



John Ericsson Middle School 126

Family Handbook

2023-24

424 Leonard St.

Brooklyn NY 11222

Introduction

We at John Ericsson Middle School (JEMS) 126, believe in the power of our parents. It is with your support and our collaboration together that your child will do amazing things over the course of their time in middle school.

The following handbook is a collection of resources we hope will guide your time with us and answer many of the questions that arise throughout a school year. As always, we are here to serve you and your families. Feel free to reach out to us with anything you'd like to discuss in particular.

Table of Contents

[School Schedule](#)

[School Directory](#)

[Academic Policies](#)

[Attendance Policies](#)

[Behavioral Expectations and Honor Code](#)

[Uniform Policy](#)

[Cell Phone Policy](#)

[Family Outreach](#)

[After School Activities](#)

[Emergency Readiness](#)

J.E.M.S. 126 Bell Schedule

Periods	Begins	Ends
Breakfast	7:45	8:15
Homeroom	8:20	8:26
 		
1	8:27	9:12
2	9:13	9:58
3	9:59	10:44
4	10:45	11:30
5	11:31	12:16
6	12:17	1:02
7	1:03	1:48
8	1:49	2:34
 		
Homeroom	2:35	2:40

Staff Directory

Staff Member Name	Email	Role
Timothy Goettelmann	TGoettelmann@schools.nyc.gov	Principal
Allen Kinard	AKinard@schools.nyc.gov	Assistant Principal
Kimberlea Rodney	KRodney@schools.nyc.gov	Assistant Principal
Bruce Prescod	BPrescod2@schools.nyc.gov	Community School Director
Raven Badillo	Rbadillo7@schools.nyc.gov	Parent Coordinator
Peggy Augoustatos	PAugous@schools.nyc.gov	Community Associate
Gilbert Castro	GCastro4@schools.nyc.gov	Family Worker
Sergio Zamora	SZamora@schools.nyc.gov	Guidance Counselor
Robert Tucker	RTucker6@schools.nyc.gov	School Psychologist
Claudia Leonardi	cleonardi4@schools.nyc.gov	Social Worker
Amanda Padilla	apadilla@partnershipwithchildren.org	Social Worker (PWC)
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Mary Judith Yee	MYee4@schools.nyc.gov	Teacher
Geoffrey Zimmerman	GZimmerman2@schools.nyc.gov	Teacher

Academic Policies

Report Cards & Progress Report

We believe in providing families regular updates as to your students' academic progress. The school year consists of 4 marking periods which are averaged to create the final Term grade (Marking Period 5). Report cards are sent home with every student at the end of each marking period. Grades and progress can be monitored through the DOE Gradebook on a weekly basis and progress reports will be emailed to families every other week on Wednesdays. Students will be asked to set and monitor goals as it relates to their academic grades throughout the year.

Grading Policy

- 40%- classwork
- 20%- assessments
- 20%- projects
- 20%- homework

Homework Policy

JEMS believes that completing homework assignments dramatically increases the power of classroom learning experiences. Research shows that students who complete homework have a 35% higher success rate than students that do not complete homework.

- ✓ Homework is expected to be submitted when it is due.
- ✓ Homework must be in students' own words. Plagiarized work will need to be resubmitted.

Late Work Policy

Students will be given a 2 day extension to make-up missing work. Students can only receive full credit on this late work if they missed class and return with written excusal. Students without an excused absence can lose up to 25% if submitted in the marking period. Late work after a marking period closes will not be permitted with the exception of major projects or tests. Students who miss a test or quiz must schedule an agreed upon time with the teacher to make it up.

Honor Roll

It is a great distinction to be awarded an Honor Roll certificate at JEMS 126. This award represents more than just scholastic achievement. It also symbolizes a person of character and perseverance. To be an Honors student at JEMS, a student must demonstrate exemplary academic performance and conduct in ALL subjects. Students who earn Honor Roll in every marking period of a year are invited to join the Arista Junior Honor Society.

	1st Honors	2nd Honors
Overall Average	90% or higher	85%-89%
No grade lower than	75%	75%

Attendance Policies

Attendance at school is essential to a student's academic progress. Research shows that students who attend school regularly learn more and are more successful in school than students who do not. Consistency and timeliness set a foundation for stability and potential for growth.

Each year we aim for a goal of 95% attendance from our students - this translates to not missing school more than once a month. When students have appointments that cannot be scheduled after school, we encourage you to either pick them up early from school or drop them off after the appointment.

Medical notes will be used to enter reason codes from absences but this does not serve as an excused absence according to the Department of Education.

School Wide Attendance Plan

M.S. 126 will provide parents and families with information about the importance of attendance and introduce School-wide incentives to encourage students to strive for monthly attendance of at least 95%.

In cases of planned absences, please notify your child's teacher via email so that the classwork/homework that will be missed can be collected and given to the students ahead of time. In case of emergency, students will be given missed assignments upon return to school. All missed assignments should be submitted within 1 week of the student's return to school.

Number of Days Absent	Notification Protocol
1	Phone Call: Calls are made home each day a student is absent. The call is logged into Ilog with an explanation. If no contact is made, that is also noted in Ilog.
2	Phone Call: if there was no contact made on the previous day or the child was expected to return and did not, a phone call will be made indicating that the student has missed two days of school and requires a note from the parent. If no contact is made, a postcard will be sent to the home address that is on file.

3	Phone Call and Letter: Parent will receive a phone call and or a letter from the attendance team explaining that student has missed 3 days of school and reminding the parent of the importance of regular school attendance. The letter will also request a parent meeting with the Community School Director or Attendance Chair.
5	Phone Call, Certified Letter and Meeting: Parent will receive a phone call from the school informing them that their child has missed five days of school. A certified letter will be sent home from the school requiring parent/guardian to meet with the school's counselor to discuss supports the school community can provide.
10	Home Visit: JEMS staff will conduct home visit to meet with student's parents, assess barriers to school attendance and develop a plan to improve the student's attendance. If no contact is made during this home visit a referral will be made to the attendance teacher.

Attendance Incentive Programs

The school has several ways to celebrate student attendance and participation in school. Students with strong attendance - 95 or higher - are eligible for **Eagle Spirit Days, School Trips** and **School Events** such as our dances. Below is a summary of additional incentives.

- Individual Attendance Award – awarded to individual students for perfect month attendance. During our monthly Town Hall meetings, students with 100% attendance will be recognized and rewarded for their consistency in attending school and awarded “We See You” Cards which can be redeemed for rewards, time in the VIP Lounge or later trips.
- Perfect Attendance- awarded to any student who has 100% attendance for the entire school year. These students will be treated to a grand surprise for their dedication to learning.
- Improved Attendance: Students with improved attendance will be entered in a contest and will be provided with rewards, participation in the quarterly VIP Lounge, school- wide events, and other monthly incentive awards. Leading up to Eagle Spirit Days, students may receive “warning slips” letting them know that their attendance needs to improve in order to be eligible for school events and incentives. As long as students make improvements, they will be allowed to participate.

Behavior Rubric

At J.E.M.S. 126 we recognize that Middle School is the time when students begin to take on more responsibilities and begin to make choices about their academics and behavior. Learning about expectations, boundaries and consequences is essential for a young person's development. The following list of infractions and progressive steps to improve behavior is a tool for teachers, students and parents to know and use as students mature into responsible young adults.

Level of Infraction	Behaviors *ALL behaviors should be documented on	Progressive Steps to Change Behavior
Level 1: Uncooperative/Noncompliant Behavior	<ul style="list-style-type: none"> ● Failing to wear required school uniform ● Cutting class ● Being late for school or class ● Behaving in manner disruptive to the educational process ● Engaging in verbally rude or disrespectful behavior 	<ul style="list-style-type: none"> ● Verbal warning. <ul style="list-style-type: none"> ● Change of seat for student(s) ● One on one conversation ● Meeting with students after class for intervention purposes. ● Create a behavioral contract ● Proximity and multiple warnings ● Informal redirections ● Student/teacher conference ● In school disciplinary actions (formal consequences with phone call home) ● Parent conference
Level 2: Disorderly Behavior	<ul style="list-style-type: none"> ● Using profane, obscene, vulgar, or lewd language, gestures or behavior* ● Misusing property belonging to others ● Inappropriate use of technology ● Leaving class or school premises without permission 	<ul style="list-style-type: none"> ● Proximity and multiple warnings ● Informal redirections ● Student/teacher conference ● In school disciplinary actions (formal consequences with phone call home) ● Parent conference ● Formal restorative justice conversation with counselor ● Classroom removal

<p>Level 3: Disruptive Behavior</p>	<ul style="list-style-type: none"> ● Defying or disobeying the lawful authority or directive of school personnel in a way that disrupts the educational process and/or poses a danger (does not include level 1 & 2 behaviors)* ● Shoving, pushing, or engaging in a minor altercation or similar confrontational behavior towards another student or school personnel ● Possessing property belonging to another without authorization ● Violating the Department's Internet Use Policy (use of system for non educational purposes, security/privacy violations) ● Engaging in scholastic dishonesty (cheating or plagiarizing) 	<ul style="list-style-type: none"> ● Proximity and multiple warnings ● Informal redirections ● Student/teacher conference ● In school disciplinary actions (formal consequences with phone call home) ● Parent conference ● Formal restorative justice conversation with counselor ● Classroom removal ● Principal's suspension (1-5 days)
<p>Level 4: Aggressive or Injurious/ Harmful Behavior</p>	<ul style="list-style-type: none"> ● Making sexually suggestive comments, innuendos, propositions, or similar remarks, or engaging in nonverbal or physical conduct of a sexual nature ● Engaging in physically aggressive behavior other than a minor altercation ● Engaging in an act of coercion or threatening or instigating violence, injury, or harm to another ● Engaging in harassing, intimidating, and/or bullying behavior, including electronic communication ● Creating a substantial risk of serious injury by recklessly engaging in behavior, and/or using object that appears capable of causing physical injury (lighter, ruler, umbrella, etc.) ● Using controlled substances 	<ul style="list-style-type: none"> ● Proximity and multiple warnings ● Informal redirections ● Student/teacher conference ● In school disciplinary actions (formal consequences with phone call home) ● Parent conference ● Formal restorative justice conversation with counselor ● Classroom removal ● Principal's suspension (1-5 days) ● Superintendent suspension (Days TBD)
<p>Level 5: Seriously Dangerous or Violent Behavior</p>	<ul style="list-style-type: none"> ● Substantial safety incidents 	<ul style="list-style-type: none"> ● Assistant Principal referral immediately ● Principal's suspension (1-5 days) ● Superintendent suspension (Days TBD)

UNIFORM POLICIES:

At JEMS 126, we believe uniforms are a way to create a sense of unity, school identity and pride in our students. Wearing a uniform and representing the JEMS 126 community says that you want to be a part of the wonderful work we are doing together. It also instills a sense of responsibility in students to show up and be their best each day. Below are descriptions of our uniform and dress code. We never want to create financial burdens for our families. If you need assistance with obtaining uniforms, don't hesitate to reach out so we can support.



Tops	Bottoms	Footwear
<p>JEMS 126 uniform shirts</p> <p>JEMS 126 uniform sweatshirts</p> <p>JEMS 126 Club or Team shirt</p> <p>Not allowed: Covering or hiding your uniform with a sweatshirt on top. The JEMS 126 logo should be visible at all times.</p>	<p>Full length pants / skirts</p> <p>Not allowed: Holes or rips in clothing, pants worn below the waist.</p> <p>Warm weather adjustment - Knee Length shorts or skirts will be allowed after June 10th due to rising temperatures. AC units are located in all classrooms.</p>	<p>Closed toed shoes or sneakers.</p> <p>Not allowed: Crocs/sandals/slides</p>

- Masks are optional at all times throughout the day. Accessories that could be a danger to yourself or others should not be worn by students on the school grounds. Hats, coats, and hoods should not be worn inside the building and should be left in homerooms until the end of the day.
- Students who arrive at school out of dress code should report to room 138 to borrow a uniform top for the day. Any concerns we have with students out of dress code will be addressed to the family on the day of the infraction so that corrections can be made the following day.
- As long as students are in uniform Monday-Thursdays, all Fridays will be dress down days. Students may also dress down on their Birthday. During dress downs, dress code rules still apply - students can wear shirts, pants or full length dresses of their choice as long as they don't carry any offensive language or images. Closed toe shoes or sneakers should be worn on dress downs.

CELL PHONE POLICIES:

SCHOOL-BASED POLICY OF JOHN ERICSSON MIDDLE SCHOOL FOR USE OF CELL PHONES, PORTABLE MUSIC AND GAMING DEVICES ON SCHOOL PROPERTY

During the School Day

- Cell phones will be collected each morning and placed in a lock box. The lock boxes are collected by the school administration and placed in a secured designated location. Phones will be returned to students at the end of each day.
- Cell phones may not be turned on or used during regular school hours, including breakfast and lunch.

During Extended Learning Time (ELT), school-sponsored Beacon programs or activities (for the 2022-23 school year):

- Students are allowed to have their cell phones in their possession. The cell phone MUST be on vibrating mode. A student must contact a counselor, teacher or director if they need to make a call or send a message to their parent or guardian.
- If a student does not follow the ELT policy, the cell phone will be confiscated, and the parent will be contacted to pick it up at the school.

If a student disobeys the policy a second time, the student will not have the privilege to keep their cell phone in their possession during the program; it will be collected during attendance by the director/counselor.

During the school day and during ELT, school sponsored activities:

- **1st time** – Device will be confiscated and held for the day. Device will be returned to student at the end of the school day (Pick-up time is 2:40 PM).
- **2nd time** – Device will be confiscated and Parent will be notified. Device will be returned to the student at the end of the day.
- **3rd time** – Device will be confiscated and held for the parent to collect during a scheduled conference.

Confiscation and return of electronic items during regular school hours and afterschool, for violation of any provision of the DOE's discipline code, is in accordance with the schools' policy, Chancellor's Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("ISUSP").

Consequences

Students who use 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") will be subject to consequences in accordance with the guidance interventions and disciplinary responses set forth in the NYC Discipline Code. Students may lose school privileges such as participation in spirit days, school trips and school events after repeated infractions and conferences.

Liability

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

Family Outreach and School Visits

M.S. 126 is dedicated to creating a successful and safe learning environment for our families. We ask for all visitors to sign in with our school safety officer at the front desk as well as provide a source of identification such as Driver's License or any other form of the government issued picture ID. The safety officer will then contact our main office, which is located on the first floor. M.S 126 has an open door policy and you are welcome to visit anytime. However, we ask that any parent who would like to schedule a conference with one of our teachers or a member of the administrative team, please call the office at least two days in advance to make an appointment, unless it is urgent.

We would like to remind all parents that all teachers are available to conference with families - we've included a list of all teacher emails in this handbook to reach out with any questions or concerns. You can also call the main office to leave a message for a teacher to call you back.

If your child is sick or an emergency has occurred in the school, you will be contacted immediately. Please keep up-to-date information on your child's emergency contact card. Please make the school aware of any informational changes that may impact our contact information.

We ask that you do not call or text your child directly as this interferes with the school Cell Phone Policy.

To contact your child during the school hours please: Call the main office (718-782-2527), give your child's name and Homeroom. We will get student/relay a message

In order to keep a safe and orderly environment, all students who are being picked up early must be signed out in the main office by an adult listed on the emergency contact card. Students are not permitted to leave the building on their own. They must be picked up by a parent/guardian or an individual listed on the blue card who is 18 or older.

After School Programs

M.S. 126 strongly encourages every child to participate in our wide variety of academic Extended Learning Time and recreational after-school Beacon programs, sports programs and enrichment programs. We feel your child/ children will be more successful academically and socially when he/she is actively engaged and allowed more opportunities to explore interests and passions. Please look out for notices that will be sent out detailing this year's after-school program offerings.

All students at JEMS 126 are guaranteed a spot in our after school program through St. Nick's Alliance and the Beacon program. This program runs Monday-Friday from 2:40-5:30 pm and is no additional cost to the family. We highly encourage all families to enroll. Participation in Beacon does not prevent students from engaging in other after school clubs, sports teams, or academic ELT sessions.

Emergency Procedures

Safety is our number one concern for your students. In order to feel safe and prepared, several types of emergency drills will be conducted during the school year. Drills take many forms such as:

- Fire Drills
- Shelter In Drills
- Soft Lockdown Drills
- Rapid Dismissal

Since the primary purpose of a drill is safety, students must listen to and follow all directions. There is no running in the hallway or on the stairs. In order to hear all instructions and avoid confusion, all drills are to be conducted in silence. Students who violate safety protocol will receive consequences in accordance with our Behavior Rubric.

If the school's BRT (Building Response Team) ever needs to initiate one of the General Response Protocols (GRP) - for example, evacuate the building, parents will be notified via the School Messenger platform and given explicit information and directions for next steps.

Parent Contract

Please sign and detach this page of the handbook and return it to your child's homeroom teacher no later than **Friday, September 29, 2023**

I, _____, the parent/guardian of

_____ of class _____ have received the John Ericsson Middle School 126 handbook. I understand that rules and regulations have been set for all the students and parents of J.E.M.S.126. If I have any questions or concerns, I understand that I may contact the school at (718)-782-2527.

Parent's Signature: _____ Date _____