

NEW YORK CITY DEPARTMENT OF EDUCATION

# ACADEMY OF AMERICAN STUDIES

William C. Bassell, Principal



North Campus: 28-01 41 Avenue Long Island City, NY 11101 (718) 361-8786 / Fax--(718) 361-8832  
South Campus: 28-04 41 Avenue Long Island City, NY 11101 (718) 433-2556 / Fax (718) 937-4159

Mark Solkoff, Asst. Principal  
Nina Cohen, Asst. Principal  
Joanne Black, Asst. Principal  
Julia Tzortzatos, Asst. Principal  
Brian Mayer, Asst. Principal  
Amy Nass, Asst. Principal

# Academy of American Studies

# Student & Parent Handbook 2020-2021

# Welcome to the 2020-2021 School Year

## Vision & Mission Statement

### Vision:

The Academy of American Studies is a college preparatory high school emphasizing American history, literature and culture through four years of American studies. We strive to build a cooperative community of life-long college and career learners through a spirited partnership among students, parents, faculty, staff and educational partners.

### Mission:

Preparing today's students for tomorrow's challenges by providing strategic insights into America's rich history.

### Goals:

- ✓ To ensure that every student has a rigorous college and career preparatory experience.
- ✓ To support every student in earning a minimum of ten academic credits each school year.
- ✓ To enrich and enhance students' curricular and co-curricular experiences through our partnerships with the Gilder Lehrman Institute and other supporting organizations.

## 2020-2021 STAFF

### Principal:

Mr. W. Bassell

### Assistant Principals:

Ms. J. Black\*  
 Ms. N. Cohen\*  
 Mr. B. Mayer  
 Ms. A. Nass  
 Mr. M. Solkoff\*  
 Ms. J. Tzortzatos

### Guidance Department:

Ms. M. Antoine  
 Ms. N. Colon  
 Ms. R. Wilson

### Integrated Co-Teachers:

Ms. A. Desai  
 Ms. C. Garklavs\*  
 Ms. A. Klages\*  
 Ms. R. Meltz  
 Ms. K. Rosario  
 Ms. W. Schloss\*

### School Aides:

Ms. A. Coleman  
 Ms. J. Galletti  
 Ms. P. McLoughlin\*  
 Ms. S. McLoughlin  
 Ms. R. Skeoch\*

### Secretaries:

Ms. P. DiOrio\*  
 Ms. T. Incantalupo\*  
 Ms. F. Plessa

### Paraprofessionals:

Ms. N. Melad  
 Ms. R. Tsamoudakis  
 Ms. R. Tsirikis\*

### Arts Department:

Mr. D. Condon\*

### English/ESL Department:

Ms. A. Craven-Adithya  
 Ms. G. Goshko\*  
 Mr. B. Guilford  
 Ms. S. Koo\*  
 Ms. E. Medina-Loesch  
 Ms. F. Tsatsakos  
 Ms. A. Weidner-Lasala

### Foreign Language Department:

Ms. M. Agudelo  
 Ms. S. Bromberg  
 Ms. J. Duran  
 Ms. R. Ghafary\*  
 Mr. D. Gil  
 Ms. Y. Cao

### Math Department:

Ms. A. Cannizzaro\*  
 Mr. Y. Deng\*  
 Ms. D. Huang  
 Ms. K. Sherlock  
 Ms. Y. Zheng

### Health & Physical Education Department:

Mr. W. Carey\*  
 Ms. S. Giannoukakis\*  
 Ms. S. LaBarbera\*  
 Ms. K. Sarceno\*  
 Mr. J. Silver\*

### Science Department:

Ms. S. Baksh  
 Mr. V. Chester  
 Ms. M Haralampopoulos\*  
 Mr. J. Reyes\*  
 Ms. A. Teng\*  
 Ms. C. Viret\*

### Social Studies Department:

Ms. N. Condon\*  
 Ms. A. Dorfman  
 Ms. E. Dudley\*  
 Mr. G. Jacobs  
 Mr. B. Loesch\*  
 Mr. J. Maggio  
 Ms. T. Moulton  
 Mr. E. Perez  
 Mr. J. Randle  
 Ms. P. Rodriguez  
 Mr. B. Smyth\*  
 Ms. D. Toro  
 Ms. D. Tuite\*

### Vacancies

Ms. M. Aucapina (Special Education)  
 Ms. N. Britton (ELA)  
 Mr. A. Espinal (Special Education)  
 Ms. A. Inderjeit (ELA)  
 Ms. Q. Ni (Math)  
 Ms. H. Shah (Social Studies)

### Related Services:

Psychologist...Jeanne Kramer  
 Speech...Marie Lombardo\*  
 Occ. Therapy...Jennifer Furman  
 SAPIS...Ricardo Sanchez

\*working remotely as of 9/16

# **DAILY SCHEDULE**

Period 1--8:00-8:45

Period 2--8:47-9:32

Period 3--9:34-10:19

Period 4--10:21-11:06

Period 5--11:08-11:53

Period 6--11:55-12:40

Period 7--12:42-1:27

Period 8--1:29- 2:14

Period 9--2:16- 3:01

## ACADEMY OF AMERICAN STUDIES BY THE NUMBERS

**Address North:** 28-01 41st Avenue, Long Island City, NY 11101

**Address South:** 28-04 41st Avenue, Long Island City, NY 11101

**Web Address:** [www.AcademyofAmericanStudies.com](http://www.AcademyofAmericanStudies.com)

**Phone #:** (718) 361-8786 / (718) 433-2556

**Attendance Rate for 2019-2020 School Year:** 93%

### Class of 2019-2020 Statistics:

- **Graduation cohort (students who entered in the fall of 2016 and graduated by August of 2020):** 98%
- **Students who applied to colleges and were accepted by at least one college of their choice:** 100%
- **Graduates who went on to higher education:** 91%
- **Graduates with Regents or Advanced Regents Endorsed Diplomas:** 100%

### Colleges & Universities where the Class of 2020 are in attendance:

Adelphi University	CUNY Queensborough Community College	SUNY Albany
American University	CUNY York	SUNY Binghamton University
Clark University	Fordham University	SUNY Buffalo
Colgate University	Georgetown University	SUNY Canton
College of Mount Saint Mary	Hofstra University	SUNY Cortland
Cooper Union	Ithaca College	SUNY ESF
CUNY Baruch	King University	SUNY Farmingdale
CUNY Baruch	LIU Brooklyn	SUNY Fashion Institute of Technology
CUNY BMCC	Manhattan College	SUNY Maritime
CUNY Brooklyn College	Molloy College	SUNY Old Westbury
CUNY City College	New York University	SUNY Oneonta
CUNY City Tech	NYIT	SUNY Stony Brook
CUNY Guttman Community College	Penn State	Syracuse University
CUNY Hostos Community College	Sacred Heart University	Temple University
CUNY Hunter College	Sarah Lawrence University	The New School
CUNY John Jay	School of Visual Arts	University of East London
CUNY Kingsborough Community College	Smith College	University of South Florida
CUNY LaGuardia Community College	St. Francis College	University of Southern Mississippi
CUNY Lehman College	St. John's University	Vassar College
CUNY Queens College	St. Josephs College	Vaughn College

## **BASIC RULES AND REGULATIONS**

### **For all students:**

1. Students must use their DOE emails for all correspondence and classroom attendance. This should be the email you use for Pupil Path as well. For more information, go to [www.AcademyofAmericanStudies.com](http://www.AcademyofAmericanStudies.com).
2. Students must be respectful of all members of the Academy community on social media, Zoom, and Google Classroom.
3. If there is a situation which impacts your attendance and class participation, students should email their teachers and guidance counselors immediately.
4. Pupil Path and the school website ([www.AcademyofAmericanStudies.com](http://www.AcademyofAmericanStudies.com)) should be checked daily for important announcements.
5. All students must fill out an emergency contact survey: [www.tinyurl.com/AASEmergencyCard](http://www.tinyurl.com/AASEmergencyCard)
6. If you have a question--ask--the entire staff is available through email to help you. Staff emails can be found on the website.

### **For students who are participating in remote learning:**

1. Keep your teachers informed of any issues regarding your attendance and ability to do your online assignments.
2. Students must have their video on and be dressed appropriately.

### **For students who are participating in blended learning and will be in the building:**

1. Masks must be worn on campus.
2. Social distancing must be respected at all times.
3. Students should wash their hands frequently and try not to touch their face.
4. Students should feel free to bring their own laptops or iPads for classroom use.
5. Students must use the restrooms one at a time, signing in and out.
6. Students may not remain in a classroom or any campus space unsupervised.
7. Glass bottles may not be brought to school.
8. Skateboards, roller blades or similar devices may not be brought onto campus.
9. Students must be dressed properly at all times following school regulations on attire. "Spaghetti" straps and bare midriff tops are inappropriate. Short-shorts or pants with an abundance of rips or holes are inappropriate. Wording on shirts or other clothing items must not be considered offensive to any group. Head coverings may not be worn in school except for religious or documented medical reasons. If you are dressed inappropriately, you will be asked to change.
10. Students are responsible for maintaining a safe and clean learning environment:
  - All students **MUST** use the main entrances in north and south to enter or exit the building. No other exits/entrances may be used other than the auditorium lobby student entrance in North before 9am.
  - Students may not engage in any activity that threatens the security or well-being of themselves, other students, faculty, or the school building.
  - Students must show respect for all adults on campus.
  - Papers should be deposited in wastebaskets and recycling bins.
  - No graffiti of any sort may be placed inside or outside of the school or on school property.

## Electronics Policy

Students should feel free to bring their laptops or iPads to school for use in class with the permission of a classroom teacher only. All electronic devices must be off and away when a student is not in a classroom. Devices must be off and away in classrooms, hallways, stairwells, bathrooms, and in any other non-classroom, non-teacher directed situation. If a parent needs to contact a student, they must call the school office so that we can locate the student. Devices that are visible or can be heard are subject to confiscation. Confiscated items will be returned only to parents or legal guardians. Electronics may be used for academic reasons, but only as instructed by a teacher to advance the process of a lesson inside a classroom. Upon completion of a teacher led classroom activity, the electronic device must be off and away before a student leaves the classroom. The Academy is not responsible for the loss of any personal electronic devices.

## Attendance

Accurate attendance is essential. If a student is absent, your parent/guardian must call that morning ((718) 361-8786) to let the school know. If you are a blended student, you must stay with your cohort. You can't switch from blended to remote without having your parent or guardian fill out the proper forms. A blended student can't decide to "stay home and be remote" on a day when you should be on campus. If a student is absent due to a pending COVID-19 test, the parent/guardian must send a copy of the documentation to the school as well as the documentation of the results. You can email these documents to Ms. McLoughlin at [pmcloughlin@schools.nyc.gov](mailto:pmcloughlin@schools.nyc.gov) or fax the school at (718) 361-8832. In both remote and in-person classes, teachers will use Pupil Path to take attendance during the synchronous (when the teacher is live on Zoom or Google Meets, etc) portion of their classes. There will **not** be a separate Google Classroom for attendance as there was during Spring, 2020. **Parents will be able to check their child's attendance daily through Pupil Path.**

## Items that are Not Allowed in School

The following items are not allowed in school and are subject to confiscation if found:

- Tools
- Drugs and related paraphernalia
- Laser pointers
- Weapons

Students found to possess or use any illegal items or substances are subject to arrest.

Thank you for your cooperation in following all school rules.

# CAMPUS POLICIES

## **Campus Entry:**

### **1. Students who are entering North for the first time before 9:00am:**

- All students who enter the north building must go through the auditorium lobby student entrance on 28<sup>th</sup> Street. Students should have their phones out and ready to display their program in Pupil Path when entering North or South as well as their IDs.

### **2. Students who arrive late:**

- Before 9:30am--go to the auditorium lobby student entrance on 28<sup>th</sup> Street (North building)
- After 9:30am--go through the main entrance

## **All students traveling between the North and South buildings:**

- ***When traveling between campuses, students must cross 41st Avenue at the 28th Street cross walk. Students will never cross 41st Avenue at 29th Street--students who do not follow this important safety rule are subject to disciplinary action.***
- All students are expected to be in their classrooms on time.

**STUDENTS MUST USE THE PROPER EXITS AND ENTRANCES.  
LEAVING FROM OTHER DOORS COMPROMISES EVERYONE'S SAFETY AND  
SECURITY.**

**ALARMS WILL BE SET OFF IF ANY DOORS OTHER THAN THE MAIN DOORS IN  
NORTH AND SOUTH ARE USED.**

**ALL STUDENTS MUST BE ON CAMPUS DURING THE TIMES INDICATED ON  
THEIR PROGRAMS.**

**STUDENTS WHO VIOLATE THIS RULE ARE SUBJECT TO DISCIPLINARY  
ACTION.**



## MEALS

Grab-and-go meals (box lunches) will be provided for breakfast and lunch each day, though students will also be permitted to bring their own lunch if preferred. Students will be eating lunch period 6 (11:55-12:40) during instructional time rather than in the cafeteria. After eating, students will wipe down the area where they ate their meal. Every evening, Division of School Facilities staff will be cleaning the entire building with COVID-19 approved disinfectant.

## LUNCH FORMS

All students must have a lunch form on file. This should be done electronically by going to the following link: [www.myschoolapps.com](http://www.myschoolapps.com)

## BUS SAFETY

Whether you take a school bus, public bus, or charter bus for a trip, all students must be aware of the following:

- ☞ Wait for the bus on the sidewalk. Do not step on the street.
- ☞ Board the bus directly without pushing or shoving. Use the handrail, if provided.
- ☞ Remain orderly throughout the ride.
- ☞ Talk quietly to your friends on the bus; do not shout or scream.
- ☞ Keep hands, arms, legs, and head inside the bus at all times.
- ☞ Do not throw objects on the bus or from the windows.
- ☞ Do not fight or wrestle on the bus.
- ☞ Behave considerately toward the other passengers.
- ☞ If you must cross the street when you get off the bus, cross only at the corner after making eye contact with the driver. Cross at least ten feet in front of the bus. Be careful of oncoming traffic, and go directly to the opposite sidewalk.
- ☞ Always respect bus drivers and chaperones on trips.

**We wish everyone a safe ride!**

## RULES FOR STUDENT GOVERNMENT

All students participating in student government/Leadership must meet the following requirements for membership:

1. Passing ALL classes by the end of each marking period.
2. No dean's record at any point during the year of service.
3. Enroll in and have good attendance at leadership classes.
4. Maintain a positive and cooperative attitude towards students and faculty.
5. Overall positive school spirit.
6. If a representative fails to maintain the above requirements, s/he will have to resign their position.
7. Membership is at the discretion of the COSA and Student Government Executive Board.
8. Elections for class officers are held in the spring.
9. Contact Ms. Dudley in the Student Activities Office with questions.

## ACADEMY HONORS

In order to receive the Academy of American Studies Honors Endorsement on your diploma, students must have taken and passed Freshman American History, Sophomore American History, Law, and Senior Thesis. Community service requirements have been waived for the 2020-2021 school year. Additionally, a student must have earned an Advanced Regents diploma. Students who have not entered the school as freshmen should speak with their guidance counselors.

## AWARDS NIGHT

Senior Awards Night is *tentatively* set for Tuesday, June 17, 2021. Students will be notified by mail if they are to receive an award at Awards Night. It is important that these students and their invited guests (parents, relatives, etc.) attend the Awards Night Ceremony to help us celebrate excellence of the Academy of American Studies class of 2021.

## ACADEMIC AWARDS ASSEMBLY

The Academic Pep Rally for 9<sup>th</sup>-10<sup>th</sup> grade is *tentatively* set for Friday, June 4, 2021 at noon.

## ACADEMY HONOR SOCIETY

The Academy Honor Society has four pillars for success (scholarship, leadership, service, character) that are incorporated into our requirements for candidacy.

**Scholarship:** Students require a cumulative transcript average of 90 or better in June of their sophomore year in order to become a candidate for junior honor society or June of their junior year in order to become a candidate for senior honor society. Students must maintain a 90+ average in the fall semester of the junior/senior year to be inducted in June. Students who are candidates for junior honor society are not automatically candidates for senior honor society.

**Leadership:** *The leadership requirement for 2020-2021 will be waived due to remote learning.*

**Service:** *The service requirement for 2020-2021 will be waived due to remote learning.*

**Character:** Students must demonstrate high standards of character including exemplary attendance. A dean's record will disqualify candidacy. **Students must attend the Installation Ceremony on Thursday, June 17, 2021 at 6:30pm in order to be installed into the society pending approval of indoor gatherings by the NYC DOE.**

**NOTES:**

- Selection to the Academy Honor Society is a privilege, not a right. Students must meet and maintain the standards set up by the Academy Honor Society Faculty Council.
- Students who have not been in attendance at the Academy of American Studies during part of the evaluation period will be judged on an individual basis. Records from previous schools will be reviewed to determine eligibility for Honor Society.

## **Valedictorian/Salutatorian Policy**

The Valedictorian will be selected under the following criteria:

1. The top-ranked student as determined by STARS (the DOE student record system) in February of their senior year.
2. The student must have passed all classes including those not averaged on their report cards or transcript (e.g. physical education).
3. A panel of teachers will review the students' records to verify satisfactory citizenship.
4. Community service requirements have been waived for the 2020-2021 school year
5. The student must have entered the Academy by the first day of the second semester of their sophomore year.

The Salutatorian will be the second-ranked student selected under the criteria mentioned above.

In case of a tie: If two students tie for the honor of valedictorian the award will go to the student who has taken and passed the greatest number of New York State Regents exams. If the students are still tied the award will be given to the student with the highest Regents average on the exams needed for a New York State Regents diploma. The student with the higher average here will be valedictorian and the other student will be salutatorian. If two students tie for salutatorian the tie will be broken in the same manner as above. The student with the higher average will be salutatorian and the student with the lower average will be ranked third.

If the honor is refused the next highest ranked student by the above criteria will take his/her place.

Any discrepancies with the above policy will be handed to a panel that consists of the principal, assistant principal, senior class advisor, one guidance counselor and a dean.

**WE WISH EVERYONE MUCH ACADEMIC SUCCESS!!**

# **TENTATIVE SCHOOL WIDE GRADING POLICY**

## **30% Full Length Assessments, Exams and Projects**

**25% Mini-Assessments (collectables such as: quizzes, homeworks, exit cards, portfolio pieces, etc.)**

## **25% Student Engagement including (but not limited to):**

Presentations	Evidence of preparation
Participation	Level of comprehension
Questioning	Addressing the task at hand
Participation in discussions/raising hands	Frequency of participation
Responding to questioning	Completion of assignments
Quality of comments	Listening skills

## **20% effort, progress, and/or growth**

As an annualized school, grades students receive in annualized courses for each marking period will count for ALL marking periods. The final transcript grade will appear in the “final” column on the report card based on the 6<sup>th</sup> marking period grade. For semester courses, this policy applies to marking periods 3 (end of fall semester) and 6 (end of spring semester)

**Application of the school wide grading policy is subject to adaptation based upon the Chancellor’s emphasis on creativity, empathy, compassion, and flexibility in these unique times.**

## **POSSIBLE REPORT CARD GRADES**

86-100 Grades may be given in increments of 1 (86, 87, 88, 89, etc.)

65-85 Grades are to be given in multiples of 5 (65, 70, 75, 80, 85)

**58** Failing with the potential to pass for the next marking period

55 Failing grade for academic reasons

50 Failing grade for academic reasons

45 Frequently absent, failing for academic reasons

40 Has not reported the first day of school or the first day of a semester

NL New Admit; no credit granted

NX Incomplete

✓ **60** is not a valid grade at Academy of American Studies

✓ A, B, C, D, F--**Leadership**

✓ Students **auditing** courses will be graded the same as all other students

✓ P or F--lab, team gym, service, or Apex

✓ Z-lab--# of labs completed since the first day of school

Check with your individual teacher for more information.

## Report Cards, Marking Periods and Conferences

Things to know...

- Students will receive 6 report cards per year.
- Grades are annualized on the students' official high school transcripts.
- Grades are cumulative. This means that a test, homework, or project given in September will count for the October, December, January, March, May and June report cards. Speak to your teachers about make up work, extra credit and credit support.

### Tentative Calendar:

Marking period 1 ends: Friday, 11/6/2020	Report card #1: Thursday, 11/12/2020
Marking period 2 ends: Friday, 12/11/2020	Report card #2: Thursday, 12/17/2020
Marking period 3 ends: Friday, 1/29/2021	Report card #3: Thursday, 2/4/2021
Marking period 4 ends: Friday, 3/12/2021	Report card #4: Thursday, 3/18/2021
Marking period 5 ends: Friday, 4/30/2021	Report card #5: Thursday, 5/6/2021
Marking period 6 ends: TBA	Report card #6: Friday, 6/25/2021

**NOTE: This is subject to change pending a full return to campus during the 2020-2021 school year.**

### Scheduled Parent Teacher Conferences:

Information about this year's Parent Teacher Conferences will be forthcoming from the DOE

## Academy Crisis Plan Protocol

The counselors will assess the student to determine the immediacy of the risk. The administration is notified. 911 is called (if the risk is imminent). The parent is contacted. If a student is hospitalized, upon return to school s/he must have a medical note and be accompanied by a parent to meet with the counselor before returning to classes. The counselor will follow up as needed with outside therapists, students and families. Communication will be on-going with the teachers in order to be aware of any changes/concerns for the student. Confidentiality will be respected and maintained. Crisis Intervention Team Chair: Mr. Solkoff; Suicide Prevention Liaison: Ms. Wilson.

## DRESS CODE

Are you dressed appropriately whether in person or virtually?

Women:

- ✓ Pants/skirts should be high enough and shirts low enough so that your midriff is covered and there are not an excessive amount of holes or rips.
- ✓ Skirts and shorts should be an appropriate length (with your hands flat at your sides, your skirt should be well below your fingertips)
- ✓ Spaghetti straps are inappropriate

Men:

- ✓ Muscle shirts are inappropriate
- ✓ Pants should not have an excessive amount of holes or rips.

Everyone:

- ✓ The artwork on your shirt should not be considered “offensive” to anyone
- ✓ no sunglasses or sweatbands
- ✓ no beads
- ✓ no visible electronic devices (headphones around your neck, or coming through your shirt, cellular phones clipped to your belt or sticking out of a pocket)

### **DON'T RISK DISCIPLINARY ACTION**

*If you are not sure if your outfit is appropriate, please ask a staff member for their guidance.*

## Academy Policy on Grade Levels and Basic Credits

<p><b>I am a freshman if...</b>                  I have graduated from junior high school                  I have fewer than 10 credits                  My advisory class starts with the number 1   <i>[Most freshmen entered the school in 2020]</i></p>	<p><b>I am a sophomore if...</b>                  I have at least 8 credits                  I have passed freshman English                  I have passed freshman Global                  My advisory class starts with the number 2   <i>[Most sophomores entered the school in 2019]</i></p>
<p><b>I am a junior if...</b>                  I have at least 20 credits                  I have passed freshman and sophomore English                  I have passed freshman and sophomore Global                  My advisory class starts with the number 3   <i>[Most juniors entered the school in 2018]</i></p>	<p><b>I am a senior if...</b>                  I have at least 30 credits                  I have passed six credits of English                  I have passed Global and 11<sup>th</sup> grade US History                  I don't need summer school or extended day                  My advisory class starts with the number 4   <i>[Most seniors entered the school in 2017]</i></p>

*Students need at least 44 credits to graduate*

<p>Including:                  8 English                  8 Social Studies--(including 9<sup>th</sup> and 10<sup>th</sup> grade global, US, Participation in Government, Economics)                  6 Math                  6 Science                  2 Foreign Language (6 to complete a sequence)                  2 Arts                  1 Health                  .50 x 8 semesters for Physical Education                  7 Sequence Courses / Electives</p>	<p>If I plan on getting a Regents Diploma, I need to get 65+ on the following exams:                  English                  Math                  Social Studies                  Science                   Plus one additional Math, Social Studies or Science Exam</p>
<p>If I plan on getting an Advanced Regents Diploma, I need to get 65+ on the following exams:                  English                  Common Core Algebra 1                  Geometry or Common Core Geometry                  Advanced Algebra &amp; Trigonometry (or CC)                  Global Studies                  US History                  Science (2)                  Foreign Language (local exam)</p>	<p>If I plan on getting an Academy Honors designation on my diploma, I need to receive an Advanced Regents Diploma and get 65+ in the following classes:                  Freshman American History                  Sophomore American History                  Law                  Senior Thesis</p>

***If you have questions about any of the criteria above, please see a guidance counselor.***

***NOTE: Some Regents requirements have been waived due to the pandemic. Speak to your counselor for specific information.***

## Advanced Placement Program

As part of our college preparatory initiative, the Academy of American Studies is proud to offer Advanced Placement courses in the following disciplines:

American History, Calculus, Economics, English Language, English Literature, European History, Government, Human Geography, Spanish Language

All Advanced Placement Classes are rigorous courses that can lead to college credit depending on the exam score in May. Students must make a strong commitment to accept a workload requiring intensive reading and writing. There is a large time commitment as well. Students must show an excellent work ethic with an academic history of handing in homework and projects on time as well as excellent attendance.

Once a student has been programmed into a class, s/he may not withdraw from the class without first undergoing a review by a committee comprised of the Principal, Assistant Principal, Guidance Counselor, and teacher.

All AP fees must be paid in full by November 13, 2020.

For questions about AP Exam Registration see Ms. Dorfman.

For questions about AP eligibility see your guidance counselor.

NOTE: If a student does not take the AP exam, they are not entitled to receive 1.10 credits for the advanced placement course.

## College Now Program

**The CUNY College Now Program** allows eligible Juniors and Seniors to earn up to 12 FREE CUNY credits while earning high school credits. Students are able to take classes here at the Academy or on the campus of LaGuardia College.

The following courses are currently offered at the Academy through College Now for college credit: Art History 1 & 2, Critical Thinking, Reading the Biography, Literacy and Propaganda, Elementary Statistics, College Algebra & Trig, Public Speaking, Topics in Biological Science, and Topics in Physical Sciences  
For questions about the College Now program email Mr. Randle.

## Middle School Acceleration

Students who have taken high school classes must pass coursework and pass an examination (or have had the exam waived due to the pandemic) at the end of the instructional sequence in order to receive high school credit. At the Academy, this includes second language proficiency exams (oral & written), Earth Science, Living Environment, and Common Core Algebra 1, US History, English, etc. Credit cannot be given for courses taken in 7<sup>th</sup> grade. Check with your guidance counselor to see if you have received credit.



## Changing Your Address?

***Please keep the school informed of any changes in your contact information in a timely manner!***

It is of the utmost importance that the school has accurate contact information on record at all times. Parents/Guardians must fill out the Emergency Contact survey at: [www.tinyurl.com/AASEmergencyCard](http://www.tinyurl.com/AASEmergencyCard)

If you are moving/changing your address:

- ☞ parents should notify the school directly as soon as possible
- ☞ parents should bring a utility bill with the new address to room 107 North or email a copy to [tincant@schools.nyc.gov](mailto:tincant@schools.nyc.gov)
- ☞ fill out a new blue emergency card as soon as possible and update the survey: [www.tinyurl.com/AASEmergencyCard](http://www.tinyurl.com/AASEmergencyCard)

If you have updated phone contact information:

- ☞ parents should notify the school directly as soon as possible
- ☞ students bring the new information room 107 North or email [tincant@schools.nyc.gov](mailto:tincant@schools.nyc.gov)
- ☞ fill out a new blue emergency card as soon as possible and update the survey: [www.tinyurl.com/AASEmergencyCard](http://www.tinyurl.com/AASEmergencyCard)

If you are changing schools:

- ☞ parents should notify the school directly as soon as possible by calling (718) 361-8786 x1071 or emailing [tincant@schools.nyc.gov](mailto:tincant@schools.nyc.gov)
- ☞ an exit interview with the guidance counselor and/or assistant principal will be arranged

## **Procedures on Storm Days or on Days with Citywide Emergency Conditions**

Dear Parent:

This letter is being sent to you to explain the procedures we follow in the case of a storm day or a day with citywide emergency conditions. The Chancellor will make an announcement to all schools in the city on whether to close schools or delay their opening. This announcement is made in consultation with other City officials. All authorized delayed openings will result in the regular starting time being two hours later.

By 6:00 a.m., the decision is announced on the following radio stations in the city WINS (1010 AM), WCBS (880 AM), WLIB (1190 AM), WBLS (107.5 FM), WNYE (91.5 FM), as well as the following television stations: WCBS (Channel 2), WNBC (Channel 4), WNYW (Channel 5), WABC (Channel 7), WNYE (Channel 25), and "NY 1" (Channel 1 on Time Warner Cable).

You may also call 311 on the phone or check the web:

<http://www1.nyc.gov/311/>

<http://schools.nyc.gov/>

If the announcement you hear refers to districts by number, please note that we are district 30.

The contact person at your school is: Ms. Toby Incantalupo--[tincant@schools.nyc.gov](mailto:tincant@schools.nyc.gov)

The school telephone number is: (718) 361-8786 x1071

When there is a two hour delayed school opening, all field trips will be cancelled. If your child has medical or other health issues requiring nursing services during the school day, you should consider not sending your child to school. If you have a child with a disability, you should use your discretion in deciding whether to send him or her to school when there is a delayed opening.

It is expected that if schools open, students will be in school until their regular dismissal time. However, if the storm or citywide emergency conditions worsen, the Chancellor may have to announce an early dismissal. You should have plans in place with a relative, friend or neighbor in case your child is released early and you will not be at home to care for him or her. Your child should know of this plan. You should advise your child to tell the teacher if no one is at home at the time of an authorized early dismissal. Again, listen to the radio or television stations listed above for information. Thank you for your cooperation.

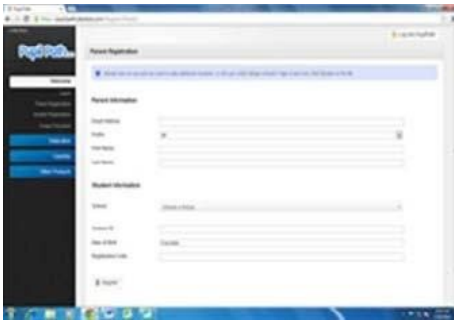
# How to Use Pupil Path

Step 1: Go to [www.pupilpath.com](http://www.pupilpath.com)

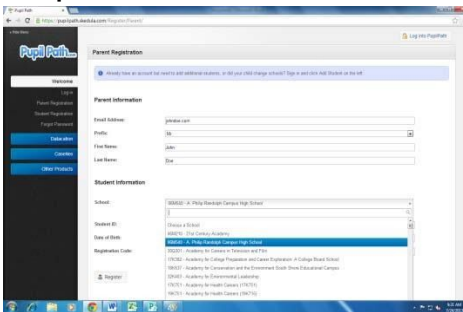
Step 2: Click Parent Register



Step 3: Fill out this page with your information in the section labeled Parent information



Step 4: Select our school; we are in alphabetical order on the list.



Step 5: Select your child by putting their OSIS number under Student ID.

Step 6: Explore Pupil Path and see what it has to offer.

**For more information, contact Mr. Randle at [jrandle@schools.nyc.gov](mailto:jrandle@schools.nyc.gov)  
To request your registration code or to reset your password, contact  
Ms. Dudley @ [edudley@schools.nyc.gov](mailto:edudley@schools.nyc.gov)**