



The Bronx High School of Science

STUDENT HANDBOOK

2011-2012

THE BRONX HIGH SCHOOL OF SCIENCE

75 West 205th Street

Bronx, New York 10468

Phone: 718-817-7700

Fax: 718-733-7951

Website: www.bxscience.edu

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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DIRECTORY OF CONTACT INFORMATION

	ROOM #	PHONE #
ADMINISTRATION		
Valerie Reidy, Principal	Room 135	(718) 817-7700
ASSISTANT PRINCIPALS		
Organization	Room 135	(718) 817-7710
Pupil Personnel Services / Guidance	Room 035	(718) 817-7758
DEPARTMENTAL OFFICES		
Art and Technology	Room 002 D	(718) 817-7701
English	Room 207 D	(718) 817-7707
Foreign Language and Music	Room 315 D	(718) 817-7723
Health and Physical Education	Room 048 D	(718) 817-7769
Mathematics	Room 107 D	(718) 817-7726
Science	Room 231 D	(718) 817-7717
Social Studies	Room 307 D	(718) 817-7786
PUPIL PERSONNEL SERVICES		
Guidance / College Office	Guidance Suite, Room 035	(718) 817-7765
TECHNICAL SUPPORT		
Director of Information Technology	Room 134	(718) 817-7711
ACTIVITY ADVISORS		
ARISTA	Room 234	(718) 817-7719
COSA	Back of Cafeteria, Room 017A	(718) 817-7744
Senior Class Advisor	Back of Cafeteria, Room 017B	(718) 817-7797
Yearbook Advisor	Back of Cafeteria, Room 017B	(718) 817-7797

CALENDAR for the 2011-2012 SCHOOL YEAR

2011			
September	5	Monday	Labor Day (schools closed)
September	8	Thursday	First day of school
September	29 30	Thursday Friday	Rosh Hashanah (schools closed)
October	10	Monday	Columbus Day Observed (schools closed)
November	8	Tuesday	Election Day No student attendance
November	11	Friday	Veterans Day (schools closed)
November November	24 25	Thursday and Friday	Thanksgiving Recess (schools closed)
December January	26 2	Monday through and including Monday	Winter Recess (including Christmas and New Year's Day) (schools closed: students return to school on Tuesday, January 3rd, 2012)

2011			
January	16	Monday	Dr. Martin Luther King, Jr. Day celebrated (schools closed)
January	30	Monday	No student attendance
January	31	Tuesday	Spring Term begins
February	20 24	Monday through Friday	Midwinter Recess (including Washington's Birthday) (schools closed)
April April	6 13	Friday through Friday	Spring Recess (including Good Friday, Easter and Passover) (schools closed: students return to school on Monday, April 16)
May	28	Monday	Memorial Day Observed (schools closed)
June	7	Thursday	Chancellor's Conference Day: No students in attendance
June	27	Wednesday	LAST DAY FOR ALL STUDENTS

Student Rules and Responsibilities

Full acceptance of responsibility with the exercise of rights will provide students with greater opportunity to serve themselves and society. Students have a responsibility to:

1. attend school regularly and punctually and make every effort to achieve in all areas of their education; bring in absence notes on the day that they return; have their parent call the attendance office when they are absent;
2. be prepared for class with appropriate materials, and properly maintain textbooks and other school equipment;
3. follow school regulations regarding entering and leaving the classroom, school building and campus; stay on campus during free periods; carry their valid school ID at all times;
4. help to maintain a school environment free of weapons, illegal drugs, controlled substances, alcohol, and games of chance (including all card games);
5. behave in a manner that contributes to a safe learning environment and which does not violate other students' right to learn;
6. share information with school officials regarding matters which may endanger the health and welfare of members of the school community;
7. respect the dignity and equality of others and refrain from conduct which denies or impinges on the rights of others;
8. respect school property and respect the property of others, both private and public; not to eat in hallways; throw all garbage away;
9. be polite, courteous, and respectful toward others, regardless of actual or perceived age, race, creed, color, gender, gender identity, gender expression, religion, national origin, citizenship/immigration status, sexual orientation, physical and/or emotional condition, disability, marital status or political beliefs, and refrain from making slurs based on these criteria;
10. be truthful, and cooperative toward students, teachers, and other staff;
11. promote good human relations and build bridges of understanding among the members of the school community;
12. use non-confrontational methods to resolve conflicts;
13. observe ethical codes of responsible journalism and use of social media;
14. refrain from obscene, defamatory, or bullying communications in speech, writing, social media and other modes of expression, (including on-line) in their interactions with any member of the school community;
15. express themselves in a manner which promotes cooperation and does not interfere with the educational process;
16. bring to school only those personal possessions which are safe and do not interfere with the learning environment. Skateboards, boom boxes, and laser pointers are forbidden;
17. adhere to the guidelines established for dress and activities in the school gymnasium, physical education classes, laboratories, and shops;
18. be familiar with the school Discipline Code and abide by school rules and regulations;
19. keep parents informed of school-related matters, including progress in school, social and educational events, and ensure that parents receive communications that are provided by school staff to students for transmittal to their parents.

Bell Schedule 2011-2012

The school day runs from 8:05 a.m. until 3:42 p.m.

Regular – Every day but Thursday (see below)			
Pd.	Start	End	Duration
1	8:05	8:46	41 Minutes
2	8:51	9:32	41 Minutes
3	9:37	10:20	43 Minutes
4	10:25	11:06	41 Minutes
5	11:11	11:52	41 Minutes
6	11:57	12:38	41 Minutes
7	12:43	1:24	41 Minutes
8	1:29	2:10	41 Minutes
SGL/9	2:15	2:52/2:56	38/41 Minutes
SGL/10	3:10	3:38/3:42	38/41 Minutes
11	3:42	Special Programs	Intel, extracurriculars, etc.

Official Class – Thursdays			
Pd.	Start	End	Duration
1	8:06	8:45	39 Minutes
2	8:50	9:29	39 Minutes
3	9:34	10:13	39 Minutes
ADM	10:18	10:28	10 Minutes
4	10:33	11:12	39 Minutes
5	11:17	11:56	39 Minutes
6	12:01	12:40	39 Minutes
7	12:45	1:24	39 Minutes
8	1:29	2:08	39 Minutes
SGL/9	2:13	2:50/2:52	39 Minutes
SGL/10	2:57	3:34/3:36	39 Minutes
11	3:42	Special Programs	Intel, extracurriculars, etc.

ABSENCE FROM SCHOOL

When a student is absent, parents must call the attendance office at 718-817-7762 before 9:00 a.m. to report the absence. A Bronx Science absence note, signed by the parent/guardian must be brought to the attendance office before their first class on the day of return. The official "Bronx Science Absence Note" can be printed from the Bronx Science website (www.bxscience.edu) by clicking on Students, Attendance, and then clicking on "absence note." If a doctor treats the illness, a doctor's note should be attached to the absence note. Part A (top portion) of the absence note must be brought into the Attendance Office (Room 029) immediately upon return to school. Part B (bottom portion) should be signed by student's teachers and retained by student for future reference.

Absences are reported to parents by computer generated phone calls on the day of the occurrence. If parents are unaware of the absence, they should call the Attendance Office at 718-817-7762. (See also – Absence from Tests, Early Excuse from School)

ABSENCE FROM TESTS

All students will take make-up examinations. Students will receive credit for makeup examinations based on the following criteria:

IN CLASS UNIT EXAMINATIONS

1. The first legitimate absence from an in-class unit examination requires a parental note for the student in order to receive full credit for a makeup exam.
2. The second legitimate absence for exam in same class requires a parental note. The teacher will bring the situation to the attention of the assistant principal.
3. The third legitimate absence for exam in same class requires a parental note. The assistant principal will bring it to the principal who will make the decision.

NOTE: Students who cut an exam will not be given credit for the makeup exam.

UNIFORM-DEPARTMENTAL EXAMS (MID-YEARS, ACUTITIES, FINALS, REGENTS)

All students who miss uniform exams will receive a makeup.

1. Students with a doctor's note, documenting a medical condition, will receive credit out of 100%.
2. Decisions regarding other excuses will be made on a case-by-case basis, with parental note. However, without medical documentation, the highest grade the student can receive is 70%.

Note: Parent and doctor notes are kept on file for 6 years.

Parents must call the attendance office to report student absences: 718-817-7762

Students who are absent for a Regents examination will take a departmental make-up exam before the end of the term and be required to take the Regents exam the next time is offered.

ACADEMIC HONESTY

Plagiarism, cheating, collusion, and other acts of intellectual and scholastic dishonesty are violations of both the New York City Department of Education Discipline Code and school policy. Plagiarism or any type of intellectual fraud will not be tolerated for any assignment, including homework, examinations, papers or other assessments. Parents will be notified and academic sanctions related to the infraction will be imposed. Students will receive a “zero” for plagiarized work.

The State Education Department mandates consequences for Regents examination fraud. Fraud is defined as “the use of unfair means in taking an examination,” that is, attempting “to either obtain or give aid while taking an examination.”

The consequence for fraud on any assessment is cancellation of the student’s examination. The student will also face disciplinary actions including a suspension hearing. The Department of Education citywide policy for Regents prohibits students from having cell phones or other personal communication devices in school. School staff must immediately confiscate any such device found in the possession of a student. This policy will be strictly enforced.

Incidents of academic dishonesty may result in a Principal’s pre-suspension hearing, college notification, or other appropriate disciplinary actions.

ADDRESS CHANGE

A Blue Emergency Contact Sheet must be completed whenever a student’s address changes. Forms are available in the Attendance Office – Room 029. The form should be submitted to the attendance secretary in Room 029 along with an electricity bill.

ADVANCED PLACEMENT COURSES (APs)

APs are college level courses taken in high school that culminate in an exam in May. The subject specific exams in May are mandatory and cost approximately \$87. Our school offers AP courses in a many subjects so that you can choose subjects in which you excel. APs are scored on a scale of 1 to 5, with 5 being the highest score. Many colleges will offer credit or allow you to skip the introductory course in subjects in which your score was a 3 or higher. If you have 4 or more exams where you receive a score of 3 or higher, you may be able to enter college with a sophomore standing. This can save your family money.

Advanced Placement courses are becoming a major factor in the selective college’s admissions process and in the selection of students for summer programs following sophomore and junior year.

While Admissions Directors stress that students should not overload with AP courses, students who have demonstrated an ability to take and do well in AP courses are likely to do well in college where the course load is often more intense. Thus colleges look favorably upon students who take AP courses and score well on the nationwide exams. Students are encouraged to apply for those courses for which they may be eligible.

The number of AP exams administered in New York State continues to increase. Competitive colleges are looking for students who have challenged themselves in high school. Success in AP courses with mandatory exams is used as one indicator of probable success in college.

ARISTA – THE NATIONAL HONOR SOCIETY

ARISTA is The Bronx High School of Science's National Honor Society. To join, students must apply during the second term of their junior year or the first term of their senior year. Students, however, should start accumulating service credits as freshmen in order to meet the membership requirements.

ARISTA REQUIREMENTS

In addition to maintaining a 90 + average, ARISTA applicants must accrue an average of 70 service credits per term and at least 10 of those 70 credits per term must be from school services or the student government. If you have any questions, please see the ARISTA advisor in Room 234 and/or visit The Bronx Science website as follows: from the main page, click on 'Students,' then 'ARISTA.'

ATHLETIC PROGRAMS

To try out for a team, a Department of Education Athletic Medical Form must be obtained and completed by your doctor and a Parent Consent form must be signed by your parent/guardian. Both forms can be found outside of Room 048D and on our website. For questions regarding the athletic program, see the Athletic Director in Room 048D.

ATTENDANCE

Students are expected to attend school every day and to attend every scheduled class. Bronx Science has an attendance rate over 97%; therefore, students who are absent more than 4 days per year are considered to be excessively absent. When questions arise about attendance, you may contact the Attendance Office or the student's Guidance Counselor. When students are expecting a program correction, they must follow their current program until they receive the official notice of change.

BIG SIBS PROGRAM

Every incoming freshman homeroom is assigned two upperclassmen, either juniors or seniors, as its Big Sibs. It is the responsibility of the Big Sibs to help ease the transition between middle school and high school for incoming freshmen. Freshmen have the option of communicating individually with their Big Sibs once they have been introduced.

CAFETERIA

The entire student body shares the cafeteria over several periods (4-7). Therefore, it is important that all students are able to enjoy a clean, healthy, and safe environment where they can relax and socialize. Students must take the responsibility to clean up after themselves, dispensing trays and uneaten foods into the garbage bins. Students are to report to the cafeteria during their designated lunch period. Students may eat in the cafeteria or in the courtyard, but they are not permitted to bring food out of the cafeteria to other parts of the building. Students may receive detention for eating in the halls.

Upon re-entering the building, students must scan in using a valid student ID. Students who leave the school without ID will receive detentions if they need to re-enter.

Students who are part of a special program requiring them to eat lunch in other parts of the building must obtain special permission.

CLUBS AND PUBLICATIONS

Bronx Science has a large variety of Academic Teams, Student Publications, and Clubs from which to choose. If you cannot find a club that caters to your wishes, and if you wish to start your own club, see the Coordinator of Student Affairs for information on creating a club. On the Bronx Science website (www.bxscience.edu) there is a listing of our current Academic Teams, Publications, and current Club and Activity offerings. Click on 'Students,' and then click on 'Clubs and Activities.'

COLLEGE PROCESS

Bronx Science is a college preparatory school. The college process is a four-year journey that begins in freshman year. Your guidance counselor will help to guide you through this journey. The most important elements of your college application will be your course selection, your grades, and your standardized test scores. Also important are special interests, achievements outside of the classroom, and the skills and experiences that you will bring to the campus environment. With this in mind, each year you should:

- Register for the most challenging classes during the spring, for which you are eligible, and in which you have interests and think you will do well.
- Participate in extra-curricular activities beginning in freshman year. When you find one that you really enjoy, continue to participate in it throughout high school.
- Volunteer. Community service benefits you and others.
- Make plans for a profitable and productive summer. See if you can get an internship or a job in a field that interests you. Check the College Office and Naviance for summer school study and college programs. Start looking early, as many programs have March deadlines. See your guidance counselor for career opportunities and keep checking Naviance and the Opportunities bulletin board in the Guidance Suite (Room 035) for summer jobs.
- Take the appropriate standardized exams.

COURSE SELECTION

Each spring, students select the courses for which they will be scheduled in September. Students will register on-line through the Naviance website. Questions regarding course selection should be directed to the appropriate assistant principal and/or the student's guidance counselor. Students will have the opportunity to select alternates for their courses. If the course is unavailable or if the class is over-subscribed, students will receive one of their alternates. Students will have ample time to make changes to their requests prior to the end of school in June. Students who receive the course they selected or an alternate they selected **will not** be able to have their program changed in September.

CUTTING CLASS

Students are expected to attend every class for which they are scheduled. When a student is marked present in school and absent from class, a "cut" is generated. Please be aware that cutting is often an early indication of a developing problem and is therefore treated very seriously by the faculty and staff. Students are assigned detention for infractions of the cutting policy. Students who "cut" a test or quiz will earn a "0" (see Absence from Exams.) Students and parents receive a weekly e-mail report detailing their absences, cuts and detentions.

DAILY ANNOUNCEMENTS

Daily announcements are aired over the public address system every day during the beginning of third period or during homeroom and are also listed daily on our website. To make an announcement, it must be written out on the 'Announcement Form,' approved and signed by an advisor, and submitted to the Assistant Principal of Organization's office in Room 135. Important dates are always listed on the website. A school calendar is also located outside the student cafeteria.

DEANS' OFFICE

Bronx Science has several deans of discipline. Discipline problems are handled first by the individual teacher, then by the deans. If a student has a problem caused by another student, he/she should report it to a dean in Room 032. Deans assign penalties for minor infractions and act as prosecutors in suspension proceedings. (see Detention, Student Privileges)

DETENTION

Students who violate school rules may be assigned to detention. Detention is held in the auditorium from 3:45 to 4:50 p.m. A weekly report is sent to students' "bxscience.edu" e-mail address and a copy of the report is also sent to the parent e-mail on file.

Students may read and do homework or other school work during detention. Students who talk or misbehave during detention will be asked to leave, will not receive credit for detention that day, and may be referred to the dean of discipline for further action.

Students who receive detentions from the deans of discipline (Deans' Detentions) are required to serve the detentions beginning on the day after the detention is assigned and continue to serve every day until all the detentions are satisfied. Students who have one or more unsatisfied "Deans' Detentions" have their STUDENT PRIVILEGES SUSPENDED. (See Student Privileges)

Students who receive detentions for cutting class are required to serve detention 2 days per week (see www.bxscience.edu for the current schedule) until all detentions have been satisfied. Students who have more than 5 open detentions for cutting class will have their STUDENT PRIVILEGES SUSPENDED.

DRESS CODE

To maintain a positive educational environment, it is important that a certain standard of dress be maintained.

- Undergarments must not be visible.
- No bare midriffs on boys or girls.
- No low cut tops that reveal cleavage.
- No strapless tops.
- No sleeveless white undershirts worn as shirts.
- Pants may be baggy, but not falling down. Underwear should not be visible while standing or sitting.
- Shorts and skirts should be at mid-thigh or lower, preferably slightly above the knee. Guideline: The length should be at your fingertips when your arms are extended straight down.

The following are not permitted inside the school:

- Hats, hoods, bandannas, other headgear, or sunglasses.
- Profane or vulgar slogans or pictures on clothing.

EARLY RELEASE FROM SCHOOL

Occasionally it is necessary for a student to leave the building for an appointment. Students may leave early only after obtaining an Out of Building Pass (OB Pass) in the deans' office, Room 032. Students must bring in an "Out of Building Form" (available on the Bronx Science website) as early as possible, no later than the morning of the day that the student is to be released, and the parent must be available by phone to verify the release. Students who leave the building without receiving an Out of Building Pass will receive detentions for every class missed (including SGI).

E-MAIL

E-mail is the primary mode of communications used to transmit information to parents and students. Students receive a Bronx Science e-mail address when they enter the school. Students must check their e-mail at least weekly to check for Memos regarding their cutting/detention status.

Parent e-mail addresses are collected when the student enters the school. The parent e-mail address is recorded in the Student Information System and used weekly to send "Next Week in Preview" and a copy of the students' cutting and detention report.

Parents may change their e-mail address by contacting the attendance office at 718-817-7762. Parents who do not have an e-mail account may sign-up for a free e-mail account by contacting the parent coordinator at 718-817-7712.

Students are required to use their bxscience.edu e-mail address for receipt of official communication.

ELEVATOR USAGE

The elevator may be used by students only with an "elevator pass." Elevator passes may be obtained from the nurse's office with a doctor's note.

EXTENDED VACATIONS

While we understand the importance of families spending time together as well as the need to observe religious holidays, please know that absences can have a negative impact on your child's education. Absences that occur, even for reasons you may justify as necessary, will affect your child academically as he/she misses important lessons essential to his/her academic development. Students must be in attendance the day after the end of holidays or vacations.

It is with this concern that we request that you please adhere to the following:

- Students must be in attendance every day before and after the start of a school holiday.
- Absences require a note. Extended absences of three or more days require a doctor's note.
- Teachers are not required to create special lessons for students who extend their vacation.
- Excessive undocumented absences may be considered educational neglect, with reporting of such mandated by New York State.

FREE PERIODS

Students who are not scheduled for a class during a specific period have a “free period.” Use this time to: do work for classes, do homework, relax, or socialize. Students may use the library, cafeteria (during periods 1 through 8) and/or spend time in the campus yard during good weather.

GRADES, PROGRESS REPORTS, REPORT CARDS AND TRANSCRIPTS

Remember that you are building your transcript for college from the time you first enter the building. All of the grades you receive will appear on the transcript which is sent to college so remember that every grade is important. The most important item on your college application will be the list of the courses that you have taken and the grades you have received in them.

Each school year is divided into two semesters (terms). Each term is divided into three marking periods. Your grades will be reported to you three times per semester at the end of the marking period. Grades for the first two marking periods are letter grades and the third (final) marking period each term is a numeric grade. Only the third marking period grade is recorded on your permanent record.

Your progress report (marking period 1 and 2) will have letter indicator grades that let you and your parents know how you are doing. At the end of each semester (January and June), students receive a report card grade based on all of the work from the beginning of the semester (September and February). These are numerical grades. These numerical grades are entered into your official transcript and your student record, and they are averaged in with all grades from previous semesters to determine your grade point average. Teachers may add comments to elaborate on the grade that you received. Examples include “shows special aptitude in this field,” “excessive lateness,” etc... These comments do not appear on your school record or on your official transcript. Your report card as well as your official transcript and student record will also contain the grades that you received on your New York State Regents Exams.

You may review your test grades, homework, project grades, etc... at any time by logging in to SnapGrades (see the SnapGrades section of this document.)

The Student Record (Permanent Record) is a document that you will receive in school. It contains your teachers’ names, your grades, your official class listing, and your absences and lateness for each term. It also contains your overall average (which does not factor in your Physical Education grade). Teachers’ comments do not appear on this document, but your teachers’ names do.

The Official Transcript is the document that we send to colleges and universities and other post-secondary institutions and official agencies. Your grades and your cumulative grade point average listed on this document will be one of the most important factors used by college admissions officers as they weigh your acceptance or rejection.

Academic Difficulties - If you are having difficulty keeping your grades up, there are many resources available to assist you; these include Small Group Instruction (SGI) and tutoring offered during and after school and during teachers’ office hours.

If you are having difficulty in a particular course, the teacher may schedule you for Small Group Instruction one day a week. Teachers have “assigned SGI” two days per week and also two days per week when any student may “drop in” for extra help. SGI is offered during the teacher’s regular school time, and attendance is required for students who are assigned to it. If you need help, please take advantage of SGI, our peer tutors, and our in school and after school tutoring programs. Most importantly, speak to your teachers directly. Be sure to ask questions in class when you need clarification or help.

GRADUATION REQUIREMENTS

To see the most up-to-date graduation requirements go to the bxscience.edu webpage, 'Publications,' and then 'Course Guide.'

ID CARDS

Students are issued a Bronx Science ID card when they start school. Every student is required to have a photo ID card in order to enter the school building and to gain access to the library. If you lose your photo ID card, please see Ms. Robinson in Room 213D to obtain a new one.

LATENESS

Students should **arrive at school at least 10 minutes before their first period begins** because ID Cards are checked for all entering students. Students who arrive after the beginning of their first class **must procure a "Late Pass."** Late Passes are available in the student cafeteria until 10 a.m. Students who arrive at school after Period 3 must procure a "Late Pass" in the Attendance Office (Room 029) before going to class.

Please note that a **LATE PASS DOES NOT EXCUSE LATENESS; it merely records it.** Lateness, which causes a student to miss an entire class, is considered a "cut." Excessive lateness will result in disciplinary action such as detention; typically, a student will be assigned a detention for every 3 times late. Students who visit a doctor before school and arrive late should "scan in," and then report directly to the attendance office (Room 029) with a doctor's note before going to class.

LIBRARY

The library is open during the school day and during both periods of SGI. Incorporated in the facility is a research center with computers and group study / conference rooms which can be reserved for student and teacher activities. Students have access to electronic databases.

LOCKERS

Each student is assigned an individual locker. Students should not use any other locker than the one to which they are assigned. For questions, see Ms. Pat Robinson in Room 213D or leave a note in her mailbox in the Main Office (Room 135). The school assumes no responsibility for lost or stolen articles taken from lockers. Students should not leave valuables, such as money or jewelry, in their lockers at any time. Students should report items missing from lockers to the Deans' Office (Room 032).

MEDICAL EMERGENCY ROOM - (ER)

The ER is open during school hours, and it is located in Room 049. Students who become ill at school must obtain a pass from their teacher to visit the ER. Students are not allowed to leave the building due to illness, unless a parent/guardian arrives to pick them up. Parents will be called and informed.

METRO CARDS

Metro Cards are distributed during official class at the beginning of the school year. Lost cards should be reported to see Ms. Pat Robinson in Room 213D. Lost cards may be replaced only if the school is supplied with additional cards from the MTA.

NAVIANCE

Naviance is a web-based research and planning tool for Bronx Science students, parents, and guidance counselors. The website manages individual students as they move through the entire college planning, application, and decision process. Through Naviance, counselors and students communicate about upcoming deadlines and important events. The college office posts a Weekly Parent Newsletter, a Student Opportunities Bulletin, Summer Program Bulletins and Scholarships Bulletins in Naviance. In addition, Naviance builds a history of Bronx Science application trends and acceptance histories. This data helps both students and counselors grasp emerging trends in application results to better guide students towards realistic college planning. Naviance will be your first and most important resource for college planning. Additionally, Naviance is used to program students for classes. Students use naviance to select and register for their classes each year.

PHYSICAL EDUCATION POLICY

In order to graduate, all students are required to take and to pass Physical Education each semester. Should a student fail, he/she will be required to repeat the class. The dress code for physical education class is shorts and a T-shirt, unless a note is submitted regarding a medical condition or religious observance.

PROGRAM CHANGE POLICY

If you need to change your schedule, you must fill out a Program Change Request form during the first three days of each term. **You must follow your original program until the new program is received.** You may only attend classes that you are officially enrolled in and that appear on your program card. You will receive credit only for courses that appear on your program card; therefore, auditing a class for which you are not registered is not allowed. Students are programmed for an 8 or 9 period day, inclusive of lunch. In order to accommodate the school-wide schedule and the individual students' needs, you are assigned an early or late start, or in some cases assigned to SGI. Individual requests for an early or late program cannot be accommodated. Requests for changes to a student schedule after the beginning of the school year are considered only if compelling circumstances warrant a change and class space is available. Due to class size limitations, program changes may occur within the first ten school days of each semester. This is called "equalization." All measures are taken to minimize the number of such schedule changes due to equalization. Student/parent initiated program changes may only occur within the timelines established each semester.

SNAPGRADES

Teachers use an on-line grading program called SnapGrades. Using this program, students and parents may review test grades, homework, project grades, etc... at any time by logging in. Teachers may easily contact parents and students using email directly through SnapGrades.

STANDARDIZED TESTS AND DATES (ANTICIPATED)

SAT and SAT II (Subject Test) Dates, 2011-2012

Oct. 1

Nov. 5

Dec. 3

Jan. 28

March 10 (SAT only)

May 5

June 2

PSAT - Wed. Oct. 12, Sat. Oct. 15

Standardized tests are tests that are given to a large number of students at a specific time to test predetermined material. Regents exams are one form of standardized testing. Every student in New York State is required to take and to pass specific Regents exams.

The SAT I exam is a standardized college entrance exam that is usually taken during the second half of your junior year and once again early in your senior year. The ACT is a standardized college entrance exam that is usually taken during the junior year. Sciencites take the PSAT during freshman, sophomore and junior years. Your junior year scores are automatically sent to the National Merit Scholarship Competition. Most competitive colleges usually ask that you take three SAT II tests. SAT II tests (formerly called Achievement Tests) are tests in particular subjects that measure your competency in that specific area. SAT IIs should be taken as soon as the course is completed while the subject material is still fresh in your mind.

The most commonly required tests are the SAT II Math IC, taken after three years of math and usually taken in May or June of your junior year. The second and third SAT II could be a Science exam or any exam of your choice. Some colleges do not specify which three exams they wish you to take. If you have an idea of what area you may major in at college, take the tests that pertain to that major. For example, if you are interested in history, you should consider taking a history SAT II. All standardized test registration forms are available in the College Office (035H) and online at the College Board website: collegeboard.com.

STUDENT ACTIVITIES

Getting involved in student activities may be beneficial when you apply to college. Get involved in a club or team, the student government, or some activity outside of the school. Teams usually meet every afternoon for two to three months; clubs meet once a week all year. During your sport's season, you will probably have practice every day, and you will not have time to go to the club meeting. Use your freshman year to decide upon the activities in which you are most interested. When you find one that you really enjoy, continue to participate in it throughout high school. Eventually, you should move into a leadership position by becoming an officer, which will be a learning experience for you and can be impressive to the colleges. Your aim is to become so good at what you do (and so involved) that you will develop your skills into a special talent.

STUDENT GOVERNMENT

Senate - Each homeroom class elects a Senator who attends Senate meetings once a month, which are run by the S.O. President and the S.O. Vice President. The Senator's job is to offer opinions on proposals, to inform his/her class on school happenings, and to bring issues to the attention of the entire Senate. Senators are divided up into committees, which range from sports, spirit days, school events, etc. These committees are overseen by members of the Student Cabinet.

Cabinet - Our major student governing body, the Cabinet, is spearheaded by the S.O. President, Vice-President, and Secretary and it is advised by COSA. The Cabinet, comprised of nineteen students, meets every day with the Administration to discuss school-wide issues, to propose new ideas, and to plan and carry out school events.

Advisory Board - The Advisory Board is headed by the Student Organization Vice President, and it is comprised of administrators, parents, teachers, and the President of each grade. It focuses on advising the Principal on all matters that pertain to student life and to school-wide issues. Any member of the Bronx Science Community is welcome to attend. The meetings of the Advisory Board are held monthly in the Principal's Office.

School Leadership Team – The team is comprised of administrators, parents, teachers and two elected students (one junior and one senior). The School Leadership Team meets monthly to discuss and ratify school-wide policy.

Nutritional Council – The council is headed by the S.O. Vice President. The Nutritional Council focuses on the school's beautification and cleanliness, and assists the school's nutritionist in selecting meals and snacks to be served in the student cafeteria.

League of Presidents – The League of Presidents or LOP is the governing body of all the clubs at Bronx Science. Membership to the LOP is limited to club officers. The LOP meets once a month to plan school-wide club related activities such as the Food Fair and Club Fair. The LOP charts new clubs and is in charge of day-to-day operations of all clubs.

STUDENT PRIVILEGES

Student privileges are non-academic activities such as teams, clubs, performances, school trips, the school play/musical, summer school, school dances (including the Junior Semi-Formal and the Prom), eligibility for Senior Awards, extra graduation tickets and/or the ability to attend the graduation ceremony itself. Other penalties may include restrictions in 6th majors, Advanced Placement and Honors classes that you may take. When students have 1 or more unsatisfied "Deans' Detentions" or more than 5 "cutting detentions," their student privileges are suspended. Suspended privileges are reinstated when the number of unsatisfied "Deans' Detentions" is 0 and the number of "cutting detentions" falls to 5 or fewer.

STUDY SKILLS

- Create a time-management plan by first establishing a schedule of weekly activities, including your major time commitments.
- Make efficient use of the library. Learn how to use it and where to find resources needed for assignments, such as reference materials, periodicals, and internet research.
- Seek the help and advice of your guidance counselor, your teachers, or your fellow students who are doing well.
- Find out what academic and guidance services exist and take advantage of them.

- Avoid scheduling marathon study sessions. Scientific studies have proven that your mind can only absorb so much at one time. Shorter study sessions are far more productive. Also avoid studying similar subjects back to back.
- Attend every class and take careful notes. Watch for clues during the lesson. If you hear your teacher repeat an idea several times, chances are that it is important and that you need to write it down.
- If you are ill and cannot attend class, check SnapGrades, your teachers' websites, e-mail your teachers if need be, and contact a classmate. Establishing a relationship with a classmate, who you can contact if you are absent, can be very helpful. When you return, follow up with your teachers regarding any material about which you are uncertain and attend SGI. Stay on top of your assignments and your reading. Do not procrastinate! Discuss specific assignments or concerns with your instructor and be sure that you know what is expected. You will be surprised at how receptive and kind your teachers will be.

VISITORS

All visitors (including parents and siblings) must enter through the front entrance and check in with the School Safety Agents. From there, the visitor will receive a pass and be escorted to the appropriate school office or official. We recommend making an appointment if you would like to meet with a staff member.

WORKING PAPERS

Students who need "working papers" should go to Ms. Pat Robinson (Room 213D) for an application.

WHERE TO GO FOR ANSWERS

Attendance or Lateness: See Ms. Buckley in Room 029 or call (718) 817-7762.

Calendars and Schedules: See Ms. Cooper in Room 135 or visit the school's website: bxscience.edu

College Information: See your Guidance Counselor or College Coordinator or Advisor in Room 035.

Cut Clearance: If you are emailed a cut report by mistake, pick up a cut clearance form in Room 029 or download it off of the bxscience.edu website by clicking on 'Students,' 'Attendance,' 'Forms to Download,' and 'Cut Correction Form.' Then have your teacher complete it. The teacher must return it to the Attendance Office.

Deans' Office: The deans serve in a preventative and disciplinary role at Bronx Science. They are here to help avoid problems from occurring and to quickly resolve any problems. You can find the deans in Room 032, or call (718) 817-7794.

Early Excuse from School: You must obtain an Out of Building (OB) pass in the Deans' Office (Room 032) or online (bxscience.edu). See page 11, 'Early Release From School,' for instructions.

Face-to-Face Letter or Obtaining a Form to Show that you are a Bronx

Science Student: See the secretary in the Attendance Office (Room 029).

Late to School by 45+ Minutes: Have your parent call Ms. Buckley at (718) 817-7762 to inform the school of your anticipated time of arrival.

Lost And Found Articles: See Ms. Patricia Robinson in Room 213D.

Metro Cards: Ms. Pat Robinson coordinates transportation in Room 213D, or call (718) 817-7775.

Personal Problems: See your Guidance Counselor. You can also speak to any teacher or administrator with whom you feel comfortable.

Special Education and Learning Disabilities Concerns: Speak with the Guidance Counselor who is assigned to address compliance issues and parents' concerns, whenever appropriate.

Teacher Problems: First, try to solve the problem with your teacher. Then go to the Department Supervisor (A.P.). If he/she cannot seem to help you, have your parent write, call, or e-mail the Department Supervisor. You may contact your Guidance Counselor or the Principal with any and all problems.

Tutoring in Any Subject: First speak to your teacher to see if he/she can help you or give you ideas on how to help yourself. Attend Small Group Instruction/SGL. You can also speak with the Department Supervisor, or go to the ARISTA Office (Room 234) to request peer tutoring. Departments also offer tutoring during and after school. Check the school website at www.bxscience.edu

Working Papers: See Ms. Patricia Robinson in Room 213D to pick up the form (or our website). Bring the completed form with the necessary documentation to the Main Office.



COMPUTER AND INTERNET USAGE POLICY

The Bronx High School of Science Computer and Internet Acceptable Use Policy

Access to computer systems and networks owned or operated by The Bronx High School of Science (BHSS) of The New York City Department of Education (DOE) imposes responsibilities and obligations and is granted subject to Department of Education and school policies, and local, state, and federal laws. **Appropriate Use should always reflect academic honesty, high ethical and moral responsibility and show restraint in the consumption of shared resources. Appropriate use demonstrates respect for intellectual property, ownership of data, system security mechanisms, and for individuals' rights to privacy and rights to freedom from intimidation, harassment and unwarranted annoyance.**

1. Appropriate Use of the System Given Bronx Science's educational mission and the need to provide all users fair and reasonably equitable access to the system resources, the following statements describe both appropriate and inappropriate use of computer resources: **IMPORTANT** - If you have questions or need clarification concerning the policy, you should contact the Management of Information Systems Department (MIS) in Room 134 **BEFORE ATTEMPTING TO USE THE SYSTEM.**

Files owned by individual users are to be considered private, whether or not they are accessible by other users. The ability to read a file does not imply the permission to read or use that file.

~ Do use **ONLY** your own user name and password to login. You may not allow other users to use your user name and password to log in. This is for your own protection as well as the protection of the system in general. You are responsible for any and all activity initiated in or on any Bronx Science system by your account.

~ Do keep your password confidential. Our security software will require that you change it at regular intervals. It should not be a dictionary word or common phrase.

~ Do manage your use of system resources so as to minimize the impact of your activities on other users. Use only the resources that you need to complete your activity. Learn how to use the resources efficiently.

~ Do modify only files belonging to you and files to which you have group-write access. Create files only in your own directories unless given explicit permission to use other directories. Merely having write or execute capability enabled on a file or directory does not constitute explicit permission. Users are responsible for protecting their own files and data from use by others.

Files owned by individual users are to be considered private, whether or not they are accessible by other users. The ability to read a file does not imply permission to read or use that file. Files created in public directories are subject to deletion without prior notice to the user.

~ Do use the system resources **ONLY** for valid educational purposes.

~ Do refrain from deliberately engaging in activities that are intended to hinder another user's ability to do their work. You have the right not to be harassed while using the computer facilities. Harassment in the form of physical, verbal, electronic or any other form of abuse will not be tolerated. Harassment should be reported to a teacher or the systems administrator immediately.

~ **DO NOT** transmit or store any information, which contains obscene, indecent, lewd or lascivious material, or other material, which explicitly or implicitly refers to sexual conduct.

~ **DO NOT** transmit information which contains profane language or panders to bigotry, sexism, or other forms of discrimination; this includes files in any and all directories that are group or world-readable.

~ **DO NOT** use computer programs to decode passwords or access control information.

- ~ DO NOT attempt to circumvent or subvert system security measures.
- ~ DO NOT engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files.
- ~ DO NOT develop or use programs that attempt to consume all available system resources (memory, swap space, disk space, network bandwidth, etc.)
- ~ DO NOT use mail or messaging services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages or sending unwanted mail.
- ~ DO NOT use the school's systems for financial gain and/or for profit. If in doubt, ask the systems administrator first.
- ~ DO NOT create, modify, execute or re-transmit any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages including, but not limited to, forgery of messages and/or alteration of system and/or user data used to identify the sender of messages. Deliberate alteration of system files is vandalism or malicious destruction DOE property.
- ~ Do abide by the Internet policies, BHSS school policies, and local, state, or federal statutes and regulations concerning the use of computing facilities.
- ~ DO NOT engage in any activity that fails to comply with the general principles presented above.

Individuals who use computers and/or the network inappropriately are subject to disciplinary action by BHSS, DOE, City, State and Federal authorities.

Misuse of computer resources is not limited to incidents involving only BHSS equipment. Inappropriate use of computing facilities external to our network, but accessed through or by our network will be considered an inappropriate use of our network.

2. Work Priorities: The network is an intensively used resource. Network users must abide by the following priority system: Priority Type of Work

- i) System Maintenance by the system Administrator
- ii) Completion of student's course assignments
- iii) Faculty use
- iv) E-mail
- v) All other work

If you have work of higher priority than a user occupying a seat, you have the right to ask that the user vacate the seat. The activity of the user occupying the seat should be used to determine relative priorities of you and their activity. This means that if you mix activities of differing priorities, you run the risk of losing your seat and not being able to complete your higher priority work because you may be asked to vacate your seat while you are engaged in a lower priority activity.

3. Games - Playing games is prohibited.

4. E-Mail - The systems administrator may regulate the content of private, electronic mail communication between users when necessary.

5. Privacy - The systems administrator, in order to preserve the integrity or operational state of the network, may look at data or files on the system. You should be aware that no computer security system, no matter how elaborate, can absolutely prevent a determined person from accessing stored information that they are not authorized to access. Thus, we cannot guarantee the privacy and confidentiality of any information stored on it. Information that must remain confidential should not be stored on the network. This policy exists to make you aware of the inherent limitations on your ability to maintain you desired level of privacy or confidentiality of information stored on the network. **The Bronx High School of Science reserves the right to read and/or remove any files on the system without prior notification to system users.**

6. **Preventing Access by Others** - Leaving your workstation unattended is dangerous to your personal files, reputation, and to system security. Log off or lock your workstation to protect your account.

Network Policy Enforcement Guidelines - Depending on the nature and severity of the policy violation, the systems administrator may take one or more of the following disciplinary actions:

- a. Verbal, written, or electronic mail warning.
- b. Disciplinary probation.
- c. Temporary access denial (lockout).
- d. Permanent access revocation.
- e. Alternative punishment not involving access or usage restrictions.

If warranted, the systems administrator will refer the case to an appropriate school, Local, State, or Federal authority, for further disposition.

Evidence of attempted or actual system security, integrity, or performance related incidents will be cause of immediate access denial. The purpose of access denial in these cases is to prevent further damage to the system or data while an investigation is conducted. The user or users involved will be required to meet with the Dean of students. **Demonstrated intent to violate policy will be considered the same as an actual policy violation. Demonstrated intent means evidence of actions, which, if successful or if carried out as intended, would result in a policy violation.** Disclaimer: The Bronx High School of Science will make every effort to maintain the network so that each user has equal and fair access. It is our primary concern to make this network a friendly, and cohesive virtual user community; we take no responsibility for the accuracy or security of information contained in any user or public file or directory. We will make every effort to maintain the security and integrity of our system. We cannot guarantee the security and ultimate privacy of any material stored on the network. We take no responsibility for the loss of data, files, or information on the network.

Abandoned Accounts: Accounts that are unused for six months will be considered abandoned and will be deleted without prior notice to the user.