



# Parent Handbook

## 2022-2023



### Our Vision

To create a challenging, learning environment that provides learning opportunities that motivate, encourage and prepare all our students for college and career readiness in an increasingly complex and technological society so our students can actively contribute to their community.

### Our Mission

The mission of IS 162 is to prepare students through rigorous and relevant content to be a productive and contributing member of the 21st century. Through our collaborative and student-centered culture, students are provided with the knowledge and application of current technology to prepare them for tomorrow's world.

# NYC Department of Education School Year Calendar

2022–2023

This is the 2022–23 school year calendar for all 3K–12 NYCDOE public schools. If your child attends a private, parochial, or charter please contact your child’s school for information about their calendar. Please note the following:

- On “Snow days” or days when school buildings are closed due to an emergency, all students and families should plan on participating in remote learning.

DATE	WEEKDAY	EVENT
September 8	Thursday	First day of school
September 26	Monday	Rosh Hashanah, schools closed
September 27	Tuesday	Rosh Hashanah, schools closed
October 5	Wednesday	Yom Kippur, schools closed
October 10	Monday	Italian Heritage / Indigenous Peoples' Day, schools closed
November 8	Tuesday	Election Day, students do not attend school
November 9	Wednesday	Afternoon and Evening Parent-Teacher Conferences
November 11	Friday	Veterans Day, schools closed
November 24	Thursday	Thanksgiving, schools closed
November 25	Friday	Thanksgiving Recess, schools closed
December 26	Monday	Christmas Day (observed), schools closed
December 27–30	Tuesday– Friday	Winter Recess, schools closed
January 2	Monday	New Year’s Day (observed), schools closed
January 16	Monday	Rev. Dr. Martin Luther King Jr. Day, schools closed
February 20–24	Monday– Friday	Midwinter Recess, schools closed
March 16	Thursday	Afternoon and Evening Parent-Teacher Conferences
April 6	Thursday	First Day of Passover, schools closed
April 7	Friday	Second Day of Passover / Good Friday, schools closed
April 8–14	Monday– Friday	Spring Recess, schools closed
April 21	Friday	Eid al-Fitr, schools closed
May 11	Thursday	Evening Parent-Teacher Conferences
June 8	Thursday	Anniversary Day / Chancellor's Conference Day- students do not attend
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# THE BASICS

## Daily Schedule

Free Breakfast & Early Arrival	8:00 AM	
School Starts	8:30 AM	
Class Begins	8:35 AM SHARP!	
Lunch & Recess	Period 4 6 <sup>th</sup> /7 <sup>th</sup> Grades	Period 5 7 <sup>th</sup> /8 <sup>th</sup> Grades
Dismissal	2:50 PM	
Late Dismissal	3:00 PM	
Half Day Dismissal	12:00 PM	

## Bell Schedule

Period	Time
AM HR	8:30 – 8:40
Period 1	8:40 – 9:25
Period 2	9:25 – 10:10
Period 3	10:10 – 10:55
Period 4	10:55 – 11:40
Period 5	11:40 – 12:25
Period 6	12:25 – 1:10
Period 7	1:10 – 1:55
Period 8	1:55 – 2:40
PM HR	2:40 – 2:50

## Arrival & Dismissal Locations

Arrival	6 <sup>th</sup> Grade – Willoughby Avenue
	7 <sup>th</sup> Grade – Suydam Avenue
	8 <sup>th</sup> Grade – Suydam Avenue
Dismissal	6 <sup>th</sup> Grade – Willoughby Avenue
	7 <sup>th</sup> Grade – Suydam Avenue
	8 <sup>th</sup> Grade – Suydam Avenue
Bus Students	All bus students will enter and exit through the main doors on St. Nicholas Avenue.



## **Late to School**

Any student arriving at school after 8:30 AM is considered late to school. Any student that is late to school must sign in at the late desk upon arrival. Students that are late and do not sign in will be marked absent for the day. Excessive lateness in the 7<sup>th</sup> grade may be detrimental to your child's high school

## **Picking Up Your Child Early**

If a student needs to leave school early for any reason, they must be picked up. The school will only release students to the adults (18 and over) you listed on their blue cards. All students must be signed out of the main office. Please have your ID ready for pick up. The school will not release a student without a proper ID. If you need to pick up your child around dismissal, we ask that you sign them out before 2:30 PM.

## **Medical Room/Nurse**

**(718)-821-4860 x1051**

A nurse is at the school daily to help students when injuries or other medical issues arise. If your child visits the nurse with a complaint or injury, you may receive a phone call that day or a note in the backpack, depending on the severity of the situation. In most cases students are able to return to class. When your child becomes ill, you will be contacted using the information that you have provided on the blue card.

The nurse cannot give over the counter or Rx medication unless there is a Medicine Administration form on file from your doctor. Students may not bring unauthorized medication to school.

# **SCHOOL/FAMILY COMMUNICATION**

## **Backpack Mail**

Check your child's backpack regularly. The school will send home notifications via student backpacks that inform you of important dates and school activities. A paper calendar of events will be sent home in backpacks every month to inform you about happenings at IS 162.

## **Email**

Some teachers may choose to provide their email addresses for your convenience. You can find a list of all teachers email addresses on our school website: [www.is162.com](http://www.is162.com) heading: Directory

## Phone Blast

Any student late or absent from school will receive a nightly robo-call informing the parent of their child's attendance. The school will send out phone blasts to inform the parents of parent teacher conferences, state testing, and parent workshops.


## School Website

Get updates on school events, programs, and afterschool clubs. Find links to staff directory, after school program offerings, homework help sites, school policies, the daily lunch menu and more at [www.isl62.com](http://www.isl62.com).

## 162 App/ Push Notifications/Texts

Download our app to receive whole school push notifications. The IS 162 app provides you with direct links to student email, the school calendar, NYC Schools account and more. Search "The Willoughby School" in the APP store or Google play.

## Online platforms

IS 162 has created a Twitter  account to showcase student work and school events. Follow us at IS162@IS162K.

Visit the IS 162 Facebook page to stay informed about upcoming events. Follow us at Intermediate School 162.

# ROLE OF PARENTS & GUARDIANS

## Parent/Guardian Responsibilities

Parents and guardians play a big role in their child's success at school. Parents & guardians have a responsibility to support your child by making sure that:

- Your child attends school regularly, without excessive absence
- Your child arrives to school on time
- Your child completes all homework assignments

In addition, parents should make every effort to:

- Read all school communication sent home in backpacks
- Check the school website regularly
- Sign and return notices, permission slips, progress reports and report cards by the dates requested
- Meet with teachers during parent teacher conferences.

## Important Yearly Meetings

Your child's classroom teacher will describe literacy, math, science and social studies programs, and special events, community visitors and trips for the upcoming year. Teachers will talk about expectations for behavior and homework, opportunities to visit the classroom, and the best method for ongoing home/school communication.

### Parent Teacher Conferences (November & March)

These are the most important meetings of the school year. As you join us for these meetings you will pick up your child's report card and meet with all of your child's teachers, administrators, and specialty teachers. All teachers are available for parent teacher conferences at an agreed upon mutual time. Please schedule an appointment with your child's teacher in advance.

## Important documents to submit each year

### Emergency (blue) contact cards (2 per student)

You'll get 2 blue cards when you register, and again at the start of each school year. We use the contact information you provide to reach you in an emergency or if your child gets sick at school. You **MUST** update the card midyear if your phone address changes. Come in person to the main office to make changes. **ALSO**, list all persons whom you would allow to pick up your child if you cannot be reached.

### School Lunch Application (once per family)

All NYC public school students are welcome to enjoy free breakfast and lunch at school. Parents/guardians do not need to apply for their kids to receive those meals. However, we are asking parents to complete a School Meals form so that schools can get access to funding for this program and others. Please complete the online form. We will also send a copy of the form home or you can get it at the main office.

### Media Release Form (one per student)

Students often use technology as part of their learning, creating photographs and videos to post on class and school blogs. Teachers may post images of students and their work on the 162 website, school blogs or in publications within the school. A media release requesting your permission to use these items is sent home each fall and is available at the school website.

### **Covid Consent Form (one per student)**

The City's routine COVID-19 random surveillance testing provides COVID-19 testing in school buildings to students who have opted into the program by submitting consent. Routine testing provides the community with an accurate representation of the prevalence of COVID-19 and helps schools stay safe. If your child does not return the consent form they will not be tested.

### **Custodial and Other Legal Documents (as needed)**

The most recent legal documents pertaining to custodial care of a student, or orders of protection, must be on file in the General Office in order for us to comply. Health Accommodations Forms (as needed) if your child receives medical accommodations or is administered medicine at school, you must submit a new form to the nurse each year. Your child's physician must complete and sign the form. Forms are available at the <http://schools.nyc.gov> website and from the nurse.

## **SCHOOL SAFETY**

We all play a role in keeping our children safe at school. We are proud to be a school that welcomes parents. You are our most important—and our most frequent—visitors. So it is critical that you follow the proper procedures when you enter and leave the building.

### **Visiting the School**

1. ALWAYS enter and exit through the main entrance on St. Nicholas Avenue.
2. ALWAYS stop at the School Safety Agent's desk each and every time you visit, and show a PHOTO ID. Wear the visitor pass you are given while you are in the building.
3. Go directly to the main office, room 107.
4. Do not wander through the building or visit other floors.
5. Use only the adult restrooms on the first floor. Adults are prohibited from entering student restrooms.
6. Return your visitor pass to the Safety Agent when your visit is over.
7. Never use any side doors to leave the school. This is a breach of perimeter safety and an alarm may sound. Use the main doors on St. Nicholas Street, only!
8. Follow these steps each time you visit, even if you become a familiar face at school.

All visitors must show proof of at least one dose of the COVID-19 vaccination to enter a DOE school building. Visitors do not include students attending school or school related activities in a DOE school building.

Acceptable proof of vaccination is one of the following:



A [CDC Vaccination Card](#); a photo or photocopy is also acceptable.

A [NYC Vaccination Record](#) or other official immunization record from within or outside the US, including from a health care provider. A photo or photocopy of this card is also acceptable.

NYC COVID Safe App on [Android](#) or [iOS](#).

[Excelsior Pass or Excelsior Pass Plus](#).

[DOE COVID-19 Vaccine Portal](#).

An acceptable COVID-19 vaccination includes one dose of any COVID-19 vaccine fully authorized or authorized for emergency use by the [FDA](#) or [WHO](#).

## School Safety Agents

The first people to greet you when you enter the school are our School Safety Agents. School Safety Agents are part of the NYPD, and work in conjunction with the school administrators to help maintain order and safety. School Safety Agents have the following responsibilities:

- Respond to immediate security situations
- Help school personnel maintain discipline and order
- Follow visitor control procedures
- Patrol areas within and immediately surrounding the school building
- Prevent intruders from entering the school building
- Report serious incidents to the school administration

## Our School Safety Plan

At the beginning of each school year, all schools develop a School Safety Plan. The plan outlines the procedures that the school uses every day and in cases of emergency to provide a safe and secure environment in which effective teaching and learning take place. The Office of Safety and Youth Development and NYPD approves each plan.

**NOTE:** To ensure safety for all students and staff, the specific emergency response plans and procedures of the School Safety Plan must remain confidential. The Chancellor's Regulation A-414 prohibits disclosure of this information.

The School Safety Plan addresses the following major areas:

School/Program Information - This section lists the staff members, hours of operation, chain of command, class schedules, dismissal schedules, and extracurricular activities.

Special Needs Students - This section identifies students with special mobility needs and ways of addressing those needs.

Medical Emergency Response Information - This section outlines procedures for the dissemination of health information of individual students, implementing health recommendations, and for maintaining and accessing health supplies and trained medical personnel. It also outlines the use and storage of Automatic External Defibrillators (AED).

School Safety Personnel Procedures and Assignments - This section includes visitor control procedures, security scanning (where applicable), and protocols for responding to specific disaster or emergency conditions such as fire, sheltering-in, bomb threat, suspicious packages, hazmat, shooting, and kidnapping.

## What is the School Safety Committee?

Chancellor's Regulation A-414 requires that the following individuals serve on a school's Safety Committee: The principal, the UFT Chapter leader, the PTA president (or designee), the school's Level III School Safety Agent (or designee), the custodial engineer, the dietician (or designee), and the NYPD commanding officer (or designee) of the local precinct. The committee meets once a month. One annual meeting is open to all parents. In the event of an emergency, school personnel will work in collaboration with the central Department of Education administration, NYC Police Department, as well as State and Federal agencies as necessary to ensure the safety and security of students and school staff. IS 162 uses an automated notification system, School Messenger (SM), which has the capability to make phone calls to all our families in a short amount of time.

Should an emergency occur, you can obtain information about your child's school in the following ways:

- Receive calls from IS 162's School Messenger automated phone system
- Subscribe yourself to receive push notifications/text from IS 162's school APP
- Read letters sent home with students
- Subscribe to receive text or email notification from [Notify NYC](#).
- Call 311
- Check the [Department of Education's Website](#).

## Unannounced Scanning

A school is selected for scanning and scanning equipment is brought to the school for the day. This is a mobile operation conducted by NYPD School Safety Division Support/Special Services personnel and is implemented based on either a random selection or in response to conditions or circumstances that indicate the potential for weapons possession or related violence, such as a tip or spike in

reported violent incidents. Any school that does not have full time scanning may be subject to unannounced scanning.

## **KEEPING TRACK OF YOUR CHILD'S PROGRESS**

### **Create Your NYC Schools Account**

With a NYC Schools account, you will be able to view your child's attendance, report card grades, high school registration and general student information in one of ten languages on a computer, phone or tablet. To set up an account, you must be your child's parent or legal guardian and live at the same address as your child. If you have more than one child attending a NYC Public School, you can link all of them to the same NYC Schools account. You can register online for a NYC Schools account. You will need a valid email address and your child's 9-digit Student ID from their report card. Contact the parent coordinator to get an activation code and your child's ID number if you don't already have it. Then, go to the NYC Schools Account sign in page and follow the prompts.

### **Talk to the Teacher**

Parents are urged to attend their twice yearly individual Parent Teacher Conferences but you may contact the teacher at any time during the school year if concerns arise about your child's progress. How to make an appointment with your child's teacher;

- Call the office to relay a message
- Send a note in the backpack
- Send an email to the teacher

### **Report Cards**

Report cards are given out three times a year. They are distributed in November, March, and June. The final report card is given on the last day of school in June. Report cards can also be accessed through your NYC Schools Account.

### **Standardized Testing**

Middle school students in New York State take yearly standardized tests in core academic subjects to assess their mastery of New York State Learning Standards.

Middle school students take tests in three subjects. English Language Learners also take the NYSESLAT exam to assess their English language acquisition. The tests are no longer timed and have a decreasingly small impact on promotion or high

school admissions. Parents may opt their child out of taking the tests. Please speak to your teacher or the Parent Coordinator for more information

English Language Arts (ELA): Students take this test in April.

Math: Students take this in May. The Algebra Regents is given in June to specific 8<sup>th</sup> graders.

Science: The Living Environment Regents is given in June to all 8th grade students.

NYSESLAT: Students are administered four sections over the months of May and June. The first part of the exam is Speaking then followed by Listening, Reading and Writing

## **HEALTH AND MEDICAL POLICIES**

### **Covid Updates**

We know how important it is to keep our schools and classrooms open for learning, and we have done everything we can to make sure our classrooms are equipped to be safe learning environments. Below are updated policies:

#### **Get Vaccinated:**

Vaccination is the best way to reduce COVID-19 risk. Encourage up to date COVID-19 vaccination for everyone six months or older. Families are encouraged to record their student's vaccination status in the [DOE's COVID-19 Vaccination Portal](#). Submitting this information will support New York City's pandemic response and recovery efforts, and help ensure that DOE schools and buildings remain safe places for all students and staff.

Students and their families can access the Vaccine Portal with the student's DOE account login credentials (email and password). Visit the [DOE Student Account page](#) for help setting up or accessing your child's account.

The Vaccine Portal will ask you to identify the type of vaccine, where you received it (in or out of New York City) and when you received the vaccine, and will prompt you to upload the image or screenshot of the proof of vaccine.

Proof of vaccination can be an image of a vaccination card, NYS Excelsior Pass, or other government record. Take the image or screenshot and save it to your computer for uploading into the portal. The portal can be translated using Google Translate.

Visit the [Vaccine Finder page](#) or call 877-829-4692 to find a location near you.

Up to date includes boosters for everyone who is eligible and additional primary shots for some immunocompromised people. See [At-A-Glance COVID-19 Vaccination Schedules \(cdc.gov\)](#).

### **Vaccination Requirements:**

Vaccination is still required for all visitors entering school buildings.

Vaccination is still required for all DOE employees.

### **Daily Health Screener:**

No longer required to enter school buildings.

### **Stay home if sick:**

Students and staff should stay home if they show any symptoms of COVID-19 or other illnesses and get tested for COVID-19.

Isolate if COVID-19 positive: Students and staff who test positive for COVID-19 must isolate for 5 days and can return to school on day 6 if they have no symptoms or symptoms are improving. They must wear a mask until day 10 after symptom onset or date of positive test, whichever is earlier.

These cases should be reported to their school so they can be reported into the sit room for exposure notifications.

Get tested if exposed to COVID-19: Students and staff who are exposed to COVID-19 should get tested.

These individuals should receive home tests from their school and take two tests, at least 24 hours apart on day 4 and day 5 of their exposure. All exposed individuals should monitor for fever and other COVID-19 symptoms for 10 days after their exposure. If symptoms begin, they should not attend school and should isolate and get tested for COVID-19 again right away.

### **Testing:**

Starting the first day of school, schools will offer home test kits to those with a potential in-school exposure and those with symptoms

In addition, each staff and student will receive 4 tests per month to take home. These tests can be used by school families for testing due to symptoms, exposures, high-risk activity (such as travel and large gatherings), and can give staff and students immediate results.

In-school PCR surveillance testing will not be a part of the 2022-23 school year.

### **School Building Cleaning:**

Routine cleaning of surfaces will be maintained.



## **Ventilation:**

Good ventilation is essential to prevent COVID-19. Over the past year and a half, ventilation in every single classroom across the city has been inspected, updated, and repaired as needed. Every DOE room in use by students and staff for extended periods of time will have fully operational ventilation through either natural, mechanical, or a combination of means.

As an added precaution, every classroom across New York City has been provided with two air purifiers. Cafeterias in bigger schools will be provided with large air units for added protection and window-based exhaust fans to provide additional air circulation, and we continue to increase ventilation in classrooms and schools. These measures meet or exceed guidance from the CDC.

You can check the ventilation status of your child's school online: use [Find a School](#) to locate your school's page, which includes a section on Building Ventilation Information.

If a room in your child's school does not have adequate ventilation, it will not be used.

## **Illness at School**

Sick children should be kept at home. A child with a fever should not return to school until 24 hours have passed without signs of fever. A nurse is on site daily to help students when medical issues arise. If your child visits the nurse with a complaint or injury, you may receive a phone call that day or a note in the backpack, depending on the severity of the situation. In most cases, students are able to return to class. In the event your child becomes ill, we will contact you immediately using the emergency information you have provided on the blue contact cards. Please keep that information current. Parents may be called to bring a child home from school due to certain contagious conditions, such as head lice or conjunctivitis.

## **Immunizations**

New York City requires that a medical form be on file at the school confirming all required immunizations for all new students. Failure to comply may cause your child's exclusion from school.

## **Medical Emergencies**

The school will call 911 in a medical emergency, while attempting to contact the parent or guardian. School staff will remain with the child until a parent or guardian arrives, should the situation require an ambulance or a trip to the

emergency room. Parents may leave further instructions on their child's blue emergency contact card.

## **Prescribed Medications and Medical Treatment at School**

There are strict guidelines to follow when administering prescribed medication during the school day. If a pupil is to be given medicines on a daily basis, the doctor and parent must complete a Medication Administration Form each year. Medications will be kept by the nurse in a locked cabinet in the medical room. At the end of the school year, parents/guardians must retrieve any left-over medication from the nurse before school closes, or it will be discarded. . Forms are required to authorize medical treatment at school such as diabetes and asthma management. All forms may be obtained from the nurse or at the DOE website. They must be returned to the nurse and will be kept on file. If there are any changes, a new form must be completed before a new medicine or dosage can be given.

## **Over the Counter Medications at School**

Unless forms are on file in the nurse's office, school staff are prohibited from providing or administering any over-the-counter medications to any student. Students needing occasional cold or pain medications are to take these at home, if possible. If medication must be given at school, the parent must bring and administer it. Students cannot carry or self-administer medication at school.

## **Allergies**

If a student has life-threatening allergies, parents should:

- Indicate the allergy on the child's blue emergency contact cards
- Meet with the school nurse to fully describe the condition and obtain required medical forms
- Notify the child's teachers and the lunch aides

If your child's doctor prescribes an epi pen for emergencies, please speak with the nurse to find out which forms must be submitted. The parent should provide Epi pens to the nurse each year. Epi pens cannot be stored at IS 162 over the summer. All teachers keep a medical alert file in a priority location in the classroom, and many staff are trained to recognize the signs of severe allergic reaction and to administer an epi pen.

## **Head Lice**

NYC Schools have a “No Head Lice” policy. Students who have live head lice are not allowed to go to school until they are lice-free. Students with nits are still allowed to attend.

Students may return to school the day after treatment for head lice as long as there are no live lice upon re-inspection by designated school personnel.

Students will be re-inspected by a school worker 14 days after the treatment to make sure there are no live head lice.

Please contact the School Nurse for more information.

## **BEFORE AND AFTER SCHOOL PROGRAMS**

### **Before School**

**Free Breakfast & Early Arrival** Students may come to the cafeteria for free breakfast each school day beginning at 8:00 AM.

### **After School**

**IS 162 After-School Clubs:** Mondays -Thursdays, 2:50 PM – 4:00 PM. Students are offered all clubs but availability is limited. Some of our clubs include: cooking, dance, book, hydroponics, yearbook, soap box derby, guitar, student leadership, capoeira and more. All students must have a signed permission slip on file to stay for after school clubs.

## **ADDITIONAL POLICIES**

### **Attendance Policy**

Your child’s daily, on-time attendance is critical to their success in school. And while some challenges to your child’s school attendance are unavoidable, it’s important to understand the impact of each absence. A student is considered chronically absent if they miss only two days of school per month (18 days in a year), whether the absences are excused or unexcused. This is true for children as early as elementary school, when they are at a higher risk of falling behind in reading. Even one year of chronic absence can cause a child to fall behind academically and decrease a child’s chances of graduating from high school, which can have long-term consequences on their financial independence, physical well-being and mental health. The good news? Attending school every day increases a child’s chances of success in school and in life!

Please follow these important guidelines when your child is absent:

- Absent one day? Call the main office or email the teacher on the day of the absence. When your child returns to school, send a note describing the absence.
- Absent two consecutive days? Call the school or email the teacher by the second day. Send an explanation note with your child upon return.
- Absent three or more days? A doctor's note should be obtained as documentation for absences longer than three days. All notes are kept on file.
- Children should make-up for all of their missed work. Make requests in writing to the teacher to receive work missed during an extended absence due to illness or family crisis.
- Schedule your child's doctor and dental appointments after school hours whenever possible to avoid impacting their school day.
- Extended absence for travel? We understand that emergencies may necessitate travel, but we ask that you schedule family vacations during school breaks. Send a note in advance to the teacher stating the reason for the upcoming absence. Alert the School Social Worker, Alba Espinal, [aespinal31@schools.nyc.gov](mailto:aespinal31@schools.nyc.gov).
- Excessive absences will result in contact by the school, meetings with the Assistant Principal, and/or a visit to your home by the NYC Department of Education Attendance Teacher.
- Doctor's notes provided UPON RETURN will allow us to code the covered dates as "medically excused", but there is no way to ERASE an absence from your child's record.

## Uniform Policy & Dress Code

IS 162 – The Willoughby School is a uniform school. All students are required to wear the appropriate uniform. We are asking for your support as we strive to continue to provide increased safety. We strongly encourage your participation in our uniform policy. We believe it encourages our students to experience a greater sense of school identity and belonging, an improvement in student behavior, a high level of program participation and to improve and expand on academic excellence as well as reducing school clothing costs.

The uniform consists of a school shirt only. All students must attend school each day in the school uniform. Students may not wear other articles of clothing (such as a hoodie sweatshirt) over their school uniform. The school uniform must be the outermost layer of clothing. Uniforms may be purchased at the school.

Students that are not in their required school uniform will be given a uniform shirt for the day and are responsible for purchasing that shirt. If a parent cannot afford the school uniform, the parent may request a meeting with the principal for other arrangements to be made.

In order to maintain a positive learning environment, it is expected that students are to be dressed appropriately to ensure safety and to keep the focus on teaching and learning. We would like all parents and guardians to remind students of proper dress protocols.

Prohibited forms of dress at IS 162 include, but are not limited to:

- Hats, caps and hoods (with the exception of headwear worn for religious observance).
- Slides and crocs
- Bandanas
- Sunglasses (while indoors)
- Clothing that contains references to drugs, alcohol, sex, violence, racism, or gang-affiliation.
- Clothing that does not provide coverage of private body parts, see-through garments, and jeans/pants with large holes.

If a student comes to school wearing clothing prohibited by the Dress Code, then the student's parents will be notified, the student may be subject to the interventions and disciplinary responses set forth in the Discipline Code, and the student will be expected to make appropriate adjustments to his/her clothing to conform with the Dress Code.

## Cell-Phone Policy

In accordance with DOE policy, students are allowed to have a cell phone at school. However, students may not use the phone during school time. Phones must be silent and out of sight in backpacks during the school day. If a student's cell phone rings and disturbs the class, or if a student uses the phone on the premises during the school day, we will confiscate the phone and call the student's parent/guardian to recover it in person.

## Grading Policy

Tests/Projects	30%
Quizzes/Formative Assessments	30%
Classwork/Participation	25%
Homework	15%



# Homework Policy

Homework is defined by student practice that extends the day's learning into the home environment. All subjects are required to assign homework regularly (Monday-Thursday). Homework is graded using the rubric below:

	4	3	2	1
Neatness	Homework is in an orderly packet and is incredibly neat, with no smudges or tears	Homework is in an orderly packet and is neat, with a few smudges or tears	Homework is in a packet with several smudges or tears	Homework is disorderly, with many smudges or tears
Completion	All of the assigned work is complete	Most of the assigned work is complete	Half of the assigned work is complete	Less than half of the assigned work is complete
Timeliness	Homework was received on the due date	Homework was 1 day late	Homework was 2 days late	Homework was 3 or more days late
Accuracy	All of the work is correct	Most of the answers are correct	Some of the answers are correct	Little to none of the answers are correct
Work Shown	All work is meticulously shown	Most work is meticulously shown	Some of the required work is missing	Student did not show any work

## Class Trip Policies

To support classroom instruction field trips are often scheduled in advance to provide students with a unique, hands-on learning experience. Students must have a signed permission slip AND be in school uniform to attend all field trips. If a child does not have a signed permission slip and/or is out of uniform they will not be permitted to attend the field trip. If your child is in need of a school provided lunch please be sure to indicate that on the field trip permission slip.

## Pupil Transportation

Pupils in grades 3-6 are eligible for free transportation if they reside one mile or more from their school. Pupils in grades 3 - 6 are eligible for half fare surface transportation if they reside one half mile and less than one mile from their school.

Pupils in grades 7 - 12 are eligible for free fare privileges on public transit facilities if they reside 1 1/2 miles or more from school. 3 A-801 PUPIL TRANSPORTATION 9/5/2000 Pupils in grades 7 - 12 are eligible for half fare surface transportation if they reside one half mile and less than one and one half miles from their school.

Pupils in grades K - 12 who have been placed in temporary housing (homeless shelters, hotels, etc.) by public authorities are exempt from age and distance requirements for so long as they reside in that temporary housing. At any time that a student is placed in temporary housing a request for emergency transportation can be placed immediately with the Office of Pupil Transportation. All subsequent requests for the student's transportation must follow normal pupil documentation procedures.

Students designated as Special Education by the Committee on Special Education are exempt from the minimum grade and distance requirement. Special Education students must also fall within the age guidelines stipulated in the most recent Office of Pupil Transportation General Education Transportation Manual.

Up to date address information must be on file in order for us to review your transportation needs and submit transportation requests. Please contact Mr. Marchione if you have any questions at [GMarchione@schools.nyc.gov](mailto:GMarchione@schools.nyc.gov).

## Student Behavior

We wish to ensure a safe and nurturing environment that allows for meaningful learning. At the beginning of each school year, teachers lead classes in discussions of community expectations and together draft a list of class rules. We aim for students to develop a sense of responsibility, good citizenship and accountability. The NYC DOE Discipline Code describes the standards of behavior and the interventions. Visit the [DOE website](#) to read more.

