

Academy of Hospitality and Tourism at Erasmus

NEW YORK CITY DEPARTMENT OF EDUCATION
ERASMUS HALL CAMPUS

911 FLATBUSH AVENUE / BROOKLYN, NY 11226

Phone (718)-564-2580 Fax (718)-564-2581

“Where the global marketplace is our playground.”

Adam D. Breier, Principal

Grace Garofolo, Assistant Principal



Parent/Guardian/Student Handbook

Parent/Guardian/Student Handbook

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Letter from the Principal

Dear Parents/Guardians/Students,

It is my honor to welcome you to the 2011-2012 school year. Last year witnessed our first graduating class and we are all so proud of the AOHT Class of 2011. At the same time, we welcome the Class of 2015.

Please take some time to read through this handbook. If there are any items that you feel are missing from this handbook, please feel free to contact the school so that we can address your need and put out a new handbook with added information. After all, the chances are good that if you want to know information about the school, another parent/guardian wants to know it as well.

I wish you all luck and good health in what is sure to be our best year yet!

Sincerely,

Adam D. Breier
Principal

Our Community / About Us

Our Mission

Academy of Hospitality & Tourism provides students with the academic, social and professional skills necessary for global economic leadership.

Through the study of business theory and foundations complimented by the observation, practice and application of business skills in the hospitality and tourism professions, students experience an education that connects the classroom with the real world and its high expectations. With our high quality instruction, mentoring and job shadowing programs, paid internships, international exchanges, and highly personalized support structure, students will graduate with the skills and knowledge necessary to succeed in college, the workplace and the world beyond.

Staff, parents, students and community members are all invited to be active partners in our school's endeavor to serve our students.

Our Core Values

COMMUNITY

Members of a strong community work with a sense of belonging, family and camaraderie.

RESPECT

Respect for one's self and others allows for meaningful interactions that build lifelong relationships.

LEADERSHIP

Leaders set the pace of an organization and model the skills and behaviors necessary for a team's success.

GROWTH

Growth is accomplished through continual reflection and action.

RESPONSIBILITY

We earn trust and respect from others when we accept and fulfill our responsibilities.

SUCCESS

Success is achieved when we accomplish our personal and professional goals.

Our Staff

Administration		
Faculty	Title	Email
Adam D. Breier	Principal	ABreier@schools.nyc.gov
Grace Garofolo	Assistant Principal	GGarofolo@schools.nyc.gov
Administrative Staff		
Michele Censullo-Delaney	Principal's Secretary	MCensullo@schools.nyc.gov
Adela McCurdy	Assistant Principal's Secretary	AMcCurd@schools.nyc.gov
Support Staff		
Indira Kemp	School Aide	IKemp@schools.nyc.gov
Carol Petrone	School Aide	CPetrone2@schools.nyc.gov
Parent/Student Support		
Tamika Hardwick	Parent Coordinator	THardwick@schools.nyc.gov
Kevin Odoi	Guidance Counselor	KOdoi@schools.nyc.gov
Allison Scaglione	Guidance Counselor/College Advisor	ALent@schools.nyc.gov
Teachers		
Mervyn Affoon	Business	MAffoon@schools.nyc.gov
Camille Boyd	ELA – COSA	CBoyd6@schools.nyc.gov
Danny Catrambone	Mathematics	DCatrambone@schools.nyc.gov
DeLinda Downing	Phys. Ed. – Dean of Students	DDowning2@schools.nyc.gov
Luke Fitzgibbon	Phys. Ed. – Credit Recovery Coordinator	LFitzgibbon@schools.nyc.gov
Kareen Francis	ELA – Business Program Coordinator	KFrancis2@schools.nyc.gov
Elizabeth Geoghegan	Living Environment – NHS Coordinator	EGeoghegan@schools.nyc.gov
Matthew Geoghegan	Social Studies	MGeoghegan@schools.nyc.gov
Theodore Hamilton	Mathematics	THamilton5@schools.nyc.gov
Elizabeth Martin	Mathematics	EMartin29@schools.nyc.gov
Melissa Manzo	Social Studies	MManzo@schools.nyc.gov
Nancy Miller	Art – Senior Advisor	NMiller2@schools.nyc.gov
Esther Minsky	Social Studies	EMinsky2@schools.nyc.gov
Luis Morales	Spanish	LMorales6@schools.nyc.gov
Michael Ramsaroop	Earth Science - Programmer	MRamsar@schools.nyc.gov
Cornelia Sabin	English as a Second Language	CSabin@schools.nyc.gov
Jack Shvarts	Sp. Ed.	JShvarts@schools.nyc.gov
Desiree White	Culinary Arts	DWhite14@schools.nyc.gov
Marcia Wiltshire	English Language Arts	MWiltshire@schools.nyc.gov
Michael Wolfson	Chemistry	MWolfson@schools.nyc.gov

Contact Information

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Erasmus Hall Campus
Room 1S30
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Brooklyn, New York 11226
(718) 564-2580 – Phone
(718) 564-2581 – Fax
Email: abreier@schools.nyc.gov

<http://aohterasmushall.org>

Traveling to Academy of Hospitality and Tourism at Erasmus Hall Campus

Public Transportation

Busses

- B23 to Flatbush Avenue & Cortelyou Road
- B41 to Flatbush & Church Avenues

Subways

- B to Church Avenue
- Q to Church Avenue
- 2 to Church Avenue
- 5 to Church Avenue



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Parents Bill of Rights

Parents' Rights and Responsibilities

The New York City Department of Education recognizes that children excel when parents work closely with teachers and principals to develop strong partnerships. As partners in education, parents, guardians, and other family members have certain rights and responsibilities.

All Families Have the Following Rights:

- The right to a free public school education for their children.
- The right to be given access to information about their children's performance and the educational programs and opportunities available to them and their children.
- The right to be actively involved in the education of their children.
- The right to file complaints and appeals.
- The right to translation and interpretation services in order to communicate effectively with the Department, in accordance with Chancellor's Regulation A-663.

All Parents Have the Following Responsibilities:

- The responsibility to send their children to school ready to learn.
- The responsibility to ensure that their children attend school regularly and arrive on time.
- The responsibility to be aware of their children's work, progress, and problems.
- The responsibility to keep in touch with their children's teachers and principal.
- The responsibility to respond to communications from their children's school.
- The responsibility to attend important meetings and conferences.
- The responsibility to treat all school staff members with courtesy and respect.

We Encourage Parents To:

- Set high expectations for their children.
- Help out at schools by volunteering time, skills, or resources.
- Get involved in Parent Associations or Parent-Teacher Associations.
- Take part in school and community programs.



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Student Bill of Rights

Preamble

A sense of mutual respect among students, parents, and staff for the good of all concerned is a goal of the New York City public schools. Another goal is the involvement of students in activities and programs, within and outside the school community, which stress a commitment to civic responsibility and community service. The cooperation of all members of the school community will ensure that a rich learning experience and educational excellence can be achieved for every student. This document will serve as a guide for students as they strive to become productive citizens in a diverse society.

I. THE RIGHT TO A FREE PUBLIC SCHOOL EDUCATION

While public schools serve many age groups whose rights may differ according to their levels of maturity, the right to a free public school education is a basic "student right" guaranteed to all children.

Students have a right to:

1. attend school and receive a free public school education from kindergarten to age 21 or receipt of a high school diploma, whichever comes first, as provided by law; students who have been determined to be English Language Learners are entitled to bilingual education or English as a second language program as provided by law; students with disabilities who have been determined to be in need of special education are entitled to a free appropriate public education from age 3 until age 21, as provided by law;
2. be in a safe and supportive learning environment, free from discrimination, harassment, and bigotry;
3. receive courtesy and respect from others regardless of age, race, creed, color, gender, gender identity, gender expression, religion, national origin, sexual orientation, disability, marital status, and political beliefs;
4. receive a written copy of the school's policies and procedures, including the discipline code and the New York City Department of Education Bill of Student Rights and Responsibilities, early in the school year or upon admission to the school during the school year;
5. be informed about diploma requirements, including courses and examinations, and information on assistance to meet those requirements;
6. be informed about required health, cognitive, and language screening examinations;
7. be informed about courses and programs that are available in the school and the opportunity to have input in the selection of elective courses;
8. receive professional instruction;
9. know the grading criteria for each subject area and/or course offered by the school and to receive grades for school work completed based on established criteria;
10. be informed of educational progress and receive periodic evaluations, both informally and through formal progress reports;
11. be notified in a timely manner of the possibility of being held over in the grade or of failing a course;
12. be notified of the right of appeal regarding holdover or failing grades;
13. access to review their education records upon request, if in high school (the right to review records is always accorded the parent/adult in parental relationship and eligible student);
14. confidentiality in the handling of student records maintained by the school system;
15. receive guidance, counseling, and advice for personal, social, educational, career, and vocational development.

II . THE RIGHT TO FREEDOM OF EXPRESSION AND PERSON

All students are guaranteed the right to express opinions, support causes, organize, and assemble to discuss issues and demonstrate peacefully and responsibly in support of them, in accordance with policies and procedures established by the New York City Department of Education.

Students have the right to:

1. organize, promote, and participate in a representative form of student government;
2. organize, promote, and participate in student organizations, social and educational clubs or teams, and political, religious, and philosophical groups consistent with the requirements of the Equal Access Act;
3. representation on appropriate school wide committees that have impact on the educational process, with voting rights where applicable;
4. publish school newspapers and school newsletters reflecting the life of the school and expressing student concerns and points of view consistent with responsible journalistic methods and subject to reasonable regulations based on legitimate pedagogical concerns;
5. circulate newspapers, literature, or political leaflets on school property, subject to reasonable guidelines established by the school regarding time, place, and manner of distribution, except where such material is libelous, obscene, commercial, or materially disrupts the school, causes substantial disorder, or invades the rights of others;
6. wear political or other types of buttons, badges, or armbands, except where such material is libelous, obscene, or materially disrupts the school, causes substantial disorder, or invades the rights of others;
7. post bulletin board notices within the school, subject to reasonable guidelines established by the school, except where such notices are libelous, obscene, commercial, or materially disrupt the school, cause substantial disorder, or invade the rights of others;
8. determine their own dress within the parameters of the Department of Education policy on school uniforms, except where such dress is dangerous or interferes with the learning and teaching process;
9. be secure in their persons, papers, and effects, and to carry in the school building personal possessions which are appropriate for use on the premises;
10. be free from unreasonable or indiscriminate searches, including body searches;
11. be free from corporal punishment;
12. decline to participate in the Pledge of Allegiance or stand for the pledge.

III . THE RIGHT TO DUE PROCESS

Every student has the right to be treated fairly in accordance with the rights set forth in this document.

Students have the right to:

1. be provided with the discipline code and rules and regulations of the school;
2. know what is appropriate behavior and what behaviors may result in disciplinary actions;
3. be counseled by members of the professional staff in matters related to their behavior as it affects their education and welfare within the school;
4. know possible dispositions and outcomes for specific offenses;
5. receive written notice of the reasons for disciplinary action taken against them in a timely fashion;
6. due process of law in instances of disciplinary action for alleged violations of school regulations for which they may be suspended or removed from class by their teachers;
7. know the procedures for appealing the actions and decisions of school officials with respect to their rights and responsibilities as set forth in this document;
8. be accompanied by a parent/adult in parental relationship and/or representative at conferences and hearings;
9. the presence of school staff in situations where there may be police involvement;
10. challenge and explain in writing any material entered in their student records.

IV. STUDENT RESPONSIBILITIES

Responsible behavior by each student is the only way in which the rights set forth in this document can be preserved. Violation of some of these responsibilities may lead, in accordance with the Discipline Code, to disciplinary measures. Full acceptance of responsibility with the exercise of rights will provide students with greater opportunity to serve themselves and society.

Students have a responsibility to:

1. attend school regularly and punctually and make every effort to achieve in all areas of their education;
2. be prepared for class with appropriate materials and properly maintain textbooks and other school equipment;
3. follow school regulations regarding entering and leaving the classroom and school building;
4. help maintain a school environment free of weapons, illegal drugs, controlled substances, and alcohol;
5. behave in a manner that contributes to a safe learning environment and which does not violate other students' right to learn;
6. share information with school officials regarding matters which may endanger the health and welfare of members of the school community;
7. respect the dignity and equality of others and refrain from conduct which denies or impinges on the rights of others;
8. show respect for school property and respect the property of others, both private and public;
9. be polite, courteous, and respectful toward others regardless of age, race, creed, color, gender, gender identity, gender expression, religion, national origin, sexual orientation, physical and/or emotional condition, disability, marital status, and political beliefs, and refrain from making slurs based on these criteria;
10. behave in a polite, cooperative manner toward students, teachers, and other school staff;
11. promote good human relations and build bridges of understanding among the members of the school community;
12. use non-confrontational methods to resolve conflicts;
13. participate and vote in student government elections;
14. provide positive leadership by making student government a meaningful forum to encourage maximum involvement;
15. work with school staff in developing broad extracurricular programs in order to represent the range of physical, social and cultural interests and needs of students;
16. observe ethical codes of responsible journalism;
17. refrain from obscene and defamatory communication in speech, writing, and other modes of expression in their interactions with the school community;
18. express themselves in a manner which promotes cooperation and does not interfere with the educational process;
19. assemble in a peaceful manner and respect the decision of students who do not wish to participate;
20. bring to school only those personal possessions which are safe and do not interfere with the learning environment;
21. adhere to the guidelines established for dress and activities in the school gymnasium, physical education classes, laboratories, and shops;
22. be familiar with the school discipline code and abide by school rules and regulations;
23. provide leadership to encourage fellow students to follow established school policies and practices;
24. keep parents informed of school-related matters, including progress in school, social and educational events, and ensure that parents receive communications that are provided by school staff to students for transmittal to their parents.

Health Services

School Based Health Clinic at Erasmus Hall

What services are available at the School Based Health Clinic at Erasmus Hall?

The School Based Health Clinic, sponsored by Lutheran Family Health Centers, offers the following services to **registered** students: **(students whose parents have given written consent)**

- Complete physical exams for: work, sports, college, etc
- Immunizations and TB testing
- Evaluation and treatment for illness and injury
- Coordination of care with your primary or outside physician for chronic (ongoing) illnesses such as asthma, diabetes, sickle cell, etc.
- Counseling Services Nutrition and Weight Management
- Reproductive health services (for more information, contact the clinic directly)

When can my child use the School Based Health Clinic?

- Students should make appointments, but in emergencies can walk-in for services.
- Students must have a pass

Does it cost anything to use the Clinic?

- Services are free, **FOR STUDENTS WHO HAVE REGISTERED.**
- To register, see our Parent Coordinator, Ms. Hardwick.
- **In addition, uninsured students and families can get help with applying for free or low cost health insurance at the School Based Health Clinic.** For more information, stop by Room BS14 or call 718-564-2400, ext. 27148.

Our Programs

Academic

Graduation Requirements

The New York State Board of Regents has mandated new graduation requirements for all high school beginning with the class of 2005. Every year thereafter another Regents requirement will be phased in until the year 2008, when five Regents exams must be passed to graduate.

NYS Diploma Requirements									
		Entering 9 th Grade Students September 2006			Entering 9 th Grade Students September 2007			Entering 9 th Grade Students on or after September 2008	
		Local	Regents	Advanced	Local	Regents	Advanced	Regents	Advanced
COURSES	English	8	8	8	8	8	8	8	8
	Social Studies	8	8	8	8	8	8	8	8
	Mathematics	6	6	6	6	6	6	6	6
	Science	6	6	6	6	6	6	6	6
	Health	1	1	1	1	1	1	1	1
	Music/Art	2	2	2	2	2	2	2	2
	Second Language	2	2	6	2	2	6	2	6
	Physical Education Courses	7	7	7	7	7	7	7	7
	Sequence Courses/Electives	7	7	7	7	7	7	7	7
	TOTAL REQUIRED (minimum)	44	44	44	44	44	44	44	44
REGENTS EXAMINATIONS	Comprehensive English	55-64**	65+	65+	55-64***	65+	65+	65+	65+
	Mathematics	55-64**	65+	65+	55-64***	65+	65+	65+	65+
	Mathematics (2 nd)			65+			65+		65+
	Global History & Geography	55-64**	65+	65+	55-64***	65+	65+	65+	65+
	U.S. History & Govt.	55-64**	65+	65+	55-64***	65+	65+	65+	65+
	Science	55-64**	65+	65+	55-64***	65+	65+	65+	65+
	Science (2 nd)			65+			65+		65+
Language other than English			65+			65+		65+	
** Students entering the 9th grade in 2006 must pass 3 out of 5 Regents with a 65 or above to receive a local diploma.									
*** Students entering the 9th grade in 2007 must pass 4 out of 5 Regents to receive a local diploma.									
Students entering the 9th grade in September 2008 or after must pass all 5 required Regents with a 65 or above to receive a diploma.									

Promotion Standards

Grade Designations	Minimum Credit Requirements		Exam Requirements	
	#	Type (Minimum)	# Taken	Types Passed
From 9 th Grade to 10 th Grade	8	6 in Major Subjects (ELA, social studies, math, science)	1	0
From 10 th Grade to 11 th Grade	22	<ul style="list-style-type: none"> • 4 ELA/ESL • 4 Social Studies • 3 Math • 3 Science • 4 Phys. Ed. (1 can be Health) • 2 Spanish • 2 Electives 	4	<p><u>Minimum of 2 Exams at Grade of 65</u></p> <ul style="list-style-type: none"> • ELA • (Either Living Environment, Math or Global Studies)
From 11 th Grade to 12 th Grade	34	<ul style="list-style-type: none"> • 6 Credits of ELA/ESL • 6 Credits of Social Studies • 6 Credits of Math • 6 Credits of Science • 6 Phys. Ed. (1 can be Health) • 4 Electives 	5	<p><u>Minimum of 3 Exams at Grade of 65</u></p> <ul style="list-style-type: none"> • ELA • Math • Global Studies

Special Note

*****These Promotion Standards were voted into effect at the School Leadership Team meeting that took place on October 21, 2009. It was also presented at the Parent Association meeting held on the same date. Subsequently, these Promotion Standards were also voted on by the Student Government Executive Board as well as the AOHT Accreditation Committee on October 27, 2009*****

Regents Exams

ENGLISH (ELA)

The English Regents is a one day, four-part, three-hour exam. The exam will consist of one essay, short written responses and multiple choice questions. Students usually take this Regents Exam in the 10th grade.

MATHEMATICS

- **Integrated Algebra**
 - The Integrated Algebra Regents Exam covers a three semester sequence of Integrated Algebra.
- **Geometry**
 - The Geometry Regents Exam covers a three semester sequence of Geometry.

SCIENCE

Students **must** pass one of the Regents Exams in science:

- **Living Environment (Biology)**
 - This exam **MUST** be taken by all high school students in New York State.
 - Covers a two semester sequence of instruction that includes “lab” instruction
 - In order to be eligible to take this exam, students must successfully complete four (4) New York State Mandated Lab assignments, along with other school-based labs over the course of twelve-hundred (1,200) minutes
- **Earth Science**
 - Covers a two-semester sequence of instruction that includes “lab” instruction
 - In order to be eligible to take this exam, students must successfully complete “lab” assignments over the course of twelve-hundred (1,200) minutes.
- **Chemistry**
 - Covers a two-semester sequence of instruction that includes “lab” instruction
 - In order to be eligible to take this exam, students must successfully complete “lab” assignments over the course of twelve-hundred (1,200) minutes.

SOCIAL STUDIES

- **Global History & Geography**
 - This exam covers a four (4) semester sequence of Global History & Geography. This exam includes multiple-choice, Document Based Questions, and two essays.
- **U.S. History & Government**
 - This exam covers a two (2) semester sequence of study in US History and Government. This exam includes multiple-choice, Document Based Questions, and two essays

LANGUAGE OTHER THAN ENGLISH

There are six Regents Exams offered in Languages other than English. They are: French, German, Hebrew, Italian, Latin and Spanish.

Official Class Designations (along with explanations)

Years in High School	Official Class	Grade Level	Explanation
1	1B1	9	→ This is your child's first year of high school.
	1B5	9	→ Student failed one or more classes during his/her first semester of high school.
2	2M1	9	→ Student did not pass enough classes to be promoted to the Sophomore grade. → Students is still a Freshman.
	2M2	10	→ Student passed all courses and required NYS Regents Examinations
	2M5	10	→ Student passed minimum number of courses to be promoted to the Sophomore Grade → Student failed one or more courses and still owes those courses → Student passed all NYS Regents Exams
	2M6	10	→ Student passed all courses taken during 1 st year of school at AOHT → Student failed one or more NYS Regents Examinations
	2M7	10	→ Student passed minimum number of courses during 1 st year of high school to be promoted to the Sophomore Grade → Student has to retake the courses he/she failed in order to graduate → Student failed one or more NYS Regents Exams
3	3M1	9	→ Student did not pass enough classes in order to be promoted to either Sophomore or Junior grade → Student failed many classes and numerous NYS Regents Examinations → Student will need to make up the failed classes and pass the NYS Regents Examinations in order to graduation from high school
	3M2	10	→ Student did not pass enough classes in order to be promoted from the Sophomore to the Junior Grade
	3M3	11	→ Student passed all courses taken as well as all NYS Regents Examinations → This student is "On-Track" to earning a NYS Regents Endorsed Diploma → CONGRATULATIONS
	3M5	11	→ Student passed minimum number of courses to be promoted to the Junior Grade → Student failed one or more courses and still owes those courses in order to graduate from High School → Student passed all NYS Regents Exams
	3M6	11	→ Student passed all courses taken during 1 st and 2 nd year of school at AOHT → Student failed one or more NYS Regents Examinations
	3M7	11	→ Student passed minimum number of courses during 1 st and 2 nd year of high school to be promoted to the Junior Grade → Student has to retake the courses he/she failed in order to graduate from High School → Student failed one or more NYS Regents Exams
4	4M1	9	→ Student did not pass enough classes in order to be promoted to either the Sophomore, Junior or Senior grade → Student failed many classes and numerous NYS Regents Examinations → Student will need to make up the failed classes and pass the NYS Regents Examinations in order to graduation from high school
	4M2	10	→ Student did not pass enough classes in order to be promoted to either the Junior or Senior grade → Student failed many classes and numerous NYS Regents Examinations → Student will need to make up the failed classes and pass the NYS Regents Examinations in order to graduation from high school
	4M3	11	→ Student did not pass enough classes in order to be promoted to either the Senior grade → Student failed many classes and numerous NYS Regents Examinations → Student will need to make up the failed classes and pass the NYS Regents Examinations in order to graduation from high school
	4M4	12	→ Student passed all courses taken as well as all NYS Regents Examinations → This student is "On-Track" to earning a NYS Regents Endorsed Diploma → CONGRATULATIONS
	4M5	12	→ Student passed minimum number of courses to be promoted to the Senior Grade → Student failed one or more courses and still owes those courses in order to graduate from High School → Student passed all NYS Regents Exams
	4M6	12	→ Student passed all courses taken during 1 st , 2 nd and 3 rd year of high school → Student failed one or more NYS Regents Examinations
	4M7	12	→ Student passed minimum number of courses during 1 st , 2 nd and 3 rd year of high school to be promoted to the Senior Grade → Student has to retake the courses he/she failed in order to graduate from High School → Student failed one or more NYS Regents Exams

Students' Progress

Question: How will I know how my child is doing?

Answer: There are many avenues that parents/guardians can take to keep themselves well informed about the progress of their child. Here are some of those avenues:

- Advisors (contact with)
- ARIS Parent Link
- **SNAPGRADES**: Our online grading program that allows parents instant access to all classroom grades that are up-to-date. ALSO, this program sends out weekly emails to parents and students that detail students' progress reports.
- Parent-Teacher Conferences
- Conferences with Teacher/Guidance Counselor/Parent Coordinator/Assistant Principal or Principal by making an appointment – just call or email – we will all be glad to accommodate your schedule to meet with you.
- Report Cards
- Teachers (contact with)

Course and NYS Regents Exam Sequence

9 th Grade	
Coursework	
Fall	Spring
Advisory	Advisory
ELA	ELA
Integrated Algebra I (Double Period)	Integrated Algebra II (Double Period)
Global History I	Global History II
Living Environment	Living Environment
Phys. Ed.	Phys. Ed.
Business Computers	Principles of Hospitality and Tourism
Regents Exams	
Fall	Spring
	Living Environment

10 th Grade	
Coursework	
Fall	Spring
Advisory	Advisory
ELA	ELA
Integrated Algebra III	Geometry I
Global History III	Global History IV
Chemistry/Earth Science	Chemistry/Earth Science
Spanish	Spanish
Phys. Ed.	Phys. Ed./Health
Culinary Arts I	Culinary Arts II
Regents Exams	
Fall	Spring
Integrated Algebra	Global History
English Language Arts	Chemistry/Earth Science

11 th Grade	
Coursework	
Fall	Spring
Advisory	Advisory
ELA	ELA
Geometry II	Geometry III
US History I	US History II
Chemistry/Earth Science	Chemistry/Earth Science
Spanish	Spanish
Phys. Ed.	Phys. Ed./Health
Delivering Great Customer Service	Sports, Entertainment, and Events Planning
Exams	
Fall	Spring
	US History & Govt.
	Geometry
	Chemistry/Earth Science

12 th Grade	
Coursework	
Fall	Spring
Advisory	Advisory
ELA	ELA
Algebra 2/Trig.	Algebra 2/Trig
Participation in Government	Economics
Phys. Ed./Health	Phys. Ed./Health
Lodging & Management III	Lodging & Management IV
Career and Financial Management	Hospitality Marketing
Exams	
Fall	Spring
	Algebra 2/Trig.
By this time, all of your regents exams should have been taken and passed. However, if you have taken and failed any of the five required regents exams with a grade below 65, you will take that exam again until you earn a passing grade.	

Advisory

Question: What is “Advisory”?

An advisory system is a method that ensures that no secondary school student becomes anonymous. In an advisory system, the goal is to have each student in a secondary school meet with a dedicated adult (advisor) who sees the students in his/her charge every day during a time devoted to student growth. An advisory system should guarantee certain benefits to students in a secondary school:

- Each student is well known by at least one staff member (advisor)
- Each advisor receives all important information on the students in his/her advisory group
- Each advisor has regular contact with the parents/guardians of the students in his/her advisory group

Question: What are the Responsibilities of an Advisor?

- Meet with their advisory group every Monday and Wednesday (between periods 2 and 3)
- Meet individually with advisees 10 – 20 times each school year
- Play a vital role in the creation of advisee’s Individual Graduation Plans
- Play a vital role in the creation and maintenance of advisee’s Individual Career Plans
- Gather information about advisee’s both formally and informally
- Meet with advisee’s other dedicated staff members (teachers, counselor, social worker, school aide, administrators, etc.)
- Make regular contact with advisee’s parents/guardians
 - Advisors may discuss with parents/guardians summaries of their youngster’s school experience, a discipline problem or pattern of problems, and possible college or career choices. Conversations may be in-person or over the telephone.
 - Advisors are strongly advised to make clear with their advisee’s parents/guardians that AOHT’s visitor’s policy – the requirement of an appointment – applies to visits with their youngster’s advisor.
- Serve as advisee’s advocate in discipline matters
 - Minimal involvement in discipline means that an advisor can be a student’s advocate. An advisor’s role is to figure out with a student how to handle a bad situation at a time when the student may not be thinking clearly. Such involvement does not mean that an advisor always says a student is guiltless or tells a student how to feel about what happened.

Career and Technical Education

Career Explorations – Career Day at AOHT

Executives from a variety of companies both within the hospitality and tourism industry as well as industries of interest outside of hospitality and tourism in which our students have an interest visit the school for the first half of the day and conduct classroom presentations.

Career Explorations – Job Shadowing

When students embark on a Job Shadowing experience, they leave the school building to spend the day (whole or part) with a business executive at his or her workplace. These executives are mostly within the hospitality and tourism industry, but they come from other industries as well. Students get hands-on opportunities to experience the kinds of tasks that make up their respective host executive's workday. Check out our "Career Explorations" page on the AOHT website (<http://aohterasmushall.org>) for a complete list of all of the companies that have hosted our students on Job Shadowing experiences.

Career Explorations – Summer Internship

Students who have earned an acceptable academic record, along with attendance and behavior and who have participated in Job Shadowing along with other career exploratory activities, have the opportunity to apply for a summer internship. This internship would occur during the summer between their junior and senior year (although some have earned a summer internship during the summer between their sophomore and junior year). Check out our "Career Explorations" page on the AOHT website (<http://aohterasmushall.org>) for a complete list of the companies that have hired AOHT students for summer internships in the past.

Partnership with the National Academy Foundation (NAF)

Academy of Hospitality and Tourism at Erasmus High School has a direct partnership with the National Academy Foundation (NAF). Below you will find a description of NAF from its website (<http://www.naf.org>):

The mission of the National Academy Foundation (NAF) is to sustain a national network of career academies to support the development of America's youth toward personal and professional success in high school, in higher education, and throughout their careers.

More than 90% of NAF Academy students graduate from high school—compared to 50% in the urban areas where most NAF Academies exist; four out of five graduates pursue college or other post-secondary education.

NAF's success in raising the standard of academic and financial achievement among young people – especially among underperforming students – has garnered the endorsement of corporations, public policy makers, and foundations, such as the Bill & Melinda Gates Foundation.

NAF Academies function as dynamic partnerships and collaborations between schools, teachers, administrators, business volunteers, and an active Advisory Board led by industry professionals. Some Academies operate as smaller schools within larger public high schools; others function as stand-alone public schools.

Each year, NAF serves more than 50,000 students in approximately 500 Academies in 40 states and the District of Columbia. Students choose from among the following Academy themes: Academy of Finance, Academy of Hospitality & Tourism, Academy of Information Technology, and Academy of Engineering.

Our Programs – Extra-Curricular Activities

Clubs

Art
 Cheerleading
 Chorus
 Gamers
 International Food Club
 National Honor Society
 “Step” Team
 Swim Club

Any New Club Proposed by Viable Group of Interested Students

Sports

Team	Season	Coach	Coach's Email
Basketball – Boys Varsity		Jean Dabady	JDabady@schools.nyc.gov
Basketball – Girls Varsity		Raymond Griffiths	RGriffi3@schools.nyc.gov
Basketball – Boys Jr. Varsity		Darren Marsh	DMarsh5@schools.nyc.gov
Basketball – Boys Varsity		Evan Farkas	EFarkas@schools.nyc.gov
Bowling – Boys Varsity		Darren Marsh	DMarsh5@schools.nyc.gov
Cross Country – Girls Varsity		Scott Herbert	RScottHerbert@schools.nyc.gov
Cross Country – Boys Varsity		Scott Herbert	RScottHerbert@schools.nyc.gov
Football – Boys Varsity		Danny Landberg	DLandbe2@schools.nyc.gov
Football – Boys Jr. Varsity		Jean Dabady	JDabady@schools.nyc.gov
Indoor Track – Boys Varsity		Kesha Hopkins	KHopkins@schools.nyc.gov
Indoor Track – Girls Varsity		Lister Aitken	LAitken@schools.nyc.gov
Outdoor Track – Boys Varsity		Scott Herbert	RScottHerbert@schools.nyc.gov
Outdoor Track Girls Varsity		Lister Aitken	LAitken@schools.nyc.gov
Soccer – Boys Varsity		Karl Jean-Francois	KFranco@schools.nyc.gov
Softball – Girls Varsity		Michelle Wyeth	MWyeth@schools.nyc.gov
Swimming – Girls Varsity		Delinda Downing	DDowning2@schools.nyc.gov
Tennis – Girls Varsity		Darren Marsh	DMarsh5@schools.nyc.gov
Volleyball – Boys Varsity		TBA	TBA
Volleyball – Girls Varsity		Michelle Wyeth	MWyeth@schools.nyc.gov
Wrestling – Boys Varsity		David Grippo	DGippo@school.nyc.gov

Rules – Regulations – Procedures

Attendance

Question: What should we do if my child needs to be absent?

Answer:

- Inform the school as soon as possible that your child will be absent.
- Have a doctor provide a note that your child will bring to school the day he/she returns to school.

Question: What time should my child arrive at school?

Answer:

- Breakfast is available to all students at 7:30 am every morning.
- Students are expected to be in their first period classrooms at 8:05 AM and will be marked late if they arrive any time after class begins.
- As a parent, you will be notified of any pattern of lateness and a strategy meeting with school staff may be arranged so that any issue can be corrected.
- **Lateness to school will result in lower achievement and lower grades because it will prevent your child from fully participating in his/her class.**

Question: How will I know if my child is “cutting” out of any classes?

Answer:

- AOHT automatically calls the home of every student who was either late to period 1 class or failed to arrive to period 1.
- AOHT will also call the home of every student who fails to arrive to any other class during the course of the school day – this period will be randomly selected every day.
- Feel free to call the school and request that a “cutting report” be mailed to your home. You can request this as often as you like.

Bell Schedule

Advisory Monday and Wednesday (Or other days identified as “Advisory”)

PERIOD	BEGINS	ENDS
0	7:15	8:02
1	8:05	8:45
2	8:47	9:27
Advisory	9:29	9:59
3	10:01	10:41
4	10:43	11:26
5	11:29	12:17
6	12:20	1:08
7	1:11	1:59
8	2:02	2:50
9	2:52	3:40

Tuesday | Thursday | Friday

PERIOD	BEGINS	ENDS
0	7:15	8:02
1	8:05	8:53
2	8:56	9:44
3	9:47	10:35
4	10:38	11:26
5	11:29	12:17
6	12:20	1:08
7	1:11	1:59
8	2:02	2:50
9	2:52	3:40

Cell Phones and Electronic Devices

Cell phones, iPods, all brands of mp3 players and other communication devices are prohibited on school property – they are not allowed in school for any reason. These items will be confiscated from any

and all students who bring them to school. This includes students who are 18 years of age or older. This rule applies to all students. The following procedures are in place for when a student has any of these items confiscated:

- The item is placed in the safe in the Principal's Office.
- Only a student's parent/guardian who is listed on the "Blue Card" can sign for pick up a confiscated item (no brothers or sisters, even if they are "older")
- Items can only be returned when the Principal is in the school, so you should call the school to make sure the Principal is in before expecting to pick up the item. It is best to make an appointment because the Principal, though he may be in the building, might not be able to leave what he is doing at the time you arrive.

The principal may grant permission for a student to bring a cell phone into a school building for medical reasons. (See Attachment A which sets forth the procedures for granting a medical exemption.) *Chancellor's Regulation A-413-(V)(D)*.

Chancellor's Regulations

The regulations titled in the chart below are the foundation of most, if not all, of the rules and regulations that govern New York City Department of Education Schools.

- You can view each of the Chancellor's Regulations individually at the following website: <http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm>
- If you are unable to access the internet at home, please feel free to call the main office. We can print any regulation you wish to review and have it delivered to you at home or work upon your request.

Computers

We will provide each classroom with two computers and a printer for individualized instruction. Laptops will also be available for whole group instruction as well as for individualized research for assigned projects.

Dress Code

"Dress for Success" Days (Monday and Wednesday)

We expect our students to Dress for Success on all Mondays and Wednesdays. Dress for Success is achieved when we dress ready for a day of work in the office. Since there are no "uniforms" in most offices, we have the same "office" expectation – that people can choose their own "style" as long as that style abides by a businesslike code.

- No jeans, sneakers or t-shirts
- Suits/Dresses/Skirts/Blouses/Button-Down Shirts/Slacks/Ties are Welcome

School Shirt Days (Tuesday and Thursday)

We expect our students to wear a school shirt on all Tuesdays and Thursdays.

Dress Down Day (Friday)

As in most professional offices, Friday is the day that students may "dress down" – wear clothes that are not uniform, but still comply with our expectation that the school is a place for learning.

Fundraising

The following rules apply:

- Fundraising can only be conducted through and with a teacher/advisor
- Students are not allowed to handle money (only the teacher/advisory can handle money)
- Fundraising activities must be approved by the Principal. The approval process must be carried out by the teacher/advisor.

Hat/Headcovering Policy – The "No Hat Rule"

Students are not allowed to wear hats or any other type of headcovering anywhere in the school at any time. The New York City Department of Education has established a policy which prohibits students from wearing head coverings such as hats, sweatbands, doo-rags, and scarves in school buildings during the instructional day. The staff of AOHT High School actively enforces this policy and is authorized to confiscate these prohibited items.

Internet Use

The Internet is a privilege which will be revoked if students violate the Department of Education policies regarding its use. These policies include specific prohibitions against the following:

- Sending or receiving personal messages
- Using the Internet for commercial purposes, advertising or similar objectives
- Utilizing copyright material without permission
- Lobbying for a political purpose or soliciting votes
- Accessing pornographic or obscene materials
- Sending or receiving messages that are racist, sexist, inflammatory, hateful or obscene
- Vandalizing data, software or equipment
- Sending or receiving another person's messages without authorization

All families must sign and adhere to the Internet usage policy.

Meals

- Students will be served breakfast each day from 7:30 AM until 8:00 AM in the cafeteria.
- Students will be served lunch every day during period 4 in the cafeteria.
- Meals are free only to those families who qualify for free lunch. Make sure you complete the Lunch Application form as soon as the applications arrive at the school (we'll let you know as soon as they arrive).

Metro Cards

Metro Cards are provided to eligible students as set by the Metropolitan Transit Authority. If you live at least 1.5 miles from school, a free card will be provided. If you live less than 1.5 miles, you may be eligible for a reduced fare card. If you receive a card, take good care of it. Write the number down as soon as you get the card and keep it in a safe place. It will help to trace the card if it's lost or stolen and somebody else is using it. Go to Room 1S27 to report a lost or stolen Metro Card.

Military & Higher Ed. Opt-Out

Federal law requires the New York City Department of Education (DOE) to provide names, addresses, and telephone numbers of 11th and 12th grade high school students to military recruiters and institutions of higher education that request this information, except where the parent or student opts out by notifying the DOE **in writing** that he/she does not consent to release this information. **SEE THE ATTACHED OPT-OUT LETTERS**

Please be aware that you can change your options at any time. If you do not submit the form by the deadline, you may still opt out at **any time**. Please advise the principal in writing if you change your decision at a later date.

For more information or assistance, please refer to Chancellor's Regulation A-825 or contact the Military Recruitment Liaison in your school.

Parent Involvement

Question: How can I make a difference in my child's education?

Answer: When parents and schools work together, children do better. Specifically, showing an interest in your child's homework and talking to him/her about it helps him/her to learn. With your support and encouragement, your child will find it easier to establish and maintain excellent learning habits. Homework provides the perfect opportunity for parents to find out what their child is doing at school and get involved in their learning.

Another way of helping your child is to become an active member of the **Academy of Hospitality and Tourism Parent Association (PA)**. Increased parent participation helps children to better understand the importance of school when it becomes a part of their parent's life too.

Finally, here are some other tips to improve the quality of your child's education:

- Read to your child on a regular basis
- Check homework every night
- Stay in communication with your child's teachers
- Make sure your child has a good night sleep and healthy breakfast
- Talk to your child about school

School Closings

In the event of a severe snowstorm or some emergency that might necessitate the closing of school for a day, students and parents should listen to the radio such as 1010 WINS, watch local television, or call 311 for information related to school closing.

Student Programs

Students must adhere to the program that is detailed on their "Program Card". This applies to all academic classes, as well as physical education and "lunch."

Textbook Policy

- Your child has the right to the loan of textbooks and library books. These books are expensive and not easily replaced. When the course concludes, your child is required to return any books in the same condition in which they were received so that in the future they may be used by another member of the AOHT learning community.
- Students are prohibited from writing in and/or defacing any school issued textbooks. If they are returned in any other condition than as your child received them, there will be a charge incurred for the cost of the textbook. If your child loses a book, payment must be rendered before a new book can be issued. Students who fail to return their books will have their names placed on an unreturned book list. Until the books are returned, new books will not be distributed to your child and your child will have to use copies which will be available in school.

Visitors

- All visitors to the school must sign the registry book at the entrance; the security guard will issue a pass and the visitor will be directed to the main office
- The schedule, and classroom instruction, should not be interrupted for extended conferences with parents; make arrangements to confer during planning periods or after school hours.
- Other than Open School Week, no parent or group of parents is authorized to enter a classroom unannounced to observe a teacher; should this occur, notify the principal immediately.

Web Site

- AOHT's school web site address is: <http://aohterasmushall.org>
- In order for AOHT to celebrate your child's success on our website, we will need parents/guardians to sign the "Web/Media Release Form" – you can find a copy of this form in the "Attachments" section of this handbook.

Attachments

Quotes for you to think about...

"I have not failed. I've just found 10,000 ways that won't work."

- Thomas Alva Edison (1847-1931), American Inventor, Scientist and Businessman

"We are what we repeatedly do. Excellence, therefore, is not an act but a habit."

- Aristotle (384 BC – 322 BC), Greek philosopher, a student of Plato and teacher of Alexander the Great

"Keep away from people who try to belittle your ambitions. Small people always do that, but the really great make you feel that you, too, can become great."

- Mark Twain (1835-1910), American Author

"You can avoid reality, but you cannot avoid the consequences of avoiding reality."

- Ayn Rand (1905-1982), Russian-American Novelist, Philosopher, Playwright, and Screenwriter.

"Do, or do not. There is no 'try'."

- Yoda ("The Empire Strikes Back")

"Try to learn something about everything and everything about something."

- Thomas Henry Huxley (1825-1895), English Biologist

"Success usually comes to those who are too busy to be looking for it."

- Henry David Thoreau (1817-1862) American author, poet, naturalist, historian, philosopher, and transcendentalist.

"While we are postponing, life speeds by."

- Seneca (3BC - 65AD), Roman Philosopher, Statesmen and Dramatist

"It is better to have a permanent income than to be fascinating."

- Oscar Wilde (1854-1900), Irish Playwright, Poet and Author

"You got to be careful if you don't know where you're going, because you might not get there."

- Yogi Berra (b. 1925), New York Yankee Catcher and Manager

"Every day I get up and look through the Forbes list of the richest people in America. If I'm not there, I go to work."

- Robert Orben (b. 1927), American Magician and Comedy Writer

"Never mistake motion for action."

- Ernest Hemingway (1899-1961), American Writer and Journalist

"Well done is better than well said."

- Benjamin Franklin (1706-1790), American Inventor, Journalist, Printer, Diplomat, and Statesman.

"A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty."

- Sir Winston Churchill (1874-1965), British Prime Minister

"Denial ain't just a river in Egypt."

- Mark Twain (1835-1910), American Author

"The man who does not read good books has no advantage over the man who cannot read them."

- Mark Twain (1835-1910), American Author

"The more that you read, the more things you will know. The more that you learn, the more places you'll go."

- Dr. Seuss (1904-1991), American Writer and Cartoonist

"Ignorance never settles a question."

- Benjamin Disraeli (1804-1881), British Statesman, Prime Minister

"Education helps one cease being intimidated by strange situations."

- Maya Angelou, (b. 1928), African-American poet, Writer, Performer

"The future belongs to those who prepare for it."

- Ralph Waldo Emerson (1803-1882), American Poet, Essayist

"Without education, you're not going anywhere in this world."

- Malcolm X (1925-1965), African-American Muslim minister, public speaker, and human rights activist

"He that is taught only by himself has a fool for a master."

- Ben Jonson (1572-1637), English Playwright & Actor



Academy of Hospitality and Tourism at Erasmus

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"Where the global marketplace is our playground."

Adam D. Breier, Principal

Grace Garofolo, AP

Graduation/Diploma Requirements Worksheet

Name: _____ Official Class _____ Year entered Grade 9 _____

Subject Area Course Requirements

(Shaded Areas indicate optional classes)

Subject Area	Required	1	2	3	4	5	6	7	8	Total
English	8									
Social Studies	8									
Math	6									
Science	6									
Second Language	2									
Art/Music	2									
Health	1									
Physical Education	7									
Career and Technical Education/Electives	8									
Total	48									

Regents Exam Requirements

- **Regents Diploma**, students must score 65 or above on all five of the required exams.
- **Advanced Regents Diploma**, student must pass an additional Math Regents and an additional Science Regents.
- **Local Diploma** is available only to students entering Grade 9 before September 2008 or to Safety Net students (IEP or former IEP)
 - Students who entered in **2006** must score 65 on at least 3 Regents
 - Students entering in **2007** must score 65 on at least 4 Regents
 - **Students entering in 2008 and after must earn 65 or higher on ALL 5 Required Regents Exams**
 - Safety Net students may qualify with RCT exams in place of Regents Exams, but must also attempt Regents at least once.

Required Regents Exams

Science	Math	English/ELA	Global History	US History	Average

Additional Regents Exams for Advanced Regents Diploma

Additional Math	Additional Science	Second Language	Average

As of today, I am on track to earn:

Local Diploma	Regents Diploma	Regents Diploma with Honors (Reg. avg. of 90 or higher)	Advanced Regents Diploma	Advanced Regents Diploma with Honors (Reg. Avg. of 90 or higher)

Directions: How To Use Your Graduation Requirements Worksheet

The worksheet on the other side is designed to help you keep track of your progress toward your diploma. You use your transcript (not your report card!) to fill in the classes you have completed toward graduation.

The Graduation Requirements Worksheet helps you keep track of the following requirements:

- **Promotion Requirements:** what you need to have earned to be promoted to the next grade
- **Subject Area Course Requirements:** how many classes you need to take and pass in each subject in order to graduate from high school
 - Place a check in the boxes that correspond to the number of classes for which you earned a grade of “P” or 65 (or higher). **Remember! ONLY enter checks for the classes for which you earned a grade of “P” or 65 (or higher)!**
 - There are boxes in the grid for all of your required courses, including gray boxes for elective or optional courses you might take.
 - **Remember!** Certain classes don’t count toward the number you need for graduation, even though they are required. The classes that don’t count are considered support classes to help you pass or improve in a subject. They are the classes that start with “G”. They look great on your transcript too!
- **Regents Exam Requirements:** how many Regents Exams you need to take and pass in order to earn either of the following High School Diplomas: Local Diploma, Regents Diploma or Advanced Regents Diploma
 - Fill in the highest grades you have earned on your Regents Exams in the chart at the bottom of the page.
 - **Remember!** If you have taken any exam more than once, only write the HIGHEST grade you earned in the box.
- **Diploma Type:** each time you complete this worksheet, you should indicate which type of diploma you are on track to earn as of the day you fill in the worksheet.
 - **Remember!** You can always “turn-around” and shoot for a higher type of diploma if you are disappointed with the information that you see on the worksheet once you are done filling it out. See your Advisor and Guidance Counselor in order to create a plan that will help you reach your goals.

IF YOU HAVE QUESTIONS...see if your advisor can help you, or make an appointment to see your Guidance Counselor. If you’re not right on target, meet with your counselor to plan a way back on the path to your high school diploma.



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Student Contract

I understand that I am expected to:


- have a notebook, pens (blue or black ink) and pencils, completed homework assignments and other required materials
- arrive and be seated prior to the beginning of class.
- complete assignments given in class and participate in class activities and exercises.
- ask the teacher for information or assistance whenever possible.
- speak and act respectfully toward my teachers, fellow students, and myself.
- refrain from eating or drinking in class.
- respect the classroom materials and supplies.
- work hard, do my best, and gain the best education possible.

Regarding my Individual Notebooks/Binders, I understand that I am expected to:

- have a school notebook in class every day in which all class materials are well organized (class notes, class work, returned homework assignments, worksheets, completed exams, visualization, etc.).
- ensure that I obtain notes from days of absence from classmates.
- take notes each day for each class with a heading on each page that includes the date and incorporates all information from the day, including: Agendas, Aim, Do Now/Motivation, key words, examples, explanations, mini-lessons, homework assignment, etc.

I understand that the report card grade will be calculated using the formula below:

- Homework = 20%
- Quizzes = 15%
- Projects = 20%
- Exams = 25 %
- Classwork/Participation = 20%

Date _____	
Student (name) _____	Student (signature) _____
Parent (name) _____	Parent (signature) _____
Adam D. Breier Principal (name)	 Principal (signature)



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Web/Media Release Form

Information		
Name		Today's Date
OSIS Number	Official Class	Circle One: STUDENT FACULTY

I hereby give permission to Academy of Hospitality and Tourism High School at Erasmus Hall Campus (17K408) to use and reproduce in any format (including paper, video, electronic, internet, etc) my, or my child's name, quotes, photographs, accomplishments, awards, writing, or other creative work, DOE issued email address, in the production of marketing materials, the AOHT school website, NYCDOE web site, in-school displays, out-of-school displays, student and teacher recruitment events, and for use at National Academy Foundation conferences and meetings.

I understand that the information to be posted does not include information from my child's academic, guidance, permanent or cumulative record (i.e. grades or attendance records). I also understand that the information to be posted does not include other personal identifiable information such as my child's address, phone number, or social security number.

This permission granted to Academy of Hospitality and Tourism High School at Erasmus Hall Campus is extended for an unlimited period of time and without limitation.

Student Signature

Date

Parent/Faculty Signature

Date

Email Address



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Condom Availability Program Opt-Out Letter

September 8, 2010

Dear Parent or Guardian/Custodians of New High School Students:

The Department of Education offers an HIV/AIDS prevention program as part of an ongoing comprehensive health education program. In addition, all high school students in grades 9-12 are permitted to request free condoms at their school. As a parent or guardian, you may ask the school not to give your child condoms. This is referred to as a *parent opt-out*. You are **not** permitted to make this request if your child 1) is 18 years of age or older; 2) has been or is currently married; 3) is a parent, and/or 4) is entitled under law to give consent for himself/herself.

To request that your son/daughter **not** be permitted to receive condoms at his/her high school, **please complete the attached sheet and send it to the principal in an envelope marked "CONFIDENTIAL."** If you change your mind and decide that your youngster can request free condoms, send a letter to the principal during the school year.

We are committed to ensuring confidentiality to all students, including those who do not participate in this program. All high schools know this policy and have been told to maintain the confidentiality of students.

The condom availability program for high school students offers an opportunity for you to talk to your child about health issues associated with HIV/AIDS. The most responsible decision a young person can make in this regard is to abstain from any high risk behaviors, including sexual intercourse and substance abuse. Please support your child in making positive health choices.

Sign and return this letter if you **DO NOT WANT** your daughter/son to participate in the Condom Availability component of the HIV/Aids Prevention Program. It must be noted that this option shall not apply to students who are 18 or older, who are or have been married, who are parents, or who are entitled under law to give consent for themselves. If you have more than one child enrolled in the school, you need to complete a separate form for each child.

My son/daughter's name: _____

My son/daughter's OSIS (Public School Identification Number) is: _____

If you do not know this number, the school will enter it for you.

Who is in grade (circle one) 9 10 11 12 at Academy of Hospitality and Tourism High School, **IS NOT** to participate in the condom availability component of the program.

Parent Name (PRINT): _____

Parent Signature: _____

Date: _____

Sincerely,

Adam Breier
Principal

***If your son/daughter is NOT allowed to receive condoms, return this letter to his/her High School Principal in an envelope marked "CONFIDENTIAL."



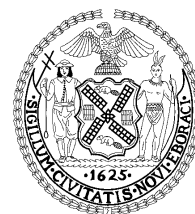
Academy of Hospitality and Tourism at Erasmus

NEW YORK CITY DEPARTMENT OF EDUCATION

Erasmus Hall Campus

911 FLATBUSH AVENUE / BROOKLYN, NY 11226

Phone (718) 564-2580 Fax (718) 564-2581



"Where the global marketplace is our playground."

Adam D. Breier, Principal

Grace Garofolo, AP

Military & Institutions of Higher Ed. Student Opt-Out Form

Dear Student,

This form allows you to opt out of releasing your information - name, address, and telephone number - to military recruiters and/or institutions of higher education that request this information.

If you do **not** consent to the disclosure of this information, you **must** fill out the attached request form and return it to your guidance counselor by **October 18, 2010**. If you do not return the form by this date, we will release your information upon request. However, please be aware that if you choose not to return the form at this time, you may do so at **any time** during your school career and the request for non-disclosure will be honored.

Thank you for your cooperation.

Sincerely,

Principal

STUDENT OPT OUT FORM

Please complete the following if you do **not** consent to the release of your information - name, address, and telephone number - to military recruiters and/or institutions of higher education that request this information.

Student's Last Name: _____

Student's First Name: _____

Student's Official Class: _____

Student's OSIS: _____

Name of School: _____

I am requesting that my name, address, and telephone number **NOT** be shared with: (Please check appropriate box)

_____ Military Recruiters

_____ Institutions of Higher Education

_____ Both Military Recruiters and Institutions of Higher Education

Student Signature: _____



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Military & Institutions of Higher Ed. Parent Opt-Out Form

Dear Parent/Guardian,

This form allows you to opt out of releasing your child's information - name, address, and telephone number - to military recruiters and/or institutions of higher education that request this information.

If you do **not** consent to the disclosure of this information, you **must** fill out the attached request form and return it to your child's guidance counselor by **October 18, 2010**. If you do not return the form by this date, we will release your child's information upon request. However, please be aware that if you choose not to return the form at this time, you may do so at **any time** during your child's school career and the request for non-disclosure will be honored.

Thank you for your cooperation.

Sincerely,

Principal

PARENT OPT-OUT FORM

Please complete the following if you do **not** consent to the release of your child's information - name, address, and telephone number - to military recruiters and/or institutions of higher education that request this information.

Student's Last Name: _____

Student's First Name: _____

Student's Official Class: _____

Student's OSIS: _____

Name of School: _____

I am requesting that my child's name, address, and telephone number **NOT** be shared with: (Please check appropriate box)

_____ Military Recruiters

_____ Institutions of Higher Education

_____ Both Military Recruiters and Institutions of Higher Education

Parent Name (PRINT): _____

Parent Signature: _____

Date: _____