

The Urban Assembly School
for Global Commerce

Family Handbook 2013-2014

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Part I: Basic School Information

Principal's Welcome

To the Families of the Founding Class of the Urban Assembly School for Global Commerce,

We are excited to welcome you, as the founding families of the Urban Assembly School for Global Commerce, to begin a great journey with us this year. As the families of the very first class to attend UASGC, you will be paving the way for hundreds and thousands of students and families who will be a part of our school community in the years to come.

This will be a year of many firsts – for your students and yourselves as families supporting a new high school student. Your student will be navigating the challenges of demanding high school classes, Regents exams and begin thinking about college and career pathways in the field of Global Commerce. Together, we will experience the first high school dance at UASGC, the first (of many) school-wide celebration of student success, the first PTA and SLT meetings and more.

We value our families and want to make sure that you feel welcome and play a strong role in our school community. We want to ensure that you, the families of UASGC, are able to strongly participate in this critical first year of building a great, new, small school.

As the founding principal of UASGC, I have very high expectations for your students. No matter their previous experiences, we welcome your students with open arms into our building. We will provide them with strong support and guidance to ensure that they have a successful four years with us and have great opportunities once they have graduated from UASGC.

With Warm Regards,

Erin E. Gehant

Founding Principal

The Urban Assembly School for Global Commerce

Vision, Mission & Core Values

Vision Statement:

The Urban Assembly School for Global Commerce (UASGC) is a model for 21st Century career and technical education. Developed in response to economic needs and in close consultation with industry, we develop students to be highly skilled and knowledgeable leaders in the field of shipping, freight logistics and supply chain management, while simultaneously preparing them for the rigors of college. We educate students not just “for the occupation,” but “through the occupation,” integrating instruction of industry knowledge and skills throughout the curricula, creating pathways for students into a growing and dynamic industry and ensure student choice in post-secondary decisions.

Mission Statement:

The Urban Assembly School for Global Commerce prepares students for high-demand roles in the 21st century economy by equipping them with the knowledge and skills required to navigate complex transportation and logistics systems and move goods around the world by land, air and sea. Working hands-on with transportation partners in the field and in the classroom, students hone leadership potential and academic ability, and graduate ready for any postsecondary path from college to career in the dynamic field of global commerce.



UASGC's Core Beliefs:

Collaboration

We work together to identify and solve problems, develop solutions and build our community because we will achieve more as a team than as individuals

Respect

We recognize and value cultural and ideological differences among members of our community, embodied within our words and actions. We honor each other as individuals within our larger community.

Diligence

We hold ourselves and members of our community to high expectations in all aspects of our work and within our relationships. We can justify our decision-making to our community. We exude self-discipline and push ourselves and those around us to relentlessly achieve.

UASGC's Essential Academic Skills: Logistical Thinking

Students at UASGC will master the skill of “logistical thinking,” which is an amalgam of skills articulated by industry experts in conversations around what our graduates should know and be able to do. Logistical thinkers understand the world around them as a series of interacting systems. They look at the “big picture” processes of systems and the internal connections among the pieces of that system and are able to identify and isolate a problem, when it arises. Logistical thinkers are then able to identify resources and collaborate with appropriate constituents to solve the problem and communicate a solution. At UASGC, this skill will be developed throughout all content areas. For instance, within all mathematics courses, students’ logistical thinking will be developed through culminating unit problems, with multiple pathways to a solution, to allow groups of students to apply all learned skills and strategies to solve the problem, justify their solution, using mathematical reasoning, present their solution to the class and assess their proposed solution.

2013-2014 School Calendar

| 2013-2014 | | | |
|---------------------|--------|---------------------------|---|
| September | 5, 6 | Thursday and Friday | Rosh Hashanah (School Closed) |
| September | 9 | Monday | School Sessions Begin for all Students |
| October | 14 | Monday | Columbus Day (School Closed) |
| November | 5 | Tuesday | Election Day (Students will not be in attendance) |
| November | 11 | Monday | Veterans Day (School Closed) |
| November | 28, 29 | Thursday and Friday | Thanksgiving Recess (School Closed) |
| December January | 23-1 | Monday through Wednesday | Winter Recess (School Closed) |
| January | 20 | Monday | Dr. Martin Luther King, Jr. Day (School Closed) |
| January | 31 | Friday | Fall Term ends for High School Students (No high school students will be in attendance) |
| February | 3 | Monday | Spring Term begins for High School Students |
| February | 17-21 | Monday through Friday | Midwinter Recess (School Closed) |
| April | 14-22 | Monday through Tuesday | Spring Recess (School Closed) |
| May | 26 | Monday | Memorial Day (School Closed) |
| June | 5 | Thursday | Chancellor's Conference Day (Students will not be in attendance) |
| June | 17-25 | Tuesday through Wednesday | Regents Week |
| June | 26 | Thursday | Last Day for all students |

UASGC's Daily Schedule

| UASGC Bell Schedule – Monday, Tuesday, Thursday and Friday | |
|--|---------------|
| Period | Time |
| Breakfast | 7:30 – 8:05 |
| Morning Check-In | 8:10 – 8:15 |
| 1 | 8:18 – 9:08 |
| 2 | 9:11 – 10:01 |
| 3 | 10:04 – 10:54 |
| Lunch | 10:57 – 11:30 |
| 4 | 11:33 – 12:18 |
| 5 | 12:21 – 1:11 |
| 6 | 1:14 – 2:05 |
| 7 | 2:08 – 2:58 |
| Afternoon Check Out | 3:01 – 3:07.5 |
| UASGC Bell Schedule – Wednesdays | |
| Period | Time |
| Breakfast | 7:30 – 8:05 |
| Morning Check-In | 8:10 - 8:15 |
| 1 | 8:18 – 8:56 |
| 2 | 8:59 - 9:37 |
| 3 | 9:40 - 10:18 |
| 4 | 10:21 - 10:59 |
| Lunch | 11:02 – 11:30 |
| 5 | 11:33 - 12:13 |
| 6 | 12:16 – 1:06 |
| 7 | 1:09 – 1:47 |
| Faculty PD | 1:50 – 2:35 |

2013 – 2014 UASGC Student Contract

Our pledge to UASGC students:

Every member of the UASGC school community is working hard to ensure that you are successful during your four years with us and after you graduate. We are committed to providing you with an innovative education that will empower you to have authentic choices and substantial opportunities after you graduate. In order to help you meet your own goals, all members of the UASGC staff have committed to be available to you and your family to support you. We accept the responsibility of offering you engaging and rigorous coursework, meaningful work-based learning opportunities, and after-school enrichment programs that will nurture your growth as a student and as a human being as you explore college and career pathways in your time at UASGC.

Expectations for UASGC Students:

We have high expectations for our students because we have a great amount of respect for and belief in our students. In order for us to provide our students with the greatest possible opportunities, it is essential that each student and their family agree to these terms. Please initial next to each box to indicate your agreement.

- ☐ I will arrive to school by 8:05am every day so that I am prepared to learn.
- ☐ I will be in attendance for 95% or more of the official school days and I will always bring a note to the main office for days that I am absent.
- ☐ I will always arrive to school in uniform. When I do not wear a uniform to school, I understand that my parent or guardian will be immediately notified and I will receive appropriate consequences.
- ☐ I will remove my hat and headphones before entering the school. If I am seen with a hat on or headphones in the school building, I understand that they will be confiscated and held until the end of the week.
- ☐ I will arrive to school ready to learn and with the appropriate supplies and all assignments completed.
- ☐ I understand the NYCDOE Chancellor's Regulations do not allow me to carry cell phones onto school property. I also understand that if I am seen using a cell phone or other electronic device within the school building, it will be immediately confiscated and held by the main office until the end of the week and that my parent/guardian will be immediately notified.
- ☐ I will attend at least one after school tutoring session each week.
- ☐ I will return all permission slips for work-based learning trips at least 7 days before the trip. Additionally, I understand that I am representing the UASGC community during these trips and must exemplify professional and respectful behavior at all times.

Part II: Attendance Expectations and Policies

School Hours and Arrival Time

The school day begins at 8:10 a.m. every day. Students are expected to be in their morning check in at 8:10 a.m. for important announcements. Students should plan to arrive at school by 8:00 a.m. to gather belongings from their lockers. All students should enter through the doors on 127th Street and Park Avenue. The doors open at 7:30 a.m. for students who arrive early and want to eat breakfast. Once students enter the building in the morning they may not leave without parental permission.

School Dismissal

On Monday, Tuesday, Thursday and Friday, the school day ends at 3:15 p.m. On Wednesdays, the school day ends for students at 1:47 p.m. to allow for teachers to have professional development time. Afterschool programming begins at 3:15 p.m. and runs to 4:00 p.m. On Mondays after school, the gym will be available for UASGC student use from 4:00 p.m. until 5:00 p.m. All students will be dismissed through the 127th St. and Park Avenue exit. Students will be dismissed to go home on their own. Parents will receive timely notification of any early dismissals.

Student Absences

One of the most important factors of student success is attendance in school. Parents are expected to submit a letter explaining their child's absence from school the day the student returns to school after the absence. These letters must have the date(s) of the students' absence, a reason for the absence and a parent's or guardian's signature. In cases of extended or frequent absence due to illness, a note from a doctor or health-care professional should be provided to UASGC. If students have been absent from school for reasons other than illness, documentation of their reason for the absence is to be presented to the school (e.g., physician's note, court order, etc.). **Excessive absences will result in loss of privileges at school, including participation in afterschool clubs and supports, as well as possible academic failure.**

Student Lateness

Being on time is an important part of preparation for life after graduation from UASGC and demonstrates a commitment to academic success. Students who arrive **after 8:10 a.m.** are considered late and will not be permitted to enter through the entrance on 127th Street and Park Avenue. Upon entry to the school, students must sign in with and receive a late pass from the main office. Parents should send students with a note to explain the reason for the student's lateness. Students must go directly to their class after they receive a pass, sign in to the teacher's late log and present the pass to the teacher. Chronically late students will lose privileges, such as the ability to participate in after school clubs and sports as well as industry field trips and events.

Medical Appointments

We understand that quality health care is essential for our students. We also want to ensure that medical appointments have limited impact on your student's education. In the event that your student must attend a medical appointment during the school day, please make sure that your student attends school before and/or after the appointment. Please do not keep your child out of school for an entire day because of a medical appointment. We ask that you do everything in your power to schedule these appointments after school hours to ensure that your student is able to attend as much of the school day as possible. If a student is late or absent because of a doctor appointment, please submit a note from the medical office to the school main office.

School Closings

The Chancellor for the NYC Department of Education makes all decisions to delay or close school due to inclement weather. Local news outlets such as 1010 WINS and ABC 7 as well as the NYC DOE webpage, <https://schools.nyc.gov> will broadcast information regarding school closings.

Part III: Student Procedures

School Uniform

At UASGC, school uniforms are required for all students. Because we share a school building with other schools, uniforms allow us to identify our students and to make sure they stand out among other students in the building. Uniforms are also a sign of professionalism and indicate our students' respect for their role as students at UASGC. At UASGC, we value professionalism - all of the teaching staff dress professionally and we will ask the same of our students.

The UASGC uniform consists of the following:

Yellow, white or navy polo shirt with UASGC logo

- ☉ UASGC cardigans may be worn over uniform polo shirts
- ☉ No other outerwear may be worn in classes
- ☉ Available for purchase through Lands' End

Khaki or tan pants

- ☉ Solid-colored, full-length pants only —no symbols, patterns, stripes, pockets or labels
- ☉ No shorts, jeans, or capris
- ☉ No cargo pants (with pockets)

Closed-toed and Closed-heeled shoes

- ☉ No sandals or flip flops
- ☉ No heels

The following items are not part of the uniform policy and, therefore, are prohibited: any type of hat, du-rags, hoodies, chains, and beads of any kind.

The UASGC staff will monitor student entry; students found wearing hats, du-rags or beads of any kind will have these items confiscated immediately. If a student is seen wearing any of these items in the school building, the item(s) will be confiscated and kept until the end of the week.

In winter, students must keep outerwear in their lockers. Students found wearing non-UASGC approved outerwear during the school day, in the school building, will receive lunch detention.

Students must be in uniform every day with no exceptions. We want our students to look and to feel like professionals. If for any reason a student is not in uniform, the student will be removed from class and the parent will be called in order to bring appropriate clothes. A student will complete their assigned work in a designated location until they are able to wear their uniform to class. Parents are responsible for ensuring students wear their uniform each day. If there is a reason why your child cannot wear the uniform on a particular day, please ensure a note is accompanied with your child. Students out of uniform that have a note from their parent will remain in class. However, we will monitor this exception closely.

Additional information on how to order uniforms will be provided by UASGC.

Cellular Phones and Electronic Devices

In accordance with policies of the Chancellor and the Mayor, there are NO electronic devices permitted in school at any time during the day including lunch, physical education and recess. UASGC is not responsible for the theft of any prohibited electronic devices brought to school. The usage of these electronic devices is strictly prohibited on school grounds during the school day. If your student is seen using a cell phone or other electronic device, the device will be immediately confiscated and held in the main office until the end of the week. Parents/guardians will be immediately notified.

Breakfast

School breakfast is available to all students at no cost during the school year. Breakfast menus are updated monthly by the Office of School Food at:

<http://www.opt-osfns.org/osfns/>. All students should enter through **the 127th Street and Park Avenue entrance. The doors open at 7:30 for students who arrive early and would like to eat breakfast. Breakfast is served until 8:00.**

Students are responsible for cleaning up their own areas, recycling their trays and remaining seated during breakfast. Failure to follow procedures can lead to suspension from breakfast.

Lunch

Students' lunch is from 10:55 a.m. – 11:30 a.m.. Lunch menus are updated monthly by the Office of School Food at: <http://www.opt-osfns.org/osfns/>.

Lunchtime procedures include the following:

- Students will line up at the appropriate door one behind the other. No horseplay or cutting in line is permitted
- Students will identify himself/herself to the lunch monitor and receive a tray. They will be courteous to the lunchroom staff.
- Students will remain seated at all times, unless they are disposing of their food, using the restroom, or purchasing items from a vending machine.
- Students must clean up after themselves, recycle their trays and follow all directions of school staff.
- At no time are students allowed to bring food outside.
- At no time are any electronic devices to be used.

Hallway Expectations

Students' classrooms are located very closely to each other. At the dismissal of each class, students are expected to quickly travel to their next class. Students must move to their classes in a safe and respectful manner. Students who are late must receive a pass from their previous teacher before they are admitted to class and must sign a late log upon arrival to the class. Students may not use the bathroom during passing.

During a class period, all students who leave class must have a pass and sign in and out on the appropriate sign in/out sheet. Students who do not have a pass will be sent back to their class by school staff. Students who regularly leave class without a pass may be subject to lunch detentions.

Restroom Use

Students are expected to use good judgment when they need to use the restroom. The best times to use the restroom and to drink water are during lunch as both facilities are available. Students will not be given permission to use the restroom for the first ten minutes and the last ten minutes of the class period, as important information is given at these times. Students must obtain their teacher's permission, take the bathroom pass and sign out on the bathroom log sheet when they leave the classroom.

If a student has a medical condition that requires frequent bathroom use, please bring this to the attention of the child's advisor or UASGC's guidance counselor at the beginning of the school year, with supporting documentation from a doctor.

Metrocards

Student transit cards are issued to students based on the distance they live from the school. Metrocards are issued to students once in September and again in February. Cards are distributed based on the address on file with student. If a family has moved further from the school, please submit documentation (lease, phone bill, electricity bill) in order to update the school's records. Students are responsible for maintaining and keeping track of their cards. Lost cards will be replaced, if possible, sometimes requiring a waiting period. Parents must write a letter stating that they are requesting a new card and have the student drop the note with Mr. Leblang, the Director of School Operations, in the Main Office.

Afterschool Activities

At UASGC, we believe in providing a strong afterschool enrichment program to ensure our students have an extended school day, with access to a wide range of activities for all students' interests. From sports to arts, to clubs and academic support, teachers and students participate in a wide range of activities that meet after school or on Saturday mornings.

Participation in these activities is only permitted if a student is in good standing, based on academic and behavioral reports from teachers and the students' advisor. For example, if a student does not complete class work or homework on a regular basis, they may be limited from attending after school activities until their teachers report that their work has improved.

Students must leave the building when they are dismissed at the end of the day unless they have signed in with a specific teacher to participate in an after school program.

Information about club offerings will be sent home within the first few weeks of each term in September and again in February. **Students are expected to participate in at least one afterschool activity.**

Athletic Teams

UASGC will develop intramural sports teams, according to student interest, and ensure the development of PSAL teams to compete against other high schools in New York City. There will be a wide variety of sports to choose from for both boys and girls.

Participation on athletic teams (intramural and PSAL) will only be permitted for students who maintain at least an 80 average and consistently model the UASGC Core Values. Students who demonstrate poor behavior or do not maintain high grades can be suspended from these teams.

Field Trips

Out of classroom learning is a critical piece of our CTE coursework. UASGC sponsors many field trips during the course of the school year in all academic areas. In many cases, these field trips to industry sites require our students to demonstrate the utmost respect for our industry partners. The goal of these trips is to provide a learning experience outside of the classroom to enhance student learning.

Students are expected to attend all academic trips to make connections between what they are learning in the classroom and worksites, museums or other locations outside of school.

We always welcome parents and guardians to serve as chaperones on field trips and greatly appreciate your willingness to volunteer to attend, while learning alongside your student. Please contact your student's advisor if you are interested in chaperoning a trip or working in any other capacity as a school volunteer.

Before a trip takes place, students will receive a permission slip from school with the information about the trip, including the destination of the trip and its purpose, the name of the trip leader as well as procedures for arrival and dismissal. When completing the field trip Permission Slip, please provide an up to date emergency contact number on that form as well as signature and any medical or physical restrictions.

Students who do not have a completed, written permission slip on file at the school and with the trip leader will not be allowed to attend the field trip. **Verbal permission by parents/guardians will not be accepted.**

Part IV: Home-School Connection

Parent Association

At UASGC, we value and truly welcome parent and guardian involvement in our school. Under the supervision of our Guidance Counselor, we will build a strong Parent Association, which will sponsor a number of events and workshops during the year. We hope that the parent association will eventually work to hold annual fundraisers to support additional activities in the school. If you are interested in participating in the PA, please contact the school.

Open School Policy

UASGC has so much to share with parents. For this reason, parents are invited to come to the school and sit in on their student's classes at any time. To schedule an appointment to visit your student's class or classes, please contact your student's advisor.

Meetings with School Staff

Students' advisors will be the primary point of contact between UASGC and your home. Your student's teachers will provide you with regular updates on your students' progress through the Jupiter Grades system, which will be updated weekly to communicate with families around student academic progress and social and emotional growth.

In the event that you would like to come to the school to meet with your child's advisor, please call ahead or email to schedule a time to meet with the advisor. Teachers and advisors have very busy schedules, teaching and preparing for their classes to ensure that your student receives the best education possible. By scheduling meetings ahead of time, we will be able to limit interruptions during the school day and prevent the loss of valuable learning time. Scheduling ahead of time may also save you valuable time. Because class time is very valuable at UASGC, teachers will not be able to take a meeting with you during an instructional period.

Upon arrival to UASGC, all parents and visitors must sign in at the main desk, located at the Madison Ave. and 127th St. door and then check in with the UASGC main office on the third floor before proceeding anywhere else in the building.

Volunteering at UASGC

UASGC welcomes and encourages all parent volunteers! You can give your time, talents, or resources to help at UASGC. Please contact us to arrange a time to come in and discuss what you would like to do to help out. Parent involvement

is a major focus for us this year and we want to form strong partnerships with you. We would greatly appreciate anything you can do to help our school.

Learning Leaders

We strongly encourage interested UASGC parents to become Learning Leaders to provide continued support to our students inside and outside of the classroom. For more information on becoming a Learning Leader, visit <http://www.learingleaders.org> or contact our Partnership Coordinator, Eric Dryden at Dryden@uaglobalcommerce.org.

Student/Parent/Advisor Conferences

UASGC considers the relationship between families and our school to be of utmost importance. In the Fall and in the Spring, we ask that students and their families attend formal conferences during which report cards are given to families and individual student progress is discussed between the advisor, the student and families. Many high schools hold Parent-Teacher Conferences, where many parents meet with a few teachers during the evening. At UASGC, however, we ensure that each family has a dedicated amount of time to deeply discuss individual student progress with the student's advisor and develop action plans to ensure that the student is moving towards developing individual goals. The student's teachers will provide detailed anecdotal reports to illustrate student progress in each subject area, with action plans developed among students, parent/guardians and advisors to push students to grow academically and socially.

Report Cards and Transcripts

UASGC releases official report cards to families two times a year in February and again in June. Students must be in attendance on the final day of school in order to receive their report cards, exam results, and transcripts. Official report cards contribute to the final transcript score that determines credit accumulation. Transcripts are updated after the first three Cycles comprising the Fall semester and last three Cycles comprising the Spring semester. Failure to achieve a passing score of at least 65 on the transcript for a class will require academic intervention measures including credit recovery, night school, and summer school to make up the missing credit. You may check the status of your student's grades and transcript using the Jupiter Grades information system or ARIS using any computer with an Internet connection.

Progress Reports

At UASGC, we believe that communication and transparency are important to having successful relationships with families. To facilitate this conversation, we will issue Progress Reports every six weeks, at the end of each Assessment Cycle, to inform you of your students' progress in all of his or her classes. Additionally, we will hold Student-Parent-Advisor Conferences twice during the year to allow families to meet with their students' advisor to discuss their students' progress. These Progress Reports are issued by a student's teachers every 6 weeks and serve as a snapshot of student progress at that point in the marking period. Progress reports serve as a method of making sure your student is on track to be successful for the Semester. The goal is to encourage continued academic excellence to challenge students to improve if they are not meeting standards before the end of the marking period. Progress report grades will include numerical grades and comments from each subject teacher as well as written feedback from the student's advisor that incorporates feedback from all teachers as well as progress in the advisory. In addition to grades, progress reports also provide you with an update of student attendance. You will be required to return the signature sheet that accompanies the progress report to acknowledge that you have seen your student's grades and attendance record. If you have any questions, you should follow up with the child's teacher or advisor directly or the school guidance counselor.

Communicating Academic Progress at UASGC

- ✓ Teachers are responsible for communicating student progress to students, parents, and the school administration through the online grading system of Jupiter Grades.
- ✓ Each teacher's Jupiter Grades system will be updated weekly (by Friday at 5pm) to ensure that you are able to monitor your student's progress and ensure he or she is on track to success.
- ✓ Advisors will meet individually with students to review the progress reports and arrange for family meetings for students who are not showing progress.

Jupiter Grades

UASGC believes in maintaining strong communications with students and their families through the use of Jupiter Grades, an online grade book. It is a great way to keep up with assignments and grades, view behavioral incident reports, communicate with teachers, and stay informed about important school and classroom events. This website lets parents and students check current grades in every class with one individual log in, which you can check from any internet

browser and through your smart phone. Your child will receive a letter with personalized login information for both students and parents from their advisor at orientation or at the beginning of the school year that will provide you with access to your account and instructions for using Jupiter Grades for monitoring student progress.

Why does UASGC use Jupiter Grades?

Teachers will upload grades and assignments to Jupiter Grades on a weekly basis. Additionally, teacher anecdotes will keep parents aware of their student's socio-emotional development progress. Communication between teachers and parents will also be enhanced by using available emails and notifications. Through increased communication, we can motivate each student to reach his/her full potential with a unified effort from all parts of his/her life.

Tips for Accessing Jupiter Grades

- 1) In order to access Jupiter Grades, parents and students need a username and password. Your child will receive a letter with personalized login information for both students and parents from their advisor.
- 2) Go to <http://www.JupiterGrades.com> and sign in using the username and temporary password provided and the name and location of the school (The Urban Assembly School for Global Commerce, New York, NY.) You can do this on any computer with internet access such as at a library, a friend's computer or any smart phone.
- 3) Once logged on, you should change your password to one you will remember. Teachers will not have records of changed passwords, so please put one you remember and add a working email for password retrieval if you forget.
- 4) Next, update your contact information and emergency contacts for your child. By adding an email, you can get email notifications from your child's teachers.
- 5) Once the correct information is added, feel free to look around the site! You can view your child's current grades in each class. If your child recently changed classes, those changes may not be reflected yet.
- 6) You are done!
- 7) Feel free to stop by and check up on grades and anecdotal reports often. Teachers will be updating records frequently throughout the semester.
- 8) Please have your child do the same to change his/her password and update personal contact information such as their email address as well.

Tips For Monitoring Your Student's Academic Progress

- ✓ Once you log in to JupiterGrades.com, click on settings and check the box for alerts.
- ✓ Then, choose which day you want emails to be automatically sent.
 - Check the boxes for
 - missing assignments,
 - total is ____ (choose grade) and below,
 - or always
- ✓ Depending on which box you checked, you will receive automatic emails about your child's grade and/or missing assignments.
- ✓ You can then request these assignments from your student's teacher or download the assignment if it was posted by the teacher.

Keep an eye out for the UASGC newsletter, as we will offer parent workshops on how to use Jupiter Grades in the Fall.

Student Records

Families have a right to receive student records or letters to verify student enrollment in our school. In order to receive any personal information, a parent or guardian must come to the school to pick up the requested information and sign for it. Please be sure to follow these procedures to ensure that you will be served in a timely fashion. Information will not be given directly to students.

Celebrations and Awards Ceremonies

UASGC believes in regularly recognizing great student work, effort and modeling of the UASGC Core Values. Families are always invited and welcomed to visit and participate in these celebrations of student success. For information about when these celebrations will happen, please keep an eye out for monthly school newsletters, check out the UASGC School Calendar and regularly monitor our website: <http://www.uaglobalcommerce.org> for updates.

Part V: Student Health & Safety

Emergency Contact Information

Student safety is a priority at UASGC. With this in mind, we must have an emergency information card, also known as a **BLUE card** within the first two days of school. Families will be expected to complete **BLUE cards** during home visits in the summer before beginning ninth grade at UASGC. It is essential that we have the most up to date contact information available from you, in the event that we have an emergency and must reach out to you. If your phone numbers, address or adults authorized to pick up your student change at any point during the year, please immediately notify the school so that we can have the most up-to-date information.

Additionally, if there is any family member who may not pick up your child because of a court order or for any other reason, we must have this information to ensure the safety of your student.

Immunization Status

New York City requires that all students receive the required immunizations to attend school. Please provide the UASGC office the most updated immunization record you have for your child so that we can update our records. You will receive notification from the medical office if your child requires immunizations. After a set date by the Department of health, Students may not attend classes until they have been immunized.

Student Illness at School

Students occasionally develop illnesses during the school day. In these instances, UASGC staff will do their best to comfort your child. If UASGC staff cannot assist your student, they may be referred to the campus medical office for additional treatment. The school medical office will generally contact the parent, if they determine that the student should not return to class and should go home.

In the event that a students' family cannot be reached, the best accommodation will be made for the student until a parent/guardian can be reached. Ill students will not be permitted to leave the school without a parent/guardian. If the student's condition worsens to the point that it is deemed an emergency by the office medical staff and the UASGC principal, the student will be transported to the hospital with a member of the school staff, who will remain with the student until a parent/guardian can be reached.

Student Medication

Some students require daily medication or periodic medication to assist them during the school day for conditions including diabetes, asthma, and attention deficit/hyperactivity disorder. For this reason, medical equipment and

prescription drugs can be kept at the school and administered or supervised by a member of the campus medical staff. If this is the case, please visit UASGC before school opening with the prescription and complete the Medication Administration Form, with a physician's signature, to provide your child with these services. Controlled substances may not be carried on a child's person for the purpose of use during the school day. These forms must be updated every year for students.

Section 504 Forms

Occasionally, students may need some additional academic attention because of a permanent or temporary condition. Under the Rehabilitation Act of 1973, parents and physicians have the right to request specific educational accommodations or services. The school will not conduct their own evaluation; it is relying on the family and the physician to provide information to better serve the child. See the school guidance counselor for assistance.

Fire Drill Procedures

Fire drills are a critical procedure for the safety of each child in school. Fire drills are conducted ten times a year in accordance with the law. Some fire drills are announced and some are not. The goal is to move students safely and silently out of the building. Fire drill procedures are posted in each classroom along with a designated stairwell to use in case of a fire. Students are expected to move silently out of the building, to remain with their class and to follow the instructions of all school personnel.

Part VI: Academic Policy

Grades at UASGC

The Urban Assembly School for Global Commerce believes that grades serve a valuable purpose by helping students and parents/guardians identify the student's areas of strength and areas for growth, recognizing that each student is an individual. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the individual student's achievement of academic standards.

Grading Policy

UASGC teachers hold high expectations for students in everything they do. In their studies, students are expected to attain their personal best at all times. Our school uses a traditional report card system to share with families the progress of their students. The rubric grading and its equivalents are as follows:

A = 90 – 100 %

B = 80 – 89 %

C = 70 – 79 %

D = 65 – 69 %

F = 64 % and below

Grade Component Breakdown

- End of Unit Tests and Projects: 65%
- Quizzes and Daily Performances of Understanding: 25%
- Teacher Discretion (including homework, class work, additional assignments): 10%

Academic Honesty

The well being of the school community depends on each student's accepting responsibility for his or her personal conduct in both social and academic endeavors. In this regard, students are expected to attend UASGC ready to learn and in their learning demonstrate the ability to discern right from wrong. A student's moral awareness as it applies to the academic environment is foundational to his or her success at UASGC where the student must engage in an honest and integral pursuit of knowledge. Academic honesty requires that students produce work that is their own work. In contrast, academic dishonesty

is a student's attempt to claim and show possession of knowledge and/or skills that he or she does not possess.

NYCDOE Graduation Requirements

- **Regents Diploma** – 44 credits plus passing scores of 65 and above on 5 required Regents Exams
- **Regents w/ Technical Endorsement** – Students enrolled in a CTE program earn this endorsement if they also complete an approved technical assessment, a work-based learning experience, and a work-skills employability profile in Global Commerce.
- **Regents Diploma w/ Advanced Designation** – 44 credits plus passing scores of 65 and above on 5 required Regents Exams PLUS Geometry, Algebra 2/Trigonometry, and Additional Regents Science Exam, and a Language other than English (LOTE) exam (plus the CTE exam in Global Commerce).
- **Regents Diploma w/Advanced Designation and w/Honors** – The “with honors” designation is added to either Regents Diploma option for students with an average score of 90 or higher on all required Regents exams.

NYCDOE Course Credit Requirements

UASGC will ensure that students are provided with the opportunity to complete all of the required coursework to graduate within four years or less. **Statistics show that students who do not accumulate 10 or more credits in their freshman year have only a 20% chance of graduating on time.** Recognizing the importance of accumulating credits each semester, students and parents will be notified regularly regarding individual student’s progress towards accumulating credits to be promoted to the next grade level as well as show progress towards graduation. Parents/guardians are expected to consistently check in with students and their advisors around student progress and encourage students to attend after school and Saturday enrichment programs to ensure that they are able to gain required credits.

UASGC and NYC DOE Credit Requirements by Subject

| Subject | Minimum Number of Credits |
|--|---------------------------|
| English | 8 |
| Global History | 4 |
| U.S. History | 2 |
| Economics | 1 |
| Government | 1 |
| Science (including Lab) <ul style="list-style-type: none"> • Life Science • Physical Science • Life or Physical Science | 2 2 4 |
| Mathematics | 8 |
| Language other than English | 2 |
| Visual Arts, Music, Dance | 2 |
| Health and Phys. Education | 5 |
| Global Commerce Coursework, including Internship | 7+ |
| Total | 48+ |

Regents Requirements for Students in CTE Programs

These requirements apply only to students enrolled in a New York State-approved CTE Program of Study. Students meeting these requirements become eligible for a technical endorsement on their diploma. Students are advised to consult with their guidance counselor to confirm whether and how these requirements apply to them.

| | <i>Regents Diploma</i> | <i>Advanced Regents Diploma</i> |
|--------------------------|------------------------------|---|
| Regents Requirements | Minimum Scores | |
| English Regents Exam | 65+ | 65+ |
| Mathematics Regents Exam | 65+ on any Math Regents Exam | 65+ on: -Integrated Algebra -Geometry AND -Algebra 2 / Trigonometry |

| | | |
|--|---------------------------------|--|
| Global History Regents Exam | 65+ | 65+ |
| U.S. History Regents Exam | 65+ | 65+ |
| Science Regents Exam | 65+ on any Science Regents Exam | 65+ on: -Living Environment AND -Chemistry, Earth Science, or Physics |
| Languages other than English Exam | N/A | 65+ |
| Technical Assessment Exam* | Passing Score | Passing Score |
| *CTE Requirements are specified in Commissioner's Regulation 100.5(d)(6). A list of all approved CTE Programs of Study can be found at: www.p12.nysed.gov/cte/ctepolicy/approved.html | | |

Summer School and Credit Recovery

Summer school provides students with additional instructional support to ensure that they achieve proficiency in NYS Learning Standards and NYC Performance Standards in order to move on to the next grade level. Summer school is encouraged for those students in grades 3-12 who have not yet met the promotion standards to move on to the next grade level.

Eligible students can make up credit through credit recovery: targeted, intensive instruction in the student's identified deficiency areas of a course. Only students who have attended at least two-thirds of the class time of the original failed course are eligible to earn credit through targeted credit recovery. Students may earn no more than a total of 3 core academic credits through targeted credit recovery throughout high school.

Core academic credits include credits required for graduation in English, social studies, mathematics, and science. Students can only earn credit through targeted credit recovery during the semester or summer immediately following

the one in which they failed the original course. After that period, students can only earn make-up credit by repeating the course during the school year or summer, as outlined above.

Students with IEPs

Effective July 1, 2013, the IEP Diploma will no longer be an available option for any student. Instead, students who are alternately assessed (NYSAA) may be eligible to earn a skills and achievement credential. For more information, please visit: www.p12.nysed.gov/specialed/publications/iepdiploma.htm.

At UASGC, we understand that the transition from high school to young adulthood is a critical stage for all teenagers; for students with learning disabilities (LD), this stage requires extra planning and goal setting. Factors to consider include post-secondary education, the development of career and vocational skills, as well as the ability to live independently. The first step in planning for a successful transition is developing the student's transition plan. A transition plan is required for students enrolled in special education who have an Individualized Education Program (IEP)

Part VII: Disciplinary Procedures

Student Rights at UASGC

Education in a free society demands that students be aware of their rights and learn to exercise them responsibly. To this end, students have a right:

- to be provided with an education that is intellectually challenging and relevant to demands of the 21st century;
- to learn in an environment free from interruption, harassment, discrimination, intimidation and fear;
- to participate in district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, disability or sexual orientation;
- to be informed of all school rules;
- be guided by a discipline policy, which is fairly and consistently implemented.

Responsibilities of Students

Students attend school so that they may develop to their fullest potential. With this in mind, each student is expected:

- to accept responsibility for his/her actions;
- to respect the rights of others, including his/her right to secure an education in an environment that is orderly and disciplined;
- to attend school on a regular and punctual basis;
- to complete class assignments and other school responsibilities by established deadlines;
- to show evidence of appropriate progress toward meeting course and/or diploma requirements;
- to respect school property, (e.g., computers) and help to keep it free from damage;
- to obey school regulations and rules made by school authorities and by the student governing body;
- to recognize that teachers assume the role of a surrogate parent in matters of behavior and discipline when at school;
- as well as during any school-sponsored activities;
- to contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all;
- to become familiar with this Code of Conduct and seek interpretation of parts not understood;
- to actively discourage inappropriate behavior of other students and report the incidents to the administration.

Responsibilities of Teachers

At UASGC, we expect teachers to manage their classrooms well and use a variety of strategies to promote positive behaviors among students that contribute to a highly effective learning environment for all students. UASGC teachers are expected to set, communicate and model high expectations at all times.

Removal from the Classroom

At UASGC, all students have the right to learn in a safe and productive learning environment. To ensure highly effective classroom environments, we have a zero-tolerance policy for the following behaviors and actions, which will warrant immediate removal from the classroom and disciplinary action.

- ✓ Cursing or other verbal abuse of teacher
- ✓ Threat made to staff or students
- ✓ Physical force against a staff member or fellow student
- ✓ Possession of drugs or weapons
- ✓ A severe disruption that prevents a teacher from carrying out his or her lesson

Parents will be contacted immediately and disciplinary action will be taken against the offending student.

Levels of Intervention

For students that do not respect the rights of others or hold up their own responsibilities, there are a wide range of measures and levels outlined below:

- **Level 1: Teacher** - The teacher is the first and most important piece in the success of every student. Each classroom has uniform expectations for student behavior around three rules or guidelines. Teachers have a number of resources at their disposal, including but not limited to: verbal warnings/reflections, detention after school, lunch detention, or removal from class. Teachers also have a number of positive consequences for good choices, including phone calls home, notes home, lunches with teachers and other incentives.
- **Level 2: Dean/AP** - The Dean or AP may get involved with more significant issues that arise or if a pattern is developing. The Dean or AP will also intervene regarding issues outside of the classroom. Many issues can be resolved with student conferences and with the support of the school counseling staff. If that is not the case, parent conferences can be held to mediate and clarify issues. The Dean or AP is trained in resolving

conflicts and ensures the smooth operation of the school. Families that have specific concerns regarding their child's education or safety should feel free to contact the Dean or AP. His goal is to maximize the amount of on task classroom time every child receives at UASGC.

- **Level 3: Principal** - The principal is responsible for all matters pertaining to the school, including student safety and discipline. The principal has the legal authority to remove a student from the classroom for up to five days depending on the specific situation and the previous choices made by the student. In certain cases, students and parents may be asked to attend a meeting with the principal regarding a specific situation.
- **Level 4: Superintendent** - The superintendent is responsible for the safety of all the students in the school district. The superintendent or her designee has the authority to suspend students from the school for 6-90 days depending on the specific situation and the previous choices made by the student. If a case requires a longer suspension, a hearing is held to determine the facts of the case and make a determination regarding the consequence.

Detention

Detentions can be given to students for many reasons, including not meeting class expectations, removal from class, failure to complete work, lateness, or poor choices regarding the safety and respect of others. Detentions can be held before school, during lunch or after school and must be agreed upon by the teacher. Detentions during lunch will be held in a separate location from the cafeteria and will include a lunch for the child. Parents will be informed of detentions that need to be served before or after school. Failure to serve assigned detentions can result in more significant consequences, including removal from class and/or a parent conference.

Suspension

If a particular student choice is unacceptable or there is a pattern of poor choices, it may be necessary to suspend a student from class. With every suspension there is a conference with the school to outline what occurred and for the family to ask questions or clarify the situation. Families are provided with a letter outlining the infraction and the conference date. A principal's suspension occurs at the school level where the child is provided with classwork they are responsible to return to the teacher. A superintendent's suspension occurs at an alternative site for the duration of the suspension. Students are expected to complete assigned work and to make up missing assignments upon returning to their classroom. All suspensions are entered onto an online occurrence reporting system (OORS).

Expulsion

In accordance with the Chancellor's regulations, in cases of severe violations of the Citywide Wide Standards of Discipline, expulsion from school can and may well be a consequence of the students' actions. As stipulated in the section, titled Level of Infractions in the Citywide Standards of Intervention and Discipline Measures, instances of violence, threats of violence, weapons possession and/or use and sale of controlled substances can automatically lead to expulsion efforts.

In accordance with the Student's Bill of Rights, all due process entitlements will be provided to students regardless of the level of infraction. At UASGC, we will ensure students can learn and strive in a safe, nurturing learning environment.

Nonetheless, it must be understood that certain levels of infractions have a "zero tolerance" expectation.

Part VIII: Community Resources for Parents

This section contains community-based resources for both parents and students located in and around East Harlem. These resources are a combination of academic, social, and professional organizations that are meant to enrich you and your student's high school experience by supplementing their academic accomplishments as well as their personal growth.

Academic & Professional Resources:

Harlem Children's Zone

35 East 125th Street
New York, NY 10035
(212) 360-3255

- **TRUCE Arts & Media Program** – Provides support for students through youth development programs in arts and media. This program supports and enhances student's academic growth, career readiness as well as fostering media literacy and artistic ability.
- **Employment and Technology Center** – Provides support for students by teaching them computer and job-related skills. This program promotes the necessity to create an environment that compels youth to be active learners and designers of their environment. It provides emphasis on an interdisciplinary approach to arts and technology education. This program supports students with a vigorous focus on expanding technical skills, delving into critical thinking, and expressing creative ingenuity. ETC is a means for youth to translate their ideas.
- **Learn to Earn** – Provides students with support to improve their academic skills, as well as prepare them for college and the job market. Learn to Earn provides job readiness training and opportunities for high school juniors and seniors. Program participants receive life skill workshops that assist them with job readiness, conflict resolution, social development and financial planning.
- **College Preparatory Program**- The College Preparatory Program provides students with year-round academic enrichment which aims to help prepare them for college education, utilizing the resources available at the Employment and Technology Center. ETC creates an interactive curriculum to motivate and challenge the young people enrolled. Students are immersed in the importance of a college education as early as possible.

Boys and Girls Club of Harlem

425 West 144th Street, 5th Floor
Harlem, NY 10031
(212) 283-6770

- **Keystone Club** –Provides students with leadership skills and opportunities for planning, decision-making, and contributing to the community. Students will be a part of a leadership development club in which they will choose their own activities and plan and implement community service projects.
- **Money Matters: Make It Count** – Provides support for students through a financial literacy program which will expand their knowledge of money management and learn the skills that lead to financial independence and well-being.
- **Career Launch** – Provides support for students through career exploration and mentoring program. This program that allows students to take an interest survey, explore careers, identify training or college requirements, seek out financial aid and play skills-building games. Students are given career planning and job skills activities including helpful interviewing and on-the-spot job tips.

The Children's Aid Society

105 East 22nd Street
New York, NY 10010

- **Corporate Workplace Program at Hope Leadership Academy**
1732 Madison Avenue
New York, NY 10029
(212) 987-5648

Provides support for students to close the gap between the classroom and the real world of work. This program's activities are governed through a unique collaboration of representatives from local businesses and corporations. This program allows participants to take part in hands-on workshops including developing a business plan and attending career panels hosted by participating companies. Students will learn valuable social skills in the business realm.

- **The Intel Computer Clubhouse at Frederick Douglass Center:**
885 Columbus Ave. @ 104th St.
New York, NY 10025
(212) 865-6337

Provides students with a creative space to work with adult professionals and student mentors to learn how to use advanced computer technologies to explore their own ideas, develop skills and build confidence. This clubhouse provides a variety of design tools and students learn how to use the new technology and how express themselves through these tools.

Harlem Educational Activities Fund

2090 Adam Clayton Powell Jr. Blvd.
New York, NY 10027
(212) 663-9732

College Quest—Program for students in grades 9-12 that teaches students about the college process. The program specifically helps students maintain high grade point averages, connections with summer enrichment programs locally and abroad, and supplemental course work to enhance student understanding of math, science, and writing. Additionally, the program offers college workshops for both parents and students.

Youth Development --Provides students in grades 6-12 with opportunities to engage in hands-on service-learning experiences. This program also provides mentorship services, leadership trainings, leadership internships and life skills classes.

Harlem Library

9 West 124th Street
New York, NY 10027
(212) 348-5620

- Offers free academic, recreational, and professional development classes. Courses are available people of all ages from infant to adult. A list of daily events can be found on their website. Some examples of classes are homework help, yoga, Microsoft Word and Excel workshops, Story Time hours for infants and toddlers, and English Language Learning courses. Additionally, the library periodically hosts movie nights.
- Other services of the library include book , movie, and CD lending, and computer access. All residents of New York State are eligible for a free New York Public Library card, which can be used at any library location throughout New York City including the Harlem Library branch. Each New York Public Library also offers free Wi-Fi access.
- Hours vary each day and can be found on the website or by calling. The library is closed on Sundays.

Marcus Garvey Memorial Park

East 120th-124th Streets, Madison Avenue
New York, NY 10027

- The local park is home to two playgrounds that are completely accessible to persons with disabilities, basketball courts, an outdoor pool, and also other recreational spaces for students and families. This park is open year long and is a great space for children, families, and other members of the community to socialize with friends after school.

Emergency Resources

1. Hospitals

- Harlem Hospital Center
506 Lenox Avenue
New York, New York 10037
(212) 939-1000
- North General Hospital
1879 Madison Avenue
New York, New York 10035
(212) 423-4000

2. Police Station

- 28th Precinct
2271-89 Frederick Douglass Boulevard
New York, NY 10026
(212) 678-1611

3. Fire Station

- Engine 36
120 East 125th Street
New York, NY 10035