

BRONX THEATRE HIGH SCHOOL

STUDENT HANDBOOK

2019-2020



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School Philosophy

The Vision

Our academic program at Bronx Theatre High School accommodates the intellectual, social, emotional and physical needs of creative high school students. Our vision is to provide students with a dynamic learning environment where respect is mutual, ideas are shared, and learning is not limited to the classroom. Our school provides a safe and nurturing environment where learning takes place in the classroom, in the theatre studios, in our community, as well as through internship opportunities in the theatre community during students' senior year.

Through theatre subjects such as acting, stage, costume design, theatre technology, theatre administration and management, Bronx Theatre High School provides students with experiential learning opportunities. The Education Department of Roundabout Theatre Company collaborates with the staff of Bronx Theatre High School to create our specialized curriculum. In addition to our excellent teaching staff, a variety of guest theatre artists work with our students. Bronx Theatre High School students also attend performances on Broadway and professional theatre productions, as well as preparatory workshops for these performances.

Our students present theatre productions during the school year. Each student has the opportunity to explore and experience a full spectrum of theatre related jobs throughout the student's high school career.

A successful school, we believe, is built collaboratively and owned by all staff, students, parents, community members, and by our partner community-based organizations. Our students attend classes in a safe, secure, and nurturing environment. We prepare Bronx Theatre High School students for higher education, as well as create professional theatre opportunities through internships for each of our students. Students work together and with staff to build a foundation that provides them with the skills needed to be college and career ready.

Mission Statement

The academic program at Bronx Theatre High School will accommodate the intellectual, social, emotional and physical needs of creative high school students. Our vision is to provide students with a dynamic learning environment where respect is mutual, ideas are shared and learning is not limited to the classroom. Our school is a safe and nurturing environment where learning takes place in the classroom, in the theatre studios, in our community and through internship opportunities.

Our concept of a successful school is one built collaboratively by its staff, students, parents, community members and our partner organizations. We prepare students for higher education and provide them with the skills needed to be college and career ready.

The key objectives of Bronx Theatre High School are to:

- engage students in an exploration of the universal themes of theatre, dance and the Performing Arts
- foster academic achievement by involving students in activities that promote critical thinking, build cognitive skills and provide exposure to the arts
- facilitate professional development for teachers and school administrators to enhance their ability to provide students with effective instruction and engage them in teacher led discussions both in and out of the classroom
- provide students with the technology utilized in the production of theatre related elements such as costume, set, lighting and sound
- engage students in a rich opportunity to achieve the state mandated requirements for a Regents Diploma so that they may be college and career ready

II.

Teaching Philosophy

Students of all academic levels share classes where they collaborate and learn from one another. The curriculum focuses on particular themes to encourage critical thinking and in-depth comprehension. Classroom activities are hands-on and project-based to stimulate creativity for the group as well as for the individual.

Bronx Theatre High School's curriculum is aligned with the Common Core Standards. Students will be well prepared to analyze and evaluate information on the Regents examinations required for graduation and will acquire the skills to be college and career ready. The preparation and rigorous instructional program will prepare all students to meet and surpass graduation requirements.

III.

School Policies

In an effort to create a positive and safe learning environment, the following school rules apply to all students at Bronx Theatre High School:

- Students who are more than 2 minutes late for any class periods 1 & 2 without a parental or medical note, will be issued a late pass. After 3 late passes are issued, an after school detention will be given and a parent will be notified
- Students arriving after period 2 will call home from the main office
- Students needing to leave the building early must be picked up and signed out by a parent and/or legal guardian on the blue card
- Students are expected to actively participate in all school activities
- Students will treat each other and faculty/staff with mutual respect
- Disrespectful and/or discriminatory language is forbidden
- Students will attend tutoring sessions if prescribed by their teachers
- Students will dress appropriately for a school environment with the understanding that they will be involved in a variety of tasks during their school day. These tasks could include painting, set construction, and dance/stage movement. The following items are not appropriate for school: hats, excessive jewelry, risqué, revealing, or inappropriate clothing
- Students will focus their energy on the academic and artistic projects.

Note: Any items that are not permitted in the school building will be confiscated and given back to a parent or guardian by appointment only. If items are not picked up by June all items will be disposed of appropriately.

IV.

Grading Policy

- **The grading Policy has been standardized and is used in ALL classes. A copy of the grading policy is provided**
- **All students are required to complete all assignments, homework, projects, tests, performances, and class presentations to the best of their ability**
- **We believe that all of our students have the capacity to learn, to create, and to achieve if they apply themselves to their work**
- **Missing work will result in significantly lower grades and must be made up**
- **We offer academic support as needed to help our students succeed in their goals**
- **If you need help, ask your teacher!**

GRADING POLICY



The grading policy for the school has been designed to be uniform for all subject areas. There are three marking periods in each semester. We are an annualized school, however the final grade in each term is the one recorded in the official transcript. The school has implemented different ways of evaluating student performance. The base for the evaluation is academic growth and acquired knowledge.

Each marking period must have at least **seven forms of assessments**. These will include an individual grade for each of the following:

- Daily numbered homework assignment or clustered weekly assignments
- Class participation
- Notebook (may also include journals/ lab reports/portfolio projects)
- **A minimum of four evaluative tools** (projects/essays/pencil and paper tests/presentations/ oral reports/ written reports/ group reports/book reports). Quizzes can be used as an additional tool.
- Each of the above assessment tools is worth 100% a piece. For the purpose of assigning a grade based on a 100%, Bronx Theatre's policy is 65 is the lowest passing grade and 55 is the lowest failing grade.

***WHEN PORTFOLIOS ARE USED, STUDENTS MUST COMPLETE THE PORTFOLIO REQUIREMENTS IN ORDER TO RECEIVE A GRADE FOR THE COURSE. AN "NC" GRADE SHOULD BE RECORDED IF STUDENTS DO NOT SUBMIT THEIR PORTFOLIOS.**

<i>Component</i>	<i>Weight</i>
<i>Homework</i>	15%
<i>Participation/ Classwork</i>	25%
<i>Quizzes</i>	20%
<i>Essays/Projects/Writing Portfolios/ Tests</i>	25%
<i>Final Exam</i>	15%

V.

Rules of Conduct

1. Raise your hand in class to speak
2. Speak respectfully to your classmates, teachers, and staff
3. Student ID cards must be displayed and available at all times
4. Arrive to class on time and immediately begin assigned work
5. Keep a neat and organized notebook
6. Attend all classes and complete all homework assignments
7. Be honest in your class work and tests. **DO NOT COPY OR PLAGIARIZE!**
8. Do not abuse the privilege of the bathroom pass
9. Do not walk out of your classroom without the teacher's permission
10. Social media cannot be used to intimidate or bully another person
11. Display behavior in a mature and cooperative manner in the hallways, cafeteria, and when on school trips
12. Be polite and cooperative to all school personnel in our building
13. Remove all hats and head coverings while in the building
14. Move to classes in a quick, quiet and orderly manner. **DO NOT LOITER IN THE HALLWAY**
15. Our school is on the 7th floor. Since other schools are in the same building, students must remain on their assigned floors
16. Eating, drinking or chewing gum or candy is not permissible in the classroom due to department of health regulations

Student Dress Code

Students must come to school wearing appropriate clothing, which will enable them to work in their classes and studios. We support individual personal expression, although clothing that is distracting, provocative and not suitable for a school environment is not permitted. Short skirts, pants or skirts hanging below the waist, low-cut tops, exposed midriffs, tank tops, see through tops and t-shirts with obscene slogans are all distracting and do not present a professional image. This dress code allows students to focus on learning in an environment free of distractions.

Consequences for Dress Code Violations:

1. Parents/guardians will be notified if student s comes to school wearing inappropriate clothing. The parent will be required to bring appropriate clothing so that the student may return to class.
2. A second violation will result in a parent conference/probationary sheet.
3. A third violation will result in a family conference and an after school detention.

We are a New Visions school and are ready to work with all students who put in the time and effort to develop their skills and to build good work habits. Our dress code is not restrictive, but allows our students to use their creativity to express themselves within appropriate parameters. We see this as an important tool in accomplishing our school's goals.

VII.

Student Expectations

Students are expected to:

- A. Behave responsibly
 - Come to school every day, report on time AND MAINTAIN AN ATTENDANCE RATE OF 100%
 - Communicate with advisors, administrators, and other school staff regarding concerns or conflicts

- B. Come to school every day, be on time, and be prepared to work
 - Good attendance and prompt arrival at school is critical to your success at Bronx Theatre High School.
 - Have notebooks, pens, pencils, books and any other materials necessary for your education.
 - Adhere to the dress code:
 - Dress appropriately for gym classes. Proper gym attire includes shorts, sweatpants, leggings, t-shirts, sweatshirts, and sneakers.
 - Bronx Theatre t-shirts are available for - \$8.00 each in room 722
 - Dress appropriately for set design class. Proper clothing for this class includes comfortable, old clothing that you would wear to paint and use tools.

- C. Respect all of the people in the learning community
 - This includes teachers, staff, and other JFK Campus community members. We share the campus with six other schools so "*Respect for All*" is a priority

- D. Respect the building and the community

Students should:

 - Be aware of their surroundings
 - Respect and treat the walls, furniture etc. as if it were in their own home
 - Keep the school building and its surrounding clean and orderly
 - Immediately inform a staff member of anything that is broken
 - Carry themselves with respect for Bronx Theatre High School and for the community at large

- E. See the dean, assistant principal or guidance counselor to help resolve conflicts

- F. Help create and maintain a safe and pleasant environment

- G. Hang winter hats, coats, jackets and scarves on the back of your chair

- H. Return all books and borrowed materials at the end of the term. All lost books, materials and equipment must be paid for in order to receive the final transcript

- I. Use caution with school equipment and technology

- J. Be responsible for your own possessions, including ID cards and metro cards. It is very difficult to replace these items. Metro cards are not replaced immediately. There is a waiting period, and a full fare is not guaranteed

Student Accountability

- If you are late to class repeatedly, disruptive in class, or escorted out of the classroom, a referral describing the incident will be placed in your permanent file. Your parent/guardian will be contacted by phone and/or mail. A conference may also be set up at this time. You will receive detentions for these infractions
- You will be scheduled for a meeting with an assistant principal and your parent/guardian if you get 3 or more referrals
- In addition to the Deans, any teacher may call your home. You will be informed of your progress in each class throughout the semester and will have access to Skedula, our online grade book. You will be clearly aware of your progress during each marking period
- You are responsible for all assignments and projects and you must make up any work or tests that you miss because of absences
- A note must accompany all absences from your parent. If you had a doctor or dentist appointment or any other official business, you must present documentation upon returning to school
- Your parent must phone Bronx Theatre High School Office (718) 329-2902 when you are absent. If you will be absent for more than three days, arrangements must be made for your work to be picked up and you must bring in a medical note
- *It is unacceptable to take extended vacations when school is in session. Do not plan to be absent before and/or after scheduled school vacations. Excessive absences will prevent you from completing the required assignments and can lead to a lower grade and possible failure.*

IX.

Graduation Requirements

Minimum Credit Requirements

8 English credits	4 Years of English
8 Social Studies credits	4 Years of Social Studies
6 Math credits	3 Years of Math
6 Science credits	3 Years of Science
2 Foreign Language credits	1 Year of Foreign Language
1 Health credit	1 Term of Health
7 Credits of Physical Education	*See counselors for differentiation
2 Required Arts credits	Dance, Costume/Set Design, Theater, Music

You need 7 elective/theatre credits in order to reach the required minimum of 44 credits

*ARTS REGENTS ENDORSEMENT:

Requirements: 10 Arts credits and passing the Theater Arts Exit Examination (senior year)

TOTAL OF 44 CREDITS - Minimum requirement for graduation.

***Advanced Regents Diploma requires additional credits in Math, Science, and Foreign Language**

****See Counselors for New 4+1 Diploma and Additional Graduation Requirements**

x.

**Regents Exam Requirements for
Regents Diploma:**
(5 Regents)

English Regents
Global History Regents
U.S. History Regents
Algebra I Regents
Science Regents

**Regents Exam Requirements for
Advanced Regents Diploma**
(9) Regents

All of the above
Plus :

**2nd Science Regents (Earth Science, Chemistry or
Physics)**

**Language Other Than English Exam (or 10 Arts
credits)**

**2 Additional Math Regents
(Geometry & Alg.2/Trig.)**

Clubs / Extracurricular Activities

Clubs will be continued and developed based in the interests of the students. Clubs will meet after school and once a week on a specific designated day. Students will notify their parents when they stay after school for clubs if the parent has not been previously informed.

Tutoring

Tutoring is available during lunch periods and after school. Please see your teacher to arrange the best possible day for you to attend. Parents are encouraged to send their children to the tutoring program. This is an excellent opportunity to ensure that the students receive additional support in their academic courses.

Students may be asked by their teachers to remain after school on certain days for extra help or to make up an assignment. Students may call home to obtain permission on these days.

XII.

Portfolio Assessment

What is Portfolio and Project Assessment?

Portfolios are collections of student work representing a selection of projects and performance based tasks. Portfolios in classrooms are derived from the visual and performing arts tradition in which they serve to showcase artists' accomplishments and personally favored works. A portfolio may be a collection containing a student's best pieces and the student's evaluation of the strengths and weaknesses of the pieces. It may also contain works-in-progress that illustrate the creation of a product, such as an essay, evolving through various stages of conception, drafting and revision.

At Bronx Theatre High School, we will use portfolios in some curricular areas. Portfolios are useful as a support to the new instructional approaches that emphasize the student's role in constructing understanding and the teacher's role in promoting understanding. In writing instruction, for example, portfolios can function to illustrate the range of assignments and goals for which a student produced written material. In addition, portfolios can be a record of the activities undertaken over time in the development of written products. They can also be used to support cooperative learning by offering an opportunity for students to share and comment on each other's work. Portfolios are valued as an assessment tool because as representations of classroom-based performance, they can be fully integrated into the curriculum. Unlike tests, they supplement rather than take time away from instruction. Many teachers, educators and researchers believe that portfolio assessments are more effective than tests for measuring academic skills and informing instructional decisions.

Why try it?

Students have been stuffing assignments in notebooks and folders for years. What is new and exciting about portfolios? Portfolios capitalize on students' natural tendency to save work and become an effective way to get them to take a second look and think about how they could revise and edit. Students have the opportunity to submit work, get meaningful feedback and submit revisions. This process emulates the college environment that every student will be expected to engage.

How does it work?

Although there are many correct ways to develop portfolios, in each of them students are expected to collect, select, and reflect. Early in the school year, the students will consider this: What would I like to reread or share with my parents or a friend? What makes a particular piece of writing, an approach to a mathematics problem, or a write-up of a science project a good product? In building a portfolio of selected pieces and explaining the basis for their choices, students generate criteria for selected projects, with teacher and peer input. Students need specifics with clear guidelines and examples to get started on their work, so these discussions need to be well guided and structured. While portfolios were developed on the model of visual and performing arts tradition of showcasing accomplishments, portfolios in

classrooms today are a highly flexible instructional and assessment tool, adaptable to diverse curricula, student age/grade levels and purposes.

ELECTRONIC DEVICE POLICY

Date: September 5, 2019

Dear Bronx Theatre Student,

As of March 2, 2015, a city wide policy was put in place that allows students to bring electronic devices to all N.Y.C. public schools. Section A-413 of the Regulations of the Chancellor of the New York City Department of Education states “students” may bring cell phones, computing devices, and portable music and entertainment systems to school, but they may not be turned on or used at school...” To assist students in adapting to this policy Bronx Theatre High School held Town Hall Meetings during the Spring of 2018. At the meetings the Principal, SLT, Teachers, Parents, and Students collaboratively drafted the following Electronic Device Policy that will go into effect on September 12, 2018:

- *Upon entry to the school building, cell phones or electronic devices must be turned off.*
- *A staff member from Bronx Theatre will collect each student’s phone and secure it in a “lock box.”*
- *All student phones will be returned after 8th period in the following designated locations:*
- **9th Grade & 10 Grade: 7th Floor Student Cafeteria**
- **11th Grade- Fish Bowl**
- **12th Grade – Dean’s Office room 652**

All students in violation of the Bronx Theatre High School Electronic Device Policy, will be summoned for a meeting with the Principal or Principal’s designee, Guidance Counselor/ CBO. Parent(s)/ Guardian(s) must be present at the meeting. Academic and social interventions will be set forth at this meeting.

If a student is seen using their cell phone during school hours without authorization from 8:40-3:00, the cell phone will be confiscated by the dean, and held until the parent picks up the phone.

The purpose of this policy is to ensure safety and academic success by limiting distractions to learning, and to teach responsible cell phone usage.

Bronx Theatre High School Student-Teacher-Parent Agreement

All students are expected to adhere to the following:

1. Be in an assigned seat ready to work when each class begins.
2. Show a written explanation for all lateness and absences and sign a late log for unexcused lateness.
3. Come to class prepared to work with a 8-1/2 X 11" loose-leaf notebook with dividers and sections for all subject classes, a blue or black pen, pencils, erasers and any homework assignment that is due.
4. Prepare all work in an organized and neat manner.
5. Respect teachers and classmates by not calling out; maintain proper behavior and not engage in any behavior that prevents others from learning.
6. Raise hand to ask or answer questions.
7. Get all missing class notes and homework assignments when absent.
8. Arrange all personal business before or after school.
9. Students cannot use the phone during the school day. After school, a call to parents will be made for them if requested.
10. Gum, food or drinks are not allowed in classrooms.
11. Use the following heading on all work:

First Name, Last Name	Teacher's Name
Subject Class	Date
12. Participate actively in class discussions and work.
13. Bring all books and materials to class.
14. Limit the use of the bathroom pass for emergencies and return to the class in 5-10 minutes. Sign the bathroom log in your classroom before you leave the room and be sure to have your planner at all times.
15. Obtain a passing score as an average of the assessment tools for each marking period including homework, notebook, class participation, tests, quizzes, projects, and other assessments. Participate actively in all types of assessments.
16. Return all textbooks and library books received in class or pay for each lost/damaged/unreturned book before the end of the semester.
17. Lost metro cards will be replaced only if additional cards are available. There is no guarantee that full-fare cards will be available for replacements.

We agree to adhere to the regulations and policies of Bronx Theatre High School. We intend to be dedicated, involved and committed to the success of our future at Bronx Theatre High School. We will support all productions and activities and become active, caring members of our school community.

Student Signature _____ Date _____ Parent/Guardian _____

Home Phone # _____ Cell Phone # _____ Emergency Phone # _____

Parent Email address _____

This document is distributed to all students. It is to be signed and returned to the Principal's Office to be kept in the student's permanent file. A new copy will be issued to each student at the beginning of each year of the student's career at Bronx Theatre High School. This contract covers the responsibilities of the students in all of their classes for the entire school year.