

Booker T. Washington MS 54 Parent Handbook 2018-2019



**Main Office
212-678-2861**

Stay Connected to Booker T!

Visit our website: www.ms54.org

Our weekly email - This is a “must do” for every parent at BTW MS 54. Find out what is happening every week at school: important dates, updates and information from the administration and the PTA. Subscribe on the bottom of the home page of our website – look under the title “Newsletter” - there is a box to add your email address and hit the “Subscribe” button.

At the start of the school year, the following forms need to be completed and turned in:

Blue Emergency Contact Card – (Will be sent home). Please fill out the front and back of this emergency contact card and return it to school as soon as possible. It will be kept in the main office in case of emergency.

Ryan Center Health Form – (Will be sent home). The nurse’s office is a branch of the Ryan Health Center. In order for your child to receive medical attention from the Ryan Health Center, you must complete and return this form. If the form is not returned, the health center cannot administer medication to your child.

Lunch Form – (Submit online). Every student must submit a lunch form regardless of whether the student will eat the school lunch. Lunch forms help determine the school's eligibility for additional funding. Apply online: <https://www.myschoolapps.com> Our school is listed on the drop-down menu as follows: **03M054 - JHS Booker T. Washington**

Library Permission Form – (Will be sent home). The library will be open Monday through Friday from 8:00 – 8:40 a.m. and Tuesday and Thursday from 3:15 – 4:30 p.m. thanks to the generosity of the PTA. The permission form can be found on our website under “About MS 54”, in the Main Office and in the library. Students must submit this form to Ms. Goldfarb to attend.

Attendance

Absence Guidelines

Students are expected to come to school on time. School starts at 8:40 a.m. Students who arrive after 8:50 a.m. are considered late. There is no such thing as an excused late!

Appointments – Under normal circumstances appointments should be scheduled outside the school day whenever possible.

Students are responsible for making up the work they missed while they were absent. At the beginning of the year, teachers will review the procedures for making up missed work with the students and parents.

Absence Procedure

If a student is absent from school, his/her parent must call the Main Office to report their child's absence – 212-678-2861 ext. 1382 or email: absent@ms54.org.

The following conditions may excuse a student from school attendance:

1. Personal illness or injury - a doctor's medical verification note may be required by the principal
2. Family illness - an emergency situation requiring the student to be absent from school
3. Death of a relative
4. Observance of a religious holiday consistent with student's established creed or belief

Parent or medical verification notes should be submitted after all absences to the homeroom teacher or the Main Office on the day the student returns to school. Absences documented with medical verification notes will be noted in the system as an excused absence. Please be sure to note the date of the absence on the letter.

It is the responsibility of the school to follow up with all attendance concerns. Students must be in school for a minimum of one full period to be marked present.

Students leaving school due to illness, appointments or other reason are required to have a parent sign them out of the building. **Students will not be permitted to sign themselves out under any circumstances.** A note from a parent cannot override this regulation. Students may not leave the building during the school day unaccompanied by a parent or guardian.

Cell Phone Policy

Students are required to turn their cell phones off when they enter the building. During the school day, they cannot be seen or heard. In the event that this policy is abused, the phone will be confiscated. Confiscated devices must be picked up by a parent or guardian. Parents must contact the Dean to make arrangements to pick them up.

Code of Conduct

- Respect yourself, respect others and take responsibility for all your action.
- Always try to do your best in representing your school and community.
- Never do anything that physically or emotionally hurts another person.
- Never do anything that interrupts the learning of your peers.
- Communicate positively, maturely and clearly.

General School Rules

Disciplinary action is based on the N.Y.C. Citywide Standards of Intervention & Discipline Measures. The Discipline Code will be strictly enforced.

1. Report bullying and inappropriate behavior to adults to protect yourself and others.
2. Arrive on time to avoid missing work. Bring an excuse note when absent or late.
3. You must have a pass to leave your classroom to help identify where students belong.
4. Stay to the right while walking in the hall to ensure traffic flow.
5. Use up and down staircase to help avoid accidents.
6. Line up single file along the wall while standing outside a classroom to allow traffic flow.
7. Congregating or meeting in the hall or stairs between classes is unacceptable as it stops the traffic flow of students trying to get to their classes.
8. Running, pushing and horseplay are prohibited as they cause accidents.
9. Loud, obscene and offensive language is unacceptable as it is rude and disrespectful.
10. Book bags, note books, or electronic communication with inappropriate messages or images regarding other students is prohibited.
11. Keep the school clean and orderly as it represents our school tone and reduces pest issues.
12. Sports equipment, skateboards, bicycles and scooters are not permitted. The school is not responsible for equipment locked up outside of the school.
13. Personal property is a student's responsibility and must be secured at all times.
14. Jumping to touch the ceiling, light fixtures, door frames or other objects is prohibited.
15. Respond in a respectful manner to the directives of all teachers and staff in the building.

Contacts

We encourage you to contact your child's teacher first if he/she is having an issue in class. The best way to do this is to email the teacher. A staff email directory can be found on the website. After speaking with the teacher, if you feel the issue is still unresolved, contact the student coordinator.

School Phone Number:		212-678-2861
Fax Number:		212-316-0883
Principal	Elana Elster	ext. 1361
Assistant Principal	Laura Lynch	ext. 1401
Parent Coordinator	Anne Pejovich	ext. 1441
Dean	Deanne Orcher	ext. 3451
Student Coordinator	Erica Williams	ext. 2051
504 Forms	Stephanie Aronoff	ext. 1461
IEP (Individual Education Plans)	Tanya Gonzalez	ext. 1461
Absences	Alana Bodre	ext. 1382
Main Office	Gladys Cruz	ext. 1383
Guidance	Shauna Dewar	ext. 1082
	Darlene Collet	ext. 1084
High School Articulation	Rebecca Mansell	ext. 3023
Immunizations	Gladys Cruz	ext. 1383
Ryan Health Center/Nurse	Sabrina Brown	ext. 1345
Transportation Passes	Rose Fluellen	ext. 1385
Face-to-Face Letters	Available in the main office between 10AM and 12PM	

Dress Code

The purpose of this dress code is to ensure that all students dress appropriately for school and school activities. It is not designed to inhibit an individual student's right to be creative, but to help students appreciate that what may be acceptable for one situation may not be acceptable for another situation.

- Hats, hoods, bandanas, beads and headscarves (except for religious compliance) are not permitted.
- Clothes with offensive, vulgar or inappropriate messages or images are not permitted.
- Basketball jerseys will be permitted if worn over a t-shirt with sleeves.
- Shirts must have a sleeve. No tank tops or crop tops. Shirts with a deep-V shirts showing cleavage are prohibited.
- Shirts, pants or skirts, which reveal a bare midriff are prohibited.
- Mini-skirts and short shorts are prohibited. Shorts must have at least a 3 inch inseam.
- Baggy pants must be worn at the waist. Exposed buttocks and undergarments are prohibited.
- Flip flops and slippers are prohibited. Sandals must have a heel strap in the back.
- Clothing which is revealing, form fitting and considered sexually provocative is prohibited.
- No outer wear may be worn as inner wear during the school day inside the building.
- Follow the school dress code during all school activities including trips and special events.

Early Academy

Early Academy takes place Tuesday and Thursday mornings from **8:00-8:40 a.m.** This time is allocated for small group instruction. It is designed to provide extra academic support to the students, to give students the opportunity to get assistance from their teachers.

How does it work?

Students come to Early Academy for many reasons. Some students attend Early Academy because their state test scores indicate that there are areas in which the student needs additional support. Other students are asked to attend by their teachers. Often teachers feel that Early Academy would be a good opportunity for a student to work on subject specific skills. Some students attend Early Academy for enrichment purposes. Many students take advantage of this opportunity. Students coming for Early Academy must arrive by **8:15 a.m.** This will give the teachers time to help your child. Those who arrive after 8:15AM will not be able to attend Early Academy that day and will instead have to wait in the courtyard or the cafeteria until **8:40 a.m.** to enter for the regular school day.

Who can attend?

All students have the opportunity to participate.

Why should my child come to Early Academy?

Early Academy is a great opportunity for your child to get extra help. It is for all students. Students who have been absent are encouraged to come in to get missed assignments and homework.

Entrances and Exits

All students enter the school in **the morning through the courtyard on 107th Street**, by the flagpole. Students who arrive late must enter through the main entrance on 108th Street. Students are dismissed through the exit closest to their homeroom.

Grades/Report Cards

All students and parents will receive a grading rubric for each class. This will be provided by the subject teacher and will be reviewed with the students during the first week of school and with the parents on **“Back-To-School Night” at 5:30 on September 20th.**

Report Cards are issued four times a year. Students receive numerical grades for each subject. Sixth graders receive a pass/fail grade for music and foreign language. The final grade for each subject is an average of the grades from the four marking periods. The grade point average is weighted according to how many times a week the class meets. Report cards are distributed at the end of each marking period.

Guidance Department

Our guidance counselors are available to help students with any issues that arise. This includes learning how to get along with other children, making good decisions, controlling

anger, accepting responsibility, and being aware of strengths and weaknesses. The guidance counselors work with the students and parents on the high school articulation process.

If parents have any concerns about their child's performance academically, socially and behaviorally, please feel free to speak to a guidance counselor.

In addition to our guidance counselors, there is a full-time psychologist and a part-time social worker. We also have a social worker from The Ryan Health Center who is on site two days a week.

High School Articulation

The high school articulation process begins in the 7th grade. The 7th grade grades, standardized test scores, and attendance are all admissions criteria for high school. **It is very important that students are aware of this as they begin the 7th grade.**

Informational meetings about the high school articulation process will be held in the spring for seventh grade parents. There will also be a "High School PTA Meeting" in the spring, to which current 8th grade parents and their students meet and share their experiences of the high school application process. In the fall, 8th graders will work with the guidance counselors on completing a high school application. Students will receive a directory of the high schools in New York City as well as information regarding the Specialized High Schools. A calendar with all of the important dates will be distributed to students and their parents

High School Recommendation Letters

Recommendation letters for high school applications must be requested prior to Thanksgiving.

Honor Code

We would like to ensure that all students reach their highest potential with integrity and honor. We hope to create a positive attitude towards knowledge and learning, to encourage learning for the sake of discovery and to instill the best education possible. An honor code has been established to create an understanding of these goals. This understanding is mutual between the staff, students and their families.

The Booker T. Honor Code

As a student at Booker T. Washington Middle School 54:

- I will be guided by my conscience, knowing right from wrong. I will live up to the expectations of myself, my family and my school.
- I will not claim the work of others as my own, and I will not allow others to claim ownership of my work.
- I will not steal or destroy the property of others, either personal or academic.

- I will not harm or harass others verbally, physically or sexually. Nor will I harm the properties of the school.
- I vow to be honest with and respectful of the school community, and I will expect the same from others.

Penalties for Violations

Academic dishonesty includes representing others' work as your own, giving or receiving help on tests, quizzes, reports and other assignments where it is not permissible, and to share work with others.

- All students involved will receive a grade of zero for the work and will be referred to the administration.
- Parents will be notified.
- Other consequences may be given.

Honor Roll

Students receive recognition for academic achievement according to the following criteria:

- High Honors: average grade of all classes is 95 and above, no N's or U's for conduct
- Honors: average grade of all classes is 90 to 94, no N's or U's for conduct

Grade point averages are calculated to the 100th and are not rounded for Honor Roll.

Homework Policy

Daily homework is an integral part of our curriculum and instruction. Students are expected to complete all assignments in a timely way. Regular and diligent completion of homework is an important factor in academic success. Students can expect about ½ hour of homework per evening in each major subject. You are asked to review your child's daily and long term assignments. If you have any questions about the assignment, please feel free to contact your child's teachers.

Policy for Make-Up and Late Work

It is the responsibility of every student to complete work in a timely manner.

Absences

In the event that a student is absent, the student will have two days, for each day the student missed, to make up the missed work.

Work Not Completed On Time

Homework assignments given to review the day's work or to prepare students for the next day's lesson may not be made up.* These could include, but are not limited to math problems, questions based on the reading or vocabulary assignments.

*At the end of each marking period, the lowest two homework assignment grades will be dropped. **Notes from parents will not waive this policy.**

When a long term assignment is turned in late, point's equivalent to one third of a grade (for example from A to A- or from a B+ to a B) will be reduced for each day the assignment is not turned in. After five days, the assignment will not be accepted.

Inclement Weather

On mornings of inclement weather or extreme cold, students can enter fifteen minutes early through the 108th street entrance and sit in the auditorium or cafeteria until the bell rings.

Independent Reading Requirement

It is our expectation that students will read 25 independent books per academic year.

Although your child's literacy teacher will monitor this goal, please help by encouraging your child to read silently every day. The goal is 30 minutes of silent reading per day. Your child's progress towards this goal will be tracked and documented on each report card.

Interscholastic Extra-curricular Activities

MS 54 strives to provide opportunities for students to achieve a well-balanced and rewarding education while enrolled in our school. MS 54 recognizes the values that can be gained by participation in interscholastic extra-curricular activities and the incentives these activities provide to students to achieve success in the classroom. In order to participate in an interscholastic sport, a student must be in good academic standing. Students with repeated disciplinary issues may also be excused from these activities. Eligibility for certain sports is also dependent on a physical clearance by a physician or clinic. Individuals declared academically ineligible MAY NOT attend practices, games or travel with the team during the period of ineligibility.

Library Media Center

All students are encouraged and entitled to use the BTW Library Media Center to borrow books and magazines. The library catalog is available online at

<https://www.ms54.org/library.html>

Students must respect the rights of others and use the materials and space appropriately. Students are encouraged to visit the library often with their classes or independently as the

library is an essential part of the community of learning; literacy leads to high academic achievement, independent reading and learning and collaboration.

- Students will use their id cards/numbers to borrow books and magazines. No materials may leave the library unless they are checked out. Students may borrow up to 4 items at a time, including one Graphic Novel, as long as they do not have lost or overdue materials. Most books and magazines are loaned for two weeks; Graphic Novels are loaned one week. Renewals require the permission of the librarian.
- Students are responsible for any materials checked out in their name. Students must pay for lost and damaged materials.
- **The library is open at 8:02 a.m. Monday through Friday and from 3:15 – 4:30 p.m. on Tuesday and Thursday.** Students must turn in their “library permission form” to use the library after school.

Students may also use the library during their lunch period -- a schedule will be posted.

- Students may come to the library throughout the day with a pass from their teacher, space permitting; after showing their pass to the librarian they sign in before using the library.
- If a student is asked to leave the Media Center twice, for disruptive activity, he/she may not return without a parent/librarian conference.
- Library Media Computers are available for student use to support multiple learning experiences and provide remote access to library resources.

Students researching assignments are given preference in using computers.

Students must abide by BTW computer policies.

Students must logon using their name and student number and save their work in their personal folder.

- The library welcomes gifts of books and magazines in good condition.

Lost and Found

Items left throughout school will be placed in Lost and Found which can be found in the copy room on the first floor. **The Lost and Found is emptied once a month.** In addition, students in each homeroom will select two “lunch monitors” every month who will collect items for their homeroom left in the yard or the cafeteria during lunch. We encourage you to label all outer wear, lunch boxes, water bottles and notebooks!

Lunch

Students may either bring lunch to school or get lunch from the cafeteria. There is no fee for school lunch. In addition to several choices of hot entrees, pizza and burgers are always available as are a variety of sandwiches and a salad bar. Breakfast is also available each day.

When the majority of the students have finished their lunch and have cleaned up, the students will go to the school yard to play. In the event of inclement weather, students may

be permitted to watch a movie in the auditorium. The “homeroom lunch monitors” will make sure that their assigned lunch tables are cleared properly.

Students must play safely in the school yard at all times. Equipment is provided by the school. **Students may not bring their own equipment to school.** Pushing, tackling, wrestling, gymnastic moves or any kind of rough play is not permitted in the school yard. All balls (with the exception of basketballs) used in the school yard are rubber or foam. Students must abide by the zones set up in the yard.

Parent Conferences

Parent conferences are scheduled for **November 27th and 28th, 2018, March 26th and 27th, 2019 and May 16th, 2019 for students of concern.** Parents will schedule their conferences using an electronic sign-up prior to the conferences. You will be notified when the sign-up page will be open. Although the five minute conference with a teacher is brief, it is important that teachers keep to this schedule so many parents can be accommodated. We understand that these scheduling requirements are sometimes difficult to meet. If you feel that you need more than five minutes, please schedule a separate conference with your child’s teacher.

Parent Involvement & Communication

Contact the Parent Coordinator – Anne McIntosh Pejovich with your questions and concerns - amcintosh6@schools.nyc.gov

Register to receive weekly school/PTA emails! Subscribe on the bottom of the home page of our website www.ms54.org –look under the title “Newsletter” - there is a box to add your email address and hit the “Subscribe” button.

Parent involvement is a vital part of the educational process. Children whose parents/guardians participate in school see by example that school is both valued and valuable. Parents are encouraged to become involved in many aspects of the school, from helping out in the library, serving as class parents and chaperoning classes on trips. A weekly email is sent to our parents with information pertaining to our school and community.

The school website (www.ms54.org) is also a source of information. Visit the website often as we update the content on a regular basis.

School Messenger is a phone messaging system is also used occasionally to send important messages home.

Class Parents are another source of communication at Booker T. They act as liaisons between the school, the homeroom teacher and the other parents in the class. Volunteer to be a Class Parent in your child’s homeroom!

Planners

All students will receive planners on the first day of school. Students will be required to use the planners to keep track of their assignments and to have them with them each day. The teachers will help the students improve their organizational and time management skills using the planners. The planners are purchased for the students by the PTA.

Ryan Health Center

The William F. Ryan Community Health Center operates a health center at Booker T. Washington MS 54 that provides comprehensive health care to our students. We encourage you to register your child as a Ryan patient by filling out and returning the registration form so that your child can benefit from the wide range of services provided. The services include: complete physical exams, immunizations, testing, health screening and acute care and management of chronic illness. If your child already has a primary care doctor, he/she can still benefit from our acute care services if a problem should arise in school.

Safety Issues

Please report all safety concerns to the Dean. We make every effort to stay on top of any issues that may arise. It is therefore, critical that you alert us as soon as possible.

Signing Out Early

Students are not permitted to leave school by themselves before dismissal. **A parent, a guardian or an adult listed on the emergency blue card must pick the child up and sign them out in the Main Office.**

Style Guide

Booker T. Washington follows the MLA format.

Visitors

All persons who are not regular members of the school personnel must report to the front desk on arrival. They will be instructed to show proof of identification, allowed to sign in and given a pass to the Main Office when they will be directed to the personnel they want to see. This is for the protection of students and staff and must be enforced. Students may not bring a friend or relative to school to spend the day with them.

Website

Visit our website: www.ms54.or often to get information and event details! Our website is sponsored and maintained by the PTA.