

SODUS INTERMEDIATE SCHOOL STUDENT HANDBOOK

2019-2020

DISTRICT MISSION STATEMENT

Nurtured by the influence of a diverse community, our district is committed to the success of every student. We will support our students in developing the skills and strategies needed to achieve academic excellence and to become respectful, responsible, kind citizens of a global society. We are dedicated to sustaining an environment that fosters a joy for life and continued learning.



INTRODUCTION

Our Intermediate School Student Handbook contains procedures and general information describing how the school operates. We encourage parents/guardians to be familiar with the information found in this booklet and recommend you keep it in a handy location for easy reference.

If you have any questions, feel free to call the Intermediate School office at (315) 483-5242.

Sincerely,

*Gene Hoskins
Intermediate School Principal*

A message from the Superintendent of the Sodus Central School District...

The Sodus Central School District is committed to creating and sustaining a positive school environment that supports teaching and learning. The District has embraced strategies to teach all students and adults those positive behaviors that demonstrate **respect, responsibility, and kindness** in grades pre-K through twelve. These strategies are collectively called "**PBIS**" - Positive Behavioral Interventions & Supports. As a school, we believe that we can teach and reinforce the highly desirable behaviors that make our school a great place to learn and work.

Our District **Code of Conduct** is a School Board approved policy that educates and clarifies for students and adults what the rights and responsibilities of all school partners are, as well as potential consequences for individuals when the rules of the school are broken. You should be aware of the severe school penalties that exist for violence, drugs and alcohol, and other serious incidents in the school. Please review the Code of Conduct carefully and be sure you ask your child's teacher, principal or school counselor/social worker any questions you might have.

TABLE OF CONTENTS

	Page
Attendance	4
School Hours	5
School Buses	6
Walking and Riding Bicycles to School.	7
Skateboards	7
Electronic Equipment.....	7
Phone use at Main Office.....	8
Dress Code	8
Backpacks	9
Lockers.....	9
Valuable Items to School	9
Lost and Found.....	9
Student Sale of Goods.....	9
Health Office.....	10
Physical Education.....	12
Field Trips	12
Home-School Communication.....	13
Reporting Student Progress.....	13
Library.....	13
Homework Expectations	14
Student Supplies.....	15
Cafeteria	15
Sexual Harassment.....	16
Public Display of Affection	16
Code of Conduct	16
Problem Solving Procedures.....	16
Instrument Rental.....	17
Prime Time Kids	17
Student Council.....	17
Intermediate School Student Expectations... ..	18

ATTENDANCE

Students have a right to educational opportunities that will enable them to develop their fullest potential, and regular classroom attendance is a major component of academic success. Because learning is often sequential, and class discussions and lab experiences are hard to duplicate, students who do not attend classes are at a serious disadvantage. By establishing an attendance policy and regulation, the administration and staff of the Sodus Intermediate School hope to encourage responsible habits that will carry over into the future adult work and will help ensure increased academic performance at all grade levels. Therefore, students are expected to attend all sessions of the classes in which they are registered.

An excused absence, tardiness, or early departure should be submitted or communicated to the proper school official from the parent or guardian within two school days of the absence, tardiness, or early departure in the form of a written note. Failure to do so shall initially cause the absence, tardiness, or early departure to be classified as unexcused.

- **Perfect Attendance**

In order to receive the status of perfect attendance, you must be present at school everyday. In order to maintain the status of perfect attendance, any leave from school must be an excused early departure or tardy.

The following are the criteria for perfect attendance:

- Student must be in school every day
- Any tardiness must be for an excused reason (see list below)
- Any early departure must be for an excused reason (see list below)
- Student may not have more than 4 combined tardies or early departures per school year

- **Excused and Unexcused Absences, Tardiness and Early Departure**

The Sodus Central School District, recognizing local education and community needs, values, and priorities defines the following:

Excused Absences, Tardiness and Early Departures from Sodus CSD

- Personal illness
- Death or illness in the family
- Court appearance
- Religious observance
- Quarantine due to illness
- Medical appointment
- Mental health appointment
- Impassable roads
- Bad weather
- Students receiving approved home instruction

If these types of excuses become excessive (an amount determined by the Principal), then the excuses shall be reviewed by the Principal. These types of excuses may be denied the “excused” status in the future. In order for the above stated items to be excused, there must be verbal or written communication between the parent/guardian with the appropriate school staff. The primary responsibility for this communication rests with the parent/guardian.

- **Excused absences, Tardiness and Early Departure from Class**

The following excused items will pertain to students who are considered present to school but are not present in class for some or all of the class period.

- Music lesson
- School counselor appointment
- Any pass from administrative offices
- Any pass from staff member (a pass for the purpose to merely facilitate a tardy pupil to the next class without a valid reason shall have the words unexcused tardiness indicated on the pass)
- School sponsored field trip
- Approved class or specific group/organizational meeting
- Student sent to problem-solving, counseling, main office or nurse's office
- Student's presence at an alternative instruction site due to teacher removal
- Principal's approval for circumstances not covered by the above items

• **Unexcused absences, Tardiness and Early Departures**

- Vacation taken by families at times other than those scheduled by Sodus CSD
- Hunting
- Missed the bus
- Overslept
- Caring for a child (babysitting)
- Student's locker is too far from the classroom
- Went to the bathroom without prior permission
- No pass from staff
- Hair appointment
- Truancy
- Leaving the building or class without permission
- Deliberately not attending or avoiding class

The list of excused and unexcused absences, tardiness, and early departures are not meant to be totally inclusive. The status (excused or unexcused) of situations not covered in the above lists shall be made by the Principal.

SCHOOL HOURS



The regular school day will be from 7:35 a.m. to 2:15 p.m. on Mondays and 7:35 a.m. to 2:55 p.m. on Tuesday through Friday.

- Students will be dismissed from the buses at 7:25 a.m. Students will be considered tardy if they enter after 7:35 am.
- Tenth period (2:18-2:55) generally will be the time when students can receive assistance from their teachers, participate in extracurricular activities, and participate in band/choir. When requested by their teachers, students are obligated to report to their teacher's classrooms during the tenth period in order to finish incomplete assignments and/or discuss behavioral issues that may arise throughout the year.
- Students who do not have any scheduled classes or obligations to their teachers should leave at 2:15 pm.
- Tenth period is considered a class. Students need to be with a teacher during this time. Any student in the hall is required to have a pass; if a student does not have a pass they will be escorted to the re-set room where they will remain until 2:55 p.m.
- On Mondays, all students will be dismissed at 2:15. Generally, there will be no 3:00 bus to take students home on this day of the week. There will be a Monday activity bus once a month which can be found on the monthly calendar that is provided by the Main Office.

SCHOOL BUSES

Every student has an opportunity to ride the bus to and from school. Students should ride the assigned bus unless they have a pass to ride a different bus.

If a student misses his/her bus, it is the parent/guardian's responsibility to bring the child to/from school.

Students' Rules:

- Obey driver at all times
- Once seated, stay seated
- All body parts are to remain inside the bus
- Speak at a reasonable voice level (level 0 or 1)
- Food and drinks are not allowed on the bus
- Stand behind the white line
- Student conduct rules on the bus are the same as those for school
- Keep hands and feet to yourself
- Use appropriate and respectful language at all times



- No student will be allowed to ride a bus that is not their normal bus without a signed, written note from their parent. The note should be sent to school with their child, a bus pass will then be issued from the main office for the child to give to the bus driver. Please specify the name of the person and address that you would like your child to go.

This same procedure is to be followed if a parent wants their child to:

1. Ride his/her regular bus but get off at a different location.
2. Leave with someone in their personal vehicle. In this case, the note should specify the name of the person they are leaving with and that they are riding in a vehicle instead of a school bus.
3. Walk to a different location.

- Each student has the right to ride the school bus. However, failure to abide by the rules which insure the safety of all students can result in bus suspension, detention, in-school suspension, or suspension from school.
- Students who are suspended from the bus are still required, by law, to attend school. Transportation will have to be arranged by the student's parents or guardian.
- If there is a specific problem on the bus, please call the bus garage at 483-5273. The Transportation Supervisor is Robert Galloway.
- There will be an Activity Bus after school Tuesday through Friday. The Activity Bus is only for students who are participating in an activity or working with a teacher. Students cannot expect to ride the Activity Bus without prior arrangement with a teacher. The afternoon activity period will run from 2:18-2:55. Reasons for riding the Activity Buses include, but are not limited to the following reasons:
 - 1) Extra help
 - 2) Make up work not completed during the day
 - 3) Discipline (detention)
 - 4) Extracurricular activity (choir, art, band, play practice, intramurals, clubs, etc.)
- If, in spite of all precautions, your child does not arrive at home at the regular time, please call the school bus garage at 483-5272 or the Intermediate School immediately at 483-5242. Be sure you know the number of your child's bus.

WALKING AND RIDING BICYCLES TO SCHOOL

- All students are assigned to a school bus and may ride the bus to and from school.
- Students may walk or ride their bicycles to and from school.
- Bicycles should be left in front of the Intermediate School and can be secured to the bicycle racks. A lock is recommended.
- Students who ride bicycles to school assume responsibility for that bicycle, and the school is not liable for damage or theft.
- Students should wear appropriate protective gear which must include a helmet, when riding bicycles on school property.
- For situations involving bad weather (snow storms, thunderstorms), we reserve the right to have a student take the bus home even if they have permission to walk or ride a bike. We do this for the safety of the child.



SKATEBOARDS/SCOOTERS/RIPSTICKS

- Students may participate in skating and cycling activities on school property (at their own risk as Sodus Central School District does not accept any liability) only when wearing appropriate protective gear. Appropriate protective gear must include at least the following three items: helmet, elbow pads, and kneepads.
- These activities are prohibited on school days between the hours of 7:00 a.m. and 4:00 p.m.
- These activities are expected to occur on the paved areas and the sidewalks.
- These activities are prohibited in the “plaza” areas (areas that are paved in brick) in front of the Jr./Sr. High School and the Intermediate School and on any stairway area.
- Skateboards will not be allowed to be transported on the school buses. Building administrators must approve exceptions to this regulation.
- Skateboards brought to school will remain in the school office during school hours. Skateboards will be returned to the student at the end of the school day.



ELECTRONIC EQUIPMENT

Electronic equipment (cell phones, camera, video recording devices, CD, DVD, iPods, MP3 players, video games, laser pens, beepers, and other similar communication and entertainment devices, etc.)



Cell phones and other electronic equipment are not permitted for use on the Intermediate School campus. Cell phones should be turned off and remain in lockers or cubbies during school hours (7:35-2:55). If a student’s phone is identified in his/her possession during school hours, it will be confiscated by a staff member and given to an administrator.

- 1st offense will lead to a student’s phone being returned to him/her at the end of the school day.
- 2nd offense requires a parent/guardian to pick up the phone/electronic equipment.
- 3rd offense requires a parent/guardian to pick up the phone/electronic equipment. An additional consequence will be assigned.

The taking of pictures/videos is not permitted without the express permission of a staff member. Any electronic equipment confiscated from a student is subject to a search, and students will face consequences if said search exposes inappropriate or unsafe material.

Use of laptop computers will not be permitted unless permission to use the laptop has been granted by the classroom teacher or Building Principal.

PHONE USE AT THE MAIN OFFICE

Students may use a phone in the main office. If the need arises during class time, the student must obtain a written pass from his/her teacher.

DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. The Principal, Building Support Dean or members of pupil services staff (teachers, social workers, nurse, school resource officer, crisis intervention specialist, etc.) shall make the decisions on whether a student's attire conforms to the dress code. A student's dress, grooming and appearance, jewelry, make-up, and nails, shall meet the following expectations:

1. Not be a distraction or disruption to the educational environment.
2. Be safe and appropriate.
3. Extremely brief garments like tube tops, strapless attire, net/mesh tops, plunging front or back necklines, half or midriff shirts and see-through garments are not appropriate.
4. All shorts, skirts and dresses should fall to mid-thigh.
5. Pajamas and swimwear are prohibited.
6. All undergarments must be covered with student's pants, shorts, skirts or shirts.
7. Proper footwear should be worn at all times. Footwear that is a safety hazard will not be allowed (ex. slippers, "heelies").
8. Headwear (hats, hoods, scarves, head-wraps and bandanas) should be placed in student lockers or classroom storage areas prior to the start of the school day and remain in student lockers for the duration of the school day (7:25-2:55). Exemptions will be made for religious dress requirements, medical conditions with proper documentation and/or school spirit days.
9. Gang-related jewelry, logos, symbols or headgear are banned from school property. Items of this nature are confiscated and must be picked up by a parent.
10. Chains in excess of 8 inches or spikes of any length are inappropriate for school.
11. Attire that is vulgar, obscene, libelous, or offends others on account of race, color, religion, ancestry, national origin, sex, sexual orientation or disability is inappropriate.
12. Attire that promotes and/or endorses the use of alcohol, tobacco, or illegal drugs and/or encourages other illegal or violent activity is prohibited.
13. Coats, jackets, blankets and other types of outerwear must be removed and stored in classroom storage areas/lockers for the school day.
14. Sunglasses (unless medically advised) must be removed while in school.

The Principal shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Failure to modify or replace one's attire may result in the student being sent to In-School Suspension or home. The student may return when dressed appropriately.

BACK PACKS

Students may not carry backpacks, bookbags, messenger style bags, wheeled backpacks/duffle bags or string bags during the school day to classes. 6th grade students must store bags in their lockers during the school day, 4th and 5th grade students must store them in their cubbies.

LOCKERS

Lockers are provided to our 6th grade students. A student may have exclusive use of a locker as far as other students are concerned. However, lockers remain property of the Sodus Central School District (SCSD). Lockers can be and will be searched by school authorities for any reason and at any time. SCSD is not responsible for lost or stolen articles. Students are to use only the lockers assigned to them. Sharing lockers or changing locks/lockers is not allowed. The inside of the locker door may be decorated appropriately. Writing on the inside or outside of lockers is considered to be vandalism.



Stickers are not to be placed on the outside of lockers. Each student is issued a lock and combination. If the lock is lost or damaged, for whatever reason, a \$5 fee will be charged to replace the lock. Locks, other than school issued locks, are not allowed without the permission of the Principal's office and will be removed.

VALUABLE ITEMS TO SCHOOL

We do not encourage bringing items of value to school. There are too many opportunities for items to be lost, broken, stolen, etc.



Do not send valuable items to school. The Principal or a staff member may request that students not bring items to school that are causing disruptions to instruction.

Students are instructed to bring to school only the amount of money they will need for the day. This should never be left unattended or in a student's desk.

When students are handling a large amount of money due to a fundraiser, field trip, etc., they should turn it into the Main Office as soon as possible. The money will then be secured in a safe.

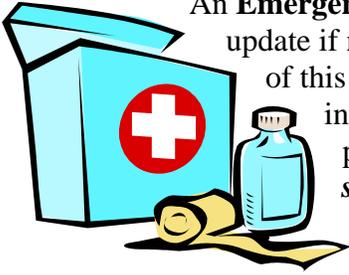
LOST AND FOUND

Lost and Found items are generally kept in the Cafeteria. Children and/or parents are urged to inquire at the office regarding their lost item. At the end of the school year, all usable items are given to one of the social services, and all other items are discarded (one shoe, one boot, one mitten, etc.).

STUDENT SALE OF GOODS

- Students should not be selling any item at school that has not received the approval of the Principal.
- In general, the only items students should be selling at school are for approved fundraising activities that are school sponsored.
- Students should not sell personal items and non-school fundraising items to other students at school. If you have any questions or need clarification, contact the Principal.

HEALTH OFFICE

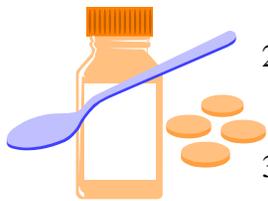


An **Emergency Health Form** was sent home prior to the start of school. Please check this form, update if necessary, sign and return it to the main office as soon as possible. The importance of this form cannot be fully appreciated until a child needs emergency care and information about necessary contact is not available so that adequate care can be provided. ***Parents are urged to update this form if a change occurs during the school year.***

- Parents are encouraged to contact the Health Office (483-5224) or the Main Office when a student is ill or absent from school.
- Students with minor illnesses or injuries will be sent to the health office for assessment and minor treatment. Parents will be notified for more serious problems and if more care is advised. If it appears that a student is unable to remain in school, the parent or someone delegated by the parent to care for the child (as indicated on the Emergency Health Form) will be notified. Please indicate on the Emergency Health Form if there are any special requests. Parents are expected to provide transportation to the home for children who become ill or injured during the school day.
- PE excuses from a student's doctor should be given to the school nurse. The school nurse will notify appropriate staff.
- Sometimes injuries that occur during school hours are not reported to school personnel by the injured student. Parents are asked to report all such injuries to the school Health Office or to the Main Office as soon as possible. An accident report will be initiated by or filed with the health office.
- Parents are requested to notify the Health Office when there is evidence that the student may have a communicable disease. The school nurse will then determine if and when the student may return to school after consultation with the student's physician if necessary.
- If, at any time, your child needs treatment by a doctor or is injured, we ask that you let us know, so that we may be aware of any special help your child may need.

Medication in school

The following procedures should be followed if it is necessary for a student to have medication while in school:



1. Medications will be given only upon written order of a physician for giving such medication in school. This order should be addressed to the school nurse.
2. Parents are requested to bring the medication to school and deliver to the school nurse. No medication should be brought to school by a student. Parent signed permission is needed to administer medication.
3. The parent is responsible for an adequate supply of medicine in a drug store container, labeled properly with directions and the student's name.
4. No change in dosage or frequency can be made by the school nurse without the physician's order.

Questions regarding these procedures should be addressed to the school nurse.

Insurance

- Your school district has contracted to provide some coverage for accidental injury suffered by each student during school, on the way to or from school, and during school-sponsored and supervised activities, including athletics. The School Accident Policy was designed to assist in covering expenses resulting from accidental injury to any student. We are able to offer this program at a reasonable cost only by coordinating the benefits of your School Accident Policy with those of any other contract or policy that you might hold.
- If the student qualifies for coverage under another contract or policy, all claims must be processed first against that policy (or policies). This includes the regular family Blue Cross & Blue Shield

contract but does not include Medicaid. The School Accident Policy will provide some payment for covered services (up to the maximum) in accordance with the benefits listed.

- The school sends a report of an accident to the insurance company. Parents will also receive a claim form to complete and send directly to the insurance company.
- School insurance does not cover eyeglasses that may be broken while the student is in school or on school property.

Immunizations

A certificate of immunization is required from a physician, clinic, or former school.

New York State Immunization Laws are determined yearly. Parents will be notified if their child is lacking an immunization and students will be excluded from school without proper documentation.

Parents are encouraged to see their own family doctor for boosters to keep their immunity active. Also, clinics are held monthly at the Public Health Office in Lyons, NY phone 315-946-5749; an appointment is required, please call the Public Health Office to schedule an appointment.

Medical Regulations

- The school district has a special interest in the health and growth of your child. We need your help in sharing with us certain information that we must have in order to insure that we comply with the New York State Education Law and the regulation of the Commissioner of Education.
- A medical evaluation is required for each student upon his/her entrance to school and each student entering grades designated by NYS regulation. It is recommended that this be done by your child's primary health care provider who can speak directly to you about any health concerns.
- Our school physician suggests you have this completed between June 1 and November 1.

Screenings

- **Vision, hearing and scoliosis screenings** are done in school for students in the grades designated by NYS regulation or any other time as requested by a teacher or parent. Referrals are made on students suspected of having problems in these areas. If you think your child has a hearing or vision problem, discuss your concern with the Health Office and request early screening.
- You are requested to follow through with the appropriate specialist about reported or suspected defects.
- Request the specialist to complete the report and return it to the school. A doctor's report and recommendation will help the school staff make educational program adjustments when necessary.

PHYSICAL EDUCATION

Proper attire for physical education classes is shorts without belts or zippers, t-shirt, and clean socks and sneakers. Sneakers need to be tied properly. Many times classes go outside in the fall and spring. Therefore, sweatshirts and sweatpants should be worn.

All jewelry, such as watches, rings, bracelets, and earrings should not be worn during class. This policy was established to assure the safety of the students. Students should not wear these items on PE days. If a student forgets and wears a piece of jewelry, it should be wrapped in his/her clothes and locked in his/her assigned locker during PE class. **Every student is given a lock for their locker.**

Students should keep all possessions locked in their assigned locker.



All students are required by law to attend courses of instruction in Physical Education designed to meet the growth and development needs of students. The Physical Education Program offers a wide scope of activities that range from relatively inactive through vigorously active and from no contact to considerable contact. The program may also be modified so that students do not need to involve their entire body (i.e. upper body, lower body). A note from the physician is also required for short-term conditions. This must include the date the student may again begin to participate or plans for continuation of care.

FIELD TRIPS

Field trips, when planned as part of the school program and accompanied by school personnel, are considered to be a part of the student's regular school day. Parents will be notified when their child's class and teacher will be going on a field trip. This notification will give the place to be visited, the date, and the time. These trips are planned so that the child will be back at school and ready to go home at the regular dismissal time, with the exception of an overnight field trip. Parents are required to complete a permission slip form prior to their child going on a field trip.

As field trips take place away from school grounds, positive student behavior and cooperation are expected and necessary. Students who have not consistently demonstrated these qualities may be asked to remain at school rather than participate in a field trip. This procedure is followed only after prior consultation or notification from your child's teacher. Please contact him/her if you want more specific information.

Parent volunteers for field trips are often needed and greatly appreciated. Anyone wishing to volunteer on a field trip is required to complete a volunteer application. These are available in each of the main offices. For your child's safety, no adult is allowed on a field trip without advanced authorization. If you are interested in volunteering, let your child's teacher know. In order to volunteer or participate in any field trip (day or overnight), an applicant will need to be cleared through Raptor. Applications are only approved for the school year in which they are approved. People wishing to volunteer will need to re-apply each year.

In keeping with school policy, we ask that no one will smoke while on a field trip.

HOME-SCHOOL COMMUNICATION

The faculty and staff of the Intermediate School believe the only way to give students a quality education is by the home and school working together.

We value talking with parents and guardians of our students. Through open communication, we can avoid problems or solve problems quickly.

If you have a question or feel there is a problem regarding your child in the Intermediate School, the first person to contact is your child's classroom teacher.

If after discussing the issue with the teacher and you would like to speak with the Principal, please call the office at 483-5242.

Please do not hesitate to contact us with a question or concern. The best time to answer a question, clarify a concern, or solve a problem, is right away.

REPORTING STUDENT PROGRESS

Parents may at any time of the school year request a teacher/parent conference. Because of the number of students and parents involved, you are asked to contact your child's teacher and request a definite time when he/she would be able to discuss your concerns. Teachers will also be requesting conferences during the school year.

An unannounced visit for a conference will most often find the teacher unavailable due to his/her teaching schedule. A note, phone call, or email will insure a time convenient for both parties. Special days and/or evenings are designated on the school calendar for parent/teacher conferences. These conferences are important so that the teacher and the parent can learn from each other how best to bring the child to his/her highest potential.

Progress reports for 4th, 5th, and 6th grade students will include 10 week report cards. These reports will be sent home with your child at those intervals.

Parents who would like to be updated at times other than grading periods should contact the teacher directly or call the school counselor. School Tool Parent Portal is another way to stay current with your child's progress in school.

ELIGIBILITY FOR MODIFIED ATHLETICS:

6th graders that are failing two or more classes at the end of the year, must attend Summer School in order to start modified athletics.

THE LIBRARY



In the Intermediate School Library there are many items for students to sign out and enjoy. Along with books there are magazines, books in Spanish, reference books, Play-a-ways (audio books), VHS movies, and eBooks (electronic books that can be accessed anywhere there is internet). There is also the ability to have access to the BOCES library system and OWWL, the public library system. Students may sign out two items from the library and up to two eBooks. To sign out play-a-ways or items from other libraries, parental permission is required. All items need to be returned after two weeks.

When a student does not return an item on time, it is considered overdue. If an item is lost or damaged, it is the student's responsibility to pay for, or replace the item. Overdue notices are sent out twice a month. At the end of each marking period, a report is generated of items that are overdue by 30 days or more. Students who are on the list will lose recess/activity time until the items are returned or paid for. If the student is unable to pay the replacement amount, please contact the Main Office as soon as possible. All library materials need to be returned during the first week in June. Students that have materials signed out will receive a notice at the end of May. If items are not returned by the end of the first week in June, students will lose recess/activity time until the items are returned or paid for.

HOMEWORK EXPECTATIONS

The staff at Sodus Intermediate School believes homework that is purposeful and appropriate in content and length will improve academic achievement and will help students develop a sense of responsibility for their own learning. Therefore, homework will be assigned in our Intermediate School.

Teachers will establish homework procedures and will communicate their expectations in regards to homework to students and parents at the beginning of the school year. Evaluation of homework and feedback to students will vary from teacher to teacher.

For homework to be effective, students, parents, and teachers need to work cooperatively. The Sodus Intermediate School defines the roles of these persons in the following ways:

The student will:

- use agenda to record daily assignments
- take home materials needed to complete the assignment
- understand the assignment before leaving school
- schedule time for homework
- seek help if necessary
- return completed assignment on time.



The parents will:

- check to see if there is homework to be done
- provide a quiet, well-lighted work place
- establish an appropriate time to complete assignments
- supply basic materials (pencil, paper, etc.) as needed
- give the child the responsibility of doing the assignment, but assist if needed
- encourage and support their child regularly
- communicate any concerns to their child's teacher promptly
- contact their child's teacher(s) and make arrangements for homework to be completed in the event of an extended absence.

The teacher will:

- assign appropriate homework
- make sure homework directions are clearly stated
- make sure students have necessary materials
- give evaluation/feedback to students in a timely manner
- inform parents when a student does not meet homework expectations.

STUDENT SUPPLIES

Students are responsible for their own supplies (e.g. paper, pencils, pens, notebooks, and erasers). Encourage your child to always have an adequate amount of these materials on hand. Parents are encouraged to provide supplies, if not please contact the Main Office.



When the use of a textbook/workbook is required, the school will supply. If this is lost/damaged, the student will be asked to pay for the replacement.

CAFETERIA

Computerized Point of Sale System

Every student at Sodus Central School District has an account set up in our computerized, pre-paid point of sale system. All students are issued a personal identification number (PIN) to access their account. Student PIN numbers will not change from year to year. Students in grades 3-12 are encouraged to memorize their PIN number. The point of sale system is a debit or pre-paid system, NOT a credit system. Parents can pre-pay in any amount to their child's account. Checks should be made payable to **Sodus Central School Lunch Fund**. Lunch charges will be recorded directly on the student's account.

Charging Meals

1. All categories of paying students (full price and reduced) will be allowed to charge lunch or breakfast.
2. Students will not be allowed to charge for a la carte items. This includes ice cream, cookies, etc. and second meals.
3. A student shall make the request for charging a meal at the cash register. The charge will be entered on the student's lunch account. The student will not be allowed to charge a meal if there are four (4) previous charges that have yet to be repaid.
4. Students who have unpaid meal charges will not be allowed to purchase a la carte items until the charges are paid in full. This policy includes ice cream, cookies, etc. and second meals.

Our district offers a free and reduced lunch/breakfast program. Applications are available in the Intermediate School office.

Lunch: There is a hot lunch program available to all students. Students who do not wish to purchase a lunch from the cafeteria should bring a lunch. The lunch should be well marked with the child's name on it. Lunches are often left on the buses but are not marked so we are unable to get the lunch to the proper owner.

Snack items are provided to supplement a full lunch, not as lunch itself. We only allow students to purchase: one ice cream; one cookie, or one serving of cake/brownie snack. Students cannot charge snack items. Students are encouraged to eat a balanced meal. Please speak to your child regarding your expectations of what to order for lunch.



We like to provide a variety of menu items for our students. A menu will be posted in the cafeteria and homeroom.

Breakfast: The following are examples of items that will be offered for breakfast: cereal, bagels, cinnamon toast, juice, and milk. This will vary from day to day. A menu will be posted in the cafeteria and homeroom. **Students who are eligible for free or reduced lunch will also be eligible for free or reduced breakfast.**

SEXUAL HARASSMENT

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex or gender in education programs or activities that receive federal financial assistance. Sodus Central School is committed to safeguarding the rights of all people within the school district to work and be educated in an environment that is free from all forms of sexual harassment. Sexual harassment does not only depend upon the offender's intention, but also on how the target perceives the behavior or is affected by it. Sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as from supervisors.

Sodus Central School condemns all unwelcome behavior of a sexual nature that is either designed to exhort sexual favors from a student or employee or which has the purpose or effect of creating an intimidating, hostile, or offensive work or learning environment. Sodus Central School also strongly opposes any retaliatory behavior against any person filing a complaint or witnesses.

Any employee or student who believes he or she has been subjected to sexual harassment should report the alleged misconduct immediately so that corrective action can be taken. In the absence of a victim's

complaint, the complaint officer upon learning of or having reason to suspect the occurrence of any sexual harassment, will ensure that an inquiry or investigation is promptly commenced.

“PDA” PUBLIC DISPLAY OF AFFECTION

Public display of affection is not permitted in the Intermediate School. This includes handholding and kissing of any kind.

CODE OF CONDUCT

The Code of Conduct for Sodus Central School District can be found on the “purple” District calendar. It can also be found on the district website under District > Board of Education > Community Relations > #3410 Code of Conduct.

PROBLEM SOLVING PROCEDURES

All members of the Sodus Intermediate School community are expected to act responsibly and to treat each other with respect and kindness.

Student behavior management is the responsibility of all staff. Staff will utilize appropriate and effective classroom management techniques. A variety of strategies are used to engage students throughout the day. If a student is uncooperative, non-compliant or unreceptive to interventions, a staff member will send the student to the re-set room for additional intervention support. When appropriate, the staff member will fill out a Behavior Data Form and contact the parent.

The following is the Problem Solving process that will be in effect at our Sodus Intermediate School:

1. When a staff member needs support with a student, the staff member will call the Crisis Intervention.
2. The Specialist will assess the situation and support the student.
3. When the Crisis Intervention Specialist is not available, the student will be sent to the office.
4. Support staff, such as a counselor, may help process through the problem.
5. Our goal is to have the student return to class as soon as possible.
6. If necessary, additional consequences may be assigned.
7. As appropriate, parents will be notified by the teacher, Crisis Intervention Specialist, Dean of Students or Principal.

Should a student receive a consequence of ISS or OSS, the student may not be on school property or attend any extra-curricular school functions such as dances, athletic events, etc. during the period of suspension. Students who have discipline referrals processed within a week, will be ineligible the following week for 10th period extra-curricular activities.

PROGRAMS AND SERVICES

Instrumental Rental: It will be the policy of the Music Department to maintain an inventory of selected instruments that are very expensive to buy or rent. The following is a list of those instruments:

Oboes	French horns
Bassoons	Baritones
Bari Saxes	Bass Clarinets
Tubas	



Arrangements for rental of all other instruments will be the responsibility of the students and their parents. The Music Department can recommend several companies that provide rental instruments.

Prime Time Kids: After-School Child Care Programs

Prime Time Kids After-School Child Care program is available for fourth, fifth and sixth graders. However, there is a limited amount of space. Children are enrolled on a first come, first served basis. Students go to afternoon Prime Time at the conclusion of the regular school day and must be picked up by their parents prior to 6:00 p.m. Afternoon Prime Time is located in the Elementary School Cafeteria. There is a cost per week for the program, which is subject to change.

Students participating in the Prime Time programs are able to use the computer lab, playground, gymnasium, library and cafeteria for activities. Students are supervised by adults in a safe and structured environment. Students **MUST** be registered prior to attending each program. You may call the Elementary School Office at (315) 483-5282 for more information.

Student Council:

We have an active and ambitious Student Council which sponsors diverse events, activities and fundraisers throughout the year. We believe that leadership skills are developed through programs such as student government. Each grade level homeroom has elected representatives who should embody our core values of respect, responsibility and kindness. We encourage family involvement, community support, and self-advocacy.

Intermediate School **Student Expectations**

Respect

Responsibility

Kindness

These ideas will be the theme throughout the school year with regard to behaviors, both academic and behavioral. The following chart on the next page lists the expectations for all students in all areas of the building. It is likely that we will add or modify some of these expectations as the year moves forward.

	Classroom	Hallway	Recess	Cafeteria	Bathroom	Bus
<p><u>Be Respectful</u></p> <p><i>Looks & Sounds like:</i></p>	<p>Follow adult directions</p> <p>Participate appropriately</p> <p>Check your voice level</p> <p>Waiting for your turn to speak</p> <p>Using manners</p>	<p>Stop, look and listen when being spoken to by an adult</p> <p>Closed containers in halls</p> <p>Keep hallway clean</p> <p>Using a Level 0 or level 1 voice</p>	<p>Line up for Library, gym, or outdoors only when asked</p> <p>WALK to your area</p> <p>Level 2 voice when talking with friends</p>	<p>Use appropriate language</p> <p>Keep volumes down</p> <p>Wait your turn in line</p> <p>Chatting with friends using a Level 2 voice</p>	<p>Quick & quiet</p> <p>Mind your own business</p> <p>Using 0 or 1 voice level</p>	<p>Stop, look and listen when being spoken to by an adult</p> <p>No food or drink on the bus</p> <p>Use appropriate language</p>
<p><u>Be Responsible</u></p> <p><i>Looks & Sounds like:</i></p>	<p>Complete your work</p> <p>Fill out your agenda daily</p> <p>Be prepared with materials</p> <p>Asking questions</p>	<p>Go directly to where you are supposed to be</p> <p>Use your agenda for passes</p> <p>Walk at all times</p> <p>Asking questions</p>	<p>Line up quietly</p> <p>Walk in a line and follow the rules in each area</p> <p>Level 0 voice when passing</p> <p>Ask for help resolving conflicts</p>	<p>Use passes</p> <p>Keep your area clean</p> <p>Closed containers in halls</p> <p>Putting trash in garbage cans</p>	<p>Flush</p> <p>Wash hands</p> <p>Turn off faucets</p> <p>Put paper towel in garbage</p>	<p>Keep all body parts inside the bus</p> <p>Keep hands and feet to yourself</p> <p>Stay seated</p> <p>Use level 1 or 2 voice</p>
<p><u>Be Kind</u></p> <p><i>Looks & Sounds like:</i></p>	<p>Interact positively with a variety of others</p> <p>Smile</p> <p>Using polite words</p> <p>Speak honestly</p>	<p>Keep hands, feet and objects to yourself</p> <p>Help others</p> <p>Using polite words and gestures</p>	<p>Wait your turn to get a pass</p> <p>Stay in line, don't budge</p> <p>Share equipment & materials</p> <p>Use manners when asking for materials or equipment</p>	<p>Be polite to others</p> <p>Use good manners</p> <p>Allow others to sit with you</p> <p>Saying "Please" and "Thank you"</p>	<p>Respect privacy</p> <p>Leave doors closed</p> <p>Be polite</p> <p>Use manners</p>	<p>Keep aisles clear for others to walk</p> <p>Make room for others to sit</p> <p>Use Kind words</p>