



EMMA LAZARUS HIGH SCHOOL FOR
ENGLISH LANGUAGE SCHOLARS

STUDENT HANDBOOK
2019-2020

DR. JOEL E. HECKETHORN, ACTING PRINCIPAL
MR. MICHAEL GIOVACCHINI, ASSISTANT PRINCIPAL

Emma Lazarus High School Mission/Vision Statement

To provide a safe, secure, and academically rigorous environment and program for second language students.

Graduating students will be bilingual and uniquely qualified to enter post secondary institutions and the world of work.

ELHS ACADEMIC EXPECTATIONS & Academic Integrity

Emma Lazarus High School is committed to advancing the pursuit of intellectual excellence and expectations for academic integrity among all students. Our school standards embed the expectation that students will engage in ethical and responsible behavior and conduct, free of academic dishonesty.

Our students are expected to engage thoughtfully in class work, practice English, and push themselves to achieve. It is the belief of the school that all students can succeed and graduate with a high school diploma.

Emma Lazarus high school is a community built on trust and understanding. As students at ELHS, we commit to respect and support for each other.

Our school culture is based on a foundation of working hard, both as a community and as individuals. Please be aware that academic dishonesty takes away from your learning and that it is not acceptable at Emma Lazarus.

Any student engaging in academically dishonest behavior such as cheating on exams, or plagiarism will receive consequences accordingly.

ELHS ACADEMIC EXPECTATIONS & Academic integrity (Cont.)

EXAMPLES of academic dishonesty INCLUDE:

- Looking at someone else's work, or knowingly allowing someone else to look at your work
- Using any kind of "cheat notes" during an exam, test, or quiz
- Copying any work assigned to be done independently or letting others copy your work
- Using a cell phone or computer to give or receive or copy information before, during, or after an exam, test, or quiz
- Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper

Emma Lazarus High School Expectations

WE ARE A COMMUNITY OF INDIVIDUALS WHO ARE WORKING TOGETHER TO ACCOMPLISH THE SAME GOAL. BEING PART OF THIS COMMUNITY MEANS WE MUST ALL COMMIT TO BEING RESPECTFUL AND THOUGHTFUL IN OUR ACTIONS AND BEHAVIORS.

OUR MOTTO IS “Work Hard and Be Nice”

- NYCDOE regulations allow cell phones and headphones in the school building. However, phones may only be used in class for academic purposes when instructed by the teacher. They may only be used during lunch **once inside the lunch Room**, and before and after school.
- Phones and headsets visible in any area other than the designated times will be taken. **At no point should you make a phone call inside the school building.** In an emergency, please go to the office and ask to use the building phone.
- Hats and headgear are not permitted in the building. If they are seen, they will be confiscated and returned at the end of the day. This includes, scarves, headbands, and other items worn on the head, except for religious purposes.
- Students are expected to be in class on time. The school day begins at 8:20 AM and ends at 2:40 PM. PM School classes go until 4:50 PM
- Students are expected to be in attendance every day. Parents and guardians of Absent students will be contacted by teachers and advisors.
- Students are expected to be in class on time and prepared to work. Lateness will impact your achievement and be factored into your competency grade.
- Anticipated absences should be communicated to teachers as soon as possible (via email or a face to face meeting).
- If you are absent, with or without an excuse, you will be given three days to make up any missed work. Unexcused absence work will not be counted.

Emma Lazarus High School

SCHOOL RULES (Cont.)

- THREE UNEXCUSED ABSENCES WILL REQUIRE A MEETING WITH your GUIDANCE COUNSELOR PRIOR TO returning to ANY CLASS.
- STUDENT LAPTOPS ARE TO BE USED FOR EDUCATIONAL PURPOSES ONLY. **NO LAPTOP IS TO BE USED OR DISPLAYED IN THE LUNCHROOM at anytime.** AS PER THE AGREEMENT SIGNED, YOU ARE RESPONSIBLE FOR YOUR LAPTOP. Laptops should not be shared.
- NO RESTROOM PASSES ARE GIVEN DURING THE FIRST TEN MINUTES AND FINAL TEN MINUTES OF A CLASS. Additionally, we should all keep the restrooms clean!
- NO FOOD IS ALLOWED IN ANY OF THE CLASSROOMS.
- STUDENTS are to be in a classroom or the lunchroom during lunch.
- STUDENTS ARE REQUIRED TO HAVE A PASS FOR ANY ACTIVITIES OUTSIDE THE CAFETERIA during lunch.
- ALL STUDENTS ARE EXPECTED TO DRESS Appropriately. Any student wearing revealing or inappropriate clothing will be asked to change or be given “cover” clothing.
- All students need to inform the school when they have a change of address or phone number.
- If a student is absent from school or involved in a disciplinary matter, they are not allowed to attend after school activities and trips. After school activities and trips are an earned privilege.
- ALL STUDENTS ARE EXPECTED TO RECOGNIZE AND ENGAGE IN SCHOOL APPROPRIATE BEHAVIORS.

EMMA LAZARUS HIGH School

REGENTS policy

Upon entrance into Regent culminating courses, the following are the expectations for every student at our school (these courses are: Algebra, Living Environment, Global History, U.S. History, English, Geometry, Earth Science, Trigonometry, and when applicable Chemistry or physics).

I. The regents exam is a **REQUIRED** exit final exam that factors into each students' grade for the class.

a. The Regents exam makes up 30% of the student's final grade

B. The grade breakdown for Regents culminating courses is as follows:

- MP1 = 20%
- MP2 = 20%
- MP3 = 30%
- REGENTS EXAM = 30%

II. If students do not take a Regents exam, they will receive a "0" grade for the exam and may be unable to pass the course.

III. If students take a Regents exam and **FAIL** the exam (indicating lack of content mastery), they may be unable to pass the course and consequently will receive a failing grade.

IV. If students take a Regents exam and pass, then the student will receive an appropriate passing grade based on their performance in class and on the regents exam.

Emma Lazarus H.S. grading policy

- Projects - 40%
- Tests & Quizzes - 30%
- Written Assignments & Class work - 20%
- Community Competencies -10%

Emma Lazarus Community Competency Protocol

- The CC's Should be Done each week online in the gradebook (6 competency grades per marking period)
- Homework is embedded into the weekly competency grades
- Students will email the teacher each week (if necessary) about questions or discrepancies in their grades

Community Competencies Questions

Are you on time?

Do you finish the work?

Do you speak English?

Do you help your classmates?

Do you participate?

Do you clean the classroom?

Are you respectful?

Do you keep your phone off?

Do you listen to the teachers?

Do you work hard?

Emma Lazarus Online Courses

The following bulleted points will help you to understand the online course you are taking:

- *At the end of each marking period, we will look at the percentage completed and your overall grade at that point to be evaluated for the report card;*
 - *MP 1 you must have 33% or more completed and passing to receive a P (pass) on your report card,*
 - *MP 2 you must have 66% or more completed and passing to receive a P (pass) on your report card,*
 - *MP3 you must have 100% completed and passing to receive a P (pass) on your report card,*
 - *MP4 will be the final grade in the system (rounded up or down depending);*
- *The online class will end January 15 to give your online teacher time to assess all grades; our recommendation is to complete the course early and be done;*
- *If your online teacher emails us that you have cheated or plagiarized any assignment, quiz, or test, you will automatically receive a 55 for the course, no exceptions, please be aware that if you are supposed to graduate in January and need the course, this means you will have to remain in the Spring semester; and lastly,*
- *You must take all quizzes and unit exams in the building, please see Mr. Giovacchini, Mr. Subero or Mr. Sullivan for passwords; they have been instructed to type the password in to the computer and not to give you the password.*

Emma Lazarus After School Courses for Credit

The following bulleted points will help to understand the after school class you are taking:

- *After school courses do not meet as regularly as day courses; therefore, the time spent in class is crucial*
 - *two absences means that you do not have enough time in the class and will not receive credit*
 - *two latenesses equals one absence*
 - *classes should be assessed just like a regular day course and instruction should mirror the classes during the day*

Emma Lazarus High School

School directory

School address: 100 Hester Street,
Room 206, New York, NY, 10002

School phone: 212) 925-5017

School fax: (212) 925-5920

Website: www.emmalazarus.org

Dr. Heckethorn, acting principal

joel.heckethorn@emmalazarus.org

Mr. Giovacchini, assistant principal

Michael.giovacchini@emmalazarus.org

Teachers

Acosta, Michelle

Acree, Zach

Brumit, Dustin

Clark, Lucy

Diner, Alina

Dong, Jie (Katie)

Dreyfus, mary

El Ammari, Zakaria

Gao, Haiyan

Gilbert, Jenna

Law, Elaine

Ms. Lin

Mcguinness, Bryan

Ritter, Juliana

Stahl, Mark

Sullivan, Nolan

Tarallo, Enrico

Yanes, Jasmine

Ms. Zheng

EMAILS

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Emma Lazarus High School

School directory (Cont.)

Support staff

Shau, Stacy, guidance counselor

Rosa, Francesca, Guidance counselor

Chen, alice, secretary

Gajkowski, Lidia, secretary

Subero, raymond., tech specialist

Marrero, Jason, community associate

Fernandez, Hector school aide

email

yshau@schools.nyc.gov

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Learning to work program

Knowles, Jasmine social worker/ advisor

Alexandre, Marsha Internship coordinator

Kaplan, Aimee, social worker/advisor

Kaminsky, Julia, advocate counsel, community service

Smith, Jolisa, advocate counselor, college advisor

Rodriguez, Emmanuel, advocate counselor, college advisor

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