



Washington Irving YABC Located at Washington Irving Campus

Student Handbook 2023-2024

“Building a Culture of Rejuvenating the whole child through academic support and social nurturing”

Our Mission

The mission at this Y.A.B.C. (Young Adult Borough Center) program is to provide socio-economic, instructional and emotional support geared at giving students a renewed spirit at making a success of their high school experience and beyond.

Our Vision

The path to success begins with the development of goals in life. At the Washington Irving YABC, we envision a program where students will be supported through a renewed hope. That hope, we believed, is the driving force to reshaping students' focus in life. We will achieve this vision, by fostering a culture within this program that allows students to manage socio-economic problems without hindrance to pursuing their dream of high school graduation and beyond. It is our desire that students should be trained to work and to fend for themselves through internship experience that is provided by The NYC Missions Society, our Community Based Organization (C.B.O.).

Student Contract

As a member of the YABC community, I am committed to achieving my personal academic goals and contributing to the goals of the program. I shall abide by the rules and regulations in both this Student Handbook and the New York City Department of Education's Discipline Code. As a member of this learning community, I will:

- Attend school regularly and arrive to my classes on time;
- Conduct myself as a scholar and abide by the rules of both the school and the New York City Department of Education;
- Make sure that my pants stay at my waist ...there will be no visible underwear.
- To dress modestly to school at all times.
- Resolve conflict in a diplomatic and non-violent manner.
- Strive to do my best, submit work on time, and participate in classroom discussions;
- Work out a suitable schedule with my employer, if I do have a job that will allow me to come to school.
- Respect my fellow school community members and my teachers. Students who disrespect or use insulting languages on their teachers will be removed permanently from the class.



- Not use or distribute drugs of any kind on school property. Students who failed to heed these warnings may face severe consequences.
- We do not want you to come to school reeking of marijuana. Hence, I understand that I and my book bag may be subjected to search by the appropriate authorities if I do.

Rules that applies to our campus:

- No Cellphone devices are allowed in classrooms. We collect phones at this Yabc site.
- Phones are collected daily at entry and will be returned whenever you finish your classes. If you have to use your phone in cases of emergency, please notify us and we will make provisions for you to do so.
- No hats or du-rags or ski masks may be worn while on school premises or in the building.
- I must sign in every day. Sign in at the front desk and during each period - no exceptions!
- I must treat fellow students and staff with respect.
- I will take a Regents Preparation class for each Regents examination.
- I realize that attendance is crucial. I am required to attend all classes for which I am registered. See your counselor immediately if you have any concerns with your classes.
- Saturday Academy is a special program to help students prepare for the Regents and or make-up classwork that had not been completed. Saturday Academy meets several times a month and my attendance are required.
- We will send home RISA (attendance reports) with your report cards.
- When offered internship, you will consider it a privilege and that your internship is to help support your education. In situations when you only show up for work and not keep up with your classes, the internship may be withdrawn.
- Food is very important. If you have to eat, make sure you clean up after yourself. We ask that you do not bring heavy meals to the classrooms such as Chinese



foods or other similar greasy foods that may likely soil your desk and your notebooks.

- If you so desire, please obtain food before coming in at 4:00pm. No student will be allowed to leave the building during transition time to go get food.
- STUDENTS WILL ONLY BE ALLOWED TO LEAVE THE SCHOOL BUILDING ON THE CONDITION THAT THEY ARE SICK. Excuses like “am 18yrs old” or “I’ve got stuffs to do..” will not be good reasons for leaving the building.
- If you are ill at school, we will obtain consent from your parent/guardian in order to release you from school to travel home or to a doctor unaccompanied. In addition, the school’s health professional (if available) will examine you to make sure that you are not too ill to travel by public transportation on your own. If the health professional determines that you are too ill to travel on your own, then we will request that your parent or any adult stated on your blue home-contact card be present to accompany you home.
- I understand that as a scanning school site, there are certain objects listed below that are not allowed and may be confiscated when found.
- **Prohibitive items during scanning:** Pack of cigarettes, Cigarette Lighters, Vapes Pens, Pepper Spray, Mace, Marijuana – any amount, Weapons of any kind – including Pocket Knives, Box Cutters, Razors, etc
Please Note: these items will not be returned once seized. Make sure that you examine your belongings before going through the scanning machine.

By signing this contract, I acknowledge that I have read the Student Handbook and agreed to meet the expectations stated within.

Signature

Date

Parent/Guardian Signature

Date

**Daily Schedule:**

The official school day begins at 4:00pm and ends at 8:30pm and is scheduled as follows:

Period	Door Opens	Class Begins	Late	Class Ends
0	2:45	-	-	3:55 pm
1 st	3:45	4:00	4:40pm	5:25pm
2 nd	5:15	5:30	6:10pm	6:55pm
3 rd	6:45	7:00	7:20pm	8:25pm

Entry to School

Doors are opened at 3:45pm. It is recommended that all students arrive to school by 4:00pm so they can proceed through scanning and arrive to their first period class on time. All students are expected to use the door located on 17th street and gate # 3 when entering and exiting the building or as directed by the dean.

Lateness and Attendance

Students are expected to be present and on time to school on a daily basis. Students are strongly encouraged to adhere strictly to the time schedule given above.

The Washington Irving YABC is making strong effort at improving its daily attendance rate. The Attendance Intervention Team and The Missions Society meets on a weekly basis to review attendance data and develop plans to improve student attendance. Students who exhibit attendance and/or lateness to school concerns will be referred to the guidance or advocate counselors who will collaborate with parents/guardians to ensure students attend school on a regular basis.

We will monitor your attendance daily and during each period. Parents or homes will be called immediately if you are found cutting or absent for any given day. Home visits will be conducted on students who have chronic absences or are absent back to back for 3 or 4 times in a row.

There will be serious consequences for students who are enrolled but failed to show up for classes.

We have a lot of help available to assist you to make sure that you are successful. We encourage you to avail yourself of these helps and support systems. Again, if you have problems that are getting in the way of your coming regularly to school, please talk to us. We will gladly help you.

Lateness to Class

Students are expected to be in their classrooms and ready to learn at the start of the instructional period. You will be marked late by your teachers if you fail to show up on time. Late students are held in the auditorium or Library to complete classwork under the supervision of an Advocate Counselor.

*Scanning closes at 7:20pm; 3rd period late students are not held in auditorium (they can go straight to class).



Our Deans, Advocate Counselors and Administration monitor the halls and stairwells during the five-minute transition periods to ensure students are moving swiftly to their next class.

Failure to abide by the school policies given above, will result in further disciplinary action as described in the New York City Department of Education's Citywide Behavioral Expectations.

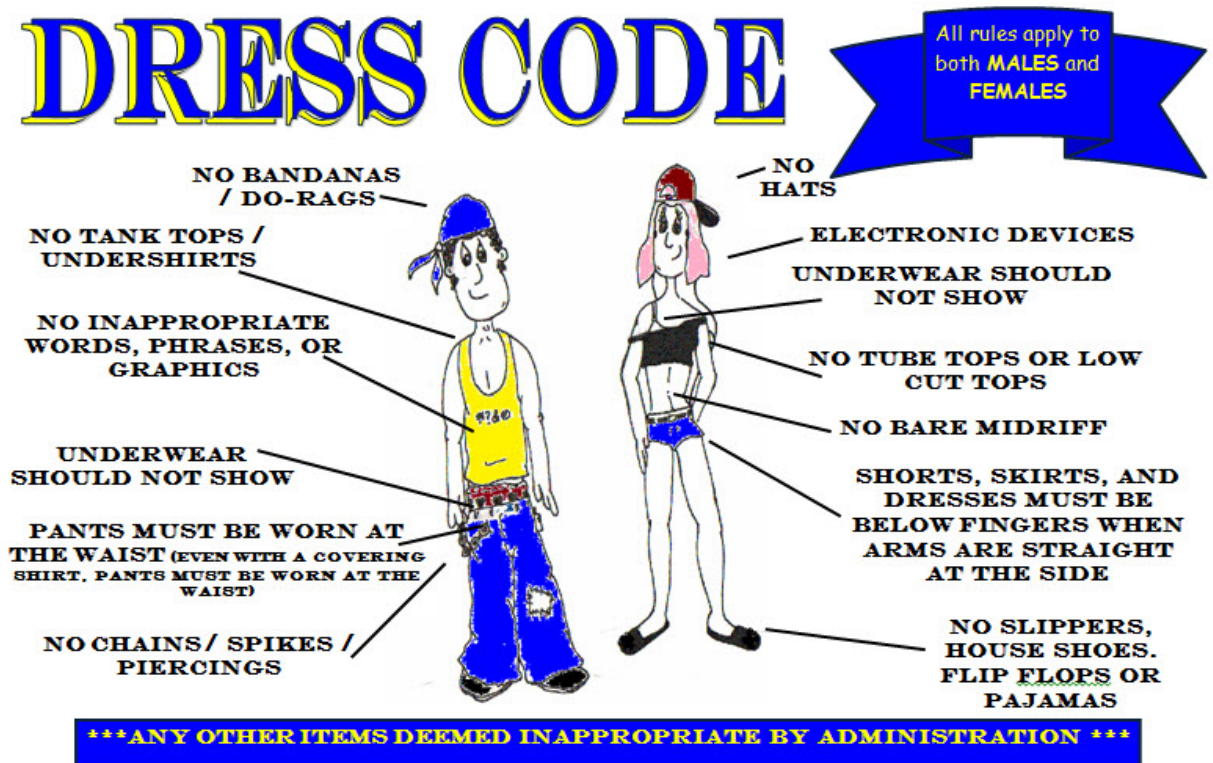
Fridays and Internship Opportunities

For interns- Seminar starts at 3pm but student interns can come as early as 1pm to complete or accrue work hours.

*Other Students: Invited to come as early as 1pm to apply to college/trade school/financial aid with a college and career advisor.

Dress Policy

All students, both male and female, are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions.



Students who violate the dress code shall be required to modify their appearance by covering or removing the offending item, or, if necessary or practical, replacing it with an



acceptable item. Any student who refuses to cooperate may be required to return home with a parent/guardian and may face further disciplinary action.

Zero Tolerance for Cell Phones and Electronics Usage in Class

Cell phones and electronics usage are not permitted in the classrooms and will be collected at the entry daily. Using cellphones in the classroom provides unnecessary distractions to students. As a result, **students are strongly encouraged not to use them during class time that is why we collect them during entry. Before you hand in your phones during entry, please turn off or put your phones in silent mode.**

Drugs

This is a no drug zone building. Therefore, students are prohibited from bringing drugs of any kind to the building. Students who violates this policy may face severe consequences including expulsion from the program. Students who exhibit substance abuse symptoms may be recommended for counseling including use of outside or non-DOE agents.

Prohibitive items in school building at Washington Irving

The following items are not allowed in the building and will be confiscated or seized if found on you or your personal belongings during scanning:

- Pack of cigarettes
- Cigarette Lighter
- Vape Pens
- Pepper Spray
- Mace
- Marijuana – any amount
- Weapons of any kind – including Pocket Knives, Box Cutters, Razors, etc

Please Note: these items will not be returned once seized. Make sure that you have checked your belongings before going through scanning.

Classroom Expectations

Individual teachers will establish their own classroom expectations; however, all students are expected to behave in a manner that is conducive to learning and does not interfere with the learning experience of others. Arriving to class late and/or unprepared, engaging in conversations unrelated to the lesson, using electronic devices, speaking disrespectfully to other students and/or teachers, leaving the classroom without the teacher's permission and hall pass, and defacing school property impede learning and will not be tolerated. Students who exhibit these behaviors will be referred to the Deans for further intervention which may include classroom removal.



Participation in School Events and Activities

Throughout the school year there will be numerous school events, college trips and activities, including workshops and seminars that are scheduled by the NYC Missions Society or DOE personnel to address all aspects of social life. Participation in some of these events, especially for non-college trips, is limited to students who are in good standing. A student in good standing is defined as follows:

- Daily attendance of 90% or better for the current semester;
- Passing your classes for the current marking period;
- Has not been involved themselves on any infractions that resulted in being sent home during the current marking period;
- Has not been suspended in the past 6 months.

Grading Policy

The YABC program operates on a two-semester cycle (Fall/Spring). Each semester consists of three marking periods, and each marking period is approximately six weeks in length. At the end of each marking period, all students will receive grades in the classes that they have been scheduled. Grades are numerical (55-100). Grades of 55 – 85 are issued in increments of 5; grades above 85 are issued in increments of 1.

A student's grade in a course will be determined by a combination of exam scores, homework, classwork, and **student's attendance**. A student grade cannot be determined solely by attendance alone.

Important to note: Students may be dropped from a class, or have their program reduced for lack of attendance.

Graduation Requirements

In New York State, there are three types of diplomas: a local diploma, a Regents diploma, and an Advanced Regents diploma. All students can earn a Regents or Advanced Regents diploma; however only students who meet specific criteria are eligible to graduate with a local diploma, which allows students to graduate with lower exam scores. The type of diploma you earn depends on your course credits and scores on specific Regents exams, as shown in the table below. An Advanced Regents diploma lets students demonstrate additional skills in math, science, and languages other than English. Keep in mind that you may always exceed these requirements; these represent the minimum.

Regents Diploma	Advanced Regents Diploma
Examination Requirements	
You must achieve a score of 65 or higher on these five Regents exams: <ul style="list-style-type: none">• English Language Arts (ELA)	You must achieve a score of 65 or higher on these nine exams: <ul style="list-style-type: none">• English Language Arts (ELA)



<ul style="list-style-type: none">Any mathematics exam (Algebra I, Geometry, <i>or</i> Algebra II/Trigonometry)Any social studies exam (Global History and Geography <i>or</i> U.S. History and Government)Any science exam (Living Environment, Chemistry, Earth Science, <i>or</i> Physics)Any additional Regents exam or assessment approved by the State for this purpose		<ul style="list-style-type: none">Three mathematics exams (Algebra I, Geometry, <i>and</i> Algebra II/Trigonometry)Any social studies exam (Global History and Geography <i>or</i> U.S. History and Government)Two science exams (Living Environment <i>and</i> one of these: Chemistry, Earth Science, or Physics)Any additional Regents exam or assessment approved by the State for this purposeAny NYC Languages Other Than English (LOTE) exam	
Minimum Credit Requirements			
8	Core English		8
8	Social Studies: Global History (4), U.S. History (2), Participation in Government (1), Economics (1)		8
6	Mathematics: Including at least two credits of advanced math (e.g., Geometry or Algebra II)		6
6	Science: Life Science (2), Physical Science (2), Life Science or Physical Science (2)		6
2	Languages Other than English (LOTE)*		6
4	Physical Education (every year, distributed in specific ways)		4
1	Health		1
2	Visual Art, Music, Dance, and/or Theater		2
7	Electives		3
44	TOTAL CREDITS		44
*A student seeking an Advanced Regents diploma with an art or CTE endorsement is only required to complete 2 credits of LOTE. Also, a student whose IEP specifies that the disability directly impacts his or her ability to learn a language may substitute other courses for the LOTE requirement and still earn an Advanced Regents diploma.			

Ms. Ali McLaughlin, your guidance counselor will communicate with you on a regular basis to discuss your progress toward graduation and will work with you to ensure that you are scheduled for the appropriate courses and exams.



Frequently Asked Questions

- **Will there be lunch or food for students?**
 - *Yes. School lunch is provided in a grab-and-go bag. It is made available by the NYC Missions Society staff at the entry and also in-between periods. Students may also be allowed to bring in their own lunch when they come. But **students will not be allowed to leave the building to go buy lunch once they have entered the building.***
- **What do I do if I lost my Metro Card?**
 - *Replacement MetroCards can be obtained from Ms. Pierre-Lys in the Library at 7:15pm daily.*
- **Who do I see if I lost my identification card?**
 - *Lost ID cards will be replaced at no cost. Please report to room 115 to receive your replacement card.*
- **I lost my program card, now what?**
 - *Program cards are available from your guidance counselors and/ or attendance teachers. And may sometimes be distributed through your advocate counselors.*
- **Who is my Guidance Counselor and why would I go to her?**
 - *Your guidance counselor is here to provide you with academic and socio-emotional support. She can help you by scheduling you for the courses and exams you need to stay on track for graduation. Ms. McLaughlin is your guidance counselor. She is in room 1142 or in the library or 115.*
- **Who are the Deans and what do they do?**
 - *Our deans are here to help maintain a safe and orderly learning environment by supervising passing between class periods, enforcing school policy, and assisting students in resolving conflicts.*
- **Who are the advocate counselors?**

They are the CBO partners of the YABC program. They are also known as the NYC Missions Society. Their offices are located 1141A or 1141B or 115.
- **How can The NYC Missions Society help me?**
 - *The NYC Missions Society staff members are responsible for coordinating student affairs including school events and trips throughout the year. You should have been introduced to them at registration here at YABC. The NYC Missions Society also support all aspects of your social life including paid internships.*



- **If I am having difficulty in a class, are there opportunities to get additional help?**
 - *Your teachers are always willing to provide additional support and you can speak to them directly about getting help. In addition, we offer tutoring on Saturdays to which you are strongly encouraged to attend. You can also speak to Mr. Ayetiwa, your guidance counselor, Ms. McLaughlin, your social worker, Ms. Elizabeth Whetstone-Brown or any of your assigned advocate counselors about getting additional support that will improve your learning.*
- **If I am concerned about my safety or the safety of my classmates, who should I see?**
 - *If you feel that you or any of your classmates are in danger, speak to Mr. Ayetiwa, one of our deans, Ms. McLaughlin, Ms. Whetstone-Brown, any of the advocate counselors so the issue can be addressed before it escalates.*
- **Someone threatened me via social media/text message – what should I do?**
 - *Bullying of any form will not be tolerated. If you are being threatened via social media, please report the situation to one of our deans/ advocate counselors immediately.*
- **I feel sick. Can I leave?**
 - *Students are not permitted to leave the building before the end of their scheduled classes unless they are picked up and signed out by a parent or adult identified on their blue card. If you are not feeling well, please go to room 115/Library where you will be allowed to contact your parents/ guardian and inform them of your situation. Therefore, it is important that the information provided on your blue card as accurate as possible for cases of emergencies.*
 - *Please do not ask to leave because you are “18 yrs. old” or because you got “stuffs to do” – We will not grant that permission.*
- **Who do I speak to if I am concerned about problems in my personal life?**
 - Social worker – Ms. Elizabeth Whetstone-Brown, room 643/1141A
 - The NYC Missions Society program manager – Ms. Elizabeth Whetstone-Brown room 643/1141B
 - Psychologist - Mr. Simon Kopelnitsky, room 345A.
 - Guidance Counselor – Ms. Ali McLaughlin, room 1142.
- **Who Do I speak to about job internships?**
 - Internship Coordinator – TBA 1141A
 - The NYC Missions Society program manager – Ms. Elizabeth Whetstone-Brown.
 - *In addition, these counselors will help you find balance between school and other responsibilities, whenever you find yourself struggling with both.*
- **Where do I keep my skateboard/ scooter?**
 - Your skateboard can be checked in along with your cell phones-at entry.





**NYCDOE 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, and portable music and entertainment systems at school is subject to the restrictions below.

1. Cell phones and portable music and entertainment systems may not be used in classroom unless authorized for instructional use by teachers.
2. Cell phones are not be used in hallways or staircases and must be kept out of sight at all times when in transition between classes or school activities.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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 (selects applicable option(s) or selects other options consistent with Regulation A-413).

During the school day:

- Cell phones may be collected by the school when students enter the school building and stored in a designated location until the end of the school day. Students and parents will be notified if this will take place. This will not be on daily basis. Students will hold onto their own phones.
- Cell phones may not be turned on or used while on school property.
- Cell phones may not be used in areas where swimming pools are located.



- Cell phones may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher.
- Cell phones may be used during the following non-instructional times of the school day: for lunch in the following designated areas: cafeteria.
- Cell phones may be used during the following: School Trips, after-school events, clubs, and Saturday Academy for instructional or educational purposes. Please note: cell phones will be collected and stored during school dances – students may not use cell phones during school dances.

C. Computing devices may be used as set forth below (select applicable option(s) or select other options consistent with Regulation A-413).

1. During the school day:
2. They may only be used with permission from teacher for instructional purposes in class.
3. Students are not to listen to music when teacher is teaching unless authorized by teacher.
4. Computing devices may not be used in areas where swimming pools are located.
5. Computing systems may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher.
6. Computing systems may be turned on and used only during instructional time for instructional and educational purposes.
7. Computing devices may be used during the following non-instructional times of the school day: lunch in the following designated areas: cafeteria.
8. Other (describe) School Trips, after-school events, p. m. school, clubs, and Saturday Academy for instructional purposes
9. During after-school, school-sponsored programs or activities: School Trips, after-school events, p. m. school, clubs, and Saturday Academy

D. Portable music and entertainment systems may be used as set forth below (select applicable option(s) or select other options consistent with Regulation A-413).

During the school day:

- Portable music and entertainment systems may not be used in areas where swimming pools are located.
- 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.
- Portable music devices and entertainment systems may be used during the following non-instructional times of the school day: lunch in the following designated areas: cafeteria.
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During after-school, school-sponsored activities: School Trips, after-school events, p.m. school, clubs, and Saturday Academy

E. Confiscation and return of electronic items

School-based policies must describe the procedures for the confiscation, storage and return of electronic devices. In determining whether to confiscate an electronic device, schools should consider the nature of the violation. Where appropriate, measures should be instituted in a progressive fashion. Such measures may include, but are not limited to:

- warnings
- confiscation of item and return at end of school day
- confiscation of item and return following parent conference
- confiscation of item and return following student entering into behavioral contract
- Revocation of privilege to bring item to school.

F. Discipline

School-based policies must state that 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 school's policy, Chancellor Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("ISUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.