

# STUDENT HANDBOOK 2017-2018





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# WELCOME

## The Principal's Message

Welcome to the Southampton Intermediate School community for the 2017-2018 school year. Our school community is on a journey towards continuous school improvement. As we start the school year, let us work together, students, parents/guardians, teachers, staff and administrators to further develop this school as a professional community of learners.

This student handbook has many different purposes. It has good information about the intermediate school and what is expected of students, parents/guardians, and members of the school community. It should be a daily communication between the student and their parents/guardians about what is going on during the school day and what homework is required. It provides the parent/guardian with space to comment back to teachers about related issues their student may be experiencing. It links teacher's assignments with an organized procedure to record, document and support completion. It gives students the power to organize their activities and responsibilities.

Please take some time and read through this handbook with your student in order to discuss and clarify information and procedures. If you have any questions and/or would like additional information about our school or programs, please call me at 631-591-4704.

Learning for all means working daily to provide the best learning environment possible. You as students, parents and guardians are the focus of this learning environment. Please be involved and committed to making it the best it can be. Have a wonderful and productive school year.

## MASTER PLAN GUIDANCE DOCUMENT FOR SOUTHAMPTON PUBLIC SCHOOLS

The Board of Education recognizes that to govern effectively, it must clearly identify why the district exists, what it believes about people and resources, and what it aspires to achieve. The **Master Plan** for Southampton Public Schools has been developed by a diverse community group and has been adopted as Board of Education Policy. The following statements are **condensed excerpts**:

### OUR MISSION

Southampton School District, in partnership with our diverse community, will educate students in a safe, supportive environment and equip them with the knowledge, values and skills to become responsible citizens in a dynamic global society.

### OUR VISION

- Enhance our School Community Partnership
- Ensure a Safe, Supportive Environment
- Instill Knowledge, Values, and Skills – A Comprehensive Education for Lifelong Success
- Develop Responsible Citizens for a Dynamic Global Society

### OUR CORE BELIEFS

- People are our most valuable resource
- Every child has special gifts that should be cultivated
- Inspired teaching inspires learning
- Quality education is worth the investment and requires sound fiscal management

# **"HOME OF THE MARINERS"**

## **"Where We Expect Success"**

### **BASIC SCHOOL RIGHTS FOR ALL COMMUNITY MEMBERS**

All members of the SIS community, including students, teachers, custodians, cafeteria staff, administrators, clerical staff, aides, tutors, bus drivers, substitute teachers, parents and guests have the right:

1. To be treated with dignity and respect.
2. To be in a positive school environment without disrespectful or disruptive behavior.
3. To be free of physical or emotional harm or harassment.

### **BEHAVIOR EXPECTATIONS**

Southampton Intermediate School students are expected to show a high level of respect for the rights of others and for authority, and the proper regard for private and public property. Students are expected to conduct themselves in a manner which promotes a safe and orderly learning environment within the school.

**Because every possible act of misbehavior cannot be anticipated, there cannot be a rule to cover every possible situation.** Students are expected to use their common sense and act appropriately at all times, in accordance with these standards. The specific rules listed below are provided as examples of the behavior expected of students.

### **STUDENTS WILL**

1. Show respect for their teachers, all other adults, all other students, and **their** property.
2. Follow requests and directions from teachers and other adult staff members at all times.
3. Not fight or engage in any other conduct or action that could harm another person in any way.

4. Use acceptable language in school. Profanity and obscene gestures will not be tolerated.
5. Remain on school property during school hours. Be in assigned classes/areas at designated times, and not leave the classroom without permission.
6. Take care of school property, including i-Pads, books, magazines, workbooks, and other materials, as well as not defacing or otherwise damaging school property or facilities.
7. Maintain cleanliness in the classroom, halls, and inside and outside the building. Do not consume food or drink (other than water), other than at lunch recess times unless through prior arrangement with teachers.
8. Bring in school documents and parental notes when due. **Bring absentee and tardy notes to school the day after being absent or tardy.**
9. Report for all detentions and/or academic help sessions as assigned, and behave in an acceptable way in any detention or help session.
10. Not have in their possession any dangerous or disruptive objects.
11. Not have cigarettes in their possession.
12. Not have or use electronic devices such as MP3 players, iPods, and the like, while in the building or on field trips, unless permission is given by a supervising adult. After school use is only permitted outside of the building or with teacher permission. During school hours, any such devices must be turned off and locked in the student's locker.
13. **Not use cell phones while in the building. Cell phone use is only permitted after**

**school, and then only outside the building or with teacher permission. Cell phones are to be turned off and locked in the student's locker during the school day.**

14. Not sell or offer for sale any item in school without specific permission from the principal or assistant principal.
15. Follow all other rules established by the school (for example, not wearing hats or running in the halls.)

Failure to meet any of these behavioral expectations will, at the discretion of the administration, result in a warning, detention(s), or other appropriate consequences. The school administrator will first meet with the student, and the consequence will be assigned the day of the meeting or shortly after that. A violation of any of the above rules which is sufficiently serious may result in suspension.

**Remember:  
Respect +**

1. Respect yourself
2. Respect others as you would respect yourself
3. Respect the learning and physical environment of the school

**Responsibility**

- Responsibility to yourself
- Responsibility to your school
- Responsibility to your community

**= Results**

**Attendance**

The Southampton Intermediate School is in session Monday through Friday, from 7:30 a.m. to 2:45 p.m. Extra help will be available 10<sup>th</sup> period from 2:20 p.m. to 2:45 p.m. Monday through Friday. On Fridays, no extra extra-curricular activities will be offered including the Homework Club. Students will attend their scheduled sports activity. Students will be in class during these school

hours, and we urge that you make every effort to see that your child is at school on time and prepared to fulfill their class requirements on a daily basis.

**Absences and Late Arrival**

Parents are asked to call the nurse on the first day your child is ill or **absent** from school. A note explaining the reason for your child's absence **must** be presented to the school nurse by your child on the day he/she returns to school after an absence.

**Students entering first period after 7:30 a.m.**

will report to the nurse's office for being tardy. School is work, and arriving to work on time is the responsibility we all have as adults. Please support students being "on time" every day. Success in school depends on being here on time.

**Tardiness**

- A. Students are to report to homeroom for attendance at 7:30 a.m. each morning.
- B. Students tardy for class must have a pass signed by the teacher who detained them. If the student does not have a pass, he or she will be disciplined for an unexcused tardiness.
- C. **Students will be allowed three tardies to school per quarter.** Subsequent tardies must be accompanied by a note. **Failure to provide a note will result in a detention for each tardy after the first two in that semester. Students who are assigned detention for tardiness may not participate in after-school activities on the day of the detention. Excessive tardiness will be addressed with parents on a case-by-case basis.**

**After School Program**

There will be access to Homework Club. Details are to follow.

**Assembly Programs**

We will have entertaining and informative assemblies throughout the

year based on cultural and curriculum interests.

### **Assistant Principal's Office**

The room is located on the first floor across the hall from the main office. The Assistant Principal works with your teachers in the area of student behavior.

### **Bicycle Regulations**

Bicycle racks are located in the front of the building. Owners should provide locks to secure their bicycles in the rack. Bicycles are to be ridden only on hard topped surfaces.

### **Breakfast Program**

Each morning (7:10-7:25 a.m.) all students may have hot/cold breakfast in the cafeteria. The full price is \$1.60, reduced price is \$.25 and the adult price is \$2.25. Students are expected to be orderly, courteous, and timely.

### **Bus Conduct**

Parents are advised that their child's **conduct** on the school bus should be exemplary at all times. **Conduct** that distracts the bus driver or endangers other students shall be reported to the Intermediate School Assistant Principal and appropriate disciplinary measures will be taken by the Assistant Principal. Serious disciplinary infractions will result in suspension from bus privileges until such time as guarantees of appropriate conduct are forthcoming from the parents of the student involved. Students may ride only on his or her assigned bus unless prior permission has been granted by the office in response to a parental request.

### **Change of Address or Phone**

Please contact the district registrar at 591-4500 if you change your address or telephone number. They will notify the school office.

### **Classroom**

Your classroom work is the heart of the school day. The time tone at the start of each class means you should be in the room. You must be prepared for each

class with your assigned materials and supplies.

### **Directory Information**

The school provides its PTA with "directory information" (name and address of each student) for purposes of communication and information regarding the activities of the PTA.

### **Disciplinary Referral**

A student whose conduct in class prevents others from learning will be sent to the administration's office and subsequently to the Alternative Learning Center (ALC). **Student's behavior will not interfere with the learning of others.** He or she will remain there until the teacher and Assistant Principal or Principal agrees that the student may return to class. The teacher will fill out a Disciplinary Referral Form (which becomes part of the student's record) and will call the parents when necessary. If there are additional disciplinary referrals or other issues, parents will be notified by the administration.

### **Drugs and Drug Abuse**

The Board of Education has directed the staff to notify the Principal of any suspected narcotic abuse on the part of the students. The Principal will notify parents of any student suspected of using narcotics, and may notify the proper authorities as appropriate. We shall continue to do all within our power to educate the children about the dangers of substance abuse. Again, we solicit your cooperation and support in this vital matter.

### **Emergency Notification**

We **absolutely must have** the name and phone number of an emergency contact person for your child. **THIS IS THE SINGLE MOST IMPORTANT PIECE OF INFORMATION THAT YOU GIVE US!** Please make sure that we have that updated information on record.

### **Extracurricular Activities**

The Southampton Intermediate School program includes a variety of activities that are both wholesome and

educationally sound. There are after-school clubs available in all grade areas such as Student Council, National Junior Honor Society, Technology Club, Yearbook Club, Jazz Band, Spanish Club, Mock Trial, and the SIS Musical. The 7<sup>th</sup> and 8<sup>th</sup> grade students can participate in interscholastic sports such as football, basketball, volleyball, field hockey, soccer, tennis, wrestling, lacrosse, baseball, softball, track and golf. Maintaining academic standards is a prerequisite.

### **Field Trips**

All students must have a signed permission from parents for any field trips taken from the Intermediate School at any time during the school year. NO VERBAL PERMISSION WILL BE ACCEPTED. Permission to travel with another student or adult must be in writing from the parent/guardian.

### **Fire/Evacuation/Lockdown Drills**

By law, fire drills must be held during the school year so students can practice a quick and safe exit from the building. Silence and cooperation are the most important parts of this drill since you must listen for instructions and follow them immediately.

### **Gender Respect and Cultural Respect**

Each student should feel safe and secure at SIS. You want your school to be a fair place where people treat each other with respect. But you can't have fairness and respect when there's sexual harassment...when people are treated in ways that offend them.

Anyone of any age, male or female, can sexually harass others or be a target of harassment. Sexual harassment means unwanted sexually oriented words or actions that hurt or humiliate people. It doesn't matter how these words or actions are intended. They have no place in school...or anywhere people believe in fairness and respect for one another.

If you sexually harass someone, humiliate or insult another person in a sexual way, make someone feel uncomfortable or threatened, and/or force yourself on anyone who doesn't want physical contact with you, disciplinary action will be taken following the policy of the School District.

If you think you are being sexually harassed, you should report this to an adult in the building or to the building administration.

### **Guidance Department**

The mission of the guidance department is to provide support services to students in the areas of academics, social adjustment, school transitioning, and personal and family issues. The guidance counselors work closely with parents and school staff in order to promote positive growth and academic success.

If you need help or guidance, please contact your school counselors to schedule an appointment. During the school year, you will have many opportunities to learn more about current programs and services provided by the guidance department. In addition, your guidance counselor helps plan your program of study.

### **Homework**

Homework is necessary and an important part of learning. It is a school district policy that homework will be given on a regular basis by your teachers. All homework must be done, and it will be checked by your teachers. Students will be required to attend Homework Club or recess Homework Support if homework is continually missing.

If a student is absent from school for less than two (2) days, he/she should contact a friend/e-backpack for daily class assignments or check the school website. If circumstances require that student to be absent for a longer period of time, the parent/guardian should call the school office in the early part of the day and ask that work be requested from the child's teachers. The

homework can be picked up at the end of the school day.

### **Leaving School Early**

Occasionally you may have to leave school for a time during the day. In order to do this you *must* have a note from home which gives you permission to go. Take this note to the office when you arrive in school and they will make arrangements for you to sign out before you leave and sign in when you return. If a person picking up a student is not a legal guardian, we require a written note and a valid picture I.D. from that individual. We also need a phone number to contact the legal guardian for confirmation, if necessary.

### **Lockers**

The locker given you by your homeroom teacher or coach is for your use only. Do not share the combination with anyone. Use it for books and clothes, but **DO NOT STORE VALUABLES**; give these to a coach or a teacher for safekeeping. Plan your day so you only go to the locker in the morning, before and after lunch, and at the end of the day. All lockers are the property of the school district and locker privileges are given to students.

### **Lost and Found**

Be careful with your personal things as well as your schoolbooks. A lost and found box for clothing and books is open each day during lunchtime. Wallets, money, jewelry, and glasses are the only lost items that will be kept in the office.

**The school is not responsible for any personal items brought to school.**

### **Lunch**

The school lunch program in the Southampton Public Schools is designed to provide a balanced lunch for each student on a daily basis. The current school lunch program is \$2.80 for students and \$4.10 for adults and reduced priced meals are \$.25 each. Milk is also available at \$.50 per carton. Students may bring their own lunches; no students are permitted to leave school to get lunch or have lunch delivered by an outside vendor. Students may also pre-pay for lunches, snacks, etc. Students' accounts can be

monitored on the internet by logging into Powerschool.

### **Lunch Time**

1. Follow the directions of the teachers in charge.
2. Be seated at a table while you eat.
3. Do not take any food out of the cafeteria.
4. Clear your table and return your tray, dishes, and silver.
5. Be considerate of others in the way you act.
6. NEVER RUN.
7. Students must be issued a pass in order to leave the cafeteria during lunch.
8. There will be no yelling or loud talking in the cafeteria at any time.

During bad weather the gym will be opened for recess.

### **Make-up Work**

Students have ten (10) days after the last day of the marking period to make up an incomplete grade; otherwise the grade will stand as is.

### **Mariner Award**

The Mariner Award is given quarterly to a student in **each** subject class who is either the most improved or works the hardest in that subject.

### **Marking Policy**

Report cards are distributed four times a year, after every ten weeks of school. During each ten-week period, at the fifth week, notices are sent home to the parents advising them of their child's progress for the first five weeks of the quarter.

### **Medical**

The New York State Education Law, as recently revised, requires that every child has a health appraisal on entering school and in the 1<sup>st</sup>, 3<sup>rd</sup>, 7<sup>th</sup>, and 10<sup>th</sup> grades.

As per New York State Education Law, all students entering the 6<sup>th</sup> grade must have T-dap booster and provide proof of



having second varicella if proof of having contacted the disease is not provided.

New as of September 2016 – All 7<sup>th</sup> grade students must receive a meningococcal vaccine and provide proof of immunization to nurse for health file.

In the event a vision referral, dental referral, or medical referral is made by our physician or our nurse, we ask your cooperation in following through with proper attention to the matter.

1. Annual Health Examination  
Parents are urged to have their child examined by their family physician prior to the opening of school. The purpose of the health examination is to ascertain that the child is in the best condition of health to profit from his education opportunities.
2. Mandatory Immunizations  
All new students must have had three DPT and four Polio and varicella vaccines. Measles, Mumps and Rubella vaccines must have been given AFTER the first birthday (even if one day before the first birthday, it must be repeated). Measles and Mumps history is acceptable ONLY when certified by a physician. Rubella disease history is no longer acceptable regardless of the source. Each child must have the vaccine.
3. School Sickness and Emergencies:  
**Each student will receive an emergency notification card, which will be kept on file in the nurse's office. This card is to be filled out by the parent and returned to the nurse. Please inform the school nurse of any changes on the emergency card! THIS INFORMATION IS CRITICAL.** No student will be sent home to an empty house. An adult will have to be present. The student may go to the home of a relative or neighbor with the parent's approval. It is the responsibility of the parent to provide transportation for a sick or

injured child. The school nurse will use her discretion in determining whether a child should be sent home in order to safeguard the health of the child and the health of the other students who may be exposed to the sick child (vomiting, diarrhea, fever, etc.).

4. Reasons for Exclusion  
Children with acute conjunctivitis (pink eye), impetigo, scabies, lice, or ringworm shall be excused from school until there is no longer danger or transmission of the infection or infestation to others.
5. First Aid:  
First aid is immediate treatment that will protect the life and the comfort of the child until authorized treatment is secured, and is limited to first treatment only. Following this treatment, the child is to be placed under the care of his parents, upon who rests the responsibility for subsequent treatment.
6. Internal Medication:  
Under certain circumstances when it is necessary for a child to **take internal medication during school hours**, the nurse may cooperate with the family physician and the parents. If the parent submits a written request and it is accompanied by a written request from the family physician in which he indicates the condition and the frequency and dosage of a prescribed medication, then the school nurse may administer this medication during school hours. Medications should be presented to school authorities by parents. **All medicines must be in properly labeled (drug store) prescription bottles.**
7. Accident Prevention and Safety Procedures:  
The Board of Education establishes the following safety procedures to be observed to prevent accidents on the school premises. All persons on school premises shall:

- a. Immediately report any conditions involving equipment or buildings that may be dangerous to health or welfare.
- b. Immediately report any unsafe practices by anyone in the building or on the grounds.
- c. Not exceed a speed limit of 15 mph on school grounds.
- d. Limit the use of two-wheeled vehicles to roadways not sidewalks. Such vehicles are to be parked in the rack provided by the school and not used during school hours.

### **National Junior Honor Society**

Established in 1929

The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle level students. More than just an honor roll, the NJHS chapter at Southampton Intermediate School establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, character and citizenship. These criteria for selection form the foundation upon which the organization and its activities are built.

**Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy and fairness, concern, and respect for others, and cooperation.

**Scholarship:** Students who have a cumulative grade point average of 90 percent, without a 75 or lower in any individual class and must have been on the Principal's List for the past four quarters. These students are then eligible for consideration on the basis of service, leadership, character and citizenship.

**Service:** This quality is defined through the voluntary contributions made by a student to the school or local community, done without compensation

and with a positive, courteous, and enthusiastic spirit.

**Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

**Citizenship:** The student who demonstrates citizenship understands the importance of civic involvement, has a high regard for freedom, justice, and democracy, and demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs.

### **Nurse's Office**

If you are hurt, tell your teacher and you will be given a pass to the nurse. If she is not there, go to the school office and LET THEM KNOW THAT YOU NEED THE NURSE. Be sure to sign out from the nurse's office if you have to leave school early and sign in when you return.

### **Principal's List**

At the end of each 10-week marking period, those students who have at least 75% in each subject (with no incompletes) and an average of 88% are named to the PRINCIPAL'S LIST. Students with an average of 95% or above are named to the HIGH PRINCIPAL'S LIST. If a student has an incomplete at the end of the marking period, he/she will have five (5) days to make up the work necessary to be eligible for the Principal's List.

### **Restricted Items**

The following items may not be used during school hours and may be confiscated by teachers or the building administrators:

1. Cell Phones
2. Electronic Games
3. Personal iPods not related to instruction/headphones
4. Collectibles (baseball cards, etc.)
5. Laser Pointers
6. Lighters or matches

**All confiscated items must be picked up by a parent or guardian.**

### **Standards for Written Work**

Much of the work you do in the Intermediate School will be in a written form. Our school district has a standard for this work which must be followed:

#### **SOUTHAMPTON PUBLIC SCHOOLS Standards for Written Work**

All teachers who require work of any kind shall implement the following conditions for papers submitted for assignments, for grades, or for display:

1. Papers shall be neat in appearance. They shall contain good penmanship. They shall be free of smudges, tears, wrinkles, or other defects. Papers that do not conform to these requirements shall be returned to the student for rewriting.
2. Except for mathematics papers, written work, whether for home assignment or for class work and testing, shall be done in ink. Ink colors shall be limited to blue, black, or blue-black. This requirement shall be in effect beginning in grade five.
3. Please write neatly.
4. The right hand margin shall be the same width as the left hand margin.
5. Headings shall be as follows:

For grades 5 through 6:  
Placement: Top three lines, right hand area, inside margin.  
(Name) James Davis  
(Subject) Art  
(Date) June 2, 2016

For grades 7 and beyond:  
Placement: Top three lines, right hand area, inside margin.  
(Name) James Davis  
(Subject) English 8, Period 3  
(Date) June 2, 2016

For subjects that cannot conform to the above, the teacher will direct the students in the proper course description.

### **School Attire Or School Environment**

1. Clothing displaying offensive and/or illegal graphics or language is not permitted. This includes, but is not limited to clothing that depicts violence, drugs, illegal behavior, defamatory or discriminatory language or visuals.
2. Clothing that has the potential to disrupt the educational process is not permitted.
3. Clothing must partially cover the shoulder and fully cover all remaining areas to approximately 4 inches above the knee. Tank top straps must be approximately 1 inch wide and not expose cleavage, undergarments and/or mid area.
4. All pants/shorts/skirts must be worn at the waist.

### **Student Conduct**

Good citizenship is a must for all students. It involves personal responsibilities such as demonstrating courtesy and respect to other students and teachers, obeying rules and regulations, maintaining a proper attitude toward authority, and having school spirits.

1. Students shall move quietly through school corridors. Running, ball playing, loud talking, or fooling around will be considered interfering with the rights of others.
2. There are three minutes between classes. Arrive on time!
3. Students should be considerate to all others at all times.
4. Students will treat **all** adult employees of the school with courtesy and follow any request or directive given to them.

Rudeness will result in disciplinary action.

### **Suspension**

The Southampton Board of Education has adopted a policy that applies to all students in our schools and is reprinted below exactly as it appears in the Board of Education By-Laws.

**V. Discipline Procedures for Serious Infractions: Refer to the District's "Code of Conduct" at**

[www.southamptonschools.org](http://www.southamptonschools.org)

**Telephone**

The office phone is **ONLY** to be used to contact parents about school related matters.

**Telephone Numbers**

Main Office	591-4700
Principal	591-4701
Principal Secretary	591-4702
Assistant Principal	591-4709
Assistant Prin. Sec.	591-4705
Guidance Counselor	591-4706
Guidance Counselor	591-4722
Guidance Secretary	591-4707
School Psychologist	591-4708
Library	591-4711
Nurse-Attendance	591-4712

**Textbooks/I-pads**

You are responsible for the books/i-Pads issued to you. Fines will be assessed for lost books/i-Pads or those damaged beyond normal use.

**Visitors to the Schools – Regulations**

1. All visitors to the building during the school day must sign in at the front desk where he or she will be asked to show identification, and report to the main office after being issued a visitors pass.
2. Routine parental visits of a few minutes to drop off a note or lunch or to transport a student to or from school shall require the communication of this intent at the Principal's office at the time of such visits.
3. Visitors wishing to spend time in the school, for other than routing parental matters, shall:
  - a. Obtain prior permission of the school Principal
  - b. Sign in and out at the office
  - c. Wear a name tag during the visit
4. The only times visitors shall not be required to report first to the Principal's office is when

attending a school function open to the general public or a function to which they have been invited.

5. Classroom visitors are reminded not to expect the teacher to talk with them during periods of instruction. A separate appointment with the teacher may be requested to discuss specific questions or interests.
6. The school Principal shall refer visitation requests to the Superintendent when they are unusual or questionable.
7. The Principal, by school law, is authorized to take any action necessary to secure the safety of students and school personnel. Unauthorized visitors shall be requested to leave school premises immediately, and will be subject to arrest and prosecution for trespassing if they refuse.
8. Visitors wishing to distribute non-school sponsored literature, including petitions, must comply with the procedures set forth in Regulation 1511 R (Bd), as well as the procedures set forth in this regulation.

**Have a good year!**





