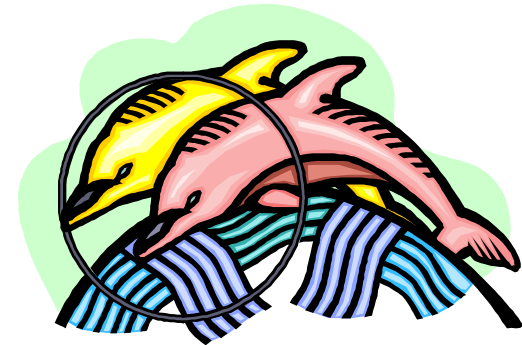


Southdown Primary School
Huntington Union Free School District

Handbook



Be Responsible, Be Respectful, Be Safe

2008—2009

*Special thanks to the P.B.I.S.
Committee for developing this
handbook.*

*Positive Behavioral Interventions
& Supports*

Third Grade:

Mrs. Cournane	Room 22
Mrs. DePetrus	Room 21
Mrs. Cicio & Miss Metcalf	Room 16
Mrs. Gilroy	Room 19
Mrs. Ortega	Room 18

Art: Mrs. Plesent and Mr. Hiscox

Music: Ms. Hahn

ESL:

Mrs. Bronstein, Mr. Douce and Ms. Glatzer

Library: Mrs. Blanchard

Math: Mrs. Young

Physical Education:

Mrs. Matthews and Mr. Taylor

Psychologists:

Mrs. Renick

Reading:

Mrs. Horton, Ms. Dukoff and Ms. Brennan

Social Worker: Mrs. Kohan

Speech: Mrs. Stockner & Mrs. Macaluso

Southdown Staff

Kindergarten:

Mrs. Poy * Dual Language	Room 4
Mrs. Reinesch	Room 3
Mrs. Wesnofske	Room 1
Mrs. Winzer & Mrs. Velez	Room 2

First Grade:

Mrs. Kenny	Room 7
Mrs. Hartough	Room 9
Mrs. Schwarting & Mrs. Leinwand	Room 8
Mrs. Szabo * Dual Language	Room 12

Second Grade:

Mr. Crimi * Dual Language	Room 14
Mrs. Gilroy	Room 19
Mrs. Grosso	Room 10
Mrs. Kelly	Room 11
Mrs. Myers & Miss Green	Room 17

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Message From Our Principal

Dear Parents and Guardians,

I would like to take this opportunity to welcome you and your children to Southdown School. We are extremely fortunate to have a beautiful building and an extraordinary staff. The teachers exemplify a commitment to providing the best education possible for their students with the focus on meeting the individual needs of each child.

We encourage a school environment that is safe, caring, orderly, and academically stimulating. At Southdown, parents/guardians and teachers work cooperatively for the benefit of all of our students. In addition, our PTA is very active and provides a creative series of programs and events for children and parents or guardians.

Again, welcome to the Southdown family. Please do not hesitate to call if you have any questions or if I could be of assistance.

Sincerely,

Michelle Marino



Internet Access



Suffolk Web

Available to all patrons of the Suffolk County Public Library system. It includes a free e-mail account. Technical support is available for set up and use. Information is available at the Reference Desk of the Main branch, telephone 427-5165

The Huntington Public Library periodically provides free computer and internet training courses. Computers with internet access are available at both the Station and Main branches.

Family Services

Huntington Youth Bureau: 351-3061

Huntington Crisis Hotline: 549-8700, available 24 hrs. a day

Tri Community and Youth Agency: 673-0614

Family Service League Family Center: 425-9694

Agencies and programs, which provide recreational, educational, cultural, vocational and social programs as well as confidential counseling, crisis management and support services. May be especially helpful to families in need of a variety of support services such as parenting education, after-school programs and to help in meeting basic needs.

Domestic violence

NYS Child Abuse Reporting Hotline: 1 (800) 342-3720

LI Women's Coalition Hotline: 666-8833

Response 24 Hour Hotline: 751-7500

For additional services or information, please contact one of the Huntington School District Social Workers; Linda Kohan at 673-2080 or Gisselle Soto at 673-2050 or your school nurse.

Homework Help

Family Service League

free

Monday and Wednesday 4:30 – 5:30 walk-ins

Tuesday and Thursday 3:45 – 4:45 tutoring, by appointment

For appointment or questions contact Lexoune Marcellin, 425-9694

FSL Manor Field Family Center, 90 East 5th St., Huntington Station

Fax 549-2367

TRYCYA

free

For location and times contact Debbie Rimler, 673-3303

Huntington Public Library, Station Branch

free

Tuesday and Thursday 4 – 6 pm

For information contact 427-5165 ext.239

at the Station Branch 421-5053 ext.126

The Enrichment Center/Boys and Girls Club of America

Monday thru Friday 2:45 – 4:30

For information contact Ron Worell, 425-2639

Membership fees may apply

English Lessons

Huntington Public Library, Station Branch

free

Free, computer-based learning program. After initial consultation lessons are completed independently on a walk-in basis

Contact Mary Kelly at the Station Branch 421-5053 ext. 126

Huntington High School

ESL lessons. Mondays and Wednesdays,

6:30– 9:00 pm. Call Carmen Kasper

at 673– 2104 for more information

General School Information

Southdown Primary School

125 Browns Road

Huntington, NY 11743

(631) 673-2080

Fax Number: (631) 425-6258

School Hours: 9:20– 3:40

Important Telephone Numbers:

Attendance/Nurse's Office: 673-2142

Huntington Transportation: 673-2032

Psychologist: 673-2080

Social Worker: 673-2179

Student Registration: 673-2974

In case of inclement weather, call: 673-2054

Web Sites:

Huntington School District-www.hufsd.edu

PTA

President: Pam Lumpe 421-4639

Vice President: Bari Fehrs 385- 9539

Treasurer: Debbie Knowles 385-7689

Recording Secretary Nancy DiGiacomo 549-9272

**Southdown Primary School's
Mission Statement**

Our mission at Southdown Primary School is to provide a caring, fair, respectful and supportive educational environment that empowers each child. At our school, differences are valued, achievements are celebrated, and lifelong learning and citizenship is fostered.

Beliefs:

We believe that providing a warm, caring, and supportive school climate fosters an environment conducive to learning.

We believe that students are responsible and accountable for their academic and social behavior.

We believe in a school environment that encourages honesty, trust, and respect for authority, self, and others.

We believe that students need to develop positive learning behaviors such as good listening, active participation, critical-thinking, and problem solving.

We believe that students should display appreciation and acceptance of differences in others.

We believe that a positive partnership between school and home is essential for academic success.

Responsibilities to the Students:

- To feel safe
- To be treated fairly and with respect
- To learn and ask questions

Responsibilities of the Students:

- Be respectful
- Follow school rules
- Be responsible
- Do your best

Dear Parents/Guardians,

The Southdown School is dedicated to providing a respectful, responsible, and safe environment for learning. With this goal in mind, a Code of Conduct was developed to insure a consistent understanding of the expected behaviors. These behaviors will be taught and reinforced throughout the school year. Students who follow the Code will receive commendations and acknowledgements from the faculty, staff, and principal. However, students who willfully or continually disregard these guidelines will need to accept responsibility for their actions. The consequences for these behaviors will be progressive in manner.

For example:

- | | |
|------------------------------|----------------------------|
| o Loss of privilege | o Loss of privilege |
| o Time in office | o Conference with student |
| o Individualized instruction | o Parent contact |
| o In-school suspension | o Out-of-school suspension |

*Severe transgressions will be handled at the discretion of Mrs. Marino.

We feel that this policy will have a positive effect on the overall atmosphere in the building. Success of the program requires the support of the entire community and your participation and involvement is essential. After you have read and discussed the Code of Conduct, please sign the bottom of the page with your child, and return it to your child's teacher immediately.

Sincerely,

The Southdown Faculty (08-09)

We, the undersigned, have read and discussed the attached Code of Conduct. We agree to comply with the responsible, respectful, and safe behaviors it describes while at Southdown.

Student's Name (printed)

Student's Signature

You've Been Busted!

Student Bus Behavior Report

Out of Seat Physical Contact
Disobeying Driver Other
Destroying Property

Southdown Primary School

Name _____
Bus # _____
Date _____ Time _____
Signature _____



Attendance/Absence

Attendance is essential for successful learning. However, students should not come to school if they are sick. The school nurse will provide care to a student who becomes sick in school. The nurse's function is not to diagnose children who come to school sick. So, please use good judgment when sending your child to school. Additionally, please remember to keep your emergency card updated so that you can be contacted in the case of an emergency.

If your child is going to be absent, please call 673-2142 in the morning to leave a message regarding the absence. Students must bring an absence note to school on the day that they return. Absences will be recorded as either legal or illegal.

Health Services



Southdown's Health Services is dedicated to promoting a healthy environment for all members of the school community. The health office is staffed by a registered nurse. The nurse conducts vision, hearing and health screenings. Each child has a cumulative record which lists all relevant medical history. The nurse is responsible for first aid when a child is injured or becomes ill at school. First aid is immediate treatment only. Any further care is the responsibility of the parent. If you have any questions or concerns, Nurse Schiess can be reached in the Health Office at 673-2142.

Cafeteria

Our cafeteria serves breakfast and lunch daily. Meal tickets can be purchase in cash, through a check (Made out to HUFSD School Lunch Fund) Please clearly mark payments with your child's name, teacher's name, and your telephone number.

Some students do qualify for free or reduced lunch. This is based on family income. Applications are available at Southdown

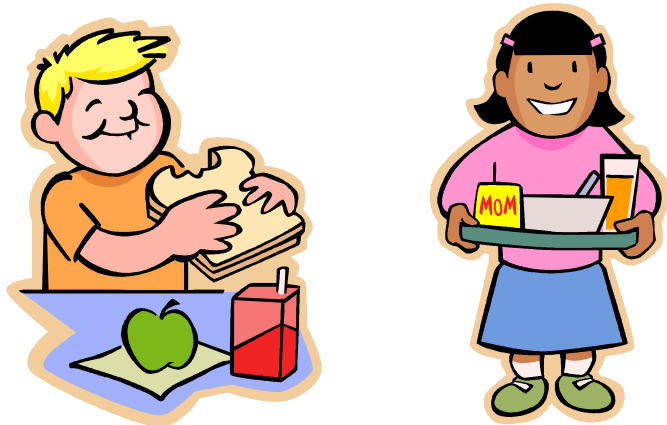
Cost of breakfast: 10 days=\$9.50 20 days=\$19.00

Cost of Lunch \$1.60 per day

10 days=\$15.50 20 days=\$31.00

Reduced Lunch or Breakfast (Based on family income)

Daily= \$.25



SOUTHDOWN PRIMARY SCHOOL REFERRAL FORM

Student Name: _____ Teacher/Grade: _____
Name of staff member filing referral: _____

● DATE & LOCATION MON TUES WED THURS FRI DATE: _____ TIME: _____

INSIDE LOCATION:

- ☐ Classroom
- ☐ Hallway
- ☐ Media Center
- ☐ Other _____

OUTSIDE LOCATION:

- ☐ Bathroom
- ☐ Lunch Tables
- ☐ By Entry Doors
- ☐ Playground
- ☐ Blacktop
- ☐ Other _____

● NATURE OF INCIDENT OR BEHAVIOR

- ☐ Minor.....(Staff member determines consequences)
- ☐ Major.....(Administrator determines consequences)

Behavior

- ☐ Disruptive
- ☐ Off-Task
- ☐ Missing Work
- ☐ Defiant
- ☐ Other (describe) _____
- ☐ Unsafe
- ☐ Touching/Fighting
- ☐ Language/Gestures
- ☐ Harassment/Teasing
- ☐ Bullying
- ☐ Vandalism
- ☐ Long periods of time out of classroom

Possible Motivation

- ☐ Obtain PEER attention
- ☐ Obtain ADULT attention
- ☐ Obtain ITEMS or ACTIVITIES
- ☐ Avoid PEER attention
- ☐ Avoid ADULT attention
- ☐ Avoid ACTIVITIES
- ☐ Don't know
- ☐ Other (describe) _____

Others Involved

- ☐ None
- ☐ Peers
- ☐ Staff—Teacher, Monitor or Aide
- ☐ Substitute
- ☐ Unknown
- ☐ Others (describe) _____

● CONSEQUENCES GIVEN

- ☐ Administrator Follow-up Requested
- ☐ Administrator Follow-up NOT requested

By Staff

- ☐ Informal Discussion
- ☐ Formal Discussion
- ☐ Loss of Privilege
- ☐ Loss of Recess
- ☐ Contract
- ☐ Parent Note
- ☐ Parent Call
- ☐ Parent Conference
- ☐ Other (describe) _____

By Administrator

- ☐ Discussion with Student
- ☐ Loss of Privilege
- ☐ Parent Note
- ☐ Parent Call
- ☐ Parent Conference
- ☐ Loss of Recess
- ☐ Suspension
- ☐ Time in Office
- ☐ Referral to Counselor
- ☐ School Service _____ hrs.
- ☐ Other (describe) _____

- ☐ Parent Signature NOT Requested
- ☐ Parent Signature Requested

● PARENT FOLLOW – UP

(Return copy to _____ teacher by _____ (date)

Please discuss this incident/behavior with your child, sign and return a copy of this to school by the date above.

Parent Signature _____

Date _____

Consequences, Procedures, and Referrals

Consequences are most effective when they deal directly with the problem at the time and place it occurs in a way that is fair, impartial, and uniform. School personnel who interact with students are expected to implement consequences only when necessary.

As a general rule, consequences will be progressive. For example:

- Verbal warning
- Loss of privilege
- Time in office
- Conference with principal
- Parent contact
- Individualized instruction
- In-school suspension
- Out of school suspension

The following factors will determine effective consequences:

- Student's age
- Nature of the situation and circumstances leading to the incident
- Student's prior record
- Information from parents, teachers, and/or others, as appropriate
- Other extenuating circumstances

****Severe transgressions will be handled at the discretion of the principal.

Arrival and Dismissal Procedures

The school doors open at 9:10. Children should not arrive at school before this time, as there is no adult supervision. If you need to drop your child off earlier, please make alternative plans. When dropping students off, please park in the parking lot.

School starts at 9:20. It is essential that children come to school on time and stay in school the entire day, in order to learn all that is expected. If your child does come in late, sign them in so that they are not marked absent.

Walkers are dismissed at 3:25. Please be prompt when picking your child up. Walkers will be dismissed from the third grade door this year. Please remember to sign your child out at dismissal time. It helps to relieve congestion, both inside and outside of the building, if you quickly pick up your child and leave.

If a student, who usually takes the bus needs to be picked up, please send in a note in the morning. This helps teachers get students ready to be dismissed and will ease dismissal procedures. **Calling during the day should be a last resort.** If we do not receive a note from a parent or guardian, we must put a child on his/her regular bus.





School Closings/Delays

Inclement weather may affect the opening of schools. Under severe weather conditions, it may be necessary to close schools. At other times, rather than close schools for the entire day, the Superintendent may decide to have a delayed opening. The operation of the delayed opening plan entails the following:

Each school will open one or two hours later than the regular opening time. Buses will pick up students one or two hours later than their regular time.

Dismissal times will not be affected by delayed openings.

District Website: hufsd.edu

District Phone: 673- 2054

Whether schools are closed or openings are delayed due to inclement weather, the announcements will be made over News12 (Cable TV) and the following radio stations:

WCBS-880 AM WBLI-106 FM WALK-97.5 FM

Assembly Rules

Be Respectful

Be Responsible

Be Safe

While at an assembly, this means:

1. Stop, Look, and Listen
2. Sit quietly
3. Face front
4. Eyes on performers
5. Keep personal space
6. Stay with your class
7. Pay attention
8. Enter/exit with your class
9. Walk

Bus Rules

Be Respectful

Be Responsible

Be Safe

While on the bus, this means:

1. Stop, Look, and Listen to the bus driver
2. Use inside voices
3. Use kind words and actions
4. Keep personal space
5. Keep belongings close to you
6. Remain seated
7. Use seat belts
8. Stay with your bus line
9. Be aware of the yellow line on the sidewalk
10. Keep all belongings in your backpack
11. Walk to and from the buses

Recess Rules

Be Respectful

Be Responsible

Be Safe

While at recess, this means:

1. STOP, LOOK and LISTEN
2. Take care of the equipment
3. Use kind words and actions
4. Keep personal space
5. Plan your play
6. Follow playground safety rules
7. Walk to your line quickly and quietly
8. Stay in the playground area

Bathroom Rules

Be Respectful

Be Responsible

Be Safe

While in the bathroom, this means:

1. Stop, Look, and Listen
2. Use inside voices
3. Use kind words and actions
4. Respect others' privacy
5. Keep bathroom clean and flush the toilet
6. Be quick
7. Keep water in the sink
8. Leave door unlocked when leaving

Homework

The faculty of Southdown is firmly committed to assigning homework that enhances and extends the school learning experience. Homework:

- * Helps develop good study skills
- * Reinforces skills learned during the school day
- * Provides an extended learning experience beyond the classroom
- * Helps to establish contact between the home and school
- * Fosters a sense of responsibility for students

Students' Homework Responsibilities:

To know their homework assignments and in the older grades to write down their homework

To ask questions if they do not understand assignments

To bring home necessary materials

To take pride in their work

Parents'/Guardians' Responsibilities:

To encourage their child to do their best and work independently

To contact the teacher if their child is experiencing unnecessary difficulty with assignments

To provide support

Report Cards and Conferences

Report cards are given four times a year; November, January, April, and June. Parent-Teacher conferences are held once a year in November. Please remember to sign and return the report card envelopes given in January and April.

Meet the Teacher Night

"Meet the Teacher" night is held in September. This night gives parents/guardians the opportunity to meet their children's teachers at the start of the school year and learn about curriculum and activities that take place during the school year.

Visitors and Parking

Please use the parking lot if you are visiting the school. Parking is not permitted in front of the school or in bus lanes while school is in session. Parking in the circle during school hours can present a safety concern and blocks the fire lanes in the case of an emergency.

All visitors should report to the front desk to sign-in. Visitors are required to wear a visitor's pass. Parents are a vital part of their child's education and parents are encouraged to participate in school activities. When parents are visiting a class, they should prearrange it with their teacher. Showing up unannounced to a classroom can be disruptive to the learning environment. Therefore, please remember to drop off all items for teachers and students at the front desk. Additionally, parents should set up appointments to speak with teachers, as teachers are not always available for conferences.

Classroom Rules

Be Respectful

Be Responsible

Be Safe

While in the classroom, this means:

1. Stop, Look, and Listen
2. One voice
3. Keep personal space
4. Use kind words and actions
5. Take care of your belongings
6. Come prepared
7. Follow classroom rules and routines
8. Do your best work
9. Keep hands to yourself

Cafeteria Rules

Be Respectful

Be Responsible

Be Safe

While in the Cafeteria, this means:

1. Stop, Look, and Listen
2. Inside voices
3. Use kind words and actions
4. Keep personal space
5. Clean up
6. Finish eating and drinking in the cafeteria
7. Practice good table manners
8. Stay seated until dismissed

Code of Conduct

A Code of Conduct is key in providing students with the framework necessary to live up to Southdown's Primary School's newly formed mission statement. Our mission statement, set of beliefs, and Code of Conduct serve as a compass for guiding and assisting children in becoming lifelong learners and productive members of society.



Hallway Rules

Be Respectful

Be Responsible

Be Safe

1. While in the hallway, this means:
2. STOP, LOOK and LISTEN
3. Walk quietly
4. Keep personal space
5. Respect other people's property
6. Allow others to pass
7. Look forward
8. Stay with your line

Field Day

Field Day is an annual event that is sponsored by the Physical Education Department and is held in the spring. Field Day activities are designed around the team concept, not individual ability. No one person can win or lose any event. Activities are comprised of relays and novelty events designed for each grade level.



Class Trips

During the course of the year, classes may go on field trips, which are an integral part of the instructional program. Most trips usually require a fee. If you are unable to cover the cost of a trip, please call your child's teacher or someone at the school you feel comfortable speaking with to discuss the issue.

Written permission is needed for students to go on trips. Verbal permission cannot be accepted. Parents/Guardians must sign and return the permission slip sent home. Students who do not bring in a permission slip will not be permitted to attend the trip. These students will remain in the school to do academic work



10. Build good relationships with teachers, other school personnel, other parents and their children's friends.
11. Help their children deal effectively with social adjustments and peer pressure
12. Inform school officials of changes in the home situation that may affect student conduct or performance.
13. Inform the school of any potentially dangerous situation.
14. Insure that their children are properly immunized and have updated physicals as per law.
15. Provide updated emergency contact information as needed.



Essential Partners

Parents/Guardian

All parents are encouraged to:

1. Support and assist their child(ren) to maximize the potential for success for their child(ren) in the education program provided to them in school.
2. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
3. Send their children to school ready to participate and learn.
4. Ensure their children attend school regularly and on time.
5. Ensure absences are excused.
6. Insist their children be dressed and groomed in a manner consistent with the student dress code.
7. Help their children understand the ideals of good citizenship and moral character and that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
8. Know school rules and help their children understand them.
9. Convey to their children a supportive attitude toward education and the district.

The Southdown Parent Teacher Association (PTA) is an organization that is energetically involved in the event planning for our students. We organize events throughout the year that are educational, enriching, exciting, and fun!

There are many ways to be involved: as a PTA member, a class parent, a volunteer for PTA events, or a member of the Shared Decision Making Team, Safe and Drug Free School Committee, Curriculum Committee, Arts in Education Committee and many more.

The PTA is completely run by parent volunteers. Your participation is extremely important to the success of our programs for the children. It is so important to be involved in the place where your children spend most of their time. Being familiar with the teachers, staff, and fellow parents of the Southdown family will make your child's education flourish!

As a parent of a Southdown a second grader this year, I hope to see you in the school and joining the PTA. If there is anyway that I can help you become active in the PTA, please let me know. I am available for you and your children this year. I look forward to seeing you at our first PTA meeting.

Pam Lumpe

PTA President



Student Rights and Responsibilities

Student Rights

The District is committed to safeguarding the rights given to all students under state and federal law. In addition to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.

4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger through participation in approved school and/or out-of-school intervention programs.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to disciplinary action.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

