



Parent Handbook 2016-2017

Edwin Markham Intermediate School 51

20 Houston Street, Staten Island, NY 10302

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Nicholas Mele, Principal

Dear Parents/Guardians:

Welcome to Edwin Markham Intermediate School I.S. 51, home of the Spartans. The 2016-17 school year promises to be one of the most exciting, challenging and rewarding years of your life. In an effort to develop communication between home and school, we have prepared this handbook for you in anticipation of some question that you might have. There are many policies and regulations discussed in these pages which will help you understand our school and know who to contact if you have questions. Please read and keep this handbook readily available throughout the year.

Many of your questions have been anticipated but if there is something not covered, do not hesitate to contact the school. Close cooperation between the home and school is essential to promote the best interests of your child. Parents are encouraged to contact their child's teachers and attend scheduled meetings. Your child will truly benefit when there is a meaningful exchange of information between home and school.

It is our hope that this handbook will be helpful to you and that it will promote a strong link to helping all our children become the best students that they can be. As we begin the new school year, let's all work together as a team to create an environment where all children are successful. I encourage you to become actively involved in your child's school career. Let's all have a good year!

Yours truly,

Nicholas Mele

Principal

SCHOOL PROCEDURES

ARRIVAL

- The school day begins at 8:10 am for all students.
- Breakfast is served at 7:30 am until 8:10 am in the student cafeteria for all students.
- Students in the Performing Arts Academy report to the student cafeteria to meet before school begins.
- The Media/Technology and Creative Design Academies meet in the auditorium.
- At 8:10 am students are sent to their 1st period class.
- Students arriving after 8:20 are marked late.

DISMISSAL

- All students are dismissed at 2:30 pm
- All students taking the Yellow bus board the bus and depart the school by 2:40 pm. If your child misses the bus, you will receive a phone call to pick him/her up at school.
- All other students who are walkers or use public transportation should immediately leave the school premises and make their way home.

STUDENT ABSENCE

- When your child is absent, he/she should return with a note from you or a medical facility explaining the absence.
- If your child will be out of school for a long period, call the Assistant Principal or the Attendance Office.
- You will receive a phone call in the evening to inform you that your child was marked absent for the day.
- If you have any questions, you can call the Attendance Office.
- Extended long term absences will result in the attendance teacher contacting you to discuss the absence.

STUDENT LATENESS

- If your child is late, he/she is missing part of the first period and is missing class work.
- Chronic lateness could cause failing grades. Parents of chronically late students will be contacted to discuss the cause of the lateness.

PARENT/TEACHER ASSOCIATION

- The purpose of the PTA is to provide parents with information and be a link between home and school.
- All parents and guardians of students attending the school are members of the PTA.
- You are not required to send in dues to be a member of the PTA but a \$5.00 suggested donation will help provide educational materials for the school.

- All monies collected by the PTA through fund raisers are used to provide students extra activities or materials.
- The PTA has monthly evening meetings on the third Thursday of every month. This is an opportunity to get school updates and to ask any questions you have. All parents/guardians are encouraged to attend.

SCHOOL VISITS

- Parents are encouraged to maintain a relationship with teachers and administrators.
- When you enter the school building, you will be greeted by our School Safety Officers. **You will be asked to sign in and show picture identification.** You may not be admitted without picture identification. This procedure is standard throughout the city and is for the protection of your children.
- You will proceed to the main office where you can let our general office staff know how they can assist you. Please keep in mind, staff could be with other appointments and we ask you to be patient while you wait.
- You also have the opportunity to meet with the Parent Coordinator who can assist you with any concerns you might have.
- All visitors must have a pass and are not permitted to go directly to classrooms.

OPEN SCHOOL WEEK

Parents are invited to visit the school during Open School Afternoon/Evening in October and March. We will also be having a Back to School Evening in September and a Parent Evening Conference in May. The objectives of these sessions are as follows:

- To familiarize parents with the work of the school.
- To allow parents to meet their child's teachers
- To give parents an opportunity to discuss their child's work and progress with their teachers.
- To have a conference with a teacher in depth, it is suggested that an appointment is made, as teachers make every effort to meet with every parent who attends.
- If you need assistance, the Parent Coordinator, Mrs. Wojcik will be happy to help.

TAKING A CHILD HOME BEFORE THE END OF THE DAY

- At the beginning of the school year, you are asked to complete two blue emergency cards. **If your child is ill or needs to leave the building for any reason before the end of the day, only people identified on the blue emergency card can sign the student out.** Please make sure you list people who are close to the school community and not living or working in other boroughs. There are no exceptions to this rule. The person will be asked to show picture identification to enter the building and verify who they are. **No student may leave the building unless they are accompanied by an adult during the school day.**
- If your child is ill and needs to go home, the school nurse will call the people identified on the blue emergency card to inform them. Even if you are taking your child home from the medical room, you must go to the main office to sign out the child. It is extremely important that the blue emergency card is current and

correct. If you need to change any information on the card, you can request new cards and have your child return them to the office.

- There are no exceptions to these rules.

TRANSFERS

- If you are moving and need to transfer your child to another school, you can go to the new New York City Public School and the admission will be completed electronically. The receiving school will request the school records and they will be sent.
- If you are moving out of state, you can request information from the Pupil Accounting Secretary to bring to the new school. The official records will be sent when the new school sends a written request for them and the student is attending the new school. A child cannot be discharged without attending another school.

SCHOOL RULES

- The Chancellor's Citywide Discipline Code will be distributed at the beginning of the year. This details what the consequences will be for infractions of the discipline code. Your child will review the discipline code in school with the teachers and bring a copy home. Please read and review the discipline code book with your child.
- **Our School Cell Phone Policy can be found on our website: is51.org. If a student brings their cell phone to school and wishes to make sure it is safe during the school day they can check it in with the Parent Coordinator and get it at the end of the school day. I urge parents to take advantage of this service because many students can be careless with safekeeping these items. It will however allow you to make sure they have it during their travel to and from school**
- **Electronic devices such as ipods, ipads, tablets, psp's, games, speakers, and toys are not permitted in school as it becomes a distraction and a liability if it is lost or taken from your child. Earbuds and headphones are not to be worn during the school day. The school will not be responsible for a toy that is brought to school and is misplaced or lost.**
- Sports Equipment such as soccer balls, footballs, basketballs, etc. are not permitted to be brought to school. We have this equipment to provide during physical education and lunch recess. Additionally, skateboards and other riding equipment are not to be brought to school.
- Students should not bring large sums of money to school as it can make them a target for theft.
- Your child will bring home a behavior contract that both of you will be asked to sign. You should review, sign and return the contract to the Social Studies teacher. This contract helps set the tone for the building for the school year and makes sure students understand what the rules and regulations are for the year.
- During the school year, there could be unannounced scanning of students entering the building. All items not permitted in the school building will be confiscated.

DRESS CODE

- Students are expected to be neatly attired in comfortable clothing every day.
- Hats, do-rags, bandanas, headbands, pajamas, short shorts, skirts, provocative or offensive clothing is prohibited. Parents will be contacted to bring alternate clothing if a student is inappropriately dressed.
- If the student has physical education, proper sneakers and exercise attire is required. Gym uniforms are voluntary and are on sale at our GO store.

GRADING POLICY All staff will use the following percentages to grade your child. The students have been informed in their classes and in the student handbook of the same grade requirements.

Homework	15% of grade
Project	15% of grade
Tests/Quizzes	45% of grade
Notebook	10% of grade
Class work	15% of grade

PUPILPATH You can now access your child's grades, exams, progress and so much more by logging on to PupilPath at <https://pupilpath.skedula.com/>. You should have received a letter with your child's name on it giving you your password. If you have not, please call the General Office at (718) 981-0502. When registering, ensure that the contact information you enter is accurate and that the email is one that you check regularly for school and teacher messages.

Honors:

Students will be recognized for outstanding achievement based on the following:

- Principal's Honor Roll: An average of 95% or better in all major subjects and no grade below 75%. There are no "N" or "U" ratings in any conduct or effort area.
- Honor Roll: An average of 90% - 94% in all major subjects and no grade below 75%. There are no "N" or "U" ratings in any conduct or effort area.
- Merit Roll: An average of 85% - 89% in all major subjects and no grade below 75%. There are no "N" or "U" ratings in any conduct or effort area.

ARISTA HONOR SOCIETY Students will receive information asking them to apply to become a member of Arista. An average of 90% or above for the first two marking periods of the year is required for consideration and the students must demonstrate good citizenship and community service. They must have "E" or "S" ratings for effort and behavior on the report card. All Arista students are expected to participate in community service.

LIBRARY Our library is well stocked and available to our students for research and to select books for reading. Students can go to the library during their lunch period at designated times. The librarian will pick up students from the cafeteria and escort them to the library. In the library, students have access to computers to do research on the internet. Internet access is closely monitored by staff to make sure our students are on track.

TRANSPORTATION Students may be eligible for a Metro Card. The Metro Cards will be distributed the first week of school by our School Aides and your child will sign that they received the card. If your child loses the card, you will need to write a letter stating that the card was lost and your child needs a replacement. This process could take a couple of days. We recommend that the card be placed in a card folder to prevent loss or damage. Metro Cards will be replaced in February with a new card.

LUNCH APPLICATION FORM Lunch and Breakfast are free for all students. During the first week of school, your child will either bring home a lunch application form or access to a online form will be made available to you. Even though lunch is free it is important that the forms are filled out because it impacts the way our school is funded, so your cooperation is essential. School Food Services offer delicious and nutritious meals daily. Encourage your children to take advantage of the benefits of eating breakfast as it is a great way to start the day.

You need to complete only **one application per household** for all students attending our school. If there are children in multiple schools living in the household, an Application must be filed in all schools. A separate Application must be filed for each foster child since they are each considered a household of one.

- **Every child will receive a PIN number to enter for school meals. Please make sure they remember this number so we can make the serving lines go as quickly as possible.**

WORKING PAPERS Many parents have questions about when their child is eligible to work and what is required. Students 14 years or older can receive working papers. The application can be given to your child by Ms. Humphrey. A complete medical form will be needed before the papers can be submitted. If you have any questions, please contact Ms. Wojcik.

504 APPLICATION Some students require accommodations to be successful in school. These students do not have IEPs but need some type of assistance. The 504 application process is monitored by our Assistant Principals. If you have any questions, please contact the General Office.

HOW TO GET SCHOOL INFORMATION

- School website (is51.org)
- School Messenger
- PupilPath

SPORTS AND ARTS AFTER SCHOOL PROGRAM- We are fortunate to have the best after school program in the city. We offer amazing activities in the morning, after

school and on Saturday's. During the month of September your child will have the opportunity to sign up for whatever activities they would like to be engaged in. Certain activities take place on different days so students only come on the days in which their activities meet. For more information keep checking our website throughout the year. All students can participate in our program

IMPORTANT CONTACTS
718-981-0502

PRINCIPAL	Nicholas Mele
CREATIVE DESIGN ACADEMY	Demetra Stoupakis, Assistant Principal
PERFORMING ARTS ACADEMY	Andrew Cataneo, Assistant Principal
MEDIA AND TECHNOLOGY ACADEMY	Jesse Ann Pirraglia, Assistant Principal
PARENT COORDINATOR	Joann Wojcik
PTA PRESIDENTS	Melissa Guercia
DRUG ABUSE PREVENTION	Avis Clark
SCHOOL NURSE (718-556-0604)	Catherine Connolly
GUIDANCE COUNSELORS	John Romer Keri Wanzie Heather Kelly Denise Piazza
DEANS	Mark Mondì Curt Ciumei Erin Carollo Matthew Pero
ATTENDANCE OFFICE	Kali Vlastakis
SCHOOL ASSESSMENT TEAM 718-981-1463	Audrey Mahoney, Psychologist Yokasta Irving-Lopez, Social Worker Eileen Wong, Social Worker Elia Tarrio
SPORTS AND ARTS	Michael Roche