

NYC DEPT OF EDUCATION
2010 – 2011 SCHOOL YEAR CALENDAR

September 8	School Starts
September 9 & 10	Rosh Hashanah – No Classes
October 11	Columbus Day – No Classes
November 2	Election Day – No Classes
November 11	Veteran’s Day – No Classes
November 25 & 26	Thanksgiving Recess – No Classes
December 24 to 31	Winter Recess – No Classes
January 17	Martin Luther King Day – No Classes
January 31	Fall Term Ends – No Classes
February 21 to 25	Midwinter Recess – No Classes
April 18 to 26	Spring Recess – No Classes
May 30	Memorial Day Observed – No Classes
June 9	Staff Development – No Classes
June 24	Regents Rating Day – No Classes
June 28	Last day for students

* Seniors will attend classes according to both Hunter College and NYC Department of Education academic calendars.

PASSWORDS

MHSHS Website: <http://schools.nyc.gov/schoolportals/03/M541>

MHSHS Gmail Account: <https://www.google.com/a/mhshs.org>

Username: Firstname.Lastname

My Username: _____

Password: Firstname + last 4 digits of ID #

My Password: _____

Email Address: Firstname.Lastname@MHSHS.org

My Email Address: _____

Castle Learning Account: www.castlelearning.com

Username	
Password	

- **MyGradeBook:** www.mygradebook.com

Classword: TEACHERNAME + 2010 + P#

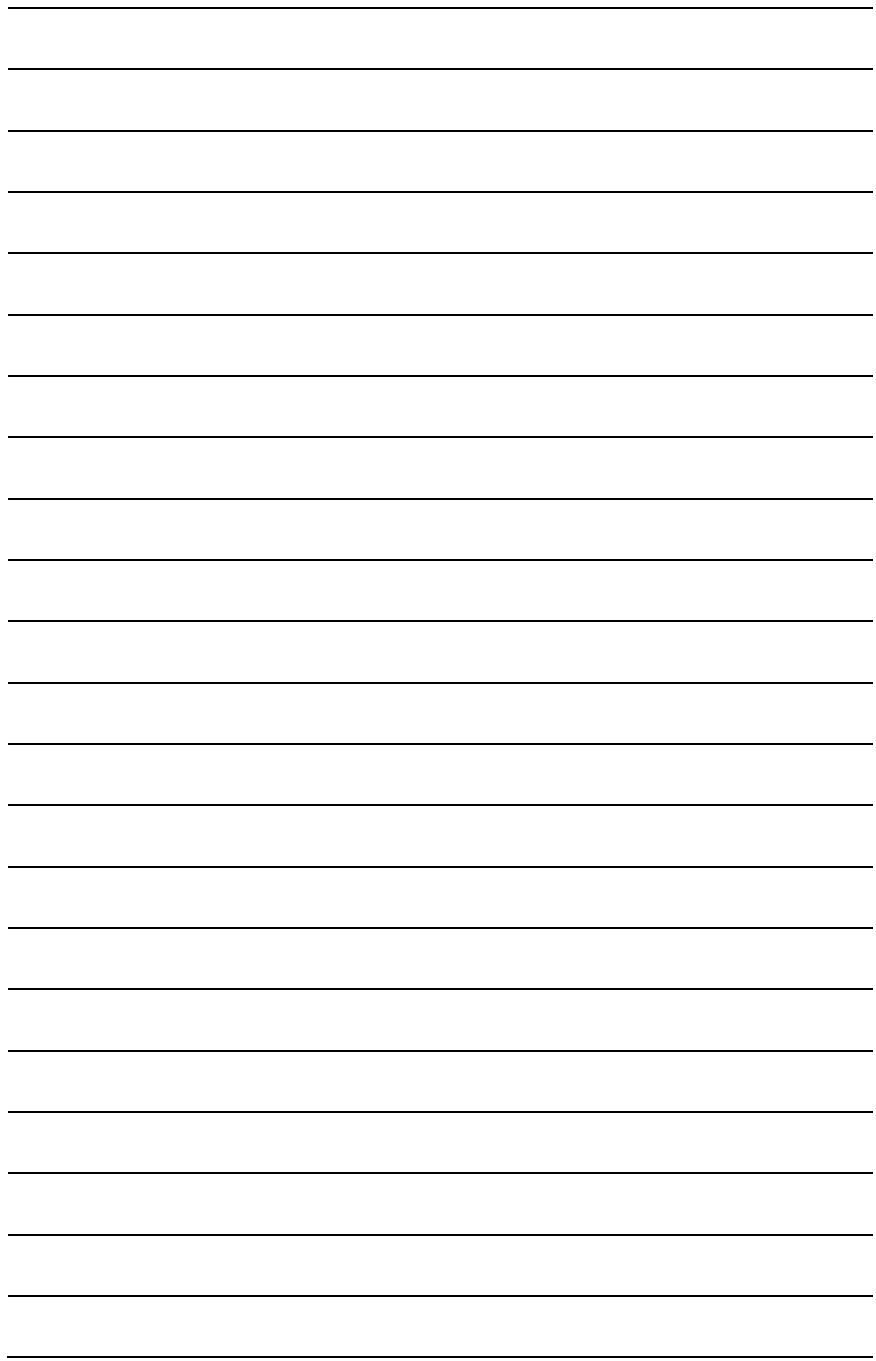
Example: DAMATO2010P3

Class	Classword	Password
Science		
Math		
English		
History		
Spanish		

Linked User ID	Linked Password

TEACHER'S E-MAIL ADDRESSES

Teacher's Name	E-Mail Address





WELCOME TO MANHATTAN HUNTER SCIENCE HIGH SCHOOL

To be a successful student, you need to be a productive and involved citizen of the Manhattan Hunter Science High School community. There is a big difference between existing in your school and being a part of your school. To help you accomplish this goal, this guide has been put together which offers information you need to be successful.

Simply put, a successful citizen of Manhattan Hunter Science High School is one who demonstrates that he/she:

Respects himself/herself by:

- Accepting and meeting the challenges of a rich academic program
- Learning to take ownership and becoming a self-directed learner
- Participating fully in the extra curricular life of the school (as a member of activities; as a fan of others)

Respects others by:

- Being a prepared, active member of classes who collaborates in class through group activities and shares understandings and questions
- Supporting the work of extracurricular clubs and activities (as an involved member and as an active fan)
- Speaking to and acting toward others in ways which open communications and relationships
- Tolerating from others only language and behaviors that invite good citizenship and exclude no one

We, the staff, hope you will find this guide helpful and wish you all a satisfying and successful experience at Manhattan Hunter Science High School.

Remember:

One of the simplest, and often forgotten, demonstrations of respect for one's self and others is identifying yourself.

If an adult asks for your name you must provide your name.

MISSION

The Manhattan Hunter Science High School is grounded in the belief that individuals are better prepared to face life's challenges when given the proper tools. The New York City Department of Education and Hunter College have joined to create a school that provides an enriched, comprehensive, Early College curriculum with a focus on science, research and the integration of the sciences into all subject areas.

The high school offers a small, safe and nurturing, student-centered environment in a collaborative organizational and instructional model. The curriculum is designed to accelerate learning ahead of state and national standards so that all students graduate with 30 or more completed college credits. It provides students with a deepened understanding of the content areas, promotes the analytical thinking essential to college level learning, and aims to foster the development of resilient individuals prepared to be leaders in our society.

Students are encouraged to develop their unique talents and strengths with the support of a larger academic community. Graduates of this high school will be well prepared to successfully meet the rigorous demands of higher level college courses and the challenges of science related careers.

HUMAN RIGHTS POLICY

The Manhattan Hunter Science High School community believes that all of its citizens have basic human rights that must not be violated. These rights include:

- Freedom to develop one's own personality, so long as it does not interfere with the rights of others, without disrespect or pressure from cliques, interest groups or other individuals
- Freedom from mental or physical abuse such as name calling, intimidation or harassment
- Freedom from being set apart or mocked because of race, gender, religion, physical strength, features, friendship groups, age, culture, handicap, financial status, dress, classroom performance, sexual orientation or perceived sexual orientation, or any other reason
- Freedom from being harassed in the classroom – the right to be treated respectfully

CONFLICT RESOLUTION

Although conflict is a natural part of life, fighting does not have to be.

Manhattan Hunter Science High School has a zero-tolerance for fighting.

To help prevent fights, we have a conflict mediation program that will work with students who are in conflict.

This program helps disputants to develop skills that will allow them to be heard, to listen, and to come to a resolution that is satisfactory to both.

GETTING THE MOST OUT OF SCHOOL

We want your years at Manhattan Hunter Science High School to be successful and memorable.

So that this can be true, try the following:

Work Hard:

Accept your school responsibilities; do well

Get Involved:

Join a club, team or musical organization; participate in classes

Make Friends:

Enjoy your classmates; share experiences

Be Constructive:

If you feel things can be better, work to make them that way

EXTRA HELP

You may always seek extra help from your teachers if you do not understand an assignment, if the work is difficult or if you have been absent and have missed assignments and class discussions. Arrange a conference with your teacher before or after school or at a time convenient to both of you during the day.

A teacher will sometimes request a student to stay after school if it is apparent that the student is having difficulty with his work. This is not to be thought of as a punishment, but rather as the desire of the teacher to help you make the progress of which you are capable.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a signed planner.

STUDY SKILLS

A student who studies well:

- Brings notebook, paper, and other necessary materials to class
- Is an active participant in the classroom; listens well; takes part in discussions
- Asks questions if he/she doesn't understand the discussion or if he/she has a problem
- Plans work and schedules time for homework each day; makes sure he/she understands the assignment before he/she leaves class
- Identifies anything that could interrupt his/her study plan and figures out how to eliminate it
- Uses what he/she learns; sees how each subject applies to the others
- Strives to do his/her best, not just to get by
- Has phone numbers of classmates for times when he/she is absent and needs assignments

A student who is successful in the classroom:

- Learns how to adapt to different teachers
- Is in school, on time, every day
- Is prepared for each class
- Is aware of his/her body language and nonverbal behavior
- Always does homework
- Participates in class
- Is an active listener
- Takes notes and recognizes important information
- Is a good group member
- Treats others with courtesy and respect

ELIGIBILITY

In order to participate in all extracurricular activities a student must:

- Not be under disciplinary action prescribed or approved by the principal and/or the superintendent
- Not have failing grades in more than one course for which credit is given

Students who find themselves ineligible for the first time may continue full participation in extra and co-curricular activities if they:

- Attend extra help sessions 3 times per week
- Submit a completed extra help form each week
- Demonstrate a passing cumulative average in all courses at the end of the next marking period

Students who fail to attend to these expectations, or fail one or more courses for which credit is given a second time become ineligible.

While ineligible students may not participate or serve in:

- Extracurricular activities
- Performances
- Practice/team meetings
- After school activities connected with the group/team
- A leadership position within an activity and/or represent the activity
- Attend field trips

Students may regain eligibility if they:

- Attend extra help sessions 3 times per week, for the next marking period
- Demonstrate that they are passing all courses at the end of the marking period

CODE OF CONDUCT

STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance.

Teachers and all other school personnel should reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance shall:

- Be safe, appropriate, and not disrupt or interfere with the educational process
- Reflect the school uniform policy; that is a white collared shirt and black slacks or a black skirt
- Ensure that underwear is completely covered with outer clothing
- Include footwear at all times. Footwear that is a safety hazard will not be allowed
- Not include the wearing of headwear in the building except for a medical or religious purpose
- Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities, such as gang affiliation

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replace it with an acceptable item.

Any student who refuses to do so shall be subject to discipline, including detention and in-school suspension.

Any student who repeatedly fails to comply with the dress code shall be asked to purchase a uniform to be kept by Manhattan Hunter Science staff. Should the student arrive at school out of uniform, he/she will be expected to change into said uniform. Failure to do so shall be treated as insubordination.

ATTENDANCE

Regular school attendance is a necessary prerequisite to optimal educational success.

Students who attend all classes regularly and punctually contribute to a school climate which is conducive to learning for all. Students are also accountable for every minute of every class. Students are expected to arrive at each class, be seated, and be ready for instruction prior to the sounding of the passing bell.

Students are not to be excused from classrooms to use the telephone, the drinking fountain, or lavatory, except in cases of emergency. If it becomes necessary for a student to be excused, the teacher will sign the student's planner, which must be carried at all times.

All absences are counted including:

- Legal absences (illness, religious holidays, or death in the family)
- Illegal absence (all other reasons)
- Truancy (reason not given or parents do not excuse absence)
- Cuts

This means that when you are not in class you are counted as absent. Absence negatively impacts achievement.

GRADES

Grades earned in any course shall reflect the student's daily achievement as well as the fulfillment of other academic requirements that may be established by the teacher.

ACADEMIC INTEGRITY

- A. Cheating (e.g., copying from another's test paper; using material during a test which is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of un-administered test; substituting for another student or permitting another student to substitute for one's self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test).
- B. Plagiarizing (appropriating another's work and using it as one's own for credit without the required citation and attribution).
- C. Colluding (engaging in fraudulent collaboration with another person in preparing written work for credit).

Consequences for such behavior are serious and may lead to extended suspensions.

CUNY POLICY ON ACADEMIC INTEGRITY

Academic Dishonesty is prohibited in The City University of New York and is punishable by penalties, including failing grades, suspension and expulsion, as provided herein.

Definitions and Examples of Academic Dishonesty

Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise.

- Copying from another student during an examination or allowing another to copy your work
- Unauthorized collaboration on a take home assignment or examination
- Using notes during a closed book examination
- Taking an examination for another student, or asking or allowing another student to take an examination for you
- Changing a graded exam and returning it for more credit
- Submitting substantial portions of the same paper to more than one course without consulting with each instructor
- Preparing answers or writing notes in a blue book (exam booklet) before an examination
- Allowing others to research and write assigned papers or do assigned projects, including use of commercial term paper services
- Giving assistance to acts of academic misconduct / dishonesty
- Fabricating data (all or part)
- Submitting someone else's work as your own
- Unauthorized use during an examination of any electronic devices such as cell phones, palm pilots, computers or other technologies to retrieve or send information

Plagiarism is the act of presenting another person's ideas, research or writing as your own.

The following are some examples of plagiarism, but by no means is it an exhaustive list:

- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source
- Presenting another person's ideas or theories in your own words without acknowledging the source
- Using information that is not common knowledge without acknowledging the source
- Failing to acknowledge collaborators on homework and laboratory assignments

Internet plagiarism includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source and "cutting & pasting" from various sources without proper attribution.

Obtaining Unfair Advantage is any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student. The following are some examples of obtaining an unfair advantage, but by no means is it an exhaustive list:

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials
- Depriving other students of access to library material by stealing, destroying, defacing, or concealing them
- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam
- Intentionally obstructing or interfering with another student's work

Falsification of Records and Official Documents

The following are some examples of falsification, but by no means is it an exhaustive list:

- Falsifying signatures of authorization
- Falsifying information on an official academic record
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document

WHAT TO DO IF YOU . . .

. . . are absent

- have a parent call the Main Office (212) 501 - 1235
- call classmates for homework and assignments
- bring a note from your parent to the Main Office before going to your first class

. . . will be absent 5 or more days

- have a parent call the Main Office (212) 501 - 1235

. . . have to leave school early

- have a parent pick you up from the Main Office

. . . have a temporary injury which may require restricted PE or extended time to get to and from classes

- bring a doctor's note to the Main Office

. . . are having a problem with a class

- see your teacher, advisor and/or guidance counselor

. . . lose your ID or bus pass

- report to the Main Office

. . . change your address or phone number

- give new address or phone number to the Main Office

. . . are having a conflict with another person

- see your advisor, social worker and/or guidance counselor

. . . are not feeling well

- have your pass signed by your teacher, and report to the Main Office (Students are not allowed to go directly to the nurse.)

. . . need working papers

- see the social worker

- . . . **have a schedule concern**
 - see your advisor/guidance counselor
- . . . **need extra help**
 - see your teacher and/or advisor
- . . . **are concerned about a friend, yourself or some problem you think may exist**
 - see your advisor, guidance counselor and/or social worker
- . . . **are looking for an extra curricular involvement**
 - see your advisor
- . . . **have a question about discipline**
 - see the dean
- . . . **have a question about testing programs (PSAT, SAT, ACT)**
 - see your guidance counselor
- . . . **have a question about college or career planning**
 - see your guidance counselor
- . . . **would like more information about campus sports**
 - speak to your physical education teacher

* Main Office is in room 561

EXTRACURRICULAR PROGRAMS

Manhattan Hunter Science High School's extracurricular program serves a two-fold purpose. It provides opportunities for learning experiences growing out of one's individual interests and it supplements and enriches the curricular offerings.

Manhattan Hunter Science High School believes that students who are part of extra-curricular programs are more closely allied to the school and will benefit both personally and knowledgeably by their involvement. Students should be aware that participation in activities will appear on transcripts sent to other institutions.

All students are encouraged to support their fellow students by attending activities -- games, competitions, musical and theatrical performances. There are few greater rewards for the time and effort of preparation than the encouragement of one's peers. Unofficial "cheerleaders" can make a significant contribution to the spirit of the school and the success of its activities.

**MLK CAMPUS TEAMS
AVAILABLE TO HUNTER STUDENTS**

Fall Sports

- Bowling – Co-ed
- Cross Country – Boys Varsity
- Cross Country – Girls Varsity
- Volleyball – Girls Varsity
- Soccer – Boys Varsity
- Soccer – Girls Varsity

Winter Sports

- Basketball – Boys Jr. Varsity
- Basketball – Boys Varsity
- Basketball – Girls Jr. Varsity
- Basketball – Girls Varsity
- Indoor Track – Boys Varsity
- Indoor Track – Girls Varsity
- Wrestling – Boys Varsity

Spring Sports

- Baseball – Boys Varsity
- Outdoor Track – Boys Varsity
- Outdoor Track – Girls Varsity
- Softball – Girls Varsity
- Volleyball – Boys Varsity
- Double Dutch – Co-ed
- Handball – Girls Varsity
- Handball – Boys Varsity

Ask your physical education teacher for information about joining a team, tryout dates, forms, academic eligibility, etc.

COLLEGE PLANNING CALENDAR

FRESHMAN YEAR

- Build strong academic skills by taking challenging courses
- Study hard and get excellent grades
- Become involved in school activities and volunteer for community activities
- Meet with your counselor to discuss your plans for the next four years
- Find out NCAA (National Collegiate Athletic Association) requirements if you want to play sports in college
- Begin building your Student Resume by keeping track of your activities, honors, work experience and academic record
- Begin saving money for college
- Register for SAT Subject tests, if appropriate
- While on vacation plan on visiting college campuses

SOPHOMORE YEAR

- Continue building a strong academic record
- Continue to participate in activities and community service
- Consult with your guidance counselor about taking the PSAT as a sophomore
- If you took the PSATs, review the results with your counselor. Plan to work on your weak areas in order to improve your SAT and/or ACT scores. The SAT and/or ACT will be taken in your Junior Year.
- Begin using the internet to explore colleges, careers, and scholarships
- Register for SAT Subject tests, if appropriate
- Update your student resume
- Explore summer enrichment programs offered at universities

JUNIOR YEAR

September/October

- Get off to a strong start in school
- Register for and take the PSAT. Explore prep courses for PSAT/SAT

November/December

- PSAT results available
- Begin to research a preliminary college list

December/January

- Register for SAT, SAT Subject Tests, and/or ACT tests
- Are you on track to meet your graduation requirements?
- Retake Regents exams if necessary

February/March

- Surf the Web for college, career, and scholarship information
- Begin visiting colleges you have interest in. Spring break is an excellent time to see colleges
- Begin researching summer opportunities
- Continue to participate in school and community activities

April/May/June

- Take appropriate SAT/ACT test
- Begin a filing system for college material
- Send for college information
- Make appointments for tours and/or interviews and visit colleges
- Request teacher recommendation letters
- Take final exams and Regents exams in school
- Finalize your resume of activities

July/August

- Do something meaningful during the summer that you can talk about in essays and interviews
- VISIT COLLEGES
- Begin organizing possible essays for colleges

SENIOR YEAR

September

- Be sure you have all the courses and credits you need for graduation
- Register for the SAT, SAT Subject tests, and/or ACT tests
- Ask for letters of recommendation from teachers, employers and others who know you well
- File NCAA Athletic form if you plan to play college sports
- Prepare college applications. If you decide to apply early decision, submit your application to your counselor two weeks before its deadline
- File CSS Profile Financial Aid form if your college requires it

October

- Review your high school transcript with your counselor
- Finish college essays and have them reviewed by your English teacher
- Continue visiting colleges
- Register for SAT, SAT Subject tests, and/or ACT exams
- Continue to work on college applications. MEET EARLY DECISION DEADLINES
- Attend college fairs/open houses
- Begin to apply for scholarships; listen for information

November

- Finalize college choices
- Take SAT, SAT Subject Tests and/or ACT exams
- Talk with college friends home for Thanksgiving
- Submit college applications - Keep copies of everything you send out
- Send SAT, SAT Subject Tests and/or ACT results directly to colleges
- Continue to check for scholarship information
- Check status of letters of recommendation

December/January

- FAFSA (Federal Financial Aid Forms) are available this month, complete and submit as soon as possible
- NOTE: All colleges need to receive mid-year grades. AVOID SENIOR SLUMP
- Are all your applications submitted?

February/March

- File all appropriate forms as soon as possible
- Any applications still not submitted should be completed as soon as possible if the deadline allows
- Notify your counselor of all college acceptances, rejections, and wait-listed status
- Continue to check for scholarships

April/May

- Make final decisions about college; submit necessary deposit
- Report all college decisions to your counselor. Notify him/her about which college you will attend
- Report all scholarships, grants, and awards to your counselor

June

- Confirm post high school plans with your counselor
- Meet all graduation requirements
- Meet all college deadlines to ensure your place in the college of your choice.
- GRADUATION - Congratulations and Good Luck!

GRADUATION CHECK LIST

Course	Credit	Earned	Notes
English – 1 & 2	2		
English – 3 & 4	2		
English – 5 & 6	2		
Regents			
English – 7 & 8	2		
Living Environment – 1 & 2	2		
Regents			
Chemistry – 1 & 2	2		
Regents			
Physics – 1 & 2	2		
Regents			
Global History – 1 & 2	2		
Global History – 3 & 4	2		
Regents			
US History – 1 & 2	2		
Regents			
PG / ECO	2		

Course	Credit	Earned	Notes
Research – 1	1		
Research – 2	1		
Research – 3	1		
Research – 4	1		
Research – 5	1		
Research – 6	1		
Phys. Ed.	.5		
Phys. Ed.	.5		
Phys. Ed.	.5		
Phys. Ed.	.5		
Phys. Ed.	.5		
Phys. Ed.	.5		
Integrated Algebra	2		
Regents			
Geometry	2		
Regents			
Pre-Calculus	2		
Regents			
Spanish – 1 & 2	2		
Spanish – 3 & 4	2		
Spanish – 5 & 6	2		
Regents			
Spanish – 7 & 8	2		
Art and/or Music	1		
Art and/or Music	1		

**NEW YORK STATE
GRADUATION REQUIREMENTS**

Course	Regents Diploma with Advanced Designation
English/Regents	8 Credits + 1 Regents
Math	6 Credits + 2 Regents
Social Studies	8 Credits + 2 Regents
Science	6 Credits + L.E. Regents and Physical Setting Regents
Foreign Language	6 Credits (LOTE) + 1 Regents
Physical Education	4 Years
Fine Arts/Music*	2 Credits
Health	1 Credit

** Fine and Performing Arts may include dance, music, theater, and visual arts.*

USEFUL WEB SITES

College Searches

The College Board	www.collegeboard.com
College Link	www.collegelink.com
College Net	www.collegenet.com
College View	www.collegeview.com
Peterson's	www.petersons.com
The Princeton Review	www.reviews.com
US News	www.usnews.com
College Home Pages	www.universities.com

College Entrance Exam Sites

Act exams	www.act.org
College Board	www.collegeboard.com
Test Preps	www.testpreps.com

Financial Aid

Federal	www.ed.gov
New York State	www.hesc.com
FAFSA online	www.fafsa.ed.gov
Financial Aid Counselors	www.finaid.com
Loan Information	www.salliemae.com

Various Helpful Sites

Scholarship Searches	www.fastweb.com
Athletic Information	www.ncaa.com
Guidance Direct	www.guidancedirect.com
Kaplan	www.kaplan.com
Public Schools Athletic League	www.psal.org