

Dear Meyer Levin Parents/Guardians:

We are excited that you decided to join the Meyer Levin family. Below you will find important information regarding ML policies and expectations that help make Meyer Levin a successful community. Please be sure to read and reach out if you have any questions.

Communication Policy

Any successful partnership is rooted in effective communication. This is why we want to ensure that we share all the ways we plan to communicate with you. If for any reason you have not heard from us please reach out to check-in and stay informed. Please make sure we always have accurate contact information on file for you via phone and email. Make sure you have access to your child's google classroom. Meyer Levin makes sure parents stay informed via:

- School App (look for our crest in your app store)
- Robo calls
- Emails
 - For your convenience each grade has their own email, but please make sure you get the emails for all teachers that engage your child throughout the day
 - 6th Grade – grade6staff@NYCDOE.onmicrosoft.com
 - 7th Grade – grade7staff@NYCDOE.onmicrosoft.com
 - 8th Grade – grade8staff@NYCDOE.onmicrosoft.com
- Google classroom
- Digital Board on the perimeter

Important Forms

All students must complete and return a [blue card](#) and a [lunch form](#). Updated [immunization records](#) must be on file with the school. Please note, exemptions are no longer being honored by the Department of Education. *Failure to provide the required blue card and lunch form will trigger a delay in your child receiving a metro-card. Failure to provide updated immunization documents will result in a mandated removal from school.*

Grading Policy

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|---------------------------|-----|------------------------------|-----|
| ● Class Attendance | 10% | ● Assessments | 20% |
| ● Classwork/Participation | 30% | ● Projects/Performance Tasks | 20% |
| ● Homework | 20% | | |

Trip Policy

Trips are arranged by or on behalf of the school. We believe that trips can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible.

In this policy we seek to establish clear and coherent expectations for students to ensure that the safety and health of all is maintained. It is our goal that trips are made available to all students. To attend all trips, students must adhere to the expectations listed below:

- 90% attendance
- 1st period teacher must complete nomination form that you are not late more than 1x per week
- Meets uniform requirements every day
- Receive clearance from the deans/administration if the student has committed any infraction (including but not limited to cell phones, fighting, cutting class, etc.)

Supply List

Science	Math	ELA and SS
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• (1) roll of paper towel • (1) pack of cleaning wipes • (2) box of tissues • Post-IT Notes • Colored Pencils • Scotch Tape • (2) Glue Sticks • 1 pack of looseleaf paper • (4) Two-pocket folders • (4) science notebooks • (1) pack of Black and/or Blue Pens- erasable please • Headphones • (1) pack of Index Cards • (1) pack of No. 2 Pencils	• (1) pack of No. 2 Pencils • (2) pencil sharpeners • Eraser • Ruler • (2) Graph Notebooks • (2) Notebooks • (4) Two-pocket folders (plastic) • Construction Paper • Erasable Color Pens • Color pencil • Loose leaf paper (1pk) • Calculator (TI-30XIIS Scientific Calculator 6th & 7th Grade) • TI Nspire TI-84 Graphing Calculator (8th Grade)	• (4) Notebooks • Index Cards • (3) Post-It packs • (1) Headphones Aux Plug in ONLY • (1) Mini Stapler • Pack of staples • (1) pack of Black and/or Blue Pens • (1) pack of No. 2 Pencils • (1) pack of highlighters • (1) pack of Post-it Page Markers • (2) Loose-leaf • (1) Plastic Folder • (1) Mini Dictionary & Thesaurus
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Performing Arts will send out a supply list for students once they have chosen their electives for the school year.

Uniform Policy

School uniforms are a key to developing a sense of togetherness among students and staff. Whatever uniform color your child starts with will remain their uniform color for their entire time at Meyer Levin. Students without uniform will receive a phone call home and parents will be asked to bring proper uniform attire. Students will also face removal from trips and other extracurricular activities if they're not adhering to uniform policies.

6 th Grade	7 th Grade	8 th Grade	Gym Uniform	Additional Information
			 	• Black bottoms are expected for all grades (skirts are allowed black jeans are allowed – no rips/tears/holes) • Sweatshirts are also available in a variety of colors

Purchase online at: [Products – My Meyer Levin Uniform @THE GRAD ZONE \(my-meyer-levin-uniform.myshopify.com\)](https://my-meyer-levin-uniform.myshopify.com)

Paul Sealy is our uniform distributor. He can be reached at psealy@yourgradzone.com.

Cell Phone Policy

In the interest of ensuring we offer a safe and productive learning environment for all stakeholders the following updates to our cell phone policy are:

- Student cell phones will be collected during AM homeroom, placed in class cases and locked in the Dean's office.
- Cell phones will be returned during PM homeroom unless...
 - Student is picked up early
 - Student arrives late and cell phone is stored in the late box
 - Cell phones placed in the late box will be returned after dismissal is completed
- Paired watches should not be worn to school
- If for any reason you need to reach your child, please call the school (718) 451- 2200, or email the following people:

Administration

Principal Hendrickson

jhendrickson@schools.nyc.gov

	Assistant Principal Cummings	rcummings5@schools.nyc.gov
	Assistant Principal Reyes	jreyes37@schools.nyc.gov
	Assistant Principal Francois	dfrancois3@schools.nyc.gov
Office Staff	Ms. Best	rbest@schools.nyc.gov
	Ms. Barrett	abarrett3@schools.nyc.gov
Counselors and Social Worker	Ms. Allison (6th Grade)	rallison2@schools.nyc.gov
	Ms. I Guerrero (7th Grade)	iguerrero5@schools.nyc.gov
	Ms. Strong (8th Grade)	tstrong@schools.nyc.gov
	Ms. Lopez (SAPIS)	llpoez83@schools.nyc.gov

The following action will be taken if a student is found violating the cell phone policy:

- **First time** - the phone will be confiscated. Parents will be contacted. The student must retrieve the phone after dismissal is complete.
- **Second time** - the phone will be confiscated and only returned to a parent/guardian. The violation will impact participation on trips, and other student activities.
- **Third time** - the phone will be confiscated and only returned to a parent/guardian. A meeting will be scheduled with the student and their parent/guardian. For the remainder of the year the student must check their phone in with a designated point person every morning. The student must retrieve the phone at dismissal.

Important Reminders

- According to Chancellor's Regulation A-431, cell phones can be confiscated by any adult that observes the infraction.
- Staff and students have a right to privacy. All audio and all video recordings are prohibited unless consent is documented in writing by both staff and students.
- Communication between students and their family members must go through the main office. Email the correct point people and/or call the main office to speak with your child in case of an emergency.

Partnerships

In partnership with our *staff and local community-based organization Elite Learners* we can enhance the experience of our students during the day. We offer the following electives:

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|---------------------|---------------|-----------------|
| • Dance | • Chorus | • Photography |
| • Drama | • Visual Arts | • Sign Language |
| • Steelpan | • Debate | • |
| • Instrumental Band | • DJ skills | |

The Arthur Project offers an innovative approach to mentoring students while supporting their social-emotional development. Students build relationships with their AP mentor and learn life-skills such as self-advocacy, making friends, time management and so much more.

After-school partnerships keep our students engaged and safe after hours. They provide experiences that include but are not limited to college tours, performances, competitions, and all-around fun!

- *I Hold the Key* – homework help, arts, dance, leadership, sports (flag football, basketball)
 - Director (TBD) -
- *SONS* – competitive sports (football, girls/boys basketball, soccer, track and field, dance, cheer)
 - Director Daniel Perry – pdaniel5@schools.nyc.gov

Key Members of the ML Team

- Principal Jamie Hendrickson
- AP Rahdaysha Cummings
- AP Jaclyn Reyes

- AP Darryl Francois
- Parent Coordinator –
- School Counselor – Itzel Guerrero
- School Counselor – Tasia Strong
- Social Worker – Rashida Allison
- SAPIS Worker – Lineth Lopez
- Deans –

In Partnership,

Jamie Hendrickson

Principal Hendrickson