It is the policy of the Department of Education of the City of New York not to discriminate on the basis of race, color, religion, national origin, age, disability, marital status, sexual orientation, or sex in its education programs, activities, and employment policies and to maintain an environment free of sexual harassment, as required by law. Inquiries regarding compliance with appropriate laws may be directed to Director, Office of Equal Opportunities, 65 Court Street, Room 923, Brooklyn, New York 11201, Telephone (718) 935-9209. Title 9 and Section 504 concerns may be directed to Ms. Susana Goberga, Coordinator at Edward R. Murrow High School located at 1600 Avenue L, Brooklyn, New York 11230 Telephone (718) 258-9283.
Congratulations on your youngster’s admission to Edward R. Murrow High School. This booklet, prepared just for you, includes some of the things that you need to know about our school and things that you can do to help your youngster succeed in Murrow.

A student attending our school has an experience that is different from that of most other schools. Each day has a different schedule, classes meet four days a week (but school is in session five days a week) and grades are in the form of letters not numbers. Our school places a great deal of responsibility upon the student to do regular class work which includes nightly assignments and term projects and also includes the responsibility to control his/her own behavior and attend class each day.

As a parent, you have the responsibility to:

1. SEND THE MESSAGE TO YOUR YOUNGSTER THAT SCHOOL IS A TOP PRIORITY.

2. REVIEW YOUR YOUNGSTER’S REPORT CARDS.
   A. There are six (6) report cards distributed each year approximately every five (5) weeks.
   B. There are two semesters each year with marking period report cards given out approximately every 5 weeks each term to tell you and your youngster how he/she is doing. In the 2019-2020 school year they are 10/23, 12/06, 3/18 & 5/20.
   C. There are final report cards given out after the end of each semester. The grades become part of your youngster’s permanent record and are sent to colleges. Final report card grades will be 1/28 and 6/26.
   D. Grades are E, G, S, F, and N. These are explained on page 5 of this booklet.
   E. Open school evening or afternoon follows the distribution of mid-cycle report cards.

3. MONITOR YOUR YOUNGSTER’S ATTENDANCE.

   Every absence requires a note from you, the guardian. When an absence will be more than two (2) days, it is necessary to call the attendance office (718-258-9283 x 1270) to report the absence. For an extended absence, it is also recommended that a phone call be placed to your child’s guidance counselor so that homework and assignments can be obtained from the teachers and a copy given to the home.

   Please note that a recorded message telephone call is made to your home each day the student is absent, even if you have called the school to report the absence. If you are not receiving this call then we do not have your correct phone #. See pg. #10.

   Each term has approximately 80 class meetings. Eight absences means you have lost 10% of instructional time in that class. Therefore, regular and prompt classroom attendance breeds success. Cutting is an unexplained absence and is not condoned by the school. The school contacts parents of students who cut through our phone messaging system on a weekly basis beginning the 2nd week of each semester.
MURROW PARENTS ASSOCIATION DATES

All meeting will be held at 6:30 pm sharp.

Tuesday, September 17, 2019
Parents’ Association General Membership Meeting
Topic: TBA

Tuesday, October 8, 2019
Parents’ Association General Membership Meeting
Topic: TBA

Tuesday, November 12, 2019
Parents’ Association General Membership Meeting
Topic: TBA

Tuesday, December 10, 2019
Parents’ Association General Membership Meeting
Topic: TBA

Tuesday, January 14, 2020
Parents’ Association General Membership Meeting
Topic: TBA

Tuesday, March 10, 2020
Parents’ Association General Membership Meeting
Topic: TBA

Tuesday, April 07, 2020
Parents’ Association General Membership Meeting
Topic: TBA

Tuesday, May 12, 2020
Parents’ Association General Membership Meeting
Topic: Elections

Tuesday, June 09, 2020
Parents’ Association General Membership Meeting
End of Year Celebration/Wrap Up

Parents Association email: D21K525PA@schools.nyc.gov

(4) MAKE SURE HOMEWORK IS BEING DONE REGULARLY.
Homework is given in all classes and contributes to your youngster’s preparation time for class. It is also part of the report card grade. _Ask your youngster to show you the homework._ Look for neatness, the student’s name, date, and SCS on the homework and for completeness.

(5) MAKE SURE YOUR YOUNGSTER MEETS WITH HIS/HER COUNSELOR. It is mandatory that your youngster meets with his/her counselor during course selection each semester. A counselor makes an appointment with each student by SCS (homeroom) to discuss the choice of appropriate classes for the next semester, graduation requirements, careers, school difficulties, personal problems, etc.

(6) CONTACT THE SCHOOL TO DISCUSS PROBLEMS OR OBTAIN ANSWERS TO QUESTIONS.
You are encouraged to keep in contact with the school staff:
Attendance Office: 718 258-9283 ext. 1270
The Deans’ Office: 718-258-9283 ext. 1030
Guidance Counselors: 718-258-9283 (each one has his/her own extension & email, see pg 20)
Parent Coordinator: 718-258-9283 ext. 1090
If you need to see a teacher, guidance counselor, dean, assistant principal, or the parent coordinator, _call to schedule an appointment._ Photo ID is required to enter the school.

(7) HELP YOUR YOUNGSTER TO LEAVE HOME AT THE START OF THE DAY SO THAT HE/SHE CAN ARRIVE ON TIME.
Leave room for transportation delays. “A” band begins precisely at 8:05 AM. Students should arrive at least ten minutes before that to swipe their ID cards through the machine to enter the building. The day ends for most students at 2:45 PM. The last Band of the day ends at 3:40 PM Monday through Thursday. All students except seniors are expected to be in school until 2:45 PM unless they have a “K” band class ending at 3:40 PM. _Program limitations do not permit us to arrange special schedules to allow students to leave early every day._ “O” band, which has mostly physical education classes, begins at 7:10 AM and is limited to seniors who request the class.

(8) ATTEND PARENT-TEACHER CONFERENCES.
Parent-Teacher conferences are held approximately every ten weeks. There is an evening conference in semester I, marking period 1 (Oct. 26) semester II, marking period 1 (March 22) from 5:00 PM to 8:00 PM. Afternoon conferences are in semesters I, marking period 2 (Oct. 27) and semester II, marking period 2 (March 23) from 12:30 to 2:50 PM. (See important dates on pg 14.)

(9) CHECK TO SEE THAT YOUR YOUNGSTER IS PREPARED FOR SCHOOL. Your youngster should have a neat and organized notebook, a pen and pencil, all necessary textbooks, the school photo ID card, the program card, homework memo pad and assignments. Students should not leave home with only a notebook.
(10) KEEP THE SCHOOL INFORMED ABOUT CHANGES IN YOUR ADDRESS AND TELEPHONE.

Many letters and cards are mailed each semester (term) and will be returned by the post office if the address is incorrect or if an apartment number is missing. It is also necessary to keep home addresses and emergency contact information updated so that you can be contacted in case of a medical or other emergency. If you do not receive any mail from the school in a four-month period, contact the school to check that we have your correct address and telephone number. Emergency home contact information cannot be used as a legal change of address for our DOE computer data bases. Utility bills are necessary to make these changes.

(11) SET ASIDE A BLOCK OF UNINTERRUPTED TIME AT HOME.

Give your youngster time to do schoolwork without telephone calls, TV, interruptions for chores, and a place to do work that will also store a dictionary, loose leaf paper, other books and needed supplies. With cooperation between the school and our home, we can help your youngster succeed at Edward R. Murrow High School.

HELPING YOU UNDERSTAND OUR SCHOOL

There are two semesters (terms) each school year. At the end of each term, your youngster receives final grades which are recorded on the permanent record and transcript. At the start of each semester your youngster receives a completely new program schedule with new teachers and new courses. Some courses have nightly assignments while some courses have projects assigned over a period of weeks. Help your youngster develop a calendar of assignments and due dates so that the assignments can be done over a period of time rather than mounting up and so that the work will not seem to be overwhelming. In September, the school will give your youngster a calendar called a school planner ($5.00) to keep track of due dates and other events. Look through it to make sure your youngster is using it and so you know the work your youngster has to complete and the due dates.

SCS (School Communication Section) is your youngster’s homeroom, sometimes called “official class.” The first number indicates the scheduled year of your youngster’s graduation. The class entering in 2019 in the 9th grade will have a designation of 3 – because they are expected to graduate in 2023. The SCS meets only when needed. When SCS doesn’t meet (as on most days of the year), attendance is taken during A or B band: Thurs., A-band & Mon., Tues., Wed., Fri. B-band.

*If your youngster has A-band or B-band OPTA, his/her attendance is taken in front of the Attendance Office in room 127. ID Card is necessary for attendance to be taken.

PARENT COORDINATOR – As an additional resource, each school has a Parent Coordinator on staff. Our Parent Coordinator is Rosalind De Innocentiis. She functions as your liaison if you have questions or concerns email her: rdeinnocentiis@schools.nyc.gov
GUIDANCE COUNSELORS
& MANDATED COUNSELORS
EXTENSION and EMAIL ADDRESS

Counselor E-mail Addresses Ext.
Alphonso, J. - - - - - - JAlphonso@schools.nyc.gov - - - - 1245
Baer-Sharoff, L. - - - - - LBaerSh@schools.nyc.gov - - - - 1247
Carnevale, K. - - - - - KCarnevale@schools.nyc.gov - - - - 4210
Hung, M. - - - - - - CHung3@schools.nyc.gov - - - - 1246
Hudson Jackson, J. - - - - JHudson2@schools.nyc.gov - - - - 1258
King, Jacqueline - - - - JKing3@schools.nyc.gov - - - - 1241
Monaco, L. - - - - - LMonaco2@schools.nyc.gov - - - - 1450
Nolan, J. - - - - - Jnolan8@schools.nyc.gov - - - - 1249
Rolof, R. - - - - - RRolof@schools.nyc.gov - - - - 1248
Umanskaya, A. - - - - AUmanskaya3@schools.nyc.gov - - - - 1253
Salowitz-Allone, T. - - - - TSalowitzAllone@schools.nyc.gov - 1251
Sanchez, C. - - - - - CSanchez17@schools.nyc.gov - - - - 1243
Schneider, L. - - - - - LThomps7@schools.nyc.gov - - - - 1242
Toromoren, S. - - - - - SToromoren@schools.nyc.gov - - - - 1256
Martinez, A. - - - - - AMartinez57@schools.nyc.gov - - - - 1252

OTHER IMPORTANT EXTENSIONS
Advanced Placement Exam fees - - - - - - - - - - - - - 1500
Attendance (working papers) - - - - - - - - - - - - - - - 1270
Box Office - - - - - - - - - - - - - - - - - - - - - - - - 3050
C.O.S.A. (student activities, senior advisor) - - - - - - - 1581
College Office- - - - - - - - - - - - - - - - - - - - - - - 1450
Dean’s Office - - - - - - - - - - - - - - - - - - - - - - - 1030
Health Coordinator- - - - - - - - - - - - - - - - - - - - - 1301
Infirmary- - - - - - - - - - - - - - - - - - - - - - - - - 2900
Program Office - - - - - - - - - - - - - - - - - - - - - - 1430
Records Office - - - - - - - - - - - - - - - - - - - - - - 1244
Social Worker- - - - - - - - - - - - - - - - - - - - - - - 1256
S.P.A.R.K. - - - - - - - - - - - - - - - - - - - - - - - - 2855
Transportation/Lunch Forms- - - - - - - - - - - - - - - - - 2060
Treasurer - - - - - - - - - - - - - - - - - - - - - - - - 1500

GRADES, ATTENDANCE AND PUNCTUALITY are extremely important not only in high school but also later in life. Your youngster’s grade grows out of achievement which is demonstrated by class work, homework, projects, term papers, examinations, and class participation. The evaluation of class work is a factor in the formula for determination of grades in every course. Participation in class is a proper consideration in determining the class work grade. To fully benefit from class discussion and class participation, your youngster must attend regularly. Homework is also evaluated and is part of the class mark. It also allows the student to delve deeper into the topics taught during the day or to practice the skills studied in class.

CUTTING is unauthorized absence from a subject class during a day in which the youngster was in school. The unauthorized absence from class will be reported by the youngster’s teacher through our computerized attendance reporting system. Cutting will affect your youngster’s participation in class and, hence, the grade awarded. When you receive a report card, you should check the subject class attendance with the official attendance listed on top of the card. If the subject class absence is greater than the absence recorded on the top of the card, your youngster probably has been cutting classes. Poor attendance will lead to a failing grade.

THE LETTER GRADING SYSTEM is a very different system from that found in other schools. Our grading system allows for five grades and each has numerical grade equivalent used in the senior year for calculating the high school average for college acceptance.

“E” for excellent....................grade equivalent = 95
“G” for good.........................grade equivalent = 85
“S” for satisfactory...............grade equivalent = 75
“N” for needs improvement ......grade equivalent = 65
“U” for no credit: failing grade...grade equivalent = 55
“F” for no credit: failing grade....grade equivalent = 55

The failing grade of “U” or “F” earned in a course required for graduation means the course must be retaken and passed in order to earn a diploma.

THE FAILING GRADES OF U or F...The failing grade of U indicates an academic failure. The failing grade of F indicates that a student failed through a lack of attendance and as a result there is no body or an insufficient body of work by which to grade the student.

PROMOTION is the progress from one year to the next (freshman to sophomore, sophomore to junior, etc.). To be promoted, a student must earn credits. Credits are earned by passing classes. All academic classes (not English as a Second Language classes, physical education classes) are 1.0 credits each. Promotion is done in June based on the credits earned by the end of the fourth cycle, at the end of September based on summer school credits and in February based on credits earned in January.
To be a senior, a student needs to:

**Sophomore**
- 8 credits
  - successful completion of standards in academic subject areas, including 4 credits in communication arts, 4 credits in the required 9th – 10th grade social studies classes, meet NYC performance standards in English, math and science.

**Junior**
- 20 credits
  - successful completion of standards in academic subject areas.

**Senior**
- 30 credits
  - successful completion of standards in academic subject areas.

**RUSSIAN LANGUAGE**

Because Edward R. Murrow High School's Russian language classes are native/heritage speaker courses, the following is school policy:

- Guidance counselors will evaluate a student’s records to determine if a student has taken the regents-type Russian examination and has taken 3 years of Russian language at an outside institution. If the both are true, student will be issued credit using the codes: FR6Q (6 credits)

- If these students opt to continue to study Russian language and literature, they will be placed according to the results on the Edward R. Murrow second language writing assessment. This will enable students to earn credit for the classes that they complete in high school.

- N.B. A student who has not formally taken 3 years of Russian, must receive a grade of 85 on the assessment test and must complete level 4 to be eligible for 6 credits in Russian language

**DIPLOMAS**

Diplomas are documents that certify that your youngster has satisfactorily completed a high school course of study. Your youngster will meet with a guidance counselor each semester to monitor progress in meeting diploma requirements. In order to graduate from a high school in New York City, your youngster must complete the New York State and New York City requirements that include passing the following courses:

- **Communication arts (English)**
  - 8 credits (8 semesters)
- **Social studies**
  - 8 credits (8 semesters) which must include:
  - 4 credits (4 semesters) in global studies (promotional criteria)
  - 1 credit (1 semester) in participation in government
  - 2 credits (2 semesters) in United States history
  - 1 credit (1 semester) in economics
- **Math**
  - 6 credits (6 semesters)
- **Science**
  - 6 credits (6 semesters) of science (4 credits laboratory science)

**Parent Coordinator:** Rosalind De Innocentiis, RDeInnocentiis@schools.nyc.gov
When a student or parent needs assistance: ROOM Where to Go

Principal .................................................................110
Assistant Principal, Art & Business .............................. 440
Assistant Principal, Communication Arts (English) ...........260
Assistant Principal, Computer Services & Programming ....143
Assistant Principal, Foreign Language ..........................244
Assistant Principal, Guidance (Pupil Personnel Services) ....120
Assistant Principal, ISS ...............................................128
Assistant Principal, Math ............................................321
Assistant Principal, Organization ..................................104
Assistant Principal, Science .........................................381
Assistant Principal, Security .........................................103
Assistant Principal, Social Studies .................................327
Assistant Principal, Special Education ............................128
Advanced Placement Exam fees ..................................150
Attendance ..............................................................127
College Office ..........................................................145
Coordinator of Student Activities ................................158
Deans .................................................................103
Elevator pass (doctor’s note required) ...........................121 or 120
General Office .........................................................102
Guidance Counselors (General Education) .....................124
Guidance Counselors (Special Education) ...123, 124T, 302A, 421
HIV/Health Information/ Health Resource Room ..........192, 194
Infirmary .................................................................121
Library .................................................................224
Lost and found ........................................................106
Lost photo ID card ..................................................103G
Lost program card ....................................................143
Lunch applications ...................................................206
Mediation assistance .................................................103
Parent Coordinator ...................................................109
Planetarium ...........................................................490
Records Office .........................................................122
Senior Advisor .........................................................158
Senior Dues (payment) ..............................................150
SPARK Counselor ...................................................285F
Testing Coordinator for Regents and other exams ............147
Transportation & lost MetroCards .................................206
Treasurer – Payments .................................................150
Working Papers (employment certificates) ......................127
Yearbook Office ......................................................152

Foreign (second) language ..............................................6 credits (6 semesters) for an advanced Regents diploma of the same language;
= 2 credits (2 semesters) for a Regents diploma

Art/Music (core) .........................................................1 art credit (1 semester) /1 music credit (1 semester) or
Music/Art (Non-Core) ...................................................2 credit (2 semesters) i.e., band, chorus or art survey
health education ........................................................1 credit (1 semester)
physical education .....................................................3.50 credits (7 semesters)
The number of credits needed for graduation is forty-four (44). The required number of credits will not add up to forty-four. To reach a total of forty-four, a student must take electives that can be in business, technology, or more classes in the various subject areas listed above.

The following diplomas are available: REGENTS DIPLOMA, REGENTS DIPLOMA WITH ADVANCED DESIGNATION.

This latter diploma is the highest diploma available in New York State. The type of diploma earned is based on the Regents exams a student has taken and the passing grade. All students (unless otherwise specified in the Individualized Education Plan for students with special education services) must pass the local diploma requirement. The minimum passing grade is listed next to the exam.

<table>
<thead>
<tr>
<th>Regents Diploma (65+)</th>
<th>Advanced Regents Diploma (65+)</th>
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</thead>
<tbody>
<tr>
<td>English Regents</td>
<td>English Regents</td>
</tr>
<tr>
<td>Global History Regents</td>
<td>Global History Regents</td>
</tr>
<tr>
<td>American History Regents</td>
<td>American History Regents</td>
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<tr>
<td>Algebra or Geometry or Trigonometry</td>
<td>Algebra, Geometry and Trigonometry</td>
</tr>
<tr>
<td>Science Regents</td>
<td>Living Environment Regents</td>
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<td></td>
<td>second science Regents</td>
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<tr>
<td></td>
<td>foreign language Regents</td>
</tr>
</tbody>
</table>

All incoming 9th graders will be programmed for English, geometry or algebra and science based on the eighth-grade reading score in addition to assignments that were given over the summer. Youngsters will also be given global studies, foreign language, an elective (art, music or business) and physical education depending upon placement in double period classes which could preclude a student from taking electives or foreign language. **We ask your assistance in helping us to assist your youngster master these challenging subjects.** Since all youngsters are encouraged to reach for the highest diploma possible, all youngsters are programmed for three years of the same language. We ask you to help your youngster continue in the same language. We will not drop the youngster from a second language unless you indicate in writing that you understand that by your action your youngster is forfeiting the opportunity to receive a Regents Diploma with Advanced Designation.

**LABS—** All students taking a science course ending in a Regents examination **must** complete a minimum of 24 satisfactory labs during the year to be eligible to take the exam. Moreover, every student in these classes must also submit a minimum of 12 satisfactory lab reports each semester in order to pass the class. Approximately 14 or 15 labs are offered each semester. To help students meet this requirement, make up labs are offered each week after school. Students can also attend make-up labs on an OPTA band.
THE REGENTS COURSE OF STUDY

Your goal and our goal is to provide your youngster with the highest quality education. In New York State that is defined as the Regents course of study. All students will be programmed for classes which culminate in a Regents examination. We have no other courses. These examinations are not only required for a diploma but they are the foundation for success in college. The City University now requires the completion of these Regents courses before a youngster can be admitted to any four-year branch of CUNY. In addition, a student who obtains a 80 on the English Language Arts Regents examination and a 75 on a Math Regents exam is exempt from the reading, writing and math placement exams for CUNY. We seek your assistance to encourage your youngster to finish Regents sequences in as many areas as needed to obtain a Regents Diploma with Advanced Designation.

CLASS RANKING (for additional criteria see the student guide)

In order to provide college admission officers with required information concerning your youngster’s performance, all students are ranked at the beginning of the senior year. All subjects beginning with the 9th grade are included in the ranking except for physical education and certain other miscellaneous courses. The ranking is based on the numerical average which is computed using the numerical equivalents of the grades as listed on page 4 of this guide. For the purposes of admission to the City University, another average is also computed. It is called the Cumulative Academic Average (CAA) and is based on the average in Regents level courses in English, social studies, math, science, foreign language and the required course in music and art.

THE MURROW SCHOOL DAY

is very different from other schools. Our day is broken up in bands (periods). There are a maximum of eleven bands but 10 meet on Mon, Wed, & Fri, 6 on Tues and 8 on Thurs. On Tuesday mornings, staff will have professional development & on Thursday mornings staff will engage in parent outreach. Students will begin their school day at 9:15 a.m. on Tuesdays & Thursdays. (See the Murrow Band Aid printed on the back cover of this booklet.) Although school is in session five days a week, teachers meet their classes four days a week. A class meets for over 200 minutes a week, as required by the State Education Department. By state regulation freshmen, sophomores and juniors are required to be in school until 2:45 PM or 3:40 PM, depending on selected classes, and have a minimum of seven classes. Seniors may request a J-band OPTA if they have a job. The senior must bring a letter from an employer on letterhead stationery (a parent’s note is NOT acceptable) prior to the beginning of a new cycle.

This privilege is NOT extended to the lower grades.

CLUBS AND ACTIVITIES

are an important part of life at Edward R. Murrow High School. Although there are few interscholastic sports teams there are many other activities. A list is given out each fall and spring so that students know what clubs are currently active.

Action Group
Junior Math Club
African Renaissance Coalition
Key Club
Anime (Japanese Animation Club)
Library Squad
Art Squad
Meeza (Islamic Culture Club)
Asian American Student Assoc.
Mock Trial
Chess Club
Murrow Speakers Bureau
Christian Fellowship Club
National Honor Society
Christian Fellowship Club
Players’ Circle Theater Patrons
Council for Unity
SING!
E.R. Murrow Dance Club
Soccer Club– Alianza
Environmental Corp.
Student Alliance Open Forum
Euro-Challenge
Technical Theatre (Stage Crew)
Fashion Club
The Scrabble Club
First Aid Club
Unity-Step Club
Fuerza Latina
Virtual Enterprise
H.E.A.R.T. Club (HIV/AIDS Activism)
We the People
H.E.L.P. Club
Yearbook
Intel Behavioral Sciences
Yearbook
Intel Natural Sciences
Italian American Club

Clubs organize many food fairs, publications, productions, concerts, etc. each year.

Edward R. Murrow High School has been successful with an overwhelming number of its students in the past. Some of our graduates have organized their own multi-million dollar companies, won an Oscar (Best Supporting Actress), entered the world of medicine, etc. Some of our graduates last year were accepted to Yale, Princeton, Columbia, Cornell, and even the United States Military Academy at West Point. Working with you and obtaining your cooperation and assistance, we hope to make it possible for your youngster to meet with success in our school.
HIGH SCHOOL IS A PREPARATION FOR COLLEGE: The hard work begins now.

According to a national survey, less than 40 percent of students who plan to go to college actually earn a two- or four-year degree within ten years of graduating from high school. To succeed in college, in high school a student must take hard classes (just like a student gets in college), do all of the homework assigned, and get good grades. Grades matter because the high school grade point average is a great predictor of whether or not a student will earn a college degree. Less than 14 percent of students with C averages or lower in high school earned a two-or four-year college degree. Even worse, 52 percent of college students who had a C average (or lower) in high school didn’t earn even one college credit! Those students are reported going to college for remedial courses for work they should have learned in high school and those courses are worth NO COLLEGE CREDIT.

The further a student goes in math in high school, the better his/her chances of earning a college degree. Statistics tell us that only 7.8 percent of the students who stopped studying math after algebra earned a four-year college degree. However, 62.2 percent of the students who completed three years of math graduated with a four-year degree.

Even if a student doesn’t attend college, the high school grade point average is still important because it predicts future income. High school grades do not predict income right after high school, but they do strongly predict long-term income. If a student doesn’t go to college, an increase of one letter grade (from C to B) in a high school grade point average typically increases income by thirteen percent by age 28. (Compared to people who haven’t gone to college, a four year degree typically increases income by about fourteen percent.) If a student doesn’t go to college, improving high school grades from C’s to B’s improves the chances for a better salary.

(Source: James Rosenbaum [2001] Beyond College for All; Clifton Adelman [1999] Answers in the Toolbox.)

PROGRAMMING is done two times a year during. During course selection time, each student meets with a guidance counselor. Your youngster should make course selections for the new semester carefully. Students have two opportunities to review the selection they made on course selection day: the first is at the time they meet with their counselor during course selection interviews which last for three to four weeks after course selection day. Students are given appointments with the counselor based on SCS. The second review is about a week after the interviews end. The program office will give each student a list of the subjects the student has chosen and the student can then review their selections. Students will review their forms (SRV’s) at the end of semesters one and two.

After this we expect the youngster to accept the courses for the semester because teachers have been hired and the program office has created class sections and assigned teachers based on the students’ selections. Students cannot “try out” a class and two or three weeks later drop it because they “don’t like it.” Due to full classes there may be no class for a student to take who has not registered for it the previous cycle. Program changes will only be made for computer errors or conflicts. Incoming students have a more limited range of choice than upper termers. Limited choice in the first year is designed to help the youngster take the core classes required for a diploma and to get used to the school. Freshmen begin their programming in June of the eighth grade. When we are notified who will be attending, we send out letters inviting students to come at 3:15 in the afternoon to a programming session in our auditorium. If the student does not come, the program is created by the school staff.

GUIDANCE SERVICES are many and varied. Your youngster will be assigned to a guidance counselor who sets up meetings with your youngster for twice a year, once in the fall term and again in the spring term. The guidance counselor is also available to discuss your youngster’s progress with you, the parent/guardian. If you wish to meet with the counselor, please call in advance to schedule an appointment because counselors may be absent or attending meetings. As a parent, you don’t want to have to wait for a counselor to return from lunch. Legally, the counselor may only talk to the parent or legal guardian. Therefore, please do not send a relative or neighbor to talk to the counselor. If you call on the telephone, we must ask you for personal facts to identify you as the parent entitled to information. Please do not be alarmed if the counselor asks for address, telephone number, date of birth, etc. or a telephone number to return your call.
Although you may only be a freshman in high school, it is not too early to start thinking about college. Your freshman and sophomore year is just as important to college admission as your junior and senior year. From the beginning of your high school career, you should strive to take the most challenging courses that you can handle. Colleges want to see you challenging yourself academically and pursue your interests actively. You can obtain a wealth of information from our comprehensive College Office, room 145. The college office maintains information on prospective careers, essay writing tips, career assessments, financial aid, scholarships, college admissions standards, and standardized testing (SAT, SAT II, ACT). It is strongly advised that you have your youngster get acquainted with the resources available in the College Office early on in their high school career. As a junior, you will do extensive research into your college options. You will be prompted to take the PSAT, which will prepare you for the SAT in the spring. The College Office staff will assist your youngster with all the necessary preparations for a smooth post-secondary transition. You can schedule an appointment with Ms. Monaco, our college guidance counselor, beginning in early spring of junior year to discuss college options (ext 1450). The college applications process will begin in the early fall of senior year. Although this might seem like a daunting task, it is possible to complete the college process successfully and with less stress if you begin the preparation early on. Dedicating a small portion of your time will greatly benefit you in the end. Remember, the early bird catches the worm.

**OPTIONAL TIME** (OPTA) is a band in which youngsters are not scheduled for a class. During OPTA students may eat in the cafeteria, work for a teacher, work in an office, do independent study (MILE), obtain tutoring, read, do research in the library-media center or go to the Student Lounge, room 285. The student must decide how to use OPTA time productively. Underclassmen are no longer permitted to have hallway OPTA’s. If youngsters leave the building during OPTA, they are endangering themselves and violating a school policy. They may also be picked up by the police truancy patrols. Students are NOT PERMITTED out of the building for lunch or for any other reason.

**LUNCH** must be eaten in the school cafeteria. A youngster may bring food from home or lunch may be purchased in the cafeteria or from the vending machines in the hall. Breakfast is available beginning at 7:00 AM to 8:05 AM when “A” band begins. All students must fill out the lunch form questionnaire. Free lunch is also available for students who are eligible based on the questionnaire. Youngsters must remain in the building during their lunch period. No food may be taken above the first floor.

**HOW CAN I BECOME A MEMBER OF THE NATIONAL Honor Society**
If, as a sophomore or a junior, you receive an information sheet at the beginning of the school year and have the following:
- must have 91 average.
- sophomores must have at least 13.5 credits, juniors must have at least 27 credits.
- All students must have been in attendance at ERMHS for at least one semester. Students must list extra-curricular activities, summer employment, and internships. A faculty committee reviews all information sheets. Students are informed at the end of marking period I if they are offered provisional membership status. All provisional members must complete 15 hours of community service and devote two bands a week to school service in addition to completing four hours of community service per cycle to remain members in good standing. The NHS standards are scholarship, leadership, service and character. Each of these tenets must be adhered to in order to maintain membership in NHS.

**SOME THOUGHTS FOR PARENTS**
If your 9th grade youngster gets home earlier from school than you do from work, start by agreeing on rules for after-school activities. Example: “You must tell me beforehand if you’re going to stay in school for a club or go somewhere after school.” Also, have your teenager call you or a relative when he/she gets home each day. Give your youngster a few chores to do after school remembering he/she also has school work to do. He/she will learn responsibility as well. As your youngster gets older, you can relax some of the rules such as calling each day. You will learn if your youngster is trustworthy and does not have to be watched each minute. If you trust your teenager, the teenager will have faith in you.

Remember to always ask them about their day. Ask them about the work in each class and discuss the homework. You do not have to understand it to see if the homework is being done. They will see that school and home work is important to you and it will be more important to them.
IMPORTANT DATES in the school year 2016-2017 of which you, as a parent, should be aware. Ask your youngster for the report card on these dates. If you have a problem getting it, call your youngster’s guidance counselor and ask for the results of the report card. We encourage you to attend Open School Evenings and Open School Afternoons each semester when they are offered. It is difficult if not impossible to see teachers during the school day when they are teaching. A teacher cannot interrupt a class to come to an office to see a parent. Many teachers are reluctant to call parents from their own home telephones because of caller ID devices which release personal telephone numbers.

FALL TERM

School Begins……………………………………Thurs., 9/05/19
New Parent Orientation………………………Thurs., 9/12/19
Parent Teacher Conferences 5:00 to 8:00 PM………Thurs., 10/24/19
Parent Teacher Conferences 12:30 to 2:50 PM………Fri., 10/25/19
2nd Marking Period Report Card Distribution………Fri., 12/06/19
Final Fall Term Report Card Distribution…………..Tues., 1/28/20

SPRING TERM

Spring Term Begins…………………………………Tues., 1/28/20
Parent Teacher Conferences 5:00 to 8:00 PM………Thurs., 3/19/20
Parent Teacher Conferences 12:30 to 2:50 PM………Fri., 03/20/20
2nd Marking Period Report Card Distribution………Wed., 05/06/20
Final Report Card Distribution/Last Day of School……Fri., 6/26/20

OTHER IMPORTANT DATES

Thanksgiving Recess: November 28 & 29, 2019
Winter Recess: December 24, 2019 - January 01, 2020
Mid-Winter Recess: February 17, 2020 - February 21, 2020
Spring Recess: April 09 - April 17, 2020
Last Day of School: June 26, 2020

Citywide & Statewide Assessments:
January 21 - 24, 2020
June 02, 2020 & June 17 - 26, 2020

TO LEAVE THE SCHOOL, early, a student must either be picked up by a parent or authorized person (blue card), or a guidance office/deans’ office staffer must get verbal permission from parent/guardian.

ID CARDS AND PROGRAM CARDS are provided to students. They must be brought to school each day. The ID card is needed to enter the building in the morning, through a computer terminal. Staff members circulate the building cards to prevent cutting. If a student comes to school for five days without the ID card, the student receives detention. Detention is served after school. ID cards must be returned at the time a student receives his/her diploma.

STUDENTS’ RIGHTS AND RESPONSIBILITIES are important in a school of more than 3,900 students. Students have the responsibility to conduct themselves in such a way that there is no disruption or distraction that obstructs the teaching and learning process or interferes with the safety of others. Students have the right to be treated with respect and have responsibility to respect others. In this way students know how to treat each other and school personnel. We are also training students for their life in the future. They will be in the work world in a few years and what they learn at Murrow will be used for the rest of their lives. We not only teach academic subjects but we also teach good and appropriate behavior.

IMMUNIZATION is required by New York State Health Law for students to attend school. Students must be immunized against mumps, rubella, polio, measles, diphtheria and hepatitis. If your youngster’s immunization record is not complete and up-to-date, the youngster must be excluded from school by state law until the requirements of the law are met.
GOOD BEHAVIOR helps all youngsters to learn. All students are expected to behave in a proper manner. Youngsters are responsible for their actions whether they act alone or as a member of a group. Youngsters have the responsibility of getting along peacefully with their fellow students. Fighting or participating in any action which is disruptive of the good order of the school or interferes with the normal conduct of the school will result in suspension. The regulations of the Chancellor prohibit students from bringing weapons to school. Mere possession of a weapon will result in a Superintendent’s Suspension and may lead to arrest. All students are given a student handbook which includes the New York City Code of Student Behavior. This code lists infractions of school rules, the level of severity for each infraction, and the penalty for each case. We encourage parents to work with us to bring the students to the realization that all actions have consequences, both good and bad, and that they are responsible for their actions. Some consequences may be felt in an hour or may be felt years to come. But the future is in the students’ hands.

ACADEMIC AND OTHER INTERVENTION SERVICES such as tutoring are available for our students. Some of these services include:

- Departmental tutoring during a student’s OPTA on school time;
- Counseling through Pro Bono specialists from the Jewish Board of Family and Community Services; & Office of Mental Health (OMH)
- Counseling through a Pro Bono specialist from the city’s Council on Domestic Violence: Relationship Abuse Prevention Program (RAPP);
- PM/Saturday school and summer school to recover credits (for all students who fail classes during the regular school day); and
- At-risk resource room (based on available space)
- Counseling workshops and trips through a Pro Bono specialist from SAYA (South Asian Youth Alliance)
- TRIO Program-an affiliate program from Brooklyn College that offers 1st generation college candidates free college prep in all areas.

The New York City Department of Education has mandated an expanded AIDS/ HIV EDUCATION AND CONDOM AVAILABILITY PROGRAM in each high school. All incoming students will have a letter sent home explaining the chancellor’s regulations regarding condom availability. If you do not wish your youngster to participate in the condom availability program, sign the form that accompanies the letter and mail it back to the principal. In addition, federal legislation has recently mandated that all high schools provide the ARMY RECRUITERS AND COLLEGES with lists of students’ names, addresses and telephone numbers. You have the right under the legislation to omit your youngster’s name, address and telephone number from the lists. If you do not wish your youngster’s name on the list, you must complete the form mailed to you with the condom availability letter by the middle of October to have your youngster’s name excluded. The recruiters begin asking for the lists in October but they cannot receive them until November 1.

Sometimes a student becomes ILL IN SCHOOL. An infirmary supervised by a Health Aide for youngsters who become ill in school is open during school hours. The aide will call you to determine if your youngster needs to go home. TO LEAVE THE SCHOOL, early, a student must either be picked up by a parent or authorized person (blue card), or a guidance office/ deans’ office staffer must get verbal permission from parent/guardian. It is necessary for you and your youngster to keep the school informed of any change of address and telephone number.

PROOF OF ADDRESS (a gas, electric, water bill, a budget statement from the Department of Human Services is acceptable). The Department of Education does not permit us to accept leases or telephone bills. In case of a serious accident, an ambulance will be called so that the student can obtain emergency treatment as soon as possible. We will notify you to meet the ambulance at the hospital if you can not come to the school before the ambulance leaves with your youngster.

HALL LOCKERS have been assigned to students already in school. Since our school was not provided with enough lockers for each student, students are asked to share lockers. It is recommended NOT to keep valuables and important papers in the lockers. The school CANNOT be responsible for valuables stored in a locker.

GYM LOCKERS are for use only while changing for physical education. They are not large enough to store winter coats, books, other clothing, etc. The locker room is only open ten minutes at the beginning and end of each band.

TRANSPORTATION PASSES are available for students who are eligible. The eligibility for a Metro Card is set by the Metropolitan Transportation Authority. If the student lives at least 1 ½ miles from school, free or reduced fare pass will be provided. If the youngster lives less than 1 ½ miles from school, the student may be eligible for a reduced fare pass. Metro cards are not replaceable if lost. For information go to room 206.

CHILD ABUSE AND NEGLECT are serious issues. State law states that all school personnel are “Mandated Reporters” which means that if a child reports that someone has done physical harm, caused emotional harm or had medically neglected a youngster, the school staff MUST report the situation to the State Registry in Albany. (Neglect includes the failure to provide the necessities of life.) Within twenty-four hours a representative from the City’s Association of Children’s Services must investigate.