



**2019-2020**

## **WAGNER STUDENT SCHOOLWIDE CONTRACT**

The Wagner Student Handbook addresses important information and can be accessed on the school website under the tabs, Student Life and Parents. This includes: Emergency Readiness - General Response Protocol (can also be accessed on the Homepage under Bulletin Board), Code of Behavior, Learning Centers, college readiness opportunities, academic intervention services, responses to Frequently Asked Questions, as well as other items of interest.

### **CONDUCT**

1. Regular attendance is required and expected. You must be in your assigned seat, with notebook opened, and ready to work, no later than at the sound of the late bell. Food and drink are prohibited in class.
2. Notebooks and pens/pencils are to be brought to class every day.
3. Hats are not to be worn in school. Cell phones and other electronic devices are not permitted.
4. Raise your hand and wait to be recognized when you wish to answer/ask a question. Passes will be limited to emergencies. No passes will be issued during the first ten or last ten minutes of each period.
5. Students interfering with the rights of others to learn by disturbing the teacher or classmates will be subject to disciplinary action.
6. Students who are insubordinate toward any staff member will be assigned detention and if necessary will be suspended.
7. Smoking on school grounds is prohibited. Any student found smoking on school grounds will be suspended and may receive a NYPD summons.
8. Your class participation grade is based on your participation and performance in class. Both positive and negative behavior will also be considered as part of your classwork grade. You have the responsibility to respect the rights of others at all times.
9. **Bullying, cyber bullying, hazing, 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.**
10. You are to stay in your assigned seat during class. Gum chewing, eating, and drinking are strictly prohibited in classrooms. Dispose of trash in the proper receptacle. Inappropriate attire is also prohibited. See School Dress Code listed on the school website.
11. Each Department and Learning Center may distribute additional guidelines to follow in their subject classes. These guidelines are above and beyond what is listed in this Student Class Contract. They will include necessary routines and protocols which must be followed on a daily basis. For example, Physical Education locker room procedures and the Institute for Law and Politics academic probation guidelines.
12. Please be advised students who have been suspended may be barred from student activities, including but not limited to school functions, athletic teams, senior prom and graduation.

## ATTENDANCE

1. Absences: Susan E. Wagner High School requires that an acceptable (see below) note be submitted for each absence. This is an explained not an excused absence. You are to show the note to all of your teachers immediately following each absence; then submit it to your third period teacher the following day. He/she will send it to the Attendance Office. Please make sure to include your child's OSIS number and official class on the absence note.  
For each marking period, students with less than the Department of Education's Promotion Policy Goal of 90% attendance may receive a reduction on the classwork portion of their report card grade unless: The teacher has received acceptable notes explaining these absences and makes a notation on the subject class cumulative attendance sheet or pupil path. Among the examples of "acceptable" explanations are the following: parent/guardian notes, doctor's notes, death in family, college interview, etc. Students will be afforded the opportunity to make up the work which was missed.
2. Cutting: If you cut class, the class participation portion of your grade will be negatively affected for that marking period. This may result in a failing course grade. You will also be referred to the Dean's Office for disciplinary action.
3. Lateness: In order to be considered on time for class you must be in your seat when the bell rings. Unexcused lateness to class will negatively impact the classwork portion of your grade. Students who demonstrate a pattern of unexcused lateness will be assigned detention.
4. School Functions / Trips: Students will not be excused from class without the teacher's prior approval.
5. You are to be in class everyday. Unless there is an emergency, you are not to use class time to see guidance counselors or grade advisors or any other offices. All such matters are to be dealt with during your lunch period. Regardless of absence, you are still responsible for all missed work.
6. Bathroom passes will be limited. If you have a medical condition that requires more frequent pass use, then you must present a doctor's note to your subject teacher.

## REMINDERS

1. Parents will be able to receive updates on their children's academic performance via the following: the Pupil Path Grade Book link on [www.wagnerhigh.net](http://www.wagnerhigh.net) (scroll down to PupilPath.com), six report cards will be issued throughout the school year and Parent Teacher Conferences. Parents may also call teachers at 718 698-4200 EXT \_\_\_\_. Teachers will promptly return your calls.
2. If your child has failed the first marking period, it is highly advisable that parents attend Parent Teacher Conferences to discuss their child's performance with his/her teacher and/or guidance counselor.
3. Wagner High School offers our students a wide range of Guidance and Tutoring Services to assist students in meeting academic expectations. These services are offered before, during and after the school day. Additionally, intense Regents tutoring is offered immediately prior to these exams which are scheduled in January, June and August. This information is listed on our school website [www.wagnerhigh.net](http://www.wagnerhigh.net)
4. Students are required to pass five Regents examinations, with at least a grade of 65%, in order to graduate high school. This includes Regents examinations in English, US History and Government, Global, as well as one Regents exam in Math and Science. Students with IEP's are entitled to safety net eligibility. Please note that students are required to achieve a grade of at least 75% on the English Regents exam and 80% on a Math Regents exam for entrance into credit bearing classes at most colleges and universities.
5. We strongly encourage students to purchase calculators, Regents Review and Advanced Placement Review books in order to help them prepare for the very important Regents and Advanced Placement examinations. These Review books are sold in our school store, the Falcon's Nest.

6. Please note that our school library is open during the school day from 8:10 A.M. to 2:30 P.M. Monday and Tuesday; and opens at 7:30 on Wednesday through Friday. Students are welcome to use the library during their lunch periods to read study and quietly work on school homework and projects.
7. PSAL Eligibility Academic Requirements
  - A student must pass 5 credit bearing subjects and physical education.
  - 3 of the 5 classes must be major subjects, CTE classes may not be counted as majors.
  - A senior programmed for 4 or 5 classes who fails 1 class, in his/her senior year, may be eligible for PSAL so long as the failed class is not required for graduation
  - A student must accumulate 10 credits for the 2 semesters prior to the eligibility period not counting Physical Education
  - Student-athletes must achieve a passing GPA at time of eligibility evaluation.
  - Students must achieve a minimum of 90% attendance at the end of each marking period.
8. Students who have an extensive deans record and/or a record that reflects a serious occurrence, may be barred from school activities; including, but not limited to; trips and prom

### **GRADING CRITERIA**

1. **Homework:** You are responsible for all homework. Those who were absent must submit missed homework(s). Absence notes must first be shown to the teacher on the first day you return to class. The teacher will then accept your homework within the time frame determined by your teacher. Missed home works will negatively impact the homework portion of your grade.
2. **Class Participation:** The following will be factored into the class participation portion of a student's grade: Habits of Work and Learning: Come to class ready to learn; Actively and respectfully participate; Assess and revise your work; Complete homework assignments. Be sure to date all of your work and write neatly. This includes being accountable for class discussions that require students to provide explanations supported by evidence. Appropriate class conduct is expected and required.
3. **Exams/Assessments:** All assessments/exams are announced in advance, however, surprise quizzes may be administered. You must be present for all exams. If you are absent, you must provide your teacher with a note by your doctor or parent/guardian explaining the reason for the absence and requesting that a make-up exam be administered (first day back).
4. **Projects:** Students will be assigned projects during the course of the term. Projects not submitted on the assigned day will be assessed a penalty for each school day the project is late. If you are absent, you must provide your teacher with a note by your doctor or parent/guardian explaining the reason for the absence so that the late penalty will not be counted for that day. PLAGIARISM, "the offering of another's artistic or literary work, ideas, research, etc., as one's own," will result in a grade of zero. Each project assigned will be accompanied with a grading rubric so students are provided with clear expectations.
5. **Labs for Regents Science Classes:** For ALL Regents Science classes, students must complete the State mandated 1200 minutes of lab requirements in order to be eligible to take the Regents examination.
6. **Performances:** This applies to the Performing Arts which includes Music and Theatre. The performance portion of a student's grade serves as a culminating activity demonstrating the skills that a student has acquired in their Performing Arts classes.
7. **Physical Education Class:** Students are required to be active and properly prepared participants in their physical education classes on a daily basis. Any student who is not prepared to participate will be assigned an in-class assignment. This assignment is directly related to specific subject area content and skills. Students will be allowed a maximum of 2 in-class assignments at which point they will be considered unprepared. Students who are unable to physically participate must provide proper

documentation and complete the in-class assignment. Students who fail to complete this in-class assignment will be declared unprepared. More than 4 unprepared may lead to a failing grade. Students who are unable to participate for an extended period of time must submit a completed Medically Excused form and they will be assigned to an alternative setting. These forms are available through the department assistant principal.

8. Assessment Revisions: For projects, students will have the opportunity to revise their work. Revisions afford students an opportunity to gain mastery of specific content and skills. Revisions also enable students to recover points they lost on the initial grading.
9. When the teacher is absent, all classwork distributed by the substitute teacher will be collected and graded. Students who fail to complete the assignment may receive a grade that will negatively affect their progress in this class.
10. A student in an honors class is required to maintain a term report card grade of at least 85%.
11. A student in an advanced placement class or scholars class is required to maintain a term report card grade of at least 85%.

## 12. Grading Rationale:

Assessment (Totaling 60%)

- Project/ Portfolio/ Performance Task (25%)
- Full- Period Assessment (30%)
- Quiz (5%) \*If you do not give quizzes, add the 5% to Full-Period Assessment

Class Participation (Totaling 30%)

- Entrance/ Exit Ticket (10%)
- HOWL (20%)

Homework: 10%

\* For subjects that are performance-based (Physical Education, Performing and Visual Arts) grading percentages will vary. Please consult your AP for review.

\*\* Science categories will vary based on whether the class offers a lab. Labs will count as a Performance Task. It will not count for more than 15% of a student's overall grade. This percentage will be taken from the Project/ Portfolio/ Performance Task percentage. Please consult your AP for review.

Class Participation is evaluated using a school wide rubric that evaluates students' habits of work and learning (HOWL). It will make up no more than 20% of a student's grade. Exit tickets and entrance tickets are included in Class Participation for another 10%. Homework is evaluated based on answering the assigned questions accurately and demonstrating proficiency or mastery in the course standards that align with the assignment. It will make up 10% of the student's overall grade.

Final grades are calculated at the end of each semester. Within each semester there will be 3 marking periods. Each marking period grade will be a cumulative grade of the student's level of mastery for the semester. The third marking period will reflect the final grade for the term and is cumulative of all the work done during the semester.

Late work will be accepted up until the last day of the marking period has concluded. Students may submit late work regardless of the reason. Any work submitted beyond this deadline will need the approval of the department assistant principal.

### Final Term Grade - Cumulative Formula

- 1<sup>st</sup> Marking Period: Students' work is averaged using the grading rationale noted above.
- 2<sup>nd</sup> Marking Period: Students' work is averaged using the grading rationale noted above and then is averaged with the 1<sup>st</sup> Marking Period Report Card Grade.
- 3<sup>rd</sup> Marking Period: This is the final term grade which is reflected on a student's transcript. Student's work is averaged with the Report Card Grade for Marking Period 1 and 2 and with the third marking period grade book average.

## **THE UNIVERSITY AT SUSAN E. WAGNER - COLLEGE AND CAREER OPPORTUNITIES AND SERVICES**

Our University Program offers eligible students the opportunity to earn over 80 college credits. Additionally this program offers SAT/ACT Preparation and the opportunity for students to take high school courses that have received College Preparatory certification.

### **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, Calculus AB, English Literature and Composition, English Language and Composition, French Language, Spanish Language, World History, Human Geography, U.S. Government & Politics and United States History.

### **College Now**

Students participate in college-level or college preparatory courses tuition-free. These courses are given either before or after the regular school day. Course offerings are in areas of Behavioral and Social Sciences, Business, Communications, English, Humanities, Mathematics, and Science. Students receive college and high school credit. College Now courses are offered through CUNY colleges. Students also may participate in freshman orientation courses designed to assist them in making a smooth transition from high school to college.

### **College and University Partnerships**

Susan E. Wagner is partnered with St. Johns University in providing students with the opportunity to earn college credits while taking challenging courses during their regular school day schedule. The academic rigor associated with the curriculum of these courses provides students with a great advantage when applying to colleges and universities. Additionally, students can earn college credit which translates into a huge financial benefit since these courses are accepted by most major universities. These courses include: Italian Grammar, Italian Culture, Advanced Placement French, French in Action, Advanced Placement Spanish, Spanish Grammar I, Spanish Grammar II, Advanced Placement Biology, Opera, and Accounting.

### **SAT Preparation Program**

All students have a Naviance account which includes access to Prep Me, an online SAT prep over the course of their 4 years at Wagner High School. Additionally, SAT and ACT preparation courses are offered off site by numerous test prep companies including Princeton Review, Revolution Prep, Test Takers and Kaplan. Contact information is available in the College and Career office.

### **College Preparatory Course Certification**

This certification is designated to high school courses that are academically rigorous. A careful quantitative analysis by the New York City Department of Education has determined that students who pass these courses have a higher rate of college persistence. At Wagner High School the following courses meet this criteria: Anatomy and Physiology, Forensics, Pre-Calculus, Psychology and Virtual Enterprise.

## **COLLEGE AND CAREER OFFICE**

The College and Career Office offers services such as one-to-one advising, college presentations, college visits, College Newsletter, college catalogue files, college applications and college entrance exams. The College and Career Center, located in the school library, provides access to Naviance, the college related website and SAT/ACT tutorial.

## **LIBRARY MEDIA CENTER**

Wagner offers a comprehensive library collection which provides students Internet access and extensive research resources. Librarians are informed of all class projects enabling them to support our students in their research endeavors. The library also has a two computer labs available to students to complete research and other technology related instructional activities.

The Library Media Center open on Monday and Tuesday from 7:20 A.M. to 2:30 P.M. and from 8:10 – 2:30 on Wednesday, Thursday and Friday. The College and Career Center which provides access to Naviance, the college related website and SAT/ACT tutorial.

## **TUTORING PROGRAM**

Wagner High School offers our students a wide range of Guidance and Academic Intervention Services (Tutoring) to assist students in meeting academic expectations. These services are offered before, during and after the school day. Additionally, intense Regents/RCT tutoring is offered immediately prior to these exams which are scheduled in January, June and August. National Honor Society Peer Tutoring is available. Liberty Partnership Tutoring is held from 8:00 A.M. through 2:00 P.M. in the Library.

## **COLLEGE / CAREER READINESS PORTFOLIO**

All 12<sup>th</sup> grade students, regardless of the number of classes they are taking, will be assigned a college and career readiness portfolio project. This portfolio project includes community service and summative project, WISE financial literacy instruction and exam, financial literacy project, resume preparation, college/career essay, and a claim/counterclaim essay.

Twelfth grade students who have fewer than 7 credit bearing classes will be programmed for Senior Seminar in the school library and computer labs to meet the 5.5 hours of instructional or supervised study activities. Seminar classes are not credit bearing and will not result in a grade, however, the work that students complete as part of the College and Career Readiness portfolio project will be graded and reflected in the Social Studies and English class report card grades. Please note, all students are programmed for a minimum of 5 credit bearing classes, however, students who would like to be programmed for 6 or 7 credit bearing classes will have this request honored (this includes students needing additional credits to meet graduation requirements).

The goal of Senior Seminar is to provide students with the opportunity and support to work independently on their college/career readiness portfolio within the school setting. Additionally, students will have the opportunity to receive: college/career ready advisory activities which includes Naviance: Career Interest Survey, SAT/ACT test prep, and college/career planning, complete homework and other assignments as well as research academic topics that are of interest to them, Math and English Regents tutoring will be for those students who failed to achieve at least an 80 on a non Common Core Math Regents or at least 70 on a Common Core

Math Regents and/or 75 on the English Regents examinations. Finally, Senior Seminar is an opportunity for students to become proficient in their computer skills.

Senior Seminar attendance is taken every day in order to track participation which is indicated on the report card, and an absence will generate an automated home phone call, however, attendance will not be indicated on the transcript.

Please take note of the following specifics as it relates to college and career readiness portfolio project:

- Community service is performed by all students in each academic year primarily through their respective Learning Centers. Community service work will culminate in a project which will be assigned and graded during senior year by the Participation in Government teachers.
- Financial literacy curriculum will be presented by Economics teachers and culminate in a WISE Financial Literacy test.
- A financial literacy project will be assigned and graded during senior year by the Economics teachers.
- Resume preparation, college and career essay, and claim/counter claim essay research project will be assigned and graded in senior year by English 7 and 8 teachers.
- College and Career advisory services will be provided and monitored by the College and Career counselor.
- Tutoring will be provided by English and Math teachers.
- Senior seminar is held in the school library and computer labs.

## STUDENT'S LEARNING GOALS AND SUCCESS CRITERIA

**Learning Goals:**

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**Learning Goals Success Criteria:** (What must I do specifically to achieve my learning goals?)

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**End of School Year Evaluation:**

\_\_\_\_\_ I REACHED MY LEARNING GOALS.

\_\_\_\_\_ I did not reach my goal.



**Susan E. Wagner High School**

*David A. Cugini, Principal*

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[www.wagnerhigh.net](http://www.wagnerhigh.net) Twitter, Instagram, Facebook: @SEWFALCONS



**CONSENT TO PHOTOGRAPH, FILM, OR VIDEOTAPE A STUDENT FOR NON-PROFIT USE  
(e.g. educational, public service or health awareness purposes)**

Student Name: \_\_\_\_\_ School: Susan E. Wagner High School

I hereby consent to the participation in interviews, the use of quotes, and the taking of photographs, movies or video tapes of the student named above by \_\_\_\_\_. I also grant to \_\_\_\_\_ the right to edit, use, and reuse said products for non-profit purposes including use in print, on the internet, and all other forms of media. I also hereby release the New York City Department of Education and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Guardian's Signature

\_\_\_\_\_  
Date

Address of Parent/Guardian: \_\_\_\_\_

**RETURN THIS PORTION TO YOUR CHILD'S TEACHER**

**STUDENT SUBJECT CLASS CONTRACT AGREEMENT**

I, \_\_\_\_\_, have read, understood and will abide by this  
Print Student's Name

Student Subject Class Contract for: \_\_\_\_\_  
Name of Class

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Class

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Guardian's Signature

\_\_\_\_\_  
Date

DAYTIME PHONE NUMBER: \_\_\_\_\_