

MOTION PICTURE TECHNICAL HIGH SCHOOL

53 - 16 Northern Blvd

Woodside, NY 11377

Tel: 718-957-0335 Fax: 718-957-0337

<https://motionpicturehs.org/>

IG: @motionpicturenyc

MPT MAIN OFFICE ROOM 256

STUDENT HANDBOOK 2025-2026

This student handbook belongs to:

NAME

ADDRESS

CITY/TOWN

ZIP CODE

PHONE

STUDENT NO.

My Class Schedule

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					
6					
7					
8					

WELCOME LETTER FROM THE FOUNDING PRINCIPAL KEVIN LOPEZ

Motion Picture Technical High School | 2025–2026 Academic Year

Dear Motion Picture Technical High School Filmmakers,

Welcome to the 2025–2026 school year! Whether you're joining us as a new 9th grader or returning as a rising 10th grader, I want to congratulate you on becoming part of a one-of-a-kind school community, one that blends creativity, technical skill, and real-world opportunity right here in the heart of Queens, the birthplace of the American Film Industry!

This year marks an exciting new chapter for MPT as we officially move into our brand-new home at the Queens Innovation Center, lovingly dubbed “Hollywoodside.” We are thrilled to share this beautiful, state-of-the-art campus with our sister schools: Northwell High School for the Health Sciences, Gotham Technical High School, and Q993. Together, we are building a vibrant, collaborative learning environment designed to uplift and empower every student.

At Motion Picture Technical High School, we are on a mission to prepare NYC students from diverse backgrounds to become the next generation of below-the-line Filmmakers, empowering them with the knowledge, discipline, and vision to thrive in film, television, and media arts careers. Our school was founded in partnership with the Roybal Film & Television Production Fund (INDSTRY), created by George Clooney, Bryan Lourd, and Grant Heslov, and brought to life through the leadership of Karen Williams, Deborah Marcus, and the amazing team at INDSTRY. Through this groundbreaking collaboration, you'll gain access to mentorships, project-based learning, and direct exposure to the film and TV industry, all while building the skills you need for college, career, and life.

Our Graduating Profile reflects the values and qualities we believe every MPT student should develop. These are the five pillars of what we call P.E.A.C.E.:

- Professionalism: Effective communication and emotional intelligence
- Expertise: Comprehensive mastery of industry, academic, technical, and creative knowledge
- Adaptability: Growth mindset and continuous learning
- Creativity: Artistic expression and technical innovation
- Empathy: Social impact through authentic voices

These core values are more than just words, they are the foundation of our creative school culture. At MPT, we believe in creating an environment where students learn by doing, collaborate with purpose, and use their voice and vision to make a difference. As we enter this exciting second year together, I encourage each of you to lean into your passion, take creative risks, and support one another on and off set.

Thank you for being part of this remarkable journey. We can't wait to see what you'll create and the positive impact you will have on the world.

In partnership and pride,

Kevin Lopez, Founding Principal
Motion Picture Technical High School (30Q367)
Queens Innovation Center (Q472) | "Hollywoodside," NYC
53 - 16 Northern Blvd, Woodside, NY 11377
www.motionpicturehs.org



INDSTRY

Production Arts and Career Pathways

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MISSION & VISION

THE WHY!

At Motion Picture Tech, our mission is to provide an inclusive and transformative Career and Technical Education (CTE) experience in the film, television, broadcast, and advertising industries. We are dedicated to nurturing a diverse cohort of students by offering equal opportunities for all to excel in dynamic and rewarding below-the-line production careers. Recognizing the historical underrepresentation of certain groups with the Film & Television industry, we aim to create a sustainable creative and professional pathway for aspiring filmmakers from diverse backgrounds. Our commitment is to foster a rich tapestry of creative voices and ensure that every student, regardless of background or experience, can thrive in a learning environment where they see themselves represented and valued.

MISSION

To create a sustainable pathway for aspiring filmmakers from diverse backgrounds, preparing them for rewarding creative and technical careers in Film and Television.

VISION:

LIGHTS. CAMERA. ACCESS

Shaping the future of Film and Television through public education

CORE VALUES:

Creativity | Innovation | Opportunity

WHO WE ARE:

At Motion Picture Tech, our mission is to offer an inclusive, transformative, and creative Career and Technical Education (CTE) experience. We are committed to nurturing a diverse cohort of students, providing equal opportunities for all to excel in dynamic, creative, and rewarding below-the-line production careers in film, television, broadcast, and advertising.

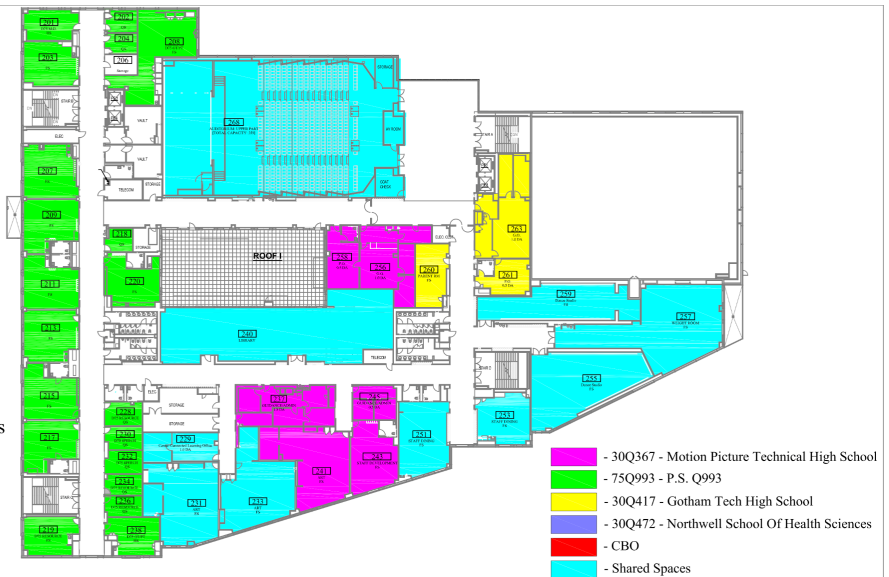
A HUB OF DIVERSITY AND TALENT:

While acknowledging the historical underrepresentation of certain groups, including BIPOC communities, in the film and television sector, our focus is broad and inclusive. We welcome students from all backgrounds, ethnicities, experiences, and learning abilities through our Ed Opt. designation. Our aim is to cultivate a rich tapestry of creative voices, fostering a learning environment where every student can see themselves represented.

30Q472 Building Campus



First Floor Plan

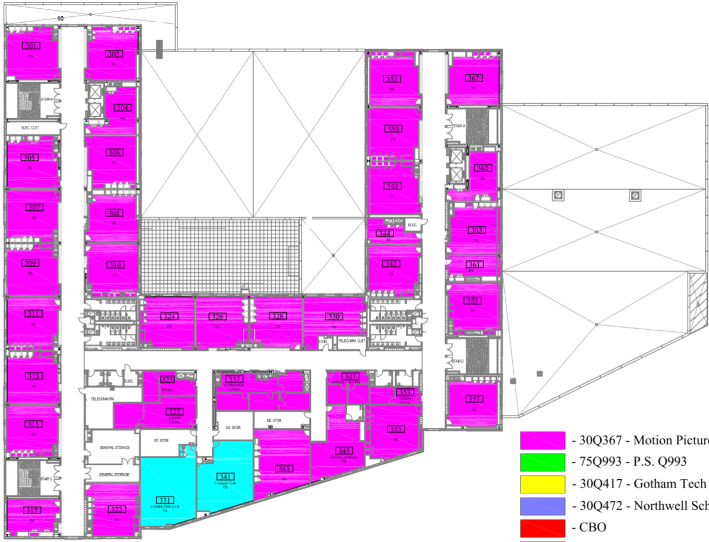


Second Floor Plan

30Q472
Building Campus
53-16 Northern Blvd
Queens, NY 11377

2025 - 2026
The New York City
Department of Education
Office of Space Planning
131 Livingston Street
Brooklyn, NY 11201

Sheet 3 of 6
01/10/2025



- 30Q367 - Motion Picture Technical High School
- 75Q993 - P.S. Q993
- 30Q417 - Gotham Tech High School
- 30Q472 - Northwell School Of Health Sciences
- CBO
- Shared Spaces

Third Floor Plan

30Q472
Building Campus
53-16 Northern Blvd
Queens, NY 11377

2025 - 2026
The New York City
Department of Education
Office of Space Planning
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Sheet 4 of 6
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- 30Q367 - Motion Picture Technical High School
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Fourth Floor Plan

30Q472
Building Campus
53-16 Northern Blvd
Queens, NY 11377

2025 - 2026

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Office of Space Planning
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(11/19/2021)



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- - 75Q993 - P.S. Q993
- - 30Q417 - Gotham Tech High School
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- - CBO
- - Shared Spaces

Fifth Floor Plan

30Q472
Building Campus
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Queens, NY 11377

2025 - 2026

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Office of Space Planning
131 Livingston Street
Brooklyn, NY 11201

Sheet 6 of 6
(11/19/2021)



- - 30Q367 - Motion Picture Technical High School
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- - CBO
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Sixth Floor Plan

MPT BELL SCHEDULE

2025 - 2026

Mon, Tue, Thu, Fri		
Period	Start Time	End Time
1	8:15 AM	9:02 AM
2	9:05 AM	9:52 AM
3	9:55 AM	10:42 AM
4	10:45 AM	11:32 AM
5	11:35 AM	12:22 PM
6	12:25 PM	1:12 PM
7	1:15 PM	2:02 PM
8	2:05 PM	2:52 PM

Class Periods: 47 min.

Passing Time: 3 min.

Wednesday		
Period	Start Time	End Time
1	9:17 AM	9:52 AM
2	9:55 AM	10:30 AM
3	10:33 AM	11:08 AM
4	11:11 AM	11:46 AM
5	11:49 AM	12:24 PM
6	12:27 PM	1:02 PM
7	1:04 PM	1:39 PM
8	1:41 PM	2:17 PM

Class Periods: 45 min.

Passing Time: 3 min.

MPT STAFF DIRECTORY

Please scan the following QR code to be taken to the staff directory on the school website.





STUDENT CODE OF CONDUCT

Section I: Attendance Policy Attendance Requirements:

- **Daily Attendance:** Students are expected to attend all scheduled classes and school activities. Absences must be reported to the school office by a parent or guardian as soon as possible on the day of the absence.
- **Excused Absences:** Absences may be excused for the following reasons:
 - Illness or medical appointments, family emergencies, religious observances, approved school-related activities or other reasons as determined by school administration.
- **Unexcused Absences:** Absences not meeting the criteria for an excused absence will be considered unexcused. This includes, but is not limited to, vacations, non-medical appointments, and oversleeping.
- **Documentation:** For absences exceeding three consecutive days, a doctor's note or other documentation may be required to verify the reason for the absence.
- **Leaving Early:** Once you are in school, you may not leave for any reason prior to the end of your regular school day. You may leave before the end of your scheduled day only if accompanied by a parent or guardian. Students need to be in school for the entire school day. Students are only permitted to leave if accompanied by a parent or guardian or another adult whose name appears on the students Emergency Blue Card as per the NYC Department of Education and New York State policy. This person must be in possession of a valid, government issued photo identification card. If a student becomes ill at school, they will be seen by the nurse. The nurse will call a parent/guardian whose name appears on the Blue Card to have them picked up.
- **Tardiness:**

- Students are considered tardy if they arrive to class after the scheduled start time. Repeated tardiness will be addressed by school staff.
- **Excused Tardies:** Tardiness due to medical appointments, transportation issues, or other valid reasons may be excused with proper documentation.
- **Makeup Work:**
 - **Responsibility:** Students are responsible for making up any missed work due to absences. Teachers will provide students with the necessary assignments and deadlines for completion.
 - **Timeframe:** Students should request makeup work within two days of returning to school. Makeup work must be completed according to the deadlines set by the teacher.
- **Excessive Absences:**
 - **Warning:** Students with excessive absences (e.g., 5 or more unexcused absences in a grading period) will receive a warning and may be required to meet with a school counselor or attendance officer. Continued excessive absences may lead to an attendance improvement plan, parental meetings, and possible disciplinary actions. Excessive absences may affect a student's academic performance and grades, potentially impacting credit for the course.
- **Support and Resources:**
 - The school offers resources and support for students facing challenges that affect their attendance. Students and families are encouraged to contact school counselor or parent coordinator for assistance.

Section II: Student ID Policy

- **Issuance:**
 - Each student will be issued a school ID card at the beginning of the academic year. This ID must be carried at all times while on school property.
- **Usage:**
 - The student ID must be presented upon request by school staff, including but not limited to, security personnel, teachers, and administrative staff.
 - The ID card must be shown to gain access to school facilities, participate in school-sponsored activities, and check out library materials.
- **Replacement:**

- If a student's ID card is lost or damaged, it must be reported to the main office immediately.
- A replacement ID card will be issued for a nominal fee. Students are responsible for this fee unless the loss or damage is deemed to be due to school error.
- **Alterations:**
 - Students are not allowed to alter, deface, or tamper with their ID cards. Altered IDs will be considered invalid and may result in disciplinary action.
- **Privileges and Restrictions:**
 - The student ID card is the property of the school and must be surrendered upon request by authorized school personnel.
 - The ID card must be used solely by the student to whom it is issued and cannot be transferred or shared.
- **Consequences for Non-Compliance:**
 - Failure to carry or present a valid ID card may result in disciplinary action and/or denial of access to certain school services or activities.

Section III: Cell Phone and Electronic Device Policy for Motion Picture Technical HS

At Motion Picture Technical HS, we are committed to creating a focused, engaging, and supportive learning environment where all students can thrive. As part of this commitment, we are implementing NYC Public Schools' new citywide policy on cell phones and electronic devices.

What You Need to Know:

- All NYC public schools are required to have a policy that prohibits student use of personal internet-enabled devices during the school day and on school grounds.
- Students may still bring cell phones and other internet-enabled devices to school but cannot use them during the school day unless an approved exception applies.
- Devices will be collected and stored upon entry to be returned at dismissal.
- School-issued laptops or tablets are permitted.

Devices covered by this policy include, but are not limited to:

- Smartphones
- Smart watches
- Personal Tablets and laptops
- Earbuds/headphones/Portable speakers



Exceptions when required by law may be made for:

- MEDICAL - Documented Medical needs (ex: Diabetes glucometer apps)

- ACADEMIC - Requirements by a student's Individual Education Plan (IEP) or 504 plan
 - FAMILY CARE - Students responsible for the care of a family member (documented)
 - TRANSLATION/INTERPRETATION SERVICES - As needed, such as in the case of a low inference language
 - EMERGENCIES - For example, natural, technological, or human-caused
- Students needing an exception from the NYS cell phone ban, due to the aforementioned exceptions granted by law, can contact one of the following staff members who will then escalate the request within 1-10 school days:
- Principal, Kevin Lopez - klopez28@schools.nyc.gov
 Parent Coordinator, Mercedes Spanoudakis - mspanoudakis@schools.nyc.gov

Devices will be stored:

Upon arrival, students will be required to submit their personal cell phones, which will be stored in school-issued lockers or secure storage units located in a designated area. Phones will be stored for the entire instructional day, from “bell to bell”, between the hours of 8:15 AM to 2:52 PM. Phones will be accessible to students after 8th period for end-of-day pickup from the designated area. Any other electronic devices held during the school day will be placed in labeled envelopes or pouches with the student’s name and OSIS number, and will be available for retrieval from the Dean’s Office. Students who are approved for early dismissal are to go to the Main Office to collect their devices prior to their departure.

Policy Violations:

Students who use a device without an approved exception will not be suspended, but the school may take progressive disciplinary steps as outlined in the Discipline Code such as:

- Collection of device/Parent phone call/Parent pick-up
- Community Care assignment
- Peer mediation/Circle process
- Lunch detention
- Disqualification from incentive trips, Academic trips, Overnight trips
- Disqualification from Lunch Out privileges in Spring
- Disqualification from on and off-site productions and other WBL opportunities

Lost or Stolen Devices:

Students who use have lost a device or want to report a stolen device can the following staff member who will guide them to next steps:

Parent Coordinator, Mercedes Spanoudakis - mspanoudakis@schools.nyc.gov

School Dean, Kirk A'Gard - kagard8@schools.nyc.gov

Emergency or Exigent Circumstances:

In the event that families/guardians have an emergency, or an exigent circumstance, they can contact students during the school day by calling and/or emailing the following contacts:

Main Office: (718) 957-0335

Principal, Kevin Lopez - klopez28@schools.nyc.gov

Parent Coordinator, Mercedes Spanoudakis - mspanoudakis@schools.nyc.gov

In the event that a student needs access to school phones to reach a family member/guardian, students will be directed to the Main Office in room 256 to make calls.

In the event that there is a schoolwide emergency or exigent circumstance, families/guardians will be notified via the Jupiter portal and text messaging system.

Directions to set up Jupiter Parent Login -

<https://login.jupitered.com/help/?studlogin>

Learn more:

This school cellphone policy will be available via MPT's school website, student handbook, staff handbook, and in hardcopy form throughout the school building.

Full policy in multiple languages: schools.nyc.gov/DevicePolicy

Section IV: Lockers

- **Locker Policy:** All MPT student lockers are located on the 2nd and 3rd floor designated hallways and classrooms. To prevent any class disruptions students will not be allowed to access lockers during the school day. Students should visit their locker in the morning before first period at 8:15am to place jackets (**Note Different Hours on Wednesdays*), cell phones and any personal items they will not need throughout the day. Students will then be permitted to access lockers again at dismissal. Students will not be permitted to access lockers during lunch. No materials needed for classes should be placed in lockers. Students are required to purchase an MPT issued combination lock that is approved by the school,

and provide the school with the combination codes prior to being put into use. Any locks that have not been approved by MPT will be removed and confiscated.

- **Access Hours:**

- **Before School:** Lockers may be accessed before the first period begins (8:00am-8:15am) **Note Different Hours on Wednesdays*
- **After School:** Lockers may be accessed after the final period of the day ends (2:52pm) **Note Different Hours on Wednesdays*
- **Please Note:** Lockers will be locked and inaccessible during school hours to ensure classroom security and minimize disruptions.

Usage Guidelines:

- **Allowed Items:**

- Jackets
- Personal items that will not be needed during the school day

- **Examples of items that should not be placed in lockers:**

- School supplies (e.g., textbooks, notebooks, writing utensils)
- Educational materials (e.g., assignments, project materials)
- Perishable items (e.g., food, snacks, anything that will spoil)

General Rules:

- **Respect Locker Time:** Please adhere to the access hours strictly. Early access or unscheduled visits are not permitted.
- **Keep it Neat:** Ensure that lockers are kept tidy and only contain items specified in the allowed list.
- **Security:** The school is not responsible for lost or stolen items. Always lock your locker securely after use. You are only permitted to use your assigned locker.

MPT CLASSROOM LANGUAGE

MPT LANGUAGE

"Quiet on Set!" Silence in the room



"10-1" Quick bathroom break



"Stand By" Occupied, give me a moment



"Back to 1" Back to original positions



"Copy" Understood and heard



"86" Remove or cancel



"ETA" Estimate time arrival



"It's a Wrap" Production finished, clean up!



MOTION PICTURE
TECHNICAL
HIGH SCHOOL

DRESS CODE

MPT Expectations

Students must follow the MPT Dress Code and wear *Production Ready Attire* at all times:

- **Branded Apparel:** MPT, MADE IN NY, or other industry-branded clothing.
- **Tops:** Solid black T-shirts or sweaters required; solid black pants encouraged but not mandatory.
- **Attire Criteria:** Clothing must be—
 - **Dark/Black:** Preferably solid black, per production standards.
 - **Branded:** MPT or industry-branded preferred.
 - **Professional:** Appropriate for a production environment.
 - **Comfortable:** Suitable for long wear and activity.
 - **Safe:** Functional for production work.
 - **Respectful:** All private parts must remain covered; underwear must not show. Clothing with lewd, violent, or hateful content is prohibited.
 - **Permitted:** Head coverings allowed. Phys Ed attire must allow full movement, stay in place, and follow general dress rules; sneakers required.
 - **Prohibited:** Clothing depicting/suggesting drugs, alcohol, vaping, illegal activity, hate speech, profanity, pornography, or hostile imagery.
 - **Face Coverings:** Items obscuring face/ears not allowed, except for religious observance or PPE.

ACADEMIC EXPECTATIONS

Section I: Academic Integrity

Academic honesty is essential to true success; dishonesty will not be tolerated. Acts such as plagiarism, cheating, and collusion violate both the Citywide Discipline Code and school policy. Parents will be notified, sanctions will be imposed, and progressive discipline procedures will apply. During exams, students may not possess or use cell phones, smartwatches, headphones, or other electronic devices. Any violation will result in exam invalidation and no score.

Scholastic Dishonesty includes, but is not limited to:

- **Cheating:** Using unauthorized materials.
- **Plagiarism:** Taking credit for another's work.

- **Collusion:** Fraudulent collaboration.

City, State, and Regents Exams

According to the NYC DOE Test Administration Handbook, dishonesty includes:

- Accessing secure exam materials before the test.
- Giving or receiving aid during/after testing.
- Possessing or using prohibited devices.
- Using unauthorized reference materials.
- Sharing test content with students who have not tested.
- Copying, duplicating, or removing testing materials.

Procedures for Suspected Cheating:

- Student receives a verbal warning; seat may be moved if necessary.
- Prohibited devices may be confiscated immediately.
- Proctor notifies principal; investigation is conducted.
- If substantiated, exam score may be invalidated by city/state authorities.
- Parent/guardian is contacted; incident documented in OORS.

Devices During Exams

Students may not bring cell phones or prohibited electronics into any testing room. Proctors and school officials have the right to collect devices before

Section II: MPT Grading Policy Overview & Guide 2025-2026

Term vs. Marking Period

- **Term = Semester:** 2 Terms/Semesters per school year.
- Each Term consists of **2 Marking Periods (MP1, MP2)** approximately 9 weeks each.
- **MP3 Grade = Term/Semester Grade:** Calculated as the average of MP1 and MP2. Students must earn **65 or higher** in the final Term Grade to receive course credit.
- A **65 average across MP1 and MP2** is required to pass the term and earn credit.
- Implications of failing a term include:
 - Summer/PM School or retaking classes
 - Removal from CTE/Film Pathway Program
 - Ineligibility for AP Classes or Electives
 - Risk of being flagged as overage/under-credited, possibly requiring transfer school placement

Grade Breakdown

- **Summative Assessments (40%):**
 - Minimum **2 per Marking Period** (e.g., unit tests, projects, essays)
 - Partial credit provided for submitted work

- **Formative Assessments (60%):**
 - **40% Classwork/Quizzes** (minimum of 5)
 - **10% Homework** (minimum of 3)
 - **10% Participation/Professionalism**

Late Work and Test Policy

**Subject to change depending on departmental needs and principal / district approval.*

- **Late Work:**
 - Accepted up to **2 weeks after the due date** without penalty.
 - 20% deduction after two weeks; work will be accepted **up until the Mid-Marking period deadline.**
 - Further percentage deducted after the two week deadline is up to departmental discretion.
- **Tests/Quizzes:**
 - Retakes allowed before the end of the Marking Period/Mid-Marking period deadline.
 - Higher scores recorded after corrections/revisions.

Grading Platforms

- **Jupiter** is the official grading platform.
 - Progress reports will be given to students at the Mid-Marking period deadline.
 - Parents of students in danger of failing will be contacted at least 2x a marking period.

Special Grade Codes

- **NL:** For late admits (students entering Mid-Term).
- **NS:** For students that have NEVER attended a class.
- **NX:** For extenuating circumstances. Approval is required before assigning this grade.

Example: Student absent for a month due to a family death

Section III: Marking Periods

MPT INSTRUCTIONAL CALENDAR YEAR
PLEASE NOTE DATES SUBJECT TO CHANGE

TERM 1: 9/4/25 - 1/26/26

MARKING PERIOD 1
9/4/25 – 11/7/25

MARKING PERIOD 2
11/10/25 – 1/16/26

TERM 2: 1/27/26 - 6/26/26

MARKING PERIOD 1
1/27/26 – 4/1/26

MARKING PERIOD 2
4/13/26 – 6/16/26

Marking period 3 for each term will be the average of the first two marking periods

Section IV: Pathways and Graduation Requirements




CRAFT

- Hair & Makeup
- Costume Design
- Set Design



POST PRODUCTION

- Animation
- Editing
- Visual Effects



TECHNICAL

- Camera
- Lighting
- Sound

8 English credits	8 Social Studies credits	4 in Global History 2 in U.S. History, 1 in Government and 1 in Economics
6 Mathematics credits (at least 2 credits in Advanced Math)	6 Science credits (minimum of 2 Life Science and 2 Physical Science)	2 Language other than English credits (6 credits for the Advanced Regents diploma)
2 Arts credits	4 Physical Education credits	1 Health credit
7 CTE/Electives program credits		

High School Graduation Requirements

* CTE Endorsement requires additional CTE Credits and Work Based Learning Hours (will be introduced when students are eligible)

Exam Requirements

Regents Exam	Regents Diploma	Advanced Regents Diploma
English Language Arts (ELA)	65+	65+
Social Studies <ul style="list-style-type: none"> • US History • Global History & Geography 	65+ on one social studies exam	65+ on one social studies exam
Math <ul style="list-style-type: none"> • Algebra I • Geometry • Algebra II 	65+ on one math exam	65+ on all three math exams
Science <ul style="list-style-type: none"> • Living Environment • Earth Science • Chemistry • Physics 	65+ on one science exam	65+ on Living Environment <i>and</i> one other science exam
World Languages (formerly LOTE)	<i>Not Required</i>	65+ on one World Languages exam ³
+1 option <ul style="list-style-type: none"> • Any additional Regents exam • State-approved +1 option 	<i>Requirements vary</i>	<i>Requirements vary</i>
Total Exams	5	9
³ Students completing an Arts or CTE endorsement with the advanced Regents diploma are not required to take the World Languages exam.		

CTE / Media and Design

The CTE Media and Design Commission is the most diverse portfolio of programs with over 65 programs in 50 schools serving over 17,000 students. Media and Design programs range from Animation to Technical Theater to Fashion. The Commission is chaired by Robin White Owen, Co-Founder and Principal, MediaCombo Inc. Media and Design Commission members

represent a wide range of businesses, nonprofits, and colleges with varied sizes and scopes. Below are a selection of the commission's dedicated partners. Below are the requirements students enrolled in NYC CTE programs must successfully complete to earn a technical endorsement on their diplomas:

- A minimum of 44 units of credit
- Five required Regents examination(s) or approved alternatives with passing grades
- A minimum of 7 CTE credits, including one credit in Career and Financial Management
- A three-part technical assessment (written, demonstration, and project components)
- Work-based learning experiences as provided by the approved program (learning activities that take place in the workplace or in the school in collaboration with the community to provide a service or produce a product that meets industry standard)
- A work-skills employability profile (documents student attainment of technical knowledge, work-related skills, endorsements and licenses)

There are a wide variety of CTE programs that touch on nearly every industry. The specific industries are organized into 16 areas of study as noted below. You can explore the variety of CTE programs offered by NYC schools using our CTE Program Directory.

FILM / CTE


Mission & Vision

MPT's Film/CTE program creates pathways for aspiring filmmakers from diverse backgrounds to prepare for rewarding *below-the-line* careers. Guided by the core values of **Creativity, Innovation, and Opportunity**, the program emphasizes inclusivity, technical skills, and real-world preparation.

Coursework

- **9th Grade (Foundation Year):** Exposure to core disciplines (film, TV, design), set safety, collaboration, and storytelling. Students explore creative strengths and begin identifying areas of specialization. Instruction integrates *Smashcut/Industry Learning Studio* for assignments and collaboration.
- **10th Grade & Beyond:** Students enter a chosen pathway for specialized training aligned with industry practices.

CTE Pathways

-  **Video Production:** Hands-on work with professional camera, lighting, and sound equipment; roles include cinematographer, grip, gaffer, sound mixer. Focus on visual storytelling, composition, and on-set protocols.
- ✨ **Post-Production:** Training in editing, animation, and VFX using industry-standard software. Coursework includes motion graphics, storyboards, animations, and visual effects pipelines.
- 🎨 **Craft Design:** Exploration of costume, hair, makeup, and art direction. Focus on designing for character, setting, and tone, plus stagecraft, scenic design, and fashion construction.

Safety in Film

Students must work safely, report accidents, and never operate equipment without training. Be **SAFE**:

- Scan surroundings
- Assess risks
- Find out about hazards
- Ensure proper training

Workplace Cleanliness

Film spaces must stay clean; only sealed water bottles allowed.

Film Equipment Policies

- Use equipment only after training; never place food/drink nearby.
- Properly store all items and report issues or missing equipment immediately.
- Theft or misuse of equipment may result in loss of privileges, disciplinary action, reimbursement, suspension, or legal consequences.

Equipment Checkout

- Requires signed **Checkout Form** agreeing to responsible use and financial responsibility for loss/damage.
- Equipment is for **school projects only**; must be returned the next school day (unless approved).
- Short-term use only; condition checked at loan and return.
- Violations may result in loss of borrowing privileges or discipline.

Props & Scripts

- All props must be pre-approved by a film teacher.
- Prop weapons must be clearly fake; **no prop guns allowed** on or off campus.
- Scripts with violence, strong language, or sensitive content require teacher approval.

GUIDANCE

Section V: Meeting with Guidance Counselors



To set up a meeting with our Guidance Counselors, please visit the school website or scan the QR code at the right.

ATTENDANCE

Section VI: MPT 3-Day Absence Outreach Protocol

- If a student is absent **3 times in one week** (consecutive or not), the teacher records it in **DOE Grades** and alerts the **Attendance Team**.
- **Guidance** will contact the family within 24 hours to ensure safety and will:
 - Request documentation (e.g., medical note, travel itinerary).
 - Decide if a parent meeting is needed and schedule if necessary.
 - Ask student/parent to inform teachers about the absences and expected return.
- Guidance will document the call and share next steps via email with the teacher, parent/guardian, and Attendance Team; records will be entered into **ATS** and possibly **DOE Grades**.
- If absences continue, **Principal Lopez** will hold an in-person family meeting to discuss the impact on academics and goals; the meeting will be logged in **ATS**.
- If problems persist, the **Attendance Teacher** will be notified to arrange a home visit, with further steps determined in consultation.

QIC CAMPUS SAFETY & DISCIPLINE

Entry Procedures

Your safety and security are our top priority at the Queens Innovation Center (QIC). Please review the guidelines below so that everyone can enter the building smoothly and safely. ALL MPT Students enter through the main entrance on Northern Boulevard.

ID Check

- Everyone entering the building must carry a valid form of identification.
- Students will check in using the **CAASS machine** by swiping their ID card or having their OSIS number entered by the staff member at the entrance.

MPT Cell Phone Collection System

- In line with NYS law, smartphones may not be used in school.

- Each student will turn in their cell phone to a designated MPT School Aide upon arrival and remain locked during the school day in an MPT issued safety box.
- Yondr Pouches can be made available as needed.
- Each school may set additional rules around phone use.

Forbidden Items

To keep our school safe, certain items are not allowed in the building:

- **Weapons or dangerous objects** (firearms, knives, explosives, glass bottles, etc.)
- **Disruptive items** (laser pointers or devices that cause distractions)
- **Inappropriate clothing** (clothing with offensive language, symbols, or images tied to hate, violence, illegal activity, or gangs)
- **Distracting electronics** (cell phones, headphones, video games, etc.)
- **Personal security devices** (pepper spray, tasers—these are also illegal in NYS)

Random Scanning Days

At times, students may be asked to pass through scanning machines (similar to airport security). These scans help identify items that are not allowed in the building. Students found with prohibited items will face disciplinary action.

Safer Access Policy

- The building stays locked during the school day.
- To enter, press the button at the main door and speak with the School Safety Agent over the intercom.
- Staff who exit during the day must re-enter through the **Safer Access Door System**.

Personal & School Property

Personal Security

- Always keep your belongings (bags, laptops, purses, etc.) locked up.
- Classroom doors must be locked when not in use.
- If you plan to stay after hours, you need permission from your teachers, school admin, or club advisors who must have the proper permits.

School Property

- All materials and equipment provided by the school are considered **school property**.
- Students are responsible for caring for all items in their classrooms—computers, projectors, books, furniture, walls, etc.
- The school is not responsible for personal property left unattended, during vacations, or over the summer. All personal belongings must be removed at the end of each school year.

- If something goes missing, notify your Teachers, Administration and School Safety immediately.

Section I: Anti-Bullying Policy

The NYC DOE is committed to maintaining a safe, supportive environment free from harassment, intimidation, and bullying based on race, color, creed, ethnicity, national origin, citizenship/immigration status, religion, gender, gender identity/expression, sexual orientation, or disability.

Bias-Based Bullying includes intentional written, verbal, or physical acts that:

- Interfere with a student's education or participation.
- Create a hostile, offensive, or intimidating environment.
- Adversely affect educational opportunities.

Prohibited behaviors include: physical violence, threats, stalking, taunts, teasing, exclusion, derogatory jokes, slurs, menacing gestures, or circulating offensive material (written, graphic, or electronic). Cyberbullying—including texting, email, instant messaging, or social media posts—is also prohibited.

All reports will be investigated under Chancellor's Regulation A-832; substantiated incidents may result in suspension. Threats of violence posted on social media will be reported to authorities and may result in arrest.

Weapons Policy: No student may possess any object that can be considered a weapon, including concealed devices and laser pointers (CR A-443).

Section II: Smoking & Drug Policy

Chancellor's Regulation C-810 prohibits tobacco, nicotine, vapes, and e-cigarettes in all NYC schools. Smoking or vaping is a **Level 2 infraction** under the DOE Discipline Code.

Vaping Consequences:

- **1st Offense:** Vape confiscated, report filed, parent called, admin/dean meeting.
- **2nd Offense:** Vape confiscated, report filed, student/parent meeting.
- **3rd Offense:** Disciplinary consequences, including possible suspension.

Drugs: Possession, use, or distribution of marijuana, controlled substances, or unauthorized prescription drugs is strictly prohibited. Violations will result in investigation, DOE reporting, and severe disciplinary action under infractions **B49**(use) and **B57** (distribution).

Drug Consequences:

- **1st Offense:** Parent meeting, 1–3 day Principal's Suspension.
- **2nd Offense:** Superintendent Suspension, 6–10 days at Alternate Learning Center.

- **3rd Offense:** Superintendent Suspension, 10–20 days at Alternate Learning Center, referral to drug treatment.

Zero Tolerance: MPT enforces zero tolerance for violence, weapons, alcohol, nicotine, marijuana, or drug use. Offenses may lead to Principal or Superintendent suspension and/or arrest. Students are encouraged to seek staff support and report any threats to health, safety, or well-being.

RESTORATIVE JUSTICE

Restorative Justice (RJ)

Motion Picture Tech is a **Restorative Organization** that builds, repairs, and restores relationships through community-based practices. RJ emphasizes belonging, accountability, and reflection on how individual values affect the greater community.

Restorative Practices at MPT include:

- Creating **community agreements** for learning environments.
- Using **restorative circles** to build connections, repair harm, and re-engage stakeholders.
- Embedding restorative approaches into all aspects of school life to support learning, storytelling, and student success.

At its best, RJ holds community members accountable while providing pathways for repair and growth.

HEALTH AND WELLNESS

Section I: Bathrooms

- Bathrooms are supervised and require a **teacher-issued pass**.
- Staff may conduct unannounced **wellness checks**.
- Bathrooms are **closed** during the first/last 10 minutes of each period and during transitions.

Section II: Elevators

- Elevator use is **only for students with documented medical conditions** and a doctor's note on file.
- Approved students must carry and show a **school-issued elevator pass**.
- Pass holders may not allow other students to ride with them.

Section III: Emergency Procedures

- All drills must be treated as **real emergencies**; students must remain **silent** at all times.

Fire Drills

- When the alarm sounds, **everyone must exit** immediately, regardless of location.
- Students on passes should exit and inform an administrator outside.
- Students must stay with their class so teachers can take attendance.
- Staff guide evacuation routes and supervise outside.
- The **Emergency Rescue/Shelter-in-Place Room** (location TBD) is designated for students unable to use stairs.

When the Fire Alarm Sounds

- Stop what you are doing immediately and listen for directions.
- Follow your teacher's lead and move calmly toward the assigned exit.
- Stay with your class as you exit the building.
- Walk quickly and quietly—do not run or push.
- Once outside, go to your class's designated area and wait for further instructions.

Evacuation Routes & Assembly Sites

Every classroom has an **Emergency Evacuation Folder** posted on the back of the door. This folder shows which staircase your class should use, as well as an alternate route if needed.

Staircase Routes

- **Staircase A:** Go down to the 1st Floor, turn right, and exit through the **Main Entrance**. Continue along Northern Blvd, cross 54th Street, and meet at the corner of 55th Street.
- **Staircase B:** Go down to the 1st Floor, exit through the doors at the bottom of the stairs, turn left, and follow the driveway under the train trestle to 37th Avenue. Turn right and meet at the corner of Woodside Avenue.
- **Staircase C:** Go down to the 1st Floor, exit through the doors at the bottom of the stairs, turn left, and follow the driveway under the train trestle to 37th Avenue. Turn left and meet at the corner of 54th Street.
- **Staircase D:** Go down to the 1st Floor, exit to the right, then turn right again and go down the corridor to the courts. Continue past the courts, through the gate, and turn right on 54th Street. Meet near the first driveway under the trestle.

During a Drill

- When the fire alarm sounds, stop what you are doing and follow your teacher's instructions.
- Walk calmly in a **single-file line** with your class to your assigned exit.
- Stay with your teacher at all times.
- After the drill, you will return to the same classroom you left from.
- Any changes to the schedule will be announced on the P.A. system.

In a Real Emergency

1. Leave all belongings behind.
2. Stay in a single-file line.
3. Stay silent and listen for instructions.
4. Follow the staircase and route posted in your classroom.
5. If there is fire or smoke, you may be asked to:
 - Hold hands with the person in front and behind you
 - Cover your head
 - Crawl low to the ground to exit safely

Remember: The goal is to move quickly, stay calm, and make sure everyone gets out safely and together.

Lockdown and “Shelter –In” Drills

During the school year, students and staff will participate in lockdown drills. These drills are important in the event that an intruder enters the building. In a “shelter-in,” all school doors will be locked until an “all clear” is given from the main office. Students must be silent and listen carefully to instructions from the teacher. Students in transit should report to the nearest classroom. In a lockdown drill, all doors are locked except the main entrance. Only the NYPD can officiate an official school lockdown if there is an external threat to the building. Students and staff are to move out of sight with the lights off and remain silent.

Section IV: Nurses Office

The Nurse’s office for the QIC campus will be located at a TBD Location. Please check in with the MPT school main office in room 256 for any questions / concerns. Students may only visit the nurse’s office with a pass from their teacher. She will not see students that do not have a written pass. All nurse visits will be documented and communicated to the student’s parents.

IMPORTANT MPT SAFETY / INTERVENTION CONTACTS:

Lopez	Kevin	Principal	klopez28@schools.nyc.gov
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Sandrowicz	John	QIC Assistant Principal of Safety	JSandrowicz@schools.nyc.gov
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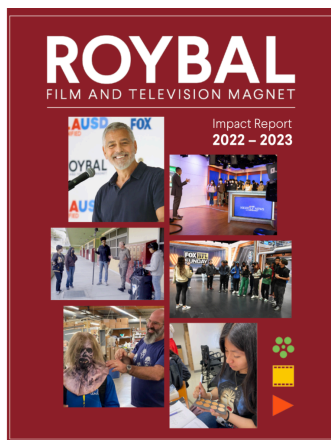
Sullivan	Rachael	Assistant Principal, I.A.	rsullivan9@schools.nyc.gov
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A'Gard	Kirk	Special Education / DEAN	KAgard8@schools.nyc.gov
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O'Loughlin	Caitlin	Special Education / IEP Coordinator	coloughlin@schools.nyc.gov
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Sankari	Tiffany	Math / Intervention Support	tsankari@schools.nyc.gov
Gutierrez	Jacquelyn	Film / CTE	jgutierrez15@schools.nyc.gov
Anthony	Love	Spanish / Health	lanthony@schools.nyc.gov

OUR INDUSTRY PARTNERS



NYC Industry Leaders



Expectations for Motion Picture Technical High School Film Students When Engaging with Industry Professionals and Partners:

1. **Professionalism:** Students should demonstrate respect, attentiveness, and professionalism in all interactions, treating industry professionals as mentors and role models.
2. **Punctuality:** Arrive on time for all events, workshops, and meetings with industry partners, showing a commitment to learning and valuing their time.
3. **Preparedness:** Come prepared with relevant questions, knowledge, and materials, actively engaging with the opportunity to learn from professionals in the field.
4. **Collaboration and Teamwork:** Show a willingness to work cooperatively with peers and professionals, contributing to discussions and projects in a positive and productive manner.
5. **Gratitude and Follow-Up:** Express appreciation for the time and insights shared by industry partners, and follow up when appropriate with a thank-you email or message, reinforcing positive connections.

HANDBOOK ACKNOWLEDGMENT

I have read and reviewed the contents of the MPT STUDENT HANDBOOK for the current academic year. I realize that I am responsible for fulfilling the rules and regulations and agree to abide by each of the policies (including but not limited to academic integrity, bullying/cyber bullying, attendance, cell phone usage, building guidelines and safety), procedures and expectations outlined in this handbook.

PARENT(S)/ GUARDIAN(S)

I/We, the parent(s)/guardian(s) of the above-named student, have reviewed the MPT Student Handbook with my/our child. I/We have read and understand the Code of Conduct, Discipline Plan, and school policies (including but not limited to academic integrity, bullying/cyber bullying, attendance/cutting, cell phone usage, building guidelines and safety), procedure and protocols and agree to uphold its tenets. I/We understand the importance of communicating regularly with my/our child's teacher(s) and promoting positive educational practices at MPT and home.

Please scan the QR code below to accept and agree to the student handbook.

