



America's School of Heroes

Middle School 137

109-15 98th Street, Ozone Park, N.Y. 11417

Tel: 1-718-659-0471 Fax: 1-718-659-4594

<http://www.heroesofms137.org>

Laura Mastrogiovanni, Principal

Assistant Principals:

Elizabeth Orsini-Fox • Mark A. Main • Zoanne Wilkins • Michael Troy • Michael Potwardski (I.A.)

NEW SCHOOL POLICY

October 28, 2013

Dear Parents/Guardians:

It has been brought to my attention, in the past years, that many parents are coming up to school during the school day without an appointment. It is our goal to answer your questions and address your concerns in the most effective and efficient manner possible. In order to accomplish this, it is necessary to arrange for you to meet the most appropriate member of our school community to address your concerns.

I have directed all of our office staff and the school safety offices to ask you if you have an appointment. If you do, you will be directed to the Main Office for your scheduled meeting. If you don't have an appointment, we will ask you to make one while you are at school. Our office staff will help you make an appointment with the most appropriate staff member. As always, if you have an emergency, we will act immediately on your behalf.

I have listed the extension of the members of our office and professional staff who can be contacted to make an appointment or answer a question:

- Attendance, Ms. Lee, ext. 1200
- 6th grade Guidance Counselor, Ms. Meeks, ext 3211
- 6th grade Dean, Mr. Iken, ext. 2210
- 7th grade Guidance Counselor, Mr. Don, ext. 3210
- 7th grade Dean, Jeremy Browne, ext 3300; Ivette Cirino, ext. 3301
- 8th grade Guidance Counselor, Ms. Chioffe, ext. 3213; Brent Landro, ext. 3212
- 8th grade Dean, Mr. Feit, ext. 4250
- Parent Coordinator, Ms. Bruno, ext. 1204
- Main Office, ext. "0"

If you find it necessary to meet with a teacher of your child, we encourage you to write a note to the teacher for an appointment or call and leave a message for the teacher at the Main Office. Complying with our school policies will allow us to address your concerns and answer your questions in a timely manner.

In addition, we recently have had a large number of students being picked up early by family members. This interrupts the education of your child and all students in that class. Our school day begins at 8:00 A.M. and ends at 2:57 P. M. Please try to make appointments after the school day for your child. Students are not to be picked up after 2:00 P.M. As per Chancellor's Regulations, you must be on the blue emergency card to pick up your child. Please remember when coming into the school building, you must have photo identification.

We want to be as accommodating as possible and address your concerns in a timely manner. Thank you in advance for your cooperation.

Sincerely,

Laura Mastrogiovanni
Principal