

Established 2010

MANHATTAN ACADEMY FOR ARTS & LANGUAGE

Student/Family Handbook

Name _____

Siv Boletsis, Principal
Pearla Bergfeld, Assistant Principal Organization
Devorah Tedeschi, Assistant Principal Supervision

Table of Contents

	Page
Absence from School -----	10
Attendance -----	10
Attendance Policy -----	10
Arrival Procedures-----	9
Departure Procedures-----	10
Delayed Opening of School-----	10
Directions to MAAL-----	8
Bell Schedule-----	9
Breakfast -----	9
Calendar-----	7
Care of Books -----	16
Code of Discipline -----	11
Delayed Opening or School Closing-----	10
Dress Code-----	11
Emergency Information Forms -----	16
Exams -----	13
Field Trips -----	16
Fire Drill -----	17
Grading System -----	15
Guidance Appointments -----	14
Guidance Department -----	14
Honor Roll-----	15
Homework Requests-----	11
High School Graduation Requirements-----	12-13
Letter to Students/Parents/Guardians-----	4
Mission Statements -----	3
Participation in Activities-----	14
Permanent Records-----	15
Staff-----	5-6
Student Dining-----	16

This handbook provides specific information about the school activities, policies and philosophy. We urge all students and families to become familiar with this material. All members in our school community support our goal of achieving a quality education through the development of pride, honor, honesty and self.

We show our pride by respecting others, ourselves and our environment.
We honor education by striving for excellence in our classroom and community.
We are honest in all our relations with our families, teachers and other students.
We develop and discover our place in life through learning and experiencing
through academics and the arts.

Mission:

Manhattan Academy for Arts and Language is an academic school designed for English Language Learners. It seeks to create a challenging learning environment that encourages high expectations for success in post-secondary education and a global multi-cultural society

Dear Students and Families,

Congratulations! On behalf of the administration, faculty and staff at Manhattan Academy for Arts and Language, I welcome you to the start of the 2016-2017 school year. Your time at **Manhattan Academy for Arts and Language** will provide you with many great opportunities to develop, learn and grow.

Students at Manhattan Academy for Arts and Language are part of a unique and growing community of Second Language Learners. Our students bring an array of languages and experiences to Manhattan Academy for Arts and Language. Through the wisdom and experience of teachers, staff, leaders and partners at the school, students will grow academically, independently, culturally and globally. At the time of graduation, students will be prepared for a post-secondary education as well as, good citizens of the world.

In order for our students to succeed, families must be involved in their children's education through daily conversation about school experiences and assignments, communicating with teachers and attending Parent Teacher Association meetings. Throughout the year, there will be many opportunities for families to engage in school related events. ***The greater the involvement of the family, the more positive the impact will be on the student.***

We are proud and lucky to be situated in the most cultural and diverse city in the world. Our students will have the opportunity to connect with many of New York City's premier cultural institutions as part of their core academic and arts curriculum. Students will venture out of school to gain experience and have exposure to museums and theaters. Our cultural partner organizations will come into the classrooms to implement the integration of the arts into the curriculum.

Finally, we strongly encourage you to read this handbook carefully and refer to it for suggestions and directions. This handbook provides you with key information and guidelines concerning the daily operation of your child's high school.

It is my pleasure to welcome you to Manhattan Academy for Arts and Language, where English Language Learners take root and grow!

Sincerely,

Siv Boletsis
Principal

<u>High School Staff</u>	<u>Room</u>
<u>Principal</u> Ms. Boletsis	520
<u>Assistant Principal</u> Ms. Bergfeld	520
<u>Assistant Principal</u> Ms. Tedeschi	525
<u>Guidance Counselor</u> Ms. Rojas Ms. Vasquez	535
<u>Secretary</u> Ms. Sosa	533
<u>Educational Para</u> Ms. Turken	526
<u>IEP Para</u> Ms. Rios	
<u>School Aide</u> Ms. Maldonado	526
<u>Community Associate</u> Mr. Welsh	526
<u>Parent Coordinator</u> Ms. Cardi	526
<u>Dean's Offices</u> Ms. Williams	529
<u>Computer Technology Specialist</u> Masum Bhuiya	526

Teachers

Mr. Dwyer.....	ESL/English
Ms. Kaur-Uppal.....	ESL
Mr. Neto	ESL
Ms. Kilimitzoglou.....	ESL
Ms. Macaluso.....	ESL
Ms. McCoy.....	ESL
Ms Moreno	Social Studies
Mr. Pilios.....	Social Studies
Ms. Aponte.....	Social Studies
Mr. Gallenero.....	Science
Ms. Perez.....	Science
Ms. Aldave.....	Science
Mr. Rodriguez.....	Mathematics
Ms. Lin.....	Mathematics.
Ms. Chen.....	Mathematics
Ms. Williams.....	Art./Dean
Ms. Mercedes.....	Spanish
Ms. Urrea	Spanish
Mr. Weiner.....	Physical Education
Mr. Romero.....	Physical Education
Ms. Gaytan.....	Support Services
Ms. Rodriguez.....	Support Services
Mr. Melendez.....	Music

**If you are not feeling well go to the main office to get
a pass to the Medical Suite 1025
If you lost your metro go to the main office at the end of the school day.**



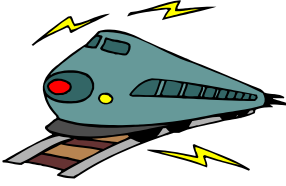
SCHOOL CALENDAR
2016-2017

2016

September 8	School Begins
September 12	Eid al-Adha (school closed)
October 3-4	Rosh Hashanah (school closed)
October 10	Columbus Day (school closed)
October 12	Yom Kippur (school closed)
November 8	Election Day (school closed for students only)
November 17 & 18	Parent Teacher Conferences on Thursday evening and Friday afternoon (half day for students on Friday)
November 11	Veterans Day (school closed)
November 24-25	Thanksgiving (school closed)
December 26	Winter Recess (school closed- students return to school on January 2, 2017)
January 2	

2017

January 16	Dr. Martin Luther King, Jr. Day (school closed)
January 24-27	Regents Exams
January 30	Chancellor's Conference Day for Teachers (school closed)
January 31	Spring Term begins
February 20-24	Midwinter Recess (school closed)
March 23-24	Parent Teacher Conferences on Thursday evening and Friday afternoon (half day for students on Friday)
April 10-18	Spring Recess (school closed-students return to school on April 19)
May 29	Memorial Day (school closed)
June 8	Chancellor's Conference Day for Teachers (school closed)
June 13-22	Regents Exams
June 26	Eid al-Fitr (school closed)
June 28	Last Day of Classes for Students



Subway Directions to Manhattan Academy for Arts and Language

Students enter the building at 111 East 33rd Street

1, 2, 3, A, C, E to 34th St

4, 5, 7, G, S to Grand Central

6 to 33rd St

B, D, F, M, N, Q, R to 34th St-Herald Square

L to 14th St-Union Square



Bell Schedule



PERIOD	Time
1	8:49 - 9:31
2	9:33 - 10:15
3	10:17 - 10:59
4	11:01 - 11:43 Lunch/Instruction
5	11:45 - 12:27 Lunch/Instruction
6	12:29 - 1:11
7	1:13 - 1:55
8	1:57 - 2:39
9	2:41 - 3:23



Breakfast

Breakfast will be served to all students from 8:15-AM in the cafeteria (6th floor).

Arrival Procedures

Each morning students will go through scanning and show identification cards upon entry to school. Students may take the escalators or stairs up to the 6th floor for breakfast (8:15AM-8:40AM). Students not having breakfast may enter the 5th floor for classes at 8:40AM and wait until class begins at 8:49AM.



Students are expected to arrive on time to class everyday. If class begins at 8:49AM students must be in their seats with their notebooks, pencils, homework and required classroom materials out on their desks ready to begin their school day.

Students are representing our school at all times and should be mindful of their behavior.

Late Arrival

Lateness is considered arriving to school at 8:50AM. All students who arrive late to school have to sign the late book when entering the 5th floor and then going to 533 for a late pass.

Students who arrive late should enter class quietly, sign the late book, sit down and take out everything needed in order to begin learning (pen, notebook, homework etc...) Students should make all efforts to arrive on time to school.





Departure Procedures

When school is dismissed, students must leave the building if they are not participating in an after-school activity.

Delayed Opening or School Closing



In the event of stormy weather conditions, the Chancellor will make the decision whether to close or delay the opening of schools. Listen to information broadcast by news radio stations such as WCBS (880 AM), WINS (1010 AM), WXLX (620 AM), WLIB (1190 AM), WADO (1280 AM), WKDM (1380 AM), WSKQ (97.9 FM), WBLS (107.5 FM) and "NY!" (Channel 1 on cable television) which will announce school delays or closings as close to 6 a.m. as possible. A delayed opening means that school will open 2 hours later than usual (10:57 AM).



Attendance

Student participation in all regularly scheduled classroom learning activities in each area of study is essential in order for each student to receive the maximum benefits of a thorough educational program. The entire process of education requires regular continuity of instruction, classroom participation, learning experiences, and study. We cannot condone, excuse, or encourage any absence by students. Students who miss class for any reason must complete assignments missed because of their absence.

Absence Policy



When a student is absent from school, a parent/guardian must call on that day of the absence or earlier and clearly state the student's name and grade in order to report an absence at Manhattan Academy for Arts and Language call: (212) 576-0502

On the day the student returns to school he/she must bring documentation excusing the absence to be signed by the teacher and documented by the Attendance Coordinator.

If a student is going to be out for more than 1 day please call the school office to inform the Attendance coordinator of the absences.

If a student is absent from school between 5-7 times during a semester the student will have missed nearly $\frac{1}{4}$ of instructional time. This might lead to failure for the semester.

Homework Requests



If a student is to be absent for **three or more days**, parents should contact the student's guidance counselor and request class and homework assignments. Pick-up of this material must be arranged by the parent or guardian. Please allow 24 hours for the office staff to notify teachers and collect assignments.



Student Dress

Manhattan Academy for Arts and Language is a uniform school. Students must wear the uniform every day to school. Boys and girls must wear the school black collared shirt and may choose to wear a black hooded sweatshirt or sweater. Boys can wear beige/sand pants or Bermuda (long) shorts and girls can wear beige/sand pants, skirts (no mini) or Bermuda (long) shorts. All students will wear black shoes or all black sneakers. All students are expected to arrive to school already dressed appropriately in their uniform. There will be no changing out of the uniform on school premises.

Code of Discipline



For students to do good work and be good citizens of the school community students are expected to arrive on time, be present in all classes and follow school regulations. The following are acts which will **NOT** be tolerated.

1. Refusing to show proper identification to any school official.
2. Failure to wear the school uniform.
3. Leaving the building without permission.
4. Smoking in the building or on the same block.
5. Electronic devices including cell phones, headphones, earphones, iPods, beepers and radios are not allowed in the building.
6. Wearing hats, bandanas, beads, do-rags, stocking caps and flags on any part of the body.
7. Playing cards/dice within the school building.
8. Cutting classes.
9. Academic dishonesty (cheating, copying or plagiarism)
10. Graffiti
11. Use of profanity or threatening language.
12. Possession of narcotics or alcoholic beverages.
13. Assault of any member of the school community.
15. Possession of a weapon.
16. Fighting

Depending on the infraction, consequences for breaking school rules will vary from failure to pass classes, meeting with the student's parents/guardians to 1 day- 1 week long suspensions. Any items that are confiscated from items 5-7 will be held by school officials until a parent or guardian can pick the item up at a pre-designated time and date. Depending on the student's age, nature and circumstances of the offense students will be subject to consequences set forth by the New York City Department of Education Code of Discipline.

Requirements for High School Graduation



Courses/ Terms	Regents Diploma (Credits)	Advanced Regents Diploma (Credits)
English: English 1, 2, 3, 4, 5, 6, 7, 8	8	8
Social Studies: Global History & Geography 1, 2, 3, 4; US History & Gov't 1, 2; Economics (1 term); Participaton in Gov't (1 term)	8	8
Mathematics: Integrated Algebra Geometry Trigonometry	6	6
Science: Living Environment 1, 2; Earth Science 1, 2; Chemistry 1, 2 Physics 1, 2	6	6
Health: Health (1 term)	1	1
Visual Art, Music, Dance and/or Theater	2	2
Language other than English: Foreign Language (2 – 6 terms)	2	6
Physical Education: Physical Education (7 terms)	4	4
Sequence Courses/Electives: Varied	7	3
TOTAL REQUIRED (minimum)	44	44

Regents Examinations	Regents Diploma	Advanced Regents Diploma
English	YES 65 OR ABOVE	YES 65 OR ABOVE
Mathematics	YES 65 OR ABOVE	YES 65 OR ABOVE
2 nd Mathematics	NO	YES
3 rd Mathematics		65 OR ABOVE
Global History & Geography	YES 65 or ABOVE	YES 65 or ABOVE
US History & Government	YES 65 OR ABOVE	YES 65 OR ABOVE
Science	YES 65 OR ABOVE	YES 65 OR ABOVE
2 nd Science	NO	YES 65 OR ABOVE
Languages other than English	NO	YES 65 OR ABOVE

Important English Language Learner Exams

Effective February 1st, 2014 a new State test will take the place of the NYSESLAT. The new test is called the New York State Identification Test for English Language Learners (NYSITELL). The NYSITELL will be similar to the NYSESLAT, but shorter in length.

The NYSITELL will be administered in April and May.



Participation in Activities

Students will participate in a variety of educational and artistic programs. Students will have the opportunity to ballroom dance, take photographs, create documentaries, perform in theater, learn music and much more. At MAAL we believe in promoting academic development, cultural exploration, self development and independent growth through various forms of the arts. Every student must be an active participant in this class.



Guidance Department

The purpose of the Guidance Department is to offer assistance with the various problems students may face in school. The guidance counselor will assist students with the transition from junior high school to high school, and is committed to help students meet their potential. Students are encouraged to go to their counselor for help. Information on various occupations, the armed services, college, and summer jobs is also available in the Guidance Department.

Guidance Appointments

Students can make appointments to see their guidance counselor based on their individual schedules, such as lunch periods and/or free periods. Parents are encouraged to call the guidance counselor to schedule appointments to discuss concerns or to check on their child's academic progress

Permanent Records



A record of each student's progress is maintained in the Guidance Office until graduation. After graduation, records will be held in a central location. An individual's file information may include mandated and permitted data such as a permanent list of subjects completed with all grades obtained, record of attendance, academic rank, final grade-point average, and an official statement of graduation. The mandated records left are never destroyed. Permitted records shall be preserved for a period of up to three years after graduation or after the student has left the district. Only authorized organizations, agencies, or persons defined by law may have access to student records. For further information contact the High School Guidance Office.

Grading System

The following grading system has been adopted by Manhattan Academy for Arts and Language.

GRADING PERIOD	1	2	3	4
READING	A	A	A	A
WRITING COMPOSITION	A	A	A	A
SCIENCE	B	B	B	B
SCIENCE ALIEN	B	B	B	B
SCIENCE HISTORY	B	B	B	B
ART	A	A	A	A
MUSIC	A	A	A	A
PHYSICAL EDUCATION	C	C	C	C
Overall Average	B			

- 25% Test and Quizzes
- 25% Homework and Projects
- 25% Attendance and Class Participation
- 25% Midterms and Finals

Report Cards

Report cards will be issued to parents six times during the school year. Students or parents who have questions regarding achievement should make an appointment to discuss report card grades with the teachers or guidance counselor. This can be arranged by calling the school. Please refer to the calendar for Parent/Teacher Conference dates.

Honor Roll



Manhattan Academy for Arts and Language recognizes their students' scholastic achievement and excellence by placing their names on the Principal's Honor Roll or Honor Roll. Principal's Honor Roll is an overall average of 95 and above. To qualify for School Honor Roll students must earn an 85 average overall with no grade lower than a 70. To qualify for the Principal's Honor Roll, a student must earn a 95 or above in all subject areas.



Emergency Information Forms

Parents/Guardians are asked to provide up-to-date contact information on an annual basis. This information should be kept as current as possible in case a student becomes ill and parent contact is essential. The school should be notified of all changes of emergency contact numbers and address as soon as possible.



Field Trips

The Board of Education endorses field trips and recognizes that such trips are important opportunities for learning and a great experience for students. Field trips are considered an integral part of Manhattan Academy for Art and Language's educational program and are designed to enhance student knowledge. The Board of Education defines a field trip as a school sponsored and organized off-campus experience that brings a new meaning or a new perspective to a curricular or extra curricular subject area.

Students participating in a field trip are responsible for obtaining and completing all assignments missed during the trip. Students may be precluded from participating in any field trip due to serious or numerous discipline issues, excessive lateness and/or absences to school/class, or missing/incomplete work in the course.

No Student will be granted permission to attend a field trip if the parent/guardian permission slip is not signed by a parent/guardian.



Care of Books

Textbooks are lent to the students for their benefit. In order to be checked for possible damage, teachers will determine the condition of books in September and June. Loss of and damage to books will require payment to compensate. Books should be treated with care and respect.

Student Dining



Lunch will be available everyday in the cafeteria. Each student is asked to clean up after themselves and to report any spilled beverages in order to keep our school clean and comfortable. No glass bottles allowed school.



Fire Drills

Fire drills are required by law, and they are to be seriously regarded. When the fire drill signal rings students are to follow all directions of their teachers. Talking and running are not permitted during a fire drill. Students cannot talk, run, or show any type of disorderly conduct during a fire drill. If a student pulls a fire alarm it is a felony, and the student will face a Superintendent's Hearing. The incident will be reported to the police, and the student will be suspended from school.

For more information about important dates and information for families please go to the department of education website.

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

Visit our school website at www.maalnyc.org