



Student/Parent Handbook 2021-2022

This handbook contains valuable information to help you succeed at Jean Nuzzi Intermediate School 109...

Dear I.S. 109 Families,

We hope you had an enjoyable, safe, and restful summer vacation and that you had the opportunity to enjoy spending time with your children, family, and friends. We are grateful to be serving as your administrators and look forward to this upcoming school year. We are committed to elevating our school's capacity to provide an educational experience of the highest quality for each child in our middle school community.

Sincerely,

Ms. Karleen Adam-Comrie, Principal
Ms. Pauline Dorsaint, Assistant Principal
Mr. Darren Marsh, Assistant Principal
Ms. Lukia Naraine, Assistant Principal

This handbook contains essential information to help students succeed at Jean Nuzzi Intermediate School 109. Students are responsible for knowing the content of the handbook, including the procedures and policies.

"Education is the passport to the future, for tomorrow belongs to those who prepare for it today."

By Macolm X

"The goal of education is the advancement of knowledge and the dissemination of truth."

By John F. Kennedy

"Every great dream begins with a dreamer. Always remember, you have within you the strength, the patience, and the passion to reach for the stars to change the world."

By Harriet Tubman



Jean Nuzzi Intermediate School 109

213-10 92nd Avenue
Queens Village, NY 11428

Phone (718) 465-0651
Fax: (718) 264-1246

Karleen Adam-Comrie, Principal

Pauline Dorsaint, AP
AP

Lukia Naraine, AP

Darren Marsh,

September 2021

Dear Students and Parents/Guardians:

Our school is constantly working to assure your safety and well-being while attending Jean Nuzzi Intermediate School 109. An issue that has emerged in the past is students bringing valuable items to school. To prevent any incidents, we are reminding students and parents that the following items **are brought to the building at your own risk and should not be visible during school hours:**

- Cell phones (Please refer to the cellphone policy.)
- Electronic Games/PSPs
- Expensive and Designer Coats/Sweaters/Sneakers/Valuable Items of Clothing
- Expensive and Designer Handbags/Cases
- Cash over \$20
- Expensive Jewelry
- Items of value that have no reason to be in the school.

The school will not assume responsibility for any of these items if they are lost or stolen. In the rare occasion that one of these items must be brought to school, it is your child's responsibility to secure their possession during the day.

Please be reminded that each student in the school is assigned a locker and that it must be secured and locked with a black and silver (Master) lock. If items are placed in an unlocked locker, they may easily be lost and/or stolen.

Thank you for your continued support and understanding in these important matters.

Yours truly,

Karleen Adam-Comrie
Principal

Jean Nuzzi Intermediate School 109 Expectations

Students are expected to:

- **Arrive promptly to all classes with all necessary supplies (books, pens, pencils, notes, etc.)**
- **Attend all classes all day, every day.**
- Complete all work by the specified due date.
- **Always abide by the school's uniform code.**
- Keep the school building clean by picking up after oneself.
- Report to a staff member if they see anyone damaging the building or property of others.
- Leave other people's property alone.
- **Be kind and considerate and avoid settling disagreements by physical force or with hurtful words.**
- **Respect all school staff and classmates.**
- **Respect the rights of others to learn, to participate and to work.**

Parents are expected to:

- Be supportive and respectful of the school, its programs/activities, its teachers, and all other staff.
- Have an active [NYC Student Account \(NYCSA\)](#) to access your child's report card, and [PupilPath](#) account to monitor your child's daily progress.
- Communicate changes of phone number, email, and address to the main office.
- Communicate with your child about academic progress and social interactions.
- Attend all parent-teacher conferences initiated by both parent and teacher.
- Provide a structured environment for your child to do homework.
- Monitor your child's punctuality, attendance, and appearance.
- Support appropriate student behavior as per the [Chancellor's Citywide Behavioral Expectations to Support Student Learning Grades 6-12](#).
- Communicate any concerns to your child's teacher, dean, guidance counselor, or grade assistant principal.

Teachers and staff are expected to:

- Treat everyone with respect.
- Be concerned with the progress of each child.
- Communicate with parents and students frequently regarding academic progress or concerns.
- Enforce school policies fairly and consistently.

- Encourage academic excellence through excellence in teaching.
- Be visible in common areas of the building.

Additional NYC DOE expectations, policies, procedures and regulations for all NYC public school students and staff can be found in the [Chancellor's Citywide Behavioral Expectations to Support Student Learning Grades 6-12](#) and the [Chancellor's Regulations](#).

GENERAL INFORMATION FOR PARENTS & STUDENTS

During our COVID-19 pandemic anyone entering the building must wear a mask, fill out the [health screening](#) form and have their temperature checked.

Main Office

The main office is open from 8:00 a.m. to 3:00 p.m., Monday – Friday during the school year. If you have questions or concerns, please contact the office at (718) 465 – 0651. All visitors must check in at the front desk **with photo identification** prior to entering the main office. You will not be able to enter the building without proper identification. Parents are encouraged to provide a copy of their identification which will be attached to the student blue card. **Please note, without proper identification your child will not be released.**

CHILD RELEASE POLICY

Please indicate on the blue card those individuals who you grant permission to pick up your child from school and advise them of the identification requirements associated with the child release policy. **Only individuals noted on the blue card will be allowed to pick up your child.**

School Hours

Students may enter the building **beginning at 7:30 a.m. for the free breakfast program and return to the schoolyard for morning line up after. At this time, due to COVID-19, we will have a grab-and-go breakfast for those students who would like breakfast.** Students should arrive to school by 7:50 a.m. for morning entry. Homeroom starts promptly at 8:00 a.m. and the day ends at 2:20 p.m.

Morning Entry and Afternoon Dismissal

All students will enter the building through their appointed entrance and proceed to their homeroom class. Grade 6 will enter the building from the school yard using the auditorium backdoor entrance. Grade 7 will enter the building from the school yard using the courtyard entrance. Grade 8 will enter the building from the school yard using the cafeteria backdoor entrance.

****Lateness Procedures****

- Lateness procedures are in place for students who enter the school after school begins.
- **Students who are late to school 3 times will attend Saturday detention from 9:00 a.m. – 12:00 p.m. or attend three consecutive Tuesday detentions from 2:20 p.m. – 3:30 p.m.**
- Student lateness records are shared with teachers and attendance personnel.

- Phone communication will be made with parents of chronically late students.
- A record of lateness will appear on each report card.
- Students who arrive late 3 times for class will serve detention **after school on Tuesday**. If lateness to class continues to be chronic, students will serve **Saturday detention**.

Telephone Calls

Except for emergencies, children will not be able to call home during the school day. If parents wish to speak with their child's teacher or a staff member, please call the school at (718) 465-0651 during regular school hours. You can leave a message and your call will be returned. Phone calls cannot be transferred to the classroom during instructional time.

Cell phone Policy

Cell phones should not be seen or heard while your child is in the building. If your child brings a cell phone to school, it is his/her responsibility to turn off the cell phone immediately upon entrance into the school building. Students must lock their cell phones in their homeroom locker. Confiscated cell phones will be submitted to the dean and must be picked up by the student's parents/guardians who are noted on the blue card.

Homeroom Teacher

All students will have a Homeroom teacher that will take attendance in the morning and collect/distribute important documents. Students must return to their assigned homeroom at the end of 8th period. From there, students will be escorted to the appropriate exit by their homeroom teacher.

Student Health

Here are important guidelines and policies about student's health and emergencies.

- Students who feel ill or need medical attention will be sent to the nurse's office only after their teacher has contacted the nurse.
- Only the school nurse can dispense medicine to students.
- If prescription or non-prescription medication must be brought to school, such medication must be taken to the school nurse in its original containers. The school nurse will hold the medication and dispense it as prescribed.
- If further medical attention is required, the nurse will contact you.
- **Students should not carry any medication on them during school hours or on school trips.**
- **Some medicines will require the completion and submission of a [Medical Administration Form \(MAF\)](#), a [Medically Prescribed Treatment \(Non-Medication\) Form](#) or [Section 504/Medical Accommodation\(s\) Form](#).**

ATTENDANCE

Involuntary Absences

When a student is ill, injured or has an appointment which cannot be scheduled at another time, he/she will be excused from school if documentation is provided. When a child is absent, parents are to call or email attendance personnel, Ms. Samaroo, at dsamaroo2@schools.nyc.gov between

9:00 a.m. and 10:00 a.m. To ensure the safety of all students, an alert via phone messenger service will be sent to the phone number on file for absent students.

Voluntary Absences

For planned absences, a note from parents is required and must be presented to the grade assistant principal prior to the child being absent indicating the specific date and reason for the absence. Students without a note who miss quizzes or examinations, or who fail to submit assigned work because of a voluntary absence may receive no credit or a grade of zero. Teachers will provide makeup examinations if they have been consulted prior to the students' absence. Our policy requires that students be in school on ALL calendar school days, which include those days immediately preceding and immediately following a holiday.

DISCIPLINE

6th – 8th Grade Detentions

Adolescence is a time when children may want to take risks and seek out unsafe challenging situations. Some of these challenges and risks are not appropriate and need to be corrected. All adolescents make errors in judgment and if they have learned from their errors, then growth will occur. If a student's behavior violates the citywide behavioral expectations/discipline code, consequences and behavioral intervention opportunities will be put in place.

CONSEQUENCES & BEHAVIORAL OPPORTUNITIES

- Conference with the Teacher
- Conference with the Dean
- Conference with the Guidance Counselor
- Conference with the grade Assistant Principal
- Conference with the Principal
- **Detention will be held during the day as well as on Saturdays (9:00 a.m. – 12:00 p.m.) in our S.A.V.E./Principal Suspension Room.**

- **Grounds for Detention/Suspension:**
 - **Disrespect**
 - **Tardiness**
 - **Physical contact**
 - **Inappropriate behaviors (As per the [Chancellor's Citywide Behavioral Expectations to Support Student Learning Grades 6-12.](#))**
 - **Violations of school rules**

Expectation on Field Trips

Students are expected to follow school rules when attending trips. Students must wear school uniforms on school trips, unless otherwise noted on the permission slip. Permission slips *MUST BE* signed by a parent or a guardian. Students must turn in a permission slip that is filled out and signed

by the parent or guardian to attend any school trip. It is the responsibility of the student to ensure that they turn in trip permission forms in a timely manner.

**Students can be denied the right to participate/attend an incentive trip based on violations/non-compliance with school rules, violations of Chancellor's Regulations and/or negative behavior conducted on a prior school trip.

FIRE DRILLS AND EMERGENCY EVACUATION

Timely evacuation of the building is crucial in the event of a fire or other emergencies. Practice is required to ensure everyone in the building is safe in the event of an emergency. The staff will ensure that students are familiar with the exit route for emergency evacuation based on the room they are in. Emergency evacuation charts are posted in every classroom. In the event of an emergency or drill, it is the student's responsibility to move quickly and quietly in an orderly manner through the assigned exit to the assigned evacuation area. Students are NOT to go to their lockers, homerooms, get a drink, or go to the restrooms, or talk/play during an evacuation.

Any student in violation of evacuation procedures will be subject to disciplinary actions.

The following evacuation sites are assigned to each grade:

6th Grade Evacuation Site

P.S. 033 Edward M. Funk

Victor Gatto, Principal

91-37 222 Street, Queens, NY 11428

(718) 465 – 6283

7th Grade Evacuation Site

P.S. 135 The Bellaire School

Diana Lagnese, Principal

207 – 11 89 Avenue, Queens, NY 11427

(718) 464 – 2119

8th Grade Evacuation Site

P.S. 034 John Harvard

Pauline Shakespeare, Principal

104 – 12 Springfield Boulevard, Queens, NY 11429

(718) 465 – 6818

District 29 --90-11 191st Street, Hollis, NY 11423

Family Advocate Phone

(718) 217-7740 Ext. 1234

Ms. Keturah Hardy

(718) 217-7740 Ext. 1232

Family Support Coordinator

Administrative Team

Ms. Adam-Comrie, Principal

(347) 558 – 3645

Ms. Dorsaint, Assistant Principal

(347) 558 – 3596

Mr. D. Marsh, Assistant Principal

(347) 334 – 1880

Ms. Naraine, Assistant Principal

(917) 331 – 9069

School Parent Coordinator

TBD

(718) 465 – 0651 Ext. 2122

School Leadership Team (SLT)

The School Leadership Team (SLT) is the decision-making group that determines what will be done to improve the school and how the school's money will be spent. Specifically, the team makes decisions in areas such as curriculum, instructional programs, staff development, and parent involvement. The SLT meets once a month. At the end of the school year parents can receive a stipend of up to \$300.00 for participating on the team.

Parent Teacher Association (PTA)

The Parent Teacher Association (PTA) provides support and resources to the school to support the social and academic growth of the students. As a member, parents can help organize special events and activities for parents, students, and staff. PTA members foster and encourage parent participation on all levels. Additionally, the PTA provides opportunities and training for parents to participate in school governance.

Uniform Policy

Students are expected to wear school's uniforms during school days, except on days where they are permitted to dress down. Uniforms can be purchased at Cookie's and Ideal Uniform.

Pants	Black or Navy pants for 6 th and 7 th Graders. Khaki or Black pants for 8th Graders. Pants must be belted at the waist.
Skirts	Black or Navy colored skirts , knee length or longer for 6 th and 7 th Graders. Khaki or Black skirt for 8 th Graders.
Shirts	Solid Gold (6 th Graders), Orange (7 th Graders) and Burgundy (8 th Graders) Collared Shirts. Both button downs and Polo shirts are acceptable. (May be short or long sleeved).
Sweaters	White, Navy and Black solid-colored sweaters may be worn over the dress code shirt during wintry weather; however, their uniform shirt should be visible. No hoodies, jackets, coats, etc. are to be worn during the school day.
Shoes	Closed-toed shoes , boots, or sneakers. Running sneakers MUST be worn for gym.

All shirts must be long enough to be tucked into the student's pants and/or skirt. All pants and skirts must be worn at students' waist. Student skirts must be knee length. Any jewelry other than stud earrings and a watch is discouraged.

**UNACCEPTABLE ATTIRE IS ANY CLOTHING OUT OF THE DESIGNATED IS 109
SCHOOL'S UNIFORM**

School Bell Schedule

AM HOMEROOM/ATTENDANCE/NOTICES/LOCKERS	8:00 A.M. – 8:12 A.M.
PERIOD 1	8:15 A.M. – 8:57 A.M.
PERIOD 2	9:00 A.M. – 9:42 A.M.
PERIOD 3	9:45 A.M. – 10:27 A.M.
PERIOD 4	10:30 A.M. – 11:12 A.M.
PERIOD 5	11:15 A.M. – 11:57 A.M.
PERIOD 6	12:00 P.M. – 12:42 P.M.
PERIOD 7	12:45 P.M. – 1:27 P.M.
PERIOD 8	1:30 P.M. – 2:12 P.M.
PM HOMEROOM/ATTENDANCE/NOTICES/LOCKERS	2:15 P.M. – 2:20 P.M.

6th – 8th Grade Supply List

The following list of items is provided to assist parents/guardians in planning for the start of school. Students will need their supplies for school by September 2021. In addition to this list, there may be a limited number of items that may be teacher or class specific. Information on these items will be sent home with students shortly after school begins.

***Optional Graphing Calculator (8th grade students only Algebra 1– TI 83 or TI 84)

- o 2 dozen blue or black pens
- o 2 dozen #2 pencils
- o 3 highlighters (any color)
- o 1 box of colored pencils or water-based markers
- o 5 packages of 3x5 index note cards
- o 5 packages of loose-leaf notebook paper
- o 2 marble notebooks for ELA (English Language Arts)
- o 1 marble notebook for Math
- o 1 marble notebook for science
- o 5 one-subject wide ruled spiral notebooks
- o 2 packs of post-it-notes
- o 8 two-pocket folders with fasteners
- o 1 small pencil sharpener
- o 4 GB Jump drive
- o Earphones (optional)
- o Wireless mouse (optional)
- o Mouse pad (optional)
- o 1 book of Graph Paper (reversible paper 4/5 square)
- o 1 Ruler with cm./inches
- o Binder (2 inches) any color
- o Generic Calculator
- o 1 Bottle of Glue (small)
- o Pack of Glue Sticks
- o Activated DOE issued email account

No Permanent Markers

No White-Out or Correction ink

Marking Period End Dates

Marking Period 1	Marking Period 2	Marking Period 3	Marking Period 4	FINAL Marking Period
9/13/2021 -11/19/2021	11/22/2021 -1/21/2022	1/24/2022 -3/25/2022	3/28/2022 -5/27/2022	5/31/2022 -6/27/2022

Grading Policy

Tests.....	25%
Quizzes.....	15%
Projects/Research Reports/Essays.....	15%
Homework	15%
Classwork.....	30%
ACCUMULATED GRADE	100%

Understanding Each Grading Category

- **Quiz** – An informal examination of a student or class. A set of quick questions which may be answered in ½ period or less (students who receive testing accommodations will be accommodated). Students can expect to take a minimum of 4 quizzes.
- **Test** – A critical formal examination of a student or class which may take 1 full period (students who receive testing accommodations will be accommodated). Students can expect to take a minimum 2 – maximum 4 tests.
- **Project** - A long-term assignment necessitating personal initiative, undertaken by a student or group of students. Students can expect to complete a maximum of 2 projects.
- **Research Report** – A studious inquiry, examination, investigation, or experimentation aimed at the discovery and interpretation of facts, revision of accepted theories or laws in the light of new facts, or practical application of such new revised theories or laws. Students can expect to complete a maximum of 2.
- **Essay** – A short literary composition on a particular theme or subject. Students can expect to complete a minimum of 2.
- **Homework** – By definition, homework is meant to reinforce what students have already learned. Homework assignments represent another way teachers check for understanding. Students can expect to complete a maximum of 30 assignments per quarter to be assigned Mondays-Thursdays. Any homework assignment missed in the week must be made up that week without penalty.

- **Classwork** – The written or oral work done by students in the classroom.
- **Extra Credit** – No more than two extra credit assignments may be offered each marking period.

Special Placement/Gifted and Talented Program (621, 622, 623, 721, 722, 723, 821, 822 and 823 SP/G&T classes only)

***SP/G&T Program placement is not permanent. Parents and students should be aware that the placement of SP/G&T students is conditional and based upon a student's ability to maintain the below requirements. Placement will be reviewed continually during the school year; once a student is removed, they will not be readmitted in the same school year. If a student fails to meet the SP/G&T requirements, their class will be changed.

SP/G&T Requirement

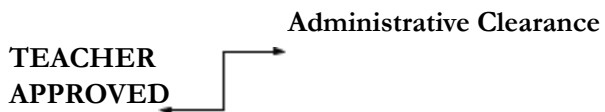
State Scores	ELA	4	3	4	3
	MATH	3	4	4	3

Behavior S (minimum) = all classes

Students must maintain an 85 or above in all elective courses and Physical Education.

Core GPA ELA, SOCIAL STUDIES, SCIENCE, MATH = 90

ARISTA COMMUNITY SERVICE	20 6 th grade	30 7 th grade	50 8 th grade
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PTA Session Time

Parents please be advised that the Parent Teacher Association and the School Leadership Team both meet on the same night but at separate times for the benefit of our families. Parent Teacher Association meetings are always held at 7:00 p.m. in the auditorium and/or virtually.

September 28, 2021
October 12, 2021
November 9, 2021
December 14, 2021
January 11, 2022
February 8, 2022

March 8, 2022
April 12, 2022
May 10, 2022
June 14, 2022

SLT Session Time

SLT meetings are at 4:30 p.m. in room 107 and/or virtually.

September 28, 2021
October 12, 2021
November 9, 2021
December 14, 2021
January 11, 2022
February 8, 2022

March 8, 2022
April 12, 2022
May 10, 2022
June 14, 2022

PARENT TEACHER CONFERENCES

SEPTEMBER Evening Session Only
NOVEMBER Afternoon & Evening Session
MARCH Afternoon & Evening Session
MAY Evening Session Only

New York State Assessment Calendar

*Dates are subject to change.

2021 – 2022 SCHOOL YEAR

	TYPE OF ASSESSMENT	DATE
1	Covid-19 Related Special Administration of the NYSITELL	September
2	Vocational Assessments	September – June
3	Social Studies and Science Assessments	October & May
4	ELA and Math Assessments	October, January & April
5	Specialize High Schools Admission Test (SHSAT)	October
6	NYS Alternate Assessment (NYSAA) ELA, Math, Science and Social studies	March - June
7	ELA Practice State Exam	January
8	ILSET (Science) Practice Exam	February
9	Math Practice State Exam	March
10	Grades 3-8 English Language Arts	March
11	NYSESLAT Speaking	April – May
12	Grades 3-8 Mathematics	April
13	NYSESLAT Listening, Reading, Writing	May – May
14	MOSL EOY Assessment/ SS & math	May
15	Grade 8 Science Performance Test	May - June
16	Grade 8 Science Written	June

17	Living Environment Regents	June
18	Common Core Algebra I Regents	June
19	U.S. History and Government Regents	June

School Calendar 2021–2022

*These parent teacher conference dates are citywide. However, schools may decide to hold conferences on alternative dates, with approval. Please check with your school for details. For testing dates and other events, visit schools.nyc.gov/calendar.

September 13	FIRST DAY OF SCHOOL FOR ALL STUDENTS (Partial school day for pre-kindergarten public school students)
September 16	Yom Kippur, schools closed.
October 11	Italian Heritage Day/Indigenous People's Day, school closed
November 2	Election Day, fully remote, asynchronous instructional day
November 3	Evening Parent-teacher conferences for elementary schools, K-8 schools and 6-8 schools
November 4	Afternoon parent-teacher conferences for elementary schools, K-8 schools and 6-8 schools; students in these schools dismissed three (3) hours early.
November 10	Evening parent-teacher conferences for high schools, K-12, and 6-12 schools.
November 11	Veterans Day, schools closed
November 12	Afternoon parent-teacher conferences for high schools, K-12 and 6-12 schools; students in these schools dismissed three hours early.
November 17	Evening parent-teacher conferences for middle schools and District 75 school programs.
November 18	Afternoon Conferences for middle schools and District 75 school programs; students in these schools dismissed three hours early.
November 25–26	Thanksgiving Recess, schools closed
December 24-31	Winter Recess, schools closed
January 17	Rev. Dr. Martin Luther King Jr. Day, school closed
January 25-28	Regents Administration
January 31	Professional Development Day for 9-12 and 6-12 schools, students in these schools do not attend.
February 1	Lunar New Year, schools closed
February 2	Spring Term Begins (For students in semester-based schools)
February 21–25	Midwinter Recess, schools closed
March 2	Evening parent-teacher conferences for elementary schools, K–8 schools and 6-8 schools.
March 3	Afternoon parent-teacher conferences for elementary schools, K-8 schools and 6-8 schools; students in these schools dismissed three hours early.
March 9	Evening parent-teacher conferences for middle schools and district 75 schools and programs.
March 10	Afternoon parent-teacher conferences for middle schools and district 75 schools and programs; students in these schools dismissed three hours early.
March 16	Evening parent-teacher conferences for high schools, K-12, and 6-12 schools.
March 18	Afternoon parent-teacher conferences for high schools, K-12, and 6-12 schools; students in these schools dismissed three hours early.
March 29-31	3-8 ELA Assessment administration
April 15-22	Spring Recess (included Good Friday and Passover), schools closed.
April 26-28	3-8 Math Assessment administration
May 2	Eid al-Fitr, schools closed
May 30	Memorial Day, schools closed

June 7	Clerical Day, K-5, K-6, 6-8, and K-12 schools and D75 programs, students in these schools do not attend school.
June 9	Anniversary Day, Chancellor's Conference Day for staff development, students do not attend school.
June 15-24	Regents Administration
June 20	Juneteenth (observed), schools closed
June 27	Last day of school for students



Jean Nuzzi Intermediate School 109Q
 213-10 92nd Avenue Phone: (718) 465-0651
 Queens Village, NY 11428 Fax: (718) 264-1246
Karleen Adam- Comrie, Principal

Pauline Dorsaint, AP

Lukia Naraine, AP

Darren Marsh, AP

Student/Parent Handbook Signature Page

2021-2022

We, the undersigned, have read the **Jean Nuzzi Intermediate School 109's Student/Parent Handbook** and our signature/electronic signature indicates that we have read and understood the expectations, policies, and procedures in the handbook. We also agree to abide by the expectations, policies, and procedures expressed therein.

Student Name	Student Signature	Date
Student ID Number (OSIS #)	Student's Class Number	
Parent/Guardian Name	Parent/Guardian Signature	Date

Parent/ Guardian Phone Number

Parent/ Guardian Email Address

*The Jean Nuzzi Intermediate School 109's Student/Parent Handbook can be found online via our school's website, <https://is109q.echalksites.com>, and is located under the Parent Corner tab. If a paper copy is needed, please request a copy from the Parent Coordinator.