

# **2020-2021 Parent Handbook**



**Anning S. Prall**

**Intermediate School 27**

The Magnet School for Applied  
Learning with Technology Integration

**Home of the Mustangs**

11 Clove Lake Place

Staten Island, NY 10310  
718-981-8800

[www.is27.org](http://www.is27.org)

Principal: Matthew Barone

Matthew Genovese, Assistant Principal

Andrea O'Donnell, Assistant Principal

Joseph Pecoraro, Assistant Principal

Marissa Smith, Assistant Principal

**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 or email them for assistance.

Principal Mr. Matthew Barone	Mbarone3@schools.nyc.gov
Parent Coordinator Ms. Cathy Mayo	Cmayo2@schools.nyc.gov
CSI Academy Mrs. Andrea O'Donnell (Assistant Principal)	aodonnell5@schools.nyc.gov
St. John's Academy Mr. Joseph Pecoraro (Assistant Principal)	jpecora2@schools.nyc.gov
Wagner Academy Mr. Matthew Genovese (Assistant Principal)	mgenovese3@schools.nyc.gov
Assistant Principal Special Education, Marissa Smith	Msmith105@schools.nyc.gov
Mr. John Gavrity (Behavior Counselor/Dean)	jpgavrit@schools.nyc.gov
Mr. Adam Schwartz (Behavior Counselor/Dean)	aschwar10@schools.nyc.gov
Mr. Adam Sherman (Behavior Counselor/Dean)	asherman@schools.nyc.gov
Mrs. Laura Hayes (Guidance Counselor)	lhayes5@schools.nyc.gov
Ms. Elizabeth Melis (School Psychologist)	emelis2@schools.nyc.gov

**General Information:**

- Check our website, IS27.org for the most up to date school information.
- If you move and/or change your phone number, you must notify our general office staff immediately.
- Keep emergency contact information updated. Parent/guardians may contact the general office to update this information.

**Student ID Cards:**

- Students are required to carry their ID at all times.
- This ID is used for entry into the school building as well as accounting for school lunch program and attendance.

**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.
- They can review their schedule on PupilPath, as needed.

**Program Changes:**

- Programs are issued in September.
- Change of program requests can be made by parents only. Requests must be submitted in writing. Requests are granted based on program availability.

## 2020-2021 School Calendar

The 2020-2021 school calendar will be added upon release.

### **Textbooks**

The Department of Education supplies all students with textbooks. They are a loan with the understanding that the student will take care of them and return them promptly when requested to do so. 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 a student's grade and is the responsibility of the student. Homework is usually 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.

### **School Vision**

**Anning S. Prall (IS 27)** is a comprehensive intermediate school located on Staten Island that is designed for students interested in exploring and preparing for various careers. All students who attend IS 27 will develop the critical and creative thinking skills necessary to succeed in high school and beyond. Students will succeed both academically and socially through the implementation of our integrated curriculum and core values of *Responsibility, Respect, Scholarship and Service*. **“Together we make our school a success”**

### **In accordance with Chancellor's Regulation A-501 and the NYCDOE Promotion Implementation Guide**

IS 27 has defined benchmarks and multiple measures that students must achieve in order to be promoted to the next grade level. Each measure, and its benchmark, represents the content and skills students need to master, or show sufficient progress towards, in order to be ready for and successful in the next grade. These grade-level benchmarks, established in September of each school-year, will be communicated to students and families to ensure a mutual understanding of what students need to accomplish throughout the year, in order to be ready for the next grade level. The Promotion Policy is designed to ensure that all students in a given grade are held to the same promotion benchmarks and enter the next grade with the same level of readiness.

**Promotion Benchmarks and Multiple Measures**

For promotional purposes, students must evidence mastery of content and readiness for the next grade by performance at or above the levels indicated.

- Grade 6/7 students who receive a 65% in ELA and Math for their course marks will be promoted to the next grade.
- Grade 8 students who receive a 65% in ELA, Math, Science and Social Studies for their course marks will be promoted to the next grade.

Those students who do not pass their grade course mark with a 65% will have to meet 2 out of the 4 additional measures below.

Measures	Grade Level	Benchmark	Note
Course Marks	Grades 6/7	65%	ELA/Math
	Grade 8	65%	4 Core Subjects

**ADDITIONAL MEASURES:**

Measures	Grade Level	Benchmark	Note
Periodic Assessments	Grades 6-8 (EOY NY Performance Task)	Scoring Provided by publisher	Towards Math
DRP/Running Records	Grades 6-8	+ 3 levels	Towards ELA
NYSED Assessments	Grades 6-8 NYS ELA Assessment	“MET”	Preliminary Results
	Grades 6-8 NYS Math Assessment		
Project Based Learning/ Culminating Tasks	6-8 ELA	Level 3	Towards ELA
	6-8 Math	65%	Towards Math
NYCDOE Promotion Portfolio	Grades 6-8 ELA/MATH “Blackline Masters”	Scoring Protocol published by NYCDOE	Per Subject Assessed

*Please Note: Promotion in doubt letters are prepared in January for students not meeting the course benchmarks/grades as stated above.*

Students in grade 6—8 who meet less than two measures will be administered the “Blackline Masters” Promotional Portfolio Assessment as one additional measure for promotional consideration.

**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.

### **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 HONOR 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.

#### **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.
5. Students must complete 2 hours of community service

#### **Honors policy:**

The following is the IS 27 Honors Policy:

- Level 4 ELA, Level 4 Math on most recent standardized tests
- 92% 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.

**Students who opt out of state exams  
are ineligible for ARISTA, or 8<sup>th</sup> grade awards.**

### **Reporting for 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 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**

Students will be required to carry their student ID every day. 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.

### **Ad-hoc Conferences**

Parents are encouraged to contact the parent coordinator any time a problem, question or concern arises. (Parent engagement Tuesdays)

### **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. 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. Students being consistently unprepared, 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.
- 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.

#### **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 x1552). 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.

### **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](http://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.