

Edwin Markham Intermediate School 51



Student Handbook 2016-2017

WELCOME TO EDWIN MARKHAM INTERMEDIATE SCHOOL 51

We are proud of I.S. 51's fine tradition and are dedicated to offering students an outstanding education that will prepare them for future success. We strive to create a warm atmosphere where each student is welcomed as a valued member. Every student is challenged and encouraged to develop their individual talents, skills and abilities. Students are expected to strive for high standards of personal conduct and academic excellence. To do this, students must acquire habits of study, self-discipline and consideration that will ensure success.

Our mission is to provide a quality education that values diversity and acceptance of all cultures. Our staff will facilitate academic excellence and prepare our students for greater challenges. We will foster personal responsibility towards learning and building positive relationships.

If you have any questions, do not hesitate to ask. There are many people here to help you. We wish you a happy, successful and memorable school year.

KEYS FOR SUCCESS

We want you to succeed in all your classes. Here are some helpful hints on how to be a successful student:

1. Come to class each day on time with the materials you will need.
2. Listen attentively to your teachers, take good notes and participate in class discussions.
3. Be polite and respectful towards your teachers and classmates. If you have a question or comment, raise your hand and wait to be called on.
4. Homework is assigned each night. Do all your homework and assignments neatly and hand them in on time. This should be done on a daily basis.
5. Access your PupilPath account regularly for class assignments and progress.
6. If you are absent, it is your responsibility to get the assignment from a classmate or you can get the assignment via PupilPath.

STUDENT RESPONSIBILITIES

Within the school building students are expected to:

1. Respect others and their property. Please do not touch anything that does not belong to you.
2. **Arrive at school on time!** Being on time everyday is an important life skill! Chronic lateness could result in lowering of your class grade and exclusion from certain activities.
3. Avoid fighting in school or outside of school. It will not be tolerated.
4. Use appropriate language.
5. Remove all hats, hoodies and do-rags upon entering the building and keep them off all day.
6. Arrive at school, stay at school and be safe! Students are not permitted to leave the school during the school day unless an adult signs them out.
7. Refrain from scholastic dishonesty, which includes seeking unauthorized assistance on tests or with homework.
8. Not give false information to school personnel.
9. Act in an appropriate manner on the school bus.
10. Not participate in graffiti, vandalism and/or intentional damage to school property.
11. Not take any actions that are considered sexual harassment.
12. Not bully on the internet, telephone or in school.
13. Come to school prepared.

Within the classrooms, students are expected to:

1. Enter and leave the classroom in an orderly manner.
2. Not leave the room until the teacher dismisses the class. The bell does not dismiss the class.

3. Make sure your area is clean and all garbage is placed in the garbage pails before you leave the classroom.
4. Arrive at your classroom on time, get settled immediately and begin the assigned work.
5. Be prepared daily. Successful people are always prepared.
6. Follow all classroom rules presented by a teacher. Disruptive behavior will not be tolerated.
7. Leave the classroom with an official pass. If you do not have a pass, do not leave the room.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

1. Conference with the teacher.
2. Your parent/guardian may be notified of inappropriate behavior by letter or phone.
3. Conference with the Dean and/or Assistant Principal
4. Parent conference with Dean and/or Assistant Principal
5. Receive a poor conduct grade on your report card
6. Lunch detention
7. Removal from class
8. Suspension from school
9. Exclusion from school activities: including senior activities and possibly graduation.

Students who consistently disrupt and misbehave will be subject to the most serious consequences.

The following behaviors may result in arrest, suspension or possible removal from school:

1. Possession of any type of weapon
2. Buying, selling, carrying or using any controlled substances, including drugs and alcohol
3. Defacement of school property through vandalism, graffiti or arson
4. Racial, ethnic, sexual or religious slander
5. Sexual harassment of staff or students
6. Threatening and or making physical contact with a teacher or other staff member

Markham Intermediate School follows the Chancellor's Regulations for Discipline. You will receive your own copy of the rules and regulations and the consequences. Think before acting!

DRESS CODE

1. It is important for students to be comfortable while they are learning.
2. No tank tops, halters, tube tops, see through tops or bare midriffs are to be worn in school.
3. Shorts and skirts are to fall to the knees.
4. No shirts that have offensive writing on them are permitted.
5. Hats, baseball caps, combs, bandanas, do-rags or headbands are not to be worn in school.
6. High-heeled shoes that may be dangerous on steps or in hallways are to be avoided.
7. Jeans, shorts and slacks are to be worn **around the waist.**
8. Jackets or any other outer garments are to be kept with you all day.
9. No pajamas are permitted in school.
10. If you come to school inappropriately dressed, your parent/guardian will be contacted to bring you acceptable clothing.

ARRIVAL/DISMISSAL/ATTENDANCE/LATENESS

1. In order to do well in school, good attendance is essential.
2. Attendance is recorded on your permanent record card.
3. This record of attendance is important in qualifying you for promotion to the next grade, as well as acceptance into various High School programs.
4. It is required that you bring an absence note upon returning to school.
5. Students begin classes at 8:10 a.m. Attendance will be taken in each class.

6. If you arrive after first period, you need to complete a late pass. If you don't fill out the late pass, you will be marked absent.
7. Excessive lateness may result in failing a class.
8. At the end of the day the classroom teacher dismisses the students.

RADIOS, IPODS, IPADS, CELLPHONES, SPEAKERS, ELECTRONIC GAMES, SPORTS EQUIPMENT, ETC.

1. All NYC schools are subject to random, unannounced scanning by the NYC Police Department. During the school year, electronic devices (radios, Ipods, Ipads, speakers, electronic games, etc.) are not permitted in school. Headphones and earbuds are not to be worn during the school day.
2. Our school cell phone policy can be found on our website is51.org
3. If you wish to make sure your cell phone is safe during the school day you have the option to check your cell phone with our parent coordinator in the morning when you arrive at school and pick it up at the end of the school day.
4. Sports Equipment such as bats, basketballs etc. and skateboards are not permitted to be carried in school. If they are brought to school they will be taken and returned at the end of the day.

ILLNESS IN SCHOOL

1. If you get sick in school, tell your teacher.
2. The teacher may send you with the sick pass to your Academy Assistant Principal.
3. The Assistant Principal will write approval for you to go to the nurse.
4. If you are too ill to remain in school, the nurse will notify your parents.
5. You will be released from school only to an adult listed on your blue emergency card. It is extremely important that these cards have current information and are updated during the year.

USE OF ROOM PASS

1. You must have an official pass to leave the room to go on an errand or to use the bathroom.
2. Bathrooms will be closed the first 5 minutes and the last 5 minutes of every period.
3. When you leave the room for any reason, you must sign the "Out of Room" book.

HALLWAY PASSING

1. Always keep to the right in the corridors and do not cross the white line.
2. Students should move from class to class in a timely and orderly fashion.
3. You should use the staircase nearest the class you are exiting to go to your next class. There are up and down sides to these staircases. Use the proper side to avoid accidents.

EMERGENCY FIRE DRILLS/LOCKDOWN

Fire drills and Lockdown drills are held so we can learn how to conduct ourselves in case of a real fire or emergency. Listen carefully to the directions that are given via an announcement or by your teacher.

1. Silence and speed are essential throughout the drill.
2. Students are to maintain silence until otherwise directed by their teachers.

PHYSICAL EDUCATION REQUIREMENTS

1. All students are required to wear sneakers and the appropriate gym uniform for physical education classes.
2. If you are not prepared, you may not be able to participate.

CAFETERIA

1. All students are required to return a completed lunch form and will be given a PIN number to use for the Cafeteria Meal. Both Breakfast and Lunch are free to all students. We serve breakfast from 7:30 a.m. until 8:10 a.m. every morning,
2. Monthly menus can be viewed on the Department of Education web site.
3. Food and drinks are to be consumed only in the cafeteria. Gum, candy, food and drinks are not allowed in classrooms.

EXPECTED CAFETERIA BEHAVIORS

1. All students must arrive to the cafeteria on time.
2. Students may not leave the cafeteria without permission.
3. Food and drinks may not leave the cafeteria.
4. Students must sit where directed at all times.
5. All cafeteria rules and procedures are to be followed.

STUDY HINTS

1. Find a quiet space at home where there are no distractions.
2. Use proper lighting when studying.
3. Have all your books and materials in your study area.
4. Plan to study and review your notes every night.

Note: Get in the habit of doing some work in each subject every day.

HOMEWORK

1. Homework is a path to learning.
2. It is a part of your report card mark.
3. You will be given assignments in each of your subjects.
4. Homework should be done at home, in a quiet place so that you may concentrate on your work.
5. Homework is given in preparation for a new lesson or as a review of a previous lesson and should be done the day it is assigned.

REPORT CARDS

1. Your progress in each class is available daily. Ensure you access pupilpath regularly to improve your grades before the report card grades are determined.
2. Report cards are distributed four times a year.
3. Your grades are determined by the following factors:

Tests and quizzes	45%
Homework	15%
Projects	15%
Classwork	15%
Notebooks	10%
4. Your report card will be given to your parent/guardian during Parent/Teacher Conferences or mailed home.

PUPILPATH

You can now access your grades, exams and much more by logging on to PupilPath at <https://pupilpath.skedula.com/>. You should have received a letter with your name on it giving you your password. If you are having problems see your Academy Assistant Principal.

GUIDANCE COUNSELORS

1. Guidance counselors are available to discuss any school related problems daily.
2. If you need to see a counselor, ask your teacher or Assistant Principal and they will arrange for you to see them.

TEXTBOOKS

1. In the beginning of the year, each subject teacher issues textbooks.
2. At the end of year, textbooks that were issued must be returned.
3. Students who lose a book must pay a penalty as detailed at the time the book is issued.
4. If you move during the school year, you must return your books to the general office.

CLASS TRIPS

1. Your classroom teacher will plan trips for your class.
2. In order to be eligible for participation, a student must maintain satisfactory attendance, display a positive image, have a satisfactory behavior record and good academic status.
3. When you participate on a trip, you represent our school and it is important to show a positive image.
4. For all school trips your parent must sign a permission slip in advance of the trip for you to participate.

DANCES/GRADE TRIPS/GRADUATION

Student's participation in these events depends on behavior and/or academic success. If we feel that your attendance can jeopardize the event from running smoothly, you will not be permitted to attend. If you have any questions about this, you should see your Assistant Principal.

ARISTA

1. The National Junior Honor Society of Markham is an organization for students in grades 6-8.
2. Membership is based on scholastic achievement, satisfactory citizenship and community service.
3. Arista members are encouraged to set a standard for others to follow and to act as role models for their peers through school involvement.
4. Club activities include the organization of drives for the needy, fundraising, school beautification and school monitoring.
5. New members are inducted into the society every spring.

ASSEMBLIES

1. Assemblies are a necessary and integral part of a school's curriculum.
2. They provide opportunities to enhance academic instruction, expose students to cultural and multicultural events, and allows students to enjoy and appreciate the talents of fellow students in the performing arts, as well as promoting extracurricular activities and expanding social skills.
3. During assembly programs students must demonstrate their best behaviors and be attentive to the program.

SPORTS AND ARTS AFTER SCHOOL PROGRAM- We are fortunate to have the best after school program in the city. We offer amazing activities in the morning, after school and on Saturday's. During the month of September, you will have the opportunity to sign up for whatever activities you would like to be engaged in. Certain activities take place on different days so students only come on the days in which their activities meet. For more information, keep checking our website throughout the year. All students can participate in our program

STUDENT COUNCIL

1. The Student Council represents students from every Academy.
2. Students are selected to be representatives on the Council after they write an essay describing why they want to be a member.
3. The council meets regularly and discusses community projects and how to make Markham a better school.
4. Representatives from each grade will meet regularly to address the needs of the students.

IMPORTANT PEOPLE TO KNOW

PRINCIPAL

Mr. Mele

CREATIVE DESIGN:

Assistant Principal Mrs. Stoupakis

PERFORMING ARTS:

Assistant Principal Mr. Cataneo

MEDIA & TECHNOLOGY:

Assistant Principal Ms. Pirraglia

GUIDANCE COUNSELORS

**Mr. Romer
Ms. Wanzie
Ms. Kelly
Ms. Piazza**

PARENT COORDINATOR

Ms. Wojcik

DRUG COUNSELOR SAPIS

Ms. Clark

NURSE

Nurse Cathy

DEANS

**Mr. Mondì
Mr. Ciumei
Ms. Carollo
Mr. Pero**

