

I.S. 318

STUDENT HANDBOOK

2016 – 2017

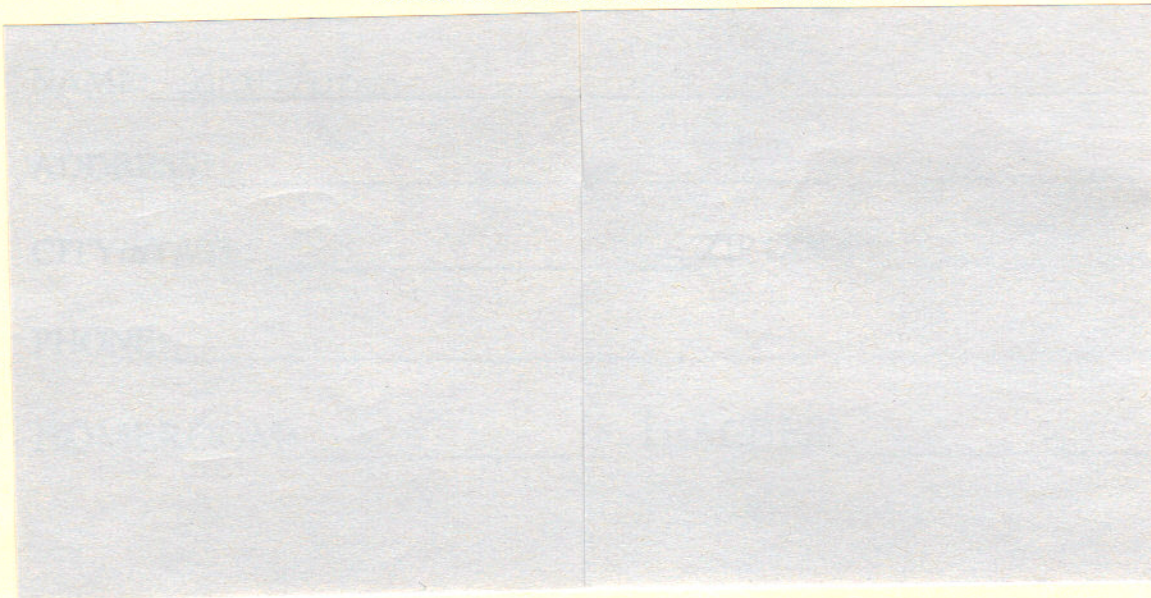
EUGENIO MARIA DE HOSTOS INTERMEDIATE SCHOOL 318

**101 WALTON STREET
BROOKLYN, NY 11206
718-782-0589**

**LEANDER E. WINDLEY
PRINCIPAL**

**JOHN GALVIN
ZBIGNIEW MAKUCH
JOHN NAGLER
ASSISTANT PRINCIPALS**

THIS HANDBOOK BELONGS TO:



THE NEW YORK CITY DEPARTMENT OF EDUCATION
EUGENIO MARIA DE HOSTOS INTERMEDIATE SCHOOL 318

101 WALTON STREET, BROOKLYN, N.Y. 11206
Phone (718) 782-0589 / Fax (718) 384-7715 / *IS318.com*

Principal

Leander E. Windley

Assistant Principals

John Galvin Zbigniew Makuch
John Nagler

Dear Parents:

Welcome to the I.S. 318 family! Our common goal is the educational success of your child. It is important that we support each other's efforts on behalf of our students. We truly consider you our partner in education and encourage your involvement, communication, and input at I.S. 318.

We understand that your child means the world to you, and we want you to know we will provide a safe, positive, and stimulating learning environment. We want students to feel welcome here, and we will provide a climate that encourages them to challenge themselves in a positive way.

Once again, we are providing each student with the I.S. 318 Student Handbook. Please take the time to review the handbook with your child. The handbook will make it easy for you to understand our schools policies and rules . This information may also be obtained on our website.

Sincerely,

Leander E. Windley

Leander E. Windley

Principal

LEW:sn

The FORTUNATO V. RUBINO
ACADEMY OF THE ARTS AND SCIENCES

I. S. 318 School Rules

There is absolutely:

- No eating or drinking in the classroom or hallways.
- No candy or gum chewing
- No glass containers allowed in the building

Cell Phone Policy

- If any cell phone is being used or is heard it will be confiscated and sent to the Main office

1st Offense – item will be returned at dismissal to student

2nd Offense – item will only be returned to the student's parent or guardian

3rd Offense – item will be confiscated and returned to parent at a time that will be determined by the administration. The student will not be allowed to bring in any phone or electronic device.

Dress Code

The following is not permitted in school

- No jewelry
- No shorts, short skirts (above the knee), belly shirts or tank tops, ripped pants(above the knee)
- Blouses, tank tops, tee shirts that expose the stomach area , regardless of weather conditions are prohibited, any article of clothing that has inappropriate content is prohibited
- Flip flops, slides or open toe sandals
- Sleeveless jerseys (must be worn with a tee shirt underneath, regardless of the weather conditions
- No sagging pants, they must be worn on the hips
- Hats, bandanas or Jackets of any kind, are not to be worn inside the school building. Students must place these items in their official class coat closet.

Thank you in advance for your compliance with these rules. They are necessary for the SAFE and ORDERLY functioning of our school.

I have read the Discipline Policy and the School Rules for I.S. 318 and have discussed their implications with my child.

USE SIGN OFF SHEET
Parent's Signature

Date

USE SIGN OFF SHEET
Student's Signature

Date

Principal
Leander E. Windley

Assistant Principals
John Galvin Zbigniew Makuch
John Nagler

CELLULAR PHONE POLICY

Dear Parents,

Please be advised that Chancellor's Regulations in regards to cellular telephones have changed and cellular phones are now permitted in school. However, the policy for IS 318 students are as follows: students are not permitted to ***use cellular telephones during school hours***. While we are fully aware that many students own cellular phones, they cannot be visible (***worn on the belt clip of pants, attached to a skirt or book bag***) during the school day. If an emergency arises and a student needs to have access to a telephone, school phones are available with adult permission and supervision. In the case that you need to contact your child, please feel free to call the school number (718) 782-0589 and a message will be delivered to your child via his/her classroom teacher.

We are looking for parental cooperation and support in the enforcement of this city and school wide policy. There were some incidents last school year, with students and the improper use of cell phones that has resulted in the strict enforcement of this regulation. ***Please be advised that any student, who fails to follow this regulation, will have his/her cell phone confiscated.***

The following procedures will be put in place for the confiscation of cell phones:

- **1st Offense** – phone will be confiscated and returned to the student at dismissal.
- **2nd Offense** - cellular phones will only be returned by administration and to the student's parent or guardian.
- **3rd Offense** – student will not be allowed to bring phone in building, phone will be confiscated and returned to the parent at a time that will be determined by the administration.

We are requesting that you have a conversation with your child so he/she understands the consequences that come as result of not following the city and school's rules and regulations.

Your cooperation, understanding and support in this matter is greatly appreciated.

Sincerely,
L. Eric Windley
L. Eric Windley
Principal

Please have you and your child sign the tear off and return to your child's official class teacher.

I have read this Cellular phone and other hand held electronics policy and fully understand the procedures that have been put in place for the confiscation of the misuse of cellular phones and /or other hand held electronic devices.

USE SIGN OFF SHEET

Student Name

Class

The FORTUNATO V. RUBINO

ACADEMY OF THE ARTS AND SCIENCES

USE SIGN OFF SHEET

Parent Signature

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SPECIAL EVENTS CRITERIA

Dear Parents/Students:

Welcome back! We hope you had a pleasant summer. As you know, every grade is a crucial year for our students when applying for high school. There are many great activities planned for all grades this year. Special events such as Gymnasia Week, Class/Grade Trips, School Concerts, Dances and Field Day are by invitation only. Below is a list that outlines some of the criteria used to determine exclusion to various school events and Field Day:

- 1) Lateness and absences: 20 or more times late to school, 18 or more absences without doctors' or parents' notes, and/or cutting school or class.
- 2) Students who have been written up on the Section Sheets/Jupiter consistently for repeated behaviors
- 3) Students who are repeatedly disrespectful to each other and to staff.
- 4) Students who experience conduct issues in large groups such as physical education, cafeteria, and auditorium.
- 5) Students who have been suspended (Principal/Superintendent Suspensions) from school for infractions defined in the Chancellors Regulations.
- 6) Students who consistently violate the dress code.

We make every attempt to ensure that all school activities are enjoyable and relaxing for those students who have worked hard all year long. If you have any questions, please feel free to call at any time (718) 782-0589.

Sincerely,
Leander E. Windley
Leander E. Windley
Principal

Please cut along the dotted line and return the tear-off below.

I have read and discussed with my child, the Special Events Criteria.

Parent's signature USE SIGN OFF SHEET

Date _____

Student's signature USE SIGN OFF SHEET

Class _____ Date _____

Principal
LEANDER E. WINDLEY

Assistant Principals
JOHN GALVIN ZBIGNIEW MAKUCH
JOHN NAGLER

Student Behavioral Contract
(Grades 6 – 12)

SCHOOL COPY
(SIGN AND RETURN TO SCHOOL)

Name of Student	Date of Birth	Class
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I know that I have a right to:

- be in a safe and supportive learning environment, free from discrimination, harassment and bigotry;
- know what is appropriate behavior and what behaviors may result in disciplinary actions;
- be counseled by members of the professional staff in matters related to my behavior as it affects my education and welfare within the school;
- due process of law in instances of disciplinary action for alleged violations of school regulations for which I may be suspended or removed from class.

I agree to:

- come to school on time;
- appear for each of my classes at the start time, ready to begin work;
- be prepared with appropriate materials and assignments for all classes;
- show respect to all members of the learning community;
- resolve conflicts peacefully, and avoid fighting inside or outside of the school or at program sites;
- behave respectfully, without arguing, and cooperate when a staff member gives direction or makes a request. I understand that I will be given an opportunity to voice my concerns at an appropriate time if I do not agree with the request;
- take responsibility for my personal belongings and respect other people's property;
- dress appropriately and do not wear any suggestive clothing including skinny tank-tops, midriffs, short-shorts, or mini-skirts;
- refrain from wearing clothes which have any signs of gang affiliation (e.g. scarves, bandanas) and refrain from using gang signs, calls, chants, movements, handshakes; the wearing of hats, hooded shirts, and jewelry (name belt buckles, colored plastic bracelets) is prohibited (small stud earrings only, no name earrings)
- refrain from bringing weapons, illegal drugs, controlled substances and alcohol to school;
- refrain from bringing personal possessions that are disruptive in school; (e.g. the school will assume no responsibility for lost or stolen cell phones or other electronic devices;
- share information with school officials that might affect the health, safety or welfare of the school community;
- keep my parents/guardians informed about school-related matters and make sure I give them any information sent home;
- follow all rules in the Discipline Code;
- behave responsibly as described in the Bill of Student Rights and Responsibilities.

I have received a copy of the **Discipline Code** and **Bill of Student Rights and Responsibilities**, and understand this contract. I agree to follow the rules of behavior.

Student Name: USE SIGN OFF SHEET Signature: USE SIGN OFF SHEET Date: USE SIGN OFF SHEET
(Please Print)

(Parent Section)

I have received a copy of the **Discipline Code** and **Bill of Student Rights and Responsibilities** and understand the behavior that is required of my child.

I agree to help my child follow this agreement by:

- encouraging my child to be a respectful and peaceful member of the school community
- discussing the contents of the Discipline Code and the Bill of Student Rights and Responsibilities with my child
- participating in any discussions and decisions concerning my child's education
- attending scheduled appointments with school staff
- providing the school with current telephone numbers and emergency contact information
- alerting the school if there are any significant changes in my child's health, or well-being that affect his/her ability to perform in school.

Parent/Guardian Name: USE SIGN OFF SHEET
PRINT NAME

Date: USE SIGN OFF SHEET

Parent/Guardian Signature: USE SIGN OFF SHEET

**I.S. 318 Internet User Agreement
And Parental Consent**

I.S. 318's Acceptable Use Policy limits student use of the Internet for educational purposes in a legal manner.

***Internet users are prohibited from:**

- *Accessing pornographic or obscene materials
- *Accessing another person's e-mail
- *Sending or receiving messages that are racist, sexist, sexual in nature, hateful, obscene or hurtful in any way
- *Requesting or providing home phone numbers, addresses, other personal information, or school location without permission
- *Accessing chat rooms

***** Any Violation of these rules will result in
termination of Internet access and disciplinary action*****

Please complete this form to indicate that you agree with the terms and conditions as stated. The signatures of both the student and parent/guardian are mandatory in order for access to be granted to Department of Education Internet services.

STUDENT

As a user of I.S. 318's computer network and Internet access services, I have read and agree to comply with the Acceptable Use Policy.

PARENT/LEGAL GUARDIAN

As a parent/legal guardian of the student signing above, I grant permission for my child to access networked computer services through the Internet, World Wide Web and E-mail. I have read and agree to the terms above and I understand that I may be held responsible for violations by my child. I understand that some materials on the Internet may be objectionable; therefore I agree to accept responsibility for guiding my child and conveying to her/him appropriate standards for selecting and viewing information and media. I realize that I.S. 318 would not be able to provide access to these resources if it had to accept liability for a minor's activities. In exchange for the opportunity for my minor child to participate, I agree to hold I.S. 318 harmless, and indemnify it against any harm that I or my minor child may suffer as a result of this unrestricted access.

USE SIGN OFF SHEET
Student Signature

USE SIGN OFF SHEET
Parent Signature

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ACADEMY OF THE ARTS AND SCIENCES***

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MEDIA RELEASE

CONSENT TO PHOTOGRAPH, FILM OR VIDEOTAPE A STUDENT FOR A NON-PROFIT PURPOSE (E.G., EDUCATIONAL, PUBLIC SERVICE OR HEALTH AWARENESS, I.S. 318 WEBSITES).

USE SIGN OFF SHEET

Student name

Class

USE SIGN OFF SHEET

Parent Name

I, **USE SIGN OFF SHEET**, hereby consent to the participation in Parent/Guardian's name interviews, the use of quotes, the taking of photographs, movies or videotapes of my son/daughter by other students, school personnel or local media to be used to advertise and promote the positive programs at IS 318.

I also grant to I. S. 318K, the right to edit, use and reuse said products for non-profit purposes sponsored by the school.

I also hereby release the New York City Department of Education, and its agents and employees from all claims, demands, liabilities whatsoever in connection with the above.

Date: **USE SIGN OFF SHEET**

Parent/Guardian Signature

USE SIGN OFF SHEET

Student Signature

*The FORTUNATO V. RUBINO
ACADEMY OF THE ARTS AND SCIENCES*