Family Handbook
2021-2022

Isora Bailey
Principal

~ WORKING DRAFT ~

As indicated, this Family Handbook is a "working draft"…
- Are there policies/procedures that are missing or unclear?
  - What else do we need to include?

Please make comments and suggestions by emailing Ms. Leimsider. Thank you!

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WELCOME

August 2021

Dear iSchool Students and Family Members:

We are excited to begin the fourteenth year of 21st Century learning at the NYC iSchool. We are truly thankful that you all have agreed to join us in this amazing venture and to work with us to continue to create a positive and rewarding experience for all.

We have worked closely with teachers all summer to design an instructional program and to develop policies, procedures, and structures that we believe represent what students need in order to be successful – however they come to define it for themselves – in the 21st century. We are confident that students will be challenged and excited by our academic program and that students will be pushed to become more independent, compassionate, conscientious, and focused young adults through the support that we will offer.

This Family Handbook is a "working draft" that outlines our policies, procedures, and expectations. Student and family voice are important to us and we plan to include you as we refine this document. Students will take on various leadership roles within the iSchool community this year and will continue to play a critical role in setting the expectations and establishing traditions for the future.

We hope you are ready to continue on this journey with us…

Sincerely,

Isora Bailey
Principal

COVID Protocols and Policies

In order to try to maintain the safety of our community members (those in the school building and those who they go home to), we have put the following in place for the 2021-2022 school year:

Entry: Anyone entering the school building will need to have their mask on and present a completed DOE health screening on their phone. The health screening must be completed every day prior to entry.

Hallways: Students will need to move expeditiously in between classes and not loiter or hang out in the hallways.

Class size: We have reduced class size to under 24 students where possible.

Lunch/Eating/Drinking: At no point during the day will students be allowed to eat food on the 4th and 5th floors.
- Students will need to eat lunch outside, in the cafeteria, and/or, during favorable weather, on the roof.
- Students may drink beverages upstairs as long as masks remain on between sips.

Masks: Anyone in the building will need to wear a mask that covers their nose and mouth. Mask use will be strictly enforced.

The iSchool Vision

NYC iSchool is dedicated to equipping students with the skills necessary for success and leadership in the 21st century. The iSchool program is designed to offer students opportunities to engage in meaningful work that has relevance to them and the world, choice and responsibility in determining their high school experience, and unique structures to support their development as students and individuals.

The iSchool Model

NYC iSchool implements an instructional model that includes the following components:

Challenge-based Learning Modules

Modules are designed to develop students' understanding of big ideas and broad concepts – the kind of things we hope they will remember 20 years from now. Modules are developed with real work and real world challenges in mind; whenever possible, this work actually derives from the needs of real clients, who might come to us with a real challenge or task for our students to complete. Solving this challenge, or completing this job, then becomes the driving force and curriculum of the module. Each day in class, students then work towards completion of the job. Both the content and skills they learn each day contribute to their understanding of the task or challenge and enable them to complete it. Using this model, students have the opportunity to do real work for an audience outside the school, that will make a difference to an organization or community, and that teaches them important skills and understandings in a more meaningful way.

Online Coursework

Online coursework is used at iSchool for several important reasons: Learning online is – and will continue to be – a reality for the world in which our students are growing up. Learning to make sense of online texts and resources is a critical skill for our students' academic success as well as their ability to be literate

citizens of the 21st century workplace and global community. Online learning enables students to progress through coursework at their own pace, to take courses when they are ready, and to more easily and readily have their learning presented in ways suited to their style and needs, through the use of audio and visual features. Finally, online courses broaden the curricular options available for our students.

<u>Core Experiences and Distribution Requirements</u>
Students experience a more "traditional" high school curriculum through Core Experiences and Distribution Requirements, courses designed to meet graduation requirements and to prepare students for their future academic careers.

Advisory
A critical component of the school's vision is to provide each student with a supportive and individualized high school experience. This vision is fulfilled, in part, through our advisory program. Each faculty member serves as advisor to a group of 12-15 students. The faculty member serves as advocate, guide, and mentor for his/her advisees. Through weekly meetings, advisors lead group-building activities, facilitate school-wide initiatives, and provide one-on-one guidance to advisees. Advisors meet with advisees' families during conference weeks, serve as the primary liaison between the school and home, and are held accountable for meeting the needs of advisees.

Technology
At NYC iSchool, technology is a critical tool for advancing student learning and improving the efficiency with which the school is run and through which we communicate with each other. Daily technology is used when and where authentically appropriate to improve the instructional experience. A full-time technician is available to help teachers as needed with both the logistical and instructional challenges of making the best use of available tools.

The school has created an environment in which learning materials, communication, and operational support are accessed online. iSchool teachers are able to gather, retrieve, and share data and instructional practice online.

At the end of four years, the NYC iSchool will produce a different kind of high school graduate. Graduates will have a well-rounded liberal arts education, excellent technology skills, and a strong sense of global citizenship. Students will be well-prepared for college and for the 21st century workplace, armed with the critical skills of working effectively in groups, developing and implementing strategies for problem-solving and managing workflows to complete complex, deadline-driven projects.

INCLUSION POLICY
The NYC iSchool is actively working on increasing racial literacy and cultural responsiveness among both our staff and our students. We want to ensure that we understand the experiences and perspectives of those whose cultures and colors might be different than our own, that we are all aware of our own biases, and that we are willing and able to honestly acknowledge racial issues as they arise and work to address them.

We know that, sexism, homophobia, xenophobia, and racism directly impact members of the iSchool community and we are committed to ensure that the iSchool is a safe, healthy space that affirms the identity of each and every student and community member.

We believe that it is incumbent upon every community member to speak up when they see or hear discriminatory language or actions. If they feel safe to do so, we encourage members to speak up in the moment and address the language or action directly. If they do not feel safe to speak up in the moment, we encourage community members to reach out to a staff member so that appropriate action can be taken. We believe that, as a community, we are all responsible to ensure that all community members feel safe and valued and respected and we are continuing to work to make this a reality.

COMMUNICATON AND ORGANIZATION

General Information

The NYC iSchool is located at the Chelsea Educational Complex on 131 Avenue of the Americas (6th Avenue between Broome and Dominick Street) on the 4th and 5th Floors. The closest train stops near the iSchool are Spring Street (C or E train) and Houston Street (1 train).

The school day lasts from 9:00 am until 3:20 pm Monday through Friday and all iSchool teachers have office hours from 3:20-4:00 pm on Tuesdays, Wednesdays and Thursdays. All after school programs at the iSchool begin at 4:00 pm and end at 5:00 pm.

Entrance and Dismissal Procedures

In the morning, NYC iSchool students should enter the building at the corner of 6th Avenue and Dominick Street (using the doors on 6th Avenue) and swipe their ID card. The NYC iSchool will be open to students at 8 am. Students must be with a staff member either in their classroom or in the Commons or Quiet Commons if they arrive early. Students who would like to eat breakfast (which is free to all students) may enter the building and go directly to the cafeteria at 7:30 am. Once students enter for the day, they will not be permitted to leave the building prior to the start of the school day.

At 3:20 pm when the school day ends, students should immediately either

- report to a teacher's or advisor's classroom for office hours, (3:20-4:00 pm Tuesday-Thursday)
- report to the Commons, which will be supervised from 3:20 to 5:00 pm Tuesday-Thursday
- leave the school building and the surrounding area

Parents are encouraged to discuss with students which route they will take to and from school each day. It is recommended that students use the Spring St. stop on the C or E train or the Houston St. stop on the 1 train.

Dismissals are regularly monitored by school administration, and students will not be permitted to wait for friends in the areas immediately surrounding the school. *It is extremely important that once students are dismissed they do not loiter outside of the school building or on the street corners*. For safety reasons, we strongly encourage all students to move to their destinations in an expeditious manner. Those students who are staying after school should report directly to the Creative Commons or to a classroom that is being supervised by a teacher.

iSchool Calendar

The iSchool operates on a quarter system. Each quarter is approximately nine weeks in length.

2021-2022 Daily School Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:57pm	0 Period	0 Period	0 Period	0 Period	0 Period
9:00-9:57am	Class 1	Class 5	Class 4	9:00-10:32 am Modules 1 hr, 32 mins	Class 2
10:00-10:57am	Class 2	Class 1	Class 5	10:35-11:32 am Class 3	Class 3
11:00-11:57pm	Class 3	Class 2	11:00-11:46 am Modules 46 mins	11:35 am-12:32 pm Class 4	Class 4
	12:00-12:15 pm Adv 12:15-1:00 pm Lunch or 12:00-12:45 pm Lunch 12:45-1:00 pm Adv	12:00-12:45 pm Lunch	11:49 am-12:34 pm 12:35-1:20 pm Lunch/Advisory	12:32-1:23 pm Lunch	12:00-12:15 pm Adv 12:15-1:00 pm Lunch or 12:00-12:45 pm Lunch 12:45-1:00 pm Adv
	1:03-2:00 Class 4	12:48-2:20 pm Modules 1 hr, 32 mins	1:23-2:20 pm Class 1	1:23-2:20 pm Class 5	1:03-2:20 pm Module 1 hr, 17 mins
2:23-3:20pm	2:03-3:20 Modules 1 hr, 17 mins	Class 3	Class 2	Class 1	2:23-3:20 pm Class 5
3:20-4:00pm		Office Hours	Office Hours	Office Hours	

*Students will be informed if a class meets during the "0 period" block prior to registering for the course.

Please note that on Mondays and Fridays students will have 45 minutes for lunch and a 15 minute advisory period either before or after their lunch. On Wednesdays students will have a 45 minute lunch period and a 45 minute advisory period.

Scheduling Students

At the iSchool, one of our foundational beliefs is the notion that the high school experience needs to be personalized and individualized. We do not believe that one path to graduation fits all. We want to ensure that our students are taking the courses they need, when they need them, in order to progress through requirements, prepare for college, and focus on their individual goals. We also want students to have choice in the courses they take, because we believe students are more engaged, motivated, and will be more successful when taking courses they're interested in.

How does iSchool's scheduling system work?
First, we determine which courses to offer:
1. Each spring, our administration reviews requirements and course needs of our students, keeping in mind Regents and graduation requirements, college preparation, and student interest to determine the number of courses we need to offer in each subject the following year.
2. Next, our faculty members spend time brainstorming new courses and determining if they are possible.

Next, we determine each student's schedule:
1. While the course offerings are determined once each year, students get new schedules approximately every nine weeks. Prior to each quarter, administrators review each student's progress (again, keeping in mind graduation and iSchool requirements).

2. Students read through course descriptions and have an opportunity to discuss their interests with their advisor and/or parents. Students then choose their courses with 12th graders choosing first, followed by 11th graders, and so on. During this time, some sections of courses will fill up.
3. Once all students have been programmed, there is an error checking process during which some schedules may change.

What if a student doesn't get the courses s/he/they wants?
Because of the large number of courses we offer, it is not possible for every student to fit every desired combination of courses in his/her schedule. Often distribution requirements and module courses are offered more than once in a year, so a student may have the opportunity to take a desired course later in the school year.

At the beginning of each term, advisors review schedules with students. Students who wish to change their schedule may request a change through their advisor. The advisor collects all change requests and submits them to the scheduling team for review. Some of the types of scheduling change requests are from students who:

- are enrolled in a course that they have already taken
- are enrolled in a course without having completed prerequisites
- are enrolled in an incorrect required class such as the wrong math or foreign language section

Requests to change, add, or drop non-required classes will not be reviewed during the schedule change period. Student preferences are honored as much as possible given requirements and class size constraints.

Each request is reviewed, appropriately acted upon, and sent back to the advisor and student. By collecting schedule change requests through the advisor, the iSchool ensures that every student has equal access to the scheduling team.

Office Hours
Teacher office hours are a time for students to get individual attention, extra help, and enrichment. We encourage all students to take advantage of teacher office hours. In some cases, teachers may require students to attend teacher office hours to complete missed work, re-teach important concepts, or review assignments. The system is designed to be highly adaptive to the daily classroom needs of students, so teachers typically mandate that their students attend teacher office hours without much advance notice. *If you would prefer that your child NOT be mandated to work with a teacher after school during regularly scheduled office hours please inform the school in writing.*

NYC iSchool 2021-2022 Faculty Directory

Name	Role	Email
Isora Bailey	Principal	ibailey@nycischool.org
Michelle Leimsider	Assistant Principal	mleimsider@nycischool.org
Karina Almonte	Guidance Counselor	kalmonte@nycischool.org
Nicole Asher	Social Studies	nasher@nycischool.org
Evelyn Baracaldo	Mathematics/Scheduling	ebaracaldo@nycischool.org
Katy Barber	Social Studies	Kbarber@nycischool.org
Kate Beck	College Counselor	kbeck@nycischool.org
Ryan Bittman	Mathematics/Dean	rbittman@nycischool.org
Jackie Bravo	Special Education	jbravo@nycischool.org
Kristen Brown	Science	kbrown@nycischool.org
Kate Coleridge	Mathematics	kcoleridge@nycischool.org
Lizzette Colón	Guidance Counselor	lcolon@nycischool.org
Katherine Coughlin	English	kcoughlin@nycischool.org
Chamarra Coward	Mathematics	ccoward@nycischool.org
Ly Dang	Social Studies	ldang@nycischool.org
Rob de Picciotto	Special Education	rdepicciotto@nycischool.org
Vanesa Figueroa	Special Education	vfigueroa@nycischool.org
Andrew Fitts	Mathematics	afitts@nycischool.org
Lauren Goldman	Special Education	lgoldman@nycischool.org
Samantha Grande	College Counselor	sgrande@nycischool.org
Elizabeth Gray	English	egray@nycischool.org
Tom Jones	English	tjones@nycischool.org
Scott Justus	Science	sjustus@nycischool.org
Arnold Kim	Special Education	akim@nycischool.org
Brittany Klimowicz	Science	bklimowicz@nycischool.org
Johnny Lau	Business Manager	jlau@nycischool.org
Joseph Laurro	Paraprofessional	jlaurro@nycischool.org
Patrick Lindo	Physical Education	plindo@nycischool.org
Andrea Mangano	English	amangano@nycischool.org
Peter Mei	Special Education	pmei@nycischool.org
Peter Mulroy	Science	pmulroy@nycischool.org
Dev Nagel	Special Education	dnagel@nycischool.org
Irvin Navarro	Technician	Inavarro@nycischool.org
Josh Paris	Music	jparis@nycischool.org
Yrka Paula	Spanish	ypaula@nycischool.org
Johanna Perez	Special Education	jperez@nycschool.org
Kristine Perez	Paraprofessional	kperez@nycschool.org
Luz Quezada	Paraprofessional	lquezada@nycischool.org
Jeff Reeder	Mathematics	jreeder@nycischool.org
Iris Resto	Social Studies	iresto@nycischool.org
Sara Rosado	Spanish	srosado@nycischool.org
Gretel Smith	Art	gsmith@nycischool.org
Nathan Snyder	English	nsnyder@nycischool.org
Amy Strassler	Social Studies	astrassler@nycischool.org
Catherine Turso	Social Studies	cturso@nycischool.org
Eva Vazquez	Social Worker	evazquez@nycischool.org
James Whittaker	Mathematics	jwhittaker@nycischool.org
Omar Yassin	Science	oyassin@nycischool.org

Parent Communication with Staff

Using e-mail is the most effective way to communicate with the iSchool faculty. All faculty members have e-mail addresses that can be found in this handbook. While all staff will check their e-mail daily, please allow up to two school days for your e-mails to be answered. Parents who do not have easy access to e-mail can contact teachers by calling the iSchool's main office and leaving a message with our Business Manager, Mr. Lau. Again, we ask that parents give faculty members two school days to respond. In the case of an emergency, please call the main office and someone will assist you.

If there is any time throughout the school year when a parent/guardian wishes to set up a meeting with a teacher, advisor, or administrator, please leave a message with the Business Manager, Mr. Lau, and/or speak directly with the faculty member to schedule an appointment. Please understand that faculty members will be unable to meet with you unless an appointment has been scheduled in advance.

iNotes
The iNotes is the bi-weekly iSchool newsletter that is e-mailed to all iSchool community members. This newsletter contains important information around upcoming dates, announcements, and after school and summer programs for students. We encourage all families and students to read through the iNotes carefully so as to be most informed about the iSchool happenings.

Conferences

At the end of quarters 1 and 3, the NYC iSchool will hold student-led conferences. At these conferences, the iSchool student will meet with his/her/their parent/guardian, and advisor to discuss their Report Card, reflect upon their strengths and weaknesses, and set goals for the upcoming quarter. These conferences empower the student, put ownership for learning where it belongs - with the student, and promote student accountability for behaviors, progress, and goal setting. The goals for the student at this conference include:

- Being responsible for reporting their progress in school
- Learning to communicate effectively
- Learning to honestly assess their own work and progress
- Being accountable for their work and behavior
- Learning organizational and leadership skills

This conference serves as an opportunity for parents/guardians to show a positive interest in their child's progress, to review their child's evaluation of his/her accomplishments, and to provide their child with support and encouragement for his/her/their school work.

Advisors will schedule student-led conferences with parents/guardians at the end of quarters 1 and 3.

Frequently Requested Letters

Parents often need to obtain, for various reasons, written proof of a student's enrollment in school. Should you need such a letter, please make a request at least one day in advance via email or in writing to the Business Manager, Mr. Lau.

Guidance

Parents should always feel free to contact our guidance counselors, Lizzette Colón and Karina Almonte, via e-mail or phone concerning academic, social, or emotional issues related to their child. They are available throughout the week from 9:00 am until 4:00 pm.

Students who would like to speak with a guidance counselor during the school day need to obtain a signed pass from their teacher or other faculty member or schedule an appointment to meet with Ms. Colón or Ms.Almonte during lunch or before or after school.

Parents and students can obtain referrals to mental health, medical, and academic support programs through community-based organizations from the guidance counselors.

Working Papers

Students who are interested in acquiring working papers must submit an Application for Employment Certificate that is signed by a parent or guardian. This form can be obtained from Ms. Colón. Completed applications must be returned to Ms. Colón with the following original documents:

U.S. Citizens
1. Application for Employment Certificate
2. Social Security Card
3. Birth Certificate or Valid U.S. Passport
4. Doctor's Note certifying that the student is "physically fit to work"

Non Citizens
1. Application for Employment Certificate
2. Social Security Card: If marked not valid for work, the student must bring in the INS card
3. Birth Certificate, U.S. Passport, a Foreign Passport with a U.S. Visa Stamp (if not in English, a certified translation must be attached), or Citizenship or Naturalization papers
4. A Doctor's note certifying that the student is "physically fit to work"

PLEASE ALLOW 2 SCHOOL DAYS FOR WORKING PAPER REQUESTS TO BE PROCESSED AFTER ALL PAPERWORK HAS BEEN HANDED IN.

Transcripts

Ms. Leimsider will issue transcripts to students by e-mail request only. Please allow 3-4 days for the request to be processed. It is the responsibility of the student to review the transcript carefully for accuracy and to let Ms. Leimsider know as soon as possible if there are any errors that need to be addressed.

2021-2022 iSchool Calendar*

*Please note: This calendar is incomplete and subject to change.

Monday, September 13, 2021	All students: first day of school
Monday, September 13 – Wednesday, September 15, 2021	Orientation Activities: diagnostic exams and trips
Thursday, September 16, 2021	Yom Kippur – No School
Friday, September 17, 2021	Meet Your Q1 Teacher Day
Monday, September 20, 2021	First Day of Quarter 1 9/20-9/22: Schedule change period
Tuesday, September 28, 2021	Curriculum Night and PA Meeting, 5:30 -8 pm
Monday, October 11, 2021	Columbus Day – No School
Wednesday, October 13, 2021	PSAT Administration – all 10th and 11th graders Schedule changes; Activities TBA
Tuesday, November 2, 2021	Election Day - All students remote
Tuesday, November 9, 2021	All students follow their Thursday schedule
Thursday, November 11, 2021	Veterans Day – No School
Tuesday, November 16, 2021	Last Day of Quarter 1
Wednesday, November 17, 2021	Intersession – Schedule TBD
Thursday, November 18, 2021	First Day of Quarter 2 11/18-11/22: Schedule change period
Thursday, November 25 – Friday, November 26, 2021	Thanksgiving Recess—No School
Wednesday, December 1 – Tuesday, December 7, 2021	Parent-student-advisor conferences
Thursday, December 23, 2021	Early Dismissal
Friday, December 24, 2021– Friday, December 31, 2021	Winter Recess
Monday, January 17, 2022	Martin Luther King, Jr. Day – No School
Monday, January 24, 2022	Last Day of Quarter 2
Tuesday, January 25 –Friday, January 28, 2022	NYS Regents exams (students attend only for required examinations)
Monday, January 31, 2022	Chancellor's Grading Day - No school for students
Tuesday, February 1, 2022	Lunar New Year – No School
Wednesday, February 2, 2022	First Day of Quarter 3 2/2 – 2/4: Schedule change period
Monday, February 21 – Friday, February 25, 2020	Midwinter Recess – No School
Tuesday, April 5, 2022	Last Day of Quarter 3
Wednesday, April 6, 2022	Intersession – Schedule TBD

Thursday, April 7, 2022	First Day of Quarter 4 4/7-4/11: Schedule change period
Thursday, April 14, 2022	Early Dismissal
Friday, April 15 –Friday, April 22, 2022	Spring Recess – No school
Monday, April 25 – Friday April 29, 2022	Parent-student-advisor conferences
Monday, May 2, 2022	Eid-al-Fitr – No School
Monday, May 30, 2022	Memorial Day - No School
Thursday, June 9, 2022	Chancellor's conference day — No school for students
Tuesday, June 14, 2022	Last day of Quarter 4
Wednesday, June 15 – Friday, June 24, 2022	NYS Regents (students attend only for required examinations)
Monday, June 27, 2022	Last day of school

ACADEMICS

Grading Policy/Mastery Grading

Students should have opportunities to show mastery at various times during the quarter. If a skill or if content is important enough for us to teach it, then it is important that our students are able to show that they know it - regardless of when this is during the quarter. As a school that believes very strongly in individualizing the high school experience, we believe that it may take some students longer than others to demonstrate mastery.

Grades at iSchool will be determined based on students' mastery of content and skills. Each teacher will determine the grading policies and weights for their courses within the guidelines below; these policies will be communicated to families at the beginning of each course through the course syllabus.

NYC iSchool will utilize the following grading policies *(please note that more specific details about grading policies and assignments will be included in all iSchool teachers' course syllabi)*:

All Course Final Grades
Mastery 100%
Productivity 0%

Task classification:

Mastery includes any assignment that is used to assess students' understanding and ability to apply course objectives (content or skills). Some examples of mastery assignments are: essays, presentations, exams, quizzes, and projects (though not all of these are mastery assignments all the time - it depends what's being assessed).

Productivity includes homework assignments, in class assignments, notes, notebook checks, being prepared for class, organization, etc. These are assignments that help the students better learn and understand the content/skills so that they are well-prepared for the mastery assignment(s).

Please note that students who earn less than a 65 for a course will receive a failing grade of 55%.

Report Cards

Report Cards are issued to students and parents/guardians at the end of quarters 1 and 3 during the student-led conferences. Quarter 2 Report Cards will be sent home with students and a form with a parent/guardian signature will need to be returned. The only final grades (i.e. grades that will appear on the student's high school transcript) on these Report Cards are grades for those courses that have ended. For all other courses, students will receive a progress grade.

All NYC iSchool students will receive a Final Report Card and transcript on the last day of school which will include all 2021-2022 final course grades and Regents exam grades.

Online Courses

Online coursework is used at iSchool for several important reasons: Learning online is – and will continue to be – a reality for the world our students are growing up. Learning to make sense of online texts and resources is a critical skill for our students' academic success as well as their ability to be literate citizens of the 21st century workplace and global community. Online learning enables students to progress through coursework at their own pace, to take courses when they are ready, and to more easily and readily have their learning

presented in ways suited to their style and needs, through the use of audio and visual features. Finally, online courses broaden the curricular options available for our students.

Classroom Set-Up
In room 405, during Independent Work periods, students sit in study carrels in order to simulate the study environment of most University libraries. In other classrooms that contain Independent Work periods, students will typically be arranged in rows. There will be assigned seats that are designed to create an environment conducive to quiet study as well as ease the administration of online courses.

Student Expectations
- Independent Work periods are <u>quiet</u> periods. They are not times for collaborative learning or talk with neighbors even if it is about course work.
- Students must stay on sites and applications that are relevant to their studies. It is safe to assume that administrators and proctors are monitoring all student screens.
- Students may listen to music during Independent Work periods, but can only do so with one ear bud in. This will allow students to hear any whole class announcements or instructions from the proctor.
- Students may not eat while in an Independent Work class; water bottles should be placed on the floor to avoid spills on devices.
- All other rules around technology, including checking out laptops and electronic devices, apply.

Structures for Regents Prep Online Learning
At the iSchool, it is understood that students come to us with a wide range of skills and knowledge. Online courses are designed to allow students to progress through skills and content at their own pace. To accomplish this, online Regents prep courses are divided into units that match the topics covered on the New York State Regents.

Online courses are also used to simulate introductory lecture courses at the college level. In college, many undergraduate students go to a lecture three times a week and then have a small discussion section led by a graduate student teaching assistant. NYC iSchool online courses work the same way by combining online instructional activities and an in-person teacher-led component.

Students complete the instructional activities for the unit, which typically include:
- Reading online texts and taking notes.
- Watching videos and taking notes.
- Answering questions and completing organizers based on online content.
- Participating in online class forum discussions.

The online instructional activities are crucial to moving forward in the online course. The once a week teacher-led section is completely based on the previous week's online activities. Not completing part of the online assignment for the week is like going to a discussion section in college without having done the reading. In both cases, the student lacks the necessary context to get the full benefit of the teacher-led meeting.
Many students will excel in their online courses because the medium of instruction feels more congruous with the way they get information in their lives. NYC iSchool teachers monitor both the teacher-led class and online activity work, so if a student is struggling the teacher will provide additional supports. Part of online learning is also taking responsibility for one's own learning. Students are expected to take advantage of office hours and reach out to their teachers just like they would in any other NYC iSchool class.

Out of Class Assignments

Out of class assignments include all work that is not completed in class. Such assignments may include practice of previously taught concepts, preparation for upcoming lessons, and/or completion of long-term projects. Students may complete out of class assignments during school time, by using the time provided during independent work periods, or by coming early or staying after school. It is also expected that most students will need some time at home to complete this work. Students are expected to complete all out-of-class work assigned and to complete it on time.

Students will not receive credit for missing out of class assignments. It is up to individual teachers to decide how to address non-mastery based out of class assignments that are handed in late. Please see each teacher's course syllabus for more information on specific course policies. Teachers are aware that iSchool students may be working on various projects at the same time and will do their best to stagger project deadlines. With that said, please be advised that the NYC iSchool is an accelerated, college prep program with high expectations for all of its students. Students are asked to properly manage their time so as to avoid having an unmanageable amount of work to do.

Academic Support

The iSchool strives to provide opportunities for individualized student support in order to ensure the academic success of every student in the school. Students can take advantage of one-on-one support by scheduling a meeting with their teachers before school, after school, or by dropping in during teacher office hours. Each iSchool student is encouraged to seek out additional support from their faculty advisor, the school Guidance Counselors, Ms. Colón and Ms. Almonte, or Assistant Principal, Ms. Leimsider.

JupiterGrades

The iSchool believes in transparency for all community members and JupiterGrades is a web-based gradebook that is utilized by all iSchool teachers. Students and parents have access to JupiterGrades via their own individualized passwords so grades are always kept private. JupiterGrades allows students to have constant access to their assignment grades in each of their courses and it also allows parents to stay on top of their child's progress by being able to see what assignments have been handed in and what grades students are earning on them.

All iSchool faculty will use the following system when entering information in to JupiterGrades:

If you see…	It means…
Not turned in	The assignment was not turned in. Student should complete the assignment A.S.A.P.
Not graded yet	The assignment was submitted, but individual grades have not been entered into JupiterGrades yet. Teachers update JupiterGrades weekly.
Absent-can make up	Student was not in class on the day the assignment was due. Student should turn in the assignment A.S.A.P.
Mastery not earned	The assignment was handed in, but mastery was not earned. Student should meet with the teacher to discuss why the assignment did not earn mastery, make the necessary changes, and then resubmit the assignment.

<u>Teachers update their JupiterGrades account once each week, so please allow up to 7 days for assignment grades and information to be posted.</u> If there are any questions about a particular grade or assignment, please feel free to contact the teacher of the course directly.

Special Education

The NYC iSchool provides a variety of supportive services for students who have been determined eligible for special education services according to state and Federal regulations and employs Special Education Teachers, Mr. de Picciotto, Ms. Figueroa, Ms. Goldman, Mr. Kim, Ms. Perez, Ms. Wallace, and Ms. Zheng. Ms. Bailey is the iSchool's Special Education Coordinator and should be contacted with all special education-related questions. For more information regarding the rights of all parents with regard to special education in the New York City Department of Education, please see the Parent's Rights Letter at:

http://schools.nyc.gov/Academics/SpecialEducation/tellmemore/importantDocuments.htm

NYC iSchool Diploma

To graduate with a NYC iSchool diploma, all iSchool students must meet all of the Regents diploma requirements. Students must also define an area of focus in collaboration with their advisor and family during the 11th grade, and then achieve the individualized graduation goals that are set out for them. In addition, all students must:

- take the SAT or ACT
- complete a senior project in conjunction with their area of focus

Graduation Requirements and Diplomas

Regents Diploma	Advanced Regents Diploma
Examination Requirements	
Your child must achieve a score of 65 or higher on these **five** Regents exams: • **English Language Arts** (ELA) • Any **mathematics** exam (Algebra I, Geometry, *or* Algebra II/Trigonometry) • Any **social studies** exam (Global History and Geography *or* U.S. History and Government) • Any **science** exam (Living Environment, Chemistry, Earth Science, *or* Physics) • Any **additional** Regents exam or assessment approved by the State for this purpose	Your child must achieve a score of 65 or higher on these **nine** exams: • **English Language Arts** (ELA) • Three **mathematics** exams (Algebra I, Geometry, *and* Algebra II/Trigonometry) • Any **social studies** exam (Global History and Geography *or* U.S. History and Government) • Two **science** exams (Living Environment *and* one of these: Chemistry, Earth Science, or Physics) • Any **additional** Regents exam or assessment approved by the State for this purpose • Any NYC **Languages Other Than English** (LOTE) exam

	Minimum Credit Requirements	
8	Core English	8
8	Social Studies: Global History (4), U.S. History (2), Participation in Government (1), Economics (1)	8
6	Mathematics: Including at least two credits of advanced math (e.g., Geometry or Algebra II)	6
6	Science: Life Science (2), Physical Science (2), Life Science or Physical Science (2)	6
2	Languages Other than English (LOTE)*	6
4	Physical Education (every year, distributed in specific ways)	4
1	Health	1
2	Visual Art, Music, Dance, and/or Theater	2
7	Electives	3
44	TOTAL CREDITS	44
*A student seeking an Advanced Regents diploma with an arts or CTE endorsement is only required to complete 2 credits of LOTE. Also, a student whose IEP specifies that the disability directly impacts his or her ability to learn a language may substitute other courses for the LOTE requirement and still earn an Advanced Regents diploma.		

*PLEASE NOTE THAT THE NYC iSCHOOL HAS NEVER GRANTED AN ADVANCED REGENTS DIPLOMA AND THE CURRICULUM IS NOT DESIGNED TO AWARD ONE.

Physical Education Requirements

Student success depends on a blend of academic skills, good health, and physical and mental fitness. The NYC iSchool fitness and health activities encourage students to:

- Be physically active
- Learn to make healthy decisions and develop a healthy life style
- Experience traditional and non-traditional health-related fitness activities

Students must complete four credits in Physical Education (PE) in order to graduate. In order to earn the first credit in PE students complete 54 hours of in-school Physical Education course work. The PE class is part of a student's program. They will receive a grade for PE that will appear on their report card.

After passing the 54 hours of PE, and earning one credit in PE, students will have demonstrated mastery over the basic goals of the NYC iSchool fitness program. To earn the remaining three credits students have the opportunity to pursue their individual interests and have the following options:

- Option 1 - Joining two NYC iSchool-Chelsea High School sports teams (bowling, baseball, basketball, softball, track and field, handball, or cross country).
- Option 2 - Taking in-school physical education classes.

All students will complete a PE plan for the year outlining their plan for completing their required PE credits. The PE plan is shared with families.

Students must complete 1 credit of PE each year, so freshmen should end the year with 1 credit, sophomores with 2 credits, juniors with 3 credits, and seniors with 4. Students may not accelerate through their PE requirement. For example, freshmen cannot earn 2 credits, sophomores cannot earn 3 credits and juniors cannot earn 4 credits in PE by the end of the year.

POLICIES AND PROCEDURES

Code of Conduct

All members of the iSchool community are expected to abide by three basic rules:

Respect yourself – *Conduct yourself in a way that commands the respect of others, by acting with integrity and honesty, and by caring for yourself and your future*

Respect each other – *Show respect to peers, adults, and visitors by listening, showing compassion, monitoring your actions and behavior, and by remaining aware of each others' space and boundaries*

Respect what we share – *Show respect to our space, facilities, equipment, supplies, and resources by using them appropriately, caring and maintaining them as instructed, cleaning up after yourself, and returning what you use or borrow*

For any issues in the classroom, a faculty member will take appropriate steps to ensure a safe and mutually respectful learning environment. Families should review teachers' course syllabi for more detailed, class-specific policies and consequences. Multiple breaches of the Code of Conduct may result in formal teacher-

student conferences, sometimes including the advisor and/or parent. In serious cases an administrator will become involved.

Beyond these basic rules of conduct within our school community, students are expected to follow the expectations set by the Citywide Standards of Intervention and Discipline Measures; these regulations can be found at http://schools.nyc.gov/NR/rdonlyres/CD69C859-524C-43E1-AF25-C49543974BBF/0/DiscCodebookletApril2015FINAL.pdf. Procedures surrounding disciplinary consequences are set by both the citywide standards above and the Chancellor's Regulations, in particular A-443, which can be found at http://docs.nycenet.edu/docushare/dsweb/Get/Document-22/A-443.pdf. In addition, students are required to abide by the Department of Education's Internet Acceptable Use and Safety Policy, which can be found at http://schools.nyc.gov/RulesPolicies/InternetAcceptableUse/default.htm

It is a student's responsibility to be aware of the school and citywide expectations. We encourage all families to review this discipline code together during the first week of school. Those who are unaware of infractions are still subject to consequences.

Electronic Devices

Below please find the NYC iSchool 2021-2022 Electronic Device Policy:

- As per the Department of Education's ruling, students are permitted to bring the following electronic devices to school: cell phones, laptops, tablets, iPads, and portable music and entertainment systems. The school is NOT responsible for any electronic devices lost or stolen on school property or during students' travel to and from school.
- Students may NOT use their cell phones for personal reasons (these include, but are not limited to, texting, talking on the phone, and checking social media) in classrooms or in the hallway unless the teacher asks students to use them for educational purposes related to the learning in the classroom.
- Cell phones and portable music and entertainment systems may not be turned on or used during fire drills or other emergency preparedness exercises.
- In the case of any disciplinary conference or investigation, cell phones may be confiscated by iSchool administration and returned at the conclusion of the investigation. Please note that the school will not be looking at or through the cell phone, but will be confiscating the phone so that the student is not able to use it during the investigation.
- Students may not video, photograph, or record in a classroom without the written approval of the teacher and school administrators.
- Students who use cell phones, computing devices, and/or portable music and entertainment systems in violation of the DOE's Discipline Code, the iSchool's policy (as outlined in this Family Handbook), this regulation, and/or the DOE's Internet Acceptable Use and Safety Policy will be subject to disciplinary action and may have their cell phone confiscated by their classroom teacher or an iSchool administrator.
- Students who have their phones confiscated during the school day due to inappropriate use will be asked to sign a contract stating that they understand the school's cell phone policy. The second time that a cell phone is confiscated due to inappropriate use, a parent/guardian will be called and may be asked to come to the school to pick up the cell phone. Additional disciplinary action may also be taken.

- If a parent/guardian needs to contact his or her child during the school day for any reason, the parent should call the school's main line, 917-237-7300. **We appreciate parents not texting or calling their children directly during the school day as students should not be using their phones during this time.**

Students are allowed to use the main office phone when necessary. In general, students are discouraged from bringing any electronic devices of value, as carrying such devices may make students targets during their travels to and from school. The school is NOT responsible for any electronic devices lost or stolen on school property or during students' travel to and from school.

Prohibited Items
In addition to all prohibited items listed in the DOE regulations (including drugs, alcohol, tobacco products, weapons, chains, gang-related items), students at the iSchool are discouraged from bringing skateboards, scooters, etc. as there is limited place for students to store these items. Students who choose to bring these items to school will not be permitted to use them during lunch time.

Alcohol and Drug policy
As with all New York City public schools, the NYC iSchool will be an environment free from the usage, possession, transfer, or distribution of drugs, drug paraphernalia, and alcohol. Possessing and/or using controlled substances without appropriate authorization, illegal drugs, drug paraphernalia, and/or alcohol is considered a "injurious/harmful behavior" according to the New York City Department of Education's Citywide Standards of Discipline and Intervention Measures and can result in a principal's suspension or a superintendent's suspension. For more information about the Citywide Standards of Discipline, please go to: http://schools.nyc.gov/RulesPolicies/DisciplineCode/default.htm

Food/Drink/Candy
Students should NOT have food, drinks, or candy in classrooms, hallways, or in the Creative Commons. Students may bring and consume water in clear plastic bottles during classes; other drinks can only be consumed in the cafeteria. Students who have medical conditions that require them to eat/drink at other times during the day must provide written proof of such a condition, including a request from a physician and details on how to accommodate that student's needs.

Hallway Behavior
Students are expected to move from class in a quiet and orderly manner and iSchool has established the following hallway norms:
- Be considerate
- Move quickly and quietly from class to class
- Avoid standing in front of classroom doorways or in locations that block the flow of traffic
- Keep interactions with peers to an appropriate level and continue moving towards classes
- Keep hands to yourself and respect personal space
- Utilize appropriate voices so that only those around you can hear you

When students arrive to a room (classrooms or the Commons) where there is no teacher, students may NOT enter the room; students should wait against the wall directly outside the classroom to avoid blocking the door or hallway traffic. Students are expected to go directly from one class to the next; they may not use class change time to go to the office, take care of personal business, or go to the bathroom.

Students are only permitted in hallways during passing time. Students should not loiter in the hallways before school, during lunch, or after school.

Creative Commons

A great deal of time, thought, and resources have been invested in creating an inspiring collaborative work space for our community. The Commons can be used for independent work, group work, and meetings. The Commons also provides office space. Due to the multi-purpose use of this room, there are high expectations for student behavior in this space. Students are asked to use professional language at all times, to keep the volume of electronic devices audible only through headphones, and to clean up after themselves after working in the space. <u>There is no eating or drinking allowed in the Creative Commons.</u>

It is the responsibility of each member of the iSchool community to help maintain the Commons, to keep furniture and technology free of dirt and damage, and to keep the space free of clutter and trash.

The laptops in the Creative Commons will only be available for use before school, during lunch, and after school. The cart will be locked at all other times and students are expected to use the computers provided in their classrooms.

Quiet Commons

On the fourth floor is a Quiet Commons space. Students will have Independent Work periods in this space. All students can use the Quiet Commons before school, after school, and during lunch as a silent, independent work space. <u>There is no eating or drinking allowed in the Quiet Commons.</u>

Social Media Guidelines

At the iSchool, we understand that technology and access to the Internet has become an increasingly important part of our daily lives and in your education. While we acknowledge that we want students to engage in open and honest communication on social media sites, we also acknowledge that inappropriate content on social media sites can become distracting to the educational process. Please review the following guidelines on using social media.

- Students should use general caution when using the Internet. Never give out personal information or agree to meet with people you don't know.
- Assume that all posts, profiles, and content, (photos, videos, etc.) are public. Do not post anything that you wouldn't want a parent, teacher, administrator, college admissions officer, or future employer to see.
- Students may not video, photograph, or record in a classroom without the written approval of the teacher and school administrators.

We encourage parents to work with the school to educate their children about appropriate social media content, and monitor that content. When social media content is defamatory, derogatory, or otherwise affects the school climate by distracting the educational process, students may be subject to disciplinary consequences in accordance with the Citywide Standards of Intervention and Discipline Measures. Further questions about the iSchool's social media guidelines should be directed to Mr. Bittman.

Please note that things posted on social media sites, regardless of whether they are posted at home or at school, are subject to in-school disciplinary action if they impact the school community or are brought to the attention of the iSchool faculty.

Dress Code

The NYC iSchool believes that dress and attire are a form of self-expression and we want our students to be able to express themselves and be individuals. We also believe that different attire is appropriate for different environments and that a certain standard of dress should be maintained by all NYC iSchool students.

- Clothing should preserve a sense of professionalism.
- Clothing should not be offensive to other members of the NYC iSchool community.
- Clothing that degrades religion, race, or sexuality is prohibited.
- Clothing that promotes drug use or uses offensive language is not allowed in the building.
- Undergarments must not be visible.
- Bandanas of any kind are prohibited.
- Students may not wear hats or head gear that cover their face or make it hard to see their face (like baseball caps with the bill forward). *Religious observance and health-related head wear is exempted, with appropriate documentation submitted to the guidance counselor.*

Please note that whether or not you are in compliance with the iSchool's dress code is ultimately up to the discretion of the iSchool's administration. Inappropriate dress may result in disciplinary action in accordance with the Citywide Standards of Discipline. Students who are determined to be wearing inappropriate clothing (as per the above dress code) will be required to wear alternative clothing provided by the school. For more information, visit http://schools.nyc.gov/RulesPolicies/DisciplineCode/default.htm

Metro Cards

MetroCards are available for students who are eligible. Eligibility for a MetroCard is set by the Metropolitan Transportation Authority. If a student lives one and a half miles or more from the school, a free fare card will be provided. If a student lives a half mile to one and a half miles from the school, a half-fare card will be provided. Students entitled to the half-fare MetroCard contribute half of the normal bus fare, and are provided with one free transfer to any other bus. The MetroCard half-fare does not provide a free transfer from the bus to the subway. Any change of address should be brought to the attention of the Transportation Office. Official documentation (e.g., utility bill, mortgage statement) will be required for any changes to a student's biographical information.

Students must report lost or stolen MetroCards immediately. Upon notifying the iSchool, your MetroCard will be deactivated. If there are MetroCards available in the school, a new card will be issued immediately. If not, a new card will be ordered. It can take up to two weeks for the new card to arrive. To report a missing MetroCard or pick up a new one, go to Mr. Lau's office after school.

Student IDs

NYC iSchool student ID cards are extremely important and are used by all students when entering and leaving the iSchool and when checking out equipment. The first time a student ID is lost it will be replaced free of charge. The second time that a student loses their ID, they will be charged a $3 replacement fee. To report a missing ID or pick up a new one, go to Mr. Lau's office after school.

Students who forget to bring their ID to school five times throughout the school year will, from that point forward, not be able to leave the school building for lunch on any subsequent day when they forget their ID.

Lunch

Students will be allowed to go out for lunch with written permission from a parent/guardian. Lunch is free for all students and is provided in the cafeteria located on the 1st floor.

Students can eat their school lunch or bring in food to eat in the cafeteria during their lunch period. Students are not, however, allowed to order food to the school building or eat or drink at any time in the Creative Commons space, including before school starts. Once students have finished eating their lunch either in the cafeteria or outside, they are welcome to go to the Commons until the start of their next class. Students are never permitted to loiter or hang out in the hallways or stairwells during lunch.

Lunch time is considered a part of the school day and all behaviors that take place during lunch are subject to consequences. All students who leave the school premises at lunch time must follow these rules:
- Students must be in good academic and behavioral standing in order to take advantage of this privilege. This privilege may be revoked by the school as a result of academic or behavioral concerns.
- All school rules and DOE policies apply to students while outside the building.
- Students must remain within walking distance of the school.
- Students may not take skateboards, scooters or other such items outside of the school building.
- Students may not remain in the school unless they are in the cafeteria, Creative Commons, or being supervised by a teacher/staff member.
- Students may not go to their own homes without parental approval. Students may never go to the homes of other students.
- Students may not go to other schools in the neighborhood.
- Students must be on time to all classes and obligations after their assigned lunch.

Any student who disobeys any of these rules will face a loss of privileges. NYC iSchool reserves the right to revoke students' out-to-lunch privileges any time that the school feels that a student has not earned the privilege, or that the student's safety or the safety of others may be compromised by the student's release from the building.

Attendance

Attendance is essential to academic success, and we therefore urge all students to make every effort to come to school on time each day. Official attendance will be taken in first period class and after lunch (teachers will keep a record of attendance in each class as well).

Parents are expected to submit a note explaining their child's absence from school. A note from a doctor or health-care professional should be provided in cases of extended (3 or more days) or frequent absence due to illness. If students have been absent from school for reasons other than illness, documentation of the reason for the absence is to be presented to the school (e.g., examination schedule of special examination, court order, etc.). Upon returning from an absence, it is the student's responsibility to see his/her/their teachers to find out missed work and to complete or make-up any tests, quizzes, labs, or activities.

After arriving at school, students are expected to remain in school the full day unless *previous* arrangements have been made. Families should avoid making appointments for students during the regular school day if at

all possible. However, <u>if a student must miss part of the school day for an appointment, an email or signed note from a parent/guardian must be given to our Business Manager, Mr. Lau, by 10 am on the day the student requests to leave.</u> Students who leave the school premises without authorized permission from an iSchool administrator will be considered cutting and will be subject to the Citywide Standards of Discipline.

Students who are in school and do not feel well during the school day should see an administrator and then the school nurse. The nurse will then reach out to families as needed. <u>Students will not be dismissed from school early due to illness if they have not seen the nurse first.</u>

In order to participate in an extracurricular activity sponsored by the NYC iSchool, a student must be present for all assigned blocks of the school day.

Religious Accommodations
Pursuant with Chancellor's Regulation A-630, requests for accommodation of religious observances and practices must be submitted in writing to the school principal. Such requests should be submitted well enough in advance to allow the school to make appropriate arrangements and scheduling adjustments, where reasonable. Upon receipt of a written request to allow time off for religious observance outside the school building and grounds, Ms. Bailey will evaluate the request and make any decisions allowing students time off for religious observance during regular school hours. For more information about the Chancellor's Regulations regarding religious accommodations, please go to http://docs.nycenet.edu/docushare/dsweb/Get/Document-27/A-630.pdf. This paperwork must be completed prior to the religious observance to avoid having the student marked for cutting.

Lateness
The school day begins at 9:00 am, and students are expected to be in class at that time. Students who arrive to school after 8:59 am are considered late and must get a late pass prior to entering the classroom. <u>Students who arrive to school late will lose the privilege of going out to lunch that day.</u> We understand that there are often train delays and we encourage students to leave additional time in their commute to account for these.

Please refer to individual course syllabi for each teacher's late to class policy.

Cutting
Cutting is an unauthorized absence from an assigned period during a day in which the student was officially in school. Cutting will affect the student's participation in class which may affect the overall grade awarded. Parents and advisors will be informed of any cut classes, and students will meet with an Assistant Principal or Dean to discuss the infraction as well as appropriate consequences. Students who cut class are in danger of not receiving the full number of credits for the course. Please be advised that leaving school early or failing to return to school from lunch is considered cutting.

Academic Integrity
Honesty is perhaps the most important virtue with respect to a students' academic work. NYC iSchool students are expected to understand that dishonesty on exams, projects, papers, and homework is a form of fraud. Students are expected to avoid all forms of cheating including allowing other students to cheat off of them (including giving work to others to copy or use as their own). Before collaborating, students should verify specific course policies and assignment requirements.

Plagiarism

According to the Merriam-Webster Online Dictionary, to "plagiarize" means:
1. to steal and pass off (the ideas or words of another) as one's own
2. to use (another's production) without crediting the source
3. to commit literary theft
4. to present as new and original an idea or product derived from an existing source

Plagiarism is an act of fraud, and it is unacceptable for any NYC iSchool student to plagiarize any of their work. If a student uses someone else's work, whether it was found in a published book or periodical, on the Internet or was acquired from another student, he or she must properly cite the source. It is not enough to change wording. If a student has any questions about academic honesty, it is his or her responsibility to ask a teacher for clarification before submitting the affected assignment. Consequences for academic dishonesty will be determined in consultation with the Citywide Standards for Discipline.

Health

Any student who needs to take prescription medication on a regular basis during the school day or who has a medical condition that requires monitoring must file a 504 form. Please notify Ms. Bailey during the first week of school so that she can facilitate this process.

Any student who needs to take a prescription drug on a short-term basis must bring a note from his/her parent, guardian, or doctor. Any medication taken by a student during the school day must be directed by the parent or guardian.

Any student who is not feeling well during the school day, should get excused from class first by the teacher of the course. The student should then go see the Business Manager, Mr. Lau, or an administrator. They will make a determination about the student's condition and will either write a pass to the school nurse or contact a parent/guardian or instruct the student to return to class.

Bathroom

Students are expected to take care of all personal business prior to the start of the school day at 9:00 am and students are not allowed to use the bathroom during class period changes. Each teacher will develop their own policies for bathroom use while in their classes.

Please note that the iSchool has three bathrooms for student use. The boys bathroom is on the 5th floor next to room 503. The girls bathroom is on the 4th floor next to room 410. The gender neutral bathroom is on the 5th floor next to room 514.

Emergency Procedures

Fire Drills. The NYC iSchool follows all required regulations set forth by the New York City Department of Education pertaining to fire drills. Bells ring and teachers escort their students silently to the designated exits. It is expected that students will cooperate with faculty during such drills; students must remain with their assigned teacher and should refrain from talking during the drill. Staff members are also posted at sites outside of the school building along routes where the students walk. Staff members guide the students as they walk away from the building along designated routes.

Bomb Threats. Fire drill procedures are followed in the event of a bomb threat; however, teachers will be notified to escort their students out of the building when they hear a specific message over the loud speaker. Students will not be allowed to re-enter the school until the police and/or fire department have deemed that it is safe to do so.

Technology
Guidelines and Rules

The NYC iSchool provides various technologies to all students to enrich the academic experience of students, faculty, and staff. Technology resources are considered part of the iSchool's physical environment and their use entails the same privileges, obligations, and responsibilities that come with using all other school facilities and equipment. It is the responsibility of all students to treat equipment, software, as well as our online community with proper care and respect.

The following guidelines and rules must be followed when using all NYC iSchool technologies. Students who do not comply will have their technology privileges suspended and/or be referred to Mr. Bittman.

General Guidelines and Rules for Use of the NYC iSchool's technologies:

- Academic work always takes priority. NYC iSchool's computer resources exist primarily to assist members of the community as they pursue educational goals.
- All equipment and software provided by the NYC iSchool are shared resources and must be used with consideration for other members of the community.
- Communication over the NYC iSchool's Network, the e-mail system and the Internet must reflect appropriate language and content. Students are responsible for their own words and words attributable to their accounts. No derogatory or hurtful language may be used on-line.
- The NYC iSchool reserves the right to inspect user accounts for content that violates Network guidelines and rules or school policy and procedure.
- It is the responsibility of each member of the NYC iSchool community to leave workstations in good working order for the next user. Students may not physically damage computers or alter settings. Any such alteration is considered destruction of school property. Any changes to environmental settings, such as monitor, printer and keyboard, must be reset to the original setting when work is complete.
- Eating and drinking are not permitted near computers.
- Students are responsible for everything in their individual user account, as well as the security of the account's password. Students may only access their "individual" user accounts and not the accounts of others. Use of other passwords or accounts is considered a form of theft.
- iSchool email accounts are for academic work only.
- Students must use appropriate language at all times and are expected to be considerate and respectful of others. Threatening language or harassment is intolerable. Students who receive inappropriate e-mail should notify their Advisor, Teacher, and Mr. Bittman.
- In-school internet access is made available to NYC iSchool students as a tool to be used for school related work. It is not be used for entertainment purposes.
- Inappropriate use of the Internet includes, but is not limited to:
  - Using the computer/network for any illegal activity including copyright infringement or plagiarism
  - Gaining unauthorized access to accounts other than one's own
  - Using the computer/network for the purpose of harassing, threatening, or terrorizing individuals or groups

- Accessing, downloading, storing, creating, or printing files that are profane, obscene, or that use language that offends or tends to degrade others
- Downloading or streaming audio or video files for entertainment use during class time
- Students shall not use school equipment or network for commercial purposes
- Students publishing a page on any NYC iSchool public website must meet the ethical standards of the school. No inappropriate language or images are allowed, and all sites linked to a school web page must meet the NYC iSchool's internal standards. Once projects are submitted to classroom teachers for evaluation, they will be reviewed by selected members of the iSchool staff prior to online publishing.

iSchool Acceptable Use Policy

We live in a changing world where we have more and faster access to information than ever before. Students now can be both consumers and producers of information, and the iSchool is committed to taking advantage of the many new technologies and new methods of communication available to our students. With access to these new technologies, students will have ubiquitous access to computing technology within the iSchool. Additionally, students will have opportunities to learn and create like never before, but with those opportunities do come new responsibilities.

The Workstation Desktops
In order to save on support resources, the iSchool has installed software on all of our computers that returns them to default status each time the devices are turned off. This means that <u>anything saved to the local drives of a computer will be erased as soon as the students turn off the computer</u>. Thus, students should save all of their work to Google Drive (via their iSchool e-mail address) or their own personal USB device. While many of our students use USB flash drives, they have proven to be unreliable at times and their use should be considered "at your own risk". If you choose to use flash drives to store course assignments, you must know that lost, damaged, or corrupted files will not be accepted as an excuse for not submitting an assignment.

Connecting to the Internet
The iSchool space is covered by a high-speed wireless network. All students will be able to access the internet from anywhere within the school at any time. With all this, however, comes a degree of risk and of danger: there are hazards on the internet to avoid and general rules to abide by while online. Below is a list of some of the opportunities and limitations presented to you on the iSchool network.

Email
You will be issued a Gmail/Google Drive account while at the iSchool. <u>Students are expected to check their iSchool Gmail on a daily basis as this is how we will keep students informed of all relevant information.</u> You may use this to communicate with parents, teachers, friends, and fellow students around the globe. iSchool Gmail can also be used to send and exchange documents between your teachers and peers.

An email address such as *firstname.lastnamecohortyear@nycischool.org* will be provided to you. This is what you should use for exchanging information and documents with fellow iSchool community members. We ask that you use this address for all school-related purposes.

You must not use the iSchool Gmail account for the following; sending viruses to other students or teachers, sending "spam mail" or "chain letters," or sending very large files, such as videos, movies, or games (that are unrelated to coursework). If network administrators see that an iSchool Gmail account is being used for these illicit purposes, the account will be suspended or deleted and you may be subject to disciplinary procedure.

Communicating with others over the internet is very much like communicating with people in person: you must be respectful of others at all times, and you can expect them to be respectful of you in return. Here are some basic do's and don'ts of internet communication.

Do
- Use clear and precise language whenever possible.
- Treat others as you'd like to be treated.
- Be polite and courteous, whether you are writing to a friend or to a teacher.
- Keep your emails brief and to the point.
- Respond to emails promptly to assure that information gets to where it needs to go.

Don't
- Use slang or swear words.
- Include any explicit sexual content in your writings.
- Be rude or aggressive towards others.
- Send others offensive files or messages.
- Use the iSchool Gmail account as a means of resolving a personal feud.

Remember that all email can be read by the iSchool technology team and administration. Don't write anything you'd be afraid to show your parents or teachers.

Research
You will be able to browse hundreds of thousands of websites, each containing a wealth of information which can be used in your school projects and personal learning. Remember that the information you view online is someone else's work, and that it is essential that you respect copyright laws. Plagiarism will not be tolerated from any student. You should also keep in mind that what you read on the internet is presented without oversight; be cautious in selecting any website as an "authority" and always read with a discerning eye – think about the appropriateness of a site, the bias or perspective of the writing, and the accuracy of the content.

Publishing To The Web
From time to time, you or your teachers will wish to publish your work and photos on the internet for others to see. This is a great opportunity for you as a student as well as for people not directly involved with the iSchool: it provides you and other students with a chance to share your work with the world, and it gives outsiders a view of what is going on within the walls of the iSchool. Student photos may also be shown on the website. Of course, the iSchool wishes to respect the privacy of each individual student which is why we send home the media release form every year.

Use of the iSchool Gmail and Google Drive Accounts
All students will be issued a Gmail/Google Drive account while at the NYC iSchool. This account gives students the ability to create shared documents for the purpose of collaboration with fellow students, or for review of drafts by course instructors. It is up to each individual teacher's discretion how assignments should be submitted – some will accept work via Google Drive while others will ask that final assignment submissions be converted to an appropriate Microsoft Office file (.docx, .xlsx, .pptx).

File Sharing and Downloading
In recent times, the use of the computer to share or stream music, videos, games and other software has become very popular. This has placed an unreasonable demand on the bandwidth of the school network for purposes completely unrelated to students' academic needs. The iSchool network does not support file

sharing for non-educational purposes; no personal file sharing is allowed while connected to the network. This includes using Peer-to-Peer programs like BitTorrent, uTorrent, or sharing non-educational files with other students using the school network.

Other Network Restrictions
- Do not attempt to "hack" websites while on the iSchool network.
- Do not attempt to log in as another person or to access another person's work, server space, or iSchool Gmail account.
- Do not use the iSchool network for personal profit (for example, for selling personal products on sites like eBay) or for buying personal objects.
- Do not host internet-based multiplayer gaming sessions or engage in online gaming while in school.

Students who do not follow the policies in this document may be subject to disciplinary action including possible loss of all school network privileges.

A Warning...
Off-line, there are many people that you can make friends with and learn from, and yet there also some people who would do you harm. The same is true of the online world; while most people are quite like you, some individuals out there have bad intentions. The NYC school system has internet filters and security to prevent harmful pages from getting through, but no filter is perfect. We trust that you will make the right choices in who you interact with and where you go online and will avoid potentially dangerous situations. Making good decisions is key to keeping yourself safe.

Support
The iSchool Technology Office is located in Room 405, and is staffed by our Systems Administrator and Technician, Mr. Navarro.

Classroom Equipment Care and Maintenance

Laptops & Storage Cabinets:
- Laptop shelves will be numbered and a corresponding numbering system will be on the laptops. Students will be assigned laptops to be used in each classroom. Teachers will create a laptop assignment sheet so that students will use the same device each time they attend their class. Students are responsible for ensuring that they are using their assigned laptop for every class period and are responsible for what happens with or to their assigned laptop.
- Laptops will be removed from the cabinet in an orderly fashion. Designated students may distribute devices to other students; while this is happening, all other students should remain seated. Charging cords should never extend out of the security cabinet.
- Laptops will always be returned to the proper storage slot and with the charger port pointing out of the cabinet. This keeps the charging port available to the power cord that hangs above each laptop storage slot.
- Laptops should be carried with two hands. Casual handling will eventually lead to dropping and damaged devices.
- Students should keep notebooks, pens, pencils and other school items off the keyboard to avoid closing the lid on these items and damaging or breaking the laptop hinges.
- During classroom use, laptops should be secure on the desktops. When in use, laptops should be handled from the base-never from the screen, not to turn it or to lift the device in any way.

- When your attention is required, your teacher will request that you "Bring your screens to 45 degrees, with eyes up and hands away from your keyboards."
- When you are finished with school laptops, you must always log out, shutdown, and wait for the laptop screen to go dark before closing the lid; this avoids the device from going into "hibernation" mode that does not allow proper charging, and can aggravate wireless network connections.
- After use, laptops must be returned to the corresponding storage slot, and the charger plugged in to recharge the machine for the next user.
- Distribution of various laptop models and platforms is determined by careful consideration of the course content and the applications needed in each classroom. Students are not to move laptops from one room to another under any circumstance.

Smartboards & Related Devices
While they are durable, wall-mounted Smartboards/LCDs are expensive items in the school's inventory, and some care needs to be observed. Students should not write on Smartboards/LCDs with any markers, pens, or pencils. Students should avoid touching these boards, leaning against them, or dragging hands or writing utensils across them.

Scanning and Printing Resources
Students will have limited access to printing and scanning. We want to be responsible in our use of resources, so we must be mindful of our printing habits. Students are not to print directly from websites or from large downloaded files. This generates large print jobs that are largely unnecessary.

Printing is available only through PaperCut, the school's online print server. Students are encouraged to keep printing to an absolute minimum. But when it is necessary, students must log in to the online print server and send their printing jobs to the "Student Commons Printer" or "Room 405". Students are able to print up to 8 pages each day. Print jobs are then retrieved once the student types in their ID number to release the print in the 5th Floor Commons, or in Room 405. Scanning, when necessary, is a service that's available in Room 405 — please see Mr. Navarro.

Student Document Storage
Student laptops are configured so that no local saving of documents is possible. In cases when you need to continue work started during class, students are encouraged to save work to their Google Drive account or as an attachment to their iSchool email. Students should always utilize some means of backing up important files. Besides their Google Drive accounts, students may use Dropbox or carry a USB drive with them daily to school.

Device Use in the Creative Commons
Approximately 20 Chromebooks are available for community use in the 5th Floor Commons. These laptops will only be available for student use before school, during lunch, and after school. The cart will be locked at all other times since students should use the laptops in their classrooms. All classroom considerations of care and treatment of the laptops also apply in the Commons in terms of the handling of devices, storage of devices in the cabinets, and educational agenda for all laptop use. Additionally, students must note that no food or liquids may be consumed or kept on the table/desk where you are using a device. Students are expected to return all devices that they have used — no exceptions.

Loaning of iSchool Devices
Course work and projects sometimes require students to take school equipment outside of the school building, or have access to equipment for extended periods of the day. For these cases, students should visit

Room 405 for all equipment loans. All student equipment loans require that the student provide <u>their own NYC iSchool ID card and have a current and completed Student Loan Contract on file with the Technician.</u> No equipment may be borrowed until the student's parent has agreed in writing to allow their child to borrow these items. Items have set periods of time for lending, and students are advised of the return time when they borrow the equipment. Lateness in equipment return will jeopardize the privilege of borrowing any school equipment. <u>Students are expected to repair or replace any equipment that is damaged or lost while it is on loan to them.</u> Examples of available equipment include: headphones, digital still cameras, digital videocams, digital audio recorders and microphones.

<u>For safety reasons, the NYC iSchool discourages students from bringing any electronic devices to school. Students who choose to bring electronic devices to school do so with the understanding that they are solely responsible for their technologies and the NYC iSchool is not responsible for any lost or stolen personal electronics. This is true of all technologies, including laptops, as well as all personal belongings.</u> *Current NYC Department of Education policy does not allow any personal device to be configured to the school network.*

SPECIAL PROGRAMS AND ACTIVITIES
Extracurricular Activities
The after school program at the iSchool is expected to begin in early October. Information will be provided in the NYC iSchool iNotes about available after school clubs, possible associated fees, and registration deadlines in late-September. After school clubs at the NYC iSchool will begin directly after school at 4:00 pm. Those students who are staying after school should report directly to the scheduled room.

Students who are absent from school (or who arrive after 12:00 pm) may NOT participate in after school or other extracurricular activities held that same day.

PSAL Sports
Many of the teams at the Chelsea Educational Complex are members of the Public Schools Athletic League (PSAL). Because PSAL regulations allow only one team per school building, iSchool and Chelsea high school students compete together on sports teams. Information regarding try-out dates for the various boys and girls sports teams will be posted in the iNotes.

There will be times when iSchool team members will need to leave school early to attend a game. Students must get these trips authorized by Ms. Leimsider on the day of the game. <u>It is the responsibility of the student to let his/her/their teachers know that they will be missing class and to ensure that they make up any missed work.</u>

Good Academic Standing
Students participating in any of our PSAL sports teams must maintain passing averages in all of their classes during the PSAL season. Students who are not passing one or more of their classes must spend their time outside of class improving their grades before taking time to play sports. At the iSchool, school performance and academic concerns always outweigh athletic activities.

Academic Standing is determined on a quarterly basis throughout the PSAL season so it is important for iSchool scholar-athletes to stay on top of assignments and class work throughout the quarter.

Field Trips

Field trips will occur throughout the school year and permission slips will be sent home for each trip. Parents/Guardians were asked to sign a "Walking Trip" permission slip form at the beginning of the school year which will allow faculty members to take students out during the day for various instructional purposes in the neighborhood. All other trips will require a separate signed permission form.   Students must be in good standing academically and behaviorally in order to participate in any field trip and permission will be granted at the discretion of the administration.

Field Experience

The iSchool's optional Field Experience Program prepares 12th grade students to become confident, competent, and caring citizens with 21st century skills that bridge the gap between the school and the real world. In partnership with a diverse array of business, educational and professional organizations, qualified 12th grade students are given supervised opportunities to explore the varied facets of the world of work.

The Field Experience Program serves three primary purposes:
- Service – Build students' sense of citizenry and community by exposing them to the work of and need for community-based service organizations.
- Exposure – Provide opportunities for students to experience the 21st century workplace and to learn about various career options and possibilities.
- Expertise – To give students opportunities to develop their passions and to become "experts" in a particular field, by exploring and working within it for an extended period.

The following expectations have been put in place:
- Attendance: Interns should arrive *on time* to their site. Attendance is mandatory and students should make every effort to attend all sessions. If a student has to miss a day, it is their responsibility to call and inform their host site of the absence.
- Punctuality: Interns are required to arrive to their job site on time.
- Attire: Interns must wear clothing that is professional. Students are also encouraged to ask their host site supervisors what he or she prefers they wear while on site.
- Identification: Each intern is expected to carry his or her NYC iSchool identification card.
- Tracking of Hours: Each intern is expected to record his/her hours on the Internship Attendance Log, which the intern will bring each week.

More details around the Field Experience program and expectations will be reviewed and explained to those seniors who participate in the Field Experience orientation. Please note that participating iSchool students will be asked to sign a contract verifying understanding of the Field Experience policies and expectations prior to going out to their field experience site.

Advisory

Advisory is an integral part of an iSchool student's high school experience. The advisor serves as student advocate and intermediary between the student, his/her/their teachers, and his/her/their family. Every student enrolled at the NYC iSchool is assigned to an advisory that is headed by a faculty member who will guide advisees throughout the year. Each advisory has approximately 12-15 students and meets three times per week throughout the school year.

The role of the Advisor at the NYC iSchool is to:
- Support students' personal, social, and academic development and well-being through regular meetings, coaching, and encouragement.
- Serve as a student's primary contact and advocate with parents and other teachers while coaching the student to advocate for him/them/herself.
- Track and monitor the student's academic and behavioral progress and participation in school life through a process of guided goal-setting, reflection, and self-assessment.
- Support the student's development of metacognitive skills and management of personal learning to promote positive decision-making in both academic and personal life and specifically in postsecondary planning.

Students are assigned to an advisory for the entire academic year. A student may submit a request, in writing, for consideration by parent, advisor, guidance counselor, and principal to change advisory groups. A formal discussion will be held prior to any decision being made. It is iSchool policy to limit mid-year advisory switching to only very special and extreme cases.

College Counseling

The NYC iSchool is a member of the National Association for College Admission Counseling and complies with the NACAC Code of Ethics and Professional Practices. While the formal college counseling process does not begin until junior year, students are introduced to developmentally appropriate aspects of the college search process each year as part of the advisory curriculum. In spring of junior year, students begin to meet in groups and individually with our college counselors, Ms. Beck and Ms. Grande. Meetings are supplemented with lunchtime and after-school workshops on topics such as finding a best match college, the financial aid process, and college interviewing skills. Representatives from a wide variety of colleges and universities visit the NYC iSchool each fall to speak with students.

The NYC iSchool supports students in all grades in taking the following steps to be college ready:

9th Grade	• Cultivate good study habits • Develop a system to stay organized and keep track of assignments and due dates • Explore and participate in extracurricular activities
10th Grade	• Take the PSAT • Focus on earning at least an 85 or above in all classes • Continue with at least one extracurricular activity
11th Grade	• Take a full-length practice ACT (September) and a full-length practice SAT (October) in school. Results from these administrations will help students determine if they should sit for the ACT or SAT in the spring. • Attend college fairs, speak with admission representatives and request information from colleges • Begin the formal counseling process through group and individual meetings with the college counselor • College representatives visit the iSchool in the fall. Registration for attending presentations is open to seniors first and then expands to juniors on a space available basis • Register and sit for the SAT or ACT at least once in the spring • Request recommendations from teachers prior to leaving for the summer • Begin building a prospective colleges list
12th Grade	• Finalize college lists to which students are applying • Sit for a second SAT and/or ACT by October. • Submit applications and follow iSchool procedures for requesting additional information to be sent to colleges in the fall • Apply for financial aid for college by completing the Free Application for Federal Student Aid (FAFSA), TAP and other financial aid application paperwork before leaving for December break • Students notify colleges and the college counselor of their decision to attend by May 1st

College Admission Criteria

Admission committees will use a variety of criteria to determine whether or not to accept an applicant. Each application is reviewed on an individualized basis, taking into account whether or not a student is academically viable for an institution and what the applicant will bring to the college community. Below is a list of the criteria generally used in the evaluation process. Students must consult with the individual admission offices to the schools to which they are applying for admission requirements and documents required for the application review.

Transcript

Most colleges place the strongest emphasis on a student's high school transcript, noting trends in grades (upward trends, downward trends, strengths or weaknesses in particular academic subjects) and rigor of coursework. This means that the high school transcript, including a student's cumulative GPA, is the MOST important part of a student's application. All colleges to which iSchool students apply will receive a high school profile with detailed information regarding the iSchool curriculum and course offerings.

Test Scores - *ACT/SAT/SAT Subject Tests*

Most colleges require applicants to sit for either the SAT or the ACT. All colleges will accept results from either test. Most institutions will consider the highest ACT composite score, and some will consider the highest score from each section. For the SAT, some institutions will consider a student's highest score on each section from multiple examination sittings (super scoring) and others will consider a student's highest score on all sections from one examination sitting. Students will need to check the policy for each institution and will also need to inquire as to whether or not the writing section of the SAT or ACT is considered as part of the process. Students will also need to see if SAT Subject Examinations are required for admission. IT IS THE FAMILY'S RESPONSIBILITY TO REGISTER THE STUDENT FOR THE SATs AND THE ACTs.

Recommendations

Admission committees want to learn more about students within the context of their school community. A teacher recommendation provides insight regarding a student's academic abilities and performance in the classroom. The teacher that knows you the best will be able to write the best letter of recommendation. When requesting a recommendation students should consider what they accomplished in a particular course and how much time they spent with the teacher. iSchool juniors should request their recommendations by June 1. For all other recommendations, they must give teachers at least one month to prepare a letter of recommendation. The college counselor will also write a counselor letter of recommendation to give further context regarding a student's curriculum, extracurricular activities, character, and general contributions to the school community.

Resume

Colleges want to know how students spend their time outside the classroom and that they are passionate about something. When compiling a resume, students should consider *all* outside commitments including taking care of a family member, work, school clubs and activities, programs and opportunities. Students should also note any leadership positions. iSchool juniors will complete a resume during their quarter three Career Readiness advisory unit.

Personal Essay

The essay provides students with an opportunity for their voice to come through in the application and also provides the admission committee a chance to review a writing sample. Students should consider what

"story" they would like to share with the committee. The iSchool provides four official essay support workshops through the spring of junior year and fall of senior.

Interview

Some colleges or universities provide students an opportunity to interview. Certain schools will require interviews, certain schools will strongly encourage interviews, while others do not have adequate staffing to interview all applicants. Some colleges do not offer interviews at all as part of the application process. It is important to remember that an interview is often an evaluative tool for the admissions committee. It is important to dress appropriately, be on time, and have good questions ready for the interviewer. The interview can provide a much more personal touch and allow students to discuss more than what the committee will see in the rest of their application. IT IS THE STUDENT'S RESPONSIBILITY TO DETERMINE IF AN INTERVIEW IS REQUIRED AND TO SCHEDULE THE INTERVIEW WITH THE COLLEGE.

Audition/Portfolio

Students applying to art programs, such as fine arts, studio art, architecture, acting, music performance, etc. will often be required to submit a portfolio or to audition. Students applying to these types of programs should check requirements with the colleges or universities to which they are applying.

More detailed information about the college application process can be found in the monthly college newsletters that our college counselors email to all juniors and seniors and their parents/guardians.

Appendix I: Help/Whom to Call

If help is needed with…	Who should I go to?
Attendance *I am going to be out of school for a long period of time because of a family situation. How can I get all of my work? Who do I notify?*	Advisor Subject Teachers Ms. Leimsider
Class work and schedule *Why did I need this subject? The subject is too difficult and I want to get in to a different class.*	Advisor Ms. Baracaldo
Career Information *I don't know what I want to be. I want information on preparing for a career.*	Ms. Colón Ms. Almonte
Drugs and Alcohol *I saw something in a movie or on television and I have questions about what I saw. I have friends who are making bad choices, what do I do?*	Advisor Ms. Colón Ms. Almonte
Early Excuse From School *I have written permission from my parents to leave school early because of an emergency and my parent is on his/her way to pick me up. What do I do?*	Mr. Lau
Friends *I know that my friends are getting me in trouble. How do I say "No" to them?*	Advisor Ms. Colón Ms. Almonte
Getting Involved *How do I find out about opportunities both inside and outside of school that I can get involved in?*	Ms. Colón Ms. Leimsider
Health Issues *I have a question about my health. Where can I go?*	Ms. Colón Ms. Almonte
Homework *I can't do the homework... It's too difficult! I missed several homework assignments. Can I make it up?*	Advisor Subject Teachers
Illness *I really feel sick. I would like to go home.*	Ms. Bailey Ms. Leimsider
Jobs *Where can I go for a part-time or summer job?*	Ms. Colón Ms. Leimsider

Lost Property *I lost my wallet, sneakers, umbrella, etc.*	Mr. Lau
Personal Problems *Where do I go for help with school, neighbors, home, or if I'm not getting along with my teacher?*	Advisor Ms. Colón Ms. Almonte
Programming *Where can I get help in planning and selecting the right courses or in changing my program?*	Ms. Baracaldo Ms. Leimsider
School Record *How can I see my permanent record? How many more credits do I need to graduate?*	Ms. Leimsider
Special Education and 504 Accommodations *I don't have an IEP but used to get extra time on my tests, what do I do? I had a 504 at my old school, how can I get one at the iSchool?*	Ms. Bailey
Metrocard *Where do I go to get one?*	Mr. Lau
Working Papers *Am I eligible for working papers? How can I get them?*	Ms. Colón
College *Where can I find out about colleges? How can I research scholarship and financial aid information?*	Ms. Beck Ms. Grande