

BRONX COLLEGIATE ACADEMY



**STUDENT HANDBOOK
2017-2017**

Welcome

Dear Students,

Welcome to Bronx Collegiate Academy! As a member of our community, you have the opportunity to grow, learn and lead. We are looking forward to getting to know every one of you and to supporting your continued growth as a student and leader in our community. BCA's mission is to ensure you develop a growth mindset where you believe you can achieve all of your dreams through hard work and determination.

Our staff is excited to support you and your family in developing your goals and to help you meet our school-wide objectives. This includes graduation with a New York State Regents Diploma and to prepare you for life and career choices after college.

In this handbook, you will find information about our policies, programs and who to contact for information. Please note that the information, policies, and programs described here will change from time to time. Any changes are effective immediately.

For any questions about this handbook or other school matters, our contact information follows below:

Mailing Address:

Bronx Collegiate Academy
240 E. 172nd St.
Bronx, NY 10457

718-410-4000

718-410-4077

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Mission

At BCA we believe that students learn best when they are supported, engaged and challenged. When teachers develop **rigorous, Common Core aligned tasks**, incorporate data driven **checks for understanding** in every lesson, and provide **timely feedback** then students will improve their reading, writing, communication and critical thinking skills across all content areas.

Faculty/Staff

ADON	gadon@bxcollegiate.org	MEJIA	emejia@gmail.com
ASEMOTA	easemota@bxcollegiate.org	MOELLINGER	amoellinger@gmail.com
BIONDOLILLO	abiondolillo@bxcollegiate.org	HORSHRAM	nhorsham@bxcollegiate.org
BLANCO	sblanco@bxcollegiate.org	PETRIELLO	jpetriello@bxcollegiate.org
PAYANO	bpayano@bxcollegiate.org	PROCK	rprock@bxcollegiate.org
BRITT	cbritt@bxcollegiate.org	RAY	lray@bxcollegiate.org
BURTT	sburt@bxcollegiate.org	RICHARDSON	mrichardson@bxcollegiate.org
CACERES	scaceres@bxcollegiate.org	RIVAS	mrivas@bxcollegiate.org
CASINILLO	ccasinillo@bxcollegiate.org	RODRIGUEZ	drodriguez@bxcollegiate.org
CSIMS	csims@bxcollegiate.org	SARNO	ssarno@bxcollegiate.org
CONTRERAS	fcontreras@bxcollegiate.org	SCHINDEL	nschindel@bxcollegiate.org
ESIMS	esims@bxcollegiate.org	SEDGWICK	pscofield@bxcollegiate.org
FELIZ	gfeliz@bxcollegiate.org	SERRA	mserra@bxcollegiate.org
FENNELL	lfennell@bxcollegiate.org	SALAZAR	vsalazar@bxcollegiate.org
FRIES	mfries@bxcollegiate.org	SHANNON	rshannon@bxcollegiate.org
GABRIEL	egabriel@bxcollegiate.org	SLIPCZUK	vsliczuk@bxcollegiate.org
GERE	pgere@bxcollegiate.org	TINEO	vtineo@bxcollegiate.org
GUZMAN	yguzman@bxcollegiate.org	TULLY	ktully@bxcollegiate.org
HEYLIGER	eheylinger@bxcollegiate.org	UDDIN	iuddin@bxcollegiate.org
HURTADO	rhurtado@bxcollegiate.org	USERA	genusera@gmail.com
JESRAM	sjesram@bxcollegiate.org	VARTANOVA	svartanova@bxcollegiate.org
KALAMBAY	ckalambay@bxcollegiate.org	VICTORIA	mvictoria@bxcollegiate.org
LIEBERMAN	nlieberman@bxcollegiate.org	WERNER	jwerner@bxcollegiate.org
MAISONET	amaisonet@bxcollegiate.org	WHITE	dwhite@bxcollegiate.org

FACetime

WHAT IS FACetime?

F - FACING

A - ALL

C - CONFLICTS

E - EQUALLY

WHAT IS THE PURPOSE?

The purpose of FACETIME is for staff and students to come to the table in a civilized manner to resolve all conflicts that may exist in the classroom or in the school community. It is an avenue to build or re-build relationships for the betterment of the BCA community.

WHY THE NEED?

It gives the student/staff a voice as we transition into the Community school model. FACetime is the avenue to teach students a skill on how to have effective communication with others.

HOW DOES IT WORK?

A written referral to any of the committee members (staff and students), followed by a conflict session that is agreed upon by both parties. Confidentiality is established at the beginning of each session.

PEER MEDIATION

What is peer mediation?

Peer Mediation is a program that offers a way to resolve conflicts peacefully by discussing the problem, with the help of a third, neutral party (the Peer Mediator). Peer Mediation is a valid way to resolve a conflict in a mature way that promotes non-violence in schools and communities. The students having the conflict are the ones who decide how they want to resolve it peacefully.

Why the need for peer mediation?

Having an avenue to vent and resolve conflicts is critical to academic success. Many disputes in school begin over a small misunderstanding or miscommunication, which can be easily resolved if people are willing to talk about the issue. The purpose for student-led mediation is to promote growth and learn alternative ways to handle conflicts in everyday life. Also, students will learn strategies from their peers that they can teach younger siblings and family members.

How does it work?

A written referral to the Peer Coordinator (Mr. Maisonet), followed by a confidential mediation session. These mediation sessions are facilitated by two trained Peer Mediators who work for the school.

Grading Policy

All teachers use the following guideline: 75% Scholarship, 25% Effort. Within this distribution, teachers have autonomy over how to weigh all aspects of their classes.

Cohorts

Each cohort is directly associated with an administrator and a counselor. All students with questions about their classes or progress should contact the appropriate administrator and counselor.

Cohort T (Class of 2018)
Cohort U (Class of 2019)
Cohort V (Class of 2020)
Cohort W (Class of 2021)

Mr. White/Ms. Vartanova
Mrs. Adon/Ms. Shannon
Mrs. Lieberman/Ms. Guzman
Ms. Rivas/Mr. Maisonet

Bell Schedule	
1st period-----	8:20 - 9:08
2nd period-----	9:10 - 9:56
3rd period-----	9:58 - 10:45

4th period-----	10:47 - 11:33
5th period-----	11:35 - 12:20
6th period-----	12:22 - 1:07
7th period-----	STUDENT LUNCH -----1:09 - 1:53
8th period-----	1:55 - 2:41
9th period-----	2:43 - 3:30

Advanced Placement Courses

Bronx Collegiate Academy supports any student who wishes to accept the challenge of Advanced Placement (AP) classes. With that challenge come certain expectations regarding the maturity and capabilities of the enrolled students. Please remember that Advanced Placement courses are college level courses. Students should be motivated to take an AP class by an appreciation for the subject. Students who are overextended with academics and/or extracurricular activities should seriously consider if they have time to devote to an AP class and the number of AP classes they can successfully complete. BCA suggests a maximum of three AP classes per academic year.

AP Course Offerings 2017-2018

- AP English Language
- AP Spanish
- AP US History
- AP European History
- Psychology*
- Calculus*
- Statistics*

(* college level courses credit)

Students are expected to:

1. Be independent learners, willing to read, learn, ask questions, pursue outside reading and research, integrate and discuss material from diverse sources.
2. Prepare for and take tests on time.
3. Spend more than the average amount of time on work outside of class.

Students who enroll in an AP course, the parent/guardian must sign the following written contract:

1. I recognize that I have to demonstrate independence and responsibility. AP courses typically require more homework compared to non-AP college prep courses.

2. I commit to remain enrolled in the AP courses I have chosen for the entire year.
3. I understand that BCA does not recommend students take more than three AP classes per year.
4. I will speak with my parent/guardian, teacher, or guidance counselor if I start feeling overwhelmed with my academic workload.
5. I realize that by enrolling in an Advanced Placement course I am expected to take the corresponding Advanced Placement Examination in May.

New York State Graduation Requirements

In New York State, there are three types of diploma: a local diploma, a Regents diploma, and an Advanced Regents diploma. The type of diploma the student earns depends on his/her course credits and scores on specific Regents exams, as shown in the table below. An Advanced Regents diploma lets students demonstrate additional skills in math, science, and languages other than English. **If you think the student is not earning the credits he/she needs to graduate, please speak to your school's guidance counselor immediately.** Keep in mind that a student may always exceed these requirements; these represent the minimum.

Regents Diploma	Advanced Regents Diploma
Examination Requirements	
<p>The student must achieve a score of 65 or higher on these five Regents exams:</p> <ul style="list-style-type: none"> ● English Language Arts (ELA) ● Any Mathematics exam (Algebra I, Geometry, <i>or</i> Algebra II/Trigonometry) ● Two Social Studies exam (Global History and Geography, U.S. History and Government) ● Any Science exam (Living Environment, Chemistry, Earth Science, <i>or</i> Physics) 	<p>The student must achieve a score of 65 or higher on these nine exams:</p> <ul style="list-style-type: none"> ● English Language Arts (ELA) ● Three Mathematics exams (Algebra I, Geometry, <i>and</i> Algebra II/Trigonometry) ● Two Social Studies exam (Global History and Geography, U.S. History and Government) ● Two Science exams (Living Environment <i>and</i> one of these: Chemistry, Earth Science, <i>or</i> Physics) ● 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

College/Career Planning

The office of College Advising at Bronx Collegiate Academy is staffed by a full-time member and supported by talented and trained BCA College Assistants. The College Office is a space that encourages students to explore a variety of resources related to creating a plan for life after high school. A number of desktop computers are available to conduct research, complete college and job applications and/or to register for the SAT or college entrance and placement exams.

Additional ways in which we support a College-Going Culture at Bronx Collegiate Academy are:

- Full-time, on-site College Counselor
- 11th-12th Grade College Recruitment Fairs
- College Admissions visits from various colleges
- On the Spot Admissions Day at Mercy College
- All grades go on college visits during the school year
- Overnight College Trips
- Career Awareness Day
- Readiness Workshops
 - Career Options- Myths about College

- College Visit Etiquette
- Time Management
- Senior Timeline
- Essay Writing

Partnerships

- Pathways to Medical Professions: Partnership through Cornell Medical School for students interested in Pre-Med.
- College-Now at Hostos Community College
- College-Now at Lehman College
- Monroe College Jumpstart Program

BCA Guidance and Counseling Department

The Bronx Collegiate Academy Guidance and Counseling Department's mission is to service all students in the school community holistically to develop academic, social and emotional development and to prepare for life after high school.

See your guidance counselor if you need help with the following:

- *Where do I go for help with school, friends, home, or teachers?*
- *My friends are getting me in trouble. I can't say "no" to them.*
- *How do I join a club, team or become involved in school services or student government?*
- *I can't do my homework...It's too difficult! I'm really lost in my class. What can I do?*
- *Where do I go to look for a job or an internship?*
- *How can I see my report card, permanent record or get official transcript?*
- *I lost my wallet, sneakers, umbrella, etc.*
- *Where do I go for help?*
- *I am being bullied or harassed by another student.*
- *I need working papers!*

BCA Guidance Dept. - Counseling Staff

Ms. Vartanova
12th Grade – Room 253

Ms. Shannon
(College Advisor)

11th Grade – Room 263

Ms. Guzman
10th Grade – Room 255

Mr. Maisonet
9th Grade – Room 251

BCA National Honor Society

Membership in the National Honor Society (NHS) is based on a student's fulfillment of four requirements. Members of the sophomore, junior and senior class who meet all four requirements will be admitted to the National Honor Society.

The four basic requirements for membership are;

- ❖ **Scholarship, leadership, service, and character.**

SCHOLARSHI P

To remain in good standing for NHS membership, I will demonstrate academic achievement through my grade point average.

Induction GPA Requirement: A cumulative grade point average of 85.0 or higher must be earned. My GPA will also be maintained throughout my career at BCA.

LEADERSHI P

According to the National Honor Society standards, I display leadership in the following ways:

- Resourcefulness in proposing new problems, applying principles, and making suggestions
- Demonstration of initiative in promoting school activities
- Exercising influence on peers in upholding school ideals
- Contributing ideas that improve the civic life of the school
- Delegating responsibilities
- Exemplifying positive attitudes

- Inspiring positive behavior in others
- Demonstrating academic initiative
- Successfully holding school positions of responsibility; conducting business effectively and efficiently; and demonstrating reliability and dependability
- Leadership at work and in school or community activities
- Dependence in any responsibility accepted
- Willingness to uphold scholarship and maintain a loyal school attitude

SERVIC E

The National Honor Society standards require that the student participates in the following:

- Volunteering and providing dependable and well organized assistance, be gladly available, and be willing to offer assistance
- Working well with others and be willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically render any requested service to the school
- Representing the class or school in inter-class and inter-scholastic competition
- Participating in some activity outside of school: Girl Scouts, Boy Scouts, Youth Groups affiliated with religious institutions, volunteer services for the aged, poor, or disadvantaged
- Mentoring people in the community or students at other schools
- Showing courtesy by assisting visitors, teachers, and students

CHARACTE R

I understand that I will be evaluated by the faculty and administration according to the National Honor Society standards for good character, which state the student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics

- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern and respect for others; observes instructions and rules
- Exhibits concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment

Character will automatically be questioned by events leading to suspension from school, consistent lateness, cheating, or other offenses brought forth by a member of the faculty or administration. If someone deems a student's character not sufficient, that opinion will be discussed with the student's current teachers, counselor, or dean, and the relevant information will be forwarded to the Faculty Council for consideration. The school principal will have the final say in the student's standing in NHS.

Counseling in School (CIS)

CIS has been working with children, families, and school communities for over 25 years, helping to support students and the school community. The philosophy of CIS is to identify, develop and reinforce the strengths and resilience inherent in everyone. CIS works from a multiple perspective approach, and by working directly in the school environment CIS can more fully interface, advocate and support each student's emotional and academic growth. Our approach has resulted in behavioral and attitudinal changes that set students and families on a path for success.

We have numerous years of experience counseling students and families and providing expertise in youth development services. Along with program components designed to address individual family and student needs, CIS also provides professional development opportunities for New York City Public School education professionals. This supportive program offers professionals practical

tools they can use to shield against the typical high levels of stress that can accompany work with youth.

We are located in Room 251, and will be working inside and outside of the classrooms, with both students and members of the School's staff. We look forward to working with all of you, and please feel free to stop by at any time or call us at [\(718\).410.4077 ext. 2513](tel:(718)410.4077).

All our best,

The CIS Team

Dress Code

BCA encourages all students to wear our school uniform every day. Uniform tops include any shirt/sweatshirt/polo with the BCA school name or logo on it and bottoms include jeans, khakis, and knee length skirt/shorts.

Academic Help

Saturday Academy

During designated Saturdays, students come to school to get extra help on their academics and get that final push before taking Regents Exams. Students receive an invitation from their teachers or the principal to attend Saturday Academy.

Food for Thought

During the weeks before the Regents exams in January and June, students are invited to participate in Food for Thought. During lunch time, teachers tutor and prepare students for regents' exams. A special lunch is catered for those students participating in Food for Thought.

Extra Help:

<https://www.khanacademy.org/>

<http://www.hippocampus.org/HippoCampus/>

<http://www.castlelearning.com/>

Dignity for All Act Policy

BCA is committed to providing our students with a learning environment that is free from harassment and bullying of all kinds. Which provides that students have

the right to feel safe and respected, and to work and learn in an environment that is free from harassment and bullying of all kinds. It applies to harassment and bullying between students, and harassment of students by adults (teachers, administrators and staff).

Plagiarism

BCA does not condone plagiarism of any sort. Plagiarism will result in a failing grade for the assignment and/or the course.

B.C.A. Cell Phone Contract

I know I have a right to be:

- o In a safe and supportive learning environment.
- o Informed about the behavior code and what conduct may result in disciplinary actions.

I understand that:

- First period begins at 8:20. I will check-in my phone/electronic device by 8:15 a.m.
- ***If I enter scanning after 8:20, I will not be permitted to check-in my phone/electronic device.*** (Exceptions will be made for students with modified schedules)
- ***My phone will be available for pick-up at the end of the school day.***
Phones will not be distributed during instructional time.
Pick up time is 3:31 – 3:45.
- Cell phones may not be used during school fire drills or other emergency exercises.
- ***If I have a cell phone during instructional hours it will be confiscated.***

I assume all responsibility for my cell phone and other electronic devices if I bring them to school. ***My school is not responsible for stolen, damaged or lost devices.***

I agree to:

- Obey my school's policy about cell phones and other electronic devices.
- Behave respectfully, without arguing, and cooperate when a staff member gives me direction or makes a request, including turning over my cell phone.

- Refrain from taking photos and videos of other students, staff, or school security agents without authorization.
- Never use my cell phone or other electronic device to “sext” or to intimidate, embarrass, threaten, or bully others.

School Calendar

A BCA school calendar will be mailed home each month reflecting monthly/daily school activities, holidays, and half days.

September 7 First day of school. Early dismissal for kindergarten. Partial day for pre-k

September 8 First full day for kindergarten. Partial day for pre-k

September 21-22 Rosh Hashanah: schools closed

October 9 Columbus Day observed: schools closed

November 7 Election Day: students do not attend school

November 23-24 Thanksgiving recess: schools closed

December 25-29 Winter recess: schools closed

January 1 Winter recess cont'd.

January 2 School resumes

January 15 Dr. Martin Luther King Jr. Day: schools closed

January 26 Scoring Day for High Schools: high school students do not attend

January 29 Chancellor's Conference Day in High Schools: high school students do not attend

January 30 Spring term begins for high school students

February 16	Lunar New Year
February 19-23	Midwinter recess: schools closed
March 30	Spring recess: schools closed
April 2-6	Spring recess: schools closed
May 28	Memorial Day: schools closed
June 7	Anniversary Day: students do not attend
June 11	Clerical Day: elementary & middle school students do not attend
June 15	Eid al-Fitr: schools closed
June 22	Regents Rating Day: high school students do not attend
June 26	Last day of school for all students