



**Middle School 50 – The John D. Wells School**

Ben Honoroff, Principal  
Shana Gunn, Assistant Principal

# Middle School 50

## Parent/Guardian Handbook

### 2019-2020

Ben Honoroff, Principal  
Shana Gunn, Assistant Principal

Alicja Winnicki, Superintendent

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Dear Parents and guardians,

Welcome to the MS 50 family! The staff and I are beyond excited for the new school year, and with your help, we know this will be a great one for all students at MS 50.

Our goal is to provide each child with the best possible education, in a safe and healthy environment conducive to learning. This will be the outcome of an active partnership of school administrators, teachers, staff, parents/guardians, students and community leaders. We will establish a school climate that promotes pride and respect for all members of our school and community. Each child will be challenged to develop physically, emotionally, intellectually and socially to prepare him/her to become a productive and contributing member of a demanding and changing society. We will also prepare each student to be a critical thinker who advocates for peace, justice and equality in school, the community and beyond.

### **MS 50 Mission**

Our mission is to promote youth leadership through academics, arts, athletics, and activism and to empower student voice by providing opportunities for students to engage in inquiry-based and project-based learning.

### **Core Values**

As a school community (students, staff, families), we created a set of core values:

- Peace and Justice,
- Respect,
- Innovation,
- Determination,
- Empathy

**PRIDE is something that we want our students to have in themselves and showcase INSIDE and OUTSIDE the school.** We began creating routines and structures to help encourage our students to embody these CORE values, including PRIDE advisory assemblies and distributing PRIDE bracelets for embodying CORE values. We will continue to build on this tradition, and staff input is always valued. This year, we will have monthly PRIDE celebrations for students who demonstrate our school's core values. Students will be nominated within grade teams. Nominated students will be awarded certificates in an award celebration during our PTA meetings. Nominated students will also have their pictures taken and placed on our PRIDE wall for the month.

### **Accomplishments**

**2018 - 2019 was a great year at MS 50! Our accomplishments include:**

- Becoming a NYC DOE Rise School
- Becoming a Respect for All School
- Enrollment up over 20%

- Large increases in proficiency in both ELA (40% proficiency ELA and 38% proficiency in Math)
- Over 40% of our 8th graders earned high school credits by passing Regents exams
- 95% of students moved up one level or more NYSESLAT
- Second acceptance to a specialized high school.
- 8 Proficient ratings and 2 Well Developed ratings on our QR
- Our debate team won 3 out of 4 city-wide tournaments
- Debate team took 4th place in the nation and broke language barriers at the National Speech and Debate Association’s National Tournament as the first team in the 94-year history of the tournament to compete in a language other than English (and they won!)
- Our boys basketball and baseball team made it to the district championships
- Expansion of Integrated Arts Project (IAP)
- 80% of families attended one or more school events
- Every 7<sup>th</sup> grader went on at least one college visit (College Access For All)
- Piloted coding courses in 7th grade science and art as part of Computer Science For All
- Student and parent activists fought for and won ELT funding
- Student activists went on two-week Freedom Ride journey
- Completion of our second community mural - Room 230 “Speaking Truth to Power”
- We were one of three schools recognized by the Chancellor at the city-wide kick-off in front of every principal in the city

All of this great work led to being shouted out by the Chancellor and being recognized in multiple news outlets. We are looking forward to working with you to make 2019 - 2020 an even more exciting year.

### MS 50 School Policies:

#### Attendance

Homeroom begins at 8:20 AM. Please help your child to schedule their morning so that they arrive by **8:15 AM** the latest and are part of our school community from the beginning of the day.

**For our students who were never absent or only missed 1 or 2 days of school the whole year, we saw that they did better academically, socially and emotionally. They felt prepared for the day, didn’t have to make up tons of missing assignments and created strong friendships.** When a student misses more than 2 days of school per month, they are considered chronically absent. They not only miss the morning announcements, but they miss opportunities to build community with their peers and other members of our school community. The habits that we set now are important for their future success in high school, in college and in life.

Students who are absent or come late to school are at a disadvantage. Late students miss the teacher’s first instructions of the day and must rush to unpack and catch up with the class. This disruption often distracts other students from their work as well.

If your child needs additional support with attendance or coming to school on time, please reach out to our El Puente attendance coordinator, Anelin Flete: [aflete@elpuente.us](mailto:aflete@elpuente.us). She can help your student find a mentor that will motivate them to come to school every single day. Thank you.

**MS 50 Bell Schedule 2019 - 2020**

<b><u>AM Homeroom – 8:20 – 8:30</u></b>
<b><u>Per 1 - 8:32 - 9:16 am</u></b>
<b><u>Per 2 - 9:18 - 10:02 am</u></b>
<b><u>Per 3 - 10:04 – 10:48 am</u></b>
<b><u>Per 4 - 10:50 – 11:33 am</u></b>
<b><u>Per 5 - 11:35 -12:18 pm</u></b>
<b><u>Per 6 - 12:20 - 1:03 pm</u></b>
<b><u>Per 7 - 1:05 – 1:48 pm</u></b>
<b><u>Per 8 - 1:50 – 2:33 pm</u></b>
<b><u>PM Homeroom – 2:35 – 2:40 pm</u></b>
<b><u>Wed– Friday ELT – 2:40 – 4:00 pm</u></b> <b><u>(Starting Wed, October 2)</u></b>

**Grading Policy**

- Class Participation (Discussion, Protocols/Routines, Debates, Participation) – 20%
- Assessments (Tests, Quizzes, Essays, Reading Assessments, Labs, Projects) – 50%
- Assignments (Classwork, Homework) – 30%

**MS 50 promotional criteria**

- Passing all classes
- Increase at least 2 grades progress on Khan Academy
- Increase at least 6 points progress on DRP
- Read at least 20 books
- Complete at least two community service learning project

**Midyear promotional check-in**

- Passing all classes
- Increase 1 grade level on Khan Academy
- Increase at least 3 points on DRP
- Read at least 10 books

- Complete at least one community service learning project

### **Uniform Policy**

Students must wear uniforms daily (Monday – Friday). All students receive their first uniform package for free including two polos, one t-shirt, and one hoodie. Acceptable uniforms are:

Top: uniform polo, t-shirt or hoodie. Plain blue collared shirts or plain blue hoodies are also acceptable. Old MS 50 uniform tops will be acceptable as well, but not encouraged.

Bottom: khaki or black pants. No jeans or leggings. Khaki or black shorts or long skirts are acceptable. Note – on gym days, students are allowed to wear black shorts or sweats to school.

**UNIFORM TIP!** Please write the name of your child inside the collar of the shirt. This helps us to return shirts or hoodies that might be displaced.

### **Uniform violation ladder of consequences**

1. First misstep – warning.
2. Second misstep – call home and request for parent/guardian to bring uniform to school
3. Subsequent missteps – detention

*\*Students will lose Schoolwide Class Dojo points for every uniform violation.\**

### **Electronics**

We believe that personal electronic devices distract from learning. Students will be expected to turn in electronic devices to homeroom teachers during AM homeroom and receive them back during PM homeroom.

1. First misstep - confiscation with device returned at the end of the day and a phone call home.
2. Subsequent misstep - confiscation with device returned to parent and a parent conference.

*\*Students will lose Schoolwide Class Dojo points for electronic violations.\**

### **School Forms:**

#### **Blue Emergency Cards**

**\*The information on these cards must be accurate at all times.\***

NOTE: *Only those adults named on the card may pick your child up from school.* This includes picking up children for illness or medical emergency. Additional names can always be added to the back of the card. In the event of an emergency your child will ONLY be released to people whose names are listed on the blue emergency card. Each person must be 18 years of age and familiar to your child. **Please be sure that the names you list match the person's photo ID. All adults will be required to present photo ID upon entering the building.** If you wish for an older sibling, sitter, or neighbor to be able to pick up your child in the event of an emergency, their names and phone number must appear on the blue emergency card.

If you move, change your home or work number, change sitters, or change jobs, please call the school to

request new blue emergency cards. This information is critical in ensuring your child's safety.

We ask for your cooperation in completing these cards and returning them to school even if the information remains the same.

### **Lunch Forms, Media Consent and Walking Trip Permission Slip**

We ask that all families complete three additional forms at the start of each school year. Please complete these forms as soon as possible.

- Lunch Form
- Media Consent
- Walking Trip Permission Slip

### **School Home Communication:**

#### **Schoolwide Class Dojo System**

1. Students who arrive to school on time will receive 10 points.
2. At the end of every day, the dean will use section sheets to update schoolwide class dojo points. Points will be deducted for negative behaviors and added for positive behaviors.
3. Incentives/Rewards - Schoolwide Class Dojo Points will be used to determine recipients of school wide rewards and will be used to determine eligibility for incentive events.
4. Communication with Families –school wide Class Dojo will support communication with families, as families who sign up for Class Dojo get immediate notification of Class Dojo activity.

**Please download Class Dojo and create a parent account so you can stay up to date on your child's attendance and behavior in school.**

#### **How to download Class Dojo**

*Apple products: iphone, iPad, Mac laptop/computer and/or iPod*

1. Click on the App Store
2. Click search
3. Type in Class Dojo
4. Click download
5. It will then be saved onto your phone
6. Open Class Dojo
7. Click Parent
8. Follow the instruction to create a new account
9. Choose Jhs 50 John D Wells
10. Congratulations, you are now on Class Dojo!



*Android Products: phone and/or tablet*

1. Click on the Play Store
2. Click search
3. Type in Class Dojo
4. Click download
5. It will then be saved onto your phone
6. Open Class Dojo
7. Click Parent
8. Follow the instruction to create a new account
9. Choose Jhs 50 John D Wells
10. Congratulations, you are now on Class Dojo!

Do you need help downloading Class Dojo? Please reach out to Jahaira Rodriguez, Parent Coordinator at 718-302-2320.

**Schoolwide Class Dojo Categories Used by Administration and the Deans**

1. *Punctuality*: Automatic 10 points for all students who arrive to school on time.
2. *Lateness*: there will be a deduction of points for students who come to school/class late.
3. *Behavior*: points will be rewarded for students who are acknowledged on the section sheet for positive behavior. There will be a deduction of points for students who are written up for negative behavior.
4. *Uniform Violations*: points will be deducted for students who do not wear the school uniform and for students who take off the school uniform during school.
6. *Electronics*: points will be deducted for students who violate the electronics policy.
7. *Cafeteria*: points will be rewarded or deducted based on student compliance, following norms and expectations, and/or exhibiting student leadership and responsibility in the cafeteria.
8. **PRIDE**: additional points will be rewarded for students who demonstrate one or more of our core values.

**Note:** Section sheets will be the primary source of recording behaviors for school wide Class Dojo points. Teachers will record both positive and negative behaviors on section sheets school wide.

**Schoolwide Class Dojo Categories Used by Teachers**

All teachers will use class dojo for their individual classes. Class points will be used towards student participation, positive or negative behavior, completion of classwork or homework, student assessments, and/or students exhibiting one or more of our PRIDE core values.

**Welcome Visits**

At MS 50 we find the home and school relationship to be impactful on student learning, and because of this we make it a priority to conduct welcome visits. Staff at MS 50 and El Puente (community organization), visit families at home to get to know families on a more informal manner and discuss their dreams and hopes for their children.

We try to visit each student two times during their time with us.

1. **Welcoming visit** for incoming 6th graders (Summer and Fall)



### 2. Getting ready for high school for rising 8th graders (Summer and Fall)

#### **Remind App**

Remind App is a texting system where we make announcements that go by text message directly to your cell phone in both English and Spanish. Sign up for Remind App through [www.remind.com](http://www.remind.com)

Enter class codes:

6th Grade- @6ms50

7th Grade- @7ms50

8th Grade- @8ms50

#### **Jupiter Ed (Online Gradebook):**

Our school uses the Jupiter Ed website to help keep you informed about your child's progress. You can login anytime to check your child's current grades, homework, missing assignments, test scores, and report cards, and to contact teachers. It's completely secure, so no one else can see your personal information. Here's how to get started:

1. Go to [login.JupiterEd.com](http://login.JupiterEd.com)

2. Click on "Parent".

3. Username: **Student Name or Password**

Password: **See your child's homeroom teacher for your temporary password.**

School: **Middle School 50 John D. Wells**

City: **Brooklyn**

State: **New York**

4. At the prompt, choose your own password.

5. At the next prompt, enter your email.

#### **School Parent Involvement Policy:**

**SCHOOL-** The school will provide a safe and orderly learning environment that promotes active involvement and success of all children, follows New York City and New York State curriculum and standards, and addresses the individual needs of each child providing families and children with frequent and meaningful feedback of progress.

**FAMILIES-** The family will ensure the child's daily attendance and promptness at school. They will provide a support system that includes monitoring of Class Dojo, daily homework assignments, being prepared each day with all necessary supplies (including a book to read) and attend to health issues including proper rest, eyeglasses, dental needs etc. to support the learning process. They will compliment school efforts to support the child as a responsible and active member in the learning process.



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***STUDENT-*** Students as a valued member of the school community will participate in class lessons, complete homework and project assignments, respect class and school rules, be responsible for school and personal items, and transport home-school communications.

The purpose of this policy is to make sure that we are all on the same page when it comes to the importance of safety and education.

Sincerely,

MS 50 Staff

Department of Education Policies:

### Student to Student Sexual Harassment

It is the policy of the New York City Department of Education and of Community School District 14 to maintain a safe and supportive learning and educational environment that is free from sexual harassment committed by students against other students. Sexual harassment is unacceptable conduct and will not be tolerated. It is a violation of the Regulation of the Chancellor for a student to harass another student through conduct or communication of a sexual nature.

Student-to-student sexual harassment is conduct and/or communication by a student directed to another student. It consists of unwelcome and uninvited sexual advances, request for sexual favors, sexually motivated physical conduct and other verbal, nonverbal or physical conduct or communication of a sexual nature.

Sexually harassing behavior may take forms, including but not limited to:

- ◆ Engaging in physical conduct of a sexual nature such as patting, pinching, grabbing, brushing up against another person in a sexual way.
- ◆ Making sexual comments, remarks, insults and/or jokes.
- ◆ Displaying or distributing sexually oriented or suggested objects, pictures, and/or drawings.
- ◆ Making obscene gestures.
- ◆ Pressuring for sexual activity.
- ◆ Spreading rumors of sexual nature.
- ◆ Engaging in sexually violent or coercive behavior (assault, rape).

If you feel that your child has been the victim of such behavior by another student, please let a school administrator, counselor or teacher know. You may also make a written report. Copies of the complaint forms are available in the school.

Please remember that the New York City Police Department must be called whenever there is an allegation that involves inappropriate sexual misconduct. This includes students in ALL grades from kindergarten to 12th grade.

## Respect for All

It is the policy of the New York City Department of Education (NYC DOE) to maintain a safe and supportive learning and educational environment that is free from harassment, intimidation, and/or bullying committed by students against other students, and free from discrimination committed by students against other students on account of actual or perceived race, color, creed, ethnicity, national origin, citizenship/immigration status, religion, gender, gender identity, gender expression, sexual orientation, disability, or weight.

Discrimination, harassment, intimidation and/or bullying is prohibited in school, during school hours, before or after school, while traveling in vehicles funded by the DOE and on other than school property when such behavior disrupts or would foreseeably disrupt the educational process or endangers or would foreseeably endanger the health, safety, morality, or welfare of the school community.

The following NYC DOE policies further define and prohibit bullying behavior in our school communities, and establish protocols for responding to incidents:

- [Chancellor’s Regulation A-832](#) outlines conduct that constitutes student-to-student discrimination, harassment, intimidation and/or bullying, and describes the procedure for reporting, investigating, and resolving complaints of discrimination, harassment, intimidation, and/or bullying.
- [Chancellor’s Regulation A-831](#) outlines conduct and communication that constitutes student-to-student sexual harassment, and describes the procedure for reporting, investigating, and resolving complaints of peer sexual harassment at the school level.
- The [Citywide Standards of Intervention and Discipline Measures](#) includes the Discipline Code as well as the Student Bill of Rights and Responsibilities, which promotes responsible student behavior and an atmosphere of dignity and respect by establishing guidelines to help students as they strive to become productive citizens in a diverse society.
- These Chancellor’s Regulations address interactions between staff and students:
  - [Chancellor’s Regulation A-830](#) prohibits NYC DOE staff members from discriminating against or creating a hostile school environment for a student by conduct and/or verbal or written acts on school property, or at a school function, and sets forth the procedures for reporting and filing complaints.
  - [Chancellor’s Regulation A-420](#) defines and prohibits the use of corporal punishment against students and sets forth the procedures for reporting and investigating allegations of corporal punishment.
  - [Chancellor’s Regulation A-421](#) defines and prohibits the verbal abuse of students by DOE staff members and sets forth the reporting and investigative requirements for allegations of verbal abuse of students.

Dear Parents and Guardians,

I am writing to provide you with information about the Department of Education's Emergency Readiness Initiatives that are in place in all NYC Public Schools.

Every school currently has procedures for emergencies. In 2000, New York State Education Law Section 2801 was enacted requiring schools to develop safety plans regarding emergency response. In July of 2001, the law was amended to require that plans include information for evacuation and sheltering. In accordance with this, "schools need to conduct drills and other exercises to test components of the emergency response plan."

School staff members are trained in various procedures that are outlined in the School Safety Plan and we currently conduct a variety of drills throughout the year to prepare our staff and students. Section 807 of the New York State Education Law requires all schools to conduct a minimum of 12 emergency drills each year. Section 917 of the State Education Law states that schools are required to provide and maintain automated external defibrillator (AED) equipment, and drills are conducted during the year to assess the use of AED units in an emergency. In accordance with Section 3623 of the State Education Law, drills are also conducted at schools that focus on safety on a school bus.

In addition to conducting these types of drills, our school has a Building Response Team that is trained to activate and respond to different incidents that may occur at our school. Under the new General Response Protocol (GRP), every school will be conducting specific drills designed to help prepare all school communities for three different types of responses to emergencies that may occur: evacuation, shelter-in, and lockdown. Opportunities for parent engagement are available at our school to ensure that families are involved in our school-based emergency readiness program. Parent versions of the School Safety Plan are available upon request in the main office, and information explaining the GRP is included with this letter. Many other important resources for families are also available by visiting <http://schools.nyc.gov/Offices/OSYD/default.htm>

Emergency readiness training in schools takes place in September and continues for staff and students throughout the school year. Student training is grade appropriate and designed to ensure that students understand the importance of these drills without causing unnecessary alarm. Please review the General Response Protocols that have been given to all students, and discuss these procedures with your child. All families are reminded to update the Emergency Contact Cards that are on file in our main office. This includes providing and updating information indicating phone numbers, and the names of adults to whom the school may release children in an emergency. Families are also encouraged to register with Notify NYC (<https://a858-nycnotifv.nyc.gov/notifynyc/>) to receive information about emergency events, and call 311 for additional information about a school during an emergency.

Sincerely,  
Principal Ben Honoroff

**Parent/Student Contract: 2019 - 2020 School Year**



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Students- please read the Parent Handbook with a parent/guardian and sign and return this contract to your homeroom teacher by Friday, September 13, 2019.

### Parents

I have read MS 50’s Parent Handbook with my child. I will support my child in upholding the expectations of MS 50. .

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Email Address:

\_\_\_\_\_

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### Students

I have read MS 50’s Parent Handbook with a parent/guardian. I understand the expectations of MS 50. I will follow MS 50 policies and I understand that consequences will result if policies are not followed.

Student Name: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Email Address:

\_\_\_\_\_

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