



JOAN M. INDART-ETIENNE, PRINCIPAL

High School and
High School Equivalency

STUDENT/FAMILY HANDBOOK

SCHOOL YEAR 2023 - 2024



 Follow @ReStart_Academy

TABLE OF CONTENTS

CLICK ON ANY TITLE TO GO TO THAT SECTION

Principal's Message.....	3
ReStart Academy Contacts.....	4
Academic Calendar for Students	5
Enrollment and Academic Program	6
High School Diploma Requirements	7
High School Equivalency Diploma Requirements	8-9
Parent Consent Form for HSE Enrollment.....	10
Frequently Asked Questions	11-14
High School Questions.....	11
High School Equivalency and GED Questions	11-12
General Questions for All Students.....	13-14
Grading Policy	15-19
Resources for Students and Parents	20-22
Afterschool Programs	20
Summer Jobs and Year-Round Internships.....	20-21
Support Services.....	21
Parks and Recreation Programs.....	22
Immigration Services.....	22

PRINCIPAL'S MESSAGE

Welcome to ReStart Academy!

ReStart Academy is a NYC Public Schools (NYCPS) program, under the auspices of District 79 Alternative Schools and Programs that provides instructional services in various transitional settings. While you are receiving supportive services from another agency, you will also be enrolled at ReStart as a full-time student in accordance with the rules and regulations of the NYCPS.



You may be enrolled in a High School or High School Equivalency (GED) program based on the school records we currently have and the conversations we have had with you and/or your parent/guardian. If you have questions about the grade placement or have additional school records that were not previously submitted, please contact us immediately.

At ReStart Academy, you will be engaged in a rigorous academic program that is enhanced by a variety cultural experiences, extra-curricular activities, and events such as Broadway plays, museums, college trips, on-site teaching artists, and a yearly spelling bee. At each ReStart site, we celebrate student academic progress and success on an ongoing basis, and we host an end of year graduation ceremony for students who meet high school and high school equivalency graduation requirements.

We have several afternoon and evening conferences scheduled for families to meet with teachers and staff ([see enclosed calendar](#)). As well, our dedicated staff is always available to discuss any questions or concerns you or your parent/guardian may have.

This handbook provides you with an overview of Restart's academic program and student support services. For general information about NYCPS, visit the website www.schools.nyc.gov and for important information on the NYCPS discipline code, go to www.schools.nyc.gov/school-life/know-your-rights/discipline-code.

We look forward to working together with you and your family throughout the school year to ensure that you have a successful educational experience while enrolled in ReStart Academy.

Sincerely,

Joan M. Indart-Etienne
Principal

RESTART ACADEMY CONTACTS

PRINCIPAL

Joan M. Indart-Etienne
212-262-0817
jjindart@schools.nyc.gov

ASSISTANT PRINCIPALS

Kate Ames
347-703-9413
kames4@schools.nyc.gov

Christina McLeod
646-853-0468
cmcleod2@schools.nyc.gov

Paula Michas
917-297-6709
pmichas@schools.nyc.gov

Susan Salkin
212-262-0817
ssalkin@schools.nyc.gov

Robert Vanden Heuvel
917-327-3129
rvandenheuvel@schools.nyc.gov

SCHOOL BUSINESS MANAGER

Joshua Horsford
212-262-0817
jhorsford2@schools.nyc.gov

YOUR RESTART ACADEMY CONTACTS

ReStart Site Name	
Site Phone Number	
Admissions/Attendance Liaison Name	
Admissions/Attendance Liaison Phone Number	
School Counselor Name	
School Counselor Number/Contact Info	
Assistant Principal Name	
Assistant Principal Number/Contact Info	

2023-2024 ACADEMIC CALENDAR FOR STUDENTS

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

SEPTEMBER (16 school days)

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

9/7 First day of school for students
9/25 No School – Yom Kippur

OCTOBER (21 school days)

Mon	Tue	Wed	Th	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

10/9 No School – Indigenous Peoples' Day/
Italian Heritage Day
10/19 Last Day of T1/MP1 (29 Days)
10/27 Report Cards distributed to students
And mailed home

NOVEMBER (19 school days)

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

11/7 Election Day-No school for students
11/16 Parent/Teacher Conf. 4:30-7:00
11/17 Parent Teacher Conf. 1:00-3:00
11/23-24 No School – Thanksgiving Recess

DECEMBER (16 school days)

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

12/4 Last Day of T1/MP2 (29 Days)
12/11 Report Cards distributed to students
12/25-1/1 No School – Winter Recess

JANUARY (19 school days)

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

1/15 No School – MLK Jr. Day
1/18 Last Day of T2/MP1 (26 Days)
1/26 Report cards distributed to students
and mailed home
1/24-26 Regents Exams Administration
1/29 Professional Development-No Students

FEBRUARY (16 school days)

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

2/19-23 No School - Mid-Winter Recess

MARCH (20 school days)

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

3/5 Last Day of T2/MP2 (26 Days)
3/11 Report Cards distributed to students
and mailed home
TBD PSAT School Day
TBD SAT School day
3/21 Parent Teacher Conf. 4:30-7:00
3/22 Parent Teacher Conf. 1:00-3:00
3/29-4/1 No School Easter Weekend

APRIL (13 school days)

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

4/10 No School – Eid Al-Fitr
4/22-30 No School – Spring Recess
4/8-5/17 MS ELA & Math Assessment Window
4/19 Last Day of T3/MP1 (30 Days)

MAY (22 school days)

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

5/6 Report Cards distributed to students
and mailed home
5/23 Parent Teacher Conf. 4:30-7:00
5/23 Parent Teacher Conf. 4:30-7:00
5/27 No School – Memorial Day

JUNE (17 school days)

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

6/4 Algebra I NYS Regents Administration
6/6 Anniversary Day-No school for students
6/14-26 Regents Exams Administration
6/17 Schools Closed – Eid Al-Adha
6/19 No School - Juneteenth
6/26 Last Day for students
6/26 Last Day of T3/MP2 (39 Days)
Report Cards distributed to students
and mailed home

KEY:

Trimester 1: 9/7/23 – 12/4/23

Trimester 2: 12/5/23 – 3/5/24

Trimester 3: 3/6/24 – 6/26/24

No School in Session

Conference Day for Staff – Students Not in Attendance

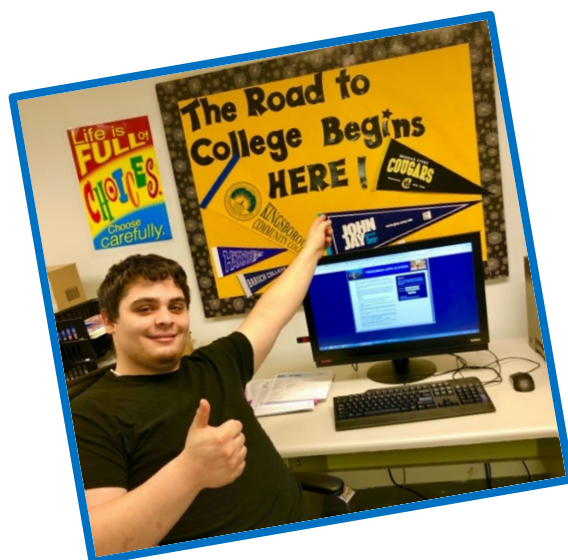
Last Day of Marking Period

ENROLLMENT AND ACADEMIC PROGRAM

For students enrolling in a ReStart Academy high school or high school equivalency program, admission starts with the student engaging in services with one of our partner agencies. Once receiving services from the partner agency, the student and parent/guardian will be given a ReStart Admissions Packet and will be enrolled in ReStart when the paperwork is completed and signed, as required.

Upon enrollment, the ReStart Academy school counselor works with each student to review their transcript and school records to ensure that all previous coursework and exams are reflected on the student's NYCPS transcript, and to help the student understand the options for graduation and determine the most suitable academic program. Counselors then develop an academic plan and schedule that will support the student toward meeting graduation requirements for either a high school diploma or high school equivalency diploma.

PROGRAM	HIGH SCHOOL	HIGH SCHOOL EQUIVALENCY
SCHEDULE	Minimum 5.5 hours of instruction	Individualized scheduling
CURRICULUM	NYC and NYS approved curricula, online classes, academic intervention	District 79 Curriculum; New Readers Press online and print, academic intervention
ASSESSMENTS	MAP Growth, Regents, PSAT/SAT	TABE, GED Ready (official practice test), GED exam
SUPPORT	Academic advisement, college and career readiness, social emotional development and support	Academic advisement, college and career readiness, social emotional development and support



HIGH SCHOOL DIPLOMA REQUIREMENTS

REGENTS DIPLOMA REQUIREMENTS:

44 credits as shown to right, and
Score of 65* or above on 5 Regents exams:

- English Language Arts (ELA)
- Any Mathematics (Algebra, Geometry, Algebra II/Trig)
- Any Science (Liv Env, Earth Science, Chemistry, Physics)
- Any Social Studies (US History, Global History)
- +1 (Any additional Regents exam)

ADVANCED REGENTS DIPLOMA REQUIREMENTS:

44 credits as shown to right, including
4 additional credits in World Languages (can have 4 fewer Elective credits, and
Score of 65* or above on 9 Regents exams:

- English Language Arts (ELA)
- 3 Mathematics (Algebra, Geometry, Algebra II/Trig)
- 2 Science (must have Liv Env, and 1 other of Earth Science, Chemistry, Physics)
- 1 Social Studies (US History, Global History)
- World Languages (Formerly LOTE)
- +1 (Any additional Regents exam)

LOCAL DIPLOMA REQUIREMENTS:

Students with a disability (with an IEP or 504 Plan that specifies safety net eligibility) are eligible for a Local Diploma with 44 credits as shown to right and a passing score of 55* on 5 Regents exams:

- English Language Arts (ELA)
- Any Mathematics (Algebra, Geometry, Algebra II/Trig)
- Any Science (Liv Env, Earth Science, Chemistry, Physics)
- Any Social Studies (US History, Global History)
- +1 (Any additional Regents exam)

SUBJECT AREA	# CREDITS
ENGLISH (ELA) Eng 1-8	8
SOCIAL STUDIES	8
Global Studies 1-4 4 cr	
US History 2 cr	
Participation in Govt 1 cr	
Economics 1 cr	
MATHEMATICS (at least 2 credits beyond Alg 1)	6
SCIENCE	6
Life Science 2 cr	
Physical Science 2 cr	
Other Life or Physical Sci 2 cr	
WORLD LANGUAGES	2 for Local & Regents 6 for Adv Regents
ART & MUSIC	2
HEALTH	1
PHYSICAL EDUCATION 7 terms	4
ELECTIVES	7 for Local & Regents 3 for Adv Regents

TOTAL CREDITS	44
----------------------	-----------

For more detailed information about diploma requirements (including diploma endorsements, Regents appeal guidelines, and other options for students with disabilities, please go to [NYC Public Schools Graduation Requirements](#) and ask your child's counselor.

***CHANGES DUE TO COVID-19**

- Most Regents exams between June 2020 and August 2021 were cancelled. Students who passed courses designed to end in a Regents exam qualified for Regents exam waivers. Waivers are considered passing scores and appear on students' transcripts as "WA."
- For the Regents exam administration periods of June 2022, August 2022, January 2023, June 2023, or August 2023, students who passed courses designed to end in a Regents exam and score between 50 - 64 on a Regents exam are eligible for a *special appeal* to apply such scores as passing scores toward a diploma. This special appeal can be applied toward any diploma (Regents, Advanced, Local) earned in any subsequent year.

HIGH SCHOOL EQUIVALENCY DIPLOMA REQUIREMENTS

As of January 1, 2022, the TASC Test was replaced in New York State with the **GED®** Test. The GED assesses students' knowledge in four core subject areas: Reasoning Through Language Arts (Reading and Writing), Math, Social Studies and Science. Students who pass the GED in all four subject areas will earn a NYS High School Equivalency (HSE) Diploma. More information about NYS High School Equivalency Diplomas and the GED in NYS can be found at the [NYS HSE website](#). At ReStart Academy, all HSE students are engaged in rigorous instruction to prepare students to pass the GED exam *and* be college and career ready.

Students may consider a High School Equivalency (HSE) Diploma if they are between 18 and 21 years old and are not likely to meet the graduation requirements for a high school diploma. Some 17-year-old students in ReStart Academy with special situations may also enroll in HSE, however, a 17-year-old student is not permitted to take the GED exam until the end of the school year (on or after July 1st) during which they turn 17. Students under 18 must have parent/guardian permission to enroll in a ReStart HSE program (see [parent consent form on page 10](#)).

Scores for each test subject on the GED exam range from 100 to 200. Students must earn a minimum passing score of 145 (or have TASC or Regents credit, see more info here) for each of the four subject areas. This chart shows the benefits of earning higher GED scores.

Test Scores

While you will need to score at least 145 on each subject to pass the GED® test, scoring higher can have additional benefits.



100

145
Passing
Score

200

145

GED® Passing Score

The GED® test has a passing score of 145 for each test subject. To earn your high school equivalency, you'll need to score 145 or higher on all four subjects.

165 - 174

GED® College Ready

Scoring above 165 (on any test subject) means you have demonstrated you are ready to take college level courses and you may qualify for waivers from placement testing or developmental education requirements if you enroll in college.

175 - 200

GED® College Ready + Credit

Scoring above 175 (on any test subject) means you have demonstrated skills that could qualify for up to 10 college credit hours.

HIGH SCHOOL EQUIVALENCY DIPLOMA REQUIREMENTS

Upon admission, you will meet with your school counselor who will review your school records and determine if you have credit that can be counted towards GED subtests by having passed TASC subtests or through the Regents-HSE Pathway (see FAQ #5 and #6). Your counselor will then develop a class schedule for you that will meet your academic needs to prepare for the GED subjects that you need.

The GED test is made up of 4 separate exams (see the description below). You don't have to take all 4 exams at once - they can be spaced out however is best for you. As your teacher is providing instruction to prepare you for the GED exam, the teacher will administer periodic assessments, including the official GED practice exam, *GED Ready*, to determine your readiness to pass one or more of the GED subject tests.

Once it is determined that you are ready to pass one or more GED subjects, your counselor will help you to schedule the GED test at one of several test centers throughout NYC.

GED SUBJECT	REASONING THROUGH LANGUAGE ARTS	MATHEMATICAL REASONING	SOCIAL STUDIES	SCIENCE
TEST TOPICS	<ul style="list-style-type: none"> ➤ Reading for meaning ➤ Identifying and creating arguments ➤ Grammar and language 	<ul style="list-style-type: none"> ➤ Basic math ➤ Geometry ➤ Basic Algebra ➤ Graphs and functions 	<ul style="list-style-type: none"> ➤ Reading for meaning in social studies ➤ Analyzing historical events and arguments in social studies ➤ Using numbers and graphs in social studies 	<ul style="list-style-type: none"> ➤ Reading for meaning in science ➤ Designing and interpreting science experiments ➤ Using numbers and graphics in science
TIME	<ul style="list-style-type: none"> ➤ 150 minutes (2 hr, 30 min) ➤ Includes 3 min of instruction and final review ➤ Includes 10 min break between parts 2 & 3 ➤ Includes 45 minutes for the written essay 	<ul style="list-style-type: none"> ➤ 115 minutes (1 hr, 55 min) ➤ Includes 2 min of instruction and final review ➤ Includes 3 min break between parts to retrieve calculator 	<ul style="list-style-type: none"> ➤ 70 minutes (1 hr, 10 min) ➤ Includes 2 min of instruction and final review ➤ No break 	<ul style="list-style-type: none"> ➤ 90 minutes (1 hr, 30 min) ➤ Includes 2 min of instruction and final review ➤ No break
FORMAT	<ul style="list-style-type: none"> ➤ 3 sections ➤ 1 written essay (extended response) ➤ Multiple choice and other question types (drag and drop, select an area, and drop down) 	<ul style="list-style-type: none"> ➤ 2 sections ➤ Access to calculator reference sheet and math formula sheet ➤ Access to onscreen calculator for part 2 ➤ Your own TI-30XS calculator permitted ➤ Multiple choice and other question types (drag and drop, select an area, fill in the blank, and drop down) 	<ul style="list-style-type: none"> ➤ 1 section ➤ Access to on screen calculator ➤ Your own TI-30XS calculator permitted ➤ Multiple choice and other question types (drag and drop, select an area, fill in the blank, and drop down) 	<ul style="list-style-type: none"> ➤ 1 section ➤ Access to on screen calculator ➤ Your own TI-30XS calculator permitted ➤ Multiple choice and other question types (drag and drop, select an area, fill in the blank, and drop down)



JOAN M. INDART-ETIENNE, PRINCIPAL

***Parent/Guardian Consent for Enrollment in
High School Equivalency (HSE) Classes at ReStart Academy*
School Year 2023-24***

I hereby give consent for my child to enroll in HSE (GED) classes at ReStart Academy. I understand that the decision to pursue a HSE Diploma is voluntary, and my child's participation is undertaken with my knowledge and consent.

I understand that:

- If my child is 17 years old, they may enroll in HSE classes at ReStart Academy but may not take the GED test until the end of the school year (on or after July 1) in which they turn 17 (*i.e. if a student's date of birth is 9/1/06-6/30/07, they will be eligible to take the TASC test on or after July 1, 2024*).
- While my child is enrolled in HSE classes at ReStart, they will *not* be earning High School credits.
- If my child leaves ReStart Academy before their 18th birthday, I understand that my child is *not* automatically eligible for transition to another HSE program. I understand that most HSE programs require a minimum age of 18.
- The timeline for my child earning a HSE Diploma is dependent upon their individual progress and commitment to the academic program.
- As a parent/guardian of a minor, I am responsible for working with my child and ReStart Academy to ensure that my child attends school regularly and abides by the policies set forth by the program and its collaborating agency.
- My child has the right to pursue a traditional High School Diploma at any time until the end of the school year in which they turn 21.
- My child will be given GED practice assessments (GED Ready) periodically to determine their academic progress. ReStart Academy academic staff will determine my child's readiness to be scheduled for the GED Ready and GED exam.
- My child must have a current NYS or government issued photo I.D. (e.g. non-drivers I.D., current passport, IDNYC) in order to take the GED Ready and the GED exam.

Student Name

Parent Name

Parent Signature

Date

Or

E-signature: By clicking this box ☐ you certify your consent

Date

Student Signature

Date

Or

E-signature: By clicking this box ☐ you certify your consent

Date

****PARENT/GUARDIAN CONSENT IS REQUIRED FOR ENROLLMENT IN A
RESTART ACADEMY HSE PROGRAM FOR ALL STUDENTS UNDER THE AGE OF 18.***

FREQUENTLY ASKED QUESTIONS

HIGH SCHOOL QUESTIONS

1. **HOW WILL I STAY ON TRACK TOWARD EARNING THE CREDITS NEEDED FOR A DIPLOMA? WHAT CLASSES WILL I BE SCHEDULED FOR? HOW WILL THE CREDITS BE RECORDED?**

Although ReStart Academy is a small, transitional program, we make every effort to support you to stay on track toward meeting high school diploma requirements. Immediately upon admission to ReStart, the counselor will evaluate your transcript and other school records, and contact your previous school(s) to gather all information necessary to develop a program that meets your academic needs. Your classes are scheduled in the NYCDOE system and credits are recorded on your NYCDOE high school transcript. ReStart runs on a trimester system (see academic calendar on [page 5](#)) that allows a student to earn up to 5 credits per trimester, and 2 credits during summer school. When we are unable to program a student for a needed class in a traditional synchronous class, we offer a full catalog of online classes through Apex Learning.

2. **WHAT IF I COMPLETE ALL DIPLOMA REQUIREMENTS WHILE ENROLLED AT RESTART?**

For all high school upperclassmen (25+ high school credits) the ReStart Academy counselor works closely with your home school (usually the last high school attended) to develop an agreement that specifies the remaining diploma requirements that must be completed. When all requirements are met, the home school issues the high school diploma.

3. **WHAT HAPPENS IF I'M READY TO TRANSITION FROM RESTART BUT I HAVEN'T COMPLETED HS REQUIREMENTS?**

There are many options for continuing high school available to students when transitioning from ReStart and our counselors work closely with each student and family to develop an individualized transition plan. If you attended a NYCDOE high school just prior to ReStart, you have the right to return to that school. However, many ReStart students and families opt for a new school setting, such as one of the many smaller, transfer high schools throughout the city. See more information about transition options in [FAQ #21](#).

4. **WHAT ABOUT REGENTS AND PSAT/SATS?**

The same as in traditional high schools, ReStart students who complete a course sequence that ends in a Regents exam are given the opportunity to take the Regents exam. All courses that culminate in a Regents include Regents preparation and practice exams. All Regents exams are administered at the ReStart Main office at 444 W. 56 Street, NY, NY. Eligible students also have the option to take the PSAT and SAT at ReStart, at no cost, during the yearly School Day administration each March. See the calendar on [page 5](#) for this year's dates.

HIGH SCHOOL EQUIVALENCY and GED QUESTIONS

5. **WHAT IF I ALREADY PASSED A SECTION OF THE TASC EXAM?**

If you passed the math, social studies, or science subtests on the TASC, you will receive credit and do not have to take those subjects on the GED. However, the GED exam for reading and writing is one subtest (Reasoning Through Language Arts - RLA), rather than two individual subtests as was the case on the TASC. The GED RLA section is divided into two parts, but the scores are combined so you will receive a single score. If only reading or writing was previously passed on the TASC, the RLA section of the GED must be taken and passed for HSE credit.

6. **I PASSED SOME REGENTS EXAMS. DO THEY COUNT FOR A HIGH SCHOOL EQUIVALENCY DIPLOMA? WHAT ABOUT COVID-19 REGENTS WAIVERS?**

If you have passing scores on a Regents exam, you can apply to receive subject area credit toward your high school equivalency diploma - this is called the Regents-HSE Exam Pathway. A passing score on a Regents exam is 65+, or if you are a student with a disability (you had an IEP or 504 Plan with safety net provisions at the time you took the Regents exam) the passing score is 55+.

FREQUENTLY ASKED QUESTIONS

The following table details which passed Regents exams will be allowed in place of the corresponding GED subtests.

REGENTS EXAM	HSE SUBJECT AREA CREDIT
ELA	➤ GED Reasoning Through Language Art - RLA (Includes both sections - Reading and Writing)
MATHEMATICS Algebra, Geometry, or Algebra II/Trig	➤ GED Mathematics
SCIENCE Liv Env, Earth Sci, Chemistry, or Physics	➤ GED Science
SOCIAL STUDIES Global History, US History	➤ GED Social Studies

7. **AM I ELIGIBLE FOR ACCOMMODATIONS ON THE GED EXAM? HOW DO I APPLY FOR ACCOMMODATIONS FOR A DISABILITY OR BECAUSE I AM AN ENGLISH LANGUAGE LEARNER (ELL)?**

You can apply for GED accommodations that are intended to provide equal access to the GED exam if you have *current documentation* indicating you have a disability such as a learning disability, ADHD, psychological or psychiatric disorder, physical disability, or if you are an English Language Learner. Examples of accommodations are extra time, extra breaks, and a separate testing room. The accommodations application for each type of disability has different documentation requirements that can be found here. If you believe that you are eligible for GED accommodations, your school counselor will help you with the application process. Once submitted, each request is reviewed by the GED Testing Service and typically takes 30 days to process.

8. **WHAT'S THE PROCESS FOR APPLYING FOR REGENTS CREDIT TO COUNT FOR MY HIGH SCHOOL EQUIVALENCY DIPLOMA?**

A form called an 'Application R' has to be completed, certified by our principal, and submitted to the NYS HSE Office for approval. Your guidance counselor will help you with this process. Once completed, we will submit the Application R to the NYS HSE office. Review of the Application R usually takes 6-8 weeks, after which we will receive an HSE Transcript that will show which Regents exams are approved for HSE credit.

9. **WHAT HAPPENS IF I FAIL A GED SUBTEST?**

You stay in school, keep studying, and try again! You must wait 60 days before retaking any failed subtest and may only take a given subtest three times per year.

10. **WHAT IF I MISS A SCHEDULED GED TEST APPOINTMENT? CAN I RESCHEDULE A TEST APPOINTMENT?**

If you miss a scheduled subtest appointment, you will have to wait 60 days to make another appointment for that subtest. However, if you reschedule or cancel your test appointment a minimum of 24 hours prior to the appointment time, you do not have to wait 60 days to reschedule.

11. **HOW DO I GET MY HIGH SCHOOL EQUIVALENCY DIPLOMA?**

When all four subtests are passed through any combination of credit for subtests (GED subtest passed, TASC subtest passed, Regents-HSE Exam Pathway), a diploma will be issued by the NYS HSE Office and mailed to the address provided on your GED.com account in 8-10 weeks.

12. **IS ATTENDANCE TAKEN AT RESTART? DOES ATTENDANCE COUNT?**

Attendance is taken daily at every ReStart site and it is recorded in the DOE attendance system. Students and families receive daily phone calls in the event of an absence or lateness. Although grades are not decided or based on attendance (see the ReStart Grading Policy on page 16 for more information), attending school, participating in class, and demonstrating understanding are all essential components of student learning. When students attend school consistently, they have the greatest opportunity to make progress, receive direct support from teachers and counselors, and demonstrate their learning.

FREQUENTLY ASKED QUESTIONS

GENERAL QUESTIONS FOR ALL RESTART STUDENTS

13. *WHAT STUDENT SUPPORT SERVICES ARE AVAILABLE AT RESTART?*

Every ReStart student has a counselor who provides intensive and individualized counseling in the following areas:

- **Academic and Transition Planning** - Engages students in strategies and activities to support and maximize each student's ability to learn, including developing academic goals; works closely with student and family to plan the next step after ReStart.
- **Career Development/Post-Secondary Planning** - Helps students 1) understand the connection between school and the world of work and 2) plan for and make a successful transition from school to postsecondary education and/or the world of work and from job to job across the life span.
- **Social/Emotional Development** - Helps students manage emotions and learn and apply interpersonal skills through individual and group counseling sessions and activities.

14. *IS COLLEGE COUNSELING PROVIDED AT RESTART?*

ReStart has individual and group college counseling for all to HS and High School Equivalency students who are exploring and/or applying to college or career and technical programs. We also have a partnership with the [Options Center](#) that provides one-to-one college counseling for all interested ReStart students, that includes:

- One-to-one advising starting with a focus on college and other post-secondary choices
- Support and counseling for students through graduation with regular check-ins and degree audits
- Support on obtaining financial aid and paying for college
- College trips, recruiter visits, workshop series and other resources

15. *HOW DO MY PARENT/GUARDIAN AND I KNOW HOW I'M DOING IN SCHOOL?*

There are many ways for ReStart students and parents/guardians to keep track of student progress:

- **Ask the teachers and/or counselor** - This is the best way to get current information about academic progress. Our dedicated staff will always make time to provide students and families with progress reports. Parents/guardian can contact the site at any time (see contact information on [page 4](#)).
- **Report Cards** - You and your parent/guardian receive six report cards during the school year - two during each trimester. See the calendar on page 5 for Report Card distribution dates.
- **Attend Parent/Teacher Conferences** - Conferences are held two times a year. See this year's dates on the calendar on [page 5](#).
- **Create a NYC Schools Account (NYCSA)** - A NYC Schools Account allows parents/guardians to support and track their child's progress throughout their education at the NYCDOE. An account allows parents/guardians to monitor grades, test scores, and attendance. Contact your ReStart counselor to get an 'account creation code.' Find more information about NYC Schools Accounts [here](#).



Track Student Progress

Track your student's grades, test, scores, progress towards graduation and more.

16. *ARE INTERPRETATION SERVICES AVAILABLE?*

Yes, over-the-phone interpretation services are always available in 350+ languages, for all school staff to communicate with families who speak languages other than English. Your counselor can arrange for interpretation services for a family meeting and Parent/Teacher Conferences. There are many other NYCDOE resources available for families that need help in receiving information or communicating with the school or Department of Education in their language [here](#).

FREQUENTLY ASKED QUESTIONS

17. **WHAT SERVICES ARE AVAILABLE AT RESTART FOR A STUDENT WITH A DISABILITY?**

ReStart Academy provides resources to students with disabilities, for example, smaller classes, intensive and individualized guidance services, and support from partner agency staff. Testing accommodations, as stated on the most recent IEP, are followed for all classroom and standardized NYC exams administered while enrolled in ReStart (for information on GED accommodations, see [FAQ #7](#)).

Because ReStart is a small transitional program, we do not automatically update IEPs through Annual and Three-Year Reviews. Within 30 days of your enrollment, we will develop a Special Education Plan for Students in Transitional Settings which will specify the services that will be provided while enrolled in ReStart. The student and parent/guardian will be notified of the date of the meeting during which the plan will be developed, and we strongly encourage the student and parent to participate (parent/guardian may participate remotely). When a student leaves ReStart, their current IEP will continue to be in effect at their next educational setting. If a parent would like their child's IEP to be reviewed while enrolled in ReStart, we will facilitate a review. Please contact the site Assistant Principal or Counselor for further information.

18. **WHAT IS THE CELL PHONE POLICY AT RESTART?**

The cell phone/electronics policy at each ReStart site varies and is determined and enforced by the host agency at the site. Please check with the site's agency contact person to get details about the policy. The NYC Public Schools Chancellor's Regulation on electronic devices can be found [here](#).

19. **HOW DOES RESTART ACADEMY RECOGNIZE AND CELEBRATE STUDENT SUCCESS?**

Each ReStart site recognizes and celebrates student progress and success on a regular basis. We have monthly student recognition celebrations and ongoing incentive programs. All students and families who complete high school or high school equivalency requirements during the year are invited to our graduation ceremonies in June.



20. **DOES RESTART PROVIDE METROCARDS? WHAT ABOUT SCHOOL BREAKFAST AND LUNCH?**

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

Breakfast and lunch are available at no cost at all ReStart sites. At some sites, food is provided by our partner agency, and at others it is provided through NYCDOE School Food program. Contact your site counselor for more information about the food provided at your site.

21. **I'M NO LONGER RECEIVING SERVICES FROM THE AGENCY PROGRAM. WHAT NOW?**

If you are no longer receiving services from the Agency program, unfortunately, you are not permitted to continue the ReStart educational program at that site, however, there are many school options and we will support you and your parent/guardian to navigate the process. Contact your school counselor as soon as you are aware that you will be dismissed from the Agency program. The counselor will review all of the available options with you and your family that may include:

- **Return to your previous school** - If you are under the age of 22, and you last attended a NYC Public School, you have the right to return to that school within one year of your discharge from that school and you will automatically be returned to that school's register unless you work with your counselor immediately on another placement.
- **Another ReStart site** - We have many ReStart sites throughout the city, and your counselor can help you to see if there's another ReStart site that is a good fit for you.
- **Other District 79 programs** - Our district has many high school equivalency programs and your ReStart counselor can help to explore those programs. You can also find information [here](#).
- **Transfer High Schools** - There are many small transfer high schools designed to help students who are over-age and under-credited. Your ReStart counselor can help to explore those programs. You can also find information [here](#).
- **Adult Education Programs** - If you are 21 years old or older, there are many high school equivalency and career/technical education training programs for adults throughout the city. Your ReStart counselor can help to explore those programs. You can also find information [here](#).
- **Family Welcome Centers** - NYCDOE Family Welcome Centers help all students to find a suitable school program. You can search for your local Family Welcome Center and find information [here](#).

GRADING POLICY

School Year 2023 - 2024

Introduction

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

- For MS students, grades are used to determine a student's progress in the middle school curriculum and are one of the criteria used to determine promotion eligibility (see page 4 for more details on promotion).
- For HS students, credits toward diploma requirements are awarded based on the final grade for each Trimester (see Trimester schedule below). Credit is awarded for each class in which a student earns a passing grade.
- For HSE students, grades are used to determine students' progress in the high school equivalency curriculum.
- Grades are a reflection of students' understanding and command of content, their progression through a course or subject, and their mastery of skills at a given point in time.
- Determination of passing or failing is based primarily on how well students master the subject matter, concepts, content, and skills addressed in a class or course. This means that students may not pass or fail based solely on non-mastery measures (e.g. behavior, compliance, participation, conduct) but rather based on how well they demonstrate their understanding of the content and skills required in the course.
- Attendance is not a factor that is calculated into students' academic grades, however, attending school, participating in class, and demonstrating understanding are all essential components of student learning. When students attend school consistently, they have the greatest opportunity to make progress, receive support from their teachers, and demonstrate their learning.

Trimester and Marking Period Schedule

Trimester 1

Marking Period 1: 9/7/23 – 10/19/23

Marking Period 2: 10/20/23 – 12/4/23

Trimester 2

Marking Period 1: 12/5/23 – 1/18/24

Marking Period 2: 1/19/24 – 3/5/24

Trimester 3

Marking Period 1: 3/6/24 – 4/19/24

Marking Period 2: 5/1/24 – 6/26/24

Report Cards

- Report Cards are issued six times during the school year - at the end of each Marking Period as shown above.
- Course grades for each marking period are not cumulative; each grade reflects the progress made during that marking period only.
- Marking Period 1 and Marking Period 2 are averaged together in order to calculate a final Trimester grade for each course. This grade is used to determine if a student passed a course and will earn credit (HS), is making progress toward GED readiness (HSE), or is on track to meet promotional requirements (MS).
- In addition to course grades, comments are provided to further clarify grades.

Scale of Grades Awarded

GRADE	MEANING	DESCRIPTION
55-60	Fail	No credit issued for HS students for final grade; MS promotion in doubt for MS students.
F	Fail	This non-numeric grade is only issued in certain HS courses (e.g. Physical Education, Science labs, Advisory, etc.); no credit issued for HS students for final grade.
65+	Pass	Credit issued for HS students; MS student on track for promotion.
P	Pass	This non-numeric grade is only issued in certain courses (e.g. Physical Education, Science labs, Advisory, etc.); credit issued for HS students for final grade.
NL	New Admit	NL does not have a pass/fail or numeric equivalent. This mark is issued to students who registered late in the marking period and do not have sufficient time to master the course content.
NX	Course in Progress	<p>NX does not have a pass/fail or numeric equivalent. This mark is only issued if a student has a documented, extreme extenuating circumstance (e.g., surgery, death in the family) that prevents the student from completing the coursework during the term. This mark is only issued for high school courses, and in rare cases as specified above.</p> <p>Students have until the end of the next term (not including summer) to complete the outstanding coursework. The teacher issuing the NX grade will create an <i>NX Plan</i> that specifies the timeline and work necessary to receive a final grade and credits.</p>

Monitoring Student Progress

- ***Course/Subject Grades***

Marking period grades and final grades are awarded after consideration of a student's entire body of work in each subject, based on academic progress and performance. In all courses, students are graded based on how well they have learned the subject matter, concepts, content, and skills in that course. Each teacher will share a course syllabus that includes a description of the learning goals and expectations for the course.

- ***Make-Up & Late Work***

Students are responsible for making up classwork and assignments. Teachers will provide make-up assignments and will give students reasonable chances and support, as necessary, to ensure that all students have the opportunity to master the course content. All make-up and late assignments must be completed within the same marking period.

- ***Create a NYC Schools Account (NYCSA)***

A NYC Schools Account allows parents/guardians to support and track their child's progress throughout their education at the NYCDOE. An account allows parents/guardians to monitor grades, test scores, and attendance. Contact your ReStart counselor to get an 'account creation code.' Find more information about NYC Schools Accounts [here](#).

Parent-Teacher Conferences

Parent-Teacher Conferences are an excellent opportunity to review students' report card grades and progress in each course. Families are strongly encouraged to attend Parent-Teacher Conferences. Conferences will be held as outlined in the schedule below:

FALL

November 16, 2023: 4:30 pm – 7:00 pm
November 17, 2023: 1:00 pm – 3:00 pm

SPRING

March 21, 2024: 4:30 pm – 7:00 pm
March 22, 2024: 1:00 pm – 3:00 pm

Promotion & Graduation Requirements

• Middle School Promotion Requirements

Middle school students must meet specific criteria set forth by the state of New York in order to be promoted to the next grade. At ReStart, all middle school students must take the following actions, which are factored into their final promotion decision in June.

- Complete the grade-level portfolio (Math and ELA)
- Earn passing grades in their core courses
- Take the NYS Middle School State Exams (Math and ELA)
- Maintain consistent daily attendance

• High School Graduation Requirements

Graduation requirements vary depending on which type of diploma a student is working toward. Students/families should meet with the ReStart Academy guidance counselor to discuss diploma requirements, and can also visit the New York City Department of Education website [HS Graduation Requirements](#) to see the exact credits and exams required for each diploma.

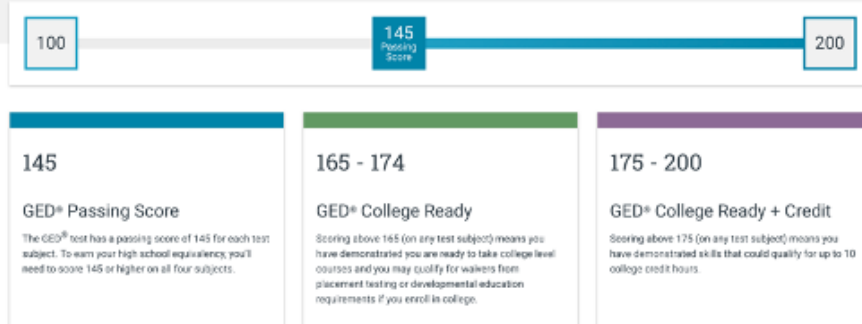
• High School Equivalency Diploma Requirements

As of January 1, 2022 the TASC Test was replaced by the GED. To earn a NYS High School Equivalency Diploma, students must pass (see the range of passing scores in the chart to the right) all four subject areas of the GED exam: Reasoning Through Language Arts, Math, Social Studies and Science. Students/families should meet with the ReStart Academy guidance counselor to discuss

GED preparation and requirements and can also visit the [NYS Department of Education website](#) to see the exact requirements and more information on the GED.

Test Scores

While you will need to score at least 145 on each subject to pass the GED® test, scoring higher can have additional benefits.



RESOURCES FOR STUDENTS AND FAMILIES

Many NYC government agencies and non-profit organizations provide services to support New York City's youth and families. The following list includes information about a wide variety of programs and resources, as well as supplemental activities that are free. We hope that you and your family take advantage of them.

New York City Department of Youth and Community Development

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

Afterschool Programs

- **Comprehensive After School System of NYC (COMPASS):** The COMPASS programs located throughout the city offer a balanced mix of academic support, enrichment, sports, recreational activities, and cultural experiences afterschool hours and on school holidays. The **COMPASS High** program offers a Project Based Learning opportunity to 9th and 10th grade students that engages them over an extended period of time to learn and focus on skill building activities and connects with youth interest with opportunities for student voice and choice. By offering counseling and case management, COMPASS High programs provide encouragement, support and a sense of community to help participants make the most of their high school experience.
- **Beacon Programs:** Beacons are intergenerational centers offering a wide range of programming for youth and adults including tutoring, college preparation, photography, sports, General Education Diploma (GED) training, English for Speakers of Other Languages (ESOL) programs, parenting skills workshops, and tenant education and advocacy. There are Beacon programs in 80 community centers located in public schools throughout the city that operate in the afternoons and evenings, on weekends, during school holidays and vacation periods, and during the summer.
- **Neighborhood Development Area (NDA):** Neighborhood Development Area Educational Support Programs provide High School students the services and support they need to do better in school, enter college or an advanced training program, learn leadership skills and develop conflict resolution/mediation skills. All programs offer youth leadership development, and help students gain skills to support their success in college, training programs, or jobs.



Comprehensive After School System of New York City (COMPASS)

Summer Jobs and Year-Round Internships

- **Summer Youth Employment Program:** The Summer Youth Employment Program (SYEP) is a paid seven-week summer employment initiative open to young people between the ages of 14 and 21. Assignments include government agencies, hospitals, summer camps, nonprofits, small businesses, law firms, museums, and sports and retail organizations. The application process begins on or about April 1st. *Speak to your counselor about the variety of SYEP programs that are available, including our District 79 program.*
- **Ladders for Leaders:** The Ladders for Leaders program offers summer internships to high school students with dynamic corporations and businesses. Participants receive pre-employment training and attend regular workshops.

RESOURCES FOR STUDENTS AND FAMILIES

- **Learn & Earn:** Learn & Earn is a career exploration and academic support program for high school juniors and seniors. The program provides academic support, college application assistance, work readiness training, service learning and leadership activities, as well as a paid six-week summer internship.
- **Train & Earn:** Train & Earn is a career pathways program that provides comprehensive job training and employment services, along with support services needed by participants to find a permanent job, obtain their high school equivalency if applicable, and access postsecondary education and training. Train & earn is for youth and young adults aged 16-24, who are not working and not in school, and meet certain eligibility requirements.
- **Advance & Earn:** Advance & Earn is a new training and employment program for youth between the ages of 16-24 who are not currently in school. Advance & Earn will help students further their career path through comprehensive High School Equivalency (HSE) test preparation, employer-recognized trainings, credentials and certifications, and paid internships. Advanced training available in Masonry and Landscaping, Certified Nurse's Aide and EKG/Phlebotomy Technician, Culinary Arts, Digital Marketing and Commercial Driver's License (CDL).



Support Services

- **Borough-Based Drop-In Centers:** Young people between the ages of 14 to 24 are welcome! Food, clothing, showers, laundry, and case management services are available. Receive referrals to crisis services programs and additional support services.
- **Crisis Services Programs:** These DYCD-funded programs provide emergency shelter and crisis intervention services for young people between the ages of 16 and 20 or between the ages of 21 through 24 for Homeless Young Adult (HYA) sites. These voluntary, short-term residential programs provide emergency shelter and crisis intervention services aimed at reuniting youth with their families or, if family reunification is not possible, arranging appropriate transitional and long-term placements.
- **Transitional Independent Living:** Transitional Independent Living (TIL) facilities provide homeless youth between the ages of 16 to 20 or between the ages of 21 through 24 for Homeless Young Adult (HYA) sites, with support and shelter as they work to establish independence. A young person in need of longer-term residential services should first visit our Crisis Shelter and obtain a referral to Transitional Independent Living facilities. Youth may stay in the Transitional Independent Living facilities for up to 24 months.
- **Mental Health Hubs:** Mental Health Hubs can assist young people with counseling services and emotional support during their transition to adulthood. Mental Health Hubs offer short-term individual and group counseling appointments, program-to-program case consultations, and service referrals.
- **NYC Well:** NYC Well is a connection to free, confidential mental health support. Speak to a counselor via phone, text, or chat and get access to mental health and substance use services, in more than 200 languages, 24/7/365. Call 888-NYC-WELL (888-692-9355), or text "Well" to 65173.
- **Mobile Crisis Team:** You can request help from a mobile crisis team (MCT) if you are concerned about a family member, friend, or acquaintance who is experiencing (or at risk of) a behavioral health crisis. You can also request a team for yourself. To request a team, call NYC Well at (888) NYC-WELL (888-692-9355), or text "Well" to 65173. NYC Well counselors will assess the person/situation and provide an appropriate intervention. If the person/situation is eligible for MCT services, NYC Well will send the referral to the most appropriate MCT, generally depending upon the person's age and location.

RESOURCES FOR STUDENTS AND FAMILIES

New York City Department of Parks and Recreation

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

- **Fitness Programs:** Parks offers free fitness opportunities for New Yorkers of all ages, including nutrition and fitness classes led by trained fitness instructors. Get moving and get fit for free with [Shape Up New York](#). The Parks Department has an online guide, [BeFitNYC](#), where you can find information about Parks programs and others offered by local fitness organizations.
- **Teen Programs:** Parks offers a variety of teen programs recreation centers in each borough. Activities include sports instruction and tournaments, swimming lessons, fitness and dance classes, art instruction, and homework help.
- **Sports Programs & Instructional Clinics:** Parks offers a wide array of free sports programs and instructional sports clinics for youth focused on a range of sports including basketball, soccer, softball, baseball, flag football, and track & field.
- **Summer Programs:** Parks & Recreation offers various summer programming to keep youth and families active. Programming includes: Summer Day Camps, Swim Programs, Teen Program, Computer Resource Centers, Mobile Recreation Vans, Playground Associate Program, School Food Summer Meal Program, Summer Festivals, Skate Parks.

Immigration Services

- **Comprehensive Services for Immigrant Families:** Comprehensive Services for Immigrant Families helps identify the complex and multiple needs of newly-arrived immigrant families with limited English proficiency (LEP), and, in collaboration with a network of community-based providers, ensure they gain access to relevant services that will help them prosper and become self-sufficient. Each enrolled family will build self-advocacy skills and gain the knowledge to enable them to address specific challenges and navigate key systems that impact their lives (for example, the education, healthcare, housing, benefits, tax, workplace, and legal and immigration systems).
- **General Immigrant Services:** Programs for immigrants that assist participants with accessing government benefits; application assistance (including assistance with matters relating to citizenship and immigration status); employment; healthcare; social services; and civics classes in preparation for citizenship.
- **ActionNYC:** ActionNYC is for every immigrant New Yorker. The program offers all New Yorkers free, safe immigration legal help in a network of trusted community-based organizations at community sites, public health facilities, public schools, and libraries. Services are provided in your language. Your immigration status does not matter. You can call the City-funded, free and safe ActionNYC Hotline at 800-354-0365, or call 311 and say "ActionNYC," between 9AM to 6PM, Monday to Friday.

