



WELCOME TO
THE
ACE FAMILY!



**ACADEMY FOR CONSERVATION
AND THE ENVIRONMENT**

**PARENT HANDBOOK
2025-2026 SCHOOL YEAR**

6565 Flatlands Ave, Second Floor
Brooklyn, NY 11236

Phone: (718) 968-4101 Fax: (718) 968-4296

Website: www.acebrooklyn.com

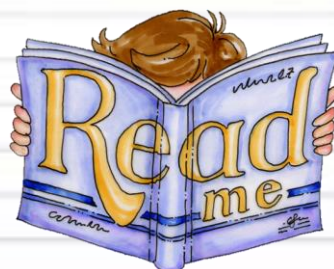


TABLE OF CONTENTS

<i>Information</i>	<i>Page</i>
Contact Information	1
Table of Contents	2
Message from the Principal and Mission	3
Instructional Focus	4
Bell Schedule	4
Grading Policy	5
The Twelve Non-Negotiable Rules	6
Non-Compliance of Twelve Non-Negotiable Rules	6
Student Support Services	8
Arrival and Dismissal Times and Policy	9
Truancy	10
Personal Property	10
Bathroom and Late Policy	10
College Ready & HS Graduation Requirements.....	11
Grade Promotional Criteria	12
Tools for Success and Homework Policy	13
Student Identification Cards	13
Metro Cards, Medical Policy and Immunization Policy	14
Prescription Drug Policy and Medication on Field Trips	14
Forms Parents/Guardians Must Promptly Return to ACE	14
Visitor Policy (Including Parents/Guardians)	15
School Year Calendar	16

Message from the Principal



September 2025

Dear Parent/Guardian:

Welcome to the 2025-2026 school year!

This handbook provides clarity and guidance in helping you meet the educational standards of an ACE student. Please read it completely and carefully, as it explains the expectations about what is required of each student to be successful in school.

These expectations for students, parents, and staff will confirm our collective efforts to promote the vision of ACE. We ask that you faithfully follow the policies and procedures in this handbook. Be mindful that not even the most complete handbook could substitute for the passion and commitment **you** bring to education.

We look forward to working with you. Please know that I speak for the entire ACE community of teachers and staff when I say we wish you a successful school year.

Once again, welcome!

Sincerely,

Eugene Mazzola
Principal



To prepare students with the knowledge, skills, confidence and motivation to become positive members of their community, environment and society. Students will engage in cognitively challenging activities that will foster college/career success through the teacher-generated ACE core beliefs:

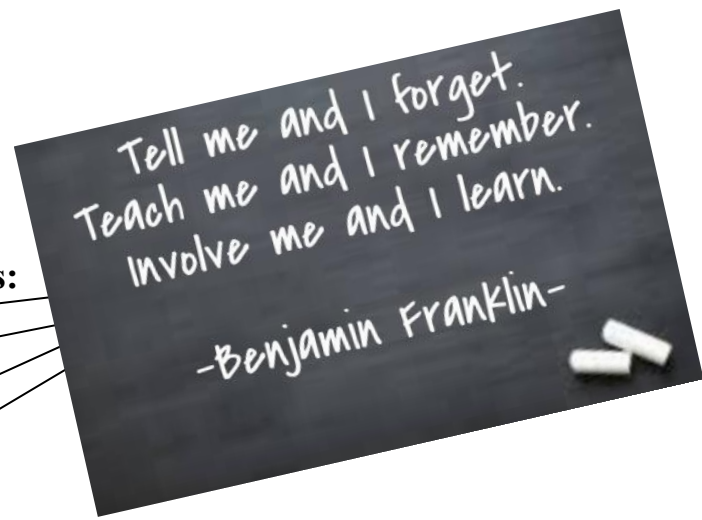
- Accountability
- Real-world connections
- Data-driven modified instruction
- Routines

ACE INSTRUCTIONAL FOCUS 2025-2026

Productive Engagement:

Through the strategic use of data, teachers will assist students in building skills for independent college / career success by actively engaging them in cognitively challenging activities that encompass:

- ✓ CRITICAL THINKING
- ✓ PROBLEM SOLVING
- ✓ STUDENT GENERATED QUESTIONS
- ✓ REAL-WORLD APPLIED KNOWLEDGE



2025 – 2026 Bell Schedule

PERIOD	BEGINS	ENDS	PASSING TIME
1ST PERIOD	8:05 A.M.	8:52 A.M.	1 MINUTE
2ND PERIOD	8:53 A.M.	9:40 A.M.	1 MINUTE
3RD PERIOD	9:41 A.M.	10:32 A.M.	1 MINUTE
LUNCH 4TH PERIOD	10:33 A.M.	11:13 A.M.	1 MINUTE
5TH PERIOD	11:14 A.M.	12:01 P.M.	1 MINUTE
6TH PERIOD	12:02 P.M.	12:49 P.M.	1 MINUTE
7TH PERIOD	12:50 P.M.	1:37 P.M.	1 MINUTE
8TH PERIOD	1:38 P.M.	2:25 P.M.	DISMISSAL

SCHOOL-WIDE GRADING POLICY

The chart below describes how each teacher at ACE will calculate and formulate your grade for each of your classes.

Category	Percentage of Grade	Description
High Stakes Assessments	30%	May include but are not limited to, Tests, Quizzes, Mock Regents Exams, Mid-Term Exams, Final Exams, Essays, and Written Reports.
Projects	25%	Short- or long-term assignments that may include but are not limited to a research based written report, oral presentation, PowerPoint / multimedia device presentation, or physical model of applied concept.
Classroom Productivity	30%	May include but are not limited to classroom activities such as: class participation, do now completion, classroom assignments, in class activity sheets, graphic organizers, assigned group work, notebook evaluation, or exit slips.
Homework	15%	Any assignment completed outside the regular scheduled classroom time.

“IF SOMETHING’S IMPORTANT TO YOU, YOU MAKE TIME FOR IT.”

-Mia Maestro



THE TWELVE NON-NEGOTIABLE RULES

EACH STUDENT MUST RESPECT THE FOLLOWING RULES:

- 1) All students that enter the building must be prepared for classes.
- 2) Moving quickly from class to class, enter classrooms quietly, take your assigned seat, and begin work immediately. No bathroom/hall passes are given during the first ten minutes or the last ten minutes of the period.
- 3) Be prepared to work every day. Bring a notebook, loose leaf, pens, pencils, rulers, and whatever other equipment required for your classes.
- 4) Do homework nightly.
- 5) Eat only during the designated time during period 4.



- 6) You **MUST** follow the ACE Cellphone Policy: - All cell phones and electronic devices (tablets, ipads, ipods, ect.) **MUST** be turned off and put away in a school issued pouch.
- 7) If an electronic device is seen or heard, it will be confiscated and given **ONLY** to a parent that is listed on the emergency blue card.
- 8) Keep the school environment clean.
- 9) Do not engage in physical or verbal violence. *Learn to disagree without being disagreeable. Mediation is available for disagreements.* Do not fight.
- 10) Respect the ACE and South Shore environment. Do not write graffiti or otherwise deface any part of the building, equipment, books or other school property.
- 11) **You must show your student program card and/or ACE Photo ID card to any adult in the building who requests it.**
- 12) **Students will be given a metro card if they qualify for one according to the DOE records. If you moved over the summer or changed your phone number a new Blue Card must be completed.**

Guiding Principles

RESPECT
IS THE KEY

Respect Yourself:	Take actions that will help you achieve a successful and healthful future.
Respect Your Fellow Students:	Treat your fellow students with courtesy, justice and truthfulness.
Respect Property:	Take care of your belongings and take care of those items that we share.

Non-Compliance with The Twelve Non-Negotiable Rules

STUDENTS WHO DON'T COMPLY WITH THE ABOVE MAY BE SUBJECTED TO THE FOLLOWING ACTIONS:

- Attend a teacher conference.
- Attend a counselor and/or dean conference.
- Attend a parent/guardian conference.
- Serve detention
- Student classroom removal.
- Be removed from all extra-curricular activities (i.e. after school & Saturday program, dances, trips, activities, athletics, prom, marching at graduation and/or all other ACE sponsored programs and events.)
- Receive a Principal's Suspension. Student serves suspension at school.
- Receive a Superintendent's Suspension. Student serves suspension at another location.
- Be given an involuntary transfer to another school.



END OF MARKING PERIODS AND REPORT CARD DISTRIBUTION



Fall 2025 Marking Periods and Progress Reports

	MARKING PERIOD	ENDS
MP1	MP1 PROGRESS REPORT	9/26/25
	MP1 ENDS	10/17/25
MP2	MP2 PROGRESS REPORT	11/7/25
	MP2 ENDS	12/05/25
MP3	MP3 PROGRESS REPORT	12/23/25
	MP3 ENDS	01/16/26
MP4-TRANSCRIPT GRADE	MP4 ENDS	01/22/26

Spring 2026 Marking Periods and Progress Reports

	MARKING PERIOD	ENDS
MP1	MP1 PROGRESS REPORT	2/13/26
	MP1 ENDS	3/13/26
MP2	MP2 PROGRESS REPORT	4/2/26
	MP2 ENDS	5/1/26
MP3	MP3 PROGRESS REPORT	5/22/26
	MP3 ENDS	6/16/26
MP4-TRANSCRIPT GRADE	MP4 ENDS	6/22/26

Student Support Services

Where to go if you need help with...

- | | |
|--|--|
| 1. College Information/
Financial Aid | College Office-Room 282 |
| 2. Face-to-Face Letter/Attendance | Ms. Maxwell, Room 201 (after school ONLY!) |
| 3. Lunch Form & Immunization | Ms. J. Campbell, Parent Coordinator – Room 201 |
| 4. Mediation/Dean | Mr. Radjpaul, Deans Office – Room 222 |
| 5. Metro Cards | Ms. Maxwell, Room 201
(After school ONLY!) |
| 6. ID Card | Ms. Giammarino – Room 201 |
| 7. PSAT/SAT Information | Mr. Wozniak, College Office – Room 222 |
| 8. Relationship Issues/ | Ms. Best, Social Worker – Room 277A |
| 9. Student Activities/Clubs/Teams | Ms. Rolando - Room 212 |
| 10. Transcript | Mr. Mostafa, Guidance Office – Room 277C |
| 11. Guidance Counselor | Mr. Osama Mostafa – Room 277C |
| 12. Late Passes to class | Ms. J. Campbell – Room 201 |

Dress Code

THE DOE DRESS CODE HAS BEEN IMPLEMENTED TO FOSTER AND ENCOURAGE PROFESSIONALISM, RESPECT AND PROPER DECORUM IN OUR SCHOOL COMMUNITY. PLEASE ASSIST WITH ENFORCING THIS DRESS CODE.



PROHIBITED:

- ✘ Masks are optional in the building
- ✘ No hats, headgear or du rags.
- ✘ No midriff or spandex garments without a garment over it
- ✘ No visible beads
- ✘ All shorts and skirts must be knee-high
- ✘ No tank tops
- ✘ Under garments should not be visible

Arrival and Dismissal Times and Policy



For All Students. Students will enter the school through the Flatlands Avenue entrance. Students should be prepared to swipe their ID and be prepared for scanning. In all instances, the same respectful behavior expected within ACE's walls should continue on the street. Safe, respectful and considerate behavior is expected everywhere.

**First period begins at 8:05 a.m.
Students must arrive at school by 7:30 a.m.**

Breakfast Arrival. Students arriving at school for breakfast will receive grab-and-go bags beginning at 7:30a.m.

Regular Arrival. For students not participating in breakfast, they should arrive at school by 7:45 a.m. Students will go directly to the first period class which begins at 8:05 a.m.

Late Arrival. *Students who are not in their first period seats at 8:06 a.m. are considered late.* Students who arrive after 9:00 a.m. should go directly to room 201 to sign the late book, parents are notified of their lateness, receive a late pass then proceed to the class that they are scheduled to attend at the time of their arrival.

Arrival and Dismissal Times and Policy (Continued)

Students must leave the building once they have no more scheduled classes unless they have an appointment with a staff member, mentoring, tutoring or an extra curricula activity.

No Congregating (loitering). Congregating (loitering) anywhere in the vicinity of the school is prohibited. There is no formal supervision beyond the school, so it is imperative that students travel directly home or to a parent/guardian-authorized after-school program. Students are expected to contact the administration or a faculty member to report incidents that occur in close proximity to the school.

Dismissal. Students will be dismissed at 2:25 p.m. Students must also follow the School Dismissal and No Congregating (loitering) policies set out above.

Truancy

When a student is not in school during the time she/he is scheduled to be in school — that is truancy. New York State law holds parents/guardians and students responsible. If students are apprehended by the New York City Police Department a report is filed and the student



is brought to school. These reports can have consequences under New York State law.

Note: If a student is found to be persistently truant, the matter may be referred to the appropriate New York City agency.

Personal Property



ACE cannot be responsible for personal property brought to school. Students are urged not to bring sentimental or valuable property to school.

Prohibited Items. Certain personal property is not to be brought to school. Electronic devices that are not used for educational purposes should not be brought to school. The school will provide iPads and Chrome Books when needed. All sharp metal instruments and objects are prohibited in school. See the NYCDOE Discipline Code and the Chancellor’s Regulation A-412.

Scanning. Under the Chancellor’s policy announced in April 2005, all NYC Public Schools may be scanned at any time. Students must be prepared to successfully enter the school each day. A full description of the policy and scanning procedure is available. See Chancellor’s regulation A-432.

Retrieving Confiscated Items. Confiscated items **must** be picked up by **ONLY** a parent/guardian **listed on the emergency blue card** between 1:30 p.m. and 2:30 p.m.



Bathroom and Late Policy

Non-Negotiable Policy. It is policy of ACE that no student may be in the hallway without a pass, except during the change of class or under the supervision of faculty, staff or other adults. Students are required to sign out and sign in the Classroom Hallway Pass Log. This non-negotiable policy ensures the safety and security of the ACE community as well as provides an appropriate environment for learning. This semester only 1 student will be allowed in the bathroom at a time.

Cutting Consequences. Any student in the hallway without a pass is cutting and will be referred to their mentor or dean. Parents/guardians will be called. Students determined to have a persistent pattern of this behavior will be scheduled for a Case Conference and can receive a Principal’s Suspension.

Restroom Passes. **Students must request a Restroom Pass from their teacher.** Faculty may, at their discretion, grant or decline the student’s request. A student must not give the Restroom Pass to another student. Giving the Restroom Pass to another student is a violation of ACE policy and will result in disciplinary action. All students must sign the bathroom log when leaving the classroom to go to the bathroom and upon their return to the class.

Office Passes. **May be issued by the teacher, but only rarely.** Office Passes are required when faculty determines that a student needs to leave the classroom and go to a location other than the restroom.

College Ready High School Graduation Requirements

Each student needs to accumulate at least 44 credits and pass five (5) required Regents exams to graduate high school with a college ready diploma in New York State. Credits must be distributed among the subjects as described at <http://schools.nyc.gov/RulesPolicies/GraduationRequirements/default.htm>

The following describes the credit requirements to graduate and be considered College Ready.

- | | |
|--|--|
| <ul style="list-style-type: none"> ✓ English – 8 credits ✓ Global Studies – 4 credits ✓ US History – 2 credits ✓ Participation in Government – 1 credit ✓ Economics – 1 credit ✓ Life Science (Living Environment) – 2 credits ✓ Physical Science (Chemistry/Environmental Science) – 2 credits ✓ Physical Education – 4 credits | <ul style="list-style-type: none"> Algebra – 2 credits Trigonometry – 2 credits AP Calculus – 2 credits Arts – 2 credits Foreign Language – 2 credits Health – 1 credit Electives – 7 credits |
|--|--|

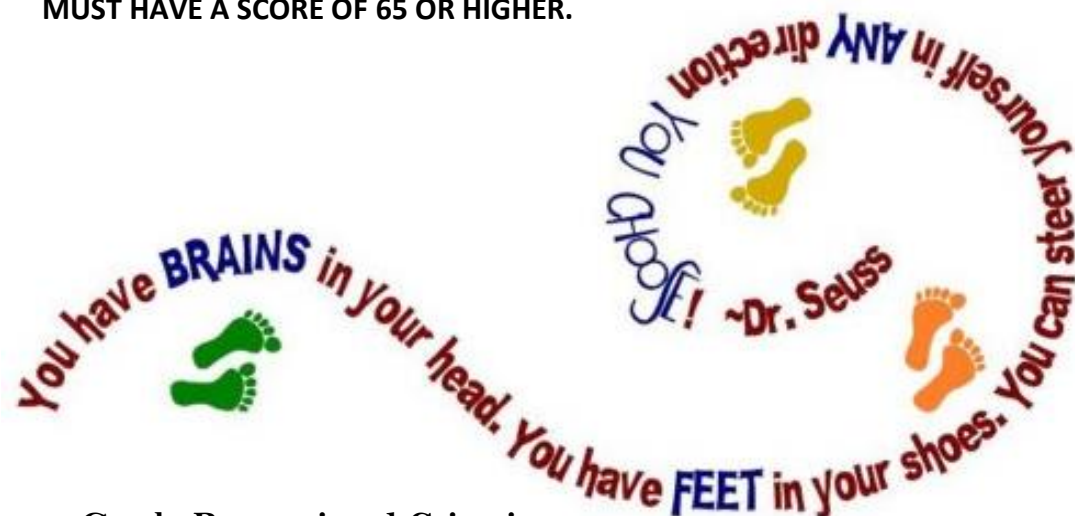
* For the Advanced Regents Diploma, 6 credits are needed in any Foreign Language by taken the Languages Other Than English (LOTE) exam.

NUMBER OF REGENTS REQUIRED FOR EACH DIPLOMA

Subject	Regents	Advanced Regents
English	1	1
Math	1	3
Global History	1	1
U.S. History	1	1
Science	1	2
Foreign Language	0	LOTE 1
Total	5	9



TO EARN A REGENTS DIPLOMA OR AN ADVANCED REGENTS DIPLOMA, ALL OF THE REGENTS EXAMS PASSED MUST HAVE A SCORE OF 65 OR HIGHER.



Grade Promotional Criteria

Students will track their progress to graduation by completing their Graduation Tracker in their Success Academy class at the end of each semester.

Students will be promoted to the next grade in sequence upon completion of the following requirements: 1

Promotion to Grade 10:

All 9th grade students are required to have the following in order to get promoted to grade 10:

- Successful completion of standards in academic subject areas
- A minimum of 10 credits

Promotion to Grade 11:

All students are required to have the following in order to get promoted to grade 11:

- Successful completion of standards in academic subject areas
- A minimum of 20 credits, including 4 credits in English and/or ESL and 4 credits in Social Studies

Promotion to Grade 12:

All students are required to have the following in order to get promoted to grade 12:

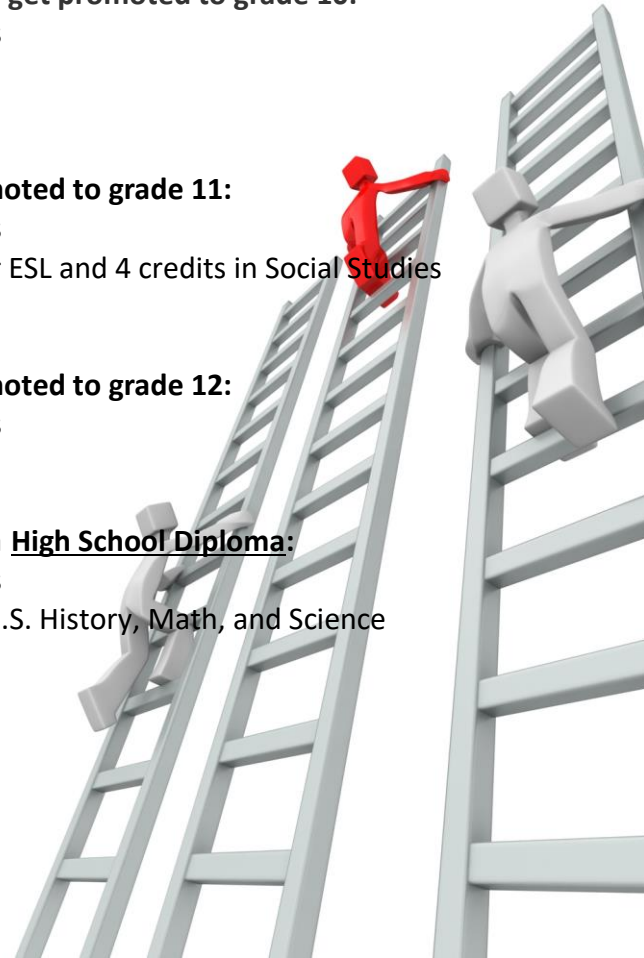
- Successful completion of standards in academic subject areas
- A minimum of 30 credits

All students are required to have the following in order to receive a High School Diploma:

- Successful completion of standards in academic subject areas
- Passing score on 5 Regents Exams – English, Global History, U.S. History, Math, and Science
- A minimum of 44 credits, in the following distribution:

Course (number of required credits)

English (8)	Science (6)
Global Studies (4)	Foreign Language (2)
US History (2)	Arts (2)
Government (1)	Health (1)
Economics (1)	Physical Education (4)
Mathematics (6)	Electives (7)



Summer school must be attended by those students who do not meet these requirements. Upon completion of the requirements in summer school promotion is considered and subsequently granted.





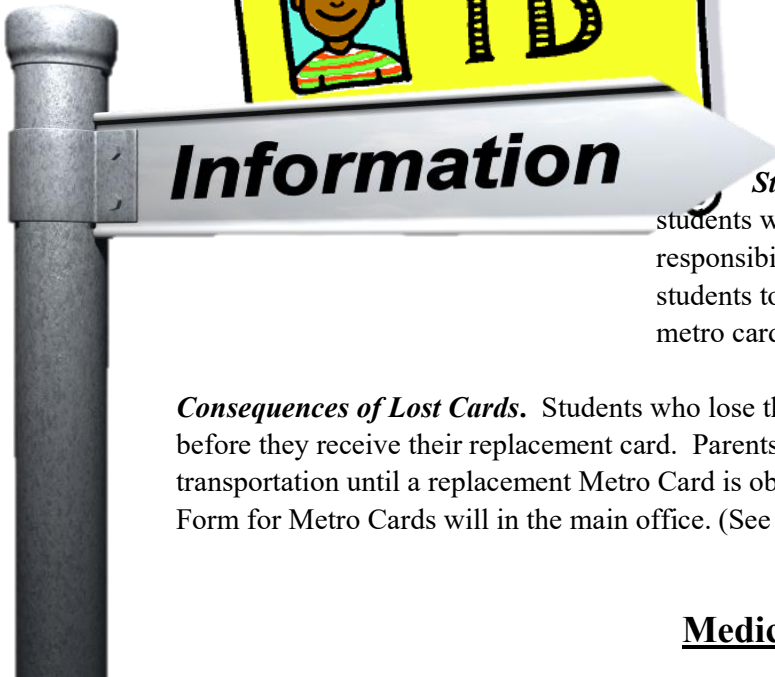
Homework Policy

Daily homework will be posted in the classroom, on Pupil Path or on a hand-out. All homework assignments must be submitted on the due date. Students must hand in work neatly handwritten in blue or black ink or typed. Pencils are permitted for Mathematics. Failure to submit homework assignments on time will negatively affect a student's grade and mastery of a topic.

Student Identification Cards

All ACE students are issued school I.D. cards which are to be carried on their person at all times. The I.D. cards are issued to all students in the second week of school by Coach Dubie upon entering the building.

Upon receiving their I.D. cards, students are required to swipe their card in the CAASS machine which registers their daily attendance and arrival at school. There is no initial cost for the cards, but a \$2.00 charge will be issued for any replacement cards.



OMNY Card

Student's Responsibility. Metro Cards will be distributed to all students who are qualified to receive them. It is the students' responsibility to be accountable for their Metro Cards. ACE expects students to keep their Metro Cards until the Metro Cards expire. All metro cards will be distributed in third period classes.

Consequences of Lost Cards. Students who lose their Metro Cards will have to wait for up to two (2) weeks before they receive their replacement card. Parents/guardians are responsible for the cost of the students' transportation until a replacement Metro Card is obtained. Students must complete the Metro Card Replacement Form for Metro Cards will in the main office. (See Ms. Germann)

Medical Policy

Illness at School. If a student becomes ill or injured at school and the School Nurse determines that the illness or injury is serious enough to send the child home, the parent/guardian will be notified and asked to arrange for transportation. **The parent/guardian must pick up the student.** If the parent/guardian cannot pick up the student, the student will be released only to one (1) of the individuals listed by the parent/guardian on the Student Emergency Blue Card.

EMS. In the event of an emergency serious enough to warrant immediate medical attention in which the parent/guardian cannot be reached, the School Nurse or an ACE administrator will arrange for the transfer of the student to the nearest hospital or emergency care center accompanied by an ACE staff member.

Immunization Policy

Every student must meet the immunization requirements set out by the NYC Department of Health and Mental Hygiene in the School Immunization Requirements. Any child who does not meet the immunization requirements within the stated period will be issued an exclusion letter and excluded from school until the requirements are met. A current immunization report must be on file with the School Nurse by the last week of September.

Prescription Drug Policy

Students who have a prescription from their doctor to take medication during school hours must have on file with the School Nurse a completed and signed Form 504. Medicine must be brought to school in the original container and left with the School Nurse in her office. All medicine taken by a student, including over-the-counter medicine must be administered by the School Nurse who is the only person authorized to administer medicine.

Medication on Field Trips

Students needing medication who are on field trips must have a guardian chaperone on the trip to administer the medication or a doctor's note that specifies that the child may miss the medication without harm.

Forms Parents/Guardians Must Promptly Return to ACE

To ensure the safety and security of your child, it is imperative that the documents listed below are completed and returned to school immediately.

Emergency Blue Card. Parents/guardians must complete, sign and have the students return a Blue Card to Ms. Germann in the main office in order to get a metro card. ACE will only release a student to adults listed on the NYC DOE Emergency Blue Card and/or the parents/guardians. If there is no card on file the student can be released only to the parents/guardians. **There are no exceptions.**

****Changing Names/Address on the Card.*** If it becomes necessary to change name(s) and/or telephone number(s) on the Emergency Blue Card during the school year, students or parents/guardians must contact the Main Office to request a new NYCDOE Emergency Blue Card.

Title I Lunch Form During the first week of school, all students will receive a Lunch Form which the parent/guardian must complete, sign and have the student return to Ms. Barber in the main office the next day.



The Lunch Form is also available in Spanish and other languages.

Visitor Policy (Including Parents/Guardians)

Safety and Security. As a safety and security measure, all visitors, including parents/guardians, must sign in as they enter the school building and show a photo ID. Visitors will be escorted by an ACE Staff to the main office located on the second floor (Room 201) and register in the ACE visitor log book.

Emergency Only and Scheduled Meetings. Interrupting instructional time is generally not permitted, unless there is an extreme emergency. Only in emergencies or for a scheduled meeting will students be brought to the Main Office or other offices to meet visitors. Parents/guardians and visitors may not leave the Main Office to go to a classroom or other offices unless requested to do so by an ACE Staff and then must be accompanied by an ACE staff.

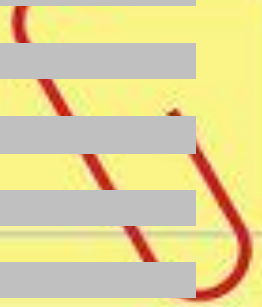


This is the 2025–26 school year calendar for NYCPS schools from 3-K through grade 12. If your child attends a private, parochial, charter school, NYC Early Education Center (NYCEEC), or Family Childcare Program, please contact your child’s school for information about their calendar. Please note the following:

- On days when school buildings are closed due to inclement weather or other emergencies, all students and families should plan on participating in remote learning.
- Individual schools’ Parent-Teacher Conference dates might be different from the dates below. Your child’s teacher will work with you to schedule your conference.
- On this schedule, **elementary schools** are defined as programs that serve kindergarten (K) through grade 8, including schools with 3-K and Pre-K programs, as well as those that end in grade 5. **Middle schools** are defined as programs that serve grades 6–8, and **high schools** are defined as programs that serve grades 9–12. **6-12 schools** are defined as programs that serve just grades 6-12 in a single school.

Date	Weekday	Event
September 4	Thursday	First day of school
September 17	Wednesday	Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers
September 18	Thursday	Evening Parent-Teacher Conferences for middle schools and D75 schools
September 23–24	Tuesday–Wednesday	Rosh Hashanah, schools closed
September 25	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
October 2	Thursday	Yom Kippur, schools closed
October 13	Monday	Italian Heritage/Indigenous Peoples’ Day, schools closed
October 20	Monday	Diwali, schools closed
November 4	Tuesday	Election Day; students do not attend school
November 6	Thursday	Afternoon and Evening Parent-Teacher Conferences for elementary schools; students in these schools dismissed three hours early
November 11	Tuesday	Veterans Day, schools closed
November 13	Thursday	Afternoon and Evening Parent-Teacher Conferences for middle schools and D75; students in these schools dismissed three hours early
November 20	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
November 21	Friday	Afternoon Parent-Teacher Conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early
November 27–28	Thursday–Friday	Thanksgiving Recess, schools closed

December 24–January 2	Wednesday–Friday	Winter Recess, schools closed
January 19	Monday	Rev. Dr. Martin Luther King Jr. Day, schools closed
January 20–23	Tuesday–Friday	Regents Administration
January 26	Monday	Professional Development Day; students that attend high schools and schools that serve only grades 6–12 are not in attendance. All other students attend school.
January 27	Tuesday	Spring Semester begins
February 16–20	Monday–Friday	Midwinter Recess, schools closed
March 5	Thursday	Afternoon and Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers; students in these schools dismissed three hours early
March 12	Thursday	Afternoon and Evening Parent-Teacher Conferences for middle schools and D75 schools; students in these schools dismissed three hours early
March 18	Wednesday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
March 19	Thursday	Afternoon Parent-Teacher Conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early
March 20	Friday	Eid al-Fitr, schools closed
April 2–10	Thursday–Friday	Spring Recess, schools closed
May 7	Thursday	Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers
May 14	Thursday	Evening Parent-Teacher Conferences for middle schools and D75 schools
May 21	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
May 25	Monday	Memorial Day, schools closed
May 27	Wednesday	Eid al-Adha; schools closed
June 4	Thursday	Anniversary Day/Chancellor’s Conference Day for staff development; students do not attend school
June 5	Friday	Clerical Day; no classes for students attending 3K, Pre-K, elementary schools, middle schools, K–12 schools, and standalone D75 programs.
June 17–26	Wednesday–Friday	Regents Administration (No exams will be held on June 19)
June 19	Friday	Juneteenth, schools closed
June 26	Friday	Last day of school for students



NOTES

[Redacted content]

