

I.S. 318

STUDENT HANDBOOK **2019 – 2020**

EUGENIO MARIA DE HOSTOS INTERMEDIATE SCHOOL 318

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

**LEANDER E. WINDLEY
PRINCIPAL**

**JOHN GALVIN
JOHN NAGLER
ADRIENNE SANTAMARIA I.A.
ASSISTANT PRINCIPALS**

THIS PLANNER BELONGS TO:

NAME: _____

ADDRESS: _____

CITY/STATE: _____ **ZIP CODE:** _____

PHONE: _____

HOMEROOM: _____ **TEACHER:** _____

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 John Nagler
Adrienne Santamaria I.A.*

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***

AFTER READING THE HANDBOOK
PLEASE TEAR OUT AND RETURN THIS SIGN OFF SHEET TO
YOUR CHILD'S HOMEROOM TEACHER

Dear Parents:

Please return this sign off sheet to your child's homeroom teacher.

I.S. 318 PARENT SIGN OFF SHEET

STUDENT'S NAME _____ CLASS _____

I HAVE READ AND DISCUSSED THE FOLLOWING POLICIES WITH MY CHILD.

PLEASE CHECK EACH ITEM:

CITYWIDE STANDARDS OF DISCIPLINE CODE Page 2 _____

SCHOOL RULES Page 3 _____

CELL PHONE POLICY Page 4 _____

SPECIAL EVENTS CRITERIA Page 5 _____

BEHAVIORAL CONTRACT Page 6 _____

INTERNET USER AGREEMENT Page 7 _____

MEDIA RELEASE Page 8 _____

PARENT'S NAME

PARENT'S SIGNATURE

DATE

STUDENT'S NAME

STUDENT'S SIGNATURE

DATE

BELL SCHEDULE

<u>PERIOD</u>	<u>BEGINS</u>	<u>ENDS</u>
MON – (TEACHERS)	7:25	8:20
TUE & WED (TEACHERS)	7:30	8:20
HOME ROOM ADVISORY	8:20	8:35
1	8:38	9:21
2	9:24	10:05
3	10:08	10:49
4	10:52	11:34
5	11:37	12:19
6	12:22	1:04
7	1:07	1:48
8	1:51	2:32
HOME ROOM	2:34	2:40

***AMENDED TIME SCHEDULE
(EARLY DISMISSAL)**

<u>PERIOD</u>	<u>BEGINS</u>	<u>ENDS</u>
*HOMEROOM ADVISORY	8:20	8:35
1	8:38	9:16
2	9:18	9:55
3	9:58	10:34
4	10:37	11:13
HOMEROOM	11:15	11:20

***If the half day falls on a Monday, Tuesday or Wednesday, Teachers will report to school according to the arrival time of that particular day**

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

- Cell phones should be turned off upon entering the school building
- 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 headphones or earbuds
- 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
- 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
- Coats, hats, bandanas, other head dressings 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.
- Hoods should not be worn on head during school

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 John Nagler
Adrienne Santamaria I.A.*

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

USE SIGN OFF SHEET

Parent Signature

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

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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 _____

**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

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

Principal
LEANDER E. WINDLEY

Assistant Principals
JOHN GALVIN JOHN NAGLER
ADRIENNE SANTAMARIA I.A.

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).

Student name

Class

Parent Name

I, _____, hereby consent to the participation in 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 _____

Parent/Guardian Signature

Student Signature

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

1. Arrival

Students who are enrolled in our Gifted and Talented Program **MUST** arrive at school by 7:40 am. Students in the Gifted and Talented Program who arrive after 7:45 am will be marked late. Students in the Gifted and Talented Program who arrive after 8:00 am will not be allowed into the classroom; they will be directed to the auditorium or cafeteria for breakfast. They will be marked absent for their early morning class and present for the school day.

Students who **are not** enrolled in the Early Morning Gifted and Talented Program **MUST** arrive and be present in homeroom by 8:20 a.m. Students who arrive after 8:30 a.m. will be marked late. Instruction begins promptly at 8:38 a.m. for **all** students.

Please make every effort to have your child in school on time.

Children are not permitted to enter the building before 7:00 a.m.

****Breakfast will begin at 7:00 a.m.**

Students should not go to the corner store to purchase breakfast or lunch after 8:10 am for any reason. Going to the store at this time or anytime after that will cause students to arrive late.

Students are prohibited from bringing “open” food into the building after 8:20 am. Any student who would prefer to bring in their breakfast from the outside can do so, but must eat their food in the cafeteria between 7:00 am and 8:15 am. **Under no circumstances will food be permitted to be eaten in a.m. homeroom.**

Students who wish to bring in lunch from the outside will be allowed to eat their lunch during their designated lunch period.

All students enter through main/middle entrance on Lorimer Street.

USE SIGN OFF SHEET

Parent’s Signature

Date

USE SIGN OFF SHEET

Student’s Signature

Date

2. Dismissal:

All students will be dismissed at 2:40 p.m.

Students who are enrolled in any of our After School programs will be dismissed at 4:45 pm. (In some programs they will be dismissed at 5:45 pm)

*** Important: If an external after school program, babysitter or private van picks up your child, their name & phone number must be on the Emergency Blue Contact Card.**

It is a parent's responsibility to ensure their child is picked up on time.

All students exit through the 3 entrances on Walton Street at the 2:40 pm dismissal and exit through the main/middle entrance on Walton Street at the 4:45 and 5:45pm dismissals.

Please respect the teacher's time at dismissal, since they must return immediately to begin their extended day program, or in some cases, they have to pick up their children from their schools or babysitters; please refrain from attempted conversations during dismissal. Feel free to schedule appointments to hold conversations with your child's classroom and/or subject area teachers at another time.

Students who are attending any after school program are not permitted to leave the building, at the 2:40 pm dismissal for any reason.

I am asking the entire school community to help our arrival and dismissal by either walking to pick up your child or parking as far as possible from the school. Please be mindful of not parking in the spaces designated for staff on Walton Street. In addition, double parking and idling vehicles on Walton Street between Harrison and Throop Aves may be ticketed.

USE SIGN OFF SHEET _____

Parent's Signature

_____ Date

USE SIGN OFF SHEET _____

Student's Signature

_____ Date

5. Lunchroom/Cafeteria:

Lunchtime is a time for "re-fueling" with healthy foods. It is a time for students to socialize in a controlled manner. Since we are a large school, in order for lunchtime to be safe and orderly it is important that you discuss our guidelines with your children.

- No yelling, fighting or throwing food.
- Your child must sit with his/her classes assigned table(s) unless otherwise specified by an adult supervisor.
- Students are not permitted to walk around the lunchroom unless they are given permission
- Your child must ask an adult if he or she needs to leave the lunchroom.
- Your child must listen to the adults supervising.
- Your child must tell an adult if there is a problem.

The last 5 minutes of lunch is for clean-up in order to have eating areas sanitary and presentable for other students who are entering the cafeteria.

Please be aware: students who receive multiple warnings regarding a behavior will be given lunchtime detention.

During lunchtime detention, students are assigned to a classroom and supervised by a teacher. The students will complete a "Behavior Journal" describing the purpose of their detention.

*** No child will be permitted to leave the building for lunch.**

USE SIGN OFF SHEET

Parent's Signature

Date

USE SIGN OFF SHEET

Student's Signature

Date