

I.S. 303

Herbert S. Eisenberg Middle School



**Student Handbook
2017 - 2018**

Welcome to **I.S. 303**! We the teachers, administrators and entire staff would like to welcome you to your new home and a new year! As leaders of tomorrow understanding what middle school is all about is an important step to your progress in your academic achievement. I.S. 303 is a middle school where you grow and learn meaning to many aspects of your life and prepare for the next milestones in your progress to achieving your academic goals. We are here to prepare you for that future and as leaders we are here to guide you along the way with encouragement and challenges.

Middle school is a transitional time where you move from an elementary student to your first major step as a leader of tomorrow and become a young adult that inspires others to follow. As we work together, this handbook should be used as a guide that helps you recognize key elements in being successful here at I.S. 303. Part of these experiences, are opportunities for both of us to work collaboratively to understand and develop YOU! Yet, as you will soon learn, having mentors that help you through some of these steps is a crucial element. So, we came up with a list of experiences that we feel are important steps for you to know as you transition into middle school:

- Making new friends and learning to appreciate and respect multicultural aspects of our school and the communities around us.
- Having independence within a framework of rules and regulations
- Being able to select some of the classes that you would like to take.
- Moving about the school to get to different classes.
- Working with other leaders from many classes on common projects that allow you to express your ideas and talents.
- Participating in school activities as a young adult.

In order for you to experience these changes, it is important that you try to act responsibly, as a leader would act. In an intermediate school we will inform you of the expectations and the meanings of becoming a productive leader of tomorrow with an emphasis of being ready for tomorrow's world.

ABOUT US

We are really excited that you have joined or a part of our family! We would like you to know a bit more about our school and the support services that we have at our school to support the learning environment that nurture tomorrow's leaders. Our school staff is comprised of a Principal, Assistant Principal(s), Dean(s), Guidance Counselor(s), Social Worker(s) and a Psychologist who are available to confer with parents regarding the social, emotional and educational needs for our leaders. Parents, you are the critical element to of your child's success and we are here to support them, if you have a question or would like to schedule an appointment you may call the general office to arrange an appointment with your child's teacher. It is our belief, that through keeping in close touch with your child's school, you will be in a better position to assist your child in planning for their high school experience and beyond. **REMEMBER: YOU ARE YOUR CHILD'S STRONGEST ADVOCATE!** The more you are active within the school, the more you demonstrate to your child the concern and interest you have in their education and beyond.

STUDENT RECOGNITION

All students should strive to do their very best. Our school has honor and service societies to recognize outstanding achievement in scholarship, service, character, leadership and attendance. We are looking into implementing a Citizens in Action group (CIA).

You are encouraged to work towards acceptance into these organizations and others that help you achieve your personal goals. You will be provided with specific information regarding the qualifications for these clubs and encourage you to join them!

As leaders of tomorrow, our school promotes a student voice. We want to hear from you! The Office of Student Government helps with that voice and encourages student voice to help shape the co-curricular middle school experience through a rich array of educationally diverse programs and opportunities for leadership and civic engagement. Student led programs offer opportunities for physical, emotional and academic development of students takes place.

PARENTS

We would like to welcome you to I.S. 303! We are an emerging “Leader in Me” school! As an emerging “Leader in Me” middle school we want to prepare you for your role as a parent of a middle school student and the challenges that your child will endure as they transition over from being an elementary student, to becoming the future leaders of tomorrow.

With every great leader, there is a support network that exists on every level and one level that is the most important is the foundation that you provide at home. We want to make sure that you are our partner! We want you to collaborate with your new teachers! We want to help you and help your child become the leader of tomorrow. It truly is an exciting time! While your child is changing on every level (emotionally, physically, and academically), supervision and support is crucial. Especially to ensure your child's success! Without you being our partner, nothing can happen. Your love, support and dedication are essential elements in your middle schoolers program to success!

For all of us to be successful in your child's experience, we would like to make a couple of suggestions:

- Attend **ALL** parent meetings. They are essential to getting to know the teachers, staff and administrators who interact with your child. We want you to be a part of your child experiences so we encourage that you attend.
- We want you! To join our PTA (Parent Teachers Association) and take an active role in student life here at I.S. 303!
- We want you to encourage your child to do their very best. Be supportive at home by asking those questions “What did you learn today?” We want you to ask them what they learned; ask if they can explain and possibly teach you what they learned!
- Encourage your child to be on time for school and to attend school every day. Our day starts at 7:30am for breakfast and at 8:00am our instructional day begins.
- Take time to check your child's homework nightly and show interest in what they do; take time to review their homework planner and any exams that they take to help support them and show them the meaning of responsibility.
- Feel free to inspect their notebooks, see what they are doing in the classroom, help reinforce organization skills to help them become more productive in the classrooms and help ease the transitions in becoming a middle school student.
- All teachers are provided Parent Engagement/Involvement time every Tuesday from 2:30-3:00. You are always welcome to come visit your child's teacher at this time.

- Check in with your child nightly to ensure your child is doing their reports, projects and homework and that it is packed in their bag so that they can progress in the classroom without apprehension for not completing the assignments when they are due.
- Submit to the school at least **THREE** Emergency Contacts on the blue card, and **NOTIFY** the school immediately of any changes in address, phone numbers of contact phone numbers.
- Teachers need your help ! They need to know that you are promoting the school's programs and the expectations that the teachers have for your leader!
- We want you to become familiar with schools' rules and regulations and we encourage that you review them with your child to ensure that they understand them and if they have any questions to ask their mentor / teacher for assistance.
- We cannot do the work without you! You are encouraged to confer regularly with the school's staff, especially during Parent Teacher Conferences and Parent Engagement times (Tuesday afternoons).

STUDENT RESPONSIBILITIES

Our school has reasonable rules that help leaders become successful. Keeping in mind the 7 Habits of Highly Effective People, leaders are to be at all times courteous, cooperative and respectful. This will ensure a safe, orderly and productive environment where leaders may learn in a caring supportive and tolerant atmosphere.

Mentors, Teachers, Leaders and parents are expected to maintain these habits in mind as they progress through middle school and beyond. Leaders will exhibit appropriate behavior in and out of the classroom, during activities and in the community at large. They will be mindful and clearly understand the expectations as follows:

- Leaders attend school everyday and arrive on time daily.
- Leaders shall not loiter on school grounds after dismissal.
- Leaders are strictly prohibited from any possession, drug use, and contraband. If a leader is found to be in possession, have knowledge or engage in the illegal activity, there may be cause for the leader to be automatically suspended from school and may result in additional charges including arrest.
- Leaders may NOT possess, or being possession of any weapon, or dangerous item whatsoever, if found the student will be automatically suspended from school and may result in additional charges including arrest.
- Leaders are prohibited from bringing in Permanent Markers to school. Possession of them may lead to disciplinary actions.
- Leaders shall bring to school only those materials the school deems necessary for the learning process to be successful. (These items may include; a loose-leaf binder, textbooks, homework planner, pens, pencils, calculators, paper and any other necessary tool(s) needed to be a successful leader.)
- Leaders shall dress in suitable manner. Outer clothing, hats, hoods, mini-skirts, tank-tops and other clothing deemed inappropriate may not be worn in school. Where available, outer clothing is to be locked in a wardrobe closet during the school day.

SCHOOL POLICIES

ATTENDANCE: In accordance with the New York City Department of Education, excellent attendance is a crucial requirement for doing well in school--and life! Common sense indicates that a student may be absent for illness, emergencies, or for religious observance, but the goal is for every student to be in school every day.

A student who has 90% attendance is missing one month of instruction. A student with less than 90% attendance is considered chronically absent. Attendance is a required and is a legal record of whether a student was in school or not.

- Absences may be excused--but are not eliminated--for religious observance, illness, or other reasons defined at each school.
- Attendance is a part of a leader's academic plans and grading policy but cannot be a sole factor in determining grades or promotion.
- Our school will make attempts to contact those numbers listed on the emergency card to notify parents when your leader is absent or late.
- Our school will examine attendance, lateness and early departure data and develop effective intervention strategies to help improve school attendance.
- Families are advised to schedule trips and vacations when school is not in session to minimize interruption in schoolwork that may impact academic progress.

For more information on attendance and the New York City Wide expectations you can go to <http://schools.nyc.gov/StudentSupport/StudentAttendance/Schools/default.htm>

ASSEMBLY BEHAVIOR: Leaders will sit attentively in assigned seats and will show proper decorum. Leaders are expected that there is **NO EATING, DRINKING** or **GUM** chewing during assembly. Leaders will comply with all rules and regulations set forth for assembly and model such behavior.

CAFETERIA REGULATIONS: All leaders **MUST** eat lunch in the school. They may **NOT** leave the building under any circumstances. You may however bring a bagged lunch from home or purchase lunch in the school cafeteria. You are expected to keep the lunchroom neat, clean and place all waste in the receptacles provided. Food items may not be taken out of the cafeteria. Our school has a large, clean cafeteria which leaders are proud of. Our school provides well-balanced lunches to our students at affordable prices. When in the cafeteria, leaders are expected to practice courtesy and good table manners.

- During the first lunch period of the year, the team leader will explain the cafeteria's policy and expectations for all leaders who enter it. The policy and procedures will include, entering cafeteria, obtaining lunch, cohort seating, as well as dismissal from the cafeteria. We want you to have an enjoyable lunch that is safe.
- We expect leaders to be considerate to those using the cafeteria after you leave. When you are finished eating, clean the table where you sat and the area around where you sat. Please pick up all refuse, paper wrappers, debris, cans, cups whatever you see or notify a team member of the issue so that it can be resolved.
- There are lavatory (Bathrooms) facilities adjacent to the cafeteria area. They are to be used under the direction of the team leader that is in charge. Leaders are encouraged to use this time to use the facilities so not to interrupt instructional times.
- If for any reason any leader who is involved with fighting or a dangerous behavior during lunch will be immediately suspended.

CARE OF BOOKS AND COMPUTERS: All textbooks are loaned to leaders by the New York City Department of Education. Leaders are expected to keep the textbooks in good condition. Textbooks should be kept covered at all times. If a book is lost or damaged, the leader will be expected to reimburse the school for the loss and or damage of the textbook. Report cards will be withheld until all records are cleared. Leaders must be responsible when handling laptops, iPads or Chromebooks. If a leader vandalizes the device they will be held personally responsible for the cost and repairs for that unit.

CELL PHONES

In 2016, New York City Schools Chancellor Carmen Farina and Mayor Bill DeBlasio lifted the ban on cell phones being brought to the schools and allowed schools to develop a cell phone policy that best reflects the needs of their school community. This policy is based on a list of possible options and growing concerns that

the school community has addressed regarding cell phone use in schools. The School Leadership Team (SLT) along with key members of the school community have developed a cell phone policy for I.S. 303.

The I.S. 303 Cell Phone Policy (revised 2017)

- All cell phones that enter the school building must be turned off and must stay off throughout the duration of the school day.
- Leaders' cell phones will be collected during homeroom by their homeroom teachers and placed in a slotted cell phone holder that will be locked and secured within the homeroom throughout the day.
- Prior to the collection of the cell phone from the leader, the cell phone must be kept concealed on the leader's person until they enter homeroom and place the cell phone in the appropriate compartment.
- ALL leader cell phones must be handed in to the homeroom mentor / teacher as described in the above.
- Leaders should note that if a cell phone is removed from your school bag, or taken out and used at any point during the school day, it will be confiscated and returned only to the parent / guardian during the parent / guardian / mentor / teacher meeting.
- NO other electronic device(s) are permitted in the school building.
- Leaders who use cell phones during the school day are in violation of the New York City's Department of Education Chancellor's Regulation A-413, New York City Discipline Code, I.S. 303 Cell Phone Policy and the New York City's Department of Education Internet Acceptable Use and Safety Policy (IAUSP). Leaders who are in violation of these rules will be subject to disciplinary actions in accordance with the guidance interventions and disciplinary responses set forth in the New York City Department of Education Discipline Code which can be found by logging on to their website:
<http://schools.nyc.gov/RulesPolicies/DisciplineCode/default.htm>

CHANGE OF ADDRESS AND PHONE NUMBERS

Since current information for each leader is essential;

- ANY changes to telephone numbers, cell phone numbers, work numbers, or any emergency contact number must be reported to the main office immediately to ensure that your contact information is current and up to date.
- ANY changes to your home address, apartment number, must be reported to the school so that if any correspondence needs to be sent home, that it finds its proper way.

CLASSROOM BEHAVIOR: Leaders will enter class on time, sit in assigned seats, place completed homework on desks, and begin assignments. Leaders will obey all classroom rules. Notebooks must be reflective of the work done in class. Notebooks must be kept according to school protocol.

MISSING CLASS: Missing class is failure to report to a scheduled class on time, including lunch. The penalties for missing class include possible failure in that subject due to missed work, an unsatisfactory rating in citizenship or suspension from school. Missing class is a serious offense and is reported to the Dean and to parents. No leader is to be out of his regularly scheduled class without permission from the subject class teacher.

DEAN: The Dean is ready to discuss your problems with you in order to find a workable solution. If you become involved in a discipline problem, you will be referred to the Dean. The offense will be noted in your file and logged onto OORS. Appropriate penalties and/or intervention measures will take place in a timely fashion and may include:

- Leader/Teacher/Parent conference.
- In school disciplinary action (required service, exclusion from extracurricular activities, daily conduct card).
- Individual/Group Counseling/Guidance Conference.

- Principal's/Superintendent's Suspension/Arrest.
- Transfer.
- Referral to SBST/COH/ Legal Intervention.

DRESS CODE: School is a place to learn and a place of business. You should come to school dressed appropriately in clean, neat clothing. Undershirts, tank tops, sleeveless or see-through shirts are not to be worn to school. Be prepared for gym with appropriate dress, uniform and sneakers. For sanitary and health reasons, gym attire should not be worn to school. Locker rooms are provided so you may change from street clothes to gym clothes. Hats, coats, or outer street wear are never worn in classes or in the halls.

DRUGS-SMOKING-ALCOHOL: Leaders may not bring cigarettes and matches to school. It is the policy of the Board of Education (and N.Y.C. Law) that smoking is not permitted by students at any time on school property. This rule applies to the building, school grounds, field trips and when riding on the school bus. The possession and/or use of alcohol or any illegal drug on school property is prohibited. The possession and/or use of illegal drugs and/or alcohol is immediate grounds for suspension and possible police intervention.

EMERGENCY DRILLS: Every drill may represent a real emergency. During fire, shelter and lockdown drills you are required to be absolutely silent. You must follow directions and leave the classroom quickly and quietly. Ringing of unauthorized fire alarms is against the law and will cause severe disciplinary action.

GYM UNIFORM: Leaders must purchase a Phys Ed uniform to be worn in Phys Ed class. Leaders must have the 303 shorts/sweats and t-shirt in order to be recorded as 100% prepared for gym. Uniform items go on sale during the first 2 weeks of school. The shirt is \$10, the shorts and sweats are \$15. They are sold all year long if your child needs a replacement. Just inform the Phys Ed teacher.

HEADING ON ALL PAPERS:

The proper heading for all classwork and homework papers is as follows:

Name of School	Leader Name
Class Number	Date

ASSIGNMENT: Read pages 21-28 in your text. Answer questions on pgs. 28, #1-4

HOMEWORK: Homework is considered to be part of your scholastic work. Courses are planned so that students should do no less than 2 hours of homework each night. Homework will be checked by the teacher and be part of the formulation of your report card grade.

HOMEWORK PLANNER: This Homework Planner must be kept in the front of your Loose-leaf Notebook. Leaders are responsible to keep it up to date. Parents are expected to sign the homework planner nightly.

1. All daily homework assignments must be recorded in this book.
2. All quiz and test marks must be recorded in the Record of Achievement section.
3. All important information must be entered in the appropriate section.

LATENESS TO CLASS: If you are late to class, you interrupt your classmates' education. Lateness also affects your education and your grades in a negative way. Lateness to class without an official pass constitutes missing class!

LATENESS TO SCHOOL: Leaders are expected to report school on time and be in their official class or first period class on time. Any lateness will be noted and recorded and may result in failure in school work and citizenship. Leaders who arrive late must secure a late pass before reporting to their first class.

LEAVING THE ROOM: Leaders should take care of their needs before coming to school and during lunch. Only one person at a time is allowed out of the room. If you need to leave the room during the day, you must:

- Obtain permission from your teacher.
- Obtain a proper out-of-room pass.
- Return to class as soon as possible.

LEAVING THE SCHOOL BUILDING: In order to leave school early, you must be picked up and signed out by a parent or guardian that is listed on your blue card. If you feel sick, you may not leave school on your own. Your parent or your doctor will be notified by someone on the staff. In either case your parent or guardian will be asked to pick you up from school. Anyone who leaves the building early without permission will be considered truant. If you are going to Religious Instruction, you need a note from your parent or guardian and from the Religious Institution. These notes will be kept on file.

LETTERS TO PARENTS: Your teachers will give you letters, from time to time, to take home. These letters tell your parents what is happening in school. It is a shared responsibility. Some letters will require that tear-off slips be signed and returned to the teacher. You are responsible to bring these notices home to your parent.

LIBRARY: The library has books, magazines, audio-visual materials and pamphlets for assigned study, research, and recreational reading. It is open for use during the entire school day. You may also use the Library during your lunch period. You must show your program card and stay the entire period. Fines are charged for materials overdue at an established rate.

LOOSELEAF NOTEBOOK: You, unless otherwise directed, must use only a 3-ring standard (8-1/2x11) size loose-leaf book. Your books are to be taken home every night. Notebooks are to have sections for each major academic subject (LANGUAGE ARTS, MATH, SCIENCE, SOCIAL STUDIES, FOREIGN LANGUAGE) as well as sections for certain other class subjects as Art, Music, Media, etc. Each section is to be divided into two sub-sections.

CLASSWORK and HOMEWORK: All papers are to be kept in the appropriate section of the notebook in date/number order for easy reference and teacher inspection.

LOST AND FOUND: Leaders who find lost articles are asked to bring them to the lost & found. If you have lost any article in school, check with the lost and found for a few days. The lost and found is located in the Guidance Office, room 120.

LOCKER ROOM REGULATIONS: During physical education class, students are assigned lockers for storage of uniforms and street clothes. Courtesy, cleanliness, and consideration should be practiced in the locker room. Every student should have a combination lock and may purchase it from the school store.

PASSING TO CLASS: You should stay to the right when walking through the halls and on staircases. Use UP and DOWN staircases appropriately. You are expected to move quickly and quietly from class to class. For safety reasons, you should never run. You should exercise care if you stop to drink from water fountains in corridors.

PERSONAL PROPERTY: Radios, iPods, recorders, balls, bats, etc. are not to be brought to school. Hats are not to be worn in school. If you bring these items to school, be prepared to have these items confiscated and kept for you until the end of the school day. If this action is repeated, your parent or guardian will be called and asked to come to school to redeem them.

PHYSICAL EDUCATION RULES: Always come to gym prepared with sneakers, socks and appropriate gym uniforms. Unprepared students will not be allowed to participate and risk receiving a failing grade. For safety reasons, eating and chewing gum are not allowed in the gym. Books, pads, notebooks, pencils, pens are also not allowed on the gym floor for safety reasons. Sharp objects such as keys, pencils, pens should not be carried in your pockets. Large hoop type earrings and other jewelry may not be worn on the gym floor.

PROGRAM CARD: There is a place to record your program in the front of this book. Each student's program is different. Should your program be changed, the changes must be made on the program card so it is up-to-date and accurate at all times, including the room numbers for each of your classes.

RELIGIOUS INSTRUCTION: You may be excused from school for religious instruction on Wednesdays at 2:00 p.m. To be excused you need to have a letter from your religious Institution and from your parent or guardian. Then, a special card/pass will be given to you. Check out and leave from the Main Entrance exit only.

REPORT CARDS: Report cards are issued congruent to the school year's academic calendar: October, January, April and June. Report cards must be brought home, signed by your parent, and returned to school the very next day.

REPORTING OF INCIDENTS AND SPECIAL PROBLEMS: We have a safe school. Most of our students are well behaved and care about learning. However, if you are having a problem with someone in the school, do not attempt to resolve the problem without the assistance of an adult. If you feel threatened, you should call upon the grade Dean, Assistant Principal, Guidance Counselor, Teacher, Principal, or any other staff member. At our school there are many people who are here to help you. You will be given the room numbers of these key staff people. In an emergency, you may also go to the Main Office.

SCHOOL WORK: All missed work, whether due to absence or lateness, must be made up within a reasonable amount of time. You must have the phone numbers of two or three classmates you can call to find out homework assignments in the event of absence.

STUDENT ACTIVITIES: Participation in school activities is important. Clubs, sports and other activities are open to all students. It is possible for students to request the formation of a new club or activity if enough students are interested. If a faculty advisor is available and if space and facilities can be provided, the club may be instituted. School staff is available to answer any questions about your participation and involvement in school life.

STUDENT SERVICES: Every student is assigned an Assistant Principal, Dean and Guidance Counselor. The services they render include assistance with educational planning, interpretation of test scores, occupational and career information, tutoring, help with home, school and/or social concerns or any questions the student would like to discuss. Place a note in the mailbox of the Assistant Principal, Dean or Guidance Counselor requesting an appointment.

METRO CARDS: A student is eligible for a Metrocard (bus or train) if he/she lives in a designated area. Any lost or stolen Metro Cards must be reported to the office as soon as the loss occurs. A note from a parent explaining loss is required. It can take up to 2 weeks to replace. The Metrocard is to be used for transportation to and from school only and any student found giving his or her Metro Card to another student will suffer the loss of eligibility for 5 school months.

TELEPHONE: Leaders will not use any office phone for personal calls except in emergencies and with permission. A note from your teacher, approved by your A.P. or Dean, is required before any telephone may be used.

TRIPS: Trips for enrichment purposes are scheduled to expose students to a variety of experiences. Leaders must always be on their best behavior on trips. Parent escorts and volunteers are welcome to help supervise students. All students must be returned to the school and will be dismissed from the school at the end of a trip unless other arrangements have been made by the Principal in advance. Permission slips are required for any student participating in a class trip.

TUTORING: If a student needs extra help with classwork or homework, he/she should see the appropriate school staff member. (The school has programs, which are available to assist students.)

VALUABLES AND PERSONAL ITEMS: Leaders are not to bring large amounts of money, radios of any type, cassette recorders, players, etc. to school. Any items that interfere with instruction will be confiscated by the teacher and turned over to the office. Expensive outer coats and jewelry should not be worn to school. Leaders, not the school, are responsible for their personal property.

VANDALISM TO SCHOOL PROPERTY: Permanent marker may never be carried by students. Anyone caught defacing school property will be responsible for the removal of the markings. Marking pens will be confiscated. Your parent or guardian will be called to the school, and you may be suspended or be required to perform school service. Any costs to replace damaged or vandalized school property will be charged to the parent responsible for that student.

VISITORS TO THE SCHOOL: All visitors must use the main entrance, show I.D. to the security guard, sign the visitor's book and get a pass which must be displayed. Trespassers will be liable to arrest and prosecution. Visitors are expected to return the pass to the security guard before they leave the building.

WORKING PAPERS: Leaders who wish to apply for working papers may do so at the Guidance Office.

School Contract

September 2017 - June 2018

A contract is an agreement between two or more parties. When, all the participants understand and agree to the terms of the contract, each signs his/her name. At our middle school, students, teachers, administrators and parents are expected to accept the responsibilities outlined in this agreement to help make our school a safe and conducive environment for learning.

Leader: I, _____, am expected to fulfill the responsibilities and obey school regulations, as described in my handbook.

Parents: I/we, _____, as the parents/guardians of _____ pledge our cooperation, support and active participation in our child's education.

School We, the teachers of the above named student, will maintain open lines of communication with students and parents.

School Obligations:

1. Course and curriculum content and requirements in each subject area will be maintained.
2. Grades: Report cards will be issued four times during the school year. Grades will be determined by:
 - homework, oral and written reports, class projects.
 - classwork, including SPRINGBOARD ASSIGNMENTS.
 - class participation.
3. Homework
 - assignments of approximately 20 - 30 minutes are assigned on a daily basis in all subject areas.
 - students are always expected to complete homework assignments. They may miss due to absence or special trips.
4. Examinations
 - quizzes (written or oral), unit tests, end of marking period tests, midterms, and final examinations will be utilized by teachers to assess a student's knowledge of material which has been taught.
5. Attendance and punctuality are necessary for student achievement.
6. Problems or special situations will be resolved efficiently and fairly through the cooperative efforts of students, staff and parents.

Signatures:

Leader _____

Parent(s)/Guardian _____

Official Teacher _____

Room _____

*This contract must be kept on file by the official classroom teacher.