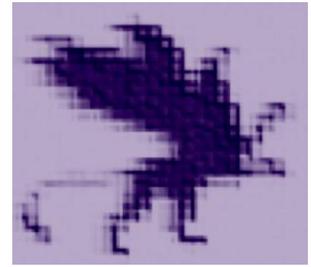


# GAHS

## Student Handbook 2018 – 2019



Student name \_\_\_\_\_

High school graduating year and year entering college: \_\_\_\_\_



Current grade \_\_\_\_\_

### **Gramercy Arts High School**

40 Irving Place, 7th Fl.  
New York, NY 10003  
(212) 253-7076 phone  
(212) 253-8095 fax

**[gramercyhs.org](http://gramercyhs.org)**

Susan DiCicco | Principal

Laura Hindelong | Assistant Principal

## MISSION, CORE VALUES AND MOTTO

---

1. Every **adult member** of the Gramercy Arts High School community is devoted to our **mission statement**:

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

2. Every **student member** of the Gramercy Arts High School community abides by our four **core norms**.

### **The Four Norms, or Rules:**

1. **Be ready**—to work right away, every day
2. **Help others and respect them**—their opinions, space, and belongings
3. **Complete all your work**—strong and on time

4. **Participate and listen**—while others are sharing

3. Every **adult and student member** of the Gramercy Arts High School community is committed to our **motto**:

**We help others, we work hard,  
and we do the right thing. *We earn it.*  
When we make a mistake, we own it.**

## PART 1                      SCHOOL INFORMATION & SCHEDULES

1. Period 1 begins at **8:20 am**; period 8 ends at **2:40 pm**.
2. There are **3 minutes** between the class ending bell and the late bell—this is called **transition time**, and you must be inside your next classroom before the late bell rings.
3. The building doors open at **7:35 am**, and you may enter the building then.
4. The **2018-19 bell schedule**:

Period	Time
--------	------

<b>1</b>	8:20 - 9:05
<b>2</b>	9:08 - 9:53
<b>3</b>	9:56 - 10:41
<b>4</b>	10:44 - 11:29
<b>5</b>	11:32 - 12:17 pm
<b>6 (Lunch)</b>	12:20 - 1:04
<b>7</b>	1:07 - 1:52
<b>8</b>	1:55 - 2:40
<b>9</b> AP science labs	2:43 - 3:28

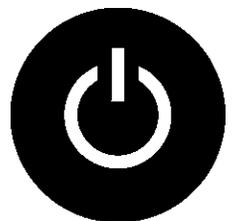
- 5.** The school' s **website is [www.GramercyHS.org](http://www.GramercyHS.org)**.
- 6.** Check your **PupilPath account** once a day. Make sure you add the **PupilPath app** on your phone.
- 7.** Check your **GramercyHS.org e-mail** once every day. Your email is **first name DOT last name @ GramercyHS.org**. It' s a Gmail e-mail, so make sure you **add the account on your phone** so you can easily check it every day.

Every student attending Gramercy Arts High School has the **right to a safe and joyous education that prepares them to succeed in a college of their choice after graduation.**

In exchange for that right, every student must abide by **four school norms**, or rules:

1. **Be ready**—to work right away, every day
2. **Help others and respect them**—their opinions, space, and belongings
3. **Complete all your work**—strong and on time
4. **Participate and listen**—while others are sharing

**I. Norm 1: Be Ready—to Work Right Away, Every Day**



**A. Getting to School On Time, Every Day**

**If you don't make it to period 1 on time—every day—you're going to fail your period 1 class and will have to re-take it next year.**

Your failing grade will leave a terrible mark on your official transcript—and it may prevent you from getting in to the college of your choice.

**Your first job is getting to school by 8:00 am—every day.**

- 1. Period 1 begins at 8:20 am—the bell rings at 8:17 am and you must be in your seat for period 1 by 8:20.**
- 2. Use [MTA.info](http://MTA.info) or HopStop to determine the travel time between your home and the school—and then add 20 minutes to that time.**
- 3. Allow 5 minutes for building scanning.**

**Bringing drinks through scanning:** If you're entering the building with any beverages, including coffee, there is a building-wide Beverage/Coffee Scanning Rule: Any drink must be in a container that can be sealed with a top that does not spill so it can be placed in your bag that must pass through the X-ray machine.



- 4. If you come to school without your ID card, expect to wait an additional 10 minutes to move through scanning.**
- 5. If you need a new ID card, write your name on the door of ROOM 716.**

6. After you pass through scanning, take **ELEVATOR 1** or **ELEVATOR 2** or use **STAIRWAY 1-2** or **STAIRWAY 3-4** to floor 7 (or floor 4 for the cafeteria for hot breakfast).
7. You may **wait for period 1** in the hallways outside your first class.

**Noise levels before period 1:** Respect your fellow students and your teachers who are preparing for the day and **don't play loud music or videos on your phone while you wait for period 1 to begin.** Keep your voices at **Volume Level 1 (whisper).**



8. **Hot breakfast** is served in the cafeteria on floor 4; **bagged breakfast** can be obtained beyond the scanning stations on floor 1. If you go to the cafeteria for breakfast, leave the cafeteria for period 1 no later than 8:15 am through **EXIT 1** and come up **STAIRWAY 7-8.**

## **B. Coming to School Every Day**

Coming to school every day—for all 42 weeks of the school year—is the first requirement to be successful.

If you choose to miss school more than 2 or 3 times a year, you will struggle to do well in school and maintain a high GPA.

1. You are expected to be **in school every day of the school year.**

2. There are no “excused” absences—only **valid absences** for:
  1. **Personal illness** (doctor’ s or parent’ s note required)
  2. **Death or critical illness in the family** (documentation required)
  3. **Response to legal process** (documentation required)
  4. **Medical/dental appointments** that cannot be made outside school day (documentation required)
  5. **College visits** (documentation required)
  6. **Religious observance** (parent written/typed note required)
3. When you return to school following an absent day, you must bring documentation stating why you were absent and submit it to the **MAIN OFFICE**.
4. Once you swipe in the building in the morning, you may not leave the building before the end of your last period, nor may you miss a class without permission (or “cut” ).
5. If you are absent, you are not excused from classwork, homework, tests/projects that you may have missed—**you must ask the teacher for any missed work on the day that you return.**

### **C. Lateness: Getting to Class on Time**

Lateness to school and class breaks one of the four Core Norms—and it’s fundamentally disrespectful: It’s disrespectful

to your teachers, who are forced to re-teach what you missed, and it's disrespectful to your fellow students, whose learning is interrupted because you're late.

Being regularly late to school or cutting classes is an easy way to guarantee that your high school career is not going to be a good one.

### **Lateness**

**Lateness** is defined as arriving **more than 30 seconds** late to school or to *all* class periods (1-8).

**1. If you are late to school or class you will lose class points on Do Now assignments in your classes, and it will affect your grade for that class, based on these department policies:**

- **English/Italian/ENL:** 1 point off participation grade for day
- **Mathematics:** 1 point off grade for day
- **Science:** 1 point off participation/self-assessment grade for day
- **Social Studies:** 1 point off grade for day
- **The Arts:** 3 points off grade for day

**2. If you are late to school or more than 30 seconds late to a class, you must obtain a Late Pass.**

- **For periods 1 and 2:** you will get a late pass from the Late Table outside ROOM 724 (MAIN OFFICE). You may not enter class without this pass.
  - **For periods 3 – 8:** you will get a late pass from ROOM 724 (MAIN OFFICE). You may not enter class without this pass. Present your ID to Ms. Jones in the office for a pass.
3. If you **arrive late to period 2** (i.e., 10 minutes after period 2 begins) will be marked absent for the day on the official attendance, and you will receive a call home at 6 pm that evening.
4. **Being late to school or to any class will result in an immediate call home to your parent or family member.**
5. As well, if you can't be in your seat on time, don't expect your teachers to make any special accommodations for you, or to write letters of recommendation for jobs or colleges when you need them.



If you are seen late to class by an adult, they will say to you "**Late**" and gesture to you **with an upwards finger twirl**—this is an indication to you that you should move quickly to your assigned location.

Respect this brief or silent reminder of your responsibilities to your teachers, your fellow

students, and your families to be at your station—  
your desk—when the bell rings.

## II. Norm 2: Respect Others and Help Them



### A. Phones

Phones are a big part of our lives, and they can help you in classes when teachers ask you to use them.

But in school, phones can be a tremendous distraction—and when you use them without permission during class it is a sign of disrespect to your teachers and your fellow students. An inability to put phones away during class and not use or look at them has destroyed many students' Grade Point Averages (GPAs)—and with it their chances of getting into a college of their choice.

You also can't be a very good supporter of someone else when you are constantly distracted by your phone—you won't be able to see when others need help the most.

Don't be one of those students whose phones ruled—and partially ruined—their high school careers.

If you fail to follow these rules, your time at Gramercy Arts is going to be very difficult and distressing—for you and your families.

1. Here is when you can't use your phone and when your phone must be turned off or placed in Do Not Disturb or fully silent mode (*not* in vibrate mode): when you're in a classroom during class. This is called the restricted time.
2. Here are the four times that you *can* use your phone:
  1. Before 8:20 am—when period 1 starts
  2. When you move between classes (but don't let your phone make you late)
  3. During period 6 (lunch)
  4. After period 8 ends—at 2:40 pm
3. Ear buds and headphones cannot be visible at any point during school except before period 1 begins and during period 6 (lunch).
4. Once period 1 or period 7 starts, no **ear buds or headphones** can be worn around your neck, worn over your ears, or hang from your pockets or coats—they must be completely stowed away in your bag or coat pockets. **Ear buds and headphones can't come out during transitions between classes, and you must wait until you exit the school to put them back on.**
5. You can't play any **Bluetooth speakers in the cafeteria. All music must be through headphones. When period 6 is over, you must completely stow away all items after lunch.**
6. If you're found to be in **repeated violation** of the rules on phones, headphones, and speakers—such as your teachers

issuing repeated detentions for phone use in the classroom, the principal will take one of two steps:

1. You will be given a **phone restriction** for three weeks: Your family will be contacted, and you will be required to submit your phone to the office in the morning when you arrive to school, and you will pick it up when you leave for the day.
2. If you are put on phone restriction a second time, it will be upgraded to a **phone ban**: Your family will be contacted, and you will not be permitted to enter school with a phone for the remainder of the semester. If you are on a phone ban and seen using a phone, you will be suspended.



If you are seen by a teacher or administrator using a **phone** during a restricted time, they will say to you "**Phone**," and gesture **with their hand using a phone sign to their ears**—this is an indication to you that you should immediately stop using your phone and place it in Do Not Disturb mode or turn it off.



If you are seen wearing ear buds or headphones, or if they are visible during a restricted time, they will say to you "**Ear Buds**" or "**Headphones**" and/or they will gesture to you **using a single or double-touch of fingers to ears**. This is an indication that you should immediately stow your

ear buds or headphones in your bag or coat pocket.

## **B. Sexual Harassment, Bullying, Cyberbullying**

Don't bully or harass other students, and defend those who you see being bullied and harassed. Don't be friends with a bully, and call them out on it when you see it.

Surround yourself with people who make you a better person in this world, and walk away from the negative people who bring you down and make you a lesser person.

If you choose to bully or harass others in school and out of school, you'll be severely punished for it. You'll be asked to apologize to those whom you bully.

- 1.** All students of Gramercy Arts have a right to feel respected and safe. To preserve our safe space, Gramercy Arts has a strict policy against **sexual harassment**. Sexual harassment is any sexually explicit speech or action, or even subtle innuendo, done by one student to another or about another or around another that is unwanted or unwelcome. Students can be of the same sex or opposite.
- 2.** If you or a friend experiences sexual harassment, you or they must tell a counselor, teacher, AP, or the principal. You may make a written report of what happened, and should give

this report to any adult. A victim's right to privacy will be respected as much as possible.

3. Engaging in intimidating and **bullying** behavior (threatening, stalking, or seeking to coerce or compel a student or staff member to do something) will result in action ranging from admonishment by school staff, calls to families, and/or a suspension of up to 90 days. Bullying also includes intimidation through the use of epithets or slurs involving **race, ethnicity, national origin, religion, religious practices, gender, gender identity, sexual orientation or disability**.
4. **Cyber-bullying**—bullying via e-mail, text messages, or social networking posts—will result in the same consequences. Just because you do it outside of school doesn't mean that you won't face consequences at school.

### C. Dress Code

1. You are expected to dress appropriately for the season and the occasion of school. **You are not at home or in a place where what you wear has no limitations.** All inappropriate clothing cannot be worn inside any part of the building—including the hallways. If you come to school dressed in inappropriate clothes, you will need to wear clothing provided by the school, or a family member will be contacted to bring in appropriate clothing.

**A. LENGTH OF CLOTHING:** All bottoms, pants, and skirts must be **as long as or fall below the tips of your fingers** if you hold your arms down at your sides.

**B. REVEALING CLOTHING:** **Shirts cut to show midriffs, excessively or inappropriately ripped jeans, sagging pants, shirts with inappropriate images or text, and exposed undergarments may not be worn.**

**C. HEADWEAR:** You may not wear **headwear of any kind—including hats, caps, headbands, bandanas, or do-rags.** Headwear can be viewed as a sign of disrespect, and wearing it inside in public is often considered impolite. Some headwear such as caps also conceals faces, making it difficult for students and teachers to build trust and work together effectively in the classroom. You may not wear **hoodies with the hood up.**

2. If you repeatedly wear headwear after being asked to remove it, the **principal may confiscate the item** and ask a family member to pick it up.
3. You will be asked to put on a **t-shirt or sweatpants** if you wear inappropriate clothing.



If you are seen by a teacher or administrator wearing a hat or other item, they will say "**Headwear,**" and/or gesture **with their hand by patting their head**—this is an indication to you that you should immediately take off your

headwear and keep it off for the remainder of the day.

#### D. Voice Volumes

Gramercy Arts identifies 3 volume levels, using this language:

**Level 2:** **Level 2 is normal speaking voice.** Use this level when you are in the hallway passing between classes, before school starts, and in the cafeteria.

**Level 1:** **Level 1 is a whisper voice.** Use this level when you are speaking to someone in the hallway after classes have begun (after the late bell has rung). Use this level when you are working with a partner in class.

**Level 0:** **Level 0 is no speaking.** Use this level when everyone is reading silently in class or when you are working interpedently in class.

While you are walking down the hallway, hundreds of students are on the other side of walls getting down to work, often in very quiet settings—they' re reading, writing, trying to concentrate. Loud voices from the hallway disturb their ability to concentrate, and a teacher' s ability to run his or her class. Use Level 1 volume at these times.



If you are speaking too loudly in the hallway once classes have begun, a teacher will say “**Level 1**” and/or gesture with the **pinky and the pointer finger up and the thumb pinched to the middle and the ring fingers (i.e., the “Quiet Coyote”)**—this is an indication to you that you should immediately lower your voice to show respect to classes that are in session.

### III. Norm 3: Complete All Your Work— Strong and On Time



#### A. Lunch and Learn Tutoring

1. Lunch and Learn tutoring is an opportunity to get additional help from teachers and make up work. It’s also an opportunity to help out teachers and tutor your fellow students who may need additional help or practice in certain subjects.
2. Lunch and Learn tutoring conducted by students will count toward their community service hours, which are necessary to graduate.

2018-19 Period 6 Lunch and Learn Tutoring Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
English	Math S/Studies	Geometry	Math Science	Art

## B. Late work

1. Individual teachers or entire departments will set **late-work policies** around late work, and they will tell you about the policy at the beginning of class so it isn't a surprise. Note that some teachers may choose not to accept late work at all.
2. If you want to maintain a good GPA, you should complete and submit all your work on time.
3. Don't complain if a teacher refuses to accept late work at the end of a semester or marking period when it is submitted after the late work period expires.
4. Here is an **example of a teacher's Late Work Policy**:
  - Work submitted at the time of class = scored out of 100%
  - Work submitted one class late = scored out of 80%
  - Work submitted a week late = scored out of 65%
  - It is at the teacher's discretion whether or not to accept work beyond a week late and/or to allow students to retake quizzes or rewrite assignments



## IV. Norm 4: Participate and Listen to Others

### A. Nine things you should do every day in every class:

1. You are expected to **arrive to classes as soon as possible**.

2. You should **enter the room quietly, following the class' s Entry Routine, remove your coat, hang your bag on the back of your chair, and make sure your workspace is organized with all the materials you need that day.**
3. You should **begin to work on the Do Now without being told.**
4. You are expected to **bring relevant course materials to each class**—including handouts, books, notebooks, folders, writing utensils, calculators, and loose-leaf. (You should expect to see point deductions if you are missing materials; it' s no one' s responsibility to bring these items except yours.)
5. If you had **homework**, you are expected to complete it every day before you arrive to school.
6. **You should actively participate during each class**—whether this means raising your hand for a comment or question, and/or actively engaging in classroom activities, group-work, or independent tasks.
7. **You are expected to take notes during class**—without prompting from the teacher.
8. **You are expected to complete all your work in a strong fashion**, and to ask questions if you need clarification or help.

9. **Finally, you should strive to always see if you can help your fellow students who may be struggling or need feedback themselves.**

In class, conduct yourself according to the **Golden Rule** at all times.

## PART 3 CLASSROOM LADDER OF CONSEQUENCES

If you fail to live up to your responsibilities in upholding the **Four Core Norms**, as outlined in Part 2, above, then there **are consequences at Gramercy Arts High School**.

We want to make the consequences for an infraction or violation of a Core Norm in the classroom—and the way the consequences are enforced—as **clear as possible**. The goal is to make sure that **you fully understand what can happen if you get off task or create difficulties** for other students to work in the classroom.

These consequences indicate the steps that teachers, deans, and administrators will take when they believe you have violated a Core Norm.

This hierarchy does *not* address three things:

- 1) Hallway and common-space infractions
- 2) Significant disruptions that require immediate classroom removal
- 3) Extreme disrespect of teachers/staff or other students that require immediate classroom removal, or threatening or violent behavior.



## LEVEL 1: In-class teacher intervention STEPS ↓

1) **First re-direct:** The teacher will tell you what you' re doing wrong and will "re-direct" your behavior with a statement.

*"Your phone is out in class; that' s a first re-direct."*

2) **Second re-direct or warning:** The teacher will tell you what you' re doing wrong and will warn you of further consequences with a statement.

*"Your phone is out in class; that' s a second re-direct."*

*"I asked you to complete the work without distracting others. That' s a warning."*

## LEVEL 2: Admin/Dean intervention STEPS /Dean intervention STEPS



3) **After School Detention:** If you continue to violate class norms, your teacher will tell you that he or she is assigning you detention the next school day. They' ll also contact your parents on **PupilPath**.

- A **"door stop"** will be placed on your school ID, meaning that it will sound an alarm when you swipe in the next morning, reminding you that have detention that day. Deans will also speak with you 7<sup>th</sup> period about your need to report to Detention.
- During detention, you will be asked to work quietly on school work and also engage in a collaborative conversation with Ms. Meyer on what behavior occurred and how it can be changed next time. A reflection sheet will be completed at the end of detention.
- If you do not comply with all rules in detention you' ll serve it again the next day.

4) **Family-student conference:** If you refuse to serve detention (STEP 4), or if receive multiple detentions in a short period of time, the administration will require that your parent or family member attend a conference. A plan will be

created to help you return to the community, and serve your detentions.

### LEVEL 3: Principal intervention STEP ↓

5) **Classroom removal:** If you refuse to participate in STEP 5, you' ll be removed from a class or classes, depending on the issue.

- You' ll spend class time or an entire day in ROOM 706A, completing your work.
- Your parent will be required to attend a conference.
- You' ll eat lunch in room 706a.
- You' ll be required to write an apology to your teachers.
- You' ll return to class after you give the teacher the letter and serve the time of removal from class.

### LEVEL 4: Further disciplinary action ↓

6) **Further disciplinary action:** If you do not successfully complete STEP 6, the principal will take further disciplinary action based on the **Chancellor' s Discipline Code and Bill of Student Rights and Responsibilities**. Expect this action to include your being suspended from school.

This Hierarchy of Consequences is designed to address off-task or disrespectful behavior that creates an obstacle to your or another' s ability to learn and participate in the classroom.

If you stay on-task in class, help others when they need it, and respect every member of the community, you

should never have to worry about the Hierarchy of Consequences.

### A. What is there to do during period 6–Lunch?

1. During period 6, you may choose to do the following:

What	Where	When and How Often
Lunch	Floor 4 in cafeteria	Every day
Lunch and Learn Tutoring	Floor 7 in various classrooms	Content classrooms
Organization	YMCA Room 115	Monday- Thursday
Computer Lab	First floor	Every day
Library	First floor	Every day

### B. Moving to the Cafeteria and Back to Floor 7 or Floor 11

1. If you want to go to the cafeteria on Floor 4, or if you want to eat lunch before you go to any other activity, you must walk down **STAIRWAY 7-8** and enter through **CAFETERIA-DOOR 1**. You will swipe your student ID to enter the lunchroom. (If your ID rings an alarm, you have detention.)

2. If you want to return to Floor 7 or go to Floor 1 after you eat, you must exit **CAFETERIA-DOOR 1 Only** and walk to Floor 7 or Floor 1.
3. Upon returning to Floor 7 or Floor 1, you must immediately go to your club room, your Lunch and Learn room, or the Library. **You may not remain in the hallway during Period 6.**
4. **You may NOT bring cafeteria food from the cafeteria to Floor 7 or the Library; you must eat your lunch in the cafeteria first.**
5. If you want to use the bathroom during period 6, You can use the bathrooms located outside the cafeteria or up on the 7<sup>th</sup> floor. Ask your teacher for the pass if using the locations on the 7<sup>th</sup> floor.
6. If you' re staying in the cafeteria the entire time for lunch, use **CAFETERIA-DOORS 2 and 3** to return to Floor 7 when lunch is over.
7. You may not place any orders for the delivery of food to the building. If you do so, they will be refused by school safety agents and you will be given detention. If you repeatedly violate this rule, you will be suspended.

### **C. Using the Bathroom**

1. The bathrooms are open 10 minutes after the late bell has rung and 10 minutes before the ending bell rings—in other words, the middle 25 minutes of each period.

2. Follow your teacher's bathroom procedure: ask if it's a good time to use it; sign the bathroom book in your room; and then carry the orange bathroom pass with you to the bathroom.
3. **Do not spend more than a few minutes out class when you go to the bathroom; you're missing important and critical material when you leave the room.** You should especially avoid using the bathroom when a teacher is about to deliver important instructions on completing a task or when your classmates are going to present material or speak to the class or when missing a moment of class would make it difficult for you to complete the task for the day. The key in timing bathroom use is, Don't choose a time to go to the bathroom when it would be rude to your teacher or other students, or make you miss critical instructions or information.
4. **Don't use bathrooms on other floors when you are in class on Floor 7.**

**5. Respect the bathrooms and report anyone to a teacher who doesn't respect them. Our floor custodian, Francois, works very hard every afternoon to keep our bathrooms neat and clean, and he makes sure we have enough soap and paper towels.**

#### **D. Using to the Washington Irving School-Based Health Center**

1. The campus-wide health center is still located on **Floor 1-ROOM 110.**

2. Many services at the health center **are free to you and confidential**. Some services require parental permission, and some do not. You can decide which services you need.

Services include but are not limited to:

- a. Yearly physical for sports and working papers
- b. Nutritional services
- c. Counseling and help with depression, anxiety, peer pressure, bullying, drugs, alcohol, and other issue
- d. Reproductive health

3. These visits for **illness and medical treatment** are conveniently located in the school building:

- a. Physical exams (regular, sports clearance & pre-employment)
- b. Immunizations and flu vaccines
- c. Hearing/vision screenings
- d. Sick visits
- e. Asthma care
- f. Diabetes care
- g. Nutrition counseling
- h. Referrals to specialists and dentists
- i. Medications and prescriptions

4. **If you need to go to the Health Center, tell you teacher and they will write you a pass to the Room 724-MAIN OFFICE.** The main office will then give you a **Health Center Pass**.

5. When you return from the Health Center, you must first return to **Room 724-MAIN OFFICE**, where you will be given a timed pass back to class.
6. **You may not go directly from a classroom or the hallway during passing to the Health Center without a pass from the Room 724-MAIN OFFICE unless it is an emergency.**

### **E. Evacuation Drills**

1. When the fire alarm rings, do not immediately stand up and leave the room. **Rather, listen for directions from your teacher.** If it is a real emergency or a drill that requires evacuation, follow your teacher' s directions.
2. As you exit the classroom and move down the stairs, remain quiet and move in an orderly fashion; there are over 2,000 people leaving simultaneously, and it' s important to be respectful of the need for everyone to get out in a timely fashion.
3. Stay with your teacher the entire time, including during exiting and waiting to re-enter the building. Your teacher will take attendance outside and is legally responsible for you the entire time you have evacuated.
4. Be prepared to submit to re-scanning when returning to the building after an evacuation of any kind, including a fire drill.

### **F. Lockdown**

1. If there' s a lockdown announced, follow your teacher' s directions to move away from windows and doors and remain absolutely silent for the duration of the lockdown.

# PART 5 CLASS PERFORMANCE, GRADES & CALENDAR

## A. Marking Periods and the Two Semesters

1. The school year is divided into two semesters, fall and spring, and each semester is divided into three marking periods. Each marking period lasts six weeks.
2. Here are the ending dates for each Marking Period, when you receive your report cards

Fall semester			Spring semester		
MP 1	MP 2	MP 3	MP 1	MP 2	MP 3
Oct 19	Nov 21	Jan 18	Mar 15	May 3	Jun 14

3. At the end of MP 3 you' ll receive two grades on your report card: one for MP 3 and one for the entire semester. Your semester grade is an average of the three marking period grades.
4. You will earn a credit for how well you do each semester—you must score a minimum of 65 for the semester to earn a credit.
5. All courses are graded on a scale of 0, 50, 55, 65 to 100.

## B. PupilPath and Your Grades

1. **You should check your PupilPath account everyday**—use the app for either iOS or Android.

2. If you need a new PupilPath log-in, sign your name on the list in the **ROOM 724-MAIN OFFICE**.
3. If you have an issue with one of your grades, bring it to your teacher's attention immediately. Don't wait until the end of the marking period or semester. The purpose of PupilPath is to keep you informed all the time.
4. **You will see a minimum of three grades for each course each week on PupilPath. Your grades will be put in at least two weeks or earlier after you turn an assignment in.** For physical education, you will see a minimum of one grade a week.

### **C. Your Report Cards**

1. You'll receive your report cards in school on the Friday following the end of each marking period or semester. Your report cards will also be given to your families on parent-teacher conferences nights, and they will be mailed home. You can also see your grades on PupilPath.

### **D. Consequences of Failing**

1. Students who are failing may not participate in extracurricular activities, including PSAL sports or the fall drama and spring musical. Students who are absent more than twice in a marking period without a valid excuse or who are late to school more than twice in a marking period are also not eligible to participate.

### **E. Honor Roll**

1. **Students who have an 80 average in all their classes will be named to the Gramercy Arts Honor Roll.**
2. The Honor Roll will be posted throughout the school, and a spot on it earns you an invitation to the PBIS events in the auditorium and PBIS trips out of the building.
3. PBIS trips out of the building this year include Ice Skating at Chelsea Piers, and bowling.

#### **F. Your Transcript**

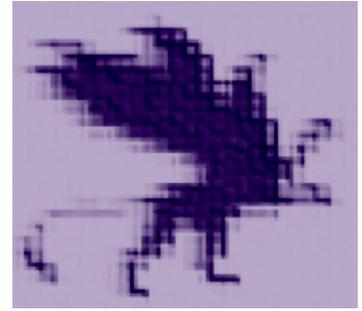
1. You should check the status of your transcript regularly—it will show you the credits that you have officially been awarded and the Regents exams that you have passed.
2. **Your transcript is the only document that determines when you graduate**—and it will be the document that colleges look at to determine if they will admit you.
3. You can look at your transcript at any time on PupilPath. Freshmen will be able to see their transcript for the first time at the end of your freshman year.
4. Your transcript will show you your SUBJECT AVERAGE for all the courses you' ve taken in a particular subject, such as social studies. This average will range from 0 to 100%. Your transcript will show you your CUMULATIVE AVERAGE for all the courses you' ve taken during high school, which will range from 0 to 100%.

5. **It is very important that your CUMULATIVE AVERAGE STAYS ABOVE 90% for your entire high school career: This will determine if you get into a college of your choice in the fall or spring of your senior year.**

**A. Announcements**

1. Announcements take place in class every day at the start of Period 5 by the announcement team. Students should submit material for announcements by emailing Mr. Ali at [SAli@GramercyHS.org](mailto:SAli@GramercyHS.org).

**B. The 2018-19 School Calendar**



**Acknowledgment of receipt of  
GAHS 2018-19 Student Handbook**

I have received the “digital” 2018-201928 Gramercy Arts High School Student Handbook, and I understand that I am required to read the Handbook and adhere to all the school policies in the Handbook.

---

Your printed name

Your grade (circle one):      9            10            11            12

---

Your signature

Today's Date