

**Roy H. Mann**  
Intermediate School 78  
The School of Architectural Design &  
Innovative Technology  
Parent/Student Handbook  
2024 - 2025



*Anthony Cusumano*  
Principal

# **“Together We Make A Difference”**

## **ATTENDANCE/LATENESS**

- Regular attendance and punctuality are a key factor to success in school
- A parent/guardian must send a written explanation when a student is absent or late
- Students are responsible for the work missed due to absence

## **BATHROOM PROCEDURES**

- Students are to use student designated bathrooms only
- Students must have a pass to use the bathroom
- Bathrooms are open on the 1st floor all periods
- Bathrooms are in the basement period 1-5 and period 8

## **BOOK BAGS**

- Book bags should not be left unattended in classrooms, the playground, schoolyard or cafeteria
- Students with back problems may want to use bags with wheels
- Please label your book bag inside with your name and official class

## **BREAKFAST/LUNCH PROGRAM**

- Please be reminded that parents may bring in lunch for their child, but should refrain from bringing fast food items in for their child to eat in the cafeteria
- Students may not have any food deliveries made to the school

## **DAILY SUPPLIES**

- All students must come to school each day prepared and ready to learn. We recommend students have the following supplies daily:
  - Pens & pencils
  - Notebooks or a binder with dividers and paper
  - Textbooks (if needed)
  - Completed homework assignments
  - Agenda
  - Any supplies requested by individual teachers
  - Gym uniforms on appropriate days

## **ELECTRONICS**

- *As per Chancellor's Regulation A-413, no cell phones, earbuds, Bluetooth speakers or any other electronic devices are permitted to be turned on or used on school property*
- If a student needs to contact a parent/guardian, he/she may request to use the phone in the main office

## **DISCIPLINE/DETENTION POLICY**

- The staff at Roy H. Mann believes that a safe, orderly, and respectful environment is necessary for student success. The school has **“Zero Tolerance”** for violence and blatant disrespect of authority. We will maintain the highest standards for student behavior. The

administration will uphold the NYC Department of Education Discipline Code, as well as the school's Discipline Plan. Both policies will be distributed to parents and reviewed with students.

- **Eighth grade students who receive conduct grades of “N” or “U,” and/or consistently break school rules, may be excluded from eighth grade activities, Prom and Graduation**

### **DRESS CODE**

- The attire of all students is carefully monitored to ensure safety and proper decorum. Please work with us to ensure that students follow the NYC Department of Education Discipline Code. Students may not wear hats or clothing that is unsafe or disruptive to the educational process. Pants **MUST** be worn at the waist.
- All students will receive classroom lessons on the NYC Discipline Code and Bill of Student Rights and Responsibilities. Students are expected to adhere to all rules and regulations.

### **EMERGENCY HOME CONTACTS**

- In order to contact a parent/guardian in the event of an emergency, it is essential that we have correct and updated **Blue Emergency Contact Cards**
  - Please make sure all names, addresses and phone numbers are correct
  - Please notify the school of any changes to the provided information
  - Without prior notice, a student **WILL NOT** be released to anyone not on the Blue Card

***\*All emergency contacts MUST be at least 18 years of age and present proper photo identification when picking up a student***

### **EVACUATION & LOCKDOWN DRILLS**

- Drills are held regularly to ensure the safe evacuation of the building in the event of an actual emergency
- These drills are serious procedures
- During drills, there is absolutely no talking
- Students are required to follow the directions of their teachers or adults in authority

### **GRADING POLICY**

- Grades are determined by department based on:
  - Test scores
  - Class work
  - Homework
  - Reports
  - Projects
  - Class Participation
- Students in danger of failing a subject will receive notice prior to the end of the marking period
- Homework is given on a daily basis and is part of the grading criteria
- Excessive absence from class may result in a failing grade
- The Uniform Grading Policy is available on our website, [www.RoyHMann.com](http://www.RoyHMann.com)

### **HALL PASSES**

- A school issued standard hall pass, is required by all students who are out of a classroom
- If a teacher keeps a student late for his/her next class, it is the student's responsibility to get a pass to show to the next teacher
- Students in the hall without a proper pass are considered cutting class and will be directed to return to class

### **HEALTH**

- All children entering school in September are required by NYS Law to show proof of having the following immunizations:  
(*Number of doses required depends on grade level*)
  - Chickenpox (Varicella)
  - Tdap (Tetanus, Diphtheria, Pertussis)
  - Hepatitis B
  - Polio-Sabin (Oral)
  - Measles
  - Rubella
  - Mumps
  - Tine Test (T.B.)
- There will be a review of each student's health record, including for vision/hearing screening
- The school **MUST** be advised of any existing, chronic health problems your child has
- **Students must have a pass to visit the nurse's office**
- The nurse will:
  - Diagnose the extent of the illness
  - Apply first aid when needed
  - Notify the parent/guardian, if necessary
  - Call ambulance, if needed
    - If a parent/guardian is unavailable, a staff member will accompany the child to the hospital

### **INJURIES**

- Any child who reports that he/she is sick or injured, will be escorted to the nurse's office where the nurse will assess the extent of the injury/illness
- An injury report will be filed, if needed
- If emergency treatment is deemed necessary, the child will have a staff member escort him/her to the hospital if the parent/guardian cannot be reached

### **PROMOTIONAL REQUIREMENTS**

- All students must meet the promotional requirements outlined by the New York City Department of Education

### **REPORT CARDS**

- There are four marking periods
- Report cards will be distributed in November, February, April, and June
  - *Parents/guardians must pick up the first quarter report card in person*

### **SCHOOL SAFETY PLAN**

- The Roy H. Mann School Safety Plan contains information regarding emergency procedures
- Our evacuation sites are as follows:

<b><u>Primary</u></b> -	<b><u>Secondary</u></b> -	<b><u>Out of Area</u></b> -
P.S. 236	P.S. 203	IS 14
6302 Avenue U	5101 Avenue M	2424 Batchelder Street
- In the event that it is necessary to pick up your child from school during an emergency situation, the procedure will be as follows:
  - The parent or designated adult (*as per the Emergency Blue Card*) will enter the school building through the Main Entrance on East 68<sup>th</sup> Street
  - The parent/designated adult will sign the student out in the designated sign out area

### **TESTING DATES**

- The complete assessment schedule for state exams, MOSL exams, Quarterly Assessments and Final Exams is available on our website, [www.RoyHMann.com](http://www.RoyHMann.com)

### **TRIPS**

- Students must submit signed consent forms three days in advance of the trip
- **PHONE CONSENT WILL NOT BE ACCEPTED. NO EXCEPTIONS!**
- Participation in or invitation to any I.S. 78 event is a privilege, and contingent upon behavior deemed appropriate per the conduct code. The presence of more than two “N”s more than one “U” or any combination of “N”s and “U”s in conduct will result in the exclusion for the next marking period for all trips.
- Any monies over \$10 must be in the form of a money order. **No personal checks will be accepted.** Money orders should be payable to **Roy H. Mann Intermediate School 78**

### **VISITING PROCEDURES**

- Although we consider parents/guardians to be vital parts of our school community, we ask everyone to follow the regulations below upon entering the building:
  - All visitors are required to show proper photo identification at the safety desk. This is required especially when picking up a student.
  - No child can leave the school building before the end of the school day without a parent/guardian or Blue Card designee signing him/her out

### **SCHOOL CLOSINGS**

- In the event of a severe storm, delayed opening or any other event that warrants school closing, listen to **1010 WINS AM, Cable News 1, or local news stations** for information

### **WEBSITES**

- |                                                               |                                                    |
|---------------------------------------------------------------|----------------------------------------------------|
| • <a href="http://www.RoyHMann.com">www.RoyHMann.com</a>      | • <a href="http://www.nysed.gov">www.nysed.gov</a> |
| • <a href="http://schools.nyc.gov">http://schools.nyc.gov</a> | • <a href="http://www.nyc.gov">www.nyc.gov</a>     |

**If you have any questions, you may contact the Parent Coordinator, at  
(718) 763-470 ext. 1260**