



JOAN M. INDART-ETIENNE, MASTER AMBASSADOR PRINCIPAL

Student/Family Handbook

Middle School Students

School Year 2018 – 2019

Dear Family:

Welcome to ReStart Academy!

ReStart is a NYC Department of Education program, under the auspices of District 79 Alternative Schools and Programs that provides instructional services in various transitional settings. Your child will be enrolled in ReStart as a full-time student in accordance with the rules of regulations of the NYC Department of Education.

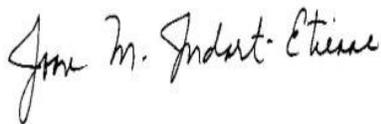
Your child will be enrolled in a Middle School program based on the school records we currently have and the conversations we have had with you and/or your child. If you have questions about this grade placement or have additional school records (e.g. schools outside of NYC, IEP) that were not previously submitted, please contact us immediately.

ReStart Academy is a voluntary program, therefore, your child has the right to return to his/her previous school within one year of enrollment in ReStart if s/he no longer wishes to attend ReStart, or s/he is not benefiting from our alternative program. In this case, if your child cannot return to his/her previous school (e.g. private school, school out of NYC, institutional program), you must go to the Family Welcome Center in your borough for assistance in finding an appropriate school placement.

Throughout the school year we have several afternoon and evening conferences scheduled for you to meet with teachers and staff (see school calendar). We also have an online system, **PupilPath**, which allows you to see your child's current performance in each class. You will be receiving a PupilPath invitation letter that includes a unique registration code and instructions for creating an account that can be accessed from any computer or smartphone. Please contact your child's ReStart guidance counselor if you have questions about PupilPath. We hope that by enabling you to see this information on a daily basis we will be able to work together to ensure that your child remains on track in every class.

If you would like to discuss your child's current school placement or any other school issue, please feel free to contact me. I look forward to working with you to ensure that your child has a successful educational experience while enrolled in ReStart Academy.

Sincerely,



Joan M. Indart-Etienne
Master Ambassador Principal

ReStart Academy Contacts

PRINCIPAL

Joan M. Indart-Etienne

(212) 262-0817

ASSISTANT PRINCIPALS

Katherine Lebold

P (212) 262-0817

M (347) 703-9413

klebold@schools.nyc.gov

Christina McLeod

P (212) 262-0817

M (646) 853-0468

cmcleod2@schools.nyc.gov

Paula Michas

P (212) 262-0817

M (917) 297-6709

pmichas@schools.nyc.gov

Susan Salkin

P (212) 262-0817

ssalkin@schools.nyc.gov

Robert Vanden Heuvel

P (212) 262-0817

rvandenheuvel@schools.nyc.gov

ReStart Academy FREQUENTLY ASKED QUESTIONS

1. Will my child be promoted?

ReStart Academy is committed to providing quality educational programs to students in small, supportive settings. With strong academic and social-emotional support, and close collaboration with parents and families, most of our middle school students who attend on a regular basis and are engaged in the academic program are promoted at the end of the school year. Please see the section on *NYC Promotional Policy for Middle School Students* for detailed information the promotional criteria that your child is required to meet.

2. Will my child receive help in completing a high school application?

Each ReStart Academy Middle School site has a full time guidance counselor who will work closely with you and your child to support you in the very important high school application process. For more information about the process, go to <http://schools.nyc.gov/ChoicesEnrollment/High>.

3. MetroCards – Is my child eligible for a MetroCard while enrolled in ReStart?

ReStart students are eligible for MetroCards on the same basis as other schools. Eligibility is determined by the NYC DOE Office of Pupil Transportation based on the distance your child lives from the ReStart site. Generally, a student is eligible for a full-fare MetroCard if s/he lives more than 1½ miles from school. If your child lives less than 1½ miles from school, s/he may be eligible for a ½ fare MetroCard that can only be used on MTA buses.

4. IEP – Does my child receive Special Education services while enrolled in ReStart?

While enrolled in ReStart Academy there are a number of resources available to all students, including those receiving special education instruction or services. Middle school students enrolled at ReStart will have an annual review of their IEP held while they are enrolled in our school. Every student attending a ReStart program has access to smaller classes in addition to individual and group counseling. Testing accommodations and modified testing and promotional criteria as stated on the most recent IEP are followed for all NYC and NYS exams administered while enrolled in ReStart.

5. What is the electronics/cell phone policy at ReStart?

Students may bring electronics and cell phones to school, however, the specific policy about use and collection of electronics during the school day varies by ReStart site. The staff at the site will provide you with the Electronics Use Policy and you and your child are required to sign contracts regarding the policy.

6. What is the discipline policy?

ReStart Academy follows the NYC Department of Education Citywide Behavioral Expectations (Discipline Code) and we use a progressive discipline approach. Student misbehavior is handled on a case-by-case basis. In all cases, implementation of appropriate interventions and disciplinary responses takes into account a number of factors including the nature and severity of the misconduct. In many cases, the use of in-school disciplinary response and/or the use of guidance interventions may be most suitable (e.g. parent conference, behavioral contract). In other cases, a student's misconduct may require or be most appropriately addressed by a targeted or significant disciplinary response along with guidance interventions (e.g. removal from class, suspension).

We are committed to promoting a positive school culture that provides students with a supportive environment in which to grow both socially and academically.

2018/2019 ACADEMIC CALENDAR FOR STUDENTS/FAMILIES

Unless otherwise indicated, every day is a full school day, including testing days.

SEPTEMBER (15 school days)				
Mon	Tue	Wed	Th	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

8/6	First day of school for students
8/10-8/11	No School - Rosh Hashanah
8/12-21	TABE Test - HSE students Ed. Performance test-MS/HS students
8/18	No School - Yom Kippur

OCTOBER (22 school days)				
Mon	Tue	Wed	Th	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

10/8	No School - Columbus Day
10/18	Last Day of T1/MP1 (29 days)
10/28	Report Cards distributed to students and mailed home

NOVEMBER (20 school days)				
Mon	Tue	Wed	Th	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

11/8	Election Day - Chancellor's Conf. Day
11/12-18	Regents Practice Exam #1 and MS Interim Assessments
11/22-23	No School - Thanksgiving Recess
11/28	Parent/Teacher Conf. 4:30-7:30
11/30	Parent Teacher Conf. 1:00 - 3:00

DECEMBER (15 school days)				
Mon	Tue	Wed	Th	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

12/6	Last Day of T1/MP2 (30 days)
12/10-18	TABE test - HSE students Ed Performance test-MS/HS students
12/12	Report Cards distributed to students and mailed home
12/17-21	Regents Practice Exam #2
12/24-1/1	No School - Winter Recess

JANUARY (20 school days)				
Mon	Tue	Wed	Th	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

12/28-1/1	No School - Winter Recess
1/21	No School - MLK Jr. Day
1/22-26	Regents/RCT Exams MS ELA Interim Assessment
1/26	Last Day of T2/MP1 (29 days)
1/28	No School - Chancellor's Conf. Day

FEBRUARY (14 school days)				
Mon	Tue	Wed	Th	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

2/8	Report Cards distributed to students and mailed home
2/6	No School - Lunar New Year
2/18-2/22	No School - Midwinter Recess

MARCH (21 school days)				
Mon	Tue	Wed	Th	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

3/4-8	MS Math Interim Assessment
3/7	Parent/Teacher Conf. 4:30 - 7:30
3/8	Parent Teacher Conf. 1:00 - 3:00
3/13	Spelling Bee Tentative
3/18	Last Day of T2/MP2 (30 days)
3/27	Report Cards distributed to Students and mailed home

APRIL (16 school days)				
Mon	Tue	Wed	Th	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

4/2-4/4	MS ELA Assessment
4/6-4/8	Make-Up MS ELA Assessment
4/18-18	Regents Practice Exam #1
4/18-4/28	No School - Spring Recess

MAY (22 school days)				
Mon	Tue	Wed	Th	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

5/1-3	MS Math Assessment
5/8-8	Make-Up Math Assessment
5/8-17	NYSEBALAT
5/8	Last Day of T3/MP1 (30 days)
5/14-18	Regents Practice Exam #2
5/16	Report Cards distributed to students and mailed home
5/20-24	TABE test - HSE students Ed Performance test - MS/HS students
5/27	No School - Memorial Day

JUNE (18 school days)				
Mon	Tue	Wed	Th	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

6/3	Global Regents (New Framework)
6/4	No School - Eid al-Fitr
6/8	No School - Chancellor's Conf. Day
6/18-26	Regents/RCT Exams
6/28	Graduation (Tentative)
6/28	Last Day of T3/MP2 (32 days) Report Cards distributed to students and mailed home
6/28	Last Day for Students & Teachers

No School In Session
Conference Day for Staff - Students Not In Attendance
Last Day of Marking Period

Trimester 1: 9/5/18 - 12/5/18
Trimester 2: 12/6/18 - 3/19/19
Trimester 3: 3/20/19 - 6/26/19

NYC Promotional Policy for Middle School Students

Grades 6 and 7 (Standard Promotion Criteria)*

Students are promoted based on a review of their performance over the course of the school year to determine if the student has made sufficient progress toward meeting the Common Core Learning Standards in ELA and math. This review will include multiple measures of their performance including State test scores, course grades, report cards, samples of student writing, projects, assignments and other performance based student work. Students who have not demonstrated adequate progress towards meeting the standards will be asked to complete a promotion portfolio in order to determine their readiness for the next grade. Students who meet the required benchmarks on the promotion portfolio will be promoted in June, those who do not will be recommended for summer school.

Grade 8 (Standard Promotion Criteria)*

Students are promoted based on a review of their performance over the course of the school year to determine if the student has made sufficient progress toward meeting the Common Core Learning Standards in ELA and math. This review will include multiple measures of their performance including State test scores, course grades, report cards, samples of student writing, projects, assignments and other performance based student work. In addition, students must pass their core courses in Math, English Language Arts, Science and Social Studies. If a student fails a core course the student will not be promoted in June and they will be recommended for summer school. Students who have not demonstrated adequate progress towards meeting the standards in ELA and math will be asked to complete a promotion portfolio in order to determine their readiness for the next grade. Students who meet the required benchmarks on the promotion portfolio will be promoted in June those who do not will be recommended for summer school.

Previously Retained and/or Over-Age Students

Students in grades 3-8 who are overage and/or who have been previously retained are held to their applicable promotion criteria in June as outlined above. However, in August schools may recommend promotion for these students after determining whether the student has demonstrated gains towards meeting Common Core standards in ELA and math. Overage is defined as a student who is two or more years overage for his/her grade level by December 31st of the current school year; for 8th graders this would be age 16. Previously retained is defined as a student who was retained in his/her current, or prior two grade levels; for 8th graders this would be retained in 6th, 7th or 8th grade.

Promotion Portfolios

Promotion portfolios must be administered to all students in grades 6-8 who have not demonstrated adequate progress in meeting the Common Core Learning Standards in ELA and/or math and to grade eight ELLs enrolled in an English Language School System for two or three years. At ReStart, all middle school students will complete the promotional portfolio as part of the promotion process.

Promotion Portfolio Components:

- **English Language Arts**
 - Reading Accuracy
 - Standard Reading Passage (Tests reading comprehension)
 - Writing From Sources Classwork
 - Additional ELA Class Work (Includes one piece of graded class work)
- **Mathematics**
 - One to One Interview Inventory (8 questions)
 - Independent Inventory (8 questions)
 - Mathematics Class Work (Includes two pieces of graded class work)

*See your teacher or guidance counselor for more information on Promotion Requirements for students with IEPs and English Language Learners.

RESOURCES FOR STUDENTS & PARENTS

Many NYC government agencies and non-profit organizations provide services to support New York City's youth and families. The following list includes information about programs and resources, as well as supplemental activities to help you get involved in your child's education. We hope that your family takes advantage of them.

New York City Department of Youth and Community Development

The Department of Youth and Community Development (DYCD) provides free, high-quality youth and family programming to New Yorkers. In addition to the programs listed below, DYCD supports organizations and programs providing a variety of services to families, including parent education programs and services for immigrants. More information about any of these programs or the programs listed below, including their locations, can be found by visiting the DYCD website, www.nyc.gov/dycd or by calling 311.

1. Afterschool Programs

- **Out of School Time (OST):** The 650 OST programs located throughout the City offer a balanced mix of academic support, sports, recreational activities, and cultural experiences for elementary, middle school, and high school youth during afterschool hours and on school holidays.
- **Beacons:** Beacons are intergenerational centers offering a wide range of programming for youth and adults including tutoring, college preparation, photography, sports, General Education Diploma (GED) training, English for Speakers of Other Languages (ESOL) programs, parenting skills workshops, and tenant education and advocacy. There are Beacon programs in 80 community centers located in public schools throughout the city that operate in the afternoons and evenings, on weekends, during school holidays and vacation periods, and during the summer.
- **Beacon Satellite Programs:** Beacon Satellite Programs at New York City Housing Authority (NYCHA) Community Centers provide services to youth after school, in the evenings and on weekends. The Beacon model features collaborative community programming designed to provide quality services to youth and adults after school, in the evenings, and on weekends.
- **Teen ACTION:** The Teen ACTION (Achieving Change Together In Our Neighborhood) program provides youth between the ages of 13 and 21 the opportunity to design and implement a meaningful community service project.

2. Summer Jobs and Internships

- **Summer Youth Employment Program:** The Summer Youth Employment Program (SYEP) is a paid seven-week summer employment initiative open to young people between the ages of 14 and 21. Assignments include government agencies, hospitals, summer camps, nonprofits, small businesses, law firms, museums, and sports and retail organizations. The application process begins April 1st.
- **Ladders for Leaders:** The Ladders for Leaders program offers summer internships to high school students with dynamic corporations and businesses. Participants receive pre-employment training and attend regular workshops.
- **In School Youth:** The In School Youth (ISY) program provides occupational skills, counseling, employment services, and educational opportunities to low-income 14-18 year-olds. All ISY program participants are guaranteed employment in SYEP.
- **Out of School Youth:** The Out of School Youth (OSY) program provides extensive job training and employment services to 16-21 year-olds who are not enrolled in school and need assistance upgrading their occupational skills.

3. Support Services

- **Drop-in Centers and Transportation:** Drop-In Centers, located in each borough, provide young people and their families with services, counseling, and referrals from trained social workers. The Manhattan Drop-In Center also transports youth to and between Runaway and Homeless Youth facilities. Call 311 for more information.
- **Crisis Shelters:** These voluntary, short-term residential programs provide emergency shelter and crisis intervention services aimed at reuniting youth with their families or, if family reunification is not possible, arranging appropriate transitional and long-term placements. Call 311 for more information.
- **Transitional Independent Living:** Transitional Independent Living (TIL) programs provide homeless youth (16-20 years of age) with support and shelter as they work to establish an independent life. Services offered at TILs include educational programs, vocational training, job placement assistance, counseling and basic life skills training.
- **Youth Connect:** Youth Connect is a confidential, toll-free information and referral service for youth, families, and communities. Operators are available at 1-800-246-4646 Monday-Friday, from 9am to 7pm, and will connect callers to an array of local services and resources. Youthline is available in 152 languages, and is accessible to persons who are hearing impaired (TDD) at 800-246-4699.

New York City Housing Authority

NYCHA provides a variety of free recreational, cultural, and educational community programs and services, mostly located at NYCHA's Community Centers. For additional information on NYCHA programs, please visit their web site at www.nyc.gov/nycha or call 311.

- **NYCHA's educational programs include:** computer and technology training; mentoring programs for youth in NYCHA developments; literacy programs; college prep; and job training.
- **NYCHA's sports programs include:** Education through Sports Days held throughout the summer; private and group instruction; tournaments; athletic leagues; chess training and competition; and educational classes about health and nutrition. These programs incorporate sports like basketball, bowling, flag football, martial arts, lacrosse, soccer, softball, and track & field.
- NYCHA also offers a varied selection of recreation, art, and music programs as well as health and social services.

New York City Department of Parks and Recreation

The Parks Department operates 30 Recreation Centers in all five boroughs of New York City. These centers provide access to facilities such as indoor pools, weight rooms, basketball courts, dance studios, art studios, game rooms, and libraries, and offer a range of programs for all ages. Memberships for youth aged 18 and under are free. To locate the nearest Recreation Center, and for more information about any of the programs described below, including how to enroll, visit the Parks website at www.nycgovparks.org or call 311.

- **Fitness Programs:** Parks offers free fitness opportunities for New Yorkers of all ages, including nutrition and fitness classes led by trained fitness instructors. Get moving and get fit for free with Step Out New York City and Shape Up New York. The Parks Department has also created a new online guide, BeFitNYC, where you can find information about Parks programs and others offered by local fitness organizations.
- **Parks Afterschool:** Parks offers structured afterschool programs for youth ages 6–13 at 30 Recreation Centers throughout New York City. Parks Afterschool is a free program that provides children with structured homework help, arts instruction, and athletics/fitness.
- **Sports Programs & Instructional Clinics:** Parks offers a wide array of free sports programs and instructional sports clinics for youth focused on a range of sports including basketball, soccer, softball, baseball, flag football, and track & field.

- **Summer Programs:** Parks & Recreation offers various summer programming to keep youth and families active. Programming includes: Summer Day Camps, Mobile Recreation Vans, Playground Associate Program, Playwork Pilot Program, School Food Summer Meal Program, Summer Festivals, Skate Parks, and the RECYouth Summer Institute.
- **Swim Programs:** Parks provides a variety of free aquatic programs for all ages and levels ranging from swim lessons to recreational swimming to swim team training for competition.
- **Teen Program:** Parks' Teen Program offers activities for youth ages 14 to 17 that combine ongoing arts, athletics, and social activities with specialized workshops and trips. Activities include: sports instruction and tournaments, swimming lessons, fitness & dance classes, arts instruction, homework help, cooking workshops, computer workshops, community involvement and trips to museums and the theater.
- **Computer Resource Centers (CRCs):** Computer Resource Centers, located in 27 Parks Recreation Centers throughout the five boroughs, empower New Yorkers of all ages with free computer access and education. During weekday afternoons, CRCs are utilized for children in the Parks AfterSchool Program, serving children ages 6 through 13. Through educational games, homework help, newsletter clubs, Internet scavenger hunts, and digital media projects, after-school students gain a higher comfort level with technology while developing their academic and social skills.

HomeworkNYC

In order to provide more resources for students and parents, NYC Libraries, with the help of teachers, administrators, and school librarians, put together the website www.homeworkNYC.org. The free site provides information on topics students are studying in school, study guides and notes, links to education events happening at libraries throughout the City, and ways to receive additional homework help. Students can also connect and chat live with teachers over the Internet to get help with their homework, projects, papers and more. Online chat service hours are Monday through Thursday, from 4:30 to 6:30 pm. Teachers are also available by calling the Dial-A-Teacher hotline at 212-777-3380, Monday through Thursday from 4:00 to 7:00 pm (except for school holidays).

NYC Kids ARTS

New York City has an amazing collection of cultural institutions where the lessons of the classroom come alive on stages and gallery walls, in the living collections of zoos and botanical gardens and in other richly diverse spaces. Together, you and your children can discover new and exciting parts of culture in our City and in our world by visiting www.NYKidsARTS.org, an easy to use site that allows you to decide what cultural activities fit your family's needs. On the site, you can find listings for hundreds of cultural groups and events, many of them free. Working in cooperation with the Department of Education, this private, non-profit service allows young people and their families to explore these cultural organizations and learn more about the subjects they cover. The Web site makes it easy for you to find the perfect activity for your family, allowing you to search for activities by borough, grade level, discipline, and date. You can log on to navigate the City's cultural institutions and activities by visiting www.NYKidsARTS.org.

GRADING POLICY

School Year 2018-19

Introduction

The purpose of this grading policy is to allow students, families, and teachers to have a mutual understanding of what specific grades mean. It also outlines how and when ReStart Academy students receive feedback on academic progress. This grading policy applies to all students on the three academic tracks, Middle School (MS), High School (HS) and High School Equivalency (HSE) offered at ReStart Academy.

- For MS students, grades are used to determine a student's progress in the middle school curriculum and are one of the criteria used to determine promotion eligibility (see page 4 for more details on promotion).
- For HS students, credits toward diploma requirements are awarded based on the final grade for each Trimester (see Trimester schedule below). Credit is awarded for each class in which a student earns a passing grade.
- For HSE students, grades are used to determine students' progress in the high school equivalency curriculum.
- Grades are a reflection of students' understanding and command of content, their progression through a course or subject, and their mastery of skills at a given point in time.
- Determination of passing or failing is based primarily on how well students master the subject matter, concepts, content, and skills addressed in a class or course. This means that students may not pass or fail based solely on non-mastery measures (e.g. behavior, compliance, participation, conduct) but rather based on how well they demonstrate their understanding of the content and skills required in the course.
- Attendance is not a sole factor in determining a student's grade, however, it is understood that school attendance has a large impact on a student's ability to demonstrate his/her mastery of the course content.

Trimester and Marking Period Schedule

Trimester 1

Marking Period 1: 9/5/18 – 10/19/18

Marking Period 2: 10/22/18 – 12/5/18

Trimester 2

Marking Period 1: 12/6/18 – 1/25/19

Marking Period 2: 1/29/19 – 3/19/19

Trimester 3

Marking Period 1: 3/21/19 – 5/8/19

Marking Period 2: 5/10/19 – 6/26/19