

2009-2010

Norman Thomas Student Handbook

Norman Thomas High School

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New York, NY 10016

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www.normanthomashs.net

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A message from the Principal:

I welcome you to a new year at Norman Thomas High School, a year that will be productive from both teaching and learning perspectives. Norman Thomas High School is a high school that has gained the respect and admiration of the entire New York City community. This reputation is the direct result of the individual and collective efforts and accomplishments of students who have preceded you. The coursework at our school has always been challenging and demanding. You will find it to be the same, as you progress through your academic experiences at Norman Thomas.

While Norman Thomas expects a commitment to effort from each of its students, it is important to understand that the faculty and administration are here to assist and guide you in that effort. As a school community, the professional staff is prepared to assist students with issues, academic or otherwise. Issues may concern you personally, or a classmate. Please share your concerns with us so that we may be able to assist you.

Counselors are always available to listen and to assess your situation. They are trained to provide strategies to ease academic problems and to suggest alternatives to deal with personal issues.

School safety officers are trained to help you with school-related problems that occur in your travel to and from school as well as during the school day. These problems will be dealt with in a confidential manner.

Teachers are usually your first level of assistance, especially when it pertains to academic performance. However, the principal and assistant principals are available to you as well. No problem is too small or too large to be discussed.

Attendance, attitude and responsibility are benchmarks to success. Your job at Norman Thomas is to prepare for your future. You were selected on the basis of your potential, and your outcome will depend mainly upon your input. Teachers, employers and college admissions personnel appreciate effort, diligence and a commitment to learning.

Learn and perform to the best of your ability, and take advantage of all that Norman Thomas has to offer.

Sincerely,

Philip M. Martin, Jr.
Principal
Norman Thomas High School

NORMAN THOMAS SCHOOL ADMINISTRATION

Philip M. Martin, Jr. Principal Rm.125

ASSISTANT PRINCIPALS/ADMINISTRATION

Diane Blount AP Administration/Supervision Rm. 737
AP Student Support Services Academy

Kenya Damon AP Pupil Personnel Services Rm. 635

Nerva Jean-Pierre AP Security Rm. 620

Louis Matta AP Organization Rm. 128

Steve Satterfield AP Security Rm. 618
AP Health and Physical Education
AP Freshman Academy

ASSISTANT PRINCIPALS/SUPERVISION

Evda Darios AP Career and Technical Education Rm. 412
AP Travel and Tourism Academy

Kelly Powell AP English Rm. 713
AP Marketing Academy

Stacey Torres AP Mathematics/Science Rm. 820
AP Data Specialist
AP Accounting Academy

Jeffrey Winograd AP Social Studies Rm. 802
AP Office Technology Academy

Benny Urena AP ESL and Foreign Languages Rm. 306
AP ESL/Bilingual Academy
AP Music and Art

NORMAN THOMAS DAILY BELL SCHEDULE

Effective September 2009

Period	Begins	Ends	Notes
1	8:00	8:46	
2	8:50	9:36	Attendance
3	9:40	10:29	
4*	10:33	11:19	Travel & Tourism/Accounting CPT
5*	11:23	12:09	9 th Grade CPT All Groups other than A
6*	12:13	12:59	Office Technology CPT
7*	1:03	1:49	Marketing CPT
8*	1:53	2:39	9 th Grade CPT- Group A
9	2:43	3:29	

There are four minutes allowed for passing between classes

CPT: Common Planning Time

*Lunch Periods

1. EXPECTATIONS

- 1.1 ATTENDANCE
- 1.2 EARLY RELEASE
- 1.3 NORMAN THOMAS BEHAVIOR
- 1.4 HARASSMENT
- 1.5 DETENTION

1.1 ATTENDANCE

Students are expected to be in school and on time each school day. Attendance is taken in all classes promptly according to the schedule in effect. At the late bell, tardy students must sign-in at the tardy desk in the attendance office. Tardiness without a parent or guardian will result in detention after school. Continued tardiness will result in progressive discipline as outlined in the Norman Thomas Code of Conduct.

Norman Thomas High School will notify a parent or guardian of student absences daily. Students are expected to submit a note to homeroom teacher specifying the reason for an absence. The second period teachers will then notify the attendance monitor if the absence is legal. Attendance problems are addressed by the attendance teacher. The NYC Board of Education has established an attendance policy that requires a student to maintain at least a 90% rate of attendance.

1.2 EARLY RELEASE

Parents must present official identification before a student will be released.

Students cannot leave the building prior to the completion of their daily school program. Students leaving prior to the end of the school day must have a parent present at the time of his/her departure. Students over 18 years of age still need permission from their parents in order to leave early.

1.3 NORMAN THOMAS BEHAVIOR

Norman Thomas High School is committed to safeguarding the rights given to all students under state and federal laws and regulations. The Norman Thomas Code of Conduct recognizes that expected behavior and consequences are appropriate to each student's age and developmental level. The goal is for students to gain an understanding of the benefits of proper behavior as well as the consequences of inappropriate behavior. A student who violates any of the school rules shall be subject to the appropriate disciplinary penalty stipulated in the Code of Conduct that is proportionate to the severity of the misconduct.

Students are expected to:

- Demonstrate respect to every person in the building.
- Be on time for class.

- Be prepared for class with the tools needed for each particular class. This includes bringing a notebook into the building every day, along with pens and pencils. Loose paper is not acceptable.
- Do all assigned homework and projects.
- Assist in keeping the building clean. Leave food and drinks out of the building. No food or beverage from the cafeteria should be brought outside of the cafeteria.
- Dress appropriately for school. This is a business school. Students must not wear pants below the waist or shirts and dresses that do not meet the Dress Code Standard.
- Carry program and identification cards at all times. When asked by any adult in the building to produce these cards, students must show them.

Students are prohibited from:

- Loitering on school property. This includes the entire area surrounding this building.
- Smoking in or around the school building.
- Wearing hats or any headgear inside the building. This applies to both male and female students.
- Bringing any electronic equipment into the building.
- Defacing school property, including but not limited to the walls, lockers, desks and any school equipment.
- Harassing (including sexually harassing and bullying), threatening, fighting, etc.
- Eating or drinking in any room outside of the cafeteria.
- Using inappropriate language, including slurs to people in the building about race, sexual orientation, weight, religion, etc.
- Possessing and/or using illegal substances.
- Possessing and/or using weapons or anything that is considered a weapon in the Code of Conduct.
- Any disrespectful and/or disruptive behavior.
- Utilizing the elevator. Only students with a medical pass or a student with documented limited mobility may use the elevator. Sports team members may not use the elevator, even with a coach present in the elevator.

Discipline problems are referred to a dean or an assistant principal. A parental conference may be requested. Flagrant or repeated violations of the Norman Thomas Code of Conduct will result in progressive disciplinary consequences, up to and including suspension from school.

1.4 HARASSMENT

It is policy of the New York City Public Schools to provide a school environment free of harassment or discriminatory behavior. Harassment/discriminatory behavior is one or more negative acts committed by one or more students against another student or group of students. Harassment or discrimination can be **physical** (physical injury or threat of physical injury), **verbal** (teasing, taunting or insulting someone), or **social** (use of peer rejection or exclusion to humiliate or isolate a person). Any such conduct which has the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile or offensive school environment may be considered harassment or discriminatory behavior and will then be subject to disciplinary action as outlined in the Chancellor's Regulation.

Examples of banned behaviors:

- Teasing or taunting another student.
- Threatening or harassing, intimidating or physically assaulting another student because of her/his race, color ethnicity, religion, national origin, gender, gender identity, gender expression, sexual orientation or disability.
- Using derogatory language in reference to another student's race, color ethnicity, religion, national origin, gender, gender identity, gender expression, sexual orientation or disability.
- Making derogatory jokes or name calling or slurs directed at others because of their race, color ethnicity, religion, national origin, gender, gender identity, gender expression, sexual orientation or disability.
- Written or graphic material, including graffiti, containing comments or stereotypes that are either posted, circulated or are written or printed on clothing or circulated on the internet (cyber-bullying) that are derogatory toward others because of their race, color ethnicity, religion, national origin, gender, gender identity, gender expression, sexual orientation or disability.
- Negative stereotypes or hostile acts which are derogatory to others because of their race, color ethnicity, religion, national origin, gender, gender identity, gender expression, sexual orientation or disability.

1.5 DETENTION

Detention is conducted in an assigned room for an hour after dismissal. Students told to report to detention must appear that day. An after-school job is not an excuse for missing detention. While in detention, students are expected to work silently and follow the posted detention expectations.

Detention attendance records are maintained. Additional consequences will be assigned for failure to report to, or behave during, detention as outlined in the Norman Thomas Code of Conduct.

2. RESPONSIBILITIES

2.1 METROCARDS

2.2 LOCKER ROOMS/LOCKERS

2.3 TEXTBOOKS

2.1 METROCARDS

MetroCards are issued on the first day of each term during official class. There is an automated system (ATS) that determines whether or not each student receives a MetroCard and what type of MetroCard received. The different types of MetroCards include half-fare, full-fare and bus only.

MetroCards are distributed during official class on the first day of each term. After official class, MetroCards are available in the Dean's Office, Room 620 during lunch periods only. Students in the Student Support Services Academy may pick up their MetroCards in Room 618.

To receive a MetroCard, a student must:

- Present a school photo ID card.
- Sign for their MetroCard.
- Secure their MetroCard in a safe place.

A student whose MetroCard is stolen must:

- Report to the Dean's Office, Room 620, during their lunch period.
- Fill out an incident report. The Dean will review this report before a replacement MetroCard is provided.

A student whose MetroCard has been damaged must:

- Report to the Dean's Office, Room 620, during their lunch period.
- Hand in the damaged MetroCard, and a replacement MetroCard will be provided.

A student who have lost their MetroCard must:

- Report to the Dean's Office, Room 620, during their lunch period.
- 1st time: A replacement will be given the same day.
- 2nd time: A replacement will be given in 3 school days.
- 3rd and subsequent times: A replacement will be given in 1 week.

After the 1st time a student loses his/her MetroCard, a parent/guardian will be notified by telephone before a replacement MetroCard is issued.

2.2 LOCKER ROOMS/LOCKERS

The boys' and girls' locker rooms are located on the 9th floor.

- Students have access to the locker rooms only during physical education class and/or after-school PSAL team activities.
- Students absolutely may not leave a locker locked overnight. Locks will be cut at the discretion of the administration.
- Students are not to share lockers.
- After changing into physical education uniforms, students should always lock their school clothes in lockers. Only combination locks are to be used. Other types of locks will be cut at the discretion of the administration.
- Locker room/locker issues should be reported immediately to the staff member assigned to supervise the locker room or to the physical education office in room 921.
- At the end of each term, students must clear out their lockers. All lockers will be emptied at the end of each term, and all clothing will be donated to agencies such as the Salvation Army, Goodwill, etc.

2.3 TEXTBOOKS

- Students are assigned textbooks by classroom teachers. Each textbook has an identification number.
- Students will fill out a book receipt for each textbook received; on the book receipt, the textbook's identification number must be written.
- Textbooks must be returned to the teacher as quickly as possible.
- Book receipts will be returned to students after textbooks are returned. It is important for students to destroy their book receipts after returning books so that they will not be charged for them.
- Students are responsible for each textbook issued and will be required to pay for any textbooks lost.
- All payments must be submitted in cash to the department assistant principal.
- Returning books is a requirement. Diplomas will not be distributed to any student with an outstanding balance.

3. SPECIAL AREAS

- 3.1 CAFETERIA
- 3.2 LIBRARY
- 3.3 GUIDANCE DEPARTMENT
- 3.4 COLLEGE OFFICE
- 3.5 SCHOOL SAFETY OFFICE
- 3.6 AUDITORIUM
- 3.7 COSA OFFICE / ATHLETIC DIRECTOR
- 3.8 SPARK
- 3.9 CONFLICT MEDIATION
- 3.10 SCHOOL COMMUNITY COLLABORATIONS

3.1 CAFETERIA

- Food and beverages are consumed in the student's cafeteria. The cafeteria opens at 7:15 A.M. for the morning breakfast program and is open 4th period until 8th period.
- Lunch applications will be made available in official class during the first week of school. Thereafter, an application may be obtained from second period teachers or from rooms 128 and 740.
- Students are expected to be courteous and polite to the cafeteria staff. A student whose behavior is deemed inappropriate will be removed from the cafeteria and may be subject to consequences as per the Code of Conduct.
- Students must be on time for lunch and are not allowed to leave the cafeteria prior to the conclusion of their lunch period without a hall pass. There are restrooms available during the lunch period on the sixth floor. After receiving their lunch, students are expected to remain seated during the lunch period. Exceptions are to return to the lunch line, use the bathroom or dispose of garbage in the receptacles provided.
- There is absolutely no standing by the doors.
- If a fire alarm rings during lunch, students are expected to leave their lunches but take textbooks and personal belongings with them. They are to maintain silence as they exit the building. When directed to do so, they should then return to the cafeteria.

3.2 LIBRARY

- The library is open from 8:00 A.M. to 3:29 P.M. Students may choose to go to the library before school or during lunch periods.
- Students must be on time or will not be admitted to the library.
- Students going to the cafeteria first may, after eating lunch, go to the library after obtaining a library pass from the cafeteria. This pass must be presented to the librarian.
- Students may not enter the library during a class period unless accompanied by an adult.

- Expectations are set by the library staff in accord with the Norman Thomas Code of Conduct.
- The library is to be used to obtain reading material, do research or complete an assignment by a teacher.
- Computers and printers are available in the library; usage will be monitored by the library staff.
- Librarians can make copies of magazines or books for students, as necessary.
- A Norman Thomas identification card is required to borrow books from the library.
- Students are expected to return books in a timely fashion and in the same condition as when borrowed. Students will be charged for damaged or lost material.
- Students receiving related services in the library must show their related service appointment sticker (on their photo ID card).
- A student experiencing an emergency in the library or lost photo ID card must see Ms. Blount in room 737. Ms. Blount will contact the related service provider.

3.3 GUIDANCE DEPARTMENT

The guidance counselors at Norman Thomas High School:

- Provide educational guidance, course information, career and personal counseling and help with personal issues.
- Create a welcoming environment for people of all cultures, background and abilities.
- Facilitate academic, emotional, social and career growth in each student.
- Challenge students to use their individual talents, interests and skills to better serve society.
- Recognize the need for ongoing evaluation of its program in order to improve services to students, parents, staff and community.
- Inform students and parents of pertinent information pertaining to success and the realization of a Regents Diploma.
- Recognize the need to foster the desire for lifelong learning and to support the development of the skills necessary to succeed in a global society.

The name of each student's counselor is printed on the student's schedule.

Counselors use appointment slips to schedule students. Appointment slips will be placed in the period two attendance folder and distributed by period two teachers. Students must show this appointment slip to the teacher whose class they will be missing before they go to the counselor.

3.4 COLLEGE OFFICE (ROOM 324)

Reference materials, college catalogs, financial aid forms, and selected college applications are available in the college office. In addition, students can sign up for college campus visits through the college office. College office staff also helps students through the college admissions process. The college office sends out academic information and transcripts for summer programs and scholarships.

3.5 SCHOOL SAFETY OFFICE (ROOM 128)

School safety agents are part of the New York City Police Department who are assigned to Norman Thomas High School.

3.6 AUDITORIUM (SECOND FLOOR)

Norman Thomas High School is proud to have one of the most desirable auditoriums in Manhattan. We take tremendous pride in maintaining the appearance of our auditorium.

- Students are never permitted in the auditorium without adult supervision.
- Food is not permitted in the auditorium.
- The auditorium is used for academy meetings, grade level meetings and assemblies.
- Students are expected to arrive in an orderly fashion and to maintain proper conduct.
- For most assemblies, students will be assigned a specific location according to a seating chart. Students will be assisted by their teachers in finding their correct seats.
- At times, the auditorium is the principal's classroom. The auditorium allows large groups of students to meet at one time.
- If a fire drill is conducted in the auditorium, instructions will be given by the administration from the stage area. Absolute silence is to be maintained throughout the drill. Students will return to the auditorium at the conclusion of the fire drill.

3.7 COSA OFFICE/ATHLETIC DIRECTOR (ROOM 623)

The Coordinator Of Student Activities (COSA) arranges special events for students (the blood drive, student government, the Penny Harvest, etc.). This year the COSA is also the athletic director. The athletic director is in charge of all after-school athletic activities.

3.8 SPARK (ROOM 139)

The SPARK counselor provides services for students who need assistance with substance abuse and family issues. In the SPARK office, students get to know each other in a safe, non-judgmental atmosphere while studying, relaxing, and participating in one of the constructive interactive peer workshops. SPARK gives students opportunities to learn about and teach issues affecting the school community. The SPARK counselor provides resources and

information on drug use and peer pressure. A student can come in for individual, confidential counseling or referral to other services. Students participate in SPARK during their lunch period and eat lunch in the SPARK Office. Students may earn credits for participating in SPARK.

3.9 CONFLICT MEDIATION (ROOM 823)

In conjunction with our guidance counselors and deans, conflict mediation services allow students to resolve problems with each other before they escalate into fights. Conflict Mediation consists of students trained in peer leadership and conflict resolution to negotiate and mediate. Our motto is, "**Help us put the deans out of business.**"

3.10 SCHOOL COMMUNITY COLLABORATIONS

BELLEVUE CLINIC (ROOM 1025)

Bellevue Clinic is available to all students who complete an application (refer to the Code of Conduct). See Section 4.5 for more information on Bellevue Clinic.

GRAND STREET SETTLEMENT (STUDENTS' CAFETERIA)

In addition to our own after-school activities, Grand Street Settlement (a community-based organization) offers a variety of academic, cultural, social and athletic activities. Through Grand Street Settlement, our school offers after-school programs including a fashion show, the Asian Culture Club and Chinese New Year's celebration, a chess tournament and an annual basketball tournament.

HARLEM CENTER (ROOM 324)

The Harlem Center provides SAT prep classes, college tours, college advisement, and the Boys to Men mentoring program.

SUPPLEMENTAL EDUCATIONAL SERVICES (ROOM 138F)

Supplemental Educational Services (SES) is a program that provides tutoring for students in academic subjects, literacy skill building and Regents preparation. Services are provided through outside vendors including Sports and Arts in Education and Educate-Online. Parents work with the school's parent coordinator to enroll students in these programs.

4. SERVICES

4.1 CLINIC

4.2 HEALTH SERVICES

4.3 IMMUNIZATIONS

4.4 PHYSICALS

4.5 EMERGENCIES AND ACCIDENTS

4.6 PRESCRIBED MEDICATIONS AND TREATMENT

4.7 WORKING PAPERS

4.1 CLINIC

Norman Thomas has a health aide located in room 1020 and Bellevue Clinic located in room 1025. The clinic is open from 8:30-3:30 five days a week. The health aide is in room 1020 from 8:50-3:29 daily. In order to see the health aide or to visit the clinic, students must have a color-coded pass from a teacher or administrator. Students may also schedule an appointment with Bellevue clinic in advance; students should present the pass that they receive from the clinic to their teacher before leaving class for the appointment.

4.2 HEALTH SERVICES

Health services include (but are not limited to):

- Emergency first aid.
- Screening for referrals for illnesses or other health-related problems.
- Vision screening.
- Maintenance of a health record and emergency contact card for each student. (Addresses and phone numbers must be properly updated).
- Dental services.
- Physical exams.
- Obstetric and gynecological services.
- Diagnosis and treatment of sexually transmitted diseases.

Bellevue Clinic also offers mental health services. Students may visit the clinic in room 1026 to set up a confidential appointment. Students may also see Ms. Blount or Ms. Damon to be referred for service.

Norman Thomas also has several social workers on staff. To see a social worker, students should see Ms. Blount in room 737.

Norman Thomas High School offers additional student support services including speech, physical, and occupational therapy as well as hearing support services.

The health aide is not allowed to dispense any medication, including over-the-counter medication like Tylenol.

4.3 IMMUNIZATIONS

It is the responsibility of a student's parent or guardian to provide proof of required immunizations. A student will be notified by the nurse if an immunization record is deficient. A student may be excluded from attending school until the immunization record is updated satisfactorily. Immunizations may also be obtained from Bellevue Clinic by appointment.

4.4 PHYSICALS

Athletic physicals may be scheduled through Bellevue Clinic or through an outside doctor or agency.

Bellevue Clinic also offers physicals for working papers.

4.5 EMERGENCIES AND ACCIDENTS

In the event of an emergency or accident, Ms. Blount, Mr. Jean Pierre or Ms. Damon should be notified immediately. Details should be provided and appropriate action will be taken as per the Crisis Response Team guidelines.

All accidents on school property must be reported to the Mr. Jean Pierre or Ms. Blount. As soon as possible a report of the accident must be completed.

A seriously ill student will be accompanied to an office, and an ambulance may be called. Students taken to the hospital will be escorted by a staff member. A parent or guardian will be required to pick up a student from the hospital. If a student is taken to the hospital via ambulance, that student is required to return to school with a parent or guardian and present a letter of clearance.

4.6 PRESCRIBED MEDICATIONS AND TREATMENT

Students with chronic health problems should register with Bellevue Clinic. Students may not carry their own medication around the building. A student requiring medication during the school day must deliver the medication to Bellevue Clinic in a properly labeled container. The clinic will dispense the medication. This directive does not apply to asthma pumps, but asthma pumps must be registered with the clinic.

All students with chronic health problems (asthma, diabetes, seizures, etc.) or mobility issues are interviewed annually and are required to provide a medical profile to update health record information. Students receiving IEP services must also take a copy of their medical profile to room 737 so that the information can be updated in the IEP medical file.

4.7 WORKING PAPERS

Working papers may be obtained in room 920. They may also be obtained in room 138F from Ms. Knight, the Parent Coordinator.

- For working papers a student needs to bring an original copy of her/his birth certificate, a social security card, the working paper application signed by a parent or guardian and a medical note.
- A physical exam may be scheduled through Bellevue Clinic or another medical facility.

Working papers may not be obtained during class time.

5. REPORTS AND RECORDS

- 5.1 REPORT CARDS
- 5.2 HONOR AND MERIT ROLLS
- 5.3 ABSENCE AND TARDINESS
- 5.4 TRANSCRIPTS

5.1 REPORT CARDS

Report cards are issued three times a semester. The dates for report card distribution are on the school calendar. Parents and students can also view report cards on ARIS and Daedalus, accessible through the school web site: www.normanthomashs.net.

A minimum grade of 65% is required for passing a course. Attendance and teacher comments are also included on report cards.

5.2 HONOR ROLL

Honor rolls are posted at the end of each semester. A student with an overall average of 85 or higher earns a place on the honor roll. A student with an overall average of 90 or higher earns a special distinction on the honor roll. Honor roll assemblies will be held to recognize the accomplishments of these students.

5.3 ABSENCE AND TARDINESS

The number of student absences for each marking period is reflected on report cards. Norman Thomas High School enforces the NYC Department of Education attendance policy. Students who arrive at Norman Thomas tardy without a parent/guardian will be assigned disciplinary consequences as outlined in the Norman Thomas Code of Conduct.

5.4 TRANSCRIPTS

Student transcripts are maintained by the school. The transcript includes course and NYS RCT/Regents grades, the number of credits earned as well as the senior year class rank. The guidance counselors use transcripts to facilitate college, job or military applications.

6. FEATURES

- 6.1 ACTIVITIES
- 6.2 HONOR AND AWARDS
- 6.3 ASSEMBLIES
- 6.4 SCHOOL SAFETY DRILLS

6.1 ACTIVITIES

Students are encouraged to participate in athletics and/or extra-curricular activities. Athletics and activities are open to everyone. Practices and meetings are held before or after school. Listen for announcements regarding membership recruitment and meetings. Each club or activity meets in the room of its faculty advisor.

Students will be declared ineligible to participate in athletics and/or activities when academic and/or attendance standards are not maintained. Students must pass four academic courses and physical education with a minimum attendance rate of 80% to participate in the Public School Athletic League (PSAL).

Team sports include:

- Baseball (Boys')
- Basketball (Boys' and Girls')
- Bowling (Co-Ed)
- Handball (Boys')
- Outdoor and indoor track (Co-Ed)
- Softball (Girls')
- Volleyball (Boys' and Girls')

Extra-curricular activities include:

- Future Business Leaders of America <http://www.fbla-pbl.org/>
- DECA <http://www.deca.org/>
- Computer Club
- Cheerleading Team
- Math Team
- Chess Club
- Community Leadership Team
- Student Government

6.2 HONORS AND AWARDS

Honor roll assemblies are held in the fall and spring to recognize academic achievement during the semester. The Senior Awards assembly is held before the graduation exercises to honor seniors for their achievements throughout high school. Perfect attendance certificates are presented in June. Athletic teams are recognized with certificates at the completion of their schedules. The athletic department and/or participating coaches determine varsity and team status and award letters on that basis.

6.3 ASSEMBLIES

Students are accompanied by their teacher to the auditorium when notified by office personnel. Students must proceed to the auditorium with their teacher in an orderly manner. Attendance will be taken during the assembly. All students must sit with their teacher in assigned rows. Appropriate behavior is expected throughout the assembly period. Instructions for dismissal will be given at the conclusion of the program.

6.4 SCHOOL SAFETY DRILLS

Safety drills are conducted periodically. Students will be directed by their teacher to stand up, exit the room, and proceed according to the evacuation instructions posted in each room.

- Students are to maintain absolute silence throughout the entire drill. Students are to remain with their class at all times. Limited mobility students will be taken to the holding areas on each floor.
- School personnel are stationed in the stairwell and at exits. Students may be redirected if the situation warrants such action.
- Reentry to the building will be permitted by school staff at each exit/entry area when the building is clear.
- Attendance will be taken when students re-enter their classes.
- Violations of safety drill procedures by students are considered serious infractions and will be reported to the administrators for disciplinary action as outlined in the Norman Thomas Code of Conduct.

7. GRADUATION INFORMATION

7.1 GENERAL REQUIREMENTS

7.2 REGENTS EXAMS

7.3 NORMAN THOMAS ACADEMIES

7.1 GENERAL REQUIREMENTS

All courses of study are college preparatory. Students are expected to complete a full NYS Regents program.

Advanced placement courses are taught in several academic areas. Elective subjects and college level classes are available via the connected classroom at Norman Thomas.

7.2 REGENTS EXAMS

The Regents exam is an exit exam given by the state. This test is given as the final exam in the course and the passing grade for the exam is 65. The grade received on the Regents exam is taken into account when the teacher determines the final grade for the school year. The following is a list of courses that end in a Regents exam:

Math: <ul style="list-style-type: none">• Intermediate Algebra• Geometry• Intermediate Algebra II & Trigonometry	Science*: <ul style="list-style-type: none">• Living Environment• Earth Science• Chemistry	English: <ul style="list-style-type: none">• English Language Arts
History: <ul style="list-style-type: none">• Global Studies• U.S. History	Foreign Language: <ul style="list-style-type: none">• Spanish• French	

***Note: Students will not be scheduled for a science Regents exam unless they have met all lab requirements.**

7.3 NORMAN THOMAS ACADEMIES

- FRESHMAN ACADEMY
- ACCOUNTING
- MARKETING
- TRAVEL AND TOURISM
- OFFICE TECH

8. POLICIES

8.1 DRESS CODE

8.2 DRUGS AND ALCOHOL

8.1 DRESS CODE

- Norman Thomas High school has established the following rules regarding a dress code:
- Headgear of any kind is prohibited (including but not limited to hats, headbands of any width, caps and hoods). This applies to male and female students.
- Clothing that is deemed to be disruptive to the learning environment is not acceptable. Examples of banned clothing include (but are not limited to) tank tops, muscle shirts, short shorts, miniskirts, see-through clothing, tights and/or spandex style wear without a long covering top within four fingers of the middle knee, clothing with obscene words, pictures or graphics.
- No clothing with images of weapons or drugs may be worn.
- No clothing can be worn with anything that symbolizes drugs or gangs.
- Jewelry that may be deemed a weapon is not allowed. This includes, but is not limited to, rings covering multiple fingers, spiked necklaces or belts, belts with large removable buckles, chainlike wear, ninja-type stars, etc.
- Skirts, dresses, shorts, and/or cut-off pants must be no shorter than four fingers above the middle of the knee cap when measured by the individual student with fingers in a closed position.
- Neither males nor females may wear pants so low that undergarments or skin is shown.

8.2 DRUGS AND ALCOHOL

- No person may use, possess, sell or distribute alcohol or other illegal substances on school property or at school sponsored events.
- Over-the-counter and prescription drugs are prohibited from Norman Thomas unless accompanied with a medical release.
- Persons exhibiting behavior and/or conduct that leads school officials to believe that (s)he has consumed alcohol or taken any mood-altering substance shall be prohibited from entering school or school-sponsored events.

The discipline procedures regarding substance use are as follows:

- The principal or a designee will report to NYPD any student found to be in possession of, selling or using illegal drugs or controlled substances.
- The parent or guardian will be notified of the incident and the school will request a suspension.
- Prior to returning to school, the student and his/her parent or guardian must meet with a school official.
- Norman Thomas High School will provide, for identified students and their families, screening and referral to a community-based treatment program.

There are numerous agencies specializing in alcohol and other drug counseling and rehabilitative services. This will be done in strict compliance with appropriate federal and state laws and regulations regarding confidentiality. Students may also be referred to an in-house substance program called the SPARK program. Students also have the option of utilizing a social worker in the building.