

the journey
toward the



graduating cohort

**Student Handbook
2024 - 2025**

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Principal's Letter

Dear Students,

Welcome to the 2024-2025 school year! In order to get off to a strong start and on our way to helping you achieve your goals and dreams, this handbook will be an essential guide to ensuring your success.

Our school motto, "scientia potentia est," which means "knowledge is power," reminds us that the most effective energy in our country is brain power. To use this energy wisely we must focus all we do into ensuring that we build knowledge, learn and practice new skills, and consistently remain reliable and dependable to our peers and teachers by completing all tasks and assignments in a timely manner. I encourage you to keep our school motto at the forefront at everything that you do in our school, because completing a high school education at Manhattan Center for Science and Mathematics, opens new doors to amazing possibilities.

Use this handbook to learn, revisit, or understand all of the procedures and policies here at MCSM. Keep it on you so that you can incorporate key routines and reminders of how you will exemplify being the best MCSM can generate. This guide will keep you on track, answer questions about graduation, attendance, and even where to go in the building for whatever your needs are.

Our goal at Manhattan Center for Science and Mathematics is to educate and INSPIRE you to be problem solvers and leaders of tomorrow. I have faith in your ability to meet all of the expectations and policies set forth in this guide.

I wish you a very productive and challenging year here at MCSM! I cannot wait to see the amazing things that you will accomplish this year.

Mr. Nicotri

Principal

Parent Association

President

Eduardo Santana
ed.santana@outlook.com

Co-President

Jodi Gell-Bodin
jgellbodin@gmail.com

Treasurer

Isabelle Austria
isaca8@yahoo.com

Recording Secretary

Monique Wall-Harouna
paraplus2001@yahoo.com

Parent Coordinator

Zaida Santiago
zsantiago@school.nyc.gov
Room 149

Join us for our monthly PA meetings. They are held the second Tuesday of each month at 6pm in the MCSM Library*. All are always welcome and dinner is served at each meeting!

**Always check your email/Jupiter messages and www.mcsm.net for updates as scheduled events are subject to change*

MCSM INFORMATION SHEET

WHAT IF:	GO TO:	WHICH ROOM:	WHAT TIME:
I lost my ID card	Student Support Office	160B	Your lunch period
I don't know my schedule	Guidance Office	148	Your lunch period
I need a MetroCard	Ms. Nunez	Main Office	Your lunch period or immediately after school
I need an elevator pass	Student Support Office	160B	8:20 - 3:00 *Bring Dr. Note
I need a condom	Mt. Sinai	B16	8:20 – 3:30
I lost something	Student Support Office	160B	8:00 – 3:30
I need my report card	Guidance Office	148	8:00 – 3:15
I need a transcript	Guidance Office	148	8:00 – 3:15
I need/have proof of immunization	Guidance Office	148	8:00 – 3:15
I am having a problem in school	Guidance Office	148	8:00 – 3:15
I need working papers	Guidance Office	148	8:00 – 3:15
I need an early excuse pass	Guidance Office	148	8:00 – 3:15
I need to correct my program	Guidance Office	148	Your lunch period
I'm not feeling well	Mt. Sinai	B16	7:30 – 3:30
I need to correct my attendance	Ms. Nunez	Main Office	8:00 – 3:15
I'm having a problem in class	Teacher	By Appointment or Email	8:20 – 3:05
I feel like I want to hurt myself	Guidance Office *or tell a trusted adult or call 811*	148	8:00 – 3:15
I am abusing alcohol/drugs	Guidance Office	148	8:00 – 3:15
I need to know about the prom and other senior activities	COSA Mr. Kwan	107	Your lunch period or email CKwan@schools.nyc.gov
I need information about college and scholarships	Ms. Chu	College Office B62	Your lunch period
I want to be a leader	COSA Mr. Kwan	107	Your lunch period or email CKwan@schools.nyc.gov
He said/She said – When it gets ugly	Student Support Office	160B	8:00 – 3:00
I am being bullied	Student Support Office	160B	8:00 – 3:00
I do not feel safe at school	Guidance Office	148	8:00 – 3:00
I need a gym uniform, lock, calculator...	School Store	158	8:00 – 2:30

OFFICE DIRECTORY

SCHOOL TELEPHONE..... (212) 876-4639

STAFF MEMBER	ROOM
Principal, James Nicotri	147
Assistant Principals	
Kayla Albritton: Science, Mathematics, Testing	357
Caleb Haraguchi-Combs: English, Social Studies	303
Dennis Hernandez: Health, Physical Education, Security	136
Charles Kwan: Art, Music, COSA	107
David Musialik: Instructional Support Services	328
Michael Salek: Pupil Personnel Services, Programming	148
Denise Winchester: Operations	149
Guidance Counselors	
Ruth Gerena, Guidance Counselor	148C
Alicia McMillan, Guidance Counselor	150B
Hope Andrews, Guidance Counselor	148B
Marcia Valle, Guidance Counselor	148A
College Advisor: Rosa Chu	B62
PSAL	
Phillip Cheung: Athletic Director	Gym Office
<i>ALL STAFF EMAILS CAN BE FOUND ON THE SCHOOL WEBSITE UNDER THE ABOUT US TAB</i>	
IF YOU NEED ASSISTANCE WITHPLEASE CONTACT:	
Academic/Programming Issues/ Personal, Social, Emotional Issues	Your Child's Guidance Counselor
Medical Issues	Mt. Sinai Health Center Room B16
Student Attendance/Verification Letters	Ms. Nunez, Main Office
Transportation Eligibility & Metrocards	Ms. Nunez, Main Office
Working Paper Information	Ms. Torres Rm. 148-D
College CEEB Code: 333784	

THE SCHOOL YEAR

The school year is composed of two semesters, three marking periods each. The first semester runs from September until the end of January. The second semester runs from February until the end of June.

<i>Semester 1</i>	<i>Semester 2</i>
Marking Period 1: October 23, 2024	Marking Period 1: March 19, 2025
Marking Period 2: December 4, 2024	Marking Period 2: May 7, 2025
Marking Period 3: January 22, 2025	Marking Period 3: June 20, 2025

SCHOOL DAY BELL SCHEDULE

<i>Period</i>	<i>Time</i>
0	7:40 – 8:25
1	8:30 – 9:15
2	9:19 – 10:06
3	10:10 – 10:53
4	10:57 – 11:40
5	11:44 – 12:27
6	12:31 – 1:14
7	1:18 – 2:01
8	2:05 – 2:50
9	2:54 – 3:30

Students may enter the school at 7:30 AM. Breakfast is served from 7:30-8:15 a.m. All students are encouraged to participate in the breakfast program. Lunch periods are 3, 4, 5, 6, or 7.

GRADING POLICY BY DEPARTMENT

English	
30%	Assessments
40%	Classwork
30%	Homework

Math	
65%	Assessments
20%	Classwork
15%	Homework

Social Studies	
50-70%	Assessments
20-30%	Classwork
10-30%	Homework

Science	
60-70%	Assessments
20-25%	Labs
20-25%	Classwork/Homework

Physical Education	
10%	Assessments
90%	Classwork

Health	
50%	Assessments
50%	Classwork/Homework

Art/Music/Tech	
50%	Assessments
30%	Classwork
20%	Homework

World Language	
50%	Assessments
30%	Classwork
20%	Homework

Plagiarism

Plagiarism is defined as presenting the thoughts, writings and ideas of other people as your own. Integrity of the academic process requires that credit be given where credit is due. Accordingly, it is unethical to present as one's own work, the ideas, representations, or words of another or to permit another to present one's own work without customary and proper acknowledgment of sources.

According to the Department of Education regulations, the minimum penalty for plagiarism is a zero for the assignment and notation on the offender's records.

Tutoring

Tutoring is available for all subjects. Please see our school website for an up-to-date list of where and when tutoring takes place.

GRADUATION REQUIREMENTS

The basic requirements for a high school diploma are the same for all students attending New York City public high schools. All students are required to earn a minimum of 44 credits distributed among various subject areas as listed below. Manhattan Center for Science and Mathematics are required to take 4 years of math and science classes.

<i>Subject</i>	<i>Credits</i>
English	8 Credits
Social Studies	8 Credits
Mathematics*	6 Credits
Science*	6 Credits
Foreign Language	2 Credits
Art	1 Credit
Music	1 Credit
Health	1 Credit
Electives	7 Credits
Physical Education	4 Credits
44 Credits	

Students earn credits each term by taking and passing courses. The minimum passing grade is 65%. However, in terms of college admission, grades of 85% and above are preferred. We encourage and expect our students to perform at the level of 85% or better.

In addition to accruing credits, students must pass Regents exams toward each diploma:

Regents Diploma

- English Language Arts
- Global History or US History
- Algebra I or Algebra II or Geometry
- Biology or Chemistry or Earth & Space Science or Physics
- One additional Regents exam

Advanced Regents Diploma

- English Language Arts
- Global History & Geography
- US History & Government
- Algebra 1 **and**
- Algebra II **and**
- Geometry
- Biology **and**
- Chemistry or Earth & Space Science or Physics
- World Language

CAMPUS REGULATIONS

We solicit everyone's help and cooperation to abide by our campus regulations. We want to maintain an atmosphere in Manhattan Center of which everyone can be proud. Hopefully, with appropriate concern and discretion, additional rules and regulations or further restrictions will not be necessary.

Morning Entry

Students may enter the school building beginning at 7:30am. Between 7:30 AM-8:25 AM, all 9th and 10th grade students must enter the school building through the cafeteria, and all 11th and 12th grade students must enter through the main entrance. After 8:25 AM, all students must enter the school building through the main entrance.

All students must scan their school ID card when entering the school building. If you do not have your school ID card, you will be required to manually enter your OSIS#

Code of Dress

In order to maintain a positive learning environment, it is expected that MCSM students dress in a respectful manner. MCSM students must be dressed appropriately to ensure safety and to keep the focus on teaching and learning. We would like all parents and guardians to remind students of the proper dress expectations at MCSM. The following clothing are not permitted:

- Clothing that contains reference to drugs, alcohol, sex, violence, racism, or gang-affiliation
- Clothing that does not provide coverage of torso, undergarments, and private body parts, including see-through garments of any kind
- Sunglasses while indoors

If a student comes to school wearing clothing prohibited by the Dress Code, then the student's parents will be notified and the student will be provided with alternate clothing to borrow, which will be returned at the end of the school day. Continued violation of the dress code will require an in-person meeting with the parent and student to ensure conformity with the dress code.

Bathrooms

The girls' bathrooms are located on the basement, first, and third floors. The boys' bathrooms are located in the basement, first, and third floors. The gender-neutral bathroom is located on the second floor next to the library.

All students must scan their school ID card when entering the bathrooms. If you do not have your school ID card, you must manually enter your OSIS#. The use of cell phones in the bathroom is prohibited.

Hall Passage

Students should be quiet when passing through classroom hallways.

- Students may go to lockers between periods and during their lunch
- Lunch may be eaten in class only with permission of the teacher
- Students should be aware that classes are in session and therefore be quiet and respectful while in the hallways
- Hallway passes will not be given for the first or last 5 minutes of each period
- Students who frequently are found out of class without a hall pass may have their hall pass privileges revoked

Staff members will be on duty throughout the building to assure compliance with the above rules and regulations. However, the fact that no staff member is present at any given time does not absolve the student from the responsibility for complying with these regulations.

Elevator Use

Elevator passes will only be granted to students for medical reasons. Any student that uses the elevator must have a pass to use the elevator.

Elevator passes are available for students in room 160B. Students must show the elevator pass to a staff member before entering the elevator

Staircases

Students may use any staircase to access their basement, first and third floor classes.

Students may only use staircase D, E and I to access their 2nd floor classes. Stairs should be kept clean, and any garbage should always be thrown out in any of the hallway garbage bins.

Students may not sit, eat lunch or "hang out" in the staircases.

Late to Class

If a student is late to class, they will only be permitted entrance to class with a late pass. Late passes are obtained by using their student ID to tap at a scan station. Each period a student is late, an automated phone call will be made to the house to notify the parent.

Hall Lockers

Beginning the week of September 23, 2024, students may apply for a hall locker. Hall locker applications will be available in room 160B during your assigned lunch period. **All students will have an opportunity to receive their own hall locker.** Once a hall locker has been assigned, students may only use their assigned locker. Sharing a hall locker is **not** permitted. Official school locks are the **only** locks that can be used for hall lockers. If a non-school lock is being used on a hall locker, it will be removed. School locks are available for purchase for \$7.00 in room 158.

Hall lockers are the property of the New York City Department of Education and may be inspected by authorized school personnel at any time. Hall lockers may not be destroyed, marked, labeled with stickers, or vandalized. Hall lockers must always remain in good condition. For additional questions about student hall lockers, please email Mr. Williams at Twilliams182@schools.nyc.gov

Out to Lunch

MCSM is an open campus for lunch but students must obtain parental consent to leave by completing the form by 9/13. Students in good academic standing are allowed to leave the building during their lunch period. They must be back before the start of their next class.

Students that are failing a class or frequently returning late to the building will have their out to lunch privilege revoked.

Students will exit through the cafeteria entrance and return using the main entrance. Students must have their student ID card to leave the building.

Food Deliveries

Students may not receive deliveries of food (Uber Eats, Grubhub, etc.) during school hours

Bike Storage

Bicycles can be stored in the bike rack that is in the parking lot of the school, they may not be brought into the building. A lock should always be used to secure your bike.

THE SCHOOL IS NOT RESPONSIBLE FOR THEFT OF OR DAMAGE TO BICYCLES.

Dismissal

At the conclusion of 8th period (2:50 pm) students must exit the building through the main entrance. Students do not have to scan their ID cards upon exiting the building.

Students that exit the building and would like to return to the school after 8th period for a club, PSAL activity, tutoring or other school-related program must enter through the main entrance and scan their school ID card. Students that leave the building after school from a club, PSAL activity, or tutoring must exit through the main entrance and scan their school ID card.

ATTENDANCE POLICY

Consistent student attendance is the foundation of academic success. Absences do occur, and must be properly documented in the student record. All absences require a note from the parent/guardian, and or other authorized persons (for example, doctors, schools, and courts). Vacations, college-visits, and other trips must be coordinated by the family and student through the guidance counselor. Students with less than 90% attendance are considered to be chronically absent and academically at-risk.

Excuse Notes and Absence Reporting

When a student is absent:

- The student should email all of their teachers and guidance counselor notifying every one of the absence and if there is any work that can be obtained (especially in cases of extended illness)
- The parent should notify the school on the day of the absence by:
 - Emailing the guidance counselor
 - Calling 212-876-4639 ext. 1516

All excusal notes must be submitted to Ms. Nunez in the Main Office, Room 151. Ms. Nunez will document the absence as excused. This does NOT mark a student present, just excused. Ms. Nunez can also be notified electronically via email (preferable) at onunez3@schools.nyc.gov. The attendance office phone is 212-876-4639, ext. 1516

Students with less than 90% attendance are considered chronically absent by the New York City Department of Education. Families will receive a letter when your student reaches this threshold as a warning. Students with less than 90% attendance MAY not be able to participate in extracurricular activities such as school dances, sports events and out to lunch.

When students are consecutively absent without an excuse this is a negative pattern that must be corrected. Weekly reports are viewed by counselors and attendance personnel detailing students with cumulative absences of 5 and 10 days. Students with ten consecutive or twenty cumulative absences are placed on a Long-Term Absence List (LTA). At this time, the Attendance Teacher becomes involved and will perform a home visit to find out where the student has been and if the student is safe. Repeated absences following this intervention required the school to contact the Administration for Children's Services (ACS) to report educational neglect.

The attendance team meets weekly to review individual cases for At-Risk students. Referrals and interventions are conducted by this body.

Early Release

When students must leave school early, they must report to their guidance counselor. The guidance counselor must speak to the parent who will give verbal consent for their child to leave early. Students leaving early must sign the attendance log with the pupil personnel secretary, Ms. Torres. They will receive a pass that they will present to the staff member at the scan station when they leave the building.

CODE OF CONDUCT & STUDENT RESPONSIBILITIES

Responsible behavior by each student in the Department of Education supports the rights set forth in this document. Violation of some of these responsibilities may lead, in accordance with the Discipline Code, to disciplinary measures. Full acceptance of responsibility with the exercise of rights will provide students with greater opportunity to serve themselves and society.

Students have a responsibility to:

1. attend school regularly and punctually and make every effort to achieve in all areas of their education;
2. be prepared for class with appropriate materials and properly maintain textbooks and other school equipment;
3. follow school regulations regarding entering and leaving the classroom and school building;
4. help maintain a school environment free of weapons, illegal drugs, controlled substances, and alcohol;
5. behave in a manner that contributes to a safe learning environment and which does not violate other students' right to learn;
6. share information with school officials regarding matters which may endanger the health and welfare of members of the school community;
7. respect the dignity and equality of others and refrain from conduct which denies or impinges on the rights of others;
8. show respect for school property and respect the property of others, both private and public;
9. be polite, courteous, and respectful toward others regardless of actual or perceived age, race, creed, color, gender, gender identity, gender expression, religion, national origin, weight, citizenship/immigration status, sexual orientation, physical and/or emotional condition, disability, marital status, and political beliefs, and refrain from making slurs based on these criteria;
10. behave in a polite, truthful, and cooperative manner toward students and school staff;
11. promote good human relations and build bridges of understanding among the members of the school community;
12. use non-confrontational methods to resolve conflicts;
13. participate and vote in student government elections;
14. provide positive leadership by making student government a meaningful forum to encourage maximum involvement;
15. work with school staff in developing broad extracurricular programs in order to represent the range of physical, social, and cultural interests and needs of students;
16. observe ethical codes of responsible journalism;
17. refrain from obscene and defamatory communication in speech, writing, and other modes of expression, including electronic expression, in their interactions with the school community;
18. express themselves in speech, writing, and other modes of expression, including electronic expression in a manner which promotes cooperation and does not interfere with the educational process;
19. assemble in a peaceful manner and respect the decision of students who do not wish to participate;
20. bring to school only those personal possessions which are safe and do not interfere with the learning environment;
21. adhere to the guidelines established for dress and activities in the school gymnasium, physical education classes, laboratories, and shops;
22. be familiar with the school Discipline Code and abide by school rules and regulations;
23. provide leadership to encourage fellow students to follow established school policies and practices;
24. keep parents informed of school-related matters, including progress in school, social and educational events, and ensure that parents receive communications that are provided by school staff to students for transmittal to their parents

SCHOOL COMMUNICATION

Each student has been provided with his/her own email address from the Department of Education. Students are expected to check this email account daily as it will be a primary vehicle for school communication.

Email

Manhattan Center for Science and Mathematics faculty may be contacted directly by email. Email addresses are found under the About Us section of our website, mcsm.net. If a staff member's email is not listed, please email Ms. Winchester at dwinchester@schools.nyc.gov

Email is a useful way of contacting teachers, but the medium also has limitations; this includes a restrictive filtering system that often places emails from outside of the district into the junk email folder. Therefore, please follow up with the teacher directly if you do not receive a reply in three business days.

In addition, please keep in mind that email creates a permanent record. Please observe the following guidelines when emailing teaching staff.

- E-mail is an excellent medium for short notes regarding notification of events and other logistics. It does not lend itself to extensive dialogue as it has no nuance. This is achieved through the regular channels of conferences, report cards and conversations.
- Please put the student's name and topic in the subject of the e-mail.
- Please leave a telephone number in your email where you can be reached during the school day so that teachers have the option of getting back to you by phone.
- It may take up to two days to get a response from a teacher. If it has been two days and you have not heard back from the teacher, please call the teacher and/or the department Assistant Principal. If you still do not get a response, please contact an administrator.
- Teachers are frequently unable to read their email during their teaching day. Please call in same day messages. To avoid confusion, please do not call and email about the same issue on the same day.
- Please bear in mind that teachers may not read email during vacations and on weekends.
- Parents should contact the attendance office to get work when students are out or plan to be out three days or more. Teachers will make every effort to provide work. If students are out for less than three days they should make use of teacher websites when available and/or contact their peers to get missed work.

Student Portals

Each student can view his/her schedule, progress, attendance and report cards through the NYCSA Portal at <https://www.schoolsaccount.nyc/>

Students can log into their portal accounts by using their OSIS Number and password. If you need your account reset, please contact your guidance counselor or the parent coordinator.

Individual class grades will be posted on each student's Jupiter account at login.jupitered.com. Students and families can log in to their account using their login information. If you need your account reset, please contact your guidance counselor or the parent coordinator (contact information on page 4).

SAFETY & SECURITY

Fire Evacuation/Drill

The fire alarm will normally signal an *Evacuation*. However, there may also be times when a public address announcement starts an evacuation. The primary objective during an *Evacuation* is to move staff and students in an orderly fashion to their assigned locations outside of the building and make sure everyone is together when arriving at specific destinations. During an Evacuation, students will:

- Leave belongings behind
- Form a single file line
- In cold weather, students should be reminded to take their coats. However, students wearing exercise or gym clothes will not return to the locker room. Students without winter coats will be taken to a safe, warm location as quickly as possible.

Lockdowns

Soft Lockdown: No Imminent Danger

Administrative teams, Building Response Teams, and School Safety Agents will meet at the designated command post for further direction. Students will follow their schedule as planned.

Hard Lockdown: Imminent Danger

No one should sweep the school in a hard lockdown. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders.

During a either lockdown, the following will take place:

A public address announcement will be made twice:

- Attention: "We are now in soft/ hard lockdown. Take proper action."
- Students are trained to move out of sight and keep silent

Teachers will:

- Check the hallway outside of their classrooms for students, lock classroom doors, and turn off the lights.
- Move out of sight and keep silent
- Wait for first responders to open door, or for the message: "The Lockdown has been lifted" followed by specific directions
- Take attendance and account for missing students by contacting the main office

Shelter-In

A "shelter-in" is initiated when there is condition taking place outside and/or in near proximity of the school building (e.g., dangerous weather conditions, police activity in the immediate vicinity of the school, hazardous/dangerous conditions outside of the building, etc.), and the immediate need to address the condition requires staff, students and visitors to remain inside of the school building and conduct business as usual. During a *Shelter-in* response, staff, students and visitors may not leave the building until "All Clear" is announced over the public address system. While in a *Shelter-in* response, instruction and office tasks may continue as normal, and staff and students may move from class to class, but no one may leave the school building until the *Shelter-in* has ended.

Hold

A "hold" is initiated when there is a condition inside the school building, and the immediate need to address the condition requires staff, students, and visitors to remain in place and conduct business as usual until the "All Clear" is announced. During a *Hold* response, no movement throughout the building will take place until the "all clear" is announced over the public address system. While in a Hold response, instruction and office tasks may continue as normal but no one may leave the room they are in until the Hold has ended.

Code Blue

A “Code Blue” is a term used to describe an emergency situation where an individual is in cardiopulmonary arrest. When a code blue is announced over the school's public address system, staff members certified in using cardiopulmonary resuscitation (CPR) and an automated external defibrillator (**AED**), must report to the emergency location and begin immediate resuscitative efforts.

***AEDs are located by rooms 181 (outside of the School Safety Office), 246 (next to the Isaac Newton girls' bathroom), and next 307**

Identification Cards

Students will be provided with a Student Identification Card with their picture affixed. In an effort to make our school as safe an environment as possible, we require our students to display their ID cards upon arrival to the building and to have them available throughout the day. Students will "tap in" upon arrival to the building. Having each student “tap in” enables our security staff to account for every student in the building and helps ensure that no students are here who do not belong.

Visitors

Students may not bring any visitors to school. Students are encouraged to report to any member of the faculty, or any office personnel, strangers in the building.

No Smoking Policy

Smoking or the use of e-cigarettes (commonly known as 'vaping') and/or possessing smoking paraphernalia (e.g., ashtray, rolling papers, pipes, hookah pipes, etc.) are not permitted anywhere inside of the school building, on school buses, or at any school function or DOE sponsored activity taking place off school grounds. New York State law specifically prohibits smoking within 100 feet of the entrances, exits, or outdoor areas of any school building or structure.

If a student is found smoking or in possession of smoking paraphernalia, the student's parents will be notified and any prohibited items will be confiscated, and the student may be subjected to the interventions and disciplinary responses set forth in the Discipline Code.

DISCIPLINE

Manhattan Center for Science and Mathematics believes that every student has the right to learn in a safe, supportive, and inclusive environment. To achieve this, we use preventive approaches that address the causes of the behavior as well as reinforcing positive ones through teachable moments. Additionally, parent communication and partnership are essential to resolving discipline problems in the classroom. The Discipline Procedure and Referrals chart outlines the behavior levels and appropriate intervention responses. We encourage you to become familiar with these procedures to better facilitate handling student behavior issues.

Discipline Flow Chart

Level 1 Infractions: Uncooperative or Noncompliant Behavior	Level 2 Infractions: Disorderly Behavior	Level 3 Infractions: Disruptive Behavior	Level 4 Infractions: Aggressive or Injurious/ Harmful Behavior	Level 5 Infractions: Seriously Dangerous of Violent Behavior
<ul style="list-style-type: none"> • Being late for school or class • Cutting class • Behaving in a manner which disrupts the educational process (e.g., making excessive noise in a classroom, library, or hallway) • Engaging in verbally rude or disrespectful behavior 	<ul style="list-style-type: none"> • Using profane, obscene, vulgar, or lewd language, gestures, or behavior • Lying to, giving false information to, and/or misleading school personnel • Inappropriate use of electronic technology (e.g., unauthorized audio/video recording) 	<ul style="list-style-type: none"> • Defying or disobeying the lawful authority or directive of school personnel • Using slurs based upon actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, religion, gender, gender identity, gender expression, sexual orientation, or disability • Shoving, pushing, or engaging in a minor altercation or similar physical confrontational behavior toward students or school personnel 	<ul style="list-style-type: none"> • Coercing, threatening, planning, or instigating an act of violence, injury, or harm to others • Creating a substantial risk of serious injury by either recklessly engaging in behavior, and/or using an object that appears capable of causing physical injury (e.g., lighter, belt buckle, umbrella, or laser pointer) • Engaging in harassing, intimidating, and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying) • Possessing controlled substances or prescription medication without appropriate authorization, or using illegal drugs, synthetic hallucinogens, and/or alcohol 	<ul style="list-style-type: none"> • Using extreme force against or inflicting or attempting to inflict serious injury upon students or others • Possessing a Category I weapon (e.g., firearms, knives, airguns, box cutters, explosives) or a Category II weapon (e.g., pepper spray, imitation gun or other imitation weapon, sharp pointed instruments which can be used or is intended for use as a weapon) • Intentional damage of school property or property belonging to another
Level 1 Responses	Level 2 Responses	Level 3 Responses	Level 4 Responses	Level 5 Responses
<p>Student/teacher conference Parent conference In-school disciplinary response (e.g., formal restorative conference, exclusion from extracurricular activities, or communal lunchtime)</p>	<p>Parent conference Formal meeting with student by appropriate supervisor (e.g., assistant principal, principal) to address the misbehavior and understand its impact</p>	<p>All Level 2 Responses Principal's suspension for one to five school days</p>	<p>Call School Safety x1000 Principal's suspension for one to five school days Superintendent's suspension that results in a suspension for 16–20 school days with a welcome-back circle upon return</p>	<p>Call School Safety x1000 Superintendent's suspension that results in a suspension for 16–20 school days with a welcome-back circle upon return For cases when law requires, or circumstances warrant, imposition of a suspension period longer than 20 days</p>

For additional information on disciplinary procedures, please visit the link below:

<https://www.schools.nyc.gov/docs/default-source/default-document-library/discipline-code-grade-6-12-english>

SEXUAL HARASSMENT POLICY

In August 2020, the U.S. Department of Education adopted new regulations which revise the definition of sexual harassment prohibited under Title IX, and also create new procedures for investigating allegations of sexual harassment covered by Title IX.

Staff, students, and parents should also continue to refer to Chancellor's Regulations A-831 and A-832 (which set forth the NYCDOE's policy for prohibiting student-to-student sexual harassment and student-to-student discrimination, harassment, intimidation, and/or bullying), and Chancellor's Regulation A-830 (which sets forth the DOE's Anti-Discrimination Policy, including for staff sexual harassment). Complaints that allege conduct prohibited under Title IX will be investigated at the school level (under Chancellor's Regulation A-831 or A-832) or by OEO (under Chancellor's Regulation A-830), and separately by the DOE's Title IX team.

To file a Title IX complaint, please contact the Title IX Coordinator at:
Title IX Coordinator
110 William Street – 15th Floor
New York, NY 10038
718-935-4987
Title_IX_Inquiries@schools.nyc.gov

POLICY OF NON-DISCRIMINATION

Statement required by 1975 regulations promulgated pursuant to Title IX of Federal Educational Amendments of 1972.

It is the policy of the DOE to provide equal educational opportunities in accordance with applicable laws and regulations and without regard to actual or perceived race, color, religion, age, creed, ethnicity, national origin, alienage, citizenship status, disability, sexual orientation, gender (including actual or perceived gender identity, gender expression, pregnancy/conditions related to pregnancy or childbirth), or weight and to maintain an environment free of harassment on the basis of any of the above protected classifications, including sexual harassment and retaliation.

Chancellor's Regulation A-830 sets forth the procedures for employees, parents of students, students and others who do business with the DOE, work with DOE employees or students, use DOE facilities or otherwise interact with the DOE to file complaints of unlawful discrimination, harassment by DOE employees or individuals who are not employed by the DOE but who work with DOE employees or students, or retaliation based upon such complaints. Complaints may be filed by contacting the Office of Equal Opportunity & Diversity Management (OEO) or by filing with one of the agencies identified below. A copy of Chancellor's Regulation A-830 may be obtained from OEO.

BUILDING MAP

