



East Williamsburg Scholars Academy

850 Grand Street, Brooklyn NY 11211

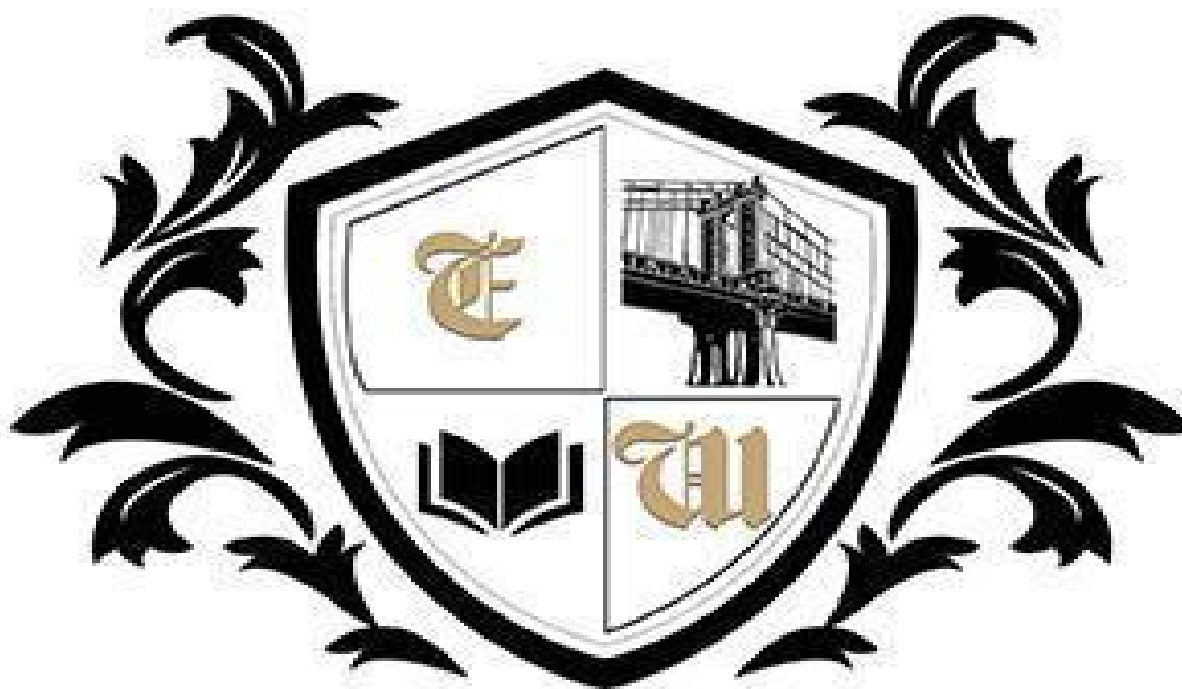
Tel: 718-387-2800, Fax: 718-387-3281

Rosemary Vega, Principal



STUDENT HANDBOOK

SY 2025-2026



Rosemary Vega
Principal

Dear EWSA Scholars,

This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it. Please read it carefully to become familiar with some of the important procedures, activities, rules and expectations necessary for the effective operation of our school. Sound decisions are based upon a clear understanding of the outlined expectations.

Best Wishes,
Rosemary Vega, Principal
Dr. Lilibeth Bernal, Assistant Principal
Mitch Schrager, Assistant Principal

~~~~~

### **EWSA VISION STATEMENT**

EWSA is committed to providing a safe and supportive environment in which our diverse student body can achieve academic success, be prepared for college and career, and make a positive difference in our communities.

### **EWSA MISSION STATEMENT**

East Williamsburg Scholars Academy's mission is to create a culturally-responsive learning environment whereby all learners develop 21st century leadership and critical thinking skills to solve problems with empathy, and become productive global citizens.

### **EWSA INSTRUCTIONAL FOCUS**

Teachers will support the development of syntax as well as general and domain-specific academic vocabulary across all content areas.

# 2025-2026 SCHOOL YEAR

## TABLE OF CONTENTS

[School Calendar](#)

[Important Contact Information](#)

[Bell Schedule](#)

[Grading](#)

[Technology](#)

[College Office](#)

### [Student Policies & Procedures](#)

- Attendance
- Lateness
- Cutting
- Cell phone policy
- Scanning
- School IDs
- Metro/OMNI subway fare cards
- Web site
- Internet Usage Policy
- Bathroom Passes/General Passes
- Transgender Bathrooms
- Cafeteria Expectations
- Elevator
- Working Papers
- Program Changes
- Guidance and Counseling
- Health Services
- Medication in School
- Immunization
- Change of Address
- Visitors / Student pick-up

[Discipline Policy](#)

[Dress Code](#)

[Respect for All](#)

[NYC Public Schools Emergency Procedures and Policies](#)

[Athletics](#)

[Grand Street Campus Music Department](#)

# School Calendar

The Department of Education school calendar is posted here: [2025-2026 School Year Calendar](#)

## Important Contact Information

In addition to your teachers, here are the names and locations of some of the important people in the school. They can help you if you need assistance. You may reach these people by email or by calling the school at **718-387-2800** and asking for them.

### Administration

|                                          |          |                           |
|------------------------------------------|----------|---------------------------|
| Rosemary Vega, Principal                 | Room 362 | RVega4@schools.nyc.gov    |
| Dr. Lilibeth Bernal, Assistant Principal | Room 340 | LBernal3@schools.nyc.gov  |
| Mitch Schrager, Assistant Principal      | Room 351 | MSchrager@schools.nyc.gov |

### Guidance Counselors

|                                       |          |                          |
|---------------------------------------|----------|--------------------------|
| Wyoming Nunez, Guidance, grades 9-10  | Room 336 | wnunez2@schools.nyc.gov  |
| Ileen Ramirez, Guidance, grades 11-12 | Room 336 | IRamirez@schools.nyc.gov |

### Social Workers

|                     |          |                               |
|---------------------|----------|-------------------------------|
| Raquel Caballero    | Room 317 | Rcaballero@bcp300.com         |
| Carley Jean-charles | Room 336 | cjeancharles2@schools.nyc.gov |
| Imani Springer      | Room 337 | ISpringer@bcp300.com          |

### Coaches (Deans)

|                  |          |                           |
|------------------|----------|---------------------------|
| Stephen Gecewicz | Room 337 | SGecewi@schools.nyc.gov   |
| Jonathan Smoller | Room 337 | jsmoller2@schools.nyc.gov |

### Parent Coordinator

|     |          |                       |
|-----|----------|-----------------------|
| TBD | Room 336 | _____@schools.nyc.gov |
|-----|----------|-----------------------|

## Bell Schedule

| Period | Begins   | Ends     |
|--------|----------|----------|
| 1      | 08:15 AM | 09:00 AM |
| 2      | 09:02 AM | 09:47 AM |
| 3      | 09:50 AM | 10:35 AM |
| 4      | 10:38 AM | 11:23 AM |
| 5      | 11:26 AM | 12:11 PM |
| 6      | 12:14 PM | 12:59 PM |
| 7      | 01:02 PM | 01:47 PM |
| 8      | 01:50 PM | 02:35 PM |

## Grading

EWSA divides the school year into two semesters: September through January; and February through June. Each semester counts as one course and, with the exception of Physical Education, each passing a semester earns students one credit towards graduation. Each semester is broken down into two marking periods. Marking period grades are cumulative: the semester grade is the average of both marking periods. Only semester grades appear on student transcripts; first marking period grades do not.

Every teacher will set the grading policy for the class. This grading policy will be shared in their class contract and/or on their Google Classroom page. Please reach out to your child's teacher if you have any questions about the grading policy.

Graduation requirements are set by the New York State Education Department, and appear here:

[Graduation Requirements](#)

# Technology

All students will be issued an email address by the school. The email address will have an **@nycstudents.net** extension. If you have any questions or need your password reset, see Mr. Lara, School Technologist, in room 303.

Your teachers will all have classrooms set up in Google Classroom. To sign into any Google site—Gmail, Classroom, Drive, Docs, etc.--use your @nycstudents.net email address. Your teachers will share the join code for their Classrooms.

If you do not have a working device at home, or cannot access the internet from home, please see Mr. Lara in room 303 for assistance.

Parents should make sure they have an **NYC Schools Account**. They can access this account at <https://www.schoolsaccount.nyc>. On this account, parents can see report cards, transcripts, student schedules and other important information. If you need assistance setting up this account, please contact our parent coordinator, Jenny Surita, at jsurita4@schools.nyc.gov.

# College Office

We have a full time college advisor, Paula Almanzar, in our college office, room 332. Paula works with our students as they begin the college application process, including helping with attaining financial aid.

In addition, EWSA scholars have the opportunity to take college classes while in high school. We have partnerships with the following programs: John Jay College Now, the New York City College of Technology College Now, Long Island University Smart Scholars Program, Borough of Manhattan Community College Now, PACE University Upward Bound, and MONROE College Jumpstart.

We also participate in the STEP program with the New York City College of Technology.

# Cell phone policy

## Updated July 2025 as per state law

For the purposes of this policy, the term electronic device means: Cell phones, smart watches, smart glasses, internet enabled wearables, video gaming devices, e-readers, tablets, laptops, digital communication devices, headphones, earpods, bluetooth speakers, bluetooth devices, and any other internet enabled electronic device.

1. Personal Electronic Devices may not be used by any student anywhere within the school building. This includes during lunch periods and after school activities that take place within the school building.
2. EWSA will provide locking Yondr pouches for the storage of small electronics. Students who need to bring larger electronic devices must provide their own storage pouch for such devices (laptop, tablet, gaming device, etc...) Backpacks are not an acceptable storage device for large electronic devices as per DOE policy.
3. Students in all grades will keep their locked Yondr pouches with them at all times. Students are responsible for taking pouches home with them and bringing them to school each day.
4. Students are required to lock devices in their Yondr pouch upon entry to the school. They will unlock their pouches as they exit the building.
5. Students are never allowed to use cell phones or electronic devices in locker rooms, bathrooms, staircases, the auditorium or outside of classrooms.
6. Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises.
7. Students may not record, film, photograph, stream or broadcast anywhere in the building or on school buses or school trips.
8. Unauthorized use of cell phones or electronic devices for any reason, including bullying, harassment or academic dishonesty (including cheating, plagiarism or unauthorized collaboration) may result in disciplinary action as specified by the school's Academic Honesty Policy and the New York City Department of Education Discipline Code.
9. Cell phones and electronic devices used in violation of these policies will be confiscated.
  - a. *For the first offense students will be given a warning. (first 2 days only).*
  - b. *For a second offense, the device will be confiscated and parents will be contacted; confiscated devices will be returned to students at the end of the day in **room 337**.*
  - c. *Students in violation of the policy a third will have a disciplinary conference and be required to turn their devices in daily*
10. Refusal to comply with the confiscation of any device is considered insubordination and will result in further disciplinary action, including possible suspension.
11. Students are responsible for maintaining the safety and security of their electronic devices while at school.
12. Students who lose their pouch will be responsible for purchasing a new one from the school at a cost of \$20 per pouch.
13. Exceptions to this policy will be made for:
  - a. Documented medical reasons on a student's IEP or 504 plan
  - b. Documented accommodations on a student's IEP or 504 plan
  - c. Documented family needs/emergencies
  - d. Specific instructional reasons with authorization from the school

# **Student Policies & Procedures**

## **Attendance**

You are required to attend school and follow your program every day school is in session. Your attendance in school is very important. Good attendance is reflected in your grades. Students with less than the Department of Education's Promotion Policy Goal of 90% attendance may receive a reduction on the class work portion of their report card grade unless they submit to their teacher acceptable absence notes (e.g., death in family, doctor's notes, etc.).

All notes related to attendance should be brought to the attendance office in room 336 within 5 days after you return to school. In case of a lengthy or anticipated absence, your parent or guardian must notify your guidance counselor, teachers, and the Attendance Office.

Students will be given the opportunity to make up any missed assignments. Assignments will be provided by the teacher and/or posted on Google Classroom.

Please note, family vacations should be planned to coincide within vacation days. Teachers are not obliged to make prior arrangements for assignments, projects, and other instructional activities involving work that has not been assigned. Student absences for vacation not on the calendar will be treated as an unexcused absence.

## **Lateness**

It is your responsibility to arrive at school and each class on time. Lateness interferes with learning and achievement and could result in academic failure and disciplinary actions. If you arrive late to school, you must report directly to class.

## **Cutting**

There is no legitimate reason for cutting. If you are not present in your subject class, and your name does not appear on the daily absence list, you will be marked cutting/absent. Cutting is a serious matter, and your parents or guardian will be notified. Cutting will result in a reduction of the class work portion of your grade as well as in disciplinary actions. After a student has reached 3 cuts more severe consequences will be imposed.

## **Scanning**

East Williamsburg Scholars Academy is a scanning school. As per chancellor's regulations all students and visitors must pass through scanning each time they enter the building.

- Scanning begins at 7:30am. Students who arrive early to school can go to the auditorium for free breakfast.

- Students should arrive no later than 10 minutes prior to their first period class to ensure they are on time.
- Students must have their school issued ID out anytime they enter the school.
- Students must swipe their ID card as they enter the school.
- Students should be ready to go through scanning as they enter the building. This includes:
  - Fully emptying pockets
  - Removing belts
  - Removing hats and hoods
  - Taking off all jewelry
  - Removing backpacks and bags
  - Laptops and tablets should be removed from bags
  - Glass bottles are not permitted in the building
- E-Cigarettes, lighters, cigarettes, and all Category I weapons listed in the NYC Public Schools [Citywide Behavioral Expectations](#) are prohibited. These items will be confiscated and will NOT be returned to students or family members.

### **School IDs**

All students are responsible for having their school issued ID on them at all times while in the building. If students do not have their ID they are subject to disciplinary actions.

If your ID is lost or stolen you need to report it in room 336. There will be a monetary charge for replacing lost IDs.

### **Metro/OMNI subway fare cards**

Subway fare cards are given out on the first day of each semester. Students are responsible to keep their cards safe at all times. If your card is lost or stolen go to room 336. Please note that you may not be able to receive your new subway fare card the same day that you report it lost or stolen.

### **Website**

Be sure to check out our school website to stay up to date about our news, upcoming events and important announcements. The website address is <https://www.ew-sa.org>

## **Internet Usage Policy**

The purpose of access to or use of the Internet through NYC Public Schools connections or equipment is solely educational; therefore, students who utilize these connections must foster that purpose by using Internet resources only for educational purposes and in an appropriate and legal manner. All students using the Internet through NYC Public Schools connections or equipment are specifically prohibited from:

- Sending or receiving personal messages.
- Using the internet for commercial purposes, advertising or similar objectives.
- Vandalizing data, software, or equipment.
- Utilizing copyrighted materials without permission.
- Lobbying for political purposes or soliciting votes
- Accessing pornographic or obscene material.
- Sending or receiving messages that are racist, sexist, inflammatory, hateful or obscene.
- Requesting or providing home phone numbers, addresses, photographs, videos or other personal information without authorization.

Social Media usage should be used in an appropriate and respectful manner.

## **Bathroom Passes/General Passes**

- You may not leave a classroom during class time without an authorized pass and the permission of the teacher.
- Students are not permitted to use the bathroom during the first or last 10 minutes of the period.
- Each classroom will have a Sign In/Sign Out book for use of a pass. Every time you are given a pass the following must be reordered in the classroom log: Your Name, OSIS #, Time Out/Time In.

## **Transgender Bathrooms**

The NYC Public Schools policy states the following: Transgender and gender nonconforming students must be provided access to facilities (restrooms, locker rooms or changing rooms) consistent with their gender identity consistently asserted at school. A transgender student may not be required to use a facility that conflicts with the student's gender identity consistently asserted at school. A student whose gender identity is fluid should work with their school to facilitate restroom and locker room access that affirms their identity

## **Cafeteria Expectations**

All students on campus use the cafeteria, but EWSA students have designated lunch periods and cafeteria assignments; they do not eat lunch with students from the other campus schools. This year, EWSA lunch periods are periods 5, 6 and 8.

It is important to be considerate of others and think about the environment you would like to eat in.

- Students are expected to arrive and leave on time.
- Upon entering the cafeteria students need to swipe their IDs.
- Students are expected to behave appropriately and to clean up after themselves by leaving tables and the surrounding area clean and depositing waste in the containers provided.
- Failure to comply with the cafeteria rules can result in disciplinary consequences in accordance with DOE regulations.
- Students must get a bathroom pass from the cafeteria aide to use the bathroom during their lunch period.

## **Elevator**

Elevator passes may be obtained from your guidance counselor when a note from a doctor is provided. If you do not have a pass you cannot use the elevator.

## **Working Papers**

Applications for working papers can be obtained in room 336.

## **Program Changes**

See your Guidance Counselor for program change requests. Please note program changes will only be made for the purposes of ensuring students' safety and for the completion of required academic credits.

## **Guidance and Counseling**

Guidance and Counseling is available to every student. These services include assistance with educational planning, interpretation of test scores, bereavement counseling, college and career information, help with home, school and or social concerns, or any questions you would like to discuss. Students can speak with a Counselor during their lunch periods or during a scheduled time.

## **Health Services**

There is a certified school nurse available during the school day to address the health care needs of the students. The nurses' office is room 138. If a student is ill or injured during the school day, the school nurse will evaluate the student and determine whether he/she is able to return to class, needs to go home, or requires a medical referral. Medical treatment will be administered to your child according to standing orders from the school physician, and parent/guardian will be notified of any illness or injury. Unless in an emergency situation, students are to obtain a pass from their classroom teacher before reporting to the Health Office.

## **Medication in School**

**Prescription and Non-Prescription:** Students who require medication during the school day must provide the school nurse with a note from a licensed healthcare provider and deliver the medication to the school nurse in a pharmacy-labeled container. The school nurse or a trained staff member administers all medication. Written permission from the school nurse, parent, and health care provider is required before a student may carry emergency medication, such as an inhaler or EpiPen.

## **Immunization**

All students must have complete and up to date immunization records indicating immunization against measles, mumps, polio, rubella, diphtheria, pertussis and tetanus. Students who do not have current immunization will be excluded from school. In addition, for all students' health and safety, they must have annual medicals to participate in physical activities. Immunization records and medicals are stored in the nurse's Office.

## **Change of Address**

When moving from one address to another, please contact Attendance Teacher Ms. Quinones at [ZQuinones@schools.nyc.gov](mailto:ZQuinones@schools.nyc.gov). Proof of residency will be required.

## **Visitors / Student pick-up**

All visitors must report to the main office for information and obtain a visitor's pass to be present in the building. Except in cases of emergency, parents/guardians are requested to make an appointment in advance. Parents will be asked to show identification prior to picking up their child. If someone other than a parent/guardian is picking up a child, written documentation and identification will be required.

# Discipline Policy

East Williamsburg Scholars Academy follows a restorative justice approach to discipline. When disciplinary issues arise, we aim to listen to all parties involved and come up with solutions that most effectively address the cause of the problem.

Our school coaches (deans) work closely with our guidance counselors and social workers to ensure that all students feel safe during any disciplinary process. The coaches' office is room 337.

As a New York City Public School, we are obligated to follow the discipline procedures outlined in the [Citywide Behavioral Expectations](#)

## Dress Code

As per The New York City Public Schools:

In order to provide an environment conducive to promoting educational excellence with minimum distractions and disruptions of the learning environment, we expect you and your child's cooperation in complying with the following dress code. All students, both male and female, are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. A student's dress, grooming, and appearance, including hair style/color, jewelry, make-up and nails, shall:

- Recognize that excessively brief garments such as tube tops, net tops, halter tops, tank tops, spaghetti straps, plunging necklines (front and/or back), clothing that exposes midsection of the body, miniskirts, and see-through garments are NOT appropriate for school.
- Ensure that all underwear is completely covered by outer garments.
- Include footwear at all times.
- Not include the wearing of hats in the building, except for acceptable documentation of medical or religious purpose.
- Not include items that are vulgar, obscene, and libelous, or denigrate others on account of race, religion, national origin, gender, sexual orientation, or disability.
- Not promote or endorse the use of alcohol, tobacco, or illegal drugs, and/or encourage other illegal or violent activities.

Students who violate the dress code shall be required to modify their appearance by covering or removing the offending item, or, if necessary or practical, replacing it with an acceptable item. Any student who refuses to cooperate may be required to return home with a parent/guardian or be suspended.

# Respect for All

East Williamsburg Scholars Academy is committed to maintaining a safe and supportive learning environment which is free from harassment, intimidation and/or bullying and from discrimination based on actual or perceived race, color, citizenship/immigration status, religion, creed, national origin, disability, ethnicity, gender, gender identity, gender expression, sexual orientation, or weight. Each student and staff member brings to the New York City public school community the richness of our City's cultural diversity and the desire for respect.

## What is Bullying?

Bullying behavior is very different from conflict. It is behavior that is intended to cause some kind of harm. The person doing the bullying purposely says or does something to hurt the target of his/her behavior.

There is always an imbalance of power (physical or social) or strength between the person doing the bullying and the target of the behavior. The person doing the bullying may be physically bigger or stronger or may be older or have greater social status or social power than the person being targeted.

- An older student verbally abuses younger students on the bus and does not let them sit where they want to
- A bigger child threatens a smaller child for his lunch
- A very popular teenager intimidates others to do his/her bidding

It is aggressive behavior by one individual (or group) that is directed at a particular person (or group). The aggressive behavior is unwanted and negative. It is deliberate and unprovoked. The targeted person is harmed by what is purposely being said or done. There is only one person feeling emotional upset—the person who is the target of the bullying. The person who engages in bullying behavior derives some sense of satisfaction from his/her behavior and does not feel sorrow or regret about the harmful effects of her/his behavior.

- A student intentionally bumps into a classmate whenever they pass in the hallway and encourages other students to laugh
- An athlete taunts another student about his sexual orientation in the locker room
- Classmates make fun of a student's clothes or a mock student's accent or taunt him/her about his / her grades

Although bullying can occur in a single incident, it is usually a pattern of behavior repeated over time and can take many forms –physical, verbal or social.

- A group of students regularly call another student names and hold her/him up for ridicule in front of others
- A student repeatedly uses social media to embarrass and harass a classmate
- A student gets others to go along with excluding a particular girl/boy from participating in activities in which she would otherwise be included.

**What help is available for students who have been the targets of bullying?**

School counselors and social workers are available to provide counseling services or referrals.

If you believe you have been the target of bullying or intimidating behavior, harassment or discrimination by another student, please report your concerns immediately to your school's Respect For All Liaison Mr. Gecewicz, located in room 337, or to any other staff member.

If you have knowledge of such behavior happening to another student, please report the incident immediately to your school's Respect For All Liaison or to any other staff member.

A student may make a report of bullying, intimidation, discrimination or harassment by another student in writing or orally to the school staff members listed on your school's Respect for All posters which are displayed throughout your school or to any school staff member.

## **NYC Public Schools Emergency Procedures and Policies**

In addition to the EWSA policies and procedures, all staff members are trained in the DOE's Emergency Response procedures. Please click the link below for more information:

[Emergency Readiness](#)

# Athletics

Students are encouraged to take advantage of after school sports. Students must have their PSAL paperwork on file for EACH YEAR they participate. Participation in sports is a privilege and any student-athlete not following the team contract may no longer be allowed to participate.

## PSAL Eligibility Requirements

- All student athletes must have a valid medical and parent consent form on file. Medical forms are to be filled out by a doctor and are valid for one year of date of issuance. These forms can be obtained from our Athletic Director in the gym area.
- In order to gain and/ or maintain eligibility to be a student-athlete each student must pass five credit bearing courses + physical education in the most recent marking period with the exception of:
  - Incoming 9th grade student-athletes are eligible to compete in PSAL activities immediately upon entry into high school. The second report card is the first report card to determine continued eligibility for 9th grade students.
  - A senior programmed for 4 or 5 classes who fails one, in his/her senior year, will be eligible for PSAL so long as the failed class is not required for graduation.
- At the end of each marking period a student must receive 90% attendance in order to be considered for athletic eligibility.
- There is a minimum, cumulative GPA requirement of 65 for all report cards issued.
- A student must be present in school and must attend all assigned classes in order to participate in any team practice, scrimmage, league or non-league game, meet, contest or try-out on that day. Exceptions to this rule may be granted by the school Athletic Director, on a case by case basis.

For More Information:

[Eligibility](#)

## Grand Street Campus Music Department

The music program at EWSA is shared across the entire Grand Street Campus. We have four full-time teachers who teach students from all three schools at the campus. The music program currently has four levels of large performance ensembles, three jazz ensembles and two levels of modern band. The Grand Street Campus also hosts the All-City High School Concert and Marching Bands as well as the New York City Area-All State Music Festival.

Music courses are open to all students; no experience necessary! Come join us and help contribute to this award-winning program!

If you are interested in joining our music department, please come down to the music wing and speak to any of our instructors. The music department is located on the main floor just to the right of the entrance as you walk in. Teachers are in rooms 269, 271, 275 and 277.

For more information, please contact our director, Jeff Ball, at [JBall3@schools.nyc.gov](mailto:JBall3@schools.nyc.gov).