



# Parent Handbook 2023–2024



## OUR VISION

Our vision is to create a community of learners that is inclusive, equitable, and respectful of diverse perspectives and experiences. We work to inspire and empower our students to become lifelong learners who make a positive impact on their communities and the world around them.

## OUR MISSION

Our mission is to provide a comprehensive education that emphasizes conceptual understanding, procedural fluency, with rigorous and relevant application of knowledge. We ensure that our students receive a well-rounded education with opportunities to learn from a diverse range of perspectives, including the development of critical thinking skills, problem-solving abilities, and engage in learning experiences that deepen their understanding of complex concepts in real-world situations.



# School Calendar 2023-2024

This is the 2023-24 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 7	Thursday	First Day of School
September 21	Thursday	Back to School Night
September 25	Monday	Yom Kippur- SCHOOLS CLOSED
October 9	Monday	Italian Heritage/Indigenous peoples' Day- SCHOOLS CLOSED
November 7	Tuesday	Election Day- SCHOOLS CLOSED
November 9	Thursday	Parent-Teacher Conferences- HALF DAY FOR STUDENTS
November 23-24	Thursday-Friday	Thanksgiving Recess- SCHOOLS CLOSED
December 25-January 1	Monday-Monday	Winter Recess- SCHOOLS CLOSED
January 15	Monday	MLK Day- SCHOOLS CLOSED
February 19-23	Monday-Friday	Midwinter Recess- SCHOOLS CLOSED
March 14	Thursday	Parent-Teacher Conferences- HALF DAY FOR STUDENTS
March 29-April 1	Friday-Monday	Easter Weekend- SCHOOLS CLOSED
April 10	Wednesday	Eid al-Fitr- SCHOOLS CLOSED
April 22-30	Monday-Tuesday	Spring Recess- SCHOOLS CLOSED
May 16	Thursday	Parent-Teacher Conferences: Evening only- FULL DAY OF SCHOOL FOR STUDENTS
May 27	Monday	Memorial Day- SCHOOLS CLOSED
June 6	Thursday	Anniversary Day- SCHOOLS CLOSED
June 7	Friday	Clerical Day- SCHOOLS CLOSED
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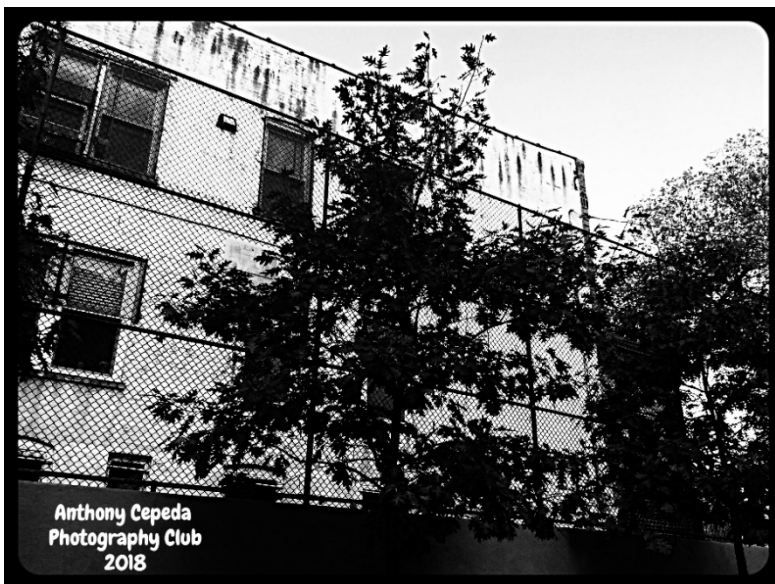
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# THE BASICS

## Daily Schedule

Free Breakfast & Early Arrival	7:30 AM		
School Starts	8:00 AM		
Class Begins	8:05 AM SHARP!		
Lunch & Recess	Period 4 6 <sup>th</sup> Grade	Period 5 7 <sup>th</sup> Grade	Period 6 8 <sup>th</sup> Grade
Dismissal	2:20 PM		
Late Dismissal	2:30 PM		
Half Day Dismissal	11:20 AM		

## Bell Schedule

Period	Time
AM HR	8:00-8:10
Period 1	8:10-8:55
Period 2	8:55-9:40
Period 3	9:40-10:25
Period 4	10:25-11:10
Period 5	11:10-11:55
Period 6	11:55-12:40
Period 7	12:40-1:25
Period 8	1:25-2:10
PM HR	2:10-2:20

## Arrival & Dismissal Locations

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

## Late to School

Any student arriving to school after 8:00 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 choice prospects. Excessive lateness in the 8<sup>th</sup> grade will endanger a student's eligibility for 8<sup>th</sup> grade end of the year activities.

## 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 2:10 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. In the event that 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.

### 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 or direct link: <https://www.is162.com/domain/125>

### 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.

### 162 App/ Push Notifications

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.

### Text Messages

All school staff can securely send text messages directly to your phone. Parents are encouraged to reply to any text messages they receive. All text messages are private between you and the sender. There is no need to translate messages before sending/replying.

### Online platforms

IS 162 Twitter  to showcase school events. Follow us at IS162@Is162K

Visit the IS 162 Facebook page to stay informed about upcoming events. Follow us at facebook.com/IS162K

You may always leave a message for a teacher with the main office.

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 or reach out to our parent coordinator Ms. Reyes for assistance. 718-821-4860 x1091





# 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

Meet the Teacher/Back to School Night (September)

Your child's classroom teacher will describe literacy, math, and social studies programs, as well as 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 & May)

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 your child's teachers, administrators, and specialty teachers.

## Important documents to submit each year

Emergency (blue) contact cards (2 per student)

You'll get 3 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.

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 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. The form must be completed and signed by your child's physician. 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 PHOTO ID. Wear the visitor pass you are given while you are in the building.
3. Go directly to the main office, room 109.
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 and every time you visit, even if you become a familiar face at school.

## 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. Each plan is approved by the Office of Safety and Youth Development and NYPD.

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

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 extra-curricular 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 dietitian (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: [Notify NYC](#)
- Call 311
- Check the Department of Education's Website at: [DOE 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

### Jump rope



### 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 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. 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 8<sup>th</sup> graders.

Science: The Living Environment Regents is given in June to 8<sup>th</sup> graders.

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

## HEALTH AND MEDICAL POLICIES

### 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 sign 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 result in 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

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, it must be brought and administered by the parent. 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. Epi pens should be provided by the parent 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.

Please contact the school Nurse for more information. 718-821-4860 x1051

## 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 7:30 AM.

### After School – Clubs & Homework Help

IS 162 After-School Clubs: Tuesdays – Thursdays, 2:20 PM–4:00 PM. Cooking club, dance club, yoga club, book club, gardening club, road runners, yearbook club, beauty club, soap box derby club, technology club, student leaders club, English Language Learners club. All students must have a signed permission slip on file to stay for after school activities.

Clubs run 2:20–3:23. Students that attend clubs only will be dismissed at 3:20 from the Main Entrance Doors.

Homework help runs 3:15–4:00 PM. All students will be dismissed at 4:00 PM from the Main Entrance Doors. All students attending homework help, must attend a club. Students will not be permitted to leave and re-enter the building after dismissal.

## 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 Ms. Espinal on the day of the absence. When your child returns to school, send a note explaining the absence.
- Absent two consecutive days? Call the school or email Ms. Espinal 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 all missed homework. 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 explaining the reason for the upcoming absence. Alert the School Secretary, Ms. Fio, in the school office.
- Excessive absences will result in contact by the school, meetings with the School Social Worker, 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

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 is comprised 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 outer most 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.

## 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 placed in the assigned Yondr pouch. If a student is found to be violating the cell phone policy, we will confiscate the phone and call the student's parent/guardian to recover it in person.

## Grading Policy

Tests/Projects	25%
Quizzes/Formative Assessments	25%
Classwork/Participation	25%
Homework	15%
Attendance	10%

## 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 daily (Monday–Thursday).

When teachers assign a homework packet as homework (not due the next day) the assignment must be broken down into its parts and assigned each day.

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 Policy


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.



## 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.

All students are expected to follow all behavior expectations as outlined in the school Bee-havior charter.

<i>IS 162 Bee-havior Charter</i>									
	<i>Arrival &amp; Dismissal</i>	<i>Hallways &amp; Stairs</i>	<i>Bathrooms</i>	<i>Classrooms &amp; Homeroom</i>	<i>Ipads &amp; Technology</i>	<i>Cafeteria</i>	<i>School Yard</i>	<i>Clubs</i>	<i>Auditorium</i>
<i>Bee-Respectful</i>	Use kind, appropriate language. Listen and follow directions of all adults. Respect everyone's time. Arrive on time.	Use kind, appropriate language. Give others space. Use appropriate tone/volume. Take care of school property.	Give privacy. Keep it clean. Flush the toilet and leave it clean. Use quickly and quietly. Take care of school property.	Use kind, appropriate language. Listen to and follow the directions of the teacher and announcements. Ask questions when you don't know something. Help other students in your group do the work. Take care of classroom materials. Use appropriate classroom tone/volume. Stay on task. Pay attention and do not distract others. Be prepared.	Use school devices only when instructed. Listen and follow directions of all adults. No taking of photos. Only have open tabs instructed by teachers.	Enter and sit at homeroom class table. Use kind, appropriate language. Eat your own lunch. Listen and follow directions of all adults. Use appropriate tone/volume. Clean up after yourself - throw away your trash.	Use kind, appropriate language. Listen to and follow the directions of all adults. Have fun and show sportsmanship.	Use kind, appropriate language. Listen to and follow the directions of all adults. Collaborate with peers and share materials.	Use appropriate tone/volume. Take care of school property. Clap and applaud when appropriate.
<i>Bee-Safe</i>	Keep hands and feet to yourself. Walk into the building and go right to homeroom OR Walk calmly out of the building. Be where you belong. Arrive on time.	Walk on the right side of the hallway at all times. Keep hands and feet to yourself. Walk directly to your destination. Use up and down stairs closest to the classroom you are leaving. No loud noises.	Sign in and out. Return directly to class. Keep hands and feet to yourself. Wait your turn.	Keep hands and feet to yourself. Walk and enter quietly. Sit in assigned seat. No throwing objects around the room. Phone locked in Yondr pouch. Lock your locker. Put jacket/personal items in locker. No running/dancing around the room. Put all trash in the garbage.	Stay off of unauthorized sites.	Sit with legs under the table. Keep hands and feet to yourself. Stay seated until dismissed. Give others space. Line up when called, quietly - in a single line.	Keep hands and feet to yourself. Report concerns to an adult. Seek adult help if needed. Resolve conflicts peacefully. Clean up - return equipment.	Keep hands and feet to yourself. Keep phones away until dismissal. Go to the correct club.	Keep hands and feet to yourself. Sit where you're assigned. Stay seated until dismissed.

At IS 162 we all aim to feel - CONFIDENT, MOTIVATED, RESPECTED AND SAFE - All Day , Every Day  
When we all behave in a respectful and safe manner, we build our confidence and stay motivated to learn and achieve our goals.

## 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 Ms. Reyes if you have any questions at [nreyes24@schools.nyc.gov](mailto:nreyes24@schools.nyc.gov) or 718-821-4860 x1091.

