The NYU School of Professional Studies 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 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 NYU School of Professional Studies High School Academy successful.

The rules and policies that follow have been established to optimize the academic, personal, and social experience of all High School Academy students. Any questions about the rules, policies, and information included in the Handbook may be addressed to the High School Academy at 212-998-7006 or at sps.hsacademy@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, NYU School of Professional Studies 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 High School Academy. Please be advised, however, that FERPA allows the 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 an NYU School of Professional Studies 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. 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 base 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 NYU School of Professional Studies 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.
STUDENT CONDUCT STANDARDS

Students and parents/guardians should discuss with each other the rules and policies set forth here. Failure to comply with the rules and policies of the University and/or of the High School Academy may lead to disciplinary action up to and including dismissal from the NYU School of Professional Studies High School Academy with no refund of tuition or fees.

University Student Conduct Policies
As NYU students, 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 NYU School of Professional Studies 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. 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 NYU School of Professional Studies 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 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 NYU School of Professional Studies 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 NYU School of Professional Studies High School Academy. Any form of such harassment will not be tolerated.
**Sexual Harassment**
New York University and the NYU School of Professional Studies 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 NYU School of Professional Studies High School Academy community.

**General Ethics and Community Responsibility**
NYU is committed to offering each student a meaningful experience. The NYU School of Professional Studies 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 NYU School of Professional Studies High School Academy or the University.