

FORT HAMILTON HIGH SCHOOL
Kaye Houlihan, Principal

8301 Shore Road
Brooklyn, New York 11209
Telephone: (718) 748-1537
Fax: (718) 836-3955
www.fthhs.org



PARENT HANDBOOK
2018-2019

FORT HAMILTON HIGH SCHOOL

Kaye Houlihan, Principal

MISSION STATEMENT

To provide all students with “**Excellence in Education.**”

Our students and staff are diligently striving to meet the academic and social/emotional challenges of the 21st century. The continual improvement of teaching and learning is a major goal of the school’s plan for enhancing scholastic achievement and student attendance. Our philosophy is that all students are capable of succeeding and realizing their potential in an encouraging and nurturing yet challenging learning environment.

The Fort Hamilton High School community is committed to raising standards, supporting co- and extra-curricular activities, applying learning to real-life experiences, and preparing all students to be college and career ready to function productively in the post-secondary world.

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September 2018

Dear Parents and Guardians:

Welcome to Fort Hamilton High School! Striving for excellence is the ongoing mission of Fort Hamilton High School. We are comprised of multi-culturally diverse groups, with students from 64 countries, and our school is referred to as a "mini United Nations." Daily, our staff of dedicated administrators and teachers prepare students to meet, and ultimately exceed, the academic challenges of New York City and the New York State Education Department's performance standards and assessments. We have aligned curriculum with the Common Core Learning Standards, and set our instructional focus based on the needs of our students.

To assist students in becoming positive and productive citizens of the 21st century, we engage students with a variety of learning choices and opportunities. Parents and families are an integral component in a child's education. We welcome your input and eagerly share the changes which have taken place across the curriculum in order to prepare our students for college and career. It is important that we work together to maximize every learning opportunity for our students.

During the 2017-2018 school year, Fort Hamilton continued to reach excellence. In addition to a large comprehensive athletic department, our music and performing arts department is known throughout the Bay Ridge community and around the city. The marching band is in demand at parades and other NYC events, and our various instrumental and vocal groups won Superior and Excellent ratings at Festival Disney in Orlando, Florida. We are extremely proud of the graduating class of 2018 which, through excellence in academic achievement, earned in excess of \$15,000,000 in scholarship monies. Fort Hamilton graduates go on to competitive institutions of higher learning, and we welcome them back to share their experiences to better enable our preparation of current students.

At Fort Hamilton High School, our focus is quality instruction provided in an environment safe and conducive to learning with mutual respect for all. Fort Hamilton is known as the "jewel in the crown" of the Bay Ridge community and the New York City public high schools. We are proud to share it with you as we continue to set the standard for excellence and prepare students for college and career.

Very truly yours,

Kaye Houlihan

Kaye Houlihan
Principal

Alumni Association

The Alumni Association's mission is to help alumni keep in touch, keep graduates abreast of school news, and provide assistance to the school and students. They support students who are currently attending Fort Hamilton High School and reunite those who have participated in the success of our school. The Alumni Association of Fort Hamilton High School is open to all graduates. They are active members of the school community and provide financial assistance to the school through their fundraising efforts. Please visit www.fhalumni.org for more information or to become a member of the Alumni Association.

Clubs

Fort Hamilton High School is proud to offer a wide variety of after-school clubs. Students who are interested in joining a club may visit room B64, during their lunch period, to view club listings and/or speak with the Club Advisor for more information. Listed below is a sample club list (which may be subject to change).

Club	Advisor	Club	Advisor
Acapella Club	Ms. Martinez	JROTC	Maj. Lee/SFC Freeland
Albanian Club	Ms. Myselimi	Just Dance	Ms. Faynbits
American Red Cross	Ms. Ching	Latinos Unidos	Ms. Hereros
Animal Rights Activist Club	Ms. Giuttari	League of Legends Club	Mr. Chen
Anime Club	Mr. D. Lee	LGBTQ+	Ms. Long
Arabic Club	Ms. Bader	Make a Difference Club	Ms. Ching
Asian Culture Club	Mr. D. Lee	Marine Biology Club	Mr. Randazzo
Baseball Club	Ms. Casiani	Mathematics Team	Mr. Ogilvie
Basketball Club	Mr. Larsen	Medical Science Club	Ms. Canka
Boys Lacrosse	Mr. Shipman	Mock Trial/Moot Court	Ms. Kaminsky
Calisthenics Club	Ms. Fragias	Model U.N.	Ms. Glass
Chemistry Club	Ms. O'Shea	Muslim American Assoc.	Ms. Bader
Chess Club	Mr. Frohnhoefer	Philosophy Club	Mr. Capp
Chinese Student Organization	Mr. Liang	Photography Club	Mr. Zaretsky
Community is Key Club	Ms. Fitzgerald	Psychology Club	Ms. Hereros
Computer Programming Club	Mr. Ladnik/Ms. Mancini	Quiz Bowl	Ms. Peet
Culinary Arts	Mr. Martinez	Reach Out	Mr. Alvear
Debate Club	Mr. Hajjar	Science Olympiad Club	Ms. Peet
Drama Club	Mr. Coulter	Science/Physics Club	Ms. Hysaj
Flag Football	Ms. Beruldsen	Soccer Club	Mr. Khodorkovsky
Girls Lacrosse Club	Mr. Pastore	Tech Squad	Mr. Brisard
Guitar Ensemble	Mr. Azzara	The Anchor	Ms. Picozzi
Hellenic Club	Ms. Fragias	The Pilot	Mr. Zeitlin
Human Rights Activist Club	Mr. Randazzo	Volleyball Club	Ms. Tolve/Mr. Wong
Italian Club	Ms. Myselimi	Weight Training & Fitness	Mr. Klein
Jazz Club	Mr. Carbone	Yearbook Club	Ms. Morgenstern

Parent Coordinator

The Parent Coordinator, Nancy Makkar, located in room 145-cubicle 22, engages with and involves parents in the school community by working with the Principal, school staff, School Leadership Team, Parent Association, and community groups. As a liaison between school and home, she provides parents and students with registration codes for PupilPath/I.O. Classroom (formerly known as Skedula), enabling students to keep current with class and homework assignments, and providing parents with the ability to view their child's progress in class.

Working closely with the Parent Teacher Association of Fort Hamilton High School, the Parent Coordinator attends all PTA meetings. She further keeps the lines of communication open with parents by establishing a database of parent contact information. As a result, parents are kept up-to-date and informed of testing dates, school closings, school functions, PTA meetings, and parent workshops. Encouraging Parents as Partners, she meets with parents, as necessary, and assists with any issues they may have concerning their child's education.

We urge you to take the opportunity to meet our Parent Coordinator, attend PTA meetings, partake in parent workshops, and be involved in your child's education. When parents and school staff work together to support learning, students:

- earn higher grades and test scores;
- enroll in higher-level programs
- are promoted more and earn more credits;
- adapt better to school and attend more regularly;
- have better social skills and behavior; and
- graduate and go on to higher education

Please contact the **Parent Coordinator, Lisa Lynch**, at nmakkar@schools.nyc.gov or at (718) 748-1537, extension 1503, with any comments or concerns.

Please visit our website www.fthhs.org for PTA meeting and parent workshop dates.

Parent-Teacher Association:

The Parent-Teacher Association of Fort Hamilton High School provides valuable support and service to students and staff. We encourage all parents to become an active member of the PTA. Attending monthly PTA meetings will help you to stay informed of all school-related and community matters. PTA meetings will be held Monday evenings at 7:15 pm in the Auditorium on the following dates:

September 17, 2018	February 11, 2019
October 15, 2018	March 11, 2019
November 5, 2018	April 8, 2019
December 10, 2018	May 13, 2019
January 14, 2019	June 17, 2019

Parent-Teacher Conferences:

Parent-Teacher conferences are conducted twice a year, once in the Fall semester and once in the Spring semester as follows:

Fall 2018	
Thursday, October 25, 2018	1:00 to 3:00 pm/5:30 pm to 8:00 pm
Friday, October 26, 2018	1:00 pm to 3:00 pm
Spring 2019	
March 21, 2019	5:30 to 8:00 pm
March 22, 2019	1:00 pm to 3:00 pm

PupilPath Progress Reporting:

Registering on PupilPath will keep you informed of your child's progress. PupilPath allows you to view:

- your child's assignments and projects along with due dates;
- your child's performance in each class, including homework, classwork, tests and projects;
- progress reports from teachers throughout the school year;
- handouts and assignments when your child is absent from school;
- your child's transcripts and graduation eligibility status;
- school announcements, new calendar listings and upcoming events;
- and, in some classrooms, your child's attendance.

We hope that, by enabling you to view this information on a daily basis, we will be able to work together to ensure that your child remains on-track in every class.

To register for PupilPath, go to <https://pupilpath.skedula.com/> and click "Parents Register." Then, complete the following:

- your email address
- your prefix (Mr., Ms., Mrs., or Dr.)
- your first name
- your last name
- your child's school
- your child's OSIS number (9-digit number)
- your child's date of birth
- the registration code (please use all capital letters)

If you have any difficulty signing onto PupilPath, please contact the **Parent Coordinator, Lisa Lynch**, at nmakker@schools.nyc.gov or at (718) 748-1537, extension 1503.

Report Cards:

Reports Cards are distributed three times during each semester or six times in a school year. Grades on the third marking period report card for each semester are final and appear on the transcript.

School Leadership Team:

The School Leadership Team (SLT) is a committee comprised of administrators, staff, parents, and students and is instrumental in writing the Comprehensive Educational Plan (CEP) each year. Please contact the PTA President if you are interested to learn more about our School Leadership Team. Meeting dates and times are posted on our website, www.fthhs.org.

School-Wide Grading Policy:

Our school-wide grading policy was created with a focus towards accurately evaluating students' achievements as we prepare them to meet the academic challenges of the SED, DOE and Common Core standards, assessments and promotional requirements. Using the school-wide grading policy as a framework, each department will develop a policy specific to the requirements of its content area. The New York City Department of Education policy regarding attendance and grading is as follows:

“No student is to be graded solely on the basis of attendance or absence from class regardless of the cause. Attendance may be a factor in grades only to the extent that it is directly reflected in academic performance.”

Listed below are some factors to be considered when preparing student grades:

- Grades are an appraisal of academic achievement, not a reward or punishment.
- Grades should be determined independently of conduct, although it is understood that class participation and observance of rules are factors.
- Teacher documentation is available on PupilPath.
- Parents may be contacted by a teacher about their child's lack of progress, via telephone calls, letters, parent-teacher conferences and PupilPath.
- The student's grade will reflect a holistic picture of the student's performance. Department grading policies will include specific student expectations (i.e. percent value, types of assignments/projects, number and types of assessments) for each of the following:
 - Alternate Assessment Projects, Summer Reading
 - Classwork/Participation/Notebooks
 - Homework Assignments
 - Final Exams
 - Tests and Quizzes
 - Essays and Projects

Each department has a uniform and consistent percentage for each of the above student expectations.

School-Wide Homework Policy:

Rationale:

Homework is an integral part of our educational program. It is one of the many components used to improve instruction and increase student learning.

Homework helps to:

- prepare students for future lessons;
- provide feedback to the student with regard to comprehension of the material;
- provide feedback to the teacher as to the success of the day's lesson;
- review, reinforce and enrich skills and concepts introduced in the subject class.

Website

Please visit our school website at www.fthhs.org.

Code Grades

The following code grades may be used to communicate a student's progress in the class.

Code Grade 56

Used in annualized classes and may be reversed to a 65 if the student demonstrates proficiency of annualized course content during the spring term. Conversely, the code grade of 56 issued in the fall term may be reversed to a 55 if the student does not demonstrate proficiency of annualized course content.

Code Grade "NL"

May be issued if the student enters a course after it has started and has missed too many assignments in order to generate a complete course grade. Students who receive a grade of "NL" must successfully complete the remaining course requirements by the end of the semester following the termination of the course in order to receive a final grade.

Grades greater than or equal to 65 = Passing

Grades below 65 = Failing

Grades of 50, 55 = Failure due to academic performance

Grade of 45 = Failure due to excessive absences. Student was absent beyond the maximum allowance and has not fulfilled the minimum amount of instructional time to warrant a passing grade. Student has not received grades in the following areas: class assignments, homework, participation, projects, and tests.

General Information and Student Services

Attendance Policy

Students are mandated to attend school every day. If your child is absent, he/she must present a signed doctor's note indicating the reason for the absence to all subject teachers. Absence notices must have the following information: student's name; official class; OSIS number and the dates of the absence(s). After all teachers have signed the note, the completed note must be brought to the Attendance Squad, room 145.

Attendance Squad

The Project Success House Structure addresses students' cutting and overall attendance status, resulting in improved academic performance/scholarship. Project Success includes an Attendance Squad, located in room 145, which is made up of a coordinator, an attendance teacher, family assistants and school aides, monitoring daily attendance and cutting and responding to teacher attendance referrals. Through direct interfacing with the guidance offices/houses, which include Assistant Principal(s), Guidance Counselor(s), Dean(s) and School Aide, Project Success personnel work closely with these key staff members, assisting students in attending school on a regular basis and improving their academic performance. Project Success' over-arching goal is drop-out prevention through focused and consistent attendance outreach.

CAASS

The CAASS system, a student identification card system, is located throughout the school building. They are found at the main entrance, library, and student cafeteria. Students **must** scan their I.D. cards in order to gain entrance into the school and other areas of the building.

Door Alarms

New City law requires that door alarms be installed in all NYC public schools. As a result, door alarms have been installed and are in operation at Fort Hamilton High School. Students must enter/leave the school building **ONLY** through approved entry and exit doors. Using unauthorized doors to enter/leave the building will result in an alarm sounding and initiate a response and investigation.

Dress Code

Proper attire for students is required at all times. Revealing, lewd or dangerous clothing such as pajamas, backless and strapless blouses, halter tops, mini-skirts, sleeveless white undershirts, spikes, etc. are prohibited. Hats are not permitted in the building and will be confiscated if seen and returned only to a parent or legal guardian. Hoods are not to be on students' heads while in the building. Large beads, ski masks, sunglasses, and exotic contact lenses are also prohibited. Likewise, other headgear such as bandanas, sweatbands, do-rags, and stocking caps are also prohibited.

Entrance Gate Procedures

There are two main entrances to the campus of the school. The 85th Street and Narrows Avenue gate and the 83rd and Narrows Avenue gate. Students exit the building via Exit 10, Exit 83C or Exit 85C into the module courtyard and onto Shore Road where MTA shuttle buses will be waiting to take students up to 4th Avenue after dismissal. Students choosing to walk should walk up 86th Street - the **safe corridor**. Students cannot walk across the front campus during dismissal.

Health Office Policy

In the event of sickness or injury, the student may go to the Health Office, located in room 244, with a hand-written pass from a staff member. There, the student may rest and recover. If the student is too ill to remain in school, a phone call to the parent or individual listed on the **Blue Emergency Card** will be made and the parent will be required to pick-up the student from school. If the parent/guardian is unable to pick the student up from school, then the parent/guardian may designate a person 21-years of age or older to do so. All incoming students must have their medical records on file along with completed immunizations. Students are expected to keep their medical records and immunization records updated throughout their high school career.

Student Identification Cards

All students must have a Fort Hamilton High School Student Identification Card with them at all times. Students must have a FHHS I.D. card with them in order to enter the school building. Any teacher can ask to see your I.D. card, and students are required to present it. I.D. cards are also needed when taking Regents and PSAT exams and obtaining MetroCards or working papers. New school I.D. cards can be obtained every day in the student cafeteria during each lunch period in room C-6.

Transportation Office

MetroCards are distributed during the first week of the fall and spring semesters. In order to receive a new MetroCard, a student must have their Fort Hamilton High School I.D. card and a cleared school book account. If a student's MetroCard is lost or does not work, they must go to room C-6, during their assigned lunch period, to request a new one. All MetroCards must have the student's name written on the card. Students who repeatedly lose their MetroCards will be asked to have a parent or legal guardian come to school to obtain a new MetroCard.

STUDENT RIGHTS AND RESPONSIBILITIES

Fort Hamilton High School's procedures are based on the following rights and responsibilities:

1. Students have the right to:

- a meaningful learning experience
- an appropriate curriculum
- an educational environment that is safe from physical, emotional, sexual or verbal abuse
- a discipline policy based on developmental and progressive responses to inappropriate behavior
- consistent and fair discipline based on due process
- supportive services to help a student develop self-discipline

2. Students have the responsibility to:

- be accountable for their own behavior
- be active learners by taking responsibility for their learning
- respect the rights of fellow students and school officials
- be supportive of the learning environment
- obey school rules
- attain the best possible level of academic achievement
- respect school and community property
- seek support, if needed, from appropriate school personnel

3. Students are expected to:

- respect their teachers and fellow classmates and school property
- attend school every day, be on time, have the proper materials with them, and be ready to learn
- seek additional help or tutoring when necessary

Students must meet their promotion/graduation requirements in June to participate in their school's June graduation ceremony. Students who are already on suspension at the time of graduation may be prohibited from attending.

Students may be prohibited from attending prom or graduation when they pose a threat of violence or disruption to the event. It may also be possible to bar a student from a prom or graduation when his/her conduct has been particularly egregious and where the student has previously been advised in writing.

STUDENT RULES AND REGULATIONS

Fort Hamilton High School belongs to us all - students, staff and graduates alike. We are all Fort Hamilton. How you behave while here is a reflection of you and your parents' values. We hope that you will take PRIDE in your environment. Listed below are guidelines for how students should conduct themselves in and around the school.

1.	Not attending or being late for school or class without authorization is forbidden and can affect your grades. Students must be out of the hallway by the late bell. Students cannot loiter in the hallways or staircases at any time. Students found repeatedly late to class or in the hallway after the late bell will have their homes contacted and a parent conference held.
2.	Leaving the building is permitted only by obtaining an early excuse pass. Students may not leave the building during their lunch period, even if it is the last period of the day, unless they have written permission from their parent/guardian and, subsequently, received a pass from their guidance counselor to leave the school at that time. In limited situations, an early excuse pass may be issued by the attendance office. Students who leave the building may not return unless a parent is notified or comes up to school for a conference. Students must leave only through supervised exit doors. Illegally loitering on or near the campus is prohibited.
3.	Medical problems requiring an excuse from physical education classes must be reported to the Assistant Principal Physical Education in room 246 and to the Health Aide in room 244. Canes are not permitted in school unless accompanied with a doctor's note. Students requiring the use of the school elevator must provide medical documentation to the Nurse in room 244, where an elevator pass may be obtained.
4.	Accidents involving personal injury must be immediately reported to the Nurse in room 244 and an accident report filed. Emergency home contact cards with emergency telephone numbers must be on file for all pupils. Utility bills or an equivalent must be shown to verify addresses. Change of address and/or home telephone number must be reported to the Attendance Office.
5.	Friends, siblings, or other relatives may not visit the school, unless special authorization is given. Trespassers will be arrested. Likewise, bringing trespassers into the building will result in suspension.
6.	Personal property is the responsibility of the owner. Do not bring valuables to school. During physical education classes, clothing must be placed in a gym locker and secured with a school lock. Students are only permitted in the locker room during their physical education class. Students cannot use classroom lockers at any other time.
7.	Proper attire for students is required at all times. Revealing, lewd or dangerous clothing such as pajamas, backless and strapless blouses, halter tops, mini-skirts, sleeveless white undershirts, spikes, etc. are prohibited. Hats are not permitted in the building and will be confiscated if seen and returned only to a parent or legal guardian. Hoods are not to be on students' heads while in the building. Large beads, ski masks, sunglasses, and exotic contact lenses are also prohibited. Likewise, other headgear such as bandanas, sweatbands, do-rags, and stocking caps are also prohibited.
8.	All electronic devices, including video cameras, cell phones, radios, CD players, iPods and headphones are not permitted in the school and will be confiscated if seen in the building and not returned until a parent or legal guardian comes up to school. Laser pointers are strictly prohibited and, if found in the school, may result in suspension.
9.	Every student must have a Fort Hamilton High School student I.D. card and a program card with him/her at all times. I.D. cards must be scanned in order to enter the building and handed over when requested by a staff member. Duplicate I.D. cards may be obtained in the student cafeteria during the student's lunch period only. Duplicate program cards may be obtained in room 154 only. Students found in the building without an I.D. card and program card are subject to disciplinary action. Duplicate I.D. cards cost \$2.00.
10.	MetroCards cannot be replaced if lost or stolen until a designated period of time has gone by. Students must present a program card and a Fort Hamilton High School I.D. card in order to obtain a MetroCard. All lost or stolen cards must be reported immediately and can only be replaced during a student's lunch period. MetroCards will be distributed in September and February in the student cafeteria and must have the student's name written on the MetroCard.

11.	Students must scan their school I.D. card in order to enter the student cafeteria. Once inside, students may not leave the cafeteria without authorization. Food and drink may not be taken out of the cafeteria. Students are not permitted in the teachers' cafeteria. Students found cutting in the student cafeteria and causing a disruption will face disciplinary action, including possible suspension.
12.	Students must have an official school 8½ by 11 pass in order to be in the hallway during class time. Student bathrooms are closed for the first ten and final five minutes of each period. Students must have a pass in order to gain entrance to the bathroom. Students are not permitted to use staff bathrooms.
13.	Guidance counselors may be seen either before or after the student's school day, during their lunch period, or by pre-arranged appointment. Students may not visit support staff unless a pass is obtained from the classroom teacher.
14.	Tampering with safety measures or devices such as alarm systems, surveillance cameras, fire extinguishers, lights, exit signs or the telephone system will result in suspension and possible arrest. Students are not permitted to use office or classroom telephones unless it is an emergency and permission has been given by a staff member and the staff member is present while the call is being made.
15.	Fire drills are held regularly and require silence, good order and obedience to the instruction of staff members. Misbehavior during drills will lead to disciplinary action.
16.	Cheating, plagiarism and giving false information are prohibited. Grades can suffer greatly when you cheat on an assignment or exam. Fraud on state exams will result in the cancellation of any future state exams until proper citizenship is demonstrated.
17.	Athletic team eligibility, both varsity and junior varsity, depend on the regulations of PSAL and strict adherence to school regulations. Serious infractions, fraud or a pattern of misbehavior will result in suspension of the team or a period of probation.
18.	Racial, ethnic, sexual or religious defamation is forbidden and will result in home contact or a guidance conference or suspension. Physical or verbal abuse, harassment, intimidation or conduct which threatens the well-being of any student or staff member, inside/outside of school or on the internet, is forbidden and will result in disciplinary action and possible arrest. Sexual harassment of staff or students is strictly prohibited and may result in suspensions or arrest.
19.	Bullying of any kind, in or out of school or on the internet, is strictly prohibited and will result in disciplinary action.
20.	Smoking is not permitted anywhere in the school or on school grounds. Students found smoking in school or on school grounds will be suspended. Cigarettes, electric cigarettes, and lighters are prohibited in school.
21.	Graffiti, defacement, vandalism or destruction of school property (books, computers, desks, windows, walls, etc.) is strictly prohibited and will result in community service, suspension, and possible arrest.
22.	Glass bottles are not permitted in the building. No plastic bottles or containers larger than 20 oz. will be permitted in the building. Skateboards and scooters are not permitted on school grounds or in the school. Balloons are also prohibited. Any of these items found in the building will be confiscated. Basketballs, footballs, soccer balls, etc. cannot be carried openly in the building and will be confiscated.
23.	Posting or distributing of non-authorized literature or fliers inside the school or on school property is prohibited.
24.	Fighting in school or on the way to or from school is prohibited and all parties involved will be suspended. Peer Mediation is available in room 357 and should be used in order to avoid any confrontations.
25.	Possession of any weapons, narcotics, alcohol or other contraband is strictly prohibited and in immediate suspension and arrest.
26.	Refusal to comply with a staff member's request during the school day or during an after-school activity, will result in appropriate penalties which include notification to parent, referral to a dean, annotation of record and other appropriate penalties which will be decided by the dean, assistant principal or principal.

27.	Any student accessing or using the internet through Department of Education connections or equipment, whether from a department location or from a remote location using DOE hardware, software or accounts are prohibited from using such connections or equipment for other than educational purposes. Violators to this policy may be subject to disciplinary and legal action. Posting of inappropriate materials on the internet, which negatively impacts that school community, is strictly prohibited and may result in suspension.
28.	Students who are on suspension, have been suspended, or have a disciplinary record can be prohibited from participating in or attending any extra-curricular activities such as games, dances, shows, senior activities, etc.
29.	Anything which is punishable by city, state and federal law, inside or outside the school building, can result in possible arrest, suspension, or expulsion from school (i.e. possession of alcohol, narcotics, drug paraphernalia, explosives, weapons, assault, gambling, vandalism, tampering with fire alarms, etc.) if a nexus to school community is established. If any crimes are committed relating to school, a parent or legal guardian and the Department of Education will be notified.
30.	Students who feel that any of their rights are being violated should speak to elected officers of the student government. Unauthorized student petitions are strictly prohibited. More information on student government may be obtained in room B64.

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BELL SCHEDULE

PERIOD	START	END	DURATION	PASSING
1	7:20 am	8:06 am	0:46	0:04
2	8:10 am	8:56 am	0:46	0:04
3	9:00 am	9:50 am	0:50	0:04
4	9:54 am	10:40 am	0:46	0:04
5	10:44 am	11:30 am	0:46	0:04
6	11:34 am	12:20 pm	0:46	0:04
7	12:24 pm	1:10 pm	0:46	0:04
8	1:14 pm	2:00 pm	0:46	0:04
9	2:04 pm	2:50 pm	0:46	0:04
10	2:54 pm	3:40 pm	0:46	0:04

Important Reminders

**No standing in the hallway during passing. Walk and talk.
Lateness to class means missing work and leads to poor grades. Students who are late to class or found in the hallway after the late bell will have their homes called.**

Tips for Parents

A school as large as **Fort Hamilton High School** can be both exciting and challenging. Parents and families play an important role in the success of our students. Being actively involved in your child's education, getting to know your child's teacher and guidance counselor, attending Parent-Teacher Conferences, and PTA meetings will contribute to your child's academic success. Every effort is made to keep you informed regarding your child's academic progress. The information listed below will assist you in helping your child stay focused and on-track during their high school career.

- **Automated Telephone Calls** are made daily to students' homes whenever they are marked absent from school. In addition, automated telephone calls are occasionally made to inform parents of important school events such as report card distribution dates, Regents exam dates, school closings, and special school functions.
- **Blue Emergency Cards** are distributed to all students at the beginning of the school year. Parents must complete the Blue Card in its' entirety and have their child return it to school. In the event of an emergency, it is imperative that we have accurate contact information on file. If any contact information changes during the school year, please have your child inform their Guidance Counselor or the Attendance Office, room 145.
- **Breakfast/Lunch** is now free to all students. We hope you will encourage your child to eat a healthy, nutritionally balanced meal while at school.
- **Meal Application** forms are distributed to all families. While lunch is now free for all students, completing this form may entitle your child to receive further benefits which may include reduced or free SAT/ACT eligibility and the ability apply to SUNY schools and some private colleges for free. Our school greatly benefits from every completed Meal Application form. It is quick and easy to apply. Please visit <https://www.applyforlunch.com/Applicaton>. If you prefer a paper application, please ask your child to visit room B77 during their lunch period.
- **Parent-Teacher Association (PTA)** meetings are held monthly at 7:15 pm unless otherwise indicated. We urge parents to join the PTA and attend our monthly meetings. Monthly topics include but are not limited to: The College Application Progress, Cyber Bulling, Honor Academy Workshop, Instructional Support Services, Learning Standards, PupilPath, and School Safety. A schedule of PTA meetings may be found by clicking on the **Parent Resource** link on our website, www.fthhs.org.
- **Parent-Teacher Conferences** are conducted twice a year – once in the Fall and once in the Spring semester.
- **Report Card** distribution takes place three times during each semester (Fall and Spring) for a total of six times in the school year. Grades on the third marking period report card for each semester are final and appeal on a student's transcript.
- **Student Orientation** takes place at the beginning of each semester. At this time, students will be introduced to Fort Hamilton High School and important information such as school rules and regulations, meal applications, MetroCard distribution, and picture I.D.s will be discussed. In addition, students will receive a copy of the **Student Handbook**.
- **Student Programs** are distributed at the beginning of each semester (Fall and Spring). The program includes all classes, room numbers, and teachers as well as the assigned guidance counselor and official class. A copy of your child's program is available for viewing on PupilPath. Your child should carry this program with them at all times. As Fort Hamilton High School is an annualized school, students retain the same teachers for the entire year.

HAMILTON HIGH SCHOOL

Kaye Houlihan, Principal

Telephone 718.748.1537 / Fax 718.836.3955

Help at a glance . . .

Questions about . . .	Contact	Room #	Ext.
Advanced Placement Registration	Advanced Placement Advisor	838	8380
Athletics	Athletics Director	246	2460
Attendance/Lateness/Early Excuse	Attendance Office	145	1450
College and Career	College Office Guidance Counselors	264	2640
College Now/College Prep Classes	Office of the AP PPS	137	1371
Coordinator of Student Affairs (COSA)	Office of the COSA	B64	7642
Diploma/Graduation Requirements	Guidance Counselors	Various	
Elevator Pass (Medical Excuse)	Nurse's Office	244	2440
Honor Academy	Honor Academy Counselor	320	3201
Illness in School	Nurse's Office	244	2440
Instructional Support Services	ISS Office	110	1100
Lunch Forms	Lunch Office	C-6	7062
MetroCards	MetroCard Office	C-6	7062
National Honor Society	National Honor Society Advisor	316	3161
Parent Concerns	Parent Coordinator	145	1503
Peer Mediation	Peer Mediation Office	357	3571
Photo I.D.	Student Cafeteria	C-6	7062
Program Concerns	Guidance Counselors	Various	
Physical Education Uniforms	S.O. Store	C-6	7061
Safety Concerns	School Safety and Security Office	154	1541
Student Activities	Senior Advisors	B64	7641
Transcripts	Transcript Secretary	142	1423
Tutoring Opportunities	Department Assistant Principals	Various	
Working Papers	Office of Working Papers	B77	7773

FORT HAMILTON HIGH SCHOOL

Kaye Houlihan, Principal

September 2018

Dear Fort Hamilton High School Community:

As you are aware, students are now permitted to bring their cellphones into school. This has always been the policy at Fort Hamilton High School. Students will continue to be permitted to bring their cellphones into the building and, as always, they will be reminded verbally and through signage in the building to turn them off, put them out of sight and not use them anywhere in the building during school hours 7:20 a.m. to 3:40 p.m. The new School Rules and Regulations and the Department of Education Discipline Code states the following:

Department of Education Discipline Code:

- B05. Bringing items to or using items in school in violation of Department of Education or school policy
- B19. Inappropriate use of electronic technology

Fort Hamilton High School Student Rules and Regulations:

- 8. All electronic entertainment devices including video cameras, photo cameras, cellphones, radios, CD players, IPODS, IPADS and headphones are not to be used anywhere in the school building during school hours and will be confiscated if the student is found using item in the building. Disciplinary measures include: warning, disciplinary referral, parent phone call, confiscation and parent conference

As the result of this new policy, students who are found using their cellphones or other electronic entertainment items in the building during school hours will be disciplined progressively. Students will be subject to but not limited to the following measures: **first offense** - warning, disciplinary referral, signing a behavioral contract, parent phone call, confiscation of the item and return at end of the school day; **second offense** – disciplinary referral, parent phone call, confiscation of the item, and return at end of the school week or to a parent; **third offense** – disciplinary referral, parent phone call, confiscation of the item and return following a parent conference. In the case that a student fails to comply with this school policy a parent conference will be held to discuss the matter.

As always, thank you for your continued cooperation in making Fort Hamilton High School one of the safest large public high schools in New York City.

Sincerely,

Kaye Houlihan

Kaye Houlihan
Principal

FORT HAMILTON HIGH SCHOOL

Kaye Houlihan, Principal

GUIDE FOR PROMOTION -- Fall

TO ENTER THE OFFICIAL CLASS INDICATED FOR THE **FALL TERM**, YOU MUST HAVE EARNED THE CREDITS LISTED BELOW.

TO ENTER	YOU MUST HAVE
a Sophomore (2) Official Class	8 credits and one year in High School
a Junior (3) Official Class	<ul style="list-style-type: none">▪ 20 credits and two years in High SchoolAND▪ at least 4 terms of English and Social Studies▪ at least 4 terms of Physical Education▪ at least 3 terms of Math and Science
a Senior (4) Official Class and for graduation	<ul style="list-style-type: none">▪ 30 credits and three years in High School▪ at least 6 terms of English and Social Studies▪ at least 4 terms of Math and Science▪ 5 terms of Physical Education▪ 2 terms of a Foreign Language▪ A graduating program OR be in Extended Day/Credit Recovery and/or Saturday School▪ Received a 60-64 on Regents – candidate for an Appeal▪ Received a 55-59 on the English Regents - for ENL/former ELL students▪ Received a 52-54 on Regents – candidate for an Appeal (IEP students)▪ Received a 55 or more on Math & English Regents – candidate for an Appeal (IEP students)▪ Met the requirements for a Compensatory Option▪ Met the requirements for the Safety Net

NOTE: In order to participate in senior activities, a student must be in a 4 homeroom by September and must be carrying a program which enables him/her to graduate in June with his/her cohort.

FORT HAMILTON HIGH SCHOOL

Kaye Houlihan, Principal

GUIDE FOR PROMOTION -- Spring

TO ENTER THE OFFICIAL CLASS INDICATED FOR THE **SPRING TERM**, YOU MUST HAVE EARNED THE CREDITS LISTED BELOW.

TO ENTER	YOU MUST HAVE
a Sophomore (2) Official Class	14 credits and 1½ years in High School
a Junior (3) Official Class	<ul style="list-style-type: none">▪ 25 credits and 2½ years in High SchoolAND▪ at least 4 terms of English and Social Studies▪ at least 4 terms of Physical Education▪ at least 3 terms of Math
a Senior (4) Official Class and for graduation	<ul style="list-style-type: none">▪ 34 credits and 3½ years in High School▪ at least 6 terms of English and Social Studies▪ at least 4 terms of Math and Science▪ at least 6 terms of Physical Education▪ at least 2 terms of a Foreign Language▪ A graduating program, which may include Extended Day/Credit Recovery and/or Saturday School▪ Received a 60-64 on Regents – candidate for an Appeal▪ Received a 55-59 on the English Regents – for ENL/former ELL students▪ Received a 52-54 on Regents – candidate for an Appeal (IEP students)▪ Received a 55 or more on Math & English Regents – candidate for an Appeal (IEP students)▪ Met the requirements for a Compensatory Option▪ Met the requirements for the Safety Net

NOTE: In order to participate in senior activities, a student must be in a 4 homeroom by February and must be carrying a program which enables him/her to graduate in June with his/her cohort.

Academic Intervention Services

NHS TUTORING

The National Honor Society (NHS) provides one-to-one peer tutoring in all subjects. Students are individually matched with tutors and tutoring takes place during lunch periods. Requests for tutoring may be made the NHS Advisor.

PUPILPATH

Track and monitor progress in class, check homework and classwork assignments and communicate with teachers and other staff, all at the touch of a button. Parents are encouraged to register for their own account at www.pupilpath.com. Once a PupilPath log-in code is obtained from our Parent Coordinator (you will receive information on how to do so), the rest is easy.

TUTORING WITHIN DEPARTMENTS

In some cases, teachers in departments are available to tutor, as are students who may be working in department offices during their lunch period. This varies from department-to-department and from year-to-year. Students who wish to avail themselves of this service should see the Assistant Principal of the department.

REGENTS PREP

Regents tutoring is available within departments towards the end of the term and on Saturdays. Students can get further information about tutoring in their subject classes. Regents preparation is offered, assisting students in passing Regents exams in English, Math, Science and Social Studies. Students benefit from Saturday sessions in the weeks leading up to the January and June administrations.

TUTORING IN THE LIBRARY/MEDIA CENTER

The Library/Media Center is staffed by three librarians and one school aide and is open periods 1-10 for individual students and whole class instruction. The Library/Media Center is equipped with a computer lab and mobile laptop lab complete with printers for student and staff use. Educational assistants are available for research and writing assistance during student lunch periods and periods 2, 9 and 10. Students and staff may access the Fort Hamilton High School website and its links to our extensive collection of subscription databases. The catalog and databases may be accessed from any Internet computer. As funding permits, the Library will be open after-school until 5:00 p.m. to allow students access to computers, resources, and a place to study.

CREDIT RECOVERY OPPORTUNITIES

We strive for students to achieve the credits and Regents exams required to graduate in four years. To support students who fail a course along the way, it is important that they recover the credit to stay on track. We provide several opportunities during the school year for students to recover credits.

- **3/2 Split:** Reserved for upperclassman with failures in Physical Education classes. Make-up classes added to a student's program.

- **AM/PM School:** The opportunity to repeat failed courses is offered each semester (budget permitting) for over-aged, under-credited students in order to assist them in obtaining their high school diploma within four years. Course offerings are determined on an as-needed basis. These classes are in session within the student's regular day program.

- **Credit Recovery by Application:** A student qualifies for this program if he/she fails a course with a grade below 65% and an attendance rate of 66% or higher. Eligible students will be contacted by a subject-area teacher, ask the student to sign a contract, and provide work that must be completed the term immediately following the failure. Students will be provided with a schedule to meet with the respective subject-area teacher who will support completion of the work no later than the end of the term.

- **Edgenuity:** A student qualifies for this program if he/she failed a course and needs to repeat the entire course. Eligible students will be asked to sign a contract, invited to an orientation, and provided access to Edgenuity, an online instructional program aligned to NYS Common Core Standards. A subject-area teacher will support completion of the online assignments no later than the end of the term.

- **Blended Learning:** reserved for upper classmen in the area of Social Studies. Students are given an additional Global History or United States History class during their day program. The instruction may be supplemented with assignments via Edgenuity. Note: Under classmen may participate in Blended Learning opportunities and recovery credit in core content areas as part of their day program, supervised by a licensed teacher and overseen by a licensed content-area teacher.

- **Double-Up:** Reserved for upper classmen. Eligible students may double-up in the deficit content area if numbers permit. An additional class is added on the student's day program.

- **Summer School:** A student qualifies for this program if he/she failed a core content class, a Physical Education class and/or Health class. Eligible students must attend classes in the summer for approximately 6 weeks, 4-5 days a week. Session time ranges from 8:00 am to 2:15 pm.

Successful participation in the credit recovery opportunities outlined above will allow students to recover credit and graduate with their cohort. In addition, the course work will assist them in preparing for the Regents exam if the course ends in a Regents exam.

FORT HAMILTON HIGH SCHOOL

Kaye Houlihan, Principal

Date _____



Dear Parent:

Have you seen your child's report card? He or she has failed ____ subject class(es) during this past marking period. We at Fort Hamilton High School are very concerned about your child's academic progress.

Regular attendance, a well-kept notebook, homework, studying and parental involvement are all essential factors in your child's education.

We offer tutoring, guidance and many other services for your child. We are anxious to assist you in solving the problems that are causing your child's failure. Our counselors, teachers and deans are here to help you.

(9-11th Graders) If your child fails English, Social Studies, Math, Science, Physical Education, and/or Spanish 1/2 in June, he/she is mandated to attend summer school.

(Seniors Only) *We are particularly concerned as your child is a candidate for graduation in June, and the failure(s) may result in his or her not receiving a diploma by June.* **Continued failure may result in your child's losing senior privileges. If he or she does not qualify for a diploma by June, he or she will be barred from the graduation exercise at Brooklyn College.**

Please call us to discuss your child's progress. Our combined input is essential to your child's success.

Very truly yours,

Guidance Counselor ext. _____

Dear Guidance Counselor:

I have received your letter regarding my child's academic status, and I understand that continued failure will result in not graduating in a timely manner.

Parent's Signature

E-mail address

Date

Print Student's Name

Off. Class

Student's Signature

/Failure letter to parent

FORT HAMILTON HIGH SCHOOL

Kaye Houlihan, Principal

Rosaria Mancini, AP PPS

Date: _____

Student Name: _____ OSIS #: _____ Official Class: _____

You are scheduled to take the following Regents Exam(s) in January:

- English
- Global History
- U.S. History
- Math _____
- Science _____

You must begin to prepare for the Regents by:

- attending after-school tutoring
- attending Saturday School tutoring
- obtaining a student packet(s) from the Assistant Principal of the content area
- seeing the Assistant Principal of Science in room 310 for Lab Make-Up
- visiting RegentsPrep.org to prepare for your exam(s)

If you are scheduled to take the Earth Science Regents, you must see Mr. Khoury, Lab Assistant, in room 300, during the week of January __, 20__, during your **lunch period**, to take the lab practical exam. Even if you took the Earth Science Regents before, you must **retake** the lab practical once again.

=====

Tear-off and return to your child's Guidance Counselor.

I have been informed that my child is scheduled for the above Regents exam(s) for January and should begin preparing for their exam(s). I am also aware that, if my child has to retake the Earth Science Regents, he/she must retake the lab practical too or he/she cannot retake the exam.

Parent's Name (Print)

Parent's Signature

Date

Student's Name (Print)

Student's Signature

Date

FORT HAMILTON HIGH SCHOOL

Kaye Houlihan, Principal

Rosaria Mancini, AP PPS

Naviance/Family Connection is a web-based program designed for students and parents/guardians. There is no direct cost to families. Naviance assists students and parents in helping to make decisions about college and career, as well as in finding scholarships. Announcements, emails and other important information will be posted on the Welcome Page. Please check it often.

Directions on how to LOG ON to Naviance:

1. Go to **Naviance.com**
 2. Click on the menu (top right- hand corner)
 3. Go to the "Students and Families" sign-in section (in red on the right-hand side)
 4. Enter Fort Hamilton High School `s Zip Code (11209)
 5. Click on "Fort Hamilton High School"
 6. To access your account, enter your OSIS number for BOTH the User name and Password
 7. Once logged in, click on the various tabs (College, Careers, About Me, and My Planner) that can help you explore the Naviance site.
-
- **Seniors** must indicate all the colleges you are applying to on the Naviance website. Find the tab "Colleges" and click on "Colleges I'm Applying To." In addition, you must complete the Graduation Survey (Senior Exit Survey) as soon as possible, but no later than the end of the Spring Term.
 - **Juniors** must complete the Game Plan Survey (under the tab "About Me) by the end of the Spring Term. In addition, if you are planning to attend college after high school, you need to list 10-15 colleges that you are thinking about applying to (under the tab "Colleges," then click on "Colleges I'm Thinking About).
 - **Sophomores** should complete the Career Interest Inventory (under the tab "About Me," then click on "Career Interest Profiler") by the end of the Fall Term.
 - **Freshmen** will need to create Smart Goals (under the tab "About Me," then click on "Goals") by the end of the Fall Term.

FORT HAMILTON HIGH SCHOOL

Kaye Houlihan, Principal

Dear Parent:

We are launching a Work Based Learning program at Fort Hamilton High School, sponsored by New York State, which includes two components: the students will work approximately eight (8) hours a week, and attend a work-based learning class one day a week. Working papers are required. Gaining supervised work experience provides many advantages for the students such as promoting the practice of positive work habits which can help them in college and career.

In order to meet the above goal, on Thursday, May 19th, we are hosting a job fair at Fort Hamilton High School for students who meet academic eligibility for this opportunity. Representatives from local businesses, profit and nonprofit organizations, will present to the students, and then conduct initial interviews for those interested to begin the process to qualify them for paid employment. Fingerprinting may be required by the workplace. If this is the case, the employer will pay for this service.

Upon gaining your permission, your son/daughter will be given a pass to attend the assembly on May 19th at 10:00 am in our school auditorium. Please sign the permission slip below to indicate your approval, and ask your child to return the form to their Guidance Counselor, _____.

Guidance Counselor's Name: _____ Room No. _____

-----Tear Off-----

I give my child permission to attend the Job Fair at Fort Hamilton High School on _____.

Student's Name _____
Please Print

Official Class _____

Parent's Signature _____

E-mail address _____
Print Clearly

FORT HAMILTON HIGH SCHOOL

Kaye Houlihan, Principal

Date: _____

To the Parents of _____

This letter is to notify you that your child is eligible for a Regents Appeal in order to meet graduation requirements. However, in order for the Appeal to be granted, your child must attempt to pass the exam during the next administration on _____.

Additionally, your child must show evidence of tutoring for this current academic year. If your child meets this criteria, he/she will be able to graduate with a low Regents score option of 60-64 for the exam(s) indicated below. If your child is an ESL student, he/she may receive between a 55-61 on the English Regents and still be eligible to graduate. If your child has an IEP, he/she may score between a 52-54 on up to two Regents and still be eligible to graduate with a local diploma.

_____ English	_____ Math (specify)
_____ Global History	_____ U.S. History
_____ Science (specify)	

If you have any questions, please contact your child's Guidance Counselor at (718) 748-1537 extension _____.

Sincerely,

Rosaria Mancini
Assistant Principal PPS

I have been informed that my child may be eligible for a Regents Appeal if he/she participates in tutoring.

Parent's Name (Print)

Parent's Signature

Date

Student's Name (Print)

Student's Signature

Official Class

FORT HAMILTON HIGH SCHOOL

Kaye Houlihan, Principal

Date: _____

BIO LABEL

Dear Parent/Guardian:

We strive for students to achieve the credits and Regents exams required to graduate in four years. To support students who fail a course along the way, it is important that they recover the credit to stay on track. We provide several opportunities during the school year for students to recover credits. Your child has been selected to participate in one of the programs listed below:

- 3/2 Split:** Reserved for upperclassman with failures in Physical Education classes. Make-up classes added to a student's program.
- Credit Recovery by Application:** A student qualifies for this program if he/she fails a course with a grade below 65% and an attendance rate of 66% or higher. Eligible students will be contacted by a subject-area teacher, asked to sign a contract, and provided with work that must be completed. Students will be provided with a schedule to meet with the respective subject-area teacher who will support completion of the work no later than the end of the term.
- Edgenuity:** A student qualifies for this program if he/she failed a course. Eligible students will be asked to sign a contract, invited to an orientation and provided access to Edgenuity, an online credit recovery program. A subject-area teacher will support completion of the online assignments no later than the end of the term.
- Blended Learning:** Reserved for upper classmen in the area of Social Studies. Students are given an additional Global History or United States History class during their day program. The instruction may be supplemented with online assignments via Edgenuity.

Successful participation in the above credit recovery opportunities will allow your child to recover credit and graduate with his/her cohort. In addition, the course work will assist them in preparing for the Regents exam if the course ends in a Regents.

Your child is participating in recovering credit for the following course(s):

Students are limited to three core course credits through this program for their high school career.

Thank you for supporting your child in recovering credit and staying on-track to complete graduation requirements. If you have questions about the credit recovery opportunity provided your child, please contact their guidance counselor directly.

Very truly yours,

Kaye Houlihan

Kaye Houlihan
Principal

Please return tear-off to your guidance counselor.

I am aware that my child is recovering credit in the indicated subject area(s) and that consistent participation, attendance and/or log-in is required to successfully complete the assigned course(s).

Student's Name (Print)

Official Class

OSIS #

Parent's Name (Print)

Date

FORT HAMILTON HIGH SCHOOL

Kaye Houlihan, Principal

Referral to the Writing Resource Center

Student Name: _____

Class: _____ Official Class: _____

Schedule (Circle) (1-8) Period 9 (2-9) Period 10 (3-10) Period 2

Teacher Making the Referral: _____

Department: _____ Date: _____

What special assistance/support with writing will help this student?

What is the nature of the writing task?

Classwork _____

Homework _____

Project _____

Assessment _____

Other _____

Students must have the following to be admitted to the Writing Center:

- I.D. Card
- Referral from teacher or program card with period scheduled
- Writing assignment/task from the teacher
- Writing draft needing revision

Student, _____, received help with writing skills on
(dates) _____.

Teacher providing assistance: _____

Further assistance planned: _____

FORT HAMILTON HIGH SCHOOL

Kaye Houlihan, Principal

Dear Parent/Guardian:

Your child has been selected to participate in a guidance advisory group. This group will focus on providing additional support to help your child succeed at Fort Hamilton High School. We will be meeting once a week during the Fall term. During these sessions, we will be working on:

1. Effective Communication Skills
2. Time Management
3. Stress Management
4. Goal Setting
5. Dealing with Change

If you have any questions, please feel free to contact your child's guidance counselor. Thank you for your support in our mutual goal of providing students with both academic and social skills that will prepare them to be productive and successful individuals during and beyond the high school experience.

Sincerely,

Guidance Counselor
(718) 748-1537 x_____

=====

Tear-off and return to your child's guidance counselor.

_____ Yes, my child may participate in the guidance advisory group.

_____ No, my child may not participate in the guidance advisory group.

Student's Name: _____

Official Class: _____

Parent/Guardian Signature: _____

Date: _____

Phone #: _____

PARENT ENGAGEMENT AND COMMUNITY SUPPORT

www.sptsusa.org: “Not My Kid: What every parent should know”
(17 minute video)

<http://www.preventsuicideny.org/#!/coalitions/c24an>: Local suicide coalitions tied to statewide suicide prevention initiative.

[http://clmhd.org/contact local mental hygiene departments/](http://clmhd.org/contact-local-mental-hygiene-departments/):
Find your county mental hygiene director for information about mental health resources in your community.

www.thetrevorproject.org: Support for Lesbian, Gay, Bisexual, Transgendered Youth

www.suicidepreventionlifeline.org: National Suicide Prevention Lifeline

Name of Organization	Type of Service Offered	Contact Person	Phone #	Referral Procedure	Email/Website
Arab American Association	Adolescent/Family Counseling	Linda Sarsour Kayla Santosusso	718 745-3523	Call the Office	ArabAmericanNY.org Kayla.AAANY@gmail.com
Bay Ridge Counseling Center	Adolescent/Family Counseling	Dr. Pamela Lotenberg	718 238-6444	Call the Agency	www.ibfcs.org
Berkshire Farm Center and Services	Private/Boarding School	As for the Intake Director	518 781-4577	Call the School	www.berkshire.org
Brooklyn Families Together	Adolescent/Family Counseling	Maryann Sabatino Diedre Figueroa	718 859-4500 Ext. 4524/4594	Form has to be filled out	web@jccany.org
The Door	Adolescent/Family Counseling	Ask for the Intake Director	212 941-9090	Call the Agency	www.door.org
Freedom from Fear	Child/Adolescent Counseling	Mary Guardino	718 351-1717 Ext. 20	Contact M. Guardino	www.freedomfromfear.org
Jewish Childcare Assoc. of NY	Family Counseling	Ask for the Intake Director	718 859-4500 Ext. 135	Call the Office	http://www.jccany.org/
Judge Rotenberg Center	Private/Boarding School	Ask for the Intake Director	781 828-2202	Call the School	www.juderc.org
Keeley Teemsma LCSW, MA	Family Counseling	Keeley Teemsma MSW, LCSW, MA	516 318-8969	Call the Office	
Kings County Hospital Center	Child and Adolescent Clinic	As for Inpatient/Outpatient	718 245-2328	Call the Center	
Maimonides Medical Center	Child/Adolescent Counseling	George Alvarado, MD	718 283-8215	Call the Center	www.maimonidesmed.org
Neighborhood Counseling Center	Adolescent/Family Counseling	Nicoletta Pallotta, MD, LCSW	718 232-1351	Call the Office	admin@nccny.ny
NYNG Challenge	Private/Boarding School	Ask for the Intake Director	1 800 NY Youth	Call the School	www.promisingpractices.net
Private Counseling	Adolescent Counseling	Zoe Williams	515 606-4261	Call the Office	http://drzoewilliams.com
Private Counseling	Adolescent/Family Counseling	Adriana Dinardo, CSW	718 633-0700	Call the Office	adriana@dinardobrooklyn.com
Private Counseling	Adolescent/Family Counseling	Dr. Ziaochun Jin	718 757-5345	Call the Office	
Private Counseling	Adolescent/Family Counseling	Dr. Cara Treatman	718 614-9357	Call the Office	cara@treatman.com
Private Counseling Chinese/English	Adolescent/Family Counseling	Theresa Kimm, CSW	646 527-4371	Call the Office	kimthereas@gmail.com
Private Counseling Chinese/English	Adolescent Family Counseling	Dr. Hsaio-Ching Chu	860 799-4846	Call the Office	hchupsydoc@gmail.com
Sunset Park Family Support Center	Adolescent/Family Counseling	Mrs. A. Jefferson	347 377-4093 718 630-7186	Call the Center	http://sco.org/programs/center-for-family-life/
Sunset Terrace Family Health Center	Adolescent/Family Counseling	Ask for the Intake Director	718 431-2600	Call the Center	

PUBLIC NOTIFICATION OF ANTI-DISCRIMINATION POLICY

It is the policy of the Department of Education of the City of New York to provide equal employment opportunities without regard to **race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, unemployment status, prior record of arrest or conviction (except as permitted by law) predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation.**

It is the policy of the New York City Department of Education to provide equal educational opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, disability, sexual orientation, gender (sex) or weight and to maintain an environment free of harassment on the basis of any of these grounds, including sexual harassment or retaliation.

This policy is in accordance with Title VI and Title VII of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, Age Discrimination in Employment Act of 1967, Section 503 and Section 504 of the Rehabilitation Act of 1973, Fair Labor Standards Amendments of 1974, Immigration Reform and Control Act of 1986, The Americans with Disabilities Act of 1990, Civil Rights Act of 1991, New York State and City Human Rights Laws and Provisions of Anti-discrimination in Collective Bargaining Agreements of the Department of Education of the City of New York.

Chancellor's Regulation A-830 sets forth the procedures for employees, parents of students, students and others who do business with, use DOE facilities or otherwise interact with the DOE to file complaints of unlawful discrimination or retaliation based upon such complaints. Complaints may be filed by contacting the Office of Equal Opportunity (OEO) or by filing with one of the agencies identified below. A copy of Chancellor's Regulation A-830 may be obtained from OEO or at: www.nyc.gov/schools/oeo.

Internal Resources:

The Office of Equal Opportunity
New York City Department of Education
65 Court Street – Room 1102
Brooklyn, New York 11201
Tel: 718-935-3320 Fax: 718-935-2531
Website: www.nyc.gov/schools/oeo/

**Questions regarding Title IX compliance referred to:
should**

Jennifer Becker, Title IX Coordinator
65 Court Street—Room 1102
Brooklyn, NY 11201
Tel: 718-935-4287
E-mail: Title_IX_Inquiries@schools.nyc.gov

U.S. Equal Employment Opportunity Commission
33 Whitehall Street, 5th Floor
New York, NY 10004
212-336-3620

New York State Division of Human Rights
1 Fordham Plaza - 4th Floor
Bronx, NY 10458
718-741-8400

Questions regarding student §504 accommodations

be referred to:

Ava Mopper, Director/§504 Coordinator
28-11 Queens Plaza North—Room 402
Long Island City, NY 11101
Tel: 718-391-6117
E-mail: AMopper@schools.nyc.gov

External Resources:

Office for Civil Rights—New York District Office
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
646-428-3900

New York City Commission on Human Rights
40 Rector Street
New York, New York 10006
212-306-5070

**Please visit the website listed below for additional information and translations of the
Anti-Discrimination Policy.**

<http://schools.nyc.gov/Offices/GeneralCounsel/Investigative/OEO/KeyDocuments/notify nondiscrimpolicy.htm>