

GUIDELINES, POLICIES AND SERVICES

Agenda Book

The Agenda Book is to be carried to all classes. Students are responsible for keeping the Agenda Book up to date and for recording all homework assignments, quizzes, projects and tests. The Agenda Book must go home at the end of each school day.

Letters/Notices to Parents

Any letters or notices for parents must be placed in the pocket of the student Agenda Book and given to parent(s).

Dress Code

School is a serious place of learning and business. Students are expected to come to school dressed appropriately in clean and neat attire.

UNACCEPTABLE Dress for School:

- Short shorts or mini-skirts, with or without leggings, tights or stockings (shorter than 5" from the knee)
- Strapless or spaghetti strap tank tops (Straps should be 3" in width)
- Shirts that do not cover the chest or torso
- Inappropriate words, slogans or images on any article of clothing
- Coats or jackets worn inside the building
- Head gear, unless for religious purposes
- Colors, flags, do-rags or bandanas worn or hanging from pockets

Please note: Jewelry is discouraged from being worn in school

Personal Property

The only personal property students should bring is that which is necessary for school work and school related activities. iPod/MP3 players, cell phones, electronic games, cameras, skateboards, sports equipment, etc., are prohibited and will be confiscated (if seen or heard) until recovered by parent(s).

Official Passes for Leaving Classes

Students should only leave class when it is absolutely necessary and must obtain an Official Pass from his/her teacher. Students are encouraged to bring bottled water to school instead of leaving the room during instruction to get a drink of water. Students who have a medical excuse to frequently use the bathroom are required to bring a note from a doctor to school.

Flow of Hallway Traffic during Passing

Students must walk on the right side of the hallway and on stairwells. Standing to talk, running or playing during passing will block traffic, creating an unsafe situation and is therefore prohibited.

Outdoor Lunch (Non-captive)

Students are permitted to leave school grounds during the lunch period. Students are encouraged to bring lunch to school. When purchasing lunch it is advised that students go only to the stores and restaurants in the immediate area of the school and remain in the vicinity of the school. It is expected that all students will return to Official Class on time at the conclusion of the lunch period. No food or drink (except water) is permitted in classrooms.

Staff Voice Mail

Messages can be left for all William Alexander Middle School staff by calling the school telephone number (718- 369-7603) and dialing the mail box number of the staff member you wish to contact. A directory of staff voice mail box numbers and instructions on using the voice mail system will be sent home with students.

Report Cards

Report Cards are generally sent home with students in mid-November, mid-February, at the end of April and at the end of the school year. Progress Reports or Alerts are sent at least once a semester or as needed. For more information on report cards grades, see Grading Criteria on page 6.

Conferences

Parent-Teacher Conferences are held for students in all grades during Open School Weeks, generally in November and February. Conferences can be arranged at other times. Parents are encouraged to contact staff members by their preferred mode of communication, as per their curriculum letter.

Leaving the School Building

In order to leave the school building early, you must be picked up and signed out by a parent or legal guardian. Under no circumstances will any student be sent home with any person who does not have a written and verifiable consent from the parent(s) or guardian(s).

Lunch Program

The Lunch Program is managed by a professional dietitian. Free lunch is provided for eligible students. A federal government form, from which eligibility is determined, is sent home with every student at the beginning of the school year. **Every family despite eligibility must complete this form**, as the results affect the school's funding status for several programs. Please complete your lunch form and return it during the first week of school.

Public Transportation

All students entitled to a full or reduced fare Metro Card will be provided one during the first week of school in September. Eligibility is determined by the NYC Board of Education, Office of Pupil Transportation. The Metro Card is good for six school months. A second card will be issued in February. It is important that students safeguard their Metro card, which can take up to two weeks to replace if lost.

School Based Health Center – SUNY Downstate/Long Island College Hospital (SUNY/LICH)

The SUNY Downstate Medical Center of Brooklyn at Long Island College Hospital offers health services at William Alexander Middle School. The School Based Health Center provides no cost comprehensive health care on-site for any student registered after their parent(s) or guardian(s) have signed and returned a consent form to the health center. At that time, the registered student can receive physical, mental health and health educational services. Consent forms will be distributed to all Official Class teachers during the first week of school and additional forms can be picked up in the health center next to the Main Office.

Comprehensive Pupil Personnel Support Team (CPPST)

The CPPST is a team comprised of Administrators, Guidance Counselors, Support Service Counselors, and Teachers. The function of the CPPST is to determine what intervention plans can be made for students at risk.

School Based Support Team (SBST)

The School Based Support Team consists of a Social Worker, Psychologist, Educational Evaluator and a Family Worker. Their primary function is to evaluate children who have learning, social or emotional needs. Students can be referred to the SBST by school staff or parents. Additionally, the SBST provides counseling as well as parent and teacher consultation.

School Leadership Team (SLT)

The School Leadership Team's fundamental purpose is to create the Comprehensive Education Plan that includes the school's overall educational vision, its goals and priorities, the strategies that will be used to achieve that vision, and the alignment of resources to accomplish those strategies. The SLT consists of parents, teachers, and administration who meet once a month. The SLT minutes are posted in the main office. We urge each constituency to communicate with its members so that all voices are heard.

The Parent Association (PA)

As a parent, it can be a challenge to understand how everything works at a large, busy school like MS 51. You can stay informed by attending the monthly PA meetings, checking your child's agenda book for PA newsletters, obtaining PA information from our [Parent Coordinator, Julia Castro](#), or from our website at www.ms51.org.

Our priority for support this year is to continue to support technology advances at MS 51, as well as provide direct grants to teachers and departments for needed classroom supplies and equipment. We have also made it easier for parents to support our school financially by creating a not-for-profit organization called **Friends of 51**. Tax deductible contributions, payable to **Friends of 51**, can be sent to the school, attention MS 51 PTA or at [NY Charities](#).