

Intermediate School 230Q  
School for Civics in the Community

**Excellence Expected; No Excuses Accepted!**

**MAIN:**

73-10 34<sup>th</sup> Avenue  
Jackson Heights, New York 11372

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

74-03 34<sup>th</sup> Avenue  
Jackson Heights, New York 11372

<http://tinyurl.com/is230q>

Main Phone: 718-335-7648  
Annex Phone: 718-565-4560  
Fax: 718-335-7513

Ronald Zirin  
Principal

Assistant Principals:  
Barbara Newkirk  
Bibi Rahamatulla  
Donna Vitale

Parent Coordinator  
Enrique Salazar

**STUDENT HANDBOOK**  
2016 - 2017

Name \_\_\_\_\_ Class \_\_\_\_\_

Student ID# \_\_\_\_\_ Lunch # \_\_\_\_\_

September, 2016

Dear Students,

Welcome to a new school year at Intermediate School 230. We begin the 2016-2017 school year together, filled with anticipation and expectation. We hope that the years spent with us will be worthwhile and enjoyable. We are planning many events and activities, trips, dances and celebrations.

Middle School is a time of change. The workload, the social adjustments, and the expectations are great. **You will be expected to attend school regularly and on time, complete all class work and homework assignments, behave appropriately and wear your uniform every day.** As a member of the Intermediate School 230 learning community, it is your responsibility to aspire to and maintain excellence in all areas of the school curricula. We know that working toward these goals can be challenging at times.

This handbook will help you to reach these goals and will make your daily life smoother. Using the student handbook appropriately will also strengthen your organizational, planning, and study skills. You will find the handbook to be a valuable reference guide and a powerful tool that will serve as a practical road map for progressing beyond effectiveness, and leading many of you to excellence.

We are so proud to have you as members of the Intermediate School 230 learning community. We hope that you will use every opportunity to discover your voice, a voice that will eventually create and develop your true-life vision.

Good luck this year at Intermediate School 230. We hope it will be your most successful year ever.

Sincerely,

Ronald Zirin  
Principal

## The Mission of Intermediate School 230 is...

to promote a spirit of lifelong learning in our students, challenging them to be problem solvers, critical thinkers and citizens who contribute to their community and the global society.

### *Our Vision is...*

- ~ to promote intellectual curiosity and creative thinking, challenging students to reach their full potential.
- ~ to empower and equip all members of the school community for success in an atmosphere of support and respect.
- ~ to facilitate open communication between parents, students, and teachers, encouraging a sense of teamwork and cooperation.
- ~ to hold students accountable for their learning and their actions.
- ~to involve parents through training and engagement.

### Grade Academies

Grade 6 Academy: Assistant Principal - Ms. Newkirk

Grade 7 Academy: Assistant Principal - Ms. Vitale

Grade 8 Academy: Assistant Principal - Ms. Rahamatulla

### Directory of Key Staff Members

Can be contacted by calling our school phone number (718) 335-7648

#### Administration:

Mr. Ronald Zirin Principal	Ms. Barbara Newkirk Assistant Principal <b>Grade 6</b>	Ms. Donna Vitale Assistant Principal <b>Grade 7</b>	Ms. Bibi Rahamatulla Assistant Principal <b>Grade 8</b>
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#### Deans:

Mr. D. Espinal Grade 6	Ms. T. Manrique Grade 7	Ms. P. Karangunis Grade 8
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#### Guidance:

Mr. S. Gellard Room N309C <b>Grade 6</b>	Ms. L. Nicosia Room 315 <b>Grade 7</b>	Ms. A. Beato Room 316 <b>Grade 8</b>
Ms. D. Maietta: Substance Abuse Prevention/Intervention Specialist (SAPIS) Room 317		

<b>Nurse:</b> Ms. E. Goldstein Room N209 Grade 6 Ms. L. Singh Room 125 Grades 7-8	<b>School Psychologist:</b> Ms. J. Pifferrer Room 303	<b>Parent Coordinator:</b> Mr. E. Salazar Room C-6
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## Uniform Policy

The purpose of the school dress code is to provide a means of identification and belonging to IS 230, provide for a neat and orderly appearance appropriate for school, and avoid competition in dress. All IS 230 staff/administrators/parents are responsible for monitoring and enforcing dress standard compliance.

May be easily purchased online at <a href="http://www.smoothusa.com/is230q">www.smoothusa.com/is230q</a>	
<p style="text-align: center;">IS 230 LOGO shirts</p> <p style="text-align: center;">Short sleeve - \$13.00 Long sleeve sweatshirt- \$15.00 Gym T-shirt - \$13.00 Gym shorts- \$13.00 Gym Sweatpants - \$16.00</p>	<p style="text-align: center;">Or purchase from the Parent Coordinator Mr. Enrique Salazar</p> <p style="text-align: center;">718-335-7648 Option 6 <a href="mailto:ESalazar2@schools.nyc.gov">ESalazar2@schools.nyc.gov</a></p>

Clothing item	Color	Description
Shirts	Gray	<b>Short or long sleeves with IS 230 logo</b> No bare midriiffs No pinning or tying shirts <b>Must be purchased from uniform supplier.</b>
Pants Skirts	Navy Blue  or Black	<b>Pants or Skirt–Uniform style from any supplier</b> Pants worn at waist, no visible undergarments No denim/fabric jeans, sweats, fleece, spandex, skinny pants or leggings/jeggings. <b>Skirts should be knee length. Must be worn with knee socks or tights (Navy color)</b>  <b>Can be purchased from vendor of your choice</b>
Sweatshirts	Gray	<b>Long sleeves with IS 230 logo otherwise must be solid color Gray with no logos</b> No hoods may be worn in the building Available from any source <b>Can be purchased from vendor of your choice</b>
Shoes		Sneakers or dress All shoes must have heel straps or backs No flip flops, sports sandals, slippers or moccasins
Hats		Absolutely no hats are to be worn in the building
<b><i>Gang affiliated colors, accessories, beads and other attire are strictly prohibited. Coats/jackets may not be worn in the classroom.</i></b>		

# **School Policies and Procedures**

## **Attendance**

It is extremely important that students attend school daily. Absences, regardless of the reason, result in loss of instructional time. Please note that one of the multiple criteria for promotion to the next grade is 90% attendance. It is the student's responsibility to make up all assignments, projects and tests he/she misses during his/her absence. When the student is absent from school, the student's parent or guardian must provide the school with a note explaining the absence.

## **Arrival & Dismissal Procedures**

The buildings open at 7:15 AM. Students are expected in school by 7:55 AM. Breakfast is served in the student cafeterias from 7:15 AM to 7:45 AM. Students should not be congregating outside on the street or sidewalk. For safety, all students should report to their designated line-up location 5 minutes prior to the official start of their school day. The school day ends at 2:20 PM. Students involved in after school activities will be advised of dismissal procedures for their program.

## **Bathroom Policy**

Bathrooms are closed during the change of periods. During class, students must request the permission of their teacher for a bathroom pass. Students must sign out in the classroom log books before receiving a signed bathroom pass from the teacher. Without a pass, students will not be granted access to the bathrooms. Bathroom passes will be issued to one student at a time by his/her subject teacher. During periods 1 and 8, bathroom passes will be given out on an emergency basis only. For security purposes, bathrooms are closely monitored by the Administration, Deans and School Security.

## **Change of Classes**

For safety purposes, students are expected to report directly to their next assigned classroom and not loiter in the hallways and staircases. Running, shouting, pushing, and socializing in the halls and staircases are not permitted. All hallways are monitored and video recorded. Due to our overcrowded conditions, students are to stay to the right in the halls and staircases, and always maintain a flow of traffic. If a teacher detains you at the end of a period, make sure to get a signed late pass for your next class. Students are not permitted to use any bathrooms during the change of periods.

## **Community Service**

As the School for Civics in the Community, we want our students to be well-rounded responsible citizens. We have expectations for all students in the area of service. Students are required to volunteer and perform community service for 5 hours each

marking period. Please record all community service in the log provided in your handbook. Students must submit their completed community service logs each marking period as it will be counted towards the Civics class grade.

## **Fire and Shelter Drills**

Fire drills are held to ensure the safety of everyone in case of a fire. A fire/shelter drill is a silent procedure. There is no talking during the drill. Follow directions from your teacher for dismissal. Fire/shelter drills may take place at any time and students must respond immediately so that the safe evacuation of the building may take place.

## **Food in Classrooms**

Eating and drinking in the classrooms, hallways and staircases are strictly prohibited. Food snacks such as pretzels, candy, potato chips, beverages, etc., will be confiscated by school personnel if seen in the classrooms, hallways or staircases. All food and beverages must be consumed in the cafeteria.

## **Homework**

Homework is an extension of the classroom. Ideally, it is a cooperative partnership between the teacher who develops and assigns the work and the parent who sends their child to school prepared to learn with homework completed. In this way, school and home together can maintain high expectations for both academics and behavior. Homework serves an important purpose in a child's school life. It is a means of reviewing the lessons taught in school. Homework is also a way to help a child to develop work and study habits that will assist him/her throughout the years spent in school. Students will record homework in their daily planner. Parents are requested to check the planner daily for assignments/notes and initial it.

## **Lateness**

Students who arrive to school after their scheduled time are LATE. Students who are late miss instructional time, disrupt the classroom, and may develop poor work habits. If a student is late, he/she must obtain a late pass at the security desk. In the case of excessive lateness (15 or more for the school year), students may be excluded from school activities (such as senior trip and field day).

## **Leaving the Classroom**

All students must have verbal permission and a signed pass from their teacher to leave the room. Students stopped in the halls by teacher, aides, security guards, or any other authorized school personnel will be required to show their pass. If they fail to show a pass, students must give all information requested (their full name, class, etc.) and will be escorted back to the classroom. Students who habitually leave the classroom without authorization will be subject to the appropriate disciplinary action. All teachers

have been requested to carefully screen all requests in order to limit the number of students leaving the room.

## **Leaving School Early**

Students are not permitted to leave school during the day. If absolutely necessary, students will be released only if a parent, or other adult listed on the Emergency Card, comes for the child in person. That parent or authorized adult must report to the Main Office and show a proper photo ID for verification in order to sign out the child. Telephone requests for early dismissal cannot be honored. Doctor or other appointments should be scheduled outside of school hours and on school holidays whenever possible.

## **Lost and Found**

Articles found in and around school are to be turned into the Lost and Found area. Owners may claim their property by identifying it. If not claimed after one week, articles will be donated to a charity foundation.

## **Lunchroom Procedures**

Students must arrive on time to the cafeteria, walk to their assigned tables and should sit with their class upon entering. They should sit quietly to hear any announcements. Students may not line up until their class or table has been called. Students are expected to cooperate with cafeteria rules:

1. Line up orderly for food when you are called (no cutting or pushing).
2. Be respectful of others (no fighting, cursing or arguing with adults or other students).
3. Use good manners (throw out your garbage, no running or throwing food).
4. Food and drink may not be taken out of the cafeteria under any circumstances.

## **Medical Room**

A full-time School Nurse provides health services to all students in the medical rooms, located on the first floor in the main building and on the third floor in the Annex. All students must obtain a pass prior to going to the medical room. Students without passes will be asked to return to class.

## **Physical Education**

Students are required to wear proper gym attire when participating in physical education activities. Shorts or sweatpants, t-shirt or sweatshirt and sneakers with non-marking soles are the required gym uniform. Gym uniforms will be sold at the beginning of the school year by the physical education department. All students are required to participate in gym activities unless they present a valid medical excuse.

## **School Media Center**

In order to visit the School Media Center, students must follow the procedures posted in the Media Center and the cafeteria. Students will then be issued a pass that will allow them to leave the cafeteria during their lunchtime and use the School Media Center. All materials checked out of the library must be cared for properly and returned on time. The School Media Center is a place for QUIET study. Please be courteous so others may enjoy the School Media Center as you do. All lost and damaged books must be paid for.

## **Technology**

I.S. 230 is equipped with Interactive White Boards, desktops, laptops and iPads for student use. This equipment is for school use only. Students are expected to handle equipment with care and follow all established procedures regarding the use of technology in the classroom. Any violations may result in loss of use of equipment.

## **Textbooks**

Textbooks are on loan to each student. Books must be covered and proper care taken to ensure their good quality and safekeeping. All books are the responsibility of the student. Each student will be required to pay for damages and/or lost textbooks. In the event the book is found after it has been paid for, the money will be refunded. Notify your teacher immediately if you misplace your book. Students will continue to be responsible for all coursework.

## **Trip Policy**

Trips are educational and enjoyable. Prior to any field trip, students will be given a permission slip that must be signed by a parent/guardian and returned to the teacher. Students may not go on a trip without a signed permission slip. Permission may not be given on the phone on the morning of the trip. Students exhibiting inappropriate behavior prior to the trip are likely to be excluded from attending.

## **Parent Information**

### **Buildings**

I.S. 230 is made up of two buildings – the Annex building and the Main building. The Annex building houses the 6<sup>th</sup> grade students, while the Main building is home to 7<sup>th</sup> and 8<sup>th</sup> grade students. We also have a newly constructed school yard between the two buildings available for school use during the day. It is often necessary during the school year for students to travel across the street between the two buildings and playground during the school year for various activities such as assemblies, playground access, physical education activities and other reasons as needed throughout the year. Please be advised that the students will always be accompanied by an I.S. 230 staff member when crossing 34<sup>th</sup> avenue and/or 74<sup>th</sup> street to access any of our I.S. 230 facilities.

## **Communication With the School**

Mr. Zirin, our principal, is always happy to see parents. However, since he is a very busy person, we ask that your families please phone for an appointment (718) 335-7648. Assistant Principals, Deans, and Guidance Counselors may also be reached at the same phone number to schedule an appointment. Meetings with teachers should be requested in writing before visiting the school. The teachers can then arrange an appointment that will be convenient to both parties. Teachers are also available, by appointment, to communicate in person or by phone, on Tuesdays from 2:20 – 3:30 PM.

## **Emergency Home Contact Cards**

These are distributed during the first week of school and must be properly completed and returned to the school immediately. Parents/Guardians must fill out all the information requested and sign at the bottom. Accurate telephone numbers are vitally important in event of an emergency. Please be advised that students will only be released from school to those adults listed on the emergency home contact card and who show a proper photo ID for verification.

## **Emergency School Closings**

Established procedures for school closings and delayed openings are: Parents can listen to information broadcast by news radio stations such as WINS (1010 AM), WCBS (880 AM), NY1 (Channel 1 on cable TV), check the NYCDOE website (schools.nyc.gov) or call 311 for information. In general, you are listening for information regarding the New York Department of Education. The Chancellor's decision to close or delay the opening of schools during inclement weather will be communicated to radio and television stations before 6:00 AM. Regular dismissal times will be observed.

## **Medication**

Any students required to take medication during school hours must have a written note from the family physician and parent on file with the school nurse. Medication will be taken in the Medical Office under the supervision of the school nurse. Students with medical problems must have their parents inform the school nurse.

## **Parent/Teacher Conferences**

Parent/Teacher Conferences are held several times a year. It is very important for you to speak to your child's teacher so you will be aware of his/her progress. Report cards will be distributed three times during the school year – in December, March, and June. Should you have any questions and/or concerns prior to these conferences, send a note with your child to arrange an appointment with the teacher.

## **Discipline Policies and Procedures**

The NYCDOE Discipline Code and Bill of Student Rights and Responsibilities, K-12 can be found at: <http://schools.nyc.gov/RulesPolicies/DisciplineCode/default.htm>

### **Behavior**

Students are required to accept responsibility for conducting themselves in a manner which promotes the learning process, both academically and socially. Part of being responsible means accepting directives from all school personnel and following rules, which are designated to keep our school a safe and healthy environment for everyone. It is expected that students will be respectful and courteous among themselves, as well as with the adults in the building.

**Fighting, including “play fighting,”** will not be tolerated at any time in school, on school property, on school buses, or on the way to and from school. Students must pursue other solutions to resolve disagreements. Fighting is a very serious violation of school policy.

### **Chancellor’s Regulations: Bias-Based and /or Sexual Harassment**

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 harassment, intimidation and/or bullying committed by students against other students on account of race, color, creed, ethnicity, national origin, citizenship/immigration status, religion, gender, gender identity, gender expression, sexual orientation or disability. Such bias-based harassment and/or bullying may take many forms and can be physical, verbal or written and include electronically transmitted acts, e.g. via Internet and cell phone.

Such behavior includes, but is not limited to:

- Physical violence
- Stalking
- Threats, taunts, teasing
- Aggressive or menacing gestures
- Exclusion from peer groups designed to humiliate or isolate
- Using derogatory language
- Making derogatory jokes, calling names, or slurs
- Written or graphic material, including graffiti, containing comments or stereotypes that are electronically circulated or are written or printed

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. Sexually harassing behavior may take many forms, including but not limited to:

- Engaging in physical conduct of a sexual nature such as patting, pinching, grabbing, brushing up against another person in a sexual way
- Making sexual comments, remarks, insults, and or/jokes

- Displaying or distributing sexually oriented or suggestive objects, pictures, drawings
- Making obscene gestures
- Pressuring for sexual activity
- Spreading rumors of a sexual nature
- Engaging in sexually violent or coercive behavior

## **Cutting Class**

Cutting class (not reporting to an assigned class) is an extremely serious matter and shall be treated by the Deans and school administration as a serious offense. Chronic lateness will be considered cutting. These infractions are subject to the appropriate disciplinary action.

## **Dean's Offices**

Each Dean is assigned to a specific grade. Please remember that each Dean is in the cafeteria several periods every day. Students must receive a pass from their classroom teacher to visit the Dean's office. In an emergency, we expect you to come to us immediately.

## **Electronic Devices**

Students are permitted to have in their possession: cell phones, laptops, iPads and other similar computing devices. The decision to possess such devices is best left to each family to determine. **Please be aware that school staff will not be able to investigate the loss, theft or damage of such devices, therefore parents/guardians are requested to utilize good judgment making this decision.** Cell phones and other electronic devices **must be turned off and put away unless used for educational purposes with the approval of the teacher during a specific lesson.**

## **Graffiti (Care of Building)**

Since we, as the members of the I.S. 230 family, spend much of our time in our beautiful school, it is important that all of us share the responsibility for the care and maintenance of our building. Therefore, vandalism, including graffiti, is strictly forbidden. Any use of items such as markers, paint, white-out, etc. in order to damage school property will be dealt with accordingly. This includes, but is not limited to, community service to clean the mess and a Principal's suspension. In some instances, the police may be contacted and it may result in an arrest. Permanent magic markers (Sharpies) and white-out are PROHIBITED in our school. Markers and white-out will be confiscated and returned to a parent only.

## **Gum Chewing**

Gum chewing is NOT permitted in I.S. 230. Not only is gum chewing a serious distraction, but the careless disposal of gum at drinking fountains on furniture and floors presents sanitation and cleaning problems resulting in costly repairs.

## Smoking, Alcohol and Other Drugs

The use and/or possession of tobacco and E-Cigs is prohibited in the school building (which includes the bathrooms), on the school grounds, and on the school block. There is no smoking on the school buses (both public and private.) Students found with tobacco products or E-Cigs in their book bags will have them removed. Students found in possession of tobacco products or E-Cigs will have their parents contacted by school authorities. **Controlled substances and alcohol** of any type are not permitted on the school premises or on any student. Any student possessing alcohol and/or drugs on their person or in their book bag will have their parent immediately summoned to I.S. 230 and face a suspension hearing.

## Snowballs

Students are not allowed to play with snow in the area of I.S. 230. The throwing of snowballs is strictly prohibited. Violation of this policy will be dealt with accordingly.

## Suspensions

Students are suspended for serious infractions of the IS 230 Discipline Code and the NYC Department of Education Discipline Code. The determination to suspend a student from the school, the length and type of suspension, and whether the suspension hearing should proceed to the Superintendent's Office are determined at the pre-suspension hearing attended by the student, parent, and appropriate school personnel.

## Suspension Alternative Education Program

This program is designed to provide an alternative educational location in which students serve Principal's Suspensions. Students are provided with their regular class and homework assignments by their subject teachers. Tutoring is available when necessary. Lunch is provided in this location.

## Use of Elevators

Students will only be allowed to use the elevators after the school has contacted the family physician of the student, and it determined that the student is in need of an elevator pass. Elevator passes will be reviewed weekly and updated accordingly. Students who do not have a school issued pass and are found to be riding on the elevators will be dealt with accordingly.

## Weapons

Dangerous items should never be brought into the school building or onto the school premises. **If you are caught with any of these items, you will face a Superintendent's Suspension and the summoning of the police.** A few examples of dangerous items include: box cutters, razors, any kind of knife, laser pointers, firecrackers, stun pens, stink bombs or anything else deemed dangerous to you or your

fellow classmates. It should be noted that any item used to intimidate or threaten another person will be considered a weapon.

## **What Should You Do If Someone Is Bothering You?**

Since it is our belief that all students have the right to learn in a safe and healthy environment, the following staff members are available throughout the day for assistance. If at any time you feel threatened, you should immediately go to one of the adults listed below for help rather than become involved in a verbal or physical disagreement:

1. Any Teacher, Paraprofessional, or School Aide
2. The Guidance Counselors
3. The Deans
4. The Security Officers
5. The Assistant Principals
6. The Principal

Secondly, you should not enlist help of friends and classmates during a disagreement as this has the potential of exaggerating the problem. Just walk away and seek help from an adult.

## **Academic Policies**

### **Honor Roll**

Each marking period students are selected for our school Honor Roll. There are two levels of achievement, each with different criteria for selection:

<b>Principal's Honor Roll</b>	<b>Average of 95% or higher</b>
<b>Honor Roll</b>	<b>Average of 90% to 94.99%</b>

All students must also earn satisfactory conduct marks (**no N's or U's**) and receive a **minimum grade of 85% in all subjects.**

### **PupilPath**

I.S 230 is using the "PupilPath.com" website to bring you immediate information regarding your child's education. PupilPath.com allows you to view your child's performance in each class including homework, classwork, tests and projects. It enables you to have progress reports from teachers throughout the school year. It also has school announcements, calendar listings and upcoming events. 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 for 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.

## Report Cards

Report Cards will be issued three times a year, in December, March, and June. These report cards contain valuable information which must be shared with parents. Your class grades (including homework, assessments, and classwork) conduct marks, attendance and lateness information as well as important comments from your teachers are found on these report cards. It is your responsibility as a young adult to bring these reports home to your parent. Your parent should feel free to contact your teachers or guidance counselor if they have any questions regarding your grades or any other aspect of your report card.

## S.M.A.R.T. Goals

Smart Goals help students and teachers improve student achievement by clarifying how and what students will learn, the standard of learning expected, and how the learning will be measured. Students and teachers work together to create SMART goals for each student in each subject area, based on the ongoing unit of study.

A **S.M.A.R.T.** goal is:

~Specific ~Measurable ~Attainable ~Results Oriented ~Time Bound

Students are expected to know their smart goals and to keep a record of them for each subject class.

## School-Wide Grading Policy

Student grades are calculated based on the following percentages:

60% Assessments  
30% Classwork / Work Ethic  
10% Homework

## Year End Honors and Awards



**NATIONAL HONOR SOCIETY**

(formerly ARISTA)

The National Honor Society (formerly ARISTA) is open to all qualifying Seventh and Eighth grade students. Students are selected based on their educational achievements academically and socially. In order to be a candidate for the honor of being inducted into this nationwide, prestigious society, the student must achieve the following scholastic and behavior requirements:

1. Candidate must have a minimum overall average of 90% for all marking periods.
2. Candidate must receive a minimum grade of 85% in each subject area during the entire school year.
3. Candidate must achieve satisfactory marks in conduct (no N's or U's).
4. Candidate must have satisfactory attendance and punctuality.

5. Candidate must participate in school service activities and out of school service activities.

## **Requirements for Distinguished Graduates**

Selected graduates who meet the following criteria will be invited to sit on the stage during the graduation ceremony as Distinguished Graduates.

- Cumulative average of 95% or higher
- Satisfactory marks in conduct (no N's or U's) on the report card

**IMPORTANT NOTE: All work/projects/community service logs must be completed and handed in *before June 1<sup>st</sup>* to be considered for these honors/awards.**

## **General Information**

### **Conflict Resolution**

Trained teachers devote their time to help students in conflict with their peers to reach a peaceful, confidential resolution.

### **Clubs**

I.S. 230 has a variety of clubs that meet either before or after school. Some of the clubs include: Council for Unity, Dance, Yearbook, and many others. At the beginning of the school year students will receive information containing dates, hours, room locations and adult moderators of all clubs.

### **Google Apps for Education**

Students should be able to use a variety of digital resources and tools to communicate and collaborate with peers and other members of the I.S. 230 school community. The ability to use email and other online communication tools is a necessary skill in today's world. One of our goals is to prepare our students for the future by helping them become proficient users of information. Google Drive is an online space where students can store all of their digital work. In Google Drive students can create Google Docs and Google Presentations, and they are all stored on the web. Anywhere students have access to the Internet, they can access their work. By setting up an account with Google Apps for Education, your child will be given access to a school community email account. The address is similar to: *student.name2017@is230.org*. Students will be able to send and receive email as well as attach schoolwork and documents to their account. Use of Google Apps will vary by teacher.

### **Guidance**

Guidance Counselors are here to help you when you need to talk to someone. They assist with school, home, and/or social concerns. In addition, counselors make

referrals, provide high school information, and process your high school application. Working with parents and all school staff members, counselors help you get the most out of school. Please call the guidance counselors to set up an appointment.

## Important Websites and Resources

**Our School Website    [tinyurl.com/is230q](http://tinyurl.com/is230q)**

Website	URL	Username	Password
NYC Schools (Sign in to see your child's recent test scores, attendance records, and grades)	<a href="http://schools.nyc.gov/myaccount">http://schools.nyc.gov/myaccount</a>		
Pupil Path (view your performance in each class)	<a href="http://www.pupilpath.com">www.pupilpath.com</a>		
I-Ready (individualized reading and math online instruction)	<a href="https://login.i-ready.com">https://login.i-ready.com</a>		

### Parent Coordinator

The Parent Coordinator at I.S. 230 is Mr. Enrique Salazar. The Parent Coordinator engages and involves parents in the school community by working with the principal, school staff, school leadership team, PTA, community groups, and parent advisory councils. This position focuses on creating a welcoming environment for parents. The Parent Coordinator will identify parent and related school/community issues and work with the principal to see they are addressed in a timely manner. Mr. Salazar can be contacted by email: [ESalazar2@schools.nyc.gov](mailto:ESalazar2@schools.nyc.gov) or at ext. 5006 in the Main building.

### Parent-Teacher Association

The PTA does a tremendous service for students by fostering and promoting a positive educational program. The PTA invites parents to become actively involved in the PTA. Meetings are held monthly during evening hours. Notices are sent home with the dates of the meetings.

### School Leadership Team

The School Leadership Team is responsible for evaluating the quality of the school's educational program and its effect on student achievement. The Team's focus is on developing educational strategies that lead to continuous student improvement. The School Leadership Team is composed of an equal number of parents and staff. Any parent interested in becoming a member should contact the PTA.

**School Based Support Team** The team has a psychologist and a social worker. In addition to evaluating students for Special Education Services, these professionals provide support services for all students and parents.

Intermediate School 230Q  
School for Civics in the Community



### Volunteering and Community Service Log

**For each activity, it is necessary to explain what you did and where you did it. The supervisor's name must be printed clearly with signature and telephone number. Any incomplete information will not be accepted.**

**School Year 2016-2017**

Civics Teacher: \_\_\_\_\_

**TOTAL HOURS required: 15** (5 hours per marking period)

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Date	Hours	Explanation of Service	Place	Supervisor Information
				Printed Name:  Signature:   Telephone Number:
				Printed Name:  Signature:   Telephone Number:
				Printed Name:  Signature:   Telephone Number:
				Printed Name:  Signature:   Telephone Number:

				Printed Name: Signature:  Telephone Number:
				Printed Name: Signature:  Telephone Number:
				Printed Name: Signature:  Telephone Number:
				Printed Name: Signature:  Telephone Number
				Printed Name: Signature:  Telephone Number:

## **Agreements, Policies, and Contracts**

**Please read the following carefully. Parents and students must sign at the conclusion of this section.**

### **I.S. 230 Student Behavioral Contract**

#### **I know I have the right to:**

- Be in a safe and supportive learning environment, free from discrimination, harassment and bigotry.
- Know what appropriate behavior is and what behaviors may result in disciplinary action.
- Be counseled by members of the professional staff in matters related to my behavior as it effects 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 and outside of school.
- 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.
- Wear the required school uniform daily.
- Refrain from wearing clothes which have any signs of gang affiliations (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 (electronic games, playing cards, MP3 players) to school.
- Share information with school officials that might affect the health, safety, or welfare of the school community.
- Keep my parents informed about school-related matters and make sure I give them any information sent home.
- Follow all rules in the discipline code.
- Behave responsibly as described in the Bill of Student Rights and Responsibilities.

## Parent Section

I am aware of the Discipline Code and Bill of Rights and Responsibilities (<http://schools.nyc.gov/RulesPolicies/DisciplineCode/default.htm> ) and understand the behavior that is required of my child. I agree to help my child follow this agreement by:

- Encouraging my child to be a respectful and peaceful member of the school community.
- Discussing the contents of the Discipline Code and the Bill of Student Rights and Responsibilities with my child.
- Participating in any discussions and decisions concerning my child's education.
- Attending scheduled appointments with school staff.
- Providing the school with current telephone numbers and emergency contact information.
- Alerting the school if there are any significant changes in my child's health, or well-being that affect his/her ability to perform in school.
- Supplying several uniforms so that my child has a clean uniform to wear to school daily.

## HANDBOOK/AGENDA POLICY

This Handbook/Agenda is provided by the school to each student at I.S. 230. Students and parents should be knowledgeable of the contents of this handbook and practice its policies.

## I.S. 230 CELL PHONE AND COMPUTING DEVICES POLICY

Students are now permitted to have in their possession: cell phones, laptops, iPads and other similar computing devices. The decision to possess such devices is best left to each family to determine. **Please be aware that school staff will not be able to investigate the loss, theft or damage of such devices, therefore parents/guardians are requested to utilize good judgment making this decision.**

All devices **must be turned off at all times** in school except:

- Cell phones may **only** be turned on or used during instruction for educational purposes **with the approval of the teacher of the specific lesson.**
- Authorization to use a cell phone or other device will be granted by the **individual teacher for educational purposes** (Dictionary, reading, online research, etc.). Policies will vary from one classroom to another; individual teachers will review their policy with your child.
- Any students found to be using a cell phone/computing device at any other time **may have the device confiscated.**
- **Students may not make or receive phone calls and/or texts, or access any form of Social Media while at school (i.e. Facebook, Instagram etc.).**

- Cell phones/computing devices may not be turned on or used during the administration of **any school quiz, test or examination.**
- Cell phones/computing devices may not be turned on or used during **school fire drills or other emergency preparedness exercises.**
- Cell phones/computing devices may not be used in **hallways, locker rooms, cafeterias, or bathrooms.**

### **Confiscation and return of devices**

If a cell phone/computing device is confiscated, the device will be **returned to the student at the end of school day unless school administration determines a parent conference is necessary.** If a conference is necessary, a parent/guardian will be required to pick up the device. Devices may be picked up in the main office.

### **Discipline**

Students who use cell phones/computing devices **in violation of any provision of the DOE’s Discipline Code, the school’s policy, Chancellor Regulation A-413, and/or the DOE’s Internet Acceptable Use and Safety Policy (“IAUSP”)** will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

## **NYCDOE INTERNET ACCEPTABLE USE AND SAFETY POLICY**

The New York City Public School System is pleased to offer access to the Internet. The Internet is a tool for lifelong learning. Students using school provided Internet access are responsible for good behavior online just as they are in the classroom or other areas of the school. Access is a privilege, not a right. Access entails responsibility. New York City Public School System makes the complete Internet policy and procedures available for review by parents, guardians and other members of the community.

<http://schools.nyc.gov/RulesPolicies/InternetAcceptableUse/default.htm>

As parents are legally responsible for the actions of their children, we strongly recommend that you closely monitor your child's Internet activity paying particular attention to social networks such as Facebook and Instagram.

### **SANCTIONS**

Violations of the Internet Acceptable Use and Safety Policy (IAUSP) could result in a student’s loss of access to network and Internet privileges or other disciplinary action to be determined at the building or classroom level, consistent with the Discipline Code. Where there is an allegation of criminal behavior, law enforcement organizations will be involved.

### **UNACCEPTABLE USES**

The following uses of school provided Internet access are NOT permitted:

- Maliciously disrupting or harming the school's workstations, network and services through such activities as hacking, downloading, uploading, creating or spreading computer viruses.
- Plagiarism
- Violating copyright or otherwise using the intellectual property of another individual or organization without permission.
- Accessing, uploading, downloading, scanning or distributing pornographic, obscene, sexually explicit or threatening language.
- Violating any local, state or federal statute, or school district policies.
- Accessing another individual's materials, information, or files without permission, sharing passwords or using the account or identity of another user.
- Using limited network bandwidth for downloads not related to academics.
- Cyberbullying
- Copying or downloading software without the authorization of the network administrator.
- Using computers for personal communications, gaming, personal email, chat, personal blogs or other social networking sites.
- Personalizing NYC Dept. of Education computers and other electronic devices.

## **Student/ Parent/ Guardian Agreement**

I have read, understand, and will abide by the New York City Public School System Internet Acceptable Usage and Safety Policy. I realize that violations may result in the loss of Internet and/or network access privileges, disciplinary actions per the Student Code of Conduct and/or possible legal action.

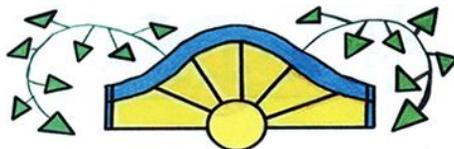
## **Google Apps for Education Permission**

I give permission for my child to have a Google Apps for Education account for school use only. I understand that this means he/she will have access to an email account, along with other Google products such as Google Drive. I understand my child can access this account from any computer with Internet access. *I understand this account is for school work only.*

## **Crossing between I.S. 230 Facilities**

**From time to time it may be necessary for your child to cross between buildings at Intermediate School 230.** I acknowledge that my child will be crossing the street to go to either the Main Building, the Annex Building and/or the schoolyard during the course of the school year to attend special assemblies, events and any other school related activities.

**I give my child permission to be escorted to cross between buildings at Intermediate School 230 when necessary during the 2016 – 2017 school year. I am aware they will always be accompanied by an I.S. 230 staff member.**



Intermediate School 230Q  
School for Civics in the Community

## Agreements, Policies, and Contracts Signatures School Year 2016-2017

This Handbook/Agenda is provided by the school to each student at I.S. 230. Students and parents should be knowledgeable of the contents of this handbook and practice its policies.

I have read, understood and will implement the I.S. 230 policies contained in this handbook related to the following:

1. I.S. 230 policies as described in the Student Handbook
2. Student Behavioral Contract
3. Discipline Code and Bill of Student Rights and Responsibilities
4. I.S. 230 Cell Phone and Electronic Device Policy
5. NYCDOE Internet Acceptable Use and Safety Policy
6. Google Apps for Education
7. Crossing Between IS 230 Facilities (Main & Annex building, Schoolyard)
8. Community Service Log

**By signing below, I confirm that I have read, understood and will implement the policies listed above as described in the student handbook. I understand violations to the policies can result in disciplinary actions. Finally I grant permission for my child to utilize Google Apps and cross the street between IS 230 facilities with IS 230 staff members for the 2016-2017 school year.**

Date: \_\_\_\_\_

Student's Name (**Print**) \_\_\_\_\_ Class: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian's Name (**Print**): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

