



**YORKVILLE EAST**  
**MIDDLE SCHOOL**

**Family Handbook**

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Dear Yorkville East Middle School Families,

Welcome to Yorkville East Middle School! We are extremely excited to have the opportunity to get to know you and your child. I hope that your child finds his/her experience at Yorkville East to be academically enriching and socially nurturing while also one that enhances creativity and deepens understanding of the world. At Yorkville East, our core values speak to these goals and serve as guidelines to help us work effectively together throughout the year. As you navigate your child's middle school years at Yorkville East, please keep these values in mind as you guide your child's decisions, socialization, and passions. Our core values are:

**Academic Rigor** is our commitment to challenging, enriching education that deepens thinking about the world around us.

**Student Voice** describes our commitment to hear and enhance our students' ability to express their thoughts, opinions and findings in a professional manner through individual and collective action.

**Collaboration** is the commitment to teamwork and learning from one another.

**Self-Direction** is the belief that the role of education is to provide the knowledge and confidence to choose an academic path and build on interests, ask questions and investigate the world.

**Empathy** is our deep regard for the people and the world around us, treating everyone and everything with compassion and understanding.

I believe education plays a crucial role in your child's lifelong success. I also feel that school and your child's learning experience should be captivating and help broaden the lens used to view the world. Growing up, I was taught and inspired by an amazing group of educators who instilled in me a passion for learning and a commitment to make a difference. Like our teachers and your family, I am committed to working relentlessly to support a learning environment where each of our children is cared for and valued.

I thank you in advance for your support and collaboration.

Warm regards,

Christina Riggio, Principal

## **INTRODUCTION**

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The content of the Yorkville East Middle School Family Handbook reflects the expectations for professional culture within our building. The foundation of Yorkville East Middle School is built on the mission and vision that looks to the future of successful, well-rounded, high school and college-ready graduates whose understanding of and regard for the world around them will help them to make a positive impact on their society. The instructional guidelines within are to help inform the way we reach our students and provide them with a supportive, thoughtful learning environment that excites their passion for learning while creating a unified standard of excellence across disciplines. When in doubt, refer to this handbook as the first resource. As we are a growing school, certain sections may be amended or new sections added. You are welcome to make suggestions that will modify the handbook. When changes occur, you will be notified and provided with an updated version.

## **OUR MISSION**

MS 177 prepares students to be critical thinkers, effective problem solvers and powerful communicators in a rapidly changing 21<sup>st</sup> century world. We engage students in an education that broadens their interests and deepens their understanding of the world around them in both the social and physical sciences. By embracing academic rigor, student voice, collaboration, self-direction, and empathy, our students will have the confidence, tenacity and skills for success.

## **OUR CORE VALUES**

**Academic Rigor** is our commitment to challenging, enriching education that deepens thinking about the world around us.

**Student Voice** describes our commitment to hear and enhance our students' ability to express their thoughts, opinions and findings in a professional manner through individual and collective action.

**Collaboration** is the commitment to teamwork and learning from one another.

**Self-Direction** is the belief that the role of education is to provide the knowledge and confidence to choose an academic path and build on interests, ask questions and investigate the world.

**Empathy** is our deep regard for the people and the world around us, treating everyone and everything with compassion and understanding.

## **OUR APPROACH TO TEACHING AND LEARNING**

At Yorkville East Middle School, we embrace a philosophy in which students have opportunities to explore their interests, derive new understandings, and view the world from a multitude of perspectives. To do this, we treat the physical and social sciences equally, ensuring that students build a strong foundation in all content areas, enabling them to make educated and well-informed decisions as they grow.

We also embrace a holistic approach to education, one that fully supports our students throughout their middle school years. We will have daily advisory periods and an advisory curriculum that focuses on building social-emotional skills and strong academic habits. Advisories are looped, meaning that students will be paired with a single advisor that will support them through their middle school experience.

## **ACADEMICS**

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Yorkville East Middle School will have approximately 240 students at full capacity serving grades 6 through 8. There are approximately 30 students per class, and there are 3 classes per grade.

### **STUDENT SCHEDULES**

In 6<sup>th</sup> and 7<sup>th</sup> grade, students are grouped into Advisories with whom they travel throughout the majority of the school day. In 8<sup>th</sup> grade students will travel with different groups of students throughout the school day. In addition to AM and PM Advisory, there are 8 periods each day. Periods are approximately 45 minutes in length. Throughout the course of the week, all students will take:

- 7 periods of Mathematics
- 7 periods of ELA
- 5 periods of Social Studies
- 5 periods of Science
- 3 periods of Cerebral Diversity
- 2-3 periods of Physical Education/Health
- 2 periods of Art
- 1 period of Advisory
- 2 periods of Mandarin

### **SAMPLE STUDENT SCHEDULE**

Please note that the schedule outlined below is a SAMPLE schedule. Student schedules, while similar, will not be this exact schedule.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>AM Advisory Arrival: 9:00am- 9:25am</b>	AM Advisory & Check-ins	AM Advisory & SSR	AM Advisory & SSR	AM Advisory & SSR	AM Advisory
<b>1 9:25-10:09</b>	Social Studies	Math	Social Studies	Math	Advisory
<b>2 10:09-10:53</b>	Math	Social Studies	Phys. Ed	Social Studies	ELA
<b>3 10:53-11:37</b>	Math	Science	ELA	ELA	ELA
<b>4 11:37-12:21</b>	ELA	Art	Math	Art	Social Studies
<b>5 12:21-1:05</b>	Science	Mandarin	Math	Mandarin	Phys. Ed
<b>6 1:05-1:49</b>	Lunch	Lunch	Lunch	Lunch	Lunch
<b>7 1:49-2:33</b>	Phys. Ed	ELA	Science	Science	Math
<b>8 2:33-3:15</b>	Cerebral Diversity	ELA	Cerebral Diversity	Science	Cerebral Diversity
<b>PM Advisory Dismissal: 3:15pm-3:20pm</b>	PM Advisory	PM Advisory	PM Advisory	PM Advisory	PM Advisory

## COURSE OVERVIEWS

In alignment with our mission, Yorkville East Middle School offers:

- A. **Challenging Core Academic Courses:** Students take four major courses: ELA, Social Studies, Science, and Math. These courses are designed to push students to their greatest academic capabilities while providing strong foundational skills needed for high school and beyond. In these courses, we focus on fusing critical thinking, fostering a sense of agency, and utilizing discipline-specific literacy skills and strategies.
- B. **Advisory Program:** The advisory program is an integral part of Yorkville East's mission. Every student is assigned to an advisor for the duration of their three years. The advisor meets with them each day during AM and PM Advisory and once a week during an extended Advisory period. Each advisor works with approximately 15 students, and is responsible for checking in with their advisees daily. Because advisors are a parent's primary point person for inquiries and concerns, advisors will reach out to establish a connection with families early in the year and communicate often regarding student progress and development.
- C. **Cerebral Diversity:** At Yorkville East Middle School, we honor the different ways in which the human brain thinks and learns. To further highlight this belief, we have established Cerebral Diversity, a period in which students engage in enrichment, extension or intervention activities. All teachers at Yorkville East Middle School take part in Cerebral Diversity and are responsible for planning and implementing lessons that enhance student learning and open their minds to new learning. By providing enrichment and extension to students, teachers utilize this time to share their interests with the students during these nine-week mini courses.

## ASSESSMENT, HOMEWORK & GRADING

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### ASSESSMENT

At Yorkville East, teaching builds on current learning and understandings of students in our classrooms by utilizing ongoing assessments of student learning to plan instruction. For this reason, teachers incorporate a variety of assessment tools to inform their teaching. In addition to formal assessments, ongoing assessments such as running records, conferences, and exit slip quizzes, give teachers information about what to teach and re-teach in upcoming lessons. Group and individual projects, published writing, and presentations also help us assess understanding. Devising rubrics for and with a class for an upcoming project, anticipation guides, class discussions, exit slips, and student reflections are all examples of how assessment is embedded in everyday teaching and learning.

Assessments at Yorkville East Middle School include oral, written, standardized, and non-traditional. In accordance with our school values, students are encouraged and supported in their abilities to articulate their thoughts and understanding in a productive and academic manner that includes both oral and written forms. This helps students develop a voice that is uniquely theirs while building the skills necessary for success in academic and professional forums.

This year Yorkville East will be placing greater emphasis on student notebooks in ELA, Social Studies and Science. Notebooks highlight student thinking and learning as well as how they grapple new content throughout the year.

As per New York state law, students take the New York State ELA and Math Exams in the spring. Without teaching to the test, we investigate what the test tells us about our children and our teaching, and embed test-like questions in our formative assessments throughout the year, preparing students for the state tests while still encouraging their love of learning.

### **HOMEWORK POLICY**

In accordance with the Chancellor's Regulations, homework is considered to be a vital component of the learning process. It is a reflection of the classroom activity which:

1. Enhances the academic growth of the student
2. Prepares the student for subject lessons
3. Stimulates and furthers individual concepts
4. Reinforces concepts taught in the classroom
5. Develops independent study skills to foster initiative, responsibility and self-direction.

The total average time spent on homework for all subjects is approximately 1.5 hours daily. This does not include 30 minutes of independent reading. Individual teachers assign between 20-30 minutes of homework each night, and utilize Jupiter Ed to communicate homework completion to parents and students.

### **GRADING POLICY**

Grades are used as indicators of student progress and accomplishment within a content area. All grades are based on objective criteria, which are tracked throughout each marking period and the school year. Students receive number grades ranging from 55% to 100%. No child will receive a grade lower than 55%, which is considered a failing grade on their STARS report card. Please note that this may differ from a child's grade in Jupiter Ed as Jupiter Ed is a reflection of the teacher's grade book. Grades will be updated in our Jupiter Ed system so that Advisors, students and parents can track student progress. However, please note that teachers require ample time for grading and providing quality feedback to children on their work. This means students and parents should not expect grades to be updated within a reasonable time period.

### **ZEROS, LATE WORK & MISSING ASSIGNMENTS**

Missed tests or quizzes should be made up immediately following the student's return to school with an excused absence note. Homework, classwork and all other assignments are to be handed in on the due date assigned by the teacher.

Each grade team has created an agreed upon approach to late work. Depending on the grade, late assignments may be subject to incremental deductions or may not be accepted at all. Students are held responsible for reaching out to teachers if there is any foreseeable obstacle regarding an assignment before the due date. Parents please work with your child and encourage them to reach out to the teacher as it is import for the student to learn how to self-advocate.



## **ACADEMIC INTEGRITY**

Students are expected to submit their own work, to attribute materials they cite from other sources, and to refrain from any activity that might be construed as cheating or dishonesty (copying from others, plagiarism, etc.). Students are also expected to contribute equally to collaborative projects and seek support from peers or teachers when they are in need of help. If students do not adhere to this policy, they will receive a warning and be asked to make up the assignment individually. If the student continues dishonest behavior, they will receive additional assignments regarding the topic of plagiarism in addition to redoing the original assignment. Parents will be contacted once any steps are taken to address the behavior.

## **CLASS ASSIGNMENTS**

Students received their September classroom assignments by mail over the summer. Yorkville East Middle School does not accept requests for class assignments. Once placement decisions are made, changes to an Advisory assignment will not be considered. Changes to an Advisory assignment may be made, however, if a child requires an IEP (Individual Education Plan) or as a result of a modification to an IEP.

## **STUDENTS AT RISK OF FAILING OR DECLINING PERFORMANCE**

Yorkville East Middle School will send a 'Promotion in Doubt' letter home in January if students are not passing their core classes. Students are regularly informed of their performance through tests and quizzes and updates on Jupiter Ed. Parents are encouraged to check folders, notebooks, Jupiter Ed and homework regularly. In addition, the school sends printed progress reports midway thru each marking period and report cards at the end of each term.

## **STATE STANDARDIZED TESTS**

All children participate in the New York State testing program. 6<sup>th</sup> and 7<sup>th</sup> graders take two exams, the English Language Arts (ELA) and Math. In 8<sup>th</sup> grade, students take the NYS ELA, Math and Science test. (If the student takes the Algebra I Regent's exam, he/she will not take the NYS Math test) Grading is on a scale of 1 to 4, with 4 being "Exceeds the learning standards", 3 being "Meets the learning standards", 2 being "Partially meets the learning standards or meets part of the learning standards" and 1 being "Shows serious academic problems."

## **DISCIPLINE CODE**

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### **CODE OF CONDUCT**

At Yorkville East Middle School, we believe that the best discipline policy is a strong, proactive school culture where staff works relentlessly to address student behaviors and academic and social-emotional needs. To do this, staff members keep accurate records of student behavior, discuss those behaviors, the causes and triggers of those behaviors, and how to best support students in their growth. This type of culture is both a preventative measure and a way of thoughtfully responding to issues rather than reacting punitively.

As a school we are in the process of implementing a Restorative Practices program to support our school community and eventually address conflict in a constructive and cooperative manner. Within this program students learn to take responsibility and be respectful to collaboratively create a safe environment and tight-knit community.

Our **Code of Conduct** is based on four principles:

**Be Prompt:** All school members are expected to be on time for school and class. Students are also expected to turn-in assignments on time and follow teacher/assignment directions in a timely manner.

**Be Prepared:** All school members are to be fully prepared for school every day. This includes bringing the appropriate materials (homework, pens/pencils, books) to class, completing assignments, and arriving ready with a growth mindset every day.

**Be Polite:** All school members are expected to be respectful and polite to all members of our school community at all times.

**Be Productive:** All school members are expected to utilize school time effectively and work productively at all times.

**The Department of Education has also released a discipline code under Chancellor's Regulation A-443 that can be found on the DOE website.**

### **DRESS CODE**

While we are not a uniform school, we still have expectations for student dress. Clothing that disrupts learning or the school community should not be worn in school. Thus, clothing should be clean, neat, sized appropriately (not too tight or too loose), and should not reveal underwear or too much skin.

- Clothing should be free of offensive or hurtful language, statements or images that would upset others.
- Clothing originally designed for undergarments should not be worn as outerwear.
- It is expected that students bring gym shoes on days scheduled for physical education.
- Hats or hoods should not be worn indoors.

Students who wear inappropriate clothing will be provided alternatives at school and/or asked to call parents to bring a change of clothes.

### **DISRUPTIVE DEVICES**

Any equipment that interferes with the educational environment including spinners, slime, etc. are not permitted in the school building or on the school grounds at any time. The following items are specifically not permitted: skateboards, scooters, rollerblades, PSPs (or other hand-held video game devices), iPods (or any electronic device), wheels on shoes, or any item (toy, etc.) that resembles a weapon of any kind. These items will be confiscated and returned to the child's parent. If teachers would like students to bring in a toy/device as part of a lesson or project, they will put the request in writing to parents with an explanation of how it supports the curriculum.

### **CELL PHONE POLICY**

In accordance with the revised Department of Education policy regarding cell phone use, we wanted to share with you MS 177's policy for personal electronic devices, including cell phones, laptops, iPads, portable music devices, and entertainment systems.

Student possession and use of electronic devices in school is permitted only under the circumstances described herein.

All students may use these devices before school begins and after school ends outside of the school premises (this includes the yard). These devices must be kept out of sight in the students' backpack and turned off during the instructional day, including on-site lunch and recess, before/after school programs, and during school-sponsored activities, such as field trips.

Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment.

All students granted the privilege to go off-campus for lunch must remain in a group of 3 while off-site. At least one student within the group must have a cell phone whose number is provided to school administration in case of emergency. The purpose of cell phones during this time is strictly for safety and communication. Cell phones should not be used for any other purpose during this time. Students must adhere to the following guidelines regarding cell phone use during off-site lunch.

- The use of social media during lunch is strictly prohibited.
- Taking pictures is prohibited.
- Students should refrain from using cell phones or other electronic devices while in transport or public spaces, especially as this may attract unwanted attention from others in the surrounding community.
- Any student found to be using social media, taking pictures, or conducting themselves in an unsafe way during off-site lunch will have their off-campus lunch privileges revoked.

As a reminder, anytime a student uses cell phones, computing devices, and/or portable music and entertainment system in violation of any provision of the DOE's Discipline Code, the school's policy, Chancellor Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("ISUSP") they can be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

In the event a student is found using a cellular phone in violation of this policy the school will consider the consequences, such measures may include but are not limited to:

- Student will be given a warning
- Confiscation of cell phone and return at end of school day
- Confiscation of cell phone and return to parent/guardian following a conference
- Revocation of privilege to bring item to school.

**THE SCHOOL IS NOT RESPONSIBLE FOR THE LOSS OR DAMAGE OF ANY PERSONAL PROPERTY OF STUDENTS OR VISITORS, INCLUDING, BUT NOT LIMITED TO CELLULAR PHONES.**

## **ARRIVAL & DISMISSAL PROCEDURES**

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### **SCHOOL HOURS**

Monday through Friday 9:00am- 3:20pm

### **STUDENT ENTRANCE FOR BREAKFAST**

School begins at 9:00am and all students should be in their AM Advisory seat at 9:00am. Students who wish to have breakfast will be directed to the *large* cafeteria beginning at 8:35am. *They may not enter the building prior to 8:35 unless they are attending Open Gym.* (Open Gym is held Monday, Wednesday, Thursday and Friday beginning at 8:00 am. Students may enter the school via the main entrance and go directly to the small gym on the 5<sup>th</sup> floor.) Students who do not wish to go to breakfast will not be allowed to ascend the staircase until their teachers pick them up in the cafeteria.

### **DISMISSAL**

Students are dismissed at 3:20pm each day. Students will have 5 minutes to put on their hats, coats, gloves, etc. during PM Advisory. Students will then line up and their advisor will take students down the main staircase to the cafeteria/main entrance. If students have after-school, they will proceed to the small cafeteria. If not, they must leave the building. All students must exit through the main entrance. They should not loiter in front of the building. Once a student leaves the building after dismissal he/she is not permitted to enter again that day.

### **BUSSING & METRO CARDS**

All New York City children who live within qualified distances from school, as defined by DOE, are entitled to a free pass to use on the MTA system (although this benefit is dependent on MTA policy) while 6<sup>th</sup> graders **may** also qualify for yellow bus service. *Note: If a child takes a DOE bus and arrives late due to a late bus, the child is marked as late, but receives a code of 'late bus'.*

Students residing within a given distance from the school may be provided with an MTA bus and/or subway pass. This pass enables eligible children to ride to and from school for free and is valid on school days only. The type of pass a child receives is pre-determined by the DOE, based on each child's official home address. Yorkville East Middle School does not determine if a child is to receive a Metro Card and the type (bus or train) a child receives. Eligible students will receive two passes during the school year, one in September and one at the beginning of the second term.

If a student loses a Metro Card, s/he should go to the Main Office between 3:00pm and 3:20pm to receive a replacement card. Replacement of a lost Metro Card is a complicated administrative task and children are encouraged to take care of their Metro Cards and not to lose them.

For assistance on transportation- related concerns and questions, contact Iris Morales at [IMorales@ms177.org](mailto:IMorales@ms177.org).

### **ATTENDANCE**

DOE Attendance rosters are scanned by 9:25am each morning. If a student arrives after attendance rosters have been submitted, he/she must check-in with the main office on the 4<sup>th</sup>

floor which includes signing the 'late arrival' book and receiving a late pass prior to going to class.

If a student misses more than 2 days in a row, 3 days in a month, or is developing a pattern of lateness, Yorkville East will reach out to the family about the students' well-being. Chronic Absenteeism (CA) is missing 20 or more days in a school year. This is equivalent to one month of school, and this can occur simply by missing two days per month. Studies show that missing 20 or more days is a tipping point for academic failure.

Yorkville East recommends that students aim to have less than 10 combined absences and lateness's per year. If a student has accumulated more than 10 combined absences and lateness's, it is very important that the student provides medical or other documentation so that the school can record and code these absences/late arrivals appropriately. Please note that 'explained' and 'unexcused' absences are perceived differently by the high school admissions departments.

If a student is absent for any reason, please send a note with your child when s/he returns to school. The note should explain why the child was absent. The child should bring the note to the main office, where he/she will either hand the note to Ms. Morales or Ms. Williams.

If a child will be absent for an extended period of time, families are encouraged to contact their child's teachers directly to inform them of the absence and to make arrangements for homework and other missed assignments.

Often a note from a parent or a doctor is sufficient for an absence to be coded as 'explained'. If a child went to a doctor, they should bring a doctor's note to school. Please note the definitions below for 'explained' versus 'unexcused' absences.

**Explained Absences:** Absences due to illness, religious observance, or a family emergency are considered 'explained'.

**Unexcused Absences:** When students miss school due to extended family vacations or other reasons that do not fit the categories outline above, these absences are recorded as 'unexcused'.

Regardless of the reason for an absence, students are responsible for the materials missed. Teachers will work with students to help them make up work missed due to an excused absence.

#### **LATE ARRIVAL**

School starts at 9:00am and each child should be in his/her Advisory seat at 9:05am. If a child comes to school late, the child should bring a note explaining the reason for the late arrival, particularly so the event can be coded as 'explained'. Please realize that a note does not reverse the fact that a child's arrival to school was late. The note should be brought to the main office and given to Ms. Morales or Ms. Williams.

#### **EARLY PICK UP**

If a student has to leave school early for any reason, prepare your child in advance.

**Parents/Guardians must go to the main office on the 4<sup>th</sup> floor when arriving to pick up a child. This person MUST be listed on the student's blue card, otherwise the child will not**

**be released.** Staff members will not bring students down to the Security desk to accommodate families.

### **HALF DAYS**

Half days are scheduled several times during the school year for Parent/Teacher Conferences, Professional Development and a variety of other reasons. On half days, students are dismissed at 12:20pm. School buses will run their normal routes. If your child has consent to walk, he/she will be dismissed as normal.

### **SCHOOL MEALS, RECESS AND SAFETY**

Yorkville East offers breakfast and lunch both of which are served in the cafeteria.

#### **SCHOOL MEALS**

##### *Free Meals*

Breakfast and lunch are free to all students. At the start of each school year, families will receive a Lunch Form, which must be completed and promptly returned to the school. This will help determine our school's funding next year.

##### *Breakfast*

Breakfast is served between 8:35am – 8:55am. Breakfast is free to all who wish to have it. Students who arrive at school before 8:55am are required to go to the large cafeteria, even if they do not have breakfast.

##### *Lunch*

Lunch is served from 1:10pm to 1:40pm in the small cafeteria. In addition to eating lunch, students will have approximately 20 minutes of recess time in the yard (weather permitting).

#### **SUGAR AND SNACK POLICY**

Healthy, well-rounded diets help support healthy, focused students in our school. To promote healthy habits, sustained energy and greater focus, Yorkville East has instituted a Sugar and Snack Policy.

Sugary foods, including candy, soda, and frappes are not allowed during school breakfast or during snack. Students consuming these types of foods before school or during snack will be asked to dispose of the item(s).

To support our students in remaining focused and energized throughout the day, we have instituted a snack time mid-morning. The school does not provide these snacks, and it is the student's choice to bring one. At the beginning of 3<sup>rd</sup> period (4<sup>th</sup> period if students have Physical Education during 3<sup>rd</sup> period), students may consume a healthful snack during class. Instructional time is not lost as a result of this policy, and students are expected to bring and consume snacks that are not disruptive to the learning process. Guidelines for snack time are below.

- Snacks must be healthful. Water is the only beverage that may be consumed during this time. Only **clear** water bottles are permitted.
- Snacks should not contain nuts. Many of our students have nut allergies. We ask all families to be conscious of this and refrain from sending a nut-based snack to school with their child.

- Snacks must not disrupt the learning process or instructional time. Students are expected to complete all classroom/instructional tasks while eating their snacks.
- Students must dispose of all wrappers and containers properly. Classrooms must remain free of garbage.
- Students may not share or trade snacks

### **Healthful Snack Options**

#### **Grab-and-Go Snacks**

Fresh Fruits (apples, pears, bananas, etc.)

Dried Fruit

Fruit Leathers

Vegetables (carrots, celery sticks, peppers, etc.)

Whole grain muffin

Popcorn

Granola Bars (nut-free)

Yogurt

String cheese

Applesauce

Pretzels

#### **Prepared Snacks**

Crackers and cheese

Veggie pocket: pita pocket with hummus and slice vegetables

Pita chips and hummus

### **NOT PERMISSABLE**

Chips

Cookies

Candy Bars

Sugary drinks including gatorade, powerade, soda etc.

Frappuccinos, smoothies, bubble tea, etc.

Students attending out-lunch may not bring snacks and open containers into the building

### **CAFETERIA RULES**

Children may bring their own lunch to school. We encourage children to bring healthy foods and snacks.

The use of cell phones, iPods and other electronic devices is not permitted in the cafeteria or school grounds at any time, including breakfast and lunch. During out-lunch, cell phones are permitted for safety purposes, but should be kept in backpacks and only utilized in case of emergency.

### **OUT-LUNCH POLICY**

Yorkville East students may have the opportunity to leave the school grounds during lunch. This

is considered a privilege which will be granted to students on merit. Students who wish to go out for lunch must meet both academic and behavioral expectations before privilege is granted and continue to meet these expectations if they wish to continue receiving out-lunch privileges. If a child does not meet these expectations or is late to afternoon class, privileges will be revoked.

Students granted permission to leave the school for lunch must stay within a 2-block radius of the school. This means that:

- Students may not cross 79<sup>th</sup> Street
- Students may not travel below 75<sup>th</sup> Street
- Students may not go beyond First Avenue
- Students may not go beyond John Jay Park

Since we value our relationship with the community businesses around Yorkville East, it is our expectation students conduct themselves graciously while outside for lunch. This expectation involves returning to afternoon classes on time and treating the people and public spaces in our neighborhood with respect. If we should receive any complaints outside the school, or if a child is acting in an unsafe way while at out-lunch, we reserve the right to revoke out-lunch privileges permanently.

Every student will be required to complete an Out-Lunch request form which will be signed by the child, parent and Advisor.

#### **OUTDOOR RECESS**

Yorkville East follows DOE policy when allowing students to go outside for recess. If it is raining or snowing, students are not permitted to go outside. If the yards are icy or the ground is slippery, Yorkville East administrators will use their discretion to determine if students will be allowed outside. Parents should make sure their children are dressed appropriately based on the weather conditions. If a student is not properly dressed for the day's weather (i.e. coat and hat) that student will not be allowed outside for recess. Teachers and staff monitor outdoor recess.

#### **HEALTH POLICIES, REQUIREMENTS & SCHOOL NURSE**

Each school day a Nurse is on duty and available to students as needed. Minor injuries are cared for at school. For more severe illnesses or injuries, the Nurse will notify parents to have the child taken to a doctor. In emergency cases, such as a head injury, the school will be required to call for an ambulance. Parents will always be notified of a serious problem. It is, therefore, critical that parents notify the school of any change in address, home/work/cell phone numbers and emergency contacts.

The school follows New York City DOE and Department of Health policies and protocols for all health-related issues.

#### **PRESCRIPTION & OVER THE COUNTER MEDICATIONS**

If your child requires prescription medication during the school day, a written letter from the doctor should be provided to the Nurse's Office along with the medication in its original container with your child's name and the name of the medication on the bottle. If your child requires over the counter medicine, that medicine can be administered by the nurse, however, a note from the parent and/or doctor is also required. Over the counter medication will not be



dispensed by the nurse unless a note from a parent or doctor is received.

A child who feels ill in the middle of the school day will be given a pass to go to the Nurse's Office. If it is determined that the child needs to leave school for the day, a parent will be contacted to take the child home.

## **COMMUNICATION WITH FAMILIES**

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Communication with families is an important tool in educating our students. We communicate with parents in many ways- through our website, newsletters, email, progress reports, and formal school events such as conferences, social gatherings, and celebrations. Homework, the school environment, and projects are also ways in which we communicate with families. These communications illustrate our commitment to providing a safe, nurturing, academically rigorous, and enriching environment to their children.

### **JUPITER ED**

Yorkville East uses Jupiter Ed, an online grading system on which to record student grades and track student progress. Families are encouraged to log on to the system to check on how their child is doing in their various classes. Generally speaking, grades are entered within a week of the assignment's due date, and progress reports are available at the midpoint of each marking period.

Access the Jupiter Ed website at: <http://jupitered.com>

### **NEWSLETTERS THROUGH JUPITER ED**

Each week, Julie Williams sends home newsletters to families using Jupiter Ed. These newsletters include weekly updates, class updates, general announcements, and highlight the wonderful accomplishments of our students during school.

### **TEACHER EMAIL**

All Yorkville East staff members utilize school-based email and check those emails regularly. Messages for school staff can be sent to these email addresses or our Jupiter Ed system. We encourage families to be respectful of a teacher's time when sending emails and communicating with teachers as they have very busy schedules both during school and after school hours. Please allow a minimum of 24-48 hours for a teacher to respond to your correspondence.

### **NYC SCHOOLS ACCOUNTS**

NYC Schools Accounts is a web-based tool, established by the DOE that allows parents to view their child's academic performance, with instant access to their child's grades, standardized tests and assessment scores, and attendance records. Once an account is established, parents may sign-in using their email address and password. Please contact Julie Williams ([jwilliams@ms177.org](mailto:jwilliams@ms177.org)) if you need assistance setting up your account.

The web address for this website is: <https://mystudent.nyc>.

## **GENERAL INFORMATION**

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### **BIRTHDAY CELEBRATIONS**

Yorkville East does not have an official policy on birthday celebrations. Parents who would like to organize a celebration for their child's birthday should contact their child's Advisor, as any party should take place in the Advisory classroom. The decision to hold a party is at the discretion of each teacher. Parties should be held only during general Advisory time, not during a class period. When planning a celebration, please be aware of food allergies.

### **CHANGE OF INFORMATION**

At the beginning of the year, we ask all new families to fill out a 'blue card' and all returning families to review/correct information. If your address, e-mail, telephone numbers, or any other contact information changes during the year, please contact Iris Morales at [IMorales@ms177.org](mailto:IMorales@ms177.org). In cases of emergencies, it is essential that we be able to get in touch with all parents.

### **FIELD TRIPS**

Teachers and administrators plan two kinds of field trips during the school year. Bonding trips are designed to encourage children to interact with one another, live our school's values, and enjoy each other's company. Curriculum-related trips are designed as educational and relate to the curriculum.

To participate in a field trip, a parent or guardian must sign a permission slip and that slip must be received prior to the day of the trip. If a permission slip is not turned in at least one day in advance, your child will not be able to go on the trip. Only official DOE permission slips with your signature will be accepted. Hand written notes and verbal permission will not be recognized.

Most field trips take place during the school day and many have a fee attached. If a family is not able to afford a field trip due to the fee, please let your child's advisor know and the school will take care of your child's fee. No child will be denied the ability to go on a field trip because of monetary concerns.

Parents are sometimes invited to serve as chaperones for field trips. When parents are asked to chaperone a trip, it is important for parents to remember that their role is to assist the teacher(s) and assume supervisory responsibilities over the children.

### **PARENT TEACHER ASSOCIATION (PTA)**

The mission of the PTA is to create and maintain a welcoming and supportive community for all Yorkville East families and to enable students to experience diverse enrichment programs throughout the school year. The PTA depends on the involvement and support of all Yorkville East families to enable the community and enrichment programs to thrive. By contributing time, resources, cash donations and ideas, families ensure that Yorkville East students experience a wide variety of programs.

### **SCHOOL LEADERSHIP TEAM (SLT)**

The School Leadership Team is a school-based organization composed of equal numbers of parents and staff (teachers and administrators). State law mandates that all NYC public schools

establish an SLT. Yorkville East Middle School’s SLT meets once a month, and determines the structure for school-based planning and shared decision-making. Some SLT projects include implementing the Comprehensive Education plan, which sets annual goals for the school in all areas.

## STAFF MEMBERS

CONTENT AREA/ROLE	NAME	ROOM NUMBER	E-MAIL
Principal	Christina Riggio	405W	CRiggio@ms177.org
A.P.	Daria Agosta	405W	DAgosta@ms177.org
Main Office	Iris Morales	405E	<a href="mailto:IMorales@ms177.org">IMorales@ms177.org</a>
Art	Rebecca Hyne	503	<a href="mailto:RHyne@ms177.org">RHyne@ms177.org</a>
6 <sup>th</sup> Grade ELA	Leslie Profeta	510	<a href="mailto:LProfeta@ms177.org">LProfeta@ms177.org</a>
7 <sup>th</sup> & 8 <sup>th</sup> Grade ELA	Abby Biller	502	ABiller@ms177.org
7 <sup>th</sup> & 8 <sup>th</sup> Grade ELA	Rebecca Grodner	402	RGrodner@ms177.org
6 <sup>th</sup> - 8 <sup>th</sup> Grade Mandarin	Qi Wang	404	QWang@ms177.org
6 <sup>th</sup> & 8 <sup>th</sup> Grade Math	Corey Levin	509	<a href="mailto:CLEvin@ms177.org">CLEvin@ms177.org</a>
7 <sup>th</sup> Grade Math	Morgan O’Brien	504	<a href="mailto:MObrien@ms177.org">MObrien@ms177.org</a>
6 <sup>th</sup> & 8 <sup>th</sup> Grade Math	Kristoff Mueller	403	KMueller@ms177.org
Physical Education	Andrew Hoffman	Small Gymnasium	<a href="mailto:AHoffman@ms177.org">AHoffman@ms177.org</a>
6 <sup>th</sup> & 8 <sup>th</sup> Grade Science	Nichole Gaucher	511	<a href="mailto:NGaucher@ms177.org">NGaucher@ms177.org</a>
7 <sup>th</sup> & 8 <sup>th</sup> Grade Science	Muneeb Hussain	513	MHussain@ms177.org
6 <sup>th</sup> & 8 <sup>th</sup> Grade Social Studies	Galen Byrne	501	<a href="mailto:GByrne@ms177.org">GByrne@ms177.org</a>
7 <sup>th</sup> & 8 <sup>th</sup> Grade Social Studies	Kristin Catrone	401	KCatrone@ms177.org
6 <sup>th</sup> Grade Special Education	Jessica Brucia	408	<a href="mailto:JBrucia@ms177.org">JBrucia@ms177.org</a>

6 <sup>th</sup> Grade Special Education	Keely Zaiantz	408	<a href="mailto:KZaiantz@ms177.org">KZaiantz@ms177.org</a>
7 <sup>th</sup> Grade Special Education	Ashley Gallegos	408	<a href="mailto:AGallegos@ms177.org">AGallegos@ms177.org</a>
7 <sup>th</sup> Grade Special Education	Whitney Reizner	408	WReizner@ms177.org
8 <sup>th</sup> Grade Special Education	Ryan Sawyer	408	<a href="mailto:RSawyer@ms177.org">RSawyer@ms177.org</a>
8 <sup>th</sup> Grade Special Education	Christine Cuartero	408	<a href="mailto:CCuartero@ms177.org">CCuartero@ms177.org</a>
6 <sup>th</sup> & 7 <sup>th</sup> Grade School Counselor	Marissa Oliveri	406E	<a href="mailto:MOliveri@ms177.org">MOliveri@ms177.org</a>
8 <sup>th</sup> Grade School Counselor	Missy Mitchell	406E	<a href="mailto:MMitchell@ms177.org">MMitchell@ms177.org</a>
Speech	Shira Liebman	414A	<a href="mailto:SLiebman@ms177.org">SLiebman@ms177.org</a>
Parent Coordinator	Julie Williams	415A	JWilliams@ms177.org
Psychologist	Adena Rosenthal	205	Adena.Rosen@ps158.net