



Baruch

**Student•Family
Handbook**

Simon Baruch Middle School 104

**330 East 21st Street
New York, NY 10010
Phone: 212.674.4545
Fax: 212.477.2205
www.104m.org**

KEY PERSONNEL

Principal

Mr. Rocco Macri
rmacri@schools.nyc.gov

Assistant Principals

6th Grade

Ms. Michelle McCaffrey
mmccaffrey@schools.nyc.gov

7th Grade

Ms. Anne Nugent (I.A.)
anugent2@schools.nyc.gov

8th Grade

Mr. Christopher Comparetto
ccomparetto2@schools.nyc.gov

Parent Coordinator

Ms. Blanca Rivera
brivera@schools.nyc.gov

Mr. Michael Lloyd
mlloyd4@schools.nyc.gov

Deans

Mr. John Sabo
jsabo@schools.nyc.gov

Guidance Counselors

Ms. Vanessa Jalayer (6th grade)
[vjlayer@schools.nyc.gov](mailto:vjalayer@schools.nyc.gov)

Ms. Rachael Schleifer (7th grade)
rschleifer@schools.nyc.gov

Ms. Iris Adames (8th grade)
iadames2@schools.nyc.gov

Main Office

Ms. Bonnie Geller-Doyle
Pupil Accounting

Ms. Rosie Ascioffa
Business Secretary

Ms. Anna Connelly
Payroll Secretary

School Hours

School starts at 8:20 am. Breakfast will be served at 7:30 am. The school day will end at 2:40 pm.

Entering and Leaving the Building

All students **MUST** use the schoolyard entrance to enter the building in the morning. Each class has a designated exit when leaving the building; students must follow their teachers' direction when exiting the building. **NO STUDENT IS ALLOWED TO LEAVE THE BUILDING DURING SCHOOL HOURS UNLESS ACCOMPANIED BY AN ADULT LISTED ON THEIR EMERGENCY CARD.**

Emergency Cards

Parents must complete an emergency card for each child which is kept on file in the Main Office. This information is essential so that we may contact you in case of an emergency. Please notify the school immediately in writing about any changes in guardian, address, home or business phone number.

Attendance

Regular attendance is essential to learning and is expected of each student. All students who are absent are required to bring a written note signed by their parent or guardian on their return to school. Parents should provide a doctor's note for all medical-excused absences. Parents who know that their child will be absent must advise the school in advance. If a student is absent without notifying the school for two consecutive days, the homeroom teacher will call the home. Any student who is excessively absent within a school year will be reported to the Pupil Accounting secretary.

Lateness

Students are expected to arrive at school on time. Please discuss the importance of being on time with your child. Coming to school on time guarantees your child the maximum time spent learning. Any student arriving late must enter through the Main Lobby on 21st Street, sign in the Late Student Log and pick up a Late Pass. Those who are late will not be allowed to enter class without this pass. Unexcused late students will serve detention from 2:40-3:00 pm in the cafeteria that same day.

Early Dismissal

A student who needs to leave the school building before the end of the school day **MUST** be escorted from school by a parent, guardian or family member over 18 years of age. The parent, guardian or family member must show proper identification and be listed on the Emergency Card. The Early Dismissal Log, which is located in the Main Office on the counter, must be signed by the parent, guardian or family member before escorting the students out of the building.

Communication

Morning announcements are daily reminders of school events and important information. Each student will get a blue **Baruch Communication folder** at the beginning of the school year and will be encouraged to use it for all information coming from the school to the families. Make sure you check with your child regularly regarding notices from the school. **Baruch Blast emails** are sent every Thursday with updates and pertinent information about what's going on at the school. Every student will receive a "contact info sheet" at the beginning of the school year. Please make sure you've provided a current e-mail address so you can be kept up to date.

Monthly calendars will be backpacked home.

Information is also available on Baruch's website: [Http://www.104m.org](http://www.104m.org)

Lunch Forms

Although all students will be receiving free lunch, it is important that a lunch application be completed for each student. The application must be filled out in black ink only. Do not erase or use white out otherwise the form will be returned. Forms can be filled out online at: nyc.applyforlunch.com

Lunch Periods

There are three lunch periods:

Period 4	10:47-11:31	7 th grade
Period 5	11:31-12:15	6 th grade
Period 6	12:15-12:59	8 th grade

In the cafeteria, students must sit and wait for instructions before lining up for lunch. All garbage must be properly disposed of before leaving the cafeteria. After eating, students will have a choice of going out into the schoolyard or remaining in the cafeteria. Students who remain in the cafeteria must be seated at all times. Students do not leave the school building for lunch.

Metro Cards

The following guidelines are used by the Office of Pupil Transportation in calculating eligibility for MetroCards.

Grade	Distance from School	MetroCard Type
6	less than 1 mile	Half fare
6	1 mile or more	Full fare
7-8	less than 1.5 miles	Half fare
7-8	1.5 miles or more	Full fare

If there is a change in a student's address, proof of the new address is required in order to change a student's official record. (Proof of address can be a utility bill.)

Yellow School Bus

Students with an Individualized Educational Plan 12:1 (IEP) or a medical condition who ride on a yellow school bus will receive a letter from Office of Pupil Transportation indicating where and what time the school bus will pick him/her up. He/She MUST be at the bus stop on time. If the school bus does not pick up your child in the morning, you can contact the Office of Pupil Transportation Hotline (718) 392-8855.

Procedures for Visits

Parents are always welcome at MS104. We encourage parents to be involved in their child's education. In order to make the visit most productive, parents should make an appointment with the teacher or administrator with whom they would like to meet. Parents may call the Main Office or the Parent Coordinator to make an appointment.

Medical Room

Ms. Esther Newton, school Nurse is on staff. Her office is located in Room 103 and she can be reached at (212) 674-4545 ext. 1034. The medical room is opened during the school day from 8 am to 4 pm. If a student has a medical condition, it is advised that the parent notify Ms. Newton within the first week of school.

Extracurricular Programs

Extracurricular programs are available to every student in the school free of charge. **Manhattan Youth**, a community-based organization, offers several activities including athletics, visual and performing arts, crafts, STEM, and academic enrichment. After-school starts the first week of school. To see a schedule of programs and to register go to www.manhattanyouth.org/after-school/middle-school-programs/baruch.aspx

Back to School Night and Parent/Teacher Conferences

Back to School Night and Parent/Teacher Conferences are held to increase the partnership among students, parents and teachers.

Back to School Night is held at the beginning of the school year to inform parents of the educational program for their child. The teachers will familiarize parents/guardians with your child's schedule and academic requirements during this time.

Parent/Teacher Conferences are held three times a year to enable parents to speak individually with their child's teachers (November, February and April - afternoon and evening sessions). During these conferences, students work and grades are available for parents to review. Parents are encouraged to share their questions and concerns with their child's teachers and to discuss plans to increase the academic achievement of their child. Appointments for Parent/Teacher Conferences are on a first come/first served basis. Teachers will have a sign-in sheet in front of their class and the meeting should take no more than five minutes. If you require more time, please contact the Parent Coordinator to schedule a house meeting.

Engrade, Progress Reports and Report Cards

Engrade is an online record of grades and assignments. Students and parents receive a log-in at the beginning of the year in order to follow student performance.

Progress Reports are mailed out before Parent/Teacher Conferences. This report provides parents with information about the academic progress of their child. Parents should review the Progress Report thoroughly with their child. Any questions or concerns should be addressed at the Parent/Teacher Conference.

Report cards are distributed to students three times a year, in December, March and June. Important information is included on the Report Cards concerning attendance, punctuality and conduct, as well as subject grades. With the exception of the last Report Card, parents must sign the envelope and have their child return the envelope promptly to his/her teacher after each distribution. The last Report Card, issued on the last day of school in June, contains promotional information. If your child will not be present on the last day of school, a self-addressed stamped envelope can be left with his/her homeroom teacher. The Report Card will be mailed provided that all school issued books have been returned.

Special Education Services

Special Education programs at MS104 are designed to provide the best possible educational opportunity so that all students can learn and feel a sense of accomplishment. If your child is currently receiving any services in elementary school, these same services will continue. To ensure that your child receives these services promptly, you should bring a copy of your child's IEP the first week of school. Any questions or concerns should be directed to the IEP team located in Room 417.

Emergency Procedures and Safety Concerns

MS 104 School Safety Plan outlines clear emergency procedures and safety regulations to provide a safe and secure environment for all students, school personnel and visitors. The entire staff is trained in emergency procedures and safety regulations. Each year students are trained in required fire/emergency drills and school safety procedures. Fire/Emergency Exit Routes are clearly marked in every room.

Discipline Code

At the beginning of the school year, assemblies are held to inform students of the "Citywide Standards of Discipline and Intervention Measures" (Discipline code). Each student will receive a copy of the code along with a Student Contract. Both parent and student must sign the Student Contract and return it to the homeroom teacher. The code is also available online at:

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

To establish an atmosphere of order and respect, MS104 expects its students to act in a manner that is at all times respectful, positive and constructive. All Students are expected to:

- Attend school regularly and punctually and make every effort to achieve in all areas of their education;
- Be prepared for class with appropriate materials;
- Behave in a manner that contributes to a safe learning environment and which does not violate other students' right to learn;
- Behave in a polite, truthful and cooperative manner toward students and school staff.

According to the Chancellor's Regulations, **illegal substances and weapons of any kind are prohibited in school.** If brought to school, these items will be confiscated by any school staff. Confiscated items will **ONLY** be returned to the student's parent/guardian.

Cell Phone Policy

Cell phones and other electronic devices should not be taken out in the school building or in the school yard during school hours. If taken out, these items will be confiscated and a parent/guardian will need to pick them up.

Dress Code

Students are expected to dress appropriately for school. Jackets, coats and hats must be stored in the homeroom closet. The following are not permitted at any time:

- Large earrings, gold chains or large rings
- Skirts, dresses or shorts higher than one inch above the knees
- Midriff tops that expose the stomach or abdomen
- T-shirts or other attire with obscene graphics, drug symbols or foul language
- Sunglasses, hats, bandanas, gang colors, beads or any gang insignia.

Students who are inappropriately dressed will be sent to an administrator's office and a call will be made to their parents. The parent will be expected to bring a change of clothing to school. Until such clothing is received, the student will not be allowed in class.