



**Information Technology High School**  
**STUDENT PLANNER &**  
**RULES AND REGULATIONS**  
**HANDBOOK**  
**2025-2026**

**Information Technology High School**  
21-16 44th Rd  
Long Island City, NY 11101  
Phone: (718) 937-4270  
Fax:(718) 937-5236  
[www.infotechhs.net](http://www.infotechhs.net)

***This student planner belongs to:***

**STUDENT NAME:** \_\_\_\_\_

**OFFICIAL CLASS/HOMEROOM:** \_\_\_\_\_

**OSIS (9 DIGIT STUDENT ID #):** \_\_\_\_\_

**NOTE:** This is a 'living' document; the most up-to-date version is posted online

**THIS VERSION IS UP-TO-DATE AS OF**  
**May 2026**

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## Directory of Contacts

	<b>TITLE</b>	<b>ROOM #</b>	<b>PHONE #</b>
<b><u>ADMINISTRATION</u></b>			
Ms. Woods-Powell	Principal	Room 123A	(718) 937-4270 x1231
Ms. Brudasca	AP Organization	Room 438	(718) 937-4270 x1132
Ms. Rodriguez-Felix	AP/Guidance/Pupil Personnel	Room 303A-1	(718) 937-4270 x3032
Ms. Bousigard-Hyde	AP/English/Art/Music/S.S.	Room 113E	(718) 937-4270 x1135
Ms. Sambrano	AP/Math/CTE/Sci	Room 338	(718) 937-4270 x3381
Mr. Kilian	AP Phys Ed	Room 113B	(718) 937-4270 x4381
<b><u>DEANS</u></b>			
Mr. Franck	Dean	Room 435A	(718) 937-4270 x4351
Mr. Reid	Dean	Room 403	(718) 937-4270 x4083
<b><u>MAIN OFFICE</u></b>			
	Secretary	Room 113	(718) 937-4270 x1131
<b><u>NURSE</u></b>			
Ms. Duryea	School Nurse	Room 103	(718) 937-4270 x1031
<b><u>COUNSELING</u></b>			
Ms. Gargano	Junior/Senior Guidance Counselor	Room 309A	(718) 937-4270 x3092
Ms. Becker	Freshman/Senior Guidance Counselor	Room 309B	(718) 937-4270 x3093
Ms. Soriano	Sophomore/Senior Guidance Counselor	Room 305C	(718) 937-4270 x3055
Mr. Ladignon	College Advisor	Room 433	(718) 937-4270 x4334
Ms. Lopez	GC: Work Based Learning Director	Room 433F	(718) 937-4270 x4338
<b><u>SOCIAL WORKERS</u></b>			
Ms. Engy	Social Worker	Room 301A	(718) 937-4270 x3011
Ms. Georgia	PIP Clinician	Room 301B	(718) 937-4270 x3012
Mr. Tice	Social Worker	Room 435	(718) 937-4270 x4355
<b><u>CTE</u></b>			
Mr. Rivera	Technology Teacher	Room 236	(718) 937-4270 x2361
Mr. Vanderputten	Technology Teacher	Room 231	(718) 937-4270 x2311
Mr. Hadel	Technology Teacher	Room 217	(718) 937-4270 x2171
Mr. Nelson	Technology Teacher	Room 312	(718) 937-4270 x3121
<b><u>SBST</u></b>			
Ms. Brijmohan	School Psychologist	Room 206B	(718) 937-4270 x2065
Ms. Roca	Family Worker	Room 206	(718) 937-4270 x2060
Mr. Tice	Social Worker	Room 435	(718)-937-4270 x4352

# **Welcome to Information Technology!**

## ***Mission Statement***

Information Technology High School infuses curricula aligned to college, career, and civic readiness standards to ensure that students engage in learning experiences that address their needs, interests, and experiences. Learning experiences both inside and outside of the classroom are constructed by teachers who collaborate with each other to ensure that a rigorous curriculum affords students opportunities to analyze, synthesize, and evaluate information to be able to construct meaning and apply information to new contexts. Students will engage in critical thinking and high-level academic discourse in an environment that is student-centered, technologically enriched, and respects and supports all learners.

## ***Vision Statement***

Information Technology High School prepares students to be independent thinkers and problem solvers who are college, career, and civic ready. Students will be nurtured to become self-sufficient members of our global community who are equipped with 21st century technological skills.

## **Student Rules & Responsibilities**

By following the student rules and regulations listed below, you will help to provide a better school environment for yourself and for your classmates. Therefore, students have a responsibility to:

1. Attend school regularly and punctually, and make every effort to achieve in all areas of their education; bring in absence notes on the day that they return to school; have their parent call the attendance office when they are absent; parents may also email the attendance office at [fwilliams3@schools.nyc.gov](mailto:fwilliams3@schools.nyc.gov) with the student's name, official class, nine digit student ID number (OSIS), date of absence, and then bring in an absence note to the attendance office Room 127B on the student's day of return to school;
2. Be prepared for class with appropriate materials, and properly maintain textbooks and other school equipment on loan or used in the classroom;
3. Follow school regulations regarding entering and leaving the classroom and school building; carry their valid school ID at all times;
4. Help to maintain a school environment free of weapons, illegal drugs, controlled substances, alcohol, and games of chance (including all card games);

5. Behave in a manner that contributes to a safe learning environment and which does not violate other students' right to learn;
6. Share information with school officials regarding matters which may endanger the health and welfare of members of the school community;
7. Respect the dignity and equality of others, and refrain from conduct which denies or impinges on the rights of others;
8. Respect school property and respect the property of others, both private and public; not to eat in hallways; throw all garbage away both in the student cafeteria and in the hallways and classrooms;
9. Be polite, courteous, and respectful toward others regardless of actual or perceived age, race, creed, color, gender, gender identity, gender expression, religion, national origin, weight, citizenship/immigration status, sexual orientation, physical and/or emotional condition, disability, marital status, and political beliefs, and refrain from making slurs based on these criteria.
10. Be truthful, and cooperative toward students, teachers, and other staff;
11. Promote good human relations and build bridges of understanding among the members of the school community;
12. Use non-confrontational methods to resolve conflicts;
13. Observe ethical codes of responsible journalism and use of social media
14. Refrain from obscene, defamatory, or bullying communications in speech, writing, social media, and other modes of expression, (including on-line) in their interactions with any member of the school community;
15. Express themselves in a manner which promotes cooperation and does not interfere with the educational process;
16. Bring to school only those personal possessions which are safe and do not interfere with the learning environment. Boom boxes and laser pointers are prohibited
17. Adhere to the guidelines established for dress and activities in the school gymnasium, physical education classes, laboratories, and shops;
18. Be familiar with the school Discipline Code and abide by school rules and regulations;

## **Bell Schedule**

### **Monday - Friday Schedule**

<b>PERIOD</b>	<b>START</b>	<b>END</b>
<b>1</b>	8:10 AM	8:57 AM
<b>2</b>	9:00 AM	9:47 AM
<b>3</b>	9:50 AM	10:42 AM
<b>4</b>	10:45 AM	11:32 AM
<b>5</b>	11:35 AM	12:22 PM
<b>6</b>	12:25 PM	1:12 PM
<b>7</b>	1:15 PM	2:02 PM
<b>8</b>	2:05 PM	2:52 PM
<b>9</b>	2:55 PM	3:42 PM

## **Absence from School**

When a student is absent, parents must call the attendance office at 718-937-4270 ext 1272 before 9:00 a.m. to report the absence, or e-mail [fwilliams3@schools.nyc.gov](mailto:fwilliams3@schools.nyc.gov) with the student's name, official class, nine digit student ID number (OSIS), and the date of absence. An absence note, signed by the parent/guardian must be brought to the attendance office before the student's first class on the day of return or fill out the [Online Excuse Note Form](https://infotechhs.net/excuse-note-submission) (<https://infotechhs.net/excuse-note-submission>). If a doctor treats the illness, a doctor's note should be attached to the absence note. According to NYC Department of Education regulation, a doctor's note is also required if a student is absent for three or more consecutive days.

Students who do not bring in an absence note upon their return to school are at risk for receiving cuts for classes missed, if an error is made. These errors cannot be corrected unless an absence note is on file documenting the student's absence.

**Parents must call the attendance office to report student absences: 718-937-4270 ext. 1272**

## **Leaving Early**

1. If a student under the age of 18 needs to leave early, they must be picked up by an authorized adult listed on the Blue Card and in our system. If the adult is not listed, the student cannot be released.
  - a. To enter the building for a parent meeting or to pick up a student, the adult must present a physical, valid photo ID. Photos of IDs cannot be accepted—no exceptions.
2. If a student is over the age of 18, they may sign themselves out only if we have previously received documentation from the guardian via Jupiter Ed or email confirming awareness of the student's early departure for an appointment.

## **Academic Honesty Policy**

Academic dishonesty includes all forms of cheating, including but not limited to: passing someone else's work off as your own, giving another student your work, using any sort of aid in an examination, looking at another student's examination during a test and/or the possession of any sort of prohibited electronic device during a test. In some instances, students may share their work on group projects at the discretion of the teacher.

In cases of unauthorized AI usage, refer to the following:

**- B31 (Citywide Behavioral Expectations) - Plagiarizing, appropriating another's work and using it as one's own for credit without the required citation and attribution, e.g., copying written work from the Internet, or any other source.**

**1st offense** - 50% grade on assignment. Restorative student conversation/conference with student, family member and school staff member. Incident will be documented.

**2nd offense** - In-person family conference with collaborative, goal setting plan to support the student in not repeating the behavior. 50% grade on assignment. Incident will be documented.

**3rd offense** - 50% grade on assignment. May result in 1-5 day Principal's Suspension. Incident will be documented.

**Any student who participates or assists in academic dishonesty will be held accountable.**

## **Address Change**

New York City law requires that each school maintain up-to-date biographical information for each student. It is imperative that the school is able to contact students and parents in the event of an emergency and that important mail is able to reach you.

Any change in address, telephone number, e-mail, or any other biographical information must be reported to the school. A Blue Emergency Contact Sheet must be completed whenever a student's address changes or if a parents' home phone number, cell phone number, or e-mail is changed. Forms are available in the main office. If it is to document an address change, the form must be submitted along with a utility bill (gas or electricity) showing the new address.

## **Advanced Placement (AP) Courses**

APs are college level courses taken in high school that culminate in an exam in May. Our school offers AP courses in many subjects so that you can choose subjects in which you excel. APs are scored on a scale of 1 to 5, with 5 being the highest score. Many colleges will offer credit or allow you to skip the introductory course in subjects in which your score is a 3 or higher.

## **Athletic Programs**

To try out for an Athletics team, a Department of Education Athletic Medical Form must be obtained and completed by your doctor, and a Parental Consent Form must be signed by your parent/guardian. For questions regarding the athletic program, see the Athletic Director, Mr. Serrano, in Room 408D. (See Public School Athletic League (PSAL) Team Rules). Please note that students with suspended privileges are ineligible to participate in any Athletics teams until their privileges are reinstated.

## **Attendance**

Students are expected to attend school every day on time and to attend every scheduled class in their program. Students who are absent more than four days per month are considered to be excessively absent. To avoid the possibility of errors in attendance, students who are expecting a program correction must follow their current program until they receive the official notice of change. Daily attendance is captured during period 3 within the first 10 minutes of class. Your period attendance is captured daily and notifications are sent to parents/guardians. Please review the ITHS attendance policy on our website; <https://infotechhs.net/>

## **Bathroom Policy**

The following bathroom policy will apply to ALL students and ALL bathrooms:

- Students must ask their classroom teacher for permission to use the bathroom. If granted permission, students must sign in and sign out in the teacher's "Bathroom Log."
- Students are allowed to use the restroom between the following times
  - **after** the first ten minutes of a class period
  - **before** the last ten minutes of a class period
- Students will only be excused from class to use the bathroom individually. The next student will be permitted to leave once his/her classmate returns.
- While in the bathroom there will be **NO**
  - Loitering- Bathrooms are not designed for students to congregate.
  - Smoking/vaping in the bathroom.
- Students must have ID with them at all times and be able to provide it to a staff member should it be requested.
- Students who are found to violate this school policy, will be subject to the NYCDOE Citywide Behavioral Expectations. Such discipline can include but is not limited to an intervention meeting or suspension.

This bathroom policy is to ensure the safety of all students and staff members within our school community.

### **Building & Schoolyard Protocol**

All students must carry their ID card at all times. They must "swipe in" every time they enter or exit the building during the school day. If you have lost your student ID, go to Ms. Williams in room 127B immediately for a replacement. Students who consistently do not have their ID will face disciplinary action.

**Students are responsible for cleaning up after themselves in the student Cafeteria, in classrooms, and in every other area of the building and schoolyard.** Students who are not throwing away their garbage and/or littering will face disciplinary action.

The use of tobacco products of any kind is not permitted on school property, including electronic cigarettes (i.e. 'vaping'), including the streets surrounding the school building. This is the law. Violation of this law may lead to suspension.

According to the Department of Education rules, students may not gamble on school property.

Students are expected to attend all classes, to respect one another, and to respect the building and campus of Information Technology High School. Students who violate Information Technology High School Regulations or Department of Education Regulations may be suspended from school. In addition to being suspended, participation in after school activities and participation in PSAL events may be revoked.

### **Bullying**

Information Technology High School has a ZERO TOLERANCE policy for student bullying. If you or someone you know is being bullied, students should see a guidance counselor, dean,

teacher, or any adult in the building to report it. The incident will be investigated and appropriate disciplinary action will be taken.

## **Cafeteria**

The entire student body shares the student cafeteria over several class periods each day (Periods 4 through 8). Therefore, it is important that all students are able to enjoy a clean, healthy, and safe environment where they can relax, eat, and socialize. Students must take the responsibility to clean up after themselves, by discarding all trays and uneaten foods in the garbage bins provided. Students are to report to the cafeteria during their designated lunch period. Students who are part of a special program requiring them to eat lunch in other parts of the building must obtain special permission beforehand.

To obtain school meals at Information Technology High School: Breakfast and lunch are now completely free for all students in every New York City public school. All meals will be served at no charge to families. Please note that all parents, regardless of income, must still complete a School Meals Form so that our schools get access to federal funding for this program and others. Please complete the form online at [www.myschoolapps.com](http://www.myschoolapps.com). A hard copy of the form is also available in the parent coordinator's office, Room 117.

## **Cell Phones & Electronic Devices**

### **Information Technology High School Cell Phone Policy**

To create an environment conducive to learning by minimizing distractions caused by cell phones and other personal internet-enabled electronic devices, ensure the safety and focus of all students during school the school day, and follow Education Law §2803, effective August 1, 2025, all New York State schools are required to adopt a policy that prohibits the use of personal internet-enabled devices during the school day on school grounds. An "internet-enabled electronic device" is defined as an electronic device capable of connecting to the internet and enabling the user to access content on the internet. Examples of such devices include cell phones, smartphones, smartwatches, laptops, tablets, iPads, and portable music and entertainment systems.

### **Policy Statement**

Students will not be permitted to use or access their personal internet-enabled electronic devices upon arrival at school until the end of the school day. The school day is defined as the period from the moment students enter the school building until the last class of the day ends, including during lunch. The school day starts at 8:00 a.m and ends at 3:45 p.m. Students will be able to use school/NYCPS-issued devices during the school day.

#### **1. COLLECTION/STORAGE**

- Upon arrival, students must power off their devices.
- Our school provides students with locked pouches
  - Students will place their devices in pouch and secure it in front of school staff.

- Students will store their locked pouches in pouch on their person for the day.
- At the end of the school day, students will unlock their pouch by the main entry of the school (1st floor entrance).
- They will remove their device(s) and lock their pouches before leaving the school.
- Students with approved early dismissal will be able to unlock their pouch by the main entry of the school (1st floor entrance).
- In the event that a storage device, such as a pouch, is lost or damaged, the school will require a nominal fee for a replacement (similar to replacement charges for school IDs).

## **2. EMERGENCY COMMUNICATIONS**

- In case of emergency or exigent circumstances, parents or guardians can call Nadine Douse (718) 937-4270 ext. 1133 to reach their child.
- In case of emergency or exigent circumstances, the school will use JupiterEd and/or NYCPS emails to communicate information to parents or guardians.
  - Here is how parents/guardians can access the automated messaging system: <https://www.schoolsaccount.nyc/> and <https://login.jupitered.com/login/>

## **3. EXCEPTIONS**

- Students are allowed to use their device if they have an individualized education program (IEP) or 504 Plan that includes use of an internet-enabled device and do not have a DOE-issued device for such purpose.
- Parents/guardians must contact Assistant Principal Elicia Rodriguez (ERodriguez117@schools.nyc.gov) if a student requires an exception for reasons such as: medical monitoring/treatment s (for example to monitor blood sugar or other similar circumstances), if student is a caregiver, for approved language purposes (such as translation or interpretation services if no other means are available), or where otherwise required by law.
- The principal/designee may authorize use for an educational purpose.
- Exceptions will be processed and approved within the NYCPS approved time frame.

## **4. DISCIPLINE**

- Students who use electronic devices in violation of the NYCPS Discipline Code, the school's policy, Chancellor's Regulation A-413, and/or the NYCPS Internet Acceptable Use and Safety Policy ("IAUSP") will be subject to progressive discipline. This means that the disciplinary responses will escalate based on the nature and frequency of the violation. As provided in the State law, a student may not be suspended solely on the grounds that the student accessed a personal internet-enabled device in violation of school policy. Repeated incidents of insubordination (i.e. refusal to surrender or store device) may result in a suspension if approved by the Office of Safety and Youth Development.
  - 1st Offense - Verbal Warning - Parent Contact - Device confiscated and returned at end of day
  - 2nd Offense - Verbal Warning - Parent Contact - Device confiscated and returned at end of day - Parent meeting with administration immediately - Device held for 1 week
  - 3rd Offense - Verbal Warning - Parent Contact - Device confiscated and returned to parent at end of day - Parent meeting with administration immediately - Device turned into school officials for the rest of the semester - Discipline based on Citywide Behavioral Expectations

In alignment with our focus on building a positive and supportive school culture, Information Technology High School will implement a system of positive reinforcement to encourage compliance with the cell phone and electronic device policy. This approach complements our discipline plan by recognizing and rewarding responsible behavior.

- Examples of positive reinforcement may include:
  - Recognition by school staff
  - Raffle tickets for weekly or monthly prizes
  - Movie tickets
  - ITHS-branded merchandise and gear

*This incentive-based model is designed to promote student accountability and reinforce our shared values of respect, responsibility, and readiness.*

#### **5. OTHER: If lost or stolen**

- In the unlikely event that an electronic device is stolen or damaged at school, parents can submit a claim to the Comptroller's Office. More information on submitting a claim is available on the [Comptroller's webpage](#).

We appreciate your cooperation in helping us maintain a focused and productive learning environment. If you have any questions or need further clarification regarding these policies, please do not hesitate to contact Assistant Principal Adela Brudasca at 718-937-4270.

## **Community Service**

As a student at InfoTech you are required to do **100** community service hours over the course of the 4 years. *(Please see community service form at the end of the handbook).*

### ***What is community service?***

Community service is work done by a person or group of people to benefit others. It is often done near the area where you live, so your own community obtains the benefits of your work.

Community service can help any group of people in need: children, senior citizens, people with disabilities, English language learners, and more. It can also help animals, such as those at a shelter, and it can be used to improve places, such as a local park, historic building, or scenic area as well.

Community service is often organized through a local group, such as a place of worship, school, or non-profit organization. Additionally, please see the list of possible locations to complete your hours. Please make sure to upload letters and completed forms in your Jupiter grades account. Happy volunteering!

## **Suggested Community Service Locations**

### **MANHATTAN**

#### **New York City Love Kitchen**

**3816 9th Ave., 10034**

**212 942 4204**

Soup Kitchen: Mon-Fri 4:30pm - 6:30pm;

#### **Community League of the Heights**

**508 W. 159th St., 10032**  
**212 795 4779**  
Food Pantry: Wed, Sat 9am-11am

**St. Mary's Episcopal Church**

**521 West 126 Street, 10027**  
**212 864 4013**

Food Pantry: Mon 4pm-6pm; Photo ID and proof of address required.  
Mobile Soup Kitchen: Sat 2pm-3pm, typical stops include 125th St under Metro North station and Marcus Garvey Park.

**New York Common Pantry**

**8 E. 109 St., 10029**  
**917 720 9710**

Soup Kitchen: Mon, Wed, Fri 4:30pm-6pm;  
Food Pantry: Client choice digital pantry; sign up to order Mon-Sat 9am-6pm, Sun and holidays 2pm-6pm.

**Unitarian Church of All Souls**

**1157 Lexington Ave., 10075**  
**212 628 8568**

Soup Kitchen: Mon 7pm-8pm, Fri 12pm-1pm. Entrance for Fri meal around corner at 160 E. 80th St. Provide referrals for clothing and other services.

**Broadway Community**

**601 W 114th St, 10025**  
**212 864 6100 X128**

Food Pantry: Mon 3pm-4pm, Produce Pantry  
Supermarket Pantry every 4th Sat 1pm-3pm.

**Crossroads Community Services at St. Bartholomew's Church**

**108 E. 51st Street, 10022**  
**212 378 0229**

Soup Kitchen: Mon-Sun 5:30pm-6:30pm; Sun, Mon, Wed 7am-8:30am; Sat 9:30am-11am;  
Food Pantry: Thu 10am-2pm; For pantry can come once/month, appointment required, call to make appt. Walk-ins can arrive at 12:30pm.

**St. Clements Food Pantry**

**423 W. 46th St., 10036**  
**212 246 7277 x22**

Food Pantry: Fri 4pm-6pm (except the first Fri of the month), Sat (except 1st Sat) 9:30am-11:30am. ID required first time to register.

**Grand Central Neighborhood Social Services Corp**

**120 E. 32nd St., 10016**  
**212 883 0680 x101 or 122**

Soup Kitchen: Mon-Sun 6am-7am, 12pm-1:15pm, 4pm-5:30pm.

**BROOKLYN**

**Greenpoint Reformed Church**

**136 Milton St., 11222**

**718 383 5941**

Soup Kitchen: Wed 6pm-7pm;

Food Pantry: Thu 4pm-7pm. ID required for initial sign up at pantry.

**Southside United HDFC (Los Sures)**

**145 South 3rd Street, 11211**

**718 599 1940**

Food Pantry: Tue 9am-12pm, Wed 4-6pm.

ID required, can come once a month. Social services also available (case management, benefits access, housing, immigration, taxes, general support).

**Hope City Empowerment Center**

650 Washington Ave., 11238

718 857 5698

Sat 9am-11am.

**Family Life Development Center**

1476 Bedford Ave., 11216

718 636 4938

Food Pantry: Mon 8am-6pm.

**The Campaign Against Hunger**

2010 Fulton St., 11233

718 773 3551

Food Pantry: Mon, Thu 10am-3pm; Tue, Wed, Fri 10am-6pm.

ID required.

**Masbia of Boro Park**

5402 New Utrecht Ave., 11219

866 962 7242

Soup Kitchen: Sun-Thu 6:30pm-8pm

**Masbia of Flatbush**

1372 Coney Island Ave., 11230

718 972 4446

Soup Kitchen: Sun-Thu 3pm-7:30pm.

**Christian Fellowship S.D.A. Church**

777 Schenectady Avenue, 11203

917 678 9669

Soup Kitchen: Mon-Wed 5pm-6pm;

**Kings Bay YM-YWHA, Inc.**

3495 Nostrand Ave., 11229

718 648 7703

Food Pantry: Mon-Fri 9am-5pm. Proof of address for all household members required.

**Shorefront Jewish Community Council**

128 Brighton Beach Avenue, 4th floor, 11235

718 743 0575

Food Pantry: Mon-Thu 9am-5pm, Fri 9am-2pm. Food is kosher.

## **QUEENS**

### **Corona SDA Church**

35-30 103rd St., 11368

718 429 7050

Soup Kitchen: Sun 12pm-2pm;

Food Pantry: Mon 9am-11am

### **New Life Food & Clothing Pantry**

82-10 Queens Blvd, 11373

718 424 0122

Food Pantry: Tue 6pm-8pm, Sat 10am-12pm.

Soup Kitchen: Tue 6pm-8pm, Thu (for homeless only) 6pm-7pm, Sat 10am-12pm.

Photo ID required. Inside New Life Fellowship Church, located in Old Elks Club.

### **Masbia of Rego Park**

98-08 Queens Blvd., 11374

718 972 4446

Soup Kitchen: Sun-Thu 2pm-5pm, dinner to go.

### **The Harding Ford Vision, Inc**

157-22 Tuskegee Airmen Way, 11433

347 661 7382

Food Pantry:, Sat 2pm-4pm. Bring cart or bags.

### **Greater Allen A.M.E. Cathedral of New York**

110-31 Merrick Blvd., 11433

718 206 4600

Food Pantry: 4th Thu of the month 5pm-7pm

### **Union United Methodist Church**

126-22 150th Street, 11436

718 529 3691

Soup Kitchen: Tue 6:30pm-7:30pm.

Food Pantry: Fri 4pm-5:30pm.

### **Walk in Love Family Center**

202-11 Jamaica Avenue, 11423

718 479 2127

Food Pantry: Wed 1pm-3:30pm, Thu 5pm-6:30pm, Sun 1pm-3pm. Distribution is while supplies last.



# New York State PORTRAIT OF A GRADUATE



A New York State high school graduate who is **culturally responsive** builds strong, respectful relationships, valuing diverse perspectives as essential to a rigorous, inclusive learning community. New York State students who embody cultural responsiveness and academic readiness—demonstrating creativity, critical thinking, communication, reflection, and global awareness—will be prepared to learn, grow, innovate, and contribute meaningfully to society. These graduates will be equipped with the interpersonal and intellectual skills needed to thrive in an interconnected, ever-evolving world.



### Academically Prepared

Demonstrates a strong foundation in the NYS learning standards and is equipped with the knowledge and skills necessary to achieve success in college, careers, civic engagement, service, and life.



### Creative Innovator

Utilizes imagination, curiosity, and flexible thinking to solve problems creatively, and develop new ideas and products, while adapting to evolving circumstances and challenges.



### Critical Thinker

Analyzes information thoughtfully, evaluates evidence critically, and identifies patterns and connections between different pieces of information (across multiple content areas) to address complex issues and navigate the world with insight.



### Effective Communicator

Articulates ideas clearly and confidently through speaking, writing, and the use of different types of media for various purposes, while engaging with diverse audiences and actively listening to different perspectives.



### Global Citizen

Acts responsibly and ethically within local, global, and digital communities, employing civic knowledge, skills, and mindsets to promote global sustainability and contribute positively to a culturally diverse, democratic society.



### Reflective and Future Focused

Engages in self-reflection to identify strengths and areas for growth, sets meaningful goals, uses social awareness to maintain supportive relationships, and demonstrates responsible decision-making that prioritizes social, emotional, and mental well-being.

## **College, Career, and Financial Aid Process**

The college process is a four-year journey that begins during your ninth grade year. The ITHS College Access Team will help to guide you through this journey. During the summer of your junior year, you will begin to work on your college applications. The most important elements of your college applications will be your course selections during your entire academic career at Information Technology High School, your grades, your teacher recommendations, your college essay, and your standardized test scores. Special interests, achievements outside of the classroom, and the skills and experiences that you will bring to the campus environment are also most important for your college applications. With this in mind, each year you should diligently:

- Register for the most challenging classes each year for which you are eligible. You should choose classes that you are most interested in and in which you believe that you will have the greatest success.
- Participate in extracurricular activities beginning with your ninth grade year. When you find one that you really enjoy, continue to participate in it throughout high school and work on obtaining a leadership position.
- Volunteer - community service benefits you and others.
- Make plans each year for a profitable and productive summer. See if you can obtain an internship or a job in a field that interests you. Start looking early, as many programs have deadlines in March. See your guidance counselor, the work-based learning coordinator, or the college advisor for career and internship opportunities
- Take all of the appropriate standardized exams i.e. SAT or ACT.

# SUNY vs CUNY

## Campus Setting



SUNY has **64 unique campuses** – from urban to rural, small to large, Buffalo to Long Island – including University Centers and Doctoral Degree Institutions, University Colleges, Technology Colleges and Community Colleges.

CUNY's campuses grant 2-year, 4-year, and graduate degrees in all sorts of subjects. There are about **24 campuses** across New York City. 3,100 CUNY students live on campus, with about 274,357 students overall.

## Academic Programs



SUNY campuses offer a wide variety of housing options that include singles, doubles, suites and apartments. All university centers, university colleges, technology colleges and many of the community colleges offer on-campus housing.

CUNY offers more than **1,750 academic programs**. Academic programs cover more than a hundred fields, ranging from art and architecture to biomedical engineering, medicine and urban design.

## Tuition

■ New York State Residents  
■ Out-Of-State Residents



## Student Population



Currently nearly **445,000 students** are enrolled in The State University of New York. SUNYs are located in smaller towns with a population consisting of those few thousand that are probably the initial settlers and college students. Feels more community driven.

The social life on campus is barely existent. Due to this, CUNY has designated a program specifically focus on **Student Life** at CUNY. This program helps you make new friends, expand into new areas of interest, develop a hobby or develop your leadership qualities. It also provides the support you need to maintain your physical and mental well-being on campus as well as assistance with health, financial and other issues with which you are dealing while attending school.

## Acceptance Rates



## Retention Rates





## CUNY Admission Profile: Freshman Fall 2022

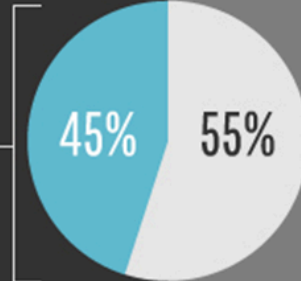
<b>FOUR-YEAR COLLEGES</b>	General Admission High School Average <sup>1</sup>	SEEK/College Discovery High School Average <sup>2</sup>
Baruch College	93.0	84.7
Brooklyn College	91.1	86.3
The City College of New York	89.3	80.9
The Sophie Davis Biomedical Education Program/CUNY School of Medicine	95.0	—
Hunter College	93.0	86.0
John Jay College of Criminal Justice	89.8	80.5
Lehman College	89.7	78.5
Macaulay Honors College	94.7	—
Medgar Evers College <sup>4</sup>	79.3	71.5
New York City College of Technology <sup>4</sup>	81.8	75.9
Queens College	90.4	79.8
College of Staten Island	88.3	73.7
York College	85.4	75.8
<b>COMMUNITY COLLEGES</b>		
Borough of Manhattan Community College	78.8	73.0
Bronx Community College	78.2	73.1
Guttman Community College <sup>3</sup>	75.8	—
Hostos Community College	77.6	73.1
Kingsborough Community College	78.5	72.5
LaGuardia Community College	78.4	72.9
Queensborough Community College	78.9	73.0

1. Includes applicants admitted to the Macaulay Honors College and local honors programs. 2. Available to NY residents only.  
3. Based on the first of a three-step admission process. 4. Based on students admitted to both associate and bachelor's degree programs.

# ASSOCIATE'S DEGREES VS BACHELOR'S DEGREES

## TOTAL U.S. UNDERGRADS

Despite the increased popularity of associate's degrees, bachelor's degrees are still more popular.



A big draw for community colleges is the fact that their tuition is often a fraction of tuition at four-year colleges.

## AVERAGE TUITION

Community colleges are built for "commuter students," or student who work and attend college at the same time.

\$3,130

\$8,660

## REQUIRED CREDIT HOURS



## FULL-TIME VS. PART-TIME STUDENTS



## MALE VS. FEMALE STUDENTS

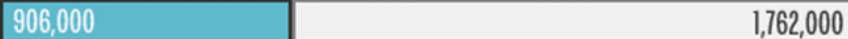


Most associate degree-seekers take classes at a slower pace. This means many more do graduate, but not within the 3 years used to calculate this figure.

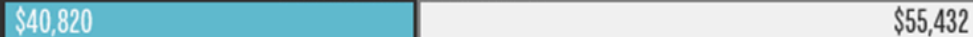
## GRADUATION RATE



## TOTAL DEGREES AWARDED PER YEAR



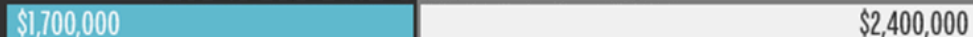
## MEDIAN SALARY



## UNEMPLOYMENT RATE



## AVERAGE LIFETIME EARNINGS



Design and research: Marcus Varner  
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Sources:  
2013 Community College Fact Sheet, American Assoc. of Community Colleges  
The Condition of American Education 2013, National Center for Education Statistics  
Trends in Higher Education 2013-2014, The College Board Advocacy & Policy Center  
Earnings and Employment Rates by Educational Attainment 2012, Bureau of Labor Statistics  
The Associate's Degree Payoff, EMSI

## Career Planning Resources

**www.collegeboard.org** - Information to aid in the transition from high school to college.

**www.nycareerzone.org** - This website is used by many students as part of the career guidance curriculum.

**www.jobprofiles.com** - Learn about a wide variety of careers from the people who are working in those jobs.

**www.onetonline.org** -This website offers a free career inventory in which you take if you are feeling uncertain of what career options there are out for you.

**www.pathful.com/explore** - Our school has purchased a license for each student. Your user is your student ID. Your password is Welcome123.

## Counseling Program

The counseling program provides direct services in educational and occupational planning and personal development. The primary function is to assist you in assessing your abilities, interests and needs so you can make informed decisions concerning your education and future plans.

School counselors connect all the people involved in your education. It is very important that you and your parents/guardians communicate your concerning questions or concerns with your counselor. Counselors schedule meetings with you during the four years of high school. However, you are encouraged to meet with your counselor by requesting an appointment via Jupiter grades.



[MENTAL HEALTH OUTPATIENT CLINICS](#)

<p><u><a href="#">Queens Hospital Child &amp; Adolescents Clinic</a></u> 82-68 164th Street Jamaica, NY 11432 T 718-883-2700</p>	<p><u><a href="#">New Horizon Counseling Center</a></u> 108-19 Rockaway Blvd Ozone Park, NY 11420 T 718-845-2620 F 718-845-0550</p>
<p><u><a href="#">New York Psychotherapy</a></u> 2875 Linden Blvd Brooklyn, NY 11220 T 718-235-3100 F 718-504-4507</p>	<p><u><a href="#">Bleuler Psychotherapy Center</a></u> 104-70 Queens Blvd Forest Hills, NY 11375 T 718-275-6010</p>
<p><u><a href="#">Advanced Center for Psychotherapy</a></u> 178-10 Wexford Terrace Jamaica Estates, NY 11432 T (718) 658-1123 F 718-658-7091</p>	<p><u><a href="#">Child Center of NY</a></u> 163-18 Jamaica Ave Jamaica NY 11432 718-297-8000 140-15N Sanford Ave Flushing, NY 11365 T 718-358-8288</p>
<p><u><a href="#">Catholic Charities</a></u> 161-10 Jamaica Ave 2nd floor Jamaica, NY 11432 (718) 704-5488 718-704-5485</p>	<p><u><a href="#">Safe Horizon</a></u> <b>1-800-621-HOPE</b></p>

<p><b><u>NYC Well</u></b>  Text: “Well” to 65173  Call: 1-888-NYC-WELL</p>	<p><b><u>The Trevor Project</u></b>  1-866-488-7386  Text START to 678678</p>
<p><b><u>Suicide &amp; Crisis lifeline</u></b>  Call or Text: 988  Chat 988lifeline.org</p>	<p><b><u>Crisis Text Line</u></b>  Text: “HOME” to 741741</p>

**Counseling Referrals**

<p><b><u>Western Queens Consultation Center</u></b>  <u>4404 Queens Blvd, Long Island City,</u>  <u>NY 11104</u>  <u>718-706-1663</u></p>	<p><b><u>Child Center of NY</u></b>  <u>67-14 41st Avenue Woodside, NY 11377</u>  <u>718-458-4243</u></p>
<p><b><u>Blueler Psychotherapy</u></b>  <u>104-70 Queens Boulevard, Suite 200,</u>  <u>Forest Hills, NY 11375</u>  <u>718-275-6010</u></p>	<p><b><u>Therapy For Black Girls</u></b>  <u>Online Therapist Finder</u>  <u>Therapyforblackgirls.com</u></p>
<p><b><u>Comprehensive Counseling</u></b>  <u>Various Locations</u>  <u>718-504-9256</u></p>	<p><b><u>Jewish Board</u></b>  <u>Various locations and Teletherapy</u>  <u>1-844-663-2255</u></p>

**For questions or support with accessing referrals, contact PIP Therapist Ms. McFarland at [gmcfarland@jbfcs.org](mailto:gmcfarland@jbfcs.org) or School S.W. Ms.Engy [Ehanna5@schools.nyc.gov](mailto:Ehanna5@schools.nyc.gov)**

# **Counseling Services Offered:**

## **One-On-One and Group Counseling**

The counselors at Information Technology High School are available during walk-in hours and also by appointment to help you with any personal, academic, social needs or issues you may have.

Appropriate referrals may be recommended to the in-school Prevention and Intervention Program Therapist for short-term individual psychotherapy and case management services. Outside providers can be contacted if students appear to need more in depth assistance.

## **Referral to Community Agencies**

The counselors are aware of, and in contact with, a variety of community mental health agencies specializing in individual and family counseling. Please feel free to discuss these resources with your counselor.

## **Work Experience (Summer work program)**

The programs below are designed to place you in supervised work sites that may relate to your short- and long-term career interests.

- Summer Youth Employment Program (SYEP)-Application usually open in March
- College Now Classes in the Summer
- Summer Internships

# Yearly Student Timeline

## ITHS Freshmen

**Welcome to Freshman Year!** The word “**transition**” is defined as, “passage from one form, state, style, or place to another.” Your transition from middle school to high school will be filled with many changes. Here are some things to keep in mind when you look at the next four years of high school for yourself. We want to help you have a positive and productive transition into Information Technology High School. Welcome!

### Timeline for your Freshman Year

#### **Fall of Freshman Year:**

- Get involved: Extracurricular activities (both school- and non-school-sponsored) are an important part of high school. Make an effort to get involved with groups, clubs, or teams that interest you. These activities are fun and make you a well-rounded student.
- We hope you enjoy the different mix of classes you are registered for. Make sure to meet with your counselor to review your classes. All classes on your schedule are required for graduation.
- Make the grade! Get off to a good start with your grades because they will impact your grade point average (GPA). Although college seems like a long way away, grades really do count toward college admission and scholarships.

#### **Spring/Summer of Freshman Year:**

- Explore your interests and possible careers. Start thinking about various careers you would be interested in exploring. See your counselor for career inventory assessments offered on Pathful Explore. Each student has an account.
- Stop by the counselor’s office with questions you might have! Your college and career counselor are ready and willing to help you make sense of your college and career options.
- Build your skills! Keep track of academic and extracurricular awards, community service achievements, and anything else you participate in, so it’ll be easier to remember later. Make digital or hardcopy folders. It’ll come in handy when you want to highlight your accomplishments—such as when you’re filling out college applications or creating a resume.

## ITHS Sophomores

**Welcome to Sophomore Year!** You’ve made it through your freshman year. The fears and uncertainties of being at a new school are gone. What’s next on your to-do list? Tackling sophomore year, of course. Your sophomore year of high school is momentous for a number of reasons. For many students, it’s the first year they feel like they truly understand high school. It may be the first time you take an Advanced Placement class or get an after-school job. Typically, it’s a big year for students.

### Timeline for your Sophomore Year

#### **Fall of Sophomore Year**

- Attend sophomore assembly with counselor
- Review your classes with your counselor.
- Take the PSAT (pre-SAT) and/or PLAN (pre-ACT) tests. The school will register you for

the PSAT.

- Make sure you are studying for the SATs using Khan Academy
- Continue your commitment to extracurricular activities so you will stand out on your college applications.

### **Spring of Sophomore Year**

- Take Career assessment (Pathful Explore). Get familiar with college planning and the admissions process so you'll know what to expect.
- Attend a College Fair or information session to learn more about colleges and universities.
- Start your essay prep by writing often now, so you can reap the benefits later.
- Meet with your counselor to review your junior year classes. Ask your counselor or teachers about AP classes.
- Expand your knowledge about prospective schools by attending college fairs and information sessions.
- Complete the summer youth employment application. Apply to internships and volunteer opportunities.

### **Summer of Sophomore Year**

- Enroll in ACT or SAT preparation over the summer while you still have free time.
- Visit college campuses to see which types of schools appeal to you.

## **ITHS Juniors**

**Welcome to Junior Year!** Now is the time to really buckle down and start preparing for what's ahead in order to make the next two years as smooth as possible.

Junior year is when college planning activities become more frequent. You will begin to register for and take the SAT, ACT or ASVAB junior year, depending on which postsecondary path you are interested in. In addition to college, you may start researching alternative paths such as Military, vocational/trade schools or other opportunities. Junior year is your year to start thinking about the rest of your life and how that looks to you!

## **Timeline for your Junior Year**

### **Fall of Junior Year:**

- Attend Junior Year assembly with your Counselor and college advisor.
- Schedule an appointment with your counselor
- Take career assessments (Pathful Explore)
- Create and or review your College Board account to review PSAT scores and utilize Khan Academy study guide
- Visit colleges as time permits. Many colleges have weekend programs during the autumn, and attend college fairs.
- Conduct intensive research on colleges and universities

### **Spring of Junior Year:**

- Continue visiting colleges (ideal times are February and April vacations)
- Take Spring SAT in school for free! Take Spring ACT (April or June)
- Take AP tests
- Create resume
- Start a rough draft of your College Essay
- Apply for Summer Programs (internships, volunteer opportunities, Summer Youth

Employment program)

## **ITHS Seniors**

**Welcome to Senior Year!** Pat yourself for staying on track. This year will be rewarding, exciting and at times nerve-wracking. Take some deep breaths. You got this! While you may be tempted to take it easy this school year, do not. Make sure to attend all your classes and complete your work. Pay attention to deadlines, attend school events and most importantly ask for help if you need it.

### **Timeline for your Senior Year**

#### **Summer before Senior Year:**

- Visit colleges and schedule appropriate interviews
- Review your College Essay. Look at the prompts listed on the common application website. <https://www.commonapp.org/apply/essay-prompts>
- Look for scholarships on <https://www.scholarships.com/>
- Complete student brag sheets to request recommendation letters.

#### **Fall of Senior Year:**

- Attend Senior Year assembly.
- Pay senior dues.
- Schedule a meeting with your College Advisor, Mr. Lucito Ladignon
- Schedule a meeting with your counselor.
- Register for October, November and/or December SAT's, Subject Tests (consult counselor), and ACT
- WATCH DEADLINES: You must submit Brag Sheets to teachers for recommendation letters. Give recommenders at least 3 weeks.
- If you are applying EARLY you must notify counselor of their intentions, in order to meet deadlines.
- Ensure the colleges you have applied to have received all the required materials before the deadline.
- Determine Financial Aid requirements at each college and register on-line ([www.collegeboard.com](http://www.collegeboard.com)) for the "CSS PROFILE" if colleges to you are applying to require this form.
- Gather all documents for FAFSA and create FAFSA ID for both student and parents in early fall @ [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Attend all school College Office activities ie. College Application Week, FAFSA workshops Visit colleges and schedule appropriate interviews

#### **Winter of Senior Year:**

- Finalize and submit all documents to FAFSA and TAP
- Mail or submit electronic FAFSA- remember financial aid is first come-first served.
- Continue researching and applying.

#### **Spring of Senior Year:**

- Visit colleges BEFORE making final decisions. May 1<sup>st</sup> is decision day.
- Notify the Guidance Office of application decisions by completing a survey.
- Notify all colleges of your decision to attend or not to attend before May 1<sup>st</sup>
- Participate in all senior events and have fun!

## **Cutting Class**

Students are expected to attend every class for which they are scheduled. When a student is marked present in school and absent from one class, a cut is generated. Please be aware that cutting is often an early indication of a developing problem and is therefore treated very seriously by the Information Technology High School faculty and staff. Our primary concern is for your education, your well being, your safety, and your security during school hours; if you are not in class when assigned, all of these factors are affected negatively.

## **Deans' Office**

Information Technology High School has several deans of discipline who work together with staff and students to create a safe and inclusive school environment. Discipline problems are handled first by the individual teacher and then by the deans. If a student has a problem caused by another student, he/she should report it immediately to a dean in suite 435. Deans will address infractions within the school community.

## **Dress Code**

In order to maintain a positive learning environment, it is expected that Information Technology High School students dress in a professional manner. We expect Information Technology High School students to be dressed appropriately to ensure safety and to keep the focus on teaching and learning. We would like all parents and guardians to remind students of proper dress protocols on campus.

Prohibited forms of dress at Information Technology High School include, but are not limited to:

1. Clothing that contains references to drugs, alcohol, sex, violence, racism, or gang-affiliation.
2. Clothing that does not provide coverage of torso, undergarments, and private body parts, including see-through garments of any kind.
3. Flip-flops
4. Sunglasses while indoors.

If a student comes to school wearing clothing prohibited by the Dress Code, then the student's parents will be notified, the student may be subject to the interventions and disciplinary responses set forth in the Discipline Code, and the student will be expected to make appropriate adjustments to his/her clothing to conform with the Dress Code (e.g., turning shirt inside out, borrowing temporary clothing until the end of the school day, etc.).

## **Elevator Policy**

Students are not allowed on the Information Technology High School elevator during the school day and after school and on weekends, unless they have an elevator pass, which they must show to faculty members when asked. Elevator passes are reserved for students with legitimate medical issues requiring them to avoid using the stairs. Elevator passes may be obtained from the nurse's office with a doctor's note. Students with elevator passes are not allowed to bring classmates with them on the elevator. Violations of the policy may result in detentions.

## **Extended Vacations**

Students are expected to be in attendance the day before and the day after all school holidays or vacations. It is with this concern that we request that you please adhere to the following rules:

- Students must be in attendance every day before and after the start of a school holiday.
- All student absences REQUIRE a parental note. All extended absences of three or more days require a doctor’s note. Students should bring parental notes and doctor’s notes to the attendance office (Room 127B) as soon as they return to school.
- Teachers are not required to create special lessons for students who extend their vacation.
- Excessive undocumented absences may be classified as educational neglect, which must be reported as required by New York State law.

## **Grades, Progress Reports, Report Cards, & Transcripts**

Remember that you are creating your transcript for college from the time that you first enter the building as a new ninth grader. All of the grades you receive will appear on your official transcript, which is sent to college, so remember that every grade is important from the moment that you begin your course of academic study at Information Technology High School. The most important items on your college application will be the list of the courses that you have taken and the grades that you have received in them.

Each school year is divided into six marking periods per academic year. Your grades will be officially reported to you six times per academic year at the end of each marking period. Grades for all six marking periods are numeric grades. All full year courses will be worth two (2) credits. One term classes will be worth one (1) credit and will give final transcript grades in January or June depending on the term in which they are taken.

### **SCHOOL WIDE GRADING POLICY**

<b>Category</b>	<b>Percentage</b>	<b>Examples</b>
<b>Assessment Categories (50% total)</b>	<i>Summative Assessments</i> 25%	This includes end of unit exams, projects, research papers, essays and other formalized assessments. All summative assessments are to be graded using a rubric. There should be at least two (2) summative assessments per marking period to ensure fair grade distribution in this category.
	<i>Formative Assessments</i> 25%	Each marking period should have <b>at least five different types</b> of formative assessments (ex. quizzes, tests, exit tickets, daily writing assessments, take-home assignments).
<b>Homework</b>	15%	Students are to be given a homework assignment at least three (3) times a week. Homework should be graded regularly (as with other student work).
<b>Class Participation</b>	35%	Class participation includes active intellectual engagement in classroom tasks, preparation for class, participation in classroom and student to student discussion, and completion of all classroom assignments and assessments.

### **LAB POLICIES**

Science courses designed to culminate in a Regents exam must contain a hands-on or simulated (virtual) component of 1,200 minutes of lab activities in accordance with State policy. Students must complete this laboratory across the length of the course to prepare them for the corresponding Regents examination in science.

ITHS class schedules are designed such that lab activities are incorporated within science classes. Our school is currently in partnership with SMART SCIENCE, a platform that allows us to complete the required 1,200 minutes of virtual lab activities.

Labs must be recorded on student transcripts, with a clear indication of whether the student successfully completed the laboratory requirement (for example, 'P' or 'F' to indicate pass or fail, or the equivalent per the school's grading policy). The lab component of the course may not be credit-bearing; it must be provided in addition to the 54 hours required for each science credit.

#### SCIENCE LAB GRADE DISTRIBUTION

The science lab grading policy aims to balance the evaluation of students' preparation, participation, analytical skills, and the quality of their lab reports while encouraging reflection and improvement. Science labs are embedded in daily lessons or span of lessons as part of formative assessment or student participation. Grading of science labs is as follows:

1. Pre-Lab Preparation (10%):
2. Lab Participation and Execution (25%):
3. Data Collection and Observation (20%):
4. Analysis and Interpretation (25%):
5. Lab Report Quality (15%):
6. Reflection and Error Analysis (5%):

At any time, you and your parents may review your grades online. You may see your: test grades, writing/essay grades, quiz grades, class participation grades, homework grades, group work grades, special project grades, independent study grades, etc. by logging on JupiterEd. JupiterEd is used by every teacher at Information Technology High School and updated by them regularly throughout each semester. Teachers may add comments to elaborate on any grade for an assignment that you received. These comments do not appear on your school record or on your official transcript.

**The Official Transcript** is the document that we send to colleges and universities and other post-secondary institutions and official agencies. Your grades and your cumulative grade point average listed on this document will be one of the most important factors used by college admissions officers as they weigh your acceptance or rejection. Grades as of January during a student's senior year will be sent to colleges. Grades for accelerated high school classes taken in NYC public middle schools will appear on your transcript and will be averaged into your GPA. They are automatically transferred from your middle school to Information Technology High School and we cannot edit them. Please see your guidance counselor if there is an issue with these grades missing on your transcript.

**Academic Difficulties** - If you are having difficulty keeping your grades up, there are many resources available to assist you. After-school tutoring is offered for core subject areas several days a week. Students can also speak with their teachers to coordinate a time during the school day where both parties are available to meet for extra support.

### **Graduation Requirements**

Guidance counselors meet with each student individually to discuss their progress towards graduation. Please see the graduation requirements card below for detailed information. The counseling department is open to all students, parents, guardians, and teachers from 8:00 A.M. to 4:00 P.M. Students and parents are encouraged to make an appointment.

## GRADUATION REQUIREMENTS

As of February 2022

### Earning a Diploma in NYC

In New York City public schools, students can earn three types of diplomas: a local diploma, a Regents diploma, or an advanced Regents diploma. Each is a valid high school diploma and can be used to demonstrate graduation or enroll in programs after high school, like college and the military. To earn a diploma, students must earn specific course credits (see table to the right) and pass specific Regents exams (see table on the reserve side).

### Minimum Credit Requirements

All students must earn **44 total credits across specific subject areas** in order to graduate. Subject-area requirements vary by the type of diploma and may also vary if a student earns an endorsement. Ask your school counselor for more information about credit requirements.

### Diploma Endorsements

Students may also earn endorsements to their diplomas. Endorsements recognize the successful completion of additional courses and exams in particular subject areas. Ask your school about the requirements for the following endorsements: Arts, Seal of Biliteracy, Career Development and Occupational Studies (CDOS), Career and Technical Education (CTE), Honors Designation, Mastery in Math, Mastery in Science, and the Service Seal.

### Commencement Credentials

Students can earn two types of commencement credentials: the CDOS commencement credential and the Skills and Achievement commencement credential. These credentials recognize specific achievements, but they are not diplomas. Students who receive commencement credentials may continue to attend school until they earn a high school diploma or until the end of the school year in which they turn 21 (whichever occurs first). Due to COVID-19, students who turned 21 within the 2020-21 school year may remain enrolled for 2021-22 in pursuit of a high school diploma, credential, or endorsement. Ask your school counselor for more information about commencement credentials.

Career Development & Occupational Studies (CDOS) Credential	Skills & Achievement Commencement Credential
This credential recognizes students' preparation for entry-level work aligned to the CDOS learning standards. Students complete a career plan, employability profile, and 216 hours of career preparation experiences, including at least 54 hours of work-based learning. The CDOS may be awarded as a sole exiting credential, an endorsement to a diploma, or used to fulfill an exam requirement.	This credential recognizes students' skills and achievements in academic, career development, and other foundations needed for post-school living, learning, and working. This credential may only be awarded to students with severe cognitive disabilities who participate in the New York State Alternate Assessment (NYSAA).

Subject Area	Minimum Credit Requirements
English Language Arts (ELA)	8
Social Studies	
Global History	4
U.S. History	2
Participation in Government	1
Economics	1
Math	
Including at least 2 credits of math aligned to standards above Algebra I, such as Geometry or Algebra II	6
Science (including labs)	
Life Science	2
Physical Science	2
Additional Life or Physical Science	2
World Languages (formerly LOTE) <sup>1</sup>	2 for local and Regents diplomas 6 for advanced Regents diploma <sup>2</sup>
Visual Art, Music, Dance, and/or Theater	2
Physical Education	
Consistently throughout high school	4
Health	1
Electives	7 for local and Regents diplomas 3 for advanced Regents diploma
<b>Total Credits</b>	<b>44</b>

<sup>1</sup> Students with disabilities exempted from the world languages requirement must still earn 44 course credits required for a diploma through elective credits earned in other subject areas.

<sup>2</sup> Students completing an Arts or CTE endorsement with the advanced Regents diploma are required to complete only 2 credits of World Languages.

## GRADUATION REQUIREMENTS

As of February 2022

### Minimum Exam Requirements

All students must pass at least **five Regents exams** or State-approved alternatives to Regents exams in order to graduate. Subject-area requirements for exams vary by diploma type and endorsement as described to the right. All students can earn a Regents or advanced Regents diploma. Some students, including students with disabilities, can graduate with a local diploma by earning different exam scores. Contact your school counselor to learn more about Regents exams, State-approved alternatives, and these other exam flexibilities for students who meet specific eligibility requirements:

- Appeals to graduate with low scores on Regents exams
- Safety Net flexibilities for students with disabilities
- Exam waivers for transfer students
- Performance-Based Assessment Tasks (PBATs) for students at State-approved schools

### Regents Waivers

The New York State Education Department (NYSED) cancelled multiple Regents administrations due to the COVID-19 pandemic. As a result, students in grades who intended to take Regents exams during these administration periods **and** met NYSED's eligibility criteria, waived that assessment requirement for the associated diploma, endorsement, or credential. A waived Regents exam counts as a score of 65 toward exam requirements.

### Toward College & Career Readiness

Coursework, exam scores, and activities outside the classroom can support students in working towards their goals for after high school.

**Coursework:** Students can prepare for college-level work by taking higher-level courses in high school. These courses may include:

- 8-credit course sequence in math, including Algebra I, Geometry, and Algebra II
- 8-credit course sequence in science, including Living Environment, Chemistry, and Physics
- Advanced Placement (AP), International Baccalaureate (IB), and Honors courses
- Courses for college credit, such as College Now or CUNY Early College

**Exams:** High exam scores can help students avoid taking remedial classes in college. For CUNY, students may meet the college readiness requirement based on certain test scores. See the CUNY Testing FAQs (<http://bit.ly/CUNYReady>) to learn more.

<sup>3</sup> Students completing an Arts or CTE endorsement with the advanced Regents diploma are not required to take the World Languages exam. Likewise, students whose IEP indicates that a disability negatively affects their ability to learn a language are not required to take the World Languages exam to receive an advanced Regents diploma.



Regents Exam	Local diploma (eligible students only)	Regents diploma	Advanced Regents diploma
<b>English Language Arts (ELA)</b>	55+	65+	65+
<b>Social Studies</b> <ul style="list-style-type: none"> <li>• U.S. History</li> <li>• Global History &amp; Geography</li> </ul>	55+ on one social studies exam	65+ on one social studies exam	65+ on one social studies exam
<b>Math</b> <ul style="list-style-type: none"> <li>• Algebra I</li> <li>• Geometry</li> <li>• Algebra II</li> </ul>	55+ on one math exam	65+ on one math exam	65+ on all three math exams
<b>Science</b> <ul style="list-style-type: none"> <li>• Living Environment</li> <li>• Earth Science</li> <li>• Chemistry</li> <li>• Physics</li> </ul>	55+ on one science exam	65+ on one science exam	65+ on Living Environment <i>and</i> one other science exam
<b>World Languages (formerly LOTE)</b>	<i>Not Required</i>	<i>Not Required</i>	65+ on one World Languages exam <sup>3</sup>
<b>+1 option</b> <ul style="list-style-type: none"> <li>• Any additional Regents exam</li> <li>• State-approved +1 option</li> </ul>	<i>Requirements vary</i>	<i>Requirements vary</i>	<i>Requirements vary</i>
<b>Total Exams</b>	<b>5</b>	<b>5</b>	<b>9</b>

## ID Cards

All students are issued a Information Technology High School ID card when they start school. Every student is required to have a photo ID card each time they enter the building. Students scan into lunch and to exit the building. If you lose your student ID card, please go to Ms. Williams in Room 127B during your lunch period only to request a new ID card.

## Lost & Found

Students, teachers, and other faculty members who find lost items in classrooms or throughout the building should bring them to the lost and found which is located in the main office. For electronics or expensive items, please see a Dean.

## Lunch Forms

Breakfast and lunch are now provided to students at no charge. However, please note that all parents, regardless of income, must still complete a School Meals Form so that our schools get access to federal funding for this program and others. Please complete the form online at

[www.myschoolapps.com](http://www.myschoolapps.com) or request a hard copy of the form from Ms. McMillan, the Pupil Personnel Secretary in room 303.

## **Nurse's Office**

The school's nurse's office is open during school hours, and it is located in Room 103. Students who become ill at school must obtain a written pass from their teacher first, authorizing the student to visit the nurse. Students are not allowed to leave the building due to illness without a parent or guardian. Parents will be called and informed of the nature of the illness.

- **Prescription Medication:** Students may not possess or take prescription medication on school premises without proper documentation (a [Medication Administration Form](https://pwsblobprd.schools.nyc/prd-pws/docs/default-source/default-document-library/health-and-wellness/general-medication-administration-form-sy-2025-26.pdf?sfvrsn=ffa193c6_4): [https://pwsblobprd.schools.nyc/prd-pws/docs/default-source/default-document-library/health-and-wellness/general-medication-administration-form-sy-2025-26.pdf?sfvrsn=ffa193c6\\_4](https://pwsblobprd.schools.nyc/prd-pws/docs/default-source/default-document-library/health-and-wellness/general-medication-administration-form-sy-2025-26.pdf?sfvrsn=ffa193c6_4)) and permission. Medication Administration Forms are available in the Nurse's Office (Room 103) or online at [www.schools.nyc.gov/school-life/health-and-wellness/health-services](http://www.schools.nyc.gov/school-life/health-and-wellness/health-services). For more information see NYCDOE Chancellor's Regulations A-701.

## **National Honor Society (NHS)**

If you are a Junior and your cumulative GPA meets the requirements for NHS, we are looking for You to join this wonderful team. Be our next leaders!

### **National Honor Society Pledge:**

**SCHOLARSHIP** While a member of the Information Technology High Schools chapter of the National Honor Society, I pledge to maintain high academic standing with a GPA of at least 87%. I will share my scholarship with my classmates by becoming a peer tutor.

**LEADERSHIP** While a member of the Information Technology High Schools chapter of the National Honor Society, I pledge to be both an active leader and a visible symbol of our school. I will foster leadership among the Information Technology family.

**SERVICE** While a member of the Information Technology High Schools chapter of the National Honor Society, I pledge to provide service to others for at least 20 hours this school year. I understand that at least 10 of these hours must be at our peer tutoring program: 5 in the Fall term and 5 in the Spring term. I understand that it is my responsibility to keep track of my hours and the info Tech NHS volunteer hour sheet. See Ms. Brown for it.

**CHARACTER** While a member of the Information Technology High Schools chapter of the National Honor Society, I pledge to maintain a high standard of moral character at all time

## **Program (Schedule) Change Policy**

You may only attend classes that you are officially enrolled in and that appear on your program. You will receive credit only for courses that appear on your program; therefore, auditing a class for which you are not registered is not allowed. Students are programmed for a day of eight or nine class periods, inclusive of lunch. To accommodate the school-wide schedule and each individual student's needs, you are assigned an early or late session. Individual requests for an early or late program cannot be accommodated. Requests for changes to a student schedule after the beginning of the school year are considered only if compelling circumstances warrant a change and class space is available. Due to class size limitations, unsolicited program changes may occur within the first ten school days of each semester; this is called equalization. All measures are taken to minimize the number of such schedule changes due to equalization. Student or parent initiated program changes may only occur within the timelines established for each semester.

## **Senior Prom**

Information Technology High School's Prom (short for promenade) is a once-in-a-lifetime experience, a formal black tie dinner and dance held at the end of senior year. Parents and students, please plan on paying for your child's prom ticket in the spring of your child's senior year, if your child wishes to go (prom is entirely optional, of course). Students and parents should start a family savings plan starting during a student's ninth grade year in order to budget for senior year expenses. Attending Prom is a privilege, not a right; students' behavior and their dean's office record during their four years at Information Technology High School will also factor into whether or not a student is allowed to attend Prom. ***Also, please be aware that you cannot attend Senior Prom unless you have paid your Senior Dues.***

## **Student Activities**

Becoming involved in student activities helps you get involved in the Information Technology High School community, is a great place to make friends, and will be beneficial when you apply to college. Therefore, become involved in a club or team, the student government, or some activity outside of the school. Athletics/Sports teams usually meet every afternoon for two to three months; clubs meet once a week all year. If you play on an Athletic/Sports team, please be aware that during your team's season (Fall, Winter, or Spring), you will probably have practice every day after school, and you will not have time to go to a club meeting. Use your ninth grade year to decide upon the activities in which you are most interested. When you find one that you really enjoy, continue to participate in it throughout high school.

Please be aware that students with suspended privileges are ineligible to participate in any Athletics/Sports teams and student activities (such as clubs and teams) until their privileges are reinstated. Inappropriate behavior in school, at games or competitions or on trips may be grounds for removal from the team, club or activity. ***Students who are absent from school during the day may not participate in after school activities on that day without a doctor's/parent note.***

## **Study Skills**

### **Blocks of study time and breaks**

Plan out blocks of study time in a typical week. Blocks ideally are around 40 minutes, but if that feels too long start out with 20 minutes.

Some difficult material may require more frequent breaks. Shorten your study blocks if necessary-but don't forget to return to the task at hand!

### **Dedicated study spaces**

Decide on a place free from distraction (no cell phone or text messaging!) where you can do your studying and be free of the distractions that friends or hobbies can bring!

You should also have a back-up space that you can escape to, like the library. What is the best study space you can think of? What is another?

### **Weekly reviews**

Weekly reviews and updates are also an important strategy. Each week, like a Sunday night, review your assignments, your notes, your calendar. Be mindful that as deadlines and exams approach, your weekly routine must adapt to them!

### **Prioritize your assignments**

- When studying, get in the habit of beginning with the most difficult subject or task. You'll be fresh, and have more energy to take them on when you are at your best
- **Postpone unnecessary activities until the work is done!**  
Postpone tasks or routines that can be put off until your school work is finished! Distracting activities will be more enjoyable later without the pressure of the test, assignment, etc. hanging over your head. Think in terms of pride of accomplishment
- What is one distraction that causes you to stop studying?

### **Review notes and readings just before class**

This may remind you of a question or two about something you don't quite understand, to ask about in class, or after. It also demonstrates to your teacher that you are interested and have prepared.

- How would you make time to review?
- Is there free time you can use?

### **Review notes just after class**

The first 24 hours are critical. Forgetting is greatest within 24 hours without review!

- How would you do this?
- Is there free time you can use?

### **Effective aids:**

- **Create a simple "To Do" list**

This simple program will help you identify a few items, the reason for doing them, a

timeline for getting them done, and then printing this simple list and posting it for reminders.

- **Daily/weekly planner**

Write down appointments, classes, and meetings in a notebook. If you are more visual, sketch out your schedule. First thing in the morning, check what's ahead for the day always go to sleep knowing you're prepared for tomorrow

- **Long term planner**

Use a monthly calendar so that you can plan ahead.

Long term planners will also serve as a reminder to constructively plan time for yourself

## **Visitors**

Parents: all outside visitors must enter through the front entrance, sign in, show a photo ID (driver's license, state ID, passport, etc.) and register with the School Safety Agents. The visitor will receive a pass and will be escorted to the appropriate office. We strongly recommend making an appointment ahead of time, via e-mail or telephone. *Please be aware that visitors who arrive without an appointment may be unable to meet with the staff member whom they came to visit.*

## **Working Papers**

Students who need working papers can speak with Ms. Williams in room 127B. She will provide you with the working paper application and a list of necessary documents you must return in order for her to provide you with working papers.

## **Computer & Internet Usage**

### Information Technology High School Computer and Internet Acceptable Use Policy

Access to computer systems and networks owned or operated by Information Technology High School of The New York City Department of Education (DOE) imposes responsibilities and obligations and is granted subject to Department of Education and school policies, and local, state, and federal laws. **“Appropriate Use” should always reflect academic honesty, high ethical and moral responsibility and show restraint in the consumption of shared resources. Appropriate use demonstrates respect for intellectual property, ownership of data, system security mechanisms, and for individuals' rights to privacy and rights to freedom from intimidation, harassment and unwarranted annoyance.**

1. **Appropriate Use of the System** Given Information Technology High School's educational mission and the need to provide all users fair and reasonably equitable access to the system resources, the following statements describe both appropriate and inappropriate use of computer resources. Files owned by individual users are to be considered private, whether or not they are accessible by other users.
  - The ability to read a file does not imply the permission to read or use that file. Use ONLY your own username and password to login. You may not allow other users to use your user name and password to log in. This is for your own protection and the protection of the system in general. You are responsible for any and all activity initiated in or on any Information Technology High School system by your account.

- Keep your password confidential. Your password should be at least 6 characters long (preferably longer), contain both upper and lower case letters and at least one number. It should not be a dictionary word or common phrase.
- Manage your use of system resources so as to minimize the impact of your activities on other users. Use only the resources that you need to complete your activity. Learn how to use the resources efficiently.
- Modify only files belonging to you and files to which you have group-write access. Create files only in your own directories unless given explicit permission to use other directories. Merely having write or execute capability enabled on a file or directory does not constitute explicit permission. Users are responsible for protecting their own files and data from use by others. Files owned by individual users are to be considered private, whether or not they are accessible by other users. The ability to read a file does not imply permission to read or use that file. Files created in public directories are subject to deletion without prior notice to the user.
- Use the system resources ONLY for valid educational purposes.
- Refrain from deliberately engaging in activities that are intended to hinder another user's ability to do their work. You have the right not to be harassed while using the computer facilities. Harassment in the form of physical, verbal, electronic or any other form of abuse will not be tolerated. Harassment should be reported to a teacher or the systems administrator immediately.
- DO NOT transmit or store any information, which contains obscene, indecent, lewd or lascivious material, or other material, which explicitly or implicitly refers to sexual conduct.
- DO NOT transmit information which contains profane language or panders to bigotry, sexism, or other forms of discrimination; this includes files in any and all directories that are group or world readable.
- DO NOT use computer programs to decode passwords or access control information.
- DO NOT attempt to circumvent or subvert system security measures.
- DO NOT engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files.
- DO NOT develop or use programs that attempt to consume all available system resources (memory, swap space, disk space, network bandwidth, etc.)
- DO NOT use mail or messaging services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages or sending unwanted mail.
- DO NOT use the school's systems for financial gain and/or for profit. If in doubt, ask the systems administrator first.
- DO NOT create, modify, execute or re-transmit any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages including, but not limited to, forgery of messages and/or alteration of system and/or user data used to identify the sender of messages.

Deliberate alteration of system files is vandalism or malicious destruction of DOE property.

- Do abide by the Internet policies, ITHS school policies, and local, state, or federal statutes and regulations concerning the use of computing facilities.
- DO NOT engage in any activity that fails to obey the general principles presented above.

Individuals who use computers and/or the network inappropriately are subject to disciplinary action by ITHS, DOE, City, State and Federal authorities.

Misuse of computer resources is not limited to incidents involving only ITHS equipment. Inappropriate use of computing facilities external to our network, but accessed through or by our network will be considered an inappropriate use of our network.

2. **Games** - Playing games is prohibited.
3. **E-Mail** - The systems administrator may regulate the content of private, electronic mail communication between users when necessary.
4. **Privacy** - The systems administrator, to preserve the integrity or operational state of the network, may look at data or files on the system. You should be aware that no computer security system, no matter how elaborate, can absolutely prevent a determined person from accessing stored information that they are not authorized to access. Thus, we cannot guarantee the privacy and confidentiality of any information stored on it. Information that must remain confidential should not be stored on the network. This policy exists to make you aware of the inherent limitations on your ability to maintain you desired level of privacy or confidentiality of information stored on the network. **Information Technology High School reserves the right to read and/or remove any files on the system without prior notification to system users.**
5. **Preventing Access by Others** - Leaving your workstation unattended is dangerous to your personal files, reputation, and to system security. Log off or lock your workstation to protect your account.
6. **Network Policy Enforcement Guidelines** - Depending on the nature and severity of the policy violation, the systems administrator may take one or more of the following disciplinary actions:
  - a. Verbal, written, or electronic mail warning.
  - b. Disciplinary probation.
  - c. Temporary access denial (lockout).
  - d. Permanent access revocation.
  - e. Alternative punishment not involving access or usage restrictions.
  - f. Demerits, suspension of out-of building privileges, principal's suspension, superintendent's suspension
  - g. If warranted the systems administrator will refer the case to an appropriate school, Local, State, or Federal authority for further disposition.

Evidence of attempted or actual system security, integrity, or performance related incidents will be cause of immediate access denial. The purpose of access denial in these cases is to prevent further damage to the system or data while an investigation is conducted. The user or users involved will be required to meet with the Dean of students. **Demonstrated intent to violate policy will be**

**considered the same as an actual policy violation. Demonstrated intent means evidence of actions, which, if successful or if carried out as intended, would result in a policy violation.**

*Disclaimer: Information Technology High School will make every effort to maintain the network so that each user has equal and fair access. It is our primary concern to make this network a friendly, and cohesive virtual user community; we take no responsibility for the accuracy or security of information contained in any user or public file or directory. We will make every effort to maintain the security and integrity of our system. We cannot guarantee the security and ultimate privacy of any material stored on the network. We take no responsibility for the loss of data, files, or information on the network.*

