

I.S. 59 Springfield Gardens Student and Family Handbook



Seizing Opportunities through Academic Rigor

SPRINGFIELD GARDENS INTERMEDIATE SCHOOL 59
132-55 Ridgedale Street, Springfield Gardens, NY, 11413
Phone: (718) 527-3501 Fax: (718) 276-1364

School Website: <https://www.d29is59queens.com/>

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PARENT COORDINATOR'S WELCOME

Dear Parents/Guardians:

Welcome to Springfield Gardens Intermediate School 59. My name is Sheryl Leverett. I am the Parent Coordinator here in your child's school.

My goal/purpose is to facilitate the partnership of family, school and community. That means that I am on site to help all parents/guardians at I.S. 59 as you successfully navigate your children through the Department of Education.

I am a parent of a former I.S. 59 scholar. September 2022 marks the beginning of my nineteenth year in this position at I.S. 59. Please know that for many years I have been and continue to be a serious advocate for children and parents/guardians.

Ultimately, a true collaboration between you, the administration, teaching, and other staff members can only mean a successful educational experience for all scholars at I.S. 59. Through the provision of workshops, virtual office hours, offering one on one discussions, resources and the introduction of community partnerships, my position here has been designed to provide a welcoming environment to better assist parents/guardians help their middle school children prepare for high school, college and beyond.

Parent volunteerism is essential to the students of I.S. 59. I look forward to hearing from as many parents/guardians as possible who understand the importance of volunteering their time. I can be reached at either (718) 527-3501, ext. 5300, (332) 456-1712 or by email at SLeverett@schools.nyc.gov. During school hours, you are welcome to visit me in my office "The Community/Parent Room," B-30..

Remember to check out the I. S. 59Q website *Parent Page*: <https://www.d29is59queens.com/parents-1>

Sincerely,

Mrs. Sheryl Leverett
I.S. 59 Parent Coordinator



OUR SCHOOL VISION

Scholars at Intermediate School 59 Queens are literate and well-informed problem solvers. They use their natural talents, gifts and abilities as springboards to high levels of academic achievement. Our students are confident and are able to express their thinking and reasoning in a variety of ways. They are self-motivated learners capable of making strategic choices that will impact themselves, their families, and communities as well as present and future generations.

To support the whole child, we develop trusting and respectful relationships with our families and the broader community that help us nurture our scholars' social and emotional growth. All our scholars leave IS 59 with a balance of academic and interpersonal skills they will need to carve out their own place in the world.

OUR SCHOOL MISSION

Our teachers will collaborate to provide access to engaging and challenging curricula that acknowledges all our student's strengths and their cultures while promoting 21st century skills. When planning for the needs of all students, our teachers will promote choice and student voice to build student agency.

Our scholars will demonstrate complex thinking and reasoning through rich discussions and writing for a wide variety of purposes. They will write for authentic audiences to help them prepare for the demands of college, careers, and real-world challenges.

With the help of parents, community members, elected officials and a variety of community-based organizations, we will work together to provide a safe and supportive environment that will nurture our students' successes.

OUR SCHOOL INSTRUCTIONAL PROGRAM

At IS 59, we believe that students learn best when teachers provide instruction that promotes access to conceptual understanding in ALL content areas for ALL learners.

We believe that when students are provided opportunities for rich discussion and writing for a variety of purposes, learning is sealed and transfer of knowledge and skill occurs. When given choice, our students acquire agency and take charge of their own learning.

We also believe that our ongoing collaboration with families and the extended community helps to create a school environment that provides ongoing support for our students' academic, social and emotional growth.

We understand that when we acknowledge and celebrate our students' cultures, natural gifts, talents, and abilities, they will grow in the confidence and stature needed to succeed in college and beyond.

Helpful Links

Site	Link	What's it for?
School Website	https://www.d29is59queens.com/	<ul style="list-style-type: none"> ● Find out what's happening at our school ● Learn about our staff and community partners ● Access resources
New York City Student Account NYCSA	https://www.schools.nyc.gov/learning/student-journey/nyc-schools-account	<ul style="list-style-type: none"> ● This site is for parents to help them stay connected with their children's schools and education ● See your child's grades, test scores and more in My Student ● Take classes in Parent University ● Report bullying ● Access forms for your child ● Reset your child's DOE account password
Teach Hub	https://teachhub.schools.nyc/	<ul style="list-style-type: none"> ● iLearnNYC, the NYCDOE Learning Management System ● Student report cards (available in the Student Documents icon) <ul style="list-style-type: none"> ● Multiple educational applications ● G Suite, Microsoft O365, and Zoom (using secure central accounts) ● And more!
Google Classroom	classroom.google.com	<ul style="list-style-type: none"> ● Access class content and announcements ● Turn in assignments
Clever	clever.com/in/nyc	<ul style="list-style-type: none"> ● Clever is like a "passport" to many of the other platforms we use at school, including i-Ready, myON, Amplify ● Log in using your school email and password to access many other school sites
MySchools	https://www.myschools.nyc/en/	<ul style="list-style-type: none"> ● This is the site you use to apply to public schools in New York City

STUDENT EXPECTATIONS / PERSONAL RESPONSIBILITIES



SOAR: Seizing Opportunities through Academic Rigor

At I.S. 59, we expect our staff and students to SOAR on a daily basis. At the beginning of each academic school year, students will be participating in a commitment ceremony where students and families acknowledge and agree to adhere with the school community's expectations, routines, regulations, and goals to achieve and maintain our school's vision and mission.

This handbook outlines those expectations, routines, and regulations in ensuring the safety and success of our students throughout the school year to help us all SOAR!



Parent/Guardian Communication

Communication with our students' families is of utmost importance to the staff of I.S. 59. In order to maintain the health and safety of our school community, please adhere to these guidelines:

- **All Parents/Guardians must complete and return two Blue Cards by the end of the first full week of school.**
- **All Parents/Guardians are to register for the New York City Student Account (NYCSA).**
- **Please check the school's website (<https://www.is59queens.com/>) and your emails regularly for announcements and updates.**

Morning Breakfast

- Free Breakfast will be served in the Cafeteria each morning from 7:30 am to 8:00 am for any student wishing to start the day with a healthy meal.
- Student entering for breakfast do so through the main lobby entrance on Ridgdale Street.

Visitors

- All visitors entering the building must show photo identification and proof of vaccination.
- Visitors must explain the purpose for the visit to the safety agent upon arrival.
- School safety will then call the main office to advise the staff of the visitor presence.

Student Pick-Up

- All visitors entering the building must show photo identification and proof of vaccination.
- Visitors must explain the purpose for the visit to the safety agent upon arrival.
- School safety will then call the main office to advise the staff of the visitor presence.
- When parents/guardians are picking students up for early dismissal, office staff will identify the blue card and sign-out book to bring the book to the lobby for verification and signature.
- Office staff will summon the student to the main office
- Office staff will escort the student to the main lobby
- **Note: No student is allowed to be released to parents without a staff member**

Special COVID Concerns



In-Person Learning: Safety and Health Protocols

- If you are feeling sick, it's important to stay home so you can get better and to protect our whole school community.
- Your temperature may be taken upon arrival or during the school day. If you register a temperature above 100 degrees, you will need to be picked up from school.
- Utilize the "UP" and "DOWN" staircases for the appropriate directions.
- Wash your hands with soap and water frequently, especially after using the bathroom. Scrub your hands for at least 20 seconds. Use hand sanitizer throughout the day.



Online Learning Expectations

- If school needs to close in-person learning due to weather or health emergencies, we will move instruction online. During live instruction:
 - Find a quiet place where you can focus on your teacher with as few distractions as possible for the other students in your class.
 - Wait your turn to speak.
 - Mute your microphone when you aren't sharing, especially if there is background noise.
 - Respect your teachers' and classmates' time by coming to online meetings on time and behaving appropriately.
 - Behave appropriately for school. Don't make funny faces or play with objects while classes are meeting.
 - Be aware of what else (and who else) is in view of your camera! Keep anything not appropriate for school out of your camera's view.



I.S. 59 Routines and Expectations

Be a Good Citizen In Person and Online!

We are responsible for building a positive school community. Every student deserves to learn in an environment where he or she feels safe and respected.

- Follow your own moral compass. Don't do something you think is wrong just because someone else told you to or because your friends are doing it.
- Treat others with respect. Think about how YOU would want others to treat you.
- In person and online, speak positively to one another and about one another.
- If you are having trouble with another student, reach out to a trusted adult.



Behavioral Expectations

Displaying positive behavior keeps the school community safe and makes learning possible. Students who are disruptive will face disciplinary action—and no one wants that!

Please follow the expectations for the school building:

- While in class, students are expected to follow the class norms and expectations reviewed by the teacher.
- Students are to speak in a professional manner and refrain from using inappropriate language within the school building (including the cafeteria and hallways).
- Students must respect each other, staff, and themselves at all times.
- Students must walk on the right side of the hallway and single file, following the arrows, to ensure safety during transitions.
- Students must follow the Up and Down signs on staircases and only use staircases designated for I.S. 59. Students should not use staircases designated for Success Academy.

Please refrain from the behaviors such as the ones listed below. Participating in behaviors such as these will result in disciplinary action. This is not an exhaustive list.

- Fighting
- Cutting class
- Threatening other students and/or staff
- Carrying or displaying a weapon
- Smoking
- Drug and alcohol use
- Leaving the classroom or office without permission
- Vandalism
- Stealing
- Bullying (this includes cyberbullying, the spread or participation in rumors/gossip that are linked to bullying, instigation that leads to a fight, altercation or aggressive argument, etc.)

Disciplinary Actions for Student Misconduct include but are not limited to:

- Family Conference
- SAVE Room
- Change of Class
- Principal/Superintendent Suspension
- Transfer of Schools

**Please be advised that student misconduct is considered for 8th grade student's participation in Senior Activities such as Senior Trip, Prom, and attending the Graduation Ceremony. Students who pose a risk to others will be excluded from these activities!*



Grading Policies and Assessments

- Families are encouraged to familiarize themselves with the specific grading policies in each subject class. In general, families can expect students to have a minimum of two quizzes per month with a larger assessment at the end of the unit.
- Students are expected to complete their class and homework assignments in a timely manner to allow them to practice the skills and content from their classes.
- Students will maintain a portfolio of projects and assessments for each class. They will reflect on their progress and be able to speak to their work in conferences with teachers, administrators, and families.
- Students will have an exit project in all major classes that is due in the spring.
 - ❖ Classwork:(Participation, Notebook, Task Completion)- 35%
 - ❖ Projects/Performance Tasks 30%
 - ❖ Exams/Quizzes 25%
 - ❖ Homework-10%

What do these grades mean?

In general, you can think of your grades as corresponding to the following levels:

- Level 4-Mastery-100%
- Level 3-Proficiency-85%
- Level 2-Partial Proficiency-70%
- Level 1-Below Proficiency-55%

National Junior Honors Society

The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle school students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. These characteristics have been associated with membership in the organization since its beginnings in 1929.

To be considered a candidate of NJHS students must achieve the following for EVERY marking period:

- Maintain an overall GPA of 85% or higher
- Have a minimum grade of 80% in ALL classes
- Receive a S or E for conduct in ALL classes

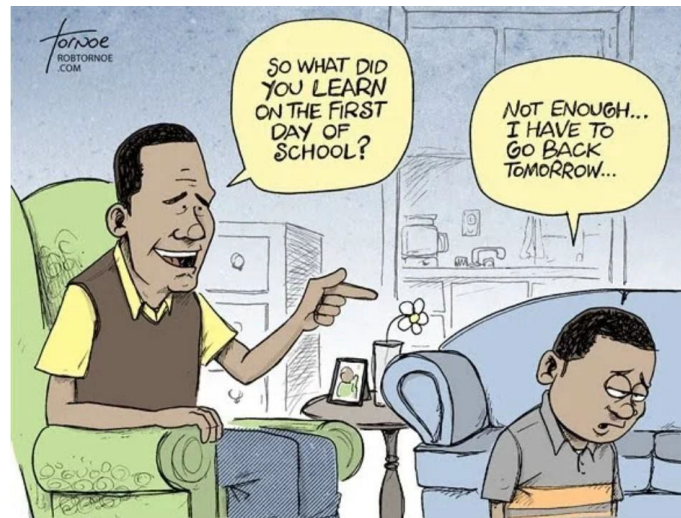


Classroom Regulations

We are here at school not only to learn our core subjects, but also to learn how to act as a community and in a professional setting. We expect that students exhibit professionalism throughout the building. Acting appropriately and following class procedures and regulations will go a long way in helping the academic achievement of every student!

- Students must be in class on time (before the final bell).
- Students are to be prepared for class with appropriate supplies and completed assignments.
- When answering questions, students are to raise their hands and wait to be called upon. Students will follow appropriate discussion protocols set by the teacher--hand-raising might not be necessary during all class discussions.
- Students are to be active participants in their own education. It is the job of the student to participate and ask questions when necessary.
- There is no gum chewing, eating, or drinking permitted in classrooms (except during meals for COVID-related changes).
- Students are expected to respect the environment of the classroom. Please help in maintaining the cleanliness of classes.
- Students are not to vandalize school furniture such as desks, chairs, or walls.

- Students are not allowed to leave the classroom without a pass assigned by the teacher.
- No screaming is permitted in classrooms.
- When exiting the classroom, students are to line up three feet apart and travel together to their next period.



Uniforms

I.S. 59 is a uniform school. Students are expected to wear their school shirt every day along with navy blue or black pants or a navy blue or black skirt that reaches at least the top of the knee, until the last day of school.

School uniforms may be purchased at Cookie's on Jamaica Avenue. Uniforms may also be ordered online at <https://www.cookieskids.com/Uniform.aspx?sid=3721&dcod=0&icid=IS59Q> or <https://www.cookieskids.com/Default.aspx> and enter the school's access code **IS59Q**. Please order uniform shirts with the patch!

- 6th Grade: White shirt
- 7th Grade: Yellow shirt
- 8th Grade: Light Blue shirt
- Rising Star Academy: Gray shirts

The following options are available if students are cold:

- A solid navy blue or black cardigan or pullover
- A long-sleeved uniform shirt
- A solid, long-sleeved shirt worn under the uniform

Not permitted:

- Hoodies in the building.
- Jeans
- Short skirts (above the top of the knee)
- Shorts
- Leggings
- Crocs, sandals, flip flops, slippers
- Hats, fashion scarfs, disruptive headbands, etc.



Cell Phone Policy

I.S. 59 faculty and staff are dedicated to using every moment of class time for instruction. Cell phones and other electronic devices including headphones and earbuds are becoming more and more intrusive in class. Therefore, the following protocol has been implemented and will be enforced:

- Students are permitted to use their cell phones for their health screening only. Your child's technology needs will be met by the classroom laptops available in almost every classroom. Should you need to reach your child in an emergency, feel free to contact our Main Office at 718-527-3501. If your child needs to reach you, the child will have access to call you from the main office.

Teachers will be reminding students to put away their cellphones to prevent distractions to the learning process. The student will be responsible for complying with this request. When everyone is focused on the lesson, it is easier for everyone to learn. If a student does not comply with the request:

- **First Violation:** The student surrenders the phone to the teacher. The cell phone will be labeled with the student's name and teacher name and sent to the office so the infraction can be recorded. The phone is held until the end of the day. The student will need to report to the main office to retrieve the phone at the end of the day – 2:30pm
- **Second Violation:** The student surrenders the phone to the teacher. The cell phone will be labeled, and a parent will be called and asked to pick up the phone
- **Third Violation:** The student surrenders their phone to the teacher. The cell phone will be labeled, a parent will be called to pick up the phone, with the possibility of the phone being placed on 'phone probation'. The 'phone probation' protocol will be discussed with the parent and implemented at the next infraction

**Phone probation is when the student turns the phone in to the Main Office before attending classes for the day. The phone will be returned to the student at the end of the day. Parents may choose to keep the phone home in lieu of probation. Additional consequences may be necessary for students who continually use their cell phones inappropriately.

Help us protect your child's learning environment!

Note: The cellular phone policy is subject to change.

Emergency Drills

We hope that we never need to use our emergency skills, but if the need arises, we want to be prepared so that everyone stays safe.

Fire Drills and Evacuation Procedures

Fire drills

- When the signal for fire sounds, EVERYONE must leave the school building immediately, regardless of whether they have class.
- Staff and students are expected follow directions to line up, remain silent, and exit the building in an orderly and quick fashion using the designated exits.
- If students are in their homeroom, they may retrieve their coats before exiting the building in inclement weather.

Lockdown and Evacuation Procedures

- Soft Lockdowns: Teachers and staff are to quickly retrieve any students from the hallways into the nearest classroom or office and lock the door.
- Hard Lockdowns: Teachers, students, and all staff get out of sight. Teachers do not clear the halls.
- Shelter In: Teachers increase situational awareness. Conduct business as usual. Follow announced directions. All external doors will be secured.

** Listen for announcements that the lockdown has been lifted.*

**During emergency drills, the one-way traffic on staircases will not apply.*



Student-Family-School Communication

Please note that the newly created NYC DOE Messaging service is the platform we use for communication regarding behavior, grades, and other school announcements.

- **Families should check it often.**
- The same platform will be used each period to take in-person attendance.
- Families can use the new platform to keep up with students' progress and performance in the school subjects as well as students' merits and demerits.
- Messages and announcements will also be sent out to the primary telephone listed through the New York City DOE Messaging program. **Therefore, we request that all Parents/ Guardians review their My Student (NYCSA) accounts to ensure that all contact information is up to date, especially emergency contact information, phone numbers and email addresses.**

Computer/Technology Use

When using computers or other technology in the classroom, please adhere to the following guidelines:

- Use only the platforms or websites your teacher asks for or authorizes. No social media use in the classroom.
- Properly cite the information you find if you need to do research. Do not copy or plagiarize someone else's work.
- Respect the equipment by keeping food and drinks away from the computers or other technology. Use both hands if carrying the equipment. Place all equipment on a safe, level surface.
- Use only the computer/technology assigned to you. Do not remove it from the classroom.
- Follow the teachers' protocols for handing out, collecting, and storing the technology.
- Remember to use your real, full name and your school email address when needed.
- Do not use technology to harass, threaten, or bully any other person.
- Students should leave "home" technology/laptops at home. There will be laptops available for students to use in the building.
- Any technology that was borrowed from the school for remote learning purposes should be returned to the school as soon as possible.



Elevator

Using the stairs is great cardio! An elevator is available to make the building accessible to the physically disabled. If you feel you need to use the elevator, please bring a note from your doctor. The principal will determine if you may have an elevator pass. **Reminder: If you do have an elevator pass, only two people are allowed on the elevator at a time.**

Trips

In the event that field trips may resume during this school year, we will be adhering to the following guidelines:

- Hand in all completed permission slips and other forms at least one week prior to the trip.
- Wear school uniform or other approved and appropriate clothing.
- Keep all electronics off and away during transportation and activities.
- Behave in an appropriate manner, including:
 - Appropriate language
 - Respect for all trip chaperones, bus drivers, presenters, other students, other visitors, etc.
 - Follow any rules and directions from trip chaperones

Students who have demonstrated repeated difficulty with appropriate behavior may be asked to attend field trips with a parent. If a parent is unable to attend the trip with the student, the student will remain at school.

Graduation and 8th Grade Activities

Graduation is held in June for students who have completed the requirements. Caps, gowns, and other graduation accoutrements are ordered and distributed through the school at a cost that will be announced later in the school year. Keep an eye on fliers and emails from the school regarding these procedures and costs.

Please be advised that students who demonstrate repeated difficulty following school procedures and behavioral expectations may not be allowed to participate in Senior Activities and/or the graduation ceremony!

Buses

Students are expected to adhere to school protocols on school buses in order to keep everyone safe!

- All students are required to be seated while the bus is in motion.
- Behavior that takes the driver's attention from the task of driving safely may result in a loss of riding privileges.
- Specific bus rules provided by the bus drivers must be followed.
- During school trips, students are to adhere to staff directions on school buses.
- No eating or drinking is allowed on school buses.



School Supplies

Please review each teacher's required supplies and come prepared for class. If you would like to order your supplies online, you may do so through Yubbler. You may use this link <https://www.yubbler.com/Yub/Details/2159> to have supplies sent to your home. Be sure to get your order in quickly to have your supplies ready for the start of school!



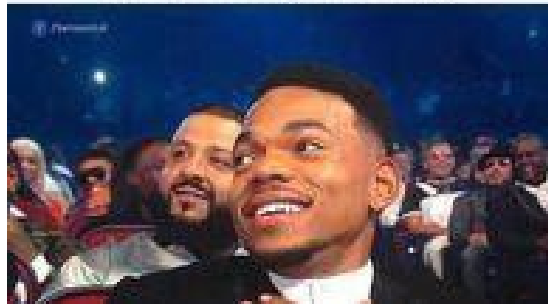
BELL Schedule 2022-2023

Morning Entrance: 8:10 – 8:13am

Period 1	8:13 – 8:57
Period 2 (Attendance period)	9:00 – 9:44
Period 3 (8 th grade lunch)	9:47 – 10:33
Period 4 (6 th grade lunch)	10:36 – 11:16
Period 5 (7 th grade lunch)	11:19 – 12:04
Period 6	12:07 – 12:52
Period 7	12:55 – 1:40
Period 8 (8 th grade snack)	1:43 – 2:28

Afternoon Dismissal: 2:28 – 2:30pm

**When teacher calls you to
write an answer on blackboard
but suddenly bell rings**



School Year Calendar 2022–2023

- **September 8** - First day of school for students
- **September 22** – Evening Parent/Teacher Conferences (Middle Schools)
- **September 26 & 27**- Rosh Hashanah, schools closed
- **October 5** – Yom Kippur, schools closed
- **October 10** - Italian Heritage Day/Indigenous Peoples’ Day, schools closed
- **November 8** - Election Day, fully remote, asynchronous instructional day
- **November 9** – Winter Parent/Teacher Conferences
- **November 11** Thursday Veterans Day, schools closed
- **November 18** Thursday Parent-Teacher Conferences (conducted remotely)
- **November 24 & 25** - Thanksgiving Recess, schools closed
- **December 26– January 2** - Winter Recess, schools closed
- **January 16** - Rev. Dr. Martin Luther King Jr. Day, schools closed
- **February 20–24**- Midwinter Recess, schools closed
- **March 16** - Parent-Teacher Conferences
- **April 6–14** - Spring Recess (includes Good Friday and Passover), schools closed
- **April 19–20** - 3–8 ELA Assessment administration
- **April 21** - Eid al-Fitr, schools closed
- **May 2–3** - 3–8 Math Assessment administration
- **May 11** - Parent-Teacher Conferences
- **May 29** - Memorial Day, schools closed
- **June 8** - Anniversary Day, students do not attend
- **June 9** - Clerical Day, students do not attend
- **June 14–3**- Regents Administration
- **June 19** - Juneteenth (observed), schools closed
- **June 27** - Last day of school for students

Parent/Student Signature Page

Please print this page only and return to school.

Parent/Guardian Agreement:

I have read and understand the contents of the Student-Family Handbook. I will help my child abide by the guidelines set out in this handbook, both in person and remotely. I understand that my child is expected to act as a positive member of the school community both in the school building and during distance learning.

Print Name: _____ **Signature:** _____

Date: _____

Student Agreement:

I have read and understand the contents of the IS 59 Student-Family Handbook. I will abide by the guidelines set out in this handbook, both in persona and remotely. I understand that I am expected to act as a positive member of the school community both in the school building and during distance learning.

Print Name: _____ **Signature:** _____

Date: _____