

## **PRINCIPAL'S WELCOME MESSAGE**

As a large comprehensive high school, Susan E. Wagner High School is able to offer its students a wide range of required and elective courses, as well as extracurricular team and club activities. Within this setting, students participate in a learning center, based on their interest and academic performance. Each Center serves as a small learning community with an exclusively assigned teacher-coordinator, guidance counselor, and assistant principal. Additionally, each learning center is designed to provide students with a comprehensive exposure to selected areas of pre-professional and career study, as well as to the academic and reasoning skills necessary to pursue post-secondary education and training in colleges, technical, and business schools. A fundamental part of each center's program is the enrichment, support, and guidance services available, including college and career counseling and tutorial assistance.

Although we require students to work hard, ample opportunity is provided for participation in an array of extracurricular student activities: from team sports to cultural interests, from intellectual pursuits to theatrical performances.

Students at Wagner High School are also expected to conduct themselves in a responsible manner at all times and to obey the rules and procedures of the school.

A student at Wagner High School may look forward to many highly rewarding educational and personal experiences. New academic vistas will be explored, new friendships will be made, new perspectives on life will be developed, and the opportunity to mature in one of the finest high schools in New York City will be offered.

### Learning Centers at Wagner High School

Scholars Academy  
Institute for Law and Politics  
Academy of Finance  
Academy of Hospitality and Tourism  
Institute for the Theatrical Arts (Performing Arts)  
Visual Art  
Leadership Academy  
Medical Technology Academy  
Exploration Academy  
Air Force Junior ROTC  
Media Arts  
Sports Management  
Vocational Preparatory  
Music (Performing Arts)  
Institute for English Studies

## **SUSAN E. WAGNER HIGH SCHOOL WEBSITE**

<http://www.wagnerhigh.net>

The Susan E. Wagner High School Website will provide you with a wealth of information regarding Wagner High School's policies, procedures, academic requirements, and academic intervention services such as tutoring schedules.

Many of our faculty have and will post class assignments and announcements to further your informational needs. You will also find e-mail links to our faculty for easy communication. Extracurricular activities such as clubs and sporting events also have been posted. It is our hope that as you browse through our site, you will find programs and opportunities that peak your interest, and encourage you to provide us with your email address which will enable us to communicate promptly with you. We encourage our teachers to use an online grade book which you can utilize to view your child's academic standing within their individual classes.

- Click on the **PARENT** tab located at the top of the home page of our website, [www.wagnerhigh.net](http://www.wagnerhigh.net).
- Scroll down to **PupilPath.com**.
- Click on that link, which will redirect you to PupilPath.com.
- Once you have entered your information, you will be eligible to receive all email notifications.

Wagner High School also welcomes the thousands of Wagner Alumni who come to this site. We encourage you to leave your contact information, as we build a new and thriving alumni association.

We are confident that the variety of programs and events offered at Susan E. Wagner High School will enrich your educational experience.

### **MISSION STATEMENT**

It is the mission of Susan E. Wagner High School to create a unified community of students, parents and educators, which will provide a rigorous instructional program in a caring and nurturing environment. This community will strive to stimulate in each child a thirst for knowledge, which will result in the acquisition of the skills and competencies necessary to be successful and to be life long learners. It is our desire that all students will experience the social, emotional and intellectual growth necessary to become socially conscious citizens with a respect for all peoples of our diverse society.

## **KEYS FOR SUCCESS**

At Susan E. Wagner High School, we want you to be successful in all of your classes. Here are some helpful hints on how to accomplish this goal.

1. Come to class prepared to work each day with an 8½ x 11" notebook, two blue or black pens, and any other materials required for your class.
2. Listen attentively to your teacher. Copy all notes and participate in class discussions.
3. Homework will be assigned each night. Keeping up with your homework will guarantee better grades.
4. Do all your homework assignments neatly and hand them in on time. If you are absent, get the assignment from a classmate and make up the missed work
5. Success in your class starts with good attendance, punctuality, and citizenship, College admissions officers and future employers will carefully evaluate your attendance record.

If you follow these simple guidelines, your classes will be more enjoyable and productive. Your work will improve. You will get better marks on tests and quizzes. Above all, you will be a happier student because you will be making progress towards your goals: good report cards, steady promotions, and, best of all, your high school diploma!

## STUDENT GOVERNMENT

Students at Wagner High School are encouraged to participate in the Student Government. Through this group, students can express their ideas and opinions, raise funds, and sponsor special events. Each class elects a representative to the grade council. Elections for Student Organization officers are held annually. All students are encouraged to join their grade councils as class representatives.

Students wishing to run for office must meet the following qualifications:

1. A minimum cumulative average of 80%
2. Evidence of school service and citizenship
3. Good attendance
4. No failures due to absence or cutting
5. Evidence of leadership such as holding an office in the S.O., Arista, SING, school club, team, or participated in Peer Mediation training, Unity Council, or leadership class.
6. Active member of their student council

## CLUBS, TEAMS AND ACTIVITIES

African Culture Club	Envirothon Team	Polish Club
Anime Club	Explorers	SING
ARISTA	Filipino Club	Soccer (G+B)
Art Club	Football (JV, V)	Softball (JV, V)
Asian Culture Club	Gay Straight Alliance	Spanish Club
Athenaeum Magazine	Glamour Gals	Spirit Club
Badminton	Go Green Society	Spring Concert
Baseball (F, JV, V)	Golf (G+B)	Spring Musical
Basketball (F, JV, V-G+B)	Gymnastics	Sri Lankan Club
Belly Dancing	Handball(G+B)	Steppers
Bowling	International Club	Student Organization
Break Dance	International Festival	Swimming (G+B)
Caribbean	Italian Club	Tennis (G+B)
Cheerleaders (JV, V)	Key Club	Track(G+B)
Christian	Mock Trial Team	Twirlers
Dance Team	Muslim Club	Volleyball (JV, V and G+B)
Digital Nature Photography	Ping Pong Club	Wagner World (School Newspaper)
Drama – Improv Club	Poetry Club	Wrestling

**NOTE:** Eligibility requires students to pass at least four-subject classes and physical education.

## **SCHOOL WIDE STUDENT CONTRACT**

### **I. Routines**

1. Regular attendance is required and expected. You must be in your assigned seat, with notebook opened, and ready to work, no later than at the sound of the bell. Food and drink are prohibited in class.
2. Notebooks and pens/pencils are to be brought to class each day.
3. Hats are not to be worn in school. Cell phones and electronic devices are not allowed in school. Students who refuse to abide by these school policies will be subject to disciplinary action and the class work portion of their grade will be reduced.
4. Raise your hand when you wish to answer/ask a question.
5. Passes will be limited to emergencies. Students who demonstrate a pattern of unexcused lateness will be assigned detention.
6. Students interfering with the rights of others to learn by disturbing the teacher or classmates will be subject to disciplinary action.
7. Students who are insubordinate toward any staff member will be assigned detention and if necessary will be suspended.
8. Smoking on school grounds is prohibited. Any student found smoking on school grounds will be suspended and may receive a NYPD summons.

### **II. Attendance**

1. Absences: Students who have less than 90% attendance in a marking period will receive a reduction in the classwork portion of their grade, unless they submit to their teachers acceptable absence notes. Absence from class without submitting a note will be considered a CUT. If you cut class, the class work portion of your grade will be reduced. This may result in a failing grade. You also will be referred to the Deans' Office for disciplinary action.
2. Lateness: In order to be considered on time for class you must be in your seat when the bell rings. Students will receive a one point reduction in the class work portion of their grade for each unexcused lateness. Students who demonstrate a pattern of unexcused lateness will be assigned detention.
3. Trips: Students will not be excused (ex., trips) from class without the teacher's prior approval.

### **III. Notebook Policy**

1. At a minimum, students must bring an 8 ½" X 11" notebook or binder to class every day. There must be a section for each subject class. In this notebook/binder, students must record the aim, do now and notes for each lesson. Students must also maintain a folder to store handouts not kept in the notebook/binder. Please understand that teachers may require additional notebooks or sections.
2. All homework assignments must be completed on an 8 ½" X 11" loose-leaf paper and submitted in a timely manner with the following heading:

Your Name  
Class / Period

Date  
Homework #

#### **IV. Student Progress Update**

1. Parents will be able to receive updates on their children's Performance via the following: six report cards (distributed in October, December, January, March , May, June) throughout the school year; and parent-teacher conferences (fall and spring). Parents may also call their child's teacher or guidance counselor.
2. Please note that it is highly advisable that parents attend parent-teacher conference.
3. PupilPath.com is a source for you to retrieve your child's report card grades, homework assignments, project updates and notifications from your child's teachers. For password information call the parent coordinator at extension 1151.
4. To register for PupilPath.com click on the **PARENT** tab located at the top of the home page of our website, [www.wagnerhigh.net](http://www.wagnerhigh.net). Scroll down to **PupilPath.com**. Click on that link, which will redirect you to PupilPath.com. Once you have entered your information, you will be eligible to receive all email notifications.

#### **V. Teacher Absence**

In the event that the teacher is absent, the substitute teacher will assign work left by the teacher. This work will be graded upon the teacher's return. Students who cut class or demonstrate poor behavior will receive a zero for the grade. Students may also be assigned detention.

#### **VI. Detention and Principal's Suspension**

Please be advised that students who are assigned Detention (Monday through Friday–3:00 P.M. to 4:00 P.M.) and refuse to attend may receive a Principal's Suspension. Students who receive a Principal's Suspension do not attend school during the regular school day. They will report to Room 172, Monday through Friday – 1:00 P.M. to 3:00 P.M. and their records will indicate the infraction.

#### **VII. Rights and Privileges**

In the community that is Susan E. Wagner High School, every student has certain rights and privileges. The purpose of this differentiation is to help students, parents, and staff understand more clearly what these two terms mean.

A **RIGHT** is something that every student is entitled to and cannot be denied. For example, every student has a right to take classes in certain academic subjects.

A **PRIVILEGE** is something that a student may have extended to them but is not guaranteed. These include, but are not limited to, membership in clubs or teams or allowance to attend any **EXTRA CURRICULA** events offered by Susan E. Wagner High School such as dances, trips, etc.

When events such as a Senior Prom, Senior Trip or any overnight trip are offered, any student/former student will be checked against extant records. People who are not Susan E. Wagner students/former students will be required to provide identification. This information will be used to determine whether or not an individual will be allowed to participate in the event.

The Susan E. Wagner High School staff retains the authority to exercise the right to deny people certain privileges based on concern for school safety issues or the personal safety of individuals.

Any student or individual who has demonstrated behavior which has led to, or contributed to, any dangerous or disruptive situation, may be barred from participation in school events such as the prom, graduation ceremony, as well as, those noted above in the third paragraph. This decision will be rendered by appropriate school personnel.

## **GUIDANCE**

### **COUNSELING**

Guidance and counseling services are available for every student in our school. These services include assistance with educational planning, interpretation of test scores, college and career information, help with home, school and or social concerns, or any questions you would like to discuss with your counselor or grade advisor.

You will be seen regularly as part of our guidance and counseling program. In addition, you may see your counselor or advisor by writing a note to request an appointment or by coming to the Guidance wing before or after school or at the start of your lunch period.

### **TUTORING**

Tutoring services are available before and after school and during all lunch periods, as well as, on Saturday. Preparation for Regents is provided. See our school website for more details. Students who qualify for free lunch services are eligible for SES tutoring. Please speak to your guidance counselor for information.

### **YOUTH DEVELOPMENT COUNSELOR**

The Youth Development Program provides assistance to students who are experiencing problems with school, family, peers, drugs, etc. Through individual and group counseling, students are helped to look at themselves, their behavior, attitudes, values, etc., and learn to deal with these problems in a constructive manner. The Peer Leadership Group, as part of this program, attempts to help participants arrive at positive solutions to problems.

### **COLLEGE AND CAREER OFFICE**

The College and Career Office is located in Room A194. Services include: one to one advising, college presentations, college visits, College Newsletter, college catalogue files, college applications, college entrance exams, as well as a college and career center located in the school library.

## **CONFLICT RESOLUTION / PEER MEDIATION**

Student and staff mediators are available to assist you to resolve problems you may be having with other students, before the problems get out of hand and cause disciplinary sanctions to be imposed.

Mediation is a way of helping people solve conflicts by talking to each other. The mediators are students who are trained to listen to those in conflict and help them resolve their problems. The people in conflict are called disputants. Mediators do not take sides or force the parties to do anything. The goal of mediation is to help the parties make up their own solution to the situation that they are willing to live with in the future. This is called an agreement. In the mediation training, students learn important life skills - active listening, negotiation, problem solving - that benefit them personally and academically.

## **COUNCIL FOR UNITY**

The COUNCIL FOR UNITY was created to promote unity and safety between and among the diverse racial, ethnic and religious groups that make up a school and community. It is a movement that generates respect for differences and provides powerful support systems for participants, which extend for life. The program will keep its focus on meeting the deepest needs of children.

## **HONOR ROLL**

Students are recognized for their scholastic achievement by placement on the Honor Roll. Students with an overall average of at least 90% are placed on the Honor Roll.

## **MERIT ROLL**

Students are recognized for their scholastic achievement by placement on the Merit Roll. Students with an overall average of at least 80% are placed on the Merit Roll.

## **NATIONAL HONOR SOCIETY (Arista)**

Arista is an active society of students supporting Wagner High School and our community. Students nominated for Arista on the basis of academic performance also must qualify on the basis of character, service, and leadership. Nomination is based on the student's grade point average. Students must have been in attendance at Wagner High School for two complete terms. The academic committee reviews each applicant according to the above standards. Each student must have completed a minimum of one term of service. Students must submit a written application detailing areas of service and recommendations from three teachers.

## **LIBERTY PARTNERSHIP PROGRAM**

Liberty Partnership Program (LPP) is a tutoring program that is based from the College of Staten Island. They provide Wagner High School with 2 college interns who are here on a daily basis. LPP is located in the guidance wing and students are only allowed to attend it during their lunch periods.

## **THE UNIVERSITY AT SUSAN E. WAGNER**

Our University Program offers eligible students the opportunity to take many of our 22 courses, which total 66 college credits. The following is a breakdown:

- **Advanced Placement**

Our students may earn college credits by taking Advanced Placement courses, which culminate in the examinations given each spring. The academic rigor associated with the curriculum of these courses, as well as the higher weighting, provides students with a great advantage when applying to colleges and universities. Advanced placement courses are offered in Biology, Chemistry, Calculus, English Literature, English Composition, French Language, Spanish Language, World History, Human Geography, American Government & Politics, United States History, and Macro Economics.

- **College Now**

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

- **College and University Partnerships**

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

**GRADUATION REQUIREMENTS FOR  
THE CLASS ENTERING 2011**

1. 44 credits are required for a diploma. Minimum passing grade is 65.
2. 90% attendance.
3. The following are required:

English..... 8 credits  
 Social Studies .....8 credits  
     Global (4 credits)  
     United States History (2 credits)  
     Economics (1 credit)  
     Participation in Government (1 credit)  
 Science.....6 credits  
 Mathematics .....6 credits  
 Art/Music .....2 credits  
 Second Language .....2 credits  
 (6 credits for Advanced Regents Diploma)  
 Health Education .....1 credit  
 Physical Education required each term except  
 when a student is in Health .....4 credits

4. State Regents Exams are required

Regents Exam Requirements	Regents Diploma Score	Advanced Regents Diploma Score	
Mathematics	1 Exam	2 Exams or 3 Exams	
Integrated Algebra 1	65 or above or		65 or above or
Math A	65 or above or	65 or above or	65 or above or
Math B	65 or above or	65 or above or	
Geometry	65 or above or		65 or above or
Algebra II / Trigonometry	65 or above	65 or above or	65 or above or
Global History & Geography	65 or above	65 or above	
US History & Government	65 or above	65 or above	
Science	65 or above (any science)	65 or above (1 life science)	
Science		65 or above (1 physical science)	
Language other than English		65 or above	

As of the class entering 9<sup>th</sup> grade in 2008 Local diplomas will not be an option for General Education Students. Students must pass all required Regents exams with a score of 65 in order to obtain a Regents or Advanced Regents Diploma.

Advanced Regents Diploma:

2 exams: Math A and either Math B or Algebra 2/Trigonometry

3 exams: either Integrated Algebra or Math A and Geometry and Algebra 2/Trigonometry

## CODE OF BEHAVIOR

1. Students must present their student I.D. card upon entering the school building.
2. Always carry your I.D. card and program card and present them upon the request of a staff member.
3. Always be where your program card indicates you should be.
4. For students who have an ID card, use the Main Entrance to enter the building when you arrive at school. If you arrive before the start of classes, you must wait in the cafeteria or the main campus. Temporary ID cards will be distributed via exit 21 which is located near the steps by the main gate.
5. At no time may you loiter in the halls, stairwells, grounds, or vicinity of the school. **YOU ARE REQUIRED TO BE IN ALL CLASSES, INCLUDING CAFETERIA, ON TIME.**
6. Alcoholic beverages, drugs, and other illegal substances are forbidden.
7. Smoking is prohibited in the school building and on school property.
8. Gambling is prohibited in the school building and on school property.
9. Hats, caps, and other inappropriate headwear (e.g., bandannas, stockings, etc.) may not be worn in the building by male or female students. They will be confiscated and only returned to your parent or guardian, who will be required to come to the school. (Also see the "Dress Code" below.)
10. In order to use the elevator, you must first obtain written permission from the Deans' Office and or the AP/Instructional Support Services.
11. By Chancellor's Regulation, any student who uses or is in possession of a weapon; uses force or inflicts serious injury upon school personnel; uses extreme force against or inflicts serious injury upon other students; sells or distributes or is in possession of illegal drugs, or engages in behavior which creates a substantial risk or results in injury, will be suspended by the Superintendent and may be expelled from school and may result in NYPD action.
12. By Chancellor's Regulation, students may not bring beepers, cell phones and other electronic devices to school. They will be confiscated and only returned to your parent or guardian, who will be required to come to the school.
13. In order to participate in extracurricular activities, you must be a paid member of the Student Government. In addition, no books or money may be owed to the school. All applicable eligibility requirements must be met. Excessive absence and/or lateness or repeated violation of the Code of Behavior will result in exclusion from these activities.
14. Always conduct yourself properly. Anything that is illegal, infringes on the rights of others, or interferes with the educational process is forbidden and will result in disciplinary action and may result in NYPD action.

## **DRESS CODE**

Wearing apparel can enhance or detract from any situation. This is especially true in a school setting.

It is important that you remember what is inappropriate in school. Included are:

- Halter tops, spaghetti straps, tube tops or boys tank type underwear
- Tank top T-shirts
- Oversized basketball jerseys without sleeved T-shirt underneath
- Tight ribbed underwear tank top
- Sheer tops without undershirts
- Any clothing which exposes the midriff
- Shorts or skirts which are too short revealing
- Going barefoot or in stocking feet
- Clothing with writing or pictures which are suggestive, obscene, or distasteful; or which is worn in a distracting manner.

## **CAFETERIA**

### **RULES OF CONDUCT**

1. During the school day, you may be in the cafeteria only when programmed for the cafeteria. You must arrive on time. If you are late, you must have a written pass from a teacher.
2. Follow all instructions given by the personnel supervising the cafeteria. Disruptive behavior will not be tolerated.
3. All students should be able to eat in healthful surroundings. Therefore, keep the cafeteria clean. You are responsible for making certain that your table is cleared before you leave. Place all garbage in the containers provided. Do not throw anything on the floor.
4. Act in an appropriate manner. Never throw anything, stand or sit on tables, or cut in line. Disruptive behavior will not be tolerated.
5. Food or beverages are not allowed out of the cafeteria.
6. Students who violate the rules of conduct for the cafeteria, or act in a disruptive manner, will lose cafeteria privileges and will be subject to other disciplinary actions.

### **PROCEDURES**

1. Enter the cafeteria via the rear entrance (near the Staff Cafeteria). You must swipe your I.D. card in order to enter the cafeteria.
2. Exit the cafeteria through the door near the Main Lobby.
3. Lavatories adjacent to the cafeteria are the only ones to be used during your cafeteria period.

## ATTENDANCE

You are required to attend school and follow your program every day school is in session. Your attendance in school is very important. Good attendance is reflected in good grades. When you are absent, your home will be notified.

1. If you are absent from school, you must do the following when you return:
  - a. Have your parent or guardian write a note giving the reason for your absence. Make certain the note includes your name, official class, and the date(s) of your absence(s). A medical note should accompany your parent's note when you have received medical care or if you have been absent from school five or more consecutive days due to illness. Excessive absences may cause failure.
  - b. Have all of your subject class teachers read and sign the note. Return the note signed by your subject teachers to your 3<sup>rd</sup> period class teacher, who will send the note to the attendance office. All notes must be presented within five days after you return to school.
  - c. Make up all assignments. Ask about our free tutorial services.
  
2. Other information:
  - a. In the case of a lengthy absence, your parent or guardian should contact your guidance counselor or grade advisor and the Attendance Office.
  - b. Absences of five or more days require a readmit pass, which you are to obtain from the attendance office. It must be signed by your subject teachers and given to your 3<sup>rd</sup> period class teacher for return to the Attendance Office.
  - c. Family vacations should be planned to coincide with vacation days. Teachers are not obligated to make prior arrangements for assignments, projects, and other instructional activities involving work that has not yet been assigned. Student absence for vacation not on the calendar will be treated as unexcused absence.
  
3. Late to subject class -school wide policy:
  - a. Each unexcused lateness (without a pass) will result in the deduction of one point from the classwork portion of the report card grade
  - b. Chronic lateness may lead to detention. Students who do not appear for detention will be suspended.
  
4. Students who are late to school will receive a wake up call at 6:45 A.M. the following morning.

## **PASSES**

In order to get the best possible education, you must be in your assigned classes every day for the full class period. Passes are issued only in exceptional circumstances.

1. **Room Passes** - You may not leave a classroom during class time without an authorized pass and the permission of the teacher. You must sign the log in order to obtain a pass. Passes may not be given out during the first ten minutes or the last ten minutes of class.
2. **Early Excuse Passes** - Early excuse passes are granted only for urgent reasons, such as medical appointments. If possible, appointments should be made at hours that do not conflict with school. In order to obtain an early excuse pass, you must report to the Welcome Center in room 116. You *must* present a note signed by your parent or legal guardian requesting early dismissal. An early excuse pass will be issued when the note has been verified by a telephone call to your parent or guardian. Students who are not eighteen may not leave unless accompanied by a parent or guardian.
3. **Medical Excuse Passes** - If you become ill and need to use the Medical Room, you must obtain a pass from your subject teacher. If you are deemed ill enough to be sent home, your parent/guardian will be called to school to take you home. You may only leave the building with a parent or guardian.
4. **Call Slip Passes** - The call slip pass will indicate the day and time of your appointment. Show the call slip pass to the appropriate subject teacher before keeping your appointment.

## **REPORT CARDS**

Report cards are issued three times a term at about six week intervals. The third report card grade for the term is the only grade which is recorded on the transcript. This grade is cumulative. All three marking periods are averaged together to determine the grade for the course. The first two report cards are issued to inform the student and the parent of the student's progress, absence, lateness, cutting; positive comments and negative comments are indicated. If there are any questions, please contact the guidance department or the assistant principal of the subject area.

## **OPEN SCHOOL**

There are two Open School afternoons and evenings scheduled each school year. One set is in October and the other set is in March. These are scheduled immediately after the first report card for each term is issued. It is essential that parents come to school to meet with the teachers.

## **USE OF THE LIBRARY**

You may use the library during your lunch period or any period during which you have not been programmed for a class. No food or beverage is permitted in the library. You must follow the directions of the librarian and maintain proper decorum. An ID card is required for entrance.

## **BOOKS**

Books are issued by your subject class teachers. At the end of each term, all textbooks must be returned. If you lose a book you must pay for it. When a book is returned, a receipt must be issued to you. Keep this receipt for your records. Textbooks for students with uncleared book accounts will not be issued and participation in extracurricular and co-curricular activities will be jeopardized. The same penalties apply for unreturned library books.

## **HOMEWORK**

Homework at the secondary level is assigned in most academic areas each night. Homework is a most beneficial activity for the students. The assignments are appropriate and challenging. Homework is important because it:

- is an integral part of your subject grade
- provides an opportunity to practice and master skills
- provides time/opportunity for students to review materials for better retention
- provides time for problem solving/creative thinking
- provides enrichment stimulation and activities
- enables classroom time to be used more efficiently
- provides an opportunity for students to gain self-confidence
- provides students the challenge of organizing their time and resources
- helps develop a positive attitude toward school and learning through individual discovery

## **VISITORS**

All visitors must obtain a pass from the Welcome Center. Students may not bring visitors to the building.

## **ELEVATOR**

Elevator passes may be obtained from the Deans' Office when a note from a doctor is provided. No other students are permitted to use the elevator.

## **WORKING PAPERS**

Working papers may be obtained from the Medical Room. These must be returned with a doctor's note stating that you are fit to work. If you wish, a doctor's appointment may be arranged through the Medical Office.

## Bell Schedule

<b>Period</b>	<u>Schedule A</u>	<u>Schedule A</u>	<u>Schedule B</u>	<u>Schedule B</u>
	<i>Mondays</i>	<i>Tues-Fridays</i>	<i>Extended 3<sup>rd</sup> Period Mondays</i>	<i>Extended 3<sup>rd</sup> Period Tues-Fridays</i>
<b>1</b>	<b>7:25 – 8:11</b>	<b>7:25 – 8:11</b>	<b>7:25 – 8:11</b>	<b>7:25 – 8:11</b>
<b>2</b>	<b>8:16 – 9:00</b>	<b>8:16 – 9:06</b>	<b>8:16 – 9:00</b>	<b>8:16 – 9:03</b>
<b>3</b>	<b>9:04 – 9:48</b>	<b>9:10 – 10:00</b>	<b>9:04 – 9:53</b>	<b>9:07 – 10:08</b>
<b>4</b>	<b>9:52 – 10:32</b>	<b>10:04 – 10:50</b>	<b>9:57 – 10:37</b>	<b>10:12 – 10:57</b>
<b>5</b>	<b>10:36 – 11:16</b>	<b>10:54 – 11:40</b>	<b>10:41 – 11:21</b>	<b>11:01 – 11:46</b>
<b>6</b>	<b>11:20 – 12:00</b>	<b>11:44 – 12:30</b>	<b>11:25 – 12:05</b>	<b>11:50 – 12:35</b>
<b>7</b>	<b>12:04 – 12:44</b>	<b>12:34 – 1:20</b>	<b>12:09 – 12:49</b>	<b>12:39 – 1:24</b>
<b>8</b>	<b>12:48 – 1:28</b>	<b>1:24 – 2:10</b>	<b>12:53 – 1:33</b>	<b>1:28 – 2:12</b>
<b>9</b>	<b>1:32 – 2:12</b>	<b>2:14 – 3:00</b>	<b>1:37 – 2:14</b>	<b>2:16 – 3:00</b>

## ANSWERS TO COMMON QUESTIONS

1. What if I do not have my program card or my I.D. card?

Report to Room A191 during your lunch period to obtain an I.D. card. If you have lost your program card, you must report to the late room. You will have to pay for their replacement.

2. What if I need a program change?

Forms for all program changes will be provided during your official class or your third period class. **A student's request to eliminate or add a class can result in changes to their entire program.** Changes are made for technical reasons only. You must continue following your program until you receive the program change.

3. What do I do if I am experiencing problems that are interfering with my studies?

Make an appointment to see your guidance counselor or grade advisor immediately. There are many services available to help students.

4. How do I get help with personal problems?

See your guidance counselor or go to the Youth Development Office located in Room 113.

5. How do I get help concerning alcohol, smoking, drugs, gambling, etc.?

See your guidance counselor or go to the Youth Development Office located in Room 113.

6. What if I have a problem with another student?

Tell your teacher or guidance counselor or report to the Conflict Resolution office in room 284A. If the problem is not resolved, go to the Deans' Office. These matters are handled confidentially and expediently.

7. What if I receive a cut card in error?

See your subject class teacher and ask for a correction to be made.

8. What if I am marked absent from official class or third period in error?

Have your subject teachers make a notation on the absence card that you were present and bring the card to the Attendance Office in Room 110A at the beginning of your assigned lunch period.

9. How do I replace a lost book?

Report it to your subject teacher. You will be required to pay for the book.

10. Where is the Lost and Found?

The Lost and Found is located in the Falcon's Nest.

11. What if I don't feel well?

Report to your subject class and request a pass to the Medical Room.

12. What do I do if I have a problem with transportation, Metro Card or lunch tickets?

Report to Room 192 at the beginning of your assigned lunch period.

13. How do I plan my schedule?

You will meet with your counselor or grade advisor each term to plan your courses.

14. Whom do I see for help with planning for college, vocational schools, scholarships, summer programs, SAT's, PSAT's, or career plans?

Make an appointment to see the College and Career counselor in Room 194.

15. Whom do I see if I want to join a club?

Go to Room 197 at the beginning of your lunch period.

16. How do I join a team?

See the Assistant Principal of Physical Education/Athletic Director (Rm. 183) or the coach. Listen carefully to daily announcements informing you about tryouts. You must bring a completed medical form to the first tryout.

17. Why can't I drop a class?

Susan E. Wagner High School is an annualized school and once you commit to a class during programming you are expected to adhere to your requested schedule.

<b>ADMINISTRATION</b>	<b>Extension</b>	<b>Room</b>
<b>Principal</b>	<b>1072</b>	<b>107</b>
<b>Assistant Principal/Organization</b>	<b>1085</b>	<b>108</b>
<b>Assistant Principal /Pupil Personnel Services</b>	<b>1022</b>	<b>102</b>
<b>Assistant Principal/ Safety and Security</b>	<b>1721</b>	<b>172</b>
<b>Assistant Principal/ DATA Services</b>	<b>1035</b>	<b>103</b>
<b>Assistant Principal/ Attendance</b>	<b>1601</b>	<b>160</b>

<b>ASSISTANT PRINCIPALS OFFICES</b>	<b>Extension</b>	<b>Room</b>
<b>English</b>	<b>2541</b>	<b>254</b>
<b>Foreign Languages</b>	<b>2101</b>	<b>210</b>
<b>Health and Physical Education</b>	<b>1831</b>	<b>183</b>
<b>Mathematics</b>	<b>2601</b>	<b>260</b>
<b>Performing and Visual Arts</b>	<b>1203</b>	<b>120</b>
<b>Science</b>	<b>3561</b>	<b>356</b>
<b>Social Studies</b>	<b>1541</b>	<b>154</b>
<b>Instructional Support Services</b>	<b>1301</b>	<b>130</b>
<b>Career Arts</b>	<b>1601</b>	<b>160</b>

<b>DEPARTMENT OFFICES</b>	<b>Extension</b>	<b>Room</b>
<b>English</b>	<b>2542</b>	<b>254</b>
<b>Foreign Languages</b>	<b>2102</b>	<b>210</b>
<b>Health and Physical Education</b>	<b>1844</b>	<b>183</b>
<b>Mathematics</b>	<b>2602</b>	<b>260</b>
<b>Performing Arts</b>	<b>1203</b>	<b>120</b>
<b>Science</b>	<b>3562</b>	<b>356</b>
<b>Social Studies</b>	<b>1542</b>	<b>154</b>
<b>Instructional Support Services</b>	<b>1302</b>	<b>130</b>
<b>Career Arts</b>	<b>1601</b>	<b>160</b>
<b>AFJROTC</b>	<b>5581</b>	<b>B58</b>
<b>Visual Arts</b>	<b>2845</b>	<b>283A</b>

<b>SCHOOL CONTACTS</b>	<b>Extension</b>	<b>Room</b>
<b>Admission and Discharge</b>	<b>1043</b>	<b>104D</b>
<b>Attendance</b>	<b>6044</b>	<b>104R</b>
<b>College and Career</b>	<b>1943</b>	<b>194</b>
<b>Deans'</b>	<b>1713</b>	<b>171</b>
<b>General Office</b>	<b>1093</b>	<b>109</b>
<b>Guidance Conference Room</b>	<b>N/A</b>	<b>104</b>
<b>Health Resource Room</b>	<b>5462</b>	<b>B46A</b>
<b>Library</b>	<b>2901</b>	<b>290</b>
<b>Lost and Found - Falcon's Nest</b>	<b>Student Cafeteria</b>	
<b>Medical Room and Working Papers</b>	<b>1731</b>	<b>173</b>
<b>Parent Coordinator</b>	<b>1151</b>	<b>115</b>
<b>Parent Teacher Association</b>	<b>1151</b>	<b>115</b>
<b>Program Office</b>	<b>1031</b>	<b>103</b>
<b>Youth Development Office</b>	<b>1132</b>	<b>113</b>
<b>Student Government</b>	<b>1975</b>	<b>197</b>
<b>AFJROTC</b>	<b>5582</b>	<b>B58</b>





