

QUICK REFERENCE DIRECTORY		
SCHOOL TELEPHONE..... (212) 876-4639		
ADMINISTRATIVE STAFF	ROOM	EXTENTION
Principal, J. David Jimenez	147	1491
Assistant Principals/Administration:		
Denise Winchester: Operations/World Languages/Art/Music	149-B	1495
Michael Salek: Pupil Personnel Services/Programming/English	148	1486
Assistant Principals/Supervision:		
Daniel Albetta: Health/Physical Education/Security/Social Studies	150	1501
Yecenia Delarosa: Science/ ESL	307	3071
Charles Kwan: Math/Technology/	357	3752
Renee Hamilton/ Special Education	328	3281
<b>Counselors:</b>		
Joseph Barreto, Guidance Counselor	148-C	1484
Alina Quinde, College Counselor	156	1563
Marcia Valle, College Counselor	148-A	1482
Maritza Villegas, Guidance Counselor	148-B	1483
<b>College Information Coordinator/ Parent Coordinator:</b>		
Julia Valentin (347) 563-5163	154	1541
<b>PSAL:</b>		
Mitchell Weinfeld: Athletic Director	Library	1952
Staff can be contacted by calling the school at 212-876-4639 and asking for the office or person with whom you wish to speak. (Please see note below).		
<b>IF YOU NEED ASSISTANCE WITH .....PLEASE CONTACT:</b>		
Academic/Programming Issues/ Personal, Social, Emotional Issues		Your Child's Guidance Counselor
Lunch Eligibility ↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔	Room 150	1502
Medical Issues ↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔	Mt. Sinai Health Center, across from Rm B13	5013
Student Attendance/Verification Letters ↔↔↔↔↔↔↔↔↔	Ms. Cruz, Rm 149	1491
Transportation Eligibility ↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔	Ms. Valentin, O. Rm 151	1516
Working Paper Information ↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔↔	Ms. Torres Rm. 148-D	1486
NOTE: If it is difficult to reach individual teachers during the school day. Please contact the subject supervisor if you have any questions you wish to discuss with your child's teachers.		
College CEEB Code: 333784		Test Center Number: 33664

# Manhattan Center for Science and Mathematics

## Parent Handbook 2015 - 2016



Manhattan Center for  
Science and Mathematics  
116<sup>th</sup> Street @ FDR Drive  
280 Pleasant Avenue  
New York, NY 10029  
(212) 876-4639  
[www.mcsm.net](http://www.mcsm.net)

## MISSION

The mission of MCSM is to provide students with a rigorous and intensive curriculum in science and mathematics. This background, coupled with a broad base of liberal arts, will enable our students to compete for admission to selective 4-year post secondary institutions.

## GRADUATION REQUIREMENTS

The basic requirements for a high school diploma are the same for all students attending New York City public high schools. These requirements are contained in the Directory of Public High Schools, a publication of the New York City Department of Education, which you should have received when your child was beginning to apply to high school in October. They are repeated here for your convenience.

All students are required to earn a minimum of 44 credits distributed among various subject areas as follows:

Subject	Years	Credits
English	4 years	8 Credits
Social Studies	4 years	8 Credits
Mathematics*	3 years	6 Credits
Science*	3 years	6 Credits
Foreign Language	1 year	2 Credits
Art	1/2 year	1 Credit
Music	1/2 year	1 Credit
Health	1/2 year	1 Credit
Electives	3 1/2 years	7 Credits
Physical Education	4 years	4 Credits
<b>44 Credits</b>		

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 earning the required credits, **all students must demonstrate competency in areas of Reading, Writing, Mathematics, Science, Global History, and U. S. History and Government in order to be issued a diploma.** Competency is demonstrated by passing the New York State Regents in: English, Global Studies, Mathematics, Science, U.S. History and Government. (ELA and/or Math common core passing score option)

**\*MCSM students are expected to take 4 years in Mathematics and Science, as well as 3 years of Foreign Language.**

## MCSM DRESS CODE

Please note that inappropriate dress is listed in [the Citywide Standards of Conduct and Uniform Disciplinary Measures](#).

To insure an environment conducive to academic excellence with minimum distractions, the following dress code is in effect at MCSM:

1. No tank tops
2. No shorts/skirts above mid-thigh
3. No clothing that exposes the midriff section of the body.
4. No see-through clothing
5. No excessively tight clothing
6. No underwear showing

## LOCAL EQUAL OPPORTUNITY ANNOUNCEMENT

"It is the policy of the New York City Department of Education not to discriminate on the basis of race, color, creed, religion, national origin, age, disability, marital status, sexual orientation, or sex in its educational programs, activities, and employment policies, as required by law."

Any person who believes he or she has been discriminated against should contact his or her Local Equal Opportunity Coordinator. Inquiries regarding compliance with appropriate laws may be directed to:

Office of Equal Opportunity  
 Equal Opportunity Complaint Unit  
 65 Court Street - Suite 1102  
 Brooklyn, New York 11201

Director, Office of Civil Rights  
 United State Department of Education  
 26 Federal Plaza, Room 33-130  
 New York, NY 10278

## THE SCHOOL YEAR

The school year is composed of two terms. The first term runs from September until the end of January. The second term runs from February until the end of June.

## LENGTH OF SCHOOL DAY

Students attending Manhattan Center are given a full-instructional day. The day is divided into seven 43 minute instructional periods (classes) and one lunch period. Listed below is the bell schedule:

<b>MCSM BELL SCHEDULE</b>		
<b>PERIOD</b>	<b>START</b>	<b>END</b>
*0	7:32 AM	8:15 AM
1	8:20 AM	9:05 AM
2	9:09 AM	9:57 AM
3	10:01 AM	10:44 AM
4	10:48 AM	11:31 AM
5	11:35 AM	12:18 PM
6	12:22 PM	1:05 PM
7	1:09 PM	1:52 PM
<b>Dismissal</b> 8	1:56 PM	2:39 PM
*9	2:40 PM	3:15 PM
*10	3:18 PM	4:40 PM
*0 period is only for tutoring or select additional courses. Periods 9 and 10 are for credit recovery courses The MCSM school day starts 1 <sup>st</sup> period.		

Students may enter the school at 7:32 A. M. Breakfast is served from 8:00-8:15 a.m. All students are encouraged to participate in the breakfast program. Lunch periods are Periods 3, 4, 5, 6, or 7.

## TYPES OF DIPLOMAS

### REGENTS DIPLOMA:

- Achievement of course credit requirements - **plus** -
- Attainment of a minimum score of 65 on Regents/Common Core examinations in English Language Arts, U.S. History, Global History, Mathematics and Science. If you fail either the Global or US exams you also must pass one additional math or science Regents/Common Core exam.

### ADVANCED REGENTS DIPLOMA:

- Achievement of Regents diploma requirements listed above. - **plus** -
- Passing grades for Regents examinations in Geometry, Trigonometry, Physical Sciences (Physics, Chemistry, Earth Science), both US and Global History, as well as NYCDOE LOTE examination with six course credits.

### REGENTS ENDORSED DIPLOMA WITH HONORS:

- Completion of requirements for Regents Diploma - **and** -
  - Achievement of an average of at least 90% on Regents/Common Core examinations taken.
- c.

### SPECIAL MANHATTAN CENTER ENDORSED DIPLOMA:

- Completion of Regents Diploma requirements - **and** -
- Successful completion of **8** credits in Math, **8** credits in Science, **6** credits in Foreign Language, **1** credit in Technology\*, and **1** credit in Computer Science.\*

\* These areas may be substituted by honors courses approved by the Assistant Principal/Pupil Personnel Services

## MCSM HIGH SCHOOL LIBRARY

### MCSM Library Mission

Our program is dedicated to helping students be effective users of information, achieve success in school, and become lifelong learners in their communities and in the world.

**Staff:** Anna Scotchie, Teacher Librarian  
**Contact Information:** Phone: (212) 876-4639, ext. 1951  
 Email: [ascotch@schools.nyc.gov](mailto:ascotch@schools.nyc.gov)  
 Web Address:  
<http://sites.google.com/mcsportal.net>

**Location:** The Library is located on the first floor directly across from the Pleasant Avenue entrance.

### Library Services:

- **Book Check-Out:** Students may check out three books for 2 weeks at a time. If more books are needed for a school-related project, special arrangements can be made with Mrs. Scotchie to borrow additional books and materials. Students may renew books, unless they have been placed on reserve for another student.
- **Research and Reference Assistance:** Mrs. Scotchie will be able to help students find all of the resources they need to complete their research projects.
- **Information Literacy Instruction:** Classes are being scheduled now in Research Methodologies and information Access and Library Orientation. Students can schedule an appointment with Mrs. Scotchie during free periods.
- **Reader's Advisory:** Check out our regularly updated "New This Month!" Author Focus, and Title of the Week sections of the Library website for information about what's new and current in the library collection. Mrs. Scotchie will also be able to help you find what you need.
- **Computer Use and Printing:** Students may access any of the 20 available PC's in the Library. Each computer is loaded with MS Office applications (Word, Excel, and PowerPoint), and Internet Explorer. All printed documents must be school related and are limited to 5 copies/10 pages per person.
- **Black/White Copying:** The Library contains a Black/White copier for student use. Students must ask Mrs. Scotchie for access to the copier. Please limit printing to 5 pages per person.

Feel free to contact Mrs. Scotchie at any time!

**The National Honor Society** - Students are inducted into the **National Honor Society** in their junior year. This service organization accepts students who have a 5 semester cumulative minimum average in the top 10th percentile of their class and whose extra-curricular activities have demonstrated character, commitment, leadership and service to the school and to the community.

**The NYU-DOE Teacher Excellence Program** - Our school is a professional community of practice. We aim to better prepare new teachers for NYC public schools by providing fieldwork to NYU students in education that results in real support from NYU for student learning at MCSM.

*Students have opportunities to participate in two decision-making bodies in the school.*

**The Principal's Advisory Council (PAC)** meets with the principal and other staff members twice a month. The PAC sends representatives to central Department of Education meetings as well.

**The School Leadership Team** meetings are open to all interested students. Among the voting members are five students. The team is responsible for the creation of the school's Comprehensive Education Plan.

### **MCSM Staff:**

**Our Faculty** in the school has the students' best interest in mind. Our faculty members have been carefully selected for their excellent teaching methods, their vision of the future and their compassion for young people.

Our supportive staff, the secretaries, paraprofessionals, school aides, and school safety agents, are all happy to be of service to students, their parents and the school community.

## WE ARE SPECIAL BECAUSE...

The **Advanced Science Research** (ASR) program is a three year science research program where our students work with mentors from prestigious institutions and potentially earn up to 12 college credits from SUNY Albany. Our ASR partners include City College, Columbia University, Cornell University, Mt. Sinai School of Medicine, New York Academy of Sciences, New York University, Sponsors for Educational Opportunities (SEO), Suffolk County College and SUNY Albany.

The **Athletic Program** at Manhattan Center offers a wide variety of extra-curricular activities on both the varsity and junior varsity levels. All students are encouraged to join a team or club to extend the high school experience beyond the classroom.

The **College Office** is open all day for students to access information about colleges, meet with representatives from various institutions, receive college counseling, learn about scholarships and financial aid, and complete applications.

The **Computer Laboratory** allows students to receive maximum hands-on experience during the study of computer science. MCSM also has mobile computer labs that are brought to classrooms.

The **MCSM Robotics Team**, the RAMBOTS, compete annually in the First Robotics Competition (FRC). MCSM has placed in the top of this international competition over the past several years. This club is open to all students.

The **NBC Scholars Program** is designed to provide additional services for a limited number of qualified students interested in mathematics and/or science. During the 12<sup>th</sup> grade, they are mentored by NBC employees.

MCSM has a rigorous academic program that includes many **Advanced Placement** courses, **College Now Programs** and extra courses in **Math and Science**.

## CURRICULUM

Currently, all students take courses in the following areas: English, Social Studies, Mathematics, Science, Foreign Language, Technology, Computer Science, Art, Music, Physical/Health Education.

1. Students generally take required subjects in the ninth and tenth year. Students who pass their ninth and tenth year required courses can start to select electives during their eleventh year. Some of the elective courses that may be offered are:

**Contemporary History, Digital Photography, Environmental Studies, Forensics, History of Constitutional Law, History through Film, Java Programming, Math/Science Research, Meteorology, Physiology and Anatomy, Pre-Calculus, Psychology and Statistics.**

Elective courses are taken in addition to required courses, depending upon budget capabilities.

2. **Advanced Placement Courses** are offered in **Biology, Calculus, Chemistry, Computer Science, English Literature, Physics 1 and 2, Physics C, Spanish Language, Spanish Literature, Statistics and United States History, World History**. Students who successfully complete the course and pass the A.P. Exam given in May receive college credit.
3. **College Now Program** - Students in grade 11 or 12 may elect to take college level courses at CUNY Hunter, Lehman College or City College and receive college credit.

We offer our students additional help in the areas of writing, science, reading, social studies and mathematics. Students who successfully complete the additional Manhattan Center requirements will receive the special Manhattan Center endorsement at the time of their graduation.

## REPORT CARDS

Report cards are issued three times per term — approximately every six weeks. The minimum passing mark is **65**. The final(term) grade (received in January and June) determines whether or not the student has passed the subject for the term and whether or not he/she will receive course credit. The final grade is the grade placed on your child's permanent record.

The report card should be used to monitor your child's progress. You will be able to see the number of times your child has been absent from and/or late to school as well as the number of times your child has been absent from his/her subject classes. Report Cards are distributed in school to students.

## WORKING PAPERS

Working papers are issued through the Guidance Department in Room 148D. Application permission form sign by the parent, copy of birth certificate, Social Security card, and latest physical is required in order to get the blue or green employment card.

## MT. SINAI ADOLESCENT HEALTH CENTER

Our students may have their medical needs met at the Mt. Sinai Health Center located in across from **B13**. The Health Center is staffed by a PA, Jessica Traenkner, a Clinical Social Worker, Lisette Garcia, a Medical Assistant, Leslie Ventura and a School Aide. Mt. Sinai also provides us with a Health Educator and a tremendous amount of support from the medical facility.

## PARENT ASSOCIATION

Parents are invited and encouraged to become actively involved in the Parent Association. The Parents Association meets once a month, usually on the second Tuesday of the month. Members of the PA also serve on The School Leadership Team.

## EXTRA CURRICULAR ACTIVITIES

There are many activities in which students can become involved. All of the activities are coordinated by faculty members. Among our offerings are:

**Athletics:** We have several sports teams—baseball, basketball (boys and girls), football, gymnastics, handball, softball, tennis, track and field (boys and girls), volleyball (boys and girls). Refer to [www.psal.org](http://www.psal.org) for eligibility requirements.

**College Now Program:** Juniors and Seniors who meet the academic criteria are able to take college level courses at City College or Lehman College in a variety of subjects. Students can receive college credit upon successful completion of course requirements and/or exams.

**Community Service/Leadership Clubs:** Aspira, Desi, International Alliance, Relationship Abuse Prevention Program, Muslim Student Association.

**Drama Club:** Students create, select and perform a full length play in the spring. Students all learn about directing, lighting and set design. The Drama club meets on a weekly basis after school.

**Student Government:** Students are elected by students to represent the student point of view in school decision-making. These students also represent the school at various government/leadership activities in the city. In addition, the student government is the approving body for the social extra-curricular activities that take place in the school. This group meets on a regular basis and can be called upon to render services, as student representatives, at school events.

## STUDENT CONDUCT

### STUDENTS ARE TO:

- attend all their classes
- be at school, on time, every day
- carry their I.D. at all times
- enter and exit the building by designated areas only
- follow instructions given by any/all staff members
- be prepared for class with notebooks, textbooks, pens and other equipment requested by the teacher (The MCSM Gym Uniform is required for physical education.)
- be courteous and respectful to classmates and staff
- be a positive role model for the junior high school students sharing our building
- complete all homework assignments carefully and on time
- return textbooks at the end of the term
- have an appropriate pass when in the halls other than during change of class
- leave the building immediately after their last class or after school activity
- use the lockers to which they are officially assigned at designated times
- use high security combination locks purchased from the school store. This policy was approved by the PA and SLT in 2007
- be appropriately dressed (see page 15 for Dress Code)
- use 116<sup>th</sup> street to walk to and from the bus to or the subway

### STUDENTS MAY NOT:

- bring weapons to school (This includes b.b. guns)\*\*
- threaten or otherwise endanger the safety of others in the school\*\*
- engage in any violent act
- sell, distribute, or use illegal drugs or controlled substances\*\*
- engage in scholastic dishonesty
- allow intruders into the building
- use abusive language to classmates and/or staff
- gamble, smoke, use drugs, or drink alcohol at any time in the school or on the school grounds\*\*
- loiter in exits, stairwells or halls
- Use STARWAYS 12 at any time during the day
- leave the cafeteria before the end of the lunch period
- eat or drink in class
- walk through Isaac Newton School

\*\* IF THE INFRACTION VIOLATES THE LAW, IT IS POSSIBLE THE POLICE WILL BE CALLED and OFFENSES OF THIS NATURE ARE VERY SERIOUS AND CAN RESULT IN PLACEMENT IN EXTENDED SUSPENSION AND/OR REMOVAL FROM THE SCHOOL.

## COMPREHENSIVE GUIDANCE SERVICES

The Guidance Personnel help students deal effectively with critical issues that affect their present and future lives.

### Staff members who provide pupil personnel services include the following:

- Assistant Principal, Pupil Personnel Services (Guidance)
- Attendance Teacher
- College Coordinator
- Guidance Counselors
- Nurse Practitioner
- RAPP Coordinator
- School Psychologist
- SAPIS Program
- Social Workers

Other resources include community based mental health and educational agencies.

Individual and group counseling services will be provided to all students who are in need of these services. Guidance and counseling services will be available based on:

- Student concerns and self referrals
- Students referred by teachers, deans, attendance and other school personnel
- Students identified by Pupil Personnel Team
- Parent referrals and requests

## ATTENDANCE

The Attendance Office Staff is responsible for tracking students' attendance. The Attendance Office is located in Room 151 and can be reached at extension 1515.

- A. **Student Absence:** If your child is absent or late, you should send a note to school explaining the absence.
- B. **School Notification of Absence/Lateness:** We try to keep you informed about your child's attendance. We do this by making telephone calls, sending emails or text messages to inform you about absence and/or lateness. **Please be sure to keep us up- to -date on any changes in your address and/or telephone number by contacting the attendance office.**
- C. **\*Early Excuse From School:**

\*AS PER THE CHANCELLOR'S REGULATIONS, NO STUDENT UNDER 17 YEARS OF AGE MAY BE RELEASED FROM SCHOOL UNLESS HE/SHE IS PICKED UP BY HIS/HER PARENT OR GUARDIAN.

## STUDENT INFORMATION ONLINE

MCSM uses an online grading system called Pupil Path which is available for all students and parents. Teacher grade books, student attendance (daily and period), exam history, service categories, home contact information, transcripts, student schedules, report cards, and a messaging system to contact teachers are the comprehensive services provided by this system. Students and parents are given a Pupil Path login to access this information. This system is a crucial part of self monitoring for students, while providing constant real time communication with parents.

## TRANSPORTATION

Metro cards for either the bus or the subway are available for eligible students. Current Department of Education guidelines stipulate that students must live at least 1 mile from school to receive full fare student Metro cards. Half-fare Metro cards are available for students who live at least 1/2 mile from the school.

## HONOR ROLL

There are several ways in which we recognize and honor academic achievement.

**Principal's Honor Roll** - Students who achieve an overall average of 90 or better with no single grade below 80 are placed on The Principal's Honor Roll.

**Honor Roll** - Students who achieve an overall average of 85-89.9 with no single grade below 80 are placed on The Honor Roll.

**Merit Roll** - Students who achieve an overall average of 80 or above with no single grade below 75 are placed on The Merit Roll.

## CREDITS

One credit is earned, per term, for each five period per week subject successfully completed (determined by the final grades in January and in June). All students must take and pass Physical Education each term that they are in high school as well as one credit in health. This is a New York State requirement. **Students whose physical limitations prevent them from participating in the Physical Education program are required to file doctor certifications each term.**

## PROMOTION

Students are promoted once per year. Passage from one grade to another is determined by the number of credits earned towards the diploma. The minimum required credits for promotion from each grade level are indicated below:

<b>Ninth Grade:</b>	<b>8 credits</b>
<b>Tenth Grade:</b>	<b>20 credits</b>
<b>*Eleventh Grade:</b>	<b>30 credits</b>
<b>Twelfth Grade:</b>	<b>44 credits for graduation</b>

\*No student will be promoted to the 11th grade unless he/she has completed English 1-4 and Global History 1-4.

\*Honors and AP class grades are "weighted" more heavily so that students' averages are not penalized if they take rigorous courses.