Fiorello H. LaGuardia High School of Music & Art and Performing Arts

Dr. Mars, Principal

100 Amsterdam Ave.
New York City, NY 10023

(212) 496-0700
(212) 724-5748 Fax
www.LaGuardiaHS.org

Name: __________________________

School Mission

The dual mission of our extraordinary specialized high school is to provide to each student professional preparation in atelier and conservatory arts education and college preparatory academic education.

Our Heritage

A Tradition of Excellence in Academic and Arts Education

Fiorello H. LaGuardia High School of Music and Art and Performing Arts enjoys an international reputation as the first and foremost high school dedicated to nurturing students gifted in the arts. LaGuardia Arts continues to be the model for schools of the arts throughout the world because we provide a uniquely balanced educational experience that includes both rigorous conservatory-style training and a challenging, comprehensive college-preparatory academic program. Our conservatory programs are: Art, Dance, Drama, Instrumental and Vocal Music, and Technical Theater.

The LaGuardia Arts heritage dates back to 1936, when Mayor Fiorello H. LaGuardia established a school to serve as a haven for students gifted in the arts. The present LaGuardia Arts was created by the consolidation of two illustrious schools: The High School of Music and Art and The School of Performing Arts (the “Fame” school). In 1984, we moved to the state-of-the-art building at Lincoln Center that was designed especially for us and provides world-class facilities, including: a 1,150-seat concert hall; a 450-seat theater; a 150-seat black-box theater; art, dance, and instrumental studios; a recording studio; an art gallery; and science and computer laboratories.
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### Academic Integrity

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## 2018 - 2019 Student Calendar

### Fall 2018

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<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 5</td>
<td>Wednesday</td>
<td>Fall Term Begins</td>
</tr>
<tr>
<td>September 10 &amp; 11</td>
<td>Monday &amp; Tuesday</td>
<td>Rosh Hashanah (schools closed)</td>
</tr>
<tr>
<td>September 19</td>
<td>Wednesday</td>
<td>Yom Kippur (schools closed)</td>
</tr>
<tr>
<td>October 8</td>
<td>Monday</td>
<td>Columbus Day Observed (schools closed)</td>
</tr>
<tr>
<td>November 22 &amp; 23</td>
<td>Thursday &amp; Friday</td>
<td>Thanksgiving Recess (schools closed)</td>
</tr>
<tr>
<td>December 24</td>
<td>Monday</td>
<td>Winter Recess Begins (through January 2)</td>
</tr>
<tr>
<td>January 2</td>
<td>Tuesday</td>
<td>School Resumes</td>
</tr>
<tr>
<td>January 21</td>
<td>Monday</td>
<td>Dr. Martin Luther King, Jr. Day (schools closed)</td>
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### Spring 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tr>
<td>January 29</td>
<td>Tuesday</td>
<td>Spring Term Begins</td>
</tr>
<tr>
<td>February 5</td>
<td>Tuesday</td>
<td>Lunar New Year (schools closed)</td>
</tr>
<tr>
<td>February 18</td>
<td>Monday</td>
<td>Midwinter Recess (through February 22)</td>
</tr>
<tr>
<td>April 19</td>
<td>Friday</td>
<td>Spring Recess (through April 26)</td>
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<tr>
<td>April 29</td>
<td>Monday</td>
<td>School Resumes</td>
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<tr>
<td>May 27</td>
<td>Monday</td>
<td>Memorial Day (schools closed)</td>
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<tr>
<td>June 4</td>
<td>Tuesday</td>
<td>Eid al-Fitr (schools closed)</td>
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<tr>
<td>June 6</td>
<td>Thursday</td>
<td>Chancellor’s Conference Day. No Students.</td>
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<tr>
<td>June 26</td>
<td>Wednesday</td>
<td>Regents Rating Day.</td>
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<td>June 26</td>
<td>Wednesday</td>
<td>Last Day of School.</td>
</tr>
<tr>
<td>Event</td>
<td>Event Date(s)</td>
<td>Time</td>
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<tr>
<td>--------------------------------------------</td>
<td>--------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Senior Jazz/Symphonic Band Concert</td>
<td>October 19 &amp; 26</td>
<td>7:30 PM</td>
</tr>
<tr>
<td>Student Art Show (through November 17)</td>
<td>November 2</td>
<td>3:30 PM</td>
</tr>
<tr>
<td>LaGuardia Choral Concert @ Riverside Church</td>
<td>November 16</td>
<td>7:30 PM</td>
</tr>
<tr>
<td>Annual Musical – <em>The Sounds of Music</em></td>
<td>December 6, 7, 8, December 9, December 13, 14, 15</td>
<td>7:30 PM, 5:00 PM, 7:30 PM</td>
</tr>
<tr>
<td>Winter Gospel Concert</td>
<td>December 19</td>
<td>7:30 PM</td>
</tr>
<tr>
<td>Semi-Annual Art Exhibit</td>
<td>January 6-20</td>
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<tr>
<td>LaGuardia Symphony Orchestra &amp; Chorus Concert</td>
<td>January 4 - 5</td>
<td>7:30 PM</td>
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<tr>
<td>Winter Musicale #1, #2, &amp; #3</td>
<td>January 7 - 9</td>
<td>6:00 PM</td>
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<tr>
<td>Winter Senior Dance Showcase</td>
<td>January 18, January 19</td>
<td>4:30 PM &amp; 7:30 PM, 2:00 PM &amp; 7:30 PM</td>
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<td>Rising Stars</td>
<td>February 7 - 9, February 10</td>
<td>7:30 PM</td>
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<td>7:30 PM, 2:00 PM</td>
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<td>February 15-16, February 17</td>
<td>7:30 PM, 3:00 PM</td>
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<tr>
<td>Annual Opera</td>
<td>March 8, March 9, March 10</td>
<td>7:30 PM, 2:00 PM &amp; 7:30 PM, 5:00 PM</td>
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<tr>
<td>LaGuardia Choral Concert @ Riverside Church</td>
<td>March 18</td>
<td>7:30 PM</td>
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<tr>
<td>Spring Drama Festival # 1</td>
<td>March 21 - 23, March 24</td>
<td>7:30 PM, 5:00 PM</td>
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<tr>
<td>New Music Singers/Symphonic Band Concert</td>
<td>April 10</td>
<td>7:30 PM</td>
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<tr>
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<td>April 9</td>
<td>7:30 PM</td>
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<tr>
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<td>March 29 - April 5</td>
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<tr>
<td>Spring Gospel Concert</td>
<td>April 3</td>
<td>7:30 PM</td>
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<tr>
<td>Spring Musicale # 1</td>
<td>April 15</td>
<td>6:00 PM</td>
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<tr>
<td>Spring Drama Festival # 2</td>
<td>April 11 - 13, April 14</td>
<td>7:30 PM, 5:00 PM</td>
</tr>
<tr>
<td>Concerto Concert</td>
<td>April 5</td>
<td>7:30 PM</td>
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<tr>
<td>Spring Musicale # 2 &amp; #3</td>
<td>April 30 &amp; May 1</td>
<td>6:00 PM</td>
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<td>Senior Art Show # 5</td>
<td>April 12</td>
<td>3:30 PM – 7:00 PM</td>
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<td>Spring Drama Festival # 3</td>
<td>May 30 &amp; 31, June 1, June 2</td>
<td>7:30 PM, 2:00 PM</td>
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<td>Graduation Dance Concert</td>
<td>May 31, June 1</td>
<td>7:30 PM, 2:00 PM &amp; 7:30 PM</td>
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<tr>
<td>LaGuardia Symphony Orchestra &amp; Chorus Concert</td>
<td>June 7 – 8</td>
<td>7:30 PM</td>
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Recognizing that the performance and rehearsal requirements of studio programs at LaGuardia Arts may impinge the time students can devote to academic work, we have established a “blackout” policy. A blackout day is one which students are excused from attending classes in order to prepare for an upcoming performance or exhibition. Students who receive an attendance letter and were on a “blackout” day should disregard the letter. Students will be marked absent, but the absence will be excused in the teacher’s records. However, school records will still show an absence. For preview assembly performances, students are excused from class only for the periods specified for that day.

Notes:

- A blackout day is a day when students are excused from attending classes in order to prepare for an upcoming performance. Teachers will be provided with a list of participating students in advance.
- Preview assemblies will be scheduled during blackout days.
- Students who participate in blackout days are allowed to make up all missed work.

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<th>Blackout Date(s)</th>
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<td>October 17 &amp; 18</td>
<td>October 19, 26</td>
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<tr>
<td>Student Art Show (through November 17)</td>
<td>November 1</td>
<td>November 2 - 17</td>
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<tr>
<td>LaGuardia Choral Concert @ Riverside Church</td>
<td>Varies by performance group</td>
<td>November 16</td>
</tr>
<tr>
<td>Annual Musical – The Sounds of Music</td>
<td>December 4 &amp; 5</td>
<td>December 7 - 9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>December 13 - 15</td>
</tr>
<tr>
<td>Winter Gospel Concert</td>
<td>December 18</td>
<td>December 19</td>
</tr>
<tr>
<td>LaGuardia Symphony Orchestra &amp; Chorus Concert</td>
<td>January 4</td>
<td>January 4 - 5</td>
</tr>
<tr>
<td>Senior Art Show # 1</td>
<td>TBD</td>
<td>February 1 - 14</td>
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<tr>
<td>Black History Month Cabaret</td>
<td>February 15</td>
<td>February 16 &amp; 17</td>
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<tr>
<td>Senior Art Show # 2</td>
<td>February 27</td>
<td>March 1 - 8</td>
</tr>
<tr>
<td>Senior Jazz Concert</td>
<td>February 28</td>
<td>March 1</td>
</tr>
<tr>
<td>Senior Art Show # 3</td>
<td>March 13</td>
<td>March 15 - 22</td>
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<tr>
<td>Annual Opera</td>
<td>TBD</td>
<td>March 8 - 10</td>
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<tr>
<td>LaGuardia Choral Concert @ Riverside Church</td>
<td>Varies by performance group</td>
<td>March 18</td>
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<td>Spring Drama Festival # 1</td>
<td>March 13</td>
<td>March 22 - 24</td>
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<td>April 10</td>
<td>May 3</td>
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<tr>
<td>Show Choir Concert</td>
<td>April 8</td>
<td>April 9</td>
</tr>
<tr>
<td>Senior Art Show # 4</td>
<td>March 27</td>
<td>March 29 - April 5</td>
</tr>
<tr>
<td>Spring Gospel Concert</td>
<td>April 2</td>
<td>April 3</td>
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<tr>
<td>Spring Drama Festival # 2</td>
<td>April 9</td>
<td>April 11 - 14</td>
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<tr>
<td>Concerto Concert</td>
<td>April 4</td>
<td>April 5</td>
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<tr>
<td>Senior Art Show # 5</td>
<td>April 10</td>
<td>April 12</td>
</tr>
<tr>
<td>Spring Drama Festival # 3</td>
<td>May 23 &amp; May 30</td>
<td>May 31 - June 2</td>
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<tr>
<td>LaGuardia Symphony Orchestra &amp; Chorus Concert</td>
<td>June 5</td>
<td>June 7 &amp; June 8</td>
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Student Responsibilities

Responsible behavior by each student is the only way in which the rights set forth in this document can be preserved. Violation of some of these responsibilities may lead, in accordance with the Discipline Code, to disciplinary measures. Full acceptance of responsibility with the exercise of rights will provide students with greater opportunity to serve themselves and society. Students have a responsibility to:

1. attend school regularly and punctually and make every effort to achieve in all areas of their education;
2. be prepared for class with appropriate materials and properly maintain textbooks and other school equipment;
3. follow school regulations regarding entering and leaving the classroom and school building;
4. help maintain a school environment free of weapons, illegal drugs, controlled substances and alcohol;
5. behave in a manner that contributes to a safe learning environment and which does not violate other students’ right to learn;
6. share information with school officials regarding matters which may endanger the health and welfare of members of the school community;
7. respect the dignity and equality of others and refrain from conduct which denies or impinges on the rights of others;
8. show respect for school property and respect the property of others, both private and public;
9. be polite, courteous and respectful toward others regardless of actual or perceived age, race, creed, color, gender, gender identity, gender expression, religion, national origin, citizenship/immigration status, weight, sexual orientation, physical and/or emotional condition, disability, marital status and political beliefs, and refrain from making slurs based on these criteria;
10. behave in a polite, truthful and cooperative manner toward students and school staff;
11. promote good human relations and build bridges of understanding among the members of the school community;
12. use non-confrontational methods to resolve conflicts;
13. participate and vote in student government elections;
14. provide positive leadership by making student government a meaningful forum to encourage maximum involvement;
15. work with school staff in developing broad extracurricular programs in order to represent the range of physical, social and cultural interests and needs of students;
16. observe ethical codes of responsible journalism;
17. refrain from obscene and defamatory communication in speech, writing and other modes of expression, including electronic expression, in their interactions with the school community;
18. express themselves in speech, writing and other modes of expression, including electronic expression in a manner which promotes cooperation and does not interfere with the educational process;
19. assemble in a peaceful manner and respect the decision of students who do not wish to participate;
20. bring to school only those personal possessions which are safe and do not interfere with the learning environment;
21. adhere to the guidelines established for dress and activities in the school gymnasium, physical education classes, laboratories and shops;
22. be familiar with the school Discipline Code and abide by school rules and regulations;
23. provide leadership to encourage fellow students to follow established school policies and practices;
24. keep parents informed of school-related matters, including progress in school, social and educational events, and ensure that parents receive communications that are provided by school staff to students for transmittal to their parents.
Academic Integrity

Academic honesty is essential for true academic success. Academic dishonesty is unacceptable under any circumstances. There are different consequences for school incidents and external exams, such as Regents Exams, AP Exams, etc. Plagiarism, cheating, collusion, and other acts of intellectual and scholastic dishonesty are violations of both the citywide Discipline Code and school policy and will not be tolerated. Parents will be notified and academic sanctions related to the infraction will be imposed.

During an exam, you may not have out or look at your cell phone. Your examination will be invalidated and no score will be calculated for you if you use any such device or related communications technology or if you wear headphones while in the testing room or while on break.

School Incidents

For the 1st occurrence in a particular subject area, there will be an investigation by the teacher and department supervisor. The parent will be contacted by the teacher, and the student will be given a zero with the opportunity to take an alternate assessment/assignment. The grade of zero will be removed from the student’s record once the alternate assessment/assignment has been satisfactorily completed. However, the highest grade on the alternate assessment cannot exceed a 65.

For the 2nd occurrence in the same subject area, the same applies as for the first occurrence. In addition, a statement must be written by the teacher or the supervisor to support the claim of academic dishonesty, and the student will receive 2 days’ detention.

For the third and future occurrences in the same subject area, the same applies as in the examples above. In addition, the student may be given a Principal’s suspension. In order to support the suspension, the teacher and/or department supervisor must be present at the hearing to make the school’s case and present the evidence, including the associated documents as well as data from a software program that is designed to search for plagiarism.

You may not use any communication device while taking a school or Regents examination, either in the room where the test is being administered or while on a break (such as a bathroom visit). Such devices include, but are not limited to, cellular telephones, CD and audiocassette players, radios, MP3 players, Personal Digital Assistants, video devices and associated headphones, headsets, microphones, or earplugs.

College Board Exams Incidents

Students violating rules on College Board Exams will be subject to policies established by the College Board in addition to being referred to the Deans Office for discipline. This includes possibly being removed from the testing room, having the test score invalidated, and having the incident notated on your score reports.
**Plagiarism and Copyright Infringement**

Users will always fully and accurately credit sources for written work and never engage in plagiarism. Plagiarism is taking someone else’s work and passing it off as one’s own.

Respecting the rights of copyright owners is required. (Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright). If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If unsure whether or not you can use a work, you should request permission from the copyright owner. Direct any questions regarding copyright law to a teacher.

**How to Avoid Plagiarism**

Take careful notes. Make sure you use quotation marks whenever you write down exact words from your source.

Cite a source each and every time you use it. The citation is needed even if you are using all your own words. (If the same source is used throughout a paragraph, you may cite it at the end of the paragraph). Whenever you use someone’s words, indicate this by using quotation marks. If you do not do this, you will be guilty of plagiarism even if you cite your source.

**Academic Policy**

**Daily Session Time/Student Schedules**

The minimum length of the school day for grades 9 through 12 is 5.5 hours per day, exclusive of lunch. This equates to a student being present for 8 periods daily, including lunch.

**Transcripts**

At the beginning of each semester, transcripts are given to students to review for accuracy. If corrections are necessary, you should immediately contact the guidance staff. If the final grade on your transcript is incorrect due to a clerical error, miscalculation, or faulty entry, you need to ask for its correction immediately. Accurate transcripts help ensure that students are correctly programmed for classes and that their progress towards graduation can be followed.

**Report Cards**

Report cards are issued 3 times each semester. Only the final grade at the end of each semester appears on your transcript.

Passing Grades: 65 - 100 in increments of one (effective 2012/13 school year.) Prior to 2012/13, Passing Grades: 65, 70, 75, 80, 85, 88, and 90-100 inclusive.

Failing Grade: 55

N.B. The numeric grade of 45 (no-show) may be given for Marking Period 1 only.
Grade Changes

Grade changes must occur prior to the end of the following term. If a grade on your report card is incorrect, get a Grade Change Form from Room 261 and have it completed by your teacher. Teachers are to submit the Grade Change Form to their department supervisor. All report card grade changes must be completed by June 30.

Classroom Accommodations

Section 504 of The Rehabilitation Act of 1973 protects students with disabilities against discrimination by requiring public schools to provide eligible students reasonable and appropriate accommodations, so they may participate fully in school. Teachers must make accommodations when there is a physical or mental impairment. A physical or mental impairment may include, but are not limited to, physical disabilities or conditions, psychological disorders, and specific learning disabilities.

Student Ranking

Individual student academic rank is never released to students or to the public.

PE & Dance Waivers Not Allowed

There are no waivers for PE/Dance requirements. NYS regulations states that “individual medical certificates of limitations must indicate the area of the program in which the pupil may participate.” Students with temporary medical conditions receive PE/Dance as part of the school's regular PE/Dance program with appropriate modifications adapted to their needs.

College and Career Readiness

The DOE’s College and Career Readiness Benchmarks define the qualities and achievements that students need to complete in order to be ready to enroll, persist, and succeed in college, postsecondary training opportunities, and gain entry into meaningful careers. To guide and galvanize our collective efforts toward our shared goal of preparing all students for success after graduation, we have identified four essential domains of student development: Next Generation Learning Standards, Academic and Personal Behaviors, Academic Programming, and College and Career Access.

These domains provide a road map for teachers, schools, and students themselves to work towards indicators of college and career readiness at every level. For additional information regarding the DOE Postsecondary Readiness, please visit [http://schools.nyc.gov/Offices/OPSR/default.htm](http://schools.nyc.gov/Offices/OPSR/default.htm)

CUNY Four-Year Colleges Candidates

Candidates for freshman admission to a bachelor's degree program must show proficiency in reading, writing, and math to be admitted. While completing the minimum high school credit and exam requirements may earn students a diploma, completing these course sequences can support students in successfully transitioning to college and the workplace:
Math: 8 Regents-level credits, including a sequence that consists of at least the following: Algebra I, Geometry, and Algebra II.

Science: 8 Regents-level credits, including a sequence that consists of at least three of the following: Living Environment, Chemistry, Physics, and an AP science course.

Advanced Courses: Advanced Placement (AP)® courses, International Baccalaureate (IB) courses, and courses for college credit such as College Now or CUNY Early College.

Candidates also must show proficiency by achieving specific exam scores in order to avoid remediation at CUNY. See the CUNY website for exact details on admission requirements, recommended exam scores, up-to-date information, and frequently asked questions about admissions and remediation.

CUNY Community Colleges
Candidates for freshman admission to an associate program do not have to demonstrate the skills proficiencies as outlined on the CUNY website. However, entering students who are not proficient based on these criteria will be required to take the CUNY assessment test to determine if they require remedial coursework to build their skills in any areas in which they have not met the proficiency requirement.

College Application Process
You are welcome to visit your Guidance Counselor, located in the Guidance Suite, Rooms 206/235. To make the college application process more efficient, students are required to adhere to established deadlines, which requires students to input information into the Naviance computer system. Failure to follow deadlines may result in documents not being transmitted in a timely manner and transcripts not being sent.

Parents and students should take advantage of and attend the various programs and group presentations during the year. Please visit Naviance to access the College Handbook and various college-related web links.

All students must enter the college they are attending in Naviance. This is the only way that a final transcript will be sent to a college. Schools without a final transcript may rescind their acceptance offer.

Graduation Requirements

<table>
<thead>
<tr>
<th>Credit Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
</tr>
<tr>
<td>English</td>
</tr>
<tr>
<td>Social Studies</td>
</tr>
<tr>
<td>Global Studies</td>
</tr>
<tr>
<td>U.S. History</td>
</tr>
<tr>
<td>Government</td>
</tr>
<tr>
<td>Economics</td>
</tr>
<tr>
<td>Mathematics</td>
</tr>
<tr>
<td>Science</td>
</tr>
<tr>
<td>Life</td>
</tr>
<tr>
<td>Physical</td>
</tr>
<tr>
<td>Life or Physical</td>
</tr>
<tr>
<td>Language Other Than English</td>
</tr>
<tr>
<td>Health</td>
</tr>
<tr>
<td>Physical Education (each year)</td>
</tr>
<tr>
<td>Other academic courses*</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

*Studio courses are classified as academic courses.

Regents Exam Requirements

General Education students must score 65 or above on the five required Regents Exams: English, Global Studies or US/Government, Math, Science, and a 65+ on any additional Regents exam or State-approved +1 assessment. LaGuardia Arts administers Regents Exams in January, June, and August. (n.b. Not all exams are given in January and August.) Exam marks are posted when the grading is complete.

Students are expected to meet the CUNY Standards for English and Math. Students who do not meet the CUNY Standards will be registered to retake either the English or Math Regents.
**Advanced Regents Diploma Requirements**

To receive an Advanced Regents Diploma endorsement, a student must meet the criteria for the Regents Diploma and achieve a minimum score of 65% on the following: an additional Science Regents Examination; a LOTE Examination or NYC Arts Exam; and the Math Advanced Regents Requirement (Algebra I, Geometry, and Algebra II).

**Diploma Endorsements**

**Honors Designation**

Students must earn an average of 90 or higher on the required Regents exams for their diploma type. As the Common Core Regents Exams are introduced, the New York State Education Department may determine new score requirements for this endorsement.

Students may earn diploma designations recognizing the successful completion of additional courses and exams.

**Arts Endorsement**

- Earn 10 credits in a single art form (dance, theater, music, or visual arts), which may include those required to meet the 44 credits for graduation
- Pass the NYCDOE assessment in that art form/discipline
- For the advanced Regents diploma only, two LOTE course credits instead of six credits are required, and the LOTE exam is not required

**Mastery in Math**

- Meet requirements for an Advanced Regents diploma
- Achieve a score of 85 or higher on each of the three required math Regents exams (Algebra I, Geometry, and Algebra II/Trigonometry)

**Mastery in Science**

- Meet requirements for an Advanced Regents diploma
- Achieve a score of 85 or higher on any three science Regents exams. (Note that while two science Regents exams are required for the Advanced Regents diploma, three are required for the Mastery in Science endorsement.)

**Career and Technical Education (CTE)**

- Earn course credits in New York State-approved CTE sequence (number of credits varies by sequence but must be a minimum of 7, including 1 course credit in Career and Financial Management [CFM])
  - CFM can be embedded to fulfill a distribution requirement or can be offered stand-alone
  - Students may be required to exceed 44 total credits
  - For the advanced Regents diploma only, 2 LOTE course credits instead of 6 are required, and the LOTE exam is not required
- Pass the CTE technical assessment that corresponds to the New York State-approved sequence in which the student earns credits
- Complete Work-Based Learning (WBL) requirement

**Service Seal**

- Meet a minimum of 100 hours of independent service, related service-learning, and/or a school-led service program over the student’s high school years. Hours must be verified using the x2VOL software program.

**Honors Placement**

- You will be placed into Honors if you perform well in the class you are currently taking.
- You must have excellent school attendance and punctuality.
- An Honors class commitment is for the full year.
- The Department Assistant Principal may remove a student from an Honors class if the student fails to perform at minimum Honors level.
- All requests for Honors placement are subject to Department Assistant Principals’ approval and programming restrictions.
Advanced Placement (AP) Policy
• Advanced Placement courses are college-level courses. LaGuardia Arts is committed to providing the most rigorous curriculum possible to our students, and, thus, we offer an array of AP courses.
• The application process starts at the beginning of the spring semester when students request courses online. Please note important due dates.
• A student must have excellent school attendance and punctuality.
• All AP courses are full-year commitments and cannot be dropped.
• AP courses are weighted according to DOE policy.
• Enrollment in an AP course carries the expectation that the student will sit for the College Board AP examination in May the year the course is taken. The Guidance Department staff will assist in determining the maximum number of AP courses students may take each year based on the student’s previous academic performance. Students are strongly advised to register for no more than two AP classes concurrently.
• For department prerequisites, please see the AP Course Offerings brochure.
• When programming students in AP classes, priority will be given to seniors.

Homework
Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. It is the intention LaGuardia to assign relevant, challenging, and meaningful homework assignments that prepare students for new material and reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished classroom assignments, and develop academic independence. Please see each course syllabus for the department’s grading policy.

Homework assignments should be differentiated to meet individual students’ needs and may include:
• Practice exercises to follow classroom instruction
• Preview assignments to prepare for subsequent lessons
• Extension assignments to transfer skills or concepts to new situations
• Creative activities to integrate many skills toward the production of a response or product

Submission
Students are expected to submit work on time. Students who turn in late assignments may receive: partial credit, no credit, communication with parents/guardians, guidance intervention, or academic intervention via mandated tutoring which may result in disciplinary action for failure to attend. Extenuating circumstances require a note from the parent/guardian.

Students who miss homework due to absence will be given the opportunity to submit missed work. Students are given one calendar day for each day absent to submit the missing work.

Assignments
Daily Assignments: Homework should be assigned daily for each class.
Long Term Assignments: Long term assignments must be defined in the course syllabus.
Lab reports, term papers, and projects should have a clear task, grading rubric, and due date.

Weekly Testing Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make-Up</td>
<td>Social Studies/Health</td>
<td>English</td>
<td>Science/ Studios</td>
<td>LOTE/Math</td>
</tr>
</tbody>
</table>
**Vacation Assignments**

Many in the La! community are unavailable to complete class assignments over a vacation period. Teachers wishing to assign work over a vacation should make the assignment “non-location specific” so that a student can complete the assignment anywhere in the world. For example, a student traveling to Mexico cannot be expected to visit a specific MoMa exhibit. In addition, assignments should be given no later than 3 days prior to the beginning of the break and can be due no sooner than 3 days after the students return.

**Program & Program Changes**

Students at LaGuardia Arts are programmed for a 9 or 10 period day, inclusive of lunch. Students must be programmed for lunch. Courses are offered periods 1 through period 10. In order to accommodate the school-wide schedule and the individual students’ needs, if the students have less than 10 periods a day, they are assigned an early or late start. Individual requests for an early or late program cannot be accommodated.

Schedule changes are considered only if compelling circumstances warrant a change and class space is available. Changes will be made only during the first 10 days of school. Due to class size limitations, program changes might occur within the first 10 school days of each semester. This is called “equalization.” If a student’s schedule is changed due to “equalization,” the student cannot request to go back to the original class. However, all measures are taken to minimize the number of such schedule changes.

Students are advised to make thoughtful choices during the course registration/programming process. Students who request a course and are programmed for that course are not allowed to drop that course.

LaGuardia Arts’ courses are annualized, and students enrolled in annualized courses are expected to see the course through to completion. Annualized courses cannot be dropped.

If you fail a required course, you must retake the course in summer school or PM School. Course offerings are subject to availability. Failing a course may delay your graduation.

**Testing**

Midyear exams, final examinations, and subject specific tests are held each term. Students are expected to be present at the prescribed dates and times of their tests.

- A student who is on an unexcused absence at the time of testing may not be allowed to take the examination at another time.
- Advanced Placement examinations are held in May. Students enrolled in the class are expected to sit for the examination.
- SAT & SAT Subject exams are given at various times during the year and are given at outside facilities. More information may be obtained in the Guidance Suite.
- Regents examinations are given two times during the regular school year in January and June, and during Summer School in August. Not all students take Regents examinations in January or August. During Regents Exams, students only attend school on the day they are taking an exam.

**Standardized Testing**

Many colleges require standardized test scores as part of the application packet. It is recommended that students take the standardized test once in the Spring of the Junior year and once in the Fall of the Senior year. All Juniors take the SAT in March at no cost. We suggest this is the only time a student takes the SAT during their Junior year.

The two major standardized tests are the SAT and the ACT.
Developing Your Junior Year Testing Schedule

Juniors are encouraged to follow one of the two suggested testing schedules. The primary factor in determining the schedule is whether or not you are taking AP classes.

Option 1 — Not Taking AP Classes

<table>
<thead>
<tr>
<th>October</th>
<th>March</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSAT</td>
<td>SAT or ACT</td>
<td>SAT II</td>
<td></td>
</tr>
</tbody>
</table>

Option 2 — Taking AP Classes

<table>
<thead>
<tr>
<th>October</th>
<th>March</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSAT</td>
<td>SAT/ACT</td>
<td>AP Exams</td>
<td>SAT II</td>
</tr>
</tbody>
</table>

PSAT - Wednesday, October 10, 2018

All Juniors, Sophomores, and Freshmen will be taking the PSAT exam at no cost on October 10, 2018. Valuable online tools, such as KhanAcademy.org, are available to help you chart your progress, as well as develop a personalized study plan. Students are automatically registered for this exam.

SAT Subject Tests

Some universities require SAT Subject Test scores as part of their admission process. It is recommended that a student take the SAT Subject Test shortly after completing the recommended course.

<table>
<thead>
<tr>
<th>SAT Subject Test</th>
<th>LaGuardia Arts Course</th>
<th>Recommended Grade Level</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature</td>
<td>English 6</td>
<td>Junior</td>
<td></td>
</tr>
<tr>
<td>Math Level 1</td>
<td>Geometry</td>
<td>Sophomore</td>
<td>Algebra and Geometry Examination</td>
</tr>
<tr>
<td>Math Level 2</td>
<td>Algebra II/Trig</td>
<td></td>
<td>Integrated Algebra Examination</td>
</tr>
<tr>
<td>Biology E/M</td>
<td>AP Bio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>Chemistry 2 H or Chemistry AP</td>
<td></td>
<td>Alg II/Trig Regents Recommended</td>
</tr>
<tr>
<td>Physics</td>
<td>Physics 2 H</td>
<td>3 years of Math</td>
<td></td>
</tr>
<tr>
<td>US History</td>
<td>US 2</td>
<td>Junior</td>
<td></td>
</tr>
<tr>
<td>World History</td>
<td>Global 4/AP World History</td>
<td></td>
<td>Sophomore</td>
</tr>
<tr>
<td>LOTE: Reading</td>
<td>Level 6</td>
<td></td>
<td>Typically after 3 years of a language</td>
</tr>
<tr>
<td>LOTE: Reading/Listening</td>
<td>Level 6</td>
<td>Typically only given in November.</td>
<td></td>
</tr>
</tbody>
</table>
Developing Your Senior Year Testing Schedule, the majority of Seniors typically take their standardized test of choice for the second time their Senior year. Any student who has interest in applying during the Early or Rolling Admissions process should plan on taking the October administration. There is no statistically significant gain taking a test more than twice.

<table>
<thead>
<tr>
<th>SAT Test Date</th>
<th>Registration Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 6</td>
<td>September 7</td>
</tr>
<tr>
<td>November 3</td>
<td>October 5</td>
</tr>
<tr>
<td>December 1</td>
<td>November 2</td>
</tr>
<tr>
<td>March 9</td>
<td>February 8</td>
</tr>
<tr>
<td>May 4</td>
<td>April 5</td>
</tr>
<tr>
<td>June 1</td>
<td>May 3</td>
</tr>
</tbody>
</table>

www.sat.collegeboard.org

www.act.org

Audit Etiquette
Audiences must conduct themselves appropriately. Proper conduct includes:

- being quiet (no talking, shouting out, or noises), no food or drink
- refraining from putting feet on the back of the seats or crawling over seats
- sitting still
- turning off all electronic devices
- the use of any recording device, either audio or video, or the taking of photographs, either with or without flash, is strictly prohibited.

Performances at LaGuardia Arts are a treat for us all, but it’s important to remember that as students gain the experience that comes from performing on stage, playing for a full house (or at least a large audience) is an important part of that experience. If each parent left when their child’s part was over, or only arrived in time to see their own child’s piece, it would detract from the entire experience for all of the students. To assist with beginning on time and maintaining the integrity of the performance, the following rules are in effect for performances:

- Assigned seats will be honored only until show time, at which point priority seating will be at the discretion of the House Management. If you are late, you will still be seated; however, it may not be the seat initially assigned.
- Will Call will open at least 30 minutes prior to show time and will remain open until intermission. Tickets for late/absent companions may be left at Will Call.
- No entry without a ticket – even after intermission. Please save your ticket stub.

Blackout/Preview Assembly Performance Policy
Recognizing that the performance and rehearsal requirements of studio programs at LaGuardia Arts may diminish the time students can devote to academic work, we have established a “blackout” policy. A blackout day is one which students are excused from attending classes in order to prepare for an upcoming performance. If you receive an attendance letter and you were on a “blackout” day, please disregard the letter. You will be marked absent, but the absence will be excused in the teacher’s records. However,
For preview assembly performances, students are excused from class only for the periods specified for that day. Teachers are asked to allow students who participate in blackout/preview days to make up all missed work/exams.

All Blackout days appear on the school calendar at the beginning of the school year. Club activities are not eligible for Blackout days.

**Box Office Policy**
- The School Store cannot process credit cards in person or by phone, only online. Online credit card orders incur a processing fee charged by the credit card company.
- Tickets to performances produced by the PA are not sold in the School Store or on the school’s website.
- Ticket information and performance dates are listed in the Performance Calendar on the school website as well as in the Weekly Bulletin.
- All orders other than online orders must be in person at the School Store. There are no phone orders. Please call for hours and to verify the store is open on any given day.
- Typically, tickets go on sale at least four weeks before a performance and are removed from the online store two days before the performance.
- There is no guarantee that the School Store will be open to sell tickets on the day or days leading up to an event, so buy your tickets early.
- No rain checks will be issued honoring the advance price in the event the School Store is closed.
- Advance sales will cease no later than 4:15 PM on the Friday preceding weekend performances. In order to guarantee seating and the advance price, you should always purchase your tickets as early as possible. Do not wait until the Thursday or Friday before the performance.
- The Box Office opens one hour before a performance to sell tickets and for will call.
- Any unpaid tickets being held will be released for sale to the general public ½ hour before each performance.
- There are no refunds or exchanges.
- Each guest requires a ticket.
- Please be mindful that many guests are distracted by the typical behavior of children 5 years or younger, so we ask that all guests abide by the behavior included in our Audience Etiquette section.

**Tickets for Public Performances**
Advanced tickets can be purchased in a variety of ways, but tickets may be purchased in the lobby immediately prior to the show, when available. Complete information regarding varied ways to obtain tickets can be found on the school’s website, typically one month prior to the performance.
Attendance

Regular attendance is essential to success in school. Frequent absence affects a student’s total record. Loss of instructional time caused by absence may result in a diminished grade. Students are expected to arrive at school and to each class on time. Plan to arrive before classes begin. Lateness to school interferes with class routines.

Absences

Attendance for the day is taken during 3rd period class. Daily phone calls to advise parents/guardians of daily absence are made based on 3rd period attendance. Make sure you are marked present in that class. If you are marked absent for that period, a phone call home will be made the following day. Periodically, we also send home attendance letters. If you know you were part of a trip or a performance for the day and you received a letter, disregard it.

When you are absent from class, you are not excused from any class work, homework, or tests you may have missed. It is your responsibility to make up all work missed in a timely manner. You should be aware that excessive absences, even for valid reasons, may result in your grade being lowered simply because of lost instructional time.

If you are absent from school or miss classes during the school day (other than for official blackout days or periods) you are not eligible to participate in after school co-curricular or extra-curricular activities later that day or evening. These activities include participation in performances, athletics, clubs, etc. Students who are on suspension are likewise ineligible for any after school activities.

When returning from an absence, you should bring an absence note the first day back; fill out an Absence Form, and have it signed by all your teachers. Bring both the signed form and note to the Attendance/Program Office, Room 201. Absence Forms can be downloaded from LaGuardia’s web site at LaGuardiaHS.org/Program Office or picked up in Room 201. The note should then be returned to the Attendance Office to be recorded and filed. More information about school policies on attendance can be found at LaGuardiaHS.org

Students who are on a partial-day Blackout are expected to attend their remaining classes.

Unexcused Absences

Absences due to family vacations and non-school related performances are not excused absences. Teachers may be unable to give students make up work comparable to that which the student missed. Family vacations should be planned to coincide with vacation days and weeks of the annual school calendar. Teachers are not obligated to make prior arrangements for assignments, projects, and other instructional activities involving work that has not yet been presented. Student absence for vacation or non-school related performances will be treated as an unexcused absence.

Cutting

You are expected to attend each and every class listed on your Program Card, including lunch. Cutting class is considered a serious infraction of the school rules. Attendance is taken in each individual class, as well as for the entire school day during 3rd period. Teachers may report unauthorized class absences to the Deans Office and/or Attendance Office. For excessive cutting, the Attendance Office will mail letters home and/or will contact your parents/guardians. After two attempts to correct this behavior, the students will be referred to the Guidance Counselor. Cutting may result in denial of the right to participate in extracurricular activities and honor societies.

As a result, it is important that you always be at the location officially designated on your program card at the indicated time. If there is any question of whether or not it is allowed to be in a location other than that indicated on your program, you should
always check with the teacher of the class you are scheduled for at that time.

*Extended Absences*

If you are going to be absent for an extended period of time due to illness, your parent or guardian should notify your Guidance Counselor to arrange for schoolwork. Lack of notification may result in a home visit by a truancy teacher. Students returning from an extended absence must bring a doctor’s note to the Attendance Office and fill out the pertinent paperwork.

*Lateness*

When you arrive late to school, you have missed valuable instruction, and your arrival interrupts the continuity of instruction for the rest of the class. Punctuality is a prerequisite for success in school (as well as in business). You are expected to arrive at school on time and to be seated and ready for work beginning with your first class.

If you arrive to school after the beginning of your first class, you are marked late. If you miss your first class or classes due to lateness, you will be marked absent from those classes. If you arrive late to school but prior to the beginning of period 3, go directly to your class even if the period has already started. If you arrive after the start of period 3, you must sign the “Late-to-School Book” located in the Attendance Office, or you will be marked absent for the day.

Teachers will contact your parent/guardian if you are excessively late to class. The Attendance Office will mail a letter any time you are late to school twice a week or more. After the second letter, a referral to the Deans Office will be made. You may receive detention, and you may need to sign in each morning with your Guidance Counselor. Excessive lateness may result in denial of the right to participate in extracurricular activities and honor societies. Your parents/guardian may be requested to come to school to discuss your lateness’s

*Leaving School*

A reminder that students are not permitted to enter or leave the school building via any vestibule other than the one whose doors lead directly onto 65th & Amsterdam. In addition, students leaving the building may not access the main vestibule using the blue staircase doors adjacent to it. The only exception would be if you are directed to do so by a staff member during a building evacuation. In addition, no one entering the building is permitted to bypass the security desk by using one of these blue stairwell doors.

If your day ends before period 9, you should be sure to carry your program card with you as you may be asked by security staff to present verification that your school day is officially over. If you do not have a copy of your program card, please go to Room 231 for a duplicate.

*Leaving School Early*

*Early Dismissal*

Once you are in school, you may not leave for any reason prior to the end of your regular school day. You may leave before the end of your scheduled day only if accompanied by a parent or guardian.

Students need to be in school for the entire school day, not just part of the day. As such, requests for early dismissal should be very few and far between, unless a child suddenly becomes ill or there is a sudden family emergency.

Students are only permitted to leave if accompanied by a parent or guardian or another adult whose name appears on the students Emergency Blue Card as per the Department of Education and New York State policy. This person must be in possession of a valid, government issued photo identification card. (Credit cards, library cards, medical insurance cards and employment identification are not considered valid forms of identification.) Parents cannot give permission over the telephone or in writing to have someone who is not listed on the Emergency Blue Card sign their
child out of school or for students to leave school unaccompanied if they are underage.

Only adults whose names appear on the “blue card” may sign a child out in Room 201.

Address and Telephone Changes
The school may need to contact a parent or guardian at home and work. Emergency contact cards (“Blue Cards”) should be updated immediately after any change, by notifying the Attendance/Program Office, Room 201, promptly of any change of address or telephone number. Documentation of a new address is required (e.g. a utility bill).

Archon National Honor Society for Community Service
Archon requires a minimum cumulative GPA of 85%, 80 hours of community service per year (of which only 20 hours can be completed at LaGuardia Arts), and minimum of 2 club credits (0.5 credit award per club per semester, 1 credit per athletic team.)

Arista National Honor Society
Membership in Arista, the National Honor Society, is one of the highest honors that can be awarded to a high school student. Selection is based upon careful consideration of a student’s scholarship, service, leadership, and character. Membership carries with it a responsibility and an obligation to demonstrate these qualities.

To be eligible for Arista, a student must maintain a minimum cumulative average of 90% in the core academic subjects (English, LOTE, Math, Science, and Social Studies) and pass all classes (including studio) for 3 semesters. To maintain membership, a student must meet the above academic requirements in addition to completing 10 hours in-school, 15 hours out-of-school community service, and complete 10 hours volunteer in-school peer tutoring per semester. Please visit https://sites.google.com/site/aristalag/ for complete information.

Biking to School
There are a limited number of spots provided by the city to park a bicycle on 65th St and Amsterdam.
if you decide to ride to school. The school is not responsible for bicycles parked anywhere in the vicinity of the school. Bikes are not permitted inside the school building under any circumstances. This includes whether or not you are able to properly secure your bicycle or as a result of inclement weather.

**Dining Halls/Food Service/Lunch**

Breakfast is served free of charge to all students in the 5th floor Dining Halls each morning beginning at 7:30 AM. Although we do not serve coffee or tea to students, our Dining Halls does feature milk and juice, as well as a healthy selection of bread, fruit, cereal and other hot and cold items each day at no cost regardless of lunch status.

*Due to the rigorous nature of the LaGuardia Arts curriculum, all students must be programmed for a lunch period.* The entire student population shares the two student Dining Halls over several periods. It is important that all students enjoy a clean, healthy, and safe environment where they can relax and socialize. As such, you are expected to clean your table and to deposit all refuse in the waste receptacles.

Students at LaGuardia Arts eat lunch in school and are not permitted to leave the building. During your lunch period, you must report to the Dining Halls by the time the late bell rings. You are not permitted to loiter or wander the halls during your lunch periods. If you are found in the halls without a pass at these times, you will face disciplinary action. You must have a school ID to enter the
Dining Halls and may only enter during your assigned lunch period; this includes the use of the vending machines. You may not leave the Dining Halls without an official Dining Halls pass and you may never leave the Dining Halls with food of any kind, including items purchased from vending machines.

**Bringing Food and Drinks into School**

Please be aware that you cannot have any type of beverage or food visible when entering the school. If you do so, you will be asked to step outside to consume or dispose of the item or to store it away so that it is not visible.

This rule is in effect as a result of the fact that liquids slosh and spill. Spills can cause people to slip and fall, as well as attract unwanted pests. In addition, hot spills could cause injury to you and to others. Also, liquids spilled while riding the escalators could cause problems with their operation. For such reasons, food and beverages can only be consumed in our Dining Halls. If you wish to bring a hot or cold drink to school, we strongly suggest you bring it in a sealed thermos.

You may bring lunch from home or obtain a complete hot or cold lunch. Only plastic containers (no glass) are allowed in the building and food must be in a bag and cannot be visible upon entrance.

Baked goods and other sweets, candy, etc., especially home baked home goods, are not permitted to be in the school building during the regular school day other than for personal consumption. Students who bring a bag or box or tray of such items into the school building will have the items confiscated and returned at the end of the school day.

**Sharing Sweets and Other Food Items**

The DOE has expanded these prohibitions in order to help combat childhood obesity as well as trying to minimize the possibility of students having allergic reactions. In addition, the DOE does not want sweets competing with the regular lunch the student was intended to have. Fellow students also have food allergies and leftover sweets and crumbs also tend to attract unwanted critters.

Keep in mind that as far as personal or classroom celebrations go, such celebrations are not permitted during the regular school day due to the potential disruption to the learning taking place throughout the building.

**Communications from La!**

Students are responsible for all communication by the school, including information distributed in the Student Handbook, Digital Weekly Bulletin, Pupil Path, Naviance, and e-mail. Students are required to have registered with La! a valid email address that is checked frequently. Please note that the LaGuardiaHS.org Google email does not allow students to receive emails from any non-LaGuardiaHS.org account, so do not use this email in any of the systems used by LaGuardia.

**Computer Software Used by La!**

**NYC Schools Account and Pupil Path**

LaGuardia Arts makes use of software programs for a variety of purposes, including student programming, attendance monitoring and notification, e-mail communications. All students and parents are issued a user name and password. Users will be asked to enter an e-mail address the first time the accounts are used. This will allow for teachers and staff to send timely e-mails and reminders. Students and parents needing computer access may visit the Parent Engagement Center in Room 235 by contacting ext. 3261.
Naviance

Naviance is the computer software system used to coordinate Career Planning and College Planning. It allows students, families, teachers, counselors, and administrators to collaborate, increase expectations, align student goals, and student interests, providing all with valuable insight and information needed to make informed decisions and improve the outcomes for academic success and College Readiness for LaGuardia students.

All students and parents must have an active Pupil Path account with a valid e-mail to facilitate the activation of their Naviance account at the appropriate grade level and time.

Computer Software sites may be accessed through the school’s website by clicking the appropriate link in the top left corner.

Condom Availability

Condoms are available in the PE Offices and the Medical Office. The Department of Education offers an HIV/AIDS prevention program as part of an ongoing comprehensive health education program. In addition, all high school students in grades 9-12 are permitted to request free condoms at their school. Your parent or guardian may ask the school not to give you condoms. This is referred to as a parent opt-out. Your parent is not permitted to make this request if you 1) are 18 years of age or older; 2) have been or are currently married; 3) are a parent, and/or 4) are entitled under law to give consent for yourself. Parents/Guardians may change their consent by contacting your Guidance Counselor.

Crisis Intervention

The Guidance Staff (Rooms 206/234) provides crisis intervention and support when situations at school or home interfere with your well-being. They deal with such issues as self-esteem, divorce, death, health, homelessness, truancy, physical and sexual abuse, violence, socialization skills, alcohol or drug abuse, and suicide. The Guidance Staff maintains professional standards of confidentiality in all student interactions.

Elevator Usage

Students are not allowed to use the passenger elevator unless an elevator pass had been issued for a verifiable medical condition. To obtain an elevator pass, bring medical documentation to the Nurse’s Office, Room 247. The freight elevator is for freight and is not to be used as a passenger elevator regardless of proximity. Students are not permitted to be on the freight elevator unless accompanied by a staff member while assisting in the transportation of items such as artwork or set-related pieces. Keep in mind that students should never be asked to lift or transport extremely heavy items. Students wishing to avoid disciplinary action should not ride the elevators without an elevator pass.

Emergency Contacts

A student can only be released to an adult listed on the blue, Emergency Card in the event of illness or emergency. Families are asked to keep the contact names and phone numbers current.

Face-to-Face Letters

Student enrollment and address verification necessary for public assistance may be obtained from the Attendance/Program Office, Room 201. Please call one day in advance in order for the letter to be ready.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the NYC Department of Education (DOE), with certain exceptions, obtain your parent’s/guardian’s written consent prior to the disclosure of personally identifiable information from your education records. However, Directory Information, which is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent’s prior written consent. Examples include publishing your name in a graduation program, yearbook, or performance program.

Financial Assistance

While LaGuardia Arts does not provide direct
financial assistance to students, if you need emergency financial assistance for school supplies, or are a student living in temporary housing, see the Assistant Principal/Pupil Personnel Services, in Room 229B.

Hall and Bathroom Pass (Authorized Out-of-Room Pass)
You must always be in the location indicated on your schedule or have an authorized pass. You must have a hallway pass anytime you are out in the hallway except during passing time.

You should refrain from requesting the bathroom pass during the first and last ten minutes of the class period unless it is an emergency.

Gender Neutral Restrooms

At the request of our students to create a more inclusive environment, several student restrooms are being redesignated as Gender Neutral Restrooms. Students will still have the option of going to boys and girl’s restrooms of their gender identity, but now there will be an option where gender does not factor into the decision. Gender Neutral Restrooms are for any student who needs to use the restroom.

All student bathrooms are subject to closure due to smoking, graffiti or any other form of vandalism for repair and investigation. In that case, you should use the nearest bathroom on another floor. If a bathroom has no supplies or appears to have been vandalized in any way, you should let a staff member or School Safety agent know immediately.

Students are not allowed to use staff bathrooms and vice versa. If you need to use a bathroom in an emergency, you can also go to the School Safety desk in the lobby and ask to use one of the bathrooms located on the first floor.

Students who need to use the bathroom should first report to class and request a pass. Students should not use the bathroom during passing time if they are on their way to a scheduled class. In addition, students should not request to use the bathroom during the first or last ten minutes of the period, unless it is an emergency. You are never allowed to bring study or exam material into a bathroom with you.

If you need to use the bathroom while in class, request a pass and use the nearest open bathroom. The bathroom is not a place to socialize and your trip to and from the bathroom is not an opportunity to sightsee.

Students are encouraged to use the bathroom right before lunch or during a study skills period in order to avoid missing instruction. Students in the Dining Halls will need a pass in order to leave the Dining Halls to use the bathroom.

On occasion we have to close a bathroom due to student vandalism such as graffiti. In those cases, a sign will usually be posted. Remember that students who vandalize and shut down a bathroom only hurt their fellow students. If a bathroom that is normally open is closed and there is no sign posted, you should report that information to School Safety, a Dean or an AP.

It is your duty to help the school keep our bathrooms accessible to our students. If you notice a bathroom where the water does not shut off, you should report it immediately. If you smell smoke, it is very important that you let an adult know immediately. If a bathroom is dirty or there is a lack of supplies, you should report this to a staff member or to the Custodian’s Office, Room 129. As in the rest of the school, the use of cellphones is strictly prohibited in all student bathrooms. If you feel ill, you should let another student or someone else in the school know and not call home on your phone, unless it is a real medical emergency. Instead you should go to the Nurse’s Office and call home from there or from any other office phone. In that way the school is aware that there is an issue and we can send help.
Health Instruction
We understand that our students and their families have a range of beliefs, cultures and customs. As a parent/guardian, you have the right to keep your child out of some lessons about birth control and methods of HIV/STD prevention. You cannot remove your child from abstinence or other sexual health education lessons. If you have questions about which lessons you may opt your child out of, please speak with your child’s health education teacher.

Our school will teach about Acquired Immune Deficiency Syndrome (AIDS). The New York State Education Department and the New York City Department of Education have mandated that HIV/AIDS education be provided for all students in Kindergarten through Grade 12. This mandate states that HIV/AIDS instruction must be age-appropriate and address the nature of the disease, the methods of transmission, and methods of prevention. Lessons focus on developing an understanding of communicable diseases, ways to live a healthy life, and how to identify community resources that can help enhance the quality of life.

If you would like your child to be excused from birth control and HIV/STD prevention lessons, you must write a letter to your child’s principal. The letter should state that:

- Your child should not be in the classroom during lessons about birth control and methods of HIV/STD prevention; and
- You will provide instruction on prevention to your child in your home.

ID Cards
Anytime you wish to enter the school building, you must have your school ID with you. You must scan in whenever the ID scanning machine is present or present your school ID to security at other times. This applies 24 hours a day, 7 days a week, 365 days a year, whether it is for practice, rehearsal, when going to your locker, or for any other reason.

ID cards are the property of the Department of Education and may not be defaced in any way. You are responsible for replacing lost or damaged cards immediately. A replacement should be requested at the side of the scanning entrance; the replacement fee is $3.00. The card will be ready the next school day. If you leave your ID card at home, a temporary replacement can be purchased for $1.00 in the main lobby.

You are required to carry your program card and photo ID card at all times. These must be produced upon request by any staff member. Failure to produce identification is a serious matter that will be met with strict disciplinary action. As such, you should carry your school ID with you at all times. Do not leave your ID in an article of clothing, your book bag or in your locker.

Occasionally a student may have more than one ID. In spite of this, according to the ID system, only one ID card can be active at any given time. The card has an issued date and you should use the card with the latest issue date. Students with ID card pictures that no longer reflect their current appearance may be asked to retake their photo and their ID card will be replaced.

Library
You may use the library during an unassigned period if you present your program card or an official school pass. Your school ID serves as your library card.

Lockers and Locker Rooms
Hallway lockers are assigned by the school. Students must purchase and use only an official school lock. All other locks will be clipped, and the school will not be financially responsible for locks that must be clipped. Locker locations are assigned according to studio. Gym lockers are assigned by the PE Department for students taking PE classes. Lockers are school property and subject to inspection by school authorities at any time. Locker rooms on the dance and drama floors are for the use of students in those studios only. Any problems with lockers should be reported to the Deans Office. Room 237 can provide you with your combination should you forget it. A student who cannot gain access to his or her locker must go to Room 237. All lockers must be cleaned out on or before the last day of regular classes. The
school will dispose of articles left behind.

- Visit your locker as few times as possible during the school day
- Never leave possessions out in the open or unsecured at any time
- Do not leave money/valuables in your locker. Lockers are not vaults - they are designed to hold books and supplies, not valuables.
- Do not share lockers or disclose your locker combination to anyone else
- Do not over-stuff your locker as it may break the locker and make the locker unsecured
- Be alert to others watching you while you are opening your lock
- After closing your lock, spin the dial at least one full turn and pull down on the lock to make sure it is secure

The school is unable to store personal items on a student’s behalf. Items that are too large to fit in a locker should not be brought into the school. Due to the potential liability and the associated disruption to the educational process, the school cannot store bicycles, luggage, or any other items that cannot easily be transported or which are normally not found in schools.

**Lost and Found**
The Lost and Found is located in the Deans Office.

**Lunch Application**
All students are required to submit a Lunch Application each year, regardless of whether or not the student wishes to participate in the Free/Reduced Lunch Program. It is suggested that you completed the application online at https://www.applyforlunch.com. The online application takes between 15 and 30 minutes. Families may fill out the application handed out in Official Period (OP) at the beginning of the fall semester. If you have not completed a lunch application, you can obtain one from Room 231. Your eligibility for reductions and waivers for exam fees and application fees is based on information from your completed form.

**Medical Office/Nurse’s Office**
If you become ill, you should request a pass to the Medical Office (Room 247) from your teacher.

Medications are not dispensed, but minor injuries may be treated and arrangements made, if necessary, for students to be picked up from school due to illness. If you need to take medication during the school day, you must have medical documentation on file in the Medical Office. This documentation needs to be resubmitted each year.

Although we try to obtain input from parents whenever possible concerning their child’s health and welfare, the school nurse reserves the right to make an independent determination as to whether or not a student’s medical situation merits calling EMS. This decision is made irrespective of whether the student in question is covered by health insurance or if there are any associated out of pocket medical expenses as a result. Parents are encouraged to meet their child at the hospital as quickly as possible in order to relieve school personnel who accompany the child in the ambulance to the hospital.

In the event of an injury, the student and any witnesses should complete a written statement form as soon as possible and provide any other information needed for an Injury Report to be completed that day.

**Allergies**

Managing food allergies in schools is a team effort; School Food staff works closely with school nurses to ensure that the needs of students with food allergies are met. On a daily basis, our menus offer more than one option for students to enjoy. Providing students with menu choices allows each child to select food items that meet their taste preference and allergy needs.

Unfortunately, it is not possible to establish and maintain a “peanut-free environment” in school Dining Halls. Prohibiting foods containing a specific ingredient, such as peanuts, does not eliminate the possibility of student exposure to that ingredient. Food items that do not contain peanuts may be produced in manufacturing plants that make peanut products, often times using the same production line.
Also, despite careful review of ingredient statements there is no guarantee that a manufacturer’s product ingredient list includes the word “peanut”; components may be labeled as a “like” substitute for another approved ingredient. In addition, students and school staff may bring peanut-containing foods from home.

Parents and guardians with concerns regarding food allergies are advised to consult with their medical professionals, the school administration, and the on-site health care professional to determine the best course of action for their child and to assist students in selecting the best meals, snacks, and beverages while at school.

All students are asked to be mindful of students with allergies and avoid sharing food.

Messages to/From Parents
A parent/guardian who needs to get a message to a student in an emergency should call the Parent Coordinator or the Guidance Counselor. Students may make phone calls to their parents from 2nd Floor offices. Cell phones should not be used by students to receive or place phone calls during school at any time. Unfortunately, due to the disruption caused, students are not permitted to receive deliveries of food, money, clothing, assignments, or any other such items.

In a family or medical emergency, parents should call the Parent Coordinator or the Guidance Counselor, who will deliver the message. Parents/guardians should not attempt to phone or text a student directly.

MetroCards
Student MetroCards are distributed at the beginning of each semester during OP. Students are eligible for free-fare privileges on public transit facilities if they reside 1 1/2 miles or more from school; students are eligible for half-fare surface transportation if they reside more than 1/2 mile from their school. The MetroCard is valid for one semester on the days when school is in session. Do not discard your fall MetroCard until you receive your spring MetroCard.

Assistance with MetroCards can be received in the Main Office, Room 230, prior to 1:30 PM. Reporting a card lost or stolen automatically voids it. It may take up to two weeks to obtain your replacement card. During that time, you are responsible for paying for transportation to and from school. If you need assistance getting home, go to Room 230.

Student MetroCards allows you up to three rides a day on the subway or bus, including one subway-bus, bus-bus, or bus-subway transfer per ride, from 5:30 AM until 8:30 PM. Remember that metro-cards can only be used when school is in session and not on weekends or breaks, even if it is school related, so please bring carfare on such times or inquire with the school about a special MetroCard. Students are cautioned that the MTA may issue a summons for any improper use of Student MetroCards, including using the card when school is not in session.

MetroCards are worth hundreds of dollars. As such, they need to be safeguarded and treated with the utmost care. If they are scratched or bent in the slightest, they may not function. If a student loses their MetroCard or it does not work properly, the card must first be deactivated and a new card ordered. As a result of the loss, the student can expect to wait 2 days or more for a replacement card. The student is responsible to bring money from home to pay the required fare to travel to and from school during this period of time. Each subsequent request for a replacement card will result in more extensive delays.

As such, always carry a modest amount of money in a secure location with you in the event you leave your lunch home or you lose your metro-card. It may take several days to replace a lost MetroCard, so you may have to pay to get to and from school. If that is a financial issue, please be sure to mention it to the person in the main office who deals with transportation.

Organizational Period (OP)
Organizational Periods (OP) are scheduled throughout the school year for the distribution and collection of important information (e.g.
report cards, transcripts, student schedules, MetroCards). OP typically occurs after 8th period and generally lasts for ten minutes.

Parents Association (PA) E-mail News
Parents/Guardians and students may receive e-mails from the Parents Association (including the PA’s weekly newsletter and information from their Studio PA) by subscribing to: http://www.laguardiahs.org/emailsignup. Check the box to join the list “LaGuardia families” and fill in your student’s information (especially studio and graduation year) if you want to receive information from your child’s studio. E-mail addresses are only used for school related information and are not sold or distributed.

Posting of Fliers & Announcements
Materials, including performance notices, may be posted only on “LaGuardia News” bulletin boards located in the escalator banks and in the Dining Halls. Materials may not be posted on the walls or in any other location without the express permission of the COSA. Items posted that do not follow these guidelines will be removed.

Public School Athletic League (PSAL)
Due to safety concerns, we do not allow visitors to the school other than those officially listed on the PSAL team roster during PSAL related events. This prohibition includes friends and families of visiting players. Since each school determines its own policy with respect to such visitors, we strongly advise the parents or guardians of our own student athletes to first check with the Athletic Director at the host school to find out their policy with respect to such visitors before making the trip.

Residency Requirement
Students must be a resident of the City of New York in order to audition and attend LaGuardia Arts. If a resident student changes address during the school year and moves outside New York City, the parent/guardian must notify the current school and provide proof of the new address within five school days of the change of residence. Chancellor’s Regulation A-125 deals with such issues of non-residency, failure to disclose non-residency, and using a false address; the complete regulation is located on the DOE’s website.

School Leadership Team (SLT)
Two students are chosen by the SGO to serve as representatives on the School Leadership Team (SLT).

School Store
The School Store cannot process credit cards in person or by phone, only online. Online credit card orders incur a processing fee charged by the credit card company. Any fees paid after a specified cutoff date, such as Senior Dues or Prom fees, must be paid by cash or by a certified check and cannot be paid by personal check.

Selling Items in School
No student may sell items in school unless the activity is conducted in an approved area, is part of an organized fund-raising campaign sponsored by a student organization, and approved in advance by the Coordinator of Student Affairs (COSA). In addition, the direct solicitation of charitable donations from students on school property during regular school hours is not permitted.
Senior Activities, including Graduation & Prom
Per NYCDOE policy, middle and high school students must meet promotion/graduation requirements to participate in their school’s moving up or graduation ceremony. In addition, a student who is already on suspension at the time of the graduation or other commencement-related activities may be prohibited from attending when he or she poses a real threat of violence or disruption to the event; the exclusion must be proportionate to the infraction committed. It may also be possible to bar a student from a commencement ceremony when his or her conduct has been particularly egregious, and where the student has previously been advised in writing.

Please be advised all Senior activities are a privilege, including Prom and Graduation and can be revoked at any time due to inappropriate behavior, academic failure, or unexcused absences. Outstanding charges, fees, or lost textbooks may cause delays in receiving Prom or Graduation tickets, caps and gowns, yearbooks, etc.

School Awards
In order to qualify for an academic, studio, graduation, or other type of school award, you must have a 90 average for department awards and an 85 average for school-wide awards, you must have a clear record with respect to textbooks, library books as well as any other materials on loan to you, including calculators, scripts, team uniforms, etc. Your record must be clear at least two weeks prior to the date the award is scheduled to be distributed.

Additionally, in order to qualify for awards, your cumulative attendance rate should not be less than 95% and you must personify good citizenship during your entire tenure at the school. Citizenship includes but is not limited to meritorious department and school-wide service as well as a dean’s record devoid of notations indicating cutting, lateness, or overall disruptive behavior.

Senior Dues
Senior Dues include Graduation, Cap and Gown, Yearbook, Senior Luncheon, expenses associated with Senior Class activities, and Senior and Studio Awards. In order to keep the individual cost per person as low as possible, the school negotiates prices and divides expenses based on the size of the Senior class; therefore, Senior Dues are non-refundable, and individual items may not be purchased separately. All Seniors are required to pay Senior Dues by the due date. Any Senior Dues payment after this date is subject to a late fee. Students may follow the outlined payment plan if this is more convenient.

Service Credit
Service credit is granted to students who work as volunteers for various departments. Service credit is required for admission to Arista, the school’s National Honor Society chapter, and for admission to the Art Honor League. Students are responsible for ensuring their service is verified in their x2Vol account.

Special Education Services
Special Education support services include assessment, consultation, counseling, tutoring, and remediation services. Students, teachers, or parents/guardians may request an evaluation to determine if special education or support services are required.

Severe Weather Procedures
On severe storm days, the Chancellor will decide by 6:00 AM whether to close all schools or delay their opening for two hours. Announcements will be made on radio and television stations or visit http://schools.nyc.gov. If a delayed opening is announced, classes will begin two hours after the regular start time.

Students are responsible for all communication by the school, including information distributed in the Student Handbook, Digital Weekly Bulletin, and e-mail.
**Student Government Organization (SGO)**
The SGO is the elected student representatives charged with representing the various opinions of their constituency group. They also organize student-led projects and activities.
A student must meet the following requirements in order to be eligible to run for office.

- A cumulative GPA of 80 or higher
- Attendance of 95% or better
- No significant Dean’s record
- Ability to attend student meetings on a regular basis, typically on Tuesdays after Period 10.

If 3 or more people are running for the same position, a candidate must win 51% of the vote to be declared the winner. In the event a candidate is not declared the winner, a run-off election will be held between the top two vote-getters. In the run-off election, the candidate with the highest number of votes (simple majority) will be declared the winner.

Applications are typically available in April/May, and students should read the Weekly Bulletin to receive timely information about elections.

**Substance Abuse Intervention and Prevention**
A Substance Abuse Intervention and Prevention Specialist (SAPIS) is on staff full time. Our SAPIS advocates healthy lifestyle choices, makes classroom presentations, and works with students individually or in small groups.

**Textbooks**
Books and other materials are loaned to students by the school and are school property, which should be treated with respect so that other students will be able to use these in the future. It is your responsibility to keep all textbooks safe and in good condition. Failure to do so will result in you being charged the replacement cost for the book.

You have the right to the use of textbooks and library books, but not necessarily the right to take them home. Students who fail to return their books will have their names placed on an unreturned book list. Until the books are returned, no new books will be distributed to you to take home, and you will have to use copies of books, which will be available on the reserve shelf of the Library.

Records will be kept of each textbook given to a student. Upon receipt of a textbook, write your name in ink on the inside front cover. It is your responsibility to keep all textbooks safe and in good condition or will be charged the replacement cost of the book. Fees for lost or damaged books must be paid before the end of each term. Students who do not pay their fines will be subject to appropriate measures by the administration. Electronic copies of textbooks are usually available at the publisher’s website.

**Transcripts**
Students may use NYC Schools Account or Pupil Path to print unofficial copies of their transcripts. Requests for Official Transcripts must be made in writing. Current students may return the request to the Records Room.

**Trips (Including Performances and Field Trips)**
Students must have signed, parental permission in order to be allowed to participate in a school trip. Students can be denied going on a trip or participating in other extracurricular activities based on poor attendance, academic performance, or behavior.

- With the exception of Frost Valley, there are no overnight trips offered.
- There are no international or out of state trips offered
- It is imperative that each and every trip is in compliance with Chancellor’s Regulation A-670

**Tutoring**
Tutoring in all academic subjects is available in the Library during lunch periods. Additional tutoring schedules during exam periods are posted in Departmental Offices and are announced in the Yellow Sheet.

**Unassigned Periods**
Students who arrive prior to period 1 or have no class period 1 class must report to the 5th floor Dining Halls, where breakfast is being served free of charge. You should not be in the hallway during an unassigned period.
Students should not have any unassigned periods in their schedule. If a student is not programmed for a class or lunch, they are required to attend a study skills class in the room designated on their program card.

Valuables
For safety reasons, we discourage students from bringing more than $20.00 in cash to school. If you must bring extra money with you on a particular day to pay for a school related expense, such as tickets to a performance, you should make sure to visit the school store at the beginning of your school day instead of waiting until your lunch period or until the end of the school day. Remember that the school store accepts checks, money orders and you can make credit card payments online for many items such as senior dues. As such, avoiding bringing extra cash with you to school to pay for such items is your best bet.

If you cannot avoid carrying extra cash to pay for something after school on a particular day, rather than putting this money in your book bag or placing it in a hallway locker, you should visit the Dean’s Office to arrange for safekeeping. However, be aware that items such as personal electronics, including cameras, cannot be stored.

If you are changing clothing, it is especially critical that you remember to properly secure any valuables in your possession. Remember that hallway and locker room lockers are only designed to hold clothing and personal effects, not high value items which are prone to theft. If you need to secure your money or other valuables while changing, Drama and Tech students should see the AP Drama in Room G30, Dance and PE students should see AP Dance in Room 837 for assistance with the safekeeping of such items.

Visitors
Our Visitors Policy was designed to help keep everyone in the building safe.

Students may not have visitors in school.

Parents or guardians wishing to visit for school business should call in advance to set up an appointment with the person they need to see, and they should be prepared to show photo ID. Visitors without an appointment will be accommodated to the greatest extent possible.

All visitors must be escorted from the front desk to their destination and then escorted back down. Under no circumstances are such individuals to be allowed to visit other locations in the building.

In addition, all visitors, including parents, are required to follow our visitor policies as well as all of our other school rules. We ask that everyone cooperate with our School Safety Agents, who are members of the NYPD, as well as with any other staff members whose job it is to enforce these rules.

Working Papers
All students are required to secure Working Papers prior to their employment. Applications for Working Papers may be found in the Main Office, Room 230.
The New York City Mayor’s Office, Department of Education and New York City Police Department believe the City’s schools must foster environments most conducive to learning. We believe all children deserve such environments and that all children have the potential to learn and succeed. That means, first and foremost, that our schools must be safe. It also means that in keeping them safe, we must preserve their essential character as places of learning.

Citywide Behavioral Expectations to Support Student Learning
It is the policy of the New York City Department of Education to provide equal educational opportunities without regard to actual or perceived race, color, religion, age, creed, ethnicity, national origin, alienage, citizenship status, disability, age, sexual orientation, gender (sex), gender identity, gender expression or weight. It is also the policy of the DOE to maintain an environment free of harassment on the basis of any of these grounds, including sexual harassment.

The New York City Department of Education is committed to ensuring that our schools are safe, secure, and orderly environments in which teaching and learning take place each day. A safe and supportive school depends upon the efforts of all members of the school community.

Included in DOE’s Student Intervention and Discipline Code is the Student Bill of Rights and Responsibilities, which promotes responsible student behavior and an atmosphere of dignity and respect by establishing guidelines to help students as they strive to become productive citizens in a diverse society. Information regarding this document may be found at http://schools.nyc.gov/RulesPolicies/DisciplineCode/default.htm

Standards of Behavior
All members of the school community—students, staff and parents—must know and understand the standards of behavior that all students are expected to live up to and the consequences if these standards are not met. The Citywide Standards of Intervention and Discipline Measures (the Discipline Code) provides a description of conduct that does not meet the standards of behavior expected of students in the New York City public schools. It includes a range of supports and interventions and a range of permissible disciplinary measures that schools may use to address misbehavior. The Discipline Code applies to all students in New York City Department of Education schools.

Creating Safe, Supportive, and Inclusive Schools
School culture and climate have a profound impact upon students’ academic progress and their relationships with peers and adults. Each school is expected to promote a positive school culture that provides students with a supportive environment in which to grow both socially and academically. Schools are expected to take a proactive role in nurturing students’ pro-social behavior. Social-emotional learning must be a basic component of a school’s program of universal prevention for all students. Effective social-emotional learning helps students develop fundamental life skills, including:

- Recognizing and managing emotions
- Developing caring and concern for others
- Establishing positive relationships
- Making responsible decisions
- Handling challenging situations constructively and ethically.

When students develop these skills, they experience more positive relationships with peers, engage in more positive social behaviors and are less likely to engage in misconduct.

Establishing a school wide tiered framework of behavioral supports and interventions is essential to implementing progressive discipline. The goal of behavioral supports is to foster resiliency, help students understand and follow school rules, and
support them in developing the skills they need to meet behavioral expectations.

School staff members are also responsible for addressing inappropriate student behaviors that disrupt learning. Administrators, teachers, counselors, and other school staff are expected to engage all students in intervention and prevention strategies that address a student’s behavioral issues and discuss these strategies with the student and his/her parent(s).

Intervention and prevention strategies include, but are not limited to:

• support and services to address personal and family circumstances;
• social-emotional learning;
• conflict resolution;
• peer mediation;
• collaborative negotiation;
• restorative practices (e.g., circles, formal restorative conferences);
• anger management;
• stress management;
• collaborative problem solving;
• communication skills acquisition;
• the use of alternate instructional materials and/or methods; enrichment services and/or
• development or review of functional behavioral assessments and behavioral intervention plans, which should be developed and/or reviewed as an early intervention strategy.

Progressive Discipline
Understanding discipline as a “teachable moment” is fundamental to a positive approach to discipline. Progressive discipline uses incremental interventions to address inappropriate behavior with the ultimate goal of teaching pro-social behavior. Progressive discipline does not seek punishment. Instead, progressive discipline seeks concurrent accountability and behavioral change. The goal of progressive discipline is prevention of a recurrence of negative behavior by helping students learn from their mistakes. Essential to the implementation of progressive discipline is helping students who have engaged in unacceptable behavior to:

• understand why the behavior is unacceptable and the harm it has caused;
• understand what they could have done differently in the same situation;
• take responsibility for their actions;
• be given the opportunity to learn pro-social strategies and skills to use in the future; and
• understand the progression of more stringent consequences if the behavior reoccurs.

Infraction Levels
The Citywide Behavioral Expectations to Support Student Learning holds students accountable for their behavior. Infractions are grouped into five levels based on the severity of the infraction. Whenever possible and appropriate, the response to misconduct should begin with the lowest level of disciplinary response and should include appropriate guidance intervention(s).

The Discipline Code provides graduated accountability measures for students who engage in repeated misbehaviors despite prior interventions and/or prior imposition of appropriate disciplinary measures.

More severe accountability measures will be imposed on those students who engage in a pattern of persistent misconduct. Whenever possible and appropriate, prior to imposing such penalties, school officials should exhaust less severe disciplinary responses and use guidance interventions. Appropriate disciplinary responses should emphasize prevention and effective intervention, foster resiliency, prevent disruption to students’ education, and promote positive school culture.

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<th>Progressive Infraction Levels</th>
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Prohibited Items
The Discipline Code lists many items that are prohibited in schools. These include any sharp instrument such as a blade, box cutter, utility knife, etc. regardless of its purpose. It also includes any sharp pointed instrument which can be used or is intended for use as a weapon (such as scissors, nail file, broken glass, chains). Students are also not permitted to carry cigarettes of any kind, lighters or matches in school.

As an art school, we occasionally allow students to work with special implements in class. These implements will be supplied for your use in class only. As such, there is no need to carry these items around with you outside of the classroom. Prohibited items include any type of permanent marker, regardless of thickness, including sharpies, as well as tools such as pocket knives. Students found with such items face disciplinary action and any such items will be confiscated.

Items prohibited by the Department of Education or interfere with instruction or the safe and orderly operation of the school will be confiscated. Items not picked up within a reasonable amount of time will be disposed of. Certain confiscated items may be returned only to a parent. Such items are stored with the Deans or AP Security.

Examples of prohibited items include:

- Bandanas, hats, beanies, wave caps, etc., except for religious or medical conditions,
- Skateboards, scooters, Heelys unless stored properly
- Clubs, sticks (any items that can be construed as a weapon)
- Pepper spray and laser pointers.
- Needles, piercing kits.
- Any item that could result in endangering others or creating a disturbance on campus including fireworks, raw eggs, water balloons, water guns, noise making devices.
- Pornographic material
- Matches/lighters/tobacco/cigarettes including electronic versions.
- Gang paraphernalia (colors/bandanas/belts/buckles/lanyards).

- Chains, studs, spikes.
- Drug paraphernalia (grinders, pipes, rolling papers, etc.).
- Gambling paraphernalia including dice, cards, etc.
- Intoxicants - any drug, prescription or otherwise or alcohol.
- Pictures, clothing or jewelry promoting drugs, tobacco, sex, alcohol, gangs or any inappropriate behavior.

The DOE discipline code prohibits students from engaging in any form of gambling. The school prohibits students from rolling die in any location in the building, for gambling or recreational purposes. Any such die will be confiscated and returned only to a parent or guardian.

Property Damage
Anyone who defaces (including graffiti) or destroys school property or property belonging to others will have to repair the damages, make financial payment, and may be suspended and/or subject to arrest. When damage is done by a group of students, the entire group will share the cost.

Dress Code
According to the Bill of Student Rights and Responsibilities, you have the right to determine your own attire, except where it may interfere with the educational environment or may be dangerous. Citywide standards require that students dress appropriately and do not wear suggestive clothing.

Since school is a professional organization for learning, students are expected to dress appropriately, modestly, and in good taste. It is the obligation of all students to maintain their personal appearance in a manner that reflects well on themselves and on the school. Proper school attire should not be revealing, lewd, or so extreme as to create a disturbance to the educational environment. Students who arrive to school dressed inappropriately will have their parents/guardians contacted. If the situation cannot be remedied, students may not be permitted to attend classes and may be sent home if the dress code cannot be adhered to. Hats will be confiscated.
The following guidelines are for decorum. Please refer to the Student Handbook and the DOE Discipline Code for additional details.

The LaGuardia Arts dress code has been devised to promote a positive learning atmosphere, as well as for your own personal safety as you travel to and from school. All attire must be safe and not disrupt or interfere with the educational process. To clarify the dress code guidelines, these are some of the specific items that may cause distraction:

• Flip flops, sandals, and shoes without backs are not permitted to be worn in the building and a potential tripping hazard as this is a safety concern for our students.
• Shorts must reach the tips of the fingers when arms are extended and placed at your sides (no short shorts).
• No excessive cleavage visible while standing or seated (on the top or bottom).
• All dresses, shorts and skirts must be no more than 3 1⁄2 inches above the knee cap and should be of equal length in the front and the back (the same length as your La! ID card held vertically from the knee cap). If leggings are worn with a skirt, dress or shorts the policy is still in effect.
• Shirts must cover your shoulders, back and chest. No tank tops, camisoles or spaghetti strap shirts.
• Your midriff must be covered, and undergarments must not be visible.
• Clothing that is suggestive, lewd, or with pictures or slogans that are obscene, promote drug use or other illegal behavior, or that degrade religion or race or sexuality are banned.
• Head coverings, including bandannas are prohibited except for religious observance.
• Any other mode of dress which is deemed offensive by school officials or which interferes with the educational process is likewise prohibited.

Students found to be in violation will be given the option to cover up either with their sweater or jacket or to purchase something to wear from the school store or to have their parent bring up appropriate attire. They will be referred to their guidance counselor to have a conversation regarding the potential problems posed by such dressing both in school as well as while traveling around the city on buses and subways. For multiple reoccurrences students will have their parents notified and may face possible disciplinary action.

Searching by School Personnel
A student’s person and possessions, including electronic devices, may be searched provided that school officials have reasonable suspicion to believe that the search will turn up evidence that the student has violated or is violating either the law and/or school rules and regulations. Please see Chancellor’s Regulation A-432 for information regarding the process of conducting searches.

School lockers are the property of the Department of Education even when assigned to students. Lockers may be searched when there is reasonable suspicion to believe the lockers contain evidence that the student has violated or is violating the law and/or school rules and regulations.

Regardless as to why a search was initiated, anything that is not permitted in school will be confiscated. Items include but are not limited to permanent markers, lighters, etc. When you are in possession of prohibited items, it does not matter whether you own the items, you found the items on your way to school, you do not know how you came into possession of the items, or you are holding the items for someone else or for your use after school.

Smoking and Controlled Substances

Smoking is prohibited in and around the school building and is in violation of New York City law. Using, possessing, transferring, or being under the use of any banned substance including alcohol on school property or at any school sponsored activity, including trips or proms is in violation of Department of Education policy. Violators will be subject to suspension, and their parents/guardians will be notified. Appropriate cases will be referred to the proper authorities.
Respect for All (RFA)
The NYC DOE and LaGuardia Arts are committed to maintaining a safe and supportive learning environment that is free from harassment, intimidation and/or bullying and from discrimination based on actual or perceived race, color, citizenship/immigration status, religion, creed, national origin, disability, ethnicity, gender, gender identity, gender expression, sexual orientation, or weight.

Our Respect for All Liaison is located in the Deans Office, Room 229B. Reports by students or staff members of student-on-student discrimination, harassment, intimidation and/or bullying can be made to the RFA Liaison, who serves as a resource for students and staff.

Any student who believes that he/she has been the victim of discrimination, harassment, intimidation and/or bullying by another student should report the incident to the RFA liaison or to any other school employee. Students who witness or have information of such incidents may report them to the RFA liaison or to any other school employee. Student complaints may be made verbally or in writing. If a student feels uncomfortable making a report to a school staff member, a student may contact the Office of School and Youth Development (OSYD) by e-mailing the report to RespectforAll@schools.nyc.gov.

Parents may report student-to student discrimination, harassment, intimidation, and/ or bullying verbally or in writing to the principal/designee or the RFA liaison or by e-mailing RespectforAll@schools.nyc.gov. Such reports must be handled pursuant to the procedures in Chancellor’s Regulation A-832.

Anti-Bullying

Each student, faculty and staff member of the New York City public schools brings to our school community the richness of our city’s cultural diversity and the desire for respect. The Citywide Standards of Discipline and Intervention Measures (The Discipline Code) prohibits students from bullying other students for any reason, including taunting and/or intimidation through the use of epithets or slurs involving race, color, ethnicity, national origin, religion, gender, gender identity, gender expression, sexual orientation or disability. This policy is in effect on school grounds, school buses and at all school sponsored activities, programs and events.

Students who believe they have been the victim of bullying or intimidating behavior by another student and any students with knowledge of such behavior should report the incident immediately to a teacher, counselor or school administrator. Complaints should be reported as soon as possible after the incident(s) so they can be effectively investigated and resolved. Complaints of discrimination or harassment can be submitted in writing or orally to a teacher, counselor, administrator, or other school staff. Staff members will report student complaints to the appropriate school supervisor. Any staff member who witnesses harassment or discriminatory behavior will also report such an incident to the appropriate supervisor. Staff will take appropriate action to intervene to stop such behavior.

What is Bullying?
Bullying is behavior that is intended to cause some kind of harm. The person doing the bullying purposely says or does something to hurt the target of his/her behavior.

Bullying behavior always involves an imbalance of power (physical or social) or strength between the person doing the bullying and the target of the behavior. The person doing the bullying may be physically bigger or stronger or may be older or have greater social status or social power than the person being targeted. It is a pattern of behavior usually repeated over time and can take many forms.

Bullying is aggressive behavior by one individual (or group) that is directed at a particular person (or group). The aggressive behavior is unwanted and negative. It is deliberate and unprovoked. The targeted person is harmed by what is purposely being said or done.
Cyberbullying

Cyberbullying in any form is a violation of Chancellor’s Regulations A-831 and will not be tolerated. Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Sexual Harassment

Sexual harassment in any form (including verbal) is a violation of Chancellor’s Regulations A-831 and will not be tolerated. Any student who believes that he/she has been the victim of sexual harassment by another student should immediately report the incident to the Deans Office. Sexually harassing behavior may take many forms, including but not limited to:

- Engaging in physical conduct of a sexual nature such as patting, pinching, or grabbing
- Brushing up against another person in a sexual way
- Making sexual comments, remarks, insults, and/or jokes
- Displaying or distributing sexually oriented or suggestive objects, pictures, or drawings
- Making obscene gestures
- Pressuring for sexual activity
- Spreading rumors of a sexual nature
- Engaging in sexually violent or coercive behavior (eg. assault or rape).

Principles of Acceptable and Safe Internet Use

General

Internet access and e-mail provided by the Department are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other Department related purposes. Users are subject to the same standards expected in a classroom and/or professional workplace.

Monitoring and Privacy

Users have no right to privacy while using the Department’s Internet Systems. The Department monitors users’ online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on Department-provided devices, such as files, e-mails, cookies, and Internet history.

The Department reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The Department will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the Department’s Internet Systems.

Prohibited Uses of the DOE’s Internet Systems

Users may not engage in any of the activities prohibited by this policy when using or accessing the Department’s Internet Systems.

If a user is uncertain whether behavior is prohibited, he or she should contact a teacher, supervisor or other appropriate Department personnel. The Department reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for the Department, students, employees, schools, network or computer resources, or (2) expend Department resources on content the Department determines lacks legitimate educational or Department content or purpose, or (3) the Department determines are inappropriate.
Below is a non-exhaustive list of examples of prohibited behavior:

1. Causing harm to others, damage to their property or DOE property, such as:
   - Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in e-mail messages, material posted on Department web pages, or professional social media sites;
   - Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination. If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school or central division office;
   - Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others;
   - Sending, posting, or otherwise distributing chain letters or engaging in spamming;
   - Damaging computer equipment, files, data or the DOE Internet System in any way, including spreading computer viruses, vandalizing data, software or equipment, damaging or disabling others’ electronic property, or engaging in conduct that could interfere or cause a danger of disruption to the Department’s educational or business environment;
   - Using the DOE Internet System in a manner that interferes with the education of the user or others or the job duties of the user or others;
   - Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws. Any music, photographs and/or video should only be downloaded for Department, and not personal purposes. If a work specifies how that work may be used, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner; or
   - Engaging in plagiarism. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

2. Gaining or attempting to gain unauthorized access to the Department’s Internet Systems, or to any third party’s computer system, such as:
   - Malicious tampering, phishing or hacking activities;
   - Intentionally seeking information about passwords belonging to other users;
   - Disclosing a user’s password to the Department's Internet Systems to other individuals. However, students may share their Department password with their parents.
   - Modifying passwords belonging to other users;
   - Attempting to log in through another person’s account;
   - Attempting to gain access to material that is blocked or filtered by the Department;
   - Accessing, copying, or modifying another user’s files without authorization;
   - Disguising a user’s identity;
   - Using the password or identifier of an account that does not belong to the user; or
   - Engaging in uses that jeopardize access into others’ accounts or other computer networks.

3. Using the Department’s Internet Systems for commercial purposes, such as:
   - Using the Department’s Internet Systems for personal financial gain;
   - Conducting for-profit business activities, personal advertising, or other non-Department business communications;
   - Engaging in fundraising (except as set forth in the Chancellor’s Regulation A-610); or
   - Using the Department’s Internet Systems on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee.

4. Engaging in criminal or other unlawful activities.
Internet access and word processing programs are available in the 4th floor Computer Lab and the Library. You are not permitted in these rooms without teacher supervision. Computer usage will be monitored, and everyone is expected to adhere to the following:

- No one is to tamper with the software on the computers.
- You may only use software approved by your teacher.
- No gum, food, or drinks are permitted in the computer labs or near computers.
- Due to ink and paper shortages, you are encouraged to e-mail your work to the teacher and not print it.
- Software copying and music downloading is prohibited.

Please be aware that for student safety:

- Staff members will use their official DOE email (@schools.nyc.gov) to communicate with students.
- Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the Internet. For example, students must not reveal their home address, or telephone or cell phone number. Students must not display photographs of themselves, or the images of others.
- Students should not meet in person anyone they have met only on the Internet.
- Students must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.
- Students should not allow Department computers to save their passwords.

Violations of this Acceptable Use Policy could result in a student’s loss of access to network and Internet privileges, or other disciplinary action to be determined at the building or classroom level, consistent with the student Discipline Code. Where there is an allegation of criminal behavior, law enforcement organizations will be involved. By using any school computer, you realize that violations may result in my loss of Internet and/or network access privileges, disciplinary actions per the Student Code of Conduct, and/or possible legal action.

Bring Your Own Device Policy (BYOD)
Any student who uses a personally owned electronic device within LaGuardia Arts must be in compliance with the following policy. For the purposes of BYOD, “Device” means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates, and iPod Touches (for music and language classes).

- The student takes full responsibility for his or her device and keeps it with him or her at all times. The school is not responsible for the security of the device.
- The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
- The school reserves the right to inspect a student’s personal device if there is reason to believe that the student has violated NYC department of Education Policies or LaGuardia Arts policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
- Violations of any policies, administrative procedures or school rules involving a student’s personally owned device might result in the loss of use of the device in school and/or disciplinary action.
- The student complies with teachers’ request to shut down the computer/device or close the screen.
- Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
- The student may not use the devices to record, transmit or post photos or video of a person or persons neither on campus nor at LaGuardia Arts. Nor can any images or video recorded at school be transmitted or posted at any time.
without the express written permission of a teacher.
• The student should only use their device to access relevant files. Headphone usage is subject to teacher permission and supervision.
• The student may use the guest wireless network with consent. Use of 3G & 4G wireless connections are subject to the NYCDOE and LaGuardia Arts rules.

Cell Phones
While students may be in possession of cell phones while in the building, students may not use their phones in the hallways, stairwells, and escalator bays or during fire drills, and phones should not be visible at any time.

Evacuation & Fire Drill Safety
In the event of a fire, smoke, or fire drill, the fire alarm signal will sound, indicating the evacuation of the building. In the event of an evacuation, follow the evacuation route designated by the sign in each room.

All school rules apply during the entire drill and in the event of an emergency. Please remember no hats, electronics, cellular phones, or eating are allowed. Items will be confiscated by the teacher or other staff at any point during the drill.

In a quiet and orderly manner, students will make two lines outside the classroom door.

The teacher is to be at the front of the line leading the students down the stairway quickly, but quietly, outside the building to the designated safety zone.

• Students must remain with their teacher.
• Attendance will be taken by the teacher.

Students are to maintain order, silence, and stay alert to any announcements, instructions, or information given.

If the school needs to be evacuated and we cannot stay in the immediate area for our safety, you may be directed to the following locations:

Art students (freshmen, sophomores) and associated staff will be directed to PS 191
210 W. 61 St.
(212) 757-4343.

Art students (juniors, seniors) and associated staff will be directed to West End Secondary School (M291) 227 W. 61 St.
(212) 245-1506

Dance and Drama/Tech students and associated staff will be directed to PS 199
270 W. 70th St.
(212) 799-1033.

Music students and associated staff will be directed to PS/IS 111 440 W. 53rd St.
(212) 582-7420.

Upon hearing ‘all clear’ signal, teachers will lead their students as they re-enter the building and return to the classroom.

The key to a successful fire drill:
• Speed
• Safety
• Silence

All students must respond silently and immediately to directions during emergency drills or actual emergencies of any kind. Any student who does not cooperate is endangering the safety of students and staff.

If the building is evacuated, you will be directed to a central meeting area where you will assemble according to your OP class. This will help us locate you in a timely and efficient manner.

Fire alarm boxes are designed for easy access for the safety and well-being of all building occupants. False alarms endanger the lives of students and staff. Any student who pulls a fire alarm falsely
is in violation of state and city law, and will be suspended from school and subject to arrest and prosecution.

Conference Days

On conference days, which are usually held twice a month on a Monday, students must leave the building as soon as possible and not linger out in the hallways. All after-school events will be cancelled on conference days unless specific permission is granted due to the fact that on such days' teachers and other staff will be in meetings. This means there will be no staff available to supervise rehearsals, practices, or other such activities.

Exclusion from School Activities

The school reserves the right to discipline students for actions taken out of the building if they are intended to have negative effects on students or staff members, or they adversely affect their safety and well-being. This includes cyber-bullying and information posted either inside or outside the building on social networks.

From the time that discipline is first sought against a student until the disciplinary conference takes place, as well as during the disciplinary period itself, the school reserves the right to bar such students from any and all school trips as well as any after school activities (except for PM School). This exclusion also covers activities of an extra or co-curricular nature such as performances. Additionally, based on the severity of the infraction, the school also reserves the right to preclude a student from future school activities during the same school year which are not necessarily covered by the disciplinary period. This include trips, prom and graduation ceremonies. The school also reserves the right to withdraw school awards.

Keeping Our School Clean

No matter where you are in the building, you are asked to dispose of your trash properly. This is particularly important in the Dining Halls where there is so much trash generated each period. Trash strewn about also attracts unwanted creatures, and items left on the floor present a potential safety hazard. It is your responsibility — not the Dining Halls’ staff — to clean up after yourself. Please also comply with all of the other rules of the Dining Halls, which include no standing on Dining Halls furniture or sitting on the laps of other students.

As part of our effort to recycle, remember that you are also responsible to dispose of your trash in the correct recycling containers.