



# **STUDENT HANDBOOK**

# **2009 - 2010**

Eleanor Roosevelt High School  
411 East 76<sup>th</sup> Street  
New York, NY 10021

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## **Eleanor Roosevelt Community Standards**

Eleanor Roosevelt High School is a community of students, parents and educators committed to a thoughtful, challenging, comprehensive secondary school experience. Our goal is to provide a rich, stimulating educational environment with enough support from the academic community to provide students with the tools necessary to manage their lives with courage and purpose; to have a range of options for the future; to have the confidence to be creative and self-sufficient while being able to work collaboratively and maintaining an appreciation of the world; to grow into fully realized, capable young adults. Essential to this commitment is an environment of mutual respect, safety and cooperation.

All members of Eleanor Roosevelt High School are therefore expected:

- To be respectful and responsible members of the community.
- To come to school and to each class prepared and on time each day.
- To perform to the very highest standards academically, physically, and in their community service activities.
- To maintain appropriate behavior and decorum both inside and around the school building.
- To dress appropriately with the recognition that school is considered a place of professionalism. No head coverings of any sort should be worn in school. All outerwear should be stored in lockers.
- To avoid distractions during the school day. No personal electronics; such as music players (e.g. iPods, mp3 players, compact disc players), cell phones, cameras and/or sidekicks should be visible and/or turned on while in the building or on a school trip.
- To respect the facilities of the building. Students will eat only in the cafeteria and will not have gum, candy or beverages other than water in class.

## General Procedures for Students (in alphabetical order)

### Academic Integrity

Students are expected to hand in their own work. While this work will often be based on the written work of others, students must make this work their own through interpretation, paraphrasing, analysis, and application. Work taken directly from another source must be *specifically* and *formally* cited in order to retain the integrity of the piece. We will make every effort to support students in developing the skills of building upon the work of others, footnoting, and analyzing materials to support proper academic procedure. However, plagiarism, whether direct or indirect, is a very serious issue in schools and cheating, plagiarism and collusion will not be tolerated. **Students who submit academically dishonest work will receive no credit and will be additionally penalized as deemed appropriate by the administration.**

Academic integrity is a core value that all members of the ERHS community strive to uphold. To this end, students are expected to adhere to the following guidelines:

- Always to treat academic assignments as individual assignments, unless instructed otherwise by the teacher.
- Always to acknowledge, via specific and formal citation, all sources consulted in producing a piece of work.
- Always to acknowledge collaboration with other students.
- Never to hand their work to another student, except as part of a designated peer editing or collaborative assignment.
- Never to copy homework or other assignments.
- Never to use a computerized translator for foreign language assignments.

### And finally:

- Always to consult their teacher(s) about any points of confusion regarding academic integrity, *before* handing in the assigned work.

**If a student does violate the academic integrity policy at any point in his or her career at ERHS, a first offense will result in a warning and a permanent letter in the student's file. The second offense will result in a Principal's Suspension.**

### Advanced Placement Offerings

ERHS offers the following AP courses for students in the 11<sup>th</sup> and 12<sup>th</sup> grades:

Art History	Biology	Calculus	Comparative Government	Economics
English Literature	European History	Music Theory	Spanish Literature	Statistics
U.S. History				

### Advisory/ Senior Seminar

Advisory is an essential component of our program. It provides support to optimize each student's academic and emotional success in school. Students participate in a range of activities in advisory. Students read several days each week and are expected to **have a book with them during all advisory meeting times**. They also participate in discussions about books and issues within and outside the school community, read and log their books onto Shelfari (an interactive website dedicated to literature), work on study and organizational skills, and are involved in community-building activities. Students will also track their academic and behavior progress throughout the four years with progress sheets. At least once a quarter, each student will have a meeting with his or her advisor to discuss his or her progress. For each quarter as benchmarks, each student will be expected to read at least six books and complete five hours of community service. Chronic lateness to school will result in students receiving mandatory school service hours, to be arranged with the Advisor. These hours must be completed in order to pass the course. We ask parents to be supportive of this activity. The advisor is the first conduit between school and home. Therefore, any parents with questions or concerns about his/her child should contact their child's advisor. Advisory is a credit-bearing course and will be graded with a number grade.

During senior year, advisory becomes "Senior Seminar." This is a special program designed to support the transition between high school and college through extensive college support and a long-term research project (Quality of Life). The successful completion and presentation of this project is a graduation requirement. All seniors are expected to identify a Quality of Life issue, conduct research to collect supporting evidence, design and implement a project presenting the results of this research and present the project to a school based panel. Students are also expected to participate in all college preparatory activities.

### Attendance and Lateness

Attendance is essential to academic success and we therefore urge all students to make every effort to come to school on time each day. If a student is ill and cannot attend school, the parent or guardian should call us at **(212) 772-1220**. Official attendance will be taken in first period class and after lunch (teachers will keep a record of attendance in each class as well). If we have not heard from the parent or guardian of any absent student, we will contact that student's parent or guardian. Even if contact has been made, if a student is late to school, we will call the student's parent or guardian by automated phone message. Families should avoid making appointments for students during the regular school day. However, if a student must miss part of the school day for an appointment, he/she must bring a signed note to school specifying the time of the appointment. Students who miss entire class periods are required to meet with the instructor during that school day to arrange for missed work. If a student must leave school early for any reason, a parent or guardian must contact the main office **BEFORE** the student leaves the school building. Also the student must sign-out in the main office before leaving school. Failure to do so will result in a disciplinary action. Students who are ill at lunch **must** have a parent or guardian call the office immediately to verify illness and consent to go home otherwise this is considered cutting class and subject to disciplinary actions. Student must return to school (after an absence) with a note of excuse from a parent, guardian, or doctor.

The school day begins at 8:30am and students are expected to be in class at that time; students must swipe in by 8:25 in order to be in class on time. Students will be permitted to enter the building starting at 7:00am. Please allow adequate traveling time. Student ID cards will be used

with an attendance system called CAASS. Students arriving in the morning are required to swipe their cards for attendance purposes. Students must have their IDs at all times. Students who arrive after 8:30am are considered late and must get a late pass from the assigned staff member at the desk prior to entering the classroom. While CAASS aids in the accuracy of daily attendance, official attendance is taken in class by the instructor and any student arriving to **class** after 8:30am is considered late and **will need a pass** in order to be admitted to class. Once a student has been late a total of 5 times in a semester he/she will receive 2 hours of school service, which must be completed as part of the Advisory course. For every 5 more tardies in a semester, the student will receive an additional 2 hours of school service. In addition, monthly letters will be sent home for any students who have incurred 5 or more tardies within a month or if the child is chronically late. Parents may be called for a lateness conference.

Punctuality and attendance are imperative for student success. Poor attendance and tardiness impact many aspects of a student's academic life, including, but not limited to, grades, eligibility for AP courses and membership in the National Honor Society.

### Attire

While we have not articulated a formal dress code, it is expected that students dress appropriately for school. Acceptable attire should be consistent with going to work. We want everyone to feel comfortable and engaged in the school day without distractions.

The administration reserves the right to make the final decision on all attire. In instances where inappropriate attire is worn, alternate clothing may be provided by the administration or parents may be contacted and asked to bring appropriate clothing to school.

Inappropriate clothing/accessories may include but are not limited to clothing that displays/refers to that which could be considered lewd, offensive or insensitive (specifically references to sex, drugs, and alcohol, discriminatory/inflammatory/prejudicial statements about race, ethnicity or gender, violence, gang affiliation, sexual orientation, religion and/or disability). Undergarments should not be visible.

Parents are encouraged to help students identify attire appropriate for school.

### Communication

Students should make every effort to solidify plans with parents prior to the school day. We know that this is not always possible and therefore ask that parents contact the school to reach their children **only in case of an emergency**. If a parent needs to contact his or her child during the school day, please call 212-772-1220 (do not call the student's cell phone) and we will make every effort to give the student the message.

Recent experiences have taught us the importance of cell phones. However, we expect students to be fully engaged in each classroom. It is the NYC Department of Education policy that cell phones are not to be brought into school. Therefore, **we will confiscate any cell phone that we become aware of with the understanding that a parent/guardian will come and pick up the phone**. This same policy applies to personal stereo systems (e.g. iPods) and other electronic devices (e.g. cameras). Unauthorized photos and video/audio recordings are not to be taken in school.

Please note: Cell phones and ALL other electronic devices are not to be used or visible at any time in the school building including before or after school hours. **If a student chooses to bring an electronic device to school and it is lost or stolen, the school will not be responsible nor will we safeguard the item or investigate its loss.**

Please visit our website [www.erhsnyc.org](http://www.erhsnyc.org) for information regarding the school calendar of events, information about courses, school forms and permissions slips, major projects, class assignments, and other school related information.

### **Community Service**

Students are required to complete 20 hours of community service each year. In 9<sup>th</sup> grade, the bulk of the community service activity will be done through advisory. The entire advisory will participate in raising funds for various causes. Students will participate in raising awareness by participating in large group activities such as the *Making Strides Against Breast Cancer Walk* on October 18<sup>th</sup>, 2009. Parents are encouraged to participate in these walks as well. We will try to provide the dates for these events as early as possible so that families can plan their own weekends. In 10<sup>th</sup> grade, students are welcome to participate in the walks but are encouraged to find community service placements which reflect their own interests and/or areas of concern. Students are expected to meet minimum quarterly requirements for community service at five hours per quarter. Failure to complete the required hours per quarter will result in a failing grade for advisory. Ms. Blanchette will be facilitating community service this year. She will notify students of community service opportunities as well as post them on a bulletin board designated for that purpose. Any student who is having difficulty identifying and/or securing community service opportunities should visit our website. Parents are encouraged to help students identify areas of potential service and to help their children understand the difference between community service and “helping out.” Qualified documentation should be on letterhead from the non-profit organization, including dates of service, description of service and a contact name and number. Personal letters will not be accepted as documentation for community service.

### **Computers**

Computers are provided for students to use during the school day as well as at designated times before school, at lunch and after school. **The computers should display the DOE logo at all times.** Students are not permitted to change the desktop or the menu bar. In order for the computers to serve the entire school community, **student work must be saved to their network account (allowing for access on any network computer), not on the desktop.** We are delighted to provide access to technology to all of our students and expect every member of the ERHS community to treat the computers with great care and respect. Students are encouraged to use the school computers to support their learning, but will need permission from an instructor to print work during class meetings. Students may print work in classrooms before and after school, during non-academic periods, and in the Library, Cafeteria, as well as the Computer Lab. Please report any problems with a computer to your teacher immediately so that it can be resolved as quickly as possible. Students who deface or willfully damage school computers will face disciplinary action and must make restitution. Students will have “GMAIL” accounts for official school business. They will be assigned this email upon admission to ERHS. The email account will consist of the first initial of the student followed by the last name of the student and graduation year. For example, [jsmith2011@erhsnyc.net](mailto:jsmith2011@erhsnyc.net).

### Conferences/Contact

The Department of Education provides two parent-teacher conferences twice each year. Because of the high number of parents attending the evening conferences, we will make an additional evening available for parents. **This year the fall conferences will be held in the evenings of Wednesday, October 28<sup>th</sup> and Thursday, October 29<sup>th</sup> from 6:00-8:30pm, and the afternoon of Friday, October 30<sup>th</sup> from 12:30-3:00pm. The spring conferences will be the evenings of Wednesday, March 17<sup>th</sup> and Thursday, March 18<sup>th</sup> from 6:00 to 8:30pm and the afternoon of Friday, March 19<sup>th</sup> from 12:30-3:00pm.** Parents are assigned to specific nights depending on the child's class. The dates of the two sets of conferences will be included on the school calendar all students receive the first day of school or can be seen on our website. While these do not coincide with our report card schedule, they come close to the end of our marking periods and are an excellent time to discuss student progress with each teacher. We encourage students to accompany their parents to these conferences so that they can take an active part in the conversation. Due to the high turnout at the conferences, **parents must attend together so that teachers can discuss each student once.**

Parents/guardians can contact teachers by calling the main office (212-772-1220) and leaving a message on voice mail. Parents can reach the principal by leaving a message at the same number. The best times to reach him are between 7:30 and 8:15 a.m. and after 3:30 p.m.

In addition to report cards Eleanor Roosevelt High School provides regular *Progress Reports* to ensure timely communication regarding student progress.

## Discipline Code

Disciplinary infractions at Eleanor Roosevelt High School are established by the NYC Dept. of Education. They include, but are not limited to:

1. Wearing a hat, coat, or other article of clothing against school dress code
2. Cutting class, including arriving late to school, after lunch or leaving early (also see Attendance and Lateness)
3. Using a cell phone or beeper during the school day
4. Behaving in a way that disrupts education, in classrooms or hallways or using faxes, telephones, copy machines without permission
5. No smoking on school premises (within a two block radius of the school)
6. No unauthorized visitors are allowed on school premises
7. Using rude, profane, obscene, vulgar, or abusive language or gestures
8. Leaving class or school without appropriate permission
9. Being insubordinate: defying or disobeying *any* school personnel
10. Cheating: copying another student's test paper, homework, or project, looking at notes/books/papers during a test (also see Academic Integrity)
11. Plagiarizing: using another person's work as your own without citation (also see Academic Integrity)
12. Using slurs based on race, ethnicity, color, national origin, religion, gender, sexual orientation, or disability (starts at C)
13. Engaging in gang-related behavior: wearing gang clothing/colors, writing graffiti, making gestures or signs (starts at D)
14. Vandalizing or intentionally damaging school property or property belonging to others (starts at D)
15. Engaging in sexual harassment: sexually suggestive comments, inappropriate physical contact or a sexual nature (starts at D)
16. Stealing or knowingly possessing property belonging to others without permission (starts at D)
17. Engaging in intimidating, bullying, or threatening behavior (starts at E)
18. Fighting/engaging in physically aggressive behavior (starts at G)
19. Engaging in behavior with creates a substantial risk of or results in injury including smoking or bringing unauthorized visitors into the school (starts at G)
20. Possessing illegal drugs or alcohol in school or on a trip (starts at G)
21. Possessing any imitation gun, dangerous chemicals, loaded or blank cartridges, stink bombs, stun pens, any dangerous sharp pointed instrument which can be used as a weapon (starts at G)
22. Possessing any kind of knife or explosive (starts at I)
23. Possessing any kind of firearm (starts at L)

### The range of possible disciplinary responses includes:

- A. Warning by teacher or other school personnel with documentation in student file
- B. Student/teacher conference
- C. Reprimand by appropriate supervisor (dean, guidance counselor, principal)
- D. Parent conference with school supervisor
- E. In-school disciplinary action (detention, captive lunch, exclusion from special activity or event) \*
- F. Removal from classroom by teacher (After you are removed from any classroom by any teacher three times during a semester, you will receive in-school suspension or a principal's suspension) \*
- G. Principal's suspension \*
- H. Regional Superintendent's suspension of 1-5 days
- I. Regional Superintendent's suspension of 6-30 days
- J. Regional Superintendent's suspension of 30-90 days
- K. Regional Superintendent's suspension for 1 year
- L. Regional Superintendent's suspension for 1 year and assignment to a Second Opportunity School
- M. Expulsion (only for general education students who turned 17 prior to the beginning of the school year)

\* ***Disciplinary response starts at A unless otherwise noted.***

### Dismissal

Students are expected to clear the area in front of the school and the corners near the school in a prompt fashion at the conclusion of the school day. As a part of a community ERHS students are expected to be mindful of other members of the community and avoid gathering on the corners or in front of the building impeding pedestrian traffic and posing a possible danger to themselves or others. Students are required to adhere to instructions from ERHS staff and school safety officers at all times regarding dismissal. Similarly, during fire and other safety drills, students are expected to maintain silence and follow proper procedures to ensure a safe environment.

### Extended Day

The DOE contract has added time to the school day for extended day, small group meetings. At Eleanor Roosevelt High School, identified students will be assigned to an extended day period to work in certain areas. Students will participate in small group learning environments with teachers and/or peer tutors. This is a great opportunity for students to get extra support in their classes and work with teachers and peers in small, structured environments. The mandated extended day help will meet Tuesday-Friday for fifty minutes. Students who are mandated to attend extended day classes are expected to follow the same rules that apply to the regular class day. **Attendance is mandatory and students are expected to be prompt, prepared and ready to learn.**

### Extended Time

Any student who has extended time as an accommodation on his/her IEP or 504 will be provided that time and a separate location for both standardized and classroom tests. When a standardized test is given, students with the appropriate documentation will be assigned to a separate location and be given time as indicated on the student IEP. **When there is a classroom test, it is the responsibility of the student to arrange for the test to be taken prior to the day of the exam when extra time does not impinge on another class.** The student will make arrangements with the classroom teacher and the SETSS teacher. We will provide a proctor for the test and a separate location. **Students will not be permitted to have extra time on classroom tests without making prior arrangements as it impedes our ability to keep exams secure and fair.**

### Free Periods/ Study Halls

Students at ERHS may have free periods as they complete high school requirements. Students with free periods at the beginning of the day are expected to arrive for their first scheduled class. Students with free periods at the end of the day may leave at the conclusion of their final class. **Students with free periods that are not at the beginning/end/connected to lunch may NOT leave the building without a pass.** Students with free periods during the school day are to report to assigned areas where they may study, converse quietly, read, etc.

### Grading Policy/Honors

The school year is divided into two semesters and each semester is divided into two quarters. The semester grade is a combination of the two-quarter grades and final semester exam or project. The final grade is the average of the two semester grades and is the only grade used in

determining the cumulative average. It is also the grade that appears on the official high school transcript. Report cards will be distributed four times a year. Regents' exam will appear on the final report card and may be factored into the student's grade.

Students receive numerical grades in each course.

The students will receive a grading policy from each teacher at the start of the year. Students are expected to share these grading policies with their parents/guardians so that everyone is clear about what is expected in each class.

Homework is due the next time the class meets, unless otherwise noted. Homework is essential to effective learning. **Late homework will not be accepted for credit in any class**, but should be completed in order to keep the student abreast of the work. Students who are absent are responsible for getting the assignment from a fellow classmate or from the teacher. This work will be due the day **after** the student returns to school unless otherwise arranged between the student and teacher.

Projects, papers, and lab reports must be handed in on the day they are due. Work handed in after the due date will lose 10 percentage points (or one letter grade) each day and will not be accepted after the third day. **Students who are absent the day a project/paper/report is due are not exempt.** They must make arrangements to get the work into school. In the case of serious or prolonged illness, arrangements will be made between the student and the staff. We have developed a school-wide rubric to be used with all written work in the school. This rubric will be provided to the students and will be discussed in light of the specific requirements of each assignment.

Honor Roll and High Honor Roll are calculated twice each year. High Honor Roll indicates a cumulative average of at least 92 or above; Honor Roll an average of at least 85 or above. In addition, all students recognized must also demonstrate leadership, service and character. Students receiving these honors are celebrated during the end-of-year Recognition Week. Opportunities to join the National Honor Society begin in 10<sup>th</sup> grade. Students are considered eligible if they have maintained at least an 85 average and have demonstrated leadership, service and character. The National Honor Society Faculty Committee will choose members.

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D
	100	96	92	89	86	82	79	76	72	69	65
Numerical Equivalent	97-100	93-96	90-92	87-89	83-86	80-82	77-79	73-76	70-72	68-69	65-67

## Graduation Requirements

The New York State Regents Program is administered as mandated by the State. Graduation requirements are established for all students according to the year in which they first entered 9<sup>th</sup> grade. Please consult specific graduation information received from the guidance counselor.

<b>Required Subject Areas</b>	<b>Credits for Local Diploma</b>	<b>Credits for Regents Diploma</b>	<b>Credits for Eleanor Roosevelt Advanced Regents Diploma</b>
English	8	8	8
Social Studies	8	8	8
<i>Global History</i>	<i>(4)</i>	<i>(4)</i>	<i>(4)</i>
<i>American History</i>	<i>(2)</i>	<i>(2)</i>	<i>(2)</i>
<i>Economics</i>	<i>(1)</i>	<i>(1)</i>	<i>(1)</i>
<i>Participation in Government</i>	<i>(1)</i>	<i>(1)</i>	<i>(1)</i>
Science	6	6	8
Mathematics	6	6	8
Art	1	1	3
Music	1	1	1
Second Language	2	2	6
Health and Physical Education	5	5	5
<i>Physical Education</i>	<i>(4)</i>	<i>(4)</i>	<i>(4.2)</i>
<i>Health Education</i>	<i>(1)</i>	<i>(1)</i>	<i>(1)</i>
Elective Areas (Module)	7	7	3
Advisory	0	0	3
<b>TOTAL CREDITS</b>	<b>44</b>	<b>44</b>	<b>53.2</b>
Regents Exams Required:	<i>*different for each cohort year; see guidance counselor for specific information</i>	5 exams at 65%	8 exams at 65%

### **Health Procedures**

Any student who needs to take prescription medication on a regular basis during the school day or who has a medical condition that requires monitoring must file a 504 form. Please notify the school during the first week so that we can facilitate this process.

Any student who needs to take a prescription drug on a short-term basis must bring a note from his/her parent, guardian, or doctor. The school staff cannot give out any over-the-counter medication such as Tylenol, aspirin, or Midol to students. The parent or guardian must direct any medication taken by a student during the school day.

While attendance is important, students should not come to school if they are ill. It jeopardizes and delays their own healing as well as putting the rest of the school community at risk. If a student becomes ill during the school day, every effort will be made to contact the child's parent, guardian, or any adult indicated on the Emergency Blue Card. **In light of September 11th, we have come to understand the importance of these Blue Emergency Cards. Students cannot be released to any person who is not listed on the card.** Please be sure that the blue card is updated and has a daytime phone number where a parent/guardian can be reached live. The cards have been revised to include a list of other students that the student may accompany home. Students that are ill must be picked by a family member listed on the blue card.

### **Lunch Procedures**

ERHS is a *Universal Free Meals School*, meaning that all students can eat breakfast and lunch at no cost in our school cafeteria. On the first day of school students will be given a Department of Education lunch form and a permission slip to go out for lunch. **Both of these forms must be on file in order for students to be permitted to go out for lunch.** (Note: if the DOE forms are not provided at the start of school, until the school receives the forms, students will be permitted to go out for lunch if a permission slip is on file.)

**It is imperative that students return from lunch on time.** Students who return late from lunch will have their privileges affected. **Students cannot go home after lunch unless arrangements have been made between the parent/guardian and the school prior to that time.** Such an absence without prearranged parental consent is considered cutting. If the student is ill and must return home, it is the responsibility of the student to come to the office and notify the staff or have the parent/guardian contact the office to make arrangements for early dismissal.

The computer room and/or the library will be available most days during lunchtime so that students can work and study.

### **Resource Centers**

ERHS offers both a math and writing center to all students nearly every day after school. There are always peer tutors and staff available to help students with any math or writing questions from 3:00 to 3:50 in room 418 (for math) or 518 (for writing).

### Security

Lockers are provided for students and should be used to store all outer garments as well as other items during the school day. Each student will have his/her own locker and must provide a combination lock in order to use it. Lockers are assigned annually. Decorations for lockers must be limited to the locker's interior and must be nonpermanent. The school will maintain a record of the combinations to each locker so that students who forget their combinations can have access to their belongings. **Lockers must be locked during the school day to ensure the safety of personal belongings.** Students can visit their lockers before and after the school day and before and after lunch. Students should not bring large amounts of cash or valuables to school; it makes them vulnerable. If a student needs to bring something valuable or difficult to store to school, he/she can bring it to the office to be picked up at the end of the day. Lockers should not be shared as the contents of the locker are the responsibility of the assigned student. Students are also required to bring a second lock for use in the locker room during Physical Education.

### Student ID

Students will be issued school IDs within the first two weeks of school. These IDs should be carried at all times. If an ID is lost, a replacement will be provided at a nominal replacement cost. Students are expected to report a lost ID as soon as possible as it affects swiping in during daily attendance.

### Student Visitors

Students from other schools are not permitted to participate in school clubs or other activities without the expressed permission of the administration. If a student wants to arrange for someone from another school to visit for the day, arrangements must be made with the administration and teachers **prior** to the day of the visit.

### Supplies and Textbooks

Students are expected to come to school with their basic supplies and will be provided with the list of materials needed. All of our books are either new or in very good condition and students are expected to treat them properly so that they remain that way. Where possible, we have ordered enough books so that students can keep their textbooks at home. This means that they must be kept in a place where access and care are assured. Students will be charged for damaged or lost books. Report cards and transcripts will be withheld until student accounts have been cleared. Each student is expected to have a TI-83 graphing calculator and to be responsible for it. Since this is an expensive item, we urge students to be especially vigilant about their care and to provide a mechanism for identifying the calculator (many students carve their initials into the body of the calculator for this purpose). Families who find the cost of the calculator prohibitive should ask the student to contact his/her math teacher. Deposits may be required for borrowing school equipment.

### **Transportation**

All students who are eligible will receive *MetroCards* provided by the New York City Department of Education Division of Transportation. Students living between 1/2 mile and a 1.5-mile from the school are given ½ fare bus passes; those living over 1.5 miles from the school are issued full fare *MetroCards*. If a *MetroCard* is lost or stolen, the student must submit a written note to the office with his/her name, the name of that student's advisor, and a brief explanation in order to arrange for a replacement card. Replacement cards will be provided as soon as possible.

### **Trips**

Trips serve an important role in our academic program. They support and enhance understanding of essential concepts within our curriculum. Therefore, they are not optional. **Students are expected to attend and participate in all school trips.** Parents/guardians are invited to accompany students with the understanding that they are there to help the entire class. **Permission slips must be signed and returned prior to leaving on any trip. Phone calls are not acceptable to secure trip permission.** While we try to keep the cost of trips reasonable, **the cost of a trip should never keep a student from participating.** Please contact the student's advisor if a partial scholarship is needed. On a school trip, regular school policies still apply. Students must attend their regular scheduled classes on the day of the trip in order to participate in an evening or overnight school trip.

### **Vacations**

Vacations and school holidays are included on the school calendar. As a school where instruction is strongly valued, it is important that families plan vacations with these dates in mind. Leaving early, prior to the official start of vacation, or returning late interferes with student success and violates NYS attendance statutes. Family vacations during times of regular school attendance negatively impact on student ability to be successful.

### **Website**

Eleanor Roosevelt's official website is [www.erhsnyc.org](http://www.erhsnyc.org). Please use this valuable resource to inquire about school related activities, the school calendar, forms and/or other materials. Teachers will be using the class site portion of the school website to post assignments and class materials for students.

Eleanor Roosevelt High School  
411 East 76<sup>th</sup> Street  
New York, New York 10021

Dimitri Saliani, Principal



**We have read the 2009-2010 student handbook and understand that each student at Eleanor Roosevelt High School is expected to adhere to the standards and procedures described therein.**

**As members of the Eleanor Roosevelt High School community, we agree to follow those procedures and maintain those standards as they are articulated in the handbook.**

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_