

Paul Thompson, Founding Principal
Urban Assembly High School of Music and Art
Waters Edge Educational Campus
49 Flatbush Avenue Ext. 8th Fl
Brooklyn, NY 11201
718.858.0249

Dear Parents & Students:

We wish to extend a sincere and friendly welcome to each one of you as we once again embark on a productive and exciting school year at Urban Assembly High School of Music and Art. You have selected a unique school where academics and art education coincide to produce **College & Career Ready** students prepared to take on the challenges of our diverse society.

We have implemented a number of initiatives to ensure this process is monitored properly.

We have high expectations for our students; therefore excellent attendance and solid parental support is a necessity. Our Parent Coordinator is available to answer any questions or concerns you have, as well as our Guidance Counselors. This is your school and **we are all in this together.**

If you have any questions during the school year please call my office at (718) 858-0249. We need and want you on our winning team!

Sincerely,

Paul Thompson
Principal

MISSION STATEMENT:

UAMA infuses a rigorous college preparatory curriculum with intensive arts elective courses and arts integration.

VISION STATEMENT:

UAMA offers diverse arts electives taught during the school day and extended day, with an emphasis on the Academic Enrichment that may include graphic art design, poetry/creative writing, music, dance, culinary arts, and business entrepreneurship.

**COLLEGE & CAREER READY: TOOLS FOR THE
ACADEMICALLY STEADY!**

Schools Supplies/Materials

■ Book bag	■ Notebook: 3-ring binder; standard-sized 8½
■ Subject Dividers: 2 packs	■ Twelve #2 Pencils
■ Loose leaf College-Ruled (8 ½ x 11) paper	■ Whiteout
■ Twelve Blue/Black Pens	■ One Pencil/Pen Case
■ Eight Pocket Folders (with holes for three ring binders)	■ Two 12” (inch) Rulers
■ Two 200 page Composition Notebooks	■ One Pocket Dictionary
■ One Geometry Set	■ One Thesaurus
■ One non-mechanical pencil Sharpener	■ Three Highlighters
■ One 4GB USB Flash Drive	■ One Portfolio(Black, 3-ring 1” binder with 50 plastic sheet protectors)
■ 3-Ring Binder Personal Hole Punch	■ Hand sanitizer

**Urban Assembly High School of Music and Art
Graduation Requirements.**

Classes:

ART/MUSIC	6-10 Credits
Math	6 Credits
Science	6 Credits
English	8 Credits
Social Studies	8 Credits
Gym/Health	7 terms(4 Credits) + 1 Health
Foreign Language	2 or 6 Credits(dependent on diploma)
Total Credits:	44-54 Credits

NYS Regents:

Math Regents	<ul style="list-style-type: none"> ● <i>Integrated Algebra or</i> ● <i>Geometry or</i> ● <i>Trigonometry/Algebra II</i>
Science Regents	<ul style="list-style-type: none"> ● <i>Earth Science or</i> ● <i>Living Environment or</i> ● <i>Chemistry or</i> ● <i>Physics</i>
English Regents	<ul style="list-style-type: none"> ● <i>Comprehensive English</i>
Social Studies Regents	<ul style="list-style-type: none"> ● <i>Global History & Geography</i> ● <i>U.S. History & Government</i>
NYS Regents Requirement for Graduation	5 Minimum

School Safety Rules

1. Upon entering the school, students must have their school ID card ready to show when asked by any member of the school staff, such as the Safety Agents, Police Officer, Principal, Assistant Principal, Teachers, School Aides, etc.
2. Earplugs, hats, du-rags, bandanas, and headbands are NOT to be worn inside the school building. If students are found wearing these items inside the building, the item will be CONFISCATED.
3. The only place for entering and exiting the building is through the first floor. Students are only allowed to leave at the end of their program day period.
4. Any student found in the hallways without a hall pass will receive a referral for cutting class; this includes cutting during their lunch period. Parents will receive a copy of the summons notifying them that their child is not attending classes.
5. All students must have their program cards on them at all times as well as their ID cards.
6. Anyone found trespassing will be ARRESTED. Any student allowing anyone inside the school will be SUSPENDED.
7. Please do not bring any friends around the school or assist trespassers into the building. Any non-Kennedy student found loitering around the school will be arrested.
8. No Fighting is allowed inside or outside the school. Anyone found fighting will be suspended. Keep your hands to yourself. Do not touch or take anything that does not belong to you. You can and will be suspended as well as arrested.

Student Supplies Policy:

- Students are expected to be prepared every day for school with the supplies and materials to be successful
- At the beginning of the school year, UAMA will have a raffle for students to receive a complete supply kit
- Students will be allowed to request for supplies (pens, pencils, paper, etc) 3x times before a guidance conference between parent, student and guidance counselor

- Students will sign in at the Main Office for the Supplies Request Book which will be tallied at the end of each week to identify students with excessive requests for supplies.
- Guidance Counselors will be abreast of students that are having issues with preparedness for additional assistance.

Student Lateness Policy:

- Students are expected to arrive to class on time every period.
- Once the late bell rings, any student entering the room is considered late.
- Students cannot be failed because of lateness, but every grade is certainly affected by it.
- Students cannot be sent out to obtain a late pass.
- Every student coming late to class should have a late pass.
- Teachers are to maintain a class log book for students to record late entry and to record use of the out-of-room pass.
- Students who do not come to class with a late pass must be held responsible for their lateness and the teacher should do the following:
 - Speak to the student in private after class.
 - Call or write the parent
 - Request a face-to-face meeting with the parent.

Procedures For Entering the Building:

- You must have your PICTURE I.D. CARD AND PROGRAM CARD.
- Students who have lost their photo IDs will be able to get a new ID
- Signs will be posted throughout the building listing school rules.
- You must be at school fifteen to thirty minutes before your first class begins to ensure that you will make it to your first period class on time.
- The school will open for students at 8:00 a.m. for Breakfast
- Students who are early will be directed to the cafeteria. They may proceed to the first period class no earlier than 8:33 a.m.
- Students who begin class second period will be directed to the cafeteria until the bell ending first period (9:18 a.m.)
- Students will be released from the cafeteria at the end of the first period.

In order to have a successful school day, you must:

1. Come to school on time.
2. Get a good night's rest to be ready for the challenging day ahead.
3. You must be prepared to work by bringing your books, notebooks, pens, pencils, calculators, etc.
4. Go to all your classes. Follow your program. Hand in quality homework on time. Be on time to each class. Remember you have 3 minutes to move from one class to the next.
5. You are not to leave the building during the school day
6. Do not cut class. Cutting class will lead to a pre – suspension hearing.
7. Food is not to be taken out of the cafeteria.
8. There are no bathroom passes during the first and last ten minutes of any period.
9. Period 3 and 8 are closed periods.

Procedures to follow if you are absent:

- a) Have your parent call the school's attendance office.
- b) Return to school with an absent note to Pupil Accountant in the Main Office. Only the following are excused absences: HRA, court dates, doctor appointments, and job interviews.
- c) You are required to make up all course work missed regardless whether the absence is excused or unexcused. IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN ASSIGNMENTS UPON RETURNING TO CLASS IMMEDIATELY FOLLOWING AN ABSENCE. Arrangements must be made with the student's teacher(s).
- d) The time and place for make-up examination(s) shall be determined by the teacher(s).
- e) When you are absent, we will call your house and mail letters
- f) If you are excessively absent, an Attendance Teacher will make a home visit.

If you need Help – SPEAK TO YOUR GUIDANCE COUNSELOR!!

CUTTING CLASSES IS NOT PERMITTED OR TOLERATED.

CUTTING IS AN UNEXCUSED ABSENCE FROM A CLASS!

“UNEXCUSED” refers to the following:

1. Not going to a subject class on the students program
2. Missing a subject class without showing an official school pass to the subject teacher.
3. Sitting in a class that you are not scheduled for.

IF YOU CUT YOUR CLASS OR CLASSES:

1. It may result in failure for that subject and will delay your graduation.
2. You will lose credit for the day's work.
3. Your guidance counselor and dean will be notified.
4. Your parent/guardian will be notified by mail and by telephone.
5. A family assistant, a member of the Attendance Team, will visit your home to consult with you and your parent/guardian.
6. Your parent/guardian will be called to school for a pre-suspension hearing with the Assistant Principal of Guidance.
7. You will be ineligible to participate in any of the school's athletic teams and other school activities such as trips, performances/shows, clubs, student government and/or other special events.

UNEXCUSED LATENESS IS A FORM OF CUTTING. If you have a problem and feel that you might not be able to attend a class, please contact your Guidance Counselor IMMEDIATELY. REMEMBER, THEY ARE HERE TO HELP YOU.

Grading Policy

Grading

- Teachers will review student data and teacher of core subjects areas.
- Teachers will determine a goal for student's complete progress report towards
- Teachers will meet with parents as needed during case conferences and grade level teams if students are in jeopardy of failing.
- Teachers will assign numerical grades for each class taught as outlined below.
- When a student is in jeopardy of failing a marking period, the teacher must notify the parent by progress report or telephone call before the end of the marking period.

We believe for students to be successful, what is expected of them should be clear and consistent. While each teacher may have his or her own opinions about how to grade their students, it quickly becomes confusing for students to keep track of different requirements in different classes.

Each course must give a cumulative assessment (final exam) at the end of each trimester, and an interim (midterm) assessment at the half-way point in the trimester (the marking period). This can take one of three forms: a traditional 105 hour final exam, a portfolio, or other final task. This **MUST** be indicated on the course outline you give to your students at the beginning of the year. Teachers may want to take into account whether their course is Regents based and the grade level of students.

Every class (except science labs) should receive a numerical grade (including gym and college and career seminar) and there should be clear and consistent records and rationale for the grading system. Marking period grades are given based on the work of the preceding 6 (approximately) weeks. At the end of the trimester each marking period grade is averaged together with the final exam (cumulative from September or February).

While we all have our own beliefs about classroom grading – both around purpose and process – we feel that having all teachers use the same grading policy will greatly reduce confusion among students as they try to figure out what they need to do to be successful in school. Ultimately we are trying to prepare our students for college and careers, and therefore must balance immediate demands of skills with which our students arrive at UAMA and the reality of Regents exams.

NOTE: please average the 40, 50, 55, or 65 when calculating final trimester grades – not what the student actually received, BUT the final grade is either 55 (no credit) or 65-100 (credit is earned).

In addition, in order to have validity and consistency, we have agreed on the following minimum number of assignments for each marking period to be clear with students about their grades.

Therefore, every graded assignment needs to be entered separately into skedula.

Every class should include all 4 categories (assessments, classwork, professionalism)-and they should each have graded assignment entered the first 2 weeks.

Per MP there should be a minimum of:

3 assessments (1 per 2 week)

12 homeworks (2 per week)

18 classworks (3 per week)

6 professionalism (1 per week)

And, finally, as per the computer contract, grades should be updated at least every 2 weeks.

Motivational Policies – Credit Recovery

If a student fails a course there are 3 ways to recover that credit without having to re-take the entire class IF some further criteria are met.

1) Regents

2) Built in recovery

3) After-school/summer program

1) Regents Recovery

If a student receives a failing grade for the trimester, but passes the Regent Exam for that class, the student's grade is changed into a 65 for one trimester (not more than one if the student failed more than one semester). After Regents Exams are graded, counselors will look at the passing grades and find students who failed one trimester, fill in change of grade forms, and submit those to guidance. Guidance then needs to follow up to make sure that forms were submitted.

2) College Readiness - Built in recovery

If a student fails one semester, and passes another with a 75 or higher AND passes the cumulative (Sept-June) final exam, and the teacher's recommendation, the grade of 55 will be changed to a 65 (it's like animalization, but without the formality and allows students to receive one credit if they receive a 65 one trimester and a 55 another (otherwise their average would fail them most likely).

3) After-school/Summer Programs

For students who have failed with a 55 (not a 45- where they did not complete enough work to grade) and have the seat hours (54 for a credit) i.e. They had good attendance, we offer after school and summer Credit Recovery Programs based on various tasks/projects the student must complete. If the student received a 65-75 in credit recover a 65 is put on the transcript. If the student receive higher than a 75 the grade recover a 65 is put on the transcript. If the student receives higher than 75 the grade is averaged with a 55 and the average is recorded on their transcript.

Graduation Requirements

What are the total credits needed in each subject to graduate?

English:	8 Credits
History:	8 Credits
Math:	6 Credits
Science:	6 Credits
2nd Language:	2 or 6 (Depending on Diploma)
Gym:	7 Gyms (4 Credits)
Health/Hygiene:	1 Credit
Art/Music:	6-10 (1 each)

After you have completed ALL class requirements PLUS Regents examination requirements you will be certified for graduation!

Regents Information **Diploma Requirements**

What are the Regents students need to graduate?

Five Regents Examinations

Math	65
Global History	65
Science	65
American History	65
English	65

Regents Diploma =65 and higher

Advanced Regents ***Diploma Requirements***

- Regents Diploma Requirements PLUS:
 - *2 Math Regents*
 - *2 Science Regents.*
 - *1 Foreign Language Regents*

Promotion Criteria

- **To be promoted to Grade 10 you must have a minimum of 10+ credits**

In order to fulfill promotional requirements, students must earn the following credits:

- 2 English credits
- 2 Math Credits
- 2 History Credits
- 2 Science Credits (if started in Grade 9)
- 2 Fine Art, Foreign Language, or elective
- 2 **terms** Physical Education

- **To be promoted to Grade 11 you must have a minimum of 20+ credits**

In order to fulfill promotional requirements, students must have the following credits in place:

- 4 English Credits
- 4 Math Credits
- 4 History Credits
- 4 Science Credits (2 if sequence started in Grade 10)
- 3 Fine Art, Foreign Language, or elective
- 4 **terms** Physical Education

- **To be promoted to Grade 12 you must have a minimum 30 + credits**

In order to fulfill promotional requirements, students must have the following credits in place:

- 6 English Credits
- 6 Math Credits
- 6 History Credits
- 6 Science Credits (4 if sequence started in Grade 10)
- 6-10 Fine Art (Music/Arts)
- 5 **terms** Physical Education (or 4 terms phys. Ed. and 1 health)
- 2 Foreign Language

Students must pass the English and Math A Regents in order to be promoted to the 12th Grade.

******Certain borderline cases may be looked at individually by the counselor and administrative team to determine whether the child may be promoted.******

IMPORTANT THINGS TO KNOW:

Program changes may be made ONLY for the following reasons:

1. If a student needs a course required for graduation
2. A computer error occurred
3. A student already has credit for a course on their program
4. The student is taking a course out of sequence.

**** Program changes require the approval of the Assistant Principal**

PROVISIONS FOR STUDENTS WITH LIMITED ENGLISH PROFICIENCY

All students new in the country will be given The New York State Identification Test for English Language Learners (NYSITELL) to measure their English language ability. According to their NYSITELL scores they will be placed in the appropriate class and remain in ESL until they test out of entitlement. ELL students are required to take the English Regents Examination. Other Regents exams may be available in their native language. All ELL students will also receive special provisions for Regents Exams, which include extended time.

PROVISIONS FOR STUDENTS IN SPECIAL EDUCATION

Special Education students will receive extended time for all Regents Examinations. If a student does not pass the Regents Examination they will need to take and pass the RCT Exam in order to receive a local high school diploma.

GUIDANCE COUNSELOR APPOINTMENTS

Counselors will schedule appointments to see you. You must have a pass to see a counselor. You will not be seen without a pass. If you congregate outside of the guidance suite without an appointment, you will be picked up for cutting and the counselors will not see you. Counselors will assist you with any problems you may have during an emergency.

MEDICAL FORMS (REQUIRED)

All students are required to have a medical form upon entrance to the school. The form must be submitted when they first enter Kennedy. The form must include complete immunization information, a physical exam, and any current medical problem. Incomplete immunizations may result in the exclusion of the student and the cancellation of that student's metro card, until the required immunizations are completed as required by STATE LAW. Your physician must determine any medical problem, with information regarding physical activities in the school. A form 504 may have to be submitted to accommodate the student's physical condition.

TEXTBOOKS

All textbooks, graphic calculators, equipment, etc. are the property of the State of New York and UAMA (Urban Assembly HS of Music and Art). Every student will fill out a card for each textbook they receive from their teachers. Students must take care of textbooks and return them in good condition to their teachers at the end of the term or year. Any textbook lost or damaged beyond use must pay for the replacement of the textbook or any other material loaned to them. Students must make sure not to leave any books in classrooms; teachers are not responsible for books left in the classrooms. **Diplomas will not be issued to any student owing any textbook(s).**

Students wishing to transfer to another school must first hand in all textbooks.

EXTRACURRICULAR ACTIVITES

With your interest and support, we may have the following:

CLUBS

- **GIFT**
- **Choir**
- **Art Club**
- **Performing Arts Club**
- **Basketball Club**

SPORTS:

This year there is a possibility of combining the WaterEdge Campus sports in:

Boys: Baseball & JV Baseball, Basketball & JV Basketball, Bowling, Cross Country, Football & JV Football, Handball, Indoor Track, Outdoor Track, Soccer, Tennis, Volleyball

Girls: Basketball & JV Basketball, Bowling, Cross Country, Golf, Handball, Indoor Track, Outdoor Track, Soccer, Softball, Tennis, Volleyball & JV Volleyball

DRESS CODE

The dress code is to be adhered to by all students everyday:

POSITIVELY NOT ALLOWED:

******NO******

SPIKED COLLARS/BRACELETS/CHAINS

INAPPROPRIATE EMBLEMS

SCARVES / BANDANAS

SHEER CLOTHING

NO GANG ATTIRE

HALTER BLOUSE

TUBE BLOUSES

PAJAMA PANTS

C.D. PLAYERS

WALKMAN

TANK TOP

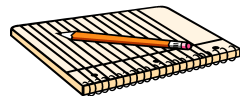
DU RAGS

SHORTS

BEADS

HATS

➤ Hats or electronic devices will be confiscated!



Homework Tips for Parents and Students

1. Set aside family quiet time daily. When each family member is engaged in quiet activeness, it is an opportunity for the child to do quality homework and reading. Starting “quiet time” when children are young establishes the expectation for doing homework and gets them into the routine of studying.
2. Establish a time and place where homework is to be done. Make sure the table or desk is well lighted and that needed materials, such as paper, pencils, pens, and crayons for young children, etc are readily available.
3. Make sure your children understand the assignment. If need, work through the first question or problem with them. (Just listen to them read the problem or assignment aloud, even if you are unable to help. Sometimes with a second reading of the assignments, students are better able to understand the assignment. If children *Still* do not understand the assignment and you are unable to help them, have them call a friend or the UFT’s Homework Hotline for help. Volunteers who can help staff the Homework Hotline. The number is DIAL A TEACHER – 212 777-3380
4. Each day ask whether there is any homework. Even when there is not any, the simple act of asking conveys that you consider homework an important responsibility.
5. Do not forget to praise your child for homework efforts.

Ten Quick Study Tips For Instant Success!

“CHANGE DEMANDS SELF DISCIPLINE. COMMAND YOURSELF AND MAKE YOURSELF DO WHAT NEEDS TO BE DONE.”

1. **CHOOSE YOUR FRIENDS WISELY.** Good friends will help you develop your character, not help you cut class.
2. **GOOD ATTENDANCE GOES HAND IN HAND WITH GOOD GRADES.**
3. **GO TO CLASS WITH THE PROPER TOOLS:** Notebooks, textbooks, pens, pencils, ruler, calculator, assignment pads, and a good attitude!
4. **READ ALL YOUR ASSIGNMENTS**
 - a. Highlight
 - b. Underline
 - c. Take notes
 - d. Make flash cards
5. **TAKE CLASS NOTES THAT YOU CAN STUDY AND REVIEW**
 - a. Save your returned homework to study and review
 - b. Save your lab reports
6. **LEARN TO LISTEN TOTALLY IN CLASS.**
 - a. Listen for key words, ideas, clues and phrases
7. **LEARN TO MANAGE YOUR TIME!**
 - a. Plan ahead!
 - Budget your time.
 - Leave plenty of time for studying and assignments.
8. **DON'T CRAM THE NIGHT BEFORE AN EXAM**
9. **GET HELP BEFORE IT'S TOO LATE!**
 - a. Peer tutoring and Saturday Tutoring
 - b. Teachers – before and/or after school provide special tutoring sessions. Look and listen for announcements
 - c. Private tutoring
10. **LEARN TO BE ABLE TO JUDGE BETWEEN CONFLICTING INTERESTS.**
 - a. Take time to study, review, and relax
 - b. FRIENDS DO NOT HAVE YOU MAKE CHOICES THAT HURT YOU.

How to Help Your Child Succeed In School

For children to succeed in school there must exist a partnership between home and school. We provide the instructional programs and supportive services to help children learn. We depend on parental support in the home to reinforce learning.

- Be certain that your child is prepared daily for work with a notebook, pen, textbook and homework.
- Take an interest in what your child is doing in school by asking questions about the day's work in school.
- Check notebooks: If the notebook contains class notes, homework and is full and organized, you can be sure that something good is going on. If the notebook is empty or disorganized start asking questions.
- Ask to see test papers, report cards, and homework assignments so that you will get an idea of your child's progress.
- Check report cards, which are issued three times a term. Discuss grades and attendance/ punctuality record with your child.
- Be aware of special testing schedules, e.g. midterms, finals, and such standardized tests as Regents Competency Tests and Regents examinations.
- Avoid keeping your child out of school for any reason except illness. Do not keep your son/daughter out of school to run an errand, take a child to school, etc. Try to make arrangements.
- Know what is happening in school. Attend parent meetings and special school functions.
- Contact the school immediately when you receive a letter or phone call regarding attendance, behavior or academic problems.

When parents and schools work together, the learning experience of children is enhanced and the potential to succeed is significantly improved.

**Urban Assembly High School of
Music and Art**

Bell Schedule

1	8:23-9:18
2	9:21-10:06
3	10:08-10:56
4	10:58-11:39
5	11:41-12:22
6	12:24-1:05
7	1:07-1:52
8	1:53-2:36
9	2:37-3:20

Academic Intervention Services (AIS)

Academic Enrichment

Urban Assembly High School of Music and Art uses school data to identify “at risk” students by cohort. Students are given an individualized educational plan that clearly describes what each student needs to meet graduation requirements.

Students that are identified as “at risk” and under credited will be provided with the opportunity to attend one or more of these academic intervention programs designed to best suit their needs.

The Academic Intervention Programs offered by Urban Assembly High School of Music and Art are:

1) Success Academy/Enrichment/Extended Day:

Urban Assembly High School of Music and Art is an annualized school and therefore does not offer off track courses during the academic school year. Our Extended Day Program is designed to offer students these off participate in Independent Studies for courses. This program is open to all UAMA students who failed one or more courses, or need courses to graduate. Students can earn 1 or more credits. The commitment is 54 hours within two (2) marking period - **STARTING OCT 10, 2017 (ie. M-T for 1 hours each day x 4 days x 12 weeks + 30 minute independent project = 54 credit hours.**

2) Regents Prep Boot Camp Saturdays:

This program is an extension of our students in need to prepare for the upcoming Regents in January, June and August. The intense 4-5 week of prep courses reinforces the content for students to be successful on the Regents.

3) Tutoring:

This program is designed to assist students who are in danger of failing academic courses or as a supplement to strengthen the student’s understanding in any academic area. It will be offered during and after school hours. Tutoring will also be available on Saturdays and holiday breaks in each academic subject area.

School Administration

<u>NAME</u>	<u>LOCATION</u>
Mr. Thompson, Principal	Room 807
Ms. Tucker, Assistant Principal	Room 720
Ms. A. Encarnacion Business Manager	Room 813
Mr. Vural Admin Intern	Room 806