



integritas felicitas aequitas

High School for Environmental Studies

444 West 56 Street, New York, NY 10019

Tel. 212.262.8113 • Fax 212.262.0702 • www.envirostudies.org

Amber Najmi, Principal

Home of the E.A.G.L.E.S. - Environmentally Aware Global Leaders and Enlightened Scholars

HIGH SCHOOL FOR ENVIRONMENTAL STUDIES

Telephone: (212) 262-8113

Website: www.envirostudies.org

STUDENT HANDBOOK

2019-2020

Amber Najmi, Principal

Heather Deflorio: Assistant Principal of Humanities and Arts, Athletic Director

Michael Lipkowitz: Assistant Principal of STEM, Programmer

Jenn Rodriguez: Assistant Principal of Guidance, Pupil Personnel Services, Organization

Danielle Cooley: Assistant Principal of Special Education, World Languages, ENL, Treasurer

Torey Williams: Assistant Principal of Safety and Security, Testing, Facilities, Physical Education &
Health

Dear Students and Parents:

Welcome to the High School for Environmental Studies (HSES), the first school of its kind in the nation. HSES opened its doors in 1992 with 150 ninth graders. This year, there will be approximately 1150 students, grades 9 – 12.

Our school is a showcase for Environmental Studies. The facility includes a state-of-the-art Library Media Center, a rooftop garden, an art/ceramics studio, weight and yoga rooms, a collegiate size gymnasium, and an environmental media studio.

Our faculty is continually developing exciting interdisciplinary curricula that include an array of courses in the humanities and sciences. HSES is designed to prepare students for success in our nation's top four year colleges and universities.

As an HSES student, it will be your responsibility to become an active participant in your school and community. You will have many opportunities to become involved: the internship program, student activities, community service projects, and independent research are just a few of the available options. As you progress through HSES, you will develop the skills needed to make sensitive and intelligent decisions about your world and your environment.

As an HSES parent, we strongly encourage you to take an active role in your child's education and in our Parent Teacher Association which meets once a month (Wednesdays at 6:00 p.m.). In addition, we also encourage you to become involved with our School Leadership Team (SLT).

Our facility offers us a reminder that care and concern for the environment begins with the responsibility of caring for our school. Since this is our "home," the responsibility for taking care of it belongs to all of us.

We welcome you to the HSES school community and look forward to working closely with you to ensure that you leave our school college and career ready.

Sincerely,

Amber Najmi, Principal

VISION The vision of the administration, staff and *Friends of HSES* is to create a learning environment that continuously empowers and motivates students, administrators, staff and families; prepares every student for life-long learning and scholarly pursuits or traditional professions; rigorously meets the needs of and prepares every student to be a creative problem solver and a competent decision maker; and sets the pace and models the standard by which other schools will be measured.

MISSION The mission of HSES is to promote environmental integrity, social equity and economic prosperity for all learners through challenging hands-on collaborative learning experiences that promote citizenship, scholarship and leadership within our community and the world at large.

THE FRIENDS OF HSES *The Friends of HSES* brings additional financial, human and in-kind resources to help realize the environmental mission of HSES. Incorporated as a tax exempt organization under Internal Revenue Code Section 501(c)(3) in 1996, *Friends* provides after-school, summer and year-round academic activities for HSES students designed to support the development of these young people as leaders in the conservation movement and as environmental stewards in whatever career path they choose. For the past twenty three years, *Friends* has provided HSES students with opportunities to expand their learning experiences beyond the classroom walls.

INTERNSHIP PROGRAM The Internship Program is a service-learning program in which students receive academic credit for volunteer work at multiple sites across New York City. The program is open to all 10th graders and requires a minimum of 108 hours of service over the span of 8 months. Students in the program can choose to volunteer at one of many sites around New York City. These sites have included traditional conservation and science based organizations like the American Museum of Natural History, the Manhattan Borough President's Office, the New York Aquarium, and the Prospect Park Zoo, as well as corporate organizations such as Toshiba. Site placement choices may also include day care centers and homes for the elderly. The Internship Program encourages students to make environmental links in any position they take and to also complete a legacy project – a means by which students leave something of themselves at their internship site. Internship service is supplemented by a bi-monthly Advisory Class. In this class, students are taught how to write a resume and interview for a job. They also meet professionals (managers, attorneys, consultants) who are active in the environmental field and discuss topics relevant to environmental studies and the internship experience.

STUDENTS WITH DISABILITIES At HSES, our students with disabilities receive all of their mandated services within a variety of instructional settings to meet their academic, social, and emotional needs. Our goal is to graduate every student who has an IEP with a Regents diploma and to graduate students with career goals and the skills to achieve those goals. Our goal is to move students to the Least Restrictive Environment possible.

In order to help students become college and career ready, we offer a continuum of settings and services to meet the needs of individual learners. Our speech teacher and related service providers work with students inside, as well as outside of the classroom. We have guidance counselors fully dedicated to our students with disabilities so that we can best meet the programming needs to fulfill graduation requirements for all our students. Our transition team facilitates connections with post-high school programs.

Our students with disabilities participate in all school activities, including our internship program, sports teams, environmental school projects, and after-school clubs. If you need further information, please contact Danielle Cooley, Assistant Principal of Instructional Support Services.

HSES BELL SCHEDULE

A/B Schedule HSES operates on an A/B schedule. All core content classes meet every day. Some electives, and all Physical Education classes, meet every other day. Mondays and Wednesdays are always A days. Tuesdays and Thursdays are always B days. Fridays alternate between A and B.

Regular Bell Schedule				
PER.	START	END	CLASS TIME	PASSING
1	7:33	8:18	0:45	-
2	8:20	9:05	0:45	0:02
3	9:07	9:52	0:45	0:02
4	09:54	10:45	0:51	0:02
5	10:47	11:32	0:45	0:02
6	11:34	12:19	0:45	0:02
7	12:21	1:06	0:45	0:02
8	1:08	1:53	0:45	0:02
9	1:55	2:40	0:45	Dismissal

PEOPLE AND PLACES AT HSES

Main Telephone Number: (212) 262-8113

	<u>Room</u>
	<u>Ext.</u>
Principal Amber Najmi 3182	3018
<u>Assistant Principals</u>	
Torey Williams (Safety and Security, Testing, Facilities, Physical Education & Health) 2250	2025
Jenn Rodriguez (Guidance, Pupil Personnel Services, Organization) 2050	2005
Heather DeFlorio (Social Studies, English, Music/Art, Athletic Director) 3110	3011
Michael Lipkowitz (Math, Science, Technology, Programming) 3111	3011
Danielle Cooley (Special Education, World Languages, ENL, Treasurer) 2103	2100
<u>Guidance</u>	
Michael Genua 2030	2003
Daniela Tabares 2040	2004
Eva Ching 2170	2017
Jody Wurzel 2103	2100
Jessica Arkin- College Office 2100	2010
Tanine Harmony: Attendance Teacher 2260	
Alice Warren: Attendance Support 2244	2024
Chrissy Irizarry : Instructional Support Services 2060	2006
Tamara Shipman: Transportation, Working Papers 3251	3251
Marianna Mistretta : Attendance/ID pictures/Lunch 2243	2024
Diane Otero : Attendance/Admits/Discharges/ Face to Face Letters 2190	2019

Guillermo Peña-Matos: Parent Coordinator
2113

2113

Sari Rosenberg: Internship and Partnerships Coordinator
4320

4023

HIGH SCHOOL FOR ENVIRONMENTAL STUDIES CONTACT INFORMATION

Please contact teachers by calling 212-262-8113 and leaving a message for them with the receptionist. Allow 2-3 days for teachers to return calls. You can also contact teachers by email through the school's website, www.envirostudies.org, PupilPath, or Kinolved.

Please make an appointment to see your child's guidance counselor by contacting them directly at 212- 262-8113.

See extensions below.

Counselor	Cohort- Caseload	Extension	Hours
D. Tabares	W - 11th Grade	2040	8:00-3:15
J. Wurzel	V - 12th Grade	2160	8:00-3:15
E. Ching	Y - 9th Grade	2170	8:00-3:15
M. Genua	X - 10th Grade	2030	8:00-3:15
J. Arkin	College Office	2100	8:00-3:15

The HSES **Parent Coordinator**, Guillermo Peña-Matos, can be reached at extension 2113.

IMPORTANT IMMUNIZATION INFORMATION

For immunization information contact Ms. Sheila Murray, School Health Aide at extension 3761, or Ms. Diane Otero at extension 2190.

Guidance Services

Guidance Counselor: Every student at HSES has an assigned Guidance Counselor. Counselors' hours are listed above. Guidance Counselors provide program planning, career guidance, and crisis counseling.

Social Worker: A Social Worker from the Committee on Special Education is assigned to HSES. Students are referred by their guidance counselor. The Educationally-Related Support Services (ERSS) Social Worker works with the student short-term (10 weeks) only. If the student requires additional help, a referral to an outside agency is made.

Guidance Interns: We sometimes have the services of guidance interns who are graduate students in programs at Hunter College, Fordham University, and Teachers College. Interns are assigned a specific counselor who will supervise and assign them an individual caseload.

College Office: College and career guidance is available to students in all grades. The College Office is located in Room 2010. It has a very comprehensive collection of college catalogs, research guides, and computers to assist students and their college search.

RAPP We have a Relationship Abuse Prevention Program available in our school. Our RAPP coordinator provides a variety of services for prevention of relationship abuse at HSES, which include:

- **Outreach:** Peer leadership/ internship opportunities; trips
- **Education:** Workshops and assemblies on healthy relationships, consent, and intimate partner violence (IPV)
- **Counseling:** Individual and group counseling around IPV and/or domestic violence

Ms. Sydney Seifert, RAPP Coordinator, ext. 2150, Room: 2015, Email: sseifert@dayoneny.org

High School for Environmental Studies School-Wide Grading Policy & Philosophy Student's Guide

Grades are evaluative instruments and indicators that measure students' achievement efforts and extent of progress in their classes. The components of a grade are based on a student's competency in the course content and skills as outlined in the Common Core Learning Standards.

I. SEMESTER-BASED GRADING POLICY

The entire school community at HSES has adopted a unified, semester-based grading policy for all classes in our school. This common grading policy is the result of discussions with the Accreditation Committee, School Leadership Team, and Parent/Teacher Association.

All courses at HSES have a scope and sequence that follow a year-long curriculum. The exceptions are Participation in Government, Economics, College and Career Seminar, and Health, which all follow a semester-based curriculum. For all courses, students are awarded credits twice throughout the school year: once at the end of the Fall semester, and again at the end of the Spring semester.

Since HSES has a semester-based grading policy, each semester contains three (3) Marking Periods. Each homework assignment, test, and project in each marking period leads to that marking period's grade. At the end of one marking period, the next marking period begins, and students begin fresh on a new grade. **The final grade for each semester is the average of the three marking period grades.** This grading system allows students who fall behind in one marking period to not be penalized for the remainder of the semester.

II. STUDENT AGREEMENTS AND SYLLABI

At the beginning of each semester, students will receive a student agreement and syllabus for each course on their schedule. In the Student Agreement/Course Syllabus, teachers will explain to students how grades are determined, and will include all of the following information:

1. **The tasks and assessments in which students will demonstrate mastery.** These will include periodic assessments, mid-term and final examinations, research projects, class work, homework, quizzes, and other exams.

2. **Description of ways in which students will receive feedback on their mastery and deficiencies.**

In each course, students will work with teachers to create individual goals aligned to the course standards and Common Core Learning Standards. Teachers will utilize rubrics aligned to the Common Core Learning Standards in order to monitor their masteries and areas for improvement.

3. **Description of opportunities for students to address these deficiencies.** Since courses are annualized and cumulative, students will be allowed to submit late assignments through the end of each semester for fractional credit. If a student is demonstrating that he/she is in need of improvement, the teacher will work on creating opportunities for additional support including: mandatory tutoring during school, before or after school, or in the Student Study Center supplemental assignments to bring the students closer to achieving mastery

4. **An explanation of the individual class grading policy.**

5. **Required Course materials and course routines.**

III. PUPILPATH

In 2011, the administration and faculty in consultation with the School Leadership Team of the High School for Environmental Studies agreed that **all** teachers, guidance counselors, and administrators will use PupilPath for recording students' grades and overall performance. Students and parents will be provided with information on how to log into PupilPath, and assistance will be available during Parent Teacher conferences. Parents and students are encouraged to log into PupilPath on a regular basis to check student progress, assignments in class, and special messages from faculty and administration. If you should need assistance with logging on, please contact the Parent Coordinator for assistance.

IV. ASSESSMENTS

All assessments will be returned to students with constructive feedback and "next steps" to help students take their skills to the next level. Assessments will also be rated according to rubrics that are aligned to the content-area and Common Core Learning Standards.

Students who are absent for assessments and provide a legitimate excuse note will be given an opportunity for a make-up. Teachers will work with students to schedule this.

V. HSES Grading Policy

The administration and faculty, in consultation with the School Leadership Team, has established the scope and range for the grading categories below. Departments collaboratively set the grading policy for their own departments before the first day of school, and share their grading policies with students and families in their course syllabus.

- Assessments - 60 to 70%
- Classwork/Participation - 20 to 25%
- Homework/Activities - 10 to 15%

Note: All students with IEPs must meet the standard course criteria as long as the modification and accommodation mandates as set forth by their IEPs are met.

Note: Any student enrolled in a SUNY ESF course must pass all three marking periods to receive credit for the semester.

Grading Scale:

- Numerical passing grades can be any number from 65 to 100.
- HSES's failing grade is a 55.
- During marking periods 1 and 2, a student can receive a failing grade of 60, which can help with their overall average for the end of the term.
- No grades between 55 and 65 are given as final grades.

Special Marks: The following special grades are used:

- NS - Student **never** attended the class.
- NX - When a student has a documented extenuating circumstance that has made them incapable of completed work during the term. Documentation **must** be on file.
- NL - Students was admitted to the class late in the marking period and the teacher was not able to adequately assess the student's level of proficiency.
- All students who receive an NX or an NL for a final semester grade have until the end of the following semester to **make up** the work and receive a credit for those courses.

Credit for Courses:

- One term of a class will give 1 credit if the student passes the course, with the following exceptions: Physical Education (0.5 credit), Introduction to the Environment (0.5 credit), and College/Career Readiness (0.5 credit).
- Students cannot receive a credit for iZone if they have not completed 54 hours of classwork (45 hours over the summer) for that course.
- **Advanced Courses: All Honors courses are weighted using a factor of 1.05 towards the Weighted GPA. All Advanced Placement and ESF courses use a factor of 1.10 towards the Weighted GPA.** This means a student who passes all of their classes can have a Weighted GPA higher than 4.0, which may be an advantage in applying for colleges

Feedback on Student Performance:

- Teachers update grades each week using Pupilpath. Parents can request digital access to Pupilpath from the Parent Coordinator. Freshmen can ask their Introduction to the Environment teacher; Sophomores can ask their College and Career Readiness teacher. Juniors and Seniors can ask the Technology Coordinator.
- Report cards are distributed at the end of each marking period. Students receive a comment for each course they are taking. Failing students receive two comments.
- Students will receive their number of lab minutes in the lab section of their Science course (only applies to Regents courses).

Appealing a Final Grade:

- To appeal a teacher's final grade, students must present all documentation, including graded assignments, to the teachers to argue their case. If the teacher denies the appeal, the student may appeal to the department assistant principal who will make a determination for the final grade based on the evidence provided. The student may then appeal the decision of the assistant principal to the principal who has the option of changing the grade after notifying the teacher in writing of the reason(s) for the change.

Exam Schedule:

- MONDAY: MATH
- TUESDAY: SOCIAL STUDIES, MUSIC, THEATER
- WEDNESDAY: SCIENCE, HEALTH, COLLEGE AND SEMINAR
- THURSDAY: ENGLISH, ENL
- FRIDAY: WORLD LANGUAGES, ART

VI. ATTENDANCE

Attendance is crucial to academic success. Therefore, **all students are expected to maintain an attendance rate of 100%**. At the High School for Environmental Studies, all parents will receive notification of an absence via phone message, in addition to follow-up phone calls by teachers and guidance counselors.

Students with attendance rates below 90% will receive attendance interventions including conferences with guidance counselors, teachers and school administration. Additional actions taken will include parent meetings with the attendance teacher, assistant principals, and the principal.

**The High School for Environmental Studies School-Wide Grading Policy and Philosophy conforms to Chancellor's Regulation A-210, A-501, and by the NYC Department of Education of the Students' Bill of Rights and Responsibilities, dated June 1993, and the NYCDOE High School Academic Policy Reference Guide, 2016.*

HSES PROMOTIONAL POLICY

Promotion to 10th Grade: Minimum of 10 credits

Including 2 ELA, 2 Social Studies, 2 Science and 2 Math

Promotion to 11th Grade: Minimum of 20 cumulative credits

Including 4 ELA, 4 Social Studies, 4 Science and 4 Math

Promotion to 12th Grade Minimum of 35 cumulative credits

Including 6 ELA 6 Social Studies, 6 Science and 6 Math

NOTES

1. A term is from the start of school in September to the end of January and the beginning of February to June.
2. A credit is equivalent to one term (1/2 year of study).
3. This handbook discusses the **minimum** course and exam graduation requirements. Colleges demand that students enroll in the most academically rigorous program as possible.
 - a. Honors and Advanced Placement courses are weighted.
 - b. The weighted average determines the class rank.
 - c. The rank is only calibrated during the fall term of the senior year.
4. If you have any questions regarding graduation requirements in general or about your individual situation, please consult your guidance counselor.

Graduation Requirements for students who enter 9th grade in 2019:

I. NEW YORK STATE CREDIT REQUIREMENTS TO GRADUATE

- English 8 (core ELA)
- Social Studies 8 (including Global History, US History, Government, and Economics)
- Math 6 (including at least 2 credits of advanced math, such as Geometry or Algebra II)
- Science 6* (including Living Environment, Earth Science, and an additional science)

- Language 2**
- Art and/or Music 2
- Health 1
- Physical Education 8 (4 *Physical Education classes required to graduate*)
- Elective Courses 7 (*minimum*)

Total 44 (*minimum*)***

*Three years of laboratory science (Living Environment, Earth Science, Chemistry, Physics, Forensic Science, The Global Environment or any Advanced Placement Science Course).

**Three years of foreign language is required for an Advanced Regents Diploma. You will be given full credit for any accelerated courses completed prior to entering HSES.

*** All HSES graduates will be expected to have earned 56+credits by graduation.

II. NEW YORK STATE EXAM REQUIREMENTS TO GRADUATE

Assessment Requirements ¹³	Local Diploma (Safety Net) ¹⁴	Regents Diploma ¹⁵	Advanced Regents Diploma
Regents subject area¹⁶	Minimum Requirements¹⁷		
English Language Arts	55+	65+	65+
Math	55+ on one math exam: <ul style="list-style-type: none"> • Algebra I, • Geometry, OR • Algebra II 	65+ on one math exam: <ul style="list-style-type: none"> • Algebra I, • Geometry, OR • Algebra II 	65+ on three math exams: <ul style="list-style-type: none"> • Algebra I, • Geometry, AND • Algebra II
Social Studies^{18,19}	55+ on one social studies exam: <ul style="list-style-type: none"> • U.S. History OR • Global History & Geography 	65+ on one social studies exam: <ul style="list-style-type: none"> • U.S. History OR • Global History & Geography 	65+ on one social studies exam: <ul style="list-style-type: none"> • U.S. History OR • Global History & Geography
Science¹⁸	55+ on one science exam: <ul style="list-style-type: none"> • Living Environment, • Earth Science, • Chemistry, OR • Physics 	65+ on one science exam: <ul style="list-style-type: none"> • Living Environment, • Earth Science, • Chemistry, OR • Physics 	65+ on Living Environment AND one other science exam: <ul style="list-style-type: none"> • Earth Science, • Chemistry, OR • Physics
+1 option	55+ on any additional Regents exam or a passing score on <u>NYSED-approved +1 option</u>	65+ on any additional Regents exam or a passing score on <u>NYSED-approved +1 option</u>	65+ on any additional Regents exam or a passing score on <u>NYSED-approved +1 option</u>
Languages Other Than English (LOTE)²⁰	None required	None required	65+ on one NYCDOE LOTE exam or <u>NYSED-approved LOTE exam</u>
Total	5 assessments	5 assessments	9 assessments

Students with Individualized Education Programs (IEPs)

In addition to the Regents or Advanced Regents diploma, students with IEPs have the option of a local diploma, which allows students who meet specific criteria to graduate with lower exam scores; however, we strive for all HSES students to graduate with a Regents Diploma.

Valedictorian/Salutatorian Eligibility

The Valedictorian is the student who:

- Is ranked number one in the weighted STARS class rank list.
- Has an exemplary discipline record.
- Qualifies for an Advanced Regents Diploma.
- Maintains 90% attendance and punctuality throughout the senior year.
- Has been enrolled at HSES since Fall of their 10th grade year.

The Salutatorian is the student who:

- Is ranked number two in the weighted STARS class rank list.
- Has an exemplary discipline record.
- Qualifies for an Advanced Regents Diploma.
- Maintains 90% attendance and punctuality throughout the senior year.
- Has been enrolled at HSES since Fall of their 10th grade year.

In the case of a tie, for either designation, the following criteria will be used to determine the recipient:

- Attendance in the senior year
- Number of advanced (AP/ESF) courses taken
- Regents scores
- Community/Volunteer Service completed

A student may be disqualified after selection if:

- The candidate does not maintain passing grades throughout the senior year.
- The candidate does not maintain 90% attendance throughout the senior year, including Semester 2, except for extenuating circumstances.
- The candidate violates the Student Discipline Code leading to a suspension.

In the event of a disqualification of the Valedictorian, the Salutatorian will become the Valedictorian, and the student with the next highest average will be selected as the Salutatorian as outlined above.

In the event of a disqualification of the Salutatorian, the student with the next highest average will be selected as the Salutatorian as outlined above.

H.S.E.S. AFTER-SCHOOL ACTIVITIES

EAGLES SPORTS PROGRAM

-BOYS SOCCER
-GIRLS SOCCER
-GIRLS SOFTBALL
-BOYS HANDBALL
-GIRLS HANDBALL
-GIRLS VOLLEYBALL
-BOYS VOLLEYBALL

-BOYS BASKETBALL
-GIRLS BASKETBALL
-GIRLS TENNIS
-BOYS TENNIS
-BOYS BASEBALL
-BOYS CROSS COUNTRY
-GIRLS CROSS COUNTRY

AFTER SCHOOL CLUBS

Clubs at HSES can change on a yearly basis, based on student interest and demand. Below are a few examples of clubs run in recent years:

- NATIONAL HONOR SOCIETY
- YOUNG ENVIRONMENTAL STEWARDS CLUB
- WEIGHT TRAINING CLUB
- K-POP CLUB
- HIKING CLUB
- ROOFTOP GARDEN CLUB
- BEEKEEPING CLUB
- MUSLIM STUDENT ALLIANCE
- HSES ROBOTICS
- MULTICULTURAL CLUB
- GAY-STRAIGHT ALLIANCE
- YEARBOOK
- BADMINTON
- MODEL UN
- ENVIROTHON
- GIRLS WHO CODE
- FEMINIST CLUB

HSES IN-SCHOOL SERVICE OPPORTUNITIES

- HSES STUDENT INFORMATION TECHNOLOGY TEAM
- TEACHER ASSISTANT
- LIBRARY ASSISTANT
- PEER TUTOR
- LAB ASSISTANT
- ROOFTOP GARDEN/ BEEKEEPING
- HYDROPONICS

General Policies and Procedures

HONOR ROLL

At HSES we have two levels of Honor Roll: Honor Roll, and Principal's Honor Roll. Honor Roll is an overall average of 90 or above, and no one grade below an 85. Principal's Honor Roll is an overall average of 95 or above, with no one grade below an 85.

BATHROOMS

As a safety precaution and a measure of clearing the hallways, all bathrooms will be closed during the first six and last six minutes of each period. A gender-neutral bathroom is located in the Guidance Suite on the 2nd floor.

ATTENDANCE VERIFICATION

If you need to pick up an Attendance Verification/Face-to-Face letter, please call Diane Otero (x2190) before coming into the school so we can have the letter prepared.

EMERGENCY CONTACT CARDS

Parents/Guardians must fill out an emergency contact (blue) card for their children, listing emergency contact numbers (contacts can include parents). We will only release student information to people listed on these cards. If any contact information changes, please call Diane Otero (x2190) for a new card. Be sure to include ALL health/medical problems, including food allergies.

TRANSLATION AND INTERPRETATION SERVICES

Services are available upon request. Language support may be in person or over the phone.

BREAKFAST

Free breakfast is available to students daily in the Cafeteria from 7:30 to 8:00.

LOCKER ROOMS FOR PHYSICAL EDUCATION CLASSES

During your Physical Education class you are expected to lock your personal belongings in the designated boys and girls student locker room inside the gymnasium. The school is not responsible for lost or stolen items in the locker room.

You are only permitted to use the student P.E locker room during the period that you have Physical Education. Lockers left overnight, or beyond the designated period are subject to be clipped and the items discarded.

POSTERS AND FLYERS

All posters or flyers to be displayed in the building must be approved by an administrator.

DISCIPLINE CODE

Grades 6-12 Student Intervention and Discipline Code and Bill of Student Rights and Responsibilities. Effective April 2017: <http://schools.nyc.gov/NR/rdonlyres/92F313F8-C164-4B64-B236-BFF55A812254/0/DisciplineCode612FINALforposting5417.pdf>

STUDENT LOCKER ASSIGNMENT & REGULATIONS

(to be assigned after the First Marking Period)

Freshmen will not be assigned lockers. Sophomore, Juniors, and Seniors are assigned lockers based on maintaining a 90%+ attendance rate.

Please be sure to follow all rules regarding locker use and assignments. **Failure to do so may result in loss of locker privileges or possible disciplinary action.**

- **You may access your locker only to drop off your belongings before your first class, and at the end of your day to pick them up again.** You may not go to your locker during class or passing.
- The lockers are school property and may be subject to a search and improper contents seized at the discretion of the administration. The school assumes no liability for the loss or theft of items from a student locker. To avoid theft, all lockers, including PE lockers, should be locked at all times.
- Use your locker responsibly. Lockers are the property of the school, and are subject to inspection as determined necessary. Do not store any items in your locker that may subject you to disciplinary measures.
- You will be assigned a partner with whom you will share your locker. In order to insure the safety of your belongings, do not share your locker with any students other than your assigned partner. Do not give out your combination to any other students.
- Use only the locker assigned to you. You may not use lockers that appear to be empty. These lockers will be assigned to other students. Any locks on lockers that have not been assigned by the school will be clipped and the contents removed.
- As you will be sharing a locker with a friend, the school cannot be held responsible for the theft of any objects stored in your locker. Use sound judgment when deciding what to leave in your locker. You are not allowed to switch with or give your locker to another student.
- HSES **cannot be responsible** for valuable items.

- You must use an HSES issued lock. Any other lock will be clipped and removed.
- Your locker may be opened by HSES personnel for emergency purposes or for good cause as determined by the Dean or other authorized HSES personnel.
- **You are prohibited from storing perishable food items, items which could potentially be deemed unsafe or cause harm to self or others, alcohol, controlled substances or any other item prohibited by HSES rules or the NYC DOE Student Discipline Code in my locker – doing so may be considered a code violation and can lead to disciplinary action.**
- If a notice is sent to vacate the locker and remove the lock and you fail to do so by the date specified, the lock may be cut or removed and all contents inside the locker will be immediately discarded.

ATTENDANCE POLICY

*Attendance is crucial to academic success. Therefore, **all students are expected to maintain an attendance rate of 100%**. At the High School for Environmental Studies, all parents will receive notification of an absence via phone message, in addition to follow-up phone calls by teachers and guidance counselors. Students with attendance rates below 90% will receive attendance interventions including conferences with guidance counselors, teachers and school administration. Additional actions taken will include parent meetings with the attendance teacher, assistant principals, and the principal.*

Absences

Regular attendance at school is a prerequisite for academic success. Accordingly, all students at the High School for Environmental Studies are expected to be present in their classes every school day unless legally absent for the following valid reasons in accordance with New York State Education Law: death in the immediate family, illness of the student, quarantine, court summons, work or school activity approved by school, observance of a religious holiday, state emergency, suspension. Students who will be absent from school should have their parent/guardian notify the school on the morning of their absence by calling the attendance office at 212-262-8113 ext. 2244. In addition, such students are to provide a suitable note explaining their absence upon their return to school. Such notes must include the signature of the parent/guardian and a telephone number at which they may be reached. Students and parents/guardians are reminded that class participation grades are adversely affected by a student's absence. As such, please refrain from scheduling doctor appointments during school hours. Participation grades weigh heavily in the determination of final grades. Students who are excessively absent from school and/or who cut classes may face the loss of their right to participate in athletics and extracurricular functions.

Entrance and Dismissal

Second period begins at 8:20 AM. Students are expected to be in their class at that time. They should plan to be early to use their lockers and finish their breakfasts. Students are allowed to enter the building at 7:30 AM. Students must swipe their I.D. upon entering and leaving the building. HSES is a closed campus school; students are not permitted to leave the building and return. Students are expected to remain in the building for the duration of their school day.

Lateness and Cutting

Students arriving late after the start of their first class must go directly to class. Students arriving late may not go to their locker before class. Students who miss their first class will be marked cutting. When a student misses a class because he/she is late to school, not only is the student late but the absence from the class is considered a "cut". Parents of students who are chronically late or absent will be notified by phone.

Leaving Early

The HSES school day is from 8:20-2:40. If for some reason (illness, appointment, etc.) a student needs to leave before the end of the day, the student must be picked up by a parent/guardian or other adult listed on the student's Blue Card. Please call ahead so that we know you are coming up to the school. We will not release students to any person not listed there. If you are unable to pick up your child, you must provide written consent that you are giving your child permission to leave by him/herself, and that you will not hold the school responsible. In the event that the school nurse determines that your child is unable to leave by him/herself, EMS will be called if no one can pick up the child.

SCHOOL-BASED POLICY FOR USE OF CELL PHONES

The use of cell phones, computing devices and portable music and entertainment systems at school is subject to the conditions below.

- 1. In 2019-2020 all students will be expected to use Yondr phone cases in ALL of their classes. Students who repeatedly refuse to comply with this policy will have their phones confiscated for the day by a Dean.**
2. Cell phones and portable music and entertainment systems may not be turned on or used during the administration of any school quiz, test, or examination.
3. Computing devices may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan.
4. Cell phones, computing devices, and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises.
5. Cell phones, computing devices, and portable music and entertainment systems may not be used in locker rooms or bathrooms.
6. Students who use cell phones, computing devices, and/or portable music and entertainment systems in violation of any provision of the DOE's Discipline Code, the school's policy, Chancellor's regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("IAUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.
7. Cell phones are not to be charged on school premises.

During the school day:

- Cell phones may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher.
- Cell phones may be used during the following non-instructional times of the school day:
 - LUNCH in the following designated areas: CAFETERIA AND STUDENT CENTER **ONLY.**

During after-school, school-sponsored programs or activities:

- Cell phones may not be used during after-school or school-sponsored programs or activities without the explicit approval of the supervising staff member.

Failure to follow the school policy on use of electronic devices may result in disciplinary action. Such measures may include, but are not limited to:

- warnings
- confiscation of item and return at end of school day
- confiscation of item and return following parent conference and student entering into behavioral contract
- revocation of privilege to bring item to school.

Personal Responsibility Please note that High School for Environmental Studies is not responsible for lost or damaged electronic devices.

HIGH SCHOOL FOR ENVIRONMENTAL STUDIES **STUDENT BEHAVIORAL AGREEMENT**

I KNOW I HAVE THE RIGHT TO:

- Be in a safe and supportive learning environment, free from discrimination, harassment and bigotry;
- Know what is appropriate behavior and what behaviors may result in disciplinary actions;
- Be counseled by members of the professional staff in matters related to my behavior as it affects my education and welfare within the school;
- Due process of law in instances of disciplinary action for alleged violations of school regulations for which I may be suspended or removed from class.

I AGREE TO:

- Come to school on time;
- Appear for each of my classes at the start time, ready to begin work;
- Be prepared with appropriate materials and all assignments;
- Carry my ID card at all times as it is needed to enter the building, bathrooms, cafeteria, and library;
- Show respect to all members of the learning community;
- Not use the elevator unless I have an approved elevator pass. Elevator passes must be visible while riding the elevator. Elevator passes are issued by Ms. T. Shipman in room 3025. Students must bring a medical note to Ms. Shipman to obtain an elevator pass;
- Resolve conflicts peacefully, and avoid fighting inside or outside of the school or at program sites;
- Behave respectfully, without arguing, and cooperate when a staff member gives direction or makes a request. I understand that I will be given an opportunity to voice my concerns at an appropriate time if I do not agree with the request;
- Remain in the cafeteria for the entirety of my lunch period.
- I may use the library during my lunch period, space permitting.
- Determine my own dress within the parameters of the Department of Education policy on school uniforms and consistent with religious expression, except where such dress is dangerous or interferes with the learning and teaching process;
- Take responsibility for my personal belongings and respect other people's property;
- Refrain from wearing clothing, headgear (e.g., caps or hats), or other items that are unsafe or disruptive to the educational process;
- Refrain from wearing clothes which have any signs of gang affiliation (e.g. scarves, bandanas) and refrain from using gang signs, calls, chants, movements, handshakes;
- NOT bring weapons, illegal drugs, controlled substances and alcohol to school;

- Share information with school officials that might affect the health, safety or welfare of the school community;
- Keep my parents/guardians informed about school-related matters and make sure I give them any information sent home;
- Follow all rules in the NYCDOE Student Intervention and Discipline Code and Bill of Student Rights and Responsibilities, academic contract, and locker contract.
- Behave responsibly as described in the Bill of Student Rights and Responsibilities.

HIGH SCHOOL FOR ENVIRONMENTAL STUDIES **STUDENT HONOR CODE**

The High School for Environmental Studies is committed to the social, academic, and ethical development of all students. The purpose of this Honor Code is to communicate the meaning and importance of academic integrity to all members of the school community and to articulate and support the interest of the community in maintaining the highest standards of conduct in student learning. The High School for Environmental Studies promotes mutual trust and intellectual honesty that is vital to the very nature of learning, and represents the highest possible expression of shared values among the members of our school community.

The core values underlying and reflected in the Honor Code are:

- Academic honesty is demonstrated by students when the ideas and the writing of others are properly cited; students submit their own work for tests and assignments without unauthorized assistance; students do not provide unauthorized assistance to others; and students report their research or accomplishments accurately
- Respect for others and the learning process to demonstrate academic honesty
- Trust in others to act with academic honesty as a positive community-building force in the school
- Responsibility is recognized by all to demonstrate their best effort to prepare and complete academic tasks
- Fairness and equity are demonstrated so that every student can experience an academic environment that is free from the injustices caused by any form of intellectual dishonesty
- Integrity of all members of the school community as demonstrated by a commitment to academic honesty and support of our quest for authentic learning.

A student is in violation of the New York City Department of Education Citywide Standards of Intervention and Discipline Measures when he/she:

Violation
• Copies or attempts to copy from another student's exam
• Uses unauthorized material during assessments
• Collaborates with another student during assessments without authorization
• Knowingly uses, buys, sells, steals, or transports the contents of an assessment

• Secures or provides copies of the assessment or its answers

• Uses an electronic device during an assessment
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