

**The Police Officer**  
**Rocco Laurie Intermediate School**  
**I.S. 72**



**Parent/Student Handbook**

Peter Macellari, Principal

Mary Curran, Assistant Principal  
Jill Passantino, Assistant Principal  
Gregory Rocco, Assistant Principal  
Danielle Movsesian, Assistant Principal

## **WELCOME TO THE POLICE OFFICER ROCCO LAURIE IS 72**

### **The Rocco Laurie Mission Statement**

The Police Officer Rocco Laurie School is dedicated to empowering, educating, and enlightening our future leaders.

### **Purpose**

**This parent-student handbook has been written to provide important information concerning specific rules, policies, and procedures related to the safety and operation of our school. In order for Intermediate School 72 to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook.**

**This handbook's content may be changed from time to time throughout the 2017-2018 school year. An up-to-date version will be maintained here on our school website. The Police Officer Rocco Laurie School will provide notice of those changes through pupilpath email; these changes will have effect once that notification is given, regardless of whether a student or parent actually reads the particular notice received.**

**If you have any questions regarding this handbook, please contact your student's assistant principal. The student handbook summarizes NYCDOE policy and contains general guidelines and information . A complete guide to the Chancellor's Regulations can be found on the NYCDOE website:**

**[www.http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations](http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations)**

**Sincerely,  
Mr. Peter Macellari  
Principal**

The following items can be found in this handbook.

Item	Subject
1.	The Leader In Me
2.	Parent Involvement
3.	Bell Schedule
4.	Supplies
5.	Arrival/Dismissal
6.	Pupilpath.com
7.	Academics
8.	Physical Education
9.	School Stores
10.	Arista Guidelines
11.	Laurie's Student Leaders
12.	Code of Conduct
13.	Cafeteria Rules
14.	Out of Room Instances
15.	Cell Phone/Electronic Policy
16.	Student Council
17.	Class Trips
18.	Assemblies
19.	Resources

## **1. THE LEADER IN ME**

### **Seven Habits of Highly Effective Teens:**

The Rocco Laurie family has adopted the Leader in Me program by Stephen Covey. This creates a common language amongst the faculty, students and parents/guardians. We believe there is a leader in every student. By following the seven habits, we can be most effective, cooperative and collaborative. The program will foster leadership, responsibility, accountability, problem solving, adaptability, communication, initiative and self-direction, creativity, cross-cultural skills, and teamwork. All students will be required to keep a leadership binder online.

Students will receive at least one period of direct instruction in the Lead program where they will set and track personal and academic goals.

#### **1. 'Be Proactive**

You're in Charge!

You are a responsible person. Take initiative. Choose your actions, attitudes, and moods. Do not blame others for your wrong actions. Do the right thing without being asked, even when no one is looking.

#### **2. Begin with the end in mind**

Have a Plan.

Plan ahead and set goals. Do things that have meaning and make a difference. You are an important part of your classroom and contribute to your school's mission and vision. Look for ways to be a good citizen.

#### **3. Put first things first**

Work First, Then Play.

Spend time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

#### **4. Think win win**

Everyone Can Win

Balance courage for getting what you want with consideration for what others want. Make deposits in others' Emotional Bank Accounts. When conflicts arise, look for third alternatives.

#### **5. Seek first to understand, then be understood**

Listen Before You Talk

Listen to other people's ideas and feelings. Try to see things from their viewpoints. Listen to others without interrupting. Be confident in voicing your ideas. Look people in the eyes when talking

#### **6. Synergize Together Is Better** Value other people's strengths and learn from them.

Get along well with others, even people who are different than you. Work well in groups. Seek out other people's ideas to solve problems because you know that by teaming with others we can create better solutions than anyone of us can alone. Be humble.

**7. Sharpen the Saw** Balance Feels Best. I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. Learn in lots of ways and lots of places, not just at school. Find meaningful ways to help others.”

**2. PARENT INVOLVEMENT**

1. The Parent Teacher Association (PTA) meetings are held the last Monday of the month at 7 p.m. in the school auditorium. Please make every effort to attend these meetings.
2. Make sure to register for Pupil Path as soon as you get your invitation letter. Pupilpath is a running progress report, as well as a valuable communication tool. You can see your child’s assignments, monitor their progress and contact teachers. You will receive messages from the school via Pupilpath and have access to the school calendar.
3. Please be sure that all of your contact information is current. If your phone number changes, please send notice of same to the main office in writing. If your address changes, please provide proof of address (such as a utility bill).
4. Parents may schedule a meeting with their child’s team of teachers on a Tuesday during our parent engagement session from 2:05-2:45. If this time frame does is not convenient, please contact your teachers/dean via pupilpath.
5. Parents are required to attend one Leader in Me training for the Laurie’s Student Leader membership.

**3. BELL SCHEDULE:** Arrive to school on time! Being on time every day is an important life skill! Chronic lateness could result in lowering of your class/participation grade and exclusion from certain activities.

<b>Bell Schedule</b>	<b>Full Day</b>	<b>Minutes</b>	<b>Half Day</b>	<b>Minutes</b>
Period 0	6:58 - 7:13	15	6:58 - 7:13	15
Period 1	7:15 - 8:00	45	7:15 - 7:39	24
Period 2	8:02 - 8:47	45	7:41 - 8:05	24
Period 3	8:49 - 9:34	45	8:07 - 8:31	24
Period 4	9:36 - 10:21	45	8:33 - 8:57	24
Period 5	10:23 - 11:08	45	8:59 - 9:23	24
Period 6	11:10 - 11:55	45	9:25 - 9:49	24
Period 7	11:57 - 12:42	45	9:51 - 10:05	24
Period 8	12:44 - 1:29	45	10:07 - 10:31	24
Dismissal	1:30		10:32	

#### **4. Supplies**

The supply lists for all grades can be found on our school website, [www.is72.org](http://www.is72.org)

Students will leave textbooks at home. We encourage all students to travel with a binder to house their notes.

#### **5. ARRIVAL/DISMISSAL/ATTENDANCE/LATENESS**

Rocco Laurie is comprised of three grades: please note the designated area for lineup:

- The sixth grade (first floor) will line up in the auditorium, with Ms. Curran, Assistant Principal
- The seventh grade (second floor) will line up in the cafeteria with Mr. Rocco, Assistant Principal
- The eighth grade (fourth floor) will line up in the gym with Ms. Movsesian, Assistant Principal
- Students arriving via door to door bus service will meet Ms. Passantino, Assistant Principal in the auditorium with the sixth grade.

1. In order to do well in school, good attendance is essential.
2. Attendance is recorded on your permanent record card.
3. This record of attendance is important in qualifying you for promotion to the next grade.
4. It is required that you bring an absence note upon returning to school.
5. Students begin classes at 7:15 a.m. Attendance will be taken in each class.
6. If you arrive after first period begins, you need to complete a late pass in the attendance office. Hand the pass to your period teacher. If you don't fill out the late pass, you will be marked absent.
7. Excessive lateness may result in you failing a class.
8. At the end of the period, the classroom teacher dismisses the students.  
Students who are late or absent will receive a daily phone call from our automated system.
9. At dismissal, all students will exit on the first floor. Students will use the exit closest to their bus. Walkers should meet their parents on Merrymount; utilize the exit in the back of the building.

#### **6. PUPILPATH.COM**

Our school is using the "PupilPath.com" website to bring you immediate information regarding your child's education. PupilPath.com allows you to view the following:

- Your child's assignments and projects along with due dates.
- Your child's performance in each class including homework, classwork, tests and projects.
- Progress reports from teachers throughout the school year.
- Handouts and assignments when your child is absent from school.

- Your child's transcripts and graduation eligibility status.
- School announcements, new calendar listings and upcoming events.
- Your child's attendance.

We hope that by enabling you to see this information on a daily basis we will be able to work together to ensure that our children remain on track in every class. As we work together we will ensure that our students get the most out of their education. To register into PupilPath.com, go to <https://pupilpath.skedula.com/> and click "Parents Register" if you are a parent or "Student Register" if you are a student.

Then complete the following:

- Your email address (Parents, Students)
- Your prefix (Mr., Ms., Mrs., or Dr.) (Parents only)
- Your first name (Parents only)
- Your last name (Parents only)
- Your child's school (Parents, Students)
- Your child's OSIS # (9 digit # which appears below) (Parents, Students)
- Your child's date of birth (Parents, Students)
- The registration code (appears below) (Parents, Students)

After clicking "Register," you will receive an email with an activation link that will allow you to set your password. You can also download PupilPath.com to your iPhone/iPad devices via the iTunes App Store. Download the app to register your child and get notifications on your child's progress. If you have any difficulty signing into PupilPath.com, please contact your Parent Coordinator.

\*You will receive a Parent Registration Code and a Student Registration Code (for your child's account). It is every parent and student's responsibility to log onto Pupilpath daily.\*

## 7. Academics

### **Uniform School Wide Grading Policy** ***Effective September 8<sup>th</sup> 2017***

1. Math, Science, Social Studies and ELA will have the following grade breakdown
  - 60 % for all tests
  - 20% for Performance Tasks
  - 10% Class Participation
  - 10% Homework
2. No homework, performance tasks or projects will be assigned on weekends or vacations
3. Notebook tests/quizzes/checks are **not** allowed
4. Homework must be posted, in its entirety, every day. If there is no homework then "no homework" is to be posted on Pupilpath.
5. There will be a minimum of **three** homework assignments per week.
6. There are to be a minimum of **four**, grade uniformed, tests per marking period.
7. There is to be **one** performance task assigned, that is common core aligned, per marking period.
8. Subject teachers should be mindful of the number of tests or performance tasks that are assigned due on a given day.

**Uniform Homework and Class Work Policies**

*Effective September 7<sup>th</sup> 2017*

**Homework (10%)**

- Students will be assigned a minimum of 15 graded H.W. assignments per marking period in each subject ELA, Math, Science, World Language and Social Studies.
- No late homework will be accepted.
- All homework graded on a 2-1-0 scale:

Complete	2
Incomplete	1
Missing	0

- Absentee homework is due one day after return to school (ex. Absent Monday, homework due Wednesday). Extended absences of three or more days due one week after return to school (ex. Absent Thursday through Tuesday, all missing homework due the following Wednesday).
- **ELA Only: Students will be required to read an independent reading book and complete their reading log 4 nights a week in addition to their regularly assigned homework.**
- **ELA : Students could use approved reading assigned in other subjects as their independent reading**

**Classwork (10%)**

- Students can earn up to **two** points per class for a total of 10 points in a standard school week.
- Each day of classwork is rated on a 2-1-0 scale

2	Completely on task and prepared
1	Partially on Task
0	Completely off task

- Students will begin the week with full credit (10/10) that will be pre-populated on Pupilpath.
- Points will **ONLY** be deducted when off-task or unprepared behavior is noted.
- During a week that a student receives three or more points deducted an anecdotal on pupil path must be created.
- The teacher is responsible for written documentation to the parent at any time a student loses 3 points in one week.



## **8. PHYSICAL EDUCATION**

State law requires that every student must attend Physical Education class each semester they attend school. In addition to this regulation, every student must pass each of those physical education classes.

### **Rules and regulations - School Year – 2016-2017**

#### **Physical Education Dress Code**

In order to participate in physical education class all children must wear sweatpants/sweat shorts. The appropriate attire for physical education class is laced sneakers and socks. Rubber soled shoes are not acceptable. All Physical Education locks and clothing are to be purchased online at:

<https://www.gothamoutfitters.com/Store.aspx?>

Failure to comply with the Physical Education dress code will result in an unprepared mark. Students must be prepared to participate every day. Upon entering the gym students are sent to the locker room where they are given the opportunity to change into their uniforms and sneakers. Students must leave their belongings in the locker room, therefore a lock is strongly recommended to secure all valuables.

- Rocco Laurie Phys. Ed. T-shirt- \$10
- Rocco Laurie Phys. Ed Shorts- \$15
- Rocco Laurie Phys. Ed Sweatpants- \$20
- Rocco Laurie Phys. Ed Hooded Sweatshirt - \$25
- Combo #1: T-shirt , shorts Hooded Sweathsirt and Sweatpants-\$60
- Combo #2: T-shirt, shorts , and a lock-\$35
- Rocco Laurie School combination master lock- \$7

*A limited supply of Physical Education clothing will be sold at the school store when available.*

*Checks must be made out to IS 72 and your child's name and class must be on the check.*

*The school store will also accept cash*

#### **Jewelry**

Ornaments that may interfere with physical activity or the safety of other students may not be worn in the gymnasium. (No earrings, facial rings, tongue rings, ring on fingers, bracelets, watches, wristbands, chains, or necklaces). \*\*\*IPODS & CELLPHONES MUST BE LEFT WITH THE CHILD'S BELONGINGS IN THE LOCKERROOM. FAILURE TO FOLLOW THIS RULE WILL RESULT IN THE ITEM BEING CONFISCATED AND TURNED INTO THE ASSISTANT PRINCIPAL.

#### **Locker Rooms**

No students are permitted in the locker room during their physical education period. Coats and books may not be stored in your locker after you leave your physical education class. The locker room is only to be used to change for your Physical Education class. EVERY STUDENT MUST HAVE HIS/HER OWN LOCK. Students may not share lockers. You must lock your locker with

a **school lock** only. All other locks will be clipped! The locker room will be locked up TEN minutes after the sound of the late bell. If you arrive late to class, you will not be able to dress and participate in class. Students found in the locker room during unsupervised times will be escorted to the Dean's office. You must follow the rules set by the Physical Education Department and your teachers. Speak personally with your teacher if there is any problem with the security of your belongings. Leave any valuables (monetary or personal) home during the school day. This will help all of us with the security of locker room.

*Safety in the Locker room and Gymnasium Areas*

- Gum chewing and food are not permitted in the locker rooms or gymnasiums.
- Glass containers are not permitted in locker rooms or gymnasiums.
- Students are not permitted in the locker room or gymnasium unsupervised.
- Students only dress in the locker room areas, Students are not permitted to change in the Gymnasium.
- All students are required to stay in the designated areas. (Locker room or gymnasiums) with their teachers, during their physical education class period.
- Students are not permitted to leave these areas until the teacher dismisses them from the class.

*Participation-Attendance-Effort*

- A student's final grade is a reflection of participation, attendance, and effort throughout the term. In order to participate in class, a student must be on time, dressed in uniform, and present every class day. We expect each student to participate in all daily activities. For each day of non-participation, a mark is recorded on your grade sheet. Students who arrive late will not be permitted into the locker rooms. They will be marked with a non-participation grade for the day.
- In order to receive a minimum passing grade, each student must be prepared and participate in at least 80% of the scheduled class time. Non-compliance with this rule will result in a failing grade. If at any time a student misbehaves in class, breaks class rules established by the teacher, or talks when the teacher asks for silence, that student may receive a zero (0) on his/her grade sheet for that class.

**Grading Policy**

Preparation Participation-70%

Classwork-20%

Skills-10%

## **9. School Stores - Paw Shop and School Spirit Online Store**

### **The Paw Shop**

We are happy to announce the opening of the Rocco Laurie school store. All necessary school supplies will be available for sale, as well as other fun items for students to enjoy. Students will have the opportunity to visit the store during their lunch period, when school resumes in September. The store is located in room 113A, and will accept cash or checks.

Our store will operate as a joint effort from students and faculty. All proceeds will go towards school based functions. If you have any questions please contact Ms. Farkash, Ms. Terelle or Mr. Restivo in room 113A.

### **School Spirit Online Store**

It is with great excitement that we announce the initial year of our online School Spirit store. Using the link below, you can access a variety of I.S. 72 apparel, which is not available to anyone but our school community.

All you have to do is go to our dedicated website, pick your clothing and checkout. The items will be delivered directly to you at home or at the school if you wish.

<http://www.gothamoutfitters.com/IS72SPIRIT>

#### **The Items available**

Hockey style laced up hoodie-\$40

Grey hooded sweatshirt-\$25

Navy T-Shirt-\$15

Grey T-shirt-\$15

Pajama Pants -\$25

String Bag-\$12

\*\* All Navy clothing will have a two colored screened logo\*\*

\*\* All grey clothing will have a three colored screened logo\*\*

(Visit the website for details)

## **10. ARISTA GUIDELINES/HONORS GUIDELINES**

### **ARISTA**

The National Junior Honor Society of I.S. 72 is an organization for students in grades 7 and 8.

Arista eligibility is determined by several factors:

1. Membership is based on scholastic achievement, satisfactory citizenship and community service.
2. Arista members are encouraged to set a standard for others to follow and to act as role models for their peers through school involvement.
3. Club activities include the organization of drives for the needy, fundraising, school beautification and school monitoring.
4. New members are inducted into the society every spring.

- ❖ A 7<sup>th</sup> grader may apply if he/she had a 90 average or better in every subject as their final grade in the 6<sup>th</sup> grade and the 1<sup>st</sup> and 2<sup>nd</sup> quarter of 7<sup>th</sup> grade.
- ❖ An 8<sup>th</sup> grader may apply if he/she had a 90 average or better in every subject as their final grade in the 7<sup>th</sup> grade and the 1<sup>st</sup> and 2<sup>nd</sup> quarter of 8<sup>th</sup> grade.
- ❖ All applicants must have excellent or satisfactory citizenship in all classes. Therefore, any student who receives an N or U in conduct on their report card will not be eligible to apply for Arista. In addition, any student suspended, whether it is a Principal's or Superintendent's Suspension, after January 31<sup>st</sup> of their 6<sup>th</sup> grade, may not apply to Arista.
- ❖ Applicants must also fulfill service requirements in school or outside. Service hours will be verified by the Arista Advisors.

If you or your child has any questions, please have your child speak with the Arista advisor of his/her academy.

**Honors Program:**

**6<sup>th</sup> Grade Criteria:**

**Eligibility Policies and Expectations for SPE/Honors Classes**

**SPE Program Grade 6 Entrants**

Students are selected to be part of the SPE/HONORS program here at Police Officer Rocco Laurie I.S. 72 program based on the following criteria: recommendation of your elementary school Principal, high scholastic achievement in all academic subject areas and excellent behavior.

In order to remain in the program throughout your time here, the policies and expectations are outlined below.

1. High scholastic achievement of maintaining an 85 average in all subjects.
2. No N's or U's in conduct in any subject areas, including minor subjects.
3. Teacher recommendation based on ability, classwork, homework, attitude/behavior, work ethic and maturity level.
4. Attendance and punctuality.

Every marking period each student will be evaluated as per their progress in class and their ability to remain in the SPE class. Should they not be maintaining the criteria, then they will be removed from the program.

Acceleration begins for all of our SPE/HONORS students in the 6<sup>th</sup> grade with a more intense pace of the curriculum in all subject areas. Beginning in the 6<sup>th</sup> grade students are introduced to their Foreign Language in either Italian or Spanish. In the 8<sup>th</sup> grade these students will have the

opportunity to take the Foreign Language Proficiency Exam in order to be placed in an advanced level of study in High School.

All 7<sup>th</sup> grade SPE/Honors students will begin a two year course of study in Integrated Algebra, American History and Earth Science. Earth Science & Science labs are taught through 1 1/2 years of study. If a child becomes deficient in labs, this may be cause for removal of an SPE class. As a result of the accelerated courses, all SPE students will take three regents exams (Algebra, American History and Earth Science) in June of the 8<sup>th</sup> grade, giving them the opportunity to receive High School credit.

### **7th Grade Criteria:**

#### **Eligibility Policies and Expectations for SPE/Honors Classes**

#### **SPE Program Grade 7 Entrants**

1. High scholastic achievement of maintaining an 85 average in all subject areas.
2. No N's or U's in conduct in any subject areas, including minor subjects.
3. Teacher recommendation based on ability, classwork, homework, attitude/behavior, work ethic and maturity level.
4. Attendance and punctuality.

Every marking period each student will be evaluated as per their progress in class and their ability to remain in the SPE class. Should they not be maintaining the criteria, then they will be removed from the program.

Acceleration begins for all of our SPE/HONORS students in the 6<sup>th</sup> grade with a more intense pace of the curriculum in all subject areas. Beginning in the 6<sup>th</sup> grade students are introduced to their Foreign Language in either Italian or Spanish. In the 8<sup>th</sup> grade these students will have the opportunity to take the Foreign Language Proficiency Exam in order to be placed in an advanced level of study in High School.

All 7<sup>th</sup> grade SPE/Honors students will begin a two year course of study in Integrated Algebra, American History and Earth Science. Earth Science & Science labs are taught through 1 1/2 years of study. If a child becomes deficient in labs, this may be cause for removal of an SPE class. As a result of the accelerated courses, all SPE students will take three regents exams (Algebra, American History and Earth Science) in June of the 8<sup>th</sup> grade, giving them the opportunity to receive High School credit.

**11. Laurie's Student Leader Membership:** Our LEAD (Leader in Me) program supports the students in finding their inner leader. Students will be honored in the Spring after completing the the leadership requirements along with their leadership binder. Throughout the year, the children will have the opportunity to earn merits within the school community and participate in community service for credits outside of Rocco Laurie. Parents as our partners in establishing leadership, are required to attend at least one 7 Habits training ; this will allow all stakeholders to

speak the same language to best reinforce the habits of effective leaders. Students will track their requirements in their leadership online binder along with their Wildly Important Goals (WIGS). Math teachers will approve completed binders and recommend students to the Lighthouse team for membership review.

**Merits (7 required)**

A. Leadership event (attend/lead)	B. Administrative Monitor	C. Parent Teacher Conference Monitor	D. S.A.T member	E. Act of Integrity
F. Submit 50 Box Tops to PTA (Limit 5)	G. Peer Tutor	H. Participate in S.O./ S.O. activity	I. Volunteer in school store	J. Other
<b>Date</b>	<b>Insert Letter and/ or description of other</b>		<b>Teacher/ Staff Signature</b>	

**Community Service (3 credits required)**

<b>School Sanctioned Community Event:</b>	<b>Date</b>
1.	
2.	
<b>Not for Profit Organization:</b>	
1.	
2.	

**7 Habits Parent Training (Parent/Guardian must attend one)**

<b>7 Habits meeting</b>	<b>Date</b>
<b>Behavior/Attendance Tracker (Data from report card)</b>	

<b>Marking Period</b>	<b>MP 1</b>	<b>MP 2</b>	<b>MP 3</b>	<b>MP 4</b>	<b>Total n</b>
No. of Ns or Us (must be zero)					
No. of Absences (total n<8)					
No. of Days Late (total n<3)					

## **12. CODE OF CONDUCT**

### **Dress code:**

1. It is important for students to be comfortable while they are learning.
2. No tank tops, halters, tube tops, see through tops or bare midriffs are to be worn in school.
3. Shorts and skirts are to fall to the lower thigh area.
4. No shirts that have offensive writing on them are permitted.
5. Hats, baseball caps, combs, bandanas, do-rags or headbands are not to be worn in school.
6. High-heeled shoes and flip-flops that may be dangerous on steps or in hallways are to be avoided.
7. Jeans, shorts and slacks are to be worn around the waist.
8. Jackets or any other outer garments are to be kept with you all day.
9. No pajamas are permitted in school.
10. If you come to school inappropriately dressed, your parent/guardian will be contacted to bring you acceptable clothing.

### **Within the school building students are expected to:**

1. Respect others and their property. Please do not touch anything that does not belong to you.
2. Avoid fighting in school or outside of school. It will not be tolerated.
3. Use appropriate language.
4. Remove all hats, hoodies and do-rags upon entering the building and keep them off all day.
5. Arrive at school, stay at school and be safe! Students are not permitted to leave the school during the school day unless they are signed out by an adult.
6. Refrain from scholastic dishonesty which includes seeking unauthorized assistance on tests or with homework.
7. Act in an appropriate manner on the school bus.
8. Not participate in graffiti, vandalism and/or intentional damage to school property.
9. Not take any actions that are considered to be sexual harassment.
10. Not bully on the internet, telephone or in school.
11. Come to school prepared.

### **Within the classrooms, students are expected to:**

1. Enter and leave the classroom in an orderly manner.
2. Not leave the room until the teacher dismisses the class. The bell doesn't dismiss the class.
3. Make sure your area is clean and all garbage is placed in the garbage pails before you leave the classroom.
4. Arrive at your classroom on time, get settled immediately and begin the "Do Now".
5. Be prepared daily. Successful people are always prepared.
6. Follow all classroom rules presented by a teacher. Disruptive behavior will not be tolerated.
7. Leave the classroom with an official pass. If you don't have a pass, don't leave the room.

### **Consequences for inappropriate behavior:**

1. Conference with the teacher
2. Your parent/guardian may be notified of inappropriate behavior by letter or phone.

3. Conference with the Dean and/or Assistant Principal
4. Parent conference with Dean and/or Assistant Principal
5. Receive a poor conduct grade on your report card
6. Lunch detention
7. Removal from class
8. Suspension from school
9. Exclusion from school activities: trips, senior activities, etc..

Students who consistently disrupt and misbehave will be subject to the most serious consequences.

**The following behaviors may result in arrest, suspension or possible removal from school:**

1. Possession of any type of weapon
2. Buying, selling, carrying or using any controlled substances, including drugs and alcohol
3. Defacement of school property through vandalism, graffiti or arson
4. Racial, ethnic, sexual or religious slander
5. Sexual harassment of staff or students
6. Threatening and or making physical contact with a teacher or other staff member

Rocco Laurie Intermediate School follows the Chancellor's Regulations for Discipline. You will receive your own copy of the rules and regulations and the consequences. Be proactive, think win win and keep the end in mind before acting!

**13. CAFETERIA RULES:**

1. All students are required to return a completed lunch form. Although lunch is free for all NYC middle school students in an intermediate school, this form is still required. You will be given a code to input on a pin pad when you get lunch/breakfast.
2. We serve breakfast from 6:45 a.m. until 7:10 a.m.
3. Monthly menus can be viewed on the Department of Education web site. <http://www.schoolfoodnyc.org/>
4. Food and drinks are to be consumed only in the cafeteria. Gum, candy, food and drinks are not allowed in classrooms.
5. Glass containers are not permitted in school.

**Expected Cafeteria behavior**

- 1) All students must enter the cafeteria through the center hall.
- 2) Students are to go to their assigned tables and await instructions from the Assistant Principal and Dean.
- 3) There are no assigned seats! Only assigned tables.
- 4) Students are to raise their hands and remain quiet in response to signal from the Assistant Principal or Dean.
- 5) Students are not to get up from their seats until their table has been called.
- 6) Once your tables have been called, students may get lunch, use the restrooms or purchase snacks, unless otherwise instructed.
- 7) Use of snack machines and outdoor recess are at the AP's/Dean's discretion.



8) Tables and surrounding area must be cleaned as per Green Team regulations before leaving the cafeteria.

9) All students seated on the left side of the cafeteria must exit through the front cafeteria doors and go RIGHT. All students seated on the right side of the cafeteria must exit through the back cafeteria doors and go LEFT.

The only exception to this rule is when the majority of the Academy is in the school yard. When this occurs, all students remaining in the cafeteria will exit to the LEFT.

10) All activity must stop immediately once the whistle is blown. Students returning to the building from recess will enter through Exit D.

#### **14. OUT OF ROOM INSTANCES:**

##### **Illness in school**

1. If you get sick in school, tell your teacher or an adult.
2. The teacher will send you with the sick pass to the nurse.
3. If you are too ill to remain in school, the nurse will notify your parents.
4. You will be released from school only to an adult listed on your blue emergency card. It is extremely important that these cards have current information and are updated during the year.

##### **Use of hall pass**

1. You must have an official pass to leave the room, either to go on an errand or to use the bathroom.
2. Bathrooms will be closed the first 5 minutes and the last 5 minutes of every period.
3. Bathroom use is encouraged during your lunch period.
4. There are no passes the period before or after your lunch period unless there is an emergency.

##### **Hallway passing**

1. Walk on the RIGHT side.
2. Help to maintain efficient movement through the halls. No running, pushing or congregating in clusters!
3. Use quiet conversational voices and avoid any noise louder than a quiet conversational voice.
4. No cell phones, iPods or MP3 players may be used in the hallways or stairways.
5. When going up and down the stairs, leave a step between you and the person in front of you.
6. Keep moving in the staircase. Do not stop to talk to friends on the stairs or the landings.
7. All students will use staircases marked UP and DOWN appropriately.
8. During the lunch periods 4, 5, and 6 the staircases located in the back of the building will be used a DOWN staircases only.
9. During the change of periods from 4 to 5, 5 to 6, and 6 to 7, all staircases in the front of the building are designated as UP staircases.
10. This is done so that as each Academy exits the cafeteria, the flow of hall and staircase traffic remains steady

##### **Emergency fire drills**

Fire drills are held so we can learn how to conduct ourselves in case of a real fire. The following signals are used:

1. Series of 3 gongs - 5 times (3-3-3-3-3) your teacher will lead you outside.
2. 1 gong – Return to building.
3. Silence and speed are essential throughout the drill.
4. Students are to maintain silence until otherwise directed by their teachers.

#### **Guidance counselor/dean**

1. Guidance counselors are available to discuss any school related problems daily.
2. If you need to see a counselor or dean, ask your teacher or Assistant Principal, Dean or Teacher and they will make the arrangements for you to meet with one asap.

### **15. CELL PHONE/ELECTRONICS POLICY**

#### **RADIOS, IPODS, CD PLAYERS, CELLPHONES, ELECTRONIC GAMES**

On January 7, 2015 the New York City Department of Education amended its policy regarding the use of cell phones and other electronic devices in schools. Chancellor's Regulation A-413 requires that each school must develop a written school-based policy regarding cell phones in schools. Our school's policy is listed below.

#### **SCHOOL BASED POLICY OF I.S. 72 FOR THE USE OF CELL PHONES AND COMPUTING DEVICES ON SCHOOL PROPERTY**

1. Cell phones may be brought to school but must be kept out of sight at all times.
2. Cell phones may not be turned on or used while on school property (inside the gates).
3. Cell phones may not be turned on or used during instructional time, including the administration of any school quiz, test or State examination.
4. Cell phones should not be turned on or used during school fire drills or other emergency preparedness exercises.
5. Computing devices, such as laptops, tablets and iPads, may not be brought to school and utilized by students unless authorized by the school. These students must have an Individualized Education Program or a Section 504 Accommodation Plan in place specifying when these devices are to be used.
6. As with cell phones, computing devices may not be turned on during fire drills and other emergency preparedness exercises.

Students who use cell phones and computing devices are in violation of provisions of the Department of Education Discipline Code, the school's policy and Chancellor's Regulation A-413 and will be subject to discipline in accordance with the interventions and disciplinary responses, as set forth in the Discipline Code. These disciplinary measures are listed below:

This notice serves as a warning to the entire school

1<sup>st</sup> Offense - Confiscation of item and returned at the end of the school day

2<sup>nd</sup> Offense - Confiscation of items and returned to parent during a conference

3<sup>rd</sup> Offense - Revocation of privilege to bring item to school

### **Reminder**

Parents should never attempt to call or text message to their child during the school day. If you need to contact your child, you should call the General Office at (718) 698-5757.

**\*Please note if any of these items are lost or stolen during the school day, the school is not responsible.**

## **16. STUDENT ORGANIZATION (COUNCIL)**

The student council represents students from every Academy. Students are selected to be representatives on the Council after they write an essay describing why they want to be a member. An election is held in October for the sixth grade officers and each spring for the seventh and eighth grade representatives. The council meets biweekly to discuss community projects and how to make I.S. 72 a better school. Representatives from each grade will meet regularly to address the needs of the students. The Student Organization President will make important morning announcements along with the a thought for the day from the Seven Habit Daily Booster.

The purpose of student council is:

1. To develop positive attitudes and to practice good citizenship.
2. To promote harmonious relations throughout the entire school.
3. To improve student/faculty relationships.
4. To improve school morale and general welfare.
5. To provide a forum for student expression.
6. To plan special events or projects.

Students must be very responsible people who are willing to work hard. As student council members you will be called to serve other students by representing their issues. A student suggestion box can be found in the cafeteria. Students have the opportunity to drop an idea or suggestion in the box. All issues will be discussed at the bi weekly meetings. The council does not have the power to change policies, only to voice student opinion.

Student council will be involved in many community minded projects as well as communication.

1. School beautification. Clean up, painting, repairing, etc.
2. Community service. Food drives, recycling projects, coat drives.
3. Student opinion polls, student council newsletter, etc.
4. Meeting notes must be updated and available to the student body.
5. S.O. will communicate and present important information to the parents/families during meetings such as PTA meetings and/or curriculum night.

## **17. CLASS TRIPS**

1. Your classroom teacher will plan trips for your class.

2. In order to be eligible for participation a student must maintain satisfactory attendance, display a positive image, have a satisfactory behavior record and good academic status.
3. When you participate on a trip, you represent our school and it is important to show a positive image.

## **18. ASSEMBLIES**

1. Assemblies are a necessary and integral part of a school's curriculum.
2. They provide opportunities to enhance academic instruction, expose students to cultural and multicultural events, enjoy and appreciate the talents of fellow students in the performing arts, promote extracurricular activities and expand social skills.
3. During assembly programs students must demonstrate their best behavior and be attentive to the program.

## **19. RESOURCES:**

### **EMAIL**

All students will be assigned an email at the roccolaurie.com domain. The user name will be lastnamefirstnameyeargraduating. For example, 6th grader Jill Passantino will be PassantinoJill20@roccolaurie.com. All accounts will be deleted once the student graduates. Students will use this account to submit assignments to Google Classroom and Pupilpath.com. Rocco Laurie Administration has the right to suspend the user's account along with apply the disciplinary code if and when needed for any misconduct.

Ms. Rufo, Parent Coordinator, will reset passwords if needed during the student lunch periods.

### **TEXTBOOKS**

1. In the beginning of the year, each subject teacher issues textbooks.
2. At the end of year, textbooks that were issued must be returned.
3. Students who lose a book must pay a penalty as detailed at the time the book is issued.
4. If you move during the school year, you must return your books to the general office.

### **Microsoft 365**

You will be able to download Microsoft software from <https://studentoffice.net/>, at no cost, on up to five of your family's computers and five of your family's tablets, smart phones, or other mobile devices. Much of this software has education-specific content that supports our students' academic improvement. In addition, familiarity with these tools will help students be prepared for college and careers.

This opportunity is made possible through a partnership with NYC Council Speaker Melissa Mark-Viverito, Microsoft, and the NYC Department of Education.

The Microsoft products and features that will be available include:

- Office 365 ProPlus on Windows: Word, Excel, PowerPoint, OneNote, Outlook, Skype for Business, Access, InfoPath and Publisher installed on Windows
- Office for Mac Professional 2016: Word, Excel, PowerPoint, Outlook, OneNote
- Office for iPad, iPhone, Android: Word, Excel, PowerPoint, OneNote
- Cloud service
- Office Online

- You will be able to claim a download by going to <https://studentoffice.net/> and entering either of the following:
  1. Your child's date of birth AND a parent phone number, or
  2. Parent email
  3. Please note, the information that you enter to claim the download must match the information on your Blue Card on file with the school. Therefore, it is necessary that we have your most up-to-date information in order for the download process to work. A student's legal guardian may visit our main office to make any necessary changes to their contact information. You may be requested to present government-issued photo identification in order to update your contact information. Please allow up to 10 days after any changes for your information to be updated in the system.
  4. There is no deadline to claim the free software. Families may download the software as long as they have a child enrolled in a NYC public school.

As Office 365 is a Microsoft Cloud product, you must create a Microsoft Cloud account in order to download the software. The [studentoffice.net](https://studentoffice.net/) website contains not only information on how to create an account and download the software, but also answers to "Frequently Asked Questions." For technical assistance, once you have successfully completed the download, please contact Microsoft Customer Service at 1-800-642-7676.

**IMPORTANT PEOPLE TO KNOW**

**PRINCIPAL**

**Peter Macellari**

**Assistant Principal Special Education**

**Ms. Passantino**

**Dean**

**Ms. Holm Holm**

**6th Grade Assistant Principal**

**Ms. Curran**

**Dean**

**Mr. Simms**

**Guidance Counselor**

**Ms. Karazinski**

**7th Grade Assistant Principal**

**Mr. Rocco**

**Dean**

**Ms. Ambrosino**

**Guidance Counselor**

**Ms. Gullotta**

**8th Grade Assistant Principal**

**Ms. Movsesian**

**Dean**

**Mr. Friedman**

**Guidance Counselor**

**Ms. Iburg**

**PARENT COORDINATOR**

**Ms. Rufo**

**SAPIS**

**Ms. Althoff**

**Best wishes for a successful and safe school year!**