



NEW EXPLORATIONS INTO SCIENCE, TECHNOLOGY + MATH

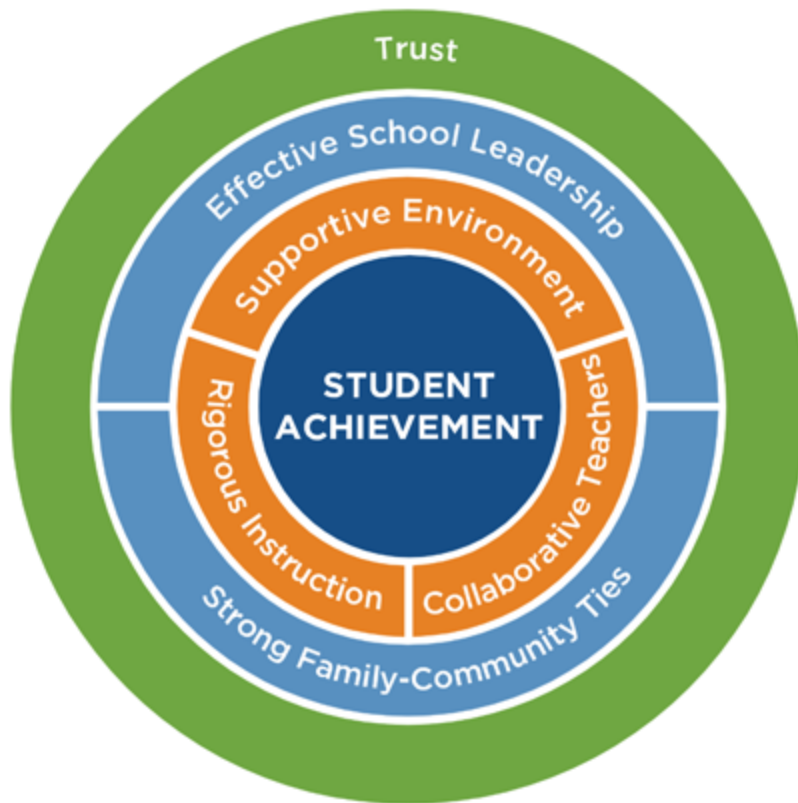
Student and Family Handbook 2019-2020

Revised: August 2019

The NEST+m 2019-2020 Student and Family Handbook is a living document, and we welcome your feedback. In the spirit of collaboration, we look forward to hearing from you, and making this document as effective, inclusive, and user-friendly as possible.

Questions? Email pc@nestmk12.net

Framework for Great Schools



The **Framework for Great Schools** is the primary way the NYC Department of Education partners with our schools. At the center of the Framework is student achievement. The core goal of education is to help students get to the next level and succeed. Surrounding that core are the three elements of student support: instructional guidance, teacher empowerment, and student-centered learning. Beyond the classroom, we need effective school leadership and strong parent-community collaboration. Learn more [HERE](#).

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NEST+m K-12 School Policy Guide (A-Z)

Assembly Days / Town Hall Meetings

Assembly days are critical meeting times for our students and school community. Assembly Days include special events for Black History Month, Respect for All Month, Cultural Celebrations, Musical/Theatrical Events and 4 Town Hall Meetings (Grades 6-12) that occur twice per semester. We encourage our Faculty to work with students and to support them in developing presentations, performances or exhibitions that showcase the incredible work that our students do both within and outside of the classroom. Students that would like to plan a special assembly should see the COSA / Assistant Principal. Students in grades K-5 will have a variety of assemblies throughout the year on various subjects.

Athletics

Our School Color is Purple! Our Mascot is the Eagle!

Being on a NEST+m athletic team provides our students with a tremendous opportunity to build rapport with team members and coaches. NEST+m offers students a wide variety of PSAL sports. If your child does not want to play on a team, we hope to see you at our home games! We are always looking to build school spirit.



Grades 6-8

- Girls Soccer
- Boys Soccer
- Girls Volleyball
- Boys Flag Football
- Cross-Country (track and field)
- Girls Basketball
- Boys Basketball
- Girls Softball
- Boys Baseball

Grades 9-12

The Public School Athletic League, or PSAL, is the governing body for Varsity Sports in the NYCDOE. NEST+m is proud to offer students the following PSAL sports in our Upper Grades:

- Girls Basketball
- Girls Softball
- Boys Basketball
- Girls Fencing
- Boys Fencing
- Track and Field
- Girls Softball
- Girls Volleyball
- Boys Soccer
- Girls Soccer

For more information on PSAL sports and to see the schedule of NEST+m's various PSAL games / events visit their website at <http://www.psal.org/>.

PSAL (Public School Athletic League) Sports - Academic Eligibility

Students who participate on PSAL Upper Grade Athletic teams must meet the following requirements:

1. 5 credits earned in the previous semester—including 4 core courses (English, Social Studies, Science, Math and Spanish)
2. 90% attendance in the previous semester
3. Currently passing ALL courses (measured on the most recent progress report)
4. 90% attendance in all current courses /

Daily eligibility for games and performances:

Students who are marked absent for the day or who cut a class will not be eligible to participate in the next scheduled game / performance.

Attendance and Lateness

NEST+m's instructional school hours are 8:20 am – 2:40 pm. Punctuality and attendance are imperative for student success. Students who are early are on time. A student with 90% attendance is missing, on average, one day of school per month. Regular attendance supports students' ability to learn the skills and habits necessary to succeed in school. We expect our students to be present and on time to class each day.

When students arrive at school they must swipe into the CAASS system with their ID card. All students are expected to be in their Homeroom or Official (first period) Class no later than 8:20am. When a student arrives later than 8:20 am, the CAASS machine will print out a late pass. Students are responsible for taking that pass and going **directly** to class. The CAASS system allows us to know exactly who is in the building and at what time they arrive. Poor attendance and tardiness negatively impact many aspects of a student's school life, including, but not limited to, grades and eligibility for certain school activities, including but not limited to school plays, club sports, PSAL sports and school social events. Attendance records can and should be regularly reviewed on Skedula-Pupilpath.

Documented Absences

All absences must be documented with a note from a student's family, physician, or an official activity. The Chancellor has two pages of special codes for excused attendance. These codes include: medical absence, religious observance, school tours, etc. These codes are important, as documented absences do not count against the **perfect attendance expectation**. While we cannot erase an absence from a student's record, we can excuse it when we can document why a child was absent. All absences, excused or unexcused, are recorded in the DOE attendance system. Documentation of an excused absence or lateness must be provided to Marcy Duran, Attendance and Transportation Secretary, so our system can be updated.

Late Bus

If a student rides a DOE bus and arrives late due to a late bus, the child will be marked late with an excuse. The Office of Pupil Transportation's policy states that a child should not be penalized for a DOE bus being late.

If a child arrives late to school on a private bus, they will be marked late. Please contact the private bus company directly to ensure that your child gets to school on time. The DOE will not "excuse" a lateness that is caused by a private bus company.

Policy for a Sick Child

Sick children should remain at home. DOE policy states that a child should be 24 hours free of fever before returning to school. If a child arrives to school and is ill, an adult listed on the student's blue card will be called to take the child home. If a student is absent for more than 3 days due to sickness, they will need to provide a note from their doctor.

Half Days

Half days are scheduled several times during the school year for Parent/Teacher Conferences. School buses will run their normal routes. On half days there are no Extended Day or Afterschool programs. Dismissal time on Half Days is 11:30 am.

Leaving School Early

Appointments during the school day, medical or otherwise, are disruptive to learning and are highly discouraged. If your 9th-12th Grade student must miss part of the school day for an appointment, they must bring a signed note to the main office at the start of the school day, specifying the time of the appointment and any other pertinent information. Your child must:

- 1) Present the note to an Upper Grades Guidance Counselor or Main Office. You will be contacted to secure verbal consent.
- 2) Sign-out in the Main Office before leaving school.

Please note: leaving without permission poses a danger to students, and is the equivalent to "cutting" and can result in school-based disciplinary action.

Bathrooms

Any Middle Grade and Upper Grade student needing to leave the classroom during an instructional period must take the appropriate hall pass AND sign out with their name and the time they leave the classroom (Every classroom will have paper logs for this purpose). Students must record the time they leave the classroom, their destination, name, and the time they reenter the classroom.

There are bathrooms designated and labeled for adult use only and ones for student use only. Adults may not use student bathrooms and students may not use adult bathrooms. The bathrooms located by the Main Entrance are bathrooms designated for adults ONLY.

Student Bathrooms	
K-8	Across from Rm. 109
K-2	Across from Rm. 209
3-5	Across from the Nurse's Office
6-8	Across from Rms. 309 and 311
9-12	Across from Rms. 361 and 359

Adult Bathrooms	
1 st Floor	None
2 nd Floor	Lobby & Adjacent to Rm. 223
3 rd Floor	Rm. 377 & Adjacent to Rm. 328

There is also a non-gender specific single stall bathroom located outside the Nurse's office, in Room 257.

Bell Schedule (See Appendix B)

Bells are rung on the 3rd floor to signal both the end and beginning of Grade 6-12 classes. Please note that all students have four minutes to pass between instructional periods. It is very important for students to arrive to each of their classes on time.

Calendars

- Weekly Calendar: Key information will be communicated through a weekly email from Principal Berkowitz.
- A/B Calendar: This calendar contains important benchmarks for students and teachers such as the beginning and ending of marking periods, vacation periods, dates grades are due and the daily A/B schedule. A copy of the calendar will be posted in all 6-12 classrooms and in the [Calendar section of the school website](#).
- Google Calendar: This Calendar is located in the [Calendar section of the school website](#). It lists all events, dates, and holidays important to students and families.
- [NYC Department of Education School Year Calendar 2019-2020](#).

Chancellor's Regulations

The New York City Department of Education's (NYCDOE) [Chancellor's Regulations](#) cover a wide range of policies, divided into four sections:

- [Volume A](#) addresses student-related issues, from admissions to promotion.
- [Volume B](#) addresses school-based budgeting.
- [Volume C](#) addresses employee issues, from hiring to termination.
- [Volume D](#) addresses parent and community involvement.

The regulations are available in English, Arabic, Bengali, Chinese, Haitian Creole, Korean, Russian, Spanish, and Urdu (all nine covered languages).

Child Abuse and/or Neglect Reporting

All teachers in the New York City Department of Education are mandated reporters of any suspicion of child abuse and/or neglect.

Visit the link below for information about child abuse reporting in the NYCDOE and the Chancellor's Regulation on Child Abuse Reporting:

- <https://www.schools.nyc.gov/school-life/special-situations/child-abuse>

Classroom Environment

At NEST+m, we pride ourselves on maintaining clean, organized classroom spaces that are functional for students, engaging, and conducive to authentic inquiry.

Students are expected to help maintain the classroom environment in the following ways:

- At the end of each class period, students should check the area around their desk or table and make sure their personal trash and / or recycling are put in the proper receptacles.

- At the direction of the classroom teacher, students should return classroom supplies / resources that were used during the instructional period to the station where they are stored within the classroom.

Clubs and Student Activities for Upper Grade Students

These activities are subject to change from year to year:

A Capella	Advanced Coding	National Honor Society
Animal Rights	Jazz Combo Club	Newspaper
Black Student Union	Key Club	Peer Leaders
Comedy Troupe	LGBTQ+	Red Cross Club
Dance Team	Math Teams	Student Government
Debate	Model United Nations	We Club
Feminism Club	Muslim Student	Yearbook
Film Photography Club	Association	

College Office

The NEST+m College Counselor provides our students with a dynamic college-prep curriculum that supports them in reaching their post-secondary goals. The mission of the College Office is to guide NEST+m students as they create their own unique paths and to provide them with the necessary tools and support to realize their dreams. The College Office is located in Room 353. The College Counselor meets with students at the end of their freshman year and continues to advise them with the college application process until the end of their senior year. The Counselor is responsible for all college-related documents for our students' articulation into an institute of higher learning. Additionally, she leads workshops for both students and parents, and organizes college-related school events, such as the NEST+m annual College Fair, Career Day, visits from college representatives, college and career-related presentations, one-day and overnight college trips and other events.

In addition, the College Office manages the process of creating The Secondary School Report (SSR) for each NEST+m student. This document is an extensive letter of recommendation sent from the school on behalf of the student and is separate from any other recommendation that teachers write. To best support our students, our College Counselor plans workshops on the College Application process, Resume building, and Naviance – the online system that all NEST+m Upper Grade students and families use beginning in Grade 10. These workshops, planned in coordination with Faculty, occur throughout the school year and are delivered in English / Social Studies classrooms.

Graduation Requirements

For an updated list of New York State Graduation Requirements, see the “NYC Department of Education Graduation Requirements at the webpage listed below:

- <https://www.schools.nyc.gov/school-life/rules-for-students/graduation-requirements>

The NYCDOE Office of Post-Secondary Readiness provides families with numerous resources to support them with the process of college planning and career readiness. The link below provides access to a College Planning Handbook and the NYC College Hotline.

- <https://www.schools.nyc.gov/school-life/learning/college-and-career-planning/applying-to-college>

NEST+m Naviance Login

- <https://student.naviance.com/newexplorations>

College Counseling Calendar

Month	Workshops & Counseling Meetings with Students	Workshops & Counseling Meetings with Parents	College Office Events
September	<ul style="list-style-type: none"> • Individual Meetings with Seniors • Seniors Workshop – Application Checklist 	<ul style="list-style-type: none"> • Individual Meetings with Senior Parents by request 	<ul style="list-style-type: none"> • College Information Sessions
October	<ul style="list-style-type: none"> • Individual Meetings with Seniors • Senior Workshop – Financial Aid • Senior Workshop – College Essay 	<ul style="list-style-type: none"> • Individual Meetings with Senior Parents by request • Senior Parent Workshop – Application Checklist • Financial Aid Workshop 	<ul style="list-style-type: none"> • College Information Sessions • CUNY Application Workshop • College Essay Presentation • Financial Aid Night
November	<ul style="list-style-type: none"> • Individual Meetings with Seniors • Juniors Workshop I • Sophomore Workshop I 	<ul style="list-style-type: none"> • Individual Meetings with Senior Parents by request • Junior Parent Workshop I • Sophomore Parent Workshop I 	<ul style="list-style-type: none"> • College Information Sessions • FAFSA Completion Workshop
December	<ul style="list-style-type: none"> • Individual Meetings with Seniors • Junior Workshop II 	<ul style="list-style-type: none"> • Individual Meetings with Senior Parents by request 	
January	<ul style="list-style-type: none"> • Individual Meetings with Seniors 	<ul style="list-style-type: none"> • Individual Meetings with Senior Parents by request 	

	<ul style="list-style-type: none"> • Individual Meetings with Juniors 	<ul style="list-style-type: none"> • Individual Meetings with Junior Parents by request 	
February	<ul style="list-style-type: none"> • Small Group Meetings with Juniors • Juniors Workshop III • Individual Meetings with Seniors • Individual Meetings with Juniors 	<ul style="list-style-type: none"> • Junior Parent Workshop II • Individual Meetings with Senior Parents by request • Individual Meetings with Junior Parents by request 	<ul style="list-style-type: none"> • College Trips • SSR writing
March	<ul style="list-style-type: none"> • Small Group Meetings with Juniors • Individual Meetings with Seniors • Individual Meetings with Juniors 	<ul style="list-style-type: none"> • Individual Meetings with Senior Parents by request • Individual Meetings with Junior Parents by request 	<ul style="list-style-type: none"> • College Trips • SSR writing
April	<ul style="list-style-type: none"> • Small Group Meetings with Juniors • Individual Meetings with Seniors • Individual Meetings with Juniors 	<ul style="list-style-type: none"> • Individual Meetings with Senior Parents by request • Individual Meetings with Junior Parents by request 	<ul style="list-style-type: none"> • College Trips • College Fair • SSR writing
May	<ul style="list-style-type: none"> • Juniors Workshop III • Sophomores Workshop II • Freshman Workshop 	<ul style="list-style-type: none"> • Junior Parent Workshop III • Sophomore Parent Workshop II • Freshman Parent Workshop 	<ul style="list-style-type: none"> • Seniors Exit Interview • QuestBridge/Posse Presentations • SSR writing
June	<ul style="list-style-type: none"> • Individual Meetings with Seniors • Individual Meetings with Juniors 	<ul style="list-style-type: none"> • Individual Meetings with Senior Parents by request • Individual Meetings with Junior Parents by request • Financial Aid Workshop 	<ul style="list-style-type: none"> • SSR writing

Common Core State Standards

The Common Core Learning Standards provide a framework for our instructional planning K-12. To view the CCLS go to <http://www.corestandards.org/>

Community Service

At NEST+m, we believe that giving back to the community—our school, our neighborhood, and our city—is an important part of every student’s education. Therefore, all Upper Grade students must complete a minimum of sixty hours of community service (30 hours minimum at NEST+m) over four years as part of their NEST+m graduation requirement. In house community service opportunities will be advertised throughout the year via morning announcements, email, and messages from our Guidance Counselors. NEST+m students have assisted at Lower Grade events, volunteered at Open Houses, led tours for prospective students, worked as peer tutors, and volunteered at Parent Teacher Conferences. Many community service opportunities are also offered through our various student clubs.

COSA

The COSA, or Coordinator of Student Activities, plays an important role in the school community. The COSA is responsible for collaborating with Faculty, administration and students to develop a club and activities schedule to serve our students. The COSA also organizes community service activities / projects within the school community, Homecoming, events to build school spirit, and assists with the development of school assemblies. If you are interested in initiating a student activity or would just like more information about school clubs and activities, see the COSA, Kate Thompson, in Room 335 for more information.

Curriculum

Our courses in Grades K-12 align with the NYC Department of Education Citywide Instructional Expectations. These expectations can be located here: <https://www.weteachnyc.org/resources/collection/citywide-instructional-expectations/>

Dean of Student Culture

The NEST+m Dean of Student Culture Office is responsible for implementing school policy as pertains to the NYCDOE Student Bill of Rights and Discipline Code and works closely with all stakeholders in our school community.

At NEST+m we believe that the majority of disciplinary measures can be avoided through the development of a positive school culture that empowers and values student engagement and leadership. Providing students with multiple opportunities to participate in a wide range of pro-social activities and, at the same time, bond with caring, supportive adults helps prevent negative behaviors. At NEST+m we provide students with meaningful opportunities to lead within and outside the classroom, share ideas and concerns, and participate in schoolwide initiatives.

When necessary, our Faculty, Culture Coaches, and Guidance team collaborate to provide students with progressive discipline that may include restorative approaches such as corrective feedback, reflective planning sessions, counseling, and mediation. Disciplinary responses include parent conferences, detention, or suspensions, depending on the misconduct. The goal

is always to provide students with the experiences, strategies, skills, and support they need to thrive. Learn about the NYCDOE Discipline Code at the webpage listed below:

- <https://www.schools.nyc.gov/school-life/rules-for-students/discipline-code>

The Flow of Referral to the Dean of Student Culture Office:

- A student may report to a Dean as an upstander or witness to any act perceived to violate the rights of another person in our community.
- A student may self-report to the Dean as a victim of any act that has violated his or her own rights within our community.
- Faculty and staff must report incidents in violation of the NYCDOE Student Bill of Rights and Discipline Code. Incidents of physical violence, bullying, a missing student, verbal altercations / threats, and any criminal behavior are reported to both the Dean and the Administration immediately.

Discriminatory remarks and actions, in person or online

Physical and verbal bullying that attacks another student or staff member's dignity is a violation of the Department of Education Discipline Code and Respect for All initiative. Such remarks or actions include but are not limited to bias due to someone's race, culture, gender, learning style, family income, sexual orientation, religion or physical appearance. Any such action will result in a firm school response from the Principal's Office, Dean's office and Guidance Department. Students who engage in such actions face formal discipline aligned to the NYCDOE Discipline Code and mandated counseling.

If you were the victim of bias or sexual harassment on school grounds or witnessed someone being harassed, it is important to report it immediately.

See the webpage listed below for information about reporting sexual harassment / violations of Equal Opportunity Law:

- <https://www.schools.nyc.gov/school-life/support/get-help/how-to-file-an-appeal-or-complaint>

Dress Code

Our Dress Code was approved and adopted by the NEST+m School Leadership Team (June, 2016). Visit <https://nestmk12.net/school-reports-regulations/> to learn about the Dress Code.

- Students in grades K-8 are to wear a solid-colored upper garment (e.g. shirt, dress, sweater, sweatshirt) with the NEST+m insignia and/or brand.
- Closed toe shoes (preferably with a rubber sole) must be worn by students in grades K-5.
- During Physical Education classes, students are expected to wear sneakers. In grades 6-12, during Physical Education classes, students are expected to wear an athletic T-shirt or sweatshirt, as well as athletic shorts or sweatpants.
- Clothing that degrades religion, race, or sexuality and clothing that promotes alcohol, drug use or offensive language is prohibited. Any attire that features words or images that violate the Department of Education's Respect for All Initiative will not be permitted.
- Undergarments are not to be visible (e.g. pants are to be worn at the waist).
- Clothing may not be transparent (sheer) unless it is worn in combination with other garments that are not transparent.
- Tops and bottoms of outer garments must meet and should reasonably cover skin and not expose midriff or back. Strapless tops are not be worn.

- Skirts, shorts or other garments covering the lower body are to reach the fingertips of the extended arm.
- Religious head coverings are welcome. Headwear such as hats, visors, do-rags, bandannas and hoods worn on the head (e.g. from sweaters or sweatshirts) are prohibited.

Students whose attire is not aligned with this dress code will be asked to speak with the Dean of Students or a member of the administrative team. The Principal or designee will make the final determination of questions regarding student attire. Students whose attire is not aligned with this dress code will be provided school issued attire.

Drug / Tobacco Free School

NEST+m is committed to combating the use and abuse of illegal drugs and alcohol and to keeping our school free from these substances. School teachers, staff and officials are required to take action in any case involving the use of illegal substances on or near NEST+m or at school functions. Students who engage in the use or possession of such substances face the following:

- Principal's or Superintendent's Suspension from school
- Suspension or expulsion from co-curricular activities
- Referral to a social service agency to complete a substance abuse program
- Legal action imposed by the NYC Police Department

Additionally, as NEST+m is committed to a healthy learning and working environment for students, staff and community members, the use of tobacco products is prohibited on all school property including our school building, school grounds, and at all school-sponsored events off campus. All instances of students seen smoking will be reported home to families.

Emergency Closing / Late Opening / Early Dismissal

NEST+m may experience a citywide emergency, a closure, an early dismissal, or a late opening due to an unexpected situation such as inclement weather. In such instances, NEST+m follows DOE procedures and only closes or shortens the school day if the DOE announces such a policy for all City schools. Sign up for [Notify NYC](#), a free citywide email/text alert system for all emergencies and school information. When at all possible, the Parent Coordinator and the PTA will email updates and information to parents. Parents are also encouraged to call 311 or check the [DOE website](#) and other local news sources whenever weather is questionable.

Equipment and Resources

Our school has a significant number of electronic resources for both students and faculty usage. These include two computer labs, laptop carts on all three floors; iPads, LCD projectors, printers, and ActivPanels. As these items are both valuable and easily damaged, it is important to handle them carefully. Students are expected to follow the directions of their teacher regarding use, and storage of school electronics. Computer stations with printers are available for student use in the library, lobby and in the cafeteria during lunch periods (Grades 6-12).

Faculty Room

The Faculty Office is located in Room 377. Please note that this room is for Faculty only. Any student needing to speak with a Faculty member who is working inside the Faculty room must knock on the door and wait for a Faculty member to respond.

Fire Alarm Boxes

Our fire alarm boxes should only be touched in the event of an emergency. Please know that falsely signaling an alarm box is a crime. Arrest by FDNY Fire Marshalls or NYPD will happen for any person who falsely signals an alarm box. DOE consequences from the office of safety and youth development will be imposed as well. It is also a disciplinary infraction according to the Citywide Behavioral Expectations to Support Student Learning; see the webpage link below:

- <https://www.schools.nyc.gov/school-life/rules-for-students/discipline-code>

Food in Classrooms and Public Spaces

We value the cleanliness of our school corridors, classrooms, offices, and public spaces. During classroom instruction, it is our practice that food and drinks be stored properly and out of sight. At the end of each instructional period, students are responsible for ensuring that their personal garbage / recycling are put into the proper receptacles and any supplies that they borrowed are returned to the proper location within the classroom.

Gradebook

At NEST+m in Grades 6-12 our Gradebook of Record is Skedula/ioClassroom. The student and parent partner site is referred to as PupilPath. All Faculty in grades 6-12 are expected to keep an electronic gradebook in this platform and to update their gradebook at minimum on a weekly basis.

It is essential for all NEST+m families with students in Grades 6-12 to register for PupilPath. By registering, parents will be able to track their child's progress in each class throughout the school year, view their child's academic transcript, class attendance, missing homework assignments, and all assessment grades. Additionally teachers will send emails and progress reports to students and families through this electronic system. Basic directions for registration and PupilPath usage are included in Appendix A.

Parents and students may register / login through the links below:

PUPILPATH PARENT REGISTRATION LINK / LOGIN

- <https://pupilpath.skedula.com/register/parent/>
- https://auth.casenex.com/users/sign_in

PUPILPATH STUDENT REGISTRATION LINK / LOGIN

- <https://pupilpath.skedula.com/Register/Student/>
- https://auth.casenex.com/users/sign_in

Grading Policy

Grading policies are established collaboratively between Departments or Grade Level Teams and their Assistant Principal. We are committed to ensuring that each Department or Grade Level Team's grading policy is fair, concrete, and consistent with the values of our NEST+m community. Grading policies will be attached to the course syllabus / curriculum letters students will receive during the first week of school. These documents will also be shared and discussed with families at our annual Curriculum Night.

Any questions about a class grade or grading policy should be discussed with the teacher. See the [Faculty & Staff Directory](#) for the list of Faculty email addresses.

Graduation Requirements

In New York State, there are three types of diploma: a local diploma, a Regents diploma, and an Advanced Regents diploma. All students can earn a Regents or Advanced Regents diploma; however only students who meet specific criteria are eligible to graduate with a local diploma, which allows students to graduate with lower exam scores. The type of diploma a student earns depends on his or her course credits and scores on specific Regents exams, as shown in the table below. An Advanced Regents diploma lets students demonstrate additional skills in math, science, and languages other than English.

If you have questions about the credits your child is earning or about diploma options and post secondary planning, please contact your child’s guidance counselor.

Regents Diploma		Advanced Regents Diploma	
Examination Requirements			
Your child must achieve a score of 65 or higher on these five Regents exams: <ul style="list-style-type: none"> ● English Language Arts (ELA) ● Any mathematics exam (Algebra I, Geometry, or Algebra II/Trigonometry) ● Any social studies exam (Global History and Geography or U.S. History and Government) ● Any science exam (Living Environment, Chemistry, Earth Science, or Physics) ● Any additional Regents exam or assessment approved by the State for this purpose 		Your child must achieve a score of 65 or higher on these nine exams: <ul style="list-style-type: none"> ● English Language Arts (ELA) ● Three mathematics exams (Algebra I, Geometry, and Algebra II/Trigonometry) ● Any social studies exam (Global History and Geography or U.S. History and Government) ● Two science exams (Living Environment and one of these: Chemistry, Earth Science, or Physics) ● Any additional Regents exam or assessment approved by the State for this purpose ● Any NYC Languages Other Than English(LOTE) exam 	
Regents Diploma		Advanced Regents Diploma	
Minimum Credit Requirements			
8	Core English		8
8	Social Studies: Global History (4), U.S. History (2), Participation in Government (1), Economics (1)		8
6	Mathematics: Including at least two credits of advanced math (e.g., Geometry or Algebra II)		6
6	Science: Life Science (2), Physical Science (2), Life Science or Physical Science (2)		6
2	Languages Other than English (LOTE)*		6

4	Physical Education (every year, distributed in specific ways)	4
1	Health	1
2	Visual Art, Music, Dance, and/or Theater	2
7	Electives	3
44	TOTAL CREDITS	44
*A student seeking an Advanced Regents diploma with an arts or CTE endorsement is only required to complete 2 credits of LOTE. Also, a student whose IEP specifies that the disability directly impacts his or her ability to learn a language may substitute other courses for the LOTE requirement and still earn an Advanced Regents diploma.		

Students with IEPs (Individualized Education Programs)

In addition to the Regents or Advanced Regents diploma, students with IEPs have other graduation options available. The local diploma, which allows students who meet specific criteria to graduate with lower exam scores; and two non-diploma credentials that allow students with disabilities to demonstrate career-readiness skills. Note that these credentials are not equivalent to a high school diploma:

- The Career Development and Occupational Studies Commencement (CDOS) credential allows students to demonstrate mastery of the academic and personal behaviors required in the workplace. It can serve in addition to a high school diploma or as a standalone credential.
- Students who are alternately assessed can earn the Skills and Achievement credential which, although not equivalent to a diploma, supports the attainment of career-readiness skills.

For more details regarding Graduation Requirements, visit the webpage below:

- <https://www.schools.nyc.gov/school-life/rules-for-students/graduation-requirements>

Guidance Department

Personnel	Role	Email	Ext
Stephanie Glickman	Guidance Grades 11& 12	sglickman6@schools.nyc.gov	2452
Katherine Silva	Guidance Grades 9 & 10	ksilva@schools.nyc.gov	2451
Melissa Chen	Guidance Grades 6 - 8	mhuangchen@schools.nyc.gov	2453
Sarah Liogys	Guidance Grades K - 5	sliogys@schools.nyc.gov	2461
Nancy Alba	College Counselor	NAlba3@schools.nyc.gov	3532

Guidance counselors facilitate communication between teachers, grade teams, pupil personnel team members, and families, for the purpose of supporting students. Guidance counselors have an open-door policy and are always available to meet with students in need of counseling, however, when a counselor is in a private meeting with a student or family, confidentiality must be respected. In this situation, a student is welcome to visit with another available counselor. Students, if you encounter a classmate in distress, do not take it upon yourself to counsel your friend, rather, refer your friend to his or her Guidance Counselor immediately. Additionally, be sure to stop down to the Guidance Office to alert the Counselor yourself. In the case of a Guidance emergency, alert any Guidance Counselor or your Assistant Principal immediately.

Instructional Connection: The guidance department works to support students academically, socially and emotionally, and provides an outlet for all students. To this end, NEST+m's Guidance Team provides the following services:

- A safe space for students & staff
- Group counseling sessions
- Academic counseling and transcript review
- College Counseling
- Communication with Families
- Referrals to outside agencies and supports for students & families
- At risk counseling / Crisis counseling / Individual mandated counseling
- Conflict mediation
- Reports of suspicion of child abuse
- Admissions liaisons – work with incoming families and applicants

Confidentiality: Information shared by students with guidance counselors is confidential. In order to maintain a trusting relationship, counselors may not be able to disclose certain information that students have shared. We facilitate grade team meetings to maintain a steady flow of communication between students, families and teachers.

Homeroom in Middle Grades

The extra eight minutes for Homeroom in Middle Grades allows time for students to hang up their coats, put away their belongings, and get ready for the instructional day. At the end of the day a short Dismissal Period follows Middle Grades students' last period, which allows students a few minutes at the end of the day to get back to their locker and retrieve their belongings. The homeroom teacher in Middle Grades will also periodically distribute to students important notices to be backpacked home, and will discuss topics such as housekeeping, organization and planner upkeep with students.

Homework

Homework is assigned at the discretion of the classroom teacher, K-12, and is designed to be meaningful for students. Homework provides students with opportunities to apply recent classroom learning, prepare for assessment, and to both critically / creatively think within the framework of the given course content.

- Please note that homework volume may vary from class to class. Students who enroll in an Advanced Placement level class (Grades 9-12) can expect to have a significant amount of homework.
- NEST+m has a school policy that homework should NOT be assigned over student vacation periods.

National Honor Society

NEST+m is proud to have a robust and active chapter of the National Honor Society. All students interested in becoming members of NHS are expected to demonstrate the four pillars of NHS—Character, Scholarship, Leadership, and Service, both inside and outside of our school community. In order to be considered for membership, students must have a GPA of 90.0 on their official transcript by either the end of their 10th Grade year or 11th Grade year (dependent on time of application). Applications for NHS will be made available to students at the beginning of

March and will be due to the NHS Faculty Advisor by April 19. Applications will be reviewed in the fall of the following year and students will be notified by the middle of October.

Lab Requirements: Earth Science, Living Environment, Chemistry, and Physics

In order to sit for the Regents exam in the above subjects, students must satisfactorily pass the laboratory component of the course. That requirement is officially 1200 minutes of hands-on experiments associated with passing lab reports; however, our requirement is 10 passing lab reports per term. In addition, these Laboratory reports are collected, stored, and remain valid until the student graduates from high school. It is the “P” or passing in the lab component of the science course that is mandatory and permits the students to take the Regents exam, not the passing of the classroom portion of the course. While Earth Science and Living Environment have specified mandatory lab experiments, chemistry and physics do not. Although chemistry and physics lab experiments are left to the discretion of the Department Chair and teachers, the Core in these two disciplines clearly stipulates the required skills and understandings.

Leaving the Building

Students in Grades K-9 may not leave the school building during the school day unless they are accompanied by a licensed faculty member and are participating in an approved school activity. Students in Grades 9-12 may leave the school building during their scheduled lunch period **ONLY** and if they abide by the following school policies:

- Students must have a signed parental permission slip on file. The permission slip will be collected once and kept on file until the student graduates.
- Students must be on time to school (scan in at the CAASS Machine before 8:20am).
- Students must be in possession of their school issued ID card.
- Students must scan out when leaving the building during lunch and scan back in before the end of the designated lunch period. Students are to utilize the Columbia Street entrance / exit only.

Going out to lunch is a privilege NEST+m bestows upon students in Grades 9–12. As this privilege may be revoked at any time, it is our expectation that all students will abide by the policy outlined above and behave in a manner that is aligned with [NYCDOE Behavioral Expectations](#) and our NEST+m School Honor Code.

Library

Our school Library in Room 226 serves students in Grades K-12 and is busy at all times of day. The Library houses a laptop cart, desktop computers, and printers for student use. There are also many print and digital resources available to students.

In Grades 6-12, the library is open during student lunch periods and students are welcome to use it for quiet study, research, or just to read a book. Students need to sign in during open access periods and respect the no food or drink library policy.

If you have questions about the library, please email our Library Media Specialist. [See the Faculty & Staff Directory for contact information.](#)

Lost and Found

The Lost and Found for student belongings is located just inside the Columbia Street Entrance to the school. Items such as clothing, personal books, water bottles, lunch boxes will be placed

in the Lost and Found. Valuable items such as an electronic devices, cell phones, wallets or keys, will be brought to the Business Office Room 248 and secured in a safe. All items will be entered into a log. If you lose a valuable item, contact our School Business Manager, Julie Longmuir, at JLongmuir@schools.nyc.gov for assistance.

Main Office – Room 250

The Main Office at NEST+m is a tremendous resource for our school community and a hub of activity at all times of day. Our Main Office personnel are knowledgeable, supportive, and always willing to help out our Faculty, students, and families. Below is a list of all office staff, their roles, and contact information:

Personnel	Role	Email	Ext.
Cecilia Buktenica	Principal's Secretary	Cbuktenica@schools.nyc.gov	2501
Lisa Wigfall	Payroll Secretary	lwigfal@schools.nyc.gov	2503
Marcy Duran	Attendance, Transportation, Metrocards	Mduran22@schools.nyc.gov	2504
Lisa Seale Cruz	Parent Coordinator	lisasealecruz@nestmk12.net	2505
Eileen Braccia	Pupil Accounting	Ebraccia@schools.nyc.gov	2502
Julie Longmuir	School Business Manager	jlongmuir@schools.nyc.gov	2481

Parent Coordinator

NEST+m's K-12 Parent Coordinator is part of the administrative team working under the supervision of the principal. The Parent Coordinator will engage with and involve parents in the school community by working with the principal, school staff, school leadership team, parent associations, community groups and parent advisory councils in a partnership that supports all children's success in our school.

Key Roles:

- Setting up Meetings: If a parent wishes to speak with a teacher, guidance counselor, or other staff member at NEST+m about an issue with their child, the Parent Coordinator may assist in arranging the meeting.
- Ensuring Families' Rights: The Parent Coordinator ensures parents understand their rights and assists them with finding help if they believe their needs are not being met.
- Providing Information: The Parent Coordinator may provide parents with answers regarding admissions questions, what to do when your child is late or absent, and much more.
- Facilitating Financial Assistance: Whether a student needs help seeking financial assistance for books, school uniforms, class trips, or other school-related needs, our Parent Coordinator works with the parents to secure funding from the school or the PTA.
- Our Parent Coordinator will assist families with registration and use of essential home-to-school communication systems such as the PupilPath Account and NYC Schools account, and will provide families whose first language is not English with translated documents whenever possible.

Main Office Resources

- Mailboxes–All Faculty and staff have a mailbox located in the main office. If you wish to deliver a note to a teacher or to drop off a homework assignment, you must ask one of the secretaries in the main office before doing so. The secretary will either point you in the direction of the proper mailbox or place the note in the proper mailbox for you.
- Photocopy Machine–The photocopy machine in the Main Office is for Main Office Personnel and administrative use only.
- Phone for Student Use–There is a phone for student use located in the Main Office. Students must dial 9+1 before the area code and telephone number in order to reach an outside line. The phone is for local calls only and may be used by students during the school day if they are being picked up or in the case of emergency. Students may use the phone after school hours by request and under the supervision of Main Office Personnel.
- Student Sign-Out Binder - if you wish to sign your child out of school for any reason, you must report to the school with a valid NYS Photo ID and present the ID to the secretary or Parent Coordinator before your child may be signed-out. The secretary or Parent Coordinator will check your ID to see that your name is on the Blue Card you completed at the beginning of the school year. If ID and Blue Card match, you will sign your child out on the clipboard located on the Parent Coordinator's desk. Any NEST+m student who is 18 years old may sign themselves out of school without parental consent as long as they have requested permission from their Guidance Counselor..

Metrocards

Students are issued Metrocards twice a year, once in September and again at the end of January. Metrocards will be distributed to students during the first days of school in homeroom or 1st period. Students must sign upon receipt of their Metrocard. If a Metrocard is lost, see Ms. Duran in the Main Office for a replacement.

Nurse

Our school's Nurse's Office is located in Room 257. Nurse Amy Whitman and her team provide health services to all of our students. The nurses supervise administration of medication to students with a 504 accommodation, see students in need of emergency care, and attend to students who get sick or injured. Our Nurses cannot administer medication or give medicine to a student—not even Aspirin or Tylenol—without written authorization in the form of an approved 504 authorization.

Any student who wishes to see the nurse during an instructional period must have a pass from their teacher authorizing their visit. The Nurse will determine if students are to be sent home or remain in school.

Parent Teacher Association (PTA)

The Parent Teacher Association at NEST+m is an active and important part of the community at NEST+m. In addition to their fund-raising activities to support school activities, the PTA also provides families with private busing options that are fee-based and not connected with the NYCDOE; they help organize student events, and Guest speakers for parents; and have been instrumental in supporting the formation of critical school committees such as the Whole Child Committee. If you are interested in private busing for your child or would like to work with our PTA, contact the PTA Presidents at president@nestmpta.org, or visit their website for more information at <http://www.nestmpta.org>.

Parent/Teacher Conferences

To support our students academically in and out of school, administrators, teachers, and families need to have a shared understanding of their children's learning and work as partners to meet their academic and social-emotional needs. With this in mind, our school will host four evening conferences, and two afternoon conferences for parents this school year. The schedule of these conferences is available on the [school calendar](#).

Parent Volunteers

NEST+m welcomes parent volunteers in the school. All parent volunteers must have a visitor's pass, schedule, and a purpose for their work within the school building—this is for the safety of our students and community. In Lower Grades, we regularly have parents who volunteer to read to our younger students. Parents may not take students off the school grounds unless they are accompanied by a licensed Faculty member and have the written approval of the school Principal. If you would like to volunteer your time, reach out to the PTA in Room 253 or email volunteers@nestmpta.org.

Parking Lot

The school parking lot is for Faculty use only between the hours of 7:00am – 3:00pm. After 3:00pm, parents may park in the school lot for the purpose of attending school events or functions. At no time is it permissible to use the Faculty parking lot for the purpose of picking up or dropping off your child.

Passes for Students

There are three distinct passes that will be in use this year. Below is a descriptive of each and the procedures that govern their use.

- **The Late CAASS Pass** – a digital print out with the exact time students swipe in to school. This pass is produced from the CAASS machine whenever a student swipes in late. Students must present this pass to the teacher upon entering their first class or homeroom on that school day. Passes will be kept as a record of student punctuality and may be used in discussion with parents, dean, or a school administrator at any time.
- **The Hallway Pass** – is a laminated pass unique to each teacher and is to be used any time a student needs to leave a classroom during the instructional day, apart from making a trip to the nurse. The Hallway Pass is for a student who goes to and from the lavatory or to the water fountain from a classroom, and is to be used in conjunction with student signing out / back in within a teacher's Log Book.
- **Nurse / Administrator Pass** – is a pass that a teacher will write for a student that needs to go to the nurse, or is called to the dean, guidance office, or to visit with a school administrator during your instructional period. Students may not request to visit with various school personnel during your instruction unless there is a guidance emergency. Students should wait until their lunch period or after / before school hours.

Any student that arrives late to a class without a pass, must sign in the teacher's Log Book specifying date and time. If a student arrives late to class 3 or more times they are subject to a Dean's Referral and either lunch or after school detention. A student with a Dean's referral will not be in good standing and enabled to participate in school activities until the detention is served.

Principal's Coffees

Principal's Coffees are informal meetings between the Principal / Administrative Team and parents that occur once per month throughout the school year. These meetings are a time to share items for celebration, discuss upcoming school events, share resources, and informally discuss what matters most to you as a member of the NEST+m school community. We look forward to all of our parents attending these monthly meetings.

Printing Stations

If a student needs to print homework, they should first check the student computer stations in the Library. If those are unavailable, there are three other QuickPrint stations located in the Lobby. Students are not to enter the PTA office to print from those computers.

Professional Learning, Parent Engagement & Other Professional Work

The NYCDOE values teachers' time to plan, learn, and collaborate; they have set aside 80 minutes at the end of teachers' instructional day on Mondays for in-house Professional Learning. This time may be used for Departments or Grade level teams to collaboratively plan or to lead Professional Learning sessions for colleagues. Occasionally, we will also have consultants from outside of our school community visit and deliver Professional Learning Sessions to our Faculty.

On Tuesdays, the NYCDOE has set aside 75 minutes for our faculty to engage in Other Professional Work (OPW) and for Parent Engagement.

Due to the scheduling of this important planning and learning time for our Faculty, any after school activities planned for Monday or Tuesday will not begin until 4:00pm or after.

Additionally, teachers will not be available to meet with students on Mondays and Tuesdays between 2:40 pm and 4:00 pm.

Recycling

We are very close to becoming a zero waste school! Thanks to our Cafeteria Culture and Custodial Team, there are recycling containers for plastic and paper throughout the school, and a wide variety of receptacles in our cafeteria—let's use them!

Food and Open Container Drinks: Please refrain from eating and / or drinking in the library, auditorium, gymnasium, 3rd floor gallery walk, or offices.

Please note: Glass bottles / beverages are not permitted in the school building.

Report Cards

Each marking period is approximately 8 weeks in duration. There are two marking periods per semester and a final marking period. The final marking period grade appears on the student's transcript. At the end of each 8-week marking period, teachers will numerically evaluate each student according to the published departmental or grade team policy. Check the [A/B Calendar](#) for the end of each Grade 6-12 Marking Period. *Grades for high school students are cumulative by term for the student's semester work, while grades for students in grades K-8 are cumulative for the year.*

Upper Grades: At the end of each term, teachers will calculate the average of the two marking periods as 85% of the final grade. The students' Regents exams or a Final exam will make up the remaining 15%.

Middle Grades: Middle Grade Report Cards are annualized, which means that students do not receive a Term 1 final grade. The final Term 2 grade is the average of Term 1 - MP 1 & 2 and Term 2 - MP 1 & 2 (85%) and the final/Regents (15%).

Grades K-5: Report cards are to be updated by teachers via the STARS Classroom web application.

Important notes:

- A Regents science laboratory grade is always either “P” or “F” representing Passing and Failing respectively.
- 65 is the passing grade and 55 is the failing grade for Middle and Upper Grades students.
- Reports cards are both quantitative and qualitative. Numerical marks will be accompanied by comment codes that accurately reflect a student’s effort, progress, and conduct in each class. The comment codes are where teachers provide feedback to families regarding punctuality, absences, missing homework, outstanding effort, etc.

Check the [A/B Calendar](#) for the end of each Grade 6-12 Marking Period. *Grades for high school students are cumulative by term for the student’s semester work, while grades for students in grades K-8 are cumulative for the year.*

School Aides, Office Staff, Cafeteria Personnel and Custodians

School Aides, Office Staff,, Cafeteria Personnel and Custodians are essential and valued members of our school community. Their work keeps our school operating smoothly; please say hello and introduce yourself to staff members whom you see but may not know. Remember, we are all members of the NEST+m School community.

School Safety

The safety of our school community and students is a top priority. In alignment with New York City Department of Education policies, we implement General Response Protocols (GRP) related to school safety, which outline the initial actions to be taken if an incident results in an Evacuation, Shelter-In, or a Lockdown.

All staff receive training and reinforcement in protocols and norms related to school safety throughout the year. Additionally, there will be numerous emergency drills throughout the school year where we will practice safe building evacuation and emergency procedures with students.

For more information about the GRP emergency procedures within NYCDOE schools, please visit the webpage below:

- <https://www.schools.nyc.gov/school-life/support/emergency-readiness>

Additionally, families are encouraged to register with [Notify NYC](#) to receive information about emergency events, and to call 311 for additional information about a school during an emergency.

School Safety Agents (SSA’s)

School Safety Agents are present in every NYC Public School. Their role is to ensure the safety of every student, staff member, and guest within our school building. In addition to being posted at the main entrance to the school building in the Lobby, they are also posted at the Columbia Street entrance in both the morning and afternoon, and frequently patrol the school grounds to ensure the safety and security of our school community.

All visitors, parents included, must enter and exit by the Safety Agent's desk, sign in and wear a nametag while in our building.

School Leadership Team

The Chancellor created the School Leadership Team (SLT) so that school community members' ideas and recommendations may be heard. Members of our SLT include teachers, parents, students, and administrators. Our school's leadership team meets once a month to discuss school related concerns and makes its recommendations to the Principal. The SLT discusses a variety of items that impact our school community but its main focus is the creation of the Comprehensive Education Plan or CEP. Questions about the SLT should be directed by email to slt@nestmpta.org.

School Lunch

Breakfast and lunch for all NYC DOE students is free. However, all parents/guardians are required to complete a Family Income Form whether or not their child will eat school lunch. Parents and guardians can return a completed paper application to the Parent Coordinator or they can apply online at <https://www.myschoolapps.com/>. Households only need to complete one application for all children living in a home attending Pre-K to high school.

Scholarships, Internships and Student Opportunities

Each month our College Counselor and Upper Grades Guidance Team collaborate to create a list of student scholarships, internships, research and summer opportunities for our Upper Grades students. This list is published and attached to the College Office's monthly newsletter and is sent to students and families via Naviance and PupilPath. If students have questions or need assistance with an application they should see the College Counselor in the College Office, Room 353.

School Secondary Report (SSR)

The School Secondary Report is an extensive letter of recommendation from the school to the colleges to which NEST+m students apply. At NEST+m all of our students create an academic résumé in their 11th Grade year. The résumé project is completed in collaboration between the 11th Grade English teacher and the College Counselor. Copies of students' résumés are collected from students and are used to inform the SSR report.

Social Emotional Learning (SEL)

Social & Emotional Learning, known as SEL, is an integral part of K-12 education and a critical foundation for students' academic and social success. Our SEL charge is to develop the social and emotional skills of all of our students in the context of a safe, caring, well-managed, and engaging learning environment.

For the benefit of all students, we will deliberately reinforce the following skills and attitudes both in our classroom instruction and our work within the larger school community:

- Self Awareness: Recognizing one's emotions and values as well as one's strengths and limitations.
- Self Management: Managing one's emotions and behaviors to achieve one's goals.

- Social Awareness: Caring about and respecting others; demonstrating one's understanding and empathy for others.
- Relationship Skills: Forming positive relationships, working collaboratively and dealing effectively with conflict

As a K-12 learning community, we understand that educating every NEST+m student to be prepared for the ever-changing demands of the complex world in which we live requires a strong partnership between school and home. To this end, we are committed to partnering with you, and to maintaining the highest expectations for our students' academic success and social emotional well-being.

Spirit Week

Spirit Week is a five-day period where the NEST+m K-12 community comes together to celebrate our school spirit. Activities traditionally include days where students and Faculty dress according to a variety of themes: From Wacky Tacky Day, to Sports Jersey Day, and 70's day—the week is filled with fun and usually a few surprises!

Sex Education

Issues dealing with sex education, venereal disease and AIDS are included in NEST+m's health curriculum. Upon written parental request, any student may be excused from class when these topics are discussed. Students who have specific questions related to sex education should see their health instructor or Guidance Counselor.

Special Education Services – Special Education Department

NEST+m embraces a full inclusion program that positions special education students alongside general education students in our classrooms, several of which are team-taught (ICT) and / or feature students receiving SETSS services.

We aim to support students in remaining in the general education classroom by utilizing the combined expertise of both the general education and the special education teacher. Our flexible services may be provided within the general education classroom or in a separate location. See the [Faculty & Staff Directory](#) for a list of Special Education faculty.

SETSS (Special Education Teacher Support Services)

SETSS are specially designed supplemental instructional services provided by a special education teacher. These services help students stay in the general education classroom while receiving services from a special education teacher.

The SETSS teacher is a specialist in addressing specific student deficits. He/she may come into a class to work with one or more students and provide specially designed and/or supplemental instruction to a student (this is called "direct instruction"). They may also work with the classroom teacher to modify class work to meet individual student needs (this is called "indirect instruction"). SETSS may be provided in the general education classroom or in any combination of general education classroom and a separate location.

Integrated Co-Teaching (ICT)

Integrated Co-Teaching (ICT) classrooms include students with disabilities and students who are non-disabled who are educated together with two teachers: a general education teacher and

a special education teacher. The teachers work together and collaborate throughout the day to adapt and modify instruction to ensure the entire class has access to the general education curriculum. ICT may be provided on a full-time or part-time basis. The periods of ICT, however, must be specified on a child's IEP, along with the content areas of instruction (for example mathematics) in which he or she will receive the services. The number of students with disabilities may not exceed 40% of the total class register or a maximum of twelve students with disabilities in an ICT class.

Individualized Education Plans (IEPs)

An IEP is an Individualized Educational Plan developed for a special education student. The School Based Support Team develops the original plan with both long-term and short-term goals according to student needs. The IEP is updated annually with delineated achievable goals by a team that includes a learning specialist, a general education teacher, and a student's family member. It addresses a student's strengths and challenges, as well as a time frame for achieving certain benchmarks.

Teachers who serve an IEP student will be able to access the student's IEP via the SESIS web application. Each teacher must be familiar with the content of the IEP services that the student receives and all testing accommodations. If you have any questions about your child's IEP, please contact the Assistant Principal for Special Education, Tessa Derfner, or the Special Education Chairperson, Jason Chin-Fatt. Their contact information can be found in the [Faculty & Staff Directory](#).

504 Accommodations

A 504 accommodation is a modification for a student with a physical or mental impairment that substantially limits one or more major life activities. While most 504s provide testing accommodations, there are a range of accommodations that are addressed by 504s, including the use of assistive technology, additional time for class transitions, and lesson presentation modifications. Any questions regarding 504s can be directed to Assistant Principal, Tessa Derfner.

School Based Support Team (SBST)

The School Based Support Team consists of Psychologists, Speech Therapists, Occupational Therapists, Physical Therapists and Social Workers. Please see the [Faculty & Staff Directory for their contact information](#).

The NYCDOE has put together many useful resources to support families in navigating the ins and outs of Special Education policies and resources. Please use the links below as support:

- [Special Education Glossary \(A-Z\)](#)
- [Special Education Resources / Contacts](#)

Standardized Exams

When there is a standardized exam (Regents, AP, Grades 3-8 State Exam) associated with a course, teachers are expected to:

- Prepare students so that they are confident with the content and skills that will be assessed through these exams.
- Provide frequent opportunities for students to learn, apply and practice skills / demonstrate content understandings aligned to exam and standards.

- Provide opportunities for students to complete practice exams and questions in conditions aligned to actual exam administration guidelines and timing
- Communicate with the family of any student that is not meeting the standards of the course.
- Create an action plan with the student and family to support that student's successful completion of the course and its associated standardized exam.

All students are required to take New York State Regents exams. Students enrolled in AP courses are encouraged to take the correlative AP exams. In Regents courses, the Regents Exam functions as the final exam and also appears discretely on the transcript. SAT Subject Tests are offered in five general subject areas: English, History, Mathematics, Science and Languages. For a list of the subject tests see the College Board's SAT Subject Test website: <http://sat.collegeboard.org/about-tests/sat-subject-tests>

Information about standardized exams used for college admissions can be found through the College Board website (for SAT & SAT II); and from the ACT Exam Website: <http://www.actstudent.org/>

The College Board and the NYCDOE developed a partnership to offer both the PSAT and the SAT to students within their individual schools. Refer to the [school calendar](#) for the dates of these exams.

Student Academic Honesty and Integrity

Honesty and integrity in one's relations with others, as well as in academics, are the basic values on which our school is built. Our school expects honest behavior in all areas of school life, formal and informal, curricular and extra-curricular.

As per The New York City Discipline Code and Bill of Student Rights:

Engaging in scholastic dishonesty includes but is not limited to:

- Cheating (e.g., copying from another's test paper; using material during a test which is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test; substituting for another student or permitting another student to substitute for oneself to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test)
- Plagiarizing (appropriating another's work and using it as one's own for credit without the required citation and attribution, e.g., copying written work from the Internet, or any other source)
- Colluding (engaging in fraudulent collaboration with another person in preparing written work for credit)

Reporting Scholastic Dishonesty

When you allege to the Dean or your AP that a student has been dishonest, you will be asked to write an official statement about the occurrence and to share the concrete evidence supporting your allegation. It is important to report any infraction to the Dean of Students or your AP as soon as it happens.

Our Faculty educate students at the outset of each school year / semester regarding points A, B, and C above. Additionally, students are informed about the consequences of dishonesty or plagiarism—a first offense is a mark of zero on the assignment and a meeting with parents; a second offense requires a meeting with the Assistant Principal or Principal and may result in Principal’s suspension. It is our expectation that all students will abide by the NYCDOE Discipline Code and the NEST+m Student Honor Code

Student Bill of Rights and Discipline Code (NYCDOE)

The Discipline Code is intended to promote a supportive school environment in which students can grow both socially and academically and to ensure the safety of the school community. Consequently, all members of the school community - students, staff, and parents - must know and understand the standards of behavior which all students are expected to live up to and the consequences if these standards are not met. We encourage you to review the Code and discuss it with your child. The full Discipline Code is distributed to all students at the start of each school year and is available in ten languages at:

- <https://www.schools.nyc.gov/school-life/rules-for-students/discipline-code>

The Discipline Code is divided into two sections: Section A is for Grades K-5 and Section B is for Grades 6-12. Within each section, there are five levels of infractions ranging from “uncooperative behavior” to “violent behavior,” as well as the range of guidance interventions and disciplinary responses that can be taken by school staff when students engage in behavior that violates the Discipline Code. Possible guidance interventions include counseling, mediation and guidance conferences. Disciplinary responses include parent conferences, detention, or suspensions, depending on the misconduct. In addition, a Bill of Student Rights and Responsibilities is included in the Discipline Code. The Discipline Code applies to all students. Additional protections for students with disabilities are also addressed in the Code.

Student Dismissal

All students, K-12, are dismissed from school at 2:40 pm.

Dismissal Procedures

K-5 students are dismissed at 2:40 pm every day. K-5 students are walked down the West ramp to the Central Courtyard by their teachers, and shake hands with their teachers when their parent or caregiver is ready to receive them and have made eye contact with the teacher. Please note that some K-5 students will stay at NEST+m for the after school program and others will get on a yellow school bus.

Middle Grades and Upper Grades students may use either the ramp or Columbia street to exit. Students are expected to clear the grounds soon after dismissal, unless they are engaged in supervised afterschool activities, including sports, clubs or tutoring.

Student Cell Phone and Personal Electronics Policy- NYCDOE Policy (Per Chancellor’s Regulation A-413)

- A. Students are permitted to bring the following electronic items to school: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices (“computing devices”); and 3) portable music and entertainment systems (such as iPods, MP3 players, PSP and Nintendo DS).

- B. Cell phones and portable music and entertainment systems may not be turned on or used during the administration of any school quiz, test or examination.
- C. Computing devices may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan.
- D. 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.
- E. Cell phones, computing devices, and portable music and entertainment systems may not be used in locker rooms or bathrooms.

Student Cell Phone and Personal Electronics Policy for NEST+m Grades K-12

At NEST+m, we believe that structured integration of technology into the classroom experience can enrich and empower student learning. Our laptop carts, library media space, and computer labs allow teachers to integrate technology into instruction in ways that are meaningful and equitable for all students. Therefore, it is our expectation that student personal cell phones and electronic devices are put away at all times during classroom instruction unless a teacher provides explicit approval for their use.

Outside of the classroom, the following policies govern student use of cell phones, personal electronic devices and video games at NEST+m:

- For students in grades K – 12, personal electronic devices may be used in the building before the school day begins at 8:20 am, and following its conclusion at 2:40 pm. For students in grades 9 – 12, personal electronic devices may also be used in the cafeteria and outside courtyards during designated lunch periods (3 and 7) only. Cell phones are otherwise not to be on, shown, or used in the school.
- Student cell phones must be silenced upon entry into the school building and remain silenced throughout the school day. Audible speakers, audible ringtones, speakerphone, headphones and earbuds are also not permitted at any time in the school building.
- Cell phones, computing devices, and portable music and entertainment systems may not be used in locker rooms or bathrooms.
- Cell phones and electronic devices may not be turned on or used during the administration of a school quiz, test or examination except as authorized by the school, or pursuant to an Individualized Education Plan or a Section 504 accommodation plan.
- 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.
- Use of cell phones or electronic devices for bullying, harassment or academic dishonesty (including cheating, plagiarism or unauthorized collaboration) may result in disciplinary action as specified by the New York City Department of Education Discipline Code.
- Students may not record, tape, film or photograph anywhere in the building using cell phones or other personal electronic devices unless approved by a school administrator or Faculty member. Additionally, any student being photographed or filmed within the school must provide consent for this action prior to said filming or photographing.

- Cell phones and electronic devices used in violation of our school-based policy outlined above will be confiscated. For first offenses, confiscated devices will be returned to students at the end of the school day from the office of the Dean of Students. For second and repeated offenses, a parent or guardian must come to school to retrieve the confiscated device.
- Students are responsible for the security and safety of their cell phones and /or personal electronic devices at all times while at school.

Student ID Card

All NEST+m Students are required to carry an Identification Card to school with them every day and to keep their ID with them whether inside or outside of the school building during school hours.

Each student will be issued an official NEST+m student identification card. This ID card will be used to swipe into the building using the CAASS machine at the start of each school day (Grades 3-12) and upon re-entry into the building if departing during lunch (Grades 10-12).

Please note, NYPD will sometimes stop students near subway entrances and request student Identification to ensure that students, not adults, are using student-fare MetroCards.

If you lose your student ID you must obtain a free replacement. Visit Room 248 and add your name to the replacement list on the bulletin board outside the office. You can pick up your new ID within two days from room 248.

Student Lockers

All Upper Grade students will be assigned a 3rd floor hallway locker to hold their school-related items during the school day. Students will be required to have a master combination lock and complete a locker agreement form before being assigned a locker by the school. Middle Grade students will be assigned a locker in their homeroom.

Due to the increasing size of our school, many students will be required to share their locker space with a classmate.

- If a student forgets their locker combination, he or she may see their AP for the combination
- Students are expected to have two strong combination master locks with them. One lock should be used for students' primary hall locker. The second lock should be used for securing personal items during Physical Education classes and after-school athletics in the Gym. *School officials have the right to open and inspect any school locker without student permission when there is reasonable suspicion that a search will disclose evidence of illegal possessions or activity, or if students' health, welfare or safety is in jeopardy.* NEST+m assumes no liability in case of theft or vandalism.
- Students are strongly encouraged to leave valuables at home. When this is not possible, students should keep important items on their person at all times. Valuables that need to be brought to school should be labeled with a student's name and grade so if lost they may easily be returned.
- Celebration signs placed on lockers must be appropriate for our school's Grade 9-12 learning environment.

Student Lunch Periods and Privileges

There are five student-lunch periods at NEST+m: Period 3 (Grades 11-12), Period 4 (Lower Grades), Period 5 (Lower Grades), Period 6 (Grades 6-8), Period 7 (Grades 9-10). All students have recess in our central courtyard or on the basketball courts behind our cafeteria as part of their lunch period.

Student Lunch Privileges

Students in Grades 6-12 may request to leave the Cafeteria to meet with a teacher, guidance counselor, administrator, or to go to the Library, Nurse or Main Office during their lunch period. Students may not leave the Cafeteria with food or a lunch tray and are not permitted to eat lunch in any school corridor.

Students in Grades 9 – 12 are permitted to eat outside of the school building only if they have a parental permission slip on file, are in good standing (No outstanding reflective planning sessions), and are in possession of their school ID. No student is permitted to leave the building for lunch without first scanning out at the Columbia Street CAASS Machine. Students who leave the building for lunch are required to swipe their ID card at the Columbia Street CAASS Machine upon reentry to the building. Students must re-enter the building at least 5 minutes before the end of the lunch period. Any student that leaves the school building without scanning out is subject to losing their out to lunch privilege.

Student Publications

NEST+m has numerous student driven publications including: *Epoch*, *The Upper Grade Literary Arts Magazine*; *The Explorers*, our STEM Journal; Our School Newspaper, *The Scoop*; and a themed book of creative writing that is produced annually by our 8th Grade students in their English class.

As a community, we encourage all of our students to submit their best work for publication. Faculty encourage students K-12 to submit their written work or artistic creations to a variety of competitions throughout the year and will publicize these opportunities in their respective classes.

Tutors

NEST+m offers the following tutoring options to students:

- *Peer Tutoring*: Our National Honor Society students volunteer their time to be peer tutors in math, science, social studies and English. At the outset of the school year a peer tutoring schedule will be developed, published to our school website and delivered to students / families by email. Based on student performance, teachers may recommend that a student attend tutoring sessions.
- *Teacher-Delivered Academic Tutoring / AIS (Academic Intervention Services)*: At the outset of the school year an academic tutoring schedule will be published to our school website and be delivered to students / families by email. The schedule will also be posted in teacher classrooms. Any student that is struggling in a core academic subject may qualify for Academic Intervention services or small group tutoring with a qualified teacher as a support.

- *Outside Tutoring:* Guidance Counselors also have a list of paid tutoring services our students have worked with successfully over the past years. These tutoring services are private and have no ties, however, to the NEST+m community.

Please note, NEST+m Faculty are not permitted to privately tutor NEST+m students.

Yellow Bus Service

Transportation Secretary, Marcy Duran, is responsible for coordinating the Yellow school bus service for eligible K-6 students. Parents may opt for a Metrocard in lieu of the yellow bus service. All changes (daily and long-term) for students who ride the Yellow bus must be given in writing to Ms Duran at MDuran22@schools.nyc.gov, as well as the student's classroom teacher.

APPENDIX A

LINKS AND RESOURCES FOR STUDENTS AND FAMILIES

PUPILPATH PARENT REGISTRATION LINK / LOGIN

<https://pupilpath.skedula.com/register/parent/>
https://auth.casenex.com/users/sign_in

PUPILPATH STUDENT REGISTRATION LINK / LOGIN

<https://pupilpath.skedula.com/Register/Student/>
https://auth.casenex.com/users/sign_in

NYC SCHOOLS ACCOUNT REGISTRATION LINK

<https://mystudent.nyc/>

NEW YORK STATE REGENTS EXAMINATIONS

www.nysl.nysed.gov/regentsexams.htm
<http://www.p12.nysed.gov/assessment/schedules/schedule-hs.html>
www.nysedregents.org/

THE COLLEGE BOARD (AP / SAT)

<http://www.collegeboard.org>

NYCDOE CHANCELLOR'S REGULATIONS

<https://www.schools.nyc.gov/school-life/policies-for-all/chancellors-regulations>

THE COMMON CORE LEARNING STANDARDS

<http://www.corestandards.org>

HOMEWORK HELP FOR STUDENTS AND FAMILIES

<https://www1.nyc.gov/nyc-resources/service/1523/dial-a-teacher-homework-assistance>

NEST+m LIBRARY HOMEPAGE

<https://sites.google.com/nestmk12.net/library/home>

NEST+m PTA

<http://www.nestmpta.org>

NYCDOE SERVICE IN SCHOOLS OPPORTUNITIES

<https://www.schools.nyc.gov/school-life/learning/experiential-learning/service-in-schools>

NYCDOE PARENT AND FAMILY RESOURCES

<http://schools.nyc.gov/ParentsFamilies/default.htm>

COLLEGE AND CAREER PLANNING

<https://www.schools.nyc.gov/school-life/learning/college-and-career-planning>

PARENT LINKS FOR UNDERSTANDING THE “GROWTH MINDSET”

Resource 1: “Developing A Growth Mindset,”

<https://stanfordconnects.stanford.edu/watch/developing-growth-mindset>

Resource 2: Growth Mindset for Parents:

<https://www.mindsetkit.org/growth-mindset-parents>

Resource 3: New York Magazine: “How Not to Talk To Your Kid”

<http://nymag.com/news/features/27840/>

THE NEW YORK TIMES LEARNING NETWORK

http://learning.blogs.nytimes.com/?_r=0

THE GROWTH MINDSET

“We like to think of our champions and idols as superheros who were born different from us. We don’t like to think of them as relatively ordinary people who made themselves extraordinary.”

– Carol Dweck

From *Mindset: The New Psychology of Success*

Part of our Instructional Focus includes the cultivation of a “Growth Mindset” and the teaching this concept to our students K-12.

Mindset is a simple idea developed by world-renowned Stanford University psychologist Carol Dweck in decades of research on achievement and success—a simple idea that makes all the difference.

In a fixed mindset, people believe their basic qualities, like their intelligence or talent, are simply fixed traits. They spend their time documenting their intelligence or talent instead of developing them. They also believe that talent alone creates success—without effort. They’re wrong.

In a growth mindset, people believe that their most basic abilities can be developed through dedication and hard work—brains and talent are just the starting point. This view creates a love of learning and a resilience that is essential for great accomplishment. Virtually all great people have had these qualities.

SCHOOL FOOD APPLICATION

<https://www.schools.nyc.gov/school-life/food/free-meals-for-all>

STATE AND CITYWIDE TESTING CALENDAR

<https://www.schools.nyc.gov/school-life/learning/testing/state-and-citywide-testing-calendar>

NEST+M PUPILPATH TUTORIAL FOR PARENT REGISTRATION AND USE

Parents / Students may receive Technical Support with any aspect of the PupilPath system by contacting their help line at: **866-817-0726** (8am-6pm) or - 24 hour a day email support at datacation@casenex.com.

NYC SCHOOLS ACCOUNT

<https://www.schools.nyc.gov/docs/default-source/default-document-library/nyc-schools-account-parent-flyer-english>