



Parent/Student Handbook

2020-2021



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.



Intermediate School 162
1390 Willoughby Avenue
Bushwick, NY 11237
718-821-4860
www.IS162.com

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THE BASICS

Daily Schedule

School Starts	8:40 AM
Dismissal	2:09 PM
Late Dismissal	2:19 PM
Teacher Office Hours	2:10 – 2:30 PM Daily

Bell Schedule

Period	Time
Period 1	8:40 - 9:27
Period 2	9:27 - 10:14
Period 3	10:14 - 11:01
Period 4	11:01 - 11:48
Period 5	11:48 - 12:35
Period 6	12:35 - 1:22
Period 7	1:22 - 2:09

All students will have an instructional lunch period.

Arrival & Dismissal Locations

Arrival	All grades – Front entrance on St. Nicholas Avenue
Dismissal	6 th Grade – Exit door/Staircase C on Willoughby Avenue
	7 th Grade – Exit door/Staircase D on Willoughby Avenue
	8 th Grade – Front Entrance On St. Nicholas Avenue

Late to School

Any student arriving to school after 8:40 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 7th grade may be detrimental to your child's high school choice prospects. High schools weigh attendance when accepting students. Excessive lateness in the 8th grade will endanger a student's eligibility for 8th 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 school. Please have you ID ready for pick up. The school will not release a student without ID. **If you need to pick up your child around dismissal, we ask that you sign them out before 2:00PM.**



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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. 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 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.

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](https://twitter.com/IS162)



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

All teachers are available for parent teacher tele-conferences every day, 2:10 – 2:30. Please schedule an appointment with your child's teacher in advance.

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 of 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

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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 I62 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 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. 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 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 lanyard 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 Carroll Street, only!
8. Follow these steps each and every time you visit, even if you become a familiar face at school.



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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: In order 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/Academy 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 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



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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: [https:// a858-nycnotify.nyc.gov/notifynyc/](https://a858-nycnotify.nyc.gov/notifynyc/)
- Call 311
- Check the Department of Education's Website at <http://schools.nyc.gov>

KEEPING TRACK OF YOUR CHILD'S PROGRESS

Pupil Path

Pupil Path is a student information system for Parents/Guardians and students. It allows them the access to view important student and school information such as student attendance records, class schedules, assignment due dates, grades, school announcements, and more. This is a convenient tool for both parents and students to keep up with class work and student performance. By enabling you to see this information on a daily basis we can work together to ensure that our children remain on track in every class and get the most out of their education.

Create Your NYC Schools Account

With a NYC Schools account, you will be able to view your child's attendance, report card grades, 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 (see previous page) but you may contact the teacher at any time during the school year if concerns arise about your child's progress. Teachers reserve Wednesdays mornings to meet with parents before school but will do their best to speak to you during other non-instructional times, or after school.

How to make an appointment with your child's teacher

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



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- Send an email to the teacher

Report Cards

Report cards are given out four times a year. They are distributed in November, February, April and June. The final report card is given on the last day of school in June.

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 an 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 8th graders.

Science: Students in grade 8 take this test in May and June. This is a two-part assessment, with a written test, and hands-on component.

COVID POLICIES

Daily Health Screenings

Daily health screenings, including temperature checks, must be completed at home by families and by school-based staff. The DOE will launch a robust education campaign that makes clear to parents and school-based staff how important these daily health checks are to keeping school communities healthy and safe. The DOE is also committed to purchasing thermometers for at-home use for families who may need them.

School-based staff and students cannot report to school if they have:

- Been knowingly in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19.
- Tested positive through a diagnostic test for COVID-19 in the past 14 days.
- Experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days.
- Traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.



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Temperature Screenings

Every morning, prior to entering the school, specific staff will perform random samplings of temperatures for both students and school-based staff using non-touch thermometers. Additional guidance on random temperature screenings is forthcoming.

- Schools are prohibited to record or track student and/or staff temperatures or other health information.
- Face coverings and gloves will be worn continually by designated staff taking temperatures.
- Any student exhibiting a fever from a random temperature check must be evaluated by the nurse or health professional. If a nurse or health professional is unavailable, student will be escorted to the building's Isolation Room.
- DOE-contracted Community Based Organizations providing early childhood services must continue to conduct daily health checks and align with DOE and DOHMH issued guidance that pertains to their program and setting.

Isolation Room

In order to accommodate a student who may exhibit symptoms of COVID-19, every building must designate space to be used as an Isolation Room. An Isolation Room is a place where a student with suspected COVID-19 symptoms can be safely isolated in the building until they can be picked up by a guardian.

- If there is a nurse or health professional assigned to the building the student should be evaluated by the nurse or health professional in an appropriate medical space, such as a nurse's office.
- Should the nurse/health professional be unavailable to examine the student OR if a school does not have a nurse or access to a health professional at that time, the student must be placed in the building's Isolation Room.
- Immediately after holding a student, the Isolation Room must be closed and a deep cleaning must be performed before it can be used again.

Masks, PPE and Physical Distancing

At all times, students and staff must wear face coverings protecting their nose and mouth while at school or on their way to school. Exceptions will be made for children who can't wear a face covering for medical reasons, and for younger children who aren't developmentally able to wear a face covering.

Students and staff must maintain six feet of physical distancing throughout the school day, anywhere on school grounds and to and from school.

Schools will be cleaned throughout the day and disinfected each night, with special attention to high-touch areas

Face coverings, hand sanitizer, and cleaning supplies will be readily available in throughout every school.



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Student Shows Symptoms of COVID-19 While at School

- Students showing symptoms of COVID-19 will be escorted to the nurse's office or Isolation Room by a designated staff member wearing appropriate PPE.
- The nurse or health professional will evaluate the student for symptoms of COVID-19, such as fever, cough, shortness of breath, sore throat, lack of sense of taste or smell, and other symptoms.
- A family member or guardian will be contacted by a staff member and asked to pick up the student.
- Upon pick up, the nurse/health professional and school staff will strongly encourage the family to visit a doctor and get the student tested for COVID-19, and provide the information of the closest testing site, if asked.
- If the student has had no known contact with a positive case, the student can only return to school when all the following are met:
 - o Presents a negative COVID-19 test result **AND**
 - o Presents clearance from a health care provider evaluation **AND**
 - o The student has been symptom free for 24 hours without the use of medication.
 - o Additionally, the student should participate in remote learning if feeling well enough.
- If DOHMH or NYC Test + Trace Corps determine the student is considered a close contact of a positive case, the student can only return to school when all the following are met:
 - o The student has completed a 14-day quarantine regardless of symptoms or test results since their last exposure to that case **AND**
 - o Presents a negative COVID-19 test result after the 14-day quarantine **AND**
 - o Presents clearance from a health care provider evaluation **AND**
 - o The student has been symptom free for 24 hours without the use of medication.
 - o Additionally, the student should participate in remote learning if feeling well enough.
- If the student does not get tested, then the student cannot return to school until:
 - o 10 days have passed since the first symptom **AND**
 - o The student has been symptom free for 24 hours without the use of medication.
 - o The DOE will explore the possibility of adjusting the standard for students returning to school who have been unable to seek COVID testing and health care provider evaluation.

HEALTH AND MEDICAL POLICIES

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 issue 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 that evening, 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

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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



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trained to recognize the signs of severe allergic reaction and to administer an epi pen.

Please contact the School Nurse for more information.

BEFORE AND AFTER SCHOOL PROGRAMS (Not available at this time)

Before School

Free Breakfast & Early Arrival Students may come to the cafeteria for free breakfast each school day beginning at 7:30 AM.

Our Homework Help-Breakfast Club is available in the cafeteria Tuesday-Friday, 7:30 AM – 8:00 AM. Teachers are available to answer questions and help with homework.

After School

NY Edge: Monday – Friday, 2:30 PM – 5:45 PM. Daily homework help time, academic enrichment, sports & arts.

IS 162 After-School Clubs: Wednesdays & Thursdays, 2:30 PM – 3:30 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 clubs.

Empire: Monday – Wednesday, 2:30 PM – 5:00 PM. Musical Theater production. Students act, sing, dance, paint, build and work behind the scenes. This club culminates with our annual musical production.

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 explaining 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



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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, Gail O'Donoghue, in the school office.
- Excessive absences will result in contact by the school, meetings with the 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

The uniform will comprise 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 new uniform shirt and be charged \$8.00.

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 placed in our Yondr pouches 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

Test/Projects Policy (30%)

A test is defined as a summative assessment. Tests may include, but is not limited to:

- Mid-Module and End of Module Assessments
- Final Writing Pathway Assessments
- Unit Assessments
- Writing Assessments

A project is defined by a long term assignment (over a prescribed period of time) completed either inside or outside of the classroom that



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requires students to use multiple concepts in a specific scenario. Projects may include but are not limited to:

- Lab reports
- DBQ's
- Research Papers
- Web Quests

All tests and projects will be graded on specific rubrics using either a scale of 0 – 100 or 1 – 4. Rubrics will be provided by each department at the time of the assignment.

Quizzes/Formative Assessment (30%)

Some examples of quizzes and formative assessments include but are not limited to:

- Quick Write
- Entrance or Exit Slip
- Procedural quiz
- Graphic Organizer

Classwork/Participation (25%)

Classwork and participation are defined by the rubric found on the website.

Homework Policy

Homework Policy (15%)

Homework is defined by student practice that extends the day's learning into the home environment.

All subjects are required to assign homework on a daily basis (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 found on the website.

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.



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