



# **The Bronx High School of Science**

## **STUDENT PLANNER & RULES AND REGULATIONS HANDBOOK 2018-2019**

### **THE BRONX HIGH SCHOOL OF SCIENCE**

75 West 205th Street  
Bronx, New York 10468  
Phone: 718-817-7700  
Fax: 718-733-7951  
[www.bxscience.edu](http://www.bxscience.edu)

***This student planner belongs to:***

STUDENT NAME: \_\_\_\_\_

OFFICIAL CLASS/HOMEROOM: \_\_\_\_\_

OSIS (9 DIGIT STUDENT ID #): \_\_\_\_\_

**NOTE:** This is a 'living' document; the most up-to-date version is posted online at  
<http://www.bxscience.edu/pdf/StudentPlanner.pdf>

**THIS VERSION IS UP-TO-DATE AS OF  
July 12th, 2018**

## Table of Contents

Directory of Contacts.....	3	The Holocaust Museum...	17
Administration.....	3	ID Cards.....	18
Departmental Assistant		Junior Prom.....	18
Principals.....	3	Lateness .....	18
Pupil Personnel Services...	3	Library .....	19
Technical Support.....	3	Lockers .....	19
Activity Advisors.....	3	Locker Room Rules &	
Calendar .....	4	Regulations .....	19
Student Rules &		Lost & Found.....	20
Responsibilities.....	5	Lunch Forms.....	20
Bell Schedule.....	6	Medical Emergencies	
Absence from School.....	7	- (ER) & Nurse's Office...	20
Absence from Tests .....	7	Metro Cards .....	20
Academic Honesty Policy ..	7	National Honor Society	
Address Change.....	8	(NHS) .....	20
Advanced Placement (AP)		Naviance .....	20
Courses.....	9	Newspaper .....	21
After School Activities.....	9	Online Gradebook:	
Athletic Programs .....	9	PupilPath.....	21
Attendance .....	9	Out-of-Building(OB)Pass.	21
Big Sibs Program.....	9	Physical Education	
Building & Schoolyard		Policy.....	22
Protocol.....	10	Program (Schedule)	
Bullying.....	10	Change Policy .....	22
Cafeteria.....	10	PSAL - Team Rules	
Cell Phones & Electronic		(Public School	
Devices.....	11	Athletic League).....	22
Clubs & Publications .....	11	School Store (Online).....	23
College Process .....	12	Senior Awards Ceremony.	23
Course Selection.....	12	Senior Dues.....	23
Cutting Class .....	12	Senior Prom (Promenade).	24
Daily Announcements.....	13	Small Group Instruction...	24
Deans' Office .....	13	Standardized Tests	
Detention.....	13	& Dates .....	24
Dress Code .....	13	Student Activities .....	25
Early Release.....	14	Student Government.....	25
E-Mail.....	14	Student ID Photographs...	26
Elevator Use .....	15	Student Privileges.....	26
Extended Vacations .....	15	Study Skills.....	26
Field Trips.....	15	Textbooks.....	27
Free Periods.....	15	Visitors .....	27
Grades, Progress Reports,		Wolverine TV .....	28
Report Cards, Transcripts.	15	Working Papers.....	28
Graduation Ceremony .....	17	Yearbook Photographs.....	28
Graduation Requirements.	17	Computer &	
		Internet Usage.....	28-30

## **Directory of Contacts**

	<b>ROOM #</b>	<b>PHONE #</b>
--	---------------	----------------

### **Administration**

Principal	Room 135	(718) 817-7732
-----------	----------	----------------

### **Assistant Principal**

Organization	Room 135	(718) 817-7710
--------------	----------	----------------

### **Departmental Assistant Principals**

English	Room 207 D	(718) 817-7707
Mathematics & Computer Science	Room 107 D	(718) 817-7726
Physical Education	Room 048 D	(718) 817-7769
Science: Biology	Room 329 D	(718) 817-7717
Science: Physical Science & Engineering	Room 231 D	(718) 817-7714
Social Studies	Room 307 D	(718) 817-7786
World Language, Art, & Music	Room 315 D	(718) 817-7723

### **Pupil Personnel Services**

Guidance / College Office	Guidance Suite, Room 035	(718) 817-7758
---------------------------	-----------------------------	----------------

### **Technical Support**

Director of Information Technology	Room 134	(718) 817-7711
------------------------------------	----------	----------------

### **Activity Advisors**

Coordinator of Student Activities (Room 017A)	Back of Cafeteria	(718) 817-7744
National Honor Society Advisor	Room 234	(718) 817-3174
Senior Class Advisor	Room 221A	(718) 817-7724
Yearbook / Journalism Advisor (Room 017B)	Back of Cafeteria	(718) 817-7797

## Calendar

2018			
September	5	Wednesday	First Day of School
September	10, 11	Monday and Tuesday	Rosh Hashanah ( <b>schools closed</b> )
September	19	Wednesday	Yom Kippur ( <b>schools closed</b> )
October	8	Monday	Columbus Day Observed ( <b>schools closed</b> )
November	6	Tuesday	Election Day: Chancellor's Conference Day No students in attendance
November	12	Monday	Veterans Day ( <b>schools closed</b> )
November	22, 23	Thursday and Friday	Thanksgiving Recess ( <b>schools closed</b> )
December January	24 1	Monday through and including Tuesday, January 1st, 2019	Winter Recess (including Christmas and New Year's Day) ( <b>schools closed: students return to school on Wednesday, January 2nd, 2019</b> )

2019			
January	21	Monday	Dr. Martin Luther King, Jr. Day ( <b>schools closed</b> )
January	28	Monday	Chancellor's Conference Day No students in attendance
January	29	Tuesday	Spring Term begins
February	5	Tuesday	Lunar New Year ( <b>schools closed</b> )
February	18, 22	Monday through Friday	Midwinter Recess (including Washington's Birthday, Lincoln's Birthday, observed) ( <b>schools closed</b> )
April	19, 26	Friday April 19th through Friday, April 26th, 2019	Spring Recess (including Good Friday and Passover) ( <b>schools closed: students return to school on Monday, April 29th, 2019</b> )
May	27	Monday	Memorial Day Observed ( <b>schools closed</b> )
June	4	Tuesday	Eid al-Fitr ( <b>schools closed</b> )
June	6	Thursday	Chancellor's Conference Day: No students in attendance
June	26	Wednesday	Last day for all students

## **Student Rules & Responsibilities**

By following the student rules and regulations listed below, you will help to provide a better school environment for yourself and for your classmates. Therefore, 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 to school; have their parent call the attendance office when they are absent; parents may also e-mail the attendance office at [attendance@bxscience.edu](mailto:attendance@bxscience.edu) with the student's name, Official Class, nine digit student ID number (OSIS), date of absence, and then bring in an absence note to the attendance office Room 029 on the student's day of return to school;
2. be prepared for class with appropriate materials, and properly maintain textbooks and other school equipment on loan or used in the classroom;
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 both in the student cafeteria and in the hallways and classrooms;
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. Boom boxes and laser pointers are prohibited;
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 (physical copies distributed during official class) and by signing up parents to receive all Naviance and PupilPath e-mails.

## **Bell Schedule**

**The school day runs from 8:05 a.m. until 3:42 p.m. SGI is on Tuesday, Wednesday, and Thursday of each week.**

<b><u>Regular</u></b> – Every day but Thursday (see below)			
<b>Pd.</b>	<b>Start</b>	<b>End</b>	<b>Duration</b>
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
SGI/9	2:15	2:56	41 Minutes
SGI/10	3:10	3:38/3:42	38/41 Minutes

<b><u>Official Class/Homeroom – Thursdays</u></b>			
<b>Pd.</b>	<b>Start</b>	<b>End</b>	<b>Duration</b>
1	8:06	8:45	39 Minutes
2	8:50	9:29	39 Minutes
3	9:34	10:13	39 Minutes
OFF CL	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
SGI/9	2:13	2:52	39 Minutes
SGI/10	2:57	3:36	39 Minutes

## **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, or e-mail [attendance@bxscience.edu](mailto:attendance@bxscience.edu) with the student's name, official class, nine digit student ID number (OSIS), and the date of absence. A Bronx Science absence note, signed by the parent/guardian must be brought to the attendance office before the student's first class on the day of return. If a doctor treats the illness, a doctor's note should be attached to the absence note. According to NYC Department of Education regulation, a doctor's note is also required if a student is absent for three or more consecutive days. The official "Bronx Science Absence Note" can be printed from the Bronx Science website ([www.bxscience.edu](http://www.bxscience.edu)) by clicking on Students, Attendance, Forms to Download, and then clicking on "absence note form." 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 ALL of the student's teachers and should be retained by the 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** and **Out of Building Pass**)

Students who do not bring in an absence note upon their return to school are at risk for receiving cuts for classes missed, if an error is made. These errors cannot be corrected unless an absence note is on file documenting the student's absence. Students who are absent from school may not participate in extra-curricular activities on the day of their absence (See **Cutting Class** and **Detention and Student Privileges**)

## **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 an exam in the 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 an exam in the 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.

### **EXAMS (MID-YEARS, FINALS, REGENTS)**

All students who miss these exams will receive a makeup.

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

NOTE: Parental notes, medical documentation from a doctor, and other proper documentation are kept on file for six 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 will also be required to take the Regents exam the next time it is offered.

## **Academic Honesty Policy**

Academic dishonesty includes all forms of cheating, including but not limited to: passing someone else's work off as your own, giving another student your work, using any sort of aid in an examination, looking at another student's examination during a test and/or the possession

of any sort of prohibited electronic device during a test. In some instances, students may share their work on group projects at the discretion of the teacher.

**Homework:** Copying from the text or any other source OR copying other students' work OR giving your work to another student, may result in:

Penalty:

1. 1st offense: Zero for the assignment. Parents notified. Incident recorded in Deans' File.
2. 2nd offense: Same as 1st offense and 5 deans' detentions, and meeting with Assistant Principal.
3. 3rd offense: Same as 1st offense and pre-suspension hearing with the Principal.

**Cheating on Exams** may result in:

Penalty:

1. 1st offense: Zero for the test. Parents notified. Incident recorded in Deans' File.
2. 2nd offense: Pre-suspension with the Principal. Repeated offenses may result in colleges being notified during a student's senior year at Bronx Science.

**Cheating on MidYear/Final/Regents/AP Exams** may result in:

Penalty: Zero on exam and recorded in Deans' file. Pre-suspension hearing with the Principal, which may result in detentions, suspensions and/or reporting to colleges.

**Falsified, Stolen, or Fraudulent Paper/Research Project:**

Definition: Citing non-existing sources, excerpting primary and/or secondary sources with no credit given. This also includes: entire paper or research is fraudulent, invented by student or taken wholesale from the Internet, another student, or any other source OR giving your work to another student.

Penalty may result in: Zero for project. Parents notified. Suspension possible. Colleges to be notified at the Principal's discretion. Incident recorded in Deans' File. Repeat offenders will face further disciplinary action.

**Any student who participates or assists in academic dishonesty will be held accountable.**

## **Address Change**

New York City law requires that each school maintain up-to-date biographical information for each student. It is imperative that the school is able to contact students and parents in the event of an emergency and that important mail is able to reach you.

Any change in address, telephone number, e-mail, or any other biographical information must be reported to the school. A Blue Emergency Contact Sheet must be completed whenever a student's address changes or if a parents' home phone number, cell phone number, or e-mail is changed. Forms are available in the Attendance Office – Room 029. You may also print out the official "Biographical Change Form" from the Bronx Science website ([www.bxscience.edu](http://www.bxscience.edu)) by clicking on Students, Attendance, Forms to Download, and then clicking on "Biographical Change Form." The form should be submitted to the attendance secretary in Room 029 to document these changes as soon as possible after the change takes effect. If it is to document an address change, the form must be submitted along with a utility bill (gas or electricity) showing the new address.



## **Advanced Placement (AP) Courses**

APs are college level courses taken in high school that culminate in an exam in May. The subject specific exams in May are recommended but not required and this year will cost approximately \$97.11. This cost is set each year by the College Board and may increase in price. Our school offers AP courses in 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 is a 3 or higher.

Please be aware that acceptance into Advanced Placement courses will be denied if you have suspended privileges (See **Cutting Class** and **Detention** and **Student Privileges**.) Grades are the primary consideration for entrance into Advanced Placement courses.

## **After School Activities**

All after school activities, including PSAL Sports, start at 3:45 p.m., after SGI because SGI is part of the school day. [See **Small Group Instruction (SGI)**]. The only exception to this rule is PSAL away games, which necessitate students leaving school early. All students involved in PSAL away games must show teachers a field trip form at least a day in advance, in order to receive permission to leave school early for the PSAL away game. Students who are absent from school during the day may not participate in after school activities on the day of absence.

## **Athletic Programs**

To try out for an Athletics team, a Department of Education Athletic Medical Form must be obtained and completed by your doctor, and a Parental Consent Form must be signed by your parent/guardian. Both forms can be found outside of Room 048D and on our school's website. For questions regarding the athletic program, see the Athletic Director in Room 048D. (See **Public School Athletic League (PSAL) Team Rules**). Please note that students with suspended privileges are ineligible to participate in any Athletics teams until their privileges are reinstated. (See **Cutting Class** and **Detention** and **Student Privileges**.)

10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> graders on a PSAL team will be eligible to opt out of their Physical Education class (when the team is in season). Please see the Physical Education and PSAL pages of the Bronx Science website for details.

## **Attendance**

Students are expected to attend school every day on time and to attend every scheduled class in their program. Bronx Science has an average daily attendance rate of over 97%; therefore, students who are absent more than four 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. To avoid the possibility of errors in attendance, students who are expecting a program correction must follow their current program until they receive the official notice of change. (Also see **Absence from School**.)

Parents who need school attendance verification letters for their children (for the Internal Revenue Service (IRS), Social Security Administration, etc.) should call the Attendance Office at 718-817-7762 for assistance.

## **Big Sibs Program**

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

## **Building & Schoolyard Protocol**

All students must carry their ID card at all times. They must “swipe in” every time they enter or exit the building during the school day, including entering and exiting from the courtyard during lunch periods. Students who consistently do not have their ID will face disciplinary action. Students who do not have their ID will not be able to go outside for lunch or free periods. Students who use another student’s ID card to leave the building will receive detentions.

Students are responsible for cleaning up after themselves in the student Cafeteria, in classrooms, and in every other area of the building and schoolyard. Students who are not throwing away their garbage and/or littering will face disciplinary action.

Students may not eat food anywhere in the building except the Cafeteria, including food brought in from outside. Students found eating food in classrooms or the hallway will be subject to disciplinary action. Students with no lunch period may eat cold food (i.e. a sandwich) in their classroom; however, all garbage must be thrown away.

The use of tobacco products of any kind is not permitted on school property, including the streets surrounding the school building. This is the law. Violation of this law will lead to suspension.

According to the Department of Education rules, students may not play games of chance (such as cards or betting games) on school property.

Students are expected to attend all classes, to respect one another, and to respect the building and campus of The Bronx High School of Science. Students who violate Bronx Science Regulations or Department of Education Regulations may be suspended from school. In addition to being suspended, participation in after school activities and participation in PSAL events may be revoked.

## **Bullying**

Bronx Science has a ZERO TOLERANCE policy for student bullying. If you or someone you know is being bullied, students should see a guidance counselor, dean, teacher, or any adult in the building to report it. The incident will be investigated and appropriate disciplinary action will be taken.

## **Cafeteria**

The entire student body shares the student cafeteria over several class periods each day (Periods 4 through 7). Therefore, it is important that all students are able to enjoy a clean, healthy, and safe environment where they can relax, eat, and socialize. Students must take the responsibility to clean up after themselves, by discarding all trays and uneaten foods in the garbage bins provided. Students are to report to the cafeteria during their designated lunch period. Students may eat in the cafeteria or in the courtyard. However, to prevent attracting pests, students are not permitted to bring food out of the cafeteria to other parts of the building. Students may be assigned detention for eating food in the hallways. See **Cell Phones & Electronic Devices** for the rules governing their use in the student cafeteria.

Students must swipe their ID card each time they enter or exit the building from the beginning of the school day until the end of 9<sup>th</sup> period.

Students who are part of a special program requiring them to eat lunch in other parts of the building must obtain special permission beforehand. If you have any questions, concerns or dietary restrictions, feel free to contact the dietitian or the head cook in the kitchen at 718-817-7772.

**To obtain school meals at Bronx Science:** Breakfast and lunch are now completely free for all students in every New York City public school. All meals will be served at no charge to families. Please note that all parents, regardless of income, must still complete a School Meals Form so that our schools get access to federal funding for this program and others. Please complete the form online at [www.myschoolapps.com](http://www.myschoolapps.com) by December 2018. A hardcopy of the form is also available in the main office, room 135.

## **Cell Phones & Electronic Devices**

*Please note that students bring cell phones/electronic devices to school at their own risk.*

- The rules governing electronic device use in the cafeteria will now apply to the rest of the school as well. Students listening to music may wear only one ear bud and may not project music through a blue tooth device or through personal speakers.
- The electronic devices may only be used during a student's free period - not in between class periods. This policy is in effect so that the already crowded hallways aren't further impeded by students who are texting, on emailing, or listening to music. **At all times, do not use electronic devices while walking or going up the stairs.**
- Any electronic device that is brought in to school will be used at the student's own risk. Bronx Science does not have the staff to handle inquiries into lost or stolen electronic devices.
- This new 'electronic devices policy' will be on a **Trial Basis**. If we have an increase in discipline problems, with noise in the hallways, or interference with our bandwidth, or any other unforeseen issue, we will go back to our old electronic devices policy.
- As usual, cell phones are banned in classrooms unless they are being used for instructional purposes at the teacher's discretion. Any student found using a cell phone to cheat on an exam will face the usual disciplinary actions.
- The school currently has limited bandwidth. We are looking into increasing our bandwidth. However, at this time in order to prioritize instructional use of our very limited bandwidth, student access to the wireless system is limited.
- Electronic devices used in the library should not be used in a way that causes any disruptions in the library. If the librarians are spending their time monitoring students on cell phones and consequently cannot fulfill their duties as librarians, then we will reverse our decision to allow electronic devices in the library.
- Any students caught with a cell phone in their possession during any exam will receive an automatic zero and may face further disciplinary charges.
- To ensure the integrity of New York State assessments, the State Education Department prohibits all students from bringing cell phones and certain other electronic devices into a classroom or other location where a New York State assessment is being administered.
- If an emergency arises and the student needs to make a phone call, he/she may go to an Assistant Principal's office. The student will be given access to a phone and privacy to make a phone call. If an emergency arises and a parent needs to contact their child during the school day, they can call the Parent Coordinator or their child's guidance counselor.
- Any cell phone or electronic device that is confiscated will be given to the deans' office. Please call or e-mail Ms. Loukissas ahead of time at 718-817-7791 or [loukissas@bxscience.edu](mailto:loukissas@bxscience.edu) so that she can have the device ready for you.

## **Clubs & 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 (the office is in the back of the student cafeteria on the left, Room 017A) for information on creating a club. On the Bronx Science website ([www.bxscience.edu](http://www.bxscience.edu)) there is a listing of our current Academic Teams, Publications, and current Club and Activity offerings. Click on 'Student Life' and then click on 'Student Clubs' for a complete listing. Please be aware that students with suspended privileges are ineligible to

participate in any clubs and activities until their suspended privileges are cleared (See **Attendance and Cutting Class** and **Detention and Student Privileges**.)

## **College Process**

Bronx Science is a college preparatory school. Consequently, the college process is a four-year journey that begins during your freshman year. Your guidance counselor will help to guide you through this journey. During the summer of your junior year, you will begin to work on your college applications. The most important elements of your college applications will be your course selections during your entire academic career at Bronx Science, your grades, your teacher recommendations, your college essay, and your standardized test scores. Special interests, achievements outside of the classroom, and the skills and experiences that you will bring to the campus environment are also most important for your college applications. With this in mind, each year you should diligently:

- Register for the most challenging classes each year for which you are eligible. This is done through Naviance during course registration in the spring of each academic year. You should choose classes that you are most interested in and in which you believe that you will have the greatest success.
- Participate in extra-curricular activities beginning with your freshman year. When you find one that you really enjoy, continue to participate in it throughout high school and work on obtaining a leadership position.
- Volunteer. Community service benefits you and others.
- Make plans each year for a profitable and productive summer. See if you can obtain an internship or a job in a field that interests you. Check the College Office and our Naviance system for summer school study, internship opportunities, and college programs. Start looking early, as many programs have deadlines in March. See your guidance counselor for career opportunities, and keep checking Naviance and the Summer Opportunities bulletin board outside the Guidance Suite (Room 035) for summer job listings and opportunities.
- Take all of the appropriate standardized exams.

## **Course Selection**

Each spring, students select the courses for which they will be scheduled for the following 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.

Please be aware that acceptance into Sixth Major, Elective Minor, Advanced Placement, and/or Honors courses will be denied if you have suspended privileges (See **Cutting Class** and **Detention and Student Privileges**.) In addition, cuts, excessive lateness, and absences will all be considered in your application for entrance into Advanced Placement courses.

## **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 one 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 Bronx Science faculty and staff. Our primary concern is for your education, your well being, your safety, and your security during school hours; if you are not in class when assigned, all of these factors are affected negatively. Therefore, all students are assigned detention for infractions of the cutting policy. Students must immediately begin serving detention to clear all

cuts and to bring your record down to ZERO upon the first infraction. Students who do not begin serving detention immediately are at risk of being charged with defiance of school authority, which will lead to a Superintendent's Suspension. In addition, students who cut a test or quiz will earn a ZERO (see **Absence from Tests**.) Students and parents receive a weekly e-mail report detailing their absences, cuts, and detentions, and students receive a printed copy of this report as well in homeroom each week. (See **Detention and Student Privileges**.)

## **Daily Announcements**

Daily announcements are aired over the school's public address system every day during the beginning of third period, or during the ten minute weekly homeroom class on Thursdays, and they are also listed daily on our website. In addition, Bronx Science has a weekly television news program, called *Wolverine T.V.*, which broadcasts every week during homeroom. To make an announcement, it must be written out on the "Announcement Form," approved and signed by a faculty advisor, and submitted to the Assistant Principal of Organization's office in Room 135. To create a broadcast for *Wolverine T.V.*, e-mail the *Wolverine T.V.* officers at [wolverinetv@gmail.com](mailto:wolverinetv@gmail.com) Important school dates are also listed on the Bronx Science website. A monthly printed school calendar is also located in the display cabinets outside of the student cafeteria.

## **Deans' Office**

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

## **Detention**

Students who violate school rules will be assigned detention. Detention is held in Room 131 from 3:45 to 5:00 p.m. (one hour and fifteen minutes in length). All students who have unsatisfied detentions receive a weekly report, sent to the student's Bronx Science e-mail address, and a copy of the report is also sent to the parent e-mail on file.

During detention, students may read and/or complete homework or other schoolwork. Students who talk or misbehave during detention will be asked to leave, will not receive credit for detention for that day, and may be referred to the dean of discipline for further disciplinary action. Students are required to serve all of their outstanding detentions. Those who refuse to do so are in defiance of school authority and risk the Suspension of Out-of-Building Privileges and/or a Principal's Suspension.

Students who receive detentions from the dean 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 on which detention is held until all the detentions are satisfied. Students who have one or more unsatisfied Deans' Detentions have their STUDENT PRIVILEGES SUSPENDED. (See **Cutting Class and Student Privileges**.) Students who have 1 or more open detentions for cutting class will have their STUDENT PRIVILEGES SUSPENDED. This ZERO TOLERANCE POLICY is applicable to all students.

## **Dress Code**

Given that school is a place of learning, and in order to maintain a positive educational environment, it is important that a certain standard of dress be maintained. Students are expected to dress appropriately, modestly, and in good taste. It is the obligation of all students to maintain their personal appearance in a manner that reflects well on themselves and on the school community. Therefore, proper school attire should not be revealing, lewd, or so extreme as to create a disturbance to the educational environment. Students who arrive to school dressed inappropriately will have their parents/guardians contacted. If the situation cannot be remedied,

students may not be permitted to attend classes and may be sent home if the dress code cannot be adhered to.

You must follow the following school dress code at all times or risk disciplinary action:

- Undergarments on boys or girls must not be visible.
- Bare midriffs on boys or girls are not permitted.
- Low cut tops on girls that reveal cleavage are not permitted.
- Strapless tops on girls are not permitted.
- White undershirts worn as shirts by girls or boys are not permitted.
- Pants may be baggy, but not falling down. Underwear may not be visible while standing or sitting.
- There should be no exposed underwear or bra straps.
- 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. Exceptions are made for head coverings for religious purposes.
- Flip flops are prohibited for safety reasons (to prevent tripping and falling on stairwells).
- Clothing that is suggestive, lewd, or with pictures or slogans that are obscene, promote drug use or other illegal behavior, or that degrade religion or race or sexuality are prohibited.
- Other modes of dress, which are deemed offensive by school officials, or which interfere with the educational process are likewise prohibited.

Students found to be in violation of any of the above dress code policies will be given the option to cover up either with their sweater or jacket, or to have their parent bring appropriate attire to school for the student to wear. The student will be referred to his/her guidance counselor to have a conversation regarding the potential problems posed by such dressing both in school as well as while traveling around the city on buses and subways. For multiple infractions, students will have their parents notified and will face disciplinary action.

## **Early Release**

See **Out of Building Pass** below for the specific rules that must be followed.

## **E-Mail**

E-mail is the primary mode of communications used by the Bronx Science administration to transmit essential school information and policies to parents and students. All students receive a Bronx Science e-mail address when they enter the school. **All students MUST CHECK their Bronx Science e-mail and Naviance e-mail accounts EVERY DAY in order to learn about vital school procedures, policies, and information, and 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 every week to send 'Next Week in Preview,' school-wide communications, and a copy of the students' cutting and detention report. Parents are strongly encouraged to have their children sign them up through the child's Naviance account, so that parents will also receive copies of any school e-mails sent to students through this e-mail system.

Parents may change their e-mail address by going to the Bronx Science website (www.bxscience.edu) and clicking on 'Parents,' then 'Parent Coordinator,' and then by clicking on 'Email Sign Up.' 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.

All students are required to use their bxscience.edu e-mail address for receipt of all official school communication.

## **Elevator Use**

Students may use the school's elevator only if they have been given an elevator pass. This includes after school and on weekends. Elevator passes may be obtained from the nurse's office with a doctor's note.

## **Extended Vacations**

Parents, while we understand the importance of families spending time together, as well as the need for families to observe religious holidays, please know that absences can have a negative impact on your child's education. Absences, even for reasons that you feel are necessary, may affect your child academically as he/she misses classroom lessons. Students are expected to be in attendance the day before and the day after all school holidays or vacations.

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

- Students must be in attendance every day before and after the start of a school holiday.
- All student absences REQUIRE a parental note. All extended absences of three or more days require a doctor's note. Students should bring parental notes and doctor's notes to the attendance office (Room 029) as soon as they return to school. (See **Absence from School**).
- 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.

## **Field Trips**

Field Trips are considered to be a student privilege. Please be aware that students with Suspended Privileges WILL NOT be allowed to go on any field trips until their privileges are reinstated. (See **Cutting Class** and **Detention** and **Student Privileges**.)

## **Free Periods**

Students who are not scheduled for a class during a specific period have a free period. Use this time to complete work for academic classes, to study for upcoming quizzes and examinations, to relax, or to socialize with your peers. During a free period, students may use the library, the student cafeteria (during Periods 1 through 8), or they may spend time in the front campus courtyard during good weather.

## **Grades, Progress Reports, Report Cards, & Transcripts**

Remember that you are creating your transcript for college from the time that you first enter the building as a new freshman. All of the grades you receive will appear on your official transcript, which is sent to college, so remember that every grade is important from the moment that you begin your course of academic study at Bronx Science. The most important items on your college application will be the list of the courses that you have taken and the grades that you have received in them.

Each school year is divided into six marking periods per academic year. Your grades will be officially reported to you six times per academic year at the end of each marking period. Grades for all six marking periods are numeric grades. Bronx Science is an annualized school, so please note that a grade and credit is recorded on your permanent record at the end of each academic year in June. All grades will be cumulative from September through June, and all full year courses will be worth two (2) credits. One term classes will be worth one (1) credit and will give final transcript grades in January or June depending on which term they are taken in.

Your progress reports (marking periods 1 through 5) will have grades that let you and your parents know how you are doing at that moment in time. At the end of June, students will receive an official report card grade based on all of the work from the beginning of the academic year starting in September (this is the final marking period 6). Only the final grades in June are entered into your official transcript and your student record, and they are averaged in with all grades from previous marking periods to determine your grade point average. Your report card, as well as your official transcript and student record, will also contain the grades that you receive on your New York State Regents Exams.

At any time, you and your parents may review your grades online in all of your classes. You may see your: test grades, writing/essay grades, quiz grades, class participation grades, homework grades, group work grades, special project grades, independent study grades, etc... by logging in to our online gradebook (go to <https://pupilpath.skedula.com>). Our PupilPath online gradebook is used by every teacher at Bronx Science and updated by them regularly throughout each semester. Teachers may add comments to elaborate on any grade for an assignment that you received. These comments do not appear on your school record or on your official transcript. (See the **ONLINE GRADEBOOK** section of this document for more information)

**Grading Policy:** Bronx Science is an annualized school where most courses' syllabus, scope and sequence, lesson plans, assessments, and grading policy reflect a year-long learning cycle. The same teacher teaches the students the entire school year, even though the year is divided into six marking periods. Since we are an annualized school, all yearlong classes have a yearlong course calendar and curriculum which are posted on our website. Select courses, such as Health, Research Literacy and Coding for All will be one term long, and students will receive their final grade at the end of the term. These one term classes worth one (1) credit will not be subject to the annualized grading policy. Since we are annualized, for all full year courses worth two (2) credits, grades and credits will go on the transcript at the end of June following the same grading rules as any other grade (see next paragraph).

All grades, including failing grades, are taken directly out of Skedula at the time and date announced on the calendar to be loaded into STARS for both the report card and transcript. Grades of .5 and above will be rounded up to the nearest integer and grades below .5 will be rounded down. All failing grades will have a floor grade of 45.

The policy on acceptance of late or missing student work is decided on by each academic department. As per school policy, all students must have two assessments per marking period. All midterms, finals and Regents exams are counted in students' final grades, and the percentage is determined by the department.

Students who fail full year classes in June will fail a two (2) credit class and will need to make up the entire year. There is no way to make up one term of a two (2) credit class.

**The Student Record (Permanent Record)** is a document that you will receive in school once a year, in September at the start of each academic year. It contains your teachers' names, your course names, your grades, your official class listing, your record of absences and lateness for each academic year. 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. Grades as of January during a student's senior year will be sent to colleges. Grades for accelerated high school classes taken in NYC public middle schools will appear on your transcript and will be averaged into your GPA. They are automatically transferred from your middle school to Bronx Science and we cannot edit them. If there is an error, you need to contact your middle school. All grades for high school classes taken at private and non NYC schools will be added to the transcript with a "CR" designation. These grades will be added by Bronx Science. Please see your guidance counselor if there is an issue with these grades missing on your transcript.

**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), offered weekly, Tuesday through Thursday, and special tutoring offered during and after school and during teachers' office hours throughout the school day.

If you are having difficulty in a particular course, the teacher may schedule you for mandated Small Group Instruction one day a week. Teachers have assigned student SGI one day per week. The other SGI day per week is for any student to drop in to see them for extra help, similar to college where professors hold regular office hours. SGI is offered during the teacher's and student's regular school time and is part of the school day. Consequently, attendance is REQUIRED for students who are assigned to it. If you cut SGI when you are assigned to it, you will receive a cut and will need to serve detention to satisfy it. (See **Cutting Class** and **Detention** and **Student Privileges**.) If you need help in any academic subject, please take advantage of SGI, our peer tutors, and Bronx Science's in school and after school tutoring programs. Most importantly, speak to your teachers directly and ask for help. Be sure to always ask questions in class when you need clarification or help. (See **Small Group Instruction (SGI)** below for more information).

## **Graduation Ceremony**

Each year, Bronx Science hosts a graduation ceremony to which graduating seniors and parents and family members of graduating seniors are invited to attend. All graduating seniors automatically receive a seat for themselves and two seats for family members. Seniors may request additional tickets if their privileges are in good standing (zero outstanding detentions). Please be aware that students with suspended privileges (1 or more outstanding detentions) will be ineligible to receive ANY extra graduation tickets for family members more than the standard two tickets allocated for each family. (See **Cutting Class** and **Detention** and **Student Privileges**.)

## **Graduation Requirements**

To see the most up-to-date graduation requirements go to the [bxscience.edu](http://bxscience.edu) webpage, "Academics" and then "Course Guide." Look at the end of the document for the most up-to-date information about Bronx Science graduation requirements, entitled 'Graduation Requirements.'

## **The Holocaust Museum & Studies Center**

Founded in 1978 by a social studies teacher, Mr. Stuart S. Elenko, the Holocaust Museum and Studies Center at The Bronx High School of Science is one of the oldest Holocaust Centers in the United States, predating the Museum of Jewish Heritage in Battery Park and the Holocaust Museum in Washington D.C. Since its inception, the museum has had over 60,000 visitors, including the Nobel Prize winner Elie Wiesel, the famed Nazi hunter Simon Wiesenthal, and the noted psychiatrist Dr. Ruth Westheimer.

From 1978-2009, the museum was housed in a small room of the library within the school building. Thanks to the generosity of Bronx Science Alumni, the museum celebrated its grand re-opening on April 19, 2013 in a newly renovated space in Room 049D.

Throughout the year, students will have the opportunity to tour the Holocaust Museum during one of their academic classes.

## **ID Cards**

All students are issued a Bronx Science ID card when they start school. Every student is required to have a photo ID card each time they enter and exit the building, each time that they enter the library, and each time that they receive books (all of which are tracked using student ID cards). Students who enter in the morning without their ID card and leave the building during the day are subject to disciplinary action. For the security of all, students who use someone else's ID card to reenter the building will be suspended. Students who have to attend detention and who have no ID card may not leave the building between the end of their school day and the beginning of detention. If you lose your student ID card, please fill out the online form on the [www.bxscience.edu](http://www.bxscience.edu) website to obtain a new one. For each academic year, students who lose their student I.D. card will receive a free replacement for the first and second lost cards. Starting with the third lost student I.D. card, students will need to pay for a replacement card through the School Store (See **School Store**). Fill out the online form and also purchase the item and bring a copy of the receipt of payment to the school aides in the student cafeteria the next morning in order to receive your new student I.D. card. The cost to replace your lost Student I.D. card is \$5.45. If you leave your ID card at home, you must sign in at a special station in the cafeteria, and you may not leave the building until the end of the day. Please note: once an ID card is ordered, the old ID card is invalidated for security reasons. If you later find your old ID card, you should destroy it for security purposes.

## **Junior Prom**

Bronx Science's Junior Prom is a formal dinner and dance held at the end of junior year. Parents and students, please plan on paying for your child's Junior Prom ticket (around \$90.00) in the spring of your child's junior year, if your child wishes to go (Junior Prom is entirely optional, of course). Students and parents should start a family savings plan starting during a student's freshman year in order to budget for Junior Prom expenses, if you are interested in attending. Students, please be aware that if you have suspended privileges, you are ineligible to attend Junior Prom. Attending Junior Prom is a privilege, not a right; students' behavior, their dean's office record, and their detention record during their first three years at Bronx Science will also factor in to whether or not a student is allowed to attend Junior Prom, even if a student does not have suspended privileges. (See **Cutting Class** and **Detention** and **Student Privileges**.)

## **Lateness**

Students should arrive at school at least 10 minutes before their first period begins because ID Cards are "scanned" as students enter the building. Occasionally there is a line in the morning for scanning in. Students who arrive too late to reach their first class on time must procure a Late Pass. Late Passes are available in the student cafeteria until 10 a.m. Students who arrive after 10:00 A.M. (Period 3) must procure a Late Pass directly from the Attendance Office (Room 029) before going to class. Please note that a LATE PASS DOES NOT EXCUSE LATENESS; it merely records it. When a student is so late that an entire class is missed, this student is considered to have "cut" the class.

Our policy regarding lateness is as follows: Students who have "patterns of lateness" may be assigned detention. For example, students who are late three times in a short period of time, such as a month or a week, may be assigned detention in order to try to modify that behavior. Students who are late to school occasionally are not penalized. For example, a student who is late in September, then late again in December, and late a third time in February is not penalized for lateness. When the Transit Authority informs us of a train delay, or there is a bus delay, or a

parent calls the attendance office and sends a note, we regularly excuse the lateness (as long as there is not a pattern of lateness.)

Teachers are encouraged to follow the same policy with regard to lateness to class. (See **Cutting Class** and **Detention** and **Student Privileges**.) Students who visit a doctor before school and arrive late should scan in, and then report immediately to the Attendance Office (Room 029) with a doctor's note before going to class. In addition, parents must call the attendance office the day before the doctor's appointment to verify that the student will be late.

## **Library**

The Bronx Science library is open during the school day and during both periods of SGI. Incorporated into the facility is a research center with state-of-the-art computers and group study and conference rooms, which can be reserved for student and teacher activities. In addition, students have access to numerous electronic databases, which will aid them in their academic study. Students should make every effort to return checked-out library books on time. Library Fines (replacement cost for lost library books, or a fine for late return of library books, or payment for both) can be paid online through the School Store (see **School Store**).

## **Lockers**

Each student is assigned an individual locker. Students may not use any other locker than the one to which they are assigned. For questions, e-mail [lockers@bxscience.edu](mailto:lockers@bxscience.edu). For locker problems, there is an online form to fill out (go to [www.bxscience.edu](http://www.bxscience.edu) and look under Announcements, Locker Issue). The school assumes no responsibility for any lost or stolen articles taken from lockers. Therefore, students should not leave valuables, such as digital cameras, money, or jewelry, in their lockers at any time. Report all missing items from lockers to the Deans' Office (Room 032).

## **Locker Room Rules & Regulations (Physical Education)**

1. Students should leave the locker room immediately after they are finished changing. No loitering is permitted.
2. Students should be in the locker room only if there is a staff member supervising the locker room. If no adult is present, all students must leave the locker room immediately.
3. Students should keep track of their belongings in the locker room and should not touch other students' belongings.
4. Students should treat each other with respect in the locker room, as always. Bullying will be dealt with severely.
5. Students should treat school property in the locker room with respect. Vandalism will not be tolerated.
6. Students must use only school issued locks in the locker room. Other locks will be clipped.
7. Students should secure all personal items in a locked locker.
8. Teams must change in the area designated by the coach in the locker room.
9. Violation of locker room rules will lead to appropriate disciplinary action.

## **Lost & Found**

Students, teachers, and other faculty members who find lost items in classrooms or throughout the building should bring them to the lost and found table in the front of the student cafeteria. For electronics or expensive items, please see a Dean. Please be aware that lost and found items are eventually donated to goodwill (especially lost clothing), so if you lose an item, you should promptly go to the student cafeteria to look for the lost item.

### **Lunch Forms**

Breakfast and lunch are now provided to students at no charge. However, please note that all parents, regardless of income, must still complete a School Meals Form so that our schools get access to federal funding for this program and others. Please complete the form online at [www.mvschoolapps.com](http://www.mvschoolapps.com) by December 2018. A hardcopy of the form is also available in the main office, room 135.

### **Medical Emergencies (ER) and Nurse's Office**

The school's Medical Emergency Room (ER) and Nurse's Office is open during school hours, and it is located in Room 049. Students who become ill at school must obtain a written pass from their teacher first, authorizing the student to visit the ER. Students are not allowed to leave the building due to illness unless the permission of a parent or guardian is received. Parents will be called and informed of the nature of the illness.

**Prescription Medication:** Students may not possess or take prescription medication on school premises without proper documentation (a Medication Administration Form) and permission. Medication Administration Forms are available in the Nurse's Office, Room 049. For more information see NYCDOE Chancellor's Regulations A-701.

### **Metro Cards**

Student Metro Cards are distributed during official class at the beginning of the school year. Lost cards should be reported immediately to the Attendance Office, Room 029. Lost Metro Cards will be replaced only if the school is supplied with additional cards from the MTA, so please guard your Metro Card very carefully to prevent its loss or damage.

### **National Honor Society (NHS)**

The National Honor Society (NHS) is the nation's premier organization that recognizes outstanding high school students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. Students may apply to NHS during the second term of their junior year, or the first term of their senior year. Students should plan well in advance, and they should begin accumulating credits as freshmen in order to meet NHS application requirements.

For detailed information about requirements and how to apply to NHS, please visit our website (available on the [bxscience.edu](http://bxscience.edu) website by clicking on 'Student Life,' then 'National Honor Society,' then 'Applying to NHS'). If you have any questions, please email [nhs@bxscience.edu](mailto:nhs@bxscience.edu)

### **Naviance**

Naviance is a web-based research and planning tool for students, parents, and guidance counselors. The website manages individual students as they move through the entire college planning, application, and decision-making process. In addition, it is an extremely important communication tool. Through Naviance, your counselors, the school's administration, teachers, the senior class advisor, as well as other school officials, will communicate with you about extremely important upcoming deadlines and school events. **Therefore, you must check your Naviance e-mail account on a daily basis so that you receive these important communications.** 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, students use Naviance to select and to register for their classes each year, and to serve as a digital portfolio, with students saving writing samples under 'documents.'

## **Newspaper**

Bronx Science has an online student newspaper, *The Science Survey*, a production of the 'Journalism: Newspaper and Yearbook' classes, in addition to a print newspaper. The online newspaper is entirely written and produced by Bronx Science journalism students, and it has numerous articles of great interest to the Bronx Science student body, covering everything from school events to the latest student trends in art, fashion, food, music, and technology. To read the online newspaper, go to <http://thesciencesurvey.com> OR go to the Bronx Science website ([www.bxscience.edu](http://www.bxscience.edu)), Select 'Media,' and select 'online newspaper.' *The Science Survey* also has a dedicated Facebook page, which we encourage you to 'like' so that you get *The Science Survey* news articles in your Facebook news feed.

## **Online Gradebook: PupilPath**

At any time, you and your parents may review your grades online in all of your classes. You may see your: test grades, writing/essay grades, quiz grades, class participation grades, homework grades, group work grades, special project grades, independent study grades, etc... by logging in to our online gradebook (go to <https://pupilpath.skedula.com>). Our online gradebook system, PupilPath, is used by every teacher at Bronx Science, and it is updated by the teachers regularly throughout each semester.

In addition, teachers may easily contact parents and students using e-mail directly through the PupilPath online gradebook.

## **Out-of-Building (OB) Pass**

Students are encouraged to schedule medical appointments during after school hours whenever possible. Students who must leave school early to go to an appointment must obtain an Out-of-Building pass in the Attendance Office, Room 029. The Out-of-Building Pass is to be used for legitimate, unavoidable excuse from school during regular school hours. Students are expected to bring in appropriate documentation for doctor visits, appointments, court appearances, etc. Students who leave school early without an OB Pass will be responsible for subject class cuts. (See **Cutting Class** and **Detention** and **Student Privileges**.)

### **DIRECTIONS TO PARENTS:**

- Complete the information on the OB pass form (available on the [bxscience.edu](http://bxscience.edu) website by clicking on 'Students,' then 'Attendance,' then under 'Forms to Download,' click on 'Out of Building Pass.')
- Please make sure that you give us a telephone number at which you can be reached in the morning.
- All Out of Building Passes must be verified by staff. If a parent/guardian is not reachable by phone, an OB Pass will NOT be issued and the student will be considered "Cutting" for any missed classes.
- Have your child return this form as soon as possible before the date of the Pass, but no later than 8:30 a.m. of the day that the pass is needed.

### **DIRECTIONS TO STUDENTS:**

- All OB passes must be signed by a parent.
- Please hand in this form to Ms. Scipioni in Room 029, as soon as possible, but no later than your first period of the day that the OB pass is needed.
- Ms. Scipioni will let you know when you may pick up your completed 'Out of Building Pass.' Ms. Scipioni can be reached by telephone at 718-817-7702.

## **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, a T-shirt, and sneakers, unless a note is submitted regarding a medical condition or religious observance. (Also see **Attendance**.)

## **Program (Schedule) Change Policy**

All programs changes are made during the summer and no program changes initiated by the student will be honored after school starts. Contact the program chair in the spring or over the summer if a class request is needed. 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 a day of eight or nine class periods, inclusive of lunch. In order to accommodate the school-wide schedule and each individual student's needs, you are assigned an early or late session, or in some cases assigned to SGI [see **Small Group Instruction (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, unsolicited 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 or parent initiated program changes may only occur within the timelines established for each semester.

## **Public School Athletic League (PSAL) Team Rules**

1. If a student fails three or more classes in a marking period, his/her PSAL team privileges are revoked until he/she passes those classes on the next report card. During this time, the student is not allowed to participate in any practices/games.
2. If a student fails two classes in a marking period, he/she will be placed on probation (inactive list) and is only allowed to practice, but not to participate in games/matches, until he/she passes those classes for the next marking period.
3. Students who are on a PSAL team (ONLY sophomores, juniors, and seniors) will be opted out from Physical Education class. The student needs a current Physical Education grade of 85 or higher on the first and/or second report card in order to receive the privilege of being opted out of Physical Education.
4. Students who have Suspended Privileges will be placed on the inactive list until they are reinstated. The student will also be put back into Physical Education class permanently.
5. In order to maintain the privilege of opting out of Physical Education, an athlete has to fulfill the Physical Education requirement of three practices/games per week. Failure to comply will result in placement back into Physical Education class.
6. Students who fail to return to Physical Education class after their season is over will receive cuts for every Physical Education class missed. It is the students' responsibility to check their change of program status. (See **Cutting Class** and **Detention** and **Student Privileges**.)
7. A student must maintain a GPA of 75 or higher on the previous transcript in order to be placed on a PSAL team.
8. PSAL rules preclude students from participating in team activities if they have been absent from school during that day.

## **School Store (Online)**

For your convenience and to maintain strict financial accounting, Bronx Science has moved to an entirely online model for fee collection. All payments to Bronx Science must be made online using a credit card or debit card through the School Store on Bronx Science's website. Throughout your four-year career at Bronx Science, you will pay for many items through Bronx Science's online school store, some that are required and others that are optional.

These items are currently divided into different categories in the School Store as follows: AP Exam Fees, Athletics items (clothing needed for PSAL Sports and master locks for student's gym lockers, which are required), College Trips, *Dynamo* (Bronx Science's literary magazine), Junior Prom tickets (see **Junior Prom**), Lab Goggles (lab goggles required for all Biology and Chemistry lab courses and Tri-Fold Poster Board, required for all Research Expo students), Library Fines (replacement cost for lost library books, or a fine for late return of library books, or payment for both), Lost Books (school textbooks that are lost with fines that need to be paid for their replacement; see **Textbooks**), Miscellaneous (review books for courses, field trip fees, etc.), Model UN (tournament fees), Newspaper Ads (ads placed in the student newspaper), PSAT Test Fee (for freshmen), Replacement Student I.D. Card (see **ID Cards**), Replacement Student Planner, Robotics (for Robotics trip fees), Senior Dues (See **Senior Dues**), Senior Prom tickets (See **Senior Prom**), Speech and Debate (tournament fees), Transcripts (after you graduate and need copies of your transcript mailed), yearbook ads and signature books (for seniors), and yearbook for underclassmen.

You can also browse through Bronx Science's online 'Apparel Store (Clothing & Merchandise) outside vendor; ships to you' and purchase Bronx Science clothing such as t-shirts, golf shirts, sweatshirts, hooded sweatshirts, sweatpants, shorts, flannel pants, flannel boxers, and baseball caps, and other Bronx Science memorabilia such as mugs, notebooks, folders, backpacks, and duffel bags.

The General Store is run by Café Press, an outside vendor. The advantage to this is that all items are in stock at all times, you can order 24/7, and the items will be shipped directly to you at your home address or to your parents' work address.

You can also find the General Store by going to <http://www.cafepress.com/bronxscience>

To see all items available for purchase in the online Bronx Science School Store, go to the Bronx Science website ([www.bxscience.edu](http://www.bxscience.edu)), click on 'About,' then 'School Store,' and then click on the button for the appropriate school store that you're interested in.

After you purchase an item from any of our different online stores, make sure to print out a receipt from the School Store to keep on file for your records.

## **Senior Awards Ceremony**

Each year, Bronx Science hosts a Senior Awards Ceremony in early June in celebration of those seniors who have excelled in academic and service areas. Each year, between 250 and 300 seniors receive these special commendations. Many of these Senior Awards come with scholarship money (sometimes in the thousands of dollars) to be used to help pay for college. Please be aware that students with suspended privileges are ineligible to receive senior awards. (See **Cutting Class** and **Detention** and **Student Privileges**.)

## **Senior Dues**

Each year all seniors are required to pay Senior Dues, which cover all of the expenses associated with a student's senior year (senior yearbook, senior poster, graduation program, graduation hall rental, graduation expenses, cap/gown/tassel for graduation, diploma cover, senior mug, and senior brunch). The cost for Senior Dues is around \$200.00 each year. Seniors should expect to pay Senior Dues in the early spring of their senior year, so students and parents should start a family savings plan, starting during a student's freshman year, in order to budget for these necessary senior year expenses. Because these are necessary activities, especially the graduation

expenses, **paying the senior dues is not optional. If a student does not pay his/her senior dues, he/she will be ineligible to march at graduation or to participate in any senior year activities, including prom, until such time that the senior dues are paid.**

## **Senior Prom (Promenade)**

Bronx Science's Prom (short for promenade) is a once-in-a-lifetime experience, a formal black-tie dinner and dance held at the end of senior year. In America, prom serves as an important cultural marker signifying the transition from high school to the world of adulthood, and it is a major event among American high school students across the country. Parents and students, please plan on paying for your child's prom ticket (around \$200.00) in the spring of your child's senior year, if your child wishes to go (prom is entirely optional, of course). Students and parents should start a family savings plan starting during a student's freshman year in order to budget for prom expenses, if you are interested in attending. Students, please be aware that if you have suspended privileges, you are ineligible to attend prom. Attending Prom is a privilege, not a right; students' behavior, their dean's office record, and their detention record during their four years at Bronx Science will also factor in to whether or not a student is allowed to attend Prom, even if a student does not have suspended privileges. Also, please be aware that you cannot attend Senior Prom unless you have paid your Senior Dues (See **Cutting Class** and **Detention** and **Senior Dues** and **Student Privileges**.)

## **Small Group Instruction (SGI)**

Bronx Science has individualized tutoring, known as Small Group Instruction or SGI for short, available Tuesday through Thursday throughout the academic year. All students are encouraged to attend SGI with their teachers during 9th or 10th periods.

If you are having difficulty in a particular course, the teacher may schedule you for mandated Small Group Instruction one day a week. Students who are assigned mandated SGI (which appears on their programs) **MUST** attend. Students who cut SGI will accrue detentions that can lead to the loss of student privileges. (See **Cutting Class** and **Detention** and **Student Privileges**.)

Teachers assign students to mandatory SGI one day per week, and they also have one day per week when any student may drop in for extra help. **SGI is offered during the teacher's and student's regular school time, it is part of the school day, and attendance is required for students who are assigned to it.** Students who cut SGI will receive a cut and will need to serve detention to clear it. If you need help in any academic subject, please take advantage of SGI.

## **Standardized Tests & Dates**

### **ACT Dates for the 2018-2019 Academic Year:**

September 8th, 2018

October 27<sup>th</sup>, 2018

December 8<sup>th</sup>, 2018

April 13<sup>th</sup>, 2019

June 8<sup>th</sup>, 2019

### **PSAT Dates for the 2018-2019 Academic Year:**

October 10<sup>th</sup>, 2018

October 24th, 2018 (alternate test day)

### **SAT and SAT II (Subject Test) Dates for the 2018-2019 Academic Year:**

October 6th, 2018

November 3th, 2018



December 1<sup>st</sup>, 2018

March 9th, 2019 (SAT Subject Tests not offered on this date)

May 4th, 2019

June 1st, 2019

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 is a standardized college entrance exam that is usually taken once in the second half of the junior year and again early in the senior year. The ACT is a standardized college entrance exam that is usually taken during the junior year. Bronx Science students take the PSAT during their 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 (Subject) tests. SAT II (Subject) tests are tests in particular subjects that measure your competency in that specific area. SAT II (Subject) tests should be taken as soon as the course is completed while the subject material is still fresh in your mind.

As it states on the College Board website ([www.collegeboard.org](http://www.collegeboard.org)), the most commonly required test is the SAT II (Subject) Math 1C, taken after three years of math and usually taken in May or June of your junior year. The second and third SAT II (Subject) tests 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 (Subject) test. All standardized test registration forms are available in the College Office (035H) and also online at the College Board website: [www.collegeboard.org](http://www.collegeboard.org)

## **Student Activities**

Becoming involved in student activities will be beneficial when you apply to college. Therefore, become involved in a club or team, the student government, or some activity outside of the school. Athletics/Sports teams usually meet every afternoon for two to three months; clubs meet once a week all year. If you play on an Athletic/Sports team, please be aware that during your team's season (Fall, Winter, or Spring), you will probably have practice every day after school, and you will not have time to go to a 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 work to earn a leadership position by becoming an officer. This will be a learning experience for you and will also be impressive to the colleges and universities to which you apply. Your aim is to become so good at what you do (and so involved) that you will develop your skills into a special talent and perhaps a lifelong passion.

Please be aware that students with suspended privileges are ineligible to participate in any Athletics/Sports teams and student activities (such as clubs and teams) until their privileges are reinstated. Students who are absent from school during the day may not participate in after school activities on that day. (See **Attendance** and **Cutting Class** and **Detention** and **Student Privileges**.)

## **Student Government**

**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.

**Cabinet** - The Cabinet is the student governing body, led by the Student Organization (S.O.) President, Vice-President, and Secretary, and supervised by the Coordinator of Student Affairs (COSA). Cabinet members are enrolled in a leadership class which meets daily with the COSA

and periodically with the administration, in order to discuss school-wide issues, to propose new ideas, and to plan and carry out school events.

**League of Presidents** – The League of Presidents (or LOP for short) is the governing body of all of the clubs at Bronx Science. Membership to the LOP is limited to club officers. The LOP meets once a month in order to plan school-wide activities related to clubs, such as the annual Food Fair and the annual Club Fair. The LOP charters new clubs, and it is also in charge of day-to-day operations of clubs.

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

**School Leadership Team**– The School Leadership 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 to recommend goals and changes to school wide policies.

**Senate** - Each homeroom/official 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 official class on school happenings, and to bring issues to the attention of the entire Senate. Senators are divided up into committees, which cover activities such as sports, spirit days, and school events. These committees are overseen by members of the Student Cabinet.

**Senior Council** – The Senior Council is comprised of a committee of seniors who help to plan and carry out all Senior events each year, from Spirit Days to planning for Senior Prom and Graduation. Each spring, interested juniors may apply to join Senior Council by submitting an application to the Senior Class Advisor (which is sent through Naviance e-mail).

## **Student ID Photographs**

(See **Yearbook Photographs** below for more information)

## **Student Privileges**

When students have 1 or more unsatisfied Deans' Detentions or 1 or more unsatisfied Cutting Detentions, their Student Privileges are suspended. This is our ZERO TOLERANCE POLICY. Suspended Student Privileges are reinstated when the number of unsatisfied detentions falls below the thresholds stated above.

Student Privileges include, but are not limited to, participation in: all non-academic activities such as teams, clubs, performances, school field trips, the school play, the school musical, SING, Speech & Debate, Journalism: Newspaper & Yearbook, enrollment in Summer School, school dances (including the Junior Prom and the Senior Prom), and eligibility for Senior Awards (some of which are college scholarships with monetary awards). Other penalties include restrictions in your ability to take extra classes (6th majors and Elective Minors) and Advanced Placement and Honors classes. In addition, students with suspended privileges will be ineligible to receive extra graduation tickets for family members.

Students who do not serve detentions in a timely fashion may also have their Out-of-Building Privileges suspended and / or be suspended from school (a Principal's Suspension) which is reported to colleges during the college application process. (Also see **Attendance** and **Cutting Class** and **Detention**).

## **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.
- 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 excellent that it is important and that you need to write it down.
- If you are ill and cannot attend class, check the online gradebook PupilPath, e-mail your teachers if you need to, and contact a classmate to learn about missing coursework. Establishing a relationship with a classmate, whom 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 teachers and be sure that you know what is expected. You will be surprised at how receptive and kind your teachers will be to your questions.

## **Textbooks**

You will be issued textbooks for most of your classes through a book check-in and check-out electronic database system called CAASS. Each textbook that you receive will be checked out to you and linked to you through this database system (the teacher will scan your ID card and then scan the book barcode). Because textbooks are school property and expensive to replace, students should make every effort to keep them in good condition and to return checked-out textbooks promptly at the end of each academic year.

If you do not return your textbooks, you will not receive your cap/gown/graduation tickets at the end of your senior year until such time as the textbooks are returned and/or the replacement cost for them is paid. If you lose a textbook for a class, you will pay for its replacement cost through the Lost Books Store online, using a credit or debit card (see **School Store**). After you complete payment, be sure to print out a copy of your receipt for your records. You will also need to show the receipt to the Assistant Principal of the relevant Department, so that the Assistant Principal can remove the book from your list of books that are owed to the school in CAASS.

We strongly recommend returning textbooks at the end of each academic class and paying the replacement cost for lost books at the end of each academic class. Each year, you will receive an e-mail notification of books not returned. You must act on the e-mail promptly and return the books ASAP or pay the fines ASAP. Otherwise, your record of checked-out books in CAASS will accumulate, and you will be blocked from receiving your cap/gown/graduation tickets at the end of your senior year until such time as the textbooks are returned and/or the replacement cost is paid.

## **Visitors**

Parents: all outside visitors must enter through the front entrance, sign in, show a photo ID (driver's license, state ID, passport, etc.) and register with the School Safety Agents. The visitor will receive a pass and will be escorted to the appropriate office. **We strongly recommend making an appointment ahead of time, via e-mail or telephone.** Please be aware that visitors who arrive without an appointment may be unable to meet with the staff member whom they came to visit.

**Students: Per Department of Education rules, students' friends and siblings etc. are not allowed to "visit for the day," or even visit for a single period.**

## **Wolverine TV**

The Student Organization communicates with the student body using *Wolverine TV* (WTV). The wolverine is the school mascot, hence the name. Each Thursday during homeroom, WTV is played across the school television network for all students to see. It features sports updates, club updates, and promotional videos regarding upcoming events. While the majority of what is played is original S.O. content, WTV is happy to feature videos from clubs and teams interested in self-promotion. To create a broadcast for *Wolverine T.V.*, e-mail the *Wolverine T.V.* officers at [wolverinetv@gmail.com](mailto:wolverinetv@gmail.com)

Go to [www.bxscience.edu](http://www.bxscience.edu); click on 'Media,' then on 'Wolverine TV' for more information and to watch episodes.

## **Working Papers**

Students who need working papers should access the application and instructions online through the Bronx Science website under 'Announcements,' then 'Working Papers.'

## **Yearbook Photographs & Student ID Photographs**

During Incoming Freshmen Orientation in June, Legacy Studios, Bronx Science's official yearbook portrait photographer, will take a freshmen portrait photograph of you. During the fall semester of your sophomore and junior years, Legacy Studios will take a portrait photograph of you during your English classes. These portraits will be taken free of charge, and they will be used in Bronx Science's student database systems, on your Bronx Science Student ID card, and they will also be printed in the yearbook for that year.

During the spring of your junior year, you will take your Senior Portrait, which is a formal photo of you (you will dress up for it). It will appear in your senior yearbook, which most students keep for their entire lives. Please be aware that there is a \$10.00 sitting fee for your senior portrait, to pay for the extra costs that Legacy Studios incurs in photographing you for your senior portrait. Each student will receive a ten-minute photo session. Consequently, Legacy Studios must hire professional photographers for ten days in order to take photos of the entire senior class. This sitting fee covers Legacy Studios' labor costs for this, and for all digital post-production work involved with your senior portrait photo (the retouching and processing of your senior portrait). Please be aware that all yearbook portrait photography companies in New York City charge similar sitting fees for senior portraits; this is standard practice.

After each portrait session, during each of your four years at Bronx Science, you will be given proofs of your photo for you and your parents to view online for free, and to purchase prints of your photo from Legacy Studios, if you wish to do so.

## **Computer & Internet Usage**

### **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 Information Technology Department in Room 133 **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.

- 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.
  - Keep your password confidential. Your password should be at least 6 characters long (preferably longer), contain both upper and lower case letters and at least one number. It should not be a dictionary word or common phrase.
  - 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.
  - 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.
- Use the system resources ONLY for valid educational purposes.
  - 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.
- f. Detention, suspension of out-of building privileges, principal's suspension, superintendent's suspension
- g. 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.

