



David A. Boody  
Intermediate School 228  
For  
Magnet Studies

*Parent- Student Handbook*

2007-2008

228 Ave S  
Brooklyn, NY 11223

*“Eyes on Excellence”*

## **Our Mission**

The Principal's message is one in consonance with the School Leadership Team and is included in our mission statement.

Our vision at the David A. Boody IS 228 for Magnet Studies is to offer a collaborative, challenging, learning environment that encourages all students to achieve academically and personally, and to be educated, integrated, confident, and responsible participants in our society.

### **Our mission is:**

- to offer a standards-driven curriculum towards academic excellence in literacy and technology;
- to enable our faculty to have the staff development necessary to achieve our goals;
- to foster a partnership with parents and guardians, so they may be actively involved in the education of their children;
- to provide a diverse respectful environment where students of all racial, ethnic and cultural backgrounds are welcomed;
- to enable all students to develop an awareness of their responsibilities to themselves, their family, school community, country and the world;
- to enable all students to make an easy transition from elementary to middle school, and middle school to high school.



## **Introduction**

At IS 228 we share a common goal: excellent education that will help our children grow and develop as happy, independent life-long learners, creative discoverers responsible workers and constructive members of their world, to the very best of their individual capacities.

We can achieve this common goal if we keep in mind that we share it and if we keep in touch with each other along the way.

The purpose of this handbook is to provide practical information that parents, teachers, administration and staff can use to keep channels of communication open, to keep each other informed, to air and resolve concerns and to avoid misunderstandings- all in the best interests of our students. This package describes communication systems currently in place, policies that aid communication between home school, methods to address concerns, and where to go to get specific questions answered. If you use it you should have all the tools you need to communicate successfully within the IS 228 community.

## **IS 228 Leadership Team**

Mr. Richard D' Auria	Community Superintendent District 21
Mr. Dominick A. D' Angelo	Principal (I.A.)
Ms. Theresa Francis	Parent Coordinator
Ms. Arlene Zuckerman	Director of Special Education
Ms. Marissa Coluccio	School Psychologist

### **8<sup>th</sup> Grade Team**

Ms. Joyce Sigona	Assistant Principal
Ms. Stacey Picciano	Dean
Ms. Elaine Polemeni	Guidance Counselor

### **7<sup>th</sup> Grade Team**

Mr. Scott Herman	Assistant Principal
Ms. Lea Silverman	Dean
Ms. Sharon Richman	Guidance Counselor

### **6<sup>th</sup> Grade Team**

Mr. Eric Ierardi	Assistant Principal
Ms. Maria Falcone	Dean
Ms. Jessica Nunno	Guidance Counselor

**Bell Schedule  
2007-2008**

<b>Period</b>	<b>Start Time</b>	<b>End Time</b>
<b>Breakfast</b>	<b>7:30</b>	<b>8:00</b>
<b>A.M. Homeroom</b>	<b>8:00</b>	<b>8:12</b>
<b>1</b>	<b>8:15</b>	<b>9:00</b>
<b>2</b>	<b>9:03</b>	<b>9:48</b>
<b>3</b>	<b>9:51</b>	<b>10:36</b>
<b>4</b>	<b>10:39</b>	<b>11:24</b>
<b>5</b>	<b>11:27</b>	<b>12:12</b>
<b>6</b>	<b>12:15</b>	<b>1:00</b>
<b>7</b>	<b>1:03</b>	<b>1:48</b>
<b>8</b>	<b>1:51</b>	<b>2:36</b>
<b>P.M. Homeroom &amp; Dismissal</b>	<b>2:39</b>	<b>2:50</b>

## *Student Responsibilities*

Our school has reasonable rules that help students to be successful. Courteous, cooperative, respectful behavior will insure a safe, orderly environment where students may learn in a caring, supportive and tolerant atmosphere.

Teachers, students and parents are expected to maintain these standards of behavior. Students will exhibit appropriate behavior in and out of the classroom, and during out of school building activities as follows:

1. Students will attend school everyday and arrive on time daily. School begins promptly at 8:00 AM. If you are absent or late, a parent must provide a note explaining your absence or lateness. Late passes are administered on the first floor until 8:30 AM. Arrival any later will result in obtaining a pass from your respective assistant principal's office.
2. Students should bring to school only those materials the school deems necessary for learning such as a binder, homework planner, pens, pencils and other items required by teachers.
3. CD players, Ipods, cellular phones, beepers, Gameboys, etc., may not be brought to school. They will be confiscated and held for parents. Should these items be brought to school and lost or stolen, the school is not responsible.
4. Possession of any drug, weapon or dangerous item will result in automatic suspension from school and may result in arrest. Magic markers and cigarettes are absolutely prohibited and bringing them to school may result in further disciplinary action.
5. Dress Code- Students in our 6<sup>th</sup> grade must follow a dress code of white collared shirt and dark pants or skirt. Students in the upper grades must "Dress for Success" in the attire of a lightly colored collared shirt and dark pants or skirt. The dress code does not

apply on the days the students have physical education. Failure to keep up with the code will result in a phone call home. Outer clothing such as hats, gloves and jackets shall be locked up in your homeroom closet and will be retrieved at the end of the day. You are permitted to carry a sweater or sweatshirt as we do go out for lunch, weather permitting.

6. Students will enter, exit and move within the building in an orderly manner at all times. Out of room official pass procedures must be followed. You must use the “sign out book” whenever you take the pass.
7. Food, drink and snacks are only acceptable in the school cafeteria. There are vending machines to purchase juices and our PTA sells snacks as well. Eating and drinking is not permitted in the hallways or classrooms.
8. Students will adhere to all safety regulations and will maintain silence during fire, shelter and safety drills.
9. Students will respect the property of others and also school property.
10. Students will use acceptable language at all times.
11. Students will maintain their self respect and will exhibit respectful behavior toward all staff and fellow students.
12. Students may not leave the building without being signed out by an adult 18 years and older and should not bring or allow intruders into the building.

## **I.S. 228 School Policies**

### **Letters to Parents**

During PM homeroom dismissal, there are announcements made and letters containing important information your parents need to know to be distributed. These letters keep your parents informed as to what is happening in school. Some of these letters require that tear off slips be signed and returned to the teacher. You are responsible for bringing these notices home.

### **Library**

Our library is located on the third floor in Room 325. It has been completely renovated. The library has books, magazines, audio-visual materials, computers and internet access for assigned study, research and recreational reading.

### **Lost and Found**

Students who find lost articles are asked to bring them to the Main Office in Room 203.

### **Bells and Passing**

At the end of each 45 minute period, a bell will sound signaling the teacher that the period is over. He or she will then dismiss the class and you will have two minutes to report to your next class promptly. You are expected to move quickly and quietly from class to class. Do not stop to talk to your friends or to get a drink of water. Use the UP and DOWN staircases accordingly and never run in the hallways.

## **Program Cards**

Each student receives an individual program. Many of you have a different magnet or foreign language class. There is a copy of your homeroom class' program on the door of your homeroom class.

## **Reports of Incidents and Special Problems**

We have a safe school. Most of our students are well behaved and care about learning. However, if you are having a problem with someone in school, walk away and inform the nearest adult. Failure to do so will result in an automatic Principal's Suspension for three days in our In House Suspense Room.

## **IN HOUSE Suspense Program**

If a student engages in behavior deemed inappropriate by the school, he or she may receive a Principal's Suspension. A parent is immediately notified after the incident and a meeting is requested the next morning with the Dean, Assistant Principal and the Principal. Work is collected from the In House Room from your subject teachers and lunch is provided for you. You report straight to In House in the morning and are escorted out at 2:50 PM.

## **Student Services**

Every student is assigned an Assistant Principal, Dean and Guidance Counselor. The services they render include assistance with educational planning, interpretation of test scores, help with home school or social concerns or any other question the student would like to discuss.

## **Telephone**

Students may use the phones in the offices to call their parents in the event of an emergency with permission from your teacher to come to the office.

### **Transportation Passes**

A student is eligible for a Metro Card only if he or she lives in an area not in walking distance of the school or in an area not serviced by our yellow school buses. You must provide a utility bill as proof of address. The Metro Card is to be used for transportation to and from school only, any student found giving his/her card to another student will suffer the loss of the card indefinitely. Students may obtain a Metro Card through our parent Coordinator, Ms. Theresa Francis, located in Room 111.

### **Working Papers**

Students who wish to apply for working papers may do so with proof of age with the Family Assistant.

### **School Yard Rules**

The school yard has an inner and outer courtyard which is used for morning line up, gym class (weather permitting) and for recess at lunchtime. You must always remain inside the fenced area. Fighting and roughhousing are absolutely NOT permitted. Food and drink are not allowed in school as well. Only students and school personnel are permitted in the school yard during school hours. If you see a stranger or strange activities in the school yard, report it to the adult in charge immediately.

### **Valuables and Personal Items**

Students are not to bring large amounts of money, radios, CD players, Ipods, MP3 players, cell phones or another other valuables to school. Any items that interfere with instruction will be confiscated and held for a parent to come and pick up. We are not responsible for your personal items.

### **Visitors to the School**

All visitors must use the Main Entrance at West 5<sup>th</sup> Street and Avenue S and show ID to the Security Guard, sign the visitor's book and get a pass and identification sticker which must be displayed. School safety will direct you or call the appropriate office. Any parent signing a child out of the building must do so in the main office. Trespassers will be liable to arrest and prosecution. Visitors are to return the pass before they leave the building.

### **Trips**

Trips for enrichment purposes are scheduled to expose students to a variety of experiences. Students must always be on their best behavior on trips. Parent escorts and volunteers are welcome to help supervise the students. All students must be returned to the school and will be dismissed from the school at the end of a trip unless other arrangements have been made by the Principal in advance. Permission slips are required for any student participating in a class trip.

### **Tutoring**

If a student needs extra help with the class work or homework, he or she should seek out the appropriate school staff member. There will be after school programs available in the subject area.

### **Attendance**

Success in school is based on regular school attendance. When you return from any absence, you must present a note from your parent or guardian explaining your absence. Unexplained absences are considered truancy and may be harmful to your high school acceptance in the future.

### **Change of Address or Phone Numbers**

Since current information for each student is essential, all changes of address or telephone numbers (home, parents' work number, cellular numbers) must be reported to the main office and to the official class teacher immediately. A current utility bill is necessary for the attendance secretary in the main office.

## **Council for Unity**

The Council for Unity is a group of students who act as a student government, conduct community activities, school wide projects and fund raisers. The primary purpose of the Council for Unity is to have diverse ethnicities and races working together for the benefit of all.

## **Dean**

The Dean is ready to discuss your problems with you in order to find a workable solution. If you become involved in a discipline problem, you will be referred to the Dean. The offense will be noted in your file. Appropriate penalties and/or intervention measures will take place in a timely fashion and may include:

- Student/parent/teacher conference
- In-school disciplinary action (required service, exclusion from extra-curricular activities, lunch detention, daily conduct card)
- Individual/Group Counseling/Guidance Conference
- Principal's Superintendent's Suspension/Arrest

## **2007-2008 School Year** **Calendar**

September 4	First Day of School
September 13-14	Rosh Hashanah
October 8	Columbus Day
November 6	Election Day
November 12	Veterans Day
November 22, 23	Thanksgiving Recess
December 24 – January 1, 2008	Winter Recess (including Christmas and New Year’s Day), students return to school on Wednesday, January 2, 2008
January 21	Dr. Martin Luther King, Jr., Day
February 18 - 22	Midwinter Recess
March 21	Good Friday
April 21 – 25	Spring Recess
May 26	Memorial Day
June 5	Chancellor’s Conference Day
June 26	Last Day of School

## **Testing Schedule**

January 16 – 18	NYS ELA Exam Grades 6 – 8
March 13 – 14	NYS Math Exam Grades 6 – 8
April 11-May 11	NYS Science Performance Exam ( Individual schools to select dates )
May 1	NYS Science Exam Grade 8
June 5-6	Social Studies State Exam Grade 8
June 13-22	Regents Week Grade 8

## **Lunchroom Expectations**

All students are expected to eat lunch in school. You may bring a bagged lunch from home or lunch is provided for you in the school cafeteria. You are expected to keep the lunchroom clean and place all waste in the receptacles provided. Food, drink and purchased snacks may not be taken out of the cafeteria or into the school yard at recess.

- Our school has a large, clean cafeteria. Well balanced lunches are available. In the cafeteria students are expected to practice courtesy and good table manners.
- In the cafeteria, you are to practice the good manners taught to you at home.
- Assistant principals, deans and school aides are responsible for your supervision. Follow their directions.
- During the first lunch period of the year, the cafeteria rules which include procedures for entering, obtaining lunch and dismissal will be explained to you. You will be assigned a particular table to eat at.
- You are not to participate in the discourteous practice of cutting ahead of students who are ahead of you in the serving line.
- Be considerate to those using the cafeteria after you. When you are finished eating, clean the table and the area around it. Pick up all refuse, papers and wrappers. Make sure your trays go into the garbage.
- There are bathroom facilities in the cafeteria area.
- Anyone involved in fighting or dangerous behavior during lunch will be immediately suspended.
- Food is to be eaten only in the cafeteria. It is not to be eaten in the halls, washrooms or classrooms.

## **Expectations For Students**

### **Care of Textbooks**

All textbooks are loaned to the students by the Department of Education. Students are expected to keep the books in good condition by placing a book cover on them. If a book is lost or damaged, the student will be expected to pay for the loss or damage. Report cards and diplomas will be withheld until all book accounts have been cleared.

### **Leaving the School Building**

In order to leave school early, you must be picked up and signed out by your parent or guardian in the Main Office. If you feel sick, you may not leave the school on your own. Your parent or doctor may be notified by someone on the staff. In either case, your parent or guardian will be asked to pick you up from school. Anyone who leaves the building early without permission will be considered cutting.

### **Drugs/Smoking/Alcohol**

Students may not bring cigarettes, matches or a lighter to school. It is the policy of the Department of Education that smoking is not permitted by students at any time of school property. This rule applies to the building school grounds, field trips and while riding on the school bus.

The possession and/or use of alcohol or any illegal drug on school property is prohibited. The possession and/or use of illegal drugs and/or alcohol are immediate grounds for suspension and possible policy intervention.

### **Emergency Drills**

Fire and safety drills, as required by the New York State Education Department, are held at unannounced times throughout the year. Their sole purpose is to help you develop habits of self-control and obedience to directions in the event of actual danger. Therefore, you must strictly observe directions, remain silent and move rapidly

When the alert signal is sounded for a fire or shelter drill, all work must stop, and you must follow your teacher's instructions. Silence and absolute obedience to the teacher's instructions are essential.

During a fire drill, you will leave the classroom in an orderly fashion and move to the designated exit to leave the building. Silence is to be maintained from the beginning to the end of the fire drill. At the end of the drill, a signal will be given to return to the classroom.

### **Lateness to School**

Students are expected to report to school promptly at 8:00 am and be in their official class or first period class on time. Any lateness will be recorded and noted and may result in failure in school work and citizenship. Students who arrive late must secure a late pass before reporting to their first class.

# **Student Classroom Protocol**

## **Classroom Behavior**

Students will enter class on time, sit in assigned seats, place completed homework on desks, and begin the assignments their teachers have prepared for them. Students will obey all classroom rules set forth by their teacher.

## **Lateness to Class**

Arrival to your class any time after the late bell rings is considered being late. When you are late to class you interrupt your classmates' education. Lateness also affects your education and your grades in a negative way. Lateness to class without an official pass constitutes cutting.

## **Leaving the Room**

Students should take care of their needs before coming to school and during lunch. Only one person at a time is allowed out of the room. If you need to leave the room during the day, you must:

- obtain permission from your teacher
- sign an "Out of the Room" book
- return to class as soon as possible

Abuse of the pass may result in loss of privileges.

## **Cutting**

Cutting is failure to report to a scheduled class on time, including lunch. The penalties for cutting include possible failure in that subject due to missed work, an unsatisfactory rating in citizenship or suspension from school. Cutting is a serious offense, and is reported to their Dean and to the parents. No student is to be out of his regularly scheduled class without permission from the subject matter.

## **Homework Policy**

Homework assignments are given to assist students in learning the material of the classes they are taking. Homework is as important to the learning process as class work. Students need to develop good study habits by establishing a routine of study for each day. Good study habits are necessary in the middle school and in preparation for high school, higher education, and your life's work.

Many teachers give long range project assignments. It is important that students budget their time and not leave all of the work for the last minute before the assignment is due. When such an assignment is given, students should settle into a good practical routine. Learning to use all the resources available is also a good study and research tool.

It is recommended that students devote at least the same amount of time outside of the classroom for the study of each subject that you give to the class periods themselves. Develop a routine of study at the same hour or hours each day in a definite study area of your home set aside for the purpose of studying.

Encouragement from your parents is very important. Make it a habit to show them your homework. Explain to them how it relates to your class work.

## **Study Tools**

You cannot do efficient and satisfactory work unless you have the proper tools. The following is a list of suggested study tools which you should bring to class each day:

1. Pens, well sharpened pencils and an ample supply of paper
2. A well organized notebook can provide a foundation for study when testing time arrives. Label your notebooks with your name and homeroom so that it may be returned to you if it is lost.
3. An assignment pad. Be sure you understand exactly what your assignment is. Write it down accurately and in detail. Do not trust your memory.
4. Bring all required textbooks to class.

## **Grading Policy**

### **Report Cards**

Report cards are issued four times during the school year in November, February, April and June. In addition, your child will receive interim progress reports to keep you updated on your child's progress.

Parent Teacher Conferences are held twice a year. This year's dates will be made available as soon as possible.

IS 228 has a uniform grading policy. Each grade will be based on the following:

- a. 50% Tests and Quizzes
- b. 20% Projects and Portfolios
- c. 15% Class work
- d. 15% Homework

### **IS 228 Code of Conduct**

The Department of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality education services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

I.S. 228 has a long standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

## **Magnet Programs**

### **Performing Arts, Strings, Orchestra, Keyboards**

Children are taught to reach music and to play a particular instrument. Our music department offers a variety of programs suitable to enhance your child's talent.

#### **Dance**

The dance magnet performs every year and has partnerships with various dance companies in NYC. Students are taught modern dance, jazz, tap and culture as well.

#### **Vocals**

Our chorus performs at the Winter and Spring Concerts each year and takes routine trips to the Brooklyn Academy of Music and other musical venues throughout the city.

## **Art & Humanities**

#### **Art**

Paint, draw, sculpt, sketch and create. The art magnet lets you explore your artistic talents and ability. Create a portfolio for yourself that you can be proud of.

#### **Creative Writing**

Our creative writing magnet is a great place for all of you future authors to begin. Students' creativity is fostered through writing workshops and evaluation from peers and teacher. The writing magnet also takes charge of the yearbook in the eighth grade.

## **Drama**

The David A. Boody drama magnet proudly presents a show annually. Whether it's a musical or drama you can be sure you will find the right part for you. Study playwrights from yesterday and today. Learn how to read, ad-lib and do improvisations.

## **Science**

Lizards, geckoes, snakes, turtles, fish...Learn all about these reptiles and their habitats. You will be responsible for caring for them and learning about their environments.

## **Computer Science**

Computer magnet offers the latest in today's technology. We have four moving classrooms as well as a wireless lab. Learn how to create power point presentations, databases, and even your own website.

## **Chess**

Our award winning chess team has been to the Nationals several times in the past few years. Learn to play chess like a master and compete against your classmates. Checkmate!

## **Athletics**

Take you love for the game to school. Our sports magnet provides a positive healthy outlet for boys and girls to learn the ins and outs of their favorite games while exercising true sportsmanship.