

Dear Students and LIHSA Families,

Welcome! For those of you who are new to The Long Island High School for the Arts, we extend you an especially warm welcome to our building and the LIHSA community.

The Long Island High School for the Arts offers a unique opportunity for students to build their skill set and perfect their craft through peer collaboration and partnership with notable organizations and accomplished individuals from the professional arts community under the direction of our outstanding, award winning, teaching staff. Over the course of the school year students will partake in work-based learning opportunities, learn from visiting artists, and put into practice lessons learned as they build their portfolio of work in preparation for college and professional level experiences.

This handbook is designed to guide families through their time at LIHSA. Please read it carefully as it contains information that will help make the school year a productive, safe and engaging school year for all.

In Partnership,

Laura Vega  
Principal, LIHSA

*A companion piece entitled "Code of Conduct," distributed to students in September, outlines Nassau BOCES Board Policies. All of which can also be found on the Nassau BOCES website—[www.nasboces.org](http://www.nasboces.org).*

## LONG ISLAND HIGH SCHOOL FOR THE ARTS

### VISION

To inspire students to reach their full creative potential, preparing them for success in the professional arts world.

### MISSION

At LIHSA, our mission is to inspire students to reach their full creative potential through excellence in artistic programming, rigorously designed coursework aligned to professional industry standards, and carefully curated performance and learning opportunities that advance skill, technique and creative expression, preparing students for success in their post-secondary education and the professional arts world.

### STATEMENT OF PHILOSOPHY

Under the guidance of an exemplary faculty of artist educators, LIHSA creates an environment in which students can achieve the highest possible artistic standards.

At LIHSA, students are immersed in rigorous training and creative programming to build foundational knowledge, and foster resilience, flexibility and versatility for success in college and

professional artistic careers. Through a vibrant community and foundational curriculum, LIHSA helps students develop the necessary skills and techniques to develop student voice and build confidence and their unique style and creative expression.

#### **Successful LIHSA students...**

- maintain excellent attendance
- come prepared with required materials
- demonstrate a willingness to collaborate, analyze and create
- embrace new ideas and experiences within a culturally rich atmosphere
- contribute to a positive school community

### **ABOUT OUR SCHOOL COMMUNITY**

The Long Island High School for the Arts is a community of faculty, staff and parents who have come together with the common purpose of providing high school students with an artistic education. As a mature school, we are fortunate that our alumni, alumni families and friends are numerous and play a role in the ongoing life of our School.

### **THE LONG ISLAND HIGH SCHOOL FOR THE ARTS HISTORY**

Since 1973, the Long Island High School for the Arts has allowed Long Island students to develop their talents in the areas of dance, vocal music, instrumental music, drama, musical theatre, fine arts, digital media, special effects, and film. Instructors are respected professionals in their fields, with credentials ranging from Broadway, film and television to teaching positions at colleges, and repertory companies. Students attend LIHSA for half of each school day and spend the remaining half in their home high schools in Nassau and Suffolk counties.

### **ORGANIZATIONAL STRUCTURE**

The Long Island High School for the Arts is a half-day program that offers sessions in the morning (8:00-10:30) and afternoon (12:00-2:30) and it is open to students who reside in both Nassau and Suffolk counties and is administered by Nassau BOCES. The School is under the suite of programs offered by the Regional Schools and Instructional Programs arm of Nassau BOCES.

Nassau BOCES: Established in 1967, the Board of Cooperative Educational Services of Nassau County (Nassau BOCES) is the largest BOCES in New York State. Serving 56 school districts in Nassau County, its mission has always been to enhance public education and the opportunities available to students of all ages and abilities by providing access to innovative and cost-effective services.

**THE BOARD OF TRUSTEES:** Nassau BOCES is guided by a Board, elected by members of the Boards of Education of its 56 component districts. The Board has fiduciary responsibility for the financial well-being of the School, which includes: establishing financial policies, approving and overseeing implementation of the School's operating budget, and developing long-range and strategic plans to support the continued health and growth of the institution.

**SUPERINTENDENT:** Nassau BOCES is led by a district superintendent who, in addition to responsibilities as the agency's chief executive, acts as a regional representative for the New York State Commissioner of Education. The district superintendent is supported by two associate

superintendents. Together, they meet regularly to discuss agency-wide issues, set programmatic and operational direction, and ensure the high quality of services and programs.

**REGIONAL SCHOOLS AND INSTRUCTIONAL PROGRAMS (RSIP):** This Nassau BOCES Department encompasses several notable schools and programs, such as Joseph M. Barry and Gerald Claps, and the Long Island High School for the Arts.

**THE EXECUTIVE DIRECTOR:** Executive Directors who are responsible for leading each of the agency's five departments: Curriculum, Instruction and Technology, Facilities Services; Human Resources, Regional Schools and Instructional Programs and Special Education. The Executive Director for the Department of RSIP is Judith Hynes.

**THE PRINCIPAL** provides for the School's pedagogical quality, consistency, coherence and continuity daily. LIHSA's Principal is Laura Vega.

**THE ASSISTANT PRINCIPAL** supports the School's pedagogical quality, consistency, coherence and continuity daily particularly as it relates to Career and Educational programming, School Partnerships, admissions, and events. . LIHSA's Assistant Principal is Lindsay Rogan.

## RELATED ENTITIES

THE PARENT, TEACHER, AND STUDENT ASSOCIATION (PTSA) acts as a conduit for, and facilitator of, parent participation in the School. The PTSA is led by an elected President. Meetings are open, and the entire parent body is encouraged to attend. Members of the Executive Board of the PTSA meet regularly with the Principal.

THE NASSAU BOCES EDUCATIONAL FOUNDATION is an independent, non-profit, community-based organization. Its purpose is to acquire and distribute funds to enhance educational opportunities for all students who attend or take part in Nassau BOCES schools, services or programs.

## COMMUNICATION

At LIHSA, we believe in partnering with parents through clear, consistent communication. Please check your email regularly for our weekly newsletters and other pertinent updates. Our office staff are here to help you. Please don't hesitate to contact us. Our office hours are Monday-Friday 7:30am-2:30pm.

LIHSA Administration and Office Team			
Laura Vega	Principal	<a href="mailto:LVega@nasboces.org">LVega@nasboces.org</a>	Ext. 5670
Lindsay Rogan	Assistant Principal	<a href="mailto:LRogan@nasboces.org">LRogan@nasboces.org</a>	Ext. 5677
Melissa Stencil	Guidance Counselor, (Student last names A-L)	<a href="mailto:MStencil@nasboces.org">MStencil@nasboces.org</a>	Ext. 5672
Dr. Samantha Kaufman	School Psychologist	<a href="mailto:Skaufman@nasboces.org">Skaufman@nasboces.org</a>	
Jacqueline Collard	Social Worker	<a href="mailto:JCollard@nasboces.org">JCollard@nasboces.org</a>	Ext. 5664
Iris Weiner	Work Based Learning Coord.	<a href="mailto:IWeiner@nasboces.org">IWeiner@nasboces.org</a>	Ext. 5660
Kenya Baloun	Guidance Counselor, (Student last names M-Z)	<a href="mailto:KBaloun@nasboces.org">KBaloun@nasboces.org</a>	Ext. 5663
Eileen Moskowitz	Principal Typist Clerk	<a href="mailto:EMoskowitz@nasboces.org">EMoskowitz@nasboces.org</a>	Ext. 5676

Jerry Nobile	Attendance and Student Support	<a href="mailto:Lihsaoffice@nasboces.org">Lihsaoffice@nasboces.org</a>	Ext. 5671
LIHSA Nurse	Health and Wellness		Ext. 5668

Teachers will reach out to students and parents the first week of school via email. You may contact teachers through SchoolTool or email them directly.

TEACHER		Email	TITLE
L'aura	Bagdziunas	<a href="mailto:lbagdziunas@nasboces.org">lbagdziunas@nasboces.org</a>	Teacher - Dance
Chris	Brick	<a href="mailto:cbrick@nasboces.org">cbrick@nasboces.org</a>	Teacher - Theatre
Erik	Chocianowski	<a href="mailto:echocianowski@nasboces.org">echocianowski@nasboces.org</a>	Teacher - Scenic Construction; Film & TV
Jason	Cuvelier	<a href="mailto:jcuvelier@nasboces.org">jcuvelier@nasboces.org</a>	Teacher – Visual Arts
Chris	Fedorczak	<a href="mailto:cfedorczak@nasboces.org">cfedorczak@nasboces.org</a>	Teacher - Animation
Kimberly	Larkin	<a href="mailto:klarkin@nasboces.org">klarkin@nasboces.org</a>	Teacher – Theatre & Music
Natalie	L'Etoile	<a href="mailto:Nletoile@nasboces.org">Nletoile@nasboces.org</a>	Teacher – Dance & PE
Mike	Minerva	<a href="mailto:mminerva@nasboces.org">mminerva@nasboces.org</a>	Teacher - Game Design
Robyn	Morgan	<a href="mailto:rcavalieri@nasboces.org">rcavalieri@nasboces.org</a>	Teacher – Multimedia Film & TV
Nicole	Tourt	<a href="mailto:ntourt@nasboces.org">ntourt@nasboces.org</a>	Teacher – Audio Production
Alex	Vietheer	<a href="mailto:Avietheer@nasboces.org">Avietheer@nasboces.org</a>	Teacher- Music

## SCHOOL CALENDAR

Updated annually, the Nassau BOCES/LIHSA calendar provides the prescribed number of hours of instruction. Because we serve many school districts, there are occasional conflicts between our calendar and a component district's calendar. If this should occur, please inform the LIHSA main office at (516) 622-5678. Though we cannot change the set dates for the current school year your input will inform future event planning.

## COMMUNICATION BETWEEN PARENTS AND THE SCHOOL

At LIHSA, we believe the partnership between School and families is essential as we work together to support student learning. For that reason, we focus on the “whole child” as we work together in partnership throughout the student's scholarly journey at LIHSA. Please do not hesitate to contact the school to discuss any questions or concerns you may have about your child's education and experience at LIHSA. Frequent and healthy communication is critical to the effective functioning of LIHSA, and parents receive communication in a few different ways:

BACK TO SCHOOL NIGHT provides an opportunity for teachers to share news about the class, the curriculum and classroom activities with parents. We encourage parents/guardians to visit our school building and get to know your child's teacher.

THE PARENT PORTAL via LIHSA's student information system called School Tool, is a secure, online communication tool for parents. Using a unique login, parents and students can access information such as absences, grades, and class pages. Because this is such a timely and effective tool for parent communication, parents are encouraged to review their Parent Portal account on a regular basis.

The LIHSA WEBSITE provides timely, engaging, and current information to parents, students, staff, and community. <https://www.longislandhighschoolforthearts.org/>

The NASSAU BOCES WEBSITE communicates important agency wide initiatives and is the central place to check for weather related messages. <https://www.nassauboces.org/>

EMAILS are regularly sent to families addressing a variety of school matters, such as announcements or reminders about upcoming school events and activities; policy, personnel or programmatic changes; and other important reminders. Please reach out to [lihsoffice@nasboces.org](mailto:lihsoffice@nasboces.org) if you are not receiving regular emails from LIHSA.

REMIIND communications allow families to get important school updates right on their phone. Teachers will utilize Remind for their classes and school wide texts will be sent. Be sure to accept the initial request to receive updates via text about school events.

**NAVIANCE** is a comprehensive college, career and life readiness online program that helps align student strengths and interests to postsecondary goals, improving student outcomes and connecting learning to life through Career Exploration, College and Career Preparation, and Self-Discovery. Each student at LIHSA will have their own account in Naviance. Speak with your child's guidance counselor for more information.

**THE LIHSA NEWS** is a weekly newsletter, which includes a variety of stories and features about the School community – including current events, activities and programs, along with updates and features about our alumni community. Please reach out to [lihsoffice@nasboces.org](mailto:lihsoffice@nasboces.org) if you are not receiving these Friday emails.

**ANNOUNCEMENTS** are made over the loudspeaker daily, apprising students of important deadline dates and happenings. Students may also look to our bulletin boards for announcements about upcoming events and deadlines.

## THE PARENT-TEACHER PARTNERSHIP

We encourage regular communication between teachers and parents. Please read the syllabus for each course and note performance dates for courses that culminate in a performance or media showing. Check SchoolTool regularly to see your child's grades and reach out to your child's teacher should you have any questions about assignments or classwork. LIHSA teachers look forward to working with parents and students in a symbiotic, productive relationship as students gain the necessary skills to prepare for college and professional level experiences.

## STUDENT DATA CHANGES ADDRESS, PHONE AND EMAIL

It is important that LIHSA always has the most up to date contact information. Please contact our main office with any changes, (516) 622-5678 or email [lihsoffice@nasboces.org](mailto:lihsoffice@nasboces.org).

## BUILDING SAFETY AND TRANSPORTATION

### ARRIVAL

Drop off begins at 7:30am and 11:30am. Students are not allowed in the building prior to that time. Classes begin promptly at 8am and 12pm. Families and/or districts are responsible for

coordinating transportation. Please reach out to your district's transportation office should you have questions about bussing.

## DISMISSAL

Bus dismissal begins at 10:20am. Busses will line up along the south facing driveway. Busses will remain stationary until all students have boarded all busses. Once given the all clear, busses will begin exiting the school. Student drivers will be released at 10:25am and will exit behind our busses. Dismissal is usually complete by 10:30am.

## VISITORS

During the school day, all visitors to our building – including parents – must enter the School at the Main Entrance (located in Building A) and sign in with the security desk. Visitors will be asked to provide identification. Students from other schools, alumni, relatives of students, and other friends may not attend LIHSA while school is in session.

Students will not have access to the building before 7:30 AM and after 2:45 PM unless a special event is scheduled.

For safety reasons, no students are allowed in unsupervised areas of the school.

## SECURITY CAMERAS

To support a safe and secure environment, LIHSA utilizes security cameras throughout the campus. These systems are always in use and monitored in real time by security personnel.

## LATE ARRIVALS

Students who are late should check in at the Main Office in Building A. A staff member will give them a late pass and update their student record from absent to tardy. Students should bring a note from their parent/guardian when arriving late.

## LEAVING SCHOOL EARLY: PARENT PICK UP & STUDENT DRIVERS

To pick up your child early from school, parents/guardians must visit the main office to sign them out. Be sure to bring a photo ID. Students may only be released to parents/guardians or adults listed on the emergency card. If a student driver must leave school early, parents must send in a written note with that request. The office may call the parent/guardian to confirm the information.

Students who are ill must first check in with the nurse. The nurse will contact parents/guardians and make a joint decision on whether the child should go home early. Students are required to sign out in the Main Office before leaving.

Students who leave the LIHSA campus without permission will be marked truant and their parent/guardian and home district will be notified.

## HEALTH OFFICE

If a student feels ill during the school day, they are sent to the School Nurse. There are two cots in our health office. Students may lay down until they feel better. The school nurse will contact parents/guardians should the child need to go home. For their safety, student drivers may only drive themselves home if cleared to do so by the school nurse. In some instances, the school nurse



will recommend the parent/guardian pick up the child. Please be sure to keep the emergency card up to date so we can reach emergency contacts when needed.

## STUDENT MEDICATION

A doctor's note is required for the Nurse to administer any medication to a student. All medication should have clear directions for dispensing and be labeled with the child's name, strength of medication, dosage and the name of the prescribing doctor. Parents are asked to notify the Nurse of any changes in medication during the school year. The Nurse should be notified of any food or environmental allergies.

## FIRE SAFETY & DRILLS

Fire drills are a legal requirement for all schools and they are carried out periodically throughout the school year. Upon hearing an alarm, students should stop all work, walk out of the classroom quietly, in a single line, and walk briskly to exit the building. Upon reaching the outside of the building, students should walk with their teachers to the fence line behind the parking lot where attendance will be taken and directions given. When outside, students should remain orderly, and may re-enter the building when the proper signal is given.

LIHSA conducts several emergency drills throughout the year. These may include:

**SHELTER-IN-PLACE:** Students and staff are required to remain indoors because it is safer inside the building or a room than outside (such as during a tornado or other severe weather).

**HOLD-IN-PLACE:** Movement of students and staff is temporarily limited when an internal incident arises, such as a medical emergency or a maintenance issue. This is initiated to keep students and staff away from the affected area.

**EVACUATION:** Students and staff are required to be moved out of a building because it is safer outside than inside (as in the case of a fire, explosion or hazardous material spill).

**LOCKOUT:** The school building is secured due to an imminent concern outside of the school building. Regular activities may continue inside the school.

**LOCKDOWN:** Students and staff take cover, remain silent and out of view. This occurs when an incident poses an immediate threat of violence in or around the school.

## PARKING & SAFETY

Parent and student drivers are asked to observe the following important vehicle and parking regulations:

- Parking in the fire lane, outlined in yellow along Building A, is strictly prohibited. This lane must remain clear to ensure access for busses and emergency vehicles at any time of day.
- All busses must exit the parking lot before student drivers dismiss. Be cautious around where buses pull out to exit--there is a blind spot there for both drivers.
- There are stop signs and several large "speed bumps". Drivers are asked to maintain a slow speed in the circle, particularly during morning arrival and afternoon dismissal, when students are on the sidewalk or may be walking along the buildings.

## STUDENT PARKING

Students with a driver's license may drive to and from school after completing the BOCES student driver application and obtaining all required signatures. Under no circumstances may students go to their cars during school hours or drive another student home without prior permission being obtained. Students who have approved applications will be given a permit to place on their car. Due to the limited number of parking spaces, not all students who apply will receive permission to drive to the LIHSA campus. Preference will be given to 12<sup>th</sup> grade students.

## BUSING

If your school district provide busing to the Long Island High School for the Arts, it is the responsibility of parents to obtain and complete the required forms through their local school district.

## STUDENT POLICIES & SUPPORT

### ATTENDANCE POLICY

Regular attendance is vital for a successful academic journey. At LIHSA, attendance is especially important as a student's absence often impacts the larger group. A minimum attendance rate of 65% is required for a numerical grade calculation. Patterns of significant absences may adversely impact a student's grade and course progression.

As a program of Nassau BOCES, LIHSA follows the Nassau BOCES Board Policy on attendance.

*The Nassau BOCES Board policy on attendance may be read in its entirety at: Series 5000/5100*  
<https://boardpolicyonline.com/?b=nassau&s=225530>

LIHSA contacts parents via robocall, text, or phone call for every day a student is absent. These calls are automatically programmed at a district level based on SchoolTool attendance records.

Guidance counselors will reach out to parents/guardians of students who have chronic absences and invite parents to meet with administration and discuss ways we can support student learning and improved attendance. Chronic absenteeism may negatively impact student accumulation of work based learning hours and jeopardizing CTE Certification.

When absent:

- 1) Notify us by calling 516-622-5678 or email: [lihsaoffice@nasboces.org](mailto:lihsaoffice@nasboces.org).
- 2) Students should bring in a doctor or parent note upon their return from the school building. Please include: the student's full given name, grade level, the reason for the absence, the exact date of the absences(s) and the parent's signature. Give the note to the main office.



## LATE WORK

We are able to accommodate submission of late work within specific timeframes for excused absences, as listed below. Note that often rehearsals, film shoots, and other in-class activities are not able to be made up and students will receive no credit for those assignments.

- Up to 5 school days before the posted end date of a marking period
- Within 5 days of a student's return for excused absences
- Within 2 days of a student's return for unexcused absences (reduced credit)

## GRADING POLICY

The following serves to provide you with a comprehensive understanding of our department's grading system, ensuring transparency and clarity in assessing your child's academic progress.

At Nassau BOCES, we believe in fostering holistic growth and development in our students. To that end, our grading system is designed to assess various aspects of their learning journey, including skills, knowledge, work habits, ethics, and career readiness.

### GRADING CATEGORIES:

<b>Employability Profile (10%)</b> <i>(Participation and work habits)</i>	Monitors your growth in attainment of technical knowledge and skills, work-related skills, and other necessary job-readiness skills including participation, preparedness and professionalism and career and financial skills.
<b>Classwork &amp; Homework (50%)</b> <i>(Formative assessments of skill and knowledge)</i>	This includes rehearsals, ensemble prep, reflection journals, informal presentations, peer critiques, draft designs, progress checks, and all other activities that demonstrate student learning.
<b>Summative Assessments (40%)</b> <i>(Assessing skill and knowledge)</i>	This includes but is not limited to performances, projects, exams, quizzes, and all other summative assessments. Each summative assessment will include a rubric.

**Weekly Grade Entries:** Our dedicated teaching staff is committed to the ongoing assessment of students' progress. Therefore, teachers are required to input at least one grade each week per course, ensuring a continuous evaluation of your child's academic performance.

**Final Grade Calculation:** The final grade is calculated using the following formula:

- 80%: An average of four quarters for annualized courses or two quarters for semester-based classes
- 20%: Benchmark Assessments, comprising:
  - 10%: Midterm exam, including project or performance assessments.
  - 10%: Industry assessment (or final exam/project/performance if an industry assessment is unavailable to the student)

**Industry Assessments:** The Industry Assessment contributes significantly to the final grade, with a breakdown of:

- 60%: Performance grade
- 40%: Written grade, where applicable

**Incorporation of Career and Financial Management (CFM):** We are committed to preparing students for their future careers and financial responsibilities. Therefore, Career and Financial Management (CFM) concepts will be seamlessly embedded into their studies, reflecting the interconnectedness of these skills.

**Grade Reporting:** Student grades will be exclusively available on the SchoolTool portal. We are continually working to enhance this platform to provide a user-friendly and visually appealing experience for parents and guardians.

We encourage students to speak with their teachers directly if they are struggling with classwork. Students in danger of failing will participate in meetings with their parent/guardian and school administration to discuss ways we can best support student learning.

## GUIDANCE OFFICE & MENTAL WELLNESS SUPPORT

Every LIHSA student is encouraged to meet with their Guidance Counselor for post-secondary counseling. In senior year, through group and individual meetings, students work toward the completion of the college application process. The Counseling Office are located in Building C, Rooms C-26 and C-27. Guidance counselors are also available to meet with students to talk about social-emotional wellness. Students may be referred to our on-site social worker on an as needed basis.

## STUDENT NAME CHANGES

Students and/or parents, who wish to make changes to the student name or how the student is recognized at LIHSA, should see their counselor, Melissa Stencel at [mstencel@nasboces.org](mailto:mstencel@nasboces.org) or Kenya Baloun at [Kbaloun@nasboces.org](mailto:Kbaloun@nasboces.org). We honor all requests to call individuals by their preferred name and pronoun.

## FOOD POLICY

Eating or drinking is not allowed in classrooms, with the exception for water. We have a multitude of technical and computer equipment in most classrooms which can be ruined through accidental spills with food and drink. Students should bring a reusable water bottle and are encouraged to stay hydrated. We ask that the bottle stays in your bag or on the floor under your chair and away from computer equipment. Students may eat in the courtyard, especially during early arrival and dismissal as time allows. Please encourage your child to pack a snack or lunch to eat in the courtyard before classes begin. While we do have a vending machine with healthy snacks, we are not able to accommodate food deliveries for students.

## CELL PHONE POLICY

The Nassau BOCES Board has adopted a policy for cell phone use within its schools. Cell phones and other electronic devices brought to school must be turned off and kept out of sight during school hours. Students may not accept or make cell phone calls, take photos, text message or email text or pictures at any time during class. Any student who needs to contact their parents, should place a call from the attendance office. Students who are ill should contact their parents from the Nurse's office, so they can ensure appropriate medical assistance is provided, and pick-up is

coordinated. Parents may call the School's main office at 516-622-5678 to relay an important message to their child.

Students who regularly use their phone during class disrupt the learning for themselves and others. Chronic cell phone use may result in the follow consequences:

First Occurrence – Reminder by the teacher.

Second Occurrence – The device will be given to an administrator for the remainder of the day, returned at dismissal.

Third Occurrence – The device will be given to an administrator and returned only to a parent/guardian, or returned to the student after 5 school days, whichever the parent/guardian prefers.

*Continued occurrences may result in the device being left in the Principal's office daily.*

## COMPUTER POLICY

Computers are available for student use and used as needed for various courses. All students and parents must complete a Computer Use in Instruction form to use the computers at LIHSA. These forms are part of your students first day welcome packet and also available on the LIHSA website <https://www.longislandhighschoolforthearts.org/>.

## COLLEGE APPLICATION POLICY

All seniors attending the Long Island High School for the Arts are expected to fill out a LIHSA College Request form. On these, students list the names of the school in which they plan to apply, identify the type of admission they are applying for (early decision, early admission, and/or regular decision), indicate if any LIHSA staff will be writing a recommendation letter on their behalf, and the name and email address of their district guidance counselor.

Once the LIHSA College Request form is completed, a packet will be compiled, which will then be emailed to colleges. This packet will include:

- LIHSA Faculty Recommendation letters
- LIHSA Student Report cards and Progress Reports
- LIHSA Profile

For more information about the college process, students should refer to the LIHSA's College Handbook, distributed in the fall and with copies available from Melissa Stencil at [mstencil@nasboces.org](mailto:mstencil@nasboces.org) or Kenya Baloun at [Kbaloun@nasboces.org](mailto:Kbaloun@nasboces.org).

## LETTERS OF RECOMMENDATION

Students must ask teachers in person or in writing to write a letter of recommendation. Teachers should be approached in June of junior year or September of a student's senior year as teachers will need several months notice before the application deadline. Please fill out a letter of recommendation form to share notable accomplishments and post-secondary goals so that teachers may write the best letter possible for you. You may pick up the recommendation form from your

guidance counselor. It is LIHSA school policy that teachers do not share letters of recommendation with students or families.

## ADVANCED PLACEMENT EXAMS

At the Long Island High School for the Arts, we are pleased to offer students the opportunity to take Advanced Placement examinations in several courses. These examinations/portfolios represent a college level academic/artistic challenge for highly motivated students who have demonstrated advanced skills and abilities in the subject. The fee for the examination is due by the end of February and we request that checks are payable to Nassau BOCES – Long Island High School for the Arts. Please see your guidance counselor for additional information or if you are interested in registering.

## DUAL CREDIT

Some courses at LIHSA are certified for college credit for a fee that is payable to a college. Any student wishing to apply for college credit should speak with their guidance counselor, Melissa Stencel or Kenya Baloun, to get information that is the most up-to-date about which courses qualify.

At LIHSA, students can take classes at Adelphi University through *Adelphi's High School Program*. This program gives students and parents the opportunity to reduce future college tuition costs.

See Melissa Stencel at [mstencel@nasboces.org](mailto:mstencel@nasboces.org) or Kenya Baloun at [Kbaloun@nasboces.org](mailto:Kbaloun@nasboces.org) for more information.

## CAREER & TECHNICAL EDUCATION (CTE) ENDORSEMENT

LIHSA's CTE programs in the arts are based on a two-year sequence of study. In order to earn a CTE students must do the following:

1. Pass all courses in their program area with 65+;
2. Pass a NY State technical assessment for their specific program area; *and*
3. Complete 54 hours of work-based learning (these hours are built into the program).

## TECHNICAL ASSESSMENT

LIHSA students must take a 3-part technical assessment consisting of the following parts:

1. Written Assessment: Multiple Choice questions about industry and professional history, guidelines, and current trends.
2. Performance Task: Requires students to complete a task that experts in their field perform of a regular basis.
3. Portfolio: Build a portfolio ready to present to industry professionals and post-secondary institutions; Portfolios consist of final projects or performances for most classes.

Students will take a baseline version of the written exams in the fall semester. Students best prepare for these exams through consistent and timely attendance and active participation in their work-based learning residencies and industry classes.

## WORK BASED LEARNING (WBL) HOURS

New York State requires that students earn 54+ Work Based Learning (WBL) hours to be eligible to earn a CTE Endorsement. WBL hours are built into the LIHSA program and earned through the work students complete with our artists in residence, master classes, field trips, and other industry professional experiences.

Artists in residence partner with students over the course of a semester to help build toward a particular project or performances. The hours students work with these industry professionals are counted as WBL hours. Students with chronic absenteeism may not earn their 54 WBL hours, making them ineligible to earn a CTE endorsement.

The LIHSA WBL Coordinator will keep teachers, students, parents and districts informed of accumulated WBL hours to ensure that each student is on track to earn their full 54 hours.

## PROGRESS REPORTS & REPORT CARDS

Progress Reports and Report Cards are provided quarterly. This information is sent directly to district schools guidance departments. Parents/Guardians and students may view grades directly on SchoolTool. Please reach out to our main office if you need help accessing SchoolTool: (516) 622-5678 or [lihsaoffice@nasboces.org](mailto:lihsaoffice@nasboces.org).

## PERFORMANCES AND EXHIBITIONS

Performing is a privilege and an opportunity to demonstrate the culmination of students' learning in technique and repertory classes. Students selected to attend LIHSA are expected to participate fully in their chosen art fields. During the year LIHSA presents a series of performances, recitals, and exhibitions on the campus and in the community. LIHSA offers both "in-house" presentations that provide experience for students, and "public" performances, media and film festivals, and art gallery exhibitions that are regarded as more professionally polished. Students may also be asked to participate in privately sponsored community events that are important to LIHSA or Nassau BOCES. LIHSA tries to accommodate as many students as is feasible in these productions. However, it must be clearly understood that there are a limited number of roles and seniority does not guarantee a role. Selection decisions for casting dance, music, or theatre students for public performances and selection of student work for exhibitions are made by the school's professional faculty, by visiting artists, by audition or jury.

## CONCERT ATTIRE

All students will wear concert black attire or costumes as designated by LIHSA dance or theatre faculty. Students not in concert black or designated costume wear will not be permitted to perform.

Concert black includes one of the following:

- knee-length skirt or dress with flesh tone hose,
- black flats, dress shoes or low black heels
- black dress pants with white button down shirt or dress blouse, tucked in

- black dress trousers (no jeans,) black belt, black leather dress shoes, white or black dress shirt (with a collar suitable for a long or bow tie).

## REQUIRED REHEARSALS

All Ensembles and Repertory Companies will perform at the LIHSA campus in a Winter and Spring Festival. There will be a full day technical rehearsal/dress rehearsal the day of the performance and often on a weekend date leading up to the performance. The tech/dress rehearsals are mandatory for all students in ensemble and repertory classes to attend. As these performances are often the culmination of a class project or concentrated area of study not attending the performance and/or rehearsals will affect the student's final grade in the class.

## CERTIFICATES AND DIPLOMAS

Each graduating student will receive a certificate of completion. All diplomas and credit are awarded by the student's local school district. All senior students are invited to participate in the culminating certificate ceremony whether or not they earn a CTE endorsement. Students completing a certificate program, but returning to LIHSA for an additional year will not walk until their final or senior year at LIHSA, whichever comes first. We recognize and celebrate the hard work of each one of our student scholars.

## CTE Endorsement

LIHSA seniors who have passed the NY State technical and practical assessment, completed all coursework in their program area, and earned 54+ WBL hours will earn a CTE endorsement. This endorsement will be recognized as a seal on their high school diploma and given to them by their home school district.

We look forward to celebrating with LIHSA seniors and their families.

**WE WISH YOU A WONDERFUL SCHOOL YEAR!**