**J.H.S. 144, The Michelangelo School**

**Parent & Student Handbook**



**Principal’s Message**

Dear Parents/Guardians,

 The faculty and the administration welcome you to J.H.S. 144, the Michelangelo School. I hope you had an enjoyable summer and are now ready for the challenges of the new school year. The following information will help you to become an active member of the Junior High School community. The more involved you become, the more you will enjoy your educational experience here. The academic/social preparation that you will receive here will help you establish your future goals. Set your goals high and work to the best of your ability.

This handbook will provide you with much of the information needed to be successful at J.H.S. 144. It has been divided into sections covering general information, information relating to academic matters, and information relating to behavior and discipline.

Sincerely,

Dr. Jeremy Kabinoff

Principal

**Administration**

**Principal:**

Dr. Jeremy Kabinoff

**Assistant Principals:**

Ms. Ellen Barrett

Mr. Theodore Rivera

Ms. Keri Roberts

**PARENT SUPPORT**

Parent Coordinator: Ms. Rhonda Clarke

Parent Association:

**School Day**

7:45 AM—2:05 PM; Monday through Friday

**School Telephone Numbers**

**Main Office:** (718)-794-9749 **Fax:** (718)-794-9755

**Mission Statement**

***Michelangelo Junior High School 144 is a Liberal Arts Renaissance School, recognizing, rewarding and promoting academic excellence. J.H.S. 144 encourages individual students to advance at their own pace as skills are mastered. In addition, J.H.S. 144 seeks to create a challenging learning environment that encourages high expectations for success through development-appropriate instruction that allows for individual differences and learning styles as well.***

**Honors Program**

 Identification is based upon achievement and ability as demonstrated by achievement and NYS tests. Class performance, teacher input and a point- system referral form are also part of the identification process. If you have any questions in regard to this process, please contact the office and speak to the Parent Coordinator.

**Grading Scale**

The J.H.S. 144’s grading scale is as follows:

A 91-100 (Demonstrates Outstanding Progress)

B 81-90 (Demonstrates Above Average Progress)

C 71-80 (Demonstrates Average Progress)

D 65-70 (Demonstrates Minimum Acceptable Progress)

F 64 & below (Demonstrates Unacceptable Progress)

**Home - School Compact**

**School’s Responsibility:**

* Provide high quality curriculum and learning materials
* Provide parents with assistance in understanding academic achievement standards and assessments and how to monitor student progress
* Provide opportunities for ongoing communication between parents and teachers through ***telephone, email/online, letters, etc.***

**Parent’s Responsibility:**

* Encourage your student to attend school regularly and be on time
* Encourage your student to show positive school behavior
* Review your student’s homework
* Monitor television watching and encourage positive use of your child’s extracurricular time
* Volunteer in your child’s school and classroom if time or schedule permits
* Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of your child.

**Homework**

 Homework is an integral part of your student’s educational process. As the school and home share the responsibility for education in the years ahead, cooperation between home and school is imperative to develop good study habits and encourage life long learning. Parent support and supervision of homework is an extremely important factor in building positive attitudes and study habits regarding homework. Plan a regular time in your routine for homework.

The assignment of homework serves several purposes. It provides opportunities for students to reinforce and practice newly acquired skills or apply recent learning to real life situations. Homework may also consist of assignments that help students prepare for class participation. Extended homework assignments provide students the opportunity to apply time management and organization skills in order to monitor and complete within the allotted time frame.

**Parent Involvement Policy**

 J.H.S. 144 believes that parental participation is a very important part of the educational program. We recognize that parents are concerned about their children’s education and through the use of Title I funding, we hope to promote strong communication between home and school. In addition, M.S. 144 will continue to provide programs, activities and opportunities for our parents and students supported by Title I.

 To ensure effective involvement of parents and to support a partnership within our school community, listed below are important components to our school program.

* We will provide assistance to parents/guardians in understanding the State’s academic content standards and State student academic achievement standards.
* We will provide an explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet.
* We will monitor the academic progress of all children working with parents/guardians and teachers to improve achievement.
* We will provide parents with opportunities to ask questions and dialogue about student academic achievement and school performance.
* We will provide materials and training to help parents/guardians work with their children.
* We will educate teachers and other staff in the value and utility of contributions of parents/guardians and how to effectively communicate and work with them as partners.
* We will implement and coordinate programs that will build ties between parents/guardians and school personnel.
* We will provide parents/guardians with timely information about programs.
* We will offer a variety of opportunities to maximize parental involvement and participation.

**Parent/Teacher Conferences**

 Teachers schedule conferences with all parents in November. In February, conferences are scheduled with parents that teachers feel the need to see and by parent request. These sessions give you specific feedback relative to your student’s progress. Any support or special class teachers may be present also and/or you may request that they be present at the conference. This is an important time to share information. We look forward to seeing you.

**Bus Safety**

 Students are expected to follow all school rules on the bus. Safety is a major concern, and if a student endangers others by his/her behavior, the student may be subject to the normal range of disciplinary consequences and removed from the bus for up to 10 days. Student behavior and the bus driver’s management of that behavior are two key elements to safe and enjoyable bus rides.

***As all students will ride a bus at certain times during the year, even if only for field trips, please review the following bus guidelines and regulations with your student.***

1. Remain in your seat at all times.

2. Do not throw objects on or from the bus.

3. Keep head and hands inside the bus.

4. Do not eat or drink on the bus.

5. All garbage must be picked up before exiting the bus.

6. Obey the driver.

7. Be at your bus stop 5 minutes before the scheduled time.

8. Be courteous to classmates and neighbors at bus stops while traveling on the bus.

**LOST AND FOUND**

 Each student is responsible for books and materials. If you find anyone else’s property, turn it into the Lost and Found in the Nurse’s Office. If you lose anything, go to the Lost and Found. It may take several days for an object to be found, so check several times. Articles of clothing left in the cafeteria will be left there until the end of the week.

**LAVATORIES**

 Students must refrain from any graffiti or defacing of the school’s property. Girls’ and boys’ rooms are available for your convenience. These rooms are kept in sanitary conditions by the custodial staff. It is the responsibility of all students to ensure that they remain in this condition. Passes are required and may be asked of the students when in the hallway.

**FIRE DRILLS**

 By law, fire drills are conducted periodically at unannounced times throughout the year. Your teacher will provide you with specific directions, and your cooperation is expected. **Students are to remain quiet and remain with their teacher when leaving the building during an emergency.** Tampering with the fire alarm is a violation of state and local law. Law enforcement officials and School Safety will be notified immediately in the event of a tampering incident.

**ATHLETIC ELIGIBILITY**

J.H.S 144 encourages the maintenance of high academic standards on the part of all students. Students eligible for participation in interscholastic teams:

* Have written permission from parent/guardian
* Comply with all school rules and regulations /No Unsatisfactory Conduct Grades
* Comply with league and State Education Department regulations
* Maintain a GPA of 80 and/or not have more than one 55

**TEXTBOOKS**

* Subject teachers will issue each student textbook(s).
* Students are financially responsible for their books. Students are required to provide restitution, at full replacement cost, for any books damaged, lost or stolen.

***End of the year report cards will not be mailed home to students who have not returned or paid for missing or damaged textbooks*.**

* Payments for lost books or fines for damaged books must be paid promptly upon request.

**CODE OF CONDUCT**

In accordance with the J.H.S. 144 Code of Conduct, students are required to adhere to the following guidelines:

**DO:**

**DO** treat fellow students and all staff members with politeness and respect. **DO** follow instructions of all school staff members.

**DO** be on time for classes.

**DO** carry passes when leaving any classroom or lunchroom.

**DO** walk to the right in hallways.

**DO** cover and care for textbooks.

**DO** label all personal property and textbooks.

**DO** Where your uniform **EVERDAY.**

**DON’T:** 

**DON’T** use physical violence such as fighting to resolve conflicts.

**DON’T** use vulgar or abusive language or gestures.

**DON’T** wear expensive jewelry or articles of clothing.

**DON’T** wear hats or other headgear, sleepwear or slippers in school.

**DON’T** carry or smoke cigarettes on school property or at school functions.

**DON’T** endanger the health and safety of others.

**DON’T** throw snowballs or other objects on school property.

**DON’T** bring cell phones, beepers, radios, tape players, laser pointers, recorders, dolls, toys, electronic games and/or items of a disruptive nature to school.

**DON’T** sell any goods unless authorized by the school principal.

**DON’T** bring visitors unless arrangements are made through the principal’s office.

**DON’T** run through the halls.

**DON’T** write on desks or destroy or deface school property.

**Non-compliant students are subject to the following:**

o Parental notification and/or conference.

o Alternative procedures such as counseling, detention and suspension.

o Confiscation of cell phones, Mp3 players and/or any other items disrupting the educational process. Probable suspension

**In serious cases in which a threat to a person or property is involved, police will be informed and appropriate action will be taken.**

**DRESS CODE**

 Students are required to be in full uniform. Grade 6 students are required to wear a black collared shirt along with khaki pants, Grade 7 students are to wear a gold/yellow collared shirt with khaki pants and Grade 8 students are required to wear a burgundy/maroon collared shirt with khaki pants. Students are **not allowed** to wear T-shirts with vulgar and offensive language or pictures. Students must be in uniform based on their Academy. Students are **not allowed** to walk bare-footed in the building. **‘Flip-Flops’, slippers and all sleepwear** are also prohibited. **NO HATS, BANDANNAS, OR HEAD GEAR ARE TO BE WORN IN SCHOOL**. **NO ELECTRONIC DEVICES SUCH AS CELL PHONES, MUSIC LISTENING DEVICES, BEEPERS OR VIDEO GAMES ARE ALLOWED IN SCHOOL (anything that disrupts instruction).**

**LUNCHROOM REGULATIONS**

* Students must be on time for lunch. Students arriving late without a pass will be disciplined.
* When the lunchroom supervisor calls for attention, students are to quickly and quietly come to order to hear directions.
* Students will be called to the lunch line and snack line by the lunchroom supervisor only after their table is seated quietly.
* When their table is called, students should move in an orderly fashion to the lunch line and maintain proper behavior at all times.
* Each student is responsible for properly disposing of trash and for the cleanliness of his or her table. All students should readily share in clean-up procedures.
* Students are not permitted to leave the cafeteria without permission and a pass from the lunchroom supervisor. No food is allowed out of the cafeteria, unless the student has a special pass.
* Bathrooms are available within the cafeteria. Please ask permission to use them. No more than one student is allowed at any one time in the bathroom.
* At the end of your lunch period, please remain seated at your table until dismissed by the lunch supervisor.
* Please treat all lunch supervisors, staff assistants, cafeteria employees, and your fellow students with respect and politeness at all times.
* Students are not allowed to listen to Walkman’s during lunch. Walkman’s are not permitted in school.
* Students wishing to visit another table during the period must ask teacher permission - which is usually granted.
* Students should bring the proper books with them since no one will be permitted to go to his/her locker during the lunch period.

**INAPPROPRIATE BEHAVIOR**

 The J.H.S. 144 Code of Conduct establishes the expectation that students obey the rules, regulations and directives of the teachers/staff, school and district. Because school is our daytime home, it should be a pleasant place in which to live and work. In order to maintain a safe and orderly environment for staff and students, and to ensure an atmosphere conducive to learning, a firm and consistent discipline policy is necessary. While our primary goal is to promote self-discipline, it is essential that consequences be imposed on students who willfully violate district policies.

 The following infractions are inappropriate behavior **which may result in probable detention, in-school suspension, or suspension from school:**

• **Insubordination -** Insubordination to any school personnel will not be tolerated. All students are expected to respond immediately to a request by school personnel. Failure to respect the authority of any administrator, teacher, or staff member at any time is considered an extremely serious offense.

• **Vandalism & destruction of property –** Any pupil who willfully damages school property in any way will be suspended. The parent or guardian of the pupil will be expected to make restitution to the school district for the damaged property.

• **Drugs and alcohol possession/use/sale/distribution –** A pupil will be suspended from school when the principal along with School Safety has established that the pupil has used, sold, dispersed or been in possession of drugs, alcohol or other look alike substances in or on school property, or while engaged in school activities.

• **Weapons & Possession of dangerous materials not required for the instruction program –** Weapons, knives, laser pointers or instruments which are capable of doing bodily harm will be taken from students who carry them on the school grounds. Parents will be notified, police will be called and student will be suspended.

• **Extortion, Forgery, Theft –** any student who takes the property of any member of the school community or from a visitor to the school will reimburse that person and will be subject to further disciplinary action.

• **Loitering/littering –** Students are not to visit other schools without permission. Any student in the building before or after school hours must be under the direct supervision of a staff member.

• **Fireworks/Arson –** Possession of any type of explosive will result in immediate suspension and referral to legal authorities when appropriate.

• **False alarms/Bomb threats –** Any student who sets off a false alarm or causes a fire will be suspended immediately and referred to legal authorities.

• **Cutting –** An illegal absence from any scheduled class, including lunch, will result in disciplinary action.

• **Vulgarity/Abusive language –** Use of foul language will not be tolerated under any circumstances.

• **Fighting, Inciting/Instigating –** The Junior High School Administration will suspend any student who instigates or participates in a fight.

• **Bias acts –** Are prohibited. The responsible individual will be suspended and School Safety will be notified.

• **Class disturbance and excessive noise -** will result in disciplinary action.

• **Harassment/threatening/bullying –** Any student who makes threats or intimidates another member of the student body or staff will result in disciplinary action.

**BUS BEHAVIOR**

The following regulations are provided for your safety and comfort. It is a privilege to ride the bus, and student behavior is expected to be the same as it is in the classroom.

* Be on time. Respect the bus driver and other individuals at all times.
* Eating, drinking, and smoking are prohibited.
* Remain seated and keep your arms and head inside the windows.
* Respect the property of others – Do not vandalize the bus.
* Talk quietly and do not use vulgar language or gestures.
* Be considerate of all persons on the bus.
* Ride the bus to which you have been assigned. Depart ONLY at your assigned bus stop.
* Learn emergency procedures.
* Obey all directions given by the bus driver.

*All general school rules apply to the bus. Failure to observe the rules and regulations listed above will result in one or more of the following:*

* Bus conduct report
* Parent conference
* Suspension of bus privilege
* Suspension from school
* Payment for damages to bus or equipment

**ATTENDANCE PROCEDURES**

 Regular daily attendance is important for you to be successful at J.H.S. 144. Teachers have carefully planned and organized the academic lessons and class work, which includes assigning specific materials for each period.

All students are expected to be in regular attendance daily.

 Students who are absent, tardy or leave early from class or school without an excuse will face appropriate disciplinary consequences in accordance with the J.H.S. 144 Code of Conduct as well as parent/guardian notification.

**LATENESS TO SCHOOL**

* All students must be in the **Period 1 class each day by 7:45 a.m.** Attendance will be taken at that time. **Students are permitted to enter the building beginning at 7:40 a.m.** to allow them time to go to their classrooms.
* **Any student who arrives to school after the 8:00 a.m. bell is considered late and should sign in at the front desk or main office.**
* Students who are frequently late to school will be subject to disciplinary action
* Tardy students must have an excuse from parents explaining the reason for being tardy so that detention is not assigned.

 **NOTE: Oversleeping is not a valid excuse.**

**LATENESS TO CLASS**

**Students who arrive late to class disrupt instruction.** Students who are frequently late to class will be considered in violation of school rules and regulations and appropriate disciplinary action will be taken by the administration. Students must also arrive on time to both their Lunch period and any class to which they are assigned. **Lateness to any class may result in disciplinary action.**

**EARLY DISMISSAL**

 Any student who needs to leave school before the end of the regular school day must present a note from a parent or guardian indicating the reason and time for the early dismissal. Notes must be presented to the attendance office secretary prior to homeroom. The parental note is kept on record and the student is given an early dismissal pass. The parent or designee must go to the main office to sign the student out.

**Make Up Work**

 If a student is unable to attend school for two or less days, he/she will receive make-up work upon return to school and be given an appropriate due date. For extended emergencies/illness, a parent may call the office on the morning of the third day of absence to request make-up work. A parent may then come to the office the following morning to pickup homework. In addition, parents may access the teachers’ wikispace page for upcoming assignments as well.

**Vacations**

 Every effort should be made to not have students miss school for vacation purposes. *When absence occurs due to a vacation, students will not receive homework in advance***.** Experience has shown that it is difficult at best for a teacher to accurately predict what homework will be and for students to do homework properly on vacation. Upon return to school, students will receive make-up work and an appropriate due date.

**Emergency Contact Information**

In case of accident or illness of a student at school, this procedure will be followed:

1. Provide immediate first aid.

2. Telephone parent.

3. Contact school nurse (depending on the severity).

4. If parents are unavailable, telephone the emergency contact.

5. If the parents and emergency contact are unavailable, and the situation necessitates it, 911 will be called. J.H.S. 144 does not assume any financial obligation.

**Messages/ Telephone use**

One of our primary goals is to provide a learning environment free from disruption. It is for this reason that parent cooperation is requested. Students need to be aware of their dismissal procedures, after school events, and other special arrangements BEFORE coming to school in the morning.

***Please note the following:***

1. Students should not expect to use the telephone at school.

2. Students will not be called from class to answer the telephone.

3. Messages will not be delivered unless it is an emergency situation.

4. Plans for after school should be made before school.

5. Teachers will not be called from class.

6. Teachers will not receive phone calls in their classrooms during instructional times.

**Release of Information**

 Note to Divorced or Separated Parents – Copies of all correspondence and reports (reports or records which reflect the pupil’s academic progress, reports of the pupil’s emotional and physical health, notices of school- initiated parent-teacher conference, notices of major school-sponsored events such as, Curriculum Night, Open House, and Student Programs, which involve pupil-parent interaction, and copies of school calendar regarding the student) may be provided to both parents of a student whose parents are divorced or separated. Such copies shall be provided by mail when they are requested by either parent, unless there is a court order to the contrary.

**School Communications**

A variety of regularly scheduled communications are used to keep parents informed about our J.H.S. 144 community in general and their student’s progress in specific.

*Report Cards* - distributed at the end of each quarter *Progress Reports* – distributed at the mid point of each quarter

*Parent/Teacher Conferences* - scheduled twice during the year (possible any time per parent or teacher request)

*Backpack Mail* - Informational items, and school schedule reminders will be sent home as appropriate. **Please check your student’s book bag each day.**

*E-mail and phone messages -* Parents may leave a message for a teacher on his/her voice mail. Please be aware that teachers do not check their messages until the end of the day and cannot return messages until then.

**Health Policies**

The health policies listed below are recommended to maintain a safe and healthy school environment:

1. If your child is running a fever, the health department recommends the child’s temperature be normal (98.6 F) for 24 hours before returning to school.

2. Do not send your child to school with a consistent cough or runny nose, as this infects other children.

3. Keep children home for 24 hours after vomiting and flu symptoms subside. This helps to ensure a healthy reentry into the classroom.

4. Please report all cases of strep throat and strep-related infections to the school nurse or health aide.

5. All communicable diseases (chicken pox, head lice, impetigo, mumps, measles, etc.) are required to be reported to the school nurse. There are specific requirements and regulations for readmission to school after communicable diseases.

6. Please do not send children to school with diarrhea or vomiting.

7. A student who has been absent from school for more than 5 days or who has a communicable disease must present a physician’s release for readmission to school.

8. If a rash is present, it needs to be evaluated by a physician. A diagnosis of the underlying cause should be elicited before re-admittance to school.

9. If there are signs of conjunctivitis (“pink eye”) with matter/drainage in one or both eyes, itching, redness, or crust on the eyelid, the child needs to be evaluated by a physician. Antibiotic therapy needs to be maintained for 24 hours before re-admittance to school.

10. Parents must report absences to the office.

11. Please keep your emergency phone numbers and contacts updated!

Again, your help and cooperation in maintaining a healthy school environment is most appreciated. If you have questions, please contact our School Nurse or our Health Aide

**Nurse**

 A health aide and/or nurse will be available on a daily basis. If a student becomes ill in school he/she will be sent to the nurse’s office. The nurse or health aide will decide the appropriate care. She may suggest that a student go home for the day or that parents follow up with their child’s doctor. Our nurse’s office cannot be used as a health clinic.

Nothing can replace the touch of a parent’s tender loving care. Any injuries or illnesses that occur at home, should be handled at home or with your child’s doctor.

In case of accident or illness of a student at school, this procedure will be followed: 1. Provide immediate first aid.

2. Telephone parent.

3. Contact school nurse (depending on the severity).

4. If parents are unavailable, telephone the emergency contact.

5. If the parents and emergency contact are unavailable, and the situation necessitates it, 911 will be called.

**Cell Phone, Money and Valuables**

 Please do not send cell phones, toys, money, radios, ipods, video games, cards or any other item valued by you and/or your student to school. J.H.S 144 is not responsible for lost or stolen items. These items have also proven to be a distraction and are virtually impossible to recover if they are missing. A great deal of time can be spent settling disputes related to lost or damaged items that are inappropriate to bring to school. Your help in this area is greatly and sincerely appreciated.

*Important:* Any money sent to school for field trips, book orders, etc. needs to be put *in a sealed envelope marked with the student’s name,* teacher’s name, purpose of the money being sent in, and the amount enclosed.

**Volunteers**

 One of the most important actions that a parent can take to show the importance of school is to be at school. Volunteering in some ways, shows your student that you think J.H.S. 144 is an important place to be. Find some way to volunteer, even briefly at school. Volunteers can work in the LMC (library), office, copy papers read to students, coordinate classroom parties, help with Breakfast, attend P.A. meetings, etc. If you want to volunteer, we will find a job for you. If you only have one afternoon in the whole year that you can volunteer, we still need you.

**School Closing Information**

 In cases of bad weather or dangerous road conditions, school closing will be announced in several ways including the NYCDOE webpage, the school website, local television stations and various radio stations.

Please do not call the main office. We need to keep lines open due to emergency situations. We appreciate your support.

**STUDENT – PARENT/GUARDIAN DECLARATION**

We have reviewed the J.H.S. 144 Agenda Book together. We are aware of the responsibilities associated with being successful at J.H.S. 144. We will utilize this book as a resource for school information, to communicate with teachers, and to organize time effectively using the enclosed planner.

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Parent/Guardian: Please do not hesitate contacting the school if you have any questions or concerns that come up during the school year. Our main office phone number is 718-794-9749.***