



2018-2019 Family Handbook

MS 442

SCHOOL FOR INNOVATION

PARENT HANDBOOK

**500 19th Street
Brooklyn, NY 11215
718-369-4480
ms442.org**

Noreen Mills, Principal
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Jason James, Assistant Principal
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Gina Keller, Parent Coordinator
ParentCoordinator@ms442.org

Useful Information for Parents

Parents have several ways to access information at the school. Your first point of contact is our Parent Coordinator. Please reach out to our Parent Coordinator with any questions you may have, as well as inquiries such as scheduling a Parent Engagement time slot or making an appointment to meet with an administrator. You can reach our Parent Coordinator by email at ParentCoordinator@ms442.org or phone at 718-369-4480 ext 2403. Communication between our staff and our families is key to ensuring students achieve academic success.

There is also a Community School District 15 office located at 131 Livingston Street which houses the Community School District 15 Superintendent, Anita Skop and our Family Support Coordinator, Brenda Diaz, can be reached at 718-935-4263. You can also reach out to Family Leadership Coordinator, Christine Farrell, at 718-718-935-4694.

You can access information about your child's New York State test scores, attendance, and academic history on <https://www.mystudent.nyc/> and you can check your child's MasteryConnect account for up to date information on class grades and assignments. You can also check our school website (ms442.org), Twitter account, (@MS442Brooklyn), and Facebook page (facebook.com/MS442Brooklyn) for regular updates and for links to other helpful resources.

HANDBOOK FOR PARENTS AND STUDENTS

This Handbook contains specific information about school routines, policies and programs that we feel make our school special.

We hope it will be helpful and will encourage you to work with the entire staff to support the philosophy of our school as a community resource where all students can receive a quality education in a safe and positive environment.

M.S. 442 MISSION STATEMENT

MS 442's mission is to empower globally conscious, critical thinkers for the 21st century.

By providing interdisciplinary, project based learning experiences and student mentorships, we offer our students opportunities to collaborate with others, and prepare them for college and success in future careers.

Our educational philosophy is based on our beliefs that:

- The most meaningful and enduring learning occurs when students choose to apply their knowledge and skills to a real-world context, creativity is fostered through access to a variety of media;
- Student success is dependent upon the critical partnership between home and school, where communication and collaboration are paramount;
- Ongoing assessment, reflection and goal setting allow educators to tailor responsive instruction to meet the individual needs of a diverse student population;
- Co-curricular and extracurricular activities for middle school students must balance the academic and social-emotional needs distinctive to adolescent learners;
- Student driven integrated service projects are the basis for creating civic minded, socially responsible community leaders.
- Responsibility for the environment is accepted by immersing students in practical studies on conservation and global sustainability.

We would like to welcome your family into ours. MS 442 is a place where home and school coordinate, discuss, plan, reexamine and complement one another for the good of our students. Our students learn respect for one another and respect for their community through the principles of Positive Behavior Interventions and Supports ("PBIS").

PARENT TEACHER ASSOCIATION

Our Parent Teacher Association ("PTA") is one way parents and teachers participate in the life of the school. **Every parent is a member of the school's PTA.** Parent volunteers can participate in coordinating fundraising efforts like annual catalog sales, bake sales, raffles, etc. The PTA holds monthly meetings, usually in the early evening, and invites all to participate and share ideas. Please attend monthly PTA meetings. (To learn more about PTA's, please read Chancellor's Regulation A-660 on the DOE website, www.nyc.gov/schools)

SCHOOL LEADERSHIP TEAM

The School Leadership Team ("SLT") is a committee charged with developing the Comprehensive Educational Plan ("CEP") for the school and aligning the school's budget with the CEP. The SLT consists of parent and staff members in a 1:1 ratio. The Team meets once each month. MS 442's SLT consists of five staff members and five parent members. (To learn more about SLT's, please read Chancellor's Regulation A-655 on the DOE website, www.nyc.gov/schools.)

Middle School 442- School for Innovation

School Organization

September 2018 – June 2019

Noreen Mills, Principal

Jason James, Assistant Principal

Homebase Class	Teacher	Subject	Email (@ms442.org)
601	Kyle Nolting	Science	knolting
	Ryan Christine Monaco	Special Ed.	rmonaco
602/Nest	Melissa Onstad	ELA	monstad
	Annamarie Scavarda	Special Ed.	ascavarda
603	Meghan McGrew	ELA	Mmcgrew
	Jessica Gowell	Special Ed.	Jgowell
604	Elana Taubman	Math	Etaubman
	Priyanka Katumuluwa	Special Ed.	pkatumuluwa
	Ben Ballot	Math	bballot
	Dennis Virga	Special Ed.	dvirga
605/Nest	Christine Howard	6 th Grade Social Studies	choward
	Christopher Marro	Special Ed.	cmarro
	Jared Sutton	Algebra/Computer Science(8 th grade)	Jsutton
	Elizabeth Reale	6 th , 7 th , 8 th Technology	Ereale
701/Nest	Glen Kurs	Math	Gkurs
	Ed Oliva	Special Ed.	Eoliva
702	Samuel Fетters	ELA	Sfетters
	Krystianni Hills	Special Ed.	Khills
703	Brian Crowley	7/8 Science	Bcrowley
	Eric Lee	Special Ed./ 7 th Art	Elee
801	Alicia Rivera	8 th Math	Arivera
	Devin Silva	Special Ed.	Dsilva
802/Nest	Avery Ciarrocchi	ELA	Aciarrochi
	Matt Perron	Special Ed.	Mperron
803	Kenneth Andersen	Science/ES	Kandersen
	Harvey Figueroa	Special Ed 8 th Science/6 th Tech	Hfigueroa
7/8	Melissa Cleveland	Social Studies	Mcleland
	Damian Jones	Special Ed.	Djones
All	Yesenia Molina	Dean/Intensives	Ymolina
All	Gregory Tavoularis	P.E./Dean	Gtavoularis
All	Mike Colonna	Art/Special Education	Mcolonna
All	Catherine Plichta	Music	Cplichta
6 th -8 th	Ryan Daley	Spanish	Rdaley

School-wide Support		
Name	Title / Subject	Email (@ms442.org)
Allyson Nusser	Literacy Coach/Intensives	Anusser
Lisa Genduso	Intensives/Math Coach	Lgenduso
Nora Green	IEP Teacher	Ngreen
Monserate Aviles	Guidance Counselor	Maviles
LaShawn Ford	Guidance Counselor/NEST	Lford
Gina Keller	Parent Coordinator	parentcoordinator
Corrine Contrino	Business Manager	Ccontrino
Marsha Jones-Wilson	Speech	Mjones
Corinne Ryklin (3 days)	Speech	Cryklin
Cristin Keeler	OT	Ckeeler
Susan Oh (2 days)	ESL	Soh
Giovanna Hervey (2 days)	School Psychologist	Ghervey
Carolyn Coluccio	School Secretary	Ccoluccio
Anita Smith	Paraprofessional	Asmith
Tiffane Sampson	Paraprofessional	Tsampson
Mecca Alaka	Paraprofessional	Malaka
Sultana Jesmeen	Paraprofessional	Sjesmeen
Norma Rosas	School Aide	Nrosas
Julie Coiro	School Aide	Jcoiro
Cheryl John	Nurse	Cjohn6@schools.nyc.gov
Kendall Johnson-Smith Victoria Valentin Taylor Alves	Wediko Children's Services/Afterschool	Kjohnson- smith@wediko.org

DAILY PROCEDURES AND SCHOOL POLICIES

This section of the handbook outlines school-wide policies and procedures that are to be followed by all students and families. Compliance with these regulations will help create a safe and pleasant environment for learning.

Attendance

Absence

Regular, uninterrupted attendance is vital to success at MS 442. Students should not come to school if they are sick but they should also not be absent without cause. A parent or guardian must call the school office in the event of a student's absence. Students are required to make up any work they miss as the result of an absence. Please note excessive absences are a cause of great concern and may warrant a truancy investigation.

- An absence of more than two days requires a doctor's note indicating the reason for absence and permission for the student to return to school.
- You will receive a call from our automated calling system on the evening of each day that your child is absent from school or late to school.

Arrival and Lateness

MS 442 places great importance on attendance and punctuality. We ask students and families to please adhere to the following procedures to ensure a productive school environment to pave the way to greater academic success for all our students. We recognize there are certain circumstances that might make it difficult to arrive on time and we ask that you please communicate with the school during these times to ensure situations are properly handled.

- School begins promptly at 8:00am. All students must arrive to school at or before 8:00am and be ready to learn.
- All students will enter the building through the main entrance on 500 19th street. Students who would like to have breakfast should arrive between 7:30am and 7:50am in the cafeteria.
- If a student arrives late to school, they must report to the main office (Room 240) for a late pass. Teachers will not allow students to enter class late without a pass from the main office. These passes ensure attendance is taken correctly which benefits both the student and school and speeds up the process from teachers to admit a student into class. Lateness is detrimental to the student and is disruptive to the entire class so please have your child in school by 8:00am.
- When students are late, they will lose a SWIP/Point and must attend late dismissal for arriving late to school. Students can restore their SWIP/Point by attending late dismissal which is from 2:20pm - 2:40pm in the cafeteria. Please note, if a student does not come to late dismissal within two weeks of being late, they will need to stay for two late dismissals to restore the original SWIP/Point lost.

Dismissal and Sign-Out

- Dismissal is at 2:20 p.m. every day.
- Students must remain in the school until dismissal.
- If your child needs to leave during the school day, they **must** be picked up by a parent/guardian **or** a person identified clearly on the emergency contact card. All students must be signed out in the main office.
- Requests made, even in writing, to release a student alone prior to their regular dismissal time **will not be honored**.

Late dismissal

- Late dismissal is from 2:20pm to 2:40pm in room 371.
- Students must attend late dismissal if they arrive late to school (after 8:00 a.m.) or are out of uniform.
- If your student must attend late dismissal, a phone call will be made home to notify you they will be attending late dismissal.
- In the case of extenuating circumstances in which your child is late or out of uniform, please contact the main office through a note, phone call or email.
- Any student who arrives late that takes a school bus home or is out of uniform will serve their late dismissal during lunch. If your child takes a school bus and they are late due to road conditions they will be excused from late dismissal.
- If a student is unable to attend late dismissal that day, we will need verification from the parent/guardian. This will allow the student to serve their late dismissal the following school day or within that same week to restore the SWIP/Point.

After School Hours

MS 442 plans many afterschool programs. Afterschool programs include: subject area enrichment, musical theatre program, sports teams, arts, to just name a few. You will be notified when these programs are available.

COMMUNICATION

- MS 442 utilizes an automated phone calling system that will notify parents when their child is late or absent. The system will also call homes to remind parents of upcoming school-wide events (e.g., parent-teacher conferences, PTA meetings, etc.)
- Each student is assigned an MS 442 Hive/gmail account. Parents can access up to date grades, attendance, behavior and assignments for each class.
- Parents are encouraged to use e-mail as a primary means of communication with teachers. Emails are provided on pages 4 and 5.
- Student notices are regularly sent home via backpacks. It is the student's responsibility to see that all notices are delivered to parents/guardians. If the notice is needs to be signed, please promptly sign and return it to the school. Information will also be e-mailed to all parents who provide an e-mail address.
- Weekly Robo calls will also be made to the phone numbers we have on file. Please make sure your phone number is up to date.
- Our school website, ms442.org is constantly updated with school and DOE information. You can also receive many updates on our Facebook and Twitter page.

Change of Address or Phone Number

Because current information for each student is essential, please report all changes of address or telephone number (home, work and cell number) directly to the school secretary. Current information must always be on file in the main office. Please also provide us with an e-mail address that is frequently checked.

Emergencies and Illness

- We must have an up-to-date, valid emergency card on file for each student at all times. This card will be distributed on the first day of school and must be returned on the second day. It is vital all information on the card must be completed and kept up to date.
- Emergency cards must indicate any custodial arrangements that have been made regarding the student. Names of all people who have permission to pick up the student must be listed on the card.
- Seriously ill students cannot remain in school. Please note that if your child becomes sick during the school day, someone must be available to come and pick him/her up from school.
- Although the school may send a child to the emergency room if necessary, a physician will not treat a child unless a parent or guardian is present.
- A student cannot be released to someone whose name does not appear on the emergency contact card unless we receive notification in writing from a parent/guardian.
- An MS 442 staff member will call you if your child becomes ill at school. No school employee can administer medication to a student (including aspirin, Tylenol, etc.) unless proper medical forms are on file with the school nurse.
- If your child routinely takes any medication, please inform the school nurse and fill out the appropriate forms to be kept on file.

- No student will be admitted to school after having a communicable disease or infection without written authorization from a physician.

Policies

Why a Uniform and Dress Code?

Students wearing clothing in our school colors and the MS 442 logo creates a unified community. Uniforms help to foster a greater sense of school spirit and community while reducing competition among students. In middle school students feel the increased pressure to wear the latest fashions to school and parents feel the economic pressure to provide these fashions leading to students without the latest and greatest possibly feeling left out and criticized by their peers. While there are many benefits to uniforms we also do recognize there is some loss to student individuality and expression in their style. Our dress code is designed to incorporate some freedom for student individuality and expression.

MS 442's Dress Code

- Students should come to school wearing a school uniform top purchased from Flynn O'Hara. The school uniform consists of a navy, grey, or white uniform shirt. Tops from a club/team with the school logo are considered uniform attire as well.
- Pants, shorts, or skorts should be navy, black, khaki or gray. Bottoms can be purchased from Flynn O'Hara but you may purchase bottoms from any store of your choice. Jeans are not allowed to be worn as a uniform bottom.
- Skirts, shorts, and skorts should end no higher than 4 inches above the knee.
- Solid-colored navy, gray, or black leggings and MS 442 logoed sweatpants and shorts can also be worn as uniform bottoms.
- There is no requirement for a certain style of footwear but we ask your child to wear proper and safe footwear. Open-toed shoes such as flip-flops and slides (sandals with one large strap across the top of the foot) are not allowed due to concerns about injuries. These types of shoes limit a student's ability to participate in physical activities such as recess and physical education. Additionally, students should wear sneakers on the two days they have physical education class.
- Hats, caps, bandanas, do-rags or head coverings not required for religious observance may not be worn inside the school during official hours. These items can be worn to school but they must be taken off as soon as your child walks into the building.
- Jackets or sweatshirts **with the hood up** (hoodies) may not be worn during the school day. Students are assigned lockers to help store personal items to remove the burden of carrying their jacket throughout the day.
- If a child comes to school out of uniform they will be assigned late dismissal and lose a SWIP/Point. Please note, if your child does not come to late dismissal within two weeks of being out of uniform, they will need to stay for two late dismissals to restore the original SWIP/Point lost.
- If there are extenuating circumstances and your child is unable to report to school in full uniform please send your child to school with a note, have them hand it in when attendance is taken. The dean will follow up and an exception may be made.

Homework

All homework is designed to support the curriculum. We will not assign “busy work” homework. The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills and engage in critical thinking. It is important that homework does not add stress to family life nor prevent students from participating in extracurricular activities. No matter how much homework is assigned by your child’s teachers, **students must read every night for 30 minutes.**

Trips

There will be several out-of-classroom trips during the course of the school year. These trips are part of the class curriculum and all students are required to attend.

- Students may not participate in a trip without a completed, signed permission slip. Students who lack appropriate permission for a trip will be left at school. Students may not opt out of going on trips, as missed trips will have an effect on a student’s class grade.
- Reward/incentive trips will require students to maintain a certain number of SWIPS. The team of teachers in that student’s grade will decide the number of SWIPS required with approval from administration. Parents and students will be notified at least one week in advance.
- Every trip will require a separate permission slip, except short walking trips. For short walking trips one permission slip signed at the beginning of the year will be sufficient for the entire year.
- If a student exhibits poor behavior, the student’s parent/guardian will be required to accompany the student on all academic focused school trips. If a parent is unable to attend, the school reserves the right to leave the child at school to follow a regular school schedule with another class.
- All students will return to the school building at the end of a trip and will be dismissed from the school building unless parents have been notified about other arrangements in advance.

Cellphones

Students may bring their cellphone to school but it should be turned off by 8am. If you need to contact your child, please call the main office to speak with them. If your child is caught with their cellphone out during the school day, it can be confiscated until the end of the school day. If it becomes an ongoing issue, they will need to turn it into administration at the start of the school day.

Visitors

- All visitors must sign in with the School Safety Agent at the building's main entrance. Upon signing in, all visitors will be given a pass.
- All visitors must proceed to the main office (Room 240) upon arriving on the second floor.
Visitors may not go directly to classrooms.
- All visitors must leave the building through the main entrance on 19th Street.

LUNCH PROCEDURES

Lunch is served daily in the cafeteria but students may bring lunch to school. Please do not send your child to school with anything made from glass due to safety concerns. Students will have access to the schoolyard for recess during their lunch period.

LOST AND FOUND is located in the main office (Room 240).

CODE OF DISCIPLINE

A standard Department of Education Discipline Code will be sent home under separate cover. Students and teachers will go over the Discipline Code on the day that it is distributed, a behavior contract will be signed by the student and a copy will be sent home for parents. Please go over the Code and advise your child to adhere to it. **The NYCDOE Discipline Code is the document which dictates the consequence given to a student when he/she commits an infraction of the Code. We adhere strictly to the Code. Parents can always access the Discipline Code's at <http://schools.nyc.gov/RulesPolicies/DisciplineCode/default.htm>. Downloads of the DOE's Discipline Code are available in different languages.**

Safety

Students can keep our school environment safe by following these rules:

- Walk, don't run, through the halls, lunchroom and stairs;
- Keep to the right when walking in the halls;
- Be silent during a fire or evacuation drill;
- Pick up something if you drop it;
- Obey traffic lights and crossing guards;
- Cross streets only at corners;
- Exit the building quickly and quietly each day at dismissal and go directly home or to your after school activities.
- Trust and safety go hand in hand. Students (and parents) are encouraged to discuss any issues/difficulties/problems with a staff member so that we can facilitate resolution.

CURRICULUM INFORMATION

Academic Standard

The NYC Department of Education requires students to meet performance objectives in English Language Arts, Mathematics, Science and Applied Learning through the Common Core Standards. Explanations of the standards and criteria as well as curriculum maps will be available at our curriculum night and at parent meetings throughout the year.

Assessment

We employ various assessment tools including rubrics, tests, homework, class work, projects, reports, and a portfolio showing evidence a student has mastered an outcome or standard. Student portfolios, learning outcomes, standards, and rubrics are means of accountability for their work.

- We are using a system of grading for mastery of academic content. This system more specifically identifies each student's individual academic needs and allows us to communicate that more clearly.
- Formal parent-teacher conferences will take place twice a year (November and March).
- Two additional parent nights will take place in September and May.
- Progress reports will be given out twice during the school year and Report cards will be given out once in June.

Structure of the School Day

- Our school day is structured for flexibility. Most class sessions are 45 minutes in length.
- Copies of student schedules will be given to students during the first week of school. These schedules change when trips, half-days, or other extenuating circumstances apply.
- Students will meet with their mentor/advisor once per week at a mutually agreed upon time.

Student Records

Parents can have access to their child's records. If you wish to see these records, request an appointment with the Pupil Accounting Secretary. If needed, a member of the staff will assist you in interpreting the records.

Positive Behavior Interventions and Supports ("PBIS")

Our PBIS Team has developed and implemented four behavior expectations for our students. They are: Be Responsible, Be Respectful, Be Tolerant and Be Safe. Through the implementation of the **School Wide Individual Point System** (SWIP) it is our goal as educators and parents to clearly define and teach students how to follow these four expectations in all settings within our school. This includes all common areas such as: our shared hallways, the gym, bathrooms, cafeteria and the yard. To learn more about SWIPs, please visit our website www.ms442.org and click on the Parent Resources tab on the top.

We have recently adopted a new positive behavior program called PBIS Rewards system. This program now allows students to digitally earn "Bee Bucks" for exhibiting the four expectations at MS 442. Students will have the ability to collect and save Bee Bucks throughout the year and use them to enter raffles, purchase teacher specific and school-wide rewards, attend events along with many other great opportunities! PBIS Rewards has a Parent App that will give you some insight into how your child is doing with respect to our PBIS program. This is where you can check in and see their bee buck balance. The Parent App will run on most smart devices, including smartphones and tablets. You can find it in the iPhone/iPad App Store, Google Play, and the Amazon App Store. Just search for "PBIS Rewards Parent."

This handbook was designed to give you a brief idea of school routines, responsibilities, rules, policies and procedures. Please always feel free to contact the Parent Coordinator if you need clarification on anything contained in this handbook.