



# Student Handbook 2025-2026

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Dear Student:

Welcome to the Academy for Careers in Television & Film! As a TvF student, you belong to a unique community designed to provide you with exciting career and educational opportunities. At ACTvF we will prepare you to be **career ready, community minded, empowered, critical thinkers**. These are important skills and mindsets to develop now, as they are the groundwork for your future endeavors.

### **Our Work**

A central goal of TvF is to prepare you to begin a successful career in film and television production. The industry is full of exciting and well paid jobs, but the work environment is fast paced and high pressure. Talent and creativity must be accompanied by a strong work ethic and sense of responsibility. Our job is to help you develop not only the technical skills and industry knowledge but the work habits to succeed. You will be expected to show up on time everyday to your classes and other activities. You will be expected to work to your full potential on all assignments and jobs. Every assignment, project, and activity at TvF is designed to help prepare you for future opportunities. We ask you to work longer and harder than many of your peers at other schools, and in return, we promise you will graduate with a career plan, a college plan, and the means to pursue them. We believe that when you look back eight years from now, whether you are working in production or have applied your skills to another career, you will see the decision to attend TvF as one of the best and most important you have made in your life.

### **Our Community**

Our caring community is felt in the hallways, the lunchroom, the classroom, on set, and on the field. You will always have many adults in your corner supporting you through your years at TVF. These four years will be full of challenges and growth, and many opportunities. Start a club, join a club, speak up when you need extra help, support your peers when they could use some motivation!

A community relies on each other, and we are all on the same team focused on supporting your growth and celebrating your accomplishments. Use this handbook as a guide, and always ask questions for clarification.

Sincerely,

Alexandra Stahl  
Principal

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### History and Context

Every year in New York City, film and television production generates over \$5 billion and supports an estimated 100,000 jobs. Around 2005, a number of prominent individuals in the television and film production approached New Visions for Public Schools with an idea for a high school in western Queens that would connect students to industry employment opportunities. It wasn't until two years later that a team of industry professionals and educators began to define how private industry and public education could collaborate to support a small and rigorous Career and Technical Education (CTE) school. The Academy for Careers in Television and Film (TvF) is **unique in providing students with meaningful entry points into a range of career paths, including a variety of “below-the-line” positions almost entirely neglected by existing programs.** The partners to TvF represent a cross section of the industry and include owners of New York's major studios, top producers and directors, unions, and scores of other industry businesses and organizations. Through these partnerships, students benefit from unprecedented opportunities to work alongside industry professionals and gain valuable experience to support their career and academic aspirations.

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### Mission

The Academy for Careers in Television and Film exists to provide a bridge to higher education and meaningful preparation for careers in television and film production. Through customized academic programs, personalized instruction, industry internships, and hands-on experience, students at TvF acquire the prerequisite skills and knowledge to successfully transition into competitive four-year colleges. Industry internships and hands-on experiences allow TvF students to develop the technical skills and work habits necessary to successfully pursue careers in production. At TvF, staff and members of industry partner organizations work closely with students to ensure that every graduate has a well-developed post-secondary plan and the means to pursue it.

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At TvF, we take seriously our mission to prepare students for college and careers and recognize that we will only be successful if we are all committed to our community values. The following are the foundation on which all of our work at TvF rests ✨ Vision for Our Students & Graduates

#### 1. Career Ready

At TvF, we expect all community members, including students and staff, to dress, speak, and behave professionally, as each individual reflects our community as a whole. It is essential to arrive at school on time, be well-prepared, and engage in serious work. We believe that upholding high standards of professionalism for everyone within the TvF community fosters an environment that effectively prepares students for post-secondary education and their future careers.

Career Ready at TvF means:

- Punctuality: Arriving at school and attending classes on time.
- Time management: Completing assignments and meeting deadlines.
- Communication: Notifying your advisor and teachers when running late or when absent from school, and making arrangements to complete missed work.
- Safe use of resources: Handling film and production equipment responsibly and with

care.

- Professional language: Employing respectful, appropriate, and considerate language when interacting with fellow students, faculty, and staff.

By adhering to these expectations, you will contribute to a thriving and supportive environment at TvF while developing essential skills for your future endeavors in college and the working industry.

**In order to be selected for internships, trips, competitive classes (AP Classes, BMCC Classes, Senior Honors Production), and PSAL teams, students must adhere to TVF's expectations.**

## **2. Community Minded**

The TvF community is made up of individuals from a variety of backgrounds, and this diversity is one of our greatest strengths. We can learn an enormous amount from one another but only if we are able to treat each other with courtesy and respect. Discrimination and intolerance of any type have no place in this community.

One of the most important skills we expect every TvF student to learn is how to effectively resolve conflict. This does not mean that we will all see the world in the same way, but rather that we must find ways to work with those with whom we disagree towards our common goals. Violence or harassment of any type will not be tolerated, and we will help you develop the self-management skills and decision making skills that you need to resolve and prevent conflict.

In keeping with our commitment to a respectful and inclusive environment, we value freedom of speech while emphasizing the importance of refraining from using harmful, abusive, or defamatory language directed towards students and faculty. We expect our community members to be mindful of the impact their words may have on others and strive to maintain an atmosphere of mutual respect and support.

Students will engage in collaboration in crews, during classes, on teams, and supporting one another in a variety of ways. Making sure everyone feels valued, safe, seen and heard is a priority here.

## **3. Empowered**

We want to make sure our students feel confident and capable! High school is a stepping stone and a place to build one's confidence by learning through mistakes. Students will be able to advocate for themselves, persist through difficult situations, and learn to effectively communicate with peers and adults.

## **4. Critical Thinkers**

It is an absolute necessity for our students to develop critical thinking skills through curiosity, listening, and then evaluating. It is imperative to analyze the world around us, and reflect on the impact we have.

## Profile of a Model TvF High School Student

A model TvF High School student shows **dedication, commitment**, and a **strong work ethic** in their academic journey. Key qualities include:

1. Career Ready
  - Keeping good academic standing by putting effort into coursework and maintaining a 80+ GPA
  - Being on time and prepared for classes and activities
  - Showing professionalism to be ready for college and a future career
2. Empowered
  - Being confident, resilient, and growing as a person through self-advocacy
  - Support learning by having 90% attendance
3. Community Minded
  - Contributing to a safe and respectful environment through positive behavior
  - Being inclusive, resolving conflicts, and building a supportive community
  - Being actively involved in school life and helping create a safe, welcoming environment for all
4. Critical Thinker
  - Using problem-solving skills to help make a positive impact on local and global communities

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## Advisory

Every student at TvF has an advisor who is responsible for supporting his or her academic and social progress and maintaining contact with his or her family. Advisory meets four times per week and activities include independent reading, college and career preparation, and advisory circle where a variety of topics are discussed and debated. Advisors are responsible for facilitating parent-teacher conferences and for most issues are the first person a student should turn to if he or she has a concern. Whenever possible, students will be assigned the same advisor for all four years of high school in order to ensure continuity of support.

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## Academic Year

The academic year is divided into fall and spring semesters. End of semester grades (in January and June) are the only ones that appear on official transcripts and in official Department of Education systems. Halfway through each semester, students receive **progress reports** which include both narrative descriptions of performance written by each subject area teacher and all recorded grades to date. Mid-semester progress reports are for informational and planning purposes and are not recorded in permanent records. In most core classes, students will keep the same teacher for the fall and spring semester, but each semester is treated as a separate course and receives an individual grade.

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## School Day

The school day at TvF has been organized differently than a traditional high school schedule in

order to reduce the overall number of students with which each teacher works and to allow for extended class periods so that students can engage in hands-on project-based work. Classes meet for 75 minutes either 3, 4, or 5 days per week. Classes meet at different times on different days. The bell schedule is as follows:

Period	Mon, Tues, Th, Fri	Period	Wed
1	9:00 AM - 10:15 AM	1	9:00 AM - 10:15 AM
2	10:17 AM - 11:32 AM	2	10:17 AM - 11:32 AM
3	11:34 AM - 12:49 PM	3	11:34 AM - 12:49 PM
LUNCH / ADVISORY	12:52 PM - 1:30 PM	LUNCH	12:52 PM - 1:32 PM
LUNCH / ADVISORY	1:33 PM - 2:12 PM	4	1:35 PM - 2:50 PM
4	2:15 PM - 3:30 PM		

The doors to TvF open at 8:30am everyday. Students who wish to enter the building for tutoring earlier than 8:30 a.m. must obtain a note from their teacher the day before.

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## Grading Policy

At TvF we believe in supporting every student to meet graduation requirements, be college and career ready, and thrive in their post-secondary life. Students receive grades based on their competency of academic standards that describe course-specific content knowledge and skills with explicit and measurable learning objectives. The competency scale (1-4) represents varying levels of expertise on a specific standard. A more detailed description of how this is implemented at TvF is [linked here](#). Competency Course standards are aligned with state/national standards and culminating assessments such as Regents Exams, AP Exams, etc. All grades are entered into JumpRope that students and parents have access to. Please note that a student's grade point average (GPA) is a major factor in determining college admissions and it is critical that students strive for success.

### Academic Integrity

Our school and the NYC Department of Education believe in maintaining a fair and honest learning environment. The DOE's Academic Integrity Policy strictly prohibits academic dishonesty, including cheating and plagiarism. As stated in the NYC Citywide Behavioral Expectations, plagiarism is defined as: “appropriating another’s work and using it as one’s own for credit without the required citation and attribution, e.g., copying written work from the Internet, or any other source.” Cheating is defined as, “e.g., copying from another’s test paper; using material during a test which is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an un-administered test; substituting for another student or permitting another student to substitute for one’s self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test” (*Citywide Behavioral Expectations to Support Student Learning Grades 6–12*, p. 36)

These actions are not only unfair to your classmates but also hinder your own learning.

Violating this policy could lead to penalties like not achieving competency, meeting with appropriate staff and families, or even suspension (Infraction B-31). Post high school, consequences can include: law suits, expulsion, fines, or even losing your job. Let's all do our part to play fair and focus on learning and growing together!

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## Graduation Requirements and Regents Examinations

Students in New York State must complete 44 credits and pass five Regents examinations with scores of 65 in order to graduate high school. We see this as insufficient as an indicator of **college readiness**. In order to ensure that all TvF graduates are ready to succeed in competitive four year colleges, we encourage all of our students to take at least one additional science and one additional math Regents examination which along with the completion of our sequence of career and technical education courses entitles a student to an **Advanced Regents Diploma**. Students who successfully complete our television and film production sequence may also be eligible for a New York State **Career and Technical Education Endorsement** on their diploma. Additionally, students who receive a score of 70 or above on a math Regents (Algebra or Geometry) and a score of 75 or above on the English Regents, are automatically placed out of remedial courses at all CUNY and SUNY colleges. Given how much time and money this can potentially save, we encourage all students to retake the math and English regents as many times as needed to achieve these scores.

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## Curriculum

The curriculum at TvF is designed to meet New York State standards for a high school diploma while ensuring that students are adequately prepared for success in college and careers. All teachers use Google Classroom to post work and the course syllabus.

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## Parent Teacher Conferences

Parent teacher conferences at TvF take place four times per year at the midpoint and end of each semester. Advisors schedule these conferences as personalized meetings with the parent or guardian and student lasting approximately 20 minutes. **Students are not only expected to attend these meetings, but also to lead the conversations. Preparing for these conferences means that students need to monitor their JumpRope gradebook and set goals during one on one conferences with advisors throughout the year.** Advisors have extensive documentation of a student's performance in academic classes and participation in school wide activities which will help inform this conference. Parent teacher conferences always include the identification of clear actions which students will take to improve performance in the academic period to follow. These conferences happen online or in person.

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## Attendance and Lateness Policy

Showing up every day and on time is the first step toward success in both school and work environments. Being late or missing work even once while working in television or film



production could sometimes mean the loss of a job. In NYC's high schools, there is a strong correlation between attendance and academic success. Put simply, students who perform the best are most often those who show up on time to school and are rarely absent.

Regardless of the reason, regularly missing school makes it extremely difficult for a student to be successful at TvF. **It is our expectation that students will miss no more than 10 days in a school year (approximately once a month), except in exceptional cases with proper documentation.** If a student is going to be absent from school, a parent or guardian should call the main office at **(718) 609-3330** in the morning and leave a message with office personnel. This message will be communicated to the student's advisor. **Documentation for excused absences should be submitted to the main office.** If no documentation is provided, absences will be considered unexcused. When a student is absent from a class or school for any reason, it is their responsibility to meet with each subject area teacher to request make-up work and an overview of the lessons missed. **Please note that all absences are reflected in your overall attendance percentage (excused and unexcused). Families receive emails with attendance and lateness updates, so that everyone is informed.**

### **Lateness to School and Class**

The school day at TvF starts at 9:00 AM, and arrivals after this time are considered late. Students who enter the school building at 9:01 AM must sign in late using the CAASS system on the first floor. Students arriving after 10:15 AM must sign in at the Main Office in Room 411.

After receiving their late pass, students must proceed directly to their scheduled class and obtain a pass from their teacher before going to any other location within the school building. Students who do otherwise will be written up for cutting class and subject to disciplinary action.

Students are expected to arrive on time for each class according to the bell schedule. Arriving after the start of class will result in being marked tardy in JumpRope, and this information may be communicated to families by their teacher, advisor, or a member of the Student Support Team. Seniors who are consistently late returning to the school building after off-campus lunch may lose their privilege to leave campus for lunch.

### **Excused Lateness**

Lateness to school or class may be excused under the following circumstances:

- The student has a scheduled appointment or event and has submitted proper documentation to the main office.
- There is an extended, unforeseen public transit system delay.
- The student was seen by the nurse or was with another staff member, causing lateness to class. In such cases, the student should have a pass, and/or the staff member should communicate directly with the teacher to excuse the lateness.

If you are late due to system-wide MTA/LIRR delays, please email your advisor with a date- and time-stamped screenshot or photo as proof of the delay. If you are unable to capture this image the morning of the delay, you may submit proof within 24 hours by filling out the [MTA Delay Verification Form](#). The completed form should be sent to your advisor.

## **Consequences for Unexcused Absences and Lateness**

The following are possible consequences for unexcused absences and/or unexcused lateness:

- A conference with the student's advisor, parent, and a school administrator.
- Inability to participate in extracurricular activities such as sports teams, guest lectures, school trips, and internships.

We appreciate your cooperation in ensuring that all students have the best opportunity for success by maintaining excellent attendance and punctuality.

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## **Tutoring**

The faculty at TvF is committed to ensuring every student is successful in their academic endeavors. As such, teachers provide weekly tutoring in all subject areas. Students are strongly encouraged to attend tutoring for additional support, help with homework, and preparation for exams. The most up-to-date tutoring schedule is available online [here](#), and hard copies can be found in the main office.

Students who plan to attend after-school tutoring must re-enter the building by 4:00 pm. Re-entry will not be permitted after 4:00 pm. We encourage students who plan to attend tutoring to remain in the building following dismissal.

## **Mandatory tutoring**

In some cases, students may be required to attend mandatory tutoring. This could take place after school or during lunch/advisory. Tutoring is designed to provide students with additional support to help them pass the class. This tutoring is not optional, as it is a necessary support to promote academic success. Students and families will be notified via email about mandatory tutoring. If students do not attend mandatory tutoring, families will be notified, and a parent meeting may be needed.

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## **Guidance and Counseling Services**

At TvF, many of the tasks typically associated with guidance counselors, such as overseeing a student's academic program, are handled by advisors. In order to provide an enhanced level of social and emotional support to students, the school has three full-time social workers, Izzy Fortuna, Atiya Morgan and Sarah Saad. They are all available to provide individual and group counseling to students and to connect students with community resources. In addition, TvF works in partnership with a number of other organizations to provide additional opportunities

for families seeking counseling and support. If you need to contact the social work department, please send an email to [socialwork@actvf.org](mailto:socialwork@actvf.org), or they can be reached individually at:

Izzy: ifortuna@actvf.org or (718) 609-3330 x5164.

Atiya: amorgan@actvf.org or (718) 609-3330 x5184.

Sarah: ssaad@actvf.org or (718) 609-3330 x5183.

Our director of Climate and Culture is Kat Callender. She can be reached at

[acallender6@schools.nyc.gov](mailto:acallender6@schools.nyc.gov) or (718) 609-3330 x5162.

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## Classroom Responsibilities

Like any work environment, classrooms have their own culture and norms. Different teachers will have slightly different expectations, but the following apply to all classrooms at TvF:

- It is expected that students will not only be present in their scheduled class each period, but also ready to get started at the designated start time.
- No food is allowed in classrooms (unless prearranged with the teacher for lunch periods, or for documented medical reasons).
- Liquids are allowed in the classroom as long as they are contained in a reusable, spill resistant bottle or travel mug. (Glass, or regular plastic “to go” cups from the deli or D&D are not permitted inside the building)
- To be considered prepared, students must have a writing implement and notebook/binder *ready* at the beginning of each class. If you don’t have your materials, ask the main office or your teacher and we can supply them.
- Using pen, pencil, or marker to write on desks, walls, or any other surface in the classroom is strictly prohibited.
- At the end of every class period, students should put away, throw away, or take with them anything that is not in its proper place. **It is expected that students will take responsibility for the cleanliness of classrooms regardless of whether they personally contributed to the mess.**

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## Cutting Class

It is the expectation of all students to be present in the designated location for their class throughout the day, indicated on their official student schedule. In the event that a classroom switch needs to be made, signs will be posted outside of the scheduled classroom with the new location of the class.

When a student is not present, this can be considered cutting class, unless the student is with another staff member, including a member of the student support team, main office staff, or the school nurse. In these instances, communication is relayed to the scheduled teacher.

## Clarification on Class Cutting:

According to the New York City Public Schools (NYCPS), cutting class is defined as when a student is not present in a scheduled class without a valid excuse or prior authorization. This includes instances where a student leaves the classroom without permission, fails to attend a scheduled class, or attends a different class without proper authorization. Cutting class can result in disciplinary action and negatively impact a student's academic progress and success.

### Cutting class is NOT ACCEPTABLE. Consequences for cutting class may include:

- Inability to participate in extracurricular activities, including sports teams, spectating sporting events, school dances, and/or school clubs for a designated time to be determined by the Student Support Team.
- After school detention
- Parent/Guardian conference.

We appreciate your cooperation in ensuring that all students maintain a consistent attendance record and contribute to a positive learning environment for everyone.

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## Restroom Policy

The New York City Department of Education is committed to providing clean, safe, and accessible restrooms for all students, staff, and visitors. This includes ensuring that sanitary facilities are available and well-maintained during all hours of operation, providing accommodations for individuals with disabilities, and promoting an inclusive environment that respects the needs and dignity of all individuals, including transgender and gender-expansive students.

### Restroom Guidelines:

- **Single-stall option:** A single-stall restroom is available for students who are not comfortable using the multi-stall restrooms.
- **Passing time restrictions:** Except in emergencies, students may not use the bathroom during passing time. Bathrooms will be locked during passing time, and for ten minutes before and after the end of each period.
- **Bathroom pass:** Each classroom will have a bathroom pass located at the front of the room. Only one student may leave a class with the bathroom pass to use the bathroom at any given time.
- **Restroom conditions:** Any unsanitary conditions should be reported to the main office.
- **Leaving without permission:** Students who leave the classroom to use the bathroom without permission will be considered cutting class.
- **Extended absence:** Students who are gone for an extended amount of time must check in with their teacher to ensure they are using the restroom privileges properly.
- **Misuse of bathroom passes:** Students found misusing bathroom passes are subject to disciplinary consequences such as:
  - after-school detention,
  - loss of bathroom privileges for that specific period,
  - loss of the use of the multi-stall restroom privileges.

We appreciate your cooperation in maintaining a respectful and sanitary environment for all students, staff, and visitors.

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## **Dress Code Guidelines for Our School Community**

At our school, we value personal expression and inclusivity, creating a positive and welcoming learning environment for all. To ensure that everyone feels comfortable and safe, we kindly ask everyone to follow these dress code guidelines:

### **Community-Supported Attire**

- Wear clothing that reflects your unique cultural, social, or personal identity.
- Embrace gender-neutral attire, promoting a sense of unity and equality among all students.
- Dress in a professional manner, as our students often interact with industry guests, potential employers, and engage in hands-on work with professional equipment.

### **Unacceptable Attire**

- Refrain from wearing revealing clothing that does not provide full coverage of private body parts.
- Steer clear of clothing with discriminatory language, images, or references, including slurs, profanity, obscenity, nudity, sexual acts, or threats of violence.
- Discourage clothing associated with gang affiliation.
- Do not wear clothing that may hinder your ability to participate in production activities or poses a safety risk, such as attire that restricts range-of-motion.
- Wearing face masks that are not medical masks to help maintain a safe environment in response to COVID-19

By adhering to these dress code guidelines, we can create a positive, inclusive, and safe environment for everyone in our school community. If you have any questions or concerns, please feel free to reach out to the school administration. Thank you for your cooperation and understanding.

### **Dress Code Violations and Response**

Our school understands that adhering to the dress code may sometimes be challenging. In such cases, we will provide appropriate support and interventions, considering the student's unique circumstances. This may include age, maturity, previous incidents, and social-emotional needs.

If a violation occurs, the following steps will be taken:

- Notify the student and parent(s), stressing the importance of following the dress code.
- Discuss appropriate solutions with the student and parent(s), addressing the violation respectfully. This may include covering, replacing, or turning the clothing item inside out, or providing clean alternative clothing if available.
- Ensure any adjustments are sensitive and non-punitive, maintaining student comfort.

Our goal is to create a supportive environment that promotes learning and understanding. For any questions or concerns, please contact the school administration.

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## **Lockers**

In accordance with the New York City Department of Education guidelines, every student at TvF has access to a locker to store their personal belongings. It is essential to understand that having a locker is a privilege, not a right. Therefore, students are expected to follow these rules:

- Use only the lock provided by TvF to secure your locker.
- Do not share your lock combination or locker with other students.
- Be aware that TvF is not responsible for any lost or stolen items from your locker.
- You may decorate your locker with pictures or other decorations using masking tape, but remove them at the end of the school year without causing any damage to the locker.
- A minimum fee of \$25 will be charged if your locker requires cleaning of graffiti or removal of tape or decorations.
- Understand that your locker is subject to search at any time by TvF administration or faculty, and you are responsible for its contents.
- Prohibited items include weapons, illegal drugs, controlled substances, alcohol, lighters, electronic cigarettes, or any other objects not appropriate for the school environment.
- Do not store food or beverages in your locker overnight.
- Access your locker only during designated times: before 9 am, before advisory, and after 3:30 pm (2:50 on Wednesdays).
- Do not access your locker during the changing of classes.

Students who do not adhere to these locker rules may face consequences, including the loss of locker privileges for a designated amount of time to be determined by the Student Support Team. It is crucial to adhere to these guidelines to maintain a safe and orderly environment at our school.

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## **Dealing with Conflict**

Managing conflict and our emotions can be one of the biggest challenges to being successful in any career. Everyday, people lose their jobs or are denied new opportunities because they are not skilled in working through conflict and managing their emotional responses to anger and frustration. At TvF, we do not believe that teenagers are too young to learn to effectively manage conflict, and for this reason we hold students to the following expectations:

- Neither students nor teachers should ever be yelling in an angry manner at each other.
- If a student disagrees with the decision or action of an adult or peer, they will request a private meeting with the adult or peer to work out a solution and mediate the conflict or disagreement.

- If a student feels unable to manage their frustration with an adult or another student, they will ask their advisor to work with them to develop a plan to productively address the issue.

When students threaten or resort to physical violence to address a conflict, they jeopardize the safety and academic success of all students in the school. For this reason, fighting will result in suspension, alongside restorative practices to build responsible decision making skills and self-management skills.

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## **! Bullying and Harassment**

Every student has a right to come to school without being harassed or bullied and we take this right seriously at TvF. Students who engage in bullying or harassing behavior often do so to distract attention from their own insecurities as they go through the difficult transition into adulthood. Students and their families are encouraged to report any bullying behavior to advisors and all faculty members are instructed to share these reports directly with the

Our bullying and harassment policy aligns with the New York City Department of Education's guidelines to prevent and address any form of bullying or harassment in our school community. NYC Public Schools is committed to providing a safe, supportive learning environment for all students. Bullying or harassment of any kind is NEVER acceptable, and such actions are subject to the NYC Public Schools Discipline Code: [schools.nyc.gov/DisciplineCode](https://schools.nyc.gov/DisciplineCode). A copy of the New York City Public Schools Respect for All Family Resource can be found [here](#).

### **Definitions:**

- Bullying: Unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance.
- Harassment: Unwelcome conduct that creates an intimidating, hostile, or offensive environment.

### **Prohibited Conduct:**

- Bullying and harassment can take various forms, such as physical, verbal, or cyberbullying. Examples include hitting, name-calling, spreading rumors, and sending threatening messages.
- Discriminatory harassment based on protected characteristics, such as race, color, national origin, religion, disability, sexual orientation, or gender identity, is strictly prohibited.

### **Reporting and Investigating:**

- Students who experience or witness bullying or harassment should report incidents to a trusted staff member, such as a teacher, counselor, or administrator. Reports can be made verbally or in writing.
- Designated staff members are responsible for receiving reports and initiating prompt and thorough investigations while maintaining confidentiality and privacy.

### **Preventive Measures:**

- Our school provides educational programs and resources to raise awareness about bullying and harassment among students, staff, and families.
- We promote a culture of respect, inclusion, and kindness through various initiatives, including classroom discussions, assemblies, and school-wide events.
- Staff members receive training on identifying and responding to incidents effectively.

### **Response and Intervention:**

- Consequences for students who engage in bullying or harassment may include disciplinary actions, such as detention, suspension, or expulsion, in accordance with the NYCPS's [discipline code](#).
- Support services, such as counseling and mentoring, are available for victims of bullying and harassment.
- Our school monitors and follows up on incidents to prevent further occurrences and ensure the well-being of all students.

### **Collaboration with the School Community:**

- We actively engage students, families, and staff in our prevention efforts by encouraging open communication, feedback, and collaboration.
- Regular evaluation and assessment of the policy's effectiveness help us identify areas for improvement and implement necessary changes.

### **Contact Information:**

- Students and families can find relevant DOE and school resources for reporting incidents [here](#).
- Respect for All Liason: Kat Callender [kcallender@actvf.org](mailto:kcallender@actvf.org) (718)609-3330 ext 5162

Together, we can uphold our commitment to maintaining a safe and inclusive environment for all members of the TvF community.

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### **Contacting Faculty Members**

All faculty members at TvF can be contacted by calling (718) 609-3330 and leaving a message. In addition, all faculty members have email addresses at [actvf.org](http://actvf.org) which consist of their first initial and last name. A full directory of email addresses can be found [here](#).

Effective communication between students and faculty is essential for a positive learning environment. To ensure respectful interactions, follow these guidelines:

- Contact teachers during school hours or designated times.
- Maintain respectful language and courtesy in all communication.
- Keep messages clear, concise, and focused.
- Allow reasonable time for responses, and avoid sending multiple messages on the same topic.



- Address concerns with the teacher directly; if unresolved, seek support from your advisor or the Student Support Team.
- Respect confidentiality and avoid discussing or sharing any sensitive information without consent.

By adhering to these guidelines, students can build positive relationships with faculty members and facilitate productive communication throughout their academic journey.

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## **Theft**

A healthy school relies on trust. When individuals steal from students, teachers or the school, they violate this trust. Every theft distracts resources and attention away from important work as administrators and teachers are forced to investigate and everyone has to spend time looking over their shoulder to protect their belongings. If you suspect someone has stolen your belongings, report this to a staff member immediately.

## **Prohibited Items**

Firearms, handguns, electronic darts, shotguns, rifles, or any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive • Stun guns/weapons • Air guns, spring guns, or other instruments or weapons in which the propelling force is a spring or air, and any weapon in which any loaded or blank cartridge may be used (such as a BB gun or paintball gun) • Waterguns • Switchblade knife, gravity knife, pilum ballistic knife, and cane sword (a cane that conceals a knife or sword) • Daggers, razorblades, box cutters, case cutters, utility knife, and all other knives • Billy clubs, blackjack, bludgeon, chukka stick, and metal knuckles • Sling shot (small, heavy weights attached to or propelled by a thong) and slung shot • Martial arts objects including kung fu stars, nunchucks • Explosives, including bombs, firecrackers, and bombshells.

Acid or dangerous chemicals (such as pepper spray, mace) • Imitation gun or other imitation weapon • Loaded or blank cartridges and other ammunition • Any deadly, dangerous, or sharp pointed instruments which can be used or is intended for use as a weapon

## **Threats to the Community**

- Verbal, written, and any online threats or violence towards the school, staff, teachers, and/or the whole TVF community will be taken seriously and investigated in collaboration with law enforcement.

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## **School Production Equipment**

As part of their program of study at TvF, students are encouraged to master the complicated equipment that is necessary to produce professional quality film and video projects. To that end, we make our equipment widely available to students for use both in and out of school. Because equipment is expensive and fragile and we have a limited inventory, the following policies must be followed:

- Students should never attempt to use equipment unless they have received proper training from a TvF faculty member. **When in doubt, ask questions!**
- Food and drink must never be placed near equipment.

- All equipment must be properly stored after use including cables and other peripherals.
- Any problems with equipment must be immediately reported to a faculty member.
- A production teacher must certify any student wishing to borrow TvF electronic equipment. To gain certification, the student must demonstrate the ability to operate and be responsible for all equipment borrowed.
- All equipment must be signed out using the TvF loan request form.
- For 9th-grade production equipment, please use [this form](#).
- For 10th, 11th, and 12th-grade production equipment, please use [this form](#).
- Serial numbers of the loaned equipment must be accurately recorded.
- Equipment must be returned by the date recorded on the loan request form.
- Late return of equipment will result in the suspension of loan privileges. The school staff will determine the length of time of this suspension. **If a student is unable to come to school, a parent or guardian must return the equipment within one day of its due date.**
- Students should carefully check borrowed equipment at the start of the loan period to confirm that it works properly and is complete. Thereafter, any losses or damages will be the responsibility of the student.

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## School DVD Library

TvF currently has a DVD library containing hundreds of both classic and current films. To view our library, [click here](#). While these films are used extensively for classroom teaching and demonstrations, students may borrow one film at a time for up to two days. Borrowing a film is a privilege subject to the approval and must be returned on the day promised. In order to reserve a film, please speak to Hyung in the main office.

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## School Computer Equipment

At TvF, we use computers extensively in all classes. The school has invested enormously in computer technology to ensure that students always have access to functioning and up to date technology. To guarantee that this access is available to all, the following rules must be followed:

- Food or drinks must never be placed near computers.
- Students should not touch computer screens with their fingers, pens, or any other objects as this can scratch and damage them.
- Students should never transport laptops while external hard drives are connected to them. Hard drives must always be properly ejected before cables are disconnected.
- Laptops must always be returned to their assigned slots in laptop carts after use.
- Laptop cords must be pushed into slots so that they do not get caught in the door of the laptop cart.
- If you need to borrow a laptop to take home, [please complete the form here](#).

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## Online Systems

In keeping with the most progressive business models, all aspects of work at TvF are managed

through computer based systems.

### *JumpRope*

Through [JumpRope](#), parents and students can access up to date information about grades and classes. Every teacher at TvF updates grades in JumpRope consistently. This means students and their parents never have to guess about how well a student is doing in his or her class or about how a grade is being calculated. In order to take advantage of this system, it is important that all parents and students regularly check with JumpRope accounts.

### *Google Docs*

[Google Docs](#) is a web-based platform that allows individuals to create documents, spreadsheets, and presentations similar to those that would be created in Microsoft Word, Excel, and PowerPoint. The difference is that these documents are stored online and can be accessed from any computer, and easily shared with other members of the school community. When a document is shared, it can be edited by any of the collaborators. The changes that one person makes will automatically appear whenever anyone else accesses the document. All students at TvF will be provided with a Google Docs account so that:

- They can use Google Docs for all significant written documents they create.
- They can turn these documents in by sharing them directly with their teacher and with a school-wide master account so that more than one teacher can work with a student to support his or her writing.
- They can receive ongoing feedback from their teachers on their writing.
- They can have a digital portfolio of all written work they create at TvF.
- They can work with their peers to co-write and edit all types of documents.

### *Email*

Email is an indispensable tool in the workplace today and at TvF, we teach and expect students to use email to be more effective in their work. Teachers and administrators will communicate regularly with students through email and it is expected that students will check this account at least once daily. In addition, it is the expectation that students will only use these accounts for school and work related activities - in keeping with what we believe is an important practice for adults in the workplace - to keep work and personal email separate. **Failure to comply with this expectation will result in the revocation of email privileges.**

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## Personal Electronics

The TvF community follows the New York State Distraction Free Schools Law. **“No unsanctioned use of smartphones and other internet-enabled personal devices on school grounds in K-12 schools for the entire school day (from “bell to bell”), including classroom time and other settings like lunch and study hall periods.”**

**TvF Students will be required to secure their internet enabled devices in a Yondr pouch from 8:30 am to 3:30 pm. Students who remain at school for after school tutoring, clubs, extended day etc. will be required to secure their Yondr pouch until they dismiss**

**Internet-enabled devices:** Internet-enabled devices include any smartphone, tablet, smartwatch, or other device capable of connecting to the internet and enabling access to

content on the internet, including social media applications. Internet-enabled devices do not include the following:

- Non-internet enabled devices such as cellular phones or other communication devices not capable of connecting to the internet or enabling the individual to access content on the internet.
- Internet-enabled devices supplied by the school district, charter school, or board of cooperative educational services (BOCES) that are used for an educational purpose.

**School Day:** The school day at ACTVF is from 8:30 am to 3:30 pm. Students who will remain on campus for after school tutoring, clubs, etc. will be required to keep their electronics secured in a Yondr pouch, until they are dismissed from the school building.

**School Grounds:** The school grounds shall mean in or within any building, structure, athletic playing field, playground, or land contained within the real property boundary line of a district elementary, intermediate, junior high, vocational, or high school, a charter school, or a BOCES facility.

To this end, and in accordance with [Chancellor's Regulation A-413](#), all students must adhere to the following protocol and guidelines;

**City-wide DOE Policy:**

- Students may not use personal internet-enabled electronic devices during the school day.
- Students may be permitted to use internet-enabled electronic devices that are school-provided during the school day except as set forth in except as set forth in the exceptions for personal internet-enabled electronic devices outlined below.
- Students may be permitted to use non-internet enabled electronic devices during the school day except as set forth in the exceptions for personal internet-enabled electronic devices outlined below.
- Electronic devices may not be used during the administration of any school quiz, test or examination unless such use has been explicitly authorized by the school or is contained in an Individualized Education Program ("IEP") or Section 504 Accommodation Plan ("504 Plan").
- Electronic devices may not be turned on or used during school fire drills or other emergency preparedness exercises

**School Based Policy:**

TVF is a personal electronic device-free campus. Students should leave their personal electronic devices at home, as they are not permitted on campus. To ensure that students have access to necessary technology during the school day, electronic devices required for educational purposes are provided in their classes.

Students that bring a cell phone or smartwatch to school, must store them in the provided Yondr pouches. Headphones may be kept in bookbags or lockers if they cannot fit into the Yondr pouch. Electronic devices that do not fit in the Yondr pouch should not be brought to school.

- Every student will receive a Yondr Pouch for storing their electronic devices during school hours of 8:30 am to 3:30 pm.

- Students are responsible for returning their Yondr pouch at dismissal, which occurs at 3:30 pm.
- Access to cell phones is not permitted during tutoring sessions, after school clubs and production extended days.
- Personal devices may not be used or turned on when students are outside of the building as part of a class, such as physical education or production filming, during the regular school day.

## **DAILY PROCESS**

Upon arrival at school, students will:

1. Turn their phone on airplane mode, silent, or do not disturb.
2. Place their phone inside their Yondr pouch and secure it in the presence of school staff.
3. Store their pouch in their backpack or locker for the day.

Upon school dismissal, students will:

1. Students will unlock their pouch, remove their phone, and put their pouch in the Yondr return bin.
2. Students will pick up and drop off a Yondr pouch daily to avoid loss or forgetfulness.
3. Students who dismiss after 3:45 pm may unlock and return their Yondr pouch in the Main Office.

## **EARLY DISMISSAL**

Students who are dismissed from school early will unlock and return their Yondr pouches in the Main Office after receiving the early dismissal form. Students are only approved for early dismissal once an adult listed on their emergency contact list has informed the school.

## **Exceptions for Personal Internet Enabled Electronic Devices**

Students who are subject to the guidelines of being excused from the cell phone and electronic device policy as outlined in [Chancellor Regulation A-413](#) must complete the following steps before a student is not required to use a Yondr pouch.

1. A parent/guardian must inform the Principal or Principal Designee in writing by sending an email to:
  - a. Principal, Alexandra Stah [astahl2@schools.nyc.gov](mailto:astahl2@schools.nyc.gov)
  - b. Assistant Principal, Neil Abell [nabell@schools.nyc.gov](mailto:nabell@schools.nyc.gov)
  - c. Director of Climate & Culture Kathleen Callender [acallender6@schools.nyc.gov](mailto:acallender6@schools.nyc.gov)
2. A parent/guardian must submit documentation from a medical provider which may be subject to review by the Office of School Health. This form may be submitted by email or turned into the Main Office.
3. The Principal or Principal Designee will need two weeks after all documentation has been submitted to approve the request.

**Note:** Students with exceptions approved by the Principal or Principal Designee, allowing them not to use the phone storage device, must still abide by the guidelines for electronic device usage in designated areas as determined by the Student Support Team and parents. Failure to comply with these guidelines may result in disciplinary actions outlined below.

Students who require internet-enabled devices as outlined in their IEP/504 will be provided with an approved DOE-issued electronic device. Students with this accommodation may contact Hyung Kim ([hkim8@schools.nyc.gov](mailto:hkim8@schools.nyc.gov)) in the Main Office to request a device.

## **INFRACTIONS**

Students who use devices in violation of the DOE's Discipline Code, the school's policy, [Chancellor's Regulation A-413](#), and/or the DOE's Internet Acceptable Use and Safety Policy will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

### **Unauthorized Use or Presence of a Cell Phone or Electronic Device**

1. If a student is found with a cell phone or electronic device outside of a Yondr Pouch, they must hand over their phone to the faculty member.
2. The device will be stored in the Main Office.
3. The faculty member will call home, and the student will receive after-school detention.
4. The device will be returned to the student at dismissal, with students waiting in the Main Office for a Student Support Team member to return from their posts.
5. In the case of repeated occurrences:
6. An adult will be required to pick up the device.
7. A parent meeting may be scheduled for repeated infractions.
8. Students may lose Yondr pouch privileges and be required to turn in their phone daily to a member of the Student Support Team.

### **Damaged Yondr Pouches**

1. Yondr pouch damage, which may include issues such as a bent pin, ripped fabric, deep scratches, intentional pen marks, or problems with the pin and button mechanism, can result in disciplinary action as outlined below. Students should handle Yondr pouches with care.
2. Damaging a Yondr pouch will result in an automatic detention assignment and a phone call home.
3. Students who damage more than one Yondr pouch will be required to attend a family meeting with the Student Support Team and receive a community service assignment.
4. Repeated pouch damage may lead to the loss of Yondr pouch privileges, requiring the student to turn in their cell phone to a member of the student support team.

### **Responsibility for Lost or Stolen Yondr Pouches**

1. It is each student's responsibility to secure their Yondr pouch in their backpack or locker, as these locations are considered safe. ACTVF school, staff, or students are not responsible for missing or lost Yondr pouches if students have not secured them appropriately.
2. In the event a Yondr pouch is not found at the end of the school day:
3. Students must fill out a written statement.
4. The Student Support Team will investigate the matter.
5. If the pouch remains unfound, families will be asked to complete a lost/stolen report form.

**Note:** Faculty will not investigate personal electronic devices that have not been properly secured in Yondr pouches.

### **Procedures for Emergencies**

1. Students in need of making calls during an emergency can use the Main Office phone.
2. Parents should contact the school's Main Office at (718)609-3330 as the primary point of school contact during emergencies.
3. For non-emergency matters, parents may reach out to their student's advisor or any member of the Student Support Team.



4. Devices must remain secured in Yondr pouches during fire drills or other emergency preparedness exercises, such as soft lockdown drills.
5. In the event of a building evacuation or emergency situation, students will be granted access to their cell phones by staff members once all students are confirmed safe and in compliance with local law enforcement guidelines.

### **Assistive Technology**

- Individual cases will be reviewed for students using assistive technology as pursuant to an Individualized Education Plan or a Section 504 Accommodation Plan.

### **Policy Revision**

- Administration reserves the right to revise this policy or any portion(s) thereof if it is determined to be in the best interests of the school. Staff, students and families will receive notifications of any changes 48 hours before the changes go into effect.

All staff, students and families will be notified of this school policy on September 4th, 2025. It will be posted on the school's website and hard copies will be sent to home in preferred languages.

In an effort to support this policy, a best practice for parents who need to speak with their child urgently is to call the main office at (718) 609-3330 and office staff will locate the student.

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## **Internet Acceptable Use Policy**

The following activities are prohibited:

- Attempting to view, download or distribute obscene or offensive material from the Internet.
- Students will not engage in instant messaging or visit chat rooms while using school computers.
- Accessing social networking sites or personal email accounts during class time.
- Using the Internet to give out their own personal information or that of any other person including but not limited to phone numbers, addresses, social security numbers or OSIS numbers.
- Signing into another student's Edline, Gmail, or Google Docs account or viewing information from another person's account should a computer already been signed in.
- Attempting to gain unauthorized access to the school network.
- Accessing another person's materials and work without direct permission.
- Violating copyright laws or exchange pirated software or attempt to copy software from any school computer.
- Posting any video or audio content created at school or with school equipment on YouTube or at any other location on the web, or sharing this content with individuals outside the school community without prior approval of faculty.
- Using TvF Gmail accounts for any communications which are not directly related to school work and job opportunities connected to their school work.
- Posting images or comments that constitute harassment or bullying.

Students who fail to follow any of the rules governing the Acceptable Use and Technology Policy will engage in a disciplinary conference and possible subsequent repercussions.

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## Responding to Student Behaviors

When we break our [community norms and agreements](#), we must repair the harm we caused in order to move forward. Responses to behaviors will lean on restorative practices, so that students learn from their mistakes and develop the important skills of communication, self-awareness, and self-management.

Disciplinary actions at TvF are progressive in nature, meaning the more times a student breaks our community norms, the more severe the consequences can be. When the school has to resort to such severe responses such as suspensions it is because the behavior is seriously disruptive and harmful to the school community.

The following represent the most common responses to student behaviors:

### *Conferences*

The most common response to student behavior is a conference. Conferences always include the student(s) involved, their parent(s), advisor, social worker and an administrator. The purpose of conferences is to clearly establish our community norms, reflect on the behavior, and develop a plan for ensuring that such behavior does not continue. If needed, we'll review academic performance and a discussion connecting the relationship between behavior and achievement of academic and career goals.

### *Mediations*

Conflict-resolution is an important skill to develop, and a way to talk out issues students are having with other students, and between students and staff with a member of the student support team.

### *Community Service*

When harm is caused to others and to our community, giving back in a positive way may be another consequence to student behaviors. This might happen after school or during lunch.

### *After-School Detention System at TvF*

At TvF, we believe in fostering a restorative environment that encourages personal growth and accountability. Our after-school detention system aims to provide students with a supportive space to reflect on their actions, repair relationships, and make amends for inappropriate behavior. Detention serves as an opportunity for growth and self-improvement within our restorative framework.

The following guidelines outline the after-school detention system at TvF:

- **Assignment of Detention:** Teachers or staff members may assign detentions for violations of school rules, such as tardiness or disruptive behavior.
- **Detention Schedule:** Detentions will be held Monday, Tuesday, Thursday and Friday from 3:30 PM to 4:30 PM in a designated classroom. Seniors who are assigned after school detention will be required to attend from 3:30 to 4:30 pm even if they do not



have a 4th period class.

- **Notification:** Parents or guardians will be notified via email or phone call when a student receives detention. The notice will include the date, time, and reason for the detention.
- **Student Expectations:** Students are expected to arrive on time, bring sufficient schoolwork or reading materials, and actively participate in restorative activities. These activities may include reflective writing, small group discussions, or other exercises focused on empathy-building and conflict resolution.
- **Release:** Students will be released promptly at 4:30 PM and are expected to make arrangements for transportation home.
- **Refusal to Attend:** Refusal to attend or complete detention may result in further restorative interventions or consequences, as determined by the Student Support Team.

### *Class Removals*

Students who engage in behavior that is unsafe will be removed from class by our Director of School Climate and Culture, or a member of our Social Work or Administrative team. Class removals will be followed by a mediation or conference between the student and teacher with the advisor, parent and administration participating as needed.

### *Principal's Suspensions*

When the school decides to seek a Principal's Suspension, a formal suspension conference will be held between the student, their advisor, the principal or assistant principal, and a parent or guardian. Students will have the opportunity to provide their version of the events leading up to the altercation or event, and upon listening to all sides and reviewing all documentation, the principal or assistant principal will make a decision as to whether to suspend the student. Students who are suspended report to school on the days of the suspension at 9:00 am. Students need to report to the main office first, and then will be brought to a classroom where they will be provided with work from the day's classes. The faculty member who is supervising will collect all work and deliver it to teachers. If students are in school and suspended, students won't be able to socialize in the hallway, bathroom, or lunchroom. Failure to follow these rules may result in additional days of suspension. A conference will occur when students return from suspension in order to attempt to repair the harm caused in the community.

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## Student Identification

Every student at TvF is provided with a student ID card. Students are expected to carry IDs with them at all times and might require this ID to sign out certain equipment. A student who loses his or her ID must request a replacement immediately. To replace a lost ID, students should fill out a [Lost ID Card Form](#). The first replacement is free, but additional replacements are \$3.

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## Metrocards

Students who live 1.5 miles or more from our school are entitled to a student metrocard. Student metrocards will be distributed at the beginning of each semester and should be protected carefully; each lost metrocard has to be reported and deactivated before a replacement can be issued. In the event that a student loses a metrocard, he or she should fill out a [Replacement Metrocard Form](#). Replacement metrocards can be picked up on Tuesdays

and Thursdays at 3:30pm in the main office.

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## Breakfast and Lunch

Breakfast is provided to all students from 8:30am to 8:50 AM in the cafeteria. Lunch is provided from 12:52 PM to 2:12 PM depending on the student's grade level. **Lunch forms will be distributed in the beginning of the school year to students to bring home, and because school funding is contingent upon this information, it is extremely important that they be returned as soon as possible and filled out carefully.**

Students are expected to clean up after themselves during breakfast and lunch periods.

Seniors are allowed to exit the building on Mondays, Tuesdays, Thursdays and Fridays after advisory at 1:30 PM and on Wednesdays at 2:12 PM. Re-entry is allowed if students have a 4th period class and/or authorized after-school activity. Passes will be given to students and must be shown at the front desk. Seniors are not allowed to bring in food for students in grades 9-11.

Students may not order food to be delivered to the school using delivery services including, but not limited to UberEats, Postmates, Grubhub, Seamless, and Doordash. Any unauthorized food delivered to the school will be confiscated. No refund will be given, and the food will be thrown out.

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## Physical Education

Participation is the priority! Bring cold-weather clothing because we will be outside in the fall and spring months when it can get chilly.

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## Sports Equipment

Sports equipment such as basketballs, footballs, soccer balls etc. must be stored properly when not in use, either in student lockers, bookbags, or in the main office, to ensure the safety of all students and maintain a focused learning atmosphere.

In the event that sports equipment is seen in school spaces it will be confiscated and returned to you at the end of the day. This policy is in place to prevent accidents or injuries, minimize distractions in the hallways, and maintain a professional atmosphere conducive to learning.

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## PSAL Student Eligibility and Conduct for Participation

To participate in the Public Schools Athletic League (PSAL), students must meet specific academic and attendance requirements. Students must have at least 90% attendance, and be passing all classes during the season, and would have needed to pass all classes the prior semester to play. If students are not present during the day, they can't play during practice or a game. In order to play sports you need a recent physical from a doctor and parental permission.

## Academic Eligibility:

- 5+1 Rule: Pass five credit-bearing courses + Physical Education on the most recent report card.
- 10-Credit Rule: Accumulate a minimum of 10 credits (excluding Physical Education) in the two terms prior to the eligibility evaluation period.
- GPA Requirement: Achieve a minimum GPA of 65 on the most recent report card or transcript.

### **Attendance Requirements:**

- Minimum Attendance: Maintain a minimum of 90% school attendance in each marking period.
- Daily Attendance: Attend all scheduled classes to participate in any tryout, practice, scrimmage, or contest on that day.

Ineligible students may regain eligibility by meeting the 5+1 requirement, fulfilling the 10-credit rule, and achieving the GPA requirement. Inactive student-athletes may practice but not participate in interscholastic contests. All student-athletes must be listed on the roster.

Suspended Students: Suspended student-athletes cannot participate in any tryout, practice, scrimmage, or contest during their suspension period.

Ineligible Student-Athlete Penalties: Teams fielding an ineligible student-athlete will forfeit the contest.

Students may find more information on PSAL Student Athlete Eligibility Rules & Regulations [here](#).

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## **Work Based Learning**

In order to ensure that students are prepared for the workplace, TvF is committed to providing our students with the opportunity to work alongside industry professionals in authentic production work experiences as well as other opportunities tied to our partners. To date, our school has provided internships at film/video organizations such as WNET, Panavision, KAS Stage Lighting, Gotham Sound, Silvercup Studios, Cinemaworld Studios, Eclectic Props, Eastern Effects & GUM Studios. We also partner with Bloomberg Summer Arts, CTE Industry Scholars Program and are a Career Ready SYEP school which increases our students chances of being selected to participate in SYEP. Students will be contacted by **WBL@actvf.org** with opportunities and are supported through the application process. In order to get working papers, please complete the form [here](#).

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## **Next Step Pictures**

Next Step Pictures Inc, incorporated by TvF in 2009, provides video production services on a fee-for-service basis to a range of local clients including non-profits, schools, and community businesses. In order to crew these productions, TvF students and alumni are hired and work under the guidance of production teachers and industry partners. Students have produced

work for a wide variety of clients, including The Municipal Arts Society of New York (MAS), New Visions for Public Schools, Socrates Sculpture Park, Our World Neighborhood Charter School, New York City Department of Education, NYC Mayor's Office for the Young Men's Initiative. Eligible students will be contacted by [WBL@actvf.org](mailto:WBL@actvf.org) when work is available to apply for on a rolling basis.

## 9-14 BMCC Program

The 9-14 Program also known as the PTech Program provides students the opportunity to earn college credits in high school and work toward an Associates degree in Video Arts & Technology at CUNY BMCC. If Seniors decide to continue with The 9-14 Program after graduation, they will be supported by the ASAP Program at BMCC, BMCC Early College Liaison and TvF Program Coordinator.

Regardless of family income or citizenship status, this program/college courses are completely FREE for all TvF students! If you have any questions don't hesitate to reach out to [LEspinobarro@actvf.org](mailto:LEspinobarro@actvf.org).

## After School Activities & Clubs

TvF highly encourages high school students to actively engage in after-school activities, including clubs, student groups, and sports. Students are encouraged to join or start a club. If you would like to start a club, contact Atiya [amorgan@actvf.org](mailto:amorgan@actvf.org)) and make sure you have identified a teacher that is willing to supervise. Clubs can meet during lunch, before school, or after school. To ensure a safe and positive experience for everyone, please consider the following:

- Be respectful and conduct yourselves in a manner that promotes a secure environment for all students.
- There is no re-entry into the building following the 3:30 pm dismissal.

By adhering to these guidelines, you can enjoy an enriching and engaging experience in TvF's after-school activities.

## Trips

New York City is full of resources to support both the academic and career development of students at TvF, and we are committed to exposing our students to these opportunities. However, **trips are a privilege**. In order to ensure that we will be able to take advantage of these resources by regularly visiting a variety of locations, it is important that the following simple guidelines be followed.

- Unless otherwise noted on permission slips, students must return to school after a trip before being dismissed.
- Students are expected to behave in a manner that reflects positively on themselves on transportation, in public spaces and at trip destinations. This includes refraining from pushing, shoving, shouting, yelling or using offensive language.
- Students are expected to be extremely respectful to those who host our trips and to demonstrate interest in all activities. These are often individuals who the school depends

on in a variety of ways and treating them poorly can cause great damage to partnerships which have taken a long time to build.

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## Leaving Premises During School Day

Only seniors with passes may leave the building and re-enter during the school day during their lunch period. They must carry a pass with them whenever they leave and re-enter. **If a senior returns late from lunch more than three times their privilege is revoked.**

All other students are prohibited from leaving school premises during the school day unless they have been signed out by their parent or guardian. Parents or guardians can arrange for a student to be dismissed early by providing a written and signed request at least one day in advance. This letter should include a time and phone number where school personnel can reach the parent or guardian to confirm the request. Students will only be released to parents, legal guardians, or individuals listed on emergency contact forms with the consent of a parent or legal guardian. **We strongly urge students and their families to schedule appointments after school hours whenever possible to avoid disruptions to students' coursework.** All students are expected to comply with these guidelines to maintain a safe and secure learning environment. Students who leave the building without authorization will face disciplinary consequences in accordance with the school's policies and procedures.

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## Illness and Emergencies

Students who feel ill during the school day will be escorted to the school nurse. Should this illness be deemed serious, a parent or guardian will be asked to pick up the student. In the event of an emergency, school staff will call for an ambulance to take the injured or sick student to the hospital. When possible, this will be coordinated with the parent or guardian on the emergency contact form, but in the event that a parent cannot be reached the student will be brought to a hospital for emergency treatment and accompanied by a faculty member. Parents or guardians should alert the school to any health issues which might require action or create an emergency situation during the school day. We take seriously our responsibility to protect the safety and well being of our students and for this reason encourage open and regular communication.

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