



Intermediate School 230Q
School for Civics in the Community

Excellence Expected; No Excuses Accepted!

MAIN:

73-10 34th Avenue
Jackson Heights, New York 11372
Phone: 718-335-7648
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6th Grade Annex:

74-03 34th Avenue
Jackson Heights, New York 11372
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Ronald Zirin, Principal

Barbara Newkirk, Assistant Principal
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Donna Vitale, Assistant Principal

Enrique Salazar, Parent Coordinator

PARENT HANDBOOK
2016 – 2017

Welcome to Intermediate School 230

School for Civics in the Community

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.

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The *purpose* of this handbook and the Student Agenda, is to encourage excellence in our school by maintaining a positive and productive relationship with parents/guardians.

***Communication between the home and school is an essential part of our school program and a priority!***

You are encouraged to contact your child's teacher, guidance counselor, dean, assistant principal, principal or any specialist, if you have questions, concerns, or compliments about your child's progress in school.

**This book** is designed to ***open the door to communication*** and to serve as a resource guide for families. It will tell you how to access the information you will need to make this the most productive school year for your student.

**There are a number of ways for parents to receive information about the school policies, programs, and their child's progress:**

- Visit our **school website** regularly for school news, information about special events and trips, staff email contacts & much more:  
<http://tinyurl.com/is230q>
- Read the information provided in the **Student Agenda** Book
- Contact the **Parent Coordinator**:  
Mr. Enrique Salazar – Telephone: 718-335-7648 option #6.  
Email: [Esalazar2@schools.nyc.gov](mailto:Esalazar2@schools.nyc.gov)
- Join the **Parent Coordinator Mailing List!** Send your email address to Mr. Salazar.

- **Pupil Path Progress Reporting:** Register for the online gradebook at [pupilpath.com](http://pupilpath.com) to keep informed of your child's progress regularly, see important upcoming school events, and contact your child's teachers.
- **Report Cards:** These reporting forms record academic progress and effort in each area of the curriculum. See the Important Dates page in this handbook.
- **Parent/Teacher Conferences** provide opportunities for teachers to share information with parents about their child's progress in school. The parent/teacher conference is an important means of reporting to parents and guardians. These conferences will be scheduled four times a year. Additional conferences may be held at the request of the parent or teacher anytime during the year. See the Important Dates page in this handbook.
- **Newsletters** from the Parent Coordinator are sent home with students on a regular basis to provide timely information about the school, classroom and school and district activities. Flyers and monthly calendars are sent home with students, posted on the school website, and important information is emailed to parents who have provided an email address to the parent coordinator.
- **Parent Teacher Association (PTA)** has been established in our school to provide valuable support and service to students and staff. Parents are encouraged to become active members and attend the PTA meeting each month. Research shows the students of involved parents achieve at higher levels!
- **School Leadership Team (SLT)** This team is comprised of Administrators, Staff and Parents for the main purpose of writing the Comprehensive Educational Plan (CEP) for the school. Find out about joining the SLT by contacting the PTA.
- **CITYWIDE NYCDOE Web Site** at <http://schools.nyc.gov> provides information about the entire city and its programs, as well as current news items.
- **Discuss the importance of having your child give you flyers** and letters that are sent from the school. Check their book bag to make sure you are receiving the information that is sent home. Notices and letters are sent home several times a week.

## Homework Assignment Policy

- **Homework is a three-way** partnership:

### Teacher's Responsibility:

- **The teacher** will provide quality assignments and provide the student with feedback in a timely manner.
- Students will be provided with the school wide Grading Policy for each class.
- Teachers will provide feedback regarding grades via PupilPath
- Teachers and students will develop SMART Goals periodically in each subject area.

### Student's Responsibility:

- Each student is issued an agenda book during the first week of school. This agenda should be carried back and forth from home to school each day. Replacements cost \$5.00 and are available in the main office.
- Make sure that all assignments are written carefully in your agenda for each class.
- The student will complete all assignments neatly and submit the homework daily to each respective teacher.
- Write all log in and passwords for websites in your agenda. **YOU MUST MEMORIZE YOUR STUDENT ID #.**
- Use the calendar portion of your agenda to schedule important due dates, tests and assignments for planning purposes.
- Review and use the reference materials located in the back of the agenda book.
- Memorize your SMART Goals and follow your ACTION PLAN.

### Parent's Responsibility:

- Register for the online gradebook at [pupilpath.com](http://pupilpath.com) in order to regularly log in and keep informed of your child's progress.
- Make sure that all assignments are clearly written each night.
- Check that all parts of the assignment are completed.
- The parent/guardian will monitor and encourage completion of all homework assignments/projects.
- If your child tells you frequently that there is no homework given, immediately contact the teacher, as homework is given daily.
- Write a note if your child is struggling with an assignment or if you have an emergency that prevents homework from getting done.
- Discuss your child's SMART GOALS with him/her on a regular basis.
- Register for and login to the NYC Schools account for key information about your child at: <http://schools.nyc.gov/RulesPolicies/StudentRecords/NYCSchools>

## Identification Cards

Students will use their Identification Cards to swipe in each morning. All sixth graders and other new students without an ID card will be issued a card within the first few days. **There is a \$3.00 replacement fee for lost cards.**

## Civics

I.S. 230 is a school for civics in the community. Because we want our students to be well-rounded citizens, we have expectations for all of our students in the area of service. Students attending our school are required to take a civics class each year. Part of the requirements involves volunteering and performing community service for 15 hours over the course of the school year (5 hours each marking period). Students must submit the completed community service log, found in their agenda, to their civics teacher each marking period for community service credit, which will be calculated as part of their civics grade. For more information, visit our school website at this link: <http://tinyurl.com/is230g>

## NYC Learning Environment Survey

The NYC School Survey helps school leaders understand what key members of the school community say about the learning environment at each school. Please be sure to participate in the survey due out APRIL 2017. You can find the survey at [www.nyc.schoolsurvey.org](http://www.nyc.schoolsurvey.org)

## IMPORTANT DATES 2016-2017

(Subject to change – check website regularly)

Monthly calendars are distributed to students and posted on the school website. Please check regularly for revisions/updates and new events.

**Meet the Teacher Night**  
Thursday, September 15, 2016  
4:30 to 7:30 PM

| Parent Teacher Conferences – Fall                                                                    | Parent Teacher Conferences - Spring                                               |
|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Thursday, October 27, 2016<br>Afternoon: 12:20 – 2:20 PM<br>Evening: 4:30 – 7:30 PM                  | Thursday, March 16, 2017<br>Afternoon: 12:20 – 2:20 PM<br>Evening: 4:30 - 7:30 PM |
| Note: An additional parent conference will take place on Thursday, May 18, 2017 from 4:30 – 7:30 PM. |                                                                                   |

| Dates are tentative and subject to change. Please check school website for updates. | Progress reporting available on Pupilpath.com | End of Marking Period | Report cards Distributed |
|-------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------|--------------------------|
| Marking Period 1                                                                    | 10/17/16<br>11/14/16                          | 11/29/16              | 12/19/16                 |
| Marking Period 2                                                                    | 12/21/16<br>1/24/17                           | 2/16/17               | 3/16/17                  |
| Marking Period 3                                                                    | 3/24/17<br>4/26/17<br>5/24/17                 | 6/28/17               | 6/28/17                  |

Parents are encouraged to check their child's progress on **pupilpath.com** on a regular basis.

### School Closures (check <http://schools.nyc.gov/Calendar/2016-17+Calendars>) for updated listings

|                         |                                                |
|-------------------------|------------------------------------------------|
| September 12            | Eid al-Adha                                    |
| October 3-4             | Rosh Hashanah                                  |
| October 10              | Columbus Day                                   |
| October 12              | Yom Kippur                                     |
| November 8              | Election Day – school closed for students      |
| November 11             | Veteran's Day                                  |
| November 24 & 25        | Thanksgiving                                   |
| December 26 – January 2 | Winter Recess                                  |
| January 16              | Martin Luther King Jr. Day                     |
| February 20 – 24        | Mid Winter Recess                              |
| April 10 - 18           | Spring Recess                                  |
| May 29                  | Memorial Day                                   |
| June 8                  | Anniversary Day - school closed for students   |
| June 12                 | June Clerical Day - school closed for students |
| June 26                 | Eid al-Fitr                                    |
| June 28                 | Last day for all students (early dismissal)    |

**PTA Meetings are generally held on the third Wednesday of each month at 7PM**  
**(please check school website for exact dates)**

## NYS TESTING CALENDAR

|                                      |                                  |
|--------------------------------------|----------------------------------|
| <b>NY State ELA Exam- 2017</b>       | <b>NY State Math Exam - 2017</b> |
| Tuesday, March 28–Thursday, March 30 | Wednesday, May 2 – Friday, May 4 |

### Advanced Placement Program

The AP program begins in the seventh grade. AP students are expected to pass two NY State Regents (Algebra & Living Environment) and the NYC Second Language Proficiency Exam in Spanish at the conclusion of the eighth grade. AP students also follow an advanced curriculum in English Language Arts and Social Studies.

Due to the rigorous expectations and coursework, the AP program has **specific criteria for eligibility** based upon:

- **NYS ELA/Math Assessments** combined scale score in the 85<sup>th</sup> percentile of IS 230 students in the grade.
- **Minimum report card average** of 85%, with no grade lower than 80% in any subject.
- **Teacher Recommendations** in the content areas (ELA, Math, Sci, SS).

Any student not meeting these criteria at the end of any marking period will be removed from the AP program and placed into a regular class.

### 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**. The Honor Roll is posted in the Main Lobby after each marking period.



### NATIONAL HONOR SOCIETY (formerly ARISTA)

The National Honor Society (formerly ARISTA) is open to all 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.

**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.

## SCHOOL 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 and parents are responsible for monitoring and enforcing dress standard compliance.

|                                                                                                                          |                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| IS 230 LOGO shirts    Short sleeve - \$13.00    Long sleeve - \$15.00    Sweatshirt - \$20<br>(Prices subject to change) |                                                                                                                                               |
| IS 230 LOGO shirts can be purchased from:<br><a href="http://www.smoothusa.com/is230q">www.smoothusa.com/is230q</a>      | You can also contact our Parent Coordinator – Mr. Enrique Salazar<br><a href="mailto:ESalazar2@schools.nyc.gov">ESalazar2@schools.nyc.gov</a> |

| Clothing item                                                                                                                                                     | Color                 | Description                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Shirt                                                                                                                                                             | Gray                  | <b>Short or long sleeves with IS 230 logo</b><br>No bare midriiffs<br>No pinning or tying shirts<br><b>Purchased from uniform supplier</b>                                                                                                                                                                                              |
| Pants<br>Skirts                                                                                                                                                   | Navy Blue<br>or Black | <b>Pants or Skirt–Uniform style from any supplier</b><br>Pants worn at waist, no visible undergarments<br>No denim/fabric jeans, sweats, fleece, spandex, skinny pants or leggings/jeggings.<br>Skirts should be knee length. Must be worn with knee socks or tights (Navy color)<br><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><br>No hoods may be worn in the building<br>Available from any source<br><b>Can be purchased from vendor of your choice</b>                                                                                                                        |
| Shoes                                                                                                                                                             |                       | Sneakers or dress<br>All shoes must have heel straps or backs<br>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.<br/>           Coats/jackets may not be worn in the classroom.</i></b> |                       |                                                                                                                                                                                                                                                                                                                                         |

### Discipline Code

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

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.

## **NYCDOE Internet Usage Policy**

The New York City Public School System is pleased to offer access to the Internet for students. 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 a classroom or other areas of 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 on request for review by all parents, guardians and other members of the community. <http://schools.nyc.gov/RulesPolicies/InternetAcceptableUse/default.htm>

Since 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.

## **TECHNOLOGY & WEBSITES**

To acquire technology skills necessary for higher education and the workplace, students need to use technology consistently. While monitoring your child's activities, please allow your child to have access to a computer either at home or at the public library to complete projects and assignments. Please make note of all login and password information.

Below are websites available to parents to help you to monitor your child's progress, participate in learning activities and to gain information.

|                                        |
|----------------------------------------|
| <b>NYC Schools Account for Parents</b> |
|----------------------------------------|

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|------------------------------------------------------------------------------------------------------------------------|
| Track your child's progress on NYS ELA and Math Assessments, attendance, report card grades and other key information. |
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| <a href="http://schools.nyc.gov/RulesPolicies/StudentRecords/NYCSchools">http://schools.nyc.gov/RulesPolicies/StudentRecords/NYCSchools</a> |
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|                   |
|-------------------|
| <b>Pupil Path</b> |
|-------------------|

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I.S. 230 uses the Pupil Path website to enable you to monitor your child's progress in all subject areas. All parents need to register for an account. Unregistered parents will be provided with registration information. You can also contact our Parent Coordinator for registration assistance. |
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|                                                          |
|----------------------------------------------------------|
| <a href="http://www.pupilpath.com">www.pupilpath.com</a> |
|----------------------------------------------------------|

|                |
|----------------|
| <b>I-Ready</b> |
|----------------|

|                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------|
| I-Ready provides personalized reading and math online instruction targeted to students' unique areas of needs in order to boost their achievement. |
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|                                                                   |
|-------------------------------------------------------------------|
| <a href="https://login.i-ready.com">https://login.i-ready.com</a> |
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During the school year computer classes are provided by the Parent Coordinator. You will receive information about classes or you can contact Mr. Salazar for more information.

## 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**. The use of cell phones/computing devices and other electronic devices during the administration of NYS examinations are governed by the New York State Education Department Rules.
  - 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.