

Wagner Middle School 2018 - 2019

6th Grade:

Assistant Principal	Ms. Oakes	loakes@schools.nyc.gov
Guidance Counselor	Ms. Onwudiwe	donwudiwe@schools.nyc.gov

7th Grade:

Assistant Principal	Ms. Delaney	cdelaney3@schools.nyc.gov
Guidance Counselor	Ms. Ibishaj	yibishaj@schools.nyc.gov

8th Grade:

Assistant Principal	Ms. Stefanick	lstefan@schools.nyc.gov
Guidance Counselor	Ms. Block	ablock6@schools.nyc.gov

High School Guidance Counselor	Ms. Schwenzer	aschwenzer@schools.nyc.gov
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Dean of Discipline	Mr. Eldridge	teldrid@schools.nyc.gov
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Dean of School Climate	Ms. Flagg	kflagg2@schools.nyc.gov
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School Nurses	Ms. Melgar	omelgar@health.nyc.gov
	Ms. Delosantos	idelosan@health.nyc.gov

Parent Coordinator	Ms. Gonzalez-Liffey	sgonzalez@mail.wagner167.org
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School Assessment Team:

School Psychologist	Ms. Nord-Podberesky	enordpodberesky@schools.nyc.gov
School Social Worker	Ms. Balsam	cbalsam@schools.nyc.gov
Family Worker	Ms. Barbello	lbarbello@schools.nyc.gov

Our Mission

Wagner Middle School is an educational community designed to enrich the lives of our students, families, and staff members through academics, athletics, and the arts. We challenge ourselves, encourage rigorous expectations, and always strive for success. Collaboratively, we prepare all students to be critical thinkers for college, careers, and beyond.

We are dedicated to supporting our students as they become independent, responsible adults who **Live to Learn, Dare to Care.**

Academic Expectations

Students are expected to be prepared each day for all classes. In addition to homework, students are required to read every night. Students are encouraged to seek help from teachers when needed.

Interim and Report Card Grades

The academic year is divided into 3 trimesters. Students will receive an interim report halfway through each trimester, and a report card at the end of each trimester. A letter from teachers outlining specific class expectations and the Wagner Middle School grading policy is sent home to all families.

Families and students can view student grades online using Pupil Path. Daily announcements, homework assignments and other important information can be found on Wagner's website (www.wagner167.org).

ARISTA

Wagner Middle School is a member of the Middle School National Junior Honor Society, ARISTA. To qualify, students must meet specific criteria including academic achievement, attendance and citizenship. Specific details will be discussed with students and is available on the Wagner website.

Attendance and Lateness

Attendance is essential for academic success. Appointments during the school day, medical or otherwise, are disruptive to the learning process and highly discouraged. Official school attendance is taken during morning homeroom and after lunch – all lateness/absences, morning and afternoon, are relevant.

Absences

Families need to fill out an “Absent Form” for all student absences. Forms are included in the first day welcome folders and are available in the main office, and on Wagner's website. In order for an absence to be considered “excused”, official documentation (letters provided by dentists, doctors, and other official organizations) must be attached and be submitted to the main office **within one week** of a student's absence. Failure to do so will result in attendance not being updated.

While some educational related, religious, or medical absences are considered “excused”, please know that the Department of Education does not consider vacations, family functions, or other such events, as excused. All absences and lateness will be displayed on printed attendance reports, even if they are “excused”. A period of extended absences may result in contact from an attendance officer or other outside agency. If your child has a long-term absence for medical or unusual family circumstances, please contact your child's Assistant Principal.

Lateness

The school day begins **at 8:20 AM**. **Students arriving after the 8:20 AM bell** will be marked “late.” Latecomers will receive a late pass at security and sign in late with their classroom teacher as well.

If you know in advance that your child will be late, official documentation must be submitted to the main office. If a student is absent or late to school or class, he/she is responsible for making up all missed work.

A bell will ring, indicating it is time for the next class. Students are given 3 minutes to get from one class to the next. A second bell will ring signifying that students should have already arrived at their next class. If they arrive after the second bell, students will be marked late.

Students who have excessive absences or lateness may lose privileges such as participation in dances, events, out lunch, field trips, etc.

Behavioral Expectations

Students are expected to behave in a respectful and appropriate manner at all times and to all people (i.e.: teachers, students, support personnel, safety agents, custodians, counselors, dean, administrators, etc.). Each school year, students are required to read, sign and return the Dean’s *Antibullying & Behavioral Contract*.

Wagner follows The Citywide Behavioral Expectations Discipline Code to Support Student Learning. It is important that families review their copy of this booklet, which is also available online at: <http://schools.nyc.gov/RulesPolicies/DisciplineCode/default.htm>. This booklet will help families understand the ladder of discipline and consequences for inappropriate actions. All unacceptable behavior will lead to disciplinary actions, which may include, but are not limited to a conversation, a parent conference, exclusion from activities, (i.e.: ceremonies, trips, etc.), a referral to community agencies, or even suspension. Students and their families are responsible for student actions, whether a child acts alone or as a member of a group.

SAVE Room

Students who do not adhere to the Discipline Code may be remanded to the SAVE room through either a Student Removal or an in-school suspension. A Student Removal could last for a class period(s) or for an entire day. Students serving an in-school suspension report directly to the SAVE room at the start of the school day. Class work, homework, tests, etc. are provided to the SAVE room by subject teachers to keep students current with their class(es).

Dress Code

Students may determine their own dress within the parameters of the Department of Education policy on school uniforms and consistent with religious expression, except where such dress is dangerous or interferes with the learning and teaching process.

Students may wear political or other types of buttons, badges or armbands, except where such material is libelous, obscene, or materially disrupts the school, causes substantial disorder or invades the rights of others.

A few guidelines for ensuring that student dress is appropriate for the learning environment:

- All undergarments must be completely covered by outer garments except for bra straps.
- Shirts must always be worn.
- No article of clothing can advocate for the use of alcohol, drugs, or anything illegal.
- Shorts, skirts, and dresses must be no shorter than where the thumb of a student’s hand hits their thigh. (exceptions possible for children above average height)

- No midriff should be showing.
- Hats, hoods, and other head-coverings are not permitted except for with acceptable documentation of medical or religious purposes.
- Jackets and outdoor weather gear should be put away each day in the student’s classroom closet on the designated hook.

School personnel will use their professional judgement in determining dress that is dangerous or interferes with the learning and teaching process. Students who violate the dress code shall be required to modify their appearance by covering or removing the item, or, if necessary or practical, replacing it with an acceptable item. The student will report to the parent coordinator’s office and sign out Wagner Gear to support them in modifying their appearance. Our parent coordinator will call the family to follow up about dress code issue. Students with further concerns about their dress can request a follow up meeting with our parent coordinator after modifying their appearance.

Field Trips

All students are expected to exhibit proper behavior on trips and all other school-sponsored activities. The NYCDOE *Discipline Code* and Wagner Middle School policies apply, regardless of the site. Participation on field trips and all other school-sponsored activities are at the discretion of the administration. No student will be permitted to leave the building without the Wagner Middle School permission slip signed by a parent /guardian. Verbal permission is not acceptable.

Breakfast and Lunch

Breakfast is provided for all students in the cafeteria. **Breakfast begins at 7:45 AM.** Students must remain in the cafeteria until the bell rings for morning homeroom.

Lunch is also available for all students. Each grade level has lunch together in the cafeteria. Students report to homeroom before and after their lunch period. Lunch periods are as follows:

6th Grade: 10:45 AM – 11:29 AM
 7th Grade: 11:29 AM – 12:13 PM
 8th Grade: 12:13 PM – 12:57 PM

On various occasions, students will be granted “Out Lunch”. Specific permission slips will be granted for out lunch from administration. No student will be permitted to leave the building for out lunch without the Wagner permission slip signed by a parent /guardian. Verbal permission is not acceptable.

No beverages (other than water), food, candy, gum, and snacks are permitted outside of the cafeteria. Students may bring a water bottle to class. For safety reasons, glass bottles are prohibited.

Cell Phones and Electronic Devices

School Policy

Cell phones, computing devices and portable music and entertainment systems are not to be used while on school property and must be turned off and secured out of sight prior to entering the school building.

Cell phones, computing devices, and portable music and entertainment systems may not be turned on or used during instructional time, except for instructional and educational purposes and with the explicit permission and approval of the teacher.

Cell phones, computing devices, and portable music and entertainment systems may not be turned on or used during after-school programs or field trips, unless with the explicit permission and approval of a teacher, administrator or other school staff.

Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during the administration of any school quiz, test or examination.

Use of cell phones, computing devices, portable music and entertainment systems and other electronic devices during the administration of state standardized examinations is governed by State Education Department Rules.

Confiscation and return of cell phones, computing devices and portable music and entertainment systems

If students use cell phones, computing devices, and/or portable music and entertainment systems in violation of the school policy the device will be confiscated and returned as described below:

- First Violation: Confiscated until dismissal, and returned to student at the end of the school day.
- Second Violation: Confiscated, returned to your child at the end of the next school day and parent/guardian will be contacted.
- Third Violation: Confiscated and returned only to the parent/guardian in person.
- Fourth Violation: Privilege to bring devices to school will be revoked.

NOTE: The school is not liable for lost, stolen, and/or damaged cell phones, computing devices, and portable music and entertainment systems.

Students who use cell phones 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"), will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

Communication

We strongly encourage all families to register on our Parent Coordinator's school list serve to receive important information via email. If you are not already receiving these communications, please email her at sgonzalez@mail.wagner167.org and let her know what grade your child is in.

Wagner Middle School's official website is www.wagner167.org. Please use this valuable resource for class materials, information about school-related activities, updates to the school calendar, forms, etc.

Many flyers go home throughout the year detailing upcoming events such as after school programs, fundraisers, progress reports, report cards, dances, Parent Teacher Conferences, etc. Be sure to check your child's backpack and the school website frequently.

Wagner Middle School and families are partners in helping our middle school students develop responsibility and independence. *To this end, you are asked not to bring to school any items that your child might have forgotten such as uniforms, homework, sneakers, instruments, etc. In addition, if your child forgets their lunch, they will be provided one in the cafeteria since we cannot deliver lunch to students.*

The courtesy phone in the main office is for emergency use only. Students may not use this phone to inform their parent/guardian that they have arrived to school or need an item brought to school. Please know, unless it is an extreme emergency, we cannot get messages to your children during the school day.

Also, please refrain from calling the school to see that your child has arrived. Students can text their parents to say they have arrived safely before entering the building.

We discourage families from making appointments for your child during the school day, but we understand that this is sometimes unavoidable. We are committed to our students' safety and have instituted the following policy to guarantee it:

1. In order to leave during the school day, a family-approved escort (**name must be on the emergency contact card**) must show ID, sign in with security and then proceed to the main office. Students will then be called from class and must be officially "signed out" from the "Student Sign Out Book" in our main office.
2. No students may be signed out during their lunch period. They may be picked up prior to their lunch period or after their lunch period.
 - 6th grade students may not be picked up from 10:45 AM – 11:29 AM
 - 7th grade students may not be picked up from 11:29 AM – 12:13 PM
 - 8th grade students may not be picked up from 12:13 PM – 12:57 PM

Students may never leave school on their own during school hours. Only an approved adult, named on the emergency card, may sign out a student.

Emergency Procedures

Wagner Middle School follows The General Response Protocol (GRP) for emergencies. Drills are conducted throughout the year to prepare staff and students in the event of an emergency: evacuation, shelter-in, and lockdown. Teachers will discuss procedures and expectations with students.

Health Procedures

The school nurse's office is located in Room 124. If a student is not feeling well, he/she should inform their teacher and receive a pass to visit the nurse. Students are not permitted to call parents to request to be picked up. The school nurse will communicate with families and determine whether or not a student should remain in school. Please note, only an adult listed on the emergency contact card is permitted to sign out students to go home.

Medication is secured and administered only in the nurse's office. If a child is scheduled to take medication, (including asthma inhalers), **a current 504 authorization form is mandatory**. Without a current 504 authorization form on file, the nurse is not permitted to administer medication. The school staff cannot give out any over-the-counter medication such as Tylenol, aspirin, or Midol to students. In the event a student has the need for crutches, a doctor's note must be on file stating whether or not the student may travel throughout the building, specifically stairs, while on crutches.

Student ID

All students will be issued a school ID and it should be carried with them at all times. Please report the loss of a school ID to Mr. Eldridge.

Student Passes

Students must have a pass from their teacher to leave the classroom. However, it is encouraged that students use the bathroom and get water during homeroom and lunch in order to maximize classroom instructional time.

Supplies, Textbooks and School Equipment

Students are expected to come to school with basic supplies. Students who need assistance in getting their school supplies should see their guidance counselor. Everything should be labeled with the student's full name and class.

Students are responsible for all textbooks, independent reading books, and other resources provided by the school. Any lost or damaged property must be replaced. Families are expected to purchase a new item to replace the lost/damaged one before a new book, report card, and/or diploma, are issued.

Valuables or large sums of money should never be brought to school. Wagner is not responsible for lost or stolen items. It is mandatory that all students have a **lock** during Physical Education class in order to secure their belongings in the locker room.

Transportation

MetroCards are distributed to all eligible students twice a year: once in September and once at the beginning of February. The Department of Education's formula for assigning MetroCards is the following:

For 6th graders:

- Full-fare for students living one mile or more from our school (distance is measured by feet not blocks; however 1 mile is approximately 20 city blocks).
- Half-fare (bus only) for students living between 1/2 a mile and one mile from school

For 7th and 8th graders:

- Full-fare for student living one and 1/2 miles or more from our school (approximately 30 blocks)
- Half-fare (bus only) for students living at least 1/2 mile, but less than one and a 1/2 miles from school (approximately 10 - 29 blocks)

In the event of a lost or damaged MetroCard, students should come to the main office, for a replacement request MetroCard form (RRMC). These forms will also be available outside the nurse and parent coordinator's room, room 124. Students or parents can fill out this form. After the signed replacement request form has been returned, it will typically take from one to five school days to replace the MetroCard. Students are encouraged to check the main office at dismissal (daily), to see if his/her replacement MetroCard, is available for pick up. Please note: large stocks of MetroCards are not kept on-site at our school. There are only a few cards at any one time, on hand. Throughout the year, the MetroCard Coordinator, will order additional replacement MetroCards as the replacement request forms come in.

Questions about any of Wagner Middle School's rules or policies?
Please contact your child's Assistant Principal or our Parent Coordinator.