



New York City Department of Education
ANNING S. PRALL INTERMEDIATE SCHOOL 27
The Magnet School for Applied Learning with Technology Integration
11 Clove Lake Place
Staten Island, New York 10310
Telephone: 718-981-8800 Fax: 718-815-4677
www.IS27.org
Matthew Barone, Principal

PARENT HANDBOOK

September 2016



Mr. Dennis Bellantoni, A.P. Mrs. Andrea O'Donnell, A.P. Mr Joseph Pecoraro, A.P.

School Phone: 718-981-8800

Contact Information:

Inevitably questions arise with regard to specialized aspects of school life. The names and responsibilities of I.S. 27's supervisory and administrative personnel are listed in an effort to assist you in getting the correct answers. Feel free to call them for assistance.

Principal Mr. Matthew Barone

Parent Coordinator Ms. Cathy Mayo

CSI Academy Mrs. Andrea O'Donnell (Assistant Principal)

St. John's Academy Mr. Joseph Pecoraro (Assistant Principal)

Wagner Academy Mr. Dennis Bellantoni (Assistant Principal)

Mr. John Gavrity (Behavior Counselor/Dean)

Mr. Marc Jean-Baptiste (Behavior Counselor/Dean)

Mr. Adam Sherman (Behavior Counselor/Dean)

Mrs. Laura Hayes (Guidance Counselor)

Mr. Bryan Kilgallen (Guidance Counselor)

Ms. Elizabeth Guarino (School Psychologist)

PLEASE VISIT OUR WEBSITE AT WWW.IS27.ORG

IF YOU MOVE AND/OR CHANGE YOUR PHONE NUMBER, PLEASE NOTIFY OUR GENERAL OFFICE STAFF IMMEDIATELY.

PLEASE KEEP EMERGENCY CONTACT UPDATED. PARENTS/GUARDIANS MAY CONTACT THE GENERAL OFFICE TO UPDATE THIS IMPORTANT INFORMATION.

2016-2017 School Calendar

Sept 8	First Day of School.
Sept 12	Eid al-Adha (schools closed).
Oct 3-4	Rosh Hashanah (schools closed)
Oct 10	Columbus Day Observed (schools closed)
Oct 12	Yom Kippur (schools closed)
Oct 27	Parent-Teacher Conferences
Nov 8	Election Day. Students do not attend school. Chancellor Conference Day for Staff Development.
Nov 11	Veterans Day Observed (schools closed)
Nov 24-25	Thanksgiving Recess (schools closed)
Dec 26-Jan2	Winter Recess (schools closed)
Jan 16	Dr. Martin Luther King Jr. Day (schools closed)
Feb 20-14	Midwinter Recess (schools closed)
Mar 16	Middle School: Parent-Teacher Conferences*
April 10-18	Spring Recess (schools closed)
May 29	Memorial Day (schools closed)
June 8	Anniversary Day. Students do not attend school.
June 12	June Clerical Day. Students do not attend school.
June 26	Eid al-Fitr (schools closed)
June 28	Last day for all students. Early dismissal.

Student Programs: Students are required to have a copy of their program with them at all times. It is suggested that each student copy his/her program into a notebook or binder.

Program Changes: Programs are issued in September. Change of program requests can be made by parents only. Parents may do so by picking up the forms in the main office. Program changes will not be made until February 1.

Textbooks

The Department of Education supplies all students with textbooks. They are loaned with the understanding that the student will take care of them and return them promptly when requested to do so. Textbooks should be covered at all times. Students are not permitted to write in textbooks except to record their name, date issued, and the condition of the book. If a book is damaged or lost, the student will have to pay the cost of replacing it.

If the book is found at a later date, and proper identification can be made, a refund is given. Students may not leave books in desks overnight. If a student moves or is transferred to another class, all books should be returned to the teacher who issued them. The book and material account for each subject must be cleared before promotion to the next grade or graduation can occur. **In some cases, teachers may issue an online access code in lieu of a textbook.**

Homework

Homework is an important part of class work and is the responsibility of the student. Given in each subject class almost every day, assignments may be written, oral, reading or to study. Homework is used to reinforce a lesson and/or prepare the student for the following day's lesson, and it is used as part of the report card grade. It is suggested that each student should have the telephone number of another student in each class. If an absence occurs the student will be able to get the homework assignment and will not fall behind. If an extended absence **FOR A MEDICAL OR FAMILY EMERGENCY** is anticipated, the grade supervisor will get assignments ready for pick-up by the parent. **In addition to assignments given by the teacher,** all students are required to:

1. Reread class notes to reinforce the lessons of the day
2. Read for at least 30 minutes.

Promotional Policies

Listed below are the New York City Department of Education Promotion Standards for Grade 6, 7 and 8. It is most important that you and your child understand these criteria. They will be the basis for promotion this coming June. Discuss the significance of this information with your child and contact the appropriate teachers.

The standards for each grade are listed below:

Standard Promotion Criteria Grades 6-7

These promotion standards apply to English-proficient students in grades 3–7, students with IEPs that specify they should be held to standard promotion criteria, and ELLs who have been enrolled in a United States School for six or more years.

Promotion Standard Promotion Decision Process

Schools should review each student's performance over the course of the school year to determine if the student has demonstrated sufficient progress toward meeting the Common Core Learning Standards in ELA and math. This review should include multiple measures of student performance, such as State test scores, course grades, report cards, samples of student writing, projects, assignments, and other performance-based student work. State test scores may not be the primary or major factor in promotion decisions.

June: If the promotion standard is not met, or if the school does not have enough evidence of student work to support a promotion decision, then the school completes a promotion portfolio in order to determine the student's readiness for the next grade. The promotion portfolio manuals and student materials are available here.

August: For those students who were not promoted in June, the school reviews the June promotion portfolio alongside the summer school work and prepares a promotion review summary sheet for each student. Students who meet the required promotion benchmarks as described in the Promotion Portfolio Manuals are promoted in August. Students who do not meet the required promotion benchmarks are retained.

Appeal: If the parent disagrees with the promotion decision, the parent may submit a written appeal to the principal by the end of August. The superintendent shall review the principal's decision and make a final determination.

Standard Promotion Criteria Grade 8

These promotion standards apply to grade 8 students in general education, students with IEPs that specify they should be held to standard promotion criteria, and ELLs who have been enrolled in an United States School for four or more years.

Standard Promotion Criteria

Promotion Standard Promotion Decision Review Process

Schools should review each student's performance over the course of the school year to determine if the student has demonstrated sufficient progress toward meeting the Common Core Learning Standards in ELA and math. This review should include multiple measures of student performance, such as State test scores, course grades, report cards, samples of student writing, projects, assignments, and other performance-based student work. State test scores may not be the primary or major factor in promotion decisions.

AND...

Students must pass all core courses (ELA, math, science, and social studies)

June:

If the student does not pass all core courses, he or she is not promoted in June and as a result, **cannot** participate in graduation and is recommended for summer school. If the student passes all core courses, but the school determines that he or she has still not demonstrated sufficient progress toward meeting the Common Core Learning Standards in ELA and math, then the school completes a promotion portfolio in order to determine the student's readiness for the next

grade. The promotion portfolio manuals and student materials are available here. Students who meet the required benchmarks as described in the Promotion Portfolio Manuals **and** pass all core courses, he or she is promoted in June. Students who do not meet the required benchmark on the promotion portfolio, he or she is not promoted in June and is recommended for summer school.

August:

Students who did not meet the core course requirement in June are promoted if they pass all failed core courses in summer school. For students who passed all core courses in June but did not demonstrate sufficient progress through a promotion portfolio, the school reviews the June promotion portfolio alongside the summer school work and prepares a promotion review summary sheet for each student. Student who meet the required promotion benchmarks as described in the Promotion Portfolio Manuals are promoted in August. Students who do not meet the required promotion benchmarks are retained.

Appeal:

If the parent disagrees with the promotion decision, the parent may submit a written appeal to the principal by the end of August. The superintendent shall review the principal's decision and make a final determination.

Honors and Awards

Intermediate School 27 takes pride in rewarding the efforts of its students in scholarship, citizenship and service. After each marking period, students may be placed on either the Scholarship Honor Roll or the Citizenship Honor Roll. The requirements are:

Scholarship Honor Roll:

1. Overall average of:
 - 80-84.9%-MERIT ROLL
 - 85-89.9%-HONOR ROLL
 - 90-94.9%-HIGH HONORS ROLL
 - 95-100%-PRINCIPAL'S LIST
2. Passing marks in all subjects.
3. Citizenship marks of "E" or "S" in all subjects
4. A satisfactory record of attendance and punctuality *

***Excessive lateness to school (5 or more times in one marking period) can result in an adverse citizenship grade and ineligibility for Honor Roll/Arista status.**

Citizenship Honor Roll:

1. Citizenship marks of "E" or "S" in all subjects
2. A satisfactory record of attendance and punctuality (90% OR BETTER)

PRALL ARISTA

Students selected for membership in Arista have truly set themselves apart. Their excellence is measured by superior scholastic achievement, exemplary citizenship and extensive service.

Scholarship:

Scholarship is measured by grades but means a great deal more. It means that a student can use what he has learned, transfer the skills and transform the ideas. It means he can make the learning a personal expression of himself and his life and use the knowledge and skills attained as stepping-stones to the next level of intellectual development. A numerical grade is merely the front door to the whole house of acquired skills, knowledge, habits, wisdom and lifelong learning.

Citizenship:

A democratic nation depends on informed, independent thinkers who are willing to share their expertise to do well for themselves and do well for all. Citizenship rests upon character and competence. An effective citizen is one of character who portrays the qualities of integrity, maturity, interdependence, discipline and honor. Likewise, the effective citizen demonstrates skills and knowledge that enable him to contribute to his own wellbeing and the wellbeing of the community.

The mission of the Prall Arista Society is to make the qualities of scholarship, citizenship, and service serve as a beacon of excellence for all members of the school community. To communicate this mission, Prall has made the requirements for inclusion in Arista demanding indeed. As a result, Arista students act as models for the school community.

Requirements for Arista:

Membership in the Prall Arista Society is reserved for students meeting **all** of the following requirements:

1. **Scholarship** – Academic average of at least 92.0%
2. **Citizenship** – No citizenship grade below “S” in any marking period.
Satisfactory* record of attendance and punctuality (90% or better)
3. **MUST PARTICIPATE in state ELA and Math exam**
4. Attendance- Students must have less than 10 unexcused absences and less than 10 late arrivals in the first 3 marking periods.

Honors policy:

The following is the IS 27 Honors Policy:

- Level 4 ELA, Level 4 Math on most recent standardized tests
- 90% or better overall academic average
- Teacher recommendations

Once the above students are placed in honors, the remaining seats will be given to students the school determines have demonstrated an ability to succeed in these classes.

Reporting to Parents**Academy Supervisors:**

Each academy is supervised by an administrator reporting directly to the principal, who endeavors to get to know each child in the grade. The academy supervisor will contact parents regarding commendations as well as areas that need to be addressed. Should a question arise, parents should feel free to contact the academy supervisor by telephone, by email or via a note sent in with their child.

Grading Policies:

Each teacher will send home, or post on their class website, a student contract at the start of the school year. This contract will delineate student responsibilities and the grading policy. Students and parents are asked to review each contract and grading policy and acknowledge receipt of same by signing the contract. Specific concerns or questions regarding a contract or the grading policy should be brought to the attention of the teacher or grade supervisor. The grading policy is as follows:

Grades are used as indicators of student progress and accomplishment within a subject area.

All grades are based on objective criteria that include but are not limited to:

- Examinations, formal and informal assessments, quizzes and conferring
- Homework
- Class work
- Class participation
- Reports/projects
- Attendance

The following is a general outline used in grading:

- Performance Level 4 – Exceeding the standards (Over 90%)
- Performance Level 3 – Meeting the standards (65% - 89%)
- Performance Level 2 – Approaching the standards (55% - 64%)
- Performance Level 1 – Below the standard (Below 55)

CAASS

On or around October 1, students will be required to carry their student ID everyday.

Additionally, students will be required to “swipe in” as they enter the building with their ID to record their attendance. Students who lose their ID card may purchase a replacement card for \$2.00 during morning arrival or during their lunch period in the main office. If a student is unable to bring in the \$2.00 for a replacement card, please contact the Parent Coordinator who will make arrangements for the duplicate card to be issued.

Pupil Path

Pupil Path is a student information system for parents and students. Pupil Path allows parents and students to view important student and school information such as student attendance records, class schedule, assignment due dates and grades, graduation eligibility, school announcements, and more. This is a convenient tool for both parents and students to keep up with class work and student performance. Parents will also receive important messages from the school through email so it is imperative that parents set up separate accounts from those of their children.

Anecdotal-

Anecdotal may be sent by teachers at any time during the marking period through Pupil Path. These notices are sent to inform parents of problems their child may be experiencing in a particular subject area. It is the intention of the school to notify parents at this critical point so

that changes in attitudes, behavior, class work, or homework can be effected in order to avert a failing grade. Parents wishing to discuss the issue further should request an appointment, in writing, with the appropriate teacher. While it is school policy to send anecdotal for at risk students, failure to do so will not negate a low or failing report card grade.

Report Cards-

Report cards are distributed four times a year, at the end of marking periods lasting from 8 to 12 weeks. The purpose of the report card is to inform parents and students of the rating of scholastic achievement and citizenship for each of the marking periods. Parents are urged to review report cards with their children and note their progress related to promotional standards for the student's specific grade level.

Potential holdover letters are sent home for all students at risk of retention at the conclusion of the second or third marking period.

Parent-Teacher Conferences:

These conferences supplement the report card and other written forms of communication between parents and teachers. Teachers realize that they cannot do the best possible job of educating each child without the help of the parents. Often parents are able to supply information about their child that could be very useful to the teacher. The teacher can offer suggestions on how the parents can assist with the education process. The conference provides an opportunity to discuss the student's progress, behavior and the reasons behind success and challenges.

Ad-hoc Conferences:

Parents are encouraged to contact the parent coordinator any time a problem, question or concern arises.

Parent-Teacher Association:

The P.T.A. is an organization of parents and teachers dedicated to supporting the school and its activities. The main concern of this group is the well-being of the school and its students. Many interesting programs and discussions of school activities as well as school-wide problems and their improvements are held. Members of the P.T.A. also learn what is going on in other schools on Staten Island and throughout the city. All parents are invited and encouraged to become members of the P.T.A.

Logistics – Supplies – Dress

Daily Supplies:

In addition to a notebook for each subject, pupils will need a pen, a sharpened pencil, an eraser and other supplies requested by his/her specific teachers. On days when physical education class meets, the gym uniform and sneakers are required. Students are not permitted to leave books or supplies in school overnight. It is suggested that supplies are readied the night before so that nothing is forgotten. In the event of an emergency, students will be permitted to use school telephones after obtaining permission from general office staff or a grade supervisor.

Uniform for Physical Education:

In keeping with N.Y. State mandates, all students at Prall are scheduled for Physical Education on a weekly basis. Our specific course of study is taken from appropriate state and city syllabi and are tailored not only to provide a comprehensive program of physical fitness but also to develop healthful living styles and leisure-time pursuits.

Accordingly, we require that all students wear appropriate attire for their Physical Education class. The desired wear for Physical Education is sneakers, sweatpants or shorts and the Prall Physical Education Tee Shirt. Beginning the last week of September, all students will be expected to dress properly for Physical Education. Un-preparedness in this regard will result in failure.

Dress:

We enlist your cooperation in supporting our school dress code. Our dress code, was established to provide a safe and comfortable environment in which all students can learn and, at the same time, allow for individuality.

The following guidelines have been established:

- Halter, tank or mesh tops are not permitted. Students wearing oversized basketball Jerseys must wear a t-shirt underneath.
- Spray can hair color/dye is not permitted.
- Pants must not be worn so low as to expose undergarments.
- Shirts must cover the torso area at all times.
- Shorts and skirts must be of a reasonable (beyond fingertip) length. "Cut-off" Style shorts are prohibited.
- Clothing with writing or pictures which are suggestive, distasteful, or worn in a distracting manner is prohibited.
- Clothing with holes or cuts made into them is prohibited.
- Students may not wear hats, caps, kerchiefs, bandannas or other headgear.
- Headbands may be no larger than 2 inches. Pajamas are not permitted.
- For safety reasons, students may not wear flip-flops, slippers, or any footwear that may be hazardous in a large group atmosphere. Sandals that are secured with a strap around the ankle are permissible.
- Oversized earrings and/or piercing(s) that present a safety or injury risk are also prohibited.
- Any other clothing items and/or accessories that may be deemed as distracting to the educational process are prohibited.

We understand that current fashion trends and personal preferences may not be totally aligned with our dress code. However, we feel that these guidelines do allow for sufficient choice and are fair and appropriate for middle school children. We appreciate your support and cooperation toward establishing a formal yet comfortable learning environment for all of our students.

Lateness to Class:

A student is late to class if he/she is not in the room by the time the "late bell" sounds. Lateness is recorded by the subject teacher. There is ample time between periods to go from one class to another without being late. Walking at a slow pace or stopping to "visit" with friends in

the hall will result in inexcusable lateness. If a teacher detains a student, a pass will be given to explain the lateness.

Leaving the Room:

Any student requesting to leave the room to go to the lavatory must have the permission of the teacher. A lavatory pass will be given and a record will be entered in the "Out of the Room Book." *No student is to walk through the halls during class periods without a pass issued by a teacher.* In an effort to reduce lost instructional time, it is suggested that students use the lavatory during their lunch period, if possible.

Emergency/Biographical Contact:

Parents are required to supply emergency/biographical contact information when their child enters Prall. This information is kept on file in the General Office and provides the school with the address and telephone number of the parents at home and work as well as a neighbor or relative so that they can be notified in the event of an emergency. If any of this information changes, please notify the school immediately.

If a parent must reach a student while he/she is in school, call the school and leave a message. The message will be relayed to the student. **No student will be called to the telephone during school hours.**

Attendance

Students who are absent or late cannot derive the full benefits of the school's academic and social curriculum. It is important for parents to understand our school policy on attendance and our incentives to encourage positive attendance habits.

Daily Procedures:

Any student who arrives after 7:45 A.M. will be marked late. Attendance is recorded in the morning. A telephone call will be made to the home on the first day of absence. It is the policy of I.S. 27 to have a parent notify the school when their child is absent. Call the school after 8:00 A.M. (718-981-8800 x1111). Give your name, child's name and class and a brief explanation. This system is for your child's protection.

A student returning to school after an absence must present a note from his parents or doctor explaining the reason for the absence. An absence note is not necessary if the parent made an initial telephone call. *Students not in attendance during the school day are not permitted to participate in after school activities that same day/evening.*

Lateness:

Lateness to school can almost always be avoided by allowing enough time to get to school. If a student reports to school after the late bell, he/she will receive a late pass, which must be given to that period subject class teacher.

If the lateness is unavoidable, parents should give the child an explanatory note.

Excessive lateness to school, with or without an explanatory note, will impact negatively on a student's citizenship grade and, as a result, will render the student ineligible for Honor Roll/ARISTA status. Lateness to school five or more times in any one marking period is considered excessive.

Early Excuse:

A student should avoid requesting permission to leave school before the end of the school day. Medical, dental, and other appointments should be arranged after school hours.

The parent is to come to the General Office where the student is to be dismissed. *No student will be dismissed before the end of the day unless escorted by his parents or an adult appointed by his parents. All adults must present photo identification. No student pick-up between 1:30 and dismissal.*

Absences for Religious Observances:

The Department of Education, as authorized in State law, publishes a list of dates on which students may be released from school for religious observances. It is noted and emphasized that absence for religious observance is not authorized during any other school day in the year. Students who attend their house of worship on holy days should arrive at school no later than 10:00 A.M.

Attendance in the Subject Class:

Each day, the Attendance Office distributes an attendance sheet to each of the teachers listing all the absentees for the day. If a student is absent from a class and his name does not appear on the daily attendance sheet, a "cut slip" is sent immediately to the grade supervisor. The D.O.E.'s missing student protocol will then be enacted.

Discipline and Safety

We take pride in assuring students and parents that all children will enjoy a safe school experience, from portal to portal. Accordingly, plans are carefully put into place that not only provide the needed teacher and administrative supervision but also hold each student accountable for responsible behavior.

School Safety:

To insure the safety of all personnel, evacuation, shelter-in, soft lockdown, hard lockdown, silent passing and bus safety drills are routinely conducted. These exercises are designed to assure that in the event of an emergency, prudent safety measures will be employed in a knowledgeable, panic free manner. Moreover, disaster and evacuation plans have been devised which insure that more serious emergencies will be dealt with as prudently as possible.

School Safety Agents are on patrol at the main entrance and at strategic points throughout the building. **All visitors must be at least 18 years old with photo identification and must sign in at the front desk.** Visitors will then be directed to the Main Office and only persons with proper authorization thereafter will be allowed to conduct any business. **Parents coming to sign a child out of school will be asked to, again, produce photo identification at the Main Office.** This procedure is necessary to ensure that students are leaving the building with authorized personnel.

Safety Awareness for Students:

It is important that children be aware of how to respond to potentially threatening situations involving strangers. There are a number of basic safety rules that children can follow that will increase their awareness, for example:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should not take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the Parent Coordinator's Office as well as the General Office. You also can find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at <http://www.criminaljustice.state.ny.us> or by calling 1-800-262-3257, or through the subdirectory of level three (high risk) registered sex offenders maintained at the NYPD, One Police Plaza, Room 110 C, New York, New York. The website can also be accessed through the Department of Education's website, www.nycenet.edu, through the Office of School Intervention and Development home page. Finally, if our school is located in the same zip code where the sex offender resides, we will provide copies of the notification to all parents of children in our school.

These procedures are part of our continuing effort to provide a safe environment for all children in this school. Thank you for your attention to this matter. Working together we can ensure that our children will be safe.

PROCEDURES FOR SHELTER-IN AND SOFT AND HARD LOCK DOWN

Shelter-In - "**Attention. This is a shelter-in. Secure the exit doors.**" (Repeated twice over the PA system)

Students are trained to:

- Remain inside of the building
- Conduct business as usual
- Respond to specific staff directions

Teachers are trained to:

- Increase situational awareness

- Conduct business as usual
- The Shelter-In directive will remain in effect until hearing the “**All Clear**” message “**The Shelter-In has been lifted**” followed by specific directions.

BRT members, floor wardens, and Shelter –In staff will secure all exits and report to specific post assignments.

Lockdown (Soft/Hard) – *Soft lockdown* implies that there is no identified imminent danger to the sweep teams. Administrative teams, Building Response Teams, and School Safety Agents will mobilize at the designed command post for further direction. *Hard lockdown* implies that imminent danger is known and NO ONE will engage in any building sweep activity. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of First Responders “**Attention: we are now in soft/hard lockdown. Take proper action**” (Repeated twice over the PA system).

Students are trained to:

- Move out of sight and maintain silence

Teachers are trained to:

- Check the hallway outside of their classrooms for students, lock classroom doors, and turn the lights off
- Move away from sight and maintain silence
- Wait for First Responders to open door or the “**All Clear**” message, “**The Lockdown has been lifted**” followed by specific directions.
- Take attendance and account for missing students by contacting main office

Random Scanning:

We are committed to provide a safe, secure learning environment for all students in our school. The New York City Police Department has assisted us in achieving this goal and in implementing a coordinated approach to school safety. As part of the safety initiative for New York City Schools, the Mayor’s office has announced that on some days students will be asked to go through metal scanning machines like the kind used to screen airline passengers for the purpose of detecting weapons. These scanning devices, deployed by the New York City Police Department, will identify not only weapons but other objects that are never permitted in our building and will help us to keep everyone safe in our school.

As you know, there are items that students are prohibited from bringing to school. These items are listed in the Citywide Standards of Discipline and in Chancellor’s Regulation A-412. These include blades, knives, other sharp metal instruments. Students who bring these items to school are subject to disciplinary measures. Procedures for use of scanning devices in our schools are contained in Chancellor’s Regulation A-432 on Search and Seizure. Both Regulations are available on the Department of Education’s Website <http://www.nycenet.edu/Administration/ChancellorsRegulations/default.htm>.

The scanning machines will not be at our school every day, but students must be prepared every day to successfully pass through scanners. Students must have their program card ready and visible before entering the building. Student backpacks, as well as all metal objects (keys, belts, coins, jewelry, etc.), will go through the scanner. So if students place all metal objects in their

backpack before reaching the scanner this will help the line to move quickly. Students who are not properly prepared for scanning may be required to go through a second, hand-held scan that will delay their arrival to their first class.

Citywide Emergency Conditions or Major Storm Procedures:

This will explain the procedures we follow in the case of a day with citywide emergency conditions or a major storm day. The Chancellor will make an announcement to all public schools in the city on whether to close schools or delay their opening. This announcement is made in consultation with other City officials. All authorized delayed openings will result in the regular starting time being two hours later. By 6:00 a.m., the decision is announced on the 311 Information Line, on the Department of Education website Home Page (which can be accessed at <http://schools.nyc.gov/>)

The school telephone number to call is: **718-981-8800**

The regular school hours are: **7:40a.m. to 2:00p.m.**

If there is an authorized delayed school opening the school hours will be **9:40 a.m. to 2:00p.m.**

The Parent Coordinator for this school is Ms. CATHY MAYO **718-981-8800 x1340.**

When there is an authorized citywide school closing or delayed school opening, the following will be cancelled unless the Chancellor makes an announcement to the contrary: All field trips, tutoring or test preparation at the start or at the end of the regular school day, all after-school programs (including Community-Based Organization afterschool programs on public school sites), and all after-school program transportation (including transportation to after-school programs at Community-Based Organization sites). When there is an authorized citywide delayed school opening, school buses will run, but their arrival times will be delayed by two hours.

If citywide emergency conditions or a storm worsen, the Chancellor may have to announce an early dismissal. The Chancellor will notify bus services of the earlier dismissal schedule. You should advise your child to tell the teacher if no one is at home at the time of an authorized early dismissal. You should have plans in place with a relative, friend or neighbor in case your child is released early and you will not be at home to care for him or her. Your child should know of your plans. Please note that you must have listed that relative, friend or neighbor on the school's "**BIOGRAPHICAL CARD**" (old Blue Emergency Card) because schools are not authorized to release pupils to persons not listed on that card. You may also identify on the card a person or persons who should not have access to your child, as well as indicate the actions you would like the school to take if none of your listed contacts can be reached. The school will follow your recommendations as much as possible. **It is important that you make certain that the information is up-to-date.** If your child takes a school bus, school staff will remain in school with the bused children until buses arrive for dismissal or until your child is picked up.

If you have a child with a disability, you should use your discretion in deciding whether to send him or her to school when there is a delayed opening. If your child has medical or other health issues regarding nursing or other services during the school day, including services requiring a

nurse or paraprofessional to ride on the bus, you should consider not sending your child to school. Please be reminded that your child will not be picked up if a nurse or paraprofessional who is required to ride with him or her is not aboard the school bus.

Again, contact the 311 Information Line, access our website Home Page at <http://schools.nyc.gov/calendar>, and listen to the radio or television stations listed above for information.

Internet Usage:

The Department of Education encourages, where appropriate, the use of computer technology, including the internet, for educational purposes. Internet access will be limited to web sites that have been deemed appropriate.

Parents and students must understand that the Internet must be used in a safe and responsible manner. For that reason, we ask that parents review Prall's Internet Contract (below) with their children and explain that they must adhere to the stated rules while using the school's computers. It is also a good policy to implement in your home. Please feel free to contact the appropriate grade supervisor with any questions you may have:

Prall's Internet Contract/Student Rules and Responsibilities for On-line Safety:

1. I will always ask my teacher for permission before I give out personal information such as my address/telephone number, my parents' work address/telephone number, the name and location of my school or any other personal information.
2. I will only send messages that are free of racist, sexist, inflammatory, hateful, obscene, advertising or commercial content. I will not send messages for partisan political/lobbying purposes.
3. I will tell my teacher immediately if I come across any information that is racist, sexist, inflammatory, hateful, obscene, or anything else that makes me uncomfortable.
4. I will always check with my teacher and/or parents before I ever agree to get together with someone I "meet" online.
5. I will always check with my teacher and/or parents before sending another person my picture or anything else.
6. I will always ask for permission before I send or receive another person's messages.
7. I will always seek permission to use copyrighted material.
8. I will talk with my teacher so that we can set up rules for going on-line. We will decide upon the length of time I can be on-line and appropriate area for me to visit. I will not access other areas without permission.
9. I will be polite and use proper language while on-line.
10. I will always use the Internet responsibly so that others may benefit from it without disruption.
11. I will always respect and take care of software, equipment and data.

School Building Safety and Security:

As part of our ongoing efforts to ensure that Prall Intermediate School maintains a safe and secure learning environment for students and staff, we are pleased to inform you

of our video surveillance system.

Video surveillance will help school safety personnel and our administration anticipate potential problems; respond more quickly to school security issues; identify individuals who threaten to disrupt school tone and discipline; and serve as a general deterrent to those who might otherwise be inclined to violate school rules and regulations.

Let us assure you that video surveillance is a recognized and accepted method to deter crime nationwide and our system will safeguard students' privacy, while improving their safety in and around our school building.

Cameras will not be located in areas where there is a reasonable expectation of privacy, such as rest rooms and locker rooms, nor in areas where active instruction is conducted, such as classrooms. In addition, cameras will not be installed in administrative or guidance offices.

Morning Drop-off/Afternoon Pick-up:

I wish to enlist your cooperation with our morning and afternoon student drop-off/pickup procedures. As Clove Lake Place is a very busy and congested street during the morning and afternoon rush, it is imperative that we all cooperate in order to keep our children safe.

Therefore, if you drive your child to school in the morning and/or pick-up in the afternoon, **I implore you to strictly adhere to the following:**

1. The morning drop-off procedure for students is as follows: **All students must enter the school through the main entrance on Clove Lakes Place.**
2. Pull all the way over to the curb before allowing your child(ren) to disembark in the morning. **Please do not "double park"** when dropping off or picking up children.
3. Make sure that your child(ren) have their belongings ready in order to exit the car as quickly as possible each morning. This will help to keep the line moving.
4. If there is a line of cars waiting to drop off students, **please do not "cut" the line** by driving around them. Your cooperation will decrease congestion and make pulling away from the curb easier for those who are following protocol.
5. After your child has disembarked, please wait for the car in front of you to pull out of line before proceeding. **PLEASE DO NOT LET YOUR CHILD OUT IN THE MIDDLE OF THE STREET!!!!**
6. **Please DO NOT** drive past the school bus stop signs.
7. If you are picking-up your child at dismissal please make arrangements to meet them on the corner away from Clove Lake Place. Clove Lake Place is closed to thru traffic from 1:50 – 2:05 each day. If you are picking up your child from dismissal, please make arrangements to meet them away from Clove Lake Place. This is necessary to accommodate over 15 yellow busses, 3 NYC Transit busses, and above all, the safety of our students. **Please do not "cross" your child at any area other than the corner. Doing so puts your child's safety at risk.**
8. Our doors are open at 7:20 a.m. and the drop off area becomes most congested between 7:25 a.m. and 7:40 a.m. If at all possible, plan to leave home early enough to arrive before 7:25 a.m. Remember, school starts at 7:40 a.m. and students are penalized for excessive lateness.
9. Please take kindly to the suggestions of school personnel in the morning. They are made with the safety of our children in mind.
10. Please do not block driveways of our neighbors when visiting the school. Your cooperation in respecting our neighbors is greatly appreciated.

By adhering to the above procedures you are helping to ensure the safety of all of our children. Should you have questions or concerns regarding this notice, please feel free to contact me in writing or by telephone.

Please, also, see note on school bus safety in the Transportation Section.

Cell Phones/Electronic Devices: Cellular phones, I-pods, Gameboys, portable Playstation and other electronic devices are not permitted in the building. These items are expensive and should be left at home. The school is not responsible for their loss or theft. These items are subject to confiscations and will be returned only to parents. Parents who need to contact their children during the school day in emergency situations can do so by calling the Main Office.

The entire school community is dedicated to working together to provide a safe and secure learning environment for all of our students. In the event of an emergency, you can obtain information about your child's school in the following ways:

- Call 311
- Check the Department of Education's website at www.nyc.gov/schools
- Receive calls from the school
- Read letters sent home with the students



New York City Department of Education
ANNING S. PRALL INTERMEDIATE SCHOOL 27
The Magnet School for Applied Learning with Technology Integration
11 Clove Lake Place
Staten Island, New York 10310
Telephone: 718-981-8800 Fax: 718-815-4677
www.IS27.org
Matthew Barone, Principal

Student Behavioral Contract

(Grades 6 – 12)

I know that I have a right to:

- be in a safe and supportive learning environment, free from discrimination, harassment and bigotry;
- know what is appropriate behavior and what behaviors may result in disciplinary actions;
- be counseled by members of the professional staff in matters related to my behavior as it affects my education and welfare within the school;
- due process of law in instances of disciplinary action for alleged violations of school regulations for which I may be suspended or removed from class.

I agree to:

- come to school on time;
- appear for each of my classes at the start time, ready to begin work;
- be prepared with appropriate materials and assignments for all classes;
- show respect to all members of the learning community;
- resolve conflicts peacefully, and avoid fighting inside or outside of the school or at program sites;
- behave respectfully, without arguing, and cooperate when a staff member gives direction or makes a request. I understand that I will be given an opportunity to voice my concerns at an appropriate time if I do not agree with the request;
- take responsibility for my personal belongings and respect other people's property;
- dress appropriately and follow the student dress code outlined in the school handbook.
- refrain from wearing clothes which have any signs of gang affiliation (e.g. scarves, bandanas) and refrain from using gang signs, calls, chants, movements, handshakes;
- refrain from bringing weapons, illegal drugs, controlled substances and alcohol to school;
- refrain from bringing personal possessions that are disruptive (e.g., cell phone) in school;
- share information with school officials that might affect the health, safety or welfare of the school community;

- keep my parents/guardians informed about school-related matters and make sure I give them any information sent home;
 - follow all rules in the Discipline Code and school handbook;
 - behave responsibly as described in the Bill of Student Rights and Responsibilities.
- * The signature page at the beginning of this handbook acknowledges receipt, and it must be returned to the homeroom teacher by the date requested.

Student Rights/Chancellor’s Regulation A-831:

It is the policy of the New York City Department of Education to maintain a safe and supportive learning and educational environment that is free from sexual harassment committed by students against other students. Sexual harassment is unacceptable conduct and will not be tolerated. It is a violation of this policy for a student to harass another student through conduct or communication of a sexual nature.

If you feel that you have been the victim of such behavior by another student, please let your teacher, counselor, or someone else on the school staff know. The staff member at I.S. 27 to handle these matters is as follows:

- Principal Mr. Matthew Barone
- Parent Coordinator Ms. Cathy Mayo
- CSI Academy Mrs. Andrea O’Donnell (Assistant Principal)
- St. John’s Academy Mr. Joseph Pecoraro (Assistant Principal)
- Wagner Academy Mr. Dennis Bellantoni (Assistant Principal)
- Mr. John Gavrity (Behavior Counselor/Dean)
- Mr. Marc Jean-Baptiste (Behavior Counselor/Dean)
- Mr. Adam Sherman (Behavior Counselor/Dean)
- Mrs. Laura Hayes (Guidance Counselor)
- Mr. Bryan Kilgallen (Guidance Counselor)

You may also make a written report. Copies of the complaint form are available in the principal’s office. Your complaint will be investigated and the school will take appropriate action to eliminate the discrimination and/or harassment. Retaliation against a student for filing a complaint or participating in an investigation of a complaint is prohibited. Any student who engages in retaliatory behavior (e.g. threats, intimidation) will be subject to immediate disciplinary action.

A complete copy of the Chancellor’s Regulation A-831 is available in the principal’s office.

Code of Behavior:

It is expected that students will behave in a respectful and polite manner towards others. They are expected to help create and maintain an atmosphere where learning can take place. In the event that students disrupt the atmosphere, appropriate discipline and guidance will take place. The Department of Education publishes a discipline code each school year and the specifics are reviewed with students during designated class times and at an assembly. A copy of this code was sent home to parents for them to review with their child. The signature page sent home with your child acknowledges receipt, and it must be returned to the homeroom teacher by the date requested.

In addition to the citywide code of conduct, procedures specific to Prall are communicated in this document, ad-hoc letters and oral communication with students.

Extra-curricular Activities/Trips/Dances/Social Activities, etc.

We sponsor several trips, special theme days, dances, social gatherings and other incentives to make the “middle school experience” a positive one and reward students for their hard work and cooperation. **A prerequisite for any and all of these activities is satisfactory school citizenship/behavior.** While it is our hope that all students earn participation in our extra-curricular/co-curricular activities, student participation is a reward that is earned and is, therefore, at the discretion of the school. Students not in attendance during the school day are not permitted to participate in after school activities that same day/evening.

Special Services For Students

In addition to the subject teachers, grade supervisors and the principal, students and their parents may look to one or more of the following:

The Guidance Department:

The Guidance Counselors will be able to aid students to solve or rethink their problems, to help them with high school applications and in selecting proper courses in high school, to suggest ways of improving class work, to discuss ways students might get along with others, to help adjust to intermediate school, to talk with parents when they seek help and refer them to outside agencies which may be of assistance. Working papers are available for students 14 and over. They can see their guidance counselor during lunch for the forms.

The Dean or Behavior Counselor:

The Dean focuses his attention on the maintenance of proper school decorum and school safety. In addition, he works closely with students who exhibit a need for intervention to effect a positive change.

S.A.P.I.S. (Substance Abuse and Prevention Intervention Specialist):

Our S.A.P.I.S. is available for all students at Prall. This person focuses on individual students having difficulties with not only substance abuse, but also with school and home adjustment and peer relations. In addition, this professional is the school resource person who provides teachers and students with up to date accurate information.

The School Assessment Team (S.A.T.):

The School Assessment Team (S.A.T.) is available to interview and test those students who are having limited degrees of success in school. In addition, conferences with the student’s parents and teachers are held. After assessing the information gathered, recommendations for placement in the best learning environment for the student are then made. A request by parents or recommendation by a teacher and/or supervisor and parents will activate the team. In addition, the services of the school psychologist and/or social worker may be made available upon recommendation of an administrator with parental approval.

Special Education:

Classes in special education are held in Prall for those students who need a learning environment which offers additional support. Special Education services vary according to the individualized needs of the learner.

Accelerated Classes:

Students who excel in class, score well above standards on NYS standardized exams and are recommended for placement by their teachers may be placed in a scholars / honors class. Students in these classes are expected to produce high quality work and engage in advanced problem solving, debate and discussion. It is expected that students are motivated and willing to devote the time necessary to achieve a high level of success. Scholars placement is evaluated each marking period and a comprehensive assessment is done at the conclusion of the academic year. In order to maintain placement in this program students must:

1. Earn a **minimum** grade of 90% in each of the four core (communication arts, mathematics, science, social studies) academic subjects.
2. Participate and score a high level three or a level four on math and reading standardized exams.
3. Receive a recommendation from all of the four core academic subject teachers.

Students who fail to meet these criteria may be removed at any time during the school year.

Section 504 Services:

Your child may be entitled to direct health services and/or accommodations in school under Section 504 of the Rehabilitation Act of 1973 in school. Health services and/or accommodations will provide assistance to students with special health needs who might have difficulty attending school or participating in regular school activities without support services or reasonable accommodations. For example, students with a medical condition may require the administration of medication or students with vision or hearing impairments might be seated near the blackboard and students with vision impairments might be provided with enlarged photocopies of hand-outs if their schools' photocopiers have an enlarging capability.

Temporary Illness:

Students who become ill while in school are sent by their teachers to the Medical Office. Here, students will be screened and, if appropriate, parents will be called and asked to come to school to pick up their children. Children will not be released from school unless in the company of an authorized adult. **Adults must be listed on the biographical card on file in the General Office and all adults must at least 18 years old and show photo identification. Although sometimes inconvenient, this is done to protect the safety of our students.**

Accidents:

All students who experience an accident, no matter how insignificant, are sent to the General Office or Medical Room. When necessary, parents are contacted and a

determination is made regarding additional medical care. Records are maintained at the school level for all accidents.

Health Related Absenteeism:

Should it be necessary for a student to be absent from school for a period longer than 3 school days, provisions should be made with the grade supervisor for make-up instructional work. In the event that the absence is protracted and medical documentation is provided, a request for ‘home instruction’ can be made.

Food Services:

Food preparation and kitchen facilities at Prall are among the finest of any public school in the city of New York. Our staff is prepared to serve hot and cold breakfast and lunch, including milk to all students. Breakfast is free to all students All students are required to eat their lunch in the school cafeteria. No student is allowed to leave the school building during the lunch period. Students may bring a bag lunch (no-glass jars or bottles, please).

Students who forget their bag lunch at home or on the school bus will be permitted to get a school lunch and pay, if applicable, the following day.

Information regarding students with allergies and/or dietary restrictions should be forwarded to the grade supervisor and our medical room staff as soon as possible.

Cafeteria Procedures:

In order to provide a clean and comfortable lunchtime environment it is necessary to seat, serve and supervise over 400 middle school students three times each day. Add to that the fact that each of these periods is only 45 minutes long and the non-negotiable requirement to provide safety above all else, it becomes obvious that orderly established routines are necessary. During the first few days of school students are oriented as to traffic patterns, assigned seating, responding to commands for attention, cafeteria clean up, arrival and dismissal procedures and other general routines of the cafeteria. Therefore it is essential that students cooperate with the all procedures including maintaining a neat and clean area, following established routines, and courteously complying with the requests of school staff. Parental support to this end is greatly appreciated.

Transportation:

Transportation to and from Prall Intermediate School falls under the regulations established by the Department of Education and implemented by the Office of Pupil Transportation (OPT).

Briefly stated, these regulations provide transportation **for 6th grade students who live more than one mile from school and for 7th and 8th grade students who live more than 1.5 miles from school.**

Bus stops:

If your child is determined to be eligible, he will be assigned to one of our designated school bus stops. No other pick-up or drop off points will be permitted by the Office of Pupil Transportation.

Students may not ride any bus other than their assigned bus. It is the responsibility of

the parent to contact the school, as far in advance as possible, in the event of a transportation emergency. **Notes requesting that a child ride another bus on a particular day cannot be honored.**

Note:

School bus safety and, ultimately, the safety of your child are taken very seriously.

Therefore, parents are advised that transportation privileges may be removed from a student whose behavior on bus stops or buses is unsatisfactory and/or creates unsafe conditions. If such a determination is made, parents will be notified and transportation will then become the responsibility of the parent(s). In order to avoid such an inconvenience, please review the following with your child:

1. While waiting to board a school bus, students should behave as dignified citizens of our school community. Stand back from the school bus (on the sidewalk) and wait for the bus to come to a complete stop before lining up to board the bus.

Show respect for all people and property including other students, the bus driver and residents/private property in the area of the bus stop.

2. Remain seated on the bus at all times. **Students may never stand while the bus is in motion** and may not sit on seat backs.

3. Students must have their program card at all times and must present it to the school bus driver or other school official upon request.

4. **The bus driver is in full charge of the bus.** Any situation that needs attention should be reported to him/her at once.

5. Windows may not be opened unless authorized by the bus driver. If authorized, windows may only be opened from the top and absolutely nothing may protrude through the window. No objects may be thrown or dropped from the bus. Students are not permitted to eat/drink while on the school bus.

6. When seated on the bus, students should not have their feet extending out into aisles. Students should refrain from yelling and other loud noises. Profane language, smoking and “rough housing” are strictly forbidden and will not be tolerated.

7. Touching equipment, defacing or destroying any materials on the bus or refusing to follow the directions of the driver will result in a loss of the privilege of riding the school bus.

Questions/Concerns

In an atmosphere of respect, creativity and openness to each other’s needs and ideas, we welcome your questions or suggestions as to how we can best address your concerns in the future. Please feel free to contact us regarding items you feel should be included in future additions of this handbook.

Sincerely,

The Prall School Community

www.IS27.org