



NYU

**SCHOOL OF
PROFESSIONAL STUDIES**

**NYU School of Professional Studies
High School Academy**
Office of University Programs
105 E. 17th Street, Room 249A
New York, NY 10003
P: 212 998 7006
sps.hsacademy@nyu.edu

NYUSPS High School Academy Contract

Please read the following terms carefully. Your signature at the end of this Contract indicates your understanding of and willingness to abide by the rules and policies governing at NYUSPS High School Academy set forth in this Contract and online in the *NYUSPS High School Academy Handbook*. Failure to comply with the rules and policies of NYUSPS High School Academy may lead to disciplinary action up to and including dismissal from the program without refund of tuition or fees.

NYUSPS 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 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 NYUSPS High School Academy successful.

NYUSPS High School Academy Rules and Policies

The following is a summary of some of the significant rules and policies of NYUSPS High School Academy. In addition to the rules and policies set forth below, students and parents should also review the *NYUSPS High School Academy Handbook*, which contains more detailed information and links to administrative policies and procedures, academic standards, student conduct standards, and residential policies.

Program Regulations:

- Students must attend a mandatory orientation.
- Students must attend classes as stipulated in their course syllabi.
- Students are expected to be on time. This applies not only to class time, but also to field trips, group excursions, projects, homework, use of equipment and space, etc.
- NYUSPS High School Academy students will participate in a rigorous program of study that is graded. Students are expected to arrive prepared for class and should review the syllabus prior to the start of the program for additional requirements. Each student will receive a letter grade that will be recorded on an NYU transcript. Factors that impact a final grade include attendance, active participation, completion of homework assignments, and completion of final projects. Please refer to the course syllabus to review the grading criteria. If you have questions or concerns about a grade, please contact the program at sps.hsacademy@nyu.edu or call [212-998-7006](tel:212-998-7006).
- Upon enrollment in NYUSPS High School Academy, students will be charged a program activity fee to cover the costs of evening and weekend events that have been planned to enhance the students' overall experience. The program fee covers the cost of each event but not related additional costs such as transportation or souvenirs. Students will have the opportunity to RSVP for events in advance, and waitlists and rush space will be available to give each student an opportunity to participate. Events will be run by residence hall staff, and all students—residential and commuter—are encouraged to participate. Participation in events is not mandatory but highly recommended.

Residential Students:

For students choosing to live on campus, the residential component compliments the academic program. Additional residential policies are set forth in the NYUSPS High School Academy Handbook. A disciplinary action removing a student from a residence hall will result in dismissal from NYUSPS High School Academy without refund and a failing grade on the student's transcript.

- 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 each morning at 7:00 a.m.
- Students are not allowed to have guests in their residence halls, including family members and NYUSPS High School Academy commuter students. Visitors will not be permitted passed residence hall security and must meet residential students in the building lobby.
- Students will not be allowed to sleep over in other student rooms.
- One of the greatest benefits of NYUSPS High School Academy is the opportunity to experience life in New York City. The city has much to offer students, and students in 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 University's Public Safety officers. Students who choose to leave the main campus area at any time should 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 NYUSPS High School Academy.

Health and Wellness Support:

NYUSPS 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.

NYUSPS High School Academy Statement on Ethics and Community Responsibility:

NYU is committed to offering each student a meaningful experience. 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 applicable to NYUSPS High School Academy.

NYUSPS High School Academy staff reserves the right to judge the severity of any misconduct and to determine appropriate disciplinary actions /consequences.

Policy on Substance Abuse:

- The possession or use of cigarettes and other tobacco products, e-cigarettes, or vaporizers by NYUSPS High School Academy students is strictly prohibited, regardless of the age of the student.
- The possession or use of alcohol by NYUSPS High School Academy students is strictly prohibited.
- The possession or illegal use of a controlled substance or the possession of related paraphernalia by NYUSPS 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 NYUSPS High School Academy and at any location on or off campus. Violations of this policy are grounds for dismissal from NYUSPS High School Academy without refund and a failing grade on a student's transcript.

Discriminatory Harassment:

New York University and 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 NYUSPS High School Academy. Any form of such harassment will not be tolerated.

NYU Policy on Sexual Harassment:

New York University and 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.

Disciplinary Processes:

NYUSPS High School Academy has a zero tolerance policy with respect to the possession or use of cigarettes, vaporizers, alcohol, and illegal drugs and substances (including paraphernalia). Any student determined to have violated these policies will be immediately dismissed from NYUSPS HS Academy without refund and a final failing grade. All other policy violations will be addressed in accordance with NYUSPS High School Academy adjudication processes set forth in the *NYUSPS High School Academy Handbook*, and may result in a variety of sanctions depending upon the circumstances of the violation ranging from a warning to dismissal from NYUSPS High School Academy without refund and a failing grade on a student's transcript. It is important to note that students found present while a violation is occurring may be subject to disciplinary action along with the principle violator(s).

Confidentiality and Parent/Guardian Notification:

The federal Family Educational Rights and Privacy Act of 1974 (FERPA) 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 educational 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, available online in the *NYUSPS High School Academy Handbook*, to permit the release of information to their parents or guardians about the student while in NYUSPS High School Academy. Please be advised, however, that FERPA allows NYUSPS 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 NYUSPS 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.



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My signature below indicates that I have read, understood, and agree to the terms of the NYUSPS High School Academy Contract (the “Contract”) and rules and policies governing the program set forth in the Contract and online in the *NYUSPS High School Academy Handbook*. I understand that violation of these rules and policies may lead to disciplinary action to be determined by senior program staff, including, without limitation, dismissal from NYUSPS High School Academy refund of tuition or fees.

Date: _____

Student Printed Name

Student Signature
(to electronically sign in Adobe, select Sign in above toolbar)

Parent or Guardian Printed Name

Parent or Guardian Signature
(to electronically sign in Adobe, select Sign in above toolbar)