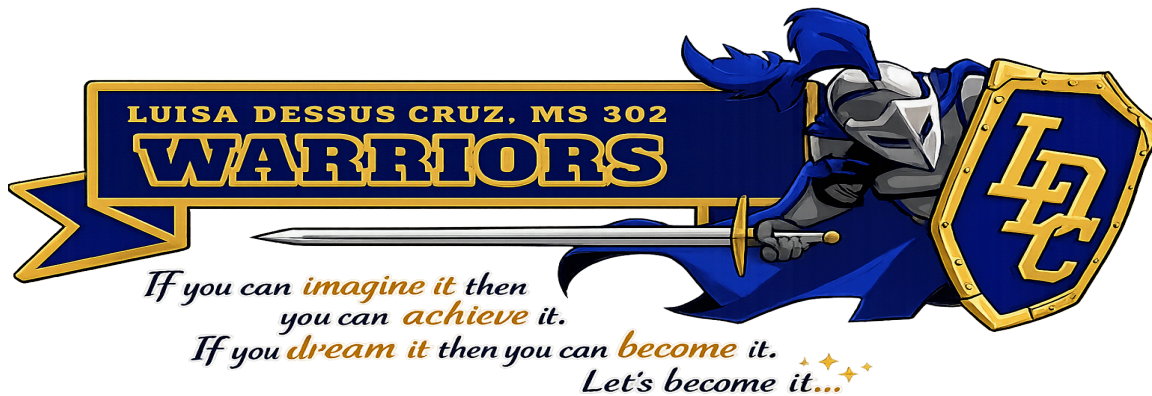




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Luisa Dessus Cruz, Middle School X302

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2026–2027

Scholar and Family Handbook

Live Document

681 KELLY STREET
BRONX, NEW YORK 10455
TEL: 718-901-3520
FAX: 718-901-3529

SCHOOL ADMINISTRATION

Dr. Liza Ortiz, Principal

www.msx302.org

Rosny Jean-Louis, Assistant Principal- 6th/7th grade
Bernadette Pizarro, Assistant Principal- 7th/8th grade

School Support Staff

Mike Mercedes, Parent Coordinator

Handbook located on School's Website and Google Classroom

You have the right to receive information from the school in your preferred language. Please let us know if you need interpretation or translation services. If you need help understanding this handbook or require it in another language, please contact our Parent Coordinator, Mr. Mercedes.

Usted tiene el derecho de recibir información de la escuela en el idioma de su preferencia. Por favor, infórmenos si necesita servicios de interpretación o traducción. Si necesita ayuda para comprender este manual o desea recibirlo en otro idioma, comuníquese con nuestro Coordinador de Padres, Sr. Mercedes.



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Dr. LIZA ORTIZ, PRINCIPAL

MR. MIKE MERCEDES, PARENT COORDINATOR

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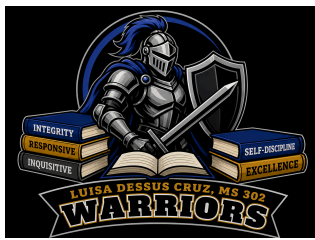
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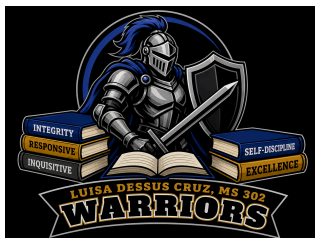
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Welcome to the Home of the Warriors

Dear Families and Scholars,

Welcome to the new school year at **Luisa Dessus Cruz Middle School X302**! Whether your family is returning or joining our school community for the first time, we are honored that you have entrusted us with your child's education.

At Luisa Dessus Cruz Middle School X302, we believe every scholar has the potential to achieve excellence when provided with high-quality instruction, meaningful relationships, and a supportive learning environment. Our commitment is to ensure that every student is known, valued, challenged, and empowered to reach their fullest potential—academically, socially, and emotionally.

Our school community is guided by our **I-R.I.S.E.** values:

- **Integrity**
- **Responsiveness**
- **Inquisitiveness**
- **Self-Discipline**
- **Excellence**

These values shape our daily interactions, our instructional practices, and the culture we strive to build together.

This year, we will continue strengthening literacy and mathematics instruction while providing targeted interventions through our Multi-Tiered System of Supports (MTSS). Our focus remains on engaging students in rigorous learning, developing critical thinking, fostering student voice, and ensuring every scholar receives the support needed to succeed. We are committed to preparing students not only for high school, but also for college, careers, and lifelong learning.

We know that the strongest schools are built on meaningful partnerships with families. Your voice, insights, and involvement are essential to your child's success. We encourage you to stay connected through family events, workshops, conferences, and regular communication with our staff. Together, we can create an environment where every child feels safe, supported, and inspired to learn.

This handbook contains important information about our school's expectations, policies, programs, routines, and available resources. Please take time to review it with your child and refer to it throughout the school year.

Thank you for choosing Luisa Dessus Cruz Middle School X302. We are excited to partner with you for a year filled with learning, growth, achievement, and celebration.

Together, let us continue to live our motto:

"If you can imagine it, you can achieve it. If you can dream it, you can become it."



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Section 1- School Profile

Luisa Dessus Cruz Middle School X302 is located in the heart of the South Bronx and proudly serves a diverse community of scholars and families. Our school community reflects the rich cultural and linguistic diversity of the Bronx, with students representing many countries, languages, and lived experiences. We celebrate this diversity and believe it is one of our greatest strengths, enriching the educational experience for every member of our school community.

We are a middle school serving students in grades 6 through 8. Our learning environment is designed to prepare scholars for success in high school, college, careers, and beyond by providing rigorous instruction, meaningful relationships, and individualized support. Every classroom is equipped with instructional technology, including interactive displays and student devices, ensuring scholars have access to the digital tools necessary for 21st-century learning.

Our academic program is grounded in the belief that all scholars can achieve at high levels. Instruction is aligned to the New York State Next Generation Learning Standards and supported through high-quality curricula, including **HMH Into Reading and Into Literature** for English Language Arts, **Amplify Math**, **Amplify Science**, and **Passport to Social Studies**. Across all content areas, scholars engage in critical thinking, academic discourse, evidence-based writing, and collaborative problem-solving.

To ensure every scholar receives the support they need, we implement a comprehensive **Multi-Tiered System of Supports (MTSS)** that provides targeted academic, behavioral, and social-emotional interventions. We offer a continuum of services, including general education, Integrated Co-Teaching (ICT), Special Education Teacher Support Services (SETSS), self-contained special education programs, English as a New Language (ENL), and related services designed to meet the individual needs of our scholars.

Beyond the classroom, Luisa Dessus Cruz Middle School X302 offers a wide variety of extracurricular opportunities that allow scholars to explore their interests, develop leadership skills, and build lasting relationships. Students may participate in athletics, including volleyball, basketball, soccer, and cheerleading, as well as clubs such as eSports, student government, National Junior Honor Society, My Brother's Keeper (MBK), My Sister's Keeper (MSK), arts-based activities, and other enrichment programs throughout the school year.

We believe that learning extends beyond the school day. Through partnerships with community organizations, cultural institutions, colleges, and educational organizations, our scholars participate in enriching experiences that promote academic achievement, leadership development, civic engagement, and career exploration.

Community Partnerships

Luisa Dessus Cruz Middle School X302 is proud to partner with outstanding community-based organizations, colleges, and cultural institutions that enrich our scholars' educational experience both inside and outside the classroom. These partnerships provide opportunities for academic enrichment, leadership development, wellness, the arts, and career exploration.



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Our valued partners include:

- **Elite Learners** – Our Community-Based Organization (CBO) partner, providing after-school programming, academic enrichment, leadership development, family engagement opportunities, and social-emotional learning supports.
- **Urban Advantage** – Supporting hands-on science instruction through partnerships with New York City's leading science and cultural institutions.
- **Take Two Film Academy** – Providing scholars with authentic experiences in filmmaking, digital media production, and visual storytelling.
- **Ballet Hispanico** – Enriching students' appreciation of dance, culture, and the performing arts through professional arts education.
- **Bronx Arts Ensemble** – Providing high-quality instruction in music and the performing arts while fostering creativity, collaboration, and artistic expression.
- **Success in Motion** – Promoting physical fitness, teamwork, leadership, and social-emotional development through movement-based programming.
- **Elevate Education** – Teaching evidence-based study skills, organization, time management, resilience, and learning strategies that support academic success.
- **Sophie Gerson Healthy Youth** – Promoting healthy lifestyles, nutrition education, physical wellness, and positive youth development.
- **CHAMPS** – Encouraging healthy living, physical activity, teamwork, and positive youth engagement through sports and wellness programming.
- **Hunter College** – Partnering with our school to place student teacher interns who support classroom instruction while developing the next generation of educators.
- **World Vision** – Supporting our school community through student and family resources, basic needs assistance, school supplies, community outreach, and programs that promote student well-being and educational success.

These partnerships strengthen our commitment to educating the whole child by providing scholars with meaningful learning experiences that extend beyond the classroom. Together with our families and community partners, we strive to ensure that every scholar has the opportunity to grow academically, socially, emotionally, and as a leader within our community.

VISION STATEMENT

Luisa Dessus Cruz graduates will be independent and inquisitive scholars on the path to becoming life-long learners. Our scholars will achieve high standards of excellence that encourage creativity, analysis, self-discipline, and responsiveness to the ever-changing world.

MISSION STATEMENT

Luisa Dessus Cruz is dedicated to the academic and personal development of our scholars, who will become leaders in the fields of S.T.E.A.M.S (science, technology, engineering, arts, mathematics, and social service). Like a family, we are both caring and firm. We challenge our scholars to question, anticipate, problem-solve, and effectively communicate. We encourage personal responsibility to build strong character in pursuit of academic excellence and social responsibility.

CORE VALUES

We I- R.I.S.E as a community. By embodying the attributes of Responsiveness, Inquisitiveness, Self-Discipline, and Excellence, our scholars will become more self-sufficient, capable, and confident. This holistic development will prepare them as **independent learners**, ready to tackle the challenges of our ever-changing world.



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Integrity: I am honest. I choose to do what is right, even when no one is watching. I take responsibility for my actions and demonstrate fairness, respect, and accountability in all that I do.

The goal is for scholars to develop strong moral character by making ethical decisions, demonstrating accountability, and earning the trust and respect of others through honesty and responsibility.

- **Accountability:** Scholars with integrity take ownership of their actions, learn from their mistakes, and follow through on their commitments, building trust with others.
- **Trust and Respect:** Acting with integrity fosters positive relationships by demonstrating honesty, fairness, and respect. Scholars who consistently model integrity earn the confidence of their peers, teachers, and community members.
- **Academic Honesty:** Integrity encourages scholars to complete their own work, acknowledge the ideas of others, and uphold high standards of honesty in all academic and personal endeavors.

Responsiveness: I am reliable. I will seek support and guidance that will change me for the better

The goal is for scholars to be adaptable to new situations and be proactive problem solvers that can effectively communicate.

- **Adaptability:** Being responsive means being able to adapt to new situations quickly. This adaptability helps individuals to manage unexpected challenges independently.
- **Proactive Problem-Solving:** Responsiveness encourages proactive problem-solving, a crucial skill for independent living and working.
- **Effective Communication:** Responsive individuals communicate effectively, ensuring that they can *advocate for themselves and their needs*.

Inquisitiveness: I am developing my mind to be more open to new ideas.

The goal is to have scholars want to continue to learn by critically thinking and being resourceful in seeking information that will sharpen their mind.

- **Continuous Learning:** An inquisitive nature fosters a love for learning and self-improvement, which are essential for personal growth and independence.
- **Critical Thinking:** Inquisitiveness promotes critical thinking skills, allowing individuals to analyze situations and make informed decisions independently.
- **Resourcefulness:** Curious individuals are often resourceful, seeking out information and solutions on their own rather than relying on others.

Self-Discipline: I will persevere. I choose to put in the time, effort, and discipline required to achieve my goals.

The goal is for scholars to be reliable where they set goals and achieve them by staying focused and motivated even in the face of obstacles.

- **Time Management:** Self-discipline helps individuals manage their time effectively, a key aspect of being self-reliant.
- **Goal Setting and Achievement:** Those with self-discipline are more likely to set and achieve their own goals, fostering a sense of autonomy.
- **Resilience:** Self-discipline builds resilience, enabling individuals to stay focused and motivated even in the face of obstacles.

Excellence: I am committed to my ambition. I care about my success

The goal is for scholars to set high standards by continuing to take the initiative in their personal development.

- **High Standards:** Striving for excellence means setting high standards for oneself, leading to a strong work ethic and self-motivation.
- **Self-Assessment:** Pursuing excellence involves continuous self-assessment and improvement, which helps individuals take charge of their personal and professional development.
- **Confidence:** Achieving excellence in various endeavors builds confidence, empowering individuals to take initiative and act independently.



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Section 2- Whom Do I Ask?

Verification Of Pupil Registration

Should you require any form to be endorsed or filled out by school personnel (i.e. tax purposes, proof of enrollment, SNAP, etc.) a request must be made personally to the Main Office at least one day in advance. Same day requests will NOT be accommodated.

Pupil/ Procurement Secretary- Ms. Martinez	Principal's Secretary/ Procurement- Ms. Rivas
JMartinez577@schools.nyc.gov	KRivas4@schools.nyc.gov

Parent Coordinator

Mike Mercedes is the principal liaison with parents and/or guardians. If you have any questions and/or concerns **regarding academics, scheduled meetings, technology, or access to our software**, please contact him. You can call him at 718-901-3520 extension 1065 or you can email him at Mmercedes5@schools.nyc.gov.

Classroom Teacher

Your child's teacher is the first place to go to if you have any questions concerning your child's academic, social or emotional life in school. You can communicate with your child's teacher via MySchoolsAccount (NYCSA), Jupiter-Grades or by directly calling the school. Parent engagement is now done remotely. Teachers will contact you via google meets or will contact you via the telephone. Appointments must be made to see a teacher-in-person.

Guidance Team

Your grade guidance counselor is trained to appreciate that you are a unique and important person! The objective of your counselor is to help you to succeed in school and to reach your fullest potential. Most of all, your counselor is a trusted adult with whom to talk. To see your guidance counselor, you can sign up to see them on your grades floor. If there is an emergency, just walk into the Guidance Office and say, "I'd like to see my counselor, please." If your guidance counselors are not available, you will be given an appointment time to come back. Do not use the guidance counselor as an excuse to leave class. If you believe your child is having social or emotional issues and you are seeking support beyond the classroom teacher, please contact:

6th Grade-Ms. Pizzini, room 101	7th Grade-Ms. Sussman, room 308	8th Grade- , room 301
jpizzini3@schools.nyc.gov	kmatthews3@schools.nyc.gov	@schools.nyc.gov

Mandated Counseling Provider:

Several students have a counselor specifically assigned to support and address the educational, behavioral, and emotional needs of students with disabilities. Ms. Cepeda is the mandated counselor for students who have counseling in their Individualized Education Plan. She can be emailed at ycepeda@schools.nyc.gov.

Mental Health and Crisis Support

If your child is experiencing emotional distress or needs mental health support, please reach out to our guidance team or social worker. We are here to help connect families with resources and support services, including referrals to NYCPS Mental Health Supports or NYC Well.



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School Based Support Team/ Learning Specialist

The purpose of the School-Based Support Team (SBST) is to provide targeted assistance to students who are experiencing academic, behavioral, or social-emotional challenges that impede their ability to succeed in school. The SBST typically consists of a multidisciplinary group of professionals, including but not limited to teachers, school psychologists, social workers, special education teachers, and administrators. The SBST plays a crucial role in creating an inclusive and supportive educational environment that enables all students to thrive. Here are the key functions and goals of the SBST:

Key Functions of the School-Based Support Team:

1. Assessment and Identification:
 - Conduct Evaluations: The SBST assesses students to identify specific learning disabilities, behavioral issues, or social-emotional challenges. This often involves formal and informal assessments, observations, and consultations with teachers and parents.
 - Develop Individualized Education Plans (IEPs): Based on the assessments, the team creates IEPs tailored to meet the unique needs of each student requiring special education services.
2. Intervention and Support:
 - Implement Interventions: The team designs and implements evidence-based interventions to address identified issues. These may include academic support, behavioral modification plans, and counseling services.
 - Monitor Progress: Regular monitoring of student progress to ensure that interventions are effective. Adjustments to interventions are made based on data and outcomes.
3. Crisis Intervention:
 - Emergency Response: Address immediate crises, such as severe behavioral issues or emotional distress, by providing immediate support and connecting students to appropriate services.
4. Learning Specialist located in room 101
 - If your child receives learning support with one of our learning specialists and you have questions about your child's Individual Education Plan (IEP), 504s and testing modifications please contact Ms. Payano, Ms. Gonzalez, Ms. Marte, or Ms. Barcenas

Psychologist Ms. J. Barcenas Quinde, rm 101 jbarcenasquinde2@schools.nyc.gov	Special Education Coordinator Dr. L. Ortiz, room 108 lortiz19@schools.nyc.gov	MTSS Coordinator Dr. L. Ortiz, room 108 lortiz19@schools.nyc.gov	504 Coordinator Ms. B. Pizarro, room 335 bpizarro2@schools.nyc.gov
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Principal

Dr. Liza Ortiz's email address is lortiz19@schools.nyc.gov

The principal aims to ensure the effective management and academic success of Luisa Dessus Cruz, Middle School x302 scholars by:

- Setting a clear vision for the school's academic and cultural environment, ensuring that all stakeholders understand and work towards common goals.
- Inspiring and motivating stakeholders to achieve high standards and foster a positive school culture.



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- Enforcing a code of conduct for students, addressing disciplinary issues fairly and consistently.
- Fostering strong relationships with parents and community members, encouraging their involvement in school activities and decision-making processes.
- Utilizing student performance data to inform decisions about instructional practices, resource allocation, and intervention strategies.
- Developing and implementing strategic plans that are informed by data analysis to drive school improvement efforts.
- Promoting diversity and inclusion within the school community, ensuring that all students and staff feel valued and respected.
- Addressing conflicts among students, staff, and parents promptly and effectively, maintaining a peaceful school environment.

Assistant Principal

The role of assistant principals and teacher in charge is essential in supporting the principal and ensuring the smooth operation of the school. They handle a variety of responsibilities that contribute to the academic and administrative success of the institution. If after discussing an issue with a teacher, guidance counselor, dean or any other faculty member you have a concern, please contact:

6th / 7th grade- Mr. Louis

Rjeanlouis3@schools.nyc.gov

7th / 8th grade- Ms. Pizarro

Bpizarr2@schools.nyc.gov

Nurse

If you want to share your child's allergies, provide a renew/new 504, or express medical concerns you are to provide the required documentation and it will be shared with **Nurse Peace in room 109**. Her email is pobioha@schools.nyc.gov.

- If it is necessary for your child to have prescribed medication during the school day, the medication must be administered by the school nurse. Under no circumstances can school personnel provide aspirin or any other over the counter medicines to students.

The following procedures must be followed and noted on the scholar's 504:

- A written statement is required from your family physician who shall indicate the child's diagnosis, dosage and the time medication should be given in school..
- The parent must request and authorize in writing that the school nurse can give the medication in the dosage prescribed.
- The medication must be brought to the school nurse in the original container by a parent/guardian or other adult.
- A medication administration form and a care plan dated for the school year and signed by a parent and a provider are needed during medication drop-off.

School Physicals

The New York State Department of Education requires all students who are new to theNYCPS have a physical exam. The exam must have been given within twelve months prior to the commencement of the school year in which it is required, that is, not before September 4, 2025.

- New York State has banned religious exemptions for vaccinations. Therefore, all students must have completed immunization records on file with the nurse before September 21, 2025.
- **Please return the completed physical examination form to the nurse's office by October 8, 2025.**



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Immunizations

All students who attend school must have their vaccinations completed according to the required immunization schedule. For details, please visit the [Immunizations page on nyc.gov](#). Students who are new to the NYC Public Schools (NYCPS) may enter school provisionally with documentation showing they have received at least the initial series of required immunizations within the previous two months. New entrants have 14 days to provide documentation of their vaccinations. If documentation is not submitted within the 14-day window, the student becomes excludable from school, and a warning letter will be sent home. If proof of vaccination is not provided within ten days of the warning letter, the student will be excluded from school until all immunization requirements are met. Submit immunizations to Ms. J. Martinez, JMartinez577@schools.nyc.gov

Medication

Any prescription drug or over-the-counter medication must be administered by the school nurse only. Medication must be delivered to her with proper information and/or documentation. For exceptions or for additional information contact the school nurse, pobioha@schools.nyc.gov.

Whenever a child must be on long-term medication that needs to be administered during the school day, parents/guardians should obtain the necessary form (504 form). These forms are to be completed and signed by the parent and physician, and returned with the medication to the school's nurse's office.

CHILDREN MAY NOT TRANSPORT MEDICATION TO THE SCHOOL. A PARENT OR GUARDIAN MUST BRING THE MEDICATION TO THE NURSE'S OFFICE WITH THE APPROPRIATE MEDICAL ADMINISTRATION FORM FROM THE PHYSICIAN.

The medication must be sent to school in the original container labeled and dated by the pharmacist or physician and should include: name of student, name of medication, exact dosage to be taken, and time at which dosage is to be taken at school. This medication must be picked up by the parent/guardian at the end of the school year in June, or it will be discarded.

Allergies

Life-threatening allergy problems (e.g. allergy to bee stings) should be brought to the immediate attention of the principal so that the staff can be trained to administer necessary medication.

Illness

If a child becomes ill at school, we will contact the individuals listed on the student's emergency card/dismissal consent form and follow the protocol indicated on the card. Parents should please make sure that the information on these cards is kept current, and inform the office when changes need to be made.

Head Lice

If a case of head lice is found in a classroom, a letter is sent home to all families in that class with information on checking for lice, removing them, and treating lice infestations at home. Since head lice spreads easily and rapidly, children who have an infestation must be kept home until all lice are completely removed from the hair. A child returning to school must be accompanied by an adult from home, and re-examined by school personnel before they can re-enter class.



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Bussing or Metro Cards or Verification Letter:

If your child needs a metro card due to travel time and distance from school or if you need a verification letter, please contact Ms. Debbie Gonzalez at 718-901-3520 or via email or via email JMartinez577@schools.nyc.gov.

Attendance:

If you have questions about an absence or lateness, or if you want to report an absence or lateness, please contact Ms. Debbie Gonzalez at 718-901-3520 or via email JMartinez577@schools.nyc.gov.

School Closing

On “snow days” or days when school buildings are closed due to an emergency, all students and families should plan to participate in remote learning. If the Office of the Chancellor makes a full closure decision, please follow the procedures outlined below.

In case of emergencies, our school will pivot to remote learning using Google Classroom and students will be required to use their NYCStudents.net account.

The citywide decision to close or delay schools due to inclement weather is made **only** by the Chancellor. No school may close or open late without the Chancellor’s authorization. This decision is typically made by **6:00 a.m.** on the affected date.

The Division of Public Affairs will notify news services, radio stations, and television outlets as early as possible, ideally prior to 6:00 a.m. School staff and families should monitor announcements on the following stations:

- **Radio:** WINS 1010 AM, WCBS 880 AM, WLIB 1190 AM, WBLS 107.5 FM, WADO 1280 AM, WKDM 1380 AM, WNYE 91.5 FM, WSKQ 97.9 FM, WXLX 620 AM
- **TV:** NY1 (Channel 11 on cable) and WNYE-TV (Channel 25)
- **Phone/Online:** Call **311** or sign up for real-time notifications at www.nyc.gov/notifynyc

Delayed openings will also be announced **only by the Chancellor**.

In the event of a delayed opening, students will still receive a full instructional day and access to school meals. Regularly scheduled after-school programs will also take place. Please note: lateness and attendance will be based on the delayed opening start time.

We strongly encourage families to make contingency plans in case of a delayed opening or early dismissal due to weather. Please remind your child to inform their teacher if no one will be home

School Physicals

The New York State Department of Education requires all students who are new to theNYCPS have a physical exam. The exam must have been given within twelve months prior to the commencement of the school year in which it is required, that is, not before September 4, 2025.

- New York State has banned religious exemptions for vaccinations. Therefore, all students must have completed immunization records on file with the nurse before September 21, 2025.

Update Contact Information:

If there is a change in address, parents/guardians are required to submit proof of changes to the school. You can call to have your phone number changed. A current address, home, work, and cell phone numbers, must be on file with the school at all times. Please contact the school’s secretaries



Luisa Dessus Cruz, Middle School 302

681 Kelly Street, Bronx, New York 10455

Telephone: 718-901-3520/ Fax: 718-901-3529

www.msx302.org

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to make any changes to your contact information. All students are expected to have an [emergency contact form](#) on file in the main office.

Laptop Concerns:

If there is any damage done to your laptop or Ipad, it must be reported to the school. A ticket will be issued for the device and it will be fixed. Should you have any issues regarding the device that has been provided to you (laptop or Ipad) you may contact Mr. Dennis, Mr. Kyle, or Mr. Zenon by contacting the school or email them at:

6th / 7th grade- Mr. Zenon	7th / 8th grade- Mr. Kyle
Dzenon@schools.nyc.gov	kworrell2@schools.nyc.gov

After-School Program, Elite Learner:

If your child is in the after-school program and you wish to relay a message to the program, or seek to speak to someone please call ext. 5011 or contact the program director, Tasha Campbell, tcampbell@elitelearners.org.

Parent Association

The Parent Association (PA) is a vital part of our school community, providing families with a voice and a platform to be active partners in their child's education. Every parent or guardian of a student enrolled at our school is automatically a member of the PA. We value and welcome your participation! Whether you attend meetings, volunteer at events, or join a committee, your involvement helps build a stronger school community. Details about upcoming meetings and events will be shared via the school website.

LDC x302 Parent Association email:

ldessuscruz@gmail.com

Reverend Laticia Thompson, President

Christina Dumeng, Treasurer

Christina Dumeng Title I Parent

Rashad Thompson, Recording Secretary

Section 3- School Systems and Structures

Bell Schedule

Period	Begins	Ends
Coat Room	7:50 AM	8:02 AM
1	8:02 AM	8:49 AM
2	8:49 AM	9:36 AM
3	9:36 AM	10:23 AM
4	10:23 AM	11:10 AM
6th grade lunch		
5	11:10 AM	11:57 AM
7 th Grade Lunch		
6	11:57 AM	12:44 PM
8 th Grade Lunch		
7	12:44 PM	1:31 PM
8	1:31 PM	2:18 PM
Coat Room/ Dismissal	2:18 PM	2:20 PM



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Official School Hours are: 7:30am-2:20pm

The morning breakfast program for scholars begins at 7:30 a.m. and ends at 7:50 a.m. Scholars are to enter the main entrance, enter the auditorium. Grab their breakfast and remain in the auditorium for breakfast.

- Scholars will begin to enter the school building promptly at 7:50 am. Scholars are late if they report to the coat room after 8:00 am. You are late if you enter the building after 8:00 am. During the coatroom time, 8:00 am - 8:02am, scholars are to leave their coats, hoodies, lunch in their lockers and store their cellphones in a designated locked storage bin.
- **Cell Phones or devices that can access the internet are not allowed to travel around in the building.** You can contact the school if you wish to speak to your child via the main office at (718) 901-3520. Please refer to the [cell phone policy](#).
- Guidance Counselors, Social Workers, support staff, and/or assistant principals will supervise entrance doors and corridors as scholars move to their assignments. Principal or principal designee, the parent coordinator, and the school safety agents will supervise the perimeter of the school building.

Arrival and Dismissal Procedures

Arrival

All scholars are expected to arrive before 7:50 am for our daily town-hall meetings. Scholars will report to the auditorium. Eat their breakfast, get mentally ready for school, and listen to the day's announcement.

At 8:00am, first period, scholars will report to their coatroom. Scholars will place their belongings in their coatroom during the transition from 8:00 am - 8:02 am or after the first period, if they arrive late.

- Those scholars who enter the school after 8:05 am will be given a late pass to enter their class from the main office.

Grades 6 through 8:

Scholars enter the building from the Main Entrance on Kelly Street and will enter the auditorium and sit by class.

- Scholars who arrive after 8:05 a.m. will be marked tardy. If a pattern of frequent lateness is observed, scholars will be excluded from extracurricular activities. Parents/guardians will be notified in advance.

Breakfast Program:

- Hot breakfast will be served from 7:30 a.m. to 7:50 a.m. Grab-and-go breakfast will be available from 7:40 a.m. to 7:55 a.m.
- Please note: Students are not permitted to eat breakfast in the classrooms.

Early Dismissal

We welcome parents and/or guardians to be vital parts of our school community. If you need to pick up your child early, please call the main office at 718-901-3520 and provide an estimated time so we can have your child ready.

- All individuals identified on the emergency card will be required to show identification. If the person picking up your child is not listed on the emergency card, your child will not be released. The approved person will need to sign the scholar out. The office staff will provide a receipt to the agents, allowing the child to leave school grounds with the approved person.



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- Scholars are not permitted to have other students or non-adult relatives come to the school to wait or pick them up. **The legal age to pick up a scholar is 21 years.**
- Under no circumstance will scholars be allowed to be sent home alone due to appointments or illness.
- Scholars are not to have scholars from other schools or relatives that are not adults come to the school to wait or pick them up.

We understand that unforeseen circumstances may come up, but if possible please try to make Doctor/Dentist appointments after school. Taking your child out of school early distracts the class and scholars lose valuable instructional time.

Dismissal

At the end of 7th period, all scholars will report to their designated coat rooms to retrieve their belongings in preparation for dismissal at the end of 8th period.

- Teachers are expected to be at their assigned posts to actively monitor the transition from the coat room to the hallway and through to the designated exits.

Grades 6

Scholars will exit from Exit B.

Grades 7 and 8

Scholars will exit from small yard Exit C.

Yellow Bus Program

Some scholars may travel to school by yellow bus. The classroom teachers will be made aware of which scholars travel by bus. The bus matrons will escort the arriving scholars to the main office and **Mr. Dennis**, will welcome the scholars. Scholars must be in the main office by 2:10 pm for dismissal via yellow bus.

Attendance

Attendance is a vital part of learning and it is required that scholars attend school regularly and on time everyday. Attendance is checked every period and marked electronically by the class teacher on DOE Attendance. Regularity of attendance and punctuality is required of all scholars. If absent from school a call will be made home by the automated attendance system. If absent from a class it will be marked on DOE attendance. Absence, tardiness, or departure from school before the end of the school day will be excused for the following reasons only:

1. Illness
2. Serious illness or death in the family
3. Serious, contagious epidemic disease in the household where you reside
4. Doctor appointments which cannot be arranged for any other time
5. Required presence in court
6. Other activities with prior approval of the Principal
 - The Principal will excuse absence for the reasons set forth above upon receipt of a written, signed explanation from your parent/guardian, which must be submitted to the Main Office on your first day back to school.
 - The scholar will be required to make up missed school work during periods of absence. In the event of an unexcused absence and/or failure to make up work missed, a grade(s) of 45 may be assigned. Any unexcused absence will be treated as truancy (illegal absence from school).



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Absentee Assignment

If an extended absence (2 or more days due to illness) is anticipated, please call the school and request to speak to a guidance counselor so that you can request assignments. In case of a brief period of absenteeism, you should call a classmate. It is important to get a classmate's number.

Scholars will have a minimum of one day to complete an assignment missed for every day they are absent. This means if your child is absent two days, they will get two days to make up their assignments, unless a teacher extends the minimum days required.

Section 4- School Communication

At Luisa Dessus Cruz, we use a variety of methods to stay connected with our families.

Communication is maintained through the following channels:

- School Monthly newsletters
- Jupiter Grades
- Phone calls, emails, and text messages via DOE GAMA
- Emails
- Social media platforms
- Parent Town Halls and workshops
- Student folders and take-home notices

We are committed to keeping our families informed, engaged, and actively involved throughout their child's educational journey. Below are some of the ways we maintain consistent communication:

DOE GAMA/ NYC Schools Accounts

The NYCDOE systems let students and parents check their current grades and homework online anytime. Teachers will post homework, grades, and attendance daily for parents and scholars to view. All students receive an @nycstudents.net account. Communication between the school and the students will be via email and Google Suite. All parents and guardians have access to the [Parent Portal](#), where student records and report cards can be accessed at any time.

JUPITER-GRADES

The Jupitergrades systems let students and parents check their current grades and homework online anytime. Everyone has their own password, so grades are always private. It is the responsibility of the teacher to post grades online, mark students attendance, and report behavioral concerns. All students have a Jupitergrades account. **Student Expectations:**

- Review messages sent by staff and respond in a timely manner
- Ask clarifying questions regarding grades
- Seek opportunities to improve grades
- Utilize information in the progress report to implement changes and improve grades.
- Every six to eight weeks, the students will receive a progress report, generated from Jupitergrades.

Positive Behavior Intervention Service (PBIS)

PBIS is a process for creating safer and more effective schools. This is a schoolwide management system that assists us in providing students with Positive Behavioral Interventions and Support, through the use of an application. ***This is a school wide initiative and participation is mandatory for all staff and scholars.***



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Report Cards

Report cards are given out four times a year. Failing report cards will be mailed. The last report card will be given out on the last day of school.

- Progress Reports
 - Every five to six weeks within the marking period, the Jupitergrades system will be updated to reflect a progress report, **(Refer to the monthly calendar)**. These reports give parents a general idea of what their child is doing in each subject. Teachers will add comments about your academic progress. These progress reports can be accessed through the Jupitergrades system. PROMOTION-IN-DOUBT letters will be issued in February.

Parent Engagement

Parents and guardians are encouraged to maintain regular communication with their child's teachers regarding academic progress, attendance, behavior, and social-emotional development.

- To schedule a meeting with a teacher, parents may submit a request through JupiterGrades, contact their child's grade-level counselor, or call the Parent Coordinator at **(718) 901-3520**. Whenever possible, appointment requests should be made **at least one week in advance** to allow for scheduling.
- If a matter requires immediate attention, parents should notify the school's administration. The principal or designee will make reasonable accommodations to address urgent concerns as promptly as possible.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled four times during the school year. These scheduled meetings are conducted remotely. A link will be provided to all parents during a town-hall meeting, via Jupiter Grades, and DOE Messenger.

1. September 23, 2026 is our Meet the Teacher Night where you will meet the teacher and understand the expectations, the grading policy, and the course syllabus. The evening session is from 4:30 pm until 7:30 pm.
2. November 12, 2026 is the Fall Parent Teacher Conference where you will discuss your child's grades. The afternoon session is from 12:20 pm until 2:20 pm. The evening session is from 4:30 pm until 7:30 pm. Students are dismissed between 11:15 am and 11:30 am.
3. March 4, 2027, the Spring Parent Teacher Conferences. The afternoon session is from 12:20 pm until 2:20 pm. The evening session is from 4:30 pm until 7:30 pm. Students are dismissed between 11:15 am and 11:30 am.
4. May 13, 2027, the Spring Parent Teacher Conferences, evening session only. The evening session is from 4:30 pm until 7:30 pm.

These meetings are an important way in which we keep parents informed of their child's progress. In addition, parents are encouraged to contact teachers throughout the year to make an appointment for an in-person or phone conference as needed.

School Website

Luisa Dessus Cruz, Middle School x302 website is open to the public and is used to inform prospective scholars about the culture and standards of the school. Access to the school website can be done by logging in at <http://www.msx302.org>.



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Google Classroom

Username for all scholars is assigned through the New York City Department of Education email with the following domain (@nycstudents.net).

- Google Classroom is a powerful tool that allows teachers to create, assign, and collect both classwork and homework efficiently. By seamlessly integrating with Google Docs, Google Drive, and Gmail, teachers can design assignments, provide real-time feedback on in-progress or completed work, and manage submissions—without using a single sheet of paper.
- Teachers can communicate directly with individual scholars or make whole-class announcements. Scholars can complete assignments in Google Docs and submit them with just a few clicks. When assignments are created, Google Classroom automatically generates folders in Google Drive for each student, making it easy to stay organized. Teachers can share a single document (such as instructions) or automatically distribute individual copies (such as templates) to each scholar. They can track assignment completion at a glance and assign grades within the platform.
- Scholars also benefit from a clear assignments page that displays due dates, helping them stay on top of their responsibilities and manage their time effectively.
- Parents and guardians can be linked to their child’s Google Classroom and receive weekly updates on upcoming and missing assignments, ensuring transparency and partnership in their child’s academic progress.

Section 5- Academic Grading and Integrity

Academic Integrity

At **Luisa Dessus Cruz Middle School X302**, we believe that academic integrity is the foundation of learning. Scholars are expected to produce work that reflects their own thinking, effort, and understanding. Original work demonstrates honesty, accountability, and respect for the learning process while fostering personal growth and building trust within our school community.

All scholars are responsible for understanding and upholding the principles of academic integrity by knowing what is considered acceptable and unacceptable academic behavior. Academic dishonesty—including cheating, plagiarism, unauthorized collaboration, and the misuse of technology—undermines learning, personal responsibility, and the integrity of our school community. The following section defines cheating and plagiarism and outlines the expectations for academic honesty, as well as the consequences for violations of these expectations.

What is Cheating? Cheating is the act of being dishonest or unfair to gain an advantage. It involves violating rules or expectations to misrepresent your own work, knowledge, or effort.	Examples of Academic Dishonesty (Cheating): Academic integrity is essential to creating a culture of trust, fairness, and personal growth. Cheating includes, but is not limited to, the following actions: ● Using any unauthorized aid or materials during a test or assessment ● Giving or receiving answers during a test ● Accessing or sharing the contents of a test before it is administered ● Using summaries (e.g., online study guides) as a substitute for completing assigned readings ● Using a computer or AI tool (such as a translator or writing assistant) to produce work and submitting it as your own without proper acknowledgment	Consequences for Cheating or Plagiarism Engaging in cheating or plagiarism may result in one or more of the following consequences: ● Change of seating assignment ● A grade of “F” or zero on the assignment ● Detention ● Parent/guardian notification
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	• Taking credit for group work without contributing your fair share • Directly copying assignments, including homework, from other scholars • Submitting any assignment as your own that was completed by someone else • Presenting someone else's notes, words, or ideas as your own Note: While AI tools can support learning when used responsibly, submitting AI-generated work without proper citation or as a substitute for your own thinking is considered academic dishonesty. Always seek guidance if you are unsure whether a tool or resource is appropriate to use.	• Requirement to complete make-up work • Documentation in accordance with the Discipline Code
What is plagiarism? Plagiarism – representing someone else's works, words, images, data or ideas as your own without properly citing the source.	Examples of Plagiarism Include: • Copying or paraphrasing someone else's words or ideas from the internet, books, articles, or other sources without proper citation • Presenting another person's work—whether a peer, author, or online source—as your own • Submitting essays, reports, or assignments that were purchased or written by someone else as if you created them yourself	Consequences for Cheating or Plagiarism Scholars who engage in cheating or plagiarism may face the following consequences: • Change of seating assignment • Receiving a grade of "F" or zero on the assignment • Detention • Parent/guardian notification • Requirement to complete make-up work

Scholar Authorship and Writing Expectations

To promote consistency, academic excellence, and integrity in scholar work, **Luisa Dessus Cruz Middle School X302** has adopted a **Style Handbook** that establishes clear expectations for all written assignments across content areas. Following a consistent writing style helps scholars develop strong communication skills, demonstrate professionalism, and properly recognize the ideas and work of others.

The Style Expectation provides guidance on the following expectations:

Academic Integrity

- Submit original work that reflects your own thinking and understanding.
- Give credit to all sources of information, including books, articles, websites, videos, interviews, and artificial intelligence (AI) tools when permitted by your teacher.
- Avoid plagiarism by paraphrasing appropriately, using quotation marks for direct quotes, and citing all borrowed ideas.

Example

- **Acceptable:** "According to the National Park Service..." followed by the required citation.
- **Not Acceptable:** Copying information from a website or another student's paper without giving credit.



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Citations and References

To promote academic integrity and give proper credit to the work of others, scholars will use the **Modern Language Association (MLA) citation format** for all written assignments unless otherwise directed by their teacher.

- Create accurate **in-text citations**.
- Develop a properly formatted **Works Cited** page.
- Cite information from books, websites, magazines, journals, newspapers, images, videos, interviews, and teacher-approved AI tools.
- Paraphrase, summarize, and quote sources correctly while avoiding plagiarism.

Example (MLA Works Cited Entry)

Smith, John. *The History of New York*. Scholastic Press, 2026.

Formatting Standards

Unless otherwise directed by the teacher, all written assignments should adhere to the following formatting expectations:

- **Font:** 12-point Arial or Times New Roman
- **Spacing:** Double-spaced
- **Margins:** One-inch margins on all sides
- **Heading:** Include the scholar's name, teacher's name, course, and date in the upper left corner
- **Title:** Centered and appropriately formatted
- **Page Numbers:** Include page numbers on assignments that exceed one page
- **Grammar and Mechanics:** Use proper spelling, grammar, punctuation, capitalization, and complete sentences
- **Presentation:** Assignments should be neat, organized, and submitted in a professional manner

Writing Expectations

Scholars are expected to:

- Respond completely to the assignment or prompt.
- Organize writing with an introduction, supporting details, and a conclusion when appropriate.
- Use complete sentences and academic vocabulary.
- Revise and edit work before submitting it.
- Proofread for spelling, grammar, and punctuation errors.

Artificial Intelligence (AI)

Artificial intelligence tools may only be used when authorized by the teacher.

When AI use is permitted, scholars must:

- Use AI as a learning support—not as a substitute for their own thinking.
- Verify the accuracy of AI-generated information.
- Cite the use of AI according to teacher expectations.
- Complete all required revisions and demonstrate understanding of the final work.

Example

A scholar may use AI to generate brainstorming ideas or receive feedback on grammar if permitted by the teacher, but the final writing must reflect the scholar's own understanding and voice.



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Teachers will explicitly teach and reinforce these expectations throughout the school year. Scholars are expected to follow the Style Expectations when completing assignments and to submit work that accurately reflects their own learning.

Artificial Intelligence (AI) and Academic Integrity

Luisa Dessus Cruz Middle School recognizes that artificial intelligence (AI) is becoming an increasingly common educational tool. When used responsibly and with teacher approval, AI can support learning, research, brainstorming, revision, and skill development. However, AI is intended to enhance learning—not replace a scholar's own thinking, analysis, creativity, or writing.

Unless specifically authorized by the teacher, all assignments must represent the scholar's original work. Submitting AI-generated content, or the work of another individual, as one's own is considered plagiarism and is a violation of the school's Academic Integrity Policy.

Examples of academic dishonesty include, but are not limited to:

- Submitting AI-generated text, images, presentations, or other content as original work.
- Copying or paraphrasing AI-generated or online material without proper acknowledgment or citation.
- Using AI tools to complete assignments, essays, projects, homework, or assessments when such use has not been authorized by the teacher.
- Using AI or other technology to answer questions during quizzes, tests, or examinations without permission.
- Copying another scholar's work or allowing another scholar to copy one's own work.
- Presenting another person's ideas, writing, or creative work as one's own.

When AI use is permitted for an assignment, scholars must:

- Follow the teacher's directions regarding how AI may be used.
- Complete the intellectual work required by the assignment.
- Disclose or cite the use of AI when directed by the teacher.
- Review all AI-generated content for accuracy, completeness, and appropriateness before submitting any work.

Consequences for Academic Dishonesty

Violations of the Academic Integrity Policy may result in one or more of the following:

- A conference with the scholar, parent or guardian, and teacher.
- The requirement to redo or resubmit the assignment.
- A reduced or failing grade for the assignment, consistent with classroom grading practices.
- Loss of privileges related to the assignment or assessment.
- Disciplinary action in accordance with the **NYC Public Schools Discipline Code** and school policies.
- Additional interventions or progressive disciplinary measures for repeated violations.

Our goal is to help scholars develop the habits of honesty, responsibility, critical thinking, and ethical decision-making that will prepare them for success in high school, college, careers, and beyond.

Students Bill of Rights

New York City public schools seek to cultivate a sense of mutual respect among students, parents and staff. City schools also aim to involve students in activities and programs, within and outside



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the school community, that stress a commitment to civic responsibility and community service.

Students Bill of Rights includes:

- The Right to Free, Public Education
- The Right to a Free, Public School Education
- The Right to Freedom of Expression and Person
- The Right to Due Process
- Student Responsibilities

I-Ready Diagnostics/ Unit Assessments

Middle School 302 administers periodic assessments throughout the school year to evaluate scholars' academic progress. These exams are conducted in a formal testing environment.

In addition, some scholars may be required to complete a secondary screener to verify their scale score or performance level on the NYS ELA and/or Math Exams.

These assessments are part of the promotional criteria. Scholars must meet the required scale score listed below to remain on track for promotion to the next grade. Those who do not meet the benchmark may be required to attend summer school or repeat the grade.

6th grade By June 2026, 6th grade Scholars must earn or maintain a scale score of		7th grade By June 2026, 7th grade Scholars must earn or maintain a scale score of		8th grade By June 2026, 8th grade Scholars must earn or maintain a scale score of	
ELA	MATH	ELA	MATH	ELA	MATH
598	495	609	508	620	518

School-wide Grading Policy:

Each Department will follow the grading policy. A syllabus will be given to the scholars and parents on back to school night. Below is the breakdown of the grading policy

1. 20% - Homework
2. 40%- Assessments
3. 40%- Class Work (class assignments/responses, notebooks, group work, class participation.)
4. The lowest grade a scholar can earn is 55%.

ELA

Homework 20% (6-12 per MP)	Classwork 40% (10-15 per MP)	Assessments 40% (4-8 per MP)
I Ready -15% Reading Logs - 5%	• In-Classwork - 20% (classwork assignments: guided practice, independent work, closure) • Notebook Checks - 10% (At least twice per marking period) • Participation - 10% (which includes being prepared for class, verbal and written participation, and work completed in groups/stations)	• Post Assessment - 10% • Standard Mastery - 10% • Task - 10% (Module Tasks) • Quizzes - 10% (Selection Tests)

Math

Homework 20% (15-20 per MP)	Classwork 40% (20-25 per MP)	Assessments 40% (4-8 per MP)
I Ready -15%	• In-Classwork - 15% (classwork assignments: Amplify Activities, Independent/Group work,) • Lesson Exit Tickets/Closure Activity - 5%	• Amplify Post Assessment Form A - 15% • Unit Assessment / Task - 10%



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Teacher made materials- 5%	- Notebook Checks - 10% (At least twice per marking period) - Participation - 10% (which includes being prepared for class, verbal and written participation, and work completed in groups/stations)	- Quizzes - 5% (Teacher Generated) - SchoolNet Exit Tickets - 10%
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Science

Homework 20% (6-10 per MP)	Classwork 40% (10-15 per MP)	Assessments 40% (4-8 per MP)
Legends of Learning - Assign 3 game weekly- 15% Amplify HW/Supplemental Activities 5%	- Labs - 15% - Participation/notebooks - 10% - Assignments - 15%	- Investigations - 10% - Tests/Assessments 15% - Quizzes/Exit Tickets- 5% - C.E.R documents/Task -10%

Social Studies

Homework / Participation 20% (5-8 per MP)	Classwork 40% (8-12 per MP)	Assessments 40% (3-5 per MP)
daily discussions, voluntary and involuntary class participation, notebooks, coming prepared for class and contributing in a positive manner	- In-Classwork - 20% (classwork assignments: guided practice, independent work, closure) - cooperative learning opportunities and involvement in any/all class activities - 10% - Participation - 10% (which includes being prepared for class, verbal and written participation, and work completed in groups/stations)	- Pre- Assessment / Post Assessment - 30% - Weekly Assessments - 10%

Electives-

Homework / Participation 20% (4-6 per MP)	Classwork 40% (6-10 per MP)	Assessments 40% (2-3 per MP)
Foreign Language, and Visual Art	- In-Classwork- 15% (classwork assignments: do now, independent work, closure) - Notebook Checks- 10% (must be checked twice a month) - Participation 15%- (which includes in class verbal participation, written, or by group)	- Test - 15% (Standard Assessments- minimum 1 per MP) - Task - 15% (End of Unit Tasks- minimum 1 per MP) - Quizzes - 10% (teacher made assessment minimum 2 per MP)
Physical Education and Dance	- In-Classwork- 30% (classwork assignments: do now, independent work, closure) - Participation 30%- (which includes in class verbal participation, written, or by group)	Task - 40% (End of Unit Tasks- minimum 1 per MP, fitness gram)

If scholars refuse the work then, a grade of 55% will be issued to the scholar and the scholar will sign a refusal to complete an assignment form.

GRADING SCALE	PERFORMANCE GRADE LEVEL	SCALE SCORE VALUE
95 - 100	Exceeding	4
86 - 94	Meeting	3
80 - 85		



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71 - 79	Approaching	2
65 - 70	Below	1
64 - Below	Far Below	1

Assignment per marking period:

- Homework/iReady- There will be 15 to 20 assignments per marking period that will be graded and **six (6)** I-ready lessons- 3 Math Lessons and 3 ELA Lessons must be completed and passed on a weekly basis.
- Classwork- There will be 20 to 25 assignments graded per marking period
- Notebook Checks - 1-2 times a month there will be a notebook check. This means in a marking period, the notebook will be graded at least 2 times.
- All subjects: Assessments- There will be 4 to 8 assessments per marking period.
- Science: There will be 6-10 HW/Legends of learnings (3 games are assigned each week).
Classwork: there will be 10-15 assignments graded per marking period.

Late Work Policy:

Late assignments will receive a reduction of ten points off of the overall grade.

- This means if a scholar earns a 90% on a late assignment, then 10% is reduced, and the child's final grade will be an 80%.
- Scholars will lose half of a letter grade for late assignments. This means if a child earns a B on a late assignment, then half a letter grade is reduced and the child will earn a C+.
- Scholars will receive a reduction of 0.5 for late assignments being graded with a 4 pt. rubric scale. This means if the child earns a 3.5 on a late assignment, they will receive a reduction of 0.5 and the final grade will be a 3.0.
- Scholars will receive a reduction of 0.25 for late assignments being graded with a 2 pt. rubric. This means if a child earned a 2.0 on a late assignment they would lose 0.25 and would earn a final grade of 1.75.

Late Assignment Conversion Table

<i>Numerical Grade</i>	<i>Letter Grade</i>	<i>4pt. Rubric Scale</i>	<i>2pt. Rubric Scale</i>
-10 Points 90 = 80	- half of a letter grade B = C+	- 0.5 3.5 = 3.0	- 0.25 2.0 = 1.75

Physical Education (Exemption Policy)

Students who need to be excused from more than two consecutive Physical Education (PE) classes due to illness or injury must have a note from a health-care practitioner.

- Students who have splints, slings, casts, or wounds with sutures or staples may not participate in PE until cleared medically. Participation in outdoor recess will be determined on a case by case basis.
- Some students may have a condition or illness that requires them to limit specific physical activities. Modified PE forms may be obtained from the nurse and should be updated once a year, or as needed due to changes in the child's health.

Children need to wear black sweatpants or the school SWAG and footwear (sneakers) appropriate for PE classes. Students who are excused from PE at the end of the school year must provide medical clearance in September before they can participate in PE classes.



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Section 6- Technology and Notebook/Folder Usage and Responsibilities

Technology Equip/Computers/LCD Projectors/Smart Boards/Document Cameras

Laptops will be given to students. It should remain with the student they are assigned to in order to engage in learning. These laptops should be returned to the school if the child is not returning.

Families will be required to fill out the [STUDENT DEVICE LOAN TERMS OF USE](#) form.

Scholars will complete an equipment expectation form before they use the technology.

- The technology is to be used so that scholars can complete the required assignments by their teacher and to use them to complete the software assignments located in i-Ready, MyON, ActivelyLearn, Mindplay, and Legends of Learning, CLEVER, and the Digital Curriculum for their respective classes.
- Each classroom has 10-20 laptops that are to be used by the scholars if they forget to bring a laptop or if laptops are not fully charged. This is the exception. Scholars are to be responsible with the equipment. **Scholars will lose points in classwork if they fail to bring their device.**
- These computers are not for the purpose of playing computer games, watching videos, or movies. There are strict rules for the technology used. Scholars will be assigned laptops that they must bring to school everyday. This means laptops must be charged.
- Scholars are expected to follow all the rules and conditions of computer use which are outlined in our school's [Acceptable Use Policy and Procedures](#).

Caring for Borrowed Chromebook

We are very fortunate to be able to offer our students 1-1 devices. Please read carefully and adhere to the guidelines outlined in this document. Please treat your school-issued device as you would a device that you purchased yourself.

How do I carry my Chromebook if I need to carry it from room to room?

- Close the lid on the Chromebook and carry it to the new location.
- Do not hold the Chromebook by the screen or pinch the screen. Doing so will damage the screen.

How do I transport my Chromebook back and forth between school and home?

- Sign out of the Chromebook and power it off.
- Remove the charger (and headphone if you have it plugged in).
- Put the Chromebook in the sleeve that was purchased with the device.
- Zip the sleeve closed and take the Chromebook with you.
- When transporting your Chromebook, never leave it unattended.
- Make sure it is fully charged when you bring it to school.

How do I clean my Chromebook screen?

- Spray a small bit of Windex on a soft cloth (just a tiny bit; make sure the cloth is NOT soaked).
- Gently wipe the screen. Do not press on the screen.
- Do not spray anything directly onto the screen or the keyboard.
- **DO NOT EAT OR DRINK** from an open container while you are using the device.

Digital Citizenship

At Luisa Dessus Cruz Middle School, we believe that both parents and teachers play a vital role in helping scholars become responsible digital citizens. Together, we must guide students in using the internet safely, responsibly, and appropriately to support effective digital learning. You can find the



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the responsibilities expected of parents, students, and teachers on the [NYCDOE Digital Citizenship page](#). Below are our expectations for practicing good digital citizenship:

BE SAFE: Keep your passwords private and secure. Never share your password or use someone else's—doing so is like stealing a key and is a violation of privacy.

- Never share personal information such as your address, phone number, or someone else's.
- Never transmit credit card information.
- Always log out of accounts when finished.
- Do not save your username or password on shared devices.

BE YOURSELF

- Use only your own name and account.
- Do not post anonymous messages or impersonate others.

BE HONEST

- Follow copyright laws and always cite your sources properly.
- Do not install or transfer unauthorized software onto school computers.

BE POLITE

- Treat others with respect in all digital communications.
- Avoid using offensive language—even in private messages.
- Do not access or share inappropriate content, including materials with racial, ethnic, or discriminatory language.

BE FAIR

- Use the internet for educational purposes only.
- Do not use school devices or internet access for commercial gain or political activity.

BE CAREFUL

- Do not download or transmit files that could contain viruses.
- Avoid any action that could break federal, state, or local laws.

BE ALERT

- Report any suspicious activity, security issues, or policy violations to a teacher or trusted adult immediately.

BE RESPONSIBLE

- Remember: access to the internet and school devices is a privilege, not a right. Use them wisely and with integrity.

Organizing Scholar's Work

Notebook Layout

Scholars must maintain classwork notebooks in which they record the notes for each day's lesson and complete learning activities each day. Scholars are required to create a "Table of Contents" section in the beginning of their notebook (templates will be provided). They should reserve at least four pages in the beginning of their notebook so they can enter the date and topic for each lesson.

- The purpose of the "Table of Contents" is so scholars can look up specific topics to study by the date. Scholars must date the page for each new lesson.

Table of Contents

Date	Topic	Page

Teachers will maintain a posted version of the table of contents within their classrooms as well.

- **For ELA students, the notebooks** will be used as a note catcher for annotations created during class assignments utilizing the same format.



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- **For Math students, the notebooks** will be used on a daily basis to complete class assignments. Students will record vocabulary, questions and respond to prompts given via the class using the Cornell notes format.
- **For Science and Social Studies students,** the notebook will be used as a note catcher for annotations of key concepts through each unit. The Cornell notes format will be used.

Below is the diagram of how the notebook is expected to look:

Topic/Objective:		Date:	PG#
Questions	Notes		
Summary:			

Scholar's Folders:

a. *Digital Portfolios* – Each scholar will have their own separate Google Site portfolio that will be updated throughout your time at Luisa Dessus Cruz Middle School 302. Unit Tasks, and/or projects are the only work that should be kept in the portfolio.

Each piece of scholar work must include the following:

1. *Final piece/Task* - Synopsis of what scholars were asked to do/complete. Must be written neatly or typed.
2. *Rubric*- Form designed to help you evaluate your work. Rubrics are to be given to scholars before completion of the project/task. The rubric includes teacher comments
3. with specific feedback to scholars that illustrate what they did well and what they should do next to improve their work.
4. *Scholar reflection*- scholars are given time to think about the assignment, their strengths, and areas of improvement.
5. *Teacher conference notes*- these notes will inform the teacher on the revisions made as per the teacher's direction. This allows for scholars to reflect on the strategies/skills provided to them and determine if improvements were made.

b. *Assessment Tracking* – The school will maintain a digital tracking system that records performance on key assessments, including pre and post assessments, midterm, final, MOSL, and other periodic assessments for each scholar. All assessments will be administered digitally to align with the state's Computer Based Testing (CBT) format. Teachers will use this data to conference with scholars, provide feedback on their progress, identify areas for improvement, and develop action plans to support academic growth.

Section 7- Community Expectation that Support our Scholars

Homework Expectations

Homework teaches that learning also takes place outside of school. It should be a fun extension of school.

- Improves self-discipline
- Improves self esteem
- Teaches time management

To insure a successful middle school experience, the teacher, the scholars, and the parent must share the homework responsibilities.

Teacher Responsibilities:

1. Give and check daily homework assignments within a realistic timeframe.
2. Give clear instructions.



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3. Make assignments an outgrowth of the lesson.
4. Include homework as part of the evaluation process.
5. Allow for review of past learning as reinforcement along with the day's lesson to remediate the needs that are specific to the grade, class, and/or student's goals.
6. Provide actionable feedback and intervention that will support scholar's growth.

Scholar's Responsibilities:

1. Write in plan book, or note in Google Calendar the assignment due date
2. Understand assignment (ask questions before and after)
3. Complete tasks on time
4. Review errors (make corrections) and resubmit for a better grade.
5. Request and complete missed assignments if it is not posted on Google Classroom.
6. Upload unit task and other assignments to Digital Portfolio

Parent Responsibilities:

1. Read and understand the LDC, MS x302 Homework Policy.
2. Contact the teacher and/or Guidance Counselor if questions arise regarding homework
3. Assist and review homework assignments.
4. Respond to notes from the teacher and confer with the teacher, when necessary.
5. Sign up to NYC School Account, and Google Classroom to receive notification regarding assignment
6. Join us at our monthly chats on curriculum to better understand our scholars academic experience.

Scholar's Curriculum

Every scholar will be given a textbook/consumables or digital access to the curriculum (Social Studies, Science, and Math). Each textbook and consumable will have a number inside of the book. Scholars are responsible for the upkeep of these books for the entire year. Scholars are not to lend out their textbooks to other scholars. The same is true for digital access given to students. Scholars are not to share their account with other scholars.

Middle School Advisory/ Electives

We will continue to provide 6th, 7th and 8th graders with an advisory program. Advisors and Elective schedules will be determined in September 2025. Counselors will provide advisory using the college preparatory curriculum. Electives provided at LDC, X302 are Arts, Theater, Sports Clinics, Music, Dance, and Journalism.

Educational Trips

From time to time, we organize educational trips for specific groups of scholars or entire grade levels. These experiences are valuable extensions of classroom learning, and it is our hope that all scholars will have the opportunity to participate.

- However, participation is a privilege. Scholars who do not consistently demonstrate respectful and responsible behavior—both in and outside of school—may be excluded from trips.
- Scholars who have received a principal's or superintendent's suspension will not be permitted to attend unless there is documented and sustained improvement in behavior. Improvement is defined as consistently meeting the behavioral expectations outlined in this handbook for a period of six weeks or more.



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Final decisions regarding trip eligibility will be made by the principal in consultation with teachers and school staff.

Section 8- School Security and Safety

Safer Access launched on February 24, 2025. The New York City Public Schools' Safer Access system is a security measure being implemented across all public schools during the 2023-2025 school years. Its primary purpose is to enhance existing safety protocols by ensuring that all school doors remain locked outside of designated entry and dismissal times. Visitors seeking access to the building must use an intercom system at the main entrance to identify themselves before being granted entry. This system allows school staff to visually and verbally verify visitors, thereby preventing unauthorized access and ensuring a secure environment for students and staff. Additionally, the Safer Access system facilitates prompt entry for first responders during emergencies.

- **Doors will close at 9:00am and reopen at 2:00pm, then at 4:00pm doors will close.**
- **We ask Parents/Guardian to follow the following steps:**
 - **Stay Informed:** Review any emails, letters, or updates from the school about the Safer Access system. Check the school's website or NYC Public Schools' official communications for details on security procedures.
 - **Follow Visitor Procedures:** If visiting the school, always use the designated main entrance and follow the intercom system instructions to identify yourself before entry. Bring a valid photo ID and be prepared to state the purpose of your visit.
- **Contact the School in Advance:** Schedule meetings or visits ahead of time whenever possible to ensure a smooth entry process. Call or email the school office for any special access requests (e.g., early pickup, forgotten items, emergencies).
- **Report Concerns or Questions:** If you notice security concerns or have questions about Safer Access, contact the school administration directly. Reach out to the parent coordinator or the school safety officer for clarification on visitor protocols.

Electronic Devices

We strongly discourage scholars from bringing to school hand-held products that can be used as games, and other such equipment. They can disturb classes, distract attention, and are often damaged, lost, or taken. Though scholars are prohibited from carrying or using these products during the school day, they may use them before 8:00 am or after 2:20pm. While in after-school they are not to use these products. Scholars maintain the complete responsibility for these items. The school cannot be held responsible for any such items that are damaged, lost, or missing. Use of these devices during school hours may result in their being confiscated. Texting, sexting or any inappropriate use of an electronic device will result in consequences pursuant to the code of conduct. Please refer to the [Cell Phone](#) and Internet-Enabled Devices Policy. **Electronic games are not permitted in school.**

Hall Passes

When walking in the hallways, you must keep to the right. Hall passes will not be issued for the first and last 10 minutes of each period. You may not be in a hallway during class periods unless you have a classroom pass or are being accompanied by a staff member. Only one scholar is permitted on each hall pass.



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Guidance

Your grade-level guidance counselor is here to support your academic, social, and emotional growth. They are trained to recognize your unique strengths and are committed to helping you succeed in school and reach your fullest potential. Most importantly, your counselor is a trusted adult you can talk to when you need support.

- To meet with your guidance counselor, sign up on your grade's floor. If you're facing an urgent situation, you may go directly to the Guidance Office and politely say, *"I'd like to see my counselor, please."*
- If your counselor is unavailable, you'll be given an appointment to return at a later time.
 - **Please note:** Visiting the guidance counselor should not be used as an excuse to miss class without a valid reason.
- Guidance counselors also play an important role in supporting our school's advisory program and overall student well-being.

Restrooms

To ensure a safe, respectful, and orderly environment for all scholars, please follow these restroom guidelines:

- **Leave your book bag outside** the restroom. A School Aide will monitor it during your absence.
- **Sign the bathroom log** before entering.
- **Remain quiet and respectful**—other scholars are engaged in learning.
- **Limit your time** in the restroom. Do your best to avoid leaving class during the first and last 10 minutes, as this is when teachers provide direct instruction and check for understanding.
- **Keep the restroom clean** by placing all paper towels and waste in the designated receptacles.
- **Maintain proper hygiene and respectful behavior** at all times.
- **Obtain teacher permission** before using the restroom, as all scholars must be accounted for during class.

School Property

Scholars are responsible for the care and condition of all school property assigned to them, including textbooks, technology, and materials.

You are expected to:

- Familiar with this handbook.
- Cover all textbooks and clearly write your name and your teacher's name on the cover.
- Handle all materials with care and respect.
- Return all school-issued items in good condition at the end of their use.

Water bottles and open bottles

Use of water bottles is generally prohibited. Scholars have access to water fountains between all classes and during classes with teacher permission. On excessively warm days (90's), the privilege of carrying water bottles may be extended by the principal, as long as it is not abused.



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Ladder of Discipline

The following outline defines the appropriate order for addressing scholar disciplinary and behavioral concerns. All concerns should first be addressed by the classroom teacher. If further intervention is needed, the issue should be escalated as follows:

1. **Step 1:** Scholar → Teacher → Parent
2. **Step 2:** Guidance Counselor/Social Worker → Teacher → Parent
3. **Step 3:** Assistant Principal → Teacher → Parent
4. **Step 4:** Principal → Teacher → Parent

Scanning and Search

Maintaining a safe and secure school environment requires the participation and cooperation of all members of the school community. The Citywide Behavioral Expectations to Support Student Learning ([The Discipline Code](#)) and [Chancellor's Regulation A-432](#) describe what items are prohibited in school and the procedures for conducting searches, including scanning. Please review these policies and procedures in order to have a clear understanding of what items are prohibited and the consequences of bringing them to school. Examples of prohibited items include but are not limited to, glass containers, weapons, sharp or pointed objects, tools, drugs and related paraphernalia, gang paraphernalia, etc. The NYCPS conducts random and reasonable-suspicion searches using scanning devices. These searches range from the random school scanning and/or classrooms. The goal of each search is to deter anyone from bringing illegal or prohibited weapons or other items into our school.

Dress and Appearance

You are expected to abide by the dress code (khaki pants and button down shirts/ polo shirts) and to dress in clean, neat clothes in a manner that will not distract the teaching and learning experience in anyway. You are expected to adhere to health and safety standards in personal hygiene. A scholar's dress, grooming, and appearance, including hair style/color, jewelry, makeup, and nails, shall not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability; nor promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.

At LDC, MS X302, all students must adhere to the dress code. The dress code is as follows:

- **Any color collar shirt**
- **Brown, Black, Beige, Navy Blue, Gray Slacks/Khaki Pants** with Black or Brown belts must be worn.
- **Professional Wednesday:** Boys must wear a tie, and girls must wear a cardigan with their uniform.
- **Dress Down Fridays:** Beginning in October, Dress Down Fridays will be held on the first Friday of every month.

Please view the [NYCPS Dress Code Guidelines](#).

Students are expected to dress appropriately for school. Clothing should be safe, clean, and not disruptive to instruction. **Dress Code is as follows:**

- Shorts, skirts and/or dresses should be as long as most of the hand and fingers when arms are down at sides.
- Shirts must have 2 straps or sleeves which reveal neither underwear nor an excessive amount of bareness at the neckline or under the arms.
- Midriff must not be exposed.
- Ripped pants are not permitted to be worn in school



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- Pants should be worn at the waistline so that no underwear is visible.
- Open toe shoes, sandals, and shoes without a backing (Crocs, bubble slippers, Yeezy Slides, etc.) are not permitted to be worn in school
- Outdoor clothing, such as coats, jackets, and hats/hoods may not be worn inside school. Tank or bare midriff tops, short skirts or short shorts, and any clothing advertising drugs (including alcohol), cigarettes, vulgarities, or violence of any kind will not be acceptable.

School Supplies

Students should bring the following materials to class: a charged laptop, black and white marble notebooks for ELA, Math, and Science, a pen, pencil, folders, a protractor, dual-sided ruler (in/cm), small pencil sharpener, and a scientific calculator. These items will ensure scholars are well-prepared and organized for their classes. [Letters](#) were sent in the summer and again in September.

Fire and Other Emergency Drills

Fire drills and lockdown drills are required by law at regular intervals during the school year. They are an important safety precaution. It is essential that when the first signal is given, students obey the orders promptly and clear the building by the prescribed route as quickly and quietly as possible. The teacher in each classroom will give instructions to the students.

- Parents and guardians, please be aware that we'll be conducting an emergency drill sometime next week. To ensure the drill is as effective and realistic as possible for our students and staff, we won't be announcing the specific day or time in advance.
- Once the drill is complete, you'll receive a notification confirming its successful execution.

Visitors

In order to ensure the safety of students the following rules will apply to all visitors to the school:

- All visitors to the school will enter at the front entrance. Visitors must sign in with the safety agent and show a valid photo ID.
- All visitors will be announced.
- All visitors will be issued a pass that must be worn at all times while in the school.
- A staff member will greet you and escort you to the Welcome Center.
- Parents may not go to any classroom unless prior arrangements have been made with the principal
- To prevent any interruption in the instructional day, individual meetings with teachers should be arranged in advance around the teacher's instructional day.

For the safety and welfare of the school community, any unauthorized person in the building or on school property will be asked to leave.

Section 9- Celebrating Scholars

Affirmations

Affirmations is the practice of positive thinking and self-empowerment. At Luisa Dessus Cruz, we work to cultivate scholars that are:

- **Integrity: I am honest.** I choose to do what is right, even when no one is watching. I take responsibility for my actions.
- **Responsive** - I am reliable. I will seek support and guidance that will change me for the better.
- **Inquisitive** - I am developing my mind to be more open to new ideas.



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- Self-Discipline - I will persevere. I choose to put in the time, effort, and discipline required to achieve my goals.
 - Excellence - I am committed to my ambition. I care about my success
- The I-RISE matrix is provided to all students to set clear expectations of behavior. Students earn points based on the expectations listed and earn scholar dollars that can be used in the school store. See the following presentation for details: [PBIS RISE Matrix](#)

Special Recognition

Scholars who follow the rules and accept the Code of Discipline, as a way of life must not be ignored. It is important to recognize and honor these scholars who set goals, work hard and achieve their tasks. They are role models and teachers by example. Award them with privileges such as:

- Certificates of Achievement
- Scholar of the Week Certificates
- Scholar of the Month Certificates
- Create exciting activities as rewards
- Notify parents regarding outstanding behavior
- Organize special teams for positive growth

Scholar of the Month

Each grade level team selects one scholar each month to be recognized as scholar of the Month. If you are selected, you will receive a special certificate and your achievement will be listed in our daily announcements. The eligibility criteria are as follows:

- Helpful to scholars and teachers
- Provide leadership during school hours or during extracurricular activities
- Excel in classroom activities
- Demonstrate excellent behavior everywhere in the school

Student Government

Our **Student Government** is made up of representatives from every grade level. These dedicated students come together to discuss important issues that affect their peers and to plan engaging activities for each grade.

The Student Government also collaborates closely with the principal and assistant principal on a variety of projects, spanning school-wide initiatives, local community efforts, and even national and global endeavors. They meet **bi-weekly** to accomplish these goals.

National Junior Honor Society

The National Junior Honor Society promotes the celebration of academic excellence. Scholars in grades 7 and 8, who demonstrate a consistently high level of academic performance, including an average of at least 85, are invited to participate. NJHS induction ceremony occurs once a year in June.

- To gain membership, you must also demonstrate qualities of leadership, service, good character, and citizenship. Opportunities are provided through the NJHSociety to assist the members in further developing these qualities. As leaders, members must exert a wholesome influence on the school community. As servers, they are committed to the idea of volunteering their time and talents in order to help create a better tomorrow. By demonstrating such qualities as reliability, honesty, and sincerity, members hope to prove by



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example, that they value excellent character. Finally, through willingness to participate responsibly in the affairs of the school and community, our National Junior Honor Society members develop citizenship.

[Section 10- Future Dates to Mark in Your Calendar](#)

School Calendar

- Will be updated whenever new events occur.
- A year long calendar has been provided, click on link.

Future Dates:

Name of Meeting	Conference Location		Future Dates	
Parent Association Meetings	Remote Link: PA meetings- at 12:30pm in room 118 4th Thursday of the month with the exception of November and December		September 24, October 22, November 19, December 17, January 28, February 25, March 25, April 29, May 27, June 24	
Parent Town Hall - Second Thursday of the month except February	Remote Link: https://zoom.us/j/94891972113?pwd=tFwe2O6YVP0X8D80ha0bcVv0FGsSTz.1 Meeting ID: 948 9197 2113 Password: 798947		August 13, September 10, October 8; November 12; December 10; January 14; February 11; March 11; April 15; May 13; June 10	
Parent DIY Workshops Every other month- Tuesday	In-Person- Parent Association room 118 at 3:30pm		Tuesdays- October 6; December 8; February 9; April 13; May 11	
Parent Learning Walk Quarterly	Two-hour classroom visits designed to provide insight into teaching and learning at Luisa Dessus Cruz Middle School X302. Learning Walks are held from 8:30 a.m. to 10:30 a.m. Participants observe instruction across a variety of classrooms through the lens of a designated focus area. Following the classroom visits, parents have an opportunity to reflect on their observations and discuss the school's instructional priorities with members of the leadership team.		September 23; November 10, February 10, May 11	
Grade Townhall Monthly 2nd Wednesday with the exception of November	Each month, scholars and invited parents participate in a schoolwide assembly held in the auditorium. During these gatherings, we celebrate scholar achievements, discuss the Book of the Month , promote financial literacy, and reinforce the values, expectations, and character traits that support academic and personal success.		September 16; October 14, November 18, December 9, January 13, February 10, March 10, April 14, May 12, June 9	
CLUB Days Monthly Fridays	Grade Floor Rooms (ROOMS May Vary)		October 30, November 25, December 23, January 29, February 12, May 28, June 23, 24, and 25	
School Leadership Meeting 4:45pm	In-Person Room 112 Zoom Link: https://zoom.us/j/91340709534?pwd=nHTcQ8v3SdBJi0dmYk4Y6iVtPOpdx.1 Meeting ID: 913 4070 9534 Password: 655162 4th Thursday of the month except of November and December		September 24, October 22, November 19, December 17, January 28, February 25, March 25, April 29, May 27, June 24	
Progress Report Distribution Date	1st MP: October 16th	2nd MP: December 11th	3rd MP: March 5th	4th MP: May 7th
Marking Period Ends/ Submission Due date on STARS	1st MP Ends: November 6th	2nd MP Ends: January 29th	3rd MP Ends: April 9th	4th MP Ends: June 4th for 8th grade June 18 for 6th/7th grade
	Distribution Date: November 12, 2026	Distribution Date: February 3, 2027	Distribution Date: April 16, 2027	Distribution Date: June 28, 2027



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<u>EXAMS</u>	<u>ELA Exam</u>	<u>Math</u>	<u>Science</u>	<u>WIDA</u>
	Tentative Date: April 13th & April 14th	Tentative Date: May 6th & 7th Algebra 1 Regents June 16 @ 1:15am	Tentative Date: May 11th	Assessment Window: Monday, February 1 – Friday, April 9

Signature Warrior Events

At our school we pride ourselves on some of our signature events. Below are the events and the dates we tentatively have scheduled. Samples PPT are shared.

- Welcome Back Carnival
 - Red Ribbon Week
 - High School Fair
 - Intramurals
 - Pep Rally
 - Flag Football
 - Basketball
 - Volleyball
 - Dance Competitions
 - Oratorical Competition
 - College Awareness Day
 - Respect for All Week
 - Science Fair
 - PI DAY
 - Poetry in Pocket Day
 - Honor Society
 - Pearls for Girls/ Ties for Guys
 - 8th Grade Dance
 - Rollerskating Dance
 - Award Ceremony
 - Silent Disco
 - Field Day
 - Graduation
- September 23
 - October 26- October 31
 - October 21
 - October 2
 - October 18- October 31
 - December 14- December 23
 - February 8- February 12
 - May 23- 28
 - February 9
 - February 11
 - Week of February 7- February 12
 - March 12
 - March 12
 - April 29
 - May 20 10:00 AM
 - May 20 2:30 PM
 - May 26 9am-4pm
 - June 4
 - June 17
 - June 21
 - June 23
 - June 22 (**Small Yard**) at 10am



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Acknowledgement Form

Luisa Dessus Cruz, Middle School x302 2026-2027 Scholar Handbook

Handbook located on School's Website and Google Class.

We have received a copy of the Luisa Dessus Cruz, Middle School x302 Handbook, which includes the scholar Code of Conduct. We have carefully read through it. We are familiar with the rules, regulations, and guidelines governing school conduct, behavior, and class work.

As a Scholar:

I will abide by the Luisa Dessus Cruz, Middle School x302 Code of Conduct.

I will act in a responsible, courteous, and dignified manner at all times.

I will respect my classmates, my teachers, and school property.

As a Parent/Guardian:

I will do all that I can to support my child's efforts in school and help him/her to succeed.

I will see to it that my child comes to school ready and prepared to work.

I will check the notebook, as needed, for completed class assignments and homework.

I will make every effort to ensure that my child's books and school supplies are adequately maintained.

Furthermore, I will make every attempt to contact the school if I have any questions or concerns about my child's school work, conduct and/or progress.

Scholar's NAME

Grade

Class

Scholar's Signature

Parent/Guardian's Signature

Date

THIS FORM MUST BE SIGNED AND RETURNED TO YOUR 1ST PERIOD TEACHER ON OR BEFORE SEPTEMBER 25, 2026.



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Section 11: Athletic & After-School Program Expectation

At **Luisa Dessus Cruz Middle School X302**, participation in athletics and after-school activities is considered a privilege. Our programs are designed to develop scholars academically, socially, emotionally, and physically while reinforcing the values of **I-R.I.S.E.** Participation requires commitment, responsibility, teamwork, and respect.

Whether representing our school on the athletic field, performing on stage, competing academically, or participating in enrichment activities, scholars are expected to uphold the highest standards of conduct.

Mission

The Athletic and After-School Program exists to:

- Promote academic achievement.
- Build leadership skills.
- Foster teamwork and sportsmanship.
- Encourage healthy lifestyles.
- Develop responsibility, perseverance, and resilience.
- Represent Luisa Dessus Cruz Middle School with pride and integrity.

I-R.I.S.E. Expectations

Every participant is expected to demonstrate our core values each day.

Integrity

- Demonstrate honesty and fairness.
- Accept responsibility for your actions.
- Follow all school and program rules.
- Display good sportsmanship whether winning or losing.

Responsiveness

- Arrive on time and prepared.
- Listen and respond respectfully to coaches, advisors, and staff.
- Communicate absences in advance whenever possible.

Inquisitiveness

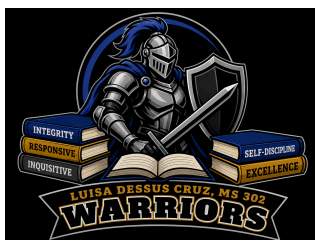
- Be willing to learn new skills.
- Accept coaching and constructive feedback.
- Ask questions to improve performance.

Self-Discipline

- Practice consistently.
- Maintain self-control.
- Make positive decisions both on and off campus.
- Balance academics with extracurricular commitments.

Excellence

- Always give your best effort.
- Support teammates.
- Represent the school positively in the community.
- Strive for continuous improvement.



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Academic Eligibility

Academics always come first.

Scholars must:

- Attend school regularly.
- Maintain satisfactory academic progress.
- Complete classroom assignments.
- Participate in academic intervention when required.
- Meet all eligibility requirements established by the school.

Scholars experiencing academic difficulty may be required to attend tutoring before participating in practices or competitions.

Attendance Expectations

Participants are expected to:

- Attend school the entire day to participate in after-school activities unless excused by administration.
- Attend all scheduled practices, rehearsals, meetings, competitions, and performances.
- Notify the coach or advisor before an absence whenever possible.
- Arrive on time.

Excessive absences or lateness may result in reduced participation or removal from the program.

Behavior Expectations

Participants are ambassadors of Luisa Dessus Cruz Middle School.

Expected behaviors include:

- Respect coaches, advisors, teachers, officials, opponents, teammates, and spectators.
- Use respectful language.
- Demonstrate positive sportsmanship.
- Follow all directions immediately.
- Care for school equipment and facilities.
- Respect buses, public transportation, and community spaces during travel.

The following behaviors may result in disciplinary action:

- Fighting
- Bullying or harassment
- Profanity
- Unsportsmanlike conduct
- Vandalism
- Theft
- Disrespect toward adults
- Unsafe behavior

Uniforms and Equipment

Scholars are responsible for:

- Wearing the appropriate uniform.
- Caring for school-issued equipment.
- Returning all uniforms and equipment promptly.
- Reporting damaged equipment immediately.

Lost or intentionally damaged equipment may require reimbursement.



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Practice Expectations

Practice is essential for individual and team success.

Scholars are expected to:

- Arrive prepared.
- Bring required materials.
- Participate fully unless medically excused.
- Stay until practice concludes.
- Help clean and organize equipment before leaving.

Game Day Expectations

Represent our Warrior community with pride.

Participants will:

- Arrive on time.
- Wear the designated uniform.
- Demonstrate respectful behavior at all times.
- Encourage teammates.
- Respect officials and opposing teams.
- Display good sportsmanship before, during, and after competition.

Transportation

Scholars must:

- Ride school-provided transportation whenever required.
- Follow all bus rules.
- Remain with the team unless written parent permission and administrative approval have been granted.

Parent/Guardian Expectations

Parents and guardians are valued partners.

Families are expected to:

- Encourage positive sportsmanship.
- Support coaches and school staff.
- Ensure scholars attend practices and competitions.
- Communicate concerns respectfully.
- Celebrate effort, improvement, and teamwork.

Parents should refrain from confronting coaches or officials during competitions.

Communication

Questions or concerns should follow this process:

1. Scholar speaks with the coach or advisor.
2. Parent contact the coach or advisor.
3. If unresolved, contact the Athletic Coordinator, Mr. Jean Louis.
4. If necessary, contact the school administration.

Health and Safety

Participants must:

- Submit required medical forms before participation.
- Inform coaches of injuries immediately.



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- Follow return-to-play procedures after illness or injury.
- Stay hydrated and use equipment safely.

Consequences for Violations

Failure to meet expectations may result in:

- Verbal warning
- Parent conference
- Temporary suspension from practices
- Suspension from competitions
- Removal from the team or club
- Additional school disciplinary action when appropriate

Scholar Commitment

As a participant, I understand that I represent Luisa Dessus Cruz Middle School X302 both on and off campus.

I commit to:

- ✓ Demonstrating Integrity.
- ✓ Being Responsive.
- ✓ Remaining Inquisitive.
- ✓ Practicing Self-Discipline.
- ✓ Pursuing Excellence.

I understand that participation in athletics and after-school programs is a privilege earned through academic responsibility, positive behavior, and commitment.

Parent/Guardian Agreement

I have reviewed the Athletic and After-School Program Handbook with my scholar. I understand the expectations and agree to support my child in meeting the academic, behavioral, and attendance standards required for participation.

Scholar Information

Scholar Name: _____

Grade: _____

Activity/Team: _____

Scholar Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Coach/Advisor: _____

Date: _____