

The School for Global Leaders Middle School 378



Learning to Change the World

Leadership Handbook 2017-2018

**Keri Ricks, Principal
Cheryl Campos, Assistant Principal
Daniella Phillips, Community Superintendent**

September 1, 2017

Dear Parents and Guardians,

Welcome to the School for Global Leaders! I am excited and honored to provide an education for students so they will have the academic, social and leadership skills to succeed in all of their endeavors. In collaboration with our dedicated partners, we at the School for Global Leaders seek to provide a challenging and rewarding experience for each student.

The handbook you are receiving will provide you with information and guidelines to ensure a successful year. We are committed to upholding the leadership expectations of our school community while adhering to the regulations and policies set forth by the NYC Chancellor of Education. Please take the time to review the handbook carefully. If you have any questions, please feel free to contact me at the school or email kricks@schools.nyc.gov.

As the year progresses we will also be posting important events, news, and announcements on our school website: www.sgl378.org.

We strongly believe that your involvement and commitment to the school will support and enrich student achievement. If you would like to join our Parent Teacher Association, please contact us at (212) 260-5375.

I am looking forward to a productive school year.

Respectfully,

Keri Ricks

Keri Ricks
Principal

For information regarding all things SGL, direct your questions or comments to the parties listed below.

Queries and Contacts List

Queries	Direct To	Contact Info
Attendance, Student Lateness, Uniforms, Official School Letters Metrocards, General Inquiries	D. Rios, Parent Coordinator	(212)260-5375 Dial 2 from the main menu
School Culture and Student Discipline	E. Sanchez, Dean	(212) 260-5375 x2281
Classwork, Homework and Student Progress	I. Matura, 6 th Grade Team Leader E. Bragin, 7 th Grade Team Leader N. Rhoads, 8th Grade Team Leader	(212) 260-5375 Dial 0 from the main menu and ask for the corresponding Grade Team Leader that corresponds with your child's grade
Curriculum	ELA, SS, Art, Native Language Arts: C. Campos, Assistant Principal Math, Science, Phys Ed/Health, Electives: K. Ricks, Principal	(212) 260-5376 Dial 6 from the main menu
Guidance	S. Brandan, Counselor	(212) 260-5375 Dial 3 from the main menu
Restorative Practices	F. Nowak, Restorative Practices Coordinator	(212) 260-5375 Dial 0 from the main menu
Special Education	E. Bragin, Lead Sped Teacher	(212) 260-5375 Dial 0 from the main menu
SONYC After school	V. Munoz, Director	(212) 260-5375 Dial 4 from the main menu
SGL Clubs	K. Ricks, Principal	(212) 260-5376 Dial 6 from the main menu
SGL Sports	F. Nowak, Athletic Director	(212) 260-5375 Dial 0 from the main menu

Saturday Academy	C. Campos, Assistant Principal	(212) 260-5376 Dial 6 from the main menu
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Mission Statement

The mission of The School for Global Leaders is to provide an education so that students will have the academic, social and emotional skills to succeed in high school, college, and all future endeavors. We believe that each student has unique qualities and talents that will enable them to be leaders within the global community. Graduates of the School for Global Leaders will have communication skills, leadership qualities and an awareness of their responsibility to advocate for change in the world.

Integrated Projects Week (IPW)

In collaboration with Columbia University's Center for Environmental Research and Conservation, students at the School for Global Leaders will participate in four Integrated Projects Week sessions. IPW is an opportunity for students to utilize and strengthen their learning through participation in interdisciplinary service learning projects. Integrated Projects Week allows students to discover the profound effects that they can have on the local and global community.

Previous projects have included a puppet show about local poverty, a food drive benefiting City Harvest, simulated news broadcast regarding world diseases, online public service announcement videos, the relighting of a community apartment building with energy efficient light bulbs, and a photography gallery.

Arrival Routines

7:45am – 7:55am: Students report to the back yard on Rivington Street

****Please be advised that students may not be admitted into any part of school grounds, outdoor or indoor, before 7:45 a; therefore, the school will not be held accountable for the supervision of students prior to that time. There are absolutely no exceptions to this procedure.****

7:55 am: Students will pick up their breakfast and report directly to the second floor to eat in a supervised setting. Students are responsible for the proper disposal of all food items and garbage when they have finished eating.

8:00am-8:10am: Official start to the school day for **all students**.

Students must report directly to their 1st period class. Any students arriving to the building after 8:10am are late. ***They will not be provided breakfast or given time to eat their own if brought.*** Late students must go to the Main Office in room 243 to use their student ID to swipe in late prior to 1st period admittance. If a student

who is late does not swipe in they may be marked absent for the day. ***The School for Global Leaders will not responsible for inaccurate attendance keeping if a student does not use their Student ID to swipe into school on any given day.***

Dismissal Routines

Students will be dismissed via the schoolyard exit at the corner of Suffolk & Rivington Streets.

Dismissal times are outlined below*:

	All Students
Dismissal Time Monday through Friday	2:20pm

***Please note:**

- ❖ To ensure your child's safety, please pick your child up from the dismissal exit on time.
- ❖ Those students who attend after school programs may not leave the building and then return. They will report to a designated area.

Student IDs and Daily Attendance Keeping

All SGL students will have Student ID cards that must be used to swipe into school on a daily basis so that attendance can be recorded. Students are responsible for keeping their card in a safe space and swiping in each morning.

The School for Global Leaders will not responsible for inaccurate attendance keeping if a student does no use their Student ID to swipe into school on any given day.

Incoming 6th grade students and newly admitted students will be provided with a Student ID card to be used for their daily attendance. The new ID card is at no charge to families. Lost cards will be replaced at a cost of \$2.00 per card.

Returning students are expected to use the Student ID card that was issued to them last year. If a returning student has lost their ID the cost of replacement is \$2.00.

All students are expected to be using their Student ID cards to document their presence at school by September 25th.

Leadership Expectations for Students:

1. Attend school daily and on time
2. Speak at appropriate times with appropriate language, volume and tone
3. Set a good example for the school by adhering to the rules and policies
4. Respect yourselves, your peers and the school
5. Take care of school and personal belongings
6. Come to school organized, prepared to learn and with a positive attitude
7. Be active learners and listeners
8. Dress for success, adhering to the uniform policy
9. Thoughtfully respond to the ideas and contributions of others
10. Manage time effectively in order to reach your goals
11. Be mindful of the feelings of others
12. Ask for help when necessary

Ways Parents Can Be Involved In Our School Community:

1. Join our PTA! Some specific roles within the PTA might include, but are not limited to, fundraising, field trip organization and chaperoning, facilitating relationships with our partnerships, and organizing school wide events.
2. Volunteer to be a teacher's aide within the classroom.
3. Help teachers with extracurricular and after school programs
4. Attend parent conference sessions
5. At Home: Check in with your child to see what they are learning. Ask guiding question about content to further challenge and support student learning. Be proactive about contacting your child's teachers. Check planners and student calendars weekly.

New York City Department of Education Discipline Code

Each student will receive a copy of the 2016-2017 Citywide Standards of Discipline and Intervention Measures (The Discipline Code) and a copy of a Behavioral Contract, which provides a summary of the required behaviors for your child in school. The Discipline Code and Behavioral Contract are two components of our continuing effort to maintain a safe and supportive environment for all students. It is extremely important that all students understand the school rules and requirements of behavior. Your cooperation in reading these documents and discussing them with your child/ren is therefore greatly appreciated.

You can download a PDF version of the NYC DOE Discipline code at:

<http://schools.nyc.gov/RulesPolicies/DisciplineCode/default.htm>

Student Behavioral Contract (Grades 6 – 8)

Name of Student /Date of Birth/ Class _____

I know that I have a right to:

- ☐ be in a safe and supportive learning environment, free from discrimination, harassment and bigotry;
- ☐ know what appropriate behavior is and what behaviors may result in disciplinary actions;
- ☐ be counseled by members of the professional staff in matters related to my behavior as it affects my education and welfare within the school;
- ☐ due process of law in instances of disciplinary action for alleged violations of school regulations for which I may be suspended or removed from class.

I agree to:

- ☐ come to school on time and swipe in using my Student ID to document my attendance
- ☐ appear for each of my classes at the start time, ready to begin work;
- ☐ be prepared with appropriate materials and assignments for all classes;
- ☐ show respect to all members of the learning community;
- ☐ resolve conflicts peacefully, and avoid fighting inside or outside of the school or at program sites;
- ☐ behave respectfully, without arguing, and cooperate when a staff member gives direction or makes a request. I understand that I will be given an opportunity to voice my concerns at an appropriate time if I do not agree with the request;
- ☐ take responsibility for my personal belongings and respect other people's property;
- ☐ dress appropriately in the school uniform
- ☐ refrain from wearing clothes which have any signs of gang affiliation (e.g. scarves, bandanas) and refrain from using gang signs, calls, chants, movements, handshakes;
- ☐ refrain from bringing weapons, illegal drugs, controlled substances and alcohol to school;
- ☐ refrain from bringing personal possessions that are disruptive (e.g., cell phone, beeper, pager) in school;
- ☐ share information with school officials that might affect the health, safety or welfare of the school community;
- ☐ keep my parents/guardians informed about school-related matters and make sure I give them any information sent home;
- ☐ follow all rules in the Discipline Code;
- ☐ behave responsibly as described in the Bill of Student Rights and Responsibilities.

I have received a copy of the **Discipline Code** and **Bill of Student Rights and Responsibilities**, and understand this contract. I agree to follow the rules of behavior.

Student Name: _____

Student Signature: _____ Date: _____

Student Behavioral Contract
(Grades 6 – 8)

Name of Student /Date of Birth/ Class

{Parent Section}

I have received a copy of the ***Discipline Code*** and ***Bill of Student Rights and Responsibilities*** and understand the behavior that is required of my child.

I agree to help my child follow this agreement by:

- ☐ encouraging my child to be a respectful and peaceful member of the school community
- ☐ discussing the contents of the Discipline Code and the Bill of Student Rights and Responsibilities with my child
- ☐ participating in any discussions and decisions concerning my child's education
- ☐ attending scheduled appointments with school staff
- ☐ assuring that my child attends school dressed appropriately in his/her uniform
- ☐ providing the school with current telephone numbers and emergency contact information
- ☐ alerting the school if there are any significant changes in my child's health, or well-being that his/her ability to perform in school.

Parent/Guardian Name: _____ Date: _____

(Please Print)

Parent/Guardian Signature: _____

Non-Negotiable Rules, Regulations and Policies

1. Attend school daily and on time.
2. **Leave all outer clothing in your locker.**
3. Move quickly and quietly to and from each class. Enter the room quietly, take your assigned seat and begin work immediately.
4. Be prepared to work everyday. Bring in all of the supplies that you need in order to be successful.
5. Do homework nightly.
6. Students are permitted to bring a bottle of water (plastic containers only) and a small, healthy snack (i.e. box of raisins, granola bar) to school. Consumption of any food or drink within the classroom is only with the teacher's permission.
7. Gum chewing is not allowed anywhere in the building-even in the cafeteria.
8. **Do not bring cards, radios, ipods, cellular phones, laser pens, and/or any items that are unrelated to instruction. They will be confiscated! The School for Global Leaders is not responsible for any non instructional items that are brought to school and confiscated by school staff.**
9. Keep your desk and work space clean.
10. Refrain from engaging in physical or verbal violence. Learn to disagree in appropriate ways. Fighting will not be tolerated.
11. Respect the physical space of the school building. Do not doodle, graffiti or in any way deface any piece of school property. Throw trash ONLY in garbage or recycling bins.
12. Show your student ID, program card or hall pass to any adult in the building upon request. You must be issued a pass to leave a classroom.
13. Disrespect and/or insubordination to administration, teachers and all other school will not be tolerated. Remember you must give respect to receive respect in return.
14. **Wear the school uniform every single day. NO EXCPTIONS! Hats are never to be worn in the building.**

Consequences for Inappropriate Behavior and Progressive Discipline

1. Verbal warning
2. Students may be asked to "Take Two." This intervention provides the student with a brief period of time away from the learning activity during which he/she should regain the composure and focus needed to sustain productivity in the classroom.
3. Phone call home to parent highlighting student action and revisiting behavior expectations
4. Working lunch period where students can finish up work that they did not finish in class. Students may also be asked to write a letter describing the specific behaviors they are going to change, how these changes will positively impact their school experiences and the importance of abiding by school policies/regulations. The letter will be photocopied and filed for the school's reference. An additional copy may be sent to the student's home address.
5. After school detention will be held on Wednesday, Thursday and Friday afternoons. If a student receives after school detention totaling more than 10 minutes after standard dismissal time, a parent will be informed by letter or phone call prior to Friday's

dismissal. Students may also be asked to write a letter describing the specific behaviors they are going to change, how these changes will positively impact their school experiences and the importance of abiding by school policies/regulations. The letter will be photocopied and filed for the school's reference. An additional copy may be sent to the student's home address.

6. A meeting with the principal where an improvement plan can be created or an in school suspension will be scheduled based upon the severity of the misbehavior.

Attendance Policy

All students are required to be in attendance each school day. In order to be promoted to the next grade, students must be in attendance no less than 90% of the time. Please note:

- All SGL students will have Student ID cards that must be used to swipe into school on a daily basis so that attendance can be recorded. Students are responsible for keeping their card in a safe space and swiping in each morning
- *The School for Global Leaders will not responsible for inaccurate attendance keeping if a student does not use their Student ID to swipe into school on any given day.*
- If you are absent, you must bring in a note on the day you return to school. The note should state the reason for your absence and must be signed by a parent and/or physician. You are to give the note to your homeroom teacher.
- When you return to school after an absence, you must make up all class work, homework and tests that were missed. It is the student's responsibility to seek out and complete missed assignment.

Lateness Policy

Students who arrive to school after 8:10am are late, should enter the building through EXIT E (across from the cafeteria), and must go to the Main Office to swipe into school to 1st period admittance. Students who have frequent, unexcused lateness to school may have to participate in a working lunch period, detention, and/or a parent conference with the principal.

Homework Policy

Homework will be assigned **every night in all subject areas**. It is to be completed outside of the classroom or during an after-school homework help session. Homework is given for several reasons:

- It gives you a chance to practice what you have learned in class.
- It gives you extra time to finish work that was assigned during the school day.
- It teaches you how to be responsible.
- It helps you to work independently.
- It shows your parents what you are learning in school.

If there are any questions or concerns about homework please check your child's planner, email the teacher, or refer to the school website.

Emergency Contact Cards

Every student is given an Emergency Contact Card to complete. As the name indicates, this card is essential and helps us contact someone in case of emergency (i.e., illness, injury, etc.) This card must be filled out completely with information that is accurate and up-to-date. Students will not be released to the care of any adult unless his/her name is explicitly listed on the green card. Only relatives 18 years or older, who present proper identification, can sign out a child. Written correspondence (i.e. e-mail, letter or fax) are not accepted to sign a child out. Please notify the school immediately if any contact information changes.

Uniform Policy

As a student of the School for Global Leaders, you are expected to dress for success every day. The following dress code will be followed by all of our young ladies and gentlemen:

- **6th Grade**: Green polo shirt (ordered by the school to include our logo)
- **7th Grade**: Blue polo shirt (ordered by the school to include our logo)
- **8th Grade**: Maroon polo shirt
- Khaki pants/skirts
- A solid black SGL Logo pull over sweatshirt may be worn over the uniform shirt during cold weather.
- A solid black ZIP UP sweatshirt may be worn over the uniform shirt during cold weather but it must remained unzipped so that we can see the school logo on the uniform shirt underneath.

Gym uniform:

- Non collared SGL logo gym shirt (blue or grey)
- Black sweatpants with no logos or prints
- Clean, dark colored sneakers

*Students will wear their gym uniforms to school on the days they are scheduled to have physical education class.

The following articles of clothing and items are NOT PERMITTED at any time:

- Headgear, tank tops, sandals, beads, chains or bandanas
- Spaghetti strap or halter top shirts and dresses, or shirts that do not fully cover the midriff
- Clothing that leaves undergarments visible, is too tight, or revealing
- Clothing that promotes the use of alcohol, drugs, or tobacco
- Clothing with printed offensive language, graphic images or innuendos
- Clothing that is offensive in any way

Cell Phone/Electronics Policy

All students will be required to submit their cell phones/electronics to their 1st period teachers. Teachers will secure these items for the entirety of the school day. 8th period teachers will return cell phones/electronics at the end of the day. If your child needs to be reached/contacted, please call the School for Global Leaders using the contact information located on pg. 4. In the case of an emergency, cell phones will be returned immediately to all students.

**** If a student brings is caught using or takes out an electronic device at school or on school trips, it will be confiscated and only returned to a parent or guardian. The School for Global Leaders is not responsible for electronics that are brought to school and confiscated by school staff. In addition, School for Global Leaders will not investigate and is not responsible for any lost, stolen, damaged, etc phones or electronics that are brought to school and not handed it to school staff for safe storage during the day.***

Classroom Libraries

Each classroom contains a small library; students are welcome to select books that engage their interests and are appropriate for their reading level. It is the student's responsibility to:

- Keep all classroom library books in good condition
- Return completed books to the classroom library before taking another
- Adhere to further classroom library policies set forth by their teacher

Visitor Policy

To ensure student safety, all visitors must sign in and obtain an identification badge when entering the building. A valid form of identification is required (state issued driver's license, for example). In all cases, visitors must **first report to the main office** (room 243) before seeing anyone in the building.

Fire Drills and Emergency Evacuations

An emergency evacuation plan is posted near the door in each room in the building. Teachers will review this plan with students. When the emergency alarm or fire alarm rings, students should immediately stand and form two lines to exit the room under the direction of the teacher. *Running and talking are not permitted.* Teachers will take students' attendance once they have reached their designated emergency location outside the school building. Teachers will indicate when students should return to class. Teachers should be in the lead and silence should be maintained.

DOE Communication in the Event of an Emergency

The School for Global Leaders has a safety plan in effect in case of an emergency. In the event of an emergency, the Department of Education will make information available for students and parents as quickly as possible in the "News and Information" section of the Department of Education's website at <http://www.nycenet.edu>. The information will also be available on the City's Government Services and Information phone line (accessible by dialing 311 from any of the five boroughs, or by dialing 212-NEW-YORK from outside of the five boroughs).

These communication mechanisms will provide you with up-to-date information about your child and our school throughout the course of an emergency. They will be used when our school is evacuated during the school day and students are not expected to return to the building before the end of the school day. Thus, you will know where to locate your child. They will also be used when school is closed at the start of the school day in the event of inclement weather or any other unusual circumstance, in which you were not given prior notice of the closing.

Internet Usage

Our classrooms will be equipped with computers for student use. Students will have opportunities to use the Internet for research on a variety of projects and topics. Please know that the use of the Internet is a privilege. The privilege will be revoked if students violate the Department of Education policies regarding its use. These policies include specific prohibition against the following:

- Sending or receiving personal messages
- Accessing pornographic or obscene materials
- Sending or receiving messages that are racist, sexist, inflammatory, hateful or obscene
- Vandalizing data, software or equipment
- Sending or receiving another person's messages without authorization

School Website Email

Each student will be issued an email address through the School for Global Leaders website, www.sgl378.com.

Email from these addresses will be strictly monitored and flagged for inappropriate use/content.

Medical Needs

Parents must notify the school administration if a student has a special medical condition or need. School personnel cannot administer any type of medication to students. Parents must provide the school with a doctor's note that includes dosage, storage instructions, and the original prescription bottle/container for those students who must take prescribed medication during the day. Students must report to the nurse's office with a valid pass to receive medication. Health personnel will log all administered student medication.

If your child has a medical condition, or requires special services, contact the Department of Education at (212) 374-6097. Provide the child's name, school, class and a description of your child's special needs. An evaluation of your request will then be performed by the Department of Health and the Department of Education. A decision will be made as to whether your child qualifies for Section 504 services of the Rehabilitation Act, the Americans with Disabilities Act, and various New York City and State laws. You will be informed of the decision within 30 days.

Child Custody

Our school recognizes that issues related to legal custody of students are complex and can impact a student's educational experience. Parents and legal guardians are strongly encouraged to stay abreast of their children's academic progress. Parents may review their child's records. Requests to review should be made to the school administration, and will be granted within 45 days,

according to New York City law. If a non-custodial parent requests access to a child's records, the school will notify the legal parent, guardian, or institution where the child resides. Unless the custodial parent informs the school of a legal document or court order revoking the non-custodial parent's rights of access within 45 days, the record will be made available to the non-custodial parent.

Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the parent or legal guardian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property.

Videotape and Photo Consent Form

From time to time, our school may be showcased in a variety of educational magazines, newspapers, etc. Teachers and students might be included in photographs, videotapes and/or films. Your child will NOT be videotaped, photographed or filmed without your written consent. Please read the following form carefully. Sign and return the form to school if you are giving permission for your child to be photographed, videotaped or filmed.

THE NEW YORK CITY DEPARTMENT OF EDUCATION

Carmen Farina, *Chancellor*

Office of Communications & Media Relations

52 Chambers Street, New York, NY 10007

Tel.: 212-374-5141 Fax: 212-374-5584

CONSENT TO PHOTOGRAPH, FILM OR VIDEOTAPE A STUDENT FOR NON-PROFIT USE

(e.g.: educational, public service or health awareness purposes)

Name of Student: _____

School: _____ Class: _____

I, _____, hereby consent to
the participation

(Parent or Guardian's Name)

in interviews, the use of quotes, and the taking of photographs, movies
or video tapes of

my son/daughter and his/her school-related work by

_____.

I also grant to _____ the right
to edit, use and reuse

said products for non-profit purposes. I also hereby release the New
York City Department of

Education and its agents and employees from all claims, demands, and
liabilities whatsoever in
connection with the above.

(Signature of Parent/Guardian) (Date)

Trip Guidelines

- School trips will be aligned with course curriculum.
- Specific trip criteria* (i.e. which students will be taken & why, what guidelines students must meet before or after the outing, etc.) should be outlined in the trip form/permission slip sent home to parents.
- Students must return the signed trip form to school *no later than 2 days before* the scheduled trip.
- Each trip will require a new permission slip to be signed.
- **Students who do not have a signed trip form on file the day of the outing will not be permitted to go on the trip.** Students will not, under any circumstances, be permitted to call home for verbal consent the day of the trip.
- **No cell phone use on trips**

*Please note that student participation in school outings/class trips is always contingent upon their consistent display of the leadership behaviors/expectations as outlined in the *Leadership Handbook*.

Sample Trip Consent Form

I _____ hereby give permission for my son/daughter
Parent Name (Print)

_____ of Class _____ to accompany his/her class on a trip
Student Name (Print)

to _____ on _____.
Date of Trip

I understand that the class will leave at approximately _____ and will return to
school at approximately _____. Enclosed is the cost of the trip _____.
\$ amount

I understand that the class is traveling by _____.
subway/bus/foot

Lunch arrangements: _____

Other: _____

Emergency Contact Information:

Parent/Guardian Signature: _____