

High School of Sports Management



Student Handbook 2025-2026

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Welcome to the 2025-2026 School Year!

This handbook outlines the expectations, policies, procedures, and practices for the upcoming school year. Our faculty and administration are committed to providing the best educational opportunities to support the social-emotional growth and academic achievement of all students. We strive to create a climate where students and staff can succeed in an atmosphere of mutual respect, care, and responsibility.

The High School of Sports Management provides a dynamic learning environment that fosters the **intellectual¹, social, emotional, and physical development of our scholars**. Through tiered² **accessibility³** and the promotion of **advanced literacy**, teachers will foster a community of **21st-century learners**. The HSSM provides scholars with **personalized** experiential learning opportunities and access to internships through collaboration with professionals in the industry of sports. Our concept of a successful school is one built collaboratively by encouraging **corporate social responsibility** shared by its staff, students, parents, community members, and community-based organizations to promote the **advancement of intergenerational⁴ economic mobility**.

Vision:

Develop scholars to become innovators in the sports management industry and productive citizens of the world.

Mantra:

I think, I like to think.

I think well.

I read, I like to read.

I read well.

I write, I like to write.

I write well.

I speak, I like to speak.

I speak well.

We are the High School of Sports Management, the one and only, the one and only!

Instructional Focus:

Stakeholders at the High School of Sports Management will collaborate to ensure that all students receive engaging and rigorous instruction that incorporates literacy, numeracy, and culturally responsive strategies that promote higher-level thinking. HSSM will ensure student learning is personalized and monitored on an ongoing basis.

Theory of Improvement:

High-quality teacher development results in well-developed teacher practice and improved student achievement assessed through cycles of qualitative and quantitative data monitoring.

1. Intellectual - very educated and interested in studying and other activities that involve careful thinking and mental effort
2. Tiered - having or arranged in tiers, rows, or layers. Often used in combination.
3. Accessibility - the quality of being able to be reached or entered
4. Intergenerational - relating to, involving, or affecting several generations.

Benefits of Being a Student at HSSM



All members of HSSM are invested⁵ in the personalization of the teaching and learning experience. The environment will resemble supportive partnerships, working towards an academic plan that creates a pipeline to advanced placement, higher education, and career.

Our HSSM classrooms will inspire the sharing of ideas through rich discussions, fostering mutual intellectual growth and strong bonds among peers and educators. Students will take active responsibility for their learning, developing intellectual habits that promote self-monitoring, self-advocacy⁶, and effective self-management.

The path students take in our school will begin with strengthening their Moral Compass of Kindness and development of literacy and numeracy skills. Students will follow a track that leads to enrichment opportunities through Advanced Placement, College Now courses and workplace based learning.

Our students will gain skills to always be able to reach their goals.

Honor: Showing respect and esteem to others

Scholarship: Demonstrating a dedicated commitment to lifelong learning

Service: Engaging in acts of helpful activity for the benefit of others

Maturity: Exhibiting full development and responsibility in actions and decisions



5. Invested- care about

6. Advocacy - being able to tell people your thoughts and feelings and tell them what you need.

Social Emotional & Academic Support

At HSSM, we recognize that students may face challenges such as peer pressure, academic stress, and personal issues. Our school is dedicated to supporting students in overcoming these hurdles. We provide a safe and comfortable environment where students feel respected and valued, both academically and emotionally. Our teachers offer extra support, including tutoring and one-on-one conversations, to help students reach their full potential. HSSM promotes goal setting that helps students reach their full potential. If students need additional support, they can contact one of our guidance counselors: Ms. Janu Williams- Room 421 or Ms. Ariel Nieves - Room 443.

Student Responsibilities and Expectations

At the High School of Sports Management students are expected to be responsible, which means that students:

1. Attend school and be present during class lessons
2. Excel⁷ in all of their classes
3. Complete all homework assignments
4. Constantly participate and engage while in class
5. If behind on assignments, communicate with their teacher
6. Act responsibly and appropriately not only while in class but also the halls and cafeteria etc.
This means behaving in a manner your parents would be proud of. Students should be familiar with the discipline code and abide by school rules and regulations which also include the Student Dress Code and Cell Phone Policy

All students at HSSM are expected to:

1. Attend school and classes every day and on time
2. Come prepared - students should bring a backpack, pens, pencils, paper, folders, binders, and tools to organize their materials
3. Dress in uniform on daily basis
4. Place and keep their cell phones in their Yondr pouch
5. Respect themselves, others, school property, and the property of others.
6. Behave in a manner that contributes to a safe learning environment; free of weapons, illegal drugs, controlled substances, vapes and alcohol and which does not violate other students' right to learn
7. Be familiar with the [School Discipline Code](#) and abide by school rules and regulations
8. When directions are given, follow them the first time. If you are confused or have questions, ask!
9. Put forth your best effort at all times

<i>Always do your own best work.</i>	<i>Reread your work before handing it in.</i>
<i>Put learning ahead of getting good grades.</i>	<i>Double-check all your answers.</i>
<i>Put quality ahead of just getting it done.</i>	<i>Be confident of the work you give in.</i>

7. Excel - be exceptionally good at or proficient(skilled) in an activity or subject

10. Be proactive⁸ and take responsibility for your learning and success to ensure that you graduate within four years. See below for examples of how to transform your thinking:

<i>Reactive Language</i>	<i>Proactive Language</i>
<i>I'll try</i>	<i>I'll do it</i>
<i>That's just the way I am</i>	<i>I can do better than that</i>
<i>There's nothing I can do</i>	<i>Let's look at all our options</i>
<i>I have to</i>	<i>I choose to</i>
<i>I can't</i>	<i>There's gotta be a way</i>
<i>You ruined my day</i>	<i>I'm not going to let your bad mood rub off on me</i>

Taken from "The 7 Habits of Highly Effective Teens" by Sean Covey

Academic Expectations

Grading Policy

Grades are cumulative⁹ throughout the semester. Students' grades are based on academic progress and performance, considering a student's entire body of work in each subject area. The grade that is earned on any report card is indicative of what the student would receive in the class if the semester ended right now. All teachers follow the same standardized grading policy, as outlined below.

There are two terms in each academic year and a total of 4 marking periods. Each marking period, students receive an academic grade that reflects their performance on four categories of assignments:

- Mastery of Content (tests, quizzes, role plays, final projects, labs, etc.): **50%**
- Literacy - reading, writing, speaking, listening (presentations, essays, reports, discussions, participation, etc.): **20%**
- Group Collaboration (group work, projects, sharing, etc.): **15%**
- Habits of Mind (homework, citizenship, punctuality, etc.): **15%**

Homework Policy

Daily homework will be handed-out or posted. All assignments must be submitted on or before the due date. Students must hand in work neatly handwritten in blue or black ink or typed. Pencils are only permitted for bubbling, graphs and diagrams. Failure to submit homework assignments on time will negatively affect a student's grade and mastery of a topic

Missed Work

Regardless of why a student missed class, the student is responsible for asking teachers about any work they missed. These assignments are due the next time the class meets. If a student is seriously ill or cannot complete their missed work immediately, please contact the guidance counselor for help making a plan so that the student can complete the missed work

8. Proactive - make things happen, instead of waiting for them to happen to you

9. Cumulative - covers all the material learned and grades earned throughout a semester or school year for a particular class

Checking Grades Throughout the Marking Period

Students can use their NYC schools log-in information to access their grades. Contact The Parent Coordinator for support.

Grading Scale

Passing Grades: 65 - 100

Failing Grades:

- **55:** Student fails to demonstrate mastery¹⁰ of learning standards although they attend school
- **NS/45 No Show:** This grade is given to a student who fails to attend a course and does not participate in any of the work from which a grade can be derived.

Other Grades:

- **NL -** A grade of 'NL' is awarded to students who enroll in a course after it has started and may have missed assignments or assessments needed to generate a complete course grade for the given marking period.
- **NX - Course in Progress:** A grade of 'NX' is awarded if a student has a **documented, extreme extenuating**¹¹ **circumstance** that prevents him/her from completing the course in its established timeframe (e.g. surgery, death in the family).

'NX' and NL 'do not have a pass/fail or a numeric equivalent. A student who receives a grade of 'NX' or 'NL' must successfully complete remaining course requirements by the end of the semester following the termination of the course in order to receive a final grade and credit, as applicable.

Marking Periods 2025/2026

Semester	Marking Period	Dates
Session 1	Marking Period 1	09/05/2025 - 11/14/2025
	Marking Period 2	11/15/2025 - 01/27/2026
Session 2	Marking Period 1	01/28/2026 - 04/10/2026
	Marking Period 2	04/11/2026 - 06/26/2026
<u>S</u>		

10. Mastery - comprehensive (including all or nearly all elements or aspects of something) knowledge or skill in a subject or accomplishment

11. Extenuating - providing a partial justification or excuse for something

Minimum Promotion Criteria

Grade	Coursework/ Exams	Minimum Credits	Regents Requirements Advanced Regents Diploma	Regents Requirements Regents Diploma ¹²
9th	Successful completion of standards in academic subject areas	8 credits	2 Algebra I Biology	2 Algebra I Biology
10th	Successful completion of standards in academic subject areas	20 credits including 4 in ELA and/or ENL and 4 in social studies	6 Algebra I Biology <i>Earth and Space</i> <i>English Language Arts</i> <i>Geometry or Algebra II</i> <i>Global History</i>	5 1 Math - Algebra I - Geometry - Algebra II 1 Science - Biology - Earth and Space 1 Social Studies - Global History - <i>US history</i> 1 English Language Arts +1 additional Math, Science, Social Studies, or World Language
11th	Successful completion of standards in academic subject areas	30 credits	8 Algebra I Algebra II Biology Earth and Space English Language Arts Geometry Global History US History	5 1 Math - Algebra I - Geometry - Algebra II 1 Science - Biology - Earth and Space 1 Social Studies - Global History - <i>US history</i> 1 English Language Arts +1 additional Math, Science, Social Studies, or World Language
12th	Successful completion of standards in academic subject areas	44 credits in required subject areas	9 Algebra I Algebra II Biology Earth and Space <i>English Language Arts</i> Geometry Global History <i>Spanish</i>	5 1 Math - Algebra I - Geometry - Algebra II 1 Science - Biology - Earth and Space 1 Social Studies

			US History	- Global History - <i>US history</i> 1 English Language Arts +1 additional Math, Science, Social Studies, or World Language
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12. Diploma - a document given by an educational institution conferring a degree on a person or certifying that the person has satisfactorily completed a course of study

Graduation Requirements

To achieve a high school diploma a student must complete 44 credits in specific required courses and pass specific Regents exams with a grade of **65% or higher**.

	Regents Diploma	Advanced Regents Diploma
Core English	8 credits	8 credits
Social studies	8 credits including: ● 4 credits in Global History ● 2 credits in U.S. History ● 1 credit in Participation in Government ● 1 credit in Economics	8 credits including: ● 4 credits in Global History ● 2 credits in U.S. History ● 1 credit in Participation in Government ● 1 credit in Economics
Mathematics	6 credits, including: ● At least 2 credits in advanced math (ex., Geometry or Algebra II)	6 credits, including: ● At least 2 credits in advanced math (ex., Geometry or Algebra II)
Science	6 credits in science, including: ● 2 credits in any life science ● 2 credits in any physical science ● 2 credits in any life science or physical science	6 credits in science, including: ● 2 credits in any life science ● 2 credits in any physical science ● 2 credits in any life science or physical science
World Languages	2 credits	6 credits
Physical Education	4 credits	4 credits
Health Education	1 credit	1 credit
Art (including visual arts, music, dance, and theater)	2 credits	2 credits
Electives	7 credits	3 credits
Examination Requirements ● Students must score a 65 or higher to pass any Regents Exam.	● English Language Arts (ELA) ● Any math exam (Algebra I, Geometry, or Algebra II) ● Any social studies exam (Global or U.S. History)	● English Language Arts (ELA) ● All three math exams (Algebra I, Algebra II, Geometry) ● One social studies exam (US History or Global) ● Two science exams (Living Environment and one other)

	Regents Diploma	Advanced Regents Diploma
We strive for all our students to receive an Advance Regents Exam	- Any science exam (Living Environment, Chemistry, Earth Science, or Physics) - Any additional Regents exam, or another option approved by the State	- Any additional Regents exam, or another option approved by the State - Any NYC World Languages exam (also known as Languages Other Than English (LOTE) exam)

Special Programs & Partnerships

Students must take advantage of all the special programs and partnerships that we have to help improve their academic performance, college, career and civic readiness. These include:

Before and After School Programs - HSSM offers many activities after school. You can participate in PSAL, programs meant to help you improve your literacy and numeracy skills, clubs, and Regents preparation support.



HSSM Student Council - This is a student elected body that works with a faculty advisor, to address the needs and wants of the student body. Led by a president and a vice president, elected representatives from each grade design activities for the school and participate in decision-making around school policy.



College Now Program - College Now is a collaboration between the City University of New York (CUNY) and the New York City Department of Education that prepares public high school students for successful academic performance in college. All HSSM students have the opportunity to take college classes at our school! Students who participate receive both high school credit in this dual enrollment program.



My Brothers Keeper -In MBK we believe communities are the unit of change to realize improved life outcomes for boys and young men of color. The MBK Alliance works to unleash the power of communities working together to solve problems for boys and young men of color, at a level to improve real life outcomes.



My Sisters Keeper - My Sister's Keeper Foundation's (MSK) mission is to move women from average to excellence. The foundation's vision is dedicated to equipping and empowering a diverse community of women in their educational pursuits and goals, acquisition of life skills, and personal and professional development. This is accomplished primarily through the medium of professional coaching, mentoring relationships and partnerships with other organizations that address the needs of women...



PSAL- The PSAL scholastic athletics program is to provide opportunities for educating New York City students in physical fitness. Students compete at the high school level in several different sports such as basketball, soccer, and football



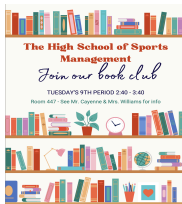
NHS- Students are inducted into the National Honor Society if they model its four pillars: Scholarship, Service, Leadership, and Character. To be eligible for the NHS you must earn and maintain a GPA of 85% and above.



Art Club - members have the chance to interact with varying perspectives of art through activities. They interact with a diverse group of individuals who share a similar appreciation for art.



Chinese Culture Club - Students are given the opportunity to expand their knowledge of Chinese culture. Through discussions, trips, experiencing the food and drink and other activities they explore a variety of topics such as holidays, traditions, music, the country of China.



Academic Rights and Student Responsibility

<i>All Students Have a Right to:</i>	<i>All Students Have a Responsibility to</i>
<i>Be informed and updated about graduation requirements, grading criteria and academic progress (review academic records upon request)</i>	<i>Participate in their own education by staying updated and checking on their progress regularly</i>
<i>Be notified of any danger of academic failure.</i>	<i>Track performance, communicate with teachers, guidance counselors and engage in self advocacy</i>
<i>Be given the opportunity to make up any missed work before the end of the marking period.</i>	<i>Complete assignments missed during illness, suspension, or unexpected absence from school.</i>
<i>Receive extra support to help bridge learning gaps.</i>	<i>Develop independent study skills and more self-direction and individual responsibility</i>
<i>Access to internal and external resources that will help ensure their success during and after high school.</i>	<i>Take advantage of the plethora of resources and opportunities available during and after school.</i>

Behavioral Expectations

Attendance Policy

Regular and punctual student attendance is important. All students are expected to **arrive at school by 8am** and report directly to class. Absences and latenesses will be documented everyday, and phone calls will be made. If absences or latenesses are excessive (more than one in a given month), additional outreach will be made that may result in a home visit and/or family conference. A student whose attendance is less than 90% is considered chronically¹³ absent.

We expect every student to be in school everyday. Students cannot learn if they are not in school. It is the goal of our school community to remove any barriers that may prohibit our students from coming to school. We ask if students have a job, it is after school hours. We believe that education is the key and will equate to a successful future.

HSSM is a community of individuals (students, staff, families, and community partners) all working together to achieve our mission. We will achieve this through the development and support of healthy, positive, and respectful relationships.

What HSSM students said they can do to improve their attendance :





13. Chronically - happening constantly or habitually

What HSSM teachers say about your attendance:

“We want you here!”

Absence Policy

If you miss school, you must submit an absence note from your parent/guardian, doctor or appropriate agency upon your return. Submit notes to Ms. Lana in the main office, Room 473. Please note that when you submit the note, the day(s) that you missed will still be considered an absence. There will just be a note on your record indicating that it was an excused absence. Students are responsible for completing all assignments when they miss school, even when it is an excused absence.

Truancy

Absence without the knowledge and consent of the parent or guardian is considered truancy. A student who is truant is considered to be cutting all classes missed and will be subject to the disciplinary action outlined for lateness and cutting.

Early Excuse

Students should not have appointments during the school day unless absolutely necessary. If a student has to leave school before the end of your day (even if sick), you must be signed out by an adult who is listed on your blue card. Unfortunately, getting permission by phone is not an option. **Please ensure that your parents submit an updated blue card with the contact information of all the individuals who are allowed to sign you out.**

School Lateness Policy

School begins at 8:00am. Students must be through scanning by 7:45am. We recommend students arrive by 7:30am to ensure they are not late, as the scanning process can be slow. Students who are repeatedly late will have to develop an action plan with their guidance counselor/advisor. Failure to improve their punctuality will result in counseling sessions, phone calls home to parents, parent meetings with administration, or household visits from the school's attendance officer.

Class Lateness Policy

Passing is 2 minutes. The purpose of passing is to get from one class to another. There should be no loitering in the hallway. If you arrive to class after the late bell, you must have a pass and you must sign the late log. Students who are continuously late to class will receive appropriate disciplinary consequences. Parents will be notified.

Passes and Cutting Policy

- You must get permission from your teacher to leave the classroom
- Sign the bathroom log and get the smart pass to go to the restroom
- Get a nurse's pass to go to the nurse
- Handle other business before or after school or during lunch, except in the case of an emergency. Office passes may be issued by the teacher, only when they determine that a student needs to leave the classroom and go to a location other than the nurse or restroom.

Remember, you have the responsibility of:

- not making a habit of leaving class,
- not staying out of class for too long a period,
- not congregating in the halls or bathrooms.

Your teacher has the right to limit your departure from the classroom if it is habitual. Any student in the hallway without a pass is cutting and will be subject to disciplinary action.

Attendance-related infractions, including tardiness to school, class cuts, truancy, and leaving school without permission, will result in appropriate disciplinary action which include, but not limited by suspension of students.

HSSM 2025 – 2026 BELL SCHEDULE

Bell Schedule: Mondays, Tuesdays, Thursdays, Fridays		Bell Schedule: Wednesdays	
Period	Time	Period	Time
1	8:00 a.m. - 8:45 a.m.	1	8:00 a.m. - 8:36 a.m.
2	8:47 a.m. - 9:32 a.m.	2	8:38 a.m. - 9:14 a.m.
3	9:34 a.m. - 10:23 a.m. (ANNOUNCEMENTS)	3	9:16 a.m. - 9:52 a.m. (ANNOUNCEMENTS)
4	10:25 a.m. - 11:10 a.m.	4	9:54 a.m. - 10:30 a.m.
5	11:12 a.m. - 11:57 a.m.	5	10:32 a.m. - 11:08 a.m.
6	11:59 a.m. - 12:44 p.m. LUNCH	6	11:10 a.m. - 11:46 a.m.
7	12:46 p.m. - 1:31 p.m.	7	11:48 a.m. - 12:26 p.m. LUNCH
8	1:33 p.m. - 2:18 p.m.	8	12:28 p.m. - 1:04 p.m.

9	2:20 p.m.- 3:05 p.m.	9	1:06 p.m. - 1:42 p.m.
10	3:07 p.m. - 3:52 p.m.	10	1:44 p.m. - 2:20 p.m.

High School of Sports Management Cell Phone Policy 2025 - 2026

The use of cell phones and earbuds is subject to the policy below.

Cell phones and Earbuds Policy:

Due to a new law of New York State, all personal devices are forbidden in school buildings.

Examples of these personal devices include:

Communication Devices, such as cell phones, smartphones, and smartwatches.

Computing Devices, such as laptops, tablets, and iPads.

Portable music and entertainment systems, such as MP3 players and game consoles.

If parents need to reach their children they can call the main office, (718) 333-7650 ext 4471

If a child needs to reach their parents they can go to the main office and ask to make a call.

***High School of Sports Management is not responsible for lost, stolen, or damaged cell phones and earbuds or other personal property.**

Consequences

Students must adhere to this policy at all times. Failure to adhere to this policy will result in disciplinary consequences including: confiscation, parent conference, loss of cell phone privileges, and other consequences in accordance with the Chancellor's Regulations.

Discipline

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

Safety and Security Expectations and Procedures

Morning Entry Procedures:

- All students will enter school located at 2630 Benson Ave through the side entrance at the intersection of Bay 43 street and Benson Avenue at 7:30 am.

- All students must swipe their I.D. Card when they enter the building. Students who enter the building without identification may have their entrance delayed and **be asked to wait for clearance**
- Students who do not have their ID cards **must** sign in **and then have their entry manually entered**
- Manual entry input takes time and will prevent prepared students from entering the building
- Students may be required to have a new card reprinted before entering the building
- Students may not bring in any glass, or open bottles or containers, permanent markers/paint, vape pens, controlled substances or paraphernalia to school. There is a more complete list of prohibited items, titled “weapons” in the chancellor’s discipline code. Please contact the main office at (718) 333-7650 ext. 4473 if you have questions.

Bathroom policy:

Students will use the bathrooms **10 minutes after the start of any class and up to 10 minutes before the end** unless there is an **emergency**. A teacher will sign students out using a smart pass, which gives students 5 minutes to use the bathroom. The bathroom is not a place to congregate.

Student Accident/Illness:

The nurse's room is located in the basement - room B59. If a student has a minor accident or feels ill, the student should be escorted by a staff member to the Medical Office for medical aid. The HSSM staff member should call ahead to the Medical Office (ask Ms. Lana for extension for the nurse, 5592) to alert the Nurse or Health Aide of the arrival of the accident victim / ill student. Please fill out an accident report provided by the secretary or school nurse within 24 hours. If a student suffers a serious accident or medical problem administration may be required to call for an ambulance and/or emergency car.

Dress Code:



The High School of Sports Management is a uniform school. Students are expected to wear their uniform daily. Uniforms have a few parts that are allowed:

- White HSSM Polo shirts or any other plain white Polo shirt
- Black HSSM jogger pants or black khakis or slacks . (No Jeans allowed)
- For girls, no leggings and skirts must be knee-length
- HSSM hoodies are permitted in class at the teacher's discretion
- Button-up white collar shirts & black formal pants are acceptable
- Religious clothes are allowed

Bullying: Chancellor’s Regulation A-832 and Sexual Harassment: Chancellor’s Regulation A- 831

It is vital to protect all students from harassment, sexual harassment, bullying, intimidation, cyberbullying and discrimination.

- No student shall be subjected to harassment, sexual harassment, intimidation or bullying by another student in school, during school hours, before and after school, while on school property, at school-sponsored events or at a school function; nor shall any student be subjected to discrimination by another student based on a person's actual or perceived race, color, creed, weight, national origin, ethnicity, citizenship/immigration status, religion, disability, sexual orientation, gender, gender identity or expression.
- “Harassment” and “bullying” shall mean the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse, including cyberbullying.

Any violation of the Chancellor's Regulation will require disciplinary action.

General Response Protocol:

The General Response Protocol gives schools instructions to follow when an emergency happens. It uses common language to identify the steps to take until first responders arrive.

Hard or Soft Lockdown

If there is a soft or hard lockdown students will hear a Public Address (PA) announcement made two times: "Attention: We are now in soft/ hard lockdown. Take proper action." Students must:

- Move out of sight
- Keep silent.

Evacuation

Most times the fire alarm system will alert us to start an evacuation. However, there may also be times when a Public Address announcement starts an evacuation. The announcements will begin with "Attention" followed by specific directions. They are made two times. During an evacuation, students must

- Leave belongings behind
- Cannot utilize electronic devices
- Form a single file line
 - In cold weather, students should take their coats, if possible.
 - Students wearing exercise or gym clothes will not return to the locker room.
 - Students without winter coats will be taken to a safe, warm location as quickly as possible.

Shelter In

When there is a Shelter-In, a Public Address announcement is made two times: "Attention. This is a shelter-in. Secure the exit doors." The Shelter-In directive stays in effect until it is ended by a Public Address announcement, "The Shelter- In has been lifted." During a shelter in, students must:

- Remain inside the building
- Conduct business as usual
- Respond to specific staff directions

Hold

The Hold response calls for no movement throughout the building until the "all clear" is given. Students must:

- Disregard "end of class" signals.
- Stay in their room until the announcement is made indicating that the "All Clear" has been issued and the building can return to regular operation.

Consequences for Misbehavior

When a student engages in misconduct, we provide support to address the student's inappropriate behavior and/or underlying needs, together with an appropriate disciplinary response in alignment with the [Discipline Code](#).

Responses include, but are not limited to:

- Student/teacher conference
- Parent phone call or email
- Pedagogical school staff (e.g. Dean, Guidance Counselor, Substance Abuse Prevention and

- Intervention Specialist (SAPIS) meeting with student to address the misbehavior and its impact
- Restorative practices including collaborative negotiation, circle process, peer mediation, conflict resolution, and formal restorative conferencing.
- Lunch detention
- Exclusion from extracurricular activities
- Formal meeting with student by appropriate supervisor (e.g., assistant principal, principal) to address the misbehavior and understand its impact
- In school parent conference with the dean and/or principal
- Removal from classroom requested by the teacher
- Principal's suspension (up to 5 school days)
- Superintendent's suspension (6 or more school days)

How to...

Change of Home Address: When a student has a change of address, their (parent/guardian) should reach out to Ms Lana , Pupil Personal Secretary so that his/her permanent records can be updated. Ms Lana will make the changes and inform the appropriate staff. Please make sure to have two (2) of the documents below to verify proof of address:

1. Lease agreement, deed, mortgage statement for the residence;
2. A residential utility bill (gas or electric) in the resident's name issued by a utility company (such as National Grid or Con Edison) must be dated within the past 60 days; A
3. bill for cable television services provided to the residence; must include the name of the parent and the address of the residence and be dated within the past 60 days.

Please go to the main office 473 for more information.

Secure Identification Cards (ID) - students have the responsibility to carry your program and ID card with you always, and must pass your school ID card through a scanner to be admitted to school each day. There is a \$2.00 fee for replacing the id card.

Secure Metro Cards -students should see Ms. Lana in the main office (room 473) after school to collect their metrocard. If your metrocard is lost, please report a lost Metrocard. Please note that Metrocards are provided only to eligible students. The Office of Pupil Transportation sets the eligibility requirements. If you live at least 1 to 1/2 miles from school, a free card will be provided. If you live less than 1/2 mile from school, you may be eligible for a reduced fare card - to ask.

Find a Lost Item - If you find a "lost" item, please return it to the Lost and Found in the main office 473. Your assistance is greatly appreciated in returning lost items to their rightful owner.

Guidance and Support Offices

Students can receive a wide variety of support and other resources from the guidance offices. Students can seek help with personal problems, **program changes**, **job searches**, **career assessment** and **working papers**.

Ms. J. Williams / Guidance Counselorfor 9th and 10th grade.....Room 421
 Ms. A. Nieves / Guidance Counselorfor 11th - 12th grade.....Room 443
 Ms. Grace Wang / Program Coordinator Chinese-American Planning Council, Inc.....Room 418

HSSM Staff Directory

Role	Room	Staff	Grade Engagement or Assignment	Email
Administration	477 B67 477 477	Derek Cradle Stanislaw Kaps Dr. Thera Lewis Dr. Lisa Terrero	Principal Assistant Principal of Security Assistant Principal Assistant Principal	deradle@schools.nyc.gov skaps@schools.nyc.gov TLewis15@schools.nyc.gov ltterrero@schools.nyc.gov
Dean	430	Julius Geradeau	All Students	JGeradeau@schools.nyc.gov
Guidance Counselor	421 443	Janu Williams Ariel Nieves	9th and 10th grade 11th and 12th grade	JWillia8@schools.nyc.gov ANieves27@schools.nyc.gov
Psychologist Social Worker Speech Therapist	TBA	Nicole Santiago. James Martucci Linda Sulaiman	All Students	NSantiago10@schools.nyc.gov JMartuc2@schools.nyc.gov LSulaiman@schools.nyc.gov
Payroll Secretary	473	Ieshia Williams	All Staff	IWilliams4@schools.nyc.gov
Pupil Personnel Secretary	473	Svetlana Khavasova	All Students	SKhavasova@schools.nyc.gov
Community Associate	473	Shania Jerome	All Students	
ENL Coordinator Part-time	473	Marla Goldstein	All ENL Students	MGoldstein4@schools.nyc.gov
Chinese-American Planning Council	418	Grace Wang	All Students	gwang@cpc-nyc.org
Art Graphic/Fine Art	TBA & Glab	Sarah Allam	All Students	SAllam2@schools.nyc.gov
Business/ Public Speaking	TBA	Mark Baker	All Students	MBaker7@schools.nyc.gov

Role	Room	Staff	Grade Engagement or Assignment	Email
	TBA	Robert Markowitz	All Students	
English Language Arts	TBA	John Ribaudó	10th Grade and AP Literature	JRibaudó2@schools.nyc.gov
	TBA	Azure Cayenne	9th Grade, 12th Grade and AP Language	ACayenne3@schools.nyc.gov
	TBA	Jacob Hochbaum	9th grade and 10th grade	JHochbaum@schools.nyc.gov
	TBA	Elizabeth Goetz	11th grade, 12th grade and elective	TBA
English as a New Language	TBA	Gina Aleyas	Standalone and ELA	GAleyas2@schools.nyc.gov
	TBA	Raquel Castellanos	Standalone and ELA	RCastellanos2@schools.nyc.gov
	TBA	Sergina Constant-Marsala	Standalone, ELA and Global	SConstantmarsa@schools.nyc.gov
	TBA	Xinyi Ling	Standalone and Science	XLing@schools.nyc.gov
	TBA	Xinyi Mao	Standalone and Math	XMao@schools.nyc.gov
	TB sol A	Samantha Salcedo	Standalone and Social Studies	SSalcedo5@schools.nyc.gov
Foreign Language/ Spanish	TBA		All students	
Health & Physical Ed.	TBA	John Nagiub	PE and Health	JNagiub@schools.nyc.gov
	TBA	Mahnoor Mian	PE and Health	
Health & Physical Ed.	TBA	Thomas Maloney	PE and Health	
Math	TBA	Michel Brown	Pre-calculus and Algebra 2	MBrown102@schools.nyc.gov
	TBA	Stephanie Wofford	Algebra 1 Technology/Algebra	swofford@schools.nyc.gov
	TBA	Ricardo Bentin	Algebra/Physics	
	TBA	Peina Wu	Geometry/Algebra	
	TBA	Hanxiao Ying	Geometry and AP Calculus	HYing@schools.nyc.gov
Music	TBA	Tatyana Branicka	All students	TBranicka@schools.nyc.gov
Science	TBA	Yevgeniya Mondella	Biology	
	TBA	Kevin Chen	Biology/Ecology	KChen20@schools.nyc.gov

Role	Room	Staff	Grade Engagement or Assignment	Email
	TBA	TBA	CHemistry and Earth And Space	
Social Studies	TBA	Nicholas Breen	US History and Global	NBreen@schools.nyc.gov
	TBA	Mohamad Awad	US History and Global	MAwad@schools.nyc.gov
	TBA	Jocelyn Polony	Part Gov/Economics/Globa 1	JPolony@schools.nyc.gov
	TBA	Jeremy Scotto	Global	
Special Education	GLab	Amany Helal	Algebra 1 and AP Computer Science	AHelal@schools.nyc.gov
	TBA	Michael Delfino	Global 1/Geometry	MDelfino2@schools.nyc.gov
	TBA	Caula Matthew	Social Studies	cmatthew13@schools.nyc.gov
	TBA	Jennifer-Lyn Youberg	English	
	TBA	Kiara Thomas	Biology	
	TBA	Sukie Chen	Math	
	TBA	Misty Milchell	English/Science	
	TBA	Remzije Zagovic	Para-Professional	rzagovic@schools.nyc.gov
	TBA	Sara Lucenti	Para-Professional	slucenti@schools.nyc.gov