



*WOODHULL  
INTERMEDIATE  
SCHOOL*

**Staff and Parents  
STUDENT HANDBOOK & AGENDA  
2011 – 2012  
Mary Stokkers  
Principal**

**Jarrett Stein  
Assistant Principal**

**140 Woodhull Road  
Huntington, NY 11743  
Office: 631-673-2030  
Fax: 631-425-4718**

**This agenda book belongs to:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Town** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Bus #/Route #** \_\_\_\_\_

Back to School  
Principal's Message

Welcome back to school! We extend a warm welcome to our incoming Jefferson, Southdown, Washington and Flower Hill students and students new to our school and district.

Our Eagle Guidelines for Success promote good citizenship, a positive safe learning environment, appropriate communication, and a peaceful resolution of differences.

1. Be safe
2. Be respectful
3. Be responsible

This school year we will offer a wide range of opportunities for all of our students. We hope you challenge yourself to do your best and to take advantage of all the wonderful things Woodhull Intermediate has to offer.

**Mission Statement**

In keeping with the tradition of excellence of the district and with unwavering support of its parents, the Woodhull Intermediate School seeks to provide our students education with high expectations that underscores interdisciplinary learning and differentiation to meet all learners needs.

**Telephone Directory**

Main Office.....673-2030  
 Attendance Office.....673-2039  
 Principal.....673-2030  
 Cafeteria.....673-2138  
 District Transportation...673-2032  
 Nurse.....673-2030

**2011 – 2012 School Calendar**

September 7.....1st day of Class  
 September 29-30..... Rosh Hashanah  
 October 10.....Columbus Day  
 November 8.....Supt. Conf. Day  
 November 11.....Veterans Day  
 November 23-25.....Thanksgiving Recess  
 December 23 – 30 and January 2.....Winter Recess  
 January 16.....Martin Luther King Day  
 February 20-24.....Mid-Winter Recess  
 April 4-9.....Passover/Easter Recess  
 April 10 & May 25.....Contingency Days  
 May 28.....Memorial Day  
 June 22.....Last Day of School

**School Hours**

9:20 a.m. and ends at 3:40 p.m. To ensure safety, we request that no students be on school grounds prior to 9:00 a.m. unless requested to attend an activity or extra help.

**GENERAL SCHOOL INFORMATION**

**NURSE'S OFFICE**

The good health of your child is important to us. Our school nurse, Mrs. Scanello can be reached in the health office at (673-2030). The nurse is responsible for assisting students and staff who might be ill or hurt, and for dispensing medication to students. The nurse may also be consulted on matters related to possible hygiene problems, nutrition, drug and substance abuse, depression, child abuse, neglect or other health related concerns. A phone call will be made home if follow up care is needed.

**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 \$1.90. Prepaid meal tickets can be purchased from the cafeteria.

**ATTENDANCE**

Regular attendance at school is a key component to academic success. If a student is going to be absent from school please call the attendance office. When your child is absent you must call this number and give your child's name, grade, teacher, and reason for the absence. When your child returns to school after an absence, a written excuse note must be brought to the teacher for attendance records. All students must be in class by 9:20am and stay until dismissal. Arriving late and leaving early will be noted as instruction will be missed.

## **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 (see dress code).

## **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.

## **PARENT TEACHER CONFERENCES**

Each November there is time set aside for teachers to discuss the progress of their students with their parents or guardians. 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 children 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. Teacher assignments for the next school year will be mailed home at the end of the summer vacation. 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 come home to ask how your child is progressing.

## **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.

## **STUDENT DRESS CODE**

All students and staff are expected to give proper attention to personal cleanliness and to dress

appropriately for school and school functions. Students and their parents have a primary responsibility for acceptable dress and appearance.

- 1) No undergarment (underwear, bra straps) should be seen.
- 2) No clothing revealing midriff or legs more than 3" above the knee.
- 3) No hats, sunglasses or head covering.
- 4) No footwear that would be dangerous on playground and play equipment. Sneakers are recommended.

Parents will be called to bring appropriate clothing up to the school if deemed necessary.

## **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 and other members of the school community, and for the care of school facilities and 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 grow in 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 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, 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 district's 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. 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 students 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, 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.

### **CHARACTER EDUCATION PROGRAMS**

Character education is a school wide program integrated throughout class activities and curriculum. Woodhull Intermediate School strives to create an environment of respect for oneself as well as others. We work cooperatively and develop a sense of responsibility and pride. Through our classroom instruction, arts, physical education, music, and specific workshops (health and presentations) our goal is to develop citizens with virtues. We encourage parental participation through workshops, support of programs and positive role modeling.

**The Bully Program-** This is presented to our fifth and sixth grade students and is designed to combat negative behaviors. Proactive approaches to peer conflicts are taught. The contents of this program include communication, respect, understanding behaviors, and conflict resolution skills. This will include but not limited to cyberbullying, sexual harassment and sexting.

**Caught Being Good Program-** This is a weekly program that recognizes students for kind, cooperative, and exemplary behavior. Students who exhibit these behaviors are presented with a "Caught Being Good" slip by personnel in the building. The slip is then deposited in a team bin. Each week one student from each team is

presented with a prize as recognition for his or her good behavior.

**Random Acts of Kindness Program-** Personnel in the building will recognize students that perform exemplary "Acts of Kindness". The adult will write up the act and a picture will be taken and posted.

**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.

**CLUBS AND ACTIVITIES**

**Music Programs**

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

**The Woodhull Times**

The student newspaper welcomes all students to contribute to this monthly publication that include articles, opinions, advice, jokes, puzzles and much more.

**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. Art studio is also offered to students in 5<sup>th</sup> grade during their lunch recess period who wish to pursue their interest in art.

**School of Rock**

6<sup>th</sup> grade students that already play an instrument join together to form a rock band.

**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 show.

**Book Club**

During winter recess, parent volunteers come in during lunch and recess to read specially selected books and meet on a regular basis to review and discuss them.

**Field Day**

In early June all students participate in physical activities supervised by the Physical Education Department. In a spirit of good sportsmanship and fun, students compete in a variety of fun activities.

**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.

**Arts-In-Education**

These are a series of district and PTA sponsored programs that bring a wide range of educational, social and cultural experiences to our children.

**Greenkill**

All sixth grade students in the district are invited to participate in a 4 day and 3 night environmental camp in upstate New York. Any student that does not attend for any reason will be given "at home" similar environmental experiences.

**Sixth Grade Moving Up Ceremony**

This program is held on the last day of school and the students are presented with a certificate of accomplishment. Parents and family are invited to attend the ceremony as well as reception.

**ACKNOWLEDGEMENT**

\_\_\_\_\_  
**Student Name (please print)**

\_\_\_\_\_  
**Grade**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

