



Brooklyn Collegiate High School

2021 Bergen Street, Brooklyn, New York 11233

Ph: 718-922-1145

e-mail-hnewman@schools.nyc.gov

Fax: 718-922-2347

Heather Newman, Principal

Vernessa Minto, AP.

Nalo Lewis, AP

Malcolm Connor, AP

Brooklyn Collegiate School Policies and Procedures

Attendance/Lateness Policy

School begins at 8:00 a.m. Daily attendance and punctuality are essential for your success.

- *Students who are excessively late will not be allowed in the building without a parent/guardian or a doctor's note.*

Cell Phone & Electronic Device Policy

In accordance with the NYC DOE Chancellor's Regulations (A-413), cell phones and other electronic devices may not be turned on or used while on school property.

- Students must power off and store cell phones and other smart devices (including headphones, earbuds/airpods) upon morning entry.
- Cell phone use is prohibited during the instructional day on instructional floors (1st and 4th).
- Failure to comply to the above will result in the following:
 - 1st offense: Item will be confiscated and returned at the end of the day.
 - 2nd offense: Item will be confiscated and returned after a parent conference.
 - 3rd offense: Parent/guardian will be notified, and student will be required to submit phone to administration upon daily entry.
 - Repeated violations of this policy can result in disciplinary action (classroom removal, in-school suspension, etc).

Classroom Expectations/Behavior

Students will:

- Respect others and other's property
- Avoid causing disruptions to the educational process
- Follow directions and respect teachers and staff
- Be prompt to classes
- Refrain from using profanity/vulgar language

In-school Suspension

- Students may receive in-school suspension for a maximum of 2 days (contingent upon infraction level).
- Students serving in-school Suspension will attend school from 8:45 a.m. - 1:30 p.m. daily.
- *Failure to report to In-School Suspension will result in a parent/guardian conference and further disciplinary action.*

Discipline Policy

All students are expected to maintain high standards of behavior. Students will learn and exhibit self-discipline and positive conduct. Rules to ensure appropriate behavior are established and enforced to maintain a safe and orderly environment that allows for optimum learning.

For a list of possible non-compliance measures see below:

- Written Warning
- Restorative Conferences
- Removal from the learning environment
- Parent contact/Parent Pick-Up/Parent Conference
- Pre-Suspension Notice/In-School Suspension/Out-of-School Suspension

Dress Code (WE ARE A UNIFORM SCHOOL)

- Brooklyn Collegiate top (t-shirt, polo, hoodie)
MUST BE VISIBLE THROUGHOUT THE SCHOOL DAY
- Black, Khaki, Grey or Brooklyn Collegiate logoed bottom (pants or sweats)
- Preferably black sneakers
- **NO ripped pants or leggings/spandex clothing**
- **NO headgear (hats, scarves, du-rags, bonnets, etc.)**
- **NO crocs/slides/sandals/flip-flops/slippers or other loose fitting shoes**

(Failure to comply with the dress guidelines above will be dealt with in a way that maintains the dignity of the student, minimally disrupts their education and is proportional to the frequency and severity of the student's non-compliance.)

Scanning

All students are subject to random scanning. You are responsible for any items found on you and/or your belongings. All weapons are prohibited on school grounds, this includes in the building and areas in sight of the building. Prohibited items include but are not limited to pepper spray, knives of any kind, lighters, vapes, and/or any drug paraphernalia.

Substance Abuse Policy

Students are expected to refrain from using any controlled substances or prescription medications without appropriate authorization, illegal drugs, synthetic hallucinogens, drug paraphernalia, and/or alcohol while on school premises.

- Students who enter the building and are suspected to be under the influence of any of the above will be immediately sent to the nurse for evaluation. If confirmed, the student will have to be picked up by a parent/guardian, or sent to the hospital via ambulance for further evaluation.

Student Name (Print): _____ Student Signature: _____ Grade: _____

Parent Name (Print): _____ Parent Signature: _____ Date: _____