

Student & Family Handbook 2025-2026



Michael Schulman, Acting Principal
Valerie Vu, Assistant Principal
Rosemarie Novak, Assistant Principal

AUPE STAFF DIRECTORY

MISSION STATEMENT:

AUPE's mission is to empower a community of diverse advocates. Our students will have the skills and support necessary not only to understand the world as it is, but to advocate for the world as it can be.

INSTRUCTIONAL FOCUS:

At AUPE, educators collaborate to center academic and socio-emotional instruction directly around students and their various needs. Through differentiated scaffolding and support, our faculty is committed to rigorous and culturally engaging curriculum and pedagogy that build and encourage meaningful collaboration among students that supports them in becoming inquisitive and responsive learners.

STATEMENT OF RESPECT:

At AUPE, respect is the foundation of our community, where collaboration, trust, empathy, and inclusivity come together to create a safe and welcoming space. We show up for each other, honoring diverse backgrounds and boundaries, fostering growth, and actively listening, making respect a collective effort among students and staff.

AUPE CODE OF CONDUCT

As a New York City Public School, the Academy of Urban Planning & Engineering follows the code of conduct and discipline code put forth by the Chancellor of NYCPS. The policy is linked below.

[Citywide Behavioral Expectations to Support Student Learning Grades 6-12, English](#)

[Citywide Behavioral Expectations to Support Student Learning Grades 6-12, Spanish](#)

CELL PHONE POLICY

In accordance with Education Law §2803 cell phones, personal laptops, tablets and other electronic devices are not permitted into the building with students. All electronic devices will be collected upon entry into the building, with students being assigned a personal pouch for their cell phone to be stored in, all cell phones will be stored in a safe location. Any student who loses their pouch will have their phone collected into a storage box and cannot retrieve their phone until after ninth period. Any student caught with their cell phone in the school building will have their phone confiscated by a Dean or member of administration. First time offenders will receive a phone call home and have to pick their phone up after 3:45 p.m. Any repeat offenders will have their phone confiscated and must be collected by a parent or guardian. In the unlikely event that an electronic device is stolen or damaged at school, parents can submit a claim to the Comptroller's Office. More information on submitting a claim is available on the Comptroller's webpage.

SCHOOL HOURS & SCHOOL ENTRY

The school building is open from 7:30 a.m. until 4:30 p.m., Monday through Friday. First period

begins at 8:00 a.m. and ninth period ends at 3:36 p.m. Upon entering the building all students and visitors must go through NYPD School Safety scanning, no exceptions. In order for anyone to enter the building, a member from AUPE must be at the main entrance. There will be a member of the AUPE staff at the main entrance every morning from 7:30 a.m. to 9:30 a.m. After 9:30 a.m., tardy students must wait for the following designated pick up times to be allowed entry into the building:

- 10:15 a.m.
- 10:45 a.m.
- 11:15 a.m.
- 11:45 a.m.
- 12:15 p.m.
- 1:15 p.m.
- 1:45 p.m.

ATTENDANCE POLICY

Daily attendance is mandatory by state law, below are AUPE's attendance tiers and potential interventions.

Tier 1: 0-4 Student Absences

- **Daily Texts:** Families will receive daily automated text messages if their child is marked absent.
- **Attendance Calls:** Any student with 2+ consecutive absences will receive a call from the attendance team.

Tier 2: 5-9 Student Absences

- **Letter Home:** A letter will be sent to inform parents of the absences.
- **Phone Conference:** A phone conference with the counselor will be scheduled.
- **1:1 Meeting:** Students will have a meeting with their counselor, Dean, or an administrator to review attendance and academics.
- **Home Visit:** A home visit may be conducted to address severe attendance issues, and provide further support.

Tier 3: 10-17 Absences

- **Letter Home:** A letter will be sent to inform parents of the increased absences.
- **Mandatory In-Person Meeting:** Students and parents must attend a meeting with the counselor and grade-level Assistant Principal.
- **Home Visit:** A home visit will be conducted to discuss attendance concerns, and provide further support.
- **Attendance Support Group:** Students will be referred to an attendance support group.
- **Referral to MTR Services:** Additional support services will be provided as needed.
- **Referral to ACS:** Possible referral to ACS for further intervention, if necessary.

Tier 4: 18+ Absences

- ***Letter Home***: A letter will be sent to inform parents of the chronic absences.
- ***Mandatory In-Person Meeting***: Students and parents must attend a meeting with the counselor and Principal Sandoval.
- ***Home Visit***: A home visit will be conducted to address severe attendance issues, and provide further support.
- ***Attendance Support Group***: Continued participation in the attendance support group.
- ***Referral to ACS***: Referral to ACS for further intervention, if necessary.

REPORTING AND DOCUMENTING A STUDENT ABSENCE

You may report your child's absence in writing via email or with a phone call. Families may call the main office and report to the Parent Coordinator, Ms. Nunez. An email reporting a student absence should be sent to the child's grade level counselor. All contact information is below on the AUPE Staff Directory. All documentation of a student absence is to be provided to Ms. Manu.

- 9th Grade: Ms. Manzo
- 10th Grade: Ms. Rodriguez
- 11th Grade: Ms. Uribe
- 12th Grade: Mr. Roth & Ms. Munoz

COVID-19 PROTOCOL

There are no longer absence protocols specific to COVID-19. Any student diagnosed with COVID-19 is recommended, but not required, to stay home until their symptoms improve.

STUDENT EARLY DEPARTURE

In the situation that your child needs to leave school early, it is imperative that you inform the school beforehand so that we may adequately prepare to dismiss your child. If you do not inform the school prior to picking up your child, be prepared to wait as the child must be escorted down stairs by a member of the school staff, this wait will be significantly longer from 12 p.m. to 1 p.m., as this coincides with student lunch time. Students are not permitted to without the supervision of a guardian, we will not dismiss your child unless an approved adult is here to receive them.

BATHROOM POLICY

Students are to receive permission from their teacher to go to the bathroom. Bathrooms are not to be used during the first 10 minutes and last 10 minutes class, as well as during transition.

WORKING PAPERS

Any student in need of working papers can have this need fulfilled by Dean Sierra following 9th period.

METROCARDS

Metrocards will be distributed by Ms. Carrasquillo-Warren.

FAMILY LETTERS

The need for family letters for such purposes as income or tax documentation, will be fulfilled by Ms. Carrasquillo-Warren. Ms. Carrasquillo-Warren must be contacted prior to your arrival to the school building so that she may appropriately prepare the documents. These requests will not be met from 12 p.m. 2 p.m. daily. If you arrive unannounced requesting these documents, be prepared to wait or to return at another time or date.

SWEEPS

On a daily basis, administrators and the Deans will conduct hallway and stairwell sweeps. Any students caught cutting will be escorted to their appropriate class, and their parents will be contacted immediately, with an escalating scale of repercussions in line with the Chancellor's regulations.

SATURDAY SCHOOL & AFTER SCHOOL PROGRAMS

Saturday School and after school programs are valuable opportunities designed to support and enrich student learning. These programs are a privilege, not a mandated part of a student's education. All students are welcome and encouraged to participate, as they offer academic support, enrichment activities, and a safe space for growth beyond the regular school day. However, participation may be restricted based on behavioral, academic or attendance concerns.

AUPE GRADING POLICY

<i>Content:</i> 40%	<i>MPI assessment, Mid-Term & Finals:</i> 10%	<i>Skill:</i> 30%	<i>Process:</i> 20%
• Exams • Quizzes • Projects • Essays • Labs	1 major assessment for the marking period aligned to all standards covered (at least) during the marking period.	• Classwork • Group Work • Notes • Worksheets • Do Nows • Exit Slips	• Participation • Homework Additional as per department