

NYUSPS HIGH SCHOOL ACADEMY HANDBOOK

The NYU School of Professional Studies (SPS) High School Academy is an academically rigorous program in which each student's active and supportive participation is highly valued. The program is intensive, involving a variety of classroom activities, homework assignments, and optional chaperoned program activities that will be intellectually demanding and time-consuming. Students in the program will have the opportunity to contribute to and benefit from participation in a unique community of peers and must be respectful of others and thoughtful about the impact of their actions upon their community. It is very important to understand that the dedication and focus upon one's academic work is what makes the NYUSPS High School Academy successful.

The rules and policies that follow have been established to optimize the academic, personal, and social experience of all NYUSPS High School Academy students. Any questions about the rules, policies, and information included in the *Handbook* may be addressed to the NYUSPS High School Academy at 212-998-7006 or at sps.hsacademy@nyu.edu.

Contents

Program Policies

University Policies and Services

Academic Standards

Student Conduct Standards

Residential Rules and Policies

Investigation and Adjudication of Alleged Violations

PROGRAM POLICIES

Program Forms

In order to participate in the NYUSPS High School Academy, all students must submit the following forms to the Office of University Programs, as directed below, no later than **Friday, June 23, 2017**.

The forms listed below may be submitted via the student's High School Academy application. They can be completed and signed electronically or downloaded and completed by hand. To submit the forms:

1. Save the electronic form or scan the hardcopy form to your desktop
2. Log in to your High School Academy application
3. Click the "View" option for your High School Academy application
4. Click "Upload Attachments"
5. Upload each form under its assigned section for Admitted Student Forms
6. Click "Save" when you are finished uploading and before you sign out of the application system

If you have difficulty submitting the forms online, please contact the Office of University Programs at university.programs@nyu.edu or 212-998-2292.

[High School Academy Contract](#)
[Emergency Contact Form](#)
[Liability Waiver Form](#)
[Image Release Form](#)
[Treatment of a Minor Form](#)
[Housing License Parental Consent Form](#) (*residential students only*)

All students are required to submit the Treatment of a Minor Form. If you have questions about the form, contact the Student Health Center Immunization Records Services Office at 212-443-1199 or health.requirements@nyu.edu.

UNIVERSITY POLICIES AND SERVICES

Confidentiality and Parental/Guardian Notification

The [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#) is a federal law which establishes standards concerning the privacy of student education records and the rights of students to inspect and review their education records. As enrolled students in a post-secondary institution, NYUSPS High School Academy students are entitled to the protection afforded them under FERPA, and the right of access to education records belongs to the student no matter the legal age or status as a minor. Students may elect to sign a [Consent to Disclosure of Student Information form](#) to permit the release of information to their parents or guardians about the student while in the NYU School of Professional Studies High School Academy. Please be advised, however, that FERPA allows High School Academy to notify the parents or guardians of a student when there is a significant threat to a student's health and safety or if a student has violated a University or NYU SPS High School Academy rule or policy or public law concerning alcohol or another controlled substance. The decision to notify parents or guardians in such situations will be made according to the professional judgment of appropriate staff and does not require prior consent of the student. Students may or may not be consulted in the notification process.

Student Health Center

The NYU Student Health Center (SHC) provides students with urgent medical, psychological, and support services, as well as crisis response measures. The SHC staff is available to meet the urgent health needs, such as illness or injury, of all High School Academy students.

The Student Health Center is available to all High School Academy students for urgent care, but its services may not be covered by a student's private insurance policy. International students participating in the program under a student visa will be enrolled in NYU's school insurance plan, which includes the Student Health Center within its network of providers. American Academy students must have their own health insurance that meets the minimum threshold of coverage in New York City. American students are encouraged to check with their own health insurance provider in advance of the High School Academy to determine whether the SHC is within their approved network.

Henry and Lucy Moses Center for Students with Disabilities

The Moses Center for Students with Disabilities (CSD) assists students in obtaining appropriate and reasonable accommodations and services. Accommodations are determined on a case by case basis; however, examples include extended time on projects, supplemental class notes, and housing accommodations.

Students are strongly encouraged to contact the CSD at least one month prior to the start of the program to allow necessary time to review disability requests and to implement accommodations.

Health and Wellness Support

The High School Academy is an intensive educational experience in which students will face academic and personal challenges that allow them numerous opportunities for self-discovery and growth. The experience may present potential stressors as well. Therefore, students and families are responsible for arranging for the support of medical or mental health professionals, as needed, prior to the start of the program.

ACADEMIC STANDARDS

Academic Honesty

Academic honesty is required of all students. Upon submitting academic work in writing, online, or in person, a student is declaring that work to be a product of his/her own thoughts and study, stated in his/her own words, and produced without assistance with the exception of proper citation of and reference to other sources. Engaging in academic misconduct may result in possible dismissal from the NYU School of Professional Studies High School Academy without refund.

The review of alleged academic violations and the imposition of any resulting disciplinary decisions are at the discretion and responsibility of the professor, academic department, and/or school of the course in which the misconduct takes place but may involve consultation with NYUSPS High School Academy and/or University staff.

Academic Community Support

Students are expected to respect the work of their fellow students, to refrain from soliciting or using the work of others (see Academic Honesty), and to afford their peers the time, environment, and space needed to successfully study. Students should not disrupt or interfere with the work of another student nor behave in a way that may negatively affect another's ability to complete work. Taking study breaks and forming study groups are welcome; playing music loudly around someone trying to study or keeping your roommate or neighbors awake late at night when they have a paper due or a morning class, however, are examples of disrespectful academic behavior towards others.

STUDENT CONDUCT STANDARDS

Students and parents/guardians should discuss with each other the rules and policies set forth here as well as those included in the [NYUSPS High School Academy Contract](#). Failure to comply with the rules and policies of the University and/or of the NYUSPS High School Academy may lead to disciplinary action up to and including dismissal from the NYUSPS High School Academy with no refund of tuition or fees and a failing grade on the student's transcript.

As NYU students, NYUSPS High School Academy students are expected to follow the rules and policies for student conduct set forth by the University [online](#).

Students also are expected to adhere to all NYUSPS High School Academy and University rules and policies while on campus or participating in university-sponsored events held off-campus. Volatile behavior occurring off-campus during the course of a program activity will be addressed as a student conduct matter. NYU School of Professional Studies High School Academy staff reserves the right to judge the severity of any act of misconduct and to determine the appropriate disciplinary actions/consequences.

Fundamental Student Conduct Policies

Please be advised that due to the particular nature of the NYUSPS High School Academy, certain student conduct policies are considered to be fundamental to the success of the program and the consequence for violations may be dismissal from the NYUSPS High School Academy without refund. Those policies are as follows:

Substance Abuse

- The possession or use of cigarettes, electronic cigarettes, and other tobacco products by NYU School of Professional Studies High School Academy students is strictly prohibited, regardless of the age of the student.
- The possession or use of alcohol by NYU School of Professional Studies High School Academy students is strictly prohibited.
- The possession or illegal use of a controlled substance or the possession of related paraphernalia by NYU School of Professional Studies High School Academy students is strictly prohibited. Smoking, consuming alcohol, illegal drug use, and the use of other abusive substances (e.g., unprescribed medications) are strictly prohibited at any time during the NYU School of Professional Studies High School Academy and at any location on or off campus.

Discriminatory Harassment

New York University and the NYUSPS High School Academy are committed to maintaining a learning and working environment that is free of bias, prejudice, and harassment – an environment that supports, nurtures, and rewards educational advancement on the basis of ability and performance. Harassment based upon race, gender, gender identity or expression, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, citizenship status, or any other legally protected basis is prohibited and undermines the character and purpose of the NYUSPS High School Academy. Any form of such harassment will not be tolerated.

Sexual Harassment

New York University and the NYUSPS High School Academy are committed to maintaining a safe learning environment that is free of acts of violence, harassment, and other forms of sexual misconduct that undermine the character and purpose of the University and to creating a campus and program climate that supports, nurtures, and rewards educational advancement on the basis of ability and performance. All students are subject to this policy and also are encouraged to report any incidents of sexual assault or harassment of which they become

aware that compromise the well-being of an individual or the NYUSPS High School Academy community.

General Ethics and Community Responsibility

NYU is committed to offering each student a meaningful experience. The NYUSPS High School Academy expects all students to understand the difference between acceptable and unacceptable behavior and to be responsible for their actions. Students may not engage in disrespectful, exclusionary, discriminatory, or abusive behavior that disrupts and/or compromises the learning experience of others. Prohibited behavior includes, but is not limited to: (a) community/social misconduct such as abusive use of social networking sites, verbal abuse, threats to injure or harm another or oneself, discrimination, or harassment; (b) academic misconduct such as lateness, disrupting another's work, cheating, or plagiarizing; and (c) program misconduct such as breaking curfew or any other rules or policies of the NYUSPS High School Academy or the University.

RESIDENTIAL RULES AND POLICIES

For students choosing to live on campus, the residential component complements the academic program. A disciplinary action removing a student from a residence hall will result in dismissal from the NYUSPS High School Academy without refund.

Statement of Principles

The NYUSPS High School Academy views the unique experience of living in a residence hall as contributing significantly to a student's personal and academic development. It is important to maintain an appropriate residence hall environment. To facilitate this process, every residential student is expected to uphold certain responsibilities. These responsibilities include:

- Recognizing that one's membership in a residential community affords the student not only certain rights but also creates a related set of responsibilities.
- Cooperation in maintaining the physical condition of the residential hall by not engaging in actions that vandalize, destruct, or deface the facility, or creating conditions that compromise the safety or well-being of other residents.
- Informing NYU School of Professional Studies High School Academy and University staff about behavior that is disruptive or disrespectful to the community as well as situations that infringe on the safety of the community.
- Avoiding any behavior that indicates or could be perceived as retaliation for the reporting of potential violations.

Curfew

Students must be checked in at their residence hall by 11:00 p.m. Sunday through Thursday, and 12:00 a.m. on Friday and Saturday. By 1:00 a.m., students must be in their designated rooms. Program Assistants (P.A.s) will monitor the residence hall at these times. No exceptions or requests to extend curfew will be accepted unless the student is on a university-sponsored event. Curfew ends at 7:00 a.m. each morning, at which time students are welcome to leave the hall.

Leaving Campus

One of the greatest benefits of the NYUSPS High School Academy is the opportunity to experience life in New York City. The city has much to offer students, and students in the NYUSPS High School Academy will have opportunities to see different neighborhoods and sites under supervision of staff on program-sponsored excursions. New York University, however, does not have an enclosed campus. Students are advised to stay within close proximity of the main Washington Square campus, which is patrolled and serviced by the NYU Public Safety officers. Students who choose to leave the campus area at any time understand that the farther they are from the main campus area, the more difficult it is for University and NYUSPS High School Academy staff to assist them should they need assistance. Students and their parents/guardians should discuss and decide upon appropriate boundaries and guidelines for travel off campus while attending the NYUSPS High School Academy.

Evenings and Weekends Away

Students will not be allowed to be away overnight or on weekends (for students participating in multiple sessions) except for extenuating circumstances or emergencies. In such cases, students must provide an [*overnight leave form*](#) completed by a parent or guardian authorizing any overnight leaves from campus. This form must be scanned and emailed to sps.hsacademy@nyu.edu 48 hours prior to the leave and no later than 12:00 p.m. on Fridays.

Sound Policy

Residential students are expected to keep sound to reasonable levels and to comply with requests to reduce sound levels. Use of amplifiers or similar equipment is prohibited. Musical instruments may be played only in designated practice areas. Residents are also responsible for complying with New York City ordinances that include additional restrictions on noise after 11:00 p.m. on weeknights and 1:00 a.m. on weekends.

Fire Safety

Students will receive specific information about fire safety and evacuation procedures at the start of the NYU School of Professional Studies High School Academy. Students should familiarize themselves with all fire safety procedures. Residential students who fail to comply fully with fire safety procedures, such as those who fail to abide by building emergency evacuation procedures or who otherwise violate rules and regulations related to fire safety, will be subject to disciplinary action.

Students are also expected to maintain adequate standards of cleanliness to avoid fire hazards, and must not obstruct sidewalks, entrances, passages, air conditioning vents, fire escapes, elevators, lobbies, stairways, corridors or halls with personal property. The following items are prohibited in the residence halls and will be confiscated:

- Flammable decorations
- Natural or artificial evergreens
- Electric heaters, air conditioners, hot plate burners
- Halogen lighting equipment
- Candles, incense, outdoor grills, or any other type of open flame or open coil device
- Explosives, fireworks, firearms, or ammunition

Any other object found to block easy egress from a resident's room as deemed by University and/or High School Academy staff.

No outside furniture is allowed in the residence hall. All rooms are furnished appropriately for students with a desk, dresser, and bed.

Prescribed Medications

Students currently taking prescribed medications (i.e. antibiotics, anti-depressants, asthma medication) should bring enough medication to last throughout the NYUSPS High School Academy. Students are expected to be able to take medications on their own without the help of other students, P.A.s, or other NYUSPS High School Academy or University staff.

Residence Hall Violations

The following behavior is prohibited in the residence hall.

- Throwing and/or causing objects or any substance to be directed from, into, or onto residence hall windows, doors, terraces, ledges, roofs or other areas. This is considered a serious offence and will likely result in dismissal from the program without refund.
- Tampering with or vandalizing devices and furnishings, such as window screens, cranks, stops, locks, door closing devices or furnishings in a residence hall.
- Installing an unauthorized lock on a bedroom, bathroom, closet, or suite door.
- Inadequately securing one's room and/or failure to lock room doors.
- Unauthorized access or use of restricted areas in or about a residence hall, including but not limited to roofs, ledges, terraces, basements, storage areas, mail rooms, or emergency exits.
- Moving into another room or switching rooms with another student.
- Keeping or caring for pets in the residence hall.
- Conducting business for profit or soliciting or recruiting for memberships, subscriptions, polls, or use of commercial services.
- Exhibiting or affixing any unauthorized sign, advertisement, notice or other lettering, flags or banners, that are inscribed, painted or affixed to any part of the outside of a building or the inside of the building which may be viewed outside of one's room.
- Attaching or hanging any projections (radio or television antennas, dishes, awnings, etc.) to the outside walls or windows of a residence hall.
- Filming in or into any area of a residence hall without authorization.
- Gambling in the residence hall.

A full list of violations is included in the [Residential Life Student Conduct and Policy Process](#) information online. Residential students will also receive the full list of violations on move-in day.

INVESTIGATION AND ADJUDICATION OF ALLEGED VIOLATIONS

New York University assumes that all students are capable of accepting responsibility for their actions. Therefore, students will be held accountable for any violation of NYUSPS High School Academy and University rules and policies. It is important to note that students found present while a violation is occurring may be considered participants and may be subject to disciplinary action along with the principle violator(s). The NYUSPS High School Academy conduct process is as follows:

Report or formal complaint: Students and NYUSPS High School Academy or University staff document things that they observe, hear, smell, or are otherwise made aware of through an incident reporting process. Any person may file a report or discuss a complaint with staff.

Investigation: NYUSPS High School Academy and/or University staff will review all such reports and may interview students connected with the case. Students are expected to cooperate with the interview process. Based upon the information available to the staff, should the staff determine that no violation occurred the case will be closed. In the event it is determined that a violation did occur, the case will be referred to a senior NYUSPS High School Academy and/or University administrator for final review and a determination as to disciplinary actions that are deemed to be necessary and appropriate.

Final Review: The student will receive official notification of the final decision via NYU email. Violations of academic and/or program policies may lead to disciplinary action up to and including dismissal from the program with no refund and a failing grade (F) recorded on the student's transcript. Disciplinary decisions are final and cannot be appealed.

NOTE: There is a zero tolerance policy with respect to the possession or use of cigarettes, alcohol, or illegal drugs and substances (including paraphernalia). Any student determined to have violated these policies will immediately be dismissed from the NYU School of Professional Studies High School Academy without refund. All other policy violations will be addressed in accordance with the NYU School of Professional Studies High School Academy adjudication processes, and may result in a variety of sanctions ranging from a warning to dismissal from the NYU School of Professional Studies High School Academy without refund depending upon the circumstances of the violation.