



UNITY CENTER FOR URBAN TECHNOLOGIES HS

Student Manual

July 1, 2022 – June 30, 2023

Mr. Fausto de la Rosa, Principal

Dr. Alicia Ally, Assistant Principal

Ms. Wanda Rosado, Assistant Principal

Ms. Maria Prieto, Guidance Counselor

Ms. Carla Briceno, Parent Coordinator

School Phone 212 -576 -0530/Main Office Room 708

UNITY SUMMER OFFICE HOUR:

PLEASE NOTE, UNITY WILL BE WORKING REMOTELY THIS SUMMER. PLEASE DO NOT CALL THE SCHOOL. WE WILL BE HOSTING A DAILY OFFICE HOUR FROM 11:00AM – 12:00PM FROM MONDAY-FRIDAY. BELOW YOU WILL FIND THE INFORMATION NEEDED TO JOIN.

Join Zoom Meeting between 11:00am –
12:00pm, weekdays

<https://zoom.us/j/86820446270?pwd=Mk9OWm5SNkxEU05jVGNRemZZQ0tnZz09>

Meeting ID: 868 2044 6270

Passcode: 123456

One tap mobile

+16465588656,,86820446270#,,,,*123456#

US (New York)

+13017158592,,86820446270#,,,,*123456#

US (Washington DC)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 868 2044 6270

Passcode: 123456

Unity Bell Schedule

Session 1 -from 8:15 am to 3:05 pm.

Session 2 -from 9:07 am to 3:57 pm

8:15 – 9:05 1st Period

9:07 – 9:57 2nd Period

9:59 – 10:49 3rd Period

10:51 – 11:49 4th Period

11:43 – 12:33 5th Period

12:35 – 1:25 6th Lunch

1:27 – 2:13 7th Period

2:15 – 3:05 8th Period

3:07 – 3:57 9th Period

Attendance Policy

New York State law requires that students attend school on a regular basis. It also specifies that the school district, the students themselves, and the parents

are responsible for ensuring student attendance.

For the purpose of determining credit for a course, all absences—excused and unexcused—are tallied with the following exceptions: Prolonged illness with medical documentation.

A. Official daily attendance is taken during the 5th period class. Subject class attendance is taken in all class periods.

B. Absences--All students are expected to attend school every school day and to report to all of their scheduled classes. When a student is absent from school, a phone call will be made notifying the parent/guardian of the absence. Students provide a doctor's note or notice of excused absence to both their teachers as well Ms. Briceno.

C. Lateness-- When a student scans in late, our computer system, CAASS, automatically prints out a LATE PASS. The LATE PASS will be used to admit them to the subject class. The LATE PASS must be presented to the classroom teacher.

D. Role of the Parent/Guardian in Attendance ***We must all work together***

- When a parent/guardian notifies the school that his/her child will be absent for more than three consecutive days, teachers will be notified and homework support will be arranged.
- Parents/guardians are responsible for submitting documents related to absences due to illness, college

visits, and other educational events to the attendance office. These documents will be reviewed by the attendance office staff and a specific reason code will be recorded for each absence.

- At the end of each marking period, the parent/guardian should review the record of attendance appearing on the report card. If an error has been made, he/she should provide the student with a note identifying the error.

E. Early Excuse - parent must be available by phone to confirm the request. The school will document this information. Students over 18 years of age still need permission from their parents.

F. Unexcused Absences-Students who fail to bring a written excuse upon their return may be subject to disciplinary action. Students who are present in school but absent from certain classes may be disciplined in a similar manner.

Replacement ID Card

Student must complete the application for a replacement ID. Please note there is a processing fee of \$2.00. ID are only distributed on Tuesdays by Ms. Anabella in Room 711.

Curriculum

Our curriculum shall always maintain the flexibility necessary to meet the needs of students living in a rapidly changing and diverse society. This curriculum is

rigorous and equitable in content and practices; it provides students with multiple perspectives and teaches social responsibilities necessary for being successful within the larger society. Our diverse curriculum provides opportunities for discussions concerning the various cultures and opportunities afforded to them by living in an urban environment and allow them to experience various global perspectives. Students show evidence of learning when they successfully complete their tasks and actively participate in class. In order for students to demonstrate their understanding of the subject matter and to participate actively in the learning process, they must be present in class. Therefore, in order to receive academic credit for any course, students must earn the necessary academic average and

meet the school's standard of attendance.

Credit Requirements:

Students need 44 credits to earn a Regents diploma. The credit requirements are as follows:

8 credits in core English

8 credits in social studies, including:

4 credits in Global History

2 credits in U.S. History

1 credit in Participation in Government

1 credit in Economics

6 credits in math, including:

At least 2 credits in advanced math (for example, Geometry or Algebra II)

6 credits in science, including:

2 credits in any life science

2 credits in any physical science

2 credits in any life science or physical science

2 credits in World Languages

4 credits in physical education, every year in specific ways

1 credit in health education

2 credits in arts education, including visual arts, music, dance, and theater

7 credits in electives

Students may also elect to graduate with a Regents diploma with Honors as well as an Advanced Regents diploma by completing additional courses and credits. For more information, students may reach out to the guidance counselor and consult the following website:

<http://www.nysed.gov/curriculum-instruction/diploma-and-graduation-resources>

AP for All

All students will participate in AP for All, a NYCDOE initiative that provides accessibility and assistance in advanced placement courses at our school.

AP classes currently offered at Unity Center for Urban Technologies:

- World History (10th)
- U.S. History (11th)
- Language and Composition (11th)
- Environmental Science (11th)
- Literature and Composition (12th)

College Now

Our students are expected to participate in College Now at CUNY's Borough of Manhattan Community College the courses held at our school for the 11th and 12th grade. They will be automatically registered for a 3 credit course. Our affiliation with BMCC permits students to attend in the spring semester of their sophomore year if they meet the requirements at the campus. Our students can also apply to College Now at

Baruch and John Jay Colleges. Students will receive a CUNYFIRST account by the college.

New York City School Account (NYCSA)

Every student and each parent/guardian must register separately for a NYCSA account. Parents will have direct access to all DOE resources: their child's report card, transcripts, as well as other school related documents and records.

<https://www.schools.nyc.gov/learning/learn-at-home/technical-tools-and-support/doe-student-accounts>

Jupitergrades

This online gradebook system is used at Unity Center for Urban Technologies to ensure that students, families, and teachers are regularly informed of

student progress at our school. Jupitergrades as our primary means of distributing information such as daily attendance and monitoring student progress in classes. All students and parents/families are provided with individual Jupitergrades log-on information. Jupitergrades also facilitates communication between teachers, students, and families.

Code of Conduct

Students are expected to be courteous and respectful to all staff and to each other. It is essential for all students to be prepared for classes with notebooks, pens, and other materials requested by teachers.

Misconduct and Possible Consequences

Students are not permitted to

- Threaten or otherwise endanger the safety of others.
- Sell, distribute, or use illegal drugs and/or controlled substances.
- Engage in scholastic dishonesty.
- Bring visitors into the school area.
- Use abusive language or engage in verbal, physical, or sexual harassment of others.
- Bring weapons to school.
- Remain in the school building after classes unless under direct supervision of a staff member.
- Smoke or drink alcohol in the building or on the grounds contiguous to the school.
- Play games of chance on school property.
- Loiter in exits, stairwells or halls.

- Wear clothing with inappropriate messages.

Students who engage in misconduct may be subject to disciplinary action.

Additionally, privileges, such as school trips, participation in after- school activities, school prom, graduation, and participation in PSAL events, may be revoked. For a comprehensive listing of all school rules please see The New York City Department of Education Citywide Standards of Discipline and Intervention, available at school or at <http://schools.nyc.gov>.

Bullying/Cyberbullying

Bullying/Cyberbullying is an intentional and repeated written, verbal or physical act that causes mental or physical harm

to another person. No students are allowed to engage in bullying or cyberbullying. We follow [Chancellor's Regulation A-832](#).

Cell Phones and Other Electronic Devices

Cell phones are not permitted inside the Norman Thomas Campus/Unity Center for Urban Technologies. Students are responsible for maintaining the security of their NYCDOE borrowed IPADS at home and in school.

- Use of cell phones or electronic devices for bullying, harassment or academic dishonesty (including cheating, plagiarism or unauthorized collaboration) may result in disciplinary action as specified by the school's Academic Honesty Policy

and the New York City Department of Education Discipline Code.

- All students must have a phone locker contract on file with Mr. Garcia.

Dress Code

Students and parents/guardians are responsible for ensuring students have acceptable student dress and appearance (including personal hygiene.) All staff should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate attire for a school setting.

- A student's dress, grooming, and appearance shall be safe and respectful: wear hats and head coverings indoors only for health, safety, or religious reasons.

- Student clothing must not incorporate words or graphic images that are deemed to be obscene or constitute "hate speech," or promote and/or endorse the use of alcohol, tobacco, controlled substances or illegal drugs, and/or encourage illegal or violent activities.

Students who violate the student dress code shall be asked to modify their appearance by covering or removing the offending article of clothing.

Drug-Free School

All NYCDOE facilities are drug-free zones and we are committed to combating the use and abuse of illegal drugs and alcohol. All school personnel are required to take action in any case involving

substance use on or near Unity Center for Urban Technologies.

Students who engage in the use or possession of such substances face the following:

- Principal's or Superintendent's Suspension from school
- Suspension or expulsion from co-curricular activities
- Referral to a social service agency to complete a substance abuse program
- Legal action imposed by the NYC Police Department

Guidance Department (Room 740)

The Guidance Department works to support students academically, socially and emotionally. In order to develop and maintain well adjusted, successful students, they facilitate communication and academic stability with students,

teachers, other pupil personnel team members, and families.

Guidance counselors provide:

- A safe space for students and staff
- Academic counseling/transcript review
- College counseling /advisement
- Communication with parents
- Referrals to outside agencies, supports for students and parents/guardians
- Crisis counseling
- Conflict mediation
- Reports of suspicion of child abuse

For more information you can contact:

Guidance Counselor- Ms. Maria Prieto
mprieto@schools.nyc.gov

Social Worker- Ms. Ketsia Delarosa-Torres Kdelarosatorres@schools.nyc.gov

Off-Limit Areas

Students are not allowed to enter any unsupervised room including classrooms, the auditorium, the gym, the library, the cafeteria or school offices. Additionally, students are not permitted access to other floors and schools except for lunch period and gym wherein they are allowed access to such floors.

Elevator Policy

Students are not permitted to ride the elevator unless they have a valid elevator pass issued by the school.

Evacuation Drills

Fire drills and soft lock-downs occur regular intervals are required by law. It is essential that, during a fire drill/ soft-lockdown, every student obeys orders promptly and exits the room and/or building by the prescribed route as quickly as possible. Talking and/or disruptive behavior is not permitted during evacuation drills.

School Based Health Center (Gotham Health)

The School Based Health Center (located on the tenth floor, is open during school hours.) The Health Center provides an array of medical and mental health services free to all student (no health insurance needed). Every student must be registered with Gotham Health. Students who become ill at school must obtain a written pass from their teacher

and report to the Health Center. Students will not be seen if there is no medical consent form on file signed by the parent or guardian. Registration packets are available at our front desk.

Face Coverings

As of June 13, face coverings for early childhood students and staff will become optional indoors, outside, and on school buses. Anyone who chooses to wear a face covering may continue to do so, and students and staff members may request a face covering from their school or program if they need one. *Stay safe, Stay open.*

Reminder: Symptoms of COVID-19 include fever of 100.00 or higher, chills, cough, shortness of breath or difficulty breathing,

fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

Immunizations

A student may not attend school unless he/she provides documentation that he/she meets the provisional immunization requirements set forth by the New York City Department of Education. These services may be provided by Gotham Health as long as the student is registered.

Family Income Inquiry (formerly the School Meals application)

The Family Income Inquiry form is the basis for determining your school's eligibility for Title I funding which entitles students to free lunch, SAT waivers and

reduced fees for Advanced Placement exams, etc.

- The form is available online at www.myschoolapps.com. Please complete it as soon as possible.
- Free breakfast is available to all students at 7:45- 8:10 am in the school cafeteria only (6th Floor.)

Metro Cards

The NYCDOE Office of Pupil Transportation determines whether a student is eligible for a Metro Card, based on the distance of his/her home from the school. All students eligible for Metro Cards will receive their Metro Cards at the beginning of each semester. A student Metro Card is only to be used by the student to whom it is issued, and whose name appears on the card. No

student may loan his/her card to any other student. Metro Cards are only to be used for transportation to and from school or for school related activities during the hours of 5:30 am to 8:30 pm.

Students may not use their Metro Cards on weekends and holidays. Students who are members of teams may be entitled to additional 2-trip Metro Cards for transportation to practices and games. A full fare Metro Card provides three trips on both train and surface bus lines. If a student loses or damages a Metro Card, he/she must inform Ms. Briceno, immediately. Metro Cards may take up to seven business days to arrive.

Photo Release

Written parental consent is required for any student to be photographed in school

related activities and to appear in any school publications. This form will be distributed to all new students.

Public School Athletic League (PSAL)

All schools on the Norman Thomas Campus can participate in the sports listed below. See Ms. Ally the Norman Thomas Athletic Director. PSAL Guidelines must be adhered to at all times.

<http://www.psal.org/info/eligibility.aspx>

Basketball

- Boys Junior Varsity Basketball – Coach King-Ward
SKingward@schools.nyc.gov
- Boys Varsity Basketball – Coach Gomez
Cgomez30@schools.nyc.gov

- Boys Varsity Baseball- Coach Weiner Jweiner4@schools.nyc.gov
- Girls Varsity Basketball- Coach Weiner Jweiner4@schools.nyc.gov

Volleyball

- Girls Varsity Volleyball-Coach Ally Aally3@schools.nyc.gov

Softball

- Girls Varsity Softball – Coach Ally Aally3@schools.nyc.gov

Respect for All

Physical and verbal bullying that attacks another student or staff member's dignity is a violation of the Department of Education Discipline Code and Respect for All initiative. Discriminatory remarks and actions, in person or via interactive technology are not permitted. Such remarks or actions include but are not limited to bias due to someone's race, culture, gender, learning style, family income, sexual orientation, religion or physical appearance. Any such action will result in a firm school response by the principal or designee.

Shared Space on the Norman Thomas Campus

Gotham Health Center, Campus Cafeteria, Campus Auditorium, Campus

Gymnasiums, Custodial Offices are shared spaces in the building.

Support Personnel

School Aides, Office Personnel, Cafeteria Personnel and Custodians are essential and valued members of our school community. Their work keeps our school operating smoothly. Students must adhere to any rules and regulations set by our support personnel.

Communicating with Families-Teachers

We encourage every student to see their teacher directly if ever they have questions related to course content, procedures or expectations. For students and parents who seek to communicate via email, we expect that all teachers will adhere to a 24-hour response-time to emails (Jupiter Grades on school days.)

Unless you are dealing with an emergency, please allow teachers and staff members this window of time before contacting other staff members.

Updating Personal Information

In order to maintain the accuracy of student records, any change to personal information, such as name, home address and phone number, should be reported to Main Office in Room 708.

Visitors

In general, an appointment is required for a parent/guardian to meet with a school official. When there is an urgent need and an appointment is not possible, a parent/guardian can check in at the front desk and he/she will be directed to the appropriate personnel.

Working Papers

Visit the website below and bring your request and all materials to Carla Briceno, Parent Coordinator.

<https://infohub.nyced.org/docs/default-source/doe-employees-only/issuing-working-papers-guide-2019.docx>

Teacher Directory

STEM Department

- Ms. King-Ward, Chemistry Teacher-
SKingward@schools.nyc.gov
- Ms. Cumberbatch, Living Environment Teacher-
DCumberbatch2@schools.nyc.gov
- Mr. Batista, Math Teacher-
Rbatista6@schools.nyc.gov

- Mr. Fabian, Coding, Computer Science/ Math Teacher-
Ffabian2@schools.nyc.gov

Humanities Department

- Ms. Acevedo, ELA Teacher-
SAcevedo3@schools.nyc.gov
- Mr. Meddoff, ELA Teacher-
Ameddoff@schools.nyc.gov
- Mr. Walker, Social Studies Teacher-
Dwalker6@schools.nyc.gov
- Mr. Bosworth, Social Studies Teacher -
Abosworth4@schools.nyc.gov
- Mr. Bellamore, Art Teacher -
Ebellamore@schools.nyc.gov

Physical Education Department

- Mr. Gomez, Physical Education Teacher -
Cgomez30@schools.nyc.gov

Special Education Department

- Ms. Fal, Special Education Teacher-
lfal@schools.nyc.gov
- Ms. Almono, Special Education Teacher - Galmono@schools.nyc.gov
- Ms. Payano, Special Education Teacher –
Npayano3@schools.nyc.gov
- Mr. Hernandez, Special Education Teacher-
NHernandez23@schools.nyc.gov

Zoom Meetings

This platform is available for IEP meetings or meetings with faculty if parents are unable to come into the school building.