

THE ANGELO PATRI SCHOOL

**Family Handbook
2018 – 2019**



2225 Webster Avenue
Bronx, New York 10457
(718) 584-0980

Respect... Accountability... Maturity ... Success

THE ANGELO PATRI SCHOOL

School Administration and Support

Principal: Giselle Fortiche
Assistant Principals: Beth Shimkin
Marjorie Metsch

School Telephone Numbers:

General Office		(718) 584-0980
Guidance	Marjory Penel	(718) 584-0980 ext. 4050
Attendance	Danny Connolly	(718) 584-0980 ext. 3163
Parent Coordinator	Wendy Portillo	(718) 584-0980 ext. 3500
Community School Director	Nancy Cabrera	(718) 584-0980 ext. 3100

WELCOME

The policies and procedures located in this handbook have been carefully prepared and presented in order that you and your parents may know and understand the day to day practices, policy and vision of **The Angelo Patri Middle School** in accordance with the DOE Regulations.

DRESS CODE:

The Angelo Patri School has been established as a uniformed school. All students are expected to wear **Burgundy school uniform shirts and black bottoms Monday through Friday.**

ATTENDANCE:

Good attendance is directly related to students' school performance. Lateness is disruptive to the orderly operation of The Angelo Patri School and the students' learning process. Regular attendance is most imperative to ensure successful and positive growth in school. All children should be in attendance each day they are not ill. Students returning to school after an absence must bring a written statement signed by the parent, explaining the reason for their absence. If an absence of two (2) or more days is anticipated, please call the school. A doctor's note is required for all absences of two (2) days or more.

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PERMISSION TO LEAVE SCHOOL:

If a parent needs to take a child from school before school is dismissed, they must submit a note in the morning stating the reason for the early dismissal and the time the child will be picked up. Parents must also come into the school office and sign their child out. No child is permitted to leave the school grounds during school hours, unless accompanied by a parent/guardian. **The child may only be picked up by another adult who has been designated to do so in writing on the blue cards.** These blue emergency cards must be on file.

CHANGE OF ADDRESS AND PHONE NUMBER:

It is necessary that the school office have the current address and phone number at all times. This information is especially important in cases of illness or emergencies. **The school must be notified immediately when a student has changed an address, phone number or emergency phone number. A new blue emergency card will be sent home for completion.**

BLUE EMERGENCY CARDS:

Blue emergency cards are distributed to the students at the beginning of the school year. Cards must be completed and returned with accurate information. If any information changes in the course of the school year it is important that the family complete a **new emergency card** with updated information.

WITHDRAWING FROM SCHOOL:

When it is necessary to withdraw your child from school, you should notify your child's homeroom teacher and the general office. All textbooks and library books must be returned before any records can be forwarded.

BUS TRANSPORTATION:

Please note that transportation services will be provided for eligible students. Eligible students will receive a metro card. Children who are transported from school by bus are expected to be in the designated area for pick up at 3:35 p.m.

In order to minimize problems from bus transportation, observation of the following rules should be encouraged:

- Arriving at the bus stop ten minutes ahead of schedule should be sufficient. Arriving too early may result in mischief.
- Wait until the bus stops before advancing to board the bus.
- Board the bus and be seated. Do not stand while the bus is in motion.
- Talk softly with your neighbor when conversing on the bus.
- Keep the aisles of the bus clear of books, feet, etc.
- Keep hands, heads and arms inside the bus at all times.
- Cooperate with and obey the bus driver at all times.
- No eating, drinking or gum chewing on the bus

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MONITORING STUDENT PROGRESS:

All families have access to the Angelo Patri School's online grading system at pupilpath.skedula.com. Each student can create an account to view their progress throughout the school year. Parents/Guardians can also create their own separate account to monitor their child's progress throughout the year.

Please contact the Parent Coordinator to help you set up an account. Letters will also be sent home at the start of the school year.

CONFERENCES WITH TEACHERS:

It is advisable for parents and teachers to communicate if a student is having problems in academic, social or emotional areas. A parent-teacher conference soon after the recognition of the problem is encouraged. Please contact the Parent Coordinator to request a conference. To be most effective, a planned conference is necessary. **No parent is allowed into a classroom without teacher notification.** As a safety precaution, a visitor's pass must be obtained upon entering the school building. Parents may visit the designated rooms only as stated on the pass.

To ensure the safety of all students, it is the policy of the Angelo Patri School that parents do not meet with other students to discuss incidents. If you feel that a mediation is needed, please contact the **parent coordinator and/or community coordinator** so that we can schedule a mutually agreed upon time for families to meet to resolve the issue.

HOMEWORK:

Regularly assigned homework is an extension of the day's work to reinforce skills learned, strengthen weaknesses and assist students in achieving satisfactory school progress. In addition to the regularly assigned homework, standing assignments may include reading library books, newspapers and magazines. **Students are expected to read at least 30 minutes at home each day. Parents/guardians are expected to sign their child's reading log on a daily basis. Daily verbal reflections are encouraged in addition to reviewing all homework assignment.**

CELL PHONE POLICY:

Students are permitted to bring their cell phones/electronic devices to school. However, they are not permitted to have them out during the school day, afterschool, and other school related activities. Cell phones/electronic devices must be turned OFF before students enter the school.

*It is the student responsibility to safeguard their cell phones/electronic devices. Once inside the school, students must store cell phones/electronic device in a location that is not visible to the teacher or other students, even though they are OFF. **The Angelo Patri school will not be responsible for any lost or stolen cell phones/electronic devices.***

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During an emergency, if a student needs to communicate with his/her parent or guardian, the student should use the phones available in administrative offices. If parents and/or guardian need to communicate with their child during the school day, please call the main office at (718) 584-0980 or the parent coordinator at (718) 584-0980 ext: 3500.

STUDENT RESPONSIBILITIES AND BEHAVIOR

Attendance and Absences:

All students are expected to be in class every day.

Homeroom: School starts at 7:45 AM – which is when you should be in your homeroom class.

During morning homeroom will be the opportunity to get announcements, plan class activities, clarify a homework or class work question, or read independently. When you enter you must hang up your coats and move directly to your seats so that attendance can be taken.

Lateness: Attendance will be taken at the beginning of each period. If you are late, you must enter quietly, give your late slip to the teacher, and then take your seat. Attendance will be factored into your grades for each term.

Absences: If you are absent, and miss an assignment, you are still responsible for the work.

Anything that was due the day you were absent must be turned in once you return to school. In the days following your return to school, you must make up all missing homework. If you missed a test, you will make it up within the days following your return to school.

Bathrooms:

Students are encouraged to use the bathroom before school, during lunch and afterschool so that they do not miss out on instructional time. If it is an emergency, then you may ask to leave the room. Additionally, **teachers reserve the right to deny a request the first 15 minutes and last 15 minutes of each period.**

Books:

You will be assigned books in different subject area classes so that you can be successful and fully participate. Please care for these books. It is essential that you take care of these books if you want to be well educated, and if you want other students coming through this school in future years to be well educated. Additionally, you will have the opportunity to check out a book from the library. It is expected that you will take care of these books and return them once you have enjoyed them. Any book that you borrow from the school will require that you sign it out before removing from the classroom.

Chewing Gum, Eating, Drinking:

Food, drinks, and gum chewing are not allowed in the classroom because they interfere with the learning process that occurs here. Students may bring lunch to school, but this will remain in their bookbags until their designated lunch period. School staff will confiscate any food/drink found in the classroom.

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Cleanliness:

Under no circumstances should any paper be found lying on the floor or should paper be shoved inside desks. Classrooms are an incredible space and we must keep it neat. If you want to throw out a sheet of paper, hold it until the end of class and then place it in the trash can near the door as you leave class.

Entering and Exiting the Room:

When you enter class you must move directly to your seat. Coats should be hung up in closets in your homeroom. ***Under no circumstances is a student allowed to wear or carry their coats to class.*** If you tend to get cold, bring a light jacket or sweater to wear. When exiting the room students will line up, after the teacher has given permission, in size order in front of the door.

Homework:

There will be homework every night for students. Homework assignments will be written on the board at the start of every class, you are required to copy the assignment into your notebook. Homework should always be done, because if you fail to practice the skills we learn in class you may fail to succeed in them. Homework is an opportunity for you to achieve and succeed. Take advantage of this opportunity! Homework will be collected the day after it is assigned. Your class will have a designated area to have work collected. **All homework is expected to be completed. Late work will have points deducted accordingly.** Don't lose out on this boost to your overall grade!

Notes:

Your daily class notes will follow a specific format. In the top right hand corner of every page you will write the date. On the first line you will write the learning target of the lesson, which will be written or posted on the board. Then begin your Think Now. After the Think Now, you will write any notes taken on that day. The teacher will collect your notes and grade them. Your notebook grade is a percentage of your overall class grade.

Quizzes:

You can expect to be quizzed at any given moment on any day. This is to help teachers gauge how well you have mastered the material that has been presented that week and how well they did in teaching the material to you. It will also keep you on your toes and hold you accountable for completing your homework and studying your notes at home.

Seating:

A seating chart will be arranged in the beginning of the year and is subject to change according to the behavior the teachers see. Further, you are required to be in your assigned seat at all times, unless given permission by a teacher to change your seat.

Supplies:

You will not be able to fully succeed if you do not come to class with the following supplies: pencils, pens (blue or black ink only), binder or folders, composition book/spiral notebook for notes, and loose leaf paper.

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SCHOOL DAY

Monday, Tuesday, & Friday 7:45 AM – 2:20 PM

Wednesday & Thursday 7:45 AM – 3:50 PM

Students who participate in the breakfast program may arrive at school effective 7:15a.m.

Report Card Calendar:

Dates are tentative and subject to change. Conferences between staff and parents should be frequent and ongoing.

Task	Date	Additional Info
Family Night	September 20th	5:30 PM – 8:00 PM
Parent-Teacher Conference Report Cards –Marking Period 1	Wednesday, November 27 th & Thursday, November 28 th	1:00 – 3:00 PM and 5:30 – 8:00 PM Distribution Day
Parent Teacher Conference: Marking Period 3 Progress Reports	Thursday, March 26 th & Friday, March 27 th	1:00 - 3:00 PM and 5:30 – 8:00 PM Distribution Day
Parent Teacher Conference: Round 4: Progress Report	Thursday, May 16 th	5:30 PM – 8:00 PM Distribution Day
Report Card – Marking Period 4	Wednesday, June 26th	Final Report Card

2018 – 2019 New York State Testing Calendar

Test	Administration Dates
Grades 3–8 English Language Arts	Monday, April 2 nd – Thursday, April 4 th
NYSESLAT: Speaking	Monday, April 8 th – Friday May 17 th
Grades 3–8 Mathematics	Wednesday May 1 st – Friday, May 3 rd
NYSESLAT: Listening, Reading, Writing	Monday, May 6 th – Friday, May 17 th
Grade 8 Science Performance Test	Wednesday, May 22 nd – Friday, May 31 st
Grade 8 Science Written	Monday, June 3 rd
New York State Living Environment Regents	June 15 th – 9:15 am

Student Holidays 2018 – 2019:

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September 2018

Wednesday, September 5th

School Session Begins For All Students.

Monday & Tuesday
September 10th – 11th

Rosh Hashanah (schools closed)

Wednesday, September 19th

Yom Kippur (schools closed)

Thursday, September 20th

Middle School: Evening Parent – Teacher
Conference

October 2018

Monday, October 8th

Columbus Day – School Closed

November 2018

Tuesday, November 6th

Chancellor’s Conference & Election Day
No School for Students

Monday, November 12th

Veterans Day – School Closed

Thursday & Friday, November 22nd and 23rd

Thanksgiving Recess – School closed

Tuesday, November 27th & Wednesday November 28th

Middle School: Parent – Teacher Conferences

December 2018

Monday, December 24th – Tuesday, January 1st

Winter Recess – No School

January 2019

Wednesday, January 2nd

Staff and Students Report

Monday, January 21st

Dr. Martin Luther King, Jr. Day – Schools Closed

February 2019

Tuesday, February 8th

Lunar New Year – School Closed

Monday, February 18th – Friday, Feb 22nd

Midwinter recess – No School

March 2019

Tuesday, March 26th & Wednesday March 27th

Middle School: Parent – Teacher Conferences

April 2019

Friday, April 19th – Friday, April 26th

Spring Recess – School Closed

Monday, April 29th

Students and Staff Return to School

May 2019

Thursday, May 16th

Middle School: Parent – Teacher Conferences

Monday, May 27th

Memorial Day – School Closed

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June 2019

Monday, June 4th

Thursday, June 6th

Tuesday, June 11th

Wednesday, June 26th

Eid al-Fitr – School Closed

Anniversary Day – Chancellor’s Conference
Day for Staff

Clerical Day – Students not in Attendance

Last Day of School for all students, teachers,
and paraprofessionals

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