



**125 Stuyvesant Avenue, Brooklyn, NY 11221**

**Phone: 718-574-3126 Fax: 718-574-3681**

**Dannielle Darbee**  
**Principal**

**Sarah McCoy**  
**Assistant Principal**

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# PARENT & STUDENT HANDBOOK

***“Counting on success for every student”***



# **COVID-19 PROTOCOLS**

**In alignment with NYS Department of Health guidance, a health screening (including temperature checks) must be completed by all students, staff, and visitors before entering DOE school facilities--preferably at home. This health screening must be completed each day. School-based staff, visitors, and families cannot enter the building if they have:**

- (a) experienced any symptoms of COVID-19, including a fever of 100.0°F or greater, a new cough, new loss of taste or smell or shortness of breath, within the past 10 days;
- (b) in the past 10 days, gotten a positive result from a COVID-19 test that tested saliva or used a nose or throat swab;
- (c) to the best of their knowledge, in the past 14 days, been in close contact (within 6 feet for at least 10 minutes) with anyone who tested positive for COVID-19 or who has or had symptoms of COVID-19; and/or
- (d) traveled internationally or from a state with widespread community transmission of COVID-19 per the [New York State Travel Advisory](#) in the past 14 days.

## **PERSONAL HEALTH MEASURES**



**Physical Distancing: All individuals in school buildings should remain at least 6 feet apart.**



**Face Coverings: Face coverings will be required inside school buildings and must appropriately cover the nose and mouth.**



**Handwashing and Hand Sanitizing: There will be increased access and regular opportunities for students to wash hands or use hand sanitizer throughout the day.**

## **IF SOMEONE IN THE SCHOOL COMMUNITY FEELS SICK**

**If a student is feeling sick, they are required to stay home and, if their symptoms are consistent with COVID-19, are asked to get tested. If a student begins experiencing symptoms in school, they will be isolated and monitored by a dedicated staff member until they are picked up by their family.**

Whether symptoms begin at home or in school, there will be a clear flow of information to facilitate fast action and prevent spread. A positive confirmed case will trigger an investigation by NYC Test + Trace and DOHMH to determine close contacts within the school. Schools will communicate to all families and students at school once a case is laboratory confirmed.



## **ATTENTION:**

**In alignment with NYS Department of Health guidance, a health screening (including temperature checks) must be completed by all students, staff, and visitors before entering DOE school facilities.**

**The online health screening application can be accessed at:**

**<https://healthscreening.schools.nyc/>**

**\*\*Students: Each morning you are to line up at our designated entrance at 976 Lafayette Avenue at the 6ft placement markers. Please complete the Self-Screening each morning before coming to school and present it to the staff member before entering the building. Temperature checks will also be given.**

**\*\*Parents: You must show your Self-Screening results to the School Safety Agent upon entering the building. If you do not complete the screening online, you must fill out the Self-Screening form and have a temperature check at the Agent's desk.**



# **COVID-19 INSTRUCTION**

**GROUP A - 9<sup>th</sup> and 12<sup>th</sup> grade students: Attend in-person on Tuesdays and Wednesdays and attend remotely on Mondays, Thursdays, and Fridays**

**GROUP B - 10<sup>th</sup> and 11<sup>th</sup> grade students: Attend in-person Thursdays and Fridays and attend remotely on Mondays, Tuesdays, and Wednesdays**

**GROUP D - Fully Remote Students in all grades: Attend remotely Monday - Friday**

**\*\* STUDENTS ARRIVING ON THE WRONG DAY  
WILL NEED TO BE PICKED UP BY A PARENT/GUARDIAN\*\***

## **BLENDED LEARNING**

Blended learning refers to a combination of on-site, in-person instruction at the school some days of the week, and remote instruction at home on remaining days. Your child may have different teachers for on-site and remote learning. Those teachers will work closely together in pairs or teams to create meaningful and connected learning experiences. For example, a student may begin a project in person and then continue to work on it while remote. During the remote portion of blended learning, your child will regularly be with the same group of students with whom they attend in person.

## **REMOTE LEARNING**

Students engaging in full-time remote learning will remain at home and will be taught by teachers from their own school. Teachers will regularly meet with the same group of students on specific days.

Whether learning remotely from home part of the week or every day, students will receive remote instruction in two different ways: live interaction (sometimes referred to as “synchronous instruction”) with teachers, and independent learning (sometimes referred to as “asynchronous instruction”), which includes assignments, projects, or recorded video lessons. Live interaction means that your student will interact with their teacher on video, phone, live chat, virtual app, or another digital mode in real time. The teacher may be interacting with the whole class, small groups, or individual students. It can be done over Google Meet, Microsoft Teams, Zoom, or other DOE-approved video or phone conferencing or digital platforms. It includes: Class Lessons; Office Hours to connecting in real time with teachers to get individual or small group help with instruction or instructional activities; Social-emotional wellness activities such as sharing circles or mindfulness exercises; or Feedback discussions with students and families about their work and progress via video or phone. Other “live participation” activities, such as chat, offered by the digital platform used by educators during lessons.



## **PROCESS FOR CHOOSING FULLY REMOTE INSTRUCTION**

Families can choose full-time remote learning at any time, for any reason, using the Learning Preference link: [www.nycenet.edu/surveys/learningpreference](http://www.nycenet.edu/surveys/learningpreference).

Families who choose full-time remote learning will be able to reevaluate their choice during certain set time periods to change their preference and have their child to receive in-person instruction instead. Our Parent Coordinator will contact you with these dates as they are made available.

## **INSTRUCTIONAL MATERIALS**

Students will be given books, electronic devices and packets to assist in their instruction. Please ensure that these materials are kept in good condition. You will be notified as to when these materials must be returned to the school.

If you are in need of a device, or if you need to exchange a device (if it is not working properly), please email Ms. Devine at [ms.devine@bkagf.org](mailto:ms.devine@bkagf.org) or Principal Darbee at [ddarbee@bkagf.org](mailto:ddarbee@bkagf.org).

## **STUDENT GOOGLE ACCOUNTS**

[BKAGF.ORG](http://BKAGF.ORG) Gmail accounts have now been set up for all students who are new to the school – Your child may log on by going to Google Classroom or Gmail. The email address is: first initial, last [name@bkagf.org](mailto:name@bkagf.org) For example, Principal Darbee’s Gmail account is [ddarbee@bkagf.org](mailto:ddarbee@bkagf.org) First initial “D”, last name Darbee, [@bkagf.org](mailto:@bkagf.org)

When signing in for the first time, Google will prompt to reset the password. Your child can choose a password and continue. Please reach out to me or [ms.devine@bkagf.org](mailto:ms.devine@bkagf.org) if your child has trouble logging in.

## **STUDENT MOVEMENT**

Usually in high school, students move from class to class at the end of each period. However, during this time, students will remain in a designated class for the entire day. Teachers will rotate into the classroom.





## TABLE OF ORGANIZATION '20 – '21

**SCHOOL PHONE NUMBER: 718-574-3126**

**SCHOOL FAX NUMBER: 718-574-3681**

Faculty/Staff Member	Title	Room Number	Extension/ Email
Dannielle Darbee	Principal	108	1062, ddarbee@bkagf.org
Sarah McCoy	Assistant Principal	101	1012, ms.mccoy@bkagf.org
Arelis Pelaez	Secretary	108	1083, apelaiez4@schools.nyc.gov
April Frazier	Parent Coordinator	108	1082, afrazier3@schools.nyc.gov
Cleo Dancy	School Counselor/College Adv.	201	2012, ms.dancy@bkagf.org
Rosa Castillo	Attendance Teacher	105	1061/1051, rcastillo9@schools.nyc.gov
Mario Scarder	Community Associate/Dean	105	1061/1051, mscarder@schools.nyc.gov
Jaclyn Langabeer	Social Worker (M, T, W, F)	202	2022, ms.langabeer@bkagf.org
Jonnell Hannibal	Social Worker (M, W)	203	2022, ms.hannibal@bkagf.org
Olive Smart	School Psychologist	REMOTE	osmart@schools.nyc.gov
James Ross	SAPIS Counselor (M)	335B	jross3@schools.nyc.gov
Glenn Mancher	Speech Teacher (T, TH)	102	gmanche@schools.nyc.gov
Rob Losasso	Custodial Engineer		
	Nurse/ Public Health Advisor	104	1042
School Safety Agents	Level III Brunson		
Amy Bacchus	IEP Teacher -- Science/ Finance		ms.bacchus@bkagf.org
Patricia Bertrand	CTE Teacher		ms.bertrand@bkagf.org
Ian Birnbaum	PE/HE Teacher, Athletic Director		mr.birnbaum@bkagf.org
Pauline Brown	Spanish/Microsoft Teacher		ms.brown@bkagf.org
Catherine Devine	Math Teacher		ms.devine@bkagf.org
Angela Filarakos	English Teacher		ms.filarakos@bkagf.org
Jessica Martinez	Science Teacher		ms.martinez@bkagf.org
Vanessa McKenzie	IEP Teacher – Social Studies		ms.mckenzie@bkagf.org
Christine Pearson	Social Studies Teacher	REMOTE	ms.pearson@bkagf.org
Jasmin Robinson	IEP Teacher -- Math/ PGC Advisor		ms.robinson@bkagf.org
Sakina Waldrip	ESL Teacher		ms.waldrip@bkagf.org
Gia Wills	IEP Teacher -- English		m. wills@bkagf.org

**REACH OUT TO US – WE ARE HERE TO HELP!**



# **SCHOOL CALENDAR**

## **2020 - 2021**

**\*You will be given a separate testing calendar once it becomes available\***

### **SEPTEMBER:**

- 16: Remote Instruction Begins**
- 28: Yom Kippur, No School**

### **OCTOBER:**

- 1: Blended Instruction Begins –Group B**
- 6: Blended Instruction Begins –Group A**
- 12: Columbus Day, No School**
- 30: End of the 1<sup>st</sup> Marking Period**

### **NOVEMBER:**

- 2: 2<sup>nd</sup> Marking Period Begins**
- 3: Election Day: All are Remote**
- 4: Grades are Due!**
- 6: Report Cards Distributed**
- 11: Veteran's Day, No School**
- 12-13: Parent Conferences**
- 28-29: Thanksgiving, No School**

### **DECEMBER:**

- 11: End of the 2<sup>nd</sup> Marking Period**
- 14: 3<sup>rd</sup> Marking Period Begins**
- 16: Grades are Due!**
- 18: Report Cards Distributed**
- 24-1: Winter Recess, No School**

### **JANUARY:**

- 4: Back to School**
- 18: Dr. ML King, Jr. Day, No School**
- 29: 3<sup>rd</sup> Marking Period Ends**  
**Last Day of the Fall Term**

### **FEBRUARY:**

- 1: Staff Development Day, No Students**  
**Grades are Due!**
- 2: Spring Term Begins:**  
**Reports Cards & Programs Distributed**  
**1<sup>st</sup> Marking Period Begins**
- 12: Lunar New Year, No School**
- 15-20: Midwinter Recess, No School**

### **MARCH:**

- 12: End of the 1<sup>st</sup> Marking Period**
- 15: 2<sup>nd</sup> Marking Period Begins**
- 16: Grades are Due!**
- 18-19: Parent Conferences**  
**Report Cards Distributed**
- 29-2: Spring Recess, No School**

### **APRIL:**

- 5: Back to School**
- 30: 2<sup>nd</sup> Marking Period Ends**

### **MAY:**

- 3: 3<sup>rd</sup> Marking Period Begins**
- 5: Grades are Due!**
- 7: Report Cards Distributed**
- 13: Eid Al Fitr, No School**
- 31: Memorial Day, No School**

### **JUNE:**

- 3: Staff Development Day, No Students**
- 22: Last Day of Classes**  
**End of 3<sup>rd</sup> Marking Period**
- 23: Grades are Due!**
- 25: Last Day of School**  
**Pick Up Report Card & Transcript**



## **BELL SCHEDULE**

<b>Period</b>	<b>Beginning of Period</b>	<b>End of Period</b>
<b>1</b>	<b>8:15am</b>	<b>9:02am</b>
<b>2</b>	<b>9:04am</b>	<b>9:49am</b>
<b>3</b>	<b>9:51am</b>	<b>10:36am</b>
<b>4</b>	<b>10:38am</b>	<b>11:23am</b>
<b>5</b>	<b>11:25am</b>	<b>12:10pm</b>
<b>6</b>	<b>12:12pm</b>	<b>12:57pm</b>
<b>7</b>	<b>12:59pm</b>	<b>1:46pm</b>

### **SCHEDULE:**

**Our school day will remain 8:15 am – 1:46 pm for classes.**  
 Lunch will be grab & go, so students will not remain in the building for 8<sup>th</sup> period as they have had the option to do in the past.  
 At this moment, we do not have any after school activities scheduled.  
 We will let you know when we are allowed to resume afterschool activities.





## **OUR MISSION**

The Brooklyn Academy of Global Finance will prepare students to excel in college and to compete in the global workforce. We will give students a strong background in business and finance, and an awareness of diverse cultures and economies worldwide. Our mission will be accomplished through rigorous academic and career-related courses, guest speakers from industry, opportunities for students to visit workplaces and observe employees at work, professional internships, and local and international trips.

The Brooklyn Academy of Global Finance encourages all students, parents and community leaders to participate in the activities that will make our school a supportive and exciting environment that prepares students for college and makes them ready to compete in the global economy.

### **OUR PARTNERSHIPS – THE NATIONAL ACADEMY FOUNDATION (NAF)**

The National Academy Foundation (NAF), which partnered with us in opening our school, supports a network of over 500 high school career academies across the country. NAF provides our school with finance courses, which have been developed by industry experts and experienced teachers, and continues to train our teachers to provide a relevant and rigorous education for our students. For more information on NAF's history of success, visit [www.naf.org](http://www.naf.org).

Our Advisory Board/Business Partners will provide an authentic view of the banking industry and financial world.

The New York City Academy of Finance Advisory Board will expose students to the finest educational experiences in the world of business. It provides internships, job shadow opportunities, field trips, and speakers. Its members include:

- ♦ Citigroup ♦ Ernst & Young ♦ Bank of New York
- ♦ KPMG ♦ Deutsche Bank ♦ American International Group (AIG)
- ♦ The Federal Reserve Bank of New York ♦ Office of the Comptroller
- ♦ McGraw Hill ♦ JP Morgan/Chase ♦ TIAA ♦ Accenture



# **EXPECTATIONS FOR SUCCESS**

All Global Finance students are expected to:

- Be respectful and responsible members of the community.
- Arrive to school on time daily and to be prepared for each class.
- Uphold high academic standards.
- Maintain appropriate behavior and decorum both inside and around the school building.
- Demonstrate RESPECT for all members of the BAGF community which includes peers, all adults, and ONESELF.
- Take PRIDE in himself/herself both inside and outside of the school.
- Dress appropriately with the recognition that school is considered a place of professionalism.
- Use their personal electronics (with approval), such as cellular phones, iPads/tablets, and laptops for the advancement of their education.
- Respect the facilities of the building. Take pride in your school!
- Contribute positively to the school community.



# **SCHOOL POLICIES**

## **STUDENT ATTENDANCE:**

**Contact Ms. Castillo, Attendance Teacher, in Room 105, at 718-574-3126 x1081/x1082/x1083, or at [rcastillo9@schools.nyc.gov](mailto:rcastillo9@schools.nyc.gov) to discuss attendance issues, to hand in absence notes, and to update phone numbers and addresses.**

- Attendance is the single most critical factor that will determine if you are successful in school. BAGF has made improved attendance a priority! Every student is expected to attend school daily.
- Punctuality and attendance are imperative for student success. Poor attendance and tardiness negatively impact many aspects of a student's school life, including, but not limited to, grades, eligibility on athletic teams, and participation in certain school trips.
- In addition to outreach by school personnel, we utilize an automated system to contact families via phone of late and absent students daily. It is imperative that you provide us with your phone number and let us know of any changes to it throughout the school year.
- Students who are excessively late or excessively absent (more than one time per month) may be in academic jeopardy. Parents must contact the office to inform us of absences. Upon returning to school after an absence, the student must submit a note of excuse from a parent/guardian, or doctor.
- School holidays are included on the school calendar. It is important that families plan vacations with these dates in mind. Leaving early, leaving prior to the official start of vacation, and returning late interferes with student success and violates New York State attendance laws.
- The school will contact families if attendance concerns arise. Parents/Guardians may be called for a conference, if necessary, to address attendance concerns.
- Students must ensure that they make up all missed assignments.
- Students are rewarded throughout the year with attendance incentive trips and activities.

## **OUT OF ROOM PASS:**

- Missing instruction during a class period can seriously affect your understanding of the subject matter that is being taught.
- Use good judgment in requesting the Out of Room Pass. Students will be permitted to use the Out of Room Pass at the teacher's discretion. There is a five-minute limit on the pass. All students must sign out and then sign back in on the Out of Room Log.
- The use of the Out of Room Pass will be kept to a minimum. Only one student at a time will be permitted to leave the room on a pass. Leaving the classroom without the pass can result in disciplinary action.
- Students must always follow their individual program. Students must not enter other classrooms without authorization. Students sitting in classes without authorization will be considered cutting.



## Department of Education

Chancellor Richard A. Carranza

**Mark Rampersant**  
**Senior Executive Director Office of Safety and Youth Development**  
**52 Chambers Street – Room 218 New York, NY 10007**

September 14, 2020

Dear Families,

The NYC Department of Education (NYCDOE) is committed to ensuring safe, supportive, and inclusive environments in all schools. We successfully foster these environments by providing professional learning for teachers and school staff on how to support students who may be experiencing challenges in or outside of the school day and by engaging families as partners in our school communities.

Driven by our Framework for Great Schools (<https://www.schools.nyc.gov/about-us/vision-and-mission/framework-for-great-schools>), we know that schools need to be culturally responsive spaces where all children are affirmed and all families are viewed as key partners in the educational process. We recognize that students experienced unique challenges during the 2019-20 school year and need schools that are prepared to support them. Our school communities are working diligently to support the social-emotional, mental, and physical health and safety of our students.

We ask that you, along with your child, review the Chancellor's *Citywide Behavioral Expectations to Support Student Learning* (<https://www.schools.nyc.gov/DCode>), which includes the Discipline Code and outlines the *K-12 Student Bill of Rights and Responsibilities* (<https://www.schools.nyc.gov/StudentRights>), protections for students with disabilities, and expectations for student behavior. Please discuss these behavioral expectations with your child. The Discipline Code applies to all students—and includes both supports and interventions, as well as disciplinary responses. Please note that the 2019-20 Discipline Code remains in effect for the 2020-21 school year and applies to both blended and remote instructional settings. The full Discipline Code is available in all NYCDOE-supported languages at <https://www.schools.nyc.gov/DCode> and can be provided by your school in paper copy, upon request. The Discipline Code outlines how school staff will address behavioral issues with a focus on restorative approaches. For more information about behavioral expectations during blended and remote learning, please visit <https://www.schools.nyc.gov/school-year-20-21/return-to-school-2020/behavioral-expectations-and-guidance>.

We thank you in advance for reviewing the Discipline Code and for your partnership in contributing to a supportive, safe, and inclusive school climate. Thank you for making our school community better, stronger, and safer for all children. If you have any questions, please contact your school's principal.

Best wishes for the upcoming school year!

Best regards,  
Mark Rampersant  
Senior Executive Director  
Office of Safety and Youth Development



## **STUDENT BEHAVIOR:**

**Contact Dean Scarder, in Room 105, at 718-574-3126 x1081/x1082/x1083 to discuss student conflicts, interventions, and suspension information.**

## **ATTIRE:**

- Students are expected to dress appropriately for school. Inappropriate clothing/accessories may include, but are not limited to, clothing that display/refer to that which could be considered lewd, offensive or insensitive (specifically references to sex, drugs, and alcohol, inappropriate graphics, discriminatory/ inflammatory/ prejudicial statements about race, ethnicity or gender, violence, gang affiliation, sexual orientation, religion and/or disability). The administration reserves the right to make the final decision on all questionable attire.
- In instances where inappropriate attire is worn, alternate clothing may be provided by the administration or parents/guardians may be contacted and asked to bring appropriate clothing to school. Parents/guardians are encouraged to help students identify attire appropriate for school.

## **DISCIPLINE:**

- Students are expected to adhere to school rules and classroom rules as outlined in the NYC Department of Education Discipline Code.
- Infractions of the Discipline Code will be addressed in accordance with the regulations of the NYC Discipline Code.
- Disciplinary incidents will be referred to the Principal, Assistant Principal or Dean for action.

## **CONTRABAND ITEMS:**

- The following items are not to be worn or brought in the building:  
Scarves, bandannas, do-rags, hats, headbands, beads, box cutters, case cutters, utility knives, razors, stilettos, daggers, and other dangerous knives, etc., laser beam pointers, chemicals, glass containers, stink bombs, nail files, scissors, chains, wires, stun pens, etc.
- Illegal substances are not allowed on school premises. If you have a substance abuse issue, please see your Guidance Counselor or the School Social Worker.
- These items will be confiscated if observed. Students found in possession of these items will be subject to disciplinary action.





### **RESPECT FOR ALL:**

- It is the policy of the Department of Education to maintain a safe and supportive learning environment that is free from harassment, intimidation and/or bullying and from discrimination because of actual or perceived race, color, ethnicity, national origin, citizenship/immigration status, religion, creed, gender, gender identity, gender expression, sexual orientation, disability or weight.
- Students who believe they have been the victim of harassment, discrimination, intimidation and/or bullying by another student or by a staff member, and all students who see or know of such behavior, should report the incident to a school staff member immediately.
- Students who violate the Discipline Code will be subject to appropriate disciplinary action as outlined in the Code and Chancellor's Regulation A-443.

### **EATING AND DRINKING IN THE CLASSROOM:**

- Free breakfast and lunch are provided to all students. Breakfast is available in the cafeteria between 7:45am and 8:10am. All students have the same 8<sup>th</sup> period lunch in the cafeteria.
- In order to maintain a sanitary learning environment, no food or drink is permitted in the classroom.

### **VISITORS:**

- Students may not bring children or visitors to class.
- Bringing unauthorized visitors to any NYCDOE school is a violation of the Chancellor's Regulations and can result in suspension or arrest.

### **DISMISSAL AND DRILLS:**

- At the end of the school day, students are expected to clear the area in front of the school and the corners near the school promptly. Students are expected to be mindful of other members of the community, avoid loitering and/or impeding pedestrian traffic as this poses a possible danger to themselves and others.
- Students are required to adhere to instructions from BAGF staff and school safety agents at all times regarding dismissal and drills.
- During fire and other safety drills, students must remain silent and follow proper procedures to ensure safety.

### **STUDENT ID CARDS:**

- Incoming students will be issued school IDs at the beginning of the school year. ID cards should be carried at all times. All students are expected to swipe their ID upon entry into the CAASS system.
- Please report the loss of an ID to the main office. If you find a student ID, please return it to the main office.



### **CELL PHONES/ELECTRONIC DEVICES/SOCIAL MEDIA:**

Students are permitted to bring, and are responsible for, their personal electronic items to school, including cellphones, laptops, tablets, iPads, and portable music and entertainment systems. **However, the use of cellphones, computing devices and portable music and entertainment systems at school is subject to the following restrictions:**

1. Cellphones or any other electronic devices may not be turned on or used during the administration of any school assessment unless explicitly authorized by the teacher.
2. The use of cellphones or any other electronic devices during the administration of state standardized examinations is prohibited by State Education Department Rules.
3. Cellphones or any other electronic devices may not be turned on or used during school fire drills or other emergency preparedness exercises.
4. During the school day, cellphones or any other electronic devices may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher.
5. Upon arrival to school, students are expected to put all electronic devices out of sight. Cellphones and other personal technology devices may be used during the following non-instructional times of the school day: lunch in the cafeteria, during after-school, school-sponsored programs, or activities with the explicit approval of the teacher/advisor of the related activity and/or use in support of the activity.
6. Unacceptable use of electronic devices will result in the device's confiscation and possible other disciplinary measures. Students who use cellphones or any other electronic devices in violation of any provision of the DOE's Discipline Code, the school's policy, Chancellor Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.
7. We expect all students to adhere to our Respect for All policies. Cyber bullying and inappropriate social media postings will be met with disciplinary action.  
***Be responsible and be respectful!***



### **HEALTH/SOCIAL-EMOTIONAL WELL-BEING:**

**Contact Ms. Dancy, Guidance Counselor, in Room 201, at 718-574-3126 x2012,  
or at [cdancy@schools.nyc.gov](mailto:cdancy@schools.nyc.gov)**

**or**

**Contact Ms. Langabeer, Social Worker, in Room 202, at 718-574-3126 x2022,  
or at [ms.langabeer@bkagf.org](mailto:ms.langabeer@bkagf.org)**

**or**

**Contact Ms. Hannibal, Social Worker, in Room 203, at 718-574-3126 x2032  
or at [ms.hannibal@bkagf.org](mailto:ms.hannibal@bkagf.org)**

### **HEALTH PROCEDURES:**

- The school nurse (x1042) can only administer medication that is documented for a student. Any student who needs to take prescription medication on a regular basis during the school day, or who has a medical condition that requires monitoring, must file a 504 form signed by the parent/guardian and doctor. Any student who needs to take a prescription drug on a short-term basis must bring a note from the parent/guardian or doctor. The school staff cannot give out any over-the-counter medication such as Tylenol, aspirin, or Midol to students.
- While attendance is important, students should not come to school if they are ill. It jeopardizes and delays their recovery, as well as putting the rest of the school community at risk. If a student becomes ill during the school day, every effort will be made to contact the child's parent/guardian, or any adult indicated on the Emergency Blue Card.
- Emergency Blue Cards should be updated, including a daytime phone number where a parent/guardian can be reached in case of an emergency. Students who are ill must be picked up by a family member/person named on the blue card. Students cannot be released to any person who is not listed on the card.

### **SOCIAL-EMOTIONAL WELL-BEING:**

- Individual and group counseling is available for students focusing on personal matters, problem solving and decision making, individual and social development, and crisis support and intervention.
- Parents/guardians are encouraged to meet with Ms. Dancy and/or Ms. Langabeer for assistance. We look forward to collaborating with families and will make referrals to outside agencies for further services.
- Each student will be assigned a Faculty/Staff mentor who will provide additional academic and social-emotional support for students.
- Students will attend weekly Classroom Community Circles, which we have instituted in order to foster a sense of community, teamwork, and dialogue amongst students.
- Each freshman will participate in Peer Group Connection (PGC). Trained upperclassmen will act as peer mentors and will conduct lessons on life skills, self-esteem, and conflict resolution.



## **ACADEMIC SUPPORT AND COLLEGE/CAREER ADVISEMENT:**

**Contact Ms. Dancy, Guidance Counselor, in Room 201, at 718-574-3126 x2012,  
or at [cdancy@schools.nyc.gov](mailto:cdancy@schools.nyc.gov)  
for academic, college and career advisement**

- Students will meet individually, in small groups and in workshops conducted by the Guidance Counselor focusing on academic planning and monitoring, and college and career exploration and planning.
- Parents are encouraged to meet with the Guidance Counselor for individual assistance, and to attend our Annual Awards Ceremony, our College Night (for all grade levels) and our Financial Aid sessions.

**ACADEMIC GOALS: GET ON THE HONOR ROLL!  
PASS ALL CLASSES AND ACHIEVE AN OVERALL AVERAGE OF 80 OR HIGHER**

### **HONOR ROLL AVERAGES:**

<b><u>Platinum:</u></b>	90 – 100
<b><u>Gold:</u></b>	85 – 89.99
<b><u>Silver:</u></b>	80 – 84.99

### **9<sup>TH</sup> GRADE GOALS:**

- ☑ Accumulate 11+ credits and pass required Regents
- ☑ Achieve 90% attendance
- ☑ Develop positive interpersonal skills with peers and adults
- ☑ Improve behavior/abide by the Discipline Code
- ☑ Participate in College/Career Awareness activities

### **10<sup>TH</sup> GRADE GOALS:**

- ☑ Accumulate 22+ credits and pass required Regents
- ☑ Achieve 90% attendance
- ☑ Develop positive interpersonal skills with peers and adults
- ☑ Improve behavior/abide by the Discipline Code
- ☑ Participate in College/Career Awareness activities

### **11<sup>TH</sup> GRADE GOALS:**

- ☑ Accumulate 33+ credits and pass required Regents
- ☑ Achieve 90% attendance
- ☑ Develop positive interpersonal skills with peers and adults
- ☑ Improve behavior/abide by the Discipline Code
- ☑ Increase participation in the College/Career process

### **12<sup>TH</sup> GRADE GOALS:**

- ☑ Accumulate 44+ credits and pass required Regents in order to graduate
- ☑ Achieve 90% attendance
- ☑ Develop positive interpersonal skills with peers and adults
- ☑ Improve behavior/abide by the Discipline Code
- ☑ Complete your Post-Secondary Plan  
(College Applications/Career Plan)





## **REPORT CARDS:**

- The school year is divided into two terms – the fall and spring semester. Within each term, there are three marking periods. BAGF students receive report cards at the end of each marking period. Dates are provided on the school calendar.
- Parent and students will have the ability to log into their school account to review and monitor their academic status before the report card grade is obtained; thereby giving the student a chance to improve their academic standing. Report cards show the student's grades for each of the marking periods in a semester, note any Regents examinations that are completed and may include comments from the teachers.
- Parents and students should note that in the physical sciences, the report card will show the grade for both laboratory and class work. Students must pass the laboratory class in order to take the Regents examination in the subject.
- The report card also shows how many times a student is absent or late. It is important to note any patterns the student may demonstrate, especially regarding a particular class.
- Students are rewarded for their academic success during our Awards Night and Honor Roll activities.
- Copies of report cards will be mailed home. Parents are encouraged to attend our Parent-Teacher Conferences in order to discuss their child's academic status and to collaborate on a plan for academic success.

## **TRANSCRIPTS:**

- The transcript will list every final grade for each term, the number of credits earned as a result of satisfactorily completing a course and the cumulative number of credits within a subject earned over an academic year. Every course is identified and the grade for that course is recorded. In addition, the course designation is listed – which indicates whether it is honors, advanced placement, etc.
- Note that Physical Education courses typically list 0.5 or 0.58 as their credit value; standard courses generally list a credit value of 1.00.
- You should save every report card to cross-check with the grades on the transcript.
- Meet with your guidance counselor each year to review your transcript.
- Please note that a transcript is a chronological history of your grades. You may also ask to have a permanent record, which is also a chronological history, but it separates the different subject areas.

## **ACADEMIC INTEGRITY:**

- Students are expected to submit their own work through interpretation, paraphrasing, analysis, and application. Work taken from another source must be specifically and formally cited in order to retain the integrity of the piece. Scholastic dishonesty is a very serious issue and is not tolerated. Students who submit academically dishonest work will receive no credit and will be additionally penalized as deemed appropriate by the administration.





## **COLLEGE AND CAREER READINESS:**

- It may not seem like it, but your journey toward college and your career is starting now!
- Your performance in school, attendance, and how you spend your free time will all impact your college applications a few very short years from now. Take advantage of this time to really get a solid academic start at Global Finance.
- Get to know your teachers and the staff at school. Talk with faculty and staff about your goals, interests, and aspirations for the future. These relationships and connections may be more important than you think.
- Use this time to explore your interests outside of school. Pursue extracurricular activities and hobbies, try for leadership roles, explore new interests – remember quality is more important than quantity! Getting involved (school clubs, team sports, community service) is a great way to get the most out of your high school experience.
- Keep a running list of special achievements, honors, work experience, and community service in order to build your resume.
- Each grade level is paired with a financial institution that focuses on career awareness and job readiness skills. This will lead up to a senior year internship!
- Throughout the school year, we will have college and career related trips, workshops, tours and class visits by professionals. Listen, ask questions, and get as much information as possible!
- **Working papers** are available in the main office for interested students, age 14+. Students need the following items birth certificate/passport (for proof of age), Social Security card and note from a physician (fit for work).

<b>GOAL:</b>	<b>PASS EACH REGENTS WITH A GRADE OF 80% OR HIGHER TO DEMONSTRATE COLLEGE AND CAREER READINESS</b>
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## **A FEW ONLINE RESOURCES TO GET YOU STARTED...**

- [www.collegeboard.com](http://www.collegeboard.com) (comprehensive college resource and SAT info)
- [www.mapping-your-future.org](http://www.mapping-your-future.org) (financing a college education, career planning)
- [www.nycareerzone.org](http://www.nycareerzone.org) (career exploration)
- [www.campustours.com](http://www.campustours.com) (virtual campus tours)

## **SPECIAL EDUCATION:**

- Individualized Education Plans are developed in order to meet a child's unique needs. Our IEP teachers will review these plans to ensure proper services are provided. You will be asked to attend mandatory Annual Review or Reevaluation meetings. We encourage you to meet with your child's IEP teachers to discuss program modifications, supports, goals, testing, and transitional planning.
- A 504 may be requested if there is a need for certain accommodations and services. If you already have a 504 from your previous school, please note that these documents must be updated annually. Please contact AP McCoy for more information.



## **PARENT SUPPORT:**

**Contact Ms. Frazier, Parent Coordinator, in Room 108, at 718-574-3126 x1081,  
or at [afrazier3@schools.nyc.gov](mailto:afrazier3@schools.nyc.gov)**

Our Parent Coordinator's role is to foster parent involvement in the school, communicate specific school information, conduct parent outreach, and assist parents with specific concerns. Ms. Frazier is here to help!

## **PTA/SLT:**

- You are a vital part of our BAGF family -- we value your input and want you to collaborate with us. We hold monthly PTA and SLT meetings, parent workshops, and community forums. Our Parent Coordinator will provide families with a calendar of events. We hope that you will join us!

## **OUTREACH:**

- Our Parent Coordinator will send out a monthly newsletter, will call and/or text you, may conduct home visits with our Attendance Teacher, and will mail progress reports, report cards, and other school announcements. Please let Ms. Frazier know your preferred method of communication.

## **EMERGENCY CARDS:**

- It is important to provide the main office with emergency contact information, and all authorized persons who can receive information and pick up your child. Emergency Blue Cards should be updated periodically to ensure that we have the correct phone numbers, addresses and emergency contacts.

## **TRANSPORTATION:**

- Students who are eligible will receive MetroCards provided by the New York City Department of Education Division of Transportation. Students living between ½ mile and a 1½ miles from the school are eligible for ½ fare bus passes; those living over 1½ miles from school are eligible for a full-fare MetroCard. If a MetroCard is lost or stolen, please contact our Parent Coordinator in order to arrange for a replacement card. Replacement cards will be provided as soon as possible.

## **VERIFICATION LETTERS:**

- If you are in need of a Face-to-Face Letter or a Registration Letter for tax or legal purposes, please contact our Parent Coordinator in a timely fashion. You may send your child with a note specifying what type of letter you need.

## **IMMUNIZATION:**

- Please review your medical records to make sure your child is up-to-date with their vaccinations. You will be notified if your child is in need of any updated immunizations.

# NEED ASSISTANCE?

<b>DO YOU NEED HELP WITH...</b>	<b>PLEASE SEE...</b>
<b>PERSONAL ISSUES</b>	
<b>social/emotional issues</b>	<b>Ms. Dancy, Guidance Counselor Ms. Langabeer, Social Worker Ms. Hannibal, Social Worker</b>
<b>peer mediation/student conflicts</b>	<b>Mr. Scarder, Dean Ms. Langabeer, Social Worker Ms. Hannibal, Social Worker Ms. Dancy, Guidance Counselor</b>
<b>feeling sick</b>	<b>Medical Office, Rm. 104</b>
<b>attendance/absence notes/ update phone number and addresses</b>	<b>Ms. Castillo</b>
<b>face-to-face/registration letter</b>	<b>Main Office, Rm. 108</b>
<b>metrocards</b>	<b>Main Office, Rm. 108</b>
<b>lunch ID numbers</b>	<b>Main Office, Rm. 108</b>
<b>ID card</b>	<b>Ms. McCoy, Rm. 101</b>
<b>update medical/immunization records</b>	<b>Main Office, Rm. 108</b>
<b>lost &amp; found</b>	<b>Main Office, Rm. 108</b>
<b>ACADEMIC PLANNING</b>	
<b>planning your courses</b>	<b>Ms. Dancy, Guidance Counselor</b>
<b>program card</b>	<b>Ms. Dancy, Guidance Counselor</b>
<b># of credits/copy of transcript</b>	<b>Ms. Dancy, Guidance Counselor</b>
<b>copy of report card/progress report</b>	<b>Ms. Dancy, Guidance Counselor</b>
<b>graduation requirements</b>	<b>Ms. Dancy, Guidance Counselor</b>
<b>regents requirements</b>	<b>Ms. Dancy, Guidance Counselor</b>
<b>summer school</b>	<b>Ms. Dancy, Guidance Counselor</b>
<b>extra help in a class/ tutoring</b>	<b>your teachers</b>
<b>technology assistance (i.e., forgot password, need new device, etc.)</b>	<b>Ms. Devine, Rm. 112</b>
<b>COLLEGE AND CAREERS</b>	
<b>college planning/College Now</b>	<b>Ms. Dancy, Guidance Counselor</b>
<b>career planning/internships</b>	<b>Ms. Dancy, Guidance Counselor Your business teachers</b>
<b>resume prep</b>	<b>Ms. Dancy, Guidance Counselor Your business teachers</b>
<b>working papers/Summer Youth Employment Program information</b>	<b>Ms. Dancy, Guidance Counselor Main Office, Rm. 108</b>
<b>PARTICIPATING IN ACTIVITIES</b>	
<b>community service</b>	<b>Ms. McCoy, Rm. 101</b>
<b>senior activities/fees/fundraising</b>	<b>Ms. McCoy, Rm. 101</b>
<b>joining the basketball team</b>	<b>Mr. Birnbaum/Ms. Robinson, Gym</b>
<b>Joining after school activities or tutoring</b>	<b>Ms. McCoy, Rm. 101</b>