If you are found in the halls without a pass at these times, you will face disciplinary action. You must have a school ID to enter the cafeteria and may only enter during your assigned lunch period; this includes the use of the vending machines. You may not leave the cafeteria without an official cafeteria pass and you may never leave the cafeteria with food of any kind, including items purchased from vending machines.

Please be aware that you cannot have any type of beverage or food visible when entering the school. If you do so, you will be asked to step outside to consume or dispose of the item or to store it away so that it is not visible.

This rule is in effect as a result of the fact that liquids slosh and spill. Spills can cause slip and fall accidents, as well as attract unwanted pests. In addition, hot spills could cause injury to you and to others. Also, liquids spilled while riding the escalators could

cause problems with their operation. For such reasons, food and beverages can only be consumed in our cafeterias. If you wish to bring a hot or cold drink to school, we strongly suggest you bring it in a sealed thermos.

You may bring lunch from home or obtain a complete hot or cold lunch, the cost of which is based on the status of your lunch application. Only plastic containers (no glass) are allowed in the building and food must be in a bag and cannot be visible upon entrance.

Condom Availability

Condoms are available in the PE Offices and the Medical Office. The Department of Education offers an HIV/AIDS prevention program as part of an ongoing comprehensive health education program. In addition, all high school students in grades 9-12 are permitted to request free condoms at their school. Your parent or guardian may ask the school not to give you condoms. This is referred to as a parent opt-out. Your parent is not permitted to make this request if you 1) are 18 years of age or older; 2) have been or are currently married; 3) are a parent, and/or 4) are entitled under law to give consent for yourself. Parents/Guardians may change their consent by contacting your Guidance Counselor.

Crisis Intervention

The Guidance Staff (Rooms 206/234) provides crisis intervention and support when situations at school or home interfere with your well-being. They deal with such issues as self-esteem, divorce, death, health, homelessness, truancy, physical and sexual abuse, violence, socialization skills, alcohol or drug abuse, and suicide. The Guidance Staff maintains professional standards of confidentiality in all student interactions.

Conduct and Discipline

The Department of Education has developed Citywide Standards of Conduct and Uniform Disciplinary Measures (The Discipline Code), which cites specific infractions and specifies the appropriate intervention measures and penalties, ranging from a student/teacher conference to an extended superintendent's suspension that may lead to an involuntary transfer to another school. You should review the Discipline Code with your parents/guardian.

The behavior standards set forth in the Citywide Discipline Code apply to behavior in school during school hours, before and after school, while on school property, during exam periods, drills, while traveling to and from school, at all school-sponsored events and on other-than-school property when such behavior can be demonstrated to endanger the health, safety, morals, or welfare of the school community.

You are expected to behave in a manner that shows courtesy and respect for your fellow students, the staff, and administration. In doing so, you show respect for yourself as well. In addition, you are expected to project an image of seriousness, professionalism,

and respect for the many national and international educators and dignitaries who visit each year, drawn by LaGuardia Arts' international reputation as a school of excellence.

LaGuardia Arts has set standards of behavior and established specific disciplinary measures for noncompliance to augment Department of Education policy. Some teachers have developed their own policies regarding expected classroom behavior, which are communicated in class at the start of the term.

Detention

Students who violate the discipline code and/or have a record of excessive lateness or cutting, may be referred for detention. Detention will be processed through the Deans Office. Students must serve detention within 3 days of the initial referral. Students who fail to attend detention will receive double detention. If they fail to perform double detention, they will be assigned "in-school suspension." Students who are under discipline (detention or suspension) may not participate in after-school activities, class trips, clubs or sports. Students are not allowed to eat or fraternize while in detention and must be engaged in schoolwork during the detention period.

Dress Code

According to the Bill of Student Rights and Responsibilities, you have the right to determine your own attire, except where it may interfere with the educational environment or may be dangerous. Citywide standards require that students dress appropriately and do not wear suggestive clothing.

Since school is a place of business and learning, students are expected to dress appropriately, modestly, and in good taste. It is the obligation of all students to maintain their personal appearance in a manner that reflects well on themselves and on the school. Proper school attire should not be revealing, lewd, or so extreme as to create a disturbance to the educational environment. Students who arrive to school dressed inappropriately will have their parents/guardians contacted. If the situation cannot be remedied, students may not be permitted to attend classes and may be sent home if the dress code cannot be adhered to. Hats will be confiscated.

Clothing that is unacceptable includes:

- Head coverings for both males and females are not permitted except for religious purposes, .
- Halter-tops, tank tops and tube tops unless worn with a covering shirt or jacket. Midriffs may not be showing. Undergarments must not be visible. No short-shorts.
- Slogans or pictures that are obscene, promote drug use, or degrades religion, race or sexuality or are deemed inappropriate or offensive by school officials.

Evacuation & Fire Drill Safety

In the event of a fire, smoke, or fire drill, the fire alarm signal will sound, indicating the evacuation of the building:

3 Gongs, 4 times (3-3-3-3); then repeat (3-3-3-3)

All school rules apply during the entire drill and in the event of an emergency. Please remember no hats, electronics, cellular phones, or eating are allowed. Items will be confiscated by the teacher or other staff at any point during the drill.

- *Exiting Procedures*

In a quiet and orderly manner, students will make two lines outside the classroom door.

The teacher is to be at the front of the line leading the students down the stairway quickly, but quietly, outside the building to the designated safety zone.

- *Outside the Building*

- Students must remain with their teacher.
- Attendance will be taken by the teacher.

- *Re-Entry Procedures*

Students are to maintain order, silence, and stay alert to any announcements, instructions, or information given.

Upon hearing 'all clear' signal, teachers will lead their students as they re-enter the building and return to the classroom.

The key to a successful fire drill: the 3s's

- Speed
- Safety
- Silence

All students must respond silently and immediately to directions during emergency drills or actual emergencies of any kind. Any student who does not cooperate is endangering the safety of students and staff and is subject to disciplinary action.

If the building is evacuated, you will be directed to a central meeting area where you will assemble

If the school needs to be evacuated and we cannot stay in the immediate area for our safety, you may be directed to the following locations:

Art students (freshmen, sophomores) and associated staff will be directed to PS 191 210 W. 61 St.
(212) 757-4343.

Art students (juniors, seniors) and associated staff will be directed to Beacon High School 227 W. 61 St.
(212) 245- 2807

Dance and Drama/Tech students and associated staff will be directed to PS 199 270 W. 70th St.
(212) 799-1033.

Music students and associated staff will be directed to PS/IS 111 440 W. 53rd St.
(212) 582-7420.

according to your OP class. This will help us locate you in a timely and efficient manner.

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.

Keeping our School Clean

No matter where you are in the building, you are asked to dispose of your trash properly. This is particularly important in the cafeteria where there is so much trash generated each period. The bottom line is that no one enjoys eating in a messy cafeteria. Trash strewn about also attracts unwanted creatures, and items left on the floor present a potential safety hazard.

The cafeteria staff is not assigned to clean up after you when you eat. Much like you would at home or in a fast food restaurant, you are expected to make sure the area that you occupy is clean of trash before you leave the cafeteria. This includes all food, papers, tin foil, trays, utensils, bags, bottles, etc., as well as any items you may have dropped on the floor. As part of our effort to recycle, remember that you are also responsible to dispose of your trash in the correct recycling containers.

If you try to leave without clearing your area, you will be asked to return to clean up and as a result, you may be late to class. Students with a continued pattern of failing to clean up their area may face disciplinary action. Of course, you are also expected to comply with all of the other rules of the cafeteria, which include no standing on cafeteria furniture, sitting on the laps of other students, or use of electronic devices

Respect For All

Each student, faculty and staff member of the New York City public schools brings to our school community the richness of our city's cultural diversity and the desire for respect. The Citywide Standards of Discipline and Intervention Measures (The Discipline Code) prohibits students from bullying other students for any reason, including taunting and/or intimidation through the use of epithets or slurs involving race, color, ethnicity, national origin, religion, gender, gender identity, gender expression, sexual orientation or disability. This policy is in effect on school grounds, school buses and at all school sponsored activities, programs and events.

Students who believe they have been the victim of bullying or intimidating behavior by another student and any students with knowledge of such behavior, should report the incident immediately to a teacher, counselor or school administrator. Complaints should be reported as soon as possible after the incident(s) so they can be effectively investigated and resolved. Complaints of discrimination

or harassment can be submitted in writing or orally to a teacher, counselor, administrator, or other school staff. Staff members will report student complaints to the appropriate school supervisor. Any staff member who witnesses harassment or discriminatory behavior will also report such an incident to the appropriate supervisor. Staff will take appropriate action to intervene to stop such behavior.

Safety Tips for Traveling To/ From School

- If you see something, say something. Call 911 if you see something suspicious or are in danger. The MTA has transit officers at a number of stations and on the platforms to help you should you need them.
- Stay alert...be aware. Sounds simplistic, so why are thefts of electronic devices the major crime in NYC? Because many people are preoccupied while talking on their cell phone, absorbed in playing a game, or listening to music when walking down the street or on the subway or bus.
- Use subway entrances where the bulbs are lit in green. These are full service stations; red bulbs indicate limited service and may not have an attendant.
- Buddy up – don't travel alone.
- Ride the trains in the car where the conductor is located or in the front of the train. Experience has shown that when fights break out, they usually occur in the last two cars of the train.
- When rendezvousing with friends, meet somewhere other than a subway platform, such as a pizza place or someone's home.
- Trust your instincts and avoid possible altercations. If you see a group of kids on the subway platform or the street, walk a different way; if you feel threatened, go into a store or stand near a doorman until the danger passes. If your device is taken from you, don't fight. It's not worth getting hurt over.
- Keep away from subway doors when listening to your music. Don't make it easy for someone on the platform to reach in and grab your player.
- Do not walk or ride between train cars.
- Don't tempt a thief with your electronic game or device. Disguise your player by changing your earpiece color.

Sexual Harassment

Sexual harassment in any form (including verbal) is a violation of Chancellor's Regulations A-831 and will not be tolerated. Any student who believes that he/she has been the victim of sexual harassment by another student should immediately report the incident to the Deans Office. Sexually harassing behavior may take many forms, including but not limited to:

- Engaging in physical conduct of a sexual nature such as patting, pinching, or grabbing
- Brushing up against another person in a sexual way
- Making sexual comments, remarks, insults, and/or jokes
- Displaying or distributing sexually oriented or suggestive objects, pictures, or drawings

- Making obscene gestures
- Pressuring for sexual activity
- Spreading rumors of a sexual nature
- Engaging in sexually violent or coercive behavior (eg. assault or rape).

Smoking and Controlled Substances

Smoking is prohibited in and around the school building and is in violation of New York City law. Using, possessing, transferring, or being under the use of any banned substance including alcohol on school property or at any school sponsored activity, including trips or proms is in violation of Department of Education policy. Violators will be subject to suspension, and their parents/guardians will be notified. Appropriate cases will be referred to the proper authorities.

College Office

You are welcome to visit the College Office, located in Room 323. To make the college application process more efficient, students are required to adhere to established deadlines, which requires students to input information into the Daedalus computer system. Failure to follow deadlines may result in applications not being filed in a timely manner and transcripts not being sent.

All students must enter the college they are attending in Daedalus. This is the only way that a final transcript will be sent to a college. Schools without a final transcript may rescind their acceptance offer. Please remember the College Office is closed for the summer, and our building may not be open due to construction.

Please allow at least 3 weeks for the college to process your transcript. Until that time, college computer websites may show your transcript as missing.

To order a transcript, use the Transcript Request Form, which is downloadable from the Downloads section of the La! website. Please allow 1 – 2 weeks for processing by La!.

Parents and students should take advantage of and attend the various programs and presentations during the Junior and Senior year. Juniors are given an orientation to the College Office in the spring term. Please visit the school's web site to access the College Handbook and various college-related web links.

Computer Access/Internet Use

Internet access and word processing programs are available in the 4th floor Computer Lab and the Library. You are not permitted in these rooms without teacher supervision. Computer usage will be monitored, and everyone is expected to adhere to the following:

- No one is to tamper with the software on the computers.
- You may only use software approved by your teacher.
- No gum, food, or drinks are permitted in the computer room.
- Due to ink and paper shortages, you are encouraged to email

- your work to the teacher and not print it.
- Software copying and music downloading is prohibited.

Users should not expect that files stored on school-based computers will be private. Administrators and faculty can and may review files and messages to maintain system integrity and ensure that users are acting responsibly. Violations of this Acceptable Use Policy could result in a student's loss of access to network and Internet privileges, or other disciplinary action to be determined at the building or classroom level, consistent with the student Discipline Code. Where there is an allegation of criminal behavior, law enforcement organizations will be involved. By using any school computer, you realize that violations may result in my loss of Internet and/or network access privileges, disciplinary actions per the Student Code of Conduct, and/or possible legal action.

The following uses of school-provided Internet access are NOT permitted:

- Maliciously disrupting or harming the school's workstations, network, and services through such activities as hacking, or downloading, uploading, creating, or spreading computer viruses
- Plagiarism
- Violating copyright or otherwise using the intellectual property of another individual or organization without permission
- Accessing, uploading, downloading, scanning, or distributing pornographic, obscene, sexually explicit, harassing, discriminatory, or defamatory material
- Transmitting obscene, abusive, sexually explicit, or threatening language
- Violating any local, state, or federal statute; or school district policies
- Vandalizing, damaging, or disabling the property of another individual or organization
- Accessing another individual's materials, information, or files without permission
- Sharing passwords or using the account or the identity of another user
- Using limited network bandwidth for downloads not related to academics
- Posting web pages for commercial purpose or political advocacy (Material posted on the school server must be reviewed and approved by a faculty member.)
- Copying or downloading software without the authorization of the network administrator
- Using computers for personal communications: gaming, personal e-mail, chat, or personal blogs.

The school reserves the right to discipline students for actions taken out of the building if they are intended to have negative effects on

students or staff members, or they adversely effect their safety and well-being. This includes cyber-bullying and information posted either inside or outside the building on social networks.

Daedalus

Daedalus is a software program that is used for a variety of purposes, including student programming, college application processing, and attendance monitoring and notification. All students are issued a user name and password. (Parents will be issued separate user names and passwords during the 2010 - 2011 school year.) Users will be asked to enter an email address the first time the accounts are used. This will allow for teachers and staff to send timely emails and reminders. Students and parents needing computer access may visit the Parent Coordinator's Office in Room 209.

The Daedalus site may be accessed through the school's website by clicking either the Student Life, Parent Resources, or College Office tabs.

Elevator Usage

You are not allowed to use the elevator during school hours unless an elevator pass had been issued for a verifiable medical condition. To obtain an elevator pass, bring medical documentation to the Nurse's Office, Room 247,

Face-to-Face Letters

Student enrollment and address verification necessary for public assistance may be obtained from the Attendance/Program Office, Room 201. Please call one day in advance in order for the letter to be ready.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the NYC Department of Education (DOE), with certain exceptions, obtain your parent's/guardian's written consent prior to the disclosure of personally identifiable information from your education records. However, Directory Information, which is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. Examples include publishing your name in a graduation program, yearbook, or performance program.

Financial Assistance

While LaGuardia Arts does not provide direct financial assistance to students, if you need emergency financial assistance for school supplies, or are a student living in temporary housing, see the Assistant Principal/Pupil Personnel Services, in Room 321.

Free/Unassigned Periods

Students who arrive prior to period 1 or have no class period 1 class must report to the 5th floor cafeteria, where breakfast is being served free of charge. You should not be in the hallway during a free period.

During periods 2 - 9, students with no class should report to the location listed on their program card, where students will be asked to sign in and attendance will be taken. Students can also make arrangements to work in various offices throughout the school. However, students should not be out in the hallways without a pass during their free period.

Grades/Grading/Transcripts

At the beginning of each semester, transcripts are given to students to review for accuracy. If corrections are necessary you should immediately contact the guidance staff. If the final grade on your transcript is incorrect due to a clerical error, miscalculation, or faulty entry, you need to ask for its correction immediately. Accurate transcripts help ensure that students are correctly programmed for classes and that their progress towards graduation can be followed.

In extreme and compelling circumstances, a student may receive a mark of “No Credit” for a course taken during that current semester. This NC grade can only be given with the approval of the principal and the submission of the appropriate documentation regarding the absences that triggered this grade.

In rare situations, medically excused with course credit granted may be given when a student is physically unable to complete the class even with accommodations. Prior approval is needed, and medical documentation is required. This grading mark is usually applicable only for physical education, dance, and drama classes. A student receiving a grade of 9 (“medically excused with course credit”) is still required to attend the class as scheduled, but the student will be excused from activities requiring physical exertion. In the event of illness or injury, please see your Guidance Counselor to discuss your options.

Grade Changes

Grade changes must occur prior to the end of the following term. If a grade on your report card is incorrect, get a Grade Change Form from Room 261 and have it completed by your teacher. Teachers are to submit the Grade Change Form to Room 261. All report card grade changes must be completed by June 30.

Graduation Requirements

Credit Requirements

Subject	Credits
English	8
Social Studies	8
Global Studies (4)	
U.S. History (2)	
Government (1)	
Economics (1)	
Mathematics	6
Science	6
Foreign Language	2
Health	1
Physical Education (except Dance/Drama/Tech majors)	4

Other academic courses*	9
Total	44

*Studio courses are classified as academic courses.

Regents Diploma Requirements

General Education students must score 65 or above on the **five** required Regents Exams: English, Global Studies, Math, Science, and US/Government. LaGuardia Arts administers Regents Exams in January and June. Students are given the exam schedules as soon as they become available. Exam marks are posted once the grading is complete.

Entering Grade 9 in 2008 or after

General Education students must have at least **four** scores at 65 or above among the five required Regents Exams and all scores at 55 or above.

Entering Grade 9 in 2007

To receive a Regents Diploma endorsement, a student must meet the requirements for a Local Diploma and must achieve a minimum score of 65 on each examination.

Advanced Regents Diploma Requirements

To receive an Advanced Regents Diploma endorsement, a student must meet the criteria for the Regents Diploma and achieve a minimum score of 65% on the following: an additional Science Regents Examination; a Foreign Language Regents Examination or Studio Comprehensive Exam; and the Math Advanced Regents Requirement (listed below).

<p>Mathematics Regents Examination Requirements For the Advanced Regents Diploma</p> <p>Math A & Math B OR Math A & Algebra 2/Trigonometry OR Math A & Geometry & Algebra 2/Trigonometry OR Integrated Algebra & Geometry & Algebra 2/Trigonometry</p>
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“With Honors” Designation

A student who achieves an average of 90% on all Regents examinations will receive a Regents Diploma with Honors, or an Advanced Regents Diploma with Honors, endorsement.

Studio Endorsement

To receive an endorsement on the diploma indicating a major in Fine Arts, Music, Drama, Dance, or Technical Theatre, a student must successfully complete all studio requirements and pass a comprehensive examination in the respective studio. This school-developed examination, or in the case of Art majors, the Regents examination in Art, is required by the State of New York

and is given at the end of grade 11 or 12. It may include written questions, performance and/or projects, as determined by each studio and approved by the State Education Department. Passing the comprehensive examination, successfully completing all studio requirements and meeting the other academic requirements including State exams entitles the student to receive a studio endorsement on the diploma.

Hall and Bathroom Pass (Authorized Out-of-Room Pass)

You are required to have a pass anytime you are out of a room when classes are in session. You are required to carry your program card and photo ID card at all times. These must be produced when requested by any staff member. Failure to produce identification is a serious matter that will be met with strict disciplinary action. You may not use the pass during the first and last ten minutes of the class period. You must always be in the location indicated on your schedule or have an authorized pass.

HIV/AIDS Instruction

Our school will teach about Acquired Immune Deficiency Syndrome (AIDS). The New York State Education Department and the New York City Department of Education have mandated that HIV/AIDS education be provided for all students in Kindergarten through Grade 12. This mandate states that HIV/AIDS instruction must be age-appropriate and address the nature of the disease, the methods of transmission, and methods of prevention. Lessons focus on developing an understanding of communicable diseases, ways to live a healthy life, and how to identify community resources that can help enhance the quality of life.

State Regulations require that all students attend lessons on the nature of the disease and methods of transmission. However, parents or legal guardians have the right to ask that their child not participate in the lessons dealing with methods of prevention. These lessons are labeled "Prevention." Parents or legal guardians who do make such a request must file with the principal of their child's school a written request that the child not receive such instruction, and assure that the pupil will receive such instruction at home.

Honors Placement

- You will be placed into Honors if you perform well in the class you are currently taking.
- You must have excellent school attendance and punctuality.
- An Honors class commitment is for the full year.
- The Department Assistant Principal may remove a student from an Honors class if the student fails to perform at minimum Honors level.
- All requests for Honors placement are subject to Department Assistant Principals' approval and programming restrictions.

ID Cards

You must carry an official school photo ID at all times and present it whenever requested to do so by a staff member. This system of security protects students and helps maintain LaGuardia Arts as one

of the safest high schools in the city. If you forget your ID card, sign in at the desk in the main lobby.

ID cards are the property of the Department of Education and may not be defaced in any way. You are responsible for replacing lost or damaged cards immediately. A replacement should be requested at the side of the scanning entrance; the replacement fee is \$3.00. The card will be ready the next school day. If you leave your ID card at home, a temporary replacement can be purchased for \$1.00 in the main lobby.

Leaving School Early

Any excuse from a parent or doctor to leave before the end of the school day must be accompanied by a note. The note should be brought to the Parent Coordinator at the beginning of the day or have your parent FAX the note to (212) 724-5748 (Attention: Parent Coordinator); you can get the faxed note in the Main Office. The note must include:

- Student's name, OP, the date, the time, and the reason for leaving early
- A telephone number where the parent can be reached
- Signature of the parent/guardian

No student is permitted under any circumstance to leave the building before the end of their school day to purchase food or beverages, whether or not you are in a performance or have a pass from a teacher.

Library

You may use the library during a free period if you present your program card or an official school pass. Your school ID serves as your library card.

Lockers and Locker Rooms

Hallway lockers are assigned by the school. Students must purchase and use only an official school lock. All other locks will be clipped, and the school will not be financially responsible for locks that must be clipped. Locker locations are assigned according to studio. Gym lockers are assigned by the PE Department for students taking PE classes. Lockers are school property and subject to inspection by school authorities at any time. Locker rooms on the dance and drama floors are for the use of students in those studios only. Any problems with lockers should be reported to the Deans Office. Room 237 can provide you with your combination should you forget it. A student who cannot gain access to his or her locker must go to Room 237. All lockers must be cleaned out on or before the last day of regular classes. The school will dispose of articles left behind.

- Never leave possessions unwatched or unsecured
- Do not leave money/valuables in a locker
- Do not share lockers or disclose your combination

- Be sure your locker is securely closed
- Do not over-stuff your locker
- Be alert to others watching you
- For combination locks, spin the dial at least one full turn and pull down on the locker to be sure it is secure

Lost and Found

The Lost and Found is located in the Deans Office.

Lunch Application

All students are required to submit a Lunch Application each year, regardless of whether or not the student wishes to participate in the Free/Reduced Lunch Program. Fill out the application handed out in Official Period (OP) at the beginning of the fall semester. If you have not completed a lunch application, you can obtain one from Room 231. Your eligibility for reductions and waivers for exam fees and application fees is based on information from your completed form.

Medical Office/Nurse's Office

If you become ill, you should request a pass to the Medical Office (Room 247) from your teacher. Medications are not dispensed, but minor injuries may be treated and arrangements made, if necessary, for students to be picked up from school due to illness. Your parent or guardian will be notified and EMS called if warranted. If you need to take medication during the school day, you must have medical documentation on file in the Medical Office. This documentation needs to be resubmitted each year.

In the event of an injury, the student and any witnesses should complete a written statement form as soon as possible and provide any other information needed for an Injury Report to be completed that day.

Messages To/From Parents

A parent/guardian who needs to get a message to a student in an emergency should call the Parent Coordinator. Students, also, should see the Parent Coordinator to phone parents. Cell phones should not be used by students to receive or place phone calls during school at any time. Unfortunately due to the disruption caused, students are not permitted to receive deliveries of food, money, clothing, assignments, or any other such items.

In a family or medical emergency, parents should call the Parent Coordinator, who will deliver the message. Parents/guardians should not attempt to phone or text a student directly.

MetroCards

Student MetroCards are distributed at the beginning of each semester during OP. Students are eligible for free-fare privileges on public transit facilities if they reside 1 1/2 miles or more from school; students are eligible for half-fare surface transportation if they reside more than 1/2 mile from their school. The MetroCard is valid for one semester on the days when school is in session. Do not discard your fall MetroCard until you receive your spring MetroCard.

Assistance with MetroCards can be received in the Main Office, Room 230, prior to 1:30 PM. Reporting a card lost or stolen automatically voids it. It may take up to two weeks to obtain your replacement card. During that time you are responsible for paying for transportation to and from school. If you need assistance getting home, go to Room 230.

Student MetroCards allows you up to three rides a day on the subway or bus, including one subway-bus, bus-bus, or bus-subway transfer per ride, from 5:30 AM until 8:30 PM. Students are cautioned that the MTA may issue a summons for any improper use of Student MetroCards, including using the card when school is not in session.

Organizational Period (OP)

Organizational Periods (OP) are scheduled throughout the school year for the distribution and collection of important information (e.g. report cards, transcripts, student schedules, MetroCards). OP typically occurs between 5th and 6th period and lasts for ten minutes.

Some universities require SAT Subject Test scores as part of their admission process. It is recommended that a student take the SAT Subject Test shortly after completing the recommended course.

SAT Subject Test	LaGuardia Arts Course	Grade Level	Additional Information
Literature	English 6	Junior	
Math Level 1	Geometry	Sophomore	Algebra and Geometry Examination
Math Level 2	Algebra II/Trig		Integrated Algebra Examination
Biology E/M	AP Bio		Integrated Algebra Regents recommended
Chemistry	Chemistry 2 H or Chemistry AP		Alg II/Trig Regents Recommended
Physics	Physics 2 H	3 years of Math	
US History	US 2	Junior	
World History	Global 4	Sophomore	
Foreign Language: Reading	Level 6	Typically after 3 years of a language	
Foreign Language: Reading/Listening	Level 6	Typically only given in November.	

Parent Coordinator

The Parent Coordinator is available to parents and guardians to answer questions about school policies and daily operations. The Parent Coordinator can also help with issues that are not directly related to instruction.

**Parents Association (PA)
E-mail News**

Parents/Guardians and students may receive emails from the Parents Association and the school, as well as the Weekly Bulletin, by subscribing to: <http://lagpa.parentschoolorpartnership.com>. Email addresses are only used for school related information and are not sold or distributed.

**Posting of Fliers,
Announcements**

Materials, including performance notices, may be posted only on "LaGuardia News" bulletin boards located in the escalator banks and in the cafeterias. Materials may not be posted on the walls or in any other location without the express permission of the AP, Pupil Personnel Services, in the Senior Lounge. Items posted that do not follow these guidelines will be removed.

Program & Program Changes

Students at LaGuardia Arts are programmed for a 9 or 10 period day, inclusive of lunch. Courses are offered periods 1 through period 10. In order to accommodate the school-wide schedule and the individual students' needs, if the students have less than 10 periods a day, they are assigned an early or late start. Individual requests for an early or late program cannot be accommodated.

Schedule changes after the beginning of the school year are considered only if compelling circumstances warrant a change and class space is available. Due to class size limitations, program changes might occur within the first 10 school days of each semester. This is called "equalization." If a student's schedule is changed due to "equalization," the student cannot request to go back to the original class. However, all measures are taken to minimize the number of such schedule changes.

If you fail a required course, you must retake the course in summer school or PM School. Course offerings are subject to availability. Failing a course may delay your graduation.

Prohibited Items*Cell Phones, Pagers, and
Other Electronic Devices*

Chancellor's Regulations prohibit student cell phones, texting devices, and other communication devices in the school. Any such device will be confiscated and returned only to a parent or guardian. In certain situations, students may be granted a Medical Waiver for Electronic Devices. Students who are granted an exemption are permitted to bring their cell phones into their school building. However, this exemption does not permit a student to use or carry the cell phone while in school. The cell phone must be turned off and surrendered to school officials upon entrance. The waiver may be found in Chancellor's Regulation A-412.

Electronic, non-communication devices, such as iPods, MP3 players, and cameras, are only allowed when authorized by a teacher for use in a classroom and must be related to the instruction at hand. Balloons are not permitted in the building. Weapons including box cutters, knives, firecrackers, water guns, etc. may not be carried or brought into the school building.

Items that are prohibited by the Department of Education or interfere with instruction or the safe and orderly operation of the school will be confiscated. Items that are not picked up within a reasonable amount of time will be disposed of. Certain confiscated items may be returned only to a parent. Such items are stored with the Parent Coordinator.

Property Damage

Anyone who defaces (including graffiti) or destroys school property or property belonging to others will have to repair the damages, make financial payment, and may be suspended and/or subject to arrest. When damage is done by a group of students, the entire group will share the cost.

Report Cards

Report cards are issued 3 times each semester. Only the final grade at the end of each semester appears on your transcript.

Passing Grades: 65, 70, 75, 80, 85, 88, and 90-100 inclusive.
Failing Grades: 40, 45, 50, 55. If a student has never reported to class, the "Mark" should be 40 and the teacher may enter "never reported" in the comments column. Special Cases:

- If a student has joined the class late in the marking period and the teacher does not have sufficient data to give a grade, the appropriate "Mark" is 1.
- Physical Education, Drama, Tech, and Dance students may receive a grade of 9 as their "Mark" if they are medically excused from physical activities; these students need to complete an alternative assignment given by the department chair.

Reporting Inappropriate or Criminal Activity

The school cannot fully support student safety without adequate knowledge of any situation that is significant to the health, safety, and welfare of students. As the saying goes, "If you see something, say something." If you are the victim of a crime, or witness a potential crime in the building, near the building, or on the way to school, report the incident immediately to a dean, School Safety Agent, or staff member.

Residency Requirement

*Eligibility to Attend
LaGuardia Arts*

Students must be a resident of the City of New York in order to audition and attend LaGuardia Arts. If a resident student changes address during the school year and moves outside New York City, the parent/guardian must notify the current school and provide proof of the new address within five school days of the change of

residence. Chancellor's Regulation A-125 deals with such issues of non-residency, failure to disclose non-residency, and using a false address; the complete regulation is located on the school's website.

School Leadership Team (SLT)

Two students are chosen to serve as representatives on the School Leadership Team (SLT).

Skateboards, In-line skates, etc.

Skateboards, in-line skates, scooters, and other recreational equipment are to be stored in your locker at all times.

Selling Items in School

No student may sell items in school unless the activity is conducted in an approved area, is part of an organized fund-raising campaign sponsored by a student organization, and approved in advance by the Coordinator of Student Affairs (COSA). In addition, the direct solicitation of charitable donations from students on school property during regular school hours is not permitted.

Senior Activities

Behavior Expectations

Seniors should be aware their behavior – both during the school day and at school events – could effect their participation in the Prom and Graduation. Seniors who are suspended at the end of the school year may be denied participation in these events. Chancellor's Regulations state that only students who have successfully completed all requirements for a high school diploma, including the necessary required credits, courses, and standardized tests will be permitted to participate in graduation ceremonies. Please be advised all Senior activities are a privilege, including Prom and Graduation and can be revoked at any time due to inappropriate behavior, academic failure, or unexcused absences. Outstanding charges, fees, or lost textbooks may cause delays in receiving Prom or Graduation tickets, caps and gowns, yearbooks, etc.

Senior Dues

Senior Dues include Graduation, Cap and Gown, Yearbook, Senior Luncheon, expenses associated with Senior Class activities, and Senior and Studio Awards. In order to keep the individual cost per person as low as possible, the school negotiates prices or divides expenses based on the size of the Senior class; therefore, Senior Dues are non-refundable, and individual items may not be purchased separately. All Seniors are required to pay Senior Dues by the due date. Any Senior Dues payment after this date is subject to a late fee. Students may follow the outlined payment plan if this is more convenient.

Senior Trip

While the Senior Class Officers traditionally organize a Senior Trip – typically a Ski Trip -- this is not a school event. The chaperones are not La! or DOE employees. Please note: LaGuardia Arts bears no responsibility or liability for this trip.

Service Credit

Service credit is granted to students who work as volunteers for various departments. Service credit is required for admission to Arista,

the school's National Honor Society chapter, and for admission to the Art Honor League. Documentation of service credit is placed in your folder in the College Office.

Special Education Services

Special Education support services include assessment, consultation, counseling, tutoring, and remediation services. Students, teachers, or parents/guardians may request an evaluation to determine if special education or support services are required.

Storm Day

On severe storm days, the Chancellor will decide by 6:00 AM whether to close all schools or delay their opening for two hours. Announcements will be made on radio and television stations or visit <http://schools.nyc.gov>. If a delayed opening is announced, classes will begin two hours after the regular start time.

Midterms, final examinations, and subject specific tests are held each term. Students are expected to be present at the prescribed dates and times of their tests.

Testing

- A student who is on an unexcused absence at the time of testing may not be allowed to take the examination at another time.
- Advanced Placement examinations are held in May. Students enrolled in the class are expected to sit for the examination.
- SAT I & SAT II exams are given at various times during the year and are given at outside facilities. More information may be obtained from the College Office.
- PSAT exams are administered at no cost to all Sophomores and Juniors in October at the school.
- Regents examinations are given two times during the regular school year in January and June, and during Summer School in August. Not all students take Regents examinations in January or June, and during Regents Exams, students only attend school on the day they are taking an exam.
- Acuity tests are given a number of times per year. These are accountability measurements and will be given at the time/date specified in advance.

Textbooks

Books and other materials are loaned to students by the school and are school property, which should be treated with respect so that other students will be able to use these in the future. - It is your responsibility to keep all textbooks safe and in good condition. Failure to do so will result in you being charged the replacement cost for the book.

You have the right to the use of textbooks and library books, but not necessarily the right to take them home. Students who fail to return their books will have their names placed on an unreturned book list. Until the books are returned, no new books will be distributed

to you to take home, and you will have to use copies of books, which will be available on the reserve shelf of the Library.

Records will be kept of each textbook given to a student. Upon receipt of a textbook, write your name in ink on the inside front cover. It is your responsibility to keep all textbooks safe and in good condition or will be charged the replacement cost of the book. Fees for lost or damaged books must be paid before the end of each term. Students who do not pay their fines will be subject to appropriate measures by the administration.

Tickets for Public Performances

Advanced tickets can be purchased in a variety of ways, but tickets may be purchased in the lobby immediately prior to the show, when available. Complete information regarding varied ways to obtain tickets can be found on the school's web site.

Transcripts

Students may use Daedalus to print unofficial copies of their transcripts. Requests for Official Transcripts must be made in writing. Current students may return the request to the Records Room.

Tutoring

Tutoring in all academic subjects is available in the Library during lunch periods. Additional tutoring schedules during exam periods are posted in Departmental Offices and are announced in the Yellow Sheet.

Valuables

You are cautioned not to bring large amounts of money, radios, or cameras to school. Valuables should never be placed in lockers. It is your responsibility to safeguard your own personal property.

Visitors

Students may not have visitors in school. Parents or guardians wishing to visit for school business should call in advance to set up an appointment with the person they need to see, and they should be prepared to show photo ID. Visitors without an appointment will be accommodated to the greatest extent possible.

Weekly Bulletin

The Weekly Bulletin (the "Yellow Sheet") provides official information from the school to students and families. Students are responsible for knowing the content of the Weekly Bulletin such as bell schedules, policies, and announcements. The "Yellow Sheet" is distributed Fridays. Additional copies can be found in the Main Office and are available on the school's website.

Working Papers

All students are required to secure Working Papers prior to their employment. Applications for Working Papers may be found in the Main Office, Room 230.

