

WOODHULL INTERMEDIATE SCHOOL

140 Woodhull Road
Huntington, NY 11743
www.hufsd.edu



Traci Roethel, *Principal*
Jarrett Stein, *Assistant Principal*

This Agenda Book Belongs To:

NAME _____ TEACHER _____

BUS NUMBER _____

Main Office: 673-2030 Attendance: 673-2039 Nurse: 673-2147 Main Office fax: 425-4718

A Message from the Principal

This is an exciting time in your life because you are about to embark on an adventure that may be confusing and contradictory. You are now a part of a new culture. You've just completed one segment of your educational adventure—primary school. The new intermediate years come with additional expectations. The people around you expect even more from you academically and socially.

They expect you...

- ◆ **To become organized and structure your time in such ways that will lead to academic, personal success.**
- ◆ **To follow rules and regulations.**
- ◆ **To involve yourself in a variety of extracurricular activities.**
- ◆ **To contribute positively to the culture of your building.**

But, the most important expectation is what **you** will expect of **yourself**. Expect to do your best to contribute positively to the process.

All your teachers and administrators are dedicated to helping you to make your years at Woodhull successful ones. Make the right decision **now**. Put your best foot forward and take the most you can from the fine education you will receive at Woodhull Intermediate School.

Ms. Roethel
Principal

OUR MISSION STATEMENT

Recognizing the strengths of our district's traditions, it's history of community support, the diversity of our population and our commitment to educational excellence, the mission of the Huntington Union Free School District is to educate students by effectively teaching an enriched body of knowledge through the active participation of all students, building upon their unique talents and abilities to produce creative, self-assured, responsible citizens who are capable of critical thought and action.

2014 – 2015 School Calendar

September, 3.....	1st day of Class
September, 25 - 26.....	Rosh Hashanah
October, 13.....	Columbus Day
November, 4.....	Supt. Conf. Day
November, 11.....	Veterans Day
November, 26 - 28.....	Thanksgiving Recess
December, 22 – January, 2.....	Winter Recess
January, 19.....	Martin Luther King Day
February, 16 - 20.....	President's Day and Mid-Winter Recess
April, 3 - 10.....	Spring Recess
May, 22 & 25.....	Memorial Day
June, 25.....	Last Day for Students

GENERAL INFORMATION

SCHOOL HOURS

School starts at 8:45 a.m. and ends at 3:05 p.m. To ensure safety, we request that no students be on school grounds prior to 8:30 a.m. unless requested to attend an activity or extra help.

ATTENDANCE INFORMATION

If your child is not going to be in school must call **673-2039** to report an absence or lateness before 8:45 a.m. Students must bring an absence note upon their return. All students must be in class by 8:45am.

STUDENT LATENESS TO SCHOOL

Any student who arrives late to school must sign in at the Main Desk and receive a pass to class.

Arriving late disrupts the learning going on in the class, and not only do you miss valuable information but others will as well.

PERSONAL POSSESSIONS

Do not bring personal items, money, electronics items or valuable jewelry to school. It is important for you to remember that the school cannot assume responsibility for the safekeeping of your books or other personal items should they become lost or stolen

CELL PHONES

Cell phones are permitted prior to and following school hours. If a phone is seen or heard during school hours the student may receive a consequence. Please remember we cannot assume responsibility for the safekeeping of personal items.

LOST AND FOUND

Lost articles of clothing are stored in the cafeteria. Jewelry and smaller items are stored in the main office.

Children should periodically check the lost and found for missing items. After a reasonable time, unclaimed items will be donated to charity.

NOTICES TO THE HOME

It is extremely important to keep the line of communication from the school to the home open by seeing to it that messages are delivered to your parents/guardians. From time to time there will be important information that your parents/guardians must be made aware of. Please see to it that all notices are delivered to your parents promptly. Please update phone numbers and email addresses as important messages are shared through phone and email communication.

STUDENT DRESS

Students are encouraged to dress in a manner appropriate to attending school. Hats are not permitted during the school day. Clothing, distracting to other students, may not be worn. Students with inappropriate clothing will be asked to call home for a change of clothes.

VISITORS

The school building is closed to all unauthorized visitors. Those persons who have business to conduct in the school must state their business, sign the visitor's register, and wear a visitor's pass. In addition, proper identification must be presented.

BEFORE/AFTER SCHOOL PROCEDURES

Students are not to be in the building, or on the school grounds, before or after school unless they are under the supervision of a teacher.

CAFETERIA

The Huntington School District participates in the National School Lunch and Breakfast Program. Breakfast is available to students before school for \$1.25. A menu is published and sent home each month. The cost of lunch is \$2.00 (price is subject to change prior to September, 2014). Prepaid meal tickets can be purchased from the Cafeteria

OUTDOOR RECESS

The recess period follows or precedes lunch for approximately 20 minutes each day. Recess will be outdoors whenever weather permits. Please send your child to school with weather appropriate clothing and proper footwear. Students will be kept in or not allowed to use equipment if not dressed appropriately for cold weather or not wearing sneakers. Exercise is crucial to the health of your child, therefore students will not be kept in from recess to make up work without permission from parents.

PARENT TEACHER CONFERENCES

Each November there is time set aside for teachers to discuss the progress of their students with their parents or guardians (see district calendar). During the conference, the first report card will be given. Each child's progress, standardized test scores and special needs are discussed and explained. Parents should attend these conferences to find out how they and the school can work together to help their child succeed. Teachers and teams will always be available upon requests.

REPORT CARDS

There are four report cards given each year. The first report card is given at the November Parent-Teacher Conference. The other three report cards are sent home in January, April and June. Please feel free to contact your child's teacher at any time if there is a problem or question. Do not feel you have to wait for the teacher to contact you or for the report card to ask how your child is progressing. If you would like to meet with all team teachers, please make a request.

HOMEWORK

Please look at your child's agenda book each night.

The faculty of Woodhull is firmly committed to the idea that homework enhances and extends the school learning experience. The purpose of homework is fourfold:

1. To help develop good study skills.
2. To reinforce skills learned each day in school.
3. To provide for extended enrichment beyond the classroom.
4. To establish a daily contact with parents who will be constantly aware of the child's academic work.
5. Tests will be sent home on a regular basis to be signed.

PARENT TEACHER ASSOCIATION

Parent Participation in the life of the school is one of the greatest resources of Woodhull Intermediate School. The Parent Teacher Association serves not only as a representative of parent concerns but also is a partner in establishing a wholesome and positive environment in the school. PTA representatives serve as active and important members of the Shared Decision Making Committee and are vital to the success of our annual Arts in Education and People as Reading Partners programs.

SUCCEEDING IN SCHOOL

Quick Tips for Students

Classroom Skills

- ◆ Be prepared – Complete all assigned readings and homework before class.
- ◆ Active listening – Focus on what the teacher is saying and the classroom discussion.
- ◆ Ask questions – about anything you don't understand. You learn through questioning.
- ◆ Take notes – Write down all the main points of the lesson.
- ◆ Be an active participant – When you are prepared, you can assume an active role in class discussions.

Homework

- ◆ Plan a homework schedule – Do your homework the same time and place daily.
- ◆ Do your homework in a well-lit, quiet place.
- ◆ Do your homework in a place free of distractions (phone, television, friends).

Study

- ◆ Don't cram – Review a little each day.
- ◆ Set up a time schedule to plan your week of study
- ◆ Read carefully, review notes, re-write notes, make lists, and make up questions that you think might be on the test.
- ◆ You may find it worthwhile to study and review with a friend.
- ◆ Get a good night's sleep the night before an exam.
- ◆ Eat breakfast every morning.

Quick Tips for Parents

- ◆ Check homework assignments daily.
- ◆ Emphasize the value of homework in helping your child practice skills and acquire information.
- ◆ Offer positive reinforcement and encouragement.
- ◆ Provide a quiet, well-lit place for your child to study.
- ◆ Periodically check your child's progress with his/her teachers.
- ◆ If your child says repeatedly that homework was not assigned, call your child's teacher.

CLUBS AND CLASS ACTIVITIES

Music Programs

- ❖ Intermediate and Advanced Band
- ❖ Intermediate and Advanced Orchestra
- ❖ Chorus at each Grade Level
- ❖ Ensemble groups before and after school

The Art Club

The before or after school art club is a creative outlet for sixth grade students who have demonstrated artistic interests and talents.

Woodhull Student Council

The Student Council supports school and community service projects. Students meet formally twice a month in addition to participating in the many projects planned by the Student Council members.

Theatre Arts Club

Each year a musical production company is formed to put on a famous Broadway hit or popular musical.

Science Fair

Each year all students at Woodhull School participate in a science fair. Students create and develop science projects that are displayed for the entire student body and their families. Winners will be selected for the Brookhaven National Laboratory Science Fair.

Bridge Club

Meetings are once a week to learn the strategies of playing bridge.

Greenkill

All sixth grade students in the district are invited to participate in an environmental camp in upstate New York. Any student that does not attend for any reason will be given "at home" similar environmental experiences.

STUDENT HEALTH POLICIES

Illness

If a student does not feel well before leaving for school, they should be kept at home. If a student is in school and not feeling well, the school nurse should be seen. A student will be admitted to the Health Office with a pass from a classroom teacher. A student is not to go to the Health Office between periods, but should report to the next period class and obtain a pass from the teacher. Only in the case of an emergency will a student be admitted without a pass. If you are too ill to remain in school, and must leave school because of illness or injury, the nurse will contact your parent/guardian to pick you up.

Injury

Any injury on the school bus, school grounds, or in the school building must be reported to the nurse as soon as possible. First aid will be administered as needed. Follow-up treatment of such injuries is the responsibility of the parent/guardian. Home injuries are not the responsibility of the school.

Medication

Medication must be brought to school by a parent or guardian, in the original container, accompanied by a written request from the doctor indicating frequency and dosage of the prescribed medication for students who require medication. Doctors' notes are also required for all over-the counter medications. All medication must be left with the school nurse and used under her supervision.

Annual Screening

Annual screening for vision, hearing and scoliosis are completed by the nurse during the school year. The school nurse should be notified immediately about any child's physical ailments.

6th Grade Immunizations

NYSDOE requires that all incoming 6th grade students have boosters of certain immunizations when they turn 11 years of age. All 6th graders must have 2 varicella, 1 TDAP, and possibly a 4th polio vaccination this school year 2014-2015. The nurse will notify you, by mail, as to which vaccination your child may need in order to be in compliance with the new State immunization requirements. If you have any questions concerning this matter, please don't hesitate to contact Mrs. Scannello @ 631-673-2147.

TRANSPORTATION

The safety and welfare of students on school buses is considered to be of utmost importance. Any act by a student or students that endangers the safety and welfare of others is forbidden. Illustrations of the above include smoking, disorderliness, fighting, horseplay or any act that might distract the attention of the bus driver while he or she is driving the vehicle.

Students are reminded that the bus and bus stop are an extension of the school grounds, and all of the rules which are observed at school concerning behavior, respect for property, will be enforced.

Students are expected to behave in a manner which ensures the driver's ability to operate the bus in the safest way. The basic rules to be followed on the bus which are to be posted on each bus, include the following:

1. Be seated immediately and remain seated. You may not stand in the bus.
2. Cooperate and follow the instructions of the bus driver
3. Keep head, hands and feet inside the bus.
4. Do not eat or drink on the bus
5. Be courteous, do not use profane language
6. Keep the bus clean
7. Do not be destructive
8. Do not throw anything out of the windows
9. Fighting on the bus will be dealt with severely

A violation of any of these rules is sufficient cause for the issuance of a report of misbehavior by the bus driver. The driver, in applying the rules fairly, can issue verbal warnings and assign seats prior to filing a written report. Disciplinary action resulting from the receipt of a written report shall be carried out by the building administrator and reported to transportation as well as to the Assistant Superintendent. Repeated or severe misbehavior may result in the suspension of privileges.

Please remember to.....

- ◆ Leave home early enough to arrive at the bus stop five minutes before the normal bus pick up time.
- ◆ Enter and leave the bus only when the door is fully open and never when the bus is in motion.
- ◆ Keep your lunch boxes, books, and athletic equipment out of the aisle.
- ◆ Assist in maintaining bus cleanliness by keeping your waste paper off the floor.
- ◆ Objects are not to be thrown in the bus or out of the windows.
- ◆ Avoid loud, boisterous talk or other noises or actions that might distract the driver.
- ◆ Conduct yourself on the bus as you would in school.
- ◆ Leave the bus promptly and in an orderly manner.
- ◆ Cross the road at least 10 feet in front of the school bus.
- ◆ Be respectful to your bus drivers. They have an important job, and need your help.

Written permission presented to the Woodhull Main Office for approval and school bus pass is required before a student may ride on a bus other than his or her regular bus or leave their bus at any stop other than their own.

LUNCHROOM BEHAVIOR CONTRACT

I am expected to...

- ◆ **Use appropriate language** in the cafeteria at all times.
- ◆ **Be respectful** to the cafeteria monitors.
- ◆ **Pick up** after myself and keep my area clean.
- ◆ **Never throw food.**
- ◆ **Respond to any reasonable requests** by administrators and teachers in a respectful manner.
- ◆ **Refrain from fighting** or causing others to fight in the cafeteria.
- ◆ **Maintain proper decorum** in the cafeteria and maintain normal level of speech.
- ◆ **Arrive on time** to lunch.
- ◆ **Behave appropriately on the lunch line.**
- ◆ **Not ask other students for money** during the lunch period.
- ◆ **Not abuse any machine or other property** in the cafeteria.
- ◆ **Keep voices low in conversation** with one another.
- ◆ **No food or drink may be taken out of the cafeteria**, nor eaten anywhere else in the school.
- ◆ **Due to food allergies**, please do not share food with other students
- ◆ **Students are not permitted to bring in treats** (homemade or store bought) to share to celebrate special occasions.

LIBRARY MEDIA CENTER CONTRACT

SCHOOL LIBRARY

We have an excellent school library available for your use. The library is a quiet place for learning and research. To ensure materials are well-maintained and accessible; a simple Circulation Policy is in effect in the library. To maintain this atmosphere of learning the following must be observed:

1. Quiet, courteous, studious behavior is expected.
2. It is expected that students care for the books they borrow, renew them when necessary and return them in a timely manner so that others may borrow them.
3. Keep your space tidy; push chairs in when exiting; discard trash in the waste basket.
4. No food or drinks in the library.

CODE OF CONDUCT

PROHIBITED STUDENT CONDUCT

The following is from the Huntington Union Free School District Code of Conduct adopted in July, 2001.

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel, other members of the school community, and for the care of school facilities including equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences for their misbehavior. District personnel who interact with students are expected to teach, model, re-teach and reinforce behaviors. Disciplinary action will take place only when necessary and to place emphasis on the student's ability to improve self-discipline.

The board recognized the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who do not accept responsibility for their own behavior and who violate these rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including Superintendent Suspension from school, when they:

- A. Engage in any willful act, which disrupts the normal operation of the school community, which includes but is not limited to:
 1. Bullying.
 2. Making unreasonable noise.
 3. Using language and gestures that are profane, lewd, vulgar, and abusive or gang related.
 4. Obstructing vehicular or pedestrian traffic.
 5. Recklessly using a motor vehicle on school property.
 6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission of the administrator in charge of the building.
 7. Misusing computer/electronic communications equipment, including any unauthorized use of computers, software, or internet/intranet accounts; accessing inappropriate website; or any other violation of the districts acceptable use policy.
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct, which include, but is not limited to:
 1. Failing to comply with the reasonable directions of teachers, school administrators or other employees in charge of students or otherwise demonstrating disrespect.
 2. Being late for, missing or leaving school and/or class without permission.
 3. Leaving school grounds without prior permission or authorization.
- C. Engage in conduct that is disruptive. Examples of disruptive conduct, which include, but is not limited to:
 1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel; in charge of students.
 2. Selling or distributing any item on school grounds without prior approval of the building principal or his designee.
- D. Engage in conduct that is violent or incites violence. Examples of violent conduct, which include, but is not limited to:

1. Committing an act of violence (such as hitting, kicking punching and scratching) upon another student or any other person lawfully on school property or attempting to do so.
 2. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
 3. Possessing, distributing, attempting to distribute, using, or selling fireworks, stink bombs, smoke bombs, explosives, mace or any other device with the potential for creating a public disturbance or harm.
 4. Displaying what appears to be a weapon or dangerous instrument.
 5. Threatening to use any weapon or dangerous instrument.
 6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
 7. Intentionally damaging or destroying school district property.
- E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct, which include, but is not limited to:
1. Lying to school personnel.
 2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
 3. Defaming, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
 4. Discriminating, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, or disability as a basis for treating another in a negative manner.
 5. Harassing, which includes a sufficiently severe action or a persistent, persuasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing, demeaning or threatening.
 6. Intimidating or extorting which includes engaging in actions or statements that put an individual in fear of bodily harm.
 7. Hazing, which includes an intentional or reckless act directed against another for the purpose of initiating into, affiliating with or maintaining membership in any school sponsored activity, organization or club.
 8. Recruiting and/or initiating students into gang membership or gang related activities.
 9. Selling, using, or possessing obscene material.
 10. Using vulgar or abusive language, cursing or swearing.
 11. Smoking a cigarette, cigar, pipe or using chewing tobacco or smokeless tobacco.
 12. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substance" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, ecstasy, amphetamines, heroin, steroids, look alike drugs, and any substances commonly referred to as "designer drugs".
 13. Inappropriately using or sharing prescription and over-the-counter drugs.
 14. Gambling.
 15. Indecently exposing the private parts of the body in a lewd or indecent manner.
 16. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, discharging a fire extinguisher, making a false bomb threat or leaving a threatening message(s) on phone answering machines or recording devices.
- F. Engage in misconduct while riding on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves in a manner that is consistent with all other aspects of this code of conduct. Excessive noise, pushing, shoving, fighting, throwing objects or other dangerous behavior will not be tolerated.
- G. Engage in any form of academic misconduct. Examples of academic misconduct, which include, but is not limited to:
1. Plagiarizing.
 2. Cheating.
 3. Copying.
 4. Altering records.
 5. Assisting another student in any of the above violations.

DISCIPLINARY PENALTIES

The following is from the Huntington Union free School District Code of Conduct adopted in July, 2001.

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students are expected to use disciplinary penalties only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent, so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances, which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers, and/or others as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

PENALTIES

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty stated below are authorized to impose the penalty, consistent with the student's right to due process.

1. Verbal Warning-bus drivers or any member of the district staff.
2. Written warning-bus drivers or any member of the district staff.
3. Written notification to parent-bus driver, coaches, advisors, guidance counselors, teachers, principal, superintendent.
4. Detention-teachers, principal or his/her designee, superintendent.
5. Suspension from transportation-principal, his/her designee superintendent.
6. Suspension and or removal from club school activities athletic participation-designated supervisors, coaches, athletic director, principal, superintendent.
7. Suspension and/or removal from social or extracurricular activity designated advisor director, principal, and superintendent.
8. Suspension of other school privileges-principal, superintendent.
9. In-school suspension-principal, superintendent.
10. Removal from classroom by teacher-teachers, principal.
11. Short-term (five days or less) suspension from school-principal, superintendent, board of education.
12. Long-term (five days or more) suspension from superintendent, board of education.
13. Permanent suspension from school-superintendent, board of education.

STUDENT DISCIPLINE

In-school suspension

In-school suspension is assigned to a student whose behavior warrants immediate removal from the general setting such as insubordination, or unacceptable conduct creating a disturbance of the educational process. Students who are assigned in-school suspension are responsible for obtaining the work for that school day, as well as the homework relative to the day's work. Students will work quietly in the in-school suspension room and complete their work for the day.

Out-of-school-suspension

Out-of-school suspension may be assigned for serious infractions of school rules, as follows: repeated truancy, smoking, fighting, possession of alcohol or any controlled substance, false fire alarms, insubordination, abuse of a teacher (verbal or physical), extortion, possession of a weapon, or any conduct which otherwise endangers the safety, morals, health or welfare of oneself or others. Parents are notified of out-of-school suspension.

Loss of Privileges

Students who develop a record of disciplinary referrals will be subject to a loss of privileges. The consequences will be determined by the types of disciplinary infractions that occur. **Loss of privileges may include social probation, non-attendance on school trips and exclusion from a variety of school related activities.**

WOODHULL INTERMEDIATE SCHOOL

IMPORTANT –PLEASE REVIEW, SIGN, TEAR OUT AND RETURN TO YOUR HOMEROOM TEACHER

Dear Parents/Guardian,

Please take a moment with your child to review the various contracts that are in the Woodhull Intermediate School agenda book. After reading with you child please initial below that they have been reviewed at home.

1) Lunchroom Behavior Contract: (Page 9)

My child and I have read the Lunchroom Behavior Contract and we understand its expectations.

Initials _____

2) Library Media Contract: (Page 9)

My child and I have read the Media Contract and we understand its expectations.

Initials _____

3) Code of Conduct/Student Discipline (Page 10-13)

My child and I have read the Code of Conduct and Student Discipline and understand its expectations.

Initials _____

Please sign and print name in the spaces provided

My signature below demonstrates that I have read and understand the above mentioned contracts.

Parent Signature _____ Date _____

Print _____

Student Signature _____ Date _____

Print _____

