

Bard High School Early College Brooklyn

Dear Students and Families,

Welcome to a new school year at BHSEC Brooklyn! Here is some basic information about school expectations and procedures that you will need this school year. If you have any questions, please see me in my office. Looking forward to seeing you on September 4th.

Sincerely,



David Allen
Founding Principal

Writing and Thinking Week

At the start of every school year, BHSEC holds our Writing and Thinking Week before the first day of Fall classes. This year, W&T will begin on Thursday, Sept 4th and end on Tuesday, Sept 9th. The first official day of classes begins on Wednesday, September 10th. For W&T Week, you will only need a notebook and a pencil/pen as you get to know your professors and peers.

Visit [our website](#) for more information about Writing and Thinking.

OMNY cards, IDs, Fall schedules, and lockers will all be distributed during W&T Week.

School Supplies

Students are currently only required to bring in pencils, pens, and notebooks. Any additional materials will be communicated by professors.

Arrival

Our school day begins at 9:00 AM. You should not arrive before 8:00 AM. **You will enter the building through the side doors on Wyona St.** You are welcome to eat breakfast or to chat quietly in the student cafeteria from 8:30 AM - 8:55 AM. You can leave the cafeteria through Staircase C and go up to the 3rd floor and wait outside your classroom for your professor to open the door. Classes will begin at 9:00 AM and dismiss at 3:24 PM.

Lateness and Attendance

To enjoy and get the most from your learning experience you need to be present in class and on time. Your teachers will record the official attendance and lateness at the start of class. You will also be given a student ID card to enter the building. If you are late to school, you **must** sign in with the Main Office in Rm 310 **before** you make your way to class. If

Bard High School Early College Brooklyn

you are absent, please bring in an absence note from your parent/guardian to the Main Office on the first day of your return.

Early Dismissal

If you need to leave early from school, a parent or guardian who is listed on the Blue Emergency Card must sign you out. Your parent/guardian should come to the Main Office (Room 310) and we will get you from class. For a more detailed early dismissal protocol, please see the student planner.

Cell Phone/Electronic Equipment

According to Chancellor's Regulation A-413, schools are no longer allowed to permit students to use their personal internet-enabled devices on school property during school hours. Further details about this will be forthcoming.

IDs

Your IDs will be ready within the first week of classes. Please keep your ID in a safe place as you will need it to enter the building every school day. Should you lose or damage your ID, you can request a new one from AP Shawn Steele. The first ID replacement is free, but there is a fee for subsequent replacements. Please note that there is a wait time of up to one week for replacement IDs.

Hallway and Cafeteria Etiquette

BHSEC Brooklyn is located on the 3rd floor only, and shares an auditorium, library, gymnasium, and cafeteria on the 1st floor with two other middle schools in the building. Please remember, as expressed in the Bard motto, that the primary function of our building is to provide *a place to think*. Please respect the building and the people who work in it. We want to keep our building clean and beautiful, and we also do not want to place an unnecessary burden on the cafeteria and custodial staff.

OMNY Cards & Lockers

If you lose or damage your OMNY card, you can request a new one from Ms. Yolanda in the main office during your lunch periods only.

Locker and lock assignments will be given during Writing and Thinking workshops. You must use the lock and locker assigned to you; do not use your own lock as we need to keep an accurate record of locker assignments.

Learning Center

The Learning Center is available for academic purposes, before and after school, as well as during lunch and free periods. In this room, you will find the Learning Center Director, Nola Smith. Nola is here to assist you with writing and other academic help. Our Learning Center is room 311/313 and there will be desktops and printers for student use.