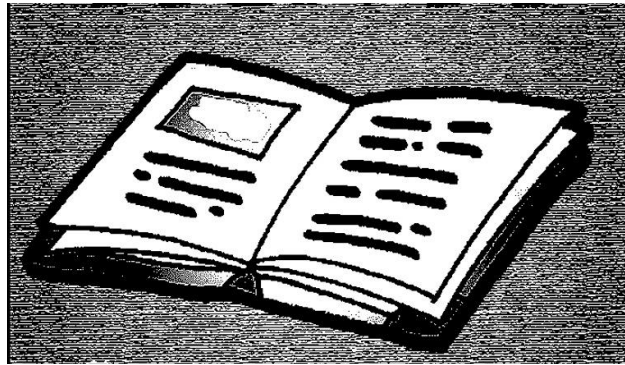




Middle School 53Q
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Zoanne Wilkins, Principal
Grace Williams, Assistant Principal

STUDENT AGENDA BOOK



2022 - 2023

This Student Handbook Belongs To:

Name: _____

Class: _____

OSIS #: _____

Lunch #: _____

Attendance Room #: _____

iPad #: _____

STUDY BUDDY: Name: _____ # _____

Message from the Principal

Dear Students and Families,

Welcome to a new school year 2022-2023. I hope everyone is ready for an amazing year filled with positive learning experiences. I feel honored to work with all of our students as they make this important transition in their lives through middle school.

We are committed to the success of each student at M.S. 53. This educational institution involves all stakeholders to work together to ensure all of our students are meeting or exceeding Next Generation Standards, as well as reaching their academic and personal goals to be college and career ready. This year, we are strengthening and building on programs to support social-emotional wellness, including Brain Power and Growth Mindset. We are also partnering with the Child Center of New York to provide a plethora of resources to our families.

This student handbook is being given to students and staff of our school community. We look forward to our partnership together at M.S. 53 as we strive to educate each student emotionally, intellectually, and socially.

Students are expected to have goals written in the planner (teachers will assist in the classroom). All students must have academic goals but are encouraged to set personal, interpersonal, and health goals. Goal-setting is an important “life tool”. We are eager to see our students using goal-setting to monitor and measure their progress and to plan priorities. Self-monitoring and self-assessment are valuable life skills.

Parents, we need your support! Please ensure that you sign and check the planner nightly after checking homework. Please feel free to use the planner or PupilPath as an additional resource to communicate with your child’s teachers. This will strengthen our school-home collaboration, fostering a strong educational community at M.S. 53. Parents, please download the school app that provides you with updated information about upcoming events.

We believe this will be an enjoyable, rigorous, and productive year for you and your child. Once again, welcome to an exciting new school year! We expect all students to follow our motto, “Being Our Best Always”.

*Yours Truly,
Zoanne Wilkins
Principal
“Being Our Best Always”
Home of the Sea Dragons*

***KEY HIGHLIGHTS ***

Technology for ALL! (page 3)
Cell phone policy (page 5)
NEW Library! (page 11)
PupilPath Student Expectations (page 12)
SCHOOL APP (page 13)

I. PLANNER POLICY

At the beginning of the school year, each student is supplied with a planner (agenda) and iPad. This planner is an organizational tool to help students keep track of weekly goals, homework assignments, parent-teacher correspondence, and general school information. **Students are expected to carry the planner with them DAILY to each class in order to record their homework and announcements.** Students should take the planner home each day and have their parents sign it, acknowledging the student's homework completion.

One of the most important skills each student will learn at M.S. 53 is how to manage their time, thereby reducing frustration and increasing self-esteem. In addition to helping the student develop crucial organizational skills, the planner is also a way parents can involve themselves in their child's education. The **planner** and/or **PupilPath** are the primary tools of communication between teachers and parents.

To ensure optimum effectiveness of the planner, teachers and parents must agree to do their part.

- Students are to make sure their **schedule is placed on the front cover** of the planner and kept with them at all times.
- This planner must be kept with students at all times. Students are responsible to keep it up-to-date.
- Parents and guardians must emphasize to the student that it is the student's responsibility to notify either the teacher or parent when the planner contains important information.
- Parents are asked to check their child's planner on a regular basis, preferably daily.
- All daily homework assignments must be recorded in this book. Homework is mandated in all disciplines every day. Teachers will assign homework in this Agenda Book, Google Classroom or PupilPath.

The 1st Student Agenda Book is FREE - if lost student must buy for \$7

II. TECHNOLOGY

Every student will have their own personal iPad with a charger for **SCHOOL USE ONLY**. Every student will have a DAILY responsibility to charge and keep care of this device. Students will use their iPad DAILY. Parents must monitor the iPad usage and take it away to charge for the night by 9pm.

A. Damaged devices

A ticket will be placed in the system to get fixed or replaced.
Students will have to use hardcopies of all work.

B. Inappropriate Usage

The iPad will no longer go home and will be signed in and out each day at school

C. Lost or Stolen devices

Students will **NOT** get another one.
All work will be done on paper. We will follow the DOE Policy below.



The DOE policy will be followed:

*Families who need to replace an iPad that has been lost or stolen must first file a police report in person at their residential police precinct. In any case where the iPad was lost or stolen, even if it was during delivery of the iPads to families homes, a police report is required.

- When you get to the precinct, let the front desk staff at the precinct know that you wish to report a lost or stolen iPad that was issued to them by the NYC Department of Education.
- Note the report number, precinct number, the date the complaint was made, and the name of the person taking the complaint.
- The officers who assist you should give you a notation of the report number on a form or on a business card with the officer's name and precinct

Once the families have the needed information, they can visit the SupportHub to fill out a ticket, or call the Help Desk at 718-935-5100 option #5.

- Your child's school may be able to assist to file the report with the help desk.
- The replacement items will be shipped to the school, school staff will contact you to arrange a pick up once they receive the replacement items.

Also note:

- Families will NOT have to disclose their legal/immigration status.
- NYPD does not report or share this type of information with other government agencies.

REMOTE LEARNING (When applicable)

In the event of a school closure, schools may be instructed to switch to remote learning. In this case, all students are responsible for the following:

- Be present and on time for online classes.
- Understand that online attendance is expected.
 - If for any reason you miss class, it is the student's responsibility to log in/reach out to the teacher and make up what is missed.
- Assignments may have different due dates. It is your responsibility to attach and submit any work in a timely manner.
- Notify your teachers or M.S. 53 staff members of any technical issues immediately.
- Engage in class following the instructions given by the instructor. Participate by asking questions that extend the learning. **Be present!**
- Be respectful to all in the class. This includes appropriate comments and appropriate use of any chat features.
- Understand that you will be graded on daily attendance, participation, following the directions from your teachers, and your completion of HIGH quality work.
- **Students must participate in online classes with their cameras on during synchronous learning. Students are expected to wear their M.S. 53 uniform shirts during online instruction.**

CELL PHONE POLICY

As you know, cellphones are not to be used by students during school hours. At the beginning of the school year, every student was assigned a personal **Yondr Pouch**, similar to being assigned a textbook. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day. Below is a reminder of our cell phone policy/ process:

Process

Building Entrance: As students enter the building, they:

- 1) Turn their phone OFF.
- 2) Unlock their empty Yondr Pouch using an Unlocking Base at the Building Entrance(s).
- 3) Place their phone inside the pouch, securely close it and store it in their backpack.

Each student then is able to maintain possession of their cellphone inside their Yondr Pouch for the duration of the school day. We recommend each student place their Yondr Pouch in their locked locker or secure in their book bag.

Building Exit: As students exit the building at the end of the school day, they:

- 1) Unlock their pouch using an Unlocking Base at a Building Exit(s).
- 2) Remove their phone from their pouch.
- 3) Securely close their empty pouch and place it in their backpack for the next day.

Violations/ Disciplinary Action

Below is a list of potential student violations and consequences. Please read carefully.

- 1) Physical damage to the pouch in an attempt to circumvent its intended purpose. (Ex: Bent pin, cutting through the pouch, or stripped lock inside the pouch) **Phone & Pouch will be confiscated and parent/guardian will be notified immediately.**
- 2) **If a student forgets their pouch for the day, they will turn in their cell phone in the morning and the phone will not be available until 3PM.**
- 3) **If a child was already given a new pouch and loses/ damages the replacement, they will no longer be permitted to bring a cell phone to school.**
- 4) Using a phone during school hours. **Phone and/or pouch being confiscated by school administration, and will only be released when a parent/ guardian comes to pick it up.**

A fee of \$10 will be charged to replace any damaged or lost pouches.

III. MANDATORY Dress Code/School Uniform Policy

School is a place to learn and a place of business. You should come to school dressed appropriately.

The M.S. 53 School Dress Code Policy is as follows:

The M.S. 53 uniform consists of grade specific colored crew or collar shirts, either short or long sleeve, and full length khaki colored pants. **All uniform shirts must be purchased at our school. There are no exceptions.**

Grade 6 - White shirt with khaki pants

Grade 7 - Orange shirt with khaki pants

Grade 8 - Navy Blue shirt with khaki pants

- Students are required to dress in the school uniform EVERYDAY. We recommend that every student have at least four (4) uniforms.
- In the event that we switch to remote learning, students are expected to wear their uniform shirt during live instruction and have their cameras on to show the appropriate dress code.
- Students must **arrive and leave in full uniform** every day. Students are not to wear another “**outfit**” under their school uniform.
- All students must wear their pants at the waist, with a belt.
- Girls can wear skirts with a knee-length hem.
- Footwear:
 - Sneakers, shoes, or boots. **All laces must be tied** and footwear must be secure on feet.
 - For safety purposes – Students may **NOT** wear high heeled shoes, sandals, flip flops or other opened toe or sling back shoes, including mules. **NO crocs.**
- Jewelry and Accessories:
 - For safety purposes and to avoid theft – students should not wear any expensive or flashy jewelry or designer bags to school.
 - Belts with name plates, initial plates, logos, large or oversized buckles are not permitted in the school building. They will be confiscated.
- **NO HEADGEAR** whatsoever is to be worn at any time in the school building; this includes but is not limited to scarves, hats, bandanas, du-rags, bonnets, large headbands, etc.

Outerwear

****Jackets outerwear must be in lockers****

Uniform colored sweaters, sweatshirts or vests (no logos) may be worn.

M.S. 53 sweatshirts are permitted.

NO hoods are allowed to be worn in the building.

NO GLOVES, SCARVES, BANDANAS OR HATS OF ANY KIND ARE TO BE WORN IN THE BUILDING.

Warm Weather Policy Amendments

*In the spring, starting May 1, 2023 students are permitted to wear khaki shorts (not biker shorts) instead of pants. The shorts must be knee-length or longer. No ripped shorts are allowed. This policy will be in effect only at the end of the school year. If the knee-length rule is not followed, **parents will be called to bring in proper clothing**. The rules for grade associated colored shirts remain all year long. No company logo larger than two inches are allowed on the shirts. For example, the Nike “swoosh” is acceptable; a company name written across the shirt or outerwear is not acceptable. A design on the back of the shirt is not acceptable.*

- Headgear of any sort is **not permitted** in the building.
- Any revealing clothing, including tank tops, miniskirts above the knee, and midriff shirts, are **not permitted** in school. In addition, sandals and opened-toed shoes are dangerous and will not be allowed.
- **NO** beads, chains, bandanas, or gang colors are to be worn by any student.

LOCKERS

- All students will be given a locker where they can store all of their belongings
 - all cell phone or cell phone accessories will be locked in the locker
- All students **MUST** have a **lock**
 - **MUST** purchase \$5 School Locks
 - Only school locks could be used ensure accessibility when necessary (ex. student forgets combination)
 - Non - school locks will be clipped off



IV. ATTENDANCE POLICY

All students are required to attend **DAILY** and on time. At M.S. 53 we strive for 100% attendance.

- Absence notes are required and must be given to the student's attendance teacher on the day the student returns to school. The note should contain the date and reason for absence, the student's name, class and parent's signature. **Failure to bring a note will result in an automatic unexcused absence.**
- Lateness: Students who come to school late will makeup their instructional time during their lunch periods. It is important that all students arrive at school on time. Students must be in the cafeteria by 8:15.
 - **Students will serve detention on Friday afternoons** to make up any lateness throughout that week. The student will be responsible for all missed classwork.

****All students are required to make up class work, homework, tests, and other assignments missed during an excused absence within seven days of the absence.****

- Students attending any after-school or Saturday program must attend unless the program teacher receives a written note from the parent with a valid reason.
- All students are required to have proper contact information on their blue card and an updated lunch form.
- In case of inclement weather, please check local news channels, and NYC school website schools.nyc.gov to verify school closings or after-school program cancellations. In the event of inclement weather, schools may switch to remote instruction using google classroom.
- Students are expected to report to school promptly to their classes on time.

V. HOMEWORK POLICY

M.S. 53 believes in every child's value and potential to learn. We believe it is our obligation to provide students with the foundation of a superior education. Following instruction in the classroom, students will receive homework to reinforce what they have learned.

What is homework?

Homework is defined as **out-of-class** tasks assigned to students as an extension or elaboration of classroom work. The three types of homework are practice, preparation, and extension.

Purpose of homework

Homework is to be completed **outside** of the classroom and serves the following purposes:

- It provides opportunities for students to practice skills learned in class.
- It provides additional time needed to complete assignments given during the school day.
- It teaches students responsibility and planning.
- It assists students in learning to work independently.
- It informs parents of subjects being covered in the classroom.

Average nightly time designated for homework assignments

These averages are dependent on the focus that a student maintains while completing the assignment. Other factors that can impact nightly assignments are long-term projects, individual needs, and make-up homework.

6 th Grade	7 th Grade	8 th Grade
60-80 minutes per day	70-90 minutes per day	80-100 minutes per day

Recommended guidelines for DAILY READING time:		
60 minutes per day	60 minutes per day	80 minutes per day

Recommended guidelines for BOOKS READ per YEAR :		
25 books minimum	25 books minimum	25 books minimum

Homework Responsibilities

STUDENTS

- To do their best on all assignments.
- To complete assignments on time with a proper heading.
- In the event of an absence, to make up all missed assignments.

ALL classwork and homework papers is as follows:

Proper Paper Heading

Student Name:	Date:
Subject:	Class:

PARENTS & GUARDIANS

- To provide support, guidance, and the structure needed to successfully complete all assignments.
- To make homework a top priority for the students.
- To establish a quiet space and daily homework time.
- To contact the school regarding absences to request and pick-up any make-up work.
- To monitor the make-up work of students who missed class or assignments.

TEACHERS

- To provide support, guidance and the structure needed to successfully complete the assignments.
- To provide instruction in class to support homework expectations.
- To communicate with parents and students on homework to support success in the classroom.

Consequences to violations of homework policy

- Points deducted from grade
- Verbal warning
- Parent letter/phone call
- Lunchtime or After-school detention
- Meeting with administrator
- No field trips

VI. M.S. 53 CODE OF ACADEMIC & BEHAVIORAL EXCELLENCE

Goals of M.S. 53 Code of Academic and Behavioral Excellence

To create a safe and respectful learning environment that provides equitable and consistent treatment to all students. This plan will provide the framework to which the entire student body will adhere. The following are the minimum behavior expectations for M.S. 53 students:

Hallway Expectations

- Walk quietly in the halls on the right side of the hallway.
- Keep your hands to yourself and do not touch the walls or any posted work on bulletin boards.
- If it is necessary to speak, use an “indoor” voice that does not interrupt other classes in session.
- Stay on your appropriate line and in your designated spot.
- If you are walking without a teacher, you must have a pass.

Recess/Gymnasium Expectations

- Wear uniform
- Always respond to the signal.
- Stay within the assigned areas.
- Use appropriate language.
- Be a “good sport.”
- Play safely at all times.

Fire/Shelter Drill Expectations

- Always respond to the signal.
- Look and listen to the teacher for instructions while evacuating the building.

Lunchroom Expectations

- Always respond to the signal.
- Keep hands, feet and objects to yourself.
- Use good eating manners.
- Talk quietly to others at your table only.
- Clean up after yourself and remember to recycle.
- Only line up for recess if you have on an appropriate uniform or your class was called.

Bathroom Expectations

- *Remember to wash your hands thoroughly with soap and water, for at least 20 seconds.*
- Throw away any used tissue in the garbage.
- Make sure the water is turned off when you are finished.
- Keep the bathroom clean for others to use.
- Bathroom passes will **NOT** be given the first 10 minutes and the last 10 minutes of each class period
- Absolutely **NO** talking is permitted under any circumstances.

Assembly Expectations

- Always respond to the signal.
- Book bags belong on the floor.
- Remain quiet during performances.
- Use appropriate applause only.
- Make sure you are dressed appropriately.

Arrival/Departure Expectations

- Line up quietly and quickly when given the signal.
- Stay in the line and designated area at all times.
- Talk quietly so directions can be heard.
- Remember our neighbors are part of our school community.
- Remember you represent M.S. 053Q at all times.

Students must strive to be honest, respectful, and well-behaved in school. They are expected to be sensitive and polite to each other and to all adults. They must adhere to all rules and regulations that are listed in the Department of Education’s discipline policy. Parents are expected to read and review the Citywide Behavioral Expectations with their child at the beginning of the school year. The document can be found on Parents Hub on NYCDOE website.

Students must follow the instructions of all school personnel and do their best to maintain the stature of a Middle School 53 Scholar. Fighting and/or inappropriate language is taken very seriously and may result in disciplinary action. Scholars need to respect themselves, each other, school personnel, and school property. The expectation is that Scholars are treating each other with respect and courtesy. **“Please,” “thank you,” and “excuse me” are strongly encouraged.**

Consequences for Inappropriate Behavior

Step 1

- Verbal warning.
- Miss recess/detention.
- Parent phone call or letter.



Step 2

- Student will receive individual conduct sheet
- Student contract/progress report implementation.
- Missed field trips or class celebrations.
- Mediation process with teacher, counselor, or administrator.
- In-school suspension.



Step 3

- Formal suspension as described by the Chancellor’s Regulations under the New York City Code of Discipline.

DISMISSAL

Students are dismissed by the afternoon attendance teacher after 8th period. Students **MUST** report to their dismissal area, collect their phone, and then exit. **Phones may only be turned on outside** after dismissal. Students are **NOT** to leave the classroom on their own, dismiss themselves, or use an inappropriate exit. They are not to "meet" a friend outside of another classroom.

DRUGS – SMOKING – ALCOHOL

Students may not bring cigarette lighters or matches to school. It is the policy of the Department of Education and New York City law that smoking is not permitted at any time on school property. This rule applies to the building, school grounds, field trips, and when riding on the school bus or public bus. The possession and/or use of alcohol or any illegal drug on school property is prohibited. The possession and/or use of illegal drugs and/or alcohol are immediate grounds for suspension and possible intervention.

NEW LIBRARY!



M.S. 53 is proud to announce the opening of a new library this year. Students will be able to access books during the morning program from 7 - 8am as well as throughout the day. Students will be allowed to use the library to complete homework, read a book, or use computers to work on assignments. The library will have books, magazines, audio-visual materials and pamphlets for assigned study, research, and recreational reading.

PASSING TO CLASS

Horseplay is strictly prohibited. Students are escorted by their teachers. Students should stay to the **RIGHT** when walking through the halls and on staircases. Use the **UP** and **DOWN** staircases appropriately. You are expected to move quickly and quietly from class to class. For safety reasons, you should never run. You should exercise care if you stop to drink from water fountains in the corridors. **No bathroom privileges during passing.**

PERSONAL PROPERTY

Cell phones, game boys, recorders, iPods, iPads, balls, bats, anything considered a weapon (ex. knives, tools, metal objects) etc. are not to be brought to school. Hats are not to be worn in school. If you bring these items to school, be prepared to have these items confiscated. Your parent or guardian will be called and asked to come to school. Expensive outer coats and jewelry should not be worn to school. **Students, NOT the school, are responsible for their personal property.**

REPORTING OF INCIDENTS AND SPECIAL PROBLEMS

We have a safe school. There are many people at our school who are here to help you. You will be given the room numbers of these key staff people to support you if you have a problem. In an emergency, you may also go to the Main Office or inform the nearest adult. Do not engage in physical or verbal contact.

SPEAK RESPECTFULLY

The use of improper or profane language in school, on school property and/or at school activities is prohibited. Your parents will be notified and further disciplinary action may be taken.

TRANSPORTATION PASSES

A student is eligible for a transportation pass (bus or train) if they live in a designated area. Any lost or stolen transportation cards must be reported to the attendance teacher as soon as the loss occurs. The transportation card is to be used for transportation to and from school **ONLY**. Any student found giving their transportation card to another student will lose eligibility.

TRIPS

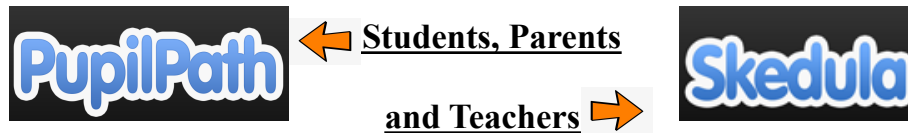
Trips for enrichment purposes are scheduled to expose students to a variety of experiences. Students must always be on their best behavior on trips. Parent escorts and volunteers are welcome to help supervise students. All students must return to the school and will be dismissed from the school at the end of a trip unless other arrangements have been made in advance. Permission slips are required for any student participating in a class trip.

VANDALISM TO SCHOOL PROPERTY

Students should never deface school property. Anyone caught defacing school property will be responsible for the removal of the markings. Marking pens will be confiscated. Your parent or guardian will be called to the school, and you may be suspended or be required to perform school service. **ANY COSTS TO REPLACE DAMAGED OR VANDALIZED SCHOOL PROPERTY WILL BE CHARGED TO THE PARENT/GUARDIAN RESPONSIBLE FOR THAT STUDENT.**

YARD RULES

- If you are permitted to go out to the yard, you must remain inside the fenced area. Fighting and “play fighting” are not allowed. Only students and school personnel are permitted in the yard during the school day.



Our school uses the “**PupilPath**” website to bring you immediate information regarding your child’s education.

PupilPath allows you to view:

- Your child’s assignments and projects along with dates when they are due.
- Your child’s performance in each class including homework, classwork, tests, and projects.
- Progress reports from teachers throughout the school year.
- Handouts and assignments when your child is absent from school.
- Your child’s transcripts and graduation eligibility status.
- School announcements, new calendar listings and upcoming events.
- And, in some classrooms, your child’s attendance.

We hope that by enabling you to see this information on a daily basis we will be able to work together to ensure that our children remain on track in every class. As we work together we will ensure that our students get the most out of their education.

To sign into PupilPath, go to <https://pupilpath.skedula.com> and click “Parent Register” or “Student Register” then complete the following:

- Your email address
- Your name
- Select our school from the drop-down menu (27Q053, Brian Piccolo Middle School 53).
- Student’s ID #
- Student’s date of birth
- The Registration code (given to you in Sept., or contact our Parent Coordinator)
- Then click on the “Register” button. You will be prompted to select your password.

If you have any difficulty signing into PupilPath, please contact our Parent Coordinator.

- Only discuss the issues that relate to your teacher and the grade(s). Do not discuss other issues related to another teacher.
- Students must have parent’s permission to email. Please be patient and wait for response, do not continue to email teachers.
- **ALL students and parents must be registered on Pupilpath.**

SCHOOL APP

Parents and students have access to download the SCHOOL APP for instant news, upcoming events, and social media platforms.



The MS 53 Mobile App

Check out our new MS 53 app!
Gain access to all our school-wide web platforms, digital links, forms and important announcements.

Download our app, today. Stay connected and informed.
Simply search for 'MS 53' in your mobile app store.



Features



Simple.

Gain access to school forms digitally. Complete and submit school forms easily online.



Keep Track

Keep track of assignments and grades in the various web-based platforms we utilize school-wide.



Stay Updated and Connected

Get the latest news, updates and events. Receive notifications of important announcements. Connect with our staff and administrators.



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from App Store

 info@ms53.org

 www.ms53.org