



*South Bronx*  
**INTERNATIONAL  
MIDDLE SCHOOL**

## South Bronx International Middle School *09X593*

2025-2026 HANDBOOK OF POLICIES AND PROCEDURES  
*for Students & Families*

### School Contact Information

**1000 Teller Avenue**

**Bronx, NY 10456**

Telephone #: (718) 588-0341

[www.ms593.org](http://www.ms593.org)

### Our Vision Statement

In our **student-centered learning community**, we pride ourselves on **knowing our students well—academically, socially, and emotionally**. Students **engage in cognitively challenging tasks**: reading, writing, speaking and listening in every lesson, and our **staff works in teams to use data and mastery grading to guide their instruction and interventions**. We provide students with **multiple opportunities** to showcase their work and learning **through student-led conferences**, presentations of learning and passage presentations, fostering confidence and presentation skills necessary to **thrive in our community**.

## Our School Values

### WORK HABITS SOUTH BRONX INTERNATIONAL

|   |   |
|---|---|
| <b>H</b><br>Helping Others                | <ul style="list-style-type: none"> <li>• I help my peers and the community.</li> </ul>  |
| <b>E</b><br>Engaged and ready to learn    | <ul style="list-style-type: none"> <li>• I come to school on time and prepared with my uniform and materials.</li> <li>• I meet deadlines and make up missed work.</li> </ul> |
| <b>L</b><br>Love for myself and community | <ul style="list-style-type: none"> <li>• I treat myself and others with respect.</li> <li>• I accept responsibility for my personal decisions and actions.</li> </ul>         |
| <b>L</b><br>Learn from my mistakes        | <ul style="list-style-type: none"> <li>• I use feedback to edit and revise my work.</li> <li>• I reflect on my progress and set challenging goals for myself.</li> </ul>      |
| <b>O</b><br>One team                      | <ul style="list-style-type: none"> <li>• I cooperate with my team to achieve group goals.</li> </ul>  |



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## Communication Norms

The connection between home life and school is a critical part of student success! As a school, we communicate with families regularly regarding their student's academic and behavioral progress.

**Each student should have a completed emergency contact card (blue card) on file with updated contact information.** If your contact information changes, please call the school immediately to update your child's blue card to ensure that we can reach you in case of emergency.

**We also communicate using the following tools throughout the school year:**

- Family workshops and events
- One-on-one phone calls
- Kinvoled for attendance and updating families on progress
- Jumprope
- Progress Reports (4 times per year)
- At-Risk List (mid-marking period reporting to admin, advisor, grade team, student and families)
- Student-Led Conferences (twice per year)
- Advisory

  
**JumpRope**

**LOGIN ACCESS**

Get instant access to your child's academics in the palm of your hands.

JumpRope's feature includes:

- ✓ Access to monitor your child's grades
- ✓ Class by class attendance
- ✓ Check out assignments
- ✓ Class schedules

**Having trouble logging in?**  
Please contact the school and ask for Ms. Cáceres or Ms. Ortiz to set an appointment for assistance (718) 588-0341



  
**JumpRope**

**ACCESO DE INICIO DE SESIÓN**

Obtenga acceso instantáneo a los estudios académicos de su hijo en la palma de sus manos.

La característica de JumpRope incluye:

- ✓ Acceso para monitorear las calificaciones de su hijo
- ✓ Asistencia clase por clase
- ✓ ver asignaciones
- ✓ Horarios de clases

**¿Tiene problemas para iniciar sesión?**  
Comuníquese con la escuela y solicite Sra. Cáceres o Sra. Ortiz para programar una cita de asistencia (718) 588-0341



## Staff Directory

| Last Name  | First Name | Role                        | Email  |
|--|------------|-----------------------------|--|
| <b>Administrative &amp; Student Support Team</b> |            |                             |  |
| Angrisani  | Alison     | Principal -ext.3465         | <a href="mailto:aangrisani2@schools.nyc.gov">aangrisani2@schools.nyc.gov</a>   |
| Collado  | Joani      | AP                          | <a href="mailto:jcollado13@schools.nyc.gov">jcollado13@schools.nyc.gov</a>     |
| Felix  | Myrna      | Guidance Counselor-ext.4401 | <a href="mailto:mfelix@schools.nyc.gov">mfelix@schools.nyc.gov</a>             |
| Marrero  | Lydia      | Guidance Counselor          | <a href="mailto:lmarrero12@schools.nyc.gov">lmarrero12@schools.nyc.gov</a>     |
| Padilla  | Christy    | Social Worker               | <a href="mailto:cpadilla8@schools.nyc.gov">cpadilla8@schools.nyc.gov</a>       |
| Ortiz  | Annerys    | Parent Coordinator-ext.1038 | <a href="mailto:aortiz99@schools.nyc.gov">aortiz99@schools.nyc.gov</a>         |
| Rodriguez  | Yanil      | Secretary-ext.3461          | <a href="mailto:yrodriguez56@schools.nyc.gov">yrodriguez56@schools.nyc.gov</a> |
| Narvaez  | Marva      | Secretary ext.1039          | <a href="mailto:mnarvae@schools.nyc.gov">mnarvae@schools.nyc.gov</a>           |
| Elsevyf  | Rafael     | School Aide                 | <a href="mailto:relsevyf@schools.nyc.gov">relsevyf@schools.nyc.gov</a>         |
| Baez   | Aramay     | Administrative Assistant    | <a href="mailto:abaez28@schools.nyc.gov">abaez28@schools.nyc.gov</a>           |

|              |           |                               |                              |
|--------------|-----------|-------------------------------|------------------------------|
| Best         | Kiana     | 8th Grade ELA Teacher, Art    | kbest5@schools.nyc.gov       |
| Chavez       | Melissa   | Paraprofessional              | mchavez7@schools.nyc.gov     |
| Cid          | Yimahi    | Teacher                       | ycid@schools.nyc.gov         |
| Del Rosario  | Anligel   | Paraprofessional              | adelrosario6@schools.nyc.gov |
| Fernandez    | Deruin    | 7th grade Teacher             | dfernandez38@schools.nyc.gov |
| Fogah        | Grace     | 7th Grade ELA Teacher         | gfogah@schools.nyc.gov       |
| Gomez        | Melisa    | 8th grade Math Teacher        | mgomez84@schools.nyc.gov     |
| Hameed       | Ahmad     | 6th/ 8th Grade Math Teacher   | ahameed2@schools.nyc.gov     |
| Jones        | Caren     | Special Education Teacher     | cjones50@schools.nyc.gov     |
| Jones        | Sherise   | 7th and 8th Teacher           | sjones107@schools.nyc.gov    |
| Lafalaise    | Audrey    | 6th Grade Math Teacher        | alafalaise@schools.nyc.gov   |
| Malko        | Yauhen    | Gym Teacher                   | ymalko@schools.nyc.gov       |
| Nicot        | Anthony   | Teacher                       | anicot2@schools.nyc.gov      |
| Peters Reyes | Megan     | Special Education Teacher     | mpetersreyes@schools.nyc.gov |
| Starling     | Ann       | 8th grade ENL                 | astarling@schools.nyc.gov    |
| Stellato     | Patricia  | 6th grade Teacher             | pstellato@schools.nyc.gov    |
| Vilceus      | Alexis    | 7th grade Math Teacher        | avilceus7@schools.nyc.gov    |
| Angrum       | Angelique | 6th grade Teacher             | aangrum6@schools.nyc.gov     |
| Miller       | Lawton    | 8th grade-ELA Teacher         | mlawton3@schools.nyc.gov     |
| Ochoa        | Carmen    | 7th/ 8th grade-Social Studies | cochoaochoa@schools.nyc.gov  |
| Varadarajan  | Kokila    | Special Education Teacher     | kvaradarajan@schools.nyc.gov |
| Caruso       | Romina    | 6th and 7th Science Teacher   | rcaruso10@schools.nyc.gov    |

## Daily Policies and Procedures

In order to uphold our school values and promote student success, students and families are asked to please adhere to the following policies throughout the school year. Failure to adhere to these policies may negatively impact students' academic standing or ability to participate in school activities.

### Student Arrival

Students will enter and exit the building each day using the main entrance in the front of the building. Breakfast is served daily from 8:15 A.M. – 8:45 A.M. on Monday through Friday. Students may bring their own food from home, but please note that food must be eaten in the cafeteria. They may not bring food into their classroom to eat.

**Breakfast is free for all students. Please plan to arrive at school on time to ensure that you have ample time to eat either our provided breakfast or food brought from home.**

### Daily Schedule

This is the schedule for a typical school day.

| Periods           | Time                       |
|-------------------|----------------------------|
| Breakfast         | 8:15-8:45                  |
| Period 1          | 8:45-9:31                  |
| Period 2          | 9:32-10:20                 |
| Period 3          | 10:21-11:07                |
| Period 4          | 11:08-11:53: Student Lunch |
| Period 5          | 11:54-12:41                |
| Period 6          | 12:42-1:30                 |
| Period 7          | 1:31-2:18                  |
| Period 8          | 2:19-3:05                  |
| LEAP After School |                            |

### Early Dismissal Procedures

**Please note, students are not permitted to be picked up from their classrooms. All parents must sign at the main office if they arrive to pick up students earlier than the end of the school day.**

1. Parents who are picking up their children must be at the dismissal area promptly at 3:05 P.M., located at the front entrance of the campus.
2. Blue Cards must be current. Only those people who are listed on the blue card are permitted to pick up students. **Please note: DOE policy requires families to show ID when they check into the school building.**
3. To ensure accountability for student safety, any child enrolled in our after school programs must have signed parent permission to leave early.

### Attendance

Children between the ages of 6 through the completion of the school year in which they turn 17 are required to attend school. All students are expected to attend school each and every day. In addition, all students must arrive on time to school so that they will not miss important work. If a child is late, a late pass will be issued in the main office. The child will bring the late pass to the classroom teacher in order to enter their classroom.

All lateness will then be documented on the child's attendance records. Student attendance is recorded and tracked daily. A school representative will contact home if a child is absent. Procedures will be put in place in order to address excessively absent students.

1. Please make every effort to ensure that students arrive at school on time every day. If a student must miss school due to illness or emergency, please contact the main office or send a note documenting the reason for student absences. This is an expectation for all absences. Please note: The school will also call you to inquire of your child's absence.
2. Extended absences due to illness or emergency must be documented. This may include a note from the child's physician or other documentation of the hardship that is impacting student attendance.
3. Students are responsible for missed work. Please contact your child's teacher to make arrangements to make up missing assignments.
4. Please plan any trips, vacations, even appointments please plan around the school calendar.

### **Cell Phone Procedures**

- Students will turn in their cellphones to be locked and stored immediately upon entering the building. Cell phones will be collected in the cafeteria during breakfast. Students who arrive late to school will turn their phones into the main office.
- Students may not wear AirPods, Apple Watches, or other devices that can access the internet during school hours.
- Cell phones will be returned to students by administrative staff at the end of each day during dismissal.
- If families have an urgent need to contact their child during the school day, they can do so by calling the main office.
- School staff will support students with communicating any emergencies, illness, or other urgent needs with families throughout the school day.
- In case of emergency, including severe weather or other safety concerns, schools will utilize Kinvoled messages to communicate updates to families in a timely manner.

Families will be notified immediately if students fail to follow cell phone procedures and the appropriate consequences will be assigned, including lunch detention. Please ensure make note of the additional guidelines below:

- Cell phones cannot be used in class. Cell phones or electronic devices cannot be used to take photos or videos.
- Our cell phone policy is in effect during school trips.
- Cell phones and other electronic devices will be confiscated if the student violates school policy.
- If cell phones or other devices are confiscated, the student will be placed on the detention list and the phone will be returned at the end of the day, after serving detention.
- If the student continues to violate the cell phone policies expectation, then phones will only be returned to a parent following a mandatory conference.
- The school is not responsible for stolen, damaged or lost devices.

### **Uniform Policy**

Uniforms help all of our students feel set up for success. **All students are expected to wear school uniform daily. Our uniform consists of: a school t-shirt, school sweatpants or khaki pants, and sneakers. Students MAY NOT WEAR shorts, jeans, ripped pants, leggings, open toe shoes, Crocs, hats, or hoodies.**

**Students who come to school out of uniform will receive a phone call home, requesting families to come bring their child a set of uniform clothes.**

Students who are not in uniform will receive lunch detention that day. Repeat offenders may require an in-person family conference or other consequences, including loss of privileges like field trips or special events.



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**UNIFORM EXPECTATIONS**

Uniform is the first step in being prepared for school. Students who do not adhere to the uniform policy are subject to disciplinary action.



**SHIRTS**

Students must wear an official uniform shirt. Any South Bronx International Shirt, including polos, spirit shirts, and SBI Perfect attendance shirts, may be worn.



**PANTS**

Students can wear khaki pants or school sweat pants. Students **MAY NOT** wear jeans or yoga pants.



**SHOES**

Students must wear sneakers for safety. Students cannot wear:

- Flip flops
- Crocs
- Slippers
- Flats

**OUTERWEAR, TECH, AND BOOK BAGS**

- Students cannot wear hats or hoodies.
- Students cannot wear Apple Watches, headphones, or other tech items during the school day.
- Students should have their book bag with school supplies each day.





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**EXPECTATIVAS PARA UNIFORMES**

El uniforme es el primer paso para prepararse para la escuela. Los estudiantes que no cumplan con la política de uniforme estarán sujetos a medidas disciplinarias.  
*En nuestra política, los estudiantes deben usar...*



**CAMISAS**

Camisetas oficiales de uniforme. Esto incluye cualquier camiseta de South Bronx International, como polos y camisetas de SBI.



**PANTALONES**

Pantalones color caquí o pantalones deportivos oficiales de SBI. Los estudiantes **NO PUEDEN** usar jeans, pantalones cortos, o pantalones de yoga.



**ZAPATOS**

Solo tennis. Por seguridad, los estudiantes **NO PUEDEN** usar:

- Chancletas
- Crocs
- Sandalias

**ROPA DE ABRIGO, TECNOLOGÍA Y MOCHILLAS**

- Los estudiantes no pueden usar gorras ni sudaderas con capucha.
- Los estudiantes no pueden usar Apple Watches, auriculares u otros artículos tecnológicos durante el día escolar.
- Los estudiantes deberán tener su mochila con útiles escolares todos los días.



**School Calendar**

Below is the link to the NYC DOE 2025-2026 School Calendar. This includes holidays, conference dates, and other important academic events.

<https://www.schools.nyc.gov/calendar/2025-2026-school-year-calendar>

**Discipline, Safety, and Student Support**

As a NYC Department of Education Public School, we utilize the city-wide discipline code to address student behaviors and to inform our policies and practices. Please read more about the city-wide discipline code here:

<https://www.schools.nyc.gov/school-life/know-your-rights/discipline-code>

**Restorative Practices**

At SBI, we utilize restorative practices to address issues between students, staff, and other stakeholders. We also reference the NYC DOE Code of Conduct to determine when behavior infractions have occurred. When infractions have occurred, the school will document the behavior and provide disciplinary action as appropriate.

## **PBIS**

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. Teachers & other support staff members are awarded up to eight points every class period, and students should aim to earn at least 5 points in each of their classes. *Double periods will function as 2 separate classes, so students can earn up to 8 points for each 45 minute period.*

## **SCHOOL-WIDE BEHAVIORS**

- Arrive on Time
- Caring for classroom
- Getting Started
- Materials Ready
- On Task (2 pts)
- Organization
- Uniform

PBIS is used to identify and reward positive behaviors. **PBIS points are never taken from a student for negative behaviors-** instead, students may receive other consequences for behaviors that are disruptive or unsafe which include detention, loss of privileges, and other supports.

## **Detention**

Detention is a measure that we take as a school to correct behaviors that are not consistent with our community expectations. Detention is a consequence that is designed to correct behaviors and to teach students how to behave correctly. Detention is served during lunch daily. The following infractions can be assigned detention:

- Disrespect, including cursing or using derogatory language/behavior towards a person or ignoring directives that impact learning
- Play Fighting
- Out of uniform
- Out of class without permission
- Cell phone in class

## **Prohibited Items**

The NYC DOE Discipline code explicitly lists items that are prohibited within the school building. As such, please review their prohibited items list below:

## **PROHIBITED ITEMS: WEAPONS**

### *Category I*

- Firearms, including pistols, starter guns, handguns, silencers, electronic darts, shotguns, rifles, machine guns, or any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive
- Stun guns/weapons
- Air guns, spring guns, or other instruments or weapons in which the propelling force is a spring or air, and any weapon in which any loaded or blank cartridge may be used (such as a BB gun or paintball gun)
- Switchblade knife, gravity knife, pilum ballistic knife, and cane sword (a cane that conceals a knife or sword)
- Daggers, stilettos, dirks, razorblades, box cutters, case cutters, utility knife, and all other knives



- Billy clubs, blackjack, bludgeon, chukka stick, and metal knuckles
- Sling shot (small, heavy weights attached to or propelled by a thong) and sling shot
- Martial arts objects including kung fu stars, nunchucks, and shirkens
- Explosives, including bombs, firecrackers, and bombshells

### *Category II*

*Note: Before requesting a suspension for possession of an article listed in Category II for which a purpose other than infliction of physical harm exists, e.g., a nail file, the principal must consider whether there are mitigating factors present. In addition, the principal must consider whether an imitation gun is realistic looking by considering factors such as its color, size, shape, appearance, and weight.*

- Acid or dangerous chemicals (such as pepper spray, mace)
- Imitation gun or other imitation weapon
- Loaded or blank cartridges and other ammunition
- Any deadly, dangerous, or sharp pointed instruments which can be used or is intended for use as a weapon (such as scissors, nail file that is four inches or longer and made of metal, broken glass, chains, wire).

## Enrichment & Other Opportunities

We aim to provide the best experience possible for students and families, which includes a wide-range of academic and arts enrichment, leadership roles, field experiences, and other transformational experiences that occur throughout the year. Our enrichment opportunities are grounded in our **equity statement**, which can be found below.

### Equity Statement

Staff, students and families at South Bronx International Middle School demand that all students engage in a rigorous, grade level standards-aligned learning program that is strategically designed to meet the students' needs and produce results for all students. Students will receive an academic program that is well-designed to meet students' unique needs. Students engage in daily standards aligned lessons, units and tasks, and work at their instructional level for supports and extensions during intervention periods. Students direct their own school experience and learning based on interest and personal needs, fostering a sense of academic independence and self-sufficiency. It is also our belief that all students must support their fellow students and the safety of the community as a whole. By engaging in restorative practices, we strive to encourage student responsibility, community engagement, healing, and academic growth.

### Enrichment

#### LEAP Afterschool

All students are eligible to sign up for free afterschool through our community partner, LEAP. LEAP offers homework help, academic enrichment, sports, and arts programming to all students who participate until 5:30pm. Slots are assigned on a first come, first serve basis, so please ensure that you return all required documentation related to the program in a timely manner. Once a student is signed up for an afterschool program, attendance is carefully monitored and early dismissal is not allowed without signed parent notification.

#### Extended Learning Time: Afterschool & Saturday Academy

At SBI, we know that academic success is a critical component of success in life beyond school. Throughout the school year, we regularly provide opportunities for afterschool and weekend academic enrichment based on student needs. Students participating in afterschool or weekend programs must submit a signed permission slip in order to attend. Students are expected to adhere to all school rules during these times.

### **Arts & STEM Programming**

Through our arts partnership with the DreamYard Project, students participate in weekly artmaking to explore the themes of advisory: knowing and loving myself and knowing and loving my community. The art component of advisory gives the group space to explore topics in a hands-on, creative way. Students are also provided opportunities to engage in outdoor learning and STEM programming throughout the school year.

### **Advisory**

We believe there must be at least one adult in each child's school who knows that child very well. Advisory makes that happen by providing each student with consistent interaction with an adult who serves as a mentor to the child each year. Each child must feel a sense of 'belonging' at school, and advisory is a critical component for that to happen.

Advisory group becomes a nurturing "family" within the school. Advisory meets three periods per week. Families will regularly communicate with their child's advisor to learn more about their child's academic and social-emotional progress throughout the year.

### **Field Experiences**

Students will regularly be provided opportunities to attend field experiences/trips throughout the school year. Students must have a signed permission slip to participate in these experiences. Students are expected to adhere to all school rules during these experiences.

## **Student Leadership**

### **Student Advisory Council**

Student voice is an essential part of our work at SBI. Our elected student advisory council regularly meets to discuss, plan, and execute opportunities for students across the school.

### **Student Led Conferences**

The Student-Led Conferences is a practice that cultivates student motivation and ownership by giving students responsibility to self-manage their learning. The cycle involves five stages:

- 1) Look at data (i.e., report card, work samples, test scores)
- 2) Set goals with students and families in September and determine actions that will be taken to work towards that goal.
- 3) Work to accomplish the goal.
- 4) Demonstrate competency.
- 5) Reflect on learning and progress.

**Student led conferences take place twice yearly.** During this time, students report on their progress and share work that illustrates their growth, as guided by their advisor. Students will present to a panel of the advisor, teacher/s, families, peers and other community members. This is a powerful experience for students as they are at the center of this process. All families are expected to attend and support their child in these learning experiences.

## **Parent Leadership**

### **Attending Conferences**

Conferences are held regularly throughout the school year, as determined by the DOE calendar. Conferences are a critical component of student success, as they are your opportunity to learn more about your child's strengths

and areas for growth this school year. Families are expected to attend conferences regularly throughout the year. Please communicate with your child's advisor if you are unable to attend conferences at their scheduled date and time so an alternate arrangement can be provided to you.

### **Parents Association**

Our Parent's association is an elected board of committed parents who work closely with our school community to uplift the quality of teaching and learning at our school. Elections are held annually for the following positions: President, Secretary, Treasurer Title 1 Coordinator

### **School Leadership Committee**

The Leadership Team consists of parents, teachers, administrators, and other school personnel. The team meets monthly and its role is to provide overall direction and guidance regarding the education of students, the use of resources to support the improvement of teaching and learning, and the impact of educational choices on student results. The Team works with the principal to produce the yearly Comprehensive Education Plan (CEP), as well as reviews the yearly budget for performance-based budgeting. The Team also focuses on the issues that affect children's learning such as: curriculum, professional development, organizational structure, school-wide events, use of resources, and community involvement.

### **Parent Volunteers**

We welcome and have immensely benefited from the service of our parent volunteers. Our parent volunteers support us with a variety of services from monitoring halls, assisting with light clerical duties, facilitating school-based events, chaperoning trips, assisting teachers in the classroom. If you are interested in offering your time and skills to our learning community, please contact Ms. Ortiz, parent coordinator.



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## Student and Family Handbook Agreement

This page certifies that I have read and understand the South Bronx International Student and Family Handbook. I agree to adhere to all applicable policies, which include:

- Uniform
- Cell phone Expectations
- Behavioral Expectations
- Attendance

I agree to make South Bronx International a school that I am proud to attend. I will bring my best effort each and every day and will encourage my classmates to do the same. I will model our school values both inside and outside of our school building.

Signed,

---

Student Name

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Date

As a parent/ guardian, I will adhere to all applicable policies, and ensure that my child does the same. I will support school administration as they work to ensure that South Bronx International is a safe, welcoming, and supportive school for all students. I agree to attend conferences and to regularly communicate with school staff to ensure that my child is set up for success during their time at SBI.

Signed,

---

Parent/ Guardian Name

---

Date