



Student and Family Handbook

2025 - 2026

ABOUT WAGNER

[Bell Schedule](#)
[Calendars](#)
[Contact](#)
[Contact Information update/change](#)
[Falcon Family Resource Guide](#)
[FAQ Directory](#)
[Mission Statement](#)
[Parent Coordinator](#)
[Parent Teacher Association \(PTA\)](#)
[Principal](#)
[The School Day](#)
[S.O.A.R.](#)
[Staff Directory](#)
[Vision Statement](#)
[Wagner Website](#)

ACADEMICS

[Advanced Placement](#)
[Attendance](#)
[Class Contract](#)
[College and Career Office](#)
[Devices](#)
[Graduation Requirements](#)
[Home-School Partnership](#)
[Honor Roll](#)
[Instructional Support Services](#)
[Jupiter Gradebook](#)
[Lateness](#)
[National Honor Society \(NHS\)](#)
[Naviance](#)
[Report Cards](#)
[SAT/ACT Preparation Programs](#)
[Saturday School](#)
[Special Programs](#)
[Honors/ Scholars Classes](#)
[Student Email](#)
[Textbooks](#)
[Tutoring](#)

HEALTH AND SAFETY

[Bathrooms](#)
[Code of Behavior](#)
[Cutting](#)

[Dress Code](#)

[Elevators](#)

[Emergency Guidelines](#)

[\(General Response Protocol\)](#)

[Guidance and Counseling Services](#)

[Hall Passes](#)

[Ladder of Referral](#)

[Mediation Room / Restorative Circles](#)

[Parent Social Media Guidelines](#)

[Peer Mediation](#)

[Prevention and Intervention Program](#)

[Random Scanning](#)

[Respect for All](#)

[RUMC](#)

[School-Based Policy for Portable Music Entertainment Systems and Photography/ Video Devices on School Property](#)

[Transgender Student Guidelines](#)

[Visitors](#)

[STUDENT LIFE](#)

[Athletics](#)

[Cafeteria](#)

[Clubs and Activities](#)

[Coordinator Of Student Activities \(COSA\)](#)

[Falcon's Nest](#)

[ID Card Replacement](#)

[Lost and Found](#)

[Lunch Forms](#)

[Metro Cards](#)

[Student Government](#)

[Working Papers](#)

ABOUT WAGNER

Bell Schedule	<table><tr><th colspan="4">Regular Day Bell Schedule</th></tr><tr><th>Period</th><th>Start Time</th><th>End Time</th><th>Minutes</th></tr><tr><td>Period 0:</td><td>7:20</td><td>8:05</td><td>45</td></tr><tr><td>Period 1:</td><td>8:10</td><td>8:53</td><td>43</td></tr><tr><td>Period 2:</td><td>8:57</td><td>9:42</td><td>45</td></tr><tr><td>Period 3:</td><td>9:46</td><td>10:30</td><td>44</td></tr><tr><td>Period 4:</td><td>10:34</td><td>11:18</td><td>44</td></tr><tr><td>Period 5:</td><td>11:22</td><td>12:06</td><td>44</td></tr><tr><td>Period 6:</td><td>12:10</td><td>12:54</td><td>44</td></tr><tr><td>Period 7:</td><td>12:58</td><td>1:42</td><td>44</td></tr><tr><td>Period 8:</td><td>1:46</td><td>2:30</td><td>44</td></tr></table> Once the late bell rings, students who arrive late to class will be marked as late by their subject class. An accumulation of lateness to class will impede their success.	Regular Day Bell Schedule				Period	Start Time	End Time	Minutes	Period 0:	7:20	8:05	45	Period 1:	8:10	8:53	43	Period 2:	8:57	9:42	45	Period 3:	9:46	10:30	44	Period 4:	10:34	11:18	44	Period 5:	11:22	12:06	44	Period 6:	12:10	12:54	44	Period 7:	12:58	1:42	44	Period 8:	1:46	2:30	44
Regular Day Bell Schedule																																													
Period	Start Time	End Time	Minutes																																										
Period 0:	7:20	8:05	45																																										
Period 1:	8:10	8:53	43																																										
Period 2:	8:57	9:42	45																																										
Period 3:	9:46	10:30	44																																										
Period 4:	10:34	11:18	44																																										
Period 5:	11:22	12:06	44																																										
Period 6:	12:10	12:54	44																																										
Period 7:	12:58	1:42	44																																										
Period 8:	1:46	2:30	44																																										
Calendars	New York City Public Schools Susan E. Wagner High School Calendar																																												
Contact	Susan E. Wagner High School 1200 Manor Road Staten Island, NY 10314 P: (718)698-4200 F: (718)698-5213																																												
Contact Information update/change	Contact our pupil accounting secretary Ms. Graziano (dgraziano@schools.nyc.gov or 718-698-4200 ext. 32246) immediately with a copy of a utility bill. Phone numbers can also be updated in your NYCSA profile (See section on NYC Schools Account). Documentation must be provided in order to make these changes official.																																												
Falcon Family Resource Guide	The Falcon Family Resource Guide is a one-page directory of essential information.																																												
FAQ Directory	Our Student/Family Contact and Question Index is organized by our most frequently asked questions. If you have a concern but are unsure who to contact, this is the document to check.																																												
Mission Statement	Our mission is to graduate students who S.O.A.R. (Speak up/Speak out, Own, Apply, be Resilient) and are inspired to achieve their greatest																																												

	academic and social-emotional potential. We foster a culture of equity, communication, leadership, and personal accountability for all stakeholders.
Parent Coordinator	Ms. Kennet skennet@schools.nyc.gov 718-698-4200 ext. 32144 The Parent Coordinator assists families with issues or concerns that may arise during the high school experience. Ms. Kennet is available during regular school hours, and after school. The goal of the Parent Coordinator is to work interactively between the school and parent community fostering a partnership that leads to academic success.
Parent Teacher Association (PTA)	The PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. The PTA holds monthly in-person and virtual meetings. Please visit the school website or email pta@wagnerhigh.net for more information.
Principal	Mr. David Cugini dcugini@schools.nyc.gov (718) 698-4200 Ext. 32257
The School Day	• School hours are 8:10 am to 2:30 pm Monday-Friday. • Students who have a "o" period on their program card will enter the building at 7:15am. • Students may enter the building to have a free breakfast at 7:15 am. MTA buses will be outside the building at dismissal.
S.O.A.R.	Wagner Falcons use S.O.A.R. as a collective ideology to guide us as we aspire to become the best versions of ourselves. Speak Up/Speak Out • Respectfully voice your opinion when you feel something is wrong. • Don't be a bystander. It is the first of many things we can do as students to raise awareness. • Engage in classroom and small group discussions to become an independent problem solver. Own • Be a LEADER! • Claim responsibility for your actions and their consequences • This is your school. Make it the best it can be. Apply • Use the skills and knowledge that you gain to help yourself and the community. • Use resources to improve (tutoring, mental health services, programs). • Stay engaged in your classes and in your community. Resilience

	• When faced with challenges try your best to face them head on. • Learn from your mistakes and adjust your environment using the new knowledge you acquired as soon as possible. • Never give up!
Staff Directory	An up-to-date staff directory is available on the school website .
Vision Statement	To develop engaged, open-minded, and reflective students who take responsibility for their learning and value the diversity of our community. Our students will contribute to a 21st-century global society that will be shaped by the relationships students create in their communities and emerge with self-awareness, intellectual grit, and social-emotional fortitude.
Wagner Website	Wagnerhigh.net is an overview of Susan E. Wagner High School. Watch the tutorial video for a comprehensive walkthrough.

ACADEMICS

Advanced Placement	Our students may earn college credits by taking Advanced Placement courses, which culminate in the examinations given each spring. The academic rigor associated with the curriculum of these courses, as well as the higher weighting, provides students with a great advantage when applying to colleges and universities. Advanced Placement courses are offered in Biology, Chemistry, Physics, Calculus AB, English Literature and Composition, English Language and Composition, World History, U.S. Government & Politics, United States History, Psychology, Physics and Environmental Science
Attendance	You are required to attend school and follow your program every day school is in session. Your attendance in school is very important. Good attendance is reflected in good grades. When you are absent, late, or cutting your home will be notified. If you are absent from school, you must do the following when you return: Have your parent or guardian write a note giving the reason for your absence. Make certain the note includes your name, Guidance Counselor, official class, and the date(s) of your absence(s). A medical note should accompany your parent's note when you have received medical care or if you have been absent from school five or more consecutive days due to illness. Have all your subject class teachers read and sign the note. Return the note the following day, signed by your subject teachers, to your second period class teacher, who will send the note to the Attendance Office. All notes must be presented within five days after you return to school.

	Make up all assignments. Ask your teachers about our free tutorial services. In case of a lengthy or anticipated absence, your parent or guardian must notify your guidance counselor or grade advisor, teachers and the Attendance Office. Family vacations should be planned to coincide with vacation days. Teachers are not obligated to make prior arrangements for assignments, projects, and other instructional activities involving work that has not yet been assigned. Student absence for vacation not on the calendar will be treated as unexcused absence.
Class Contract	 Student Class Contract 2024-2025
College and Career Office	The College Office staff are available to answer questions from 7 am-3 pm. It is closed to students during periods 2 and 8.
Grading Policy	 School Wide Grading Policy SY2024
Graduation Requirements	Please see New York State Diploma Requirements or the NYC DOE Academic Policy for up-to-date information.
Home-School Partnership	We have provided the following suggestions for you and your family to assist in your child's academic success. • Make every effort to attend Parent Teacher Conferences. There will be two parent teacher conferences in the fall term and two Parent Teacher Conferences in the spring. Parent Teacher conferences are held virtually. • Monitor how your child is dressed for school and be aware that they should be dressed for success and comply with NYC Public School expectations. • Maintaining an active Jupiter account will help you track your child's progress and will enable you to communicate with your child's teachers. • Attend monthly PTA meetings. • Keep a copy of your child's class schedule. Know who your child's guidance counselor is, as well as the name of their learning center coordinator. • Know the end of the marking period dates and report card distribution dates. • Track your child's graduation requirements and contact your child's guidance counselor if you need assistance.

	• Speak with your child regarding the benefits of arriving at school promptly and obeying all the rules. We welcome the opportunity to partner with you in the pursuit of academic excellence for your child.
Honor Roll	Students must maintain, at a minimum, the following overall averages with no failing classes: • Honor Roll with Distinction – 90% or higher • Honor Roll with Merit – 80% or higher
Instructional Support Services	Instructional Support Services at Susan E. Wagner High School offers a wide array of services and is one of the more diverse programs in New York City day high schools. These services are consistent with the philosophy of IDEIA (Individuals with Disabilities Education Improvement Act of 2004): students are more alike than different and integrating programs and resources result in improved student outcomes for all. The services offered are as follows: • Special classes (NYC diploma bound and/or Career Development Occupational Skills Seal) with opportunities for collaborative team teaching and/or general education class placement. • Special classes (NYC Skills and Achievement Certificate) where students participate in a Vocational • Preparatory Learning Center skills development programming where they will learn the skills to help them prepare for meaningful post-secondary school employment. • SETSS (Special Education Teacher Support Services) where general education students receive academic support in a resource room or within the context of the general education class. • Related Services (Counseling, Speech and Language Therapy, Physical Therapy), Vision Services and Hearing Education Services, and Adaptive Physical Education.
Jupiter Gradebook	Susan E. Wagner HS uses the Jupiter Grading System for electronic grade keeping and family communication. Visit the Jupiter Help Page for written and video tutorials.
Lateness	It is the student's responsibility to arrive at school and in each class on time. Because lateness interferes with learning and achievement, it could result in academic failure and disciplinary actions. Students who are regularly in the late room are referred to their guidance counselor and phone calls home are made. If a student misses the 2nd period class, they must report to the attendance office.
National Honor Society (NHS)	Ms. Digesaro, NHS Coordinator In order to be accepted into the National Honor Society at Susan E. Wagner High School, students must meet requirements in the areas of character, scholarship, leadership, and service. They must obtain a 92 or above

	cumulative weighted average, participate in a club or team, and monitor for a staff member or in the community for at least one term. They must also be at least a junior. Once inducted, students participate in various drives and school events and, in the process, develop lifelong friendships.
Naviance	Susan E. Wagner HS is pleased to provide Naviance, a web-based, comprehensive application to assist in making decisions about colleges and careers. This service allows the Guidance Office to track and analyze data about our students' college and career plans. • Each student will have a Naviance account by September. The username is the OSIS number. A student who has never logged on before would click on "Forgot password" and use their nycstudents email to send themselves a temporary password. • Parents may ask for a parent account by emailing Ms. O'Connell at joconnell2@schools.nyc.gov. A parent account will enable you to see how your child is using the site, including results of college searches, career inventories and goal planning, without having to log in as your child. ***If there are any problems or questions, please email Ms. O'Connell at the above address.
NYC Schools Account https://schoolsaccount.nyc	With the NYC Schools Account (NYCSA), you will be able to view your child's attendance, grades, and contact information in one of ten languages on a computer, phone or tablet (see tutorial). You must be your child's parent or legal guardian and live at the same address to create an account. For more information and registration, please contact our Parent Coordinator at 718-698-4200 Ext. 32144 skennet@schools.nyc.gov
Report Cards	Report cards are issued twice per term at the conclusion of each of two marking periods. The second marking period report card grade for the term is the only grade which is recorded on the transcript, and is cumulative of the grades earned throughout the duration of the term. Report cards inform the student and their guardian of the student's academic and course progress, daily and class attendance. Guardians and students can access report cards on schoolsaccount.nyc REPORT CARDS ARE NOT MAILED HOME. If there are any questions regarding report card grades or student progress, please contact the guidance department or the assistant principal of the subject area.
SAT/ACT Preparation Programs	Albert.io All 11th grade students will have access to free SAT practice modules. Please join the following Google Classroom to register for this amazing opportunity. Google Classroom Code- 43v6p2a

	Study modules will be opened up weekly to allow students to practice at their own pace on their cell phones. Prep Scholar PrepScholar's Complete Prep is an automated online program that builds a unique study plan for every student.
Saturday School	Saturday School Instructional Program at Wagner High School offers credit bearing classes on Saturdays. Courses begin at 8:00am and end at 1:00pm.
Special Programs Honors/ Scholars Classes	Students who meet the academic requirements and who wish to have an enriched program in particular disciplines may be selected to participate in Honors classes. These special classes, offered in most major subject areas, provide research opportunities and supplementary activities. Placement is based on seat availability within the program, teacher recommendations, and academic achievement.
Student Email	The DOE creates a student account for every New York City public school student. With your DOE student account, you can access your digital textbooks, Google Classroom, Gmail, Microsoft Office 365, and other educational tools and applications. Your nycstudents.net account is typically your first name + last initial, and sometimes a number. For example, if your name is John Doe, your user name could be: Johnd, Johnd45, or Johnd187, and is followed by @nycstudents.net. Students access these resources by logging into teachhub.schools.nyc with their nycstudents.net username and password. All students have access to email through Gmail by entering their entire email address and their passwords. Students should set up their accounts using the DOE Password and Profile Manager. This allows students to change their passwords using the Personal Identification Number (PIN) of their choice. In addition, students may visit the library during their lunch periods to have their passwords reset. However, it is highly recommended that students use the Password and Profile Manager to manage their accounts.
Textbooks	Your subject class teachers issue textbooks. At the end of each term, all textbooks must be returned. When a book is returned, a receipt must be issued to you. Keep this receipt for your records.
Tutoring	Tutoring services are available during all lunch periods. Intensive Regents tutoring is announced six weeks prior to testing. Please speak to your guidance counselor for information.

HEALTH AND SAFETY

Code of Behavior

1. Students receive a presentation regarding the [New York City Department of Education's Disciplinary Code of Behavior](#) in their physical education class.
2. Students must present their student I.D. card upon entering the school building.
3. Always carry your I.D. card and present it upon the request of a staff member.
4. Use the Main Entrance to enter the building when you arrive at school. If you arrive before the start of classes, you must wait in the cafeteria.
5. At no time may you loiter in the halls, stairwells, grounds, or vicinity of the school. **YOU ARE REQUIRED TO BE IN ALL CLASSES, INCLUDING CAFETERIA, ON TIME.**
6. Alcoholic beverages, drugs, and other illegal substances are forbidden.
7. Smoking is prohibited in the school building and on school property.
8. Gambling is prohibited in the school building and on school property.
9. In order to use the elevator, you must first obtain written permission from the Deans' Office and or the AP/Instructional Support Services.
10. By Chancellor's Regulation, any student who uses or is in possession of a weapon; uses force or inflicts serious injury upon school personnel; uses extreme force against or inflicts serious injury upon other students; sells or distributes or is in possession of illegal drugs, or engages in behavior which creates a substantial risk or results in injury, will be suspended by the Superintendent.
11. In order to participate in extracurricular activities, you must be a paid member of the student government. In addition, no books or money may be owed to the school. All applicable eligibility requirements must be met. Excessive absence and/or lateness or repeated violation of the Code of Behavior will result in exclusion from these activities.
12. Always conduct yourself properly. Anything that is illegal, infringes on the rights of others, or interferes with the educational process is forbidden and will result in disciplinary action. The behavior listed below under "Department of Education Citywide Standards of Conduct and Disciplinary Measures" is also prohibited.
13. Bullying, cyber bullying, use of derogatory comments, racial, ethnic, or religious slurs, or other inappropriate

	remarks or actions will not be tolerated and will be dealt with immediately and the appropriate penalties will be imposed. If necessary, law enforcement will be notified. 14. Students who receive suspension attend school from 1:30-3:30 in the suspension room. Attendance is taken and school work is provided. 15. Students who walk the hallways AFTER the late bell rings, will be picked up by a dean and given detention.
Cutting	There is no legitimate reason for cutting. If a student is not present in their subject class, and their name does not appear on the daily absence list, they will be marked as cutting. Cutting is a serious matter, and parents will be notified. It will result in a reduction of the class work portion of the student's grade as well as in disciplinary action and possible failure in the course.
Dress Code	Students have the right to determine their own dress except where such dress creates a distraction, is dangerous or interferes with the learning and teaching process. It is important that you remember what clothing is inappropriate in school. Students who are in violation of the dress code will be referred to their guidance counselor and parents will be notified.
Electronic Devices	Portable music and entertainment systems may be used as set forth below: • Portable music devices may not be in view, turned on or used during instructional time which includes exam administration • Portable music devices may not be in view, turned on or used during hallway passing. • Portable music devices and entertainment systems may be used during student programmed lunch periods designated in the school cafeteria or school offices with the explicit approval of the school administration. • Portable music devices may not be turned on or used during after school, school-sponsored programs or activities except with the explicit approval of the teacher. • Photography / Video devices may be used as set forth below: • The use of photography/video devices are strictly prohibited in school or school property except during instructional activities with the explicit approval of the teacher or school administrator.
Elevators	Elevator passes may be obtained from the Deans' Office (rm. 171) when a note from a doctor is provided. No other students are permitted to use the elevator.
Emergency Guidelines (General Response Protocol)	Mr. Gary White, Assistant Principal Safety / Security 718-698-4200 Ext. 32286 The General Response Protocol (GRP) has been designed (in collaboration with the "i love U guys" Foundation) to provide all schools with the direction they will take when an emergency or incident occurs. At its core is the use of common language to identify the initial measures all school communities

	will take until first responders arrive. When an incident occurs, school administrators assess the unique circumstances that will affect how the GRP is implemented. Emergency readiness training in schools takes place in September and continues for staff and students throughout the school year. Student training is designed to ensure that students understand the importance of these drills without causing unnecessary alarm. All families are reminded to update the Emergency Contact Cards that are on file in our main office. This includes providing and updating information indicating phone numbers, and the names of adults to whom the school may release children in an emergency. Families are also encouraged to register with Notify NYC to receive information about emergency events, call 311 for additional information, and contact our school's Parent Coordinator at 698-4200 extension 32144. Upon return to the building, notifications will be sent to you via our Jupiter email system, electronic phone message, and will be posted on our website. In the event of relocation to another site, you will receive messages via our phone message system, Jupiter email system and website notification.
Guidance and Counseling Services	The Susan Wagner High School Guidance Department will provide all students with a comprehensive developmental school counseling program that will address multiple competencies including college and career readiness standards and academic social emotional development standards. School counselors will support all students through biannual educational progress meetings, provision of individual and group direct counseling services, biannual classroom guidance lessons and referrals when specialized intervention is warranted. • Guidance and counseling services are provided to every student in our school on a regular basis. • All students are assigned to a dedicated guidance counselor or grade advisor. • Guidance counselors and grade advisors are available to students during all lunch periods and at any time in the event of a crisis or guidance related immediate need. Students report to lunch and then will be released to see their guidance counselor. • Wagner is an annualized school. This means that students will retain their subject area teachers from Sept-June. • Students receive 4 report cards during the school year. • Students who fail a subject class at the completion of a term will be programmed for that class the following term in Saturday School or Summer School. • Students will receive two copies of their official transcripts at the conclusion of each fall and spring term. • Students who are interested in playing college sports will need to meet NCAA eligibility. • In certain circumstances, children will have a non -requested program

	change due to equalization of classes after the 10th day of school. If this should impact your child, please feel free to contact your child's guidance counselor for clarification.
Hall Passes	• Students are required to have a Wagner High School-approved pass any time they leave their classroom (official room pass or a handwritten pass signed by a teacher) • Students should use the designated bathroom as indicated by the color of the room pass • All students should meet with their guidance counselor during their lunch periods unless they have been scheduled by their guidance counselor for a different period and have been given a pass. Any student who requires immediate attention from their guidance counselor during class should report to their class first and inform their teacher, who will contact the counselor and arrange for the student to be escorted to the proper location, if necessary. Students should not go to guidance without a pass.
Ladder of Referral	Please follow the following "ladder of referral" for questions or concerns that you would like to see addressed: 1. Contact your school Parent Coordinator at ext. 32144. 2. Contact your child's teacher. 3rd Contact school Guidance Counselors: 3. Contact the Assistant Principal: <i>See pg. 6</i> 4. Contact the Principal: Mr. Cugini ext. 32257
Mediation Room / Restorative Circles	Under the supervision of the Wagner High school Dean's office, the Mediation Center provides students with the opportunity to resolve conflicts in a neutral setting. This process helps students gain a greater understanding of themselves, respect for other's points of view and develop mediation and negotiation skills.
Parent Social Media Guidelines	New York City Public School collaborated with teachers, librarians, and students, and partnered with Common Sense Media to create guidelines for students 13 and older for the best use of social media. These guidelines focus on four areas: digital image, responsible posting, thinking about your actions online, and cyberbullying.
Peer Mediation	Peer Mediation is a place where two students come together to discuss a disagreement in order to come to an acceptable solution. Lauren Endress Peer Mediation Coordinator lendress@schools.nyc.gov
Prevention and Intervention Program	The Prevention and Intervention Program (PIP)/Jewish Board Counseling Services promotes mental health, academic success, and wellness within your school.

	The PIP Office is located in Room 356 and is open from 8:00 AM – 4:00 PM. If you have questions about our services or are interested in a referral please contact our therapist, Nicholas Tamborra, at 917-755-3393 or by email: ntamborra@jbfcs.org. Our caseworker, Michele King, is available at miking@jbfcs.org.
Random Scanning (NYCDOE Policy)	Scanning in Schools Scanning is implemented in New York City public schools on the following bases: • on a full time basis whenever the school is being used; or • on a part time basis during randomly assigned days of the week during school hours. In addition, schools are randomly selected for scanning throughout the year or scanning may occur at a particular school when there is reason to believe that there is a threat to the safety of the school community
Respect for All	Respect for All in NYC Public Schools • Frequently Asked Questions about Student-to-Student Discrimination, Sexual and Other Harassment, Intimidation, Bullying. • Respect For All Family Resource <u>What Do We Mean by Conflict?</u> Conflict is a struggle between two or more people who perceive they have incompatible goals or desires. Conflict occurs naturally as we interact with one another. It is a normal part of life that we will not always agree with other people about the things we want, what we think, or what we want to do. Most conflicts arise in the moment because people of the same relative amount of power see the same situation from two different points of view. • Two siblings share a bedroom and do not agree on what color to paint the walls • Two strangers clash over a place in a movie line • Neighbors disagree about who should clean up debris after a storm • Two friends want to wear the same outfit to a party • Children quarrel over who gets to go first • Adults can't agree on how to spend a weekend. • Teenagers dispute who should babysit on a Saturday night. • Co-workers argue over how a job should be done. Think of some of the ways we describe people in conflict – <i>‘they were butting heads’</i>-<i>“she gave as good as she got”</i> - <i>“they were going back and forth at each other”</i> - <i>“it was he said she said.”</i> Both people are equally <i>“telling their side of the story.”</i> In a conflict people may get frustrated and angry. Chances are the amount of emotion each person feels will be relatively equal because both are vying for what they want. In the heat of the moment, one or both people’s emotions

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

What is Bullying?

Bullying behavior is very different from conflict. It is behavior that is **intended to cause some kind of harm**. The person doing the bullying purposely says or does something to hurt the target of his/her behavior. There is always an **imbalance of power** (physical or social) or strength between the person doing the bullying and the target of the behavior. The person doing the bullying may be physically bigger or stronger or may be older or have greater social status or social power than the person being targeted.

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

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

- A student intentionally bumps into a classmate whenever they pass in the hallway and encourages other students to laugh
- An athlete taunts another student about his sexual orientation in the locker room
- Classmates make fun of a student’s clothes or a mock student’s accent or taunt him/her about his / her grades

Although bullying can occur in a single incident, it is usually a **pattern of behavior repeated over time** and can take many forms –physical, verbal or social.

- A group of students regularly call another student

	names and hold her/him up for ridicule in front of others • A student repeatedly uses social media to embarrass and harass a classmate • A student gets others to go along with excluding a particular girl/boy from participating in activities in which she would otherwise be included. What help is available for students who have been the targets of bullying? School counselors are available to provide counseling services or referrals. Contact: AP of Safety, Security, and Wellness, Mr. White (gwhite10@schools.nyc.gov) RFA Liaisons: Ms. Shanks (JShanks@schools.nyc.gov) Ms. Deangelo (PDeangelo2@schools.nyc.gov) Sexual Harassment Prevention Liaison, Ms. Hasner (mhasner@schools.nyc.gov)
RUMC (school-based health center)	Susan E. Wagner High School now has an On-Site School-Based Health Center (SBHC) run by Richmond University Medical Center (RUMC) as part of its ambulatory health network. A SBHC is a fully equipped medical office within the school building, located in Room 174, and is open every school day between the hours of 7:30am-3:30pm.
School-Based Policy for Portable Music Entertainment Systems and Photography/ Video Devices on School Property	Portable music and entertainment systems may be used as set forth below: 1. Portable music devices may not be in view, turned on or used during instructional time which includes exam administration 2. Portable music devices may not be in view, turned on or used during hallway passing. 3. Portable music devices and entertainment systems may be used during student programmed lunch periods designated in the school cafeteria or school offices with the explicit approval of the school administration. 4. Portable music devices may not be turned on or used during after school, school-sponsored programs or activities except with the explicit approval of the teacher. Photography / Video devices may be used as set forth below: The use of photography/video devices are strictly prohibited in school or school property except during instructional activities with the explicit approval of the teacher or school administrator.

Transgender Student Guidelines	Many questions arise for students, parents, and school staff when considering the best supports for transgender students. These guidelines are designed to provide direction for schools to address issues that may arise concerning the needs of transgender students. Because this is an evolving area for school districts, some of this guidance will undoubtedly change over time. For Transgender Student Guidelines go to NYCDOE website for information.
Visitors Ext. 32277	All visitors must provide identification and sign in at the Main entrance security desk. Visitors will then be directed to the Welcome Center where they will remain until escorted to their appointment location. Students are prohibited from bringing visitors to the building. <u>Early Excuse Passes</u> - Early excuse passes are granted only for urgent reasons, such as medical appointments. If possible, appointments should be made at hours that do not conflict with school. In order to obtain an early excuse pass, you must report to the Welcome Center, in Room 116. You must present a note signed by your parent or legal guardian requesting early dismissal. An early excuse pass will be issued once their note has been verified by a telephone call to your parent or guardian. <i>Students who are not 18 years of age may not leave unless accompanied by a parent or guardian.</i>

STUDENT LIFE

Athletics	Athletic Director - Scott McBratney Susan E. Wagner High School is a participating member of the Public School Athletic League. The mission of the PSAL is to provide opportunities for educating students in physical fitness, character development and socialization skills through an athletic program that fosters teamwork, discipline and sportsmanship. Students must have their PSAL paperwork on file for EACH YEAR they participate. These forms include the medical and parent consent forms. If your child is interested in playing MORE than ONE sport, only ONE set of forms need to be completed. Medical forms and parent's consent forms are also available in the Falcons' Nest, and the Athletic Director's office – Room 183. All student athletes are subject to PSAL Eligibility Rules and Regulations.
------------------	---

	Additional information on the athletics program can be found on the school website or the program's Instagram @sewfalconsathletics
Cafeteria	Cafeteria Rules & Expectations: • Treat other people and property with respect. Everyone deserves a non-disruptive lunch period. • Take responsibility for your actions. • Under no circumstances should you be running, chasing, hitting, pushing, play fighting, or taking others' property. • Clean up after yourself. Throw garbage in the proper NYCDOE pails rather than the floor. • Follow the directions of staff members.
Clubs and Activities	Wagner has over 65 student clubs and activities to allow students the opportunity to maximize their time and pursue their interests. Please contact Ms. Oliveira for any further questions in getting involved. 718-698-4200 ext. 32124
Coordinator Of Student Activities (COSA)	Ms. Oliveira, Coordinator of Student Activities The Coordinator of Student Activities oversees the election of Student Government officers, and school events such as the New Student Luncheon and the International Festival. The COSA oversees all grade extra-curricular activities including senior events, such as the senior trip and prom. The COSA also promotes student involvement in clubs and develops leadership skills through student involvement in implementation and facilitation of all the above.
Falcon's Nest Room 197H (Cafeteria) Ext. 32121	The Falcon's Nest is open for students during all lunch periods. Students can obtain the following at the Falcon's Nest: • Apparel • Lunch Forms, • PSAL forms • OMNG card replacement • Recommended review books • Calculators • Payments: AP exams, Trips, Events, and School Production Tickets
ID Card Replacement	Please go to room 191 during your lunch period. If you do not have a lunch period, visit 191 at the end of the school day.
Lost and Found	The Lost and Found is located in the cafeteria inside the school store.
Lunch Forms	Families may now fill out lunch forms online.

Metro Cards	Student OMNY cards are distributed on the first day of school. They provide four free trips every day of the week, any time of the day. This includes a free transfer between the subway and local, limited, and Select bus service, or a free transfer between buses.
Student Government	Ms. Oliveira, Coordinator of Student Activities The Student Government provides students with the opportunity to gain leadership skills by representing their student constituents. The Student Government oversees the multifaceted aspect of extracurricular life that is an integral component to the overall well-being of the Wagner community Students wishing to run for office must meet the following qualifications: • A minimum cumulative average of 80% • Evidence of school service and citizenship • Good attendance • No failures due to absence or cutting • Evidence of leadership such as holding an office in the Student Government, National Honor Society, SING, school club, team, or participated in Council for Unity • Active member of their Learning Center
Working Papers	Working papers can be processed online. Please follow the instructions: 1. Complete the AT-17 Application for Employment Certificate (pdf) or the AT-22 Application for Employment Permit (pdf) 2. Email the completed application to workingpapers@wagnerhigh.net 3. Please include scans of your birth certificate or passport and your most current physical. 4. Once your documents have been verified, you will be notified via email when to pick up your completed working papers.