



# **Parent & Student Handbook**

**RALPH R. MCKEE  
CAREER AND TECHNICAL HIGH SCHOOL  
290 ST. MARKS PLACE  
STATEN ISLAND, NY 10301  
(718) 420-2600**

## **WELCOME MESSAGE**

Ralph R. McKee CTE High School has a long and proud tradition as a school that provides rich options for college, career or life. We pride ourselves in providing a safe and secure learning environment for our students, while at the same time offering a host of exciting and academically challenging programs, and an extensive array of extra-curricular activities, most of which are outlined in this publication. Our dedicated faculty is committed to setting high expectations, keeping students safe, and creating an effective environment for learning that allows all students to not only succeed but to flourish.

Our staff continues to work extremely hard in establishing and developing programs and directing resources to meet the needs of all students. We have established a safe and orderly school environment; an environment where mutual respect is our guiding principle. Most importantly, at Ralph R. McKee CTE High School we have created a positive, healthy, and harmonious atmosphere where every student has the opportunity to succeed and to grow intellectually, emotionally, and socially. We strongly encourage our students to become involved in our many school activities, both during and after the school day, as we know that there is a direct and positive correlation between student involvement in extra-curricular pursuits and academic success.

We ask that you please take the time to review, not only the important school procedures and guidelines in this publication, but also the many wonderful activities, programs, and opportunities afforded to all of our students. We are confident that working together, in a home and school partnership, Ralph R. McKee CTE High School will continue to be a vibrant and exciting educational community for our students.

## Table of Contents

Topic	Page	Topic	Page
Welcome Message	1	Internet Usage Policy	40
McKee Mission Statement	3	RMHS Expectations of our Students	41
School Directory	5	RMHS Expectations of Families	42
Bell Schedule	6	PTA	44
2016-2017 School Calendar	7	Program Cards/photo ID	??
How Can We Help You	8	Report Cards	44
Attendance	9	Student Contract	46
Absences	9	Academic Policies	47
Early Excuses	10	Physical Education Uniforms	49
Lateness Policy	11	Common Core Learning Standards	50
Withdrawal/Transfer Policy	12	Graduation Requirements	51
Visitors	13	NYS Regents Requirements	52
Metrocards	14	Recognition and Awards	53
Transportation for Special Education Students	16	College Entrance Exams – SAT/PSAT	54
Health Services	17	NHS/NTHS Policy	54
Elevator Passes	17	Carpentry	55
Working Papers	18	Architectural Engineering	55
Athletics	18	Software Engineering	56
Books	22	Electrical Engineering & Installation	56
Cafeteria	22	Automotive	56
Classroom Rules	22	Cisco Computer Networking	56
College and Career Center	22	Graphics Arts & Advertising Design	56
Consultative Council	23	Translating Report Cards and Transcripts	58
Prohibited Items	23	Import Websites/Other Services	60
Career/Tech Offerings	23		
COSA	24		
Counseling Office	24		
Discipline Code	25		
Dress Code Enforcement	28		

## **OUR MISSION**

**Ralph R. McKee CTE High School (RMHS)** is a career and technical education high school located on Staten Island that is designed for students interested in exploring and preparing for various careers. All students who attend RMHS will develop the critical and creative thinking skills necessary to graduate college and learn necessary professional skills in all careers.

## **OUR INSTRUCTIONAL FOCUS**

If teachers use AVID methodologies (collaborative, subject specific learning groups, inquiry methods, and writing as a tool for learning) then all students will develop the skills to be college and career-ready, independent, critical thinkers as they journey through their post-secondary options.

## **OUR VISION**

McKee: College, Career, Life.

This means:

- At McKee, you learn *more*, whether your dream is to design the most iconic building in New York City or join Local 20.
- At McKee, it is like *private school*, with small classes, committed faculty, secure grounds, and sophisticated technologies.
- At McKee, we provide you with the knowledge, study habits, resources, and guidance to not only *go to college*, but to shine once you do.
- At McKee, in fields like drafting, graphic arts and construction.
- Here, we teach you to think for yourself, so that you graduate ready to make *your* mark on the world.
- At McKee, we know *you* – your name, where you are from, how you learn, where you struggle – and you will never be just a number...never.

## **PUBLIC NOTIFICATION OF NON-DISCRIMINATION POLICY**

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law) predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. This policy is in accordance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Age Discrimination in Employment Act of 1967, Section 503 and Section 504 of the Rehabilitation Act of 1973, Fair Labor Standards Amendments of 1974, Immigration Reform and Control Act of 1986, the Americans with Disabilities Act of 1990, Civil Rights Act of 1991, New York State and City Human Rights Laws and Provisions of Non-Discrimination in Collective Bargaining Agreements of the Department of Education of

the City of New York. Inquiries regarding this non-discrimination policy may be directed to: Ms. Kathleen Eberlein, Assistant Principal Pupil Personnel Services & Coordinator Title IX, Section 504, 290 Saint Marks Place, Staten Island, New York 10312, Room 307 – (718) 420-2600.

## Directory

### Administration

Title	Name	Room	Ext
Principal	Sharon Henry	111	651
Asst. Principal-Special Ed / Guidance	Kathleen Eberlein	307	602
Asst. Principal-Math / Security/PE	Jesse Lambert	321	609
Asst. Principal-Humanities/AVID/ ESL	Noreen Mullen	425	658
Asst. Principal-Administration/CTE	Agron Velija	107	625

### Pupil Personnel Services

Office	Room	Ext.
Attendance, Late Passes, and Metrocards	127-A	134
Career and College Office	307	642
Coordinator of Student Affairs (COSA)	404	617
Deans	323	609
Face to Face Letters	307	642
Guidance	307	619/629
Library	317	606
Medical Office	406	659
Program Office	106	627
School Assessment Team	127B	630

**Wednesdays: Common Planning-2:00 PM- 2:39 PM**  
**Prof. Dev. 1:20 PM – 2 PM**

Regular Schedule 2016-2017 <i>Mon, Tues, Thurs., Fri.</i>				Bell Schedule A 2016-2017 <i>Wednesday</i>			Minutes in Class
Period	Begin	End		Period	Begin	End	
0	7:03 AM	7:46 AM		0	7:48 AM	8:19 AM	31 min.
1	7:48 AM	8:31 AM		1	8:21 AM	8:52 AM	31 min.
2	8:33 AM	9:16 AM		2	8:54 AM	9:25 AM	31 min.
3	9:18 AM	10:04 AM		3	9:27 AM	9:59 AM	32 min.
4	10:06 AM	10:49 AM		4	10:01 AM	10:32 AM	31 min.
5	10:51 AM	11:34 AM		5	10:34 AM	11:05 PM	31 min.
6	11:36 AM	12:19 PM		6	11:07 PM	11:38 PM	31 min.
7	12:21 PM	1:04 PM		7	11:40 PM	12:11 PM	31 min.
8	1:06 PM	1:49 PM		8	12:13 PM	12:44 PM	31 min.
9	1:51 PM	2:34 PM		9	12:46 PM	1:17 PM	31 min.
				PDP*	1:19 AM	2:39 AM	80 min.

Teacher Team Meetings / PD Every Wednesday: 1:19 PM – 2:39 PM

# IMPORTANT DATES TO REMEMBER

## 2016-2017 School Calendar

September 8	Thursday	School Begins
September 12	Monday	Eid al-Adha (school closed)
October 3 & 4	Monday and Tuesday	Rosh Hashanah (schooled)
October 10	Monday	Columbus Day Observed
October 12	Wednesday	Yom Kippur (school closed)
November 8	Tuesday	Election Day (students not in session)
November 11	Friday	Veterans Day (school closed)
November 17 & 18	Thursday and Friday	H.S. Parent Teach. Conf.
November 24 & 25	Thursday and Friday	Thanksgiving Recess
December 26 – January 2	Monday - Friday	Winter Recess - Students <u>return</u> on Tuesday, January 3

## 2017

January 16	Monday	Martin Luther King, Jr. Day
January 30	Monday	Fall Term ends – no classes for high school students
January 31	Tuesday	Spring Term begins for high school students
February 20 - 24	Monday - Friday	Midwinter Recess
March 23 - 24	Thursday and Friday	H.S. Parent Teach. Conf.
April 10 – 18	Monday – Tuesday	Spring Recess (school closed)
May 29	Monday	Memorial Day
June 8	Thursday	Students not in session
June 23	Friday	Students not in session
June 26	Monday	Eid al-Fitr (school closed)
June 28	Wednesday	<b>Last Day for All Students</b>

## PARENT TEACHERS CONFERENCES

### **Fall**

Thursday November 17, 2016 – 6:00 PM – 8:30 PM

Friday November 18, 2016 – 12:30 PM – 2:30 PM

### **Spring**

Thursday March 23, 2017 – 6:00 PM – 8:30 PM

Friday March 24, 2017 – 12:30 PM – 2:30 PM



## HOW CAN WE HELP YOU?

<b>QUESTIONS ABOUT:</b>	<b>CONTACT PERSON:</b>	<b>LOCATION:</b>
Program/Report Cards/Transcripts	Guidance Counselors/Record Room	307
Diploma/Graduation Requirements	Guidance Counselors	307
College & Career Planning	College and Career Counselor	307
PSAT/SAT/ACT Information	College Office/ Guidance Counselors/AP Programming, Assessment, and Accountability	307
Advanced Placement Registration	AP Programming, Assessment, and Accountability	425
College Now/ College Prep Classes	AP Programming, Assessment, and Accountability	307/425
Attendance, Lateness, Early Excuse	Attendance Office	127A
Metrocards/Bus Schedule	Transportation Office	127A
Working Papers	Bookstore	127A
Transfer/Discharge from School	Pupil Personnel Secretary	307
Illness in School	Medical Office	406/414
Safety Concerns/ Bullying/Threatening Behavior	Deans Office	321
Mediation/Conflict Resolution	Mediation Center	323
Photo ID/School	AP Organization	107
Phys Ed Uniforms	AP Physical Education	321
Lost and Found	Guidance Office	127A
Tutoring Schedule	Department Assistant Principals	Department Assistant Principal's Office
Free or Reduced Lunch Forms	General Office	107
POS Lunch Code	Assistant Principal Organization	107
Elevator Pass (Medical Excuse)	General Office	406
Problem w/ Substance Abuse	Youth Development Counselor	121
Parent Concerns	Parent Coordinator/PTA	127A
Extra-Curricular Activities	Student Organization Office	404
Athletics	Ass't. Athletic Director/AP Health and Phys Ed	325/321
Senior Activities	Student Organization Office	404
Community Service Activities	Student Organization Office	404

## **ATTENDANCE**

*Good attendance is directly related to good grades. To do well, students must be in every class on time every day.*

**Students are entitled to three unexcused absences per year.**

An unexcused absence is when a parent/guardian, not a doctor, has determined that the student can stay home. **Any additional absences must be accompanied by a doctor's note.**

This note should be signed by each teacher and submitted through the 3<sup>rd</sup> period teacher so that copies can be made for the students' teachers and placed in the student's official file.

**Any time a student is going to be out, a parent or guardian must contact the attendance office at (718) 420-2600 ext. 134 to report the absence.** If we do not receive a call from you, we will contact the student's home to verify the absence and remind the student and the family of RMHS's attendance policy.

**No student will be permitted to leave school prior to the end of their school day without the student's legal guardian coming in to the attendance office and signing them out.** If a student is ill and needs to leave school early, he/she must go to the Medical Office and be officially signed out by a guardian with the parent center staff. **Doctor's appointments should not be scheduled during the school day.**

Students are dismissed at either 1:49 or 2:34 pm on Monday, Tuesday, Thursday, and Friday; and at 12:44 or 1:17 on Wednesday. Please schedule appointments after school hours or on weekends.

**Cutting class/school is not permitted at RMHS.**

Students who cut class will be given after school detention (suspension could result if repeated multiple times). Students who cut school will be given after school or Saturday detention (suspension could result if repeated multiple times). Parents of students who habitually cut class/school will be required to come in for a conference.

## **ABSENCES**

Parent(s)/guardians are expected to submit a note or letter explaining their child's absence from school. Absence from school is excusable for personal illness, religious observance, attendance at special events authorized by the school, or a family emergency beyond the student's control, such as fire or death in the family. A note from a doctor or health-care professional should be provided in cases of extended or frequent absence due to illness. If students are absent from school for reasons other than those listed above, documentation of the reason for the absence must be presented to the school (e.g. court order, college visitation, etc.).

Students must present their absence notes to all their teachers. Subject area teachers

will sign the absence note, document the excuse, and return the note to the student. Once all teachers have signed a student's note, the student must return the note to either his/her 3rd period teacher or to the Attendance Office (127A).

## **EXTENDED ABSENCES**

Parent(s)/guardians should also call their child's Guidance Counselor in cases of extended absences due to illness or the death of an immediate family member. Guidance Counselors will make the necessary notifications to subject area teachers and coordinate a plan for the make-up of missed schoolwork. Family vacations should be planned to coincide with vacation days listed in the annual school calendar (available by logging onto the NYC Department of Education website: <http://schools.nyc.gov> or the RMHS website). Teachers are not obligated to make prior arrangements for assignments, projects, and other instructional activities involving work that has not yet been presented. Student absence for vacation will be treated as an unexcused absence. Teachers will not be expected to extend their normal workday to provide remediation or to administer tests for students who have been on vacation, nor will they be required to repeat lessons that were given during the vacation period.

## **EARLY EXCUSE POLICY**

Ralph R. McKee CTE High School's Early Excuse Policy and procedures have been created to ensure the safety of our students and to minimize any breaks in the continuity of instruction.

### **PROCEDURE FOR EARLY EXCUSE:**

1. Arrangements for the early excuse of students from school should be made in advance whenever possible. Parents can contact the Attendance Office at 718-420-2600 Ext. 134 and speak with a staff member regarding the time and reason for the early excuse. Parents can also leave a message if they are calling before school hours. Our staff will return your call to verify the request, so it is important to leave a contact phone number.
2. Alternate Arrangements: Students may present a note to the Attendance Office staff upon arrival to school stating the time of the early excuse and reason for it. However, a contact number for our staff to verify the request must be included, or arrangements will not be made until a parent arrives to the building. The Attendance Office is located in Room 127A by the main lobby.
3. Whenever possible, the time of the early excuse should correspond with the changing of the periods (see Bell Schedule), and students should know in advance that they are expected to report to the Dean's Office (718-420-2600, ext. 610) at that time. This eliminates the need for our staff to locate and remove students from their classes during instructional time. Locating students during their free periods, (study or lunch), is also problematic, as our students are able and encouraged to report to one of the many tutoring centers located throughout the building during their free time. It is also

difficult to track down students while they are in PE class as they may be outside on the field.

4. It is important to note that all requests for Early Excuse must be verified by our staff members through oral communication with a student's legal guardian.

5. Parents/guardians must inform the Attendance Office staff by updating the Emergency Contact ("BLUE") Card if someone else has been designated to take their child out of school. Students will not be released to anyone other than a legal guardian if prior notification was not made and verified. Students will not be released to other minors.

6. Parents, guardians, or other authorized family members or neighbors picking up children for early excuse from school must report to the main lobby, produce proper I.D. to the School Safety Agent or designee at the main desk, and sign in the Visitor's Log. STUDENTS WILL NOT BE RELEASED TO ANYONE WHO HAS NOT BEEN GIVEN AUTHORIZATION BY A PARENT OR LEGAL GUARDIAN. STUDENTS WILL NOT BE RELEASED TO ANYONE WHO CANNOT PRODUCE VALID IDENTIFICATION.

7. Early Excuse from school results in a loss of valuable instructional time. Whenever possible, appointments for doctors or other important matters should be made after your child's school day is over.

## **LATENESS POLICY**

Lateness has a significant negative impact on the educational process. It results in a:

- loss of meaningful instruction for the offending students
- break in the continuity of instruction for teachers delivering their lessons
- distraction for students engaged in meaningful instruction due to the entry of latecomers to their classrooms
- breach in the security of the hallways during the instructional period.

*Punctuality is essential for success. RMHS holds students to high standards so that they are prepared for the world of work.*

### **Students cannot be excused for arriving late to school.**

Just as bosses do not accept excuses for lateness based on transit delays, neither will RMHS. Students cannot be excused by a parent for lateness to school. STUDENTS MUST BE IN SCHOOL, IN THE CLASSROOM BY 7:48 AM sharp!!!! (unless they have a zero period class). Students may receive after school detention if they are late to school by more than ten minutes. Students will be held in a "late room" if they arrive late to school for 1<sup>st</sup> period and receive an assignment to complete.

**Lateness to subject class** may also result in a lower class average due to the loss of instructional time in activities such as: do now completions, classroom participation opportunities, examinations (quizzes/full period exams), dialogues, speeches, group work, lab work, etc.

The following disciplinary actions may be imposed for any student reporting late to a subject class:

**1st lateness:** Warning from teacher.

**2nd lateness:** Parent(s)/guardian informed of offenses and of subsequent disciplinary action for the next offense.

**3rd lateness:** After School Detention.

*\*Repeated lateness will result in a Guidance Conference scheduled with parent(s) and student.\**

## **LATE ROOM PROCEDURES**

Students arriving to school after 8:10 a.m. are directed to the morning late room where they will remain until the end of Period 1 (8:31 a.m.). This procedure is necessary to ensure the continuity of instruction in Period 1 classes for the majority of our students who do arrive to school on time prepared to engage in meaningful instruction. Students reporting to school after Period 2 must enter through the main entrance (front door) and report to the SAVE Room to be processed by staff. Lateness to school is documented and recorded on report cards, letters are mailed home to notify parents, disciplinary action may be imposed and Guidance Conferences are scheduled for chronic offenders.

## **EXCUSED LATENESS TO SCHOOL**

Students who report to school late because of early morning appointments must present a Doctor's note, Road Test slip, Court Order or some other form of official documentation to the staff in the Attendance Office (127A). Students will be issued an excused late pass and their official school attendance record will be corrected. Students must present their excused late passes to the teachers of the classes they missed.

Students will not be excused for lateness due to transportation problems, unless the problem is confirmed by the MTA. The Ralph R. McKee CTE High School Transportation Coordinator will make the determination of excused lateness through direct communication with the MTA and will issue excused late passes if warranted. Our school building opens at 7:00 a.m. for students who are programmed for a zero period class, and opens for all other students at 7:30 a.m. Students are permitted access to both cafeterias when they arrive early to school where they can enjoy a free breakfast. It is strongly suggested that students board early buses or trains, so the potential for lateness due to transportation problems can be minimized. (For more information regarding transportation to and from school refer to the section Transportation Policy.)

## **WITHDRAWAL/TRANSFER POLICY**

Both State law and Department policy require that before a student sixteen to eighteen years of age may withdraw, the principal or designee is to conduct an exit interview with the student and parents. Parents will receive a transfer form, copy of transcript, report card, immunizations, and when applicable, a copy of the first three pages of a student IEP. **All Student enrollment and transfers take place at the High School**

**Enrollment Office, 715 Ocean Terrace, Staten Island, NY 10301. Student transfers are limited to the following: Travel hardships, Safety Issues and Medical reasons.**

## **SCHOOL CLOSINGS AND EMERGENCIES**

In the event of a severe snowstorm or some emergency that might necessitate the closing of school for a day, students and parents should check the NYCDOE website, listen to the radio, watch TV, or call 311 for information related to the closure.

## **VISITORS' POLICY**

The New York City Department of Education and the N.Y.C. Police Department have established a uniform visitor control standard with required procedures that all schools must implement and include in their School Safety Plans. The *Ralph R. McKee CTE High School Safety Committee* has also established additional protocols to ensure the safety of our students and staff members and to facilitate visits by parents and other members of the community.

### **PROCEDURES FOR VISITORS:**

1. Visitors must enter the building using the front Belmont Street entrance by the security desk during school hours. Visitors are not permitted to utilize the staff parking lot during school hours. All minors must be accompanied by a parent/guardian. Unaccompanied minors will not be permitted to enter the building or remain on school grounds.
2. Visitors must report to the School Safety Agent assigned to main lobby reception desk located in the A-wing front entrance lobby.
3. Visitors must present a valid picture I.D. Parents may not pick up children early from school without presenting a valid picture I.D.
4. Visitors must register in the Visitors' Log Book once their identification has been verified by a School Safety Officer.
5. Visitors must specify the exact nature of their visit and the name of the person/office to be visited. (Visitors who are unsure of the person they wish to speak with or the office they wish to visit will be assisted by staff members in the Parents' Center.)
6. Visitors will be issued a **Visitor's Pass** that must remain visible and be worn at all times.
7. Visitors will be directed to the Community Associate's Room (127A) where they will remain until their appointment has been verified or other arrangements have been made. Parents without appointments will be directed to the Parent Coordinator for additional assistance.

8. Visitors must be escorted to the office they are visiting and are prohibited from visiting any office other than the office indicated on the ***Visitors' Pass***.
9. Visitors must report to the Reception Desk after their visit is completed, sign out and return their ***Visitor's Pass***.
10. Visitors in violation of these procedures or whose conduct jeopardizes the safety of students and staff, interferes with programs in the school or endangers property are subject to immediate removal from the school by order of the Principal and possible arrest.

***We have a strict "NO HATS POLICY" at Ralph R. McKee CTE High School, we kindly ask that everyone respects the policy by removing his/her hat. We appreciate your cooperation!***

## **TRANSPORTATION POLICY**

Ralph R. McKee CTE High School is provided with extensive public bus service for transporting students to and from school each day. Students may also use the Staten Island Rapid Transit for transportation to and from school. Train schedules are available by logging onto the MTA website: <http://www.mta.info>.

Parents should review the bus schedule carefully and select the bus route and estimated pick up time that will best transport their children to school well before the start of their children's school day. Parents and students are cautioned not to select the latest bus on the schedule, as this will increase the likelihood of students arriving to school late (please refer to the section Lateness Policy).

Please note: Students who live closest to RMHS are frequently passed by buses that are filled to capacity with students who boarded the buses towards the beginning and middle of the bus routes. In addition, traffic around the North Shore area increases tremendously from 7:30 – 8:00 a.m. causing minor traffic delays.

## **METROCARDS**

General Education students are eligible for Metrocards depending on the distance their home is from Ralph R. McKee CTE High School. The New York City Department of Education Office of Pupil Transportation determines this distance and the type of Metrocard each student receives.

### **METROCARD ELIGIBILITY CRITERIA:**

- Students living less than ½ mile from Ralph R. McKee CTE High School are not eligible for Metrocards.
- Students living between ½ mile and 1 ½ miles from RMHS are eligible for half fare Metrocards.

- Students living more than 1½ miles from RMHS are eligible for free full fare Metrocards.

Any change of address should be brought to the attention of the Transportation Office. Official documentation (e.g., utility bill, mortgage statement) will be required for any changes to a student's biographical information.

All students eligible for Metrocards will receive their Metrocard during the first week of classes for both the Fall and Spring terms.

#### METROCARD RULES

1. A student Metrocard is only to be used by the student to whom it is issued, and whose name appears on the card. Students may not loan their card to another student. If someone else uses or borrows your Metrocard, Police Officers or Transit personnel can confiscate the Metrocard. If your Metrocard is altered, damaged on purpose, or used in any other way than intended, it may be confiscated, and students may be subject to arrest or a fine.

2. Metrocards are only to be used for transportation to and from school or for school related activities during the hours of 5:30 a.m. to 8:30 p.m. Students may not use their Metrocards on weekends and holidays. Students who are members of teams may be entitled to additional 2-trip Metrocards for transportation to practices and games. Team members must report to the Assistant Athletic Director's office (325) for more information about these special Metrocards. Metrocards for other special programs are available to students participating in those programs. Report to the Transportation Office (127A) for more information regarding these special Metrocards.

3. A full fare Metrocard provides three trips on both train and surface bus lines. On most trips, students can use their Metrocard freely to transfer from bus to bus, train to bus, or bus to train. A half-fare Metrocard is only good for bus transportation and is also valid for three trips per day.

4. If a student loses or damages a Metrocard, this must be reported to the Attendance Office, Room 127A, during a student's lunch period. Damaged Metrocards will be exchanged for a new Metrocard immediately. The damaged Metrocard must be brought to Room 127A for an even exchange to take place.

5. If a student's Metrocard is stolen, it must be reported to the Transportation Office immediately. A report must be filed in with a Dean and a copy must be submitted to the Transportation Office. Once all the information is verified, a replacement card will be issued in three school days.

6. The Attendance Office is open during periods 4-7 and Students must produce a photo I.D. card and a current program card to be serviced by the Transportation Office staff.

***A reminder that proper behavior is expected of all students on the buses and trains. Buses may be taken out of service if students misbehave. Students who misbehave may face disciplinary action and/ or legal action.***



## **TRANSPORTATION FOR SPECIAL EDUCATION STUDENTS**

State Education Law mandates that the NYC School District provide transportation for special education students to and from the school they attend. Transportation may be on a school bus, or on public transportation with a Metrocard. The mode of transportation each special education student receives will be determined by his/her Individual Education Program (IEP).

## **WELLNESS POLICY**

In the Child Nutrition and WIC Reauthorization Act of 2004, the U.S. Congress established a requirement for school districts that participate in federally funded school meal program(s) to develop and implement a wellness policy. The New York City Department of Education adopted a Wellness Policy in 2006, and revised it in 2010 to align with the updated Chancellor's Regulation A-812 (Competitive Foods). To promote and protect students' health, well-being and ability to learn, the DOE will:

- Support all schools in providing opportunities for and encouraging all students to be physically active on a regular basis.
- Ensure that food and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Ensure that school meals provide students with access to a variety of affordable, nutritious, and appealing foods that meet their health and nutritional needs while accommodating the religious, ethnic, and cultural food preferences of the student body.
- Ensure that students are provided with clean, sanitary settings and adequate time to eat.
- Participate in available federal school meal programs, including the School Breakfast Program, National School Lunch Program (including after-school snacks), Summer Food Service Program, Fruit and Vegetable Snack Program, and Child and Adult Care Food Program (including suppers).
- Provide nutrition education and physical education to foster life-long habits of healthy eating and physical activity.
- Establish linkages among health education, school meal programs, and related community service agencies.

## **FOOD SERVICES -- SCHOOL MEAL APPLICATIONS**

Many students are eligible for free [meals](#). To find out if your child qualifies, return a completed **paper application** to Ralph R. McKee CTE High School or apply online at [nyc.applyforlunch.com](http://nyc.applyforlunch.com) or [nyc.gov/accessnyc](http://nyc.gov/accessnyc).

### **BREAKFAST & LUNCH MEAL PRICES**

Each school day New York City students are able to enjoy FREE breakfast and affordable lunch meals. Students who do not return an application, and/or are not eligible for a free or reduced-price meal, will pay \$1.75 for lunch. And, students who qualify for a reduced-price meal will now receive lunch for FREE. Managing your child's lunch payments is easy and secure – deposit and manage funds at [www.mylunchmoney.com](http://www.mylunchmoney.com). In order to purchase or receive any items from the cafeteria, your child will need to use their 6 digit point-of-sale payment systems (POS) number. If you have questions about your lunch application, or do not know your child's POS number feel free to contact 718-420-2625.

### **FOOD ALLERGY POLICY**

Managing food allergies in schools is a team effort; school food staff works closely with school nurses to ensure that the needs of students with food allergies are met. On a daily basis, our [menus](#) offer more than one option for students to enjoy. Unfortunately, it is not possible to establish and maintain a “peanut-free environment” in school cafeterias. Prohibiting foods containing a specific ingredient, such as peanuts, does not eliminate the possibility of student exposure to that ingredient. Food items that do not contain peanuts may be produced in manufacturing plants that make peanut products, often times using the same production line. Also, despite careful review of ingredient statements there is no guarantee that a manufacturer's product ingredient list includes the word “peanut”; components may be labeled as a “like” substitute for another approved ingredient. In addition, students and school staff may bring peanut-containing foods from home.

### **HEALTH SERVICES**

The Health Office is open daily from 8:00am-2:30 pm for problems related to health or health records and emergencies. Injured or ill students are admitted with a pass from their assigned teacher. If the nurse determines that a student's condition warrants leaving school, it is necessary to contact a parent/guardian/designated adult. It is extremely important to have an updated Blue Emergency Contact card on file with Ralph R. McKee CTE High School with valid home/work/cell numbers annually, and throughout the year as changes occur. Parents/guardians are urged to provide updated information regarding contacts in the event of an emergency.

All students who require medication during school hours on a permanent or temporary basis must keep medicine locked in the medical office to be administered by the nurse provided the proper paperwork is signed by the parent/guardian on file in the medical office.

### **ELEVATOR POLICY**

You have the right to use the elevator only if you have a pass authorizing its use. A pass may be obtained from the Main Office, if you have a valid reason which requires you to use the elevator. Sub-instructional focus of a doctor's note authorizing use of the elevator is required. Students who use the elevator without an officially issued pass will be subjected to disciplinary action. Students must show their elevator pass to any staff

member who requests to see it.

## **WORKING PAPERS**

Working papers may be obtained from room 307 (between 8am- 1pm. These must be filled out and returned with a doctor's note/physical clearance stating that you are fit to work.

## **ATHLETIC TEAMS**

McKee offers many opportunities to students to participate in competitive sports. We offer the following:

Baseball, Basketball, Bowling, Cheerleading, Cross Country, Football, Golf, Handball, Soccer, Softball, Swimming, Tennis, Track, Volleyball.

Contact Mr. McCarthy, Athletic Director, (718) 667-5735 ext. 153) or Mr. John Eberlein, Assistant Athletic Director, [Jeberle@schools.nyc.gov](mailto:Jeberle@schools.nyc.gov) (718) 420-2675 or your physical education teacher for more information.



## RALPH MCKEE HIGH SCHOOL

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Staten Island, New York 10301  
Sharon Henry, Principal  
Email: shenry2@schools.nyc.gov  
Phone (718) 420-2600 Fax (718) 981-8776

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### Ralph R. McKee CTE High School Athletic Department

J. Lambert, Assistant Principal Health & Physical Education/J. Eberlein, Athletic Director

### STUDENT-ATHLETE POLICY

There are special responsibilities that accompany the privilege of being a student-athlete at Ralph R. McKee CTE High School and participating in our successful and varied athletic programs. As a representative of a Ralph R. McKee CTE High School athletic team, you are expected to conduct yourself in a manner that is favorable to you, your school, and your team. The requirements listed below must be adhered to in order to participate in the Ralph R. McKee CTE High School athletic program, on any level. These criteria are in addition to PSAL requirements regarding athletic eligibility.

#### A. Good Sportsmanship

1. One of your responsibilities as a student-athlete is to always display good sportsmanship at all athletic events. Recognize that sportsmanlike behavior will require effort on your part.
2. Unsportsmanlike behavior will not be tolerated at Ralph R. McKee CTE High School and will result in appropriate disciplinary measures, including team and school suspensions.

#### B. Citizenship/Conduct

1. Each coach has his/her own very specific team rules covering matters from conduct to dress code. Every student-athlete must adhere to all team rules, as well as, all school rules and regulations.
2. A student-athlete is expected to conduct his/herself as a positive member of the Ralph R. McKee CTE High School student body, as well as, a representative of the athletic community and the neighboring community.
3. Student-athletes are prohibited from engaging in any form of bullying or hazing.
4. Social Media: Student-athletes must use social media in a responsible and respectful manner. Parents and guardians are expected to monitor the use of social media by their children.

5. Student-athletes will be held responsible for their behavior at school and on the playing field at all times (both in-season and off-season). Any action deemed to be inflammatory, offensive, threatening and not reflective of being a positive member of the RMHS community, may result in suspension.

### C. Academics

Every athlete is responsible for achieving academic success and satisfying the athletic eligibility requirements set by the Public School Athletic League:

1. The new PSAL Eligibility Standards are as follows:

- 90% attendance
- A minimum of a 65% average
- Accumulate 10 credits and pass 2 P.E. per school year
- 6 of these 10 credits must be in major core subjects (minimum 3 cores each semester)
- 5 credits and 1 P.E. must be passed in the 3rd marking period prior to the start of the season

\*Note: Winter and Spring athletes must adhere to these requirements during the 2nd marking period of each semester.

2. Perform to the best of your ability in the classroom by giving 100% effort in the classroom.

3. Seek tutorial help when and if needed.

4. Complete all class work and homework in a timely fashion.

5. Meet all academic performance goals established by the subject area teachers.

### D. School and Class Attendance

1. PSAL and school regulations require athletes to be present in school and in all classes in order to participate in any practices or competitions.

2. Students are ineligible for PSAL activities (practices or competitions) if they are not present in school for their entire school day.

3. If any athlete participates in an athletic competition on a day that they were absent from school or any class, the entire competition will be subject to forfeit.

### E. Time Management

Schedule your time accordingly to achieve both academic and athletic success.

### F. Health and Physical Well-Being

Every student-athlete must be aware of healthy living as it applies to exercise, nutrition, rest, and lifestyle:

1. All student athletes must have a doctor certified PSAL medical on file in order to try-out and participate in PSAL activities.
2. All injuries and/or illnesses must immediately be reported to your coach.
3. Student-athletes must never use alcoholic beverages, tobacco products or controlled substances of any kind. Use and/or possession of any of these substances will result in both school and team suspensions. Suspension or expulsion from the team/and or the school may be warranted for infractions of the student-athlete or discipline policy.

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Student Signature

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Date

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Parent/Guardian Signature

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Date

### Books

Students are responsible for maintaining the condition of their textbooks. The book receipt is a contract to return the book in good condition. If a book is lost, stolen, or damaged, it is the student's responsibility. Please cover books to ensure their care. All students receive book receipts when books are given. Overdue books must be returned to room 103 as soon as possible.

### Cafeteria

All students must eat in the students' cafeteria. Students are expected to keep the area clean where they are seated. Food or beverage must not be eaten anywhere in the building other than the cafeteria (this is especially true of classrooms and stairwells). Students may only enter the cafeteria during their assigned lunch period. Students must swipe their ID/program card upon entry to the cafeteria. Students are not permitted to leave the building during their lunch period.

### Classroom Rules

The rules for McKee High School are the same as the rules for the workplace. Students are expected to take full advantage of this by helping to maintain a positive learning environment in the classroom.

Reporting to class on time, being prepared with pens, pencils, notebooks, textbooks, assignments/projects/homework is essential for success. Teachers provide students with class contracts at the beginning of the term that explain what is expected and required from them. Requirements include attendance, quality of class work and homework, participation, examinations and more. Any behavior detracting from the overall ability of the class to learn will be evaluated in the class participation of student grades.

### College and Career Center

The College and Career Center provides information and assistance regarding job opportunities, college admissions and career searches. Students may visit the center from 8:00 a.m. to 2:45 p.m. Career Center staff can assist students in the following areas:

1. College Admission Assistance. The Career Center Library has a large selection of catalogs for 4-year colleges and universities and community colleges throughout the United States, information on foreign and summer study, resources for financial aid, SAT and other test handbooks. Students may also receive individualized assistance with completing applications, financial aid forms, and college essay writing.
2. College/Career Options. The Career Center has a variety of reference books, catalogs, videos and other information regarding college, trade, technical education and the military. Center staff provides assistance in locating and interpreting material. In addition, the Career Center arranges presentations by college representatives and other career options.
3. Career Search. Students exploring various career options are encouraged to

use the Career Center resources. Skills, abilities and interests may be identified through individual conferences, self-awareness activities, and interest/ability inventories.

4. 9th grade students are informed of high school graduation requirements along with college entrance requirements. They are also assisted in identifying their individual skills and abilities.
5. 10th grade students learn more about utilizing their skills and abilities in order to be successful. They are also offered assistance in matching those skills to specific career pathways.
6. 11th and 12th graders prepare for the transition to college or career through practical workshops on resume writing, interview techniques, college/vocational plans, finances and college/job applications.
7. Computers. The center houses several IBC computers where students can complete research on colleges, including financial aid information and careers.

### Consultative Council

The Consultative Council is composed of student representatives, the Principal, and the COSA. Meetings of the council are conducted once a month to consider items of importance to the school.

### Prohibited Items

Students are not permitted to bring markers into the school. Any student who is found to have a marker will be referred to the Dean's office. Students are not permitted to bring radios, beepers, Walkmans, Ipods, cell phones or tape recorders to school. No hats, do rags, or head coverings are permitted in school unless they are for religious purposes.

### Career/Tech Offerings

McKee High School offers six career/technical programs. During their freshman year, students will explore the various career-tech programs available to them at McKee High School. These include:

1. Automotive Service Center Technology
2. CISCO Computer Networking
3. Electrical Engineering and Installation
4. Carpentry
5. Graphic Design
6. Architectural/Pre-Engineering with CAD

### Contacting Staff

Parents and students may leave messages for teachers by calling the main number - (718) 420-2600. The principal, assistant principals, guidance counselors and deans



have separate phone numbers. You may call the main number if you do not have the direct number of the office you are trying to reach.

### Coordinator of Student Activities (COSA)

The COSA is the link between students, teachers, administrators, parents and the community. The COSA helps develop programs that provide rewarding experiences for students and help foster responsible citizenship.

### Counseling Office

The Counseling Office is staffed by three full-time counselors. Each counselor provides a wide range of guidance information and counseling services. Students are assigned by grade. Students and parents may wish to make an appointment with their assigned counselor to discuss:

1. Academic progress and school adjustment
2. High school four-year plan
3. Educational requirements
4. Post-graduation options
5. Alternative educational options
6. Letters of recommendation

Counselors also provide limited personal counseling and make referrals to various community resources.

In addition, supplemental printed materials are available including college prep requirements and time lines, college application tips, educational alternatives, testing booklets, and vocational brochures.

The counselors attempt to disseminate the following information:

1. 9th Grade: Clarification of graduation requirements, high school curriculum, and college prep requirements. Counselors also discuss higher education possibilities, honors classes, and other relevant topics.
2. 10th Grade: Development of a high school plan designed to reach a student's particular post-graduation goal. In addition, specific information and reference resources are made available to students.
3. 11th Grade: Research and preliminary decisions regarding post-graduation plans. Students are encouraged to refine their personal time line in preparation for college entrance, the work force, military, or other options.
4. 12th Grade: Preparation for post-graduation goals including the application process, campus visitations, college/job interviews, testing requirements. Students will also focus on preparing for high school graduation.

## **DISCIPLINE POLICY**

The staff of Ralph R. McKee CTE High School is committed to ensuring a safe and nurturing environment that facilitates effective teaching and meaningful learning and which fosters a sense of responsibility, good citizenship, and accountability. It is, therefore, necessary that students understand that there are standards of behavior with which all students are expected to comply and that there are consequences if these standards are violated. Students should be aware that rules which govern their behavior come in a variety of formats. These include:

- The 3R's of Conduct
- The Ralph R. McKee CTE High School Code of Conduct
- The New York City Department of Education Citywide Standards of Discipline and Intervention (The Discipline Code)
- Subject Class Contracts
- Student Athlete Contracts
- Extra-Curricular Activity Contracts
- Senior Contract

Each year, students will receive an updated RMHS Code of Conduct and the NYC DOE Discipline Code that provides a comprehensive description of unacceptable behaviors and the range of permissible disciplinary and intervention measures which may be utilized when students choose to engage in such behaviors. The Discipline Code also includes a Student Bill of Rights and Responsibilities that promotes responsible behavior and an atmosphere of dignity and respect by establishing guidelines for appropriate and acceptable conduct, dress, and language. The complete Discipline Code is also available for viewing and downloading by logging on to the New York City Department of Education website: <http://www.schools.nyc.gov>

## **RALPH R. MCKEE CTE HIGH SCHOOL CODE OF CONDUCT**

1. Students are responsible to abide by all the rules and regulations of Ralph R. McKee CTE High School found in this handbook and the New York City Department of Education Discipline Code. Students are also responsible to abide by the individual classroom rules established by subject area teachers and listed in subject class contracts. Students must comply with the standards of behavior described in these documents and not engage in any unacceptable behavior that is disruptive to the educational process. This includes, but is not limited to: bullying, harassment, scholastic dishonesty, vandalism, fighting, theft, gambling, insubordination, and drug, alcohol or weapon possession/use.
2. Students must be on time for all classes. Students entering the building late or remaining in the hallways after the second bell will be escorted to the SAVE Room where lateness will be documented, parents contacted, and detention assigned. Students arriving to school after 9:15 a.m. must enter through the main entrance and get a late pass in Room127A. A computerized late pass will be generated for each late

student, and this must be shown to any staff member upon request and presented to your subject class teacher.

3. Students may not wear hats, headbands, hoods, bandanas or any other head coverings in any area inside Ralph R. McKee CTE High School. These items are subject to confiscation by school personnel and will be returned only to parents.

4. Cell phones, iPods, and other electronic devices are not to be used in the building. The school is not responsible for their loss, theft, or damage to personal electronic items. Students using these devices may be subject to disciplinary action. Prohibited items will be confiscated and returned only to parents.

5. Students may not leave the school grounds for any reason during their instructional day, including lunch and study periods, as indicated by their program card. Students caught off school grounds may be subject to a referral from the NYPD or the Division of School Safety and/or brought to the TRACK center. Students who attempt to re-enter the school after cutting will be subject to disciplinary action and brought to the SAVE Room.

6. Students must carry their program card and RMHS photo I.D. card at all times. Students who forget their ID card will be issued a temporary daily paper ID card valid for that day only. Students must swipe their I.D. card at the CAASS stations when entering the building. Students must swipe their R.M.H.S. I.D. card to enter the cafeteria. It is mandatory that students present both their I.D. and program card upon the request of any school staff member. Students who may be programmed for leaving school before the end of period 8 to attend an internship must show their ID and program card to the SSA at the exit door. Failure to identify oneself upon request is considered insubordination, disciplinary action will be imposed and parents will be notified. Students who regularly forget their ID will also be subject to disciplinary action. Student and parent(s) will also be required to participate in a Guidance conference with an Assistant Principal.

7. Students should limit the use of the classroom bathroom pass. Time out of class results in a loss of valuable instructional time. Parents will be informed if requests for the bathroom pass are excessive. Passes are not issued during the first 10 minutes and last 10 minutes of a class. Emergency passes may be issued during these times; however, requests are strictly monitored. Basement bathrooms are open every period, and students should take advantage of their accessibility during their lunch or study period. Students may also use bathrooms in the locker rooms during their Physical Education period. The bathroom in the Medical Room is restricted for use only by students with medically documented conditions. Students must sign in the log book with the school aide who monitors bathroom pass use. Students must only use the bathroom on the floor where their classroom is located to limit unnecessary travel.

8. Gym lockers are for use during students' physical education periods or for after school extracurricular activities exclusively. Students must not leave their personal belongings in the lockers during the day as students will not be granted access to the lockers outside of their PE class period. Students found in the locker rooms at any other

time will be brought to the Deans' Office, and parents will be notified.

9. Smoking tobacco products, including vapes and e-cigarettes, is prohibited on school grounds at all times. Students found to be in violation of Discipline Code Infraction B13 will be subject to appropriate disciplinary measures. Cigarettes are a prohibited item and must not be brought to school. Students found in possession of cigarettes, lighters, matches, vapes, e-cigarettes are also subject to disciplinary action. Tobacco products and lighters, matches will be confiscated and discarded. Vapes will be confiscated and only returned to a parent.

*RMHS has created structures that support acceptable student conduct to ensure a safe and productive learning environment.*

### **The RMHS Discipline System**

<b>Level A</b> (Verbal Reprimand- Referral Counselor)	<b>Level B</b> (After School Detention- 1 to 5 days) Multiple infractions may result in Principal's Suspension		<b>Level C</b> (Principal's / Superintendent's Suspension)
<input type="checkbox"/> Late to school for second time in one week <input type="checkbox"/> Arriving late to class without a pass <input type="checkbox"/> Dress code infraction (1 <sup>st</sup> time) <input type="checkbox"/> Using inappropriate language <input type="checkbox"/> Late to class after reminder <input type="checkbox"/> Off-task, talking in class	<input type="checkbox"/> Non-responsive to teacher intervention <input type="checkbox"/> Walking out of class without permission <input type="checkbox"/> Play-fighting <input type="checkbox"/> Disrespect to a teacher <input type="checkbox"/> Teasing another student <input type="checkbox"/> Cutting class <input type="checkbox"/> Cell phone/electronic device out <input type="checkbox"/> Dress Code Violation (2 or more times)	<input type="checkbox"/> Extreme disrespect to teacher <input type="checkbox"/> Leaving school premises without permission <input type="checkbox"/> Not carrying/using proper RMHS ID card <input type="checkbox"/> Refusal to give up cell phone/electronic device being used inappropriately	<input type="checkbox"/> Play fighting in a common space or with injuries <input type="checkbox"/> Violent threats towards other student or staff <input type="checkbox"/> Making sexually inappropriate comments/gestures <input type="checkbox"/> Fighting/Physically aggressive behavior <input type="checkbox"/> Possession/Use of illegal substance <input type="checkbox"/> Stealing <input type="checkbox"/> Not attending After School Detention (2 <sup>nd</sup> time) <input type="checkbox"/> Vandalism

### **DISCIPLINE CODE FAQs**

#### ***Why might a student get a detention or a suspension?***

Refer to chart above for a specific list of infractions and consequences. In general, through a referral process, a RMHS student may receive after school detention and/or Saturday detention, depending on the severity of the offense. Detention could be issued for any infraction that violates the RMHS Code of Conduct, the Citywide Standards of Discipline and Intervention or any behavior that is determined by a teacher or RMHS

staff person to be disruptive, unsafe or compromises the academic progress of the classroom or whole school environment.

### ***How is detention run?***

Detention is a silent space for reflection, tutoring, and disciplinary packets. Students are not permitted to arrive late, change their dress code, talk, or sleep. Failure to comply with the rules of detention will result in additional detention time.

### ***What happens if a student cuts detention?***

When a student cuts daily detention for the first time the detention will be rescheduled for the next school day. A dean will call the parent/guardian and inform them that the student has cut detention. When a student cuts daily detention for a second time a dean will call the parent/guardian and inform them that the student will receive principal's suspension, and schedule a Guidance Conference.

### ***What are the rules regarding Detention?***

Detention takes place at the school in Room 321 (SAVE Room). Detention begins at 1:50 PM and 2:34 PM. Students are expected to arrive on time and ready to begin working when detention begins. If a student is more than 5 minutes late he/she will be sent home and will be considered as having cut detention, and the detention will be rescheduled for the following school day. Students are to arrive in full dress code with school work to complete.

### ***What happens if a student does not show up for suspension?***

All students on suspension are required by Law to report to school for a minimum of 2 hours. The school will determine the 2 hour time frame beginning as early as 8AM and ending by 5PM. Most suspension hours are held from 1PM-3PM. Students are required to be on time and to show up in dress code and with their school supplies ready to work and get credit in their respective classes. Attendance will be officially recorded. If a student does not show up for suspension they will be marked as an unlawful absence. Students report to SAVE Room to serve suspension. All suspensions must end with a parent conference.

### **Dress Code Enforcement**

- Students who arrive to school out of dress code will have a parent contacted and be expected to change into appropriate attire.
- Administrators, deans and counselors will check for dress code infractions during AM entry and throughout the school day.
- Any student in ANY class out of dress code will be sent to the Dean's office using the protocol for sending a student to the dean.
- First offenders will receive a verbal reprimand and will have their homes called. Either a parent will have to come to school with replacement clothing or the school will provide appropriate clothing. Subsequent violations will lead to further disciplinary action and a required parent conference.
- Any clothing provided to a student must be returned no later than the following school day

### **NO HAT POLICY**

The New York City Department of Education has established a policy which prohibits students from wearing head coverings such as hats, hoods, sweatbands, and scarves in school buildings during the instructional day. The staff of Ralph R. McKee CTE High School actively enforces this policy and is authorized to confiscate any prohibited items. Confiscated head coverings will be returned only to parents/guardians.

## **ELECTRONIC DEVICES**

Cell phones, iPods, and other electronic devices are permitted in the building per Chancellor's Regulation A413. These items are to remain turned off and out of sight for the entire school day. RMHS is not responsible for their loss or theft. These items are also subject to confiscation and will be returned only to parents. Students are not permitted to have cell phones or media electronics, headsets, ear buds out, visible, or audible. If a student has a contraband item out, it will be confiscated by a dean or administrator. If the student does not comply, he/she will be sent to the dean's office to turn in the item. If he/she still refuses to give up the item, the student will be subject to more serious consequences. Confiscated items can only be retrieved by a parent/guardian or after a parent conference.

Parents who need to contact their children during the school day in emergency situations can do so by calling the Attendance Office (127A) or their child's Guidance Counselor (307).

## **LOST AND FOUND**

Students who lose items of clothing or other belongings should check the Lost and Found in 127A to see if the items were returned to school authorities. If a student brings items of value into the school s/he does so at his/her own risk. The school will not be responsible or liable for these items or any other item if they are lost or stolen on school property. You may report the items lost to 127A or the Deans' Office.

The RMHS code of conduct is based on the 3- R's principle of respect – respect for self, respect for others and respect for property. This principle serves as a foundation to building a professional learning community where the members of this community work together to achieve personal and collective goals.

## **The 3 – R's**

### **Respect for Self**

As members of the RMHS learning community, students are expected to conduct themselves at all times as ambassadors and representatives of RMHS's mission, values and standards of academic achievement.

#### **General expectations:**

- Attend school every day and on time
- Follow the school's dress code with pride and dignity
- Maintain a clear and working understanding of the school's instructional focus and values
- Constantly thrive to achieve academic excellence

### **Respect for Others**

As members of the RMHS learning community, students are expected to be active contributors to a cooperative learning community. As such, all students are responsible for the emotional, mental, physical safety each other.

#### **General expectations:**

- Treated everyone fairly - respecting the diversity of race, religion, culture and social orientation.
- Use appropriate language when addressing peers, faculty, staff and administration
- Respect differences of opinion and allow everyone to have their own voice.
- Support the academic progress of others and maintain the integrity of their work

### **Respect for Property**

The property and facilities of RMHS is for the shared use of all members of our community. All students should maintain and protect the school's property from damage and theft.

#### **General expectations:**

- Return all equipment back to its initial condition after each use
- Keep the school common spaces clean and free of personal items and trash
- Report any violations or damage of property to the appropriate authority immediately



## RALPH MCKEE HIGH SCHOOL

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### **RALPH R. MCKEE CTE HIGH SCHOOL SCHOOL-BASED POLICY FOR USE OF CELL PHONES, COMPUTING DEVICES, AND PORTABLE MUSIC AND ENTERTAINMENT SYSTEMS ON SCHOOL PROPERTY**

Students are permitted to bring the following electronic items to school: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices (“computing devices”); and 3) portable music and entertainment systems, such as iPods, MP3 players, PSP, and Nintendo DS.

**A. The use of cell phones, computing devices and portable music and entertainment systems at school is subject to the restrictions below:**

**Cell phones *may not* be turned on or used while on school property. ADDITIONAL REMINDERS:**

1. Cell phones and portable music and entertainment systems may not be turned on or used during the administration of any school quiz, test or examination.
2. Computing devices may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan.
3. Use of cell phones, computing devices, portable music and entertainment systems and other electronic devices during the administration of state standardized examinations is governed by State Education Department Rules.
4. Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises.
5. Cell phones, computing devices, and portable music and entertainment systems may not be used in locker rooms or bathrooms.

**B. Cell phones may be used as set forth below under these circumstances:**

During the school day:

- Cell phones may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval and under the supervision of the teacher.

Beyond the school day:

- Cell phones may be used during the following non-instructional times of the school day: after school extracurricular activities/PSAL sports to contact parent/guardian in case of emergency, unless explicitly directed not to do so by the supervising staff member.

**C. Computing devices may be used as set forth below under these circumstances:**



During the school day:

- Computing devices may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval and under the supervision of the teacher.

Beyond the school day:

- Computing devices may be used during the following non-instructional times of the school day: after school extracurricular activities/PSAL activities, unless explicitly directed not to do so by the supervising staff member.

**D. Portable music and entertainment systems may be used as set forth below:**

During the school day:

- Portable music devices and entertainment systems may not be turned on or used while on school property.
- Portable music devices and entertainment systems may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher.

Beyond the school day:

- Portable music devices may be used during the following non-instructional times of the school day: after school extracurricular activities/PSAL activities, unless explicitly directed not to do so by the supervising staff member.

**E. Confiscation and return of electronic items:**

*Consequences for violating the RMHS Electronics Policy:*

*First violation: item confiscated and returned to a parent.*

*Second violation: item confiscated and returned to a parent after monthly PTA meeting.*

*Subsequent violations may lead to more serious disciplinary consequences.*

**F. Discipline:**

Students who use cell phones, computing devices, and/or portable music and entertainment system in violation of any provision of the DOE's Discipline Code, the Ralph R. McKee CTE High School Electronics Policy, Chancellor Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("IAUSP") will be subject to disciplinary action in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.



## RALPH MCKEE HIGH SCHOOL

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Sharon Henry, Principal

Email: [shenry2@schools.nyc.gov](mailto:shenry2@schools.nyc.gov)

Phone (718) 420-2600 Fax (718) 981-8776

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Dear Parents, Guardians, Caregivers:

We are committed to providing a safe and secure learning environment for all students in our school. The NYPD's School Safety Division has assisted us in achieving this goal and in implementing a coordinated approach to school safety. As part of the safety initiative for New York City Schools, on some days students will be required to go through metal scanning machines like the kind used to screen airline passengers for the purpose of detecting weapons. These scanning devices, deployed by the NYPD's School Safety Division, will identify not only weapons but other objects that are never permitted in our building and will help us to keep everyone safe in our school.

As you know, there are items that students are prohibited from bringing to school. These items listed in the Citywide Behavioral Expectations to Support Student Learning (Discipline Code) include but are not limited to blades, knives, other sharp metal instruments, etc. Students who bring these items to school may be subject to disciplinary measures. Procedures for use of scanning devices in our schools are contained in Chancellor's Regulation A-432 on Search and Seizure which is available on the Department of Education's Website [www.schools.nyc.gov](http://www.schools.nyc.gov). You can also request a copy from my office. We recommend that you review the Discipline Code with your child to become familiar with what items are prohibited in schools.

The scanning machines will not be at our school every day, but students must be prepared every day to successfully pass through scanners. Students must have their school photo I.D. and/or program card ready and visible before entering the building. Student backpacks, as well as all metal objects (keys, belts, coins, jewelry, etc.), will go through the scanner. So if students place all metal objects in their backpack before reaching the scanner this will help the line to move quickly. Students who are not properly prepared for scanning may be required to go through a second, hand-held scan that may delay their arrival to their first class.

I hope that students will be attentive and follow instructions from all School Safety Agents and school staff and be sensitive to other students waiting to be scanned to enter the building. We will be reviewing details of the scanning process with your child in school this week.

I need your support in making this safety measure successful. Please discuss this safety procedure with your child. They must leave prohibited items at home, go quickly through scanning, and enter the building on time in the morning. I know that your child's safety is your number one concern. We are doing everything possible to ensure that all students have a safe learning environment in which they can achieve their full potential.

I am confident that this additional security resource will enhance the safety of everyone in our community. If you have questions regarding the policies and procedures on scanning, please don't hesitate to call us.

I thank you in advance for your support.

Sincerely,

Sharon A. Henry  
Principal



## RALPH MCKEE HIGH SCHOOL

290 St. Marks Place  
Staten Island, New York 10301

Sharon Henry, Principal

Email: shenry2@schools.nyc.gov

Phone (718) 420-2600 Fax (718) 981-8776

### Student Behavioral Contract (Grades 9 – 12)

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**Name of Student**

**Date of Birth**

**Off. Class**

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***I know that I have a right to:***

- ☐ be in a safe and supportive learning environment, free from discrimination, harassment and bigotry;
- ☐ know what appropriate behavior is and what behaviors may result in disciplinary actions;
- ☐ be counseled by members of the professional staff in matters related to my behavior as it affects my education and welfare within the school;
- ☐ due process of law in instances of disciplinary action for alleged violations of school regulations for which I may be suspended or removed from class.

***I agree to:***

- ☐ come to school on time;
- ☐ appear for each of my classes at the start time, ready to begin work;
- ☐ be prepared with appropriate materials and assignments for all classes;
- ☐ show respect to all members of the learning community;
- ☐ resolve conflicts peacefully, and avoid fighting inside or outside of the school or at program sites;
- ☐ behave respectfully, without arguing, and cooperate when a staff member gives direction or makes a request. I understand that I will be given an opportunity to voice my concerns at an appropriate time if I do not agree with the request;
- ☐ take responsibility for my personal belongings and respect other people's property;
- ☐ dress appropriately and do not wear any suggestive clothing including skinny tank-tops, midriffs, short-shorts, or mini-skirts;
- ☐ refrain from wearing clothes which have any signs of gang affiliation (e.g. scarves, bandanas) and refrain from using gang signs, calls, chants, movements, handshakes;
- ☐ refrain from bringing weapons, illegal drugs, controlled substances and alcohol to school;
- ☐ refrain from using personal possessions that are disruptive (e.g., cell phone, iPod) in school;
- ☐ share information with school officials that might affect the health, safety or welfare of the school community;
- ☐ keep my parents/guardians informed about school-related matters and make sure I give them any information sent home;
- ☐ follow all rules in the Discipline Code and the RMHS Family Handbook;
- ☐ behave responsibly as described in the Bill of Student Rights and Responsibilities.

I have received a copy of the ***Discipline Code*** and ***Bill of Student Rights and Responsibilities***, and understand this contract. I agree to follow the rules of behavior.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(Turn Over)**

## {Parent Section}

I have received a copy of the ***Discipline Code*** and ***Bill of Student Rights and Responsibilities*** and understand the behavior that is required of my child.

I agree to help my child follow this agreement by:

- ☐ encouraging my child to be a respectful and peaceful member of the school community
- ☐ discussing the contents of the Discipline Code and the Bill of Student Rights and Responsibilities with my child
- ☐ participating in any discussions and decisions concerning my child's education
- ☐ attending scheduled appointments with school staff
- ☐ providing the school with current telephone numbers and emergency contact information
- ☐ alerting the school if there are any significant changes in my child's health, or well-being that affect his/her ability to perform in school.

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Parent/Guardian Signature: \_\_\_\_\_



## RALPH MCKEE HIGH SCHOOL

290 St. Marks Place  
Staten Island, New York 10301

Sharon Henry, Principal

Email: [shenry2@schools.nyc.gov](mailto:shenry2@schools.nyc.gov)

Phone (718) 420-2600 Fax (718) 981-8776

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Dear Parents and Students:

Each student and staff member brings to our school community the richness of our city's cultural diversity and the desire for respect. It is the policy of the New York City Department of Education to maintain a safe and supportive learning and educational environment that is free from harassment, intimidation and/or bullying committed by students against other students on account of race, color, creed, ethnicity, national origin, citizenship/immigration status, religion, gender, gender identity, gender expression, sexual orientation, disability or weight. **(Chancellor's Regulation A-832)**

It is the policy of the New York City Department of Education to provide equal educational opportunities without regard to race, color, religion, age, creed, ethnicity, national origin, alienage, citizenship status, disability, sexual orientation, gender (sex) or weight. It is also the policy of the DOE to maintain an environment free of harassment on the basis of any of these grounds, including sexual harassment. It is a violation of this policy for any DOE employee to discriminate against or harass a student, including but not limited to verbal, written or physical acts on school property or at a school function. **(Chancellor's Regulation A-830)**

We are committed to promoting respect for diversity among students and between students and staff, so that all of our students feel valued, safe and supported. Any student who believes that s/he has been the victim of bias-based harassment, intimidation and/or bullying should report the incident to the Respect for All Liaison in the school. Our school's primary RFA Liaison is Mrs. Eberlein, Assistant Principal Pupil Personnel Services. She can be reached by calling the school at 718-420-2602. In addition, the reports can also be made to the Deans' Office. Parents may report student-to student bias-based harassment, intimidation, and/or bullying to Mrs. Eberlein or the Deans' Office.

If a parent feels s/he needs additional assistance, s/he may email [RespectforAll@schools.nyc.gov](mailto:RespectforAll@schools.nyc.gov). Any student or parent of a student who feels that the student has been discriminated against by a DOE employee may file a complaint with the DOE's Office of Equal Opportunity either in writing or orally by contacting:

Office of Equal Opportunity  
Room 1102  
65 Court Street  
Brooklyn, New York 11201  
718-935-3320.

We look forward to a productive school year as we work together to promote Respect for All.



Respect for All

# RESPECT FOR ALL

## **What Do We Mean by Conflict?**

Conflict is a struggle between two or more people who perceive they have incompatible goals or desires. Conflict occurs naturally as we interact with one another. It is a normal part of life that we will not always agree with other people about the things we want, what we think, or what we want to do.

Most conflicts arise in the moment because people of the same relative amount of power see the same situation from two different points of view.

- Two siblings share a bedroom and do not agree on what color to paint the walls
- Two strangers clash over a place in a movie line
- Neighbors disagree about who should clean up debris after a storm
- Two friends want to wear the same outfit to a party
- Children quarrel over who gets to go first
- Adults can't agree on how to spend a weekend.
- Co-workers argue over how a job should be done.

Think of some of the ways we describe people in conflict – “they were butting heads” - “she gave as good as she got” - “they were going back and forth at each other” - “it was he said she said.” Both people are equally “telling their side of the story.” In a conflict people may get frustrated and angry. Chances are the amount of emotion each person feels will be relatively equal because both are vying for what they want. In the heat of the moment, one or both people’s emotions can escalate a conflict. All of us have known of conflicts in which people have said things to hurt one another which they later regretted.

People engaged in a conflict want the issue to be resolved. The “back and forth” that occurs is each person trying to make the case for what s/he wants. When one or both people have the skills to resolve the dispute so that both sets of needs are met, the same conflict between the same two people most likely will not be repeated.



Respect for All

# RESPECT FOR ALL

## **What is Bullying?**

Bullying behavior is very different from conflict. It is behavior that is **intended to cause some kind of harm**. The person doing the bullying purposely says or does something to hurt the target of his/her behavior.

There is always an **imbalance of power** (physical or social) or strength between the person doing the bullying and the target of the behavior. The person doing the bullying make be physically bigger or stronger or may be older or have greater social status or social power than the person being targeted.

- An older student verbally abuses younger students on the bus and does not let them sit where they want to
- A bigger child threatens a smaller child for his lunch
- A very popular teenager intimidates others to do his/her bidding

It is **aggressive behavior** by one individual (or group) that is **directed at a particular person** (or group). The aggressive behavior is **unwanted and negative**. It is deliberate and unprovoked. The targeted person is harmed by what is purposely being said or done. There is only one person feeling emotional upset—the person who is the target of the bullying. The person who engages in bullying behavior derives some sense of satisfaction from his/her behavior and does not feel sorrow or regret about the harmful effects of her/his behavior.

- A student intentionally bumps into a class-mate whenever they pass in the hallway and encourages other students to laugh
- An athlete taunts another student about his sexual orientation in the locker room
- Classmates make fun of a student's clothes or a mock student's accent or taunt him/her about his/her grades
- Although bullying can occur in a single incident, it is usually **a pattern of behavior repeated over time** and can take many forms –physical, verbal or social.
- A group of students regularly call another student names and hold her/him up for ridicule in front of others
- A student repeatedly uses social media to embarrass and harass a classmate
- A student gets others to go along with excluding a particular girl/boy from participating in activities in which s/he would otherwise be included

# THE GENERAL RESPONSE PROTOCOL (GRP)

## SUMMARY SHEETS FOR TEACHERS AND STUDENTS.

The General Response Protocol (GRP) has been designed (in collaboration with the “I love U guys” Foundation) to provide all schools with the direction they will take when an emergency incident occurs. At its core is the use of **common language** to identify the initial measures all school communities will take **until first responders arrive**. In every incident, school administrators will need to assess the unique circumstances that will affect how the GRP is implemented. Each protocol has specific staff and student actions that are unique to each response. In the event that a student or staff member identifies the initial threat, calling 911 and administration is required.

**Lockdown (Soft/Hard) –Soft lockdown implies that there is no identified imminent danger to the sweep teams. Administrative teams, Building Response Teams, and School Safety Agents will mobilize at the designated command post for further direction. Hard lockdown implies that imminent danger is known and NO ONE will engage in any building sweep activity. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders**

**“Attention: We are now in soft/ hard lockdown. Take proper action”  
(Repeated twice over the PA system)**

**Students** are trained to:

1. Move out of sight and maintain silence

**Teachers** are trained to:

1. Check the hallway outside of their classrooms for students, lock classroom doors, and turn the lights off
2. Move away from sight and maintain silence
3. Wait for First Responders to open door or the “All Clear” message

**“The Lockdown has been lifted”** followed by specific directions.

4. Take attendance and account for missing students by contacting main office

**Evacuate – The fire alarm system is the initial alert for staff and students to initiate an evacuation. However, there may be times when the PA system and specific directions will serve as the alert initiating an evacuation. Announcements will begin with “Attention” and be followed with specific directions. (Repeated twice over the PA system).**

**Students** are trained to:

1. Leave belongings behind and form a single file line. In cold weather, students should be reminded to take their coats when leaving the classroom. **Students in physical education attire WILL NOT return to the locker room.** Students without proper outdoor attire will be secured in a warm location as immediately as possible.

**Teachers** are trained to:

1. Grab evacuation folder (with attendance sheet and Assembly cards).
2. Lead students to evacuation location as identified on Fire Drill Posters. **ALWAYS LISTEN FOR ADDITIONAL DIRECTIONS**
3. Take attendance and account for students.
4. Report injuries, problems, or missing students to school staff and first responders using Assembly Card method.

**Shelter-In – “Attention. This is a shelter-in. Secure the exit doors.” (Repeated twice over the PA system).**

**Students** are trained to:

1. Remain inside of the building
2. Conduct business as usual
3. Respond to specific staff directions

**Teachers** are trained to:

1. Increase situational awareness
2. Conduct business as usual
3. The Shelter- In directive will remain in effect until hearing the “All Clear” message **“The Shelter- In has been lifted”** followed by specific directions.

**BRT members, floor wardens, and Shelter- In staff will secure all exits and report to specific post assignments.**



## **INTERNET USAGE POLICY**

The Internet Usage Policy of the Department of Education has been created to ensure that Internet resources are used appropriately and that our educational community may benefit from the exciting resources available on-line in a manner that will not jeopardize the safety and well-being of any individual, group, or entity. The purpose of access to or use of the Internet through Department of Education connections or equipment is solely educational; therefore, students who utilize these connections must foster that purpose by using Internet resources only for educational purposes and in an appropriate and legal manner. All students using the Internet through Department of Education connections or equipment are specifically prohibited from:

- Sending or receiving personal messages
- Using the internet for commercial purposes, advertising or similar objectives
- Utilizing copyrighted materials without per instructional focus
- Lobbying for political purposes or soliciting votes
- Accessing pornographic or obscene materials
- Sending or receiving messages that are racist, sexist, inflammatory, hateful or obscene
- Vandalizing data, software, or equipment
- Requesting or providing home phone numbers, addresses, photographs or other personal information without authorization.

***Students who violate this policy may be subject to disciplinary and/ or legal action.***

*\*Please Note: Ralph R. McKee CTE High School is not responsible for investigating conflicts that may result from recreational home usage of social media (Twitter, Instagram, Facebook, e-mail, texting, etc.). We advise parents/guardians to contact their internet service provider and/or appropriate legal authorities if warranted.*

# **RALPH R. MCKEE CTE HIGH SCHOOL EXPECTATIONS OF OUR STUDENTS**

As a student member of the RALPH R. MCKEE CTE HIGH SCHOOL community, I demonstrate. . .

## **Positive Communication**

- I actively listen to others without interrupting and wait for my turn to speak.
  - I show respect for the individual who is speaking by using positive body language (such as sitting up and making positive eye contact).
- I communicate directly with all members of the RALPH R. MCKEE CTE HIGH SCHOOL community (formally and informally) using sensitive and respectful language and tone, while encouraging with positive words and actions.
- I stay away from gossip and “he said/she said” conversations.

## **Personal Accountability and Responsibility**

- I am responsible for the choices and decisions I make – No Excuses!
- I take school seriously and I am prepared for success every day.
- I arrive each morning early enough to get to my first class on time.
- I have all the materials and supplies necessary for each class.
- I get to each of my classes and all school activities on time.
- I am ready for every lesson having completed all of my homework.
- I abide by the RALPH R. MCKEE CTE HIGH SCHOOL dress code at all times in school.
- I actively participate in my learning in and outside the classroom.
- I ask questions when I don’t understand and when I want to learn more.
- I contribute positively to cooperative learning groups and class discussions.
- I use school resources to support my learning (such as tutoring, the library, peers, independent reading time, and school staff).
- I contribute to the establishment of a safe space by encouraging my classmates to actively participate (listen, ask questions, share ideas and points of view).
- I take pride in my work and regularly self-check my academic progress
- I set strategic, measurable, achievable, realistic, timely goals (SMART) for myself and then challenge myself to meet and exceed them.
- I am flexible and willing to compromise in order to achieve my goals.
- I represent myself and RALPH R. MCKEE CTE HIGH SCHOOL in a positive way both in and outside of school because I recognize the impact I have on the community.

## **Respect for Ourselves, Our Community and Our Future**

- I acknowledge and respect the diversity of the RALPH R. MCKEE CTE HIGH SCHOOL community.
- I consider how my actions will affect others before making choices that impact the community.
- I take responsibility for helping to keep RALPH R. MCKEE CTE HIGH SCHOOL clean, safe, healthy, and vibrant.
- I show respect for myself and RALPH R. MCKEE CTE HIGH SCHOOL by exerting maximum effort.
- I acknowledge that successful relationships are based on honesty and trust – Tell the Truth!

- I realize that the work and progress I put towards my education in high school contributes to my preparedness for college and my future career.
- I apply cross cultural understanding by recognizing diverse perspectives and applying them.

## **RALPH R. MCKEE CTE HIGH SCHOOL EXPECTATIONS OF FAMILIES**

As the parent/guardian of a student at RALPH R. MCKEE CTE HIGH SCHOOL. . .

I recognize that my role is essential in the overall success of my child and the RALPH R. MCKEE CTE HIGH SCHOOL community; therefore, I am to maintain consistent communication with the school.

- I ask my child daily for any information sent home from school.
- I stay informed of school events and activities by reading materials sent home, reading the parent newsletter emailed weekly by our parent coordinator, and by checking the school website ([www.Ralph R. McKee CTEhs.net](http://www.Ralph.R.McKee.CTEhs.net))
- I respond in a timely manner to all school communications.
- I communicate directly with all members of the RALPH R. MCKEE CTE HIGH SCHOOL community (formally and informally) using sensitive and respectful language and tone.
- I understand that in order for the school to maintain communication with me, I must provide updated contact information.
- I make every effort to attend and participate in Parent Teacher Conferences, school activities my child is involved in and other school meetings that may be held.
- In all of my communications with RALPH R. MCKEE CTE HIGH SCHOOL and its faculty and staff, I model for my child, the way in which I expect him/her to communicate with school officials.
- I recognize that I contribute to my child's ability to succeed at RALPH R. MCKEE CTE HIGH SCHOOL.
- I am responsible for making sure my child leaves the house on time in order to arrive to school on time.
- I am responsible for making sure my child leaves for school dressed in appropriate attire and with all necessary materials, books, and supplies.
- I am responsible for asking my child about homework, allotting time and space for doing homework, and checking the homework for completion.
- I am responsible for monitoring my child's progress in his/her classes through logging into Pupil Path.
- I recognize that I am a participant in shaping, maintaining, and supporting the RALPH R. MCKEE CTE HIGH SCHOOL culture and that my presence at the school has a positive impact on the RALPH R. MCKEE CTE HIGH SCHOOL community.
- I am committed to understanding and promoting the instructional focus of the school.
- I am familiar with, support and uphold school policies.
- I understand, appreciate, and trust the RALPH R. MCKEE CTE HIGH SCHOOL staff works their hardest to support my child.
- I understand and appreciate that RALPH R. MCKEE CTE HIGH SCHOOL is an advocate for my child.
- I can support learning both at RALPH R. MCKEE CTE HIGH SCHOOL and at home by sharing my experiences as a global citizen.

- I understand that by having a child at RALPH R. MCKEE CTE HIGH SCHOOL, I am a member of the Parent Teacher Association, and if I choose, I can play an active role.
- I understand that parents and guardians have a formal voice on the School Leadership Team, and that I can be elected to serve in that role.
- I recognize that as a spectator and/or guest at RALPH R. MCKEE CTE HIGH SCHOOL events and meetings that I am expected to abide by the highest standards of conduct, to refrain from using profanity and threatening language, and to model for the RALPH R. MCKEE CTE HIGH SCHOOL community proper, appropriate, and respectful behavior.

Ralph R. McKee CTE High School is an exciting and challenging place. We have worked very hard to develop an academic and extra-curricular program flexible enough to meet the needs of a diverse student population of approximately 700 students. All students are encouraged to learn more about the wide array of academic programs and extra-curricular clubs and activities. Being involved, staying focused, and setting goals will help students attain academic success and graduate fully prepared with the requisite 21st century skills for continued success in college and in their careers. Maintaining consistent communication with your child's teachers and Guidance Counselor will also help your child's success. We hope the following information will help guide you in becoming an active partner in your child's education:

1. ***Each term (Fall and Spring) your child will receive a program indicating subject classes, meeting times, room numbers, teachers, and Guidance Counselor.*** Make a copy of this for your records. This information will help you communicate more effectively with school personnel. The Spring semester program card will essentially be the same as the Fall Semester program card, as all courses are annualized with the exception of art, health and music.
2. ***Be sure we have your correct address and phone number for our records.*** The blue Emergency Home Contact card distributed during 9th Grade Orientation should be completed and returned to the school for our records. If your address, phone number or any other pertinent information changes during the school year, please inform your child's Counselor or the Attendance Office (ext.618). It is extremely important for our records to be updated with accurate information.
3. ***Stay Connected.*** A wide variety of school related topics, special event announcements, testing schedules and school alerts may be accessed by logging on to our school's eChalk website at [www.mckeecths.org](http://www.mckeecths.org). This website is constantly updated and also includes important links for parents such as the NYC Schools Account and Pupil Path. Pupil Path is an interactive website that provides parents with up to date information regarding their child's academic progress. Parents have the ability to view quiz and test grades, homework assignments and projects, and monitor class and school attendance. Parents can also communicate with teachers by composing messages to teachers and receiving messages from staff. Passwords for the NYC Schools Account and Pupil Path are available from the RMHS Community Associate and Guidance Counselors. No password is required to use the eChalk website.
4. ***Be very suspicious if you don't hear from us.*** Computer generated phone calls are made daily to students' homes whenever they are marked absent from school. In

addition, phone calls will be generated weekly to address cutting and periodically to address special testing dates and other important school related information. You will also receive mailings from Guidance Counselors and subject class teachers regarding students' progress, promotion, Regents examinations and class absence. Parents are encouraged to periodically check with their child's Guidance Counselor for updates.

5. ***There are a total of six report cards and six progress reports for the school year.*** Report cards are issued every six weeks; three report cards will be distributed each term. Report card distribution dates will be posted on the RMHS eChalk website ([www.mckeeeths.org](http://www.mckeeeths.org)) once they are finalized. If you have any questions concerning the report card, or if you don't see one at all, call your child's Guidance Counselor immediately. Please note that the final report card of the Fall and Spring terms will be recorded on the official transcript. A copy of your child's official transcript is available from your child's guidance counselor and is distributed to students annually for students and parents to review. Transcript data is also posted on the two web portals: NYC Schools Account ([www.arisparentlink.org](http://www.arisparentlink.org)) and Pupil Path ([www.pupilpath.com](http://www.pupilpath.com))

6. ***Keep current on activities in the school.*** Ask your child about school activities regularly and encourage your child to join a club, a team or participate in any of our after school programs. There are over 40 teams available at Ralph R. McKee CTE through its partnership with Staten Island Tech, and they are listed in this handbook and posted on the RMHS website.

7. ***Visit the school regularly.*** Parents should make every effort to attend Parent-Teacher conferences which are scheduled during both the Fall and Spring terms after the distribution of the first report cards. Actual dates of conferences will be posted on the RMHS website. Special appointments can be arranged at other times through your child's Guidance Counselor. Parental support for these extra-curricular activities is vital to the success of these programs.

8. ***Attend PTA meetings.*** Our PTA usually meets the third Saturday of the month at 9:30 A.M. in the school. Membership is open to all parents/guardians of students attending Ralph R. McKee CTE High School.

Enrollment forms will be distributed during the 9th Grade Orientation. The PTA also subsidizes the RMHS Blackboard Connect phone master which is an invaluable source of information about important upcoming dates and activities in the school. Questions concerning the PTA, meetings, and newsletters can be answered by contacting the PTA voice mailbox at [mckeepta@gmail.com](mailto:mckeepta@gmail.com).

## **PARENT AND FAMILY INVOLVEMENT**

*RMHS and families must work together as a team to provide a supportive and rigorous academic experience for all students.*

### **Pupil Path**

Counselors can give interested family members access to Pupil Path. Checking grades on Pupil Path is an excellent way for families to track their child's progress (<https://pupilpath.skedula.com/>) or via the Pupil Path App available on iPhone, IOS, and android. Parents and guardians are encouraged to check Pupil Path at least once a week to see how students are performing in their classes – homework, classwork, exams, projects, behavior, etc.

### **Parent Teacher Conferences**

Four times during the year are designated for Parent Teacher Conferences. These dates are **Thursday, November 17<sup>th</sup> from 5:30 pm – 8 pm; Friday, November 18<sup>th</sup> from 12:30 pm – 2:30 pm, and Thursday, March 23<sup>rd</sup> from 5:30 pm – 8 pm; Friday, March 24<sup>th</sup> from 12:30 pm – 2:30 pm**. All parents should attend one each term to hear directly from teachers about their child's progress.

### **Citizenship Sheets/Daily**

Students who are having difficulty monitoring their own behavior may be placed on a citizenship sheet for a specified amount of time. Students are required to have their citizenship sheet signed in every class by every teacher every day. Parents/guardians will be expected to check and sign these sheets on a nightly basis and have conversation with their child about their progress and performance in school.

### **Parent-Teacher Association**

Parents/guardians are encouraged to join RMHS's PTA. Details will be posted on RMHS's website ([www.mckeechhs.org](http://www.mckeechhs.org)) soon.

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**RALPH R. MCKEE HIGH SCHOOL**

**Sharon Henry, Principal**

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**STUDENT CONTRACT**

**NAME:** \_\_\_\_\_

**CLASS:** \_\_\_\_\_

1. I AGREE TO BRING A PEN OR A PENCIL TO SCHOOL EVERY DAY.
2. I AGREE TO GET A LOOSELEAF NOTEBOOK, SIZE 8 ½ X 11 INCHES.
3. I WILL SEPARATE THAT BINDER INTO SECTIONS LABELED:

 CLASSNOTES AND WORKSHEETS

 HOMEWORK

4. I UNDERSTAND THAT LATE HOMEWORK MAY BE TURNED IN UP TO THE DATE OF THE FIRST TEST ON THE TOPIC COVERED IN THE ASSIGNMENTS. ALL LATE HOMEWORK RECEIVES ½ CREDIT.
5. I UNDERSTAND THAT I WILL BE CHARGED FOR DAMAGE TO OR LOSS OF THE TEXTBOOK USED IN THIS CLASS.
6. IN THE EVENT OF ABSENCE I WILL BRING A NOTE FROM MY PARENT OR GUARDIAN. I UNDERSTAND THAT MY PARENT OR GUARDIAN MUST CALL BEFORE 8:30AM AND THAT I AM RESPONSIBLE FOR GETTING ANY MISSED NOTES OR ASSIGNMENTS AFTER SCHOOL AND NOT DURING THE CLASS.
7. I AGREE NOT TO CUT CLASS. I UNDERSTAND THAT CUTTING IS DEFINED AS NOT BEING IN CLASSES ON ANY DAY I AM IN SCHOOL. THIS INCLUDES COMING TO SCHOOL TOO LATE FOR CLASS OR GOING ANYWHERE OTHER THAN MY ASSIGNED CLASS WITHOUT PERMISSION.
8. I UNDERSTAND THE GRADING POLICY IN THIS CLASS IS:

- |    |       |                      |
|----|-------|----------------------|
| A. | _____ | NOTEBOOK             |
| B. | _____ | HOMEWORK             |
| C. | _____ | TESTS/QUIZZES        |
| D. | _____ | LABS AND/OR PROJECTS |
| E. | _____ | CLASSWORK            |

9. I UNDERSTAND NYS BOARD OF REGENTS REQUIRES A MINIMUM OF 1200 MINUTES OF LAB TIME IN ALL REGENTS LEVEL SCIENCE CLASSES. FAILURE TO COMPLETE THIS PREVENTS ME FROM TAKING THE REGENTS EXAM. THIS WILL RESULT IN A FAILING GRADE IN THIS COURSE.
10. I AGREE TO ABIDE BY THE SCHOOL REGULATIONS REGARDING NO HATS, WALKMAN RADIOS, CELL PHONES OR BEEPERS IN SCHOOL OR CLASS. I ALSO UNDERSTAND THAT EATING OR DRINKING IN CLASS IS PROHIBITED.

**DECLARATION:**

I HAVE READ AND UNDERSTAND THE ABOVE. I AGREE TO MEET THE REQUIREMENTS OF THIS COURSE. FURTHERMORE, I UNDERSTAND THAT MY EDUCATION IS MY RESPONSIBILITY AND I ACCEPT THE RESPONSIBILITY.

SIGNED \_\_\_\_\_

STUDENT

DATE \_\_\_\_\_

**PARTNERSHIP AGREEMENT:**

I HAVE READ THE ABOVE AND AGREE TO ENTER INTO A PARTNERSHIP WITH THE FACULTY OF MCKEE HIGH SCHOOL IN THE EDUCATION OF MY SON/DAUGHTER AND PLEDGE TO HELP IN ANY WAY I CAN.

SIGNED \_\_\_\_\_

PARENT/GUARDIAN

DAYTIME PHONE #: \_\_\_\_\_

## **ACADEMIC POLICIES**

Along with the New York City Department of Education, Ralph R. McKee CTE High School has the highest expectations for all of our students.

### **Grading**

Grading policy at RMHS is uniform, school wide and categorized in Pupil path. Each assignment, including homework, projects and tests, are allotted a certain number of points. A sample grading policy appears below. You can simply indicate the categories for assessment and the approximate point value or range of the items in those categories. No student is to receive grades for attendance or behavior intervention. The categories below are the result of consensus among a committee of teachers, students and parents from RMHS.

**Grading policy must be consistent across grades and departments.**

### **Sample Grading Policy**

Exam/Quizzes	Project/ Presentations	@ 55%
Participation/Class work/Notebook check	@ 30%	
Homework Assignments	@ 15%	

### **Marking Period Grading Policy for 2016-2017 Academic Year**

#### **Exams / Quizzes / Projects / Presentations: -- Up to 55%**

- 5 entries\* per unit with 1 major project (performance task)  
(An activity during class instruction may be considered as a project entry)
- Summative and aligned with unit standards
- Presentations – Display, oral, aligned to listening and speaking content strands
- Minimum of 3 entries\*

#### **Participation/Classwork & Notebook Check: 30%**

- Minimum of 5 entries\* for participation and classwork and a minimum of 2 entries\* for Notebook check (notebook checks can be conducted during an exam)
- Product for participation/Classwork – Any work completed in class, observable evidence of learning, journals, discussions, Do-Now's, exit slips, Accountable talk
- Notebook: Handouts, separate sections – including individual teacher requests for subsections

#### **Homework Assignments: 15%**

- Minimum of 5 entries\*
- Minor assignment that is any review of content from learning in the classroom

***\*The number of entries per marking period will provide students a fair and balanced performance rating.***



No points will be rewarded for randomly checked homework assignments that are not completed on time. Late homework is not accepted unless accompanied by a note or completed in detention for half-credit (maximum).

Your final grade for the marking period will be determined as follows:

Average Number of Percentage Points Earned = Marking Period Grade

### **Supplies**

Provide students with a list of what they need to bring to class on a daily basis. This might include pens, calculator, books, binder, etc.

### **Binder**

All students SHOULD have a binder. This section should tell students about the way you'd like the binder organized in your class. It can also review the RMHS binder check policy (at least once per marking period in every subject area class).

### Sample Binder Section

Your binder is part of your class grade and will be checked once every three weeks during class exams.

### Regents Classes/Examinations

All Regents courses must culminate with Regents exams. Subject Class Examinations are given at regular intervals throughout the school year. These examinations are a measure of student growth, development and a reflection of the progress of instruction. Marking period examinations, mid-year assessments, and final examinations are administered according to a school-wide calendar. All examinations are used as a means of ascertaining student competency and achievement. Standardized Examinations include Regents Examinations, Common Core Comprehensive exams, and Advanced Placement examinations. Students enrolled in a course that culminates with a Regents or College Board Assessment are required to take the respective examination. Teachers will hold student accountable for students to sit for the exam. This should be explained to them in the course syllabus and class contract.

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### Stand-Alone Grades

It is the grading policy of Ralph R. McKee CTE High School to utilize stand-alone grades for each of the three marking periods of a term (Fall and Spring). A final grade for the class will be determined and posted on the last report card for each term. Final grades will also reflect significant gains that a student achieved as the term progressed.

## **PHYSICAL EDUCATION REQUIREMENTS**

*Students at RMHS take Athletics in order to fulfill their State mandated Physical Education requirement for graduation.*

<b><u>Tops</u></b> RMHS Physical education T-shirt	<b><u>Bottoms</u></b> Sweat pants or gym shorts	<b><u>Footwear</u></b> Phys Ed class requires rubber- soled sneakers.	<b><u>Lock</u></b> Master Combination Lock
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## **HOMEWORK POLICY**

In accordance with the Chancellor's regulations and sound education philosophy, homework is considered to be a vital component of the education process. It is a reflection of the classroom activity which:

1. Enhances the academic growth of the student.
2. Prepares the student for subject lessons.
3. Reinforces concepts taught in the classroom.
4. Stimulates and furthers individual interests.
5. Develops independent study skills to foster initiative, responsibility and self-direction.

*Parents and students should refer to each of the subject class student contracts for specific policies pertaining to homework, labs, research, and community service assignments.*

## **ACADEMIC INTEGRITY POLICY**

We believe that honesty and academic integrity are necessary to academic success and student development. Students who engage in plagiarism use the ideas, the language, or the thoughts of another, and present those ideas as their own. This is a violation of school policy, and may result in disciplinary action and grade penalties.

# COMMON CORE LEARNING STANDARDS

The New York City Department of Education (DOE) serves more than 1.1 million students and their families in over 1,700 schools. We are committed to providing useful information to parents and families and offering them multiple opportunities to participate in our City's public school programs and initiatives. This overview is designed to explain the Common Core Learning Standards and how they relate to your child's education.

## WHAT ARE THE COMMON CORE LEARNING STANDARDS?

Learning standards describe what students should know and be able to do in each grade. Over the next few years, New York and more than 40 other states across the country will transition to a new set of learning standards called the Common Core. These new standards provide a clear picture of what students need to learn each year in order to graduate from high school ready to succeed in college and careers.

The Common Core standards were developed by educators and other experts based on research and lessons learned from top-performing countries. The standards describe the skills and knowledge our students need to succeed in a rapidly changing world, including the ability to think creatively, solve real-world problems, make effective arguments, and engage in debates.

In New York State, the Common Core includes standards for students in pre-kindergarten through grade twelve in English language arts and math. The English standards include a focus on literacy in history, science, and technical subjects—emphasizing that teachers in all subjects are responsible for teaching literacy. As schools implement these new standards, students will be asked to do significantly more writing and to read increasingly complex texts, with an emphasis on nonfiction. In math, students will take more time to understand concepts deeply, make connections between topics, and master complex ideas through hands-on learning.

To learn more about the Common Core standards nationally, visit <http://corestandards.org>.

## WHAT DOES THE COMMON CORE MEAN FOR NEW YORK CITY STUDENTS?

The Common Core standards provide us with a powerful opportunity to develop students' critical thinking skills and push them to become lifelong learners. This year, as our schools continue to work to ensure all students achieve at high levels, students will also get the chance to engage in these new, higher standards. In 2011–12, all New York City students will complete at least one literacy assignment and one math assignment aligned to the Common Core, each as part of a larger unit of curriculum. In literacy, students will be asked to read and analyze a piece of nonfiction writing and use evidence from the text to write opinions and arguments in response. In math, students will solve a challenging problem based on a real-world situation, exploring the reasoning behind arguments to arrive at a solution. Common Core-aligned tasks will be presented in a variety of forms so that they are accessible to all learners, including students with disabilities and English language learners. This year New York City schools are receiving support to begin transitioning to the Common Core. Through training and online resources, teachers are learning to understand the new standards and starting to adjust their classroom practice to make sure all students are on track for college and careers.

## HOW CAN I SUPPORT THE COMMON CORE STANDARDS AT HOME?

Student progress is a shared priority for teachers, principals, and families. We will be working together as a City over the next several years to help all students master the Common Core standards. Your feedback and support will be critical to our success.

To learn more about the Common Core in New York City schools and how you can support your student at home, ask your child's teacher or visit our Common Core Library at <http://schools.nyc.gov/Academics/CommonCoreLibrary/FamilyResources>.

## GRADUATION REQUIREMENTS

In order to graduate from high school, you must earn a minimum of 44 credits and pass seven terms of physical education. A passing grade is 65 or higher. At McKee High School, 49 credits must be completed to receive a CTE endorsed diploma. The following is a breakdown of the number of required credits in each subject area:

English	4 years	8 credits
Social Studies		
Global History	2 years	4 credits
American History	1 year	2 credits
Economics	1 term	1 credit
Government	1 term	1 credit
Science	3 years	6 credits
Math	3 years	6 credits
Foreign Language	1 year	2 credits
Art/Music	1 year	2 credits
Tech/Career including IC3	4 years	12 credits
Physical Education	7 terms	4 credits
Health	1 term	1 credit

## NYS REGENTS REQUIREMENTS

### 4 + 1

Students must pass a minimum of 4 Regents Examinations with a 65 or higher. This includes: Math (1), Science (1), History (1), English Language Arts (1). For the fifth required assessment, or + 1 option, students may now pass any of the following exams:

1. One additional Regents examination in a different course in **social studies** (which corresponds to the five Regents exams previously required for graduation ); OR
2. One additional Regents examination in a different course in **mathematics**; OR
3. One additional Regents examination in a different course in **science**.

**Note that the 4 + 1 examination option does not change existing graduation course or credit requirements. Students must continue to meet all current course and 44 units of credit requirements.**

A Shop Comprehensive must be passed in order to graduate from McKee High School with a CTE endorsed diploma.

Students are given transcripts twice a year. This allows students to track their credits. A copy of a transcript and a guide to reading it are included at the end of this handbook. Parents should review transcripts and contact guidance counselors regarding any questions, or concerns.

## NYS REGENTS REQUIREMENTS

- In order to maintain uniform standards throughout the state, New York administers state Regents examinations in June and August.
- A student who is enrolled in a course that terminates with a Regents exam will be told when they are to sit for the examination.
- During Regents testing, only those students who are taking the exam will be in school. **No regular classes are scheduled during Regents examinations.**
- Students with an **Individual Education Plan** who do not achieve a grade of 65% on required Regents exam may be eligible to fulfill the requirement by achieving a grade of 55% on the Regents exam or they may use the compensatory score option.
- Compensatory score option allows eligible students to earn a local diploma with one or two Regents exam scores of 45-54, provided that all of the following criteria are met:
  - The student is eligible for the Safety Net through one of the following criteria:
    - Student has an Individualized Education Program (IEP),
    - Student has a 504 plan specifying Safety Net eligibility, or
    - Student with a disability was declassified in grades 8 through 12, and his/her last IEP specifies Safety Net eligibility.
  - The student scored 55 or higher on the English Regents exam and a math Regents exam.
  - Each score of 45-54 on a required Regents exam in science or social studies is compensated by a score of 65 or higher on any other of the five required Regents exams. A single score of 65 or higher may not compensate for more than one score of 45-54.
  - The student passed the course associated with Regents exam in which he or she earned 45-54 (e.g., if using a score of 45-54 on the Living Environment Regents, the student must also have passed the entire Living Environment course).
  - The student is not using Regents Competency Tests (RCTs) to fulfill any of the five exam requirements.
  - The student has a satisfactory attendance rate, as determined by the school. Schools should set and follow procedures for communicating attendance expectations to staff, students and families.

Students with disabilities, like all students, should be encouraged to pursue the most rigorous diploma option available and to achieve higher scores on Regents exams when possible.

- In order to receive a Regents Diploma with Advance Designation, a student must achieve a passing grade of 65 or above on the following 8 Regents examination:  
**Comprehensive English Regents**  
**Global History & Geography**  
**U.S. History & Government**  
**Integrated Algebra**  
**Geometry**  
**Algebra 2/Trigonometry**  
**Any 2 Science Regents** (Living Environment, Earth Science, Chemistry and/or Physics)
- Students who achieve a grade of 90% or above on all 8 Regents exam are eligible for a **Regents Diploma with Advance Designation with Honors**.

### **Recognition and Awards**

**Honor Roll:** term average of 90% or better, no failures

**Merit Roll:** term average of 85% or higher, no failures

**Permanent Honor Roll:** 7 terms of 90% or better and no failures at graduation.

There are two terms within a school year: fall term and spring term. A credit is granted after successful completion of one term of study. In addition to these minimum requirements, students will also be programmed for other academically-rigorous courses and/or CTE sequences that will prepare students for college, the working world and/or satisfy course requirements for a Regents diploma with a CTE endorsement or an Advanced Regents diploma. This coursework may include a fourth year of mathematics and science, two additional years of LOTE, Advanced Placement and College Now courses.

Additional information regarding Graduation requirements (including the Parents' Guide to Graduation Requirements) can be obtained by logging onto the NYC Department of Education website: <http://schools.nyc.gov> or the Ralph R. McKee CTE High School website [mckeecths.org](http://mckeecths.org)

### **ACCELERATED COURSEWORK POLICY**

Ralph R. McKee CTE High School students who were awarded high school credit in intermediate school for the successful completion of a high school level course(s) and the appropriate State examination(s) that corresponds to the course(s) will be required to continue accelerated coursework in the respective subject area once all high school core requirements for the specific subject area are fulfilled. Students will have the opportunity to select from a vast array of advanced and rigorous courses that will prepare them for success in college and beyond. Many of these courses will also entitle qualifying students with college course credit and/ or placement in a college program upon graduation.

Advanced courses include:

Advanced Placement courses in Computer Science and Language and Composition

College courses offered at Ralph R. McKee CTE High School through partnerships with CUNY at Kingsborough, CSI, and St. John's University

Pre-calculus, Calculus, Science Research

Level I Spanish / Italian Language

### **College Entry Exams**

Please contact the Guidance Department for information about the following exams:

#### **SAT Tentative Dates:**

Oct. 1, 2016	Jan. 21, 2017	June 3, 2017
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Nov. 5, 2016	Mar. 11, 2017	
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Dec. 3, 2016	May 6, 2017	
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#### **PSAT:**

\*Oct. 19, 2016

#### **ACT:**

Sept. 10, 2016

Oct. 22, 2016

Dec. 10, 2016

Apr. 8, 2017

June 10, 2017

**\*Note:** All 10<sup>th</sup> and 11<sup>th</sup> grade students will take this exam at McKee during the school Day. The PSAT/SAT Examinations will be given Spring 2017.

### **NATIONAL HONOR SOCIETY/NATIONAL TECHNICAL HONOR SOCIETY POLICY**

Admittance to the Ralph R. McKee CTE High School Chapter of the National Honor Society/National Technical Honor Society is based on the criteria of scholarship, character, leadership, and service. A review of these characteristics will determine a candidate's qualification for the National Honor Society/ National Technical Honor Society.

Candidates for instructional focus to the Ralph R. McKee CTE High School Chapter of the National Honor Society/ National Technical Honor Society must satisfy the following criteria to be eligible to apply for membership:

- Candidates must have a cumulative academic average of 90% or higher.
  - The applicant must be a candidate for Regents Endorsed Diploma; 12th grade applicants must complete Regents Endorsed Diploma requirements by January of their senior year.
- The candidate must maintain a record of satisfactory citizenship.
- The candidate must be in attendance at Ralph R. McKee CTE High School for at least two consecutive semesters.
- The candidate must attend all mandatory meetings where attendance is documented.

- The candidate must submit all required documentation and adhere to all due dates.
- The candidate will meet or exceed 16 points on the performance rubric which outlines each of the four eligibility indicators (scholarship, leadership, service, and character) and corresponding criteria on which a prospective candidate will be judged. Please refer to RMHS website [www.mckeechhs.org](http://www.mckeechhs.org)

\*Failure to meet all of the above criteria will deem students ineligible for National Honor Society/National Technical Honor Society status.

## **CAREER & TECHNICAL COURSE OFFERINGS**

### **CARPENTRY:**

The Carpentry Program at McKee High School is designed to give each student an opportunity to learn about the construction industry from A to Z. Each student enrolled in the areas of Blueprint Reading, Carpentry, Masonry, Basic Electricity, Basic Plumbing, Drafting and Alternative Energy.

The program covers three years and 900 hours of training. Upon completion of the program, students will be prepared to enter into an apprenticeship in any of the construction trades as well as in the building maintenance field. They will also be academically prepared to further their studies in any two or four year post-secondary institution.

The graduates of Construction Technology are eligible for immediate employment through our established partnerships with the New York City MTA and the Construction Skills 2000.

### **ARCHITECTURE/PRE-ENGINEERING (COMPUTER AIDED DRAFTING):**

The Architectural Design and Pre-Engineering Program at Ralph R. McKee Career/Tech High School has been designed to meet the needs of the 21<sup>st</sup> century engineered world. This is a college preparatory program where we introduce our students to the multiple disciplines required of the architectural and engineering business.

Our program stresses the interdisciplinary aspects of mathematics, science, history, writing, design and drawing procedures required for the fields. Students learn to use the latest software including AutoCAD, the industry standard for architecture and mechanical drafting; Inventor, used for parts design as well as 3-D Studio.

- ACE Mentoring Program
- College Partnerships
- Employment associations
- "3-D Solid Modeling" printers
- Manual drafting Techniques
- Computer Aided Design and Drafting

Our graduates have been accepted to many colleges and universities including: Pratt School of Design (NYC), Stevens Institute of NJ, New Jersey Institute of Technology and New York Institute of Technology.



### **SOFTWARE ENGINEERING:**

The Software Engineering Program (SEP) gives students training and experience in coding. The SEP core topics are Python, Scratch, HTML, CSS, Processing and Java. Additional programming, electronics and Robotics skills are learned with Arduino and Lego Robotics. Within Robotics students learn LEGO Mindstorms EV3 and Digital Fabrication. Within 3D printing using MakerBot students learn Animation, Flash and ActionScript. Students are exposed to embedded electronics using Arduino; LilyPad to learn about e-textiles and for APP development students will use Android. The exciting field of SEP is Ralph R. McKee Career and Technical High School's response to the tremendous growing need to engage students in programming and application development; Robotics and game design as well as digital electronics for the 21<sup>st</sup> century professional workforce.

### **ELECTRICAL ENGINEERING and INSTALLATION:**

This training program is designed to offer a pathway for students to make a career in the expanding field of electrical engineering technology. Students in the program will learn AC/DC circuit analysis, implementing commercial/residential wiring, and motor controls. In the electrical engineering laboratory at McKee High School students will be exposed to the utilization, measurement, and understanding of electricity in today's technological environment of computers, consumer electronics, communication equipment, and robotics.

### **AUTOMOTIVE CENTER SERVICE SPECIALIST:**

Students are provided with an enhanced education in Automotive Technology. The program uses hands on activities, as well as the latest Computer Diagnostic Programs. This program prepares students with the skills for post-secondary college readiness and careers.

### **COMPUTER SYSTEM NETWORKING:**

The Cisco Networking Academy program trains students to understand, use, troubleshoot, build and maintain real computer networks. It teaches computer networking based on application – from the small personal networks students may encounter in their homes or small offices to more complex enterprise networks. It offers students a huge head-start towards many technology and IT based professions, before they graduate high school.

Our Cisco Networking Academy uses an industry supported curriculum that is updated regularly. Lab experiments and computer simulations are included throughout the curriculum so real skills are learned on real equipment. Each student has free access to all Cisco curricula, labs and materials online, and their progress can be seen in their own personal online grade books.

Prior to starting in the Cisco Networking Academy, each student participates in courses in computer fundamentals, hardware/architecture and computer applications, such as Microsoft Office.

### **GRAPHIC ARTS AND ADVERTISING DESIGN:**

This program educates students in the art and practice of visual communications. The program includes industrially multiplied graphics to books, magazines, pamphlets, posters, packaging, as well as digital design and media production. The roles of the designer are continually expanding as printed and electronic communications reshape our world. To prepare students for this range of options, the program provides a hands-on studio environment, emphasizing the marriage of practical

and conceptual skills. Utilizing state of the art equipment and industry standard software students combine imagination and theory in ah hands-on atmosphere that will prepare them for college admission. Our graduates have been accepted to many fine institutions such as RIT, SVA and FIT to just name a few.

## Translating Report Cards & Transcripts

The following pages contain a copy of a report card and a high school transcript. Please use this as a guide in understanding how to read them. Please look at the report card first. This happens to be a third period marking period report card to illustrate all possible sections. There have been numbers attributed to the different sections of the report card. Please see below for the explanation.

### **Report Card**

1. Date the term ends
2. Date the marking period ends
3. Grade Advisor or Guidance Counselor (questions regarding programming and counseling can be referred to this person)
4. Grade level (assigned by number of credits gained)
5. Official class (grouping of students, not a physical classroom)
6. Attendance including days late and absent for each marking period and the term
7. Class code (codes used to program student schedules)
8. Class section (several classes have a possibility of being offered multiple times each day)
9. Subject that the class code represents
10. Name of teacher
11. Grades of classes with an asterisk are not included in the average
12. First report card grade
13. Second report card grade
14. Third report card and final grade for the term
15. If final exams were listed, they would be included here
16. First marking period absences
17. Second marking period absences
18. Total absences for the term
19. Average for marking period (in this case, the term)
20. Teacher comments

## Transcript

1. Student name
2. Four digit ID (used for programming)
3. Student address
4. Guardian name
5. Telephone number
6. Student birth date  
(If any of the above information is incorrect, please notify the attendance office immediately with updated information.)
7. Counselor or grade advisor programming and promotion questions should be forwarded to Official class (grouping of students, not a physical classroom)
8. Date transcript was printed
9. OSIS number (number used to identify student within the NYC Department of Education)
10. Academic year class was taken
11. Subject
12. Subject code
13. Class title
14. Number of credits attempted
15. Teacher of class
16. Class grade
17. Term taken (1- Fall, 2- Spring, 5- Fall night school, 6- Spring night school, 7- Summer school)
18. Number of credits gained in each subject
19. Average of subject
20. Total credits gained since beginning high school
21. Total average since beginning high school
22. Regents and RCT exam grades

## **IMPORTANT WEBSITES –**

ACT.org  
Collegeboard.com  
nypl.org - (live homework help) - (718) 816-1025, St. George Branch  
Regentsprep.org  
Testprepreview.com

## **OTHER SERVICES**

Childhealthplus: (800) 698 4543  
Legal services: Legal Aid (718) 273-6677  
YMCA Counseling Center: (718) 981-4382  
Teen Advocacy Program: (718) 273-2727  
Staten Island Mental Health: (718) 442-2225  
Children's Aide Society: (718) 447-2630  
Richmond University Medical Center (Behavioral Health Services): (718) 354-6132  
NY Foundling: (718) 273-8600  
PINS Diversion: (718) 727-3303  
PINS: (718) 556-4000  
Family Court: (212) 374-3700  
NAMI: (National Alliance for the Mentally Ill): (718) 477-1700  
Staten Island University Hospital - Support Group Info: (718) 226-9173  
Staten Island Aids TASC Force: (718) 981-3366  
Center for Women's Health: (718) 226-6550  
Victim's Services: (718) 447-5454  
Covenant House: (718) 876-9810  
Camelot Counseling Center: (718) 981-8117  
Daytop: (718) 981-3136  
National Runaway Switchboard: (800) 231-6946  
Teen Center: (718) 720-6727  
PASS: (718) 966-1296  
NYC YOUTHLINE: (800) 246-4646  
NYCID: (718) 815-4557 (Parent - Teen Mediation)  
Staten Island Center for Independent Living: (718) 720-9016  
Seamen Society: (888) 836-6687