

**Gramercy Arts
High School
PARENT/STUDENT
HANDBOOK
2021-2022**



**Pamela Mudzingwa-Makina
Principal**

Brian Faughnan
Assistant Principal of Organization

Robert Pasternack
Assistant Principal of Supervision

40 Irving Place, 7th Floor
NEW YORK, NY 10003
PHONE: (212) 253-7076

Website: www.gramercyhs.org

“Art as a Pathway for Thinking and Healing”

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The GAHS Mission Statement

Our teachers and school leaders are committed to building
a strong, equitable, purposeful, scholarly,
and artistic community that prepares
all students to succeed in a college of their choice
-- and beyond.

2021-2022
PTA EXECUTIVE BOARD
AND SLT MEMBERS

Parent Association Executive Board	School Leadership Team (September 2021)*
<p>Ruzanna Jackson, <i>PA President</i> Yvette Bermudez, <i>Secretary</i> Jamile Marrero, <i>Treasurer</i></p>	<p>Robert Pasternack, <i>Chairperson</i> Pamela Mudzingwa-Makina, <i>Principal</i> Ruzanna Jackson, <i>PA President</i> Michael O’Neill, <i>UFT Chapter Chairperson</i> Kai Gold, <i>Student</i></p> <p><i>*Additional parent, student and staff representatives will participate on a rotating basis SLT Elections will be held October, 2021.</i></p>

School Parental Involvement Policy

Gramercy Arts High School encourages the participation of parents through membership on the School Leadership Team (SLT) and Parent Association (PA). All parents are eligible to join both groups. In addition, the Title I committee will be consulted regarding the use of Title I funds and will be involved in the development of the school's Title I Parent Involvement Policy and Parent School Compact.

In order to build an effective home-school partnership, Gramercy Arts High School will provide the following:

1. A Parent/Student Handbook that will be distributed annually to all students during the first week of school as well as during freshman orientation(s), giving students and their parents a clear understanding of the school’s mission, vision, and expectations.
2. PA and SLT meetings will be held throughout the year to assist parents in understanding the federal and state academic content regarding student achievement standards as well as the GAHS policy of administering local academic benchmark assessments. PA meetings and SLT meetings will take place on the second Wednesday of each month. The schedule may be adjusted for school non-attendance days. Meetings will primarily focus on how parents and teachers can work collaboratively to monitor a child's progress in order to improve student achievement.

3. A PA workshop will be held during the fall term for parents to network and receive training to help learn how to better navigate PupilPath and both the New York City DOE and GAHS websites.
4. The Student Government Organization will assist in planning annual events for parents and students such as periodic appreciation ceremonies, Gramsgiving, Family Nights, Senior Night, college and field trips, holiday events, Hispanic Heritage Month, Black History Month Celebration, Spanish Heritage Month, Lunar New Year, Eid Celebration, Coming Out Day, and Woman's History Month.
5. A minimum of two parent-teacher conferences (Fall and Spring) will be held to discuss student progress along with grade-level information, curricula, testing expectations, and any other concerns that teachers or parents may have. This year's parent teacher conference dates are provided in the table below:

Fall	Spring
November 12, 2021 (evening) November 13, 2021 (afternoon)	March 18, 2022 (evening) March 19, 2022 (afternoon)

6. Continuous communication will be maintained via the following: PupilPath, mailings, Weekly Reminders & Announcements, phone calls, the school website, and periodic student achievement reports in order to support parents involvement and understanding of academic curricula, student achievement and other school wide goals.
7. All event and program invitations will be sent in a timely manner with additional follow-up reminders via phone calls. Events and program information may also be shared on our school website. The bi-monthly newspaper will be published in school and on our school website. Academic alerts will be mailed home at the end of each marking period.
8. A Parent Involvement Survey will be distributed to all students at the beginning of the school year and will also be available at the first parent-teacher conference at the school. GAHS will regularly compile and review responses regarding current programs and suggestions for improvement.
9. Every effort will be made to communicate with parents in a format and language that is easily understood by all.

Families and community members are always welcome at Gramercy Arts High School.

GAHS School-Parent Contract

This school-parent contract will be in effect during the 2021-2022 school year.

Gramercy Arts High School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act agree to abide by this contract that outlines how parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which GAHS and the parents will build and develop a partnership that will help children achieve or exceed the NYS standards.

This school-parent contract will be in effect during the 2021-2022 school year.

School Responsibilities

1. GAHS is dedicated to being an environment free from instructional barriers where students are provided a rigorous curriculum aligned with the Common Core State Standards. We believe that it is our responsibility to support effective learning through an environment where participating students can not only meet, but exceed, the NYS student academic achievement standards. We achieve this through:
 - a. Providing high-quality curricula and instruction by hiring highly qualified teachers that meet NCLB Title 1 Requirements.
 - b. Working in a collaborative fashion to develop and implement an academic program that meets or exceeds all mandated time requirements for all core academic classes.

Rigorous curricula and instruction will be designed by staff in a collaborative fashion with our in-house school support team, regional resources, and privately contracted educational entities, we will work to ensure that instruction is differentiated to meet the varied skill levels of the students. For those who want, or need, the services, tutoring will be available after school. Advanced Placement courses are available in all core subjects, as well as art, and a selection of these are offered to every student in the 11th grade. As well, students with high academic standing will be offered the opportunity to take college courses at CUNY's Baruch College and CUNY Hunter College.

2. Parents will be provided with consistent communication about their child's progress. Specifically, we shall provide the following:
 - Online access to PupilPath to track the child's ongoing progress through graduation, culminating in report cards six times a year.
 - Parent-teacher conferences, held four times per year as specified in the NYC DOE school calendar (please see previous page for details).
 - Individual parent contact by teachers if a student is struggling; consultations with parents and assistance from the school support team for suitable interventions to promote student success.
 - Academic Alerts mailed at the end of each marking period for students in danger of failing the term in each course.

3. GAHS teachers will be made available to parents by phone or in-school conferences by appointment.
4. Parents are invited to help in the planning, reviewing, and improving of the school through the parental involvement policy as outlined earlier. This is accomplished through organized, on-going and timely involvement via involvement in the SLT and PA. The PA will hold meetings to revisit and revise the school-parent contract, discuss what progress is being made, and to decide whether the contract has to be modified to better encourage parent involvement and/or student support. A calendar will be created and shared with all members of the GAHS community via the school website: www.gramercyhs.org, with regular reminders & announcements.
5. A meeting held in the Fall will inform parents of GAHS participation in Title I, Part A programs and will explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. GAHS will convene the meeting at a convenient time for parents and will offer a flexible number of additional parental involvement meetings, such as morning or evening options so that as many parents as possible can attend. The school will invite and encourage all parents to attend.
6. Information will be provided to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent possible, in a language that parents can understand.
7. Upon request, we will provide pertinent non-confidential information about school data and how it is used to best serve our student population.
8. At the request of parents, GAHS will provide opportunities for regular meetings for parents to offer suggestions and to participate, as appropriate, in decisions about the education of their children. GAHS will respond to any such suggestions as soon as possible.
9. A Senior Letter Agreement will be disseminated during the PA Conference in May (held Junior Year) and again, in October (as Seniors) to ensure that all students and parents are aware of the requirements for graduation and student's behavioral expectations in order to be able to participate in senior activities. All students are expected to complete service hours prior to graduation in a plan coordinated with their guidance counselor.
10. Weekly professional development and instructional assessment tools will be provided to promote the continued educational advancement of all instructional staff.
11. School safety information will be disseminated with the designation of meeting locations in the case of an emergency.

Parent Responsibilities

As a GAHS parent, I will support my child's learning in the following ways:

- Monitoring attendance. I will call (212) 253 7076 and email attendance@gramercyhs.org when my child plans to be absent.
- Making sure that instructional assignments are completed in a timely fashion.
- Attending or chaperoning field trips intended to introduce students to post-secondary institutions in the 9th through 12th grades.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time by ensuring adequate study time, encouraging participation in after-school events, and monitoring and limiting use of electronic devices.
- Staying informed about my child's education, academic progress, and behavior in the school building by accessing PupilPath and attending PA meetings and parent-teacher conferences.
- Providing my child with appropriate school clothing and monitoring what is worn daily.
- Maintaining lines of communication with the school by promptly reading all mailed, emailed and child-delivered notices from school and responding when appropriate.
- Notifying the school regarding any pertinent changes in my child's well-being that may affect my child's performance in school.
- Notifying the school about change of guardianship and contact updates (address, phone numbers, etc.).
- Becoming involved in developing, implementing, evaluating, and revising the school-parent involvement policy and contract.
- Serving, to the extent possible, on policy or school advisory groups that may include the SLT, the PA, the Title I Policy Advisory Committee, and/or the District-wide Policy Advisory Council.

GAHS School Support Team 2021-2022

If you have any questions or concerns, please contact your child's school support staff member or parent coordinator. Contact information is below.

Grade	School Support Team Member	Email
9 th	Ms. Edwards	aedwards@gramercyhs.org
10 th & 11 th	Ms. Park	dpark@gramercyhs.org
12 th	Ms. Heras	kheras@gramercyhs.org
	Ms. Polo	cpolo@gramercyhs.org
ALL	Ms. Chung - School Social Worker	jchung@gramercyhs.org
ALL	Mr. McAlpine – Parent Coordinator	mmcalpine@gramercyhs.org

Student Responsibilities

As a GAHS student, I will share the responsibility to steadily improve my academic achievement and meet, or surpass, the state's highest standards for success.

Specifically, I will:

- **Be in school every day, on time.**
- Do my homework every day and ask for help from teachers, parents or peers when necessary.
- Read at least 20 minutes every day outside of school time.
- Give my parents all notices and information received by me from my school.
- Engage in extra-curricular activities such as clubs, sports, and/or student government.
- Promote a positive culture within the school building through my words and actions.
- Refrain from engaging in physically destructive acts such as graffiti or the destruction of school property.

- Attend after-school and Saturday Academy sessions as needed and participate in other services provided by GAHS or community-based organizations for the receipt of academic tutoring and/or test preparation.
- Follow GAHS rules and DOE discipline codes.
- Promote a safe and effective learning environment for all staff and students.
- Participate in after-school peer tutoring and mediation programs.
- Respect all members of the GAHS community, including fellow students, teachers, administrators, staff, and parents.
- Wear appropriate school attire. Wear clothing that does not contribute to any others' feelings of unsafety, discomfort or to a disruptive learning environment.
- Keep my phone out of sight and refrain from using it in classes unless indicated by your teacher, as per the school's phone policy. Phones are allowed in the building, but they are not to be utilized in class for personal, non-emergent, purposes. (Parents, please refrain from calling your child during the school day. If there is an emergency, please contact the main office.)

COHERENT SET OF BELIEFS: FIVE PILLARS

We believe that learning is so much more than attaining knowledge and skills. We believe in using “Arts as a pathway for thinking and healing.” Here at Gramercy, we believe that talent and ability are infinitely diverse, and the unique ways in which our students use theirs to enrich themselves and their community deserves to be recognized. To this end, each marking period, we will continue using a nomination process and an awards ceremony based on each of the five School Pillars below - lovingly referred to as CCRED.

See the descriptions below to learn more about each pillar! We hope that you will all win!

Creativity - Possibly our toughest award to give out (it is hard to imagine giving out only one, as our students’ creativity is truly boundless)! This award celebrates how students use their talents and abilities in clever and unexpected ways. Creativity is a true gift to our community.

Civic-mindedness - Giving back is something in the bones of our culture, and our students take this to heart. So many of our students act to support their teachers and staff in countless ways every day, and we wish to celebrate this! We simply could not do this work without students who see themselves truly as members of a community.

Resilience - Sometimes the hard knocks of life really can get to a human being. We know that it is not easy sometimes, but the nurturing and supportive environment we cherish at Gramercy gives us all the ability to bounce back, persevere and thrive. We celebrate those students who, even through great challenges, rise beyond even the highest expectations.

Enthusiasm - Our students are lively, humorous, and just plain bubbly. They throw themselves into their work, and their art. Let us celebrate the zest for life and learning that our students show us!

Dedication - The sweetest reward may just be achieving goals that took a great deal of time and work to attain. Our students understand that learning and art both require vision and a constant commitment to strive toward that distant mountaintop.

GAHS SLT and PTA Meeting Schedule

SLT Meetings—4:00 P.M.-5:00 P.M.

PTA Meetings—5:00 P.M.-6:30 P.M.

All SLT/PTA meetings are held on the THIRD Tuesday of the month, 4:30-5:30pm unless otherwise noted. Parents will be informed five days prior to meetings.

September 21, 2021	February 15, 2022
October 19, 2021	March 15, 2022
November 16, 2021	April 26, 2022 (Last Tuesday due to Spring Break)
December 21, 2021	May 17, 2022
January 18, 2021	June 21, 2022

NYC Schools Account

With a NYC Schools account, you will have access to a large amount of information about your child. You will be able to see:

- **Attendance** – View your child’s attendance for the current school year, including the number of days the student was late or absent.
- **Grades** – View your child’s report card grades and any teacher comments for each marking period in the current school year.
- **Student Profile** – View the contact information on file at your school for you and your child.
- Additional information: Test scores, schedule, etc.

How do I create an account?

You must be your child’s parent or legal guardian and live at the same address to create an account. If you have more than one child attending a NYC school, you can create an account for all of them in one visit.

1. **Set up an appointment with your child’s school.**
2. **Bring a working email address and ONE of the following photo identification cards:**
 - a. Passport
 - b. Driver’ license
 - c. ID NYC

**For additional information on obtaining a photo ID, please visit:
<http://www.nyc.gov/idnyc> Welcome NYC Parent or Guardian.*

** You can register for a free email address through Gmail, Yahoo, or Hotmail.*
3. **Set up an account with the parent coordinator and receive a temporary password.**

When you create the account at your school, you’ll receive a receipt with your temporary password printed on it.
4. **Sign into your account from a computer, phone, or tablet.**
5. Go to <http://schools.nyc.gov/myaccount> and enter your email address and temporary password. You will be asked to create a new personal password for your account.

ADDITIONAL HELP

NYC Schools is available on any internet-ready device, including tablets and smart phones. If you need access to a computer, visit your nearest public library.

If you need more assistance or have questions about navigating your account, contact your child’s school or call 311. Learn more by visiting: <http://schools.nyc.gov/nycschools>.

PupilPath

PupilPath is an online grade book program used by GAHS to improve the connection between home and school. PupilPath allows students and parents to check current grades as well as individual assignments and scores online anytime.

How does it work? Every student and every parent or guardian will be given an individual password at the beginning of the school year. Teachers post assignment descriptions and grades in their online grade books. With secure access, you can bookmark a one-page summary of your child's current grades for **ALL** classes. PupilPath makes it easy to stay informed. If you need further assistance with PupilPath please contact our Parent Coordinator Malik McAlpine at mmcalpine@gramercyhs.org or complete [this form](#).

How do I get into PupilPath?

If you are logging in for the first time, please email your school counselor for your password / registration code). Then, follow the steps below:

After receiving your password:

1. Go to www.pupilpath.com
2. Click the "Login" button at the bottom of the screen.
3. Type in your ID and password.
4. Enter the school information requested.
5. Choose a new password.

Our School Website

Our school website is full of information, including a calendar of specific events, test schedules, messages, and teacher contact options.

How do I get onto the school website?

1. Go to www.gramercyhs.org.
2. Click on the "Parents" tab.
3. Log in with your username and password.

If you need to retrieve your password for PupilPath or the GAHS website, please contact our parent coordinator, Malik McAlpine, at (212) 253-7076, ext.72406 .

Student Email

A big part of what makes our family so great is communication. If you are an “Incoming Student” you will find steps below on how to set up your Gramercy Arts Student email. If you are not an “Incoming student” but need to reset your password please email tech@gramercyhs.org below and the tech will get to you within 48 hours of your request. Logging into your gramercy email is as easy as 1 , 2 , 3!
Here is an example of a student and how they would log in.

First Name – John | Last Name – Doe | Student ID – 123456789

Gramercy Email –John.Doe@gramercyartshs.org | Password – DO123456

Step 1. Go to GMAIL.COM and click sign in.

Step 2. Your email will be your (FirstName.LastName@mygahs.org)
Do not forget to enter the period between your First and Last Name

Step 3.Your Password will be the first **2 letters of your Last Name** in Capitals followed by the first 6 Digits of your OSIS (Student ID Number) ***Example : DO123456***
After your first successful login attempt you will be prompted by google to change your password to a personal password.

For those who have an account and just forgot their password please click [here](#) to submit a request to change your password a tech will reach out within 48 hours.

Assessment, Homework, **Grading Policy**

Assessment

In addition to the state- and city-wide standardized tests, GAHS uses the following to assess student learning:

- Observing student work and conversations
- Collecting and evaluating student work done in class and at home
- Giving quizzes and tests periodically (Twice per marking period & 4 times per year for benchmarks)
- Requiring students to evaluate their own work and level of understanding
- Evaluating student understanding through projects and simulations
- Administering Common Core State-Approved performance tasks

Homework

We believe that homework helps students to deepen their understanding of skills and concepts introduced in class, builds independent learning skills, and prepares students for the rigors of college. Research supports this belief. *Did you know that 35% of students who consistently completed meaningful homework did better on standardized tests than students who did not?*

As for how much homework students will have, the Chancellor's Regulations require a minimum of two to three hours of homework daily for high school students. All students are expected to read every single day for at least twenty minutes after school.

Just as with class work, homework should be done thoroughly, neatly, and carefully. Homework presentation and quality will have an effect on a student's grade.

Grading

Students will receive report cards every marking period and will be graded according to the grading policy received from teachers. Students can view their progress towards a final grade by logging into www.puilpath.com at any time. Parents will receive their own password to monitor their child's grades.

Gramercy Arts High School: Frequently Asked Questions About Grades

Q:	A:
What courses assign grades?	<p>All credit-bearing courses and courses associated with credit-bearing courses assign grades. This includes the following subjects and courses:</p> <ul style="list-style-type: none">• English• Math• Science• Science Lab• Social Studies• Physical Education• Spanish Language• Art (both visual and theater)• Electives• Health/Advisory <p>If you are unsure, all course syllabi will state the credit value of the course.</p>
How can I keep track of grades?	<p>PupilPath! Pupilpath (https://pupilpath.skedula.com/) is our online gradebook portal that all teachers use to keep track of grades for assignments on a weekly basis. Log in at any time to access your grades, view assignments, and keep up to date on pending assignments.</p>
How do I sign up for PupilPath?	<p>Please ask any of your teachers to email you a registration code (which will be sent to you Gramercy email). Then, go to https://pupilpath.skedula.com/ and click on the student registration link (if you are a student) or the parent registration link (if you are a parent/guardian).</p>
How are point values assigned to assignments?	<p>Point values for each assignment will vary depending on many factors, including the structure of the assignment, how many standards it covers, and the amount of work involved.</p> <p>Assignments that are comprehensive have more points than those that are quick. Quick assignments are no less important than larger ones, however, as these support the work of the larger assignments when they come.</p>

How should course grades be interpreted?

Grades are a reflection of how much progress a student has made in achieving the academic standards of a course. The grades for individual assignments are grouped into category averages depending on the nature of the assignment.

- Examples of categories include “Classwork” and “Assessments”, among others.

Each category is assigned a different weight, or contribution toward the grade. For example, the “Assessment” category might include things like major unit tests, and so will be weighted more heavily than the classwork category which may include smaller daily assignments.

- One of the most useful features to look for in PupilPath is the “Category Averages.” At a glance, this shows how well a student is doing in each category, and helps to clarify what types of assignments a student may be struggling with.

The category averages are then combined according to their weights to calculate the current overall grade for the course. Please note that until the marking period ends, a grade is simply a snapshot in time, and students have to keep up with work and utilize opportunities to make up for missing work to get and keep their grades high. In general, grades can be interpreted as follows:

- 90-100: Excellent/exceeds the standards of the course, keep it up!
- 80-89: Good/Meets the standards for the course. Reach for excellence!
- 70-79: Fair/Almost meets the standards for the course.
- 65-69: Borderline/Almost meets some of the standards for the course.
- Below 65: Does not meet the course standards.

****Please note that 65 and above is a passing mark.***

What if I handed in the work and I do not see a grade for it?

Teachers are expected to return graded student work and enter grades into PupilPath within one week of the due date of the assignment. If you do not see a grade within this timeframe, be patient. The teacher is working to grade student work with the individual attention it deserves. If you do not see grades for assignments beyond one week after it was due, ask the teacher!

What if I did not hand in an assignment? How does this appear on PupilPath? Is there a way to make it up?

If you did not hand in an assignment, the grade “M” will appear in place of a number grade. This indicates that the assignment is missing and needs to be made up according to the teacher’s instructions.

- Students are given opportunities for making up missing work either by completing the missing assignment or completing an alternative assignment that the teacher provides.

If you were excused from an assignment, the grade “EX” will appear in place of a number grade. This indicates that the assignment was not completed, but that it is not required for you to complete (this usually happens when an alternative assignment was provided instead).

When do grades become final?

The year is divided into two semesters (approximately 18 weeks each), which are further divided into three marking periods (approximately 6 weeks each). At the end of each marking period grade a final grade is given on a report card. Transcript grades are given at the end of each semester. Report card grades reflect interim progress towards the end of semester transcript grade.

The dates for the end of each marking period and the end of each semester are given below:

- **Fall 2021**
 - **MP1:** September 13 - October 29 (Friday)
 - **MP2:** November 1 - December 10 (Friday)
 - **MP3:** December 13 - January 24, 2022 (Monday)

 - **Regents:** January 25-28
 - **End of semester:** January 31, 2022

- **Spring 2022**
 - **MP1:** February 2 - March 18 (Friday)
 - **MP2:** March 21 -April 29 (Friday)

 - **MP3:** May 2 - June 14 (Friday)

 - **Regents:** June 15 - June 24
 - **End of semester:** June 27, 2022.

How will final grades appear on the report card or transcript?

In most cases, grades are generally awarded on a numeric scale (0-100), just as it is reported in PupilPath during the marking period. A 65 or higher is a passing grade which earns credit for the course.

In addition, the following grade marks may be used for the situations below:

- P (“Pass”) or F (“Fail”). This grade is for science lab section grades as well as some non-credit bearing courses. P indicates that the student has satisfactorily met the lab requirements for the course, while F indicates that they have not.
- NL (“student admitted late”) - This grade indicates that a number grade could not be given because a student was admitted to a class too close to the end of the marking period. The student will have the ability to make up the work to resolve the grade to a final numerical value.
- NS (“No Show”) - This grade indicates that a student enrolled in the class never showed. This occurs only in exceptional circumstances where the guidance counselor and other support staff are working on the situation with the student and family.
- NX (“Incomplete”). This grade represents an incomplete. This occurs due to extenuating circumstances documented with the school (e.g. the student is absent due to a medical situation). Students will be given a reasonable opportunity to demonstrate mastery and/or make up the required work to recover their grade.

Arrival, Attendance, Transitions, Dismissal

Students need to come to school every day, on time. If a student is not able to come to school, a parent or guardian must call the school at (212) 253-7076 and email attendance@gramercyhs.org on the night of the anticipated absence and indicate the reason. Whenever possible, doctor and other essential appointments should be scheduled after school. Students are required to be in school no later than 8:10 A.M. Students are expected to arrive on time.

GETTING TO SCHOOL: When and Where

- └ Swipe your school ID through the CAASS system upon entry Breakfast will be served from 7:30 A.M. to 8:10 A.M.
- └ **Report to class no later than 8:15 A.M.**



What if I'm Late?

- └ If you arrive to class after 8:20 AM, you will be marked late
- └ If you arrive after 10:00 A.M., you must go to the main office (Room 724) and place a call to your parents to inform them that you've arrived late to school. You can then go to your scheduled class

What if I'm absent?

A parent or guardian must call GAHS on the day of the absence, leave a message with Ms. Cordero in the attendance office, or on the answering machine.

When you are absent, you need to bring a written note from your parent or guardian or appointment place explaining the absence on the day you return.

If you have three unexcused absences during one month, your parent/guardian will be required to attend a conference with your school support team and the principal designee to develop an improvement plan.

What if I Need to Leave Early?

If a student needs to leave early for a doctor's appointment, college interview, court appearance, etc., the parent must notify the school in writing via a written note or email addressed to lcordero@schools.nyc.gov indicating:

1. Their name and relationship to the child
2. Time to be dismissed
3. Purpose of early release
4. Phone number where the parent can be reached.

NOTE: The school will match the parent's phone number/email address with data included on the child's blue emergency card and confirm the early release by telephone.

What are the bathroom and water-request procedures?

Each time a student leaves the room, they must sign the "out-of-classroom log" kept in each teacher's room.

Students **MAY NOT** leave a classroom during:

- the first 10 minutes of class
- the last 10 minutes of class



LOCKDOWN PROCEDURES

Lockdown is the procedure of locking classroom doors, pulling blinds to cover outside windows, and blocking the view through any windows in the door or between the classroom and hallway.

In the event of an incident, you may hear the following terms announced over the PA:

“Soft Lockdown”

A Soft Lockdown is when students are locked in their classrooms, seated along a wall out of sight of windows and doors. Lights are turned off and no teaching is done until the threat passes. A Soft Lockdown implies that there is no identified imminent danger to the sweep teams.

“Hard Lockdown”

A Hard Lockdown is when students are locked in their classrooms, seated along a wall out of sight of windows and doors. Lights are turned off and no teaching is done until the threat passes. A Hard Lockdown implies that imminent danger is known and NO ONE will engage in any building sweep activity.

“Shelter-In”

A Shelter-In is employed when there is a threat outside the school but no immediate threat to students or staff inside the school. During a Shelter-In, the building perimeter is secure and staff is stationed at the doors to be sure no one goes in or out of the building. We will remain in this state until the following signal is announced:

“All Clear”

EVACUATION LOCATIONS

(Subject to change for 2021-2022)

In case of an emergency, students and staff from our school will be evacuated in keeping with the designated locations in the school safety plan.

These locations, where possible, will provide shelter to students and staff.

TYPE OF SITE	SITE TO BE USED	LOCATION	CONTACT PHONE
Primary	Health Professions	345 East 15 th St 10003	212-780-9175
Secondary	Fashion Industries	225 West 24 th 10011	212-255-1235
Out of Area	Art & Design	231-249 East 56 th 10019	212-752-4340

Cell Phones/Communication Devices

Chancellor's Regulation A-413 governs the use of cell phones, computing devices, portable music/entertainment systems on school property.

The regulation is as follows:

- Students are permitted to bring the following electronic items to school: cell phones, laptops, tablets, iPads, and other similar computing devices (“computing devices”), and portable music and entertainment systems.
- Each principal must establish a written school-based policy regarding the use of such electronic items that is consistent with the regulation, and must consult with the School Leadership Team.

GAHS Cell Phone Policy:

- GAHS students are permitted to bring cell phones to school.
- Students may use their cell phones in the hallway, library, lobby and cafeteria.
- When the teacher allows, students may use cell phones within the classroom for instructional purposes.
- If a student is observed using a cell phone or electronic device during instruction without the teachers permission the following steps will be followed for each successive infraction:
 1. Teacher warning to put device away.
 2. *The above and:* The teacher will call home to contact the parent/home.
 3. *The above and:* The student's counselor will be called to speak with the student.
 4. *The above and:* The counselor may request that the school hold the device until the end of the day and contact the parents/family.
 5. *The above and:* Parent/family will be called in for a conference and takes the device
 6. *The above and:* Student will drop the device off with the office of each day and pick it up at the end of each day for up to two consecutive weeks.
- It is important that students are not distracted by constant messages or phone calls so that they can focus completely on instruction. Therefore, please refrain from calling or texting your child while (s)he is in class.
- If there is an emergency, please call the main office at (212) 253-7076 and your child will be given the message and call you if necessary.
- If you are concerned that your child's phone may be stolen or that (s)he will be distracted by having it during the school day, please advise him/her to deposit the phone with the parent coordinator in the morning and pick it up after school.
- In case of emergency, students are always allowed to use school phones in the main office.

GAHS School Year Calendar 2021-2022 (FALL)

September 13	Monday	First Day of School
September 16	Thursday	Yom Kippur, School Closed
September 21	Tuesday	SLT Meeting, 4 – 5:00 P.M. PTA Meeting, 5 – 6:30 P.M.
October 11	Monday	Italian Heritage/Indigenous People’s Day, School Closed
October 19	Tuesday	SLT Meeting, 4 – 5:00 P.M. PTA Meeting, 5 – 6:30 P.M.
October 29	Friday	End of First Marking Period
November 2	Tuesday	Election Day, Fully Remote, Asynchronous Instructional Day
November 10	Wednesday	Evening Parent-Teacher Conference 5:00 p.m. to 7:30 p.m.
November 11	Thursday	Veterans Day, School Closed
November 12	Friday	Afternoon Parent-Teacher Conference 12:00 p.m. to 2:30 p.m.
November 16	Tuesday	SLT Meeting, 4 – 5:00 P.M. PTA Meeting, 5 – 6:30 P.M.
November 25- 26	Thursday - Friday	Thanksgiving Recess – School closed
December 10	Friday	End of Second Marking Period
December 21	Tuesday	SLT Meeting, 4 – 5:00 P.M. PTA Meeting, 5 – 6:30 P.M.
December 24-31	Friday – Friday	Winter Recess, School Closed
January 17	Monday	Dr. Martin Luther King, Jr. Day – School Closed
January 18	Tuesday	SLT Meeting, 4 – 5:00 P.M. PTA Meeting, 5 – 6:30 P.M.
January 24	Monday	End of Third Marking Period
January 25-28	Tuesday- Friday	Regents Administration
January 31	Monday	Chancellor’s Conference Day – No school for students

GAHS School Year Calendar 2021-2022 (SPRING)

February 1	Tuesday	Lunar New Year, School Closed
February 2	Wednesday	Spring Term Begins
February 15	Tuesday	SLT meeting: 4-5:00 P.M. PTA meeting: 5-6:30 P.M.
February 21-25	Monday – Friday	Midwinter Recess, School Closed
March 15	Tuesday	SLT meeting: 4-5:00 P.M. PTA meeting: 5-6:30 P.M.
March 16	Wednesday	Parent-Teacher Evening 5:00 p.m. to 7:30 p.m.
March 18	Friday	Parent-Teacher Afternoon 12:00 p.m. to 2:30 p.m.
March 18	Friday	End of First Marking Period
April 15-22	Tuesday – Thursday	Spring recess (Includes Good Friday and Passover), School Closed
April 26	Tuesday	SLT meeting: 4-5:00 P.M. PTA meeting: 5-6:30 P.M.
April 29	Friday	End of Second Marking Period
May 2	Monday	Eid al-Fitr, School Closed
May 17	Tuesday	SLT meeting: 4-5:00 P.M. PTA meeting: 5-6:30 P.M.
May 30	Monday	Memorial Day observed, School Closed
June 9	Thursday	Chancellor's Conference Day for staff development – No School for students
June 14	Friday	End of Third Marking Period
June 15-24	Wednesday- Friday	Regents Administration
June 20	Monday	Juneteenth, School Closed
June 21	Tuesday	SLT meeting: 4-5:00 P.M. PTA meeting: 5-6:30 P.M.
June 23	Thursday	Graduation Rehearsal
June 24	Friday	Graduation
June 27	Monday	Last day for students

GAHS Student Bell Schedule 2021 - 2022



Period	Time
0	7:32-8:17
1	8:20-9:05
2	9:08- 9:53
3	9:56-10:41
4	10:44-11:29
5	11:32-12:17
6	12:20- 1:04
7	1:07-1:52
8	1:55-2:40

GAHS Graduation Requirements

<i>You must earn a minimum of 44 credits to meet graduation requirements, as indicated here.</i>	Regents Diploma	Advanced Regents Diploma
English	8 credits	8 credits
Social Studies	8 credits	8 credits
Mathematics	6 credits	8 credits
Science	6 credits	8 credits
Foreign Language	2 credits	Add'l 4 credits
Art/Music (Arts)	2 credits	Add'l 8 credits (for arts endorsement)
Health	1 credit	1 credit
Physical Education	4 credits	4 credits
Electives	7 credits	3+ credits (depending on distribution of above courses)
Total Academic Credits	44 credits	52 credits

Graduation Requirements Continued

Regents Exams

Regents Exams Required for Regents Diploma

1 Math Regents exam
1 Science Regents exam
1 Social Studies exam
1 English Regents exam
1 Additional Regents in any area

Regents Exams Required for Advanced Regents Diploma

3 Math Regents exams
2 Science Regents exams
1 Social Studies
Regents exam
1 English Regents exam
1 Additional Regents in any area
1 L.O.T.E.
(Language Other Than English Exam)

Regents Exams Required for Local Diploma

Only IEP students or students with 504 accommodations will qualify for a local diploma if they earn a score of 55% or above on all of their Regents exams.

Programs Offered at GAHS

EARLY COLLEGE

Students earn up to 24 tuition-free college credits by graduation. Students take 8 College Now courses (equal to 24 college credits)

Student eligibility is based on earning at least 75% on the English Regents exam.

CAREER AND ART EDUCATION

Students complete a minimum of 10 Art electives. In addition to a minimum of 4 'College Now' courses, which are equivalent to 12 tuition-free college credits.

Student eligibility is based on earning at least 75% on the English Regents exam.

ADVANCED PLACEMENT

All students registered are expected to sit for the exam at year's end.

Students may also take two additional College Now courses to earn six additional credits at the Baruch College campus during the summer.
In the class of 2019, 30.2% of the class completed one full-year of college. Nearly 80% have completed one term. Make sure you earn "College Ready" status and save money in College!



Building Layout

Seventh Floor Plan

02M460

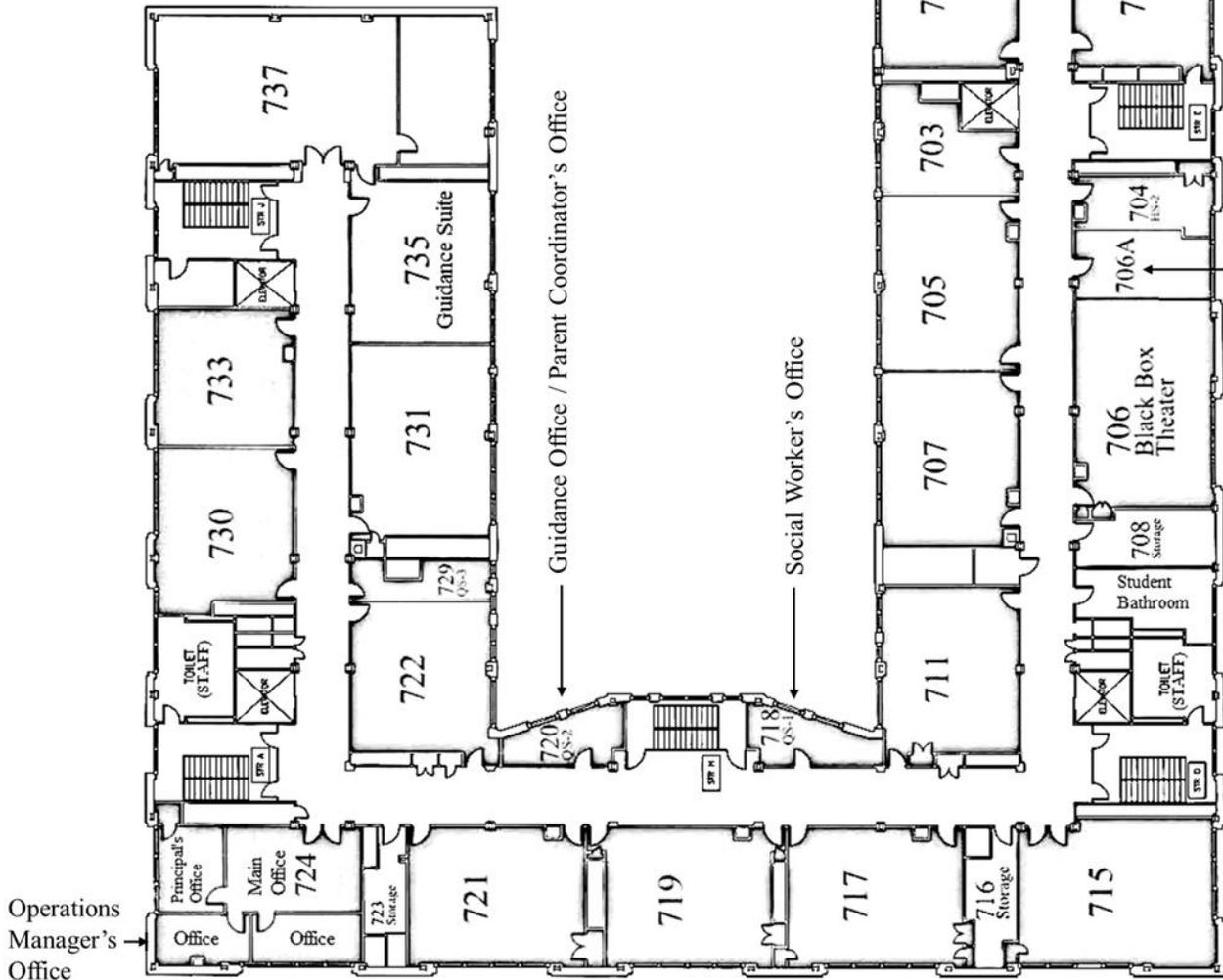
Building Campus

40 Irving Place
New York, N.Y. 10003

GRAMERCY ARTS HS

The New York City
Department of Education

Office of Space Planning
131 Livingston Street
Brooklyn, NY 11201



Restorative Practice Coordinator, Peer Collaborative Teacher, Assistant Principal's Office

Preface to the Non-Negotiable Rules at GAHS

Respect Yourself: Use reason to conduct yourself in a way that will help you achieve a successful and healthy future.

Respect Others: Treat your associates respectfully with courtesy, justice and truthfulness.

Respect Property: Take responsibility for your personal property and take care of the items we share.

The Non-Negotiable Rules and Regulations

1. Attend all classes regularly and on time.
2. Adhere to the NYC DOE dress code; please wear appropriate clothing. We value student expression and seek to preserve student dignity while gently reminding everyone to use their judgement. Please speak with your counselor should there be any concerns.
3. Move quickly from class to class. Enter the room quietly, take your assigned seat, and begin work immediately. No bathroom passes are issued during the first or last 10 minutes of any period. Because bathrooms are gender neutral, only one student will be permitted in the bathroom at a time.
4. Be prepared to work every day. Bring a large loose-leaf binder, assignment notebook, pens, pencils, rulers, and any other equipment required for learning.
5. Do homework nightly.
6. Eat only in the cafeteria. Gum chewing is prohibited even in the cafeteria.
7. Keep your work area clean.
8. Do not engage in physical or verbal violence. Learn to disagree without being disagreeable.
9. Respect the building. Do not graffiti, deface, or litter in any part of the building.
10. Show your student program or ID card to any adult in authority who requests it.
11. Leaving school early is only permitted when a parent/guardian signs you out of the building in person.

Interventions and Consequences for Breaking the Non-Negotiable Rules May Include:

- Peer Mediation
- Conference with involved teacher(s), behavior contract
- Conference with student support
- Restorative circle / mediation
- Conference with parent/guardian
- In cases of immediate safety concern, consequences may escalate to suspension, transfer or other steps as mandated by NYC Chancellors Regulations where required.

Expected Behaviors

I. Morning Arrival:

- a. Arrive at school on time.
- b. Enter the building quietly.
- c. Turn off and put away all electronics. Remove headphones.
- d. Walk directly to class upon dismissal from the cafeteria.
- e. Listen silently during any announcements.
- f. Submit a note from a doctor or parent for every absence to the main office.

II. Hallway/Stairwell:

- a. Leave classrooms from the assigned door.
- b. Move through the halls on the right side of the hallway to ease traffic flow.
- c. Be calm.
- d. Walk directly to your next class.
- e. Practice social distancing where possible. Wear your face covering/mask.
- f. Follow directions on doors and stairwell walls.

III. Classroom:

- a. Upon entering class, take your seat and begin the 'Do Now' prior to the late bell.
- b. Place backpacks under, or on, the back of your chair.
- c. Raise your hand, not your voice.
- d. Remain in your seat, unless you are going to small group instruction or the answer key station.
- e. Complete all class work and homework.
- f. Focus and stay on task – avoid distractions.
- g. Complete the exit ticket and self-assess your understanding of the content.
- h. Wait for dismissal by your teacher.

IV. Substitute Teacher:

- a. Treat substitutes with respect; they are also your teachers.
- b. Remain in the room for the entire period.
- c. Complete all work, which will be collected and graded by the subject teacher.
- d. Follow all regular classroom and school rules.

V. Cafeteria:

- a. Go directly to the cafeteria.
- b. Stand quietly in line to receive your meal.
- c. Listen to instructions from supervising teachers and staff.
- d. Remain seated.
- e. Keep your eating area clean.
- f. Finish eating before leaving the lunchroom; do not bring food outside the cafeteria.
- g. Respect your Custodial Engineers by making sure all garbage is disposed of properly.
- h. Follow dismissal instructions.
- i. Remain in the building during lunch unless escorted to the school yard by a supervisor.

VI. Afternoon Dismissal:

- a. Remain in seat; wait for teacher's instructions for dismissal, even if the bell has rung.
- b. Collect personal belongings to be taken home daily or stored in lockers.
- c. Walk quietly to exit.
- d. Leave the building and school area promptly.

VII. Fire Drills:

- a. Maintain absolute silence in and out of the building.
- b. Hold banister.
- c. Line up and walk silently.
- d. Leave book bags in your classroom.
- e. Watch and listen for instructions.
- f. Make note of which staircase you should be using.
- g. Leave, remain, and return with the class.
- h. Stay with your teacher.

VIII. School Trips:

- a. Remember, you are representing GAHS; all school rules apply.
- b. Conduct yourself in an orderly manner at all times.
- c. Follow all directions given.
- d. Do not consume food/beverages on the bus or train.
- e. Stay with your group.
- f. Listen to ALL adults.
- g. Respect ALL your peers.

IX. City Bus/Contract Bus:

- a. Act appropriately so as not to jeopardize your safety or the safety of others.
- b. Keep body parts and other objects inside the bus and train.

X. Community:

- a. Respect property as if it were your own.
- b. Dispose of all trash properly.
- c. Stay on sidewalks.
- d. Be aware of others around you and your surroundings.
- e. Cross in crosswalks in accordance with lights.

XI. General Rules:

- a. Respect the rights and property of others.
- b. Wear proper school attire.
- c. Carry I.D. at all times.
- d. Arrive on time to all classes, assemblies, and the cafeteria.
- e. Bring pens, pencils, notebook(s), and any other required supplies and textbooks daily.
- f. Do not deface school property. Graffiti is strictly forbidden. This includes, but is not limited to: walls, books, desks, doors, and bathrooms.
- g. Listen to instructions from all adults in the building.
- h. Use appropriate language at all times.
- i. Eat food in the cafeteria only.
- j. Remain in the cafeteria until instructed to go upstairs by a supervisor.

XIII Safety Rules:

- a. Handheld electronic games are only to be used in the cafeteria or before and after school.
- b. Student guests are forbidden.
- c. Fighting of any kind, including horseplay, is forbidden.
- d. Drugs and alcohol are forbidden.
- e. Smoking is prohibited anywhere in the school building or schoolyard.
- f. Tampering with devices, such as the fire alarm or the lights, is absolutely forbidden.
- g. NYC School Regulation states: “Carrying a weapon in a school building poses a clear and present danger to other students. This includes: knives, penknives, razors, box cutters, letter openers, BB guns, and any other object that can be used as a weapon.”

The GAHS College Office

The College Office helps students of Gramercy Arts High School to achieve their educational and career goals. The College Office offers individual college counseling and advocacy, campus visits, workshops on the application and financial aid processes, seminars for parents and teachers, and SAT/ACT prep classes. The College Office is staffed by a full-time college advisor, who provides both group counseling and individual advising. All students will have access to the College Office, which is located in room 741.

The college advisor will also be teaching **College Readiness classes to juniors and seniors twice a week.**

In the College Readiness classes students will explore careers and colleges that meet their interests, complete their college applications to CUNY, SUNY, and private colleges, apply for FAFSA and scholarships, write their college essay, and learn interview skills in preparation for meeting with college representatives.

The following is a **schedule** that shows when applications will be completed in the senior classes:

September: SAT/ACT registration

October: CUNY applications

November: CUNY and SUNY applications

December: Private college applications.

Please note that while this is the schedule the class will follow, it is up to the individual student to keep track of all application dates and deadlines. If the student is applying to a college with an application deadline before the schedule above, it is the responsibility of the student to bring that to the attention of the college advisor, in writing via email.

Application fees

City Universities of New York (CUNY): *\$65 (six college choices included)

State Universities of New York (SUNY): *\$50 per college choice

Private Colleges: Varies depending upon the college

*Fee waivers may be available to SUNY and private colleges based on demonstrated financial need.

Please feel free to contact the College Office at (212) 253-7076, ext. 72441 with any questions.

GAHS COLLEGE OFFICE MISSION STATEMENT

The College Office at Gramercy Arts High School is committed to working with students and families to identify and work towards each student's best post-secondary goals based on a combination of each student's unique interests, values, and strengths. Students are welcome to come into the College Office to speak with the College Admissions Counselor, who is excited to guide and encourage students to explore and plan their short-term and long-term future career plans. In unison with our school's mission statement, all students are fully supported and celebrated regardless of their socioeconomic, racial, religious, immigration status, sexual orientation, or academic standing.

The services provided by the College Office include the following:

- Group presentations and workshops covering various essential aspects of student self-assessments, career planning, college search, college admissions, and financial aid process
- Individual college counseling sessions and application reviews
- Evening workshops for parents on college admissions and financial aid processes in bilingual English and Spanish.
- College campus visits
- Arranging visits to GAHS by college admissions officers from various colleges and universities.
- Referrals for free SAT Preparation courses

After-School Programs at GAHS

Program Description:

GAHS provides quality youth development opportunities to our students directly after school. These programs are supported by school, community, public, and private partnerships. Our after-school programs offer a broad range of educational, recreational, and cultural age-appropriate activities that integrate what happens during the school day. Youth and family involvement in program planning and implementation is a key component. Programs operate four days a week (Tuesday-Friday) 3:00- 5:00 P.M. during the regular school year. Programs may also extend into the evening hours.

Academic Services:

Services available include after-school tutoring, peer tutoring, SAT prep, Saturday School and Regents prep. These instructional services are embedded in the culture and climate of our school.

Clubs and Activities:

The GAHS after-school program promotes academic success as well as the importance of cultural, creative, athletic, and service activities. The following clubs and activities are offered: Soccer, flag football, basketball, softball, volleyball, handball, student government, newspaper, debate, chess, LGBTQ, dance, band, weight-training, and computer games. Besides the numerous activities and clubs that are held throughout the week, there are special days and events which are held throughout the year, including various trips, movie days, field trips, and staff-student basketball tournaments.

Trips and Events:

As a participant in the GAHS after-school program, students are routinely taken on trips to various cultural sites, athletic events, and recreational activities.

Family Advocates

FACE— Division of Family and Community Engagement

49 Chambers Street

Room 503

New York, NY 10007

Telephone: 212 374 0048

Fax: 212 374 0076

face@schools.nyc.gov

District 1 Family Engagement

Rita A. Knight-Smith, Borough Family Advocate-Manhattan High Schools Reason

333 7th Avenue

New York, NY 10001

917-339-1758

212-356-7514 (f)

rknight4@schools.nyc.gov

Useful Websites

NYC Family Guides in Many Languages:

<http://schools.nyc.gov/ParentsFamilies/NYCFamilyGuide.htm>

NYC Schools Account:

<https://schools.nyc.gov/myaccount>

School Website: www.Universityneighborhoodhs.org

This website provides clear, consistent expectations for what students should be learning at each grade level in order to be prepared for college and career.

Parents' Guide to Student Success

CoreStandards.org/In-The-States

New York State Department of Health Website

www.nyhealth.gov/prevention/immunization/information_system/

If you have questions or concerns, contact your child's doctor. Also, you may contact the

Growing Up Healthy Hotline by calling 1-800-522-5006 or through TTY access at 1-800-655-1789.

New York City Well

NYC.gov/nycwell 1 (888) NYC-WELL

2021-2022

HEALTH AND SAFETY

Social Distancing

We are following all recommended COVID-19 regulations regarding school reopening by:

- Measuring all desks to be placed 3 feet apart
- Placing markers on the floor to help ensure social distancing practices can be more easily monitored and followed

Masks

All students, staff, and individuals who enter the school building will be **required to wear a face covering their nose and mouth at all times**, regardless of vaccination status. Masks and thermometers will be provided for all students

Ventilation and Air-Flow

All classrooms have been equipped with two(2) HEPA air filters to ensure adequate and clean air filtration. Windows and doors will remain open wherever possible to promote increased air flow.

Vaccines

- Vaccines have been mandated for all staff members
- Vaccines are encouraged for all eligible students. A free Vaccine Truck will be available outside the school on the first day, before and after the school day
- Vaccines may be required on field trips as dictated by the venue and/or per city guidelines.
- Vaccines are required for P SAL activities

Testing

- All Students will be required to complete a health screening before entering the building, every day
 - In addition to completing the health screening, students are to check their temperature at home to ensure they are well enough to attend school
- Unvaccinated students with consent on record will undergo **bi-weekly random testing** in order to ensure the safety of everyone in the building. A **consent form** is required for COVID-19 testing.

Cleaning

High-touch areas will be cleaned multiple times a day. All classrooms and common areas will be equipped with hand sanitizer and disinfectant wipes.

2021-2022

GENERAL FAQ's

Will there be PSAL offerings this year?

Yes, for boys, soccer, baseball and basketball, volleyball and handball. For girls, we will be offering softball, basketball, volleyball and handball. COVID-19 vaccination is required for participation in PSAL Sports as well as school trips as per NYC DOE regulations.

Will elevator passes be provided to students with various health concerns?

If necessary, students that require elevator passes must provide medical documentation. Medical Documentation forms can be obtained by emailing Ms. Cordero at lcordero@gramercyhs.org