



**SCAN ME!**

**WELCOME TO  
T.E.A.C.H. HIGH SCHOOL**

***STUDENT  
HANDBOOK  
2025-2026***



The East New York Arts & Civics High School  
800 Van Siclen Avenue Brooklyn, New York 11207  
Phone Number: 718-927-5540 Website: <https://teachbk.org>.  
Principal – Dr. Monique Davy Assistant Principal – Alyson Forde



# STUDENT HANDBOOK

## SCHOOL YEAR 2025-2026

**GO WOLVES!**

**Ms. Shatima Vincent – Parent Coordinator**

**PTA President: Mercedes Agosto**

This handbook belongs to:

Name: \_\_\_\_\_

OSIS #: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Temporary Password: TEACH2025!

# T.E.A.C.H. HIGH SCHOOL 2025-2026

## Bell Schedule

Period	Time
1	8:16 A.M. - 9:01 A.M.
2	9:03 A.M. - 9:48 A.M.
3	9:50 A.M. - 10:35 A.M. Official Class Attendance
4	10:37 A.M -11:22 A.M.
5	11:24 A.M. - 12:09 P.M. Lunch
6	12:11 P.M. -12:56 P.M.
7	12:58 P.M. - 1:43 P.M.
8	1:45 P.M. - 2:30 P.M.
9	2:32 P.M. - 3:17 P.M.



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### **T.E.A.C.H. MISSION:**

The East New York Arts & Civics High School is dedicated to equipping students with the skills to become positive contributors to their communities. T.E.A.C.H. students will cultivate a thirst for knowledge, compassion for others, and the bravery needed to effect the changes they wish to see in the world.

### **T.E.A.C.H. VISION:**

Every student will graduate within four years with an established post-secondary plan, highlighting their knowledge and skills needed to pursue college, start a career, and make positive contributions to their community.

### **T.E.A.C.H. MESSAGE:**

Welcome to the T.E.A.C.H. Family! We are thrilled to have you join us. At T.E.A.C.H., We believe in your potential, and we are committed to supporting you in becoming the best students and person you can be. Our close-knit, family-oriented school keeps a welcoming environment for fewer than 200 students, fostering strong relationships within our community of students and their families.



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## Where To Go?

<b>If I Need</b>	<b>I Should Go To</b>	<b>Room</b>
<b>Principal</b>	Main Office	326
<b>Assistant Principal</b>	Ms. Forde	312
<b>Lunch Form Application</b>	Ms. Vincent	326
<b>Nurse</b>	Ms. Simpson	130
<b>Transcript / Credits</b>	Mr. Alfred	322B
<b>Report Card</b>	Mr. Alfred	322B
<b>Tutoring</b>	Ms. Vincent	326
<b>College, Career, and Scholarships</b>	Mr. Alfred	322B
<b>Sport Teams</b>	Mr. Alfred	322B
<b>Art Programs</b>	Ms. Midouin	334
<b>Civics Program</b>	Mr. Fulginiti	320
<b>Uniform</b>	Main Office	326
<b>Lost &amp; found</b>	Main Office	326
<b>Working Papers</b>	Mr. Alfred	322B
<b>Proof Of Immunization</b>	Ms. Marchione	326
<b>OMNY / ID Card</b>	Mr. Mercado or Ms. Suffardo	326
<b>Join a club</b>	Mr. Mercado	326
<b>Talk to about my problem</b>	Ms. Mathieson	322A
<b>Student Government</b>	Mr. Mercado	326
<b>My Brothers Keeper</b>	Mr. Alfred	326
<b>My Sisters Keeper</b>	Ms. Midouin & Ms. Mason	334
<b>504 Accommodations</b>	Ms. Mathieson	322A
<b>Bullying or Harassment</b>	Ms. Mathieson	322A
<b>Health &amp; Fitness</b>	Mr. Aurora	329
<b>LGBTQ +</b>	Mr. Mercado	326
<b>DOE Issued Device</b>	Mr. Mercado	326



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## **Attendance**

### **Overview**

Attending school every day is required for student academic success. In fact, even having a 90% attendance rate means a student is missing 18+ days of school. That's a month of missed instruction and puts a student at risk of dropping out. That is simply unacceptable. That is why our goal is to help every student reach 100% attendance.

### **An Absence Defined**

A student who is not in school for at least one instructional period is marked absent for the day. Attendance is recorded daily for each period of scheduled instruction.

### **Excused Absence**

An Absence is unexcused if it is unexplained. An excused absence includes students unable to attend due to illness/injury, religious observation, family emergencies or pre-arranged appointments. Excused absences will not be counted when attendance is calculated for school attendance recognition, or for eligibility in sports (PSAL) or other school activities. Families are expected to notify the school whenever a student is unable to attend school, either in advance of the absence (preferred) or following the absence.

### **Unexcused Absences**

Without explanation of a reason, an absence is considered unexcused. When a student is unable to attend school due to lack of appropriate immunizations the absence(s) are considered unexcused. Families should plan vacations and trips are also considered unexcused. Families should plan vacations and trips when school is not in session. If students do miss school, families must work with the school to develop plans for take-home and make-up work.

### **Lateness**

Students are considered late if they are not in their first period class by 8:00am. Lateness can be excused for the same reasons mentioned before.

### **Notification of Absences & Lateness**

Every family of a student who is not in school by 10am will be notified by an automated phone call, email or text message. After two consecutive days absent, school staff will call the student's family. Even if families provided a documented reason and the absence is considered excused, a phone call may still be made.

Every month a digital postcard will be shared with parents that show absences for the month. Additionally, families can also check student attendance online with a NYC School Account (NYCSA).

### **Leaving Early**

Leaving school early must be arranged in advance. A student who is leaving school early can be released to the family or a person who has been identified on the Digital Blue Card and verified as authorized for pick up by the school secretary. Anyone picking up a student must come to the main office and provide a photo ID.





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## **TEACH Cell Phone & Electronic Device Policy**

Purpose for Cellphone policy:

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

Students will not be permitted to use or access their personal internet-enabled electronic devices upon arrival at school until the end of the school day. The school day is defined as the period from the moment students enter the school building until the last class of the day ends, including during lunch. The school day starts at 8:15 am and ends at 2:30 pm. Students will be able to use school/NYCPS-issued devices during the school day.

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

- Upon arrival, students must power off their devices.
- If the school collects devices...
  - A designated collection point, supervised by staff members, will be set up by Stairway C (Van Siclen Avenue) entrance to the building, between times 7:30 am and 9:00 am. If students arrive after this window, They will report to room 326 to pick up a yonder pouch.
  - At the end of the school day, devices will be distributed by school staff in location Stairway C (Van Siclen Avenue) between times 2:30 pm and 2:45 pm.
  - Students who were late or will have to pick up their device from The main office /room #326
  - Students with approved early dismissal will retrieve their devices in main office room 326 Ms. Vincent.

### If school provides students with locked pouches...

- Students will place their devices in Yondr Pouch and secure it in front of school staff.
- Students will store their locked pouches in the locked cabinet for the day.
- At the end of the school day, students will unlock their pouch in location Stairway C (Van Siclen Avenue.
- They will remove their device(s) and place the pouches in the bin before leaving the school.
- Students with approved early dismissal will be able to unlock their pouch in main office room 326.
- In the event that a storage device, such as a pouch, is lost or damaged, the school will require a \$5.00 replacement. If the replacement fee isn't paid the student phone will be collected at arrival and returned during dismissal daily.



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## 2. EMERGENCY COMMUNICATIONS

- In case of emergency or exigent circumstances, parents or guardians can call Shatima Vincent / Parent Coordinator at 718-927-5540 to reach their child.
- In case of emergency or exigent circumstances, students may access phones in main office to reach their parents or guardians.
- In case of emergency or exigent circumstances, the school will use Kinvolve. to communicate information to parents or guardians.

a. Here is how parents/guardians can access the automated messaging system:

How do I create an NYC Schools Account?

There are three ways you can create a NYCSA account.

You can either visit your child's school in-person to receive a temporary password, contact your school and verify your identity via teleconference and receive a temporary password, or you can use the Account Creation Code on the letter sent home with your child. In Person or Online

1. Set up an appointment with your child's school.
2. Provide a valid photo ID (for example, your passport, your drivers' license, IDNYC), your email address, and your child's 9-digit student ID number, which can be found on his or her report card. If via teleconference, the school will verify the identity of the parent/guardian or eligible student by voice or sight.
3. When you create the account at your school or by teleconference, you'll receive a receipt with your temporary password printed on it either in-person or by email.
4. Go to <https://schoolsaccount.nyc> and enter your email address and temporary password. Please note that the temporary password expires in 30 days. You will be asked to create a new password for your account, set up your security questions, and confirm your email address.

Self-Serve You will need the Account Creation Code that was sent home with your child in a letter. You can also request a letter from your child's school. You will need this code and the child's 9-digit student

ID number to create an NYC Schools Account or to add additional children to an existing account. 1. Visit <https://schoolsaccount.nyc> and select the "Create Account" link found on the login page

## 3. EXCEPTIONS

- Students are allowed to use their device if they have an individualized education program (IEP) or 504 Plan that includes use of an internet-enabled device and do not have a DOE-issued device for such purpose.
- Parents/guardians must contact Sonika Mathieson /Social Worker 504 coordinator at 718-927-5540 [smathieson@schools.nyc.gov](mailto:smathieson@schools.nyc.gov) if a student requires an exception for reasons such as: medical monitoring/treatments (for example to monitor blood sugar or other similar circumstances), if student is a





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caregiver, for approved language purposes (such as translation or interpretation services if no other means are available), or where otherwise required by law.

- The principal/designee may authorize use for an educational purpose.
- Exceptions will be processed and approved within 2 business days.

#### 4. DISCIPLINE

- Students who use electronic devices in violation of the NYCPS [Discipline Code](#), the school's policy, Chancellor's Regulation A-413, and/or the NYCPS [Internet Acceptable Use and Safety Policy](#) ("IAUSP") will be subject to progressive discipline. This means that the disciplinary responses will escalate based on the nature and frequency of the violation. As provided in the State law, a student may not be suspended solely on the grounds that the student accessed a personal internet-enabled device in violation of school policy. Repeated incidents of insubordination (i.e. refusal to surrender or store devices) **may** result in a suspension **if approved** by the Office of Safety and Youth Development.

##### **Response Procedure- For a student who is in possession of an electronic device not in pouch**

Tier 1 Response	Tier 2 Response	Tier 3 Response
1. Remind students of the school device policy 2. The teacher should contact our Dean of Culture 3. Provide 1-2 minutes for the student to turn in their electronic device off or put it in a YONDR 4. Log electronic device usage into Kinolved, and send a notification to the guardian, and refer to Dean	1. Provide 1-2 minutes to turn in their electronic device or put it in a YONDR pouch 2. Request Dean to take the student's electronic device if they do not put it into the YONDR pouch 3. Log electronic device usage into Kinolved send a notification to the guardian and refer to Dean 4. Dean and Parent Coordinator will send a message to the parent	1. Student has a 1-week cell electronic device suspension (must turn in their electronic device to Dean upon arrival and they do not get it back for open lunch) 2. Dean to notify parents of the electronic device suspension if it is repeated, the teacher and the Dean will conference with the student if it is repeated, there will be a 1 week extension of the electronic device suspension



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**Response procedure if a YONDR pouch is purposely DAMAGED**

Tier 1 Response	Tier 2 Response	Tier 3 Response
<ol style="list-style-type: none"><li>1. Ask the student for the device and/or notify Deans to bring the student a YONDR pouch</li><li>2. Log the broken pouch into Jupiter, notify the guardian, and refer to Dean for a conference</li></ol>	<ol style="list-style-type: none"><li>1. Ask the student for the device and/or notify Mr. Mercado to bring the student a YONDR pouch</li><li>2. Log the broken pouch into Jupiter, notify the guardian, and refer to Dean for a conference</li></ol>	<ol style="list-style-type: none"><li>1. The student will go on a 1-week electronic device suspension (must turn in their electronic device to the Dean upon arrival and they do not get it back for open lunch). Dean to notify parents of the electronic device suspension</li><li>2. The student and parent will have to pay for a replacement YONDR before getting a new one</li><li>3. *if it is repeated, the teacher and Dean will conference with the student</li><li>4. If it is repeated, there will be a 1 week extension of the electronic device suspension</li></ol>

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

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

We appreciate your cooperation in helping us maintain a focused and productive learning environment. If you have any questions or need further clarification regarding these policies, please do not hesitate to contact Korinne Hardin **Dean**, Luciano Mercado **Community Associate**, and Shatima Vincent **Parent Coordinator** at 718-927-5540 ext. 354.



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### **Examination Requirements:**

Students must achieve a score of 65 or higher on these five exams to earn a Regents diploma.

- English Language Arts (ELA)
- Any math exam (Algebra I, Geometry, or Algebra II/Trigonometry)
- Any social studies exam (Global History and Geography or U.S. History and Government)
- Any science exam (Living Environment, Chemistry, Earth Science, or Physics)
- Any added Regents exam, or another choice approved by the State.

### **Credit Requirements**

Students need 44 credits in these subject areas to earn a Regents diploma.

- 8 credits in core English
- 8 credits in social studies, including:
  - 4 credits in Global History
  - 2 credits in U.S. History
  - 1 credit in Participation in Government
  - 1 credit in Economics
- 6 credits in math, including:
  - At least 2 credits in advanced math (for example, Geometry or Algebra II)
- 6 credits in science, including:
  - 2 credits in any life science
  - 2 credits in any physical science
  - 2 credits in any life science or physical science
- 2 credits in World Languages
- 4 credits in physical education, every year in specific ways
- 1 credit in health education



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- 2 credits in arts education, including visual arts, music, dance, and theater.
- 7 credits in electives

### **Resources for Graduation Requirements**

New York State sets graduation requirements. Some requirements are different based on the year a student started high school. These requirements are described on different [graduation requirements cards](#)([Open external link](#)) located on the DOE Info Hub.

- Use the current graduation requirements card to read about graduation options for all students who started ninth grade in 2017.
- Use the past graduation requirements cards to read about graduation options for students who started ninth grade before 2017. There are separate cards for three groups of students:
  - general education students
  - students with disabilities
  - Career & Technical Education (CTE) students

For more information about graduation requirements, or to get a copy of the graduation requirement cards, [contact your student's school](#).