

University Neighborhood High School

PARENT/STUDENT HANDBOOK

2018-2019



**200 MONROE STREET
NEW YORK, NY 10002
PHONE: (212) 962-4341**

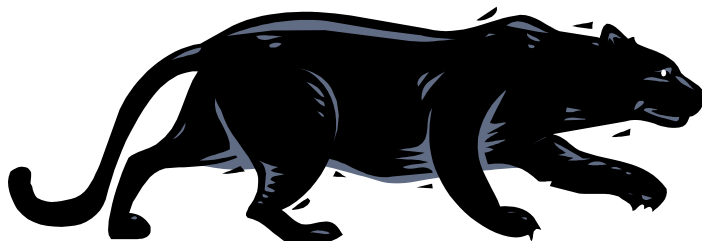
Website: www.universityneighborhoodhs.org

**Elizabeth Collins
Principal**

**Kelly Powell
Assistant Principal**

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The UNHS Mission Statement

UNHS is dedicated to preparing students to become global citizens through higher education opportunities, challenging academic and technical curricula, and business and university partnerships.

2018-2019 PTA EXECUTIVE BOARD AND SLT MEMBERS

PTA Executive Board	School Leadership Team
Anita Soto, President Carlos Cabrera, Treasurer Maria Reyes, Secretary	Elizabeth Collins, Principal Kelly Powell, Assistant Principal Andrew Lotosky, UFT Angela Kowalsky, Teacher Jean Ho-Wright, Teacher Millie Maldonado, DC37 Anita Soto, Parent Carlos Cabrera, Parent Maria Reyes, Parent

School Parental Involvement Policy

University Neighborhood High School encourages the participation of parents through membership on the School Leadership Team and Parent-Teacher Association. 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, University Neighborhood High School will provide the following:

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

3. A PTA workshop will be held during the fall term for parents to network and receive training on navigating the New York City DOE website as well as ARIS, Jupiter Grades, and the UNHS website.
4. The Student Government Organization will assist in planning annual events for parents and students such as periodic appreciation ceremonies, the Unity Luncheon, Family Nights, the Annual Breakfast with the Principal, the Senior Parent Luncheon, college and field trips, holiday events, and UNHS Field Day.
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 the teacher or parent may have. In addition, two Family Nights will be held.
6. Continuous communication will be maintained through Jupiter Grades, mailings, phone calls, the school website and periodic student achievement reports to assist parents in understanding school curricula and student achievement.
A monthly newsletter will include parent opportunities and important information. All invitations will be sent in a timely manner with an additional follow-up reminders via phone calls and our school website.
7. A school-parent compact has been designed by parents and school staff outlining how parents, school staff and students share the responsibility for improving learning for all.
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. The school will 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.

Parents and community members are always welcome at University Neighborhood High School.

UNHS School-Parent Compact

University Neighborhood 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 compact that outlines how parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which UNHS and the parents will build and develop a partnership that will help children achieve or exceed the NYS standards. This school-parent compact is in effect during the school year 2018-2019.

School Responsibilities

1. UNHS is dedicated to providing a rigorous curriculum that is aligned with the Common Core State Standards and is free from instructional barriers. It is our responsibility to support an effective learning environment that enables the participating students to meet and exceed the NYS student academic achievement standards as follows:

- a. The school will provide high-quality curricula and instruction by hiring highly qualified teachers that meet NCLB Title 1 requirements.
- b. The school will then, in a collaborative fashion, put together an academic program that meets or exceeds all mandated time requirements for the four core academic classes.

Rigorous curricula and instruction will be designed by staff in a collaborative fashion with the guidance of in-house professional development, regional resources, and privately contracted educational entities as well as through our partnership with New York University to ensure that instruction is differentiated to meet the varied skill levels of the students. Tutoring will be available after school. Students with high academic standing will be offered the opportunity to take college courses at CUNY's Baruch College and LaGuardia Community College after school. They will also have the opportunity to take college courses during the school day on the UNHS campus itself.

2. Parents will be provided with consistent communication about their child's progress. Specifically, we shall furnish the following:
- Online access to Jupiter Grades 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.
 - Individual parent contact by teachers if a student is struggling; consultations with parents and guidance for suitable interventions to promote student success.

3. UNHS 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's parental involvement policy in an organized, ongoing, and timely manner. This is accomplished through parental involvement in the SLT and PTA. The PTA will hold meetings to revisit and revise the school-parent compact, to discuss what progress is being made, and to decide whether the compact has to be modified to best encourage parent involvement and student support. A calendar will be created and shared with all members of the UNHS community via school website: www.universityneighborhoodhs.org and the parent newsletter.
5. A meeting held in the fall will inform parents of UNHS 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. UNHS will convene the meeting at a convenient time for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, 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, school-based Inquiry Teams 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, UNHS will provide opportunities for regular meetings for parents to offer suggestions and to participate, as appropriate, in decisions about the education of their children. UNHS will respond to any such suggestions as soon as possible.
9. A Senior Letter Contract will be disseminated during the PTA conference in October to ensure that all students and parents are aware of the requirements for graduation and the student behavior expectations in order to be able to participate in all senior activities.
10. Parents will be notified in a timely manner when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of Title I.
11. Weekly professional development and instructional assessment tools will be provided to promote the continued educational advancement of all instructional staff.
12. School safety information will be disseminated, with designation of meeting locations in case of an emergency.

Parent Responsibilities

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

- Monitoring attendance. I will call (212) 962-4341 to inform UNHS when my child will be absent.
- Making sure that instructional assignments are completed in a timely fashion.
- Monitoring the amount and type of recreation that my child engages in to create a balanced academic work schedule.
- 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 Jupiter Grades and attending PTA 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 compact.
- Serving, to the extent possible, on policy or school advisory groups that may include the SLT, the PTA, the Title I Policy Advisory Committee, and the District-wide Policy Advisory Council.

Student Responsibilities

As a UNHS 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 and on time.**
- Do my homework every day and ask for help from teachers, parents or peers when necessary.
- Read at least 30 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 tone within the school building through my words and actions.
- Refrain from engaging in physically destructive acts such as graffiti or destruction of school property.
- Attend after-school and Saturday Academy sessions as needed and participate in other services provided by UNHS or community-based organizations to receive academic tutoring and/or test preparation.
- Follow UNHS rules, PBIS policies, and DOE discipline codes.
- Promote a safe and effective learning environment for all students.
- Participate in after-school peer tutoring and mediation programs.
- Respect all members of the UNHS community, including fellow students, teachers, administrators, staff, and parents.
- Wear proper school attire. Tube tops, do-rags, hoodies, short shorts, short dresses, midriff-baring shirts, and sagging pants are prohibited.
- Keep my phone out of sight and refrain from using it in classes, as per the school's phone policy. Phones are allowed in the building, but they are not to be seen in classes. (Parents, please refrain from calling your child during the school day. If there is an emergency , please contact the main office.)

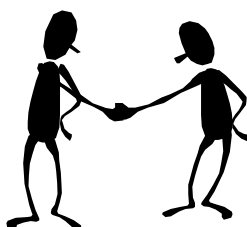
UNHS SLT and PTA Meeting Schedule

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 second Wednesday of the month unless otherwise noted. Parents will be informed five days prior to any meeting changes.

September 26, 2018 (Family Night)	February 13, 2019
October 10, 2018	March 13, 2019
November 14, 2018	April 10, 2019
December 12, 2018	May 9, 2019 (Family Night)
January 9, 2019	June 12, 2019



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 he or she 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:

- ☐ Passport
- ☐ Driver’s license
- ☐ IDNYC

For additional information on obtaining a photo ID, visit <http://www.nyc.gov/idnycWelcome> 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.

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>.

Jupiter Grades

Jupiter Grades is an online grade book program used by UNHS to improve the connection between home and school. JupiterGrades 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 your secure access, you can bookmark a one-page summary of your child's current grades for **all** classes. Jupiter Grades makes it easy to stay informed every day.

How do I get into Jupiter Grades? After receiving your password:

1. Go to **www.jupitergrades.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.universityneighborhoodhs.org**.
2. Click on the "Parents" tab.
3. Log in.

If you need to retrieve your password for Jupiter Grades or the UNHS website, contact our parent coordinator, Haydee Rodriguez, at (212) 962-4341, ext. 3060.

Assessment, Homework, Grading

Assessment

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

- Observing student work and conversations
- Collecting and evaluating student work done in class and at home
- Creating a collection of student work that is kept in a portfolio
- Giving quizzes and tests periodically
- 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

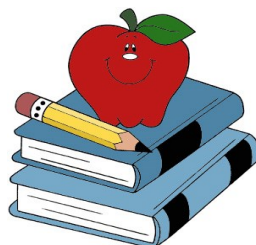
We believe that homework helps students to deepen their understanding of skills and concepts introduced in class, builds independent learning skills, and prepares students for the rigors of college. Research supports this belief. *Did you know that 35% of students who consistently completed meaningful 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 thirty 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.jupitergrades.com at any time. Parents will receive their own password to monitor their child's grades.



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) 962-4341 on the morning of the anticipated absence and state the reason. Whenever possible, doctor and other essential appointments should be scheduled for after school.

All 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

- Show your school ID upon entry
- Breakfast will be served from 7:30 A.M. to 8:00 A.M.
- **You must report to class no later than 8:15 A.M.**



What if I'm Late?

- If you arrive to class after 8:15, you will be marked late.
- If you are late, you should get a late pass upon swiping in.
- If you arrive after 10:00 A.M., you must go to the office to get a late pass 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.
- After your first time being late, the lateness will be noted on your permanent record.

What if I'm absent?

A parent or guardian must call UNHS at the day of the absence to leave a message with the attendance secretary 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 the guidance counselor and the principal to develop 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 to smaldonado4@schools.nyc.gov indicating 1) their relationship to the child, 2) time to be dismissed, 3) purpose of early release, and 4) phone number where the parent can be reached. 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.

Arrival, Attendance, Transitions, Dismissal

What are the bathroom- and water-request procedures?

Each time a student leaves the room, he or she must sign the “out-of-classroom log” kept in each teacher’s room. Students should maintain their own daily planner book to keep their own log of time spent outside of the classroom when class is in session. This will allow them to monitor their time in class.

Students MAY NOT leave a classroom during:

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

Entrance and Exit Procedures

- All students must swipe ID cards to enter the building. If an ID card is lost, the student must provide his or her name to be typed in manually.
- Students who arrive late (after 10:00 A.M.) must go to the main office to sign in and to receive a late pass. Between 8:30 and 10:00 students, can get a late pass when they swipe in the entrance area.
- At all times students, must be signed out by a parent or guardian in order to exit the building before the end of the school day.
- Students must exit via the main exit by the safety desk and present documentation (program or early release form) to the school safety officer on duty. Students are not to exit out the back door of the building by the elevator or the cafeteria.



Student Dress Code

In order to provide an environment that promotes educational excellence with minimal distraction, we expect you and your child's cooperation in complying with the following dress code. All students, both male and female, are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. A student's dress, grooming, and appearance, including hair style/color, jewelry, make-up and nails, shall:

- Recognize that extremely brief garments such as tube tops, net tops, halter tops, tank tops, spaghetti straps, plunging necklines (front and/or back), clothing that exposes mid-section of the body, mini-skirts, **short dresses**, and see-through garments are NOT appropriate for school.
- Ensure that all underwear is completely covered by outer garments.
- Include footwear at all times.
- Not include the wearing of hats in the building, except for acceptable documentation of medical or religious purpose.
- Not include items that are vulgar, obscene, and libelous, or denigrate others on account of race, religion, national origin, gender, sexual orientation, or disability. NO nudity depicted on clothing.
- Not promote or endorse the use of alcohol, tobacco, or illegal drugs, and/or encourage other illegal or violent activities.

Students who violate the dress code shall be required to modify their appearance by covering or removing the offending item, or, if necessary or practical, replacing it with an acceptable item. Any student who refuses to cooperate may be required to return home with a parent/guardian or be suspended.

Cell Phones / Communication Devices

Chancellor's Regulation A-413 governs the use of cell phones, computing devices and 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"), portable music and entertainment systems.
- Cell phones and portable music and entertainment systems may not be turned on or used during class.
- Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during fire drills or other emergency preparedness exercises. If an item is confiscated, it will be returned directly to the parent or guardian.

UNHS School Year Calendar 2018-2019

September 5	Wednesday	First Day of School
September 10-11	Monday-Tuesday	Rosh Hashanah— School closed
September 19	Wednesday	Yom Kippur— School closed
September 26	Wednesday	Family Night, 4:30-7:30; SLT and PTA meetings
October 8	Monday	Columbus day— School closed
October 10	Wednesday	October SLT meeting: 4-5:00 P.M PTA meeting: 5-6:30 P.M.
October 12	Friday	End of Marking Period 1
November 6	Tuesday	Election Day— No students in attendance: Chancellor's Conference Day for staff development
November 12	Monday	Veterans Day— School closed
November 14	Wednesday	November SLT meeting: 4-5:00 P.M PTA meeting: 5-6:30 P.M.
November 21	Wednesday	End of Marking Period 2
November 22-23	Thursday-Friday	Thanksgiving Recess— School closed
November 29	Thursday	Parent-Teacher Evening
November 30	Friday	Parent-Teacher Afternoon
December 12	Wednesday	December SLT meeting: 4-5:00 P.M PTA meeting: 5-6:30 P.M.
December 24-January 1	Monday-following Tuesday	Winter Recess, including Christmas and New Year's Day— School closed; students return on Wednesday, January 2
January 9	Wednesday	January SLT meeting: 4-5:00 P.M PTA meeting: 5-6:30 P.M.
January 18	Friday	End of Marking Period 3
January 21	Monday	Dr. Martin Luther King, Jr. Day— School closed
January 28	Monday	Chancellor's Conference Day— No school for students
January 29	Tuesday	Spring term begins

UNHS School Year Calendar 2018-2019

February 5	Tuesday	Lunar New Year— School closed
February 13	Wednesday	February SLT meeting: 4-5:00 P.M PTA meeting: 5-6:30 P.M.
February 18-22	Monday-Friday	Mid-winter recess, including Washington's Birthday and Lincoln's Birthday, DOE observed— school closed
March 1	Friday	End of Marking Period 4
March 7	Thursday	Parent-Teacher Evening
March 8	Friday	Parent-Teacher Afternoon
March 13	Wednesday	March SLT meeting: 4-5:00 P.M PTA meeting: 5-6:30 P.M.
April 10	Wednesday	April SLT meeting: 4-5:00 P.M PTA meeting: 5-6:30 P.M.
April 18	Thursday	End of Marking Period 5
April 19-26	Friday-following Friday	Spring recess— school closed
May 9	Thursday	Family Night and May SLT/PTA meetings, 4:30-7:30 P.M.
May 27	Monday	Memorial Day observed— school closed
June 4	Tuesday	Eid al-Fitr— school closed
June 6	Thursday	No students in attendance: Chancellor's Conference Day for staff development
June 12	Wednesday	June SLT meeting: 4-5:00 P.M PTA meeting: 5-6:30 P.M.
June 17	Monday	End of Marking Period 6
June 26	Wednesday	Last day for students

UNHS Student Bell Schedule 2018-2019



PERIOD	BEGINS	ENDS
0	7:30	8:15
1	8:15	9:00
2	9:03	9:48
3	9:51	10:36
4	10:39	11:24
5	11:27	12:12
6	12:15	1:00
7	1:03	1:48
8	1:51	2:36
9	2:40	3:25
10	3:25	4:10

UNHS Graduation Requirements

<i>You must earn a minimum of 45 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	8 credits	8 credits
Science	8 credits	8 credits
Foreign Language	6 credits	6 credits
Art/Music (Arts)	2 credits	2 credits
Health	1 credit	1 credit
Physical Education	4 credits	4 credits
Total Academic Credits	45 credits	45 credits

Regents Exams Required for Regents Diploma
1 Math Regents exam 1 Science Regents exam 1 Social Studies exam 1 English Regents exam

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 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 UNHS

EARLY COLLEGE

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

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

CAREER AND TECHNICAL EDUCATION (CTE): HOSPITALITY AND TOURISM

Students complete a minimum of 7 business-oriented electives along with a minimum of 4 College Now courses, equivalent to 12 tuition-free college credits.

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

Students may also take two additional College Now courses to earn six additional credits at the Baruch College campus during the summer.



PBIS at UNHS

UNHS is proud to institute Positive Behavioral Intervention and Supports (PBIS). PBIS fosters the success of ALL students.

- PBIS integrates our motto of
Respect: To show consideration for; treat courteously or kindly
Responsibility: The ability to act or decide responsibly on one's own
Reason: To gather and use information to form a conclusion.
- PBIS is a system of rewards to encourage positive behavior.

Students are expected to **respect** themselves, their classmates, the staff, school visitors, and the building (keeping it clean). Students are **responsible** for their actions and words. They should use **reason** when making decisions and take into consideration how what they do or say will affect themselves and others.

Students are expected to show proper behavior the entire time they are on school grounds. Upon entering the building, they will present their ID cards for scanning and put away and keep away electronics and hats for the entire time they are in school. Students will be prepared for class with the appropriate materials (pens, paper, books, and homework) and will speak respectfully. In the hallways students will walk quietly from one class to the next, promoting an academic culture. Students will attend all classes and will have an appropriate pass when in the hallway. Students will stay in the cafeteria at lunchtime and clean up after themselves.

UNHS's goal is to maximize academic and social success for all students in a positive and safe school environment so that students are prepared for college and the workforce.

Rewards will be given to reinforce positive behavior. Rewards will include movie tickets, gift cards, coupons for homework passes, extra-credit points earned in classes, and various school supplies and snacks. Donations are greatly appreciated.

We need parental support to ensure the success of PBIS at UNHS. The voices of family and community members are involved directly through the school leadership team and school surveys. If you have questions, please contact Haydee Rodriguez at 212 962-4341, ext. 3060 or go to www.pbis.org.

Families, students, and school staff working together will ensure a bright future for all of our students. We look forward to seeing you at our PTA meetings, school trips, and events.

Preface to the Non-Negotiable Rules at UNHS

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 school dress code. Clothing that is gang-related or that promotes violence is highly prohibited. Hats and hoods are not to be worn in the building.
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 period, lunch periods, or the first and last 10 minutes of any period.
4. Be prepared to work every day. Bring a large loose-leaf binder, assignment notebook, pens, pencils, rulers, and 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 desk 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 counselor
- Detention/community service
- Conference with parent/guardian
- Principal's suspension/Superintendent suspension
- Transfer to another school

Expected Behaviors for PBIS

I. A.M Arrival:

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

II. Hallway/Stairwell:

- a. Leave classroom from assigned door.
- b. Be quiet.
- c. Be calm.
- d. Walk directly to your next class.
- e. Avoid physical contact with other students.
- f. Follow directions on doors and stairwell walls.
- g. REMOVED

III. Classroom:

- a. Upon entering class, take your seat and begin the Do Now before late bell rings.
- b. Place backpacks under or on the back of the chair.
- c. Raise your hand, not your voice.
- d. Remain in your seat.
- e. Complete all class work and homework.
- f. Focus and stay on task – avoid distractions.
- g. Wait for dismissal by teacher from assigned door.

IV. Substitute Teacher:

- a. Treat substitutes with respect; they are regular 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 on line to receive your meal.
- c. Pay attention to supervising teachers and staff.
- d. Remain seated.
- e. Keep the eating area clean.
- f. Finish all food before leaving the lunchroom; do not bring food outside the cafeteria.
- g. Make 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.
- j. Purchase healthy snacks and school supplies from the school store.

VI. P.M. Dismissal:

- a. Remain in seat; wait for teacher's instructions for dismissal.
- 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 quietly.
- d. Leave book bags in classroom.
- e. Watch and listen for instructions.
- f. Leave, remain, and return with the class.

VIII. School Trips:

- a. Remember, you are representing UNHS; 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 bus and train.

X. Lockers

- a. Use lockers only during entry, your lunch period or after school.

XI. 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 with lights.

XII. General Rules:

- a. Respect the rights and property of others.
- b. Wear proper school attire. UNHS shirts and khakis are recommended. Prohibited items: Hats, hoods, do-rags, spaghetti straps, tube tops, low-cut shirts, short shorts, and sagging pants.
- 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. Obey all adults in the building.
- h. Use appropriate language at all times.
- i. Do not chew gum anywhere in the building.
- j. Eat food in the cafeteria only.
- k. Remain in the cafeteria until instructed to go upstairs by a supervisor.

XIII Safety Rules:

- a. MP3 Players and handheld electronic games are forbidden.
- b. Student guests are forbidden.
- c. Do not wear outer garments during school hours. This includes, but is not limited to, hats, scarves, headgear, and jackets.
- d. Fighting of any kind, including horseplay, is forbidden.
- e. Drugs and alcohol are forbidden.
- f. Smoking is prohibited anywhere in the school building or schoolyard.
- g. Tampering with devices, such as the fire alarm or the lights, is absolutely forbidden.
- h. 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 UNHS College Office

The College Office helps students of University Neighborhood 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 202.

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 interest, complete their college applications to CUNY, SUNY, and private colleges, apply for FAFSA and scholarships, write a college essay, and learn interview skills with the 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:** 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.

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 on a first-come, first-served basis and based on demonstrated financial need.

Please feel free to contact the College Office at (212) 962-4341, ext. 2020 with any questions.

After-School Programs at UNHS

Program Description:

UNHS 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) 2:35-5:30 P.M. during the regular school year and may elect to operate during school breaks. Programs may also extend into the evening hours.

Academic Services:

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

Clubs and Activities:

The UNHS 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, handball, choir/glee, 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 UNHS after-school program, students are routinely taken on trips to various cultural sites, athletic events, and recreational activities. Recent trips have included The American Museum of Natural History, New York Mets games, Taste of the Lower East Side Walking Tour, South Street Seaport, Medieval Times, The Bronx Zoo, The Abron's Art Center, and numerous college tours. A signed Parent Consent Form is required for every trip.

Family Advocates

FACE— Division of Family and Community Engagement

49 Chambers Street
Room 503
New York, NY 10007
Telephone: 212-374- 4118
Fax: 212 374 0076
face@schools.nyc.gov

District 1 Family Engagement

Rita A. Knight-Smith, Borough Family Advocate-Manhattan High Schools
Reason Fellow 2000-2001
333 7th Avenue-Room 821
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**.