



# **HORSEHEADS INTERMEDIATE SCHOOL STUDENT/PARENT HANDBOOK 2018-2019 School Year**

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Dear Parents and Students:

This student/parent handbook, published by the Horseheads Intermediate School, is intended to make each school family aware of the expectations, which are to be followed in the building, the playground, and on the bus. The goal of this handbook is to help each student enjoy his or her educational experience in a safe, respectful, and caring environment as discussed in the Horseheads Central School District Code of Conduct.

**Please read the handbook together and discuss the expectations. When you have finished, sign and return the last page at the end of the booklet.**

Thank you,  
Intermediate School Staff



***Excel***

***Empower***

***Explore***



## *Horseheads Central School District* **Intermediate School Vision**

*We believe in a School Community in which...*

### ***Our Students***

- Seek to make learning fun, relevant, and rewarding while reaching for full potential.
- Aspire to be self-motivated, engaged, and believe in the importance of continuous learning.
- Help create a nurturing, healthy, and safe learning environment with high expectations and positive risk-taking.
- Strive to exhibit the six traits of the district's character education program.
- Collaborate with problem solving, critical thinking, Habits of Mind (HoM), and other 21<sup>st</sup> century skills.
- Support individual student identity within the larger cohesive school community.
- Value a well-rounded education including arts, athletics, and academics.
- Encourage parent involvement.

### ***The Learning Environment***

- Utilizes effective teaching practices to make learning fun, age appropriate, relevant, and rewarding.
- Creates engaged, self-motivated learners.
- Nurtures a safe and trusting environment that inspires positive risk-taking.
- Promotes a strong sense of character.
- Fosters problem solving, collaboration, critical thinking, HoM, and other 21<sup>st</sup> century learning skills.
- Values individual student identity within the larger school community.
- Pursues a student-centered, well-rounded education which includes arts, athletics, and academics, focusing on the 'whole child.'
- Encourages and supports opportunities for family involvement.

### ***Families and Community***

- Proudly accept responsibility for their role in the learning process.
- Communicate and collaborate with the school community to foster and support student educational endeavors.
- Work as a team providing resources necessary to achieve excellence in education.

## CODE OF CONDUCT

In order to provide a safe and orderly environment, as per the District Code of Conduct, behaviors that endangers the safety, morals, health, or welfare of others will not be tolerated. This includes, but is not limited to:

- Any verbal or physical intimidation or threat to harm another person
- Fighting or causing physical harm to another
- Possession of items that could be potentially dangerous, i.e. Weapons (including knives of any kind)
- Possession of drugs
- Bomb threat or false fire alarms

The consequences may include, but are not limited to, suspension from school.

In addition, students are expected to adhere to the behavioral expectations of the Code of Conduct, including the dress code.

The **Dress Code** states that “a student’s makeup, nails, hair, jewelry, and clothing must be safe, and not disrupt or interfere with the educational process.” This includes:

1. Students must have sneakers in school daily. Footwear that is a safety hazard will not be allowed. (**No flip flops, slides or sandals, etc.**)
2. Students should not wear hats or other forms of head covering inside the building during regular school hours except for a medical or religious purpose.
3. Undergarments must be covered at all times.
4. All clothing should use appropriate language and graphics and not endorse the use of alcohol, tobacco, illegal drugs or other illegal or violent activities.
5. Items such as pajama pants, tube tops, net tops, halter tops, spaghetti straps, and plunging necklines, midriff barring or see through garments that are offensive to others and disruptive are not appropriate.
6. Garments are not permitted that are vulgar, obscene, and libelous or denigrate others.

\*For the full District Code of Conduct visit the [School District Website](#).

## **GENERAL SCHOOL BEHAVIOR**

- **RIGHTS:** All students have the right to a safe, healthy, orderly, and civil school environment.
  
  - **RESPONSIBILITY:** All students are expected to promptly report violations of the Code of Conduct to a staff member. i.e. threats, property damage
1. Students will speak and act respectfully to other children and adults.
  2. Students will come to class prepared with required materials and having all classroom assignments and homework completed on time and with pride.
  3. Students will follow the expectations and guidelines established in each classroom.
  4. Students will respect school property and the property of others.
  5. Students will walk quietly in the hall at all times and keep their feet and hands off the walls.
  6. All students will sign in and out when leaving the classroom for any reason.
  7. All electronic devices are not to be used in school unless designated by the teacher for educational purposes only. If devices are seen or heard, they will be confiscated. Parents will need to pick up the device upon second offense.  
\*The school district is NOT responsible for investigating or compensating for lost, stolen, or damaged property.
  8. Students will attend school regularly and arrive on time. Attendance will be taken multiple times throughout the day.
  9. Students will maintain habits of personal hygiene.
  10. Chewing gum is not permitted unless the individual teacher gives permission.

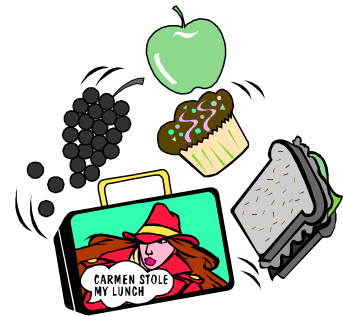
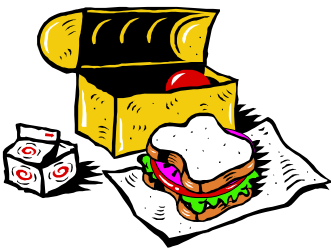
## LUNCHROOM RULES

1. Remain seated with your class.
2. Keep hands and feet to yourself at all times.
3. Use your inside voices and manners.
4. No playing with, throwing, or sharing food.
5. Make sure your trash is picked up from table and floor.
6. Listen to and respect all staff.

## LIST OF LUNCHROOM CONSEQUENCES THAT WILL BE USED:

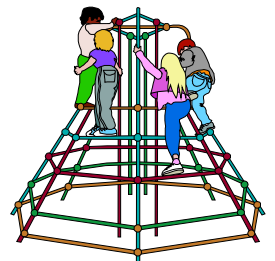
- Two verbal warnings; removal to time out table
- Time out table; teacher notified- loss of privilege or lunch detention, parent contact

\*Serious infractions of school-wide rules (e.g., fighting) will result in a consequence given by the Principal or Assistant Principal.



## PLAYGROUND EXPECTATIONS

1. To make the playground fun and safe for everyone, the following behaviors are not allowed:
  - Standing on or jumping off the swings or slides
  - Fighting, tackling or rough play
  - Obscene language or gestures
  - Spitting
  - Throwing mulch or snow balls
  - Gum or candy
  - Climbing poles, snow banks, or sitting on top of bars
  - Jumping off playground equipment
2. In using the slide, the children will:
  - Allow one person on the slide at a time
  - Go down the slide facing forward in a sitting position
  - Not climb up the slide
3. In using the swings, the children will:
  - Sit on their bottom
  - Sit with only one person on a swing
  - Stay clear of others swinging
  - Swing only in a forward motion
4. The use of any type of hardball is prohibited, i.e. baseball, softball, lacrosse balls.
5. Students must request permission to leave the playground. Each teacher will determine the conditions under which students will be allowed to return to the building.
6. Stay in the area designated by their teacher.
7. Shoes that are appropriate for physical education class should be worn on the playground.



## **CONSEQUENCES**

For behavior that is found to be in violation of the school expectations, one or more of the following options will be enforced.

- ❖ Discussion and warning
- ❖ Denial of privileges
- ❖ Contact parents
- ❖ Assignment to quiet area at recess
- ❖ Conference with appropriate parties
- ❖ Visit to the principal's office with a conduct report
- ❖ Clean, repair, or pay for damages or loss
- ❖ Lunch detention or in-school suspension
- ❖ Out of school suspension

## **HOMEWORK**

Homework helps students to gain speed and confidence in practicing academic skills. All students will be required to record their assignments and due dates in their assignment pads daily. Parents should review these at the end of each school day. In order to do their best, parents must help students learn good work habits at home. Students need a quiet, distraction free place to work at home, as well as necessary supplies to complete assignments. Because of the value and importance of homework as a part of our educational program, teachers may ask that parents sign assignments indicating that you have checked to make sure it's completed.

If your child consistently struggles with homework, please contact your child's teacher.

\*Students are responsible for missed work anytime they are out of the classroom. (i.e. lessons, band, chorus, orchestra, advanced art, clubs, AIS, resource room, absences etc.)

***Parent Portal is available to review your child's progress and absences.***



## **FAMILY VACATIONS**

Absences due to vacation trips are not excused absences. Before making vacation plans, please consult the school calendar. Parents are strongly discouraged from taking their children out of school for family vacations because valuable classroom instructional time can never be replaced by make-up assignments. If parents decide to take their child out of school for vacations, please notify your child's teacher in advance. You may be given work ahead of time, but this may be minimal as instructional adjustments are made daily.

Because such extended absences are not excused, students are expected to request their work upon return. An appropriate time frame will be given to complete the assignments. Students should be encouraged by parents to read and write in a journal during their absence from school.

## **ASSEMBLY AND CONCERT MANNERS**

1. All classes will enter the assembly or concert quietly and in an orderly manner. Students should be ready to listen.
2. Students will remain quiet and use good listening habits during the assembly or concert.
3. Students will stay seated unless there is an emergency.



## **GENERAL INFORMATION**

1. **School Hours:** 8:25 AM to 2:25 PM.  
Students may begin to arrive at 7:40 AM. They will be directed to the cafeteria from 7:40 AM – 8:00 AM. The tardy bell rings at 8:25 AM. Students should be picked up promptly at 2:20 PM.
2. **Visitors:** All visitors must sign in and out of the building.
3. **Morning Drop-Off:** For safety reasons, **students must be dropped off at the front of the building in the bus. Only buses** are permitted at the back fieldhouse entrance. Students **may not be dropped off or enter** the building before 7:40 AM.
4. **Dismissal Procedures:** Any student dismissed before 2:20 PM will be dismissed only through the office. Parents must enter the building, report to the office and sign the student out. The secretary will then call the classroom and have the child come to the office. If the adult is someone other than the parent or guardian, there must be an authorizing note from the parent.

In an emergency situation, you may call the school office prior to 1:00 PM if you need to arrange to have your child held from the bus or be dismissed early. Changes after this time will be difficult to accommodate.

Parents picking up students at dismissal should park in the upper parking lot (near the basketball hoops) at the front of the building. They should use the sidewalk down the side of the building next to the playground and enter the side doors. Students will need to be signed out from the art rooms. Pick up time is 2:20 PM – 2:30 PM.

5. **Health Office Dismissal:** If a child is ill and must be sent home, the student will remain in the health office. Parents must sign in and out of the main office. The nurse or office staff will release the student directly to the parent/ guardian.

Michael Bostwick is the Dignity for All Students Act (DASA) Coordinator at the Intermediate School. Megan Collins is the DASA Coordinator for the district. All concerns regarding discrimination, harassment, or bullying should be directed accordingly.

The Horseheads Central School District offers educational programs without regard to gender, race, color, national origin or disability. Inquiries regarding this policy may be made to Megan Collins, Title IX Coordinator, or Kim Williams, Section 504 Coordinator, Horseheads Central School District, One Raider Lane, Horseheads, NY 14845, (607) 739-5601.



**PLEASE RETURN TO THE  
HOMEROOM TEACHER  
2018 – 2019**

We have reviewed the Horseheads Intermediate School Handbook, and my child has agreed to abide by the Code of Conduct that has been established.

**Parent/Guardian Signatures:**

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**Student Signature:**

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