



# I.S.339 Parent's/Student's Handbook 2023-24

## Regulations | Policies | Expectations

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### 1. School Overview

#### a. 339 Mission

Our mission is to cultivate and develop the entire school community so that all students are college-and-or career ready. With foci on all populations of children, teachers will engage collaboratively to ensure accelerated student learning through reflective practice and professional learning experiences. A guiding philosophy of all adults in the school community is that every student deserves an effective teacher, and we work tirelessly to seek out opportunities that will advance this belief.

#### b. 339 Vision

CIS 339 is a vibrant, innovative educational community which prepares citizens of the world. Our teams of students and teachers solve challenging problems, engage in a 21st century curriculum and work daily to establish inspiring relationships. We build trust through transparency, and cuttingedge technology connects us within our school and to the families we serve.

At 1600 Webster Avenue, each individual has a voice within a team, and every team has a voice in the school. Teams work tirelessly to build exciting lessons, target key initiatives and coordinate interventions for struggling students. Everyone has a place at the table, where we hear rich discussion and thoughtful questions. Teams archive their efforts so future generations can learn from the trailblazers.

We value the bridge connecting to our families; by working together, we create a safe haven for our children. A strong sense of community is vital inside and outside of the school, and we take this

seriously. We embrace families from all parts of the world and honor diversity. Our school is the support net for youngsters as they walk the tightrope of adolescence.

Using current technology and new resources, our students develop real-world skills. Rich, dynamic classrooms provide windows to the world and all that it offers. Staff and students use new Web 2.0 to create and publish as well as to access and research. Together, we leave our mark on the world and the world-wide networks which bind us.

c. RSCEP Goals 2022-2023

1. By June 2023, 100% of ELA, Math, Social Studies and Science classes will provide opportunities for students to experiences Common Core Aligned units of study with embedded instructional tasks that promote critical thinking skills as evidenced by classroom observations and teacher/team evaluation. curriculum units will contain multiple entry points ensuring access for all learners, with specific focus for ELLs and SWDs
2. *By June 2023, there will be a growth in student improvement in the areas of English Language Arts and Mathematics, as measured by the 2024 NYS ELA and NYS Mathematics.*
3. By June 2022, 100% of our students will be supported and engaged in activities that address social and emotional needs. This will be measured by a decrease in student incidents as reported in OORS and an increase in student attendance, as well as performance and outcomes on the 2020 NYS ELA and Math assessments.
4. By June 2023, Parental Involvement will increase in the areas of participation, communication and decision making as evidenced by increase in the School Environment Section of the 2023 NYC Progress Report.
5. By June 2023, all teachers will demonstrate progress towards the instructional shifts and Danielson Framework for Teaching that aligns curriculum while engaging and meeting the needs of all learners
6. SCHOOL CLIMATE & TONE: Decrease reportable infractions by increasing communication and consistency between parents, teachers and support staff.

d. Key Strategic Initiatives

1. Develop school-wide consistency
2. Substantive parent involvement
3. Improve academic rigor
4. Increase differentiated learning opportunities

e. School Values

1. Courage
2. Unity
3. Compassion
4. Justice
5. Inquiry
6. Perseverance

f. Slogan

"Failure is not option because success is the only option."

g. Mascot

Our mascot is the Tech Tiger:



## **LOGISTICS AND OPERATIONS**

### **2. Organization**

#### a. Grades

1. 6th grade (Rooms 229-241, 332-341)
2. 7th grade (Rooms 201-223) 3. 8th grade (Rooms 301-325)

#### b. Teams\*

1. (6th) - Courage & Unity
2. (7th) - Compassion & Justice
3. (8th) - Perseverance & Inquiry

\*Note that some IEP students are associated with a team but may be in a different grade

#### c. Teams

1. Each grade has two teams
2. Teams are three classes
3. Each team has a team leader

1. d. Organization sheet

1. Features the staff teaching and work assignments
2. Indicates who is working on which team
3. Issued in June for the following school year
4. Often tentative and subject to change

e. Report card calendars

	1st marking period	2nd marking period	3rd marking period	4th marking period
<b>Progress report issued</b>	<b>October 6, 2023</b>	<b>December 15, 2023</b>	<b>March 14, 2024</b>	<b>May 16, 2024</b>
<b>End of marking period</b>	<b>November 3, 2023</b>	<b>February 2, 2024</b>	<b>April 12, 2024</b>	<b>June 26, 2024</b>
<b>Grading sheets due</b>	<b>November 6, 2023</b>	<b>February 7, 2024</b>	<b>April 17, 2024</b>	<b>TBD</b>
<b>Report Cards</b>	<b>November 8, 2023</b>	<b>February 16, 2024</b>	<b>April 19, 2024</b>	<b>June 26, 2024</b>
<b>Conference: 12:30pm-2:30pm 4:30pm-7:30pm</b>	<b>September 21, 2023</b>	<b>November 8, 2023</b>	<b>March 14, 2024</b>	<b>May 16, 2024</b>

g. Website (External)

1. <http://is339.org> is the 339 site visible to the outside world

h. Food & Drink

1. No food or candy is to be eaten in the classrooms during regular class time
2. Students are allowed to have bottled water to drink (no soda/juice/flavored drinks)

## SCHOOL SAFETY & TONE

### 3. Safety

a. Guests

1. Staff who expect guests to the building need to fill in Guest Request form
2. Mr. Martin will maintain the guest list
3. Guests sign in at the main desk
4. Guests should receive visitors pass in the main office
5. Guests should never be left alone with children / classes

b. Visitors

1. Visitors sign in at the main desk
2. School safety agents will maintain the visitors sign-in book
3. Guests should receive visitors pass in the main office

4. Guests should never be left alone with children / classes
- c. Cameras
  1. There are cameras throughout the interior and exterior of the school building.
- d. Hallway traffic flow
  1. Assigned staff must keep students from congregating.
  2. Staff will enforce the rule of no running in the hallways.
- e. School Safety Agents (SSA's)
  1. SSA's will monitor hallways and stairwells in order to maintain a safe environment.
- f. School Safety Committee
  1. The School Safety Committee consists of members from all three schools 313, 469 & 339.
  2. The School Safety Committee meets once a month in order to discuss problems and solutions that exist within the school building and community.
- g. Students will be dismissed at 2:40 p.m.
  1. Students will leave from the following exits:
    - 6th. grade: Exit H
    - 7th. grade: Exit A8th. grade: E Arrival
    1. Students arrive between 8am-8:20 am and proceed to the scanning area located through the playground at exit G. Assigned staff and SSA's will monitor scanning area.
    2. Students who are late (after 8:25 am) will be scanned at the main entrance and then they will proceed to the designated area to receive late pass.
- h. Dismissal
  1. Students will be dismissed at 2:40pm Monday-Friday unless they have after-school detention.
  2. After School Detention will be held from 2:40pm-3:40pm Tuesday-Friday
    - Exit B
- i. Blue emergency cards
  1. The information which includes address, phone contacts, and parent/guardian names will be updated quarterly.
  2. They are to be sent home and filled out by parent/guardian
- j. Fire Drills
  1. There will be a total of 12 fire drills within the school year at various starting times.
- k. Contraband items

Effective March 2, 2015 students will be allowed to bring cell phone/electronic devices to school. We have created a school policy with regards to this regulation.

  - As per Chancellors regulation A-413 students can bring cell phones and other electronic devices to school.

- All electronic devices must be kept off during school hours **7:40am to 2:40pm Monday through Friday.**
- Any violation of this policy will result in the immediate confiscation of the device; a parent or guardian must come in to pick up the item. If the infraction occurs for a 2nd time any and all device will be returned in June.
- After the third failure to comply with the school electronic device policy, there will be an immediate lifelong ban.
- Please be aware that IS339 and any of its employees are **not liable** for any **loss, theft or damage** of any device which is confiscated due to the violation of this policy.
- We will **not** proceed with any investigation due to the owner's negligence. What this means is if a phone/electronic device is lost or stolen **the school will not be held responsible.**

1. Radios

1. School aides and designated staff will be equipped with radios when assigned to safeguard any areas of the school.

**4. Disciplinary Action:**

<u>1st Offense</u>	<ul style="list-style-type: none"> <li>• Private one-on-one conversation with teacher (positive conversations)</li> <li>• One point is removed from section sheet score</li> </ul>
<u>2nd Offense</u>	<ul style="list-style-type: none"> <li>• Phone conversation with parent - log</li> <li>• Detention (must have logged in or detention cannot be administered)</li> <li>• If a parent cannot be reached, access appropriate number, then home visit</li> <li>• Another point is removed from section sheet score</li> </ul>
<u>3rd Offense</u>	<ul style="list-style-type: none"> <li>• Mandatory parent conference with guidance counselor</li> <li>• Detention</li> </ul>
<u>4th Offense</u>	<ul style="list-style-type: none"> <li>• 1-3 days Principal's suspension</li> <li>• After School Detention</li> <li>• Repeated offenses could result in a Superintendent's suspension</li> </ul>

**5. Lunch Detention**

**The following infractions receive Lunch Detention:**

- No Uniform-**same day**- lunch detention

- Cutting class-**following day**-lunch detention
  - Late to school-**same day**-lunch detention
1. Assigned school aides will gather detention students in the cafeteria.
  2. The Dean/Staff will look at section sheet to determine detention.
  3. The Dean/Staff will let students know about lunch detention.

## 6. After school Detention

### **The following infractions receive After-school detention:**

- Late students, students who walk out of class or leave premises. ● Fighting
- Most level 4/5 infractions/**DOE Discipline Code**
- Chronic Cutting
- Chronic Lateness
- Chronic documented low level behavior

### \* Detention logistics

1. Mr. Joseph will be running after-school detention in the the school library.
2. Students will be gathered 5 minutes before the period ends by Dean and escorted to location.
3. The Dean will look at section sheets in order to construct a list.
4. The team leaders/teachers will inform students during the day about detention.

## 7. Suspensions

1. Pre-suspension
  - a. Letter sent requesting parent/guardian attendance at disciplinary meeting
  - b. Improvement plan for child to help child avoid a suspension
2. Teacher removal
  - a. Student has chronic low-level infractions with one particular teacher
  - b. Information is entered into OORS system
3. Principal's Suspension
  - a. Student commits infraction that warrants Principal's suspension according to DOE discipline code OR 339 discipline policy
  - b. List of teachers will be generated to house suspended students
  - c. Information is entered into OORS system
4. Superintendent's Suspension
  - a. Student commits infraction that warrants Principal's suspension according to DOE discipline code OR 339 discipline policy
  - b. Documentation is gathered by all involved adults and students
  - c. Information is entered into OORS system
  - d. If accepted, hearing takes place--school presents evidence
  - e. DOE suspension center decides on out-of-school suspension consequence
  - f. Student is sent to a superintendent's suspension facility off-site
5. What we can't do
  - a. Send students home in the middle of the day with no parent
  - b. Force parent to remove child from school after disciplinary infraction
  - c. Give students at-home suspensions

## 7. Scenarios

### Hallway Behavior

a. Student is found on another floor or near another classroom door...	<ul style="list-style-type: none"> <li>• Section sheet is marked as cutting</li> <li>• Detention</li> </ul>
b. Student was placed in another classroom for poor behavior. Student walks out of this class without permission.	<ul style="list-style-type: none"> <li>• Aid contacts AP, dean, guidance counselor (whatever supervisor is available)</li> </ul>

### Verbal Behavior

a. Student uses profane language toward teacher...	<ul style="list-style-type: none"> <li>• Private conversation with student</li> <li>• Phone conversation with parent and guidance counselor</li> </ul>
b. Student is bullying and taunting another student...	<ul style="list-style-type: none"> <li>• Private conversation with student</li> <li>• a member for the Respect For All Team will meet with student</li> </ul>
c. Student is cutting and decides to flick on and off the lights. Teacher asks the name. Student curses at the teacher.	<ul style="list-style-type: none"> <li>• Teacher finds who the student is</li> <li>• Phone conversation with parent</li> <li>• Detention for 2 infractions (cutting and verbal infraction)</li> </ul>
d. Student acts out and curses out everyone in the line of fire.	<ul style="list-style-type: none"> <li>• Let AP know immediately phone call home and detention</li> <li>• Sent to another class for remainder of day to a suitable classroom environment (?)</li> </ul>
e. A student is constantly a major distraction in the class.	<ul style="list-style-type: none"> <li>• Private conversation with student</li> <li>• Phone conversation with parent and guidance counselor</li> <li>• Section sheet goes down and detention is given.</li> <li>• Guidance counselor is contacted and student has conversation with her/him.</li> </ul>

#### \* DOE discipline code

- NYC has a clear discipline code for all students.

## 8. School Wide Rules for Students

1. I will keep all electronic devices at home such as: iPods, cell phones, CD players, Gameboy, PSP's, Sidekicks, and MP3 players, Headphones.



2. I will come to school dressed for success, wearing my uniform, every day. (I will refrain from wearing durags, hats, beads, band/flags, inappropriate attire.)
3. I will use only appropriate language and respect everyone.
4. If I am not with an adult, I will have a legitimate hallway pass.
5. Zero tolerance of any bullying and/or harassment Chancellors Regulation (A-832 located in the back of the handbook)

**9. Class Expectations for Students**

1. I arrived on time, prepared to participate.
2. I respect myself, others and property.
3. I am responsible for using my time and laptop productively.
4. I know if I work hard, I'll get smarter.

**10 .Positive Discipline - Students**

1. Award ceremonies
2. Honor roll
3. Incentive trips
4. PA announcements

**11. Positive Activities**

- a. Award ceremonies
  1. There will be a ceremony held quarterly for each grade.

d. Incentive trips

1. There will be trips for the following: attendance, honor roll, and most improved academically and behavior wise.

**CURRICULUM & INSTRUCTION**

**12. Instruction**

- a. 339 Expectations & Priorities
  1. Teachers create and implement excellent unit and lesson plans.
  2. Students complete academically rigorous tasks that push their thinking and writing.
  3. Teachers provide meaningful, consistent feedback to students (formal and informal).

b. Resources

Resources are available through Assistant Principals and vary by grade and content area.

c. Grading policies

1. Assessments: Projects, Tests, Quizzes - 35%
2. Classwork: Notes, Worksheets, Independent work - 35%
3. Participation / Preparedness - 15%
4. Homework - 15%

- d. Visual & audio aides
  - 1. Audio aides
    - a. Songs
    - b. Books on tape / Audiobooks
    - c. Podcasts
  - 2. Video aides
    - a. Graphs / Charts / Tables
    - b. Images
    - c. Cartoons
    - d. Artwork
    - e. Movies
    - f. Movie clips
    - g. ent news and interactive features
  
- e. Homework policy Homework:
  - 1. is assigned nightly by all teachers
  - 2. is meaningful.
  - 3. is connected to day's learning.
  - 4. is checked and/or collected.
  
  - 5. should not be beyond what has been covered in class.
  
- f. Student laptop contract
  - 1. The student laptop contract can be found here. All students must have a signed copy on file.
    - a. Students will only use their “is339.org” email when in school.
    - b. The laptop is property of IS 339 and the student must return laptop upon request.
    - c. Students will only navigate to assigned websites.
    - d. Students can only use the laptop with their name on it. Using other laptops will result in loss of privileges.
    - e. Students will report any computer issues to their teachers, who will then report them appropriately.
    - f. Students will treat laptop with respect and keep all food and drink away from laptops.
  
- g. Inappropriate use
  - 1. Students should only use their [is339.org](http://is339.org) while in school.
  - 2. Teachers should report all inappropriate use of technology using this form. BiWeekly letters will be sent to parents based on this information.
  
- h. Tech support form
  - 1. All repair and equipment requests must be entered in the tech support form. Repairs are made on a first come, first serve basis. The sooner the form is completed, the sooner your request can be completed.

# STUDENTS & PARENTS

## 13. Parent Involvement

- a. School Leadership Team (SLT)
  1. Will meet once a month on the third Monday from 3:45 pm-5:00 pm.
  2. The team consists of parents, teachers, DC-37 representatives, UFT chapter leader, and Administration.
- b. Parent Association (PA)
  1. Will meet the third Monday of every month from 5:30-6:30pm.
- c. Chaperones on trips
  1. Parents will let teachers know when they are available.
- d. Positive communication
  1. This will be done through phone contact, email, progress reports, open-houses, parent conferences, and teacher-ease.

## 14. Student Attendance

- a. Attendance Policy
  1. Students are required by State Law to attend school punctually and regularly. Regular school attendance has much to do with success at school. Students who are absent or tardy miss important instruction time.
  2. Each student is expected to be in attendance and on time every day that school is in session, except for illness or other unusual circumstances.
  3. The education of each child is the joint responsibility of the home and the school. If a child is identified as having attendance issues that are hindering the educational process, the school reserves the right to notify the proper authorities.
- b. Lateness
  1. All late students will go through the late machine between 8:20am and 8:25am. Students who arrive after 8:25, will sign in room 241 and get a pass.
  2. Tardiness creates a disruption in instruction for the teacher and other students. Students are encouraged to be punctual to class. Students are allowed five minutes between classes. This is ample time for all students to report to class. Each tardy requires a 15-minute after-school detention. Accumulation of four or more tardies will result in further disciplinary action. Continued lateness can result in poor academic achievement, parent conference, and in-school or out-of-school suspension. Students will be referred to the office on the fourth time tardy and each time thereafter during a semester.
- c. Perfect Attendance Award:
  - At the end of each marking period, awards are given to students with perfect attendance. To receive such an award, a student must be in attendance every day that school is in session. Exceptions to this are:
    - School sponsored activities such as athletic and field trips.
    - Excused absence up to 16 class periods due to medical or dental appointments.
    - Parents are required to telephone the Attendance Office at 718-583-6767 the day of the absence. An answering machine is on 24 hours a day and will accept all calls. Students will be excused

per the parent/legal guardian phone call. The call must include the parent's name, the student's name, the date(s) of the absence, and the reason for the absence. Those students who do not have a note or phone call from their parent will be unexcused.

d. Excused Absence:

- Personal or family illness, medical or dental appointments usually preceded by communication with the school.
- Trips which occur with the prior knowledge and approval of parents and school officials.
- Generic form to fill out when they are absent to bring in the following day.
- Command Center dispatch who is taking calls about cutters - will fill out forms for detention
- Upon the 4th late arrival, excused or unexcused, the teacher should make parent contact. On the fifth late arrival and every one thereafter, the student will be referred to the office for disciplinary action. Lateness creates a disruption in classroom instruction for the teacher and students. We encourage parents to stress the importance of punctuality. After school detention

**15. Student Support**

a. Guidance staff

1. Counsels mandated
2. Counsels at-risk
3. Works with teachers
  - a. RFA Team
  - b. Intervention Strategies
4. Keep progress notes on all students they see.
5. Attendance Outreach

b. Referring students

Teachers can refer students for:

- a. Behavior Issues
- b. Emotional Issues

c. Attendance Issues

d. Mediation requests

c. Mandated vs. At-risk

1. Mandated students are students that have counseling as part of their IEP. At-risk students are students that have exhibited negative behaviors and have been referred by staff for counseling.

d. Interventions

1. Start with classroom teacher
  - a. 1 to 1 conversation
  - b. lower section sheet
  - c. call parents

2. Counselors
  - a. The next level of interventions
  - b. individual counseling
  - c. group counseling
  - d. referral to mental health professionals

## **16. Student Lunch**

- a. Lunch schedule
  1. 6th grade-periods 5 & 6 (10:43 am -11:30am)
  2. 7th grade-periods 7 & 8 (10:43 am -11:30am) 3. 8th grade-periods 9 & 10 (11:30am- 12:18pm)
- b. Expectations for students
  1. All students will be seated.
  2. All students will clean their area.
  3. Students will walk not run in the cafeteria.

## **17. Student Uniforms**

- a. Overview
    1. All 339 students wear a school uniform daily
    2. Exceptions are spirit days, picture day
    3. Uniform is a collared shirt (specific color) and appropriate pants/skirt (any color)
  - b. Colors by grade
    1. 6th grade - White
    2. 7th grade - Red 3. 8th grade - Navy blue
  - c. Students not in uniform
    1. Parents will be notified.
    2. Student must wear grade-specific colored t-shirt for remainder of day.
    3. Student will have indoor lunch detention.
  - d. Purchasing new uniform
    1. Uniforms can be purchased from the school. (*See Mr. Echavarria.*)
    2. Uniforms are available for purchase the week prior to the beginning of school.
    3. Uniforms are also available for purchase during the school year.
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## **18. Athletic Program:**

- CIS 339 encourages all its students to participate in athletics at our school. Many high schools look at student participation in extracurricular activities as a factor when determining acceptance. Additionally, participation in athletics improves self-esteem and overall health, while fostering discipline and focus in the student-athlete.

- IS 339 believes in the benefits of athletic participation, but emphasizes the student component in the term, student-athlete. Being a student-athlete is a privilege and with that privilege comes expectations for behavior, academic achievement, and community service.
- All student-athletes must earn a minimum of an 80% cumulative average in their classes.
- All student-athletes must earn at least a 2 on their section sheet in each class on a daily basis and will be required to submit daily conduct sheets to their coach.
- All student-athletes must complete 5 hours of community service during the course of the season.
- All student-athletes must follow the rules and guidelines of the school, coach, and supervisor of that activity.

### **19. Athletic Probation**

Any student that does not meet the academic or behavioral expectations will automatically be placed on probation for one week. If a student is on academic probation, the student may practice with the team, but may not participate in any athletic competition. During that week, the student must demonstrate that he or she can meet the expectations detailed above.

### **20. Athletic Suspension**

Any student that does not meet the academic or behavioral expectations after the probationary period will be placed on suspension for a period of two weeks. The student-athlete may not practice or compete with their team. If during this time the student does not meet expectations, the student will be dismissed from the team.

## IS 339 Important Phone Numbers / Extensions

**Main number: (718) 583-6767**

**Main office:** Ext. 0

**Parent Coordinator:** Mr. Echavarria Ext 2411

**Attendance office,** Mr. Martin: Ext. 2462

**Technology,** Mr. Barek: Ext. 1240

**Assistant Principals –**

· 6th grade, Ms. Outerbridge: Ext.2461

· 7th grade, Mr. McIntosh : Ext. 2321

· 8<sup>th</sup> grade, Mr. Martin Ext:3180

## Dress Code Policy

Dear Parent/Guardian:

As we begin the 2022-2023 school year please remind your child about the school dress code. Students are still **required to wear a school uniform shirt**.

Proper school attire should not be revealing, lewd or so extreme as to create a disturbance to the educational environment. Please note the following guidelines:

- Students shall be responsible for maintaining pants and skirts in an appropriate manner as observed in a professional business environment. All pants and skirts should be secured at waist level and may not fall below the waist to such a degree that a student's posterior or underwear is shown in any manner
- Head coverings, except for religious purposes, for both males and females, are not permitted.
- Halter-tops, tank tops and tube tops are not permitted unless worn with a covering shirt or jacket. Tops must extend to the waist and meet the waistband of pants, skirts or shorts. Shoulders and backs should be covered.
- Shorts and skirts must extend to the knee. Mini-skirts or short-shorts may not be worn.
- Students **cannot** wear flip flops, slippers or Crocs.
- Slogans or pictures that are obscene or deemed inappropriate by school officials cannot appear on clothing.
- Students who arrive to school dressed inappropriately will have their parents contacted, will not be permitted to attend classes, and will be required to change into more appropriate attire.
- Students who repeatedly disregard the dress code will face more severe disciplinary action as afforded by the NYC Department of Education Discipline Code.

If you have any questions, please contact your child's assistant principal.

Sincerely,

Kim S. Outerbridge, Principal

## **Cell Phone Policy**

**Dear parents)/Guardians:**

Please be advised of the Chancellor's regulations in regards to the use of cell phones, computing devices and portable music and entertainment systems:

***A. The use of cell phones, computing devices and portable music and entertainment systems at school is subject to the restrictions below.***

1. Computing devices may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan
2. Use of cell phones, computing devices, portable music and entertainment systems and other electronic devices during the administration of state standardized examinations is governed by State Education Department Rules.
3. Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises.
4. Cell phones, computing devices, and portable music and entertainment systems may not be used in locker rooms or bathrooms.

**B. Cell phones may be used as set forth below consistent with Regulation A-413.**



I.S.339



Home Of The Tech Tiger

**2023-2024**