

**EVERYTHING YOU NEED  
TO KNOW ABOUT**

**IRWIN ALTMAN MIDDLE SCHOOL 172**



**STUDENT HANDBOOK  
2023-2024**

# WHO'S WHO AT IRWIN ALTMAN MS 172

## ADMINISTRATION:

**Dr. Paul DeSimone**, Principal- [pdesimone2@schools.nyc.gov](mailto:pdesimone2@schools.nyc.gov)

**Ms. K. Devine**, Assistant Principal, 6th Grade- [kdevine2@schools.nyc.gov](mailto:kdevine2@schools.nyc.gov)

**Mr. M. Nash**, Assistant Principal, 7th Grade- [mnash2@schools.nyc.gov](mailto:mnash2@schools.nyc.gov)

**Ms. M. Soto**, Assistant Principal, 8th Grade- [msoto32@schools.nyc.gov](mailto:msoto32@schools.nyc.gov)

## ATTENDANCE OFFICE:

**Ms. S. Morrison**, Room 133, 718-831-4000 Ext: 1336, [smorris2@schools.nyc.gov](mailto:smorris2@schools.nyc.gov)

## DEAN:

**Ms. M. Formica**, Room 312, 718-831-4000 Ext:3121, [mformica@schools.nyc.gov](mailto:mformica@schools.nyc.gov)

## GUIDANCE:

**Ms. C. Grevstad**, Room 134C, 718-831-4000 Ext: 1343- Grade 7 & Classes: 801, 821, 823, 831, 833

**Ms. K. Lavalley**, Room 134A, 718-831-4000 Ext: 1341- Grade 6 & Classes: 802, 822, 824, 832, 891

## PARENT COORDINATOR:

**Ms. Debbie Hochrad**, Room 146, 718-831-4000 Ext: 1461, [dhochrad@schools.nyc.gov](mailto:dhochrad@schools.nyc.gov)

## SCHOOL NURSE:

**Omana Sunny RN**, Room 144, 718-831-4000 Ext: 1441, [osunny@schools.nyc.gov](mailto:osunny@schools.nyc.gov)

## SCHOOLS BASED SUPPORT TEAM:

**Ms. Pikos**, School Psychologist, Room 340, 718-831-4000 Ext: 3401, [bpikos@schools.nyc.gov](mailto:bpikos@schools.nyc.gov)


**Ms. Dharia**, Family Worker, Room 329, 718-831-4000 Ext: 3291, [rdharia@schools.nyc.gov](mailto:rdharia@schools.nyc.gov)


**Ms. L. Martinez**, Social Worker, Room 329, 718-831-4000 Ext: 3291, [lmartinez64@schools.nyc.gov](mailto:lmartinez64@schools.nyc.gov)

**Ms. B. Sternberg**, Social Worker, Room 134B, 718-831-4000 Ext: 1342, [bsternberg4@schools.nyc.gov](mailto:bsternberg4@schools.nyc.gov)

**Ms. Bellamy**, Substance Abuse Prevention and Intervention Specialist (SAPIS), Room 208,  
[jhardybellamy@schools.nyc.gov](mailto:jhardybellamy@schools.nyc.gov)

# HALLWAY ROUTINES

Walk through doors with a GREEN dot 

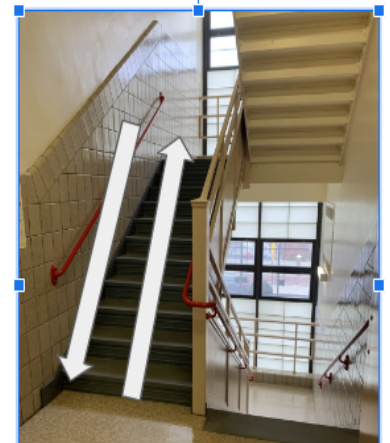
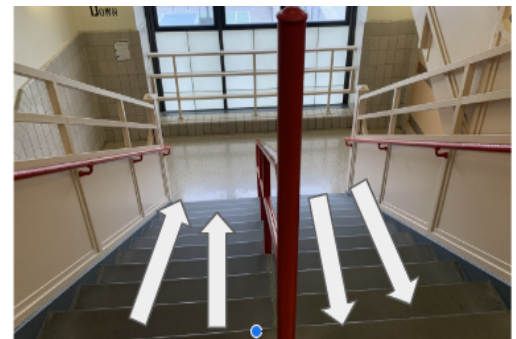
Do not walk through doors with a RED dot 

Stay to the right side of the hallway during passing as you WALK through the hall.

- Only enter a classroom if a teacher is present.
- If there is no teacher present, form two lines outside the classroom, making sure not to block the hallway/flow of traffic and wait for the teacher.



- Stairways in the MIDDLE of the hall and by the MAIN ENTRANCE are one-way traffic: Follow the **UP** or the **DOWN** signs for the right direction to walk.
- Stairways at the END of the halls are two-way traffic; walk single file up or down the stairs and stay to the right side of the stairs.



# BELL SCHEDULE

- Session Hours: Monday - Friday, 8:00 AM - 2:20 PM
- Bell Schedule

A Bell Schedule for  
your classroom is  
in your folder.

Admission	8:00 AM
Late	8:05 AM
AM Homeroom	8:00 AM - 8:12 AM
Period 1	8:15 AM - 8:57 AM
Period 2	9:00 AM - 9:42 AM
Period 3	9:45 AM - 10:27 AM
Period 4	10:30 AM - 11:12 AM
Period 5	11:16 AM - 11:58 AM
Period 6	12:02 PM - 12:44 PM
Period 7	12:48 PM - 1:30 PM
Period 8	1:33 PM - 2:15 PM
PM Homeroom	2:18 PM - 2:20 PM
Dismissal	2:20 PM

Students who arrive during HR, after the late bell at 8:05 will be signing in at the front desk.  
Ms. Morrison will be recording lateness on ATS. Late passes will be issued if students arrive after HR for admission to classes.

Grade 6 Lunch/Recess  
Grade 7 Lunch/Recess  
Grade 8 Lunch/Recess

**All dismissals are from HR classrooms. Teachers escort students to first floor exits- do not bring students down early to line up in halls and staircases.**

## ARRIVAL

- To ensure safe entry for all students, each grade will be assigned an entrance:
  - 6th Grade - Main Entrance
  - 7th Grade - Exit 3
  - 8th Grade - Exit 8

## Lunch/Recess

- 6th Grade Lunch/Recess - Period 4 (10:30-11:12am)
- 7th Grade Lunch/Recess - Period 5 (11:16-11:58am)
- 8th Grade Lunch/Recess - Period 6 (12:02-12:44pm)
- All students will eat lunch in the cafeteria for the first half of lunch and then for the second half of the lunch period, they will all participate in recess
  - Recess will be in the school yard, weather permitting

# GRADING POLICY

## Schoolwide Grading Policy

### Philosophy and Purpose of Grading

Here at Irwin Altman Middle School, we believe that communication and transparency are essential to ensure that students and families are aware of our policies and expectations and to facilitate our work as academic partners. Please review these policies with your child. If you have any questions or concerns, please reach out to the Grade Assistant Principal or our Parent Coordinator, Ms. Hochrad.

### Scale of Marks Awarded

The scale below explains the Irwin Altman Middle School 172 grading marks. The area in gray is considered academically at risk.

Report Card Grade	Proficiency Level
90-100	Mastery
80- 89	Proficiency
70- 79	Approaching Proficiency
65-69 (Minimum passing grade is a 65)	Emerging Proficiency
55 or 60	Failing Mark: No evidence to determine proficiency level

### Formative Assessment

**Formative assessment:** Formative Assessments are assessments for learning vs. assessment of learning; meaning they are designed to check for understanding and support learning during the learning process. These assessments **are not** used to determine a student's final grade. "A key characteristic of (formative assessments) is that the assessment information is used by the teacher and pupils, to modify their work in order to make it more effective." (Black, 1998).

Examples of Formative Assessments include but are not limited to:

- Pre-assessments (diagnostics & pre-tests)
- Day to day assessments (teacher observations, critical thinking questions, entrance/exit slips, & journal responses)
- Feedback

Teachers collect and utilize formative assessment data to design instruction that meets the individual needs of their students.

### Summative Assessment

**Summative Assessment:** Summative assessments are assessments of learning; or end-product assessments designed to provide information used to determine mastery of the standards and skills taught. These assessments occur at the end of a sequence of instruction or unit and are used to determine a student's final grade.

Examples include, but are not limited to:

- Tests, quizzes
- Rubric-based assignments: projects, writing pieces, labs, presentations, etc.

To promote a growth mindset, teachers may elect to have students complete a reflection following the completion of a summative assessment. The summative assessment and related reflections must be stored by the teacher to be used by students to track and support their growth. This model allows for authentic conversation regarding student progress during parent teacher conferences.

### Grading Students with IEPs (Individualized Education Plan) or ELL (English Language Learner) Designations

**Accommodations:** An "accommodation" may be used to describe an alteration of environment, curriculum format, or equipment that allows an individual with a disability to gain access to content and/or complete assigned tasks. They allow students with disabilities to pursue a regular course of study. Since accommodations do not alter what is being taught, instructors should be able to implement the same grading scale for students with disabilities as they do for students without disabilities. Examples of accommodations include:

- Extended time for students with fine motor limitation, visual impairments, or learning disabilities
- Large-print books, texts or tasks for students with visual impairments
- Text-to-speech computer based systems for students with visual impairments or Dyslexia

(<https://www.washington.edu/doit/what-difference-between-accommodation-and-modification-student-disability>)

**Modification:** A modification is a change in the course, standard, test preparation, location, timing, scheduling, expectations, student response and/or other attribute which provide access for a student with a disability to participate in a course, standard or test, which does fundamentally alter or lower the standard or expectation of the course, standard or test. Examples of modifications include:

- Leveled readings
- Adapted materials, questions, or vocabulary
- Modification of test materials dependent upon IEP goals

([https://www.mdsc.org/mdsc\\_Content/documents/Accomadations%20vs%20Modifications.pdf](https://www.mdsc.org/mdsc_Content/documents/Accomadations%20vs%20Modifications.pdf))

#### Teacher responsibilities:

- Teachers are responsible for making accommodations and modifications in the calculations of grades for students with special needs and English Language Learners.
- Special Education Teachers must communicate with their General Education counterparts to determine which standards are essential for promotion to the next grade.
- Teachers must review the Individualized Education Plan (IEP) of students to determine the goals, modifications, and accommodations students with disabilities require for mastering the standards.
- In the Integrated Co-Teaching (ICT) classroom, both teachers are expected to check progress and collaborate on a final grade.
- The teachers will grade ELLs with multiple forms of assessment. Teachers are aware of ELL students' proficiency levels and accommodations are made in classrooms accordingly. First year ELL students are exempt from class grades and from the ELA State exam. A grade can be submitted if the student is doing well in a particular subject and their class average is 75% or better.

### Screened/Accelerated Class & Honor Roll Criteria

Placement on the honor roll is dependent on academic requirements and satisfactory conduct.

1. **Screened/Accelerated Class Criteria:** Maintain a minimum of 85% overall average  
 Maintain a minimum grade of 80% in all subjects: ELA, Math, Science, Social Studies, Foreign Language, Arts/GS, Physical Education  
 Maintain satisfactory conduct grades  
 Avoid excessive unexcused absences and/or lateness to school and class  
 Students not meeting these requirements will be monitored and reviewed to better serve their needs
2. **Honor Roll:** Students must have a minimum 85 average on their report card, pass all subjects with a 80 or better, and have satisfactory conduct.
3. **Principal's Honor Roll:** students must have a minimum 95 average on their report card, a minimum grade of 90 in all other subjects, and have satisfactory conduct.



### Marking Period Schedule and Report Card Distribution

Progress reports and report cards are to be signed by a parent and returned to the school.

Quarter	Start Date	End Date	# of School Days	Report Card Distribution
1	9/7/23	11/3/23	40	11/16/23
2	11/6/23	1/19/24	45	2/1/24
3	01/22/24	3/28/24	44	4/12/24
4	4/2/24	6/26/24	49	6/26/24
5 (Final Average)	$\frac{(\text{MP1} + \text{MP2} + \text{MP3} + \text{MP4})}{4} = \text{MP 5 Final Average}$			

*\*Regents exam scores are not included in final average calculations*

### Communication about Grades

#### Teacher to Family Communication:

Teachers will communicate with students and families through schoolwide methods as indicated below:

1. Online grading forum: Teachers may elect to use an online grading forum to be determined by the Department of Education & Middle School 172. This forum serves as a form of communication between teachers, students, and parents/guardians regarding student progress. Teachers and parents/guardians must establish additional forms of communication related to students' progress contingent upon frequency of the online grading forum utilization.
2. Parent engagement: Time is provided for teachers to update and engage families about student progress (55 minutes per week).
3. IEP/Annual meetings: In some cases, there are also IEP/Annual meetings which provide teachers and families additional opportunities to discuss student progress.
4. Google Classroom: Teachers may elect to utilize Google Classroom as an additional support to share resources with students and parents, provide supplementary resources, and/or provide students with a digital platform to discuss and support each other's learning. Use of Google Classroom as an additional support is determined by the teachers.
5. Other methods of communication: Teachers may also elect to call, email, or communicate with families through notes in student planners.

#### Scheduled Methods of Communication:

1. Progress reports:

Teachers and schools communicate student progress with families through Interim Progress Reports distributed to students in their homeroom class. The progress report will summarize the student's work as entered in the online grading forum and is distributed to students midway through each marking period. Refer to the section titled, "Marking Period Schedule and Report Card Distribution" for Progress Report distribution dates.

## 2. Report Cards:

Report cards are distributed to students in their homeroom at the end of each marking period. The marking period and overall averages may differ from what is visible in the online grading platform because report card grades are weighted averages. This means that each class is calculated differently based on the number of times students are scheduled for the class in one week. Students receive numerical grades except in single period classes. On report cards, failures are noted as 55 - 64. Passing grades are reported within the range of 65-100 as single point values. Comment codes on the report card provide specific feedback on academic progress and behavior. If there is a question regarding a report card grade, the issue is first addressed directly with the teacher. The lowest grade a student can earn on the report card is a 55.

## 3. General Communication or General School Communication:

**Automated Phone Messages:** The school uses an automated messaging system to notify the school community of report card distribution dates and progress report distribution dates.

**Email:** The parent coordinator will notify families of the above information via the email address provided by parents/guardians at the beginning of the school year.

Automated phone and email messages are sent to addresses and numbers provided by parent(s)/guardian(s).

## 4. Parent/ Teacher Conferences (All Virtual): These are held 4 times in a school year:

- September - Evening
- November - Afternoon & Evening
- March - Afternoon & Evening
- May - Evening

## 5. Parent Teacher Association meetings:

- Monthly meetings are held at the school to discuss news, upcoming fundraising events, and budgetary concerns.

## Grading Categories by Discipline

Acceptable Grades: 55, 60, 65 and single point grades from 66 to 100. Grades of 60 are not permissible in MP5. Grades of 65 and above are considered passing.

Grading criteria for receiving report card grades is outlined in the syllabus/parent letter for each of the subjects listed below:

### **ELA, Math, Science, Social Studies, Spanish, Arts, Physical Education, and Health:**

\*Students must attend G.S. or Physical Education 3 times per week to receive a numerical grade. Students that attend 1 or 2 times per week will receive a P ("pass")/F ("fail") grade. (*Grades 65 and above constitute a P.*)

## Make-up/Missing Work

Out-of-classroom assignments such as homework and projects are an integral part of the learning process and help teachers assess, both formatively and summatively, student progress. Students can submit makeup work until the end of each marking period (See teacher welcome letters for specifics).



### Multiple Criteria for determining students' grades and promotion eligibility

Promotion is based upon multiple criteria: attendance, performance on NYS standardized exams and assessments of student achievement of grade-level performance standards as evidenced by student work (grades, classwork, homework, projects, etc.) portfolio assessments, and teacher observations.

### Promotional Criteria

Current Grade Level	Promotional Criteria
<u>6th</u>	Students in grade 6 who do not meet the multiple criteria in ELA and Math will be required to attend and pass summer school to be promoted to the next grade.
<u>7th</u>	Students in grade 7 who do not meet the multiple criteria in ELA and Math will be required to attend and pass summer school to be promoted to the next grade.
<u>8th</u>	Students in grade 8 <b>must pass all of the four core subjects</b> (ELA, Math, Science, & Social Studies) in order to graduate and go on to high school. Students who do not pass all four subjects will be required to attend and pass summer school in order to be promoted to the 9th grade. They will not be eligible to participate in the MS 172 graduation ceremony in June.

### Late admission to the course/ not enough work to determine mastery

Report cards will reflect a code of NL for students who were admitted into the school or course too late to demonstrate mastery of the standards or skills being taught.

Report cards will reflect a code of NS for insufficient attendance in the course to demonstrate mastery of the standards or skills being taught.

Report cards will reflect a code of NU for students participating in an alternate program.



# NYC SCHOOL CALENDAR: 2023-2024



## NYC Department of Education School Year Calendar 2023-2024

This is the 2023–24 school year calendar for all 3K–12 NYCDOE public schools. If your child attends a private, parochial, charter school, NYC Early Education Center (NYCEEC) or Family Childcare Program, please contact your child's school for information about their calendar. Please note the following:

- On days when school buildings are closed due to inclement weather or other emergencies, all students and families should plan on participating in remote learning.
- Individual schools' Parent-Teacher Conference dates might be different from the dates below. Your child's teacher will work with you to schedule your conference.
- On this schedule, **elementary schools** are defined as programs that serve kindergarten (K) through grade 8, including schools with 3-K and Pre-K programs, as well as those that end in grade 5. **Middle schools** are defined as programs that serve grades 6–8, and **high schools** are defined as programs that serve grades 9–12.

DATE	WEEKDAY	EVENT
September 7	Thursday	First day of school
September 14	Thursday	Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers
September 21	Thursday	Evening Parent-Teacher Conferences for middle schools and D75 schools
September 25	Monday	Yom Kippur, schools closed
September 28	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
October 9	Monday	Italian Heritage/Indigenous Peoples' Day, schools closed
November 2	Thursday	Afternoon and Evening Parent-Teacher Conferences for elementary schools; students in these schools dismissed three hours early
November 7	Tuesday	Election Day, students do not attend school
November 9	Thursday	Afternoon and Evening Parent-Teacher Conferences for middle schools and D75 schools; students in these schools dismissed three hours early
November 16	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
November 17	Friday	Afternoon Parent-Teacher Conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early
November 23–24	Thursday–Friday	Thanksgiving Recess, schools closed
December 25–January 1	Monday–Monday	Winter Recess, schools closed
January 15	Monday	Rev. Dr. Martin Luther King Jr. Day, schools closed

February 19–23	Monday–Friday	Midwinter Recess, schools closed
March 7	Thursday	Afternoon and Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers; students in these schools dismissed three hours early
March 14	Thursday	Afternoon and Evening Parent-Teacher Conferences for middle schools and D75 schools, students in these schools dismissed three hours early
March 21	Thursday	Evening Parent-Teacher Conferences for high schools, K–12 and 6–12 schools
March 22	Friday	Afternoon Parent-Teacher Conferences for high schools, K–12 and 6–12 schools; students in these schools dismissed three hours early
March 29–April 1	Friday–Monday	Easter Weekend, schools closed
April 10	Wednesday	Eid al-Fitr, schools closed
April 22–30	Monday–Tuesday	Spring Recess, schools closed
May 9	Thursday	Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers
May 16	Thursday	Evening Parent-Teacher Conferences for middle schools and D75 schools
May 23	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
May 27	Monday	Memorial Day, schools closed
June 4	Tuesday	Regents Administration in Algebra I
June 6	Thursday	Anniversary Day/Chancellor's Conference Day for staff development; students do not attend
June 7	Friday	Clerical Day; no classes for students attending 3-K, Pre-K, elementary schools, middle schools, K–12 schools, and standalone D75 programs
June 14–26	Friday–Wednesday	Regents Administration (excluding June 17 and June 19, when schools are closed)
June 17	Monday	Eid al-Adha, schools closed
June 19	Wednesday	Juneteenth, schools closed
June 26	Wednesday	Last day of school for students

# MERIT SYSTEM

This school year **Irwin Altman MS 172** has instituted a “point system” that will assign values to various infractions of the **Citywide Standards of Discipline and Intervention Measures (The Discipline Code)** and other school policies. Students whose “points” total different levels will not be permitted to attend certain activities. Point totals **will not** carry over from school year to school year, however we would like to offer students an opportunity to earn **“Merits”**. These **“Merits”** will be rewarded to students who exhibit positive behaviors, excel academically, and work with the school and/or community thereby becoming better citizens.

The following are **“Merits”** that can be awarded to students for acts of kindness, academic excellence, community service. Students can build upon their **“Merits”** over time.

**\*\*Note: “Merits” earned can erase dean points previously acquired for behavioral infractions.\*\***

<p><b>Honor Roll</b>– based on the report card average at the end of each marking period.</p> <ul style="list-style-type: none"> <li>❖ Principal’s Honor Roll</li> <li>❖ Honor Roll</li> <li>❖ Must be combined with joining our Peer Tutoring program</li> </ul>	<ul style="list-style-type: none"> <li>❖ Principal’s Honor Roll: <b>3 Merits</b></li> <li>❖ Honor Roll: <b>2 Merits</b></li> </ul>
<p><b>Rising Stars Recipient</b>- monthly rewards given to nominated students by school staff based upon a monthly focus.</p>	<p><b>3 Merits</b></p>
<p><b>Going Above and Beyond</b>- defined as altruistic (compassionate) acts that are done considering another person’s feelings and interests above and beyond your own.</p> <ul style="list-style-type: none"> <li>❖ Nomination for this <b>“Merit”</b> to be completed by staff member via email to Dean and Assistant Principal describing the act completed.</li> </ul>	<p><b>3 Merits</b></p>
<p><b>Demonstrates real leadership</b>- taking a leading role when it is not necessarily easy to do so, toward a positive end.</p> <ul style="list-style-type: none"> <li>❖ Nomination for this <b>“Merit”</b> to be completed by staff member via email to Dean and Assistant Principal describing the act completed.</li> </ul>	<p><b>3 Merits</b></p>
<p><b>Community Service Points</b>– must be “sponsored” by a staff or community member. This is not just serving or performing community service, it would be <b>organizing or taking a leading and/or active role</b>. Proof of participation in the event must be submitted to the Dean and Assistant Principal (Must be within the school building. No outside community service will be accepted).</p>	<p><b>1 Merit per 1 Hour of Service</b></p>

Students have been informed about this **“Merit”** system. We ask that you discuss this letter with your children. We know that you share our concerns in keeping Irwin Altman MS 172 students productive both socially, academically, and growing into mature, productive citizens.

# CITYWIDE BEHAVIORAL EXPECTATIONS TO SUPPORT STUDENT LEARNING GRADES 6-12



## Level 1 Infractions- Uncooperative/Noncompliant Behavior

Infraction Code	Infraction
B01	Unexcused absence from school
B02	Failing to wear the required school uniform (applies only to students in grades 6–12 in schools that have adopted a school uniform policy and whose parents have not secured an exemption)
B03	Cutting classes (reporting to school and failing to attend one or more programmed classes)
B04	Being late for school or class
B05	Bringing items to or using items in school in violation of NYCDOE or school policy
B06	Failing to be in one's assigned place on school premises
B07	Behaving in a manner which disrupts the educational process (e.g., making excessive noise in a classroom, library, or hallway)
B08	Engaging in verbally rude or disrespectful behavior
B09	Wearing clothing, headgear (e.g., caps or hats), or other items that are unsafe or disruptive to the educational process* (Religious headgear is an exemption)
B10	Posting or distributing material on school premises in violation of written NYCDOE policy and/or school rules
B11	Failing to provide school officials with required identification
B12	Using school computers, fax machines, telephones, or other electronic equipment or devices without appropriate permission .

## Level 2 Infractions- Disorderly Behavior

Infraction Code	Infraction
B13	Possession and/or use of cigarettes, electronic cigarettes, matches, lighters, and/or vaping devices
B14	Gambling



<b>B15</b>	Using profane, obscene, vulgar, or lewd language, gestures, or behavior
<b>B16</b>	Lying to, giving false information to, and/or misleading school personnel
<b>B17</b>	Misusing property belonging to others
<b>B18</b>	Engaging in or causing disruptive behavior on the school bus
<b>B19</b>	Inappropriate use of electronic technology (e.g., unauthorized audio/video recording)
<b>B20</b>	Leaving class or school premises without permission of supervising school personnel

### Level 3 Infractions- Disruptive Behavior

<b>Infraction Code</b>	<b>Infraction</b>
<b>B21</b>	Defying or disobeying the lawful authority or directive of school personnel or school safety agents in a way that substantially disrupts the educational process and/or poses a danger to the school community (this behavior does not include Level 1 or 2, uncooperative/noncompliant or disorderly behavior, such as using profane language, B15; or wearing prohibited clothing, B09; or bringing prohibited items to school, B05) (A–F, G only, with authorization) NOTE: Principals must obtain prior written approval of the Office of Safety and Youth Development prior to authorizing a principal's suspension for B21
<b>B22</b>	Entering or attempting to enter a school building without authorization or through an unauthorized entrance
<b>B23</b>	Using slurs based upon actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, religion, gender, gender identity, gender expression, sexual orientation, or disability
<b>B24</b>	Shoving, pushing, or engaging in a minor altercation or similar physical confrontational behavior toward students or school personnel (e.g., pushing past another person), or throwing an object (e.g., chalk), or spitting at another person (for more serious physically aggressive behavior, see B36)
<b>B25</b>	Bringing unauthorized persons to school or allowing unauthorized visitors to enter school in violation of written school rules
<b>B26</b>	Engaging in gang-related behavior (e.g., wearing or displaying gang apparel and/or accessories, writing graffiti, making gestures or signs) NOTE: In determining whether the behavior is gang related, school officials may consult with the Office of Safety and Youth Development's Gang Unit.
<b>B27</b>	Tampering with, changing, or altering a record or document of a school by any method, including, but not limited to, computer access or other electronic means
<b>B28</b>	Engaging in vandalism, graffiti, or other intentional damage to school property or property belonging to staff, students, or others
<b>B29</b>	Knowingly possessing property belonging to another without authorization
<b>B30</b>	Violating the Department's Internet Use Policy (e.g., use of the NYCDOE's system for non educational purposes, security/privacy violations)



<b>B31</b>	Engaging in scholastic dishonesty which includes but is not limited to:
	a. Cheating (e.g., copying from another's test paper; using material during a test which is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an un-administered test; substituting for another student or permitting another student to substitute for one's self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test)
	b. Plagiarizing (appropriating another's work and using it as one's own for credit without the required citation and attribution, e.g., copying written work from the Internet, or any other source)
	c. Colluding (engaging in fraudulent collaboration with another person in preparing written work for credit)
<b>B32</b>	Posting or distributing libelous material or literature, including posting such material on the Internet

#### Level 4 Infractions- Aggressive or Injurious/Harmful Behavior

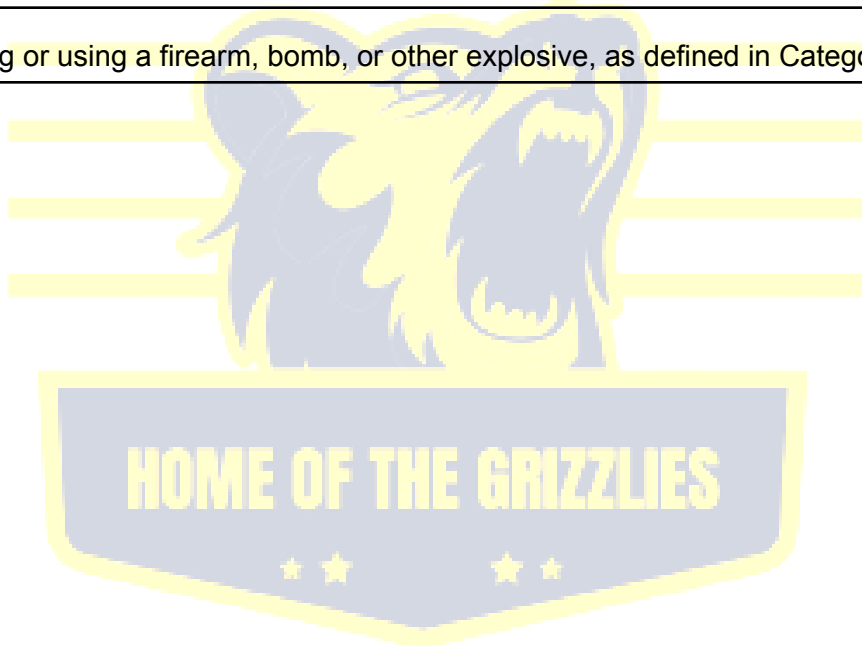
<b>Infraction Code</b>	<b>Infraction</b>
<b>B33</b>	Engaging in sexual conduct on school premises or at school-related functions
<b>B34</b>	Making sexually suggestive comments, innuendoes, propositions, or similar remarks, or engaging in nonverbal or physical conduct of a sexual nature (e.g., touching, patting, pinching, lewd or indecent public behavior, or sending or posting sexually suggestive messages or images)
<b>B35</b>	Posting, distributing, displaying, or sharing literature or material containing a threat of violence, injury or harm, or depicting violent actions against or obscene, vulgar or lewd pictures of students or staff, including but not limited to posting such material on the Internet
<b>B36</b>	Engaging in physically aggressive behavior other than minor alterations as described under B24, which creates a substantial risk of or results in minor injury
<b>B37</b>	Coercing, threatening, planning, or instigating an act of violence, injury, or harm to other(s)
<b>B38</b>	Engaging in or causing disruptive behavior on the school bus which creates a substantial risk of or results in injury. NOTE: Students may also be excluded from the bus as per <a href="#">Chancellor's Regulation A-801</a> .
<b>B39</b>	Engaging in harassing, intimidating, and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying); such behavior includes, but is not limited to: physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peer groups designed to humiliate or isolate; using derogatory language or making derogatory jokes or name calling to humiliate or harass.

<b>B40</b>	Engaging in harassing, intimidating and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying) based on an individual's actual or perceived race, color, creed, religion, religious practices, ethnicity, national origin, citizenship/immigration status, gender, gender identity, gender expression, sexual orientation, disability or weight; such behavior includes, but is not limited to: physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peer groups designed to humiliate or isolate; using derogatory language or making derogatory jokes or name calling to humiliate or harass
<b>B41</b>	Possessing controlled substances or prescription medications without appropriate authorization, illegal drugs, synthetic hallucinogens, drug paraphernalia, and/or alcohol
<b>B42</b>	Falsely activating a fire alarm or other disaster alarm
<b>B43</b>	Making a bomb threat
<b>B44</b>	Taking or attempting to take property belonging to another or belonging to the school without authorization, without using force, or intimidating behavior
<b>B45</b>	Creating a substantial risk of serious injury by either recklessly engaging in behavior, and/or using an object that appears capable of causing physical injury (e.g., lighter, belt buckle, umbrella, or laser pointer)
<b>B46</b>	Causing a serious injury by either recklessly engaging in behavior, and/or using an object that appears capable of causing physical injury (e.g., lighter, belt buckle, umbrella, or laser pointer)
<b>B47</b>	Inciting/causing a riot
<b>B48</b>	Possessing, displaying, or selling any weapon as defined in Category II (E–K) NOTE: Before requesting or imposing a suspension for possession of or displaying an article listed in Category II for which a purpose other than infliction of physical harm exists, e.g., a nail file, the principal must consider whether there are mitigating factors present. In addition, the principal must consider whether an imitation gun is realistic looking by considering factors such as its color, size, shape, appearance, and weight. See page 27 for more information.
<b>B49</b>	Using controlled substances or prescription medication without appropriate authorization, or using illegal drugs, synthetic hallucinogens, and/or alcohol.

#### Level 5 Infractions- Seriously Dangerous or Violent Behavior

<b>Infraction Code</b>	<b>Infraction</b>
<b>B50</b>	Starting a fire
<b>B51</b>	Using force to take or attempt to take property belonging to another
<b>B52</b>	Using force against, or inflicting, or attempting to inflict serious injury against school personnel or school safety agents
<b>B53</b>	Using extreme force against or inflicting or attempting to inflict serious injury upon students or others
<b>B54</b>	Instigating, or participating with another or others, in an incident of group violence

<b>B55</b>	Engaging in dangerous or violent behavior that is gang-related NOTE: In determining whether the behavior is gang-related, school officials may consult with the Office of Safety and Youth Development's Gang Unit.
<b>B56</b>	Engaging in physical sexual aggression/compelling or forcing another to engage in sexual activity
<b>B57</b>	Selling or distributing illegal drugs or controlled substances and/or alcohol
<b>B58</b>	Possessing or selling any weapon as defined in Category I, other than a firearm, bomb, or other explosive
<b>B59</b>	Using any weapon as defined in Category II to threaten or to attempt to inflict injury upon school personnel, students, or others
<b>B60</b>	Using any weapon as defined in Category I, other than a firearm, bomb or other explosive, to threaten or to attempt to inflict injury upon school personnel, students, or others
<b>B61</b>	Using any weapon as defined in Category I or II, other than a firearm, bomb, or other explosive, to inflict injury upon school personnel, students, or others
<b>B62</b>	Possessing or using a firearm, bomb, or other explosive, as defined in Category I (L)



# DEAN POINTS

Each school year, the students of **Irwin Altman MS 172** have the opportunity to take part in exciting activities that serve as both a reward for hard work and good behavior throughout the school year. We must remain firm in the belief, however, that only the most deserving students should be able to participate in these activities. Therefore, we will be instituting a “point system” that will assign values to various infractions of the **Citywide Standards of Discipline and Intervention Measures (The Discipline Code)** and other school policies. Students whose “points” total different levels will not be permitted to attend certain activities. Point totals **will not** carry over from school year to school year.

The following chart indicates **some** of the most frequent infractions that factor into the school’s decision on this matter:

Unexcused lateness to class - first 3 offenses (B04)	1 point
Unexcused lateness to class - subsequent latenesses (B04)	1 point
Unexcused lateness to school - first 4 offenses (B04)	1 point
Unexcused lateness to school - subsequent latenesses (B04)	1 point
Being in the hallways without proper pass (B06)	1 point
Loitering or “fooling around” in hallways (B07)	1-3 points
Failure to follow directions and protocols (SILENCE) during class time, passing time, lunch/recess, and evacuation/safety drills (B07)	3 points
Inappropriate use of electronic technology including cyber bullying (B19)	5 points
Damage to school property (B28)	5 points
Touching another person and/or belongings without their permission. (B29)	3 points
Using slurs based upon actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, religion, gender, gender identity, gender expression, sexual orientation, or disability (B23)	5 points
Shoving, pushing, or engaging in a minor altercation or similar physical confrontational behavior toward students or school personnel (B24)	3 points
Using profane, obscene, vulgar, or lewd language, gestures, or behavior (B15)	3 points
Violation of Dress Code Policy (B09)	4 points
Cutting a Class (B03)	3 points
Cutting School (B03)	5 points
Confiscated cell phone or other electronic devices -1 <sup>st</sup> offense (B05)	2 points
Confiscated cell phone or other electronic devices -subsequent offenses (B05)	4 points
Academic dishonesty - e.g., cheating, copying, plagiarism, etc. (B31)	5 points
Engaging in verbally rude, disrespectful, or vulgar language and/or behavior (B08)	2 points
Engaging in harassing, intimidating, and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying); such behavior includes, but is not limited to: physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peer groups designed to humiliate or isolate; using derogatory language or making derogatory jokes or name calling to humiliate or harass. (B39)	5 points
<b>AND/OR</b> Engaging in harassing, intimidating and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying) based on an individual’s actual or perceived race, color, creed, religion, religious practices, ethnicity, national origin, citizenship/immigration status, gender, gender identity, gender expression, sexual orientation,	

disability or weight; such behavior includes, but is not limited to: physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peer groups designed to humiliate or isolate; using derogatory language or making derogatory jokes or name calling to humiliate or harass. (B40)

**\*\*Note: Infractions of the Discipline Code or violations of school policy not listed above can also result in the assignment of points at the discretion of the school dean/administration.**

**The following indicates the steps that will be taken when students reach different point totals:**

Parent conference to review student's disciplinary record.	at 10 points
Afterschool Detention	at 15 points
Removal from one school activity, such as: <ul style="list-style-type: none"> <li>Participation in or attendance to school activities (e.g. sporting events, clubs/teams, etc.)</li> <li>School Wide Celebrations</li> <li>Grade Level Field Trips</li> <li>S.O. Events</li> </ul>	at 20 points
Removal from two or more activities. (at the discretion of school administration)	at 30 or more points
One day In School/Principal's Suspension (ISS)	at 35 points
Additional In School/Principal's Suspension (ISS)	every additional 10 dean points beyond 35

## LATENESS POLICY

### LATENESS TO SCHOOL

All students are expected to be in class at the time the late bell rings (8:05 AM) for homeroom. Students who are excessively late to school (5 latenesses in a marking period) will receive an after school detention upon the 5th lateness.

### LATENESS TO CLASS

All students are expected to be in class seated at the bell for each period. Students who are late will be expected to sign the late sheet. Three (3) lateness to any one class will result in an after school detention to be held on Wednesday afternoons from 2:20 PM - 3:20 PM.

## BATHROOM POLICY

- Only one student is allowed out of the classroom at any given time to use the bathroom.
- All students leaving the room must fill out the bathroom log and indicate their full name, class and accurate time.
- All students must take a pass when leaving the room.
- The time the student returns to class should be recorded upon their re entering class.
- No student should be loitering/fooling around in the halls

## DRESS CODE

The clothing worn by students shall abide by the regulations of the **New York State Education Department** and **New York City Department of Education**.

The purpose of the dress code policy is to define acceptable student attire. The objective of the policy is to promote an atmosphere for academic success while recognizing significant freedom of student choice and expression.

The following dress code regulations have been established by **Irwin Altman Middle School**:

1. Clothing and accessories shall not interfere with the health or safety of the students.
2. Clothing shall not disrupt the educational process.
3. Clothing shall not be inappropriate in a public building.
4. No provocative or suggestive clothing shall be worn in school.
5. Inappropriate clothing includes: beach wear, short shorts/dresses/skirts (should be no shorter than three inches above the top of the knee when standing or at fingertip length with arms are at sides when standing straight up), tube tops, spaghetti straps, halters, see-through tops, **crop tops**, muscle shirts with excessively large armholes, bandanas, clothing with inappropriate language or graphics or fancy, expensive jewelry, large hoops or chains.
6. Pants not to be worn below the waist exposing underwear.
7. All outerwear must be stored in the student wardrobe in the homeroom. On chilly days a sweatshirt or sweater may be brought to class with you. Coats must remain in the homeroom. Outerwear includes: coats, jackets, hats (including caps), hoods, gloves, down vests, sunglasses, and umbrellas. Any headwear worn must have a necessary function and/or be approved in advance by administration.
8. Footwear must be worn. Safety considerations may dictate the type of footwear worn in specific classes or school settings.

Parents of students who are inappropriately dressed will be called to bring a change of clothing to school for their child or will be provided a shirt to wear.

Violators of the dress code adopted by **Irwin Altman Middle School** will be in violation of Chancellors code **B09-Wearing clothing, headgear (e.g., caps or hats), or other items that are unsafe or disruptive to the educational process\* (Religious headgear is an exemption)** and will be logged into the New York City Office of School Safety reporting system. Students who receive more than two dress code violations will be given an after school detention.



# CELL PHONE AND DEVICE POLICY

The **Irwin Altman Middle School 172 Cell Phone/Electronic Device Policy** was adopted on January 3, 2022 and is listed below. This policy is in effect until further notice. **Students are expected to bring their NYC DOE devices, charged, daily to complete their school work.**

## SECTION 1

In accordance with **New York City Department of Education (NYCDOE) Chancellor's Regulation A-413**, students are permitted to bring the following electronic items to school: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices.

## SECTION 2

Although students are permitted to bring these devices to school, these devices **may NOT**:

a) be turned on or used during the administration of any school quiz, test or examination (this includes all Irwin Altman Middle School tests and all New York State Education Department and NYCDOE exams). **These devices can be used if they have been explicitly authorized by the school, teacher, or are contained in an Individualized Education Program or Section 504 Accommodation Plan.**

b) be turned on or used during school evacuation drills or other emergency preparedness exercises.

c) be used in class, the gymnasium, hallways, offices, and bathrooms.

**In accordance with Chancellor Regulation A-413, principals have the authority to determine the circumstances under which cell phones, computing devices, and portable music and entertainment systems may be used on school property and the procedures for confiscation, storage and return of such items.**

## SECTION 3 • Irwin Altman Middle School Cell Phone/Electronic Device Policy:

- Upon entering **Irwin Altman Middle School**, all students must place their devices in their bookbags. These devices should not be visible and should be silent/turned off if students choose to carry them on their person (in their pockets, for example) throughout the school day.
- While on school premises or during any **Irwin Altman Middle School/NYCDOE** sponsored activity outside of the building (on a bus during a field trip or during recess, for example), students may not take out and/or use their devices (except for those devices they have been explicitly authorized to use according to their Individualized Education Program or Section 504 Accommodation Plan).
- In the event of an emergency, a student can go to the following offices to seek permission from a school official: Main office, Assistant Principal (Nash- Rm 327, Soto- Rm 227 or Devine- Rm 133), Dean- Rm 312, or the Guidance Suite.
- Students who violate the **Irwin Altman Middle School Cell Phone/Electronic device policy** or who use these 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 ("ISUSP") **will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the NYCDOE Discipline Code.**

If a student is in violation of this policy, the following consequences will be enforced:

- **1st violation-** is a warning to the student to put away the device. These warnings will be documented to the dean using the Dean Referral Google Form.

- **2nd violation**- confiscation of the phone by dean, administrator or School Safety and device returned to the student at the end of the school day. The parent will be notified of the violation.
- **3rd and all subsequent violations resulting in confiscation** (see details in Section 4) of the student's device will result in the device being returned to the parent following a parent conference, in which the parent/guardian must report to **Irwin Altman Middle School** for the conference and to receive the device. The parent/guardian will be reminded of the **Irwin Altman Middle School Cell Phone/Electronic Device policy**. A Behavioral referral for being in violation of Chancellors code B05 will be logged into the New York City Office of School Safety reporting system.

<b>B05</b>	Bringing items to or using items in school in violation of NYCDOE or school policy
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## SECTION 4 • Confiscation of Cell Phones/Electronic Devices Policy at Irwin Altman Middle School:

- Students who violate the Irwin Altman Middle School Cell Phone/Electronic Device policy as outlined above or who use these devices in violation of any provision of the DOE's Discipline Code, Chancellor Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("ISUSP") may have these devices confiscated by all teachers, school aides, the dean, school safety agents, or administration.
- If students refuse to comply with directives instructing them to hand over their devices, staff members should notify an **Irwin Altman Middle School** administrator, or dean. This incident should be documented as a referral to the dean and documented as a violation of discipline code:

<b>B21</b>	Defying or disobeying the lawful authority or directive of school personnel or school safety agents in a way that substantially disrupts the educational process and/or poses a danger to the school community (this behavior does not include Level 1 or 2, uncooperative/noncompliant or disorderly behavior, such as using profane language, B15; or wearing prohibited clothing, B09; or bringing prohibited items to school, B05) (A–F, G only, with authorization) NOTE: Principals must obtain prior written approval of the Office of Safety and Youth Development prior to authorizing a principal's suspension for B21
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- After students refuse to hand over their devices to **Irwin Altman Middle School** designees, school staff may not engage in any verbal confrontations with students or attempt to confiscate the device from a student who is uncooperative or defiant. At that point, the dean, school safety agents, or administration will be informed to attend to the situation.
- Once the device has been confiscated, it will be secured in a locked desk in an envelope (labeled with the student's name/OSIS number, date of confiscation and type of device) in the locked office of an **Irwin Altman Middle School** administrator or dean. The student's parent or guardian will be notified and told the procedures having the device returned.
- If a student is in violation of the School Wide Cell Phone Policy, **Irwin Altman Middle School** and its designees are not liable for any damage or theft to devices.

*\*\*The School Wide Cell Phone Policy is subject to change as needed and decided on by the SLT\*\**

# ACADEMIC HONESTY

Students at Irwin Altman Middle school 172 are expected to adhere to the school's Academic Honesty Policy at all times in order to uphold the integrity of the assessment process as well as preserve the fairness of the system as far as possible.

When assessments are conducted or projects assigned, it is the school's assumption that the teacher in charge of the class will be evaluating authentic student work produced by the individual whose name appears on that assignment. Academic honesty is taken very seriously by the school administration, faculty, parents, students, colleges and universities.

Students are expected to know what academic behaviors are acceptable and which are not. Student work is to be completed solely by the individual unless the teacher specifically states that cooperative work is acceptable

The use of AI (artificial intelligence) generated material is considered a violation of the academic honesty policy. Using generative AI tools (ex: ChatGPT, Grammarly) in an assignment, paper, presentation, exam and/or any other academic work is not permitted.

Infractions of the school-wide Academic Honesty Policy will result in a restorative action. We strongly encourage all student members to report any violations of the policy to either the subject area teacher, dean or department Assistant Principal.

## ACADEMIC HONESTY PROTOCOL

All occurrences of Academic Dishonesty (cheating, colluding, and plagiarism) will lead to a failing grade for the assignment.

After a student's first documented act of Academic Dishonesty and communication with the parent, any subsequent acts will follow the respective protocols:

## ACTS OF ACADEMIC DISHONESTY

<b>2nd Occurrence of Academic Dishonesty.</b>	<p>The Dean will schedule a Parent Conference to be held with the Dean and Assistant Principal. At this conference, the following will take place:</p> <ul style="list-style-type: none"> <li>• Discussion regarding student's academic dishonesty.</li> <li>• Lunch detention</li> <li>• Violation of Chancellors code <b><i>B31-Engaging in scholastic dishonesty which includes but is not limited to: a. Cheating (e.g., copying from another's test paper; using material during a test which is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an un-administered test; substituting for another student or permitting another student to substitute for one's self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test) b. Plagiarizing (appropriating another's</i></b></li> </ul>
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	<p><i>work and using it as one's own for credit without the required citation and attribution, e.g., copying written work from the Internet, or any other source) c. Colluding (engaging in fraudulent collaboration with another person in preparing written work for credit)</i> and will be logged into the New York City Office of School Safety reporting system.</p> <ul style="list-style-type: none"> <li>• A formal warning regarding the measures taken should a 3rd occurrence of Academic Dishonesty take place.</li> </ul>
<p><b>3rd Occurrence of Academic Dishonesty.</b></p>	<p>The Dean will schedule a Principal's conference with parents/guardians and students. At this conference, the following will take place:</p> <ul style="list-style-type: none"> <li>• Formal notification by Principal informing both student and parent that this 3rd occurrence of Academic Dishonesty will result in an after school detention.</li> <li>• Violation of Chancellors code <b>B31-Engaging in scholastic dishonesty which includes but is not limited to: a. Cheating (e.g., copying from another's test paper; using material during a test which is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an un-administered test; substituting for another student or permitting another student to substitute for one's self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test) b. Plagiarizing (appropriating another's work and using it as one's own for credit without the required citation and attribution, e.g., copying written work from the Internet, or any other source) c. Colluding (engaging in fraudulent collaboration with another person in preparing written work for credit) and will be logged into the New York City Office of School Safety reporting system.</b></li> <li>• The Guidance Counselor will meet with the student to discuss high school and risks of college occurrences of Academic Dishonesty.</li> </ul>

# RESPECT FOR ALL IN NYC PUBLIC SCHOOLS

## RESPECT FOR ALL



Each **student and staff member** brings to our public school community the richness of our city's **cultural diversity** and the **desire for respect**. It is the **policy of the Department** to maintain a **safe and supportive learning environment** that is free from harassment, intimidation and/or bullying and from discrimination on account of actual or perceived race, color, citizenship/immigration status, religion, creed, national origin, disability, ethnicity, gender, gender identity, gender expression, sexual orientation or weight. The policy prohibits such behavior by students against other students and by staff against students.

**Respect:** esteem for or sense of worth or excellence of a person; proper acceptance or courtesy; regard for the dignity of another's character; acknowledgment; the condition of being esteemed or honored; to show regard or consideration for another.

Such discrimination, harassment, intimidation and/or bullying is prohibited in school, during school hours, before or after school, while on school property, at school sponsored events, or while traveling on vehicles funded by the Department of Education. It is also prohibited on other than school property when such behavior disrupts or would foreseeably disrupt the educational process or endangers or would foreseeably

Students who engaged in prohibited behavior are subject to appropriate intervention and disciplinary action consistent with the Citywide Behavioral Expectations to Support Student Learning (Discipline Code) and Chancellor's Regulation A-443. endanger the health, safety, morality or welfare of the school community.

If you need help because someone has discriminated against, harassed, bullied or intimidated you, or if you have concerns about such behavior, you can submit a complaint online at:

<https://www.nycenet.edu/bullyingreporting> or call 718-935-2288 or email [RespectForAll@schools.nyc.gov](mailto:RespectForAll@schools.nyc.gov).

You can also contact your school dean and Respect for All liaison, Ms. M. Formica, [mformica@schools.nyc.gov](mailto:mformica@schools.nyc.gov), 718-831-4000 Ext: 3121

## RESPECT FOR ALL SEXUAL HARRASMENT

Each **student in NYC public schools** brings to our **school community** the richness of our city's **cultural diversity** and the **desire for respect**. 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. Such harassment is unacceptable conduct and will not be tolerated.

It is a **violation of Chancellor's A-831** Regulation and the Citywide Standards of Discipline and Intervention Measures for a student to harass another student through conduct or communication of a sexual nature, as defined below.

**"Students found guilty of violating this regulation will be subject to appropriate disciplinary action consistent with the Discipline Code and Chancellor's Regulation A-443. (Sexual harassment of a student by an employee is prohibited, as set forth in Chancellor's Regulation A-830.)"**

**This policy is in effect on school grounds, school buses and at all school sponsored activities, programs and events."**

A copy of Chancellor's Regulations and the Discipline Code are available in the principal's office and online at <https://www.schools.nyc.gov/school-life/rules-for-students/discipline-code>

### **What is sexual harassment?**

**Student-to-student sexual harassment is conduct and/or communication by a student directed against another student. It may be unwelcome and uninvited sexual advances, requests for sexual favors, sexually motivated physical conduct and other verbal, non-verbal or physical conduct or communication of a sexual nature which is sufficiently severe, pervasive or persistent to:**

- **substantially interfere with a student's ability to participate in or benefit from an educational program, school sponsored activity or any other aspect of a student's education; or**
- **create a hostile, offensive, or intimidating school environment; or**
- **otherwise adversely affect a student's educational opportunities.**

Such behavior can **constitute sexual harassment** whether it is **directed at persons of the same or opposite sex.**

### **What are some examples of banned behaviors?**

**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 (assault, rape).**
- **engaging in a pattern of threatened or actual physical, sexual and/or emotional abuse to control a dating partner**

### **What should you do if you believe you have been sexually harassed?**

Any student who believes that she/he has been the **victim of sexual harassment** by another student should **immediately report the incident** to the designated staff member (**Ms. M. Formica, Dean**) or to **any other school staff.**



**Complaints should be reported as soon as possible** after the incident(s) so they can be **effectively investigated and addressed**.

### **What help is available for students?**

The student who is **victimized**, the **student who engages in prohibited behavior**, and **student witnesses** are **entitled to receive appropriate support and interventions**, which may include **referral to separate school-based counseling** and/or **community-based agencies for counseling, support, and education**. These **supports** can be **provided before, during and after the school's investigation** of the incident, as needed.

**Retaliation** against someone who reports an incident of harassment, bullying, intimidation or discriminatory behavior or who helps in an investigation is **prohibited**. Students who believe they have been retaliated against should **immediately contact a school administrator**.

**Confidentiality:** It is the **NYC Public Schools' policy to respect the privacy of all parties and witnesses to complaints** brought under this policy. However, **sometimes**, we may need to **share information in order to resolve a complaint**. Therefore, **information regarding a complaint may be disclosed in appropriate circumstances to individuals with the need to know**.

In accordance with **state and federal laws** protecting the **confidentiality of student record information**; the **parents of the alleged victim may only be notified of any follow-up action, interventions or supports** that pertain to the **alleged victim** and the **parents of the accused student may only be notified of any follow-up action, interventions or supports** that pertain to the **accused student**.

