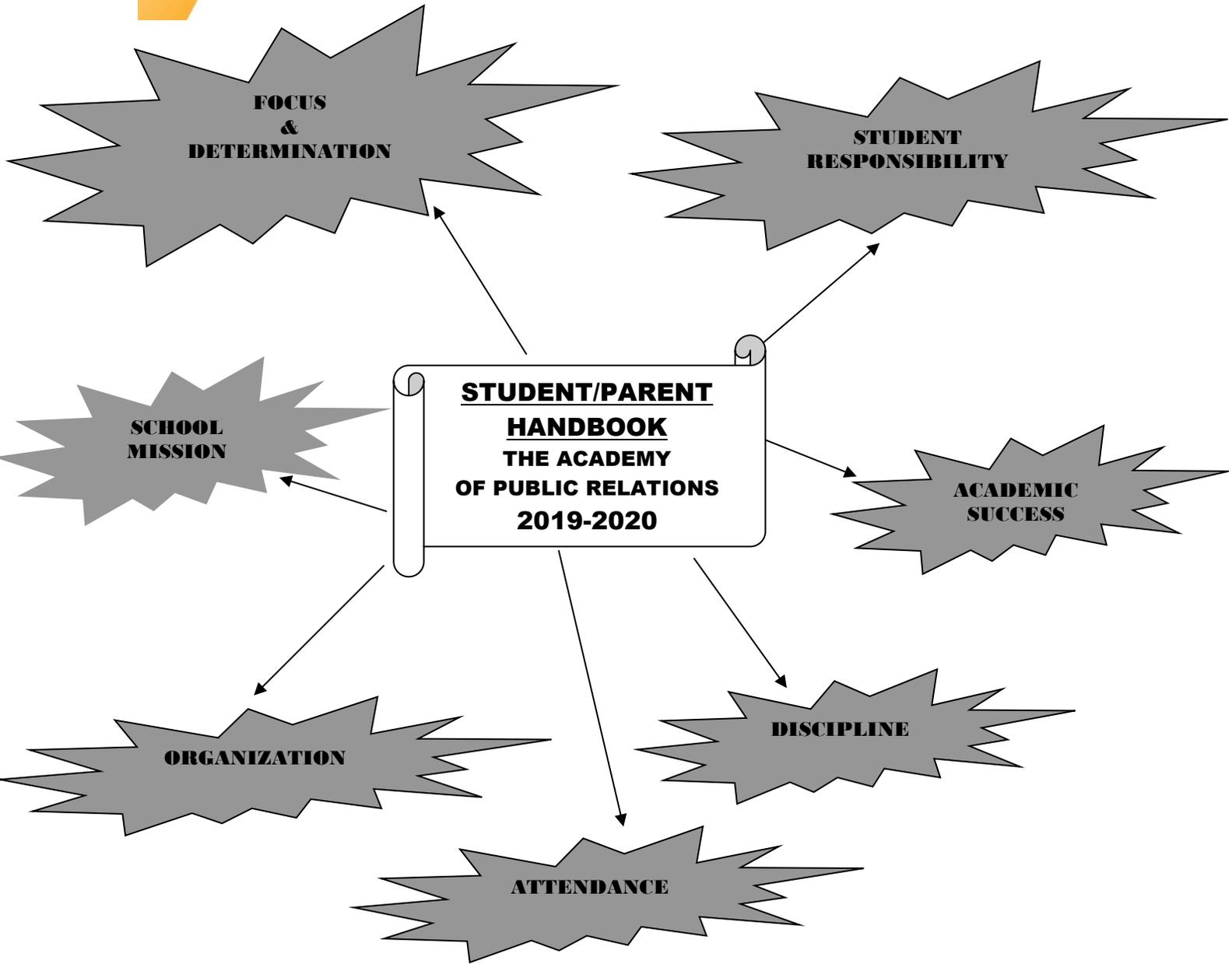


ACADEMY OF PUBLIC RELATIONS
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MS 298X
ACADEMY OF PUBLIC RELATIONS
STUDENT/PARENT HANDBOOK
2019-2020



ACADEMY OF PUBLIC RELATIONS
CULTURE STATEMENT

The Academy of Public Relations is a community in the South Bronx where self-esteem is fostered through Articulate and thoughtful Communication, Public Speaking, and Reflection with Purpose.

SCHOOL MISSION:

Aspire – At APR, we encourage all students to **aspire** to embrace their most ambitious goals and dreams. We teach students that, with enough hard work and perseverance, no goal is out of reach.

Prepare – APR’s high school preparatory curriculum **prepares** each and every student for the academic challenges ahead of them. Our advisory sessions prepare our students for the social challenges they will face.

Respect – The culture of APR is one of **respect** – respect for oneself, for one’s peers, and for one’s teachers. At APR, we are all peers and teachers and we learn to treat each other with respect.

CITIZENSHIP CRITERIA:

All students are expected to conduct themselves in an appropriate, polite, and respectful manner. They are to treat all faculty, peers, and visitors in a way which proudly represents the Academy of Public Relations. Students who do not adhere to this behavioral standard will be

subject to disciplinary action as per the Chancellor's Citywide Standards of Discipline and Interventions Measures.

RESPONSIBILITIES OF STUDENTS:

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

- To accept responsibility for his/her actions.
- To respect the rights of others, including his/her right to secure an education in an environment that is orderly and disciplined.
- To attend school on a **regular** and **punctual** basis.
- To complete class assignments and other school responsibilities by established deadlines.
- To show evidence of appropriate progress toward meeting class subject requirements and state standards.
- To respect school property, e.g. lockers, furniture, floors, walls, and help to keep it free from damage or vandalism.
- To obey school regulations and rules made by school authorities.
- To recognize that teachers assume the role of a surrogate parent in matters of behavior and discipline when at school, as well as during any school sponsored activities.
- To contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all.
- To become familiar with the Citywide Standards of Discipline and Intervention Measures as per the Chancellor's Discipline Code and seek interpretation of parts not understood.
- To actively discourage inappropriate behavior of other students and report the incidents to the administration and/or APR staff.

STUDENT BILL OF RIGHTS:

- I have the right to learn without interference.
- I have the right to work and play in a safe environment.
- I have the right to move without interference.
- I have the right to my personal space.
- I have the right to have my work respected.
- I have the right to have my property respected.
- I have the right to be listened to when I'm speaking.
- I have the right to get help when it is my turn.
- I have the right to express my feelings appropriately and to have my feelings respected.
- I have the right to have my opinions respected.

GRADING & PROMOTIONAL CRITERIA:

GRADING:

- All students will receive numerical grades on their report cards.
- 65 is the lowest passing grade for all subject areas.
- 55 is the lowest failing grade for all subject areas.
- The marking periods close on the following dates:

1. First marking period – 11/8/19
 2. Second marking period – 1/24/20
 3. Third marking period – 3/27/20
 4. Fourth marking period – 6/25/20
- Grades in all subject areas will be derived from test/quiz scores, projects, homework, classwork, notebook and participation.
 - All students are expected to have 20-35 minutes of homework from each academic class every night. It is the responsibility of each student to record their homework assignments in an organized fashion (a daily planner will be provided for all students), complete the assignment as per the teacher's instructions, and hand the assignment in on time.
 - Students will receive the following grades based on classroom conduct on the report card:
 - E.....Excellent
 - N.....Needs Improvement
 - U.....Unsatisfactory

PROMOTIONAL CRITERIA (as per Chancellor's Regulation):

Grade Six:

- *Performance at/above **Level 2** State ELA Standardized Test.
- *Performance at/above **Level 2** State Math Standardized Test.
- Determination by the Principal based on student work, teacher observation, and grades in the sixth grade academic courses.

Grade Seven:

- Must meet NYS Learning Standards in Language Arts and Math.
- *Performance at/above **Level 2** State ELA Standardized Test.
- *Performance at/above **Level 2** State Math Standardized Test.
- Attendance at/above **90%**.

Grade Eight:

- *Performance at/above **Level 2** State ELA Standardized Test.
- *Performance at/above **Level 2** State Math Standardized Test.
- Passing Final Grades in **ALL FOUR** major subjects (ELA, Math, Science, Social Studies)
- Determination by the Principal based on student work, teacher observation, and grades in the eighth grade academic courses.

*State exams may not be the only criteria for promotion

ATTENDANCE OF SENIOR ACTIVITIES:

Senior activities for Grade 8 students include, but are not limited to, Senior Trip, Senior Breakfast, Convocation Ceremony, Prom, and Graduation Ceremony. **If your child consistently breaks school rules, including but not limited to technology and uniform policies, causes disruptions in and out of class, creates a dangerous environment and/or engages in negative social media, they will be placed on the NASA (Non-Attendance of**

Senior Activities) LIST. Students on the NASA list may lose the privilege of participating in any and/or all senior activities, including graduation exercises. Once placed on this list, you will be notified in writing. The following protocol will be followed:

- **NASA List students will receive a “strike” if rules continue to be broken, are insubordinate, engage in a physical altercation or show disrespect towards faculty**
- **Each time your child receives a “strike” you will be notified in writing along with the reason(s)**
- **If your child receives a third “strike” he/she will be excluded from the Senior Activities and you will be notified in writing along with the reason(s)**

***Be advised if your child is excluded from Senior Activities, Senior Trip payment will be refunded 100%, however only 50% of the Senior dues will be refunded. This is necessary only due to the school having to absorb costs for down payments to reserve space for graduation, prom and other items that require pre-payments.**

TEACHER/PARENT CONFERENCES:

All parents/guardians are urged to come in and meet with teachers/administration as often as they wish. Please see guidelines below:

- Appointments are necessary to ensure appropriate time is set aside to meet. The school day is quite busy and in absence of an appointment, an unannounced visit may result in unspecified wait time or may not lend itself to a meeting due to a variety of constraints/conflicts of time.
- Parent Engagement times are on **Mondays from 3:10pm – 3:50pm**. Teachers are available to meet with parents/guardians weekly at this time. Appointments by calling the school are necessary to avoid overbooking and potential lack of availability.
- Be advised that any statements/promises made by any staff to Parents/Guardians are not a guarantee unless approved by administration.

INDEPENDENT READING:

Independent Reading is a vital component of your child’s education. Every student is required to do independent reading in school as well as at home. All studies have shown that this practice dramatically improves academic progress in all subject areas as well as improved scores on State Assessments.

- **Independent Reading in school** – Understanding the importance of independent reading has made us include this practice in the instructional day. During the Humanities class, at designated times students will be required to read independently. It is very important that they choose a book on their level as well as one that interests them. It is equally important they take this seriously and not disrupt others in the process.
- **Independent Reading at Home** – It is required that each student read an appropriately leveled book for a minimum of 30 minutes each night at home. This should be monitored

by a parent/guardian. The reading log should be signed by a parent/guardian every night as well.

STUDENT BEHAVIOR:

All students are expected to behave respectfully in every classroom and every area of the school. Your teacher has the authority to do several things if a student misbehaves and breaks school rules during class.

- Teacher/student conference to correct behavior.
- Teacher/parent phone call.
- Teacher/parent conference.
- Lunchtime/afterschool detention.
- Referral to Dean.*

* In the case of a referral to the Dean, students who are breaking school rules and disrupting the educational process are subject to additional consequences and possible Principal Suspension. Please note that all Principal Suspensions are entered online with the New York City Department of Education and will be permanently recorded on the student's record.

DETENTION:

APR will implement lunch and afterschool detention as a consequence to those students who are violating school rules and policies. This includes, but is not limited to, issues concerning **academics, behavior, lateness to school, and dress code.**

RESTORATIVE JUSTICE SCHOOL:

APR is a Restorative Justice school which implements various restorative practices. It is the intention of APR staff to diminish repeating behaviors that are not in the best interest of a positive learning environment. Although punitive consequences may be necessary (detention, suspensions, etc), we will be exercising all efforts to have students take responsibilities for their actions, learn from choices they may have made that are not in the best interest of themselves, others and the school as a whole, and consider other options when faced with a similar situation in the future. It is our intent to limit disciplinary action when possible and approach each occurrence as an isolated event that can lend itself to a teachable moment.

STUDENT ATTENDANCE:

Regular school attendance is a major component of academic success and a responsibility for students and parents/guardians. The New York City Department of Education attendance policy aims to:

- Increase school completion for all students. The promotional criteria to the next grade is 90% attendance (no more than 18 absences). 18 absences or more can automatically jeopardize your child's promotion to the next grade.
- Raise student achievement with academics.
- Know the whereabouts of every student for safety and other reasons
- Verify that individual students are complying with education laws relating to compulsory attendance.

All absences must be documented with a letter from the parent/guardian. For excused absences, all official appointments must be documented with an official letter from the office where the child was seen. These letters are to be brought to the main office for a copy to be made. The office will retain the copy, and the official teacher will get the original. Excused absences include personal illness, illness or death in the family, religious observance, required court appearances, and health clinics.

Upon returning to school following an absence, it is the responsibility of the student and the parent/guardian to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the teacher. If a student is absent more than 3 days, the parent/guardian may call the school office to arrange for homework to be picked up.

The starting/ending times for the 2019-2020 school year are as follows:

	Start	End
Monday-Friday	8:50am	3:10pm
Tuesday & Thursday (*Mandated Extended Learning Time)	3:15pm	5:15pm
Saturday (*Mandated Extended Learning Time)	9:30am	1:30pm

***Priority for Mandated Extended Learning Time (ELT) will be given to identified students and then open to all other students. You will be notified if your child is mandated to attend ELT as well as the start date of program.**

AM ARRIVAL: Students may arrive in school at 7:30AM for breakfast in the cafeteria. At **8:50AM**, students are to report to the auditorium for the daily “Press Brief”. Students must be in the auditorium promptly at **8:50AM** to avoid being marked late.

LATE TO SCHOOL: All students late to school must report to the main office to receive a late pass to class. No student will be admitted to class without a late pass. **Students who are chronically late to school without a written excuse from their parent/guardian will receive disciplinary action.** A home visit will also be conducted to discuss the lateness issue and the options available to address the tardiness.

STUDENTS WHO LEAVE EARLY: Any student leaving school early must be picked up by an adult listed on the blue emergency card. Under **no** circumstances can a student leave the school early without being picked up. The adult picking up the child is required to sign the child out in our log book located in the man office.

PM DISMISSAL: All students will be escorted downstairs and out of the building by their Period 9 subject teacher at **3:10PM** with the exception of those students attending afterschool programs.

HALL PASSING:

All students are required to have a pass at all times when out of the classroom. The pass system includes:

- **No** bathroom/water passes periods **2** and **7**. *If your child is scheduled for Period 4 lunch, passes will not be allowed Periods 2 and 5
- **No passes at all the first 10 minutes of each period unless it is an extreme emergency.**
- After being granted permission by the teacher to use the bathroom or water fountain, students must fill out the bathroom log with name, time-out, and reason. When returning, students must enter time-in.
- Students who are out on a pass may only go where they indicated on the sign-out log.
- All students in the halls with a pass are not to disrupt any other classes that are in session.
- No students should be in the hallways without a pass.

Any student abusing hall privileges are subject to disciplinary action and/or loss of pass privileges.

LINING-UP:

In order to maintain an environment which is safe, structured, and orderly, all students/classes will be escorted to and from class throughout the school day. This policy eliminates lateness of students as well as provides continuous supervision of all our children. All students are to follow the guidelines for hallway walking indicated below:

- All students will line up promptly in two lines before and after each class and then be escorted by their subject teacher to the following class.
- All students will walk with their class without straying from the line.
- All students are expected to walk to the next class quietly and orderly without disrupting others.
- All students are not to go to the bathroom or water fountain while being escorted to their next class.

LATE TO CLASS:

A student is late to class if he/she arrives after the bell that signals the beginning of class. **A little late is too late.** Students who are continually late to class will be subject to disciplinary action. Students who arrive late to class must adhere to the following protocol:

1. Students must fill out the late list in the teacher's classroom.
2. If a student refuses to sign the list, student will be added to the list by the classroom teacher.
3. If a student is late to ANY class/es 3 times, they will receive disciplinary actions. Every 3 lateness will equal a disciplinary consequence.

CUTTING AN ASSIGNED CLASS:

A cut is an absence from class without the teacher's knowledge or permission. For a class absence to be legal, the teacher must not only know about it, but must give permission.

Your teachers are NOT required to provide you with makeup tests or quizzes if you choose to cut their class. Any student that cuts a class is subject to disciplinary action and possible Principal Suspension.

FORMS:

It is extremely important that all forms issued to students be completely filled out and returned to school promptly. (Blue emergency cards (2), medical, dental, internet, lunch, handbook, discipline code book, photo consent, video consent, trip permission slips)

NOTICES SENT HOME:

Students are responsible for bringing home notices sent by the **school** and the **PTA**. These notices provide very important information to parents/guardians.

***Please be advised that the PTA plays an integral role in the school community and it is vital that parents/guardians are aware of, and attend the monthly PTA meetings mentioned on these notices.**

NURSE PASSES:

Nurse procedures:

- To see the nurse, all students must have a medical form filled out, signed by the parent/guardian, and submitted to the medical office located in Room 110.
- After being granted permission to see the nurse by the subject teacher, students must receive a HEALTH REFERRAL FORM and bring it to the main office for approval **BEFORE** going to the nurse's office.
- All students that have any health issues must have it indicated on the blue emergency card, and in addition, have the parent/guardian contact the school regarding the medical condition(s).
- Any student asking to see the nurse excessively to stay out of the classroom may lose nurse privileges.
- All medication must be delivered directly to the school nurse by the parent/guardian in the properly labeled original container from the pharmacy. **No** medications are to be given to students to take to school. A verbal or telephone request by the parent/guardian is **NOT** acceptable. Under **NO** circumstances can a student take medication on his/her own **nor** can anyone at the school accept the responsibility of administering medication to any student.

LUNCH PROCEDURES:

Students will not be allowed in the cafeteria unescorted. The following rules must be observed in the cafeteria:

- Students must be seated in their assigned class tables.

- Students must wait in their seats to be called to line up.
- Students must get in line without running or pushing.
- Students must clean up after they are finished eating.
- Sunflower Seeds or nuts from a shell are **not** allowed in school at any time.
- Food is **not** allowed outside the cafeteria. Any items to be eaten at lunchtime that are not in a bag will be confiscated. Under **no** circumstances are students allowed to eat or drink in class.
- Students must respect all cafeteria staff.
- Unruly behavior will not be tolerated. Throwing food, trash, or “roughhousing” are not permitted. This type of behavior will result in appropriate disciplinary action.
- During the lunch period, students are not permitted anywhere else except for the designated areas. (Cafeteria, bathroom, school yard, or auditorium)
- When students are permitted to the school yard during lunch, under no circumstances are they allowed off school grounds.
- Any intruders seen on school grounds are to be reported immediately to security or school faculty.
- Students are permitted outside during warm weather. At the conclusion of the lunch period, students will hear **3** whistles and will promptly line-up with their official class in the designated location and await pick-up from their subject teacher.
- Students will be escorted to class at the conclusion of lunch.
- Students are **not** permitted to bring food or beverages into the building.

TEXTBOOKS:

Teachers will assign textbooks, novels, and workbooks to students and record the book number, condition of the book, and student name. Students are responsible for returning the issued books in the same condition it was given to them. Any books that are damaged or not returned must be paid for by the student and/or students’ family that is responsible for it.

BOOKBAGS:

- Students are to have a bookbag containing the required materials with them at all times.
- It is expected that bookbags will be cleaned and reorganized on a regular basis.
- Bookbags are NOT to be left in the lockers during the day or at the end of the day.
- **Students are to bring their bookbag home every night and to school everyday.**
- Administration has the legal right to inspect bookbags at any time.
- Any inappropriate items found in a bookbag will be presumed to be the property of the student who owns the bookbag.

DRESS CODE:

Please be advised that the Academy of Public Relations requires students to be dressed appropriately in accordance with the school’s dress code. We strictly adhere to the dress code policy as it assists in maintaining safety in identifying intruders, but it also shows pride in our school. Recent studies have shown that the implementation of school dress codes adds a sense of community so students can focus on school work and thus, achieve higher grades.

DRESS CODE FOR APR STUDENTS:

- White Blouse/White shirt with a collar (either cotton or polo type. No T-shirts without an APR logo)
- Black slacks/skirt (Skirt must be knee length)
- Black/white tights worn under the skirt (opaque/non-transparent)
- Black belt
- Black shoes
- Black tie (optional)
- Hats, scarves, du-rags, hoodies, and beads of any kind are not permitted in school without a religious exception.
- During gym days, students are expected to bring their sneakers to school in their bookbags or a separate bag and change into them for gym class. At the conclusion of gym class, they are to change back to shoes. Likewise, students must be in full uniform for the beginning of their next class.

***Please be advised that students who are chronically out of dress code without a written excuse will receive disciplinary action.** It is the schools' expectation that parents/guardians be fully aware of how their child leaves in the morning. This being stated, it is imperative that we work together to ensure that your child is following the school policies and regulations as agreed upon when registering him/her at APR.

EVACUATION/SOFT-HARD LOCKDOWNS/SHELTER-INS/DRILLS:

All drills are required under New York State Education Law and provide preparation for the safe and orderly evacuation of students from the building or being secured in a location within the school in the event of a real emergency.

- All students should assume that drills are the “real thing” and not just a practice.
- All students must remain completely quiet during drills and follow all instructions and directives by their teacher.
- Any student who is disruptive or insubordinate during a drill is subject to disciplinary action and possible suspension.
- A student who falsely activates a fire alarm can be subject to a superintendent suspension and could face criminal charges.
- All drills are to be taken extremely seriously by students as they are in preparation in the event there is an emergency.

Electronic Equipment: (See attached School Cell Phone Policy)

Confiscation and return of electronic items

- Any cell phones, portable music and entertainment systems that are on and/or being used during the school day will be confiscated.
- All confiscated items will be turned over to a dean.
- All confiscated items will be labeled and secured.

First Violation – Device confiscated until dismissal, and returned to student at the end of the school day.

Second Violation – Device confiscated; parent must retrieve device.

Third Violation – Privilege to bring any electronic device to school will be revoked.

*****School is not liable or responsible for lost, stolen, and/or damaged cell phones, computing devices, and portable music and entertainment systems. *****

Discipline

- Refusal to submit any item to be confiscated will result in disciplinary action in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code for the NYC Department of Education.

If any electronic equipment is confiscated a parent will have to pick-up the item **only** on the designated days and times indicated below:

- **Mondays and Wednesdays 4:00pm - 5:00pm**

SEARCH & SEIZURE:

As a student in our school, you are protected by both federal and state constitutions against illegal or unreasonable personal searches or seizure of your property. However, your person, your possessions, and/or your locker may be searched if there is reasonable suspicion to believe that you are concealing material, the possession of which, is prohibited by law or by the rules of this school (including stolen items). Lockers are school property, and as such, are subject to reasonable search and monitoring by school administration.

LOST & FOUND:

Any articles that are found on school property will be turned into the main office. The Lost and Found Department is located in the main office.

COMPUTER AND INTERNET USE:

All students are bound by the computer and internet policy of the New York City Department of Education.

- All students must have the Internet Use Policy Form on file before using the internet.
- Any E-mail that is vulgar, obscene, indecent, or inappropriate is prohibited.
- Any computer or internet use that is not school related is prohibited.
- Any student that violates the computer or internet policy is subject to disciplinary action and possible Principal suspension.
- Any student who erases other students work or enters files which may cause damage to a computer may lose computer privileges and/or face disciplinary action.
- Any student who becomes harassing to another student while using the internet at home is still punishable by the school once the victim provides proof of the harassment.

STUDENT TIPS:

The following general tips are intended to help you improve your organizational skills, work habits, and overall production with school work:

- **Get organized.**
Organize all of your materials, books, notebooks, etc.
- **Plan and budget time.**
Make a plan that includes budgeting the amount of time needed to study for different subjects, complete homework assignments, break times, and due dates for projects.
- **Color code.**
Use a color-coding system to help organize materials for each subject.
- **Record assignments.**
Use an assignment notebook to record all homework, tests, and long-term projects.
- **Be orderly.**
Organize all of your books, notes, handouts, study-guides, outlines, etc. before studying for a test or quiz.
- **Think small.**
Remember to break-up long-term assignments into small, manageable, working chunks in your daily homework schedule.
- **Know your best time of the day.**
Choose to work during the time of the day or night when you are most alert and able to concentrate. (Considerably before bedtime)
- **Take breaks.**
Take scheduled breaks during long homework assignments.
- **Double-check your work.**
Make sure you check your assignments for errors before turning them in to your teacher.
- **Take advantage of resources.**

2019-2020
SCHOOL CALENDAR

First Report Day for Teachers	Tuesday, September 3
First Day of School for Students	Thursday, September 5
Parent Teacher Conference	Thursday, September 19
Rosh Hashana (Schools Closed)	Monday, September, 30 – Tuesday, October 1
Yom Kippur (Schools Closed)	Wednesday, October 9
Columbus Day (Schools Closed)	Monday, October 14
Election Day (No school for students)	Tuesday, November 5
Parent Teacher Conference (Half Day for students)	Thursday, November 7
Veteran’s Day (Schools Closed)	Monday, November 11
Thanksgiving Recess (Schools Closed)	Thursday, November 28 – Friday, November 29
Winter Recess (Schools Closed)	Tuesday, December 24 – Wednesday, January 1
Winter Recess Ends (Faculty & Students Return)	Thursday, January 2
Martin Luther King (Schools Closed)	Monday, January 20
Midwinter Recess (Schools Closed)	Monday, February 17 – Friday, February 21
Midwinter Recess Ends (Faculty & Students Return)	Monday, February 24
Parent Teacher Conference (Half Day for Students)	Thursday, March 12
Spring Recess (Schools Closed)	Thursday, April 9 – Friday, April 17
Spring Recess Ends (Faculty & Students Return)	Monday, April 20
Evening Parent Teacher Conference	Thursday, May 14
Memorial Day (Schools Closed)	Monday, May 25
Chancellor’s Conference Day (No school for Students)	Thursday, June 4
June Clerical Day (No school for Students)	Tuesday, June 9
Last Day for Students (Half Day for Students)	Friday, June 26