



# Henry L. Stimson Middle School



## STUDENT HANDBOOK 2006–2007

*A Regents Challenge School for Excellence in Middle Level Education*

**Roberta Lewis**  
**PRINCIPAL, Silas Wood**  
**6<sup>th</sup> Grade Center**

**Faye Robins**  
**PRINCIPAL, Stimson Middle School**  
**7<sup>TH</sup> & 8<sup>TH</sup> Grade Campus**

**Anthony Sansotta**  
**ASSISTANT PRINCIPAL**

23 Harding Place  
Huntington Station, NY 11746  
(631) 425-5511

401 Oakwood Road  
Huntington Station, NY 11746  
(631) 425-5432

**This agenda belongs to:**

**NAME** \_\_\_\_\_

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

**City/Town** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

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

**Student #** \_\_\_\_\_ **Homeroom #** \_\_\_\_\_

# TABLE OF CONTENTS

BOARD OF EDUCATION MEMBERS AND DISTRICT OFFICE ADMINISTRATORS . . . . .	3
BELL SCHEDULES AND STUDENT DAILY SCHEDULE . . . . .	4
MAPS/FLOOR PLANS OF STIMSON AND SILAS WOOD . . . . .	5-7
WRITING RUBRIC AND PROOFREADING SYMBOLS . . . . .	8
WELCOME BACK PARENT LETTER . . . . .	9
SPECIAL STAFF LISTING . . . . .	10
FACULTY LIST . . . . .	11
STIMSON MIDDLE SCHOOL PTA OFFICERS & DELEGATES TO COUNCIL . . . . .	12
PTA MEETING DATES . . . . .	12
I. SCHOOL REGULATIONS. . . . .	13-15
1. Excuses for Medical Appointments, etc. . . . .	13
2. When Late to School . . . . .	13
3. When Late to Class . . . . .	13
4. Use of the Library. . . . .	13
5. Study Hall. . . . .	13
6. Lockers . . . . .	13
7. Lost and Found . . . . .	13
8. Physical Education . . . . .	13-14
9. Attendance and Absence . . . . .	14-15
10. Use of School Buses . . . . .	15
II. ACADEMIC MATTERS . . . . .	15-16
1. Homework . . . . .	15
2. Homework Assignments for Absentees . . . . .	15
3. Progress Reports and Commendations . . . . .	15
4. Friday Reports . . . . .	15
5. Honor and High Honor Rolls . . . . .	15
6. Report Cards . . . . .	15
7. National Junior Honor Society . . . . .	15-16
III. STUDENT ACTIVITIES . . . . .	16-17
1. General Organization (G.O.) . . . . .	16
2. Interscholastic Teams. . . . .	16
3. Intramurals . . . . .	16
4. Clubs. . . . .	16
5. Dances . . . . .	16-17
IV. STUDENT CODE OF BEHAVIOR . . . . .	17-19
1. Detention . . . . .	17-18
2. Suspension . . . . .	17-18
3. Smoking, Drugs and Alcohol . . . . .	18-19
4. Sexual Harassment . . . . .	19
5. Weapons and Gambling . . . . .	19
6. Selling of Candy . . . . .	19
7. Toys & Electronic Devices. . . . .	19
8. Code of Dress for Students During Regular School Hours and Indoor Student Activities. . . . .	19
9. Cutting . . . . .	19
V. STUDENT CO-CURRICULAR. . . . .	19-21
1. Academic Eligibility. . . . .	20
2. Discipline Eligibility. . . . .	20-21
VI. SPECTATOR POLICY . . . . .	21
VII. STUDENT SERVICES . . . . .	21-22
1. Guidance Services . . . . .	21
2. Speech/Language Services . . . . .	21
3. Psychological Services. . . . .	21
4. School Nurse . . . . .	21-22
VIII. SCHOOL BASED MANAGEMENT. . . . .	22
IX. FREQUENTLY ASKED QUESTIONS . . . . .	22-23
DBQ ESSAY TIPS . . . . .	23
MLA STYLE FOR LIST OF WORKS CITED . . . . .	24

# **South Huntington Schools**

**2006-2007**

## **Board of Education**

**Barbara A. Archer**

**Denise Burke**

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**Linda LaCara**

**Chad A. Lupinacci, J.D.**

**Thomas G. Teresky, J.D.**

## **Superintendent of Schools**

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## **Assistant Superintendent for Student Services**

**Ms. Jacqueline Harris**

## **Assistant Superintendent for Personnel and District Services**

**Mr. James Romanelli**

## **Assistant Superintendent for Business/Business Administrator**

**Ms. Karen Occhiogrosso**

## **STIMSON MIDDLE SCHOOL MISSION STATEMENT**

The Stimson Middle School Community is dedicated to maximizing the positive human qualities and the potential of every student.

**STIMSON MIDDLE SCHOOL BELL SCHEDULE**

<b>SIXTH GRADE CENTER</b>		<b><u>SEVENTH &amp; EIGHTH GRADE</u></b>	
STUDENTS ARRIVE	8:05	STUDENTS ARRIVE	8:05
A.M. HR	8:10 – 8:22	HR	8:13 – 8:20
PERIOD 1	8:25 – 9:09	PERIOD 1	8:23 – 9:08
PERIOD 2	9:12 – 9:56	PERIOD 2	9:11 – 9:56
PERIOD 3	9:59 – 10:43	PERIOD 3	9:59 – 10:44
PERIOD 4	A 10:46 – 11:09 B 11:09 – 11:32	PERIOD 4	A 10:48 – 11:10 B 11:10 – 11:33
PERIOD 5	A 11:35 – 11:58 B 11:58 – 12:21	PERIOD 5	A 11:38 – 12:00 B 12:00 – 12:23
PERIOD 6	A 12:24 – 12:47 B 12:47 – 1:10	PERIOD 6	A 12:27 – 12:49 B 12:49 – 1:12
PERIOD 7	1:13 – 1:57	PERIOD 7	1:15 – 2:00
PERIOD 8	2:00 – 2:44	PERIOD 8	2:03 – 2:48
P.M. HR	2:47 – 2:55	ANNOUNCEMENTS	2:48
DISMISSAL	2:55	DISMISSAL	2:55

**STUDENT SCHEDULE**

**HOMEROOM:**

**GUIDANCE COUNSELOR:**

PERIOD	DAYS	COURSE	ROOM	TEACHER

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














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**English Language Writing Rubric**

\*Note: This is the state rubric made into a more student friendly format.

	5	4	3	2	1
<b>Quality</b> Meaning: how well the essay shows understanding of the question and analysis of the text (reading or listening selection)	Responses at this level: -fulfills all the requirements of the task -responds to the theme and/or key ideas -shows a thorough understanding -makes some connections beyond the text	Responses at this level: - fulfills some requirements -responds to some key ideas -show a basic understanding of text -make some connections between information in text and task	Responses at this level: - fulfills some requirements - responds to a few key ideas - partial understanding -make some connections	Responses at this level: - fulfills some requirements - responds to basic ideas -little evidence of understanding - few connections	Responses at this level: - fulfills few requirements - responds to few key ideas - little evidence of understanding -makes no connections between text and task
<b>Development:</b> how well the ideas are supported with details	-develop ideas fully using specific and related details from the text	-develop some ideas - provides some examples and details - may include some inaccuracies	-develop ideas briefly - uses few details from the text	- very few details or examples	- almost no examples or details
<b>Organization:</b> how well the writing shows direction and holds together	-keep a clear focus on the topic - clear organization	-generally focused -clear attempt at organization	-tries to focus, but can go off task - some disorganization	-tries to focus - little attempt at organization - irrelevant information	- Show no focus or organization
<b>Language Use:</b> how well the essay shows a sense of audience and purpose through good word use and sentence and structure variety	- is fluent - easy to read - engaging, interesting - vary structure of sentences - some sophisticated vocabulary	-is readable -have some awareness of audience -simple sentences - basic vocabulary	- is readable - simple sentences - use basic vocabulary	- is readable - simple vocabulary - fragmented sentences	-difficult to read -minimal vocabulary - fragmented thoughts

## Proofreading Symbols

- 1  insert letters, words, sentences or punctuation marks
- 2  delete letters, words, sentences or punctuation marks
- 3  begin a new paragraph
- 4  indent paragraph
- 5  move words, sentences or paragraphs to a different place
- 6  transpose the order of letters or words
- 7  capitalize this letter
- 8  Make this letter a lowercase letter
- 9  spelling error
- 10  run-on sentence
- 11  sentence fragment
- 12  awkward sentence
- 13  not clear
- 14  wrong word used
- 15  error in verb tense
- 16  punctuation error
- 17  insert quotation marks here

# HENRY L. STIMSON MIDDLE SCHOOL

## At Stimson and Silas Wood

*A Regents Challenge School for Excellence in Middle Level Education*

**Faye Robins**

Principal, Stimson Middle School

**Anthony Sansotta**

Assistant Principal, Stimson Middle School

401 Oakwood Road

Huntington Sta., NY 11746-7298

[631] 425-5432

**Roberta Lewis**

Principal, Silas Wood

23 Harding Place

Huntington Sta., NY 11746

[631] 425-5511

September 2006

Welcome back boys and girls!

The faculty and the administration welcome you to Stimson Middle School. We hope you have had an enjoyable summer and are now ready for the challenges of the new school year. Your return to school will give you a chance to meet old friends, make new friends, and meet your new teachers.

The information contained in the Stimson **Agenda Book** will help you become an active and successful member of the Stimson Community. The more involved you become, the more you will enjoy your middle school experience. The academic, social and athletic experiences you have here will help you establish your future goals. Set your goals high and always work to the best of your ability.

One of the keys to successfully achieving your goals is to be organized. The **Agenda Book** can help you get organized and stay organized for the entire year. Use it daily. Make sure you enter your daily and long-term homework assignments, projects and reports. Be sure to get the phone numbers of "homework buddies" for each class.

The **Agenda Book** has been divided into sections covering general information, information regarding academics, and information relating to behavior and discipline. Please take time to review the *Student Handbook* section of the **Agenda Book**. Also, please share this section with your parents so that they can assist you on your road to success.

The students here at Stimson are terrific! The dedication and caring of your teachers and parents is outstanding. We know you will have a successful year. I look forward to meeting each and every one of you. Good luck!

Sincerely,

Ms. Faye Robins



Ms. Roberta Lewis



## SPECIAL STAFF LISTING 2006-2007

	<u>Stimson Middle School</u> (Grades 7 & 8)	<u>Silas Wood Sixth Grade Center</u>
Principals:	Ms. Robins (425-5432)	Ms. Lewis (425-5511)
Assistant Principal:	Mr. Sansotta (425-5432)	
Administrative Dean:	Mr. Kurrus (425-5434)	Mrs. Hudson (425-5518)
Guidance Counselors:	(425-5437) Dr. Rotunda Mrs. Behar Ms. Curran Ms. Mergen Mrs. Petrie Mr. Salvaggio	(425-5519)
Social Workers:	Mr. Perkins (425-5449)	Mrs. Carroll (425-5519)
Psychologists:	Dr. Ochoa (425-5439) Dr. Gentile	Dr. Corrado (425-5517)
Nurses:	Mrs. Hucke (425-5442) Mrs. Michalisin (425-5442)	Mrs. Cappy (425-5366)
Librarian:	Mr. Alford (425-5445)	Mrs. Crespi (425-5368)
Secretaries:		
Attendance:	Mrs. Marino (425-5441)	Mrs. Butler (425-5519)
Discipline Office:	Mrs. Thone (425-5434)	Mrs. Fitzpatrick (425-5518)
Guidance Office:	Mrs. Sadler (425-5437) Mrs. Litwin (425-5437)	Mrs. Butler (425-5519)
Main Office:	Mrs. Patti (425-5432) Mrs. Karcz (425-5435)	Mrs. Lombardo (425-5515)
Principal's Office:	Mrs. Ferranti (425-5436)	Mrs. Perz (425-5515)
Cafeteria Services:	Mrs. Aliperti (425-5344)	Ms. Bruns (425-5330)
Custodial:	Mrs. Amoreisky (425-5447)	Mr. Dungate (425-5513)

# FACULTY LIST 2006-2007

## ART

425-5446  
Mrs. Flinn  
Mrs. Hickey  
Mrs. Lavin  
**Mr. D'Ulisse** (Dept. Chair.)

## ENGLISH

425-5570  
Mr. Alford (Librarian)  
Mrs. Baralis (ESL)  
Mrs. Braun  
Ms. Ciolino-Volano  
Mrs. Eliseo  
Ms. Hepburn  
Mr. Kazandjian  
Mr. Karcz  
Mrs. Malatesta  
Mr. Morris  
Mrs. Sefcik (ESL)  
Mrs. Shikarides  
Mrs. Stauder  
Mr. Visslailli (ESL)  
**Ms. Hili** (Dept. Chair.)

## WORLD LANGUAGE

425-5451  
Ms. Castillo  
Ms. Cianciotta  
Mr. Farenga  
Mrs. Lempereur  
Ms. Morris  
Ms. Murphy  
Mrs. Robinson  
Mrs. Zaiff  
TBA - Spanish  
**Ms. Handler** (Dept. Chair.)

## HOME/CAREER SKILLS

425-5437  
Mrs. Engels  
Mrs. Parsekian  
**Dr. Rotunda** (Dept. Chair.)

## MATHEMATICS

425-5450  
Mrs. Closs  
Mrs. Dater  
Ms. Gonzalez  
Ms. Goldberg  
Mr. Goldman  
Mrs. Pascucci  
Mrs. Scavo  
Mr. Tedesco  
Mr. Visslailli (ESL)  
Mrs. Zalewski  
**Mr. Labrocca** (Dept. Chair.)

## MUSIC

425-5446  
Mrs. Haas  
Ms. Orlando  
Ms. Schmelter  
Mr. Fornaro  
Mrs. Smith  
**Mr. D'Ulisse** (Dept. Chair.)

## PHYSICAL EDUCATION

425-5443 (Girls)  
425-5444 (Boys)  
Mr. DiGiacomo  
Ms. Douglas  
Mr. Fitzpatrick  
Mr. Savage  
**Mr. Wright** (Dept. Chair.)

## SCIENCE & HEALTH

425-5498  
Ms. Baralis (ESL)  
Mrs. Farrell  
Ms. Jennings  
Mr. Linger  
Mrs. Maselli  
Mr. Moore  
Ms. Paiz  
Mrs. Prasad  
Mr. Scharpf  
Ms. Stampfel (SMS/WW)  
Mrs. Tom  
**Mr. Maddy** (Dept. Chair.)

## SOCIAL STUDIES

425-5569  
Ms. Baralis (ESL)  
Mr. Gunsel  
Mr. Hanlon  
Mr. Lizza  
Ms. O'Keefe  
Mr. Rooney  
Mrs. Schmitt  
Mrs. Sciulli  
Mrs. Voorhees  
**Dr. Douglass** (Dept. Chair.)

## SPECIAL EDUCATION

425-5431  
Mrs. Berbrick  
Mrs. Bessich  
Mr. Carbone  
Mrs. Clemente (SMS/SW)  
Ms. Cohn  
Ms. Doyle (SMS/SW)  
Mrs. Poller  
Ms. Knight  
Mr. McAuley  
Mrs. McCready  
Mr. O'Brien  
Mrs. Stabile  
TBA  
**Mrs. Mushorn** (Dept. Chair.)

## TECHNOLOGY

425-5498  
Mr. Arcuri  
Mr. Bilicki  
Mr. Czachor  
Mr. Ford  
Mr. Landau  
**Mr. Maddy** (Dept. Chair.)

## SILAS WOOD

425-5511  
Mr. Barrett  
Mr. Beaumont  
Mrs. Bernard  
Ms. Bodkin (Reading)  
Ms. Briel  
Mrs. Brown  
Ms. Bullock  
Mrs. Cappy  
Mr. Connolly  
Mrs. D'Arcy  
Mrs. DeLorenzo  
Mr. DiRenzo  
Mr. Glassberg  
Mrs. Hickey  
Ms. Kelly  
Ms. Landin  
Ms. Love  
Mrs. Mahlstadt  
Mrs. Miller  
Mr. Morales  
Ms. Morgan  
Mr. Naggar  
Ms. Okurowski (Reading & Math)  
Ms. Plattner  
Mr. Poller  
Mr. Rentz  
Mrs. Rescigno  
Mrs. Riva  
Mrs. Scardapane  
Ms. Schmitt  
Mr. Shepard  
Mrs. Shepherd  
Ms. Silvera  
Mrs. Skop  
Ms. Smith  
Mr. Stanton  
Mrs. Stevens  
Ms. Suazo  
TBA – Reading Support  
TBA - ESL

## GUIDANCE/PUPIL SERVICES

425-5437  
Mrs. Behar  
Ms. Curran  
Ms. Mergen  
Mrs. Petrie  
Mr. Salvaggio  
Mr. Perkins  
Dr. Ochoa (SMS)  
Dr. Corrado (SW)  
Dr. Gentile (SMS)  
Mrs. Carroll (SW)  
**Dr. Rotunda** (Dept. Chair.)

**Stimson Middle School**  
**2006-2007**  
**PTA Officers and Delegates to Council**

<b><u>President</u></b>	Kathy DiRaimondo and Lucie Ulrich
<b><u>1<sup>st</sup> Vice-President</u></b>	Tami Racaniello
<b><u>2<sup>nd</sup> Vice-President</u></b>	Kathleen Liegey
<b><u>3<sup>rd</sup> Vice-President &amp; Delegate</u></b>	Jayne O'Toole
<b><u>Recording Secretary</u></b>	Denise Burke
<b><u>Corresponding Secretary</u></b>	Maria Nemshin
<b><u>Treasurer</u></b>	Allison Chanin-Bermudez
<b><u>Historian</u></b>	Kathy Zadrozny
<b><u>Council Delegate</u></b>	Lee Charlton and Nancy Mustapich
<b><u>Immediate Past President</u></b>	Janice Gieser
<b><u>Faculty Representatives</u></b>	Vasken Kazandjian – Stimson Margie Shepherd - Silaswood

**PTA Meeting Dates**

Stimson PTA meetings are held at 7:30 p.m. Meetings scheduled for the 2006-2007 school year are as follows:

<b>Day</b>	<b>Date</b>	<b>Place</b>
Tuesday	Sept. 19, 2006	Forum - SMS
Tuesday	Oct. 17, 2006	Forum - SMS
Tuesday	Nov. 21, 2006	Forum - SMS
Tuesday	Jan. 16, 2007	Forum - SMS
Tuesday	Feb. 13, 2007	Forum - SMS
Tuesday	March 20, 2007	Forum - SMS
Tuesday	April 17, 2007	Forum - SMS
Monday	May 14, 2007	Forum – SMS
Tuesday	June 12, 2007	Joint WW/SMS Installation Dinner

**PTA meetings are usually one hour long.** We will try our best to keep up that tradition. If you're looking to know what is happening at school, then PTA meetings are the place to find out!

proctors as to the number of students who may use the library during lunch/study hall.

## **I. SCHOOL REGULATIONS AND ROUTINES**

### **1. Excuses for Medical Appointments, etc.**

To be excused from school for a reason other than illness:

- a. Bring, in advance, a note from your parent stating the reason you need to leave early.
- b. Give the note to the secretary in the Main Office upon entering school.
- c. The secretary will issue a pass to release you from your class.
- d. Parents must come into the Main Office to pick you up and sign you out.

### **2. When Late to School**

- a. Report to the Health Office at Stimson or the front desk at Silas, sign the late book and receive your pass. **Excessive lateness for any reason will result in after-school detention.**
- b. Lateness signifies absence from instruction. When a student arrives late for school, (s)he misses the beginning of the lesson, develops undesirable habits, and establishes a poor record.
- c. We would appreciate your cooperative effort in helping to correct this situation and to bring to our attention any problems with which we may offer our assistance. The following is the school policy on lateness:

#### **Attendance**

**5 times late - Letter to parent or guardian.**

**10 times late - Letter to parent or guardian.**

#### **Discipline**

**15 times late - One-day detention and a parental contact by the Assistant Principal.**

**20 times late - Two days detention and a parental contact by the Assistant Principal.**

**25 times late - Internal suspension and/or a parental conference.**

Should you wish to discuss this matter further, please contact the Discipline Office at 425-5434 (Stimson) or 425-5518 (Silas).

### **3. When Late to Class**

Ask the teacher who detained you for a late pass to your next class. **Late passes will not be given out by any office.**

### **4. Use of the Library**

- a. Library hours are 8:15 a.m. – 3:05 p.m.
- b. A pass is needed to use the library in the morning during homeroom.
- c. The library is open at Silas on Tuesday and Thursday and on Monday, Wednesday and Friday at Stimson.
- d. The librarian will notify the study hall

### **5. Study Hall**

This time is to be used for quiet studying, doing homework and selective reading. Please come prepared with something to do.

### **6. Lockers**

#### **a. Hall Lockers (Grades 7 & 8)**

Students may use hall lockers anytime between periods, provided this does not make them late to class. Locker use is not permitted between lunch/study hall.

#### **b. Room Lockers (Grade 6)**

Students should follow directions of homeroom teachers regarding use of classroom lockers.

#### **c. Decorating Lockers**

Students requesting to decorate another student's locker must secure special pass from the Main Office before decorating the locker. This pass should be obtained before school in the main office. Only the locker itself may be decorated; decorations are not permitted on surrounding walls. Please do not use glitter to decorate the locker.

### **7. Lost and Found**

The Lost and Found is located in the Main Office and the main lobby at Stimson and in the Cafeteria at Silas. Items lost during physical education periods and unclaimed articles of clothing are held in the physical education department.

### **8. Physical Education**

#### **a. Required Uniform**

For purposes of health and safety, students should be properly dressed for physical activity. The proper uniform for participation is:

1) Sneakers - Proper construction providing full support and traction. For safety reasons LACED sneakers must be worn.

2) Tops and Shorts - The department recommends dark shorts and white T-shirts, free of buttons, snaps and zippers and other materials that may cause injury. Shorts should be of gym type, i.e. jogging, soccer.

3) Sweat Clothes – Although not required, it is recommended that students have sweat clothes available for the colder weather.

4) Grading–Based on preparedness and effort. While skill mastery is not required, the

final grade will reflect the student's level of involvement.

5) Articles of clothing are expected to be clean and without tears and rips. For health reasons, the young ladies are not to wear pantyhose under their physical education attire. THE STUDENT IS TO CHANGE COMPLETELY FROM CLOTHES WORN TO ACADEMIC CLASSES.

b. Safety

1) Jewelry - The student is to remove all objects of jewelry (i.e. watches, rings, necklaces, bracelets, earrings, nose rings, etc.) to insure a safe environment for themselves and their classmates. It is recommended that jewelry **NOT** be worn on days of Physical Education as the students will be responsible to secure jewelry in their Physical Education or hallway/classroom lockers. **The Physical Education teacher will not be responsible for jewelry.**

2) Gum Chewing - As per school policy, gum chewing is not permitted at any time during a physical education class.

3) Technology and Science – students must wear safety goggles as directed by their teacher.

b. Locks

Each student at Stimson will be provided with a school padlock at the beginning of the school year. The lock will be collected at the end of the year. If the lock is lost during the school year, a \$5.00 fine must be paid at the Main Office. **ONLY SCHOOL LOCKS MAY BE USED IN THE LOCKER ROOM.** No locks will be provided for Silas Wood. Valuables should be left in homeroom lockers.

d. Locker Room Procedures

Approximately five minutes are allowed at the beginning and at the end of the class period for dressing purposes. Students shall be in the locker room when the bell rings which indicates the beginning of class. Late arriving students must have a pass from the teacher of their previous class.

Each seventh and eighth grade student will

be assigned a locker in which to secure his/her belongings when not in Physical Education class. Longer lockers are available for use only during students' assigned Physical Education class. It is imperative that jewelry, books, purses and clothing are securely locked in these lockers during a class period. To ensure the safety of each student's belongings, the sharing of lockers is not permitted. In addition, it is important that lock combinations are not shared with other students, even your friends.

ATTENTION PARENTS: Students will report that their lockers have been "broken into," when in fact they have been careless and have not secured the lock properly. Please remind your child of his/her responsibility in this matter. Thank you.

e. Medical Excuses

If a student is unable to participate for one or two class periods, a note from home indicating the reason for non-participation should be given to the Physical Education teacher. If a student must be excused from participation for more than three consecutive Physical Education classes, a note from a physician is required. The note from the physician must indicate the reason and duration of the excuse. **HOWEVER, AT ALL TIMES, THE STUDENTS ARE EXPECTED TO BE PREPARED FOR ACTIVITY, DRESSED IN APPROPRIATE CLOTHING AS STATED IN SECTION 8a, "REQUIRED UNIFORM."**

9. Attendance and Absence

Under the state law, pupils must attend all sessions of the school while enrolled unless there are necessary causes for absence, such as personal illness, death in the family, or religious observance. In the event of extended illness (3 or more days) it is recommended that your parent call the attendance office (425-5441) to advise us of the reason for your absence.

It is a state law that on the day following an absence a written excuse must be presented to the homeroom teacher. This excuse must be signed by a parent or guardian and must include the following information:

1. Current Date
2. Student's full name and homeroom
3. Date of absence
4. Reason
5. Signature of parent or guardian

Students failing to comply with this regulation will be referred to the discipline office.

#### 10. Use of School Buses

Only Stimson students are permitted to ride the Stimson buses. Bus drivers may ask to see your bus pass at any time. A temporary replacement bus pass can be issued in the Main Office for 50 cents. You can also contact Transportation directly (425-5331) to get a replacement bus pass.

We are very concerned with the safety of our students. Therefore, we discourage students traveling on any bus other than the one officially assigned. If an emergency arises, **a parental letter is required.** It should include: the reason necessitating the request, the date, your name and the bus number, and a phone number where each parent may be reached during school hours. This note must be brought to the Main Office that **MORNING** for approval. A temporary pass will be issued.

## II. ACADEMIC MATTERS

### 1. Homework

School policy suggests a total of one to three hours of homework per night. This requirement reflects our school board's policy on homework.

### 2. Homework Assignments for Absentees

Students who will be absent from school three (3) or more days may arrange to get their assignments by calling the Main Office; it usually takes two days to secure the assignments from the teachers. In other instances, students should contact "homework pals" for assignments.

### 3. Progress Reports and Commendations

a. Warning letters, known as progress reports, will be mailed at the middle of each ten week marking period to parents of students who are failing or not working as well as they should. These must be signed by parents and returned to the subject teacher. These will be issued on or about October 19, 2005; December 23, 2005; March 14, 2006; and May 22, 2006.

b. A commendation report may also be issued. This report commends the student for effort and achievement displayed.

### 4. Friday Reports

These forms give a weekly evaluation of the student's class work. It is suggested that parents contact the guidance counselor to request this.

On Friday mornings the student picks up a separate form for each subject from the Guidance Office. The student gives the form to his/her subject teacher(s) to fill out and brings the form(s) home.

### 5. Honor and High Honor Rolls

Students who attain an average of 85% or above will be listed on the Honor Roll. Those with an average of 90% or above will be listed on the High Honor Roll. However, no student may be considered for Honor or High Honor Roll who displays an unsatisfactory attitude or misconduct in class. The final honor roll for the year will be determined by the last ten-week marks, NOT the final average marks.

A student is disqualified from the honor roll if he/she has:

- a. a failure in any subject
- b. misconduct in class
- c. an "incomplete" (when a grade is given the following quarter, an honor certificate will be issued for the previous quarter if the student qualifies). Students' averages will be listed on their individual honor certificates and not posted on the honor rolls. The purpose of the honor roll is to recognize a high level of achievement and not to foster competition.

### 6. Report Cards

Report cards are mailed home at the end of each 10-week marking period approximately on November 22, 2004, February 7, April 18, and June 28, 2005

### 7. National Junior Honor Society

These are the guidelines for seventh and eighth grade membership:

- a. Membership is based on a combination of scholarship, service, leadership, character and citizenship. Membership is a privilege; not a right. It is not based solely on academic achievement.
- b. You must be a Stimson student for at least one semester to be considered for membership.
- c. To be considered, you must have a weighted cumulative average of 90 in major subjects and an average not lower than 80 in special subjects. Major subjects are English, social studies, math, science, health, and world language.
- d. Upon meeting the scholastic requirements, you will be evaluated by all your teachers and other staff members on a specific rating form. A listing of satisfactory or excellent participation on a student's report card does not automatically satisfy the leadership and character criteria for membership. Candidates are to distinguish themselves and serve as role models for others. Also, you will be surveyed to obtain information regarding service, leadership, and citizenship activities. This information will be used, with that from "c", to determine candidacy.

A faculty council chaired by the Honor Society moderator reviews the rating forms and extra curricular packets. The council takes its responsibility seriously and reflects carefully on each student's candidacy.

e. Induction of new members into the chapter will take place each spring in a formal ceremony.

f. To continue membership, you must maintain an 85 average and a satisfactory behavioral profile.

### **III. STUDENT ACTIVITIES**

#### **1. General Organization (G.O.)**

The G.O. consists of four elected officers from each grade and elected representatives from each homeroom. All Stimson students are G.O. members.

The G.O. officers are: president, vice president, secretary and treasurer. Students running for or in office may not be on the ineligible list or have three (3) or more referrals, none of which can pertain to violent behavior or sexual harassment at any point during the school year.

#### **2. Interscholastic Teams**

a. All seventh and eighth grade students may try out for interscholastic teams. The teams are:

##### Fall (first day of school)

Boys: Soccer, Football, Cross Country

Girls: Soccer, Tennis, Cross Country, Cheerleading, Field Hockey

##### Early Winter (November)

Boys: Basketball

Girls: Volleyball

##### Late Winter (January)

Boys: Wrestling, Volleyball

Girls: Basketball

##### Spring (April)

Boys: Baseball, Lacrosse, Track, Tennis

Girls: Softball, Track, Lacrosse

b. Participation is governed by state regulations, district policy and the co-curricular discipline and academic ineligibility policies.

1) Athletics are offered to students as an after school activity. Practices are held every day from 3:15 p.m. to 5:15 p.m. Transportation is provided after each practice, but not after interscholastic events.

2) In order for a student to try out for a team, he/she must have a physical examination completed by his/her family doctor. The physical

examination is good for one year only.

3) All students must have their doctor fill out the school district athletic/medical form. Parents must also sign this form. This form must be given to the school nurse for review before a youngster can participate in athletics.

4) The athletic program provides the opportunity for both boys and girls to learn team work, develop athletic skills, and to improve fitness in a competitive atmosphere.

5) Competition includes events with surrounding school districts.

6) Ineligible students may not participate in interscholastic teams.

#### **3. Intramurals**

Intramurals are conducted for boys and girls during each season. All students are welcome to participate in this varied program. Intramurals meet on Monday, Tuesday and Thursday afternoons from 3:00 to 4:00 p.m. at Stimson. Announcements will be made before each season. There is a late bus at 4:00 p.m. on Mondays, Tuesdays, and Thursdays. At Silas, intramurals are Tuesdays and Thursdays with late buses at 4:00 p.m.

#### **4. Clubs**

Stimson's extracurricular activities include a number of clubs which meet after school. In September at an assembly the clubs will be described. The following clubs are available: Mathletes, Musical Theater, SADD, Stimson Stylus, School Store, Science Club, Home & Career Skills Workshops, Yearbook, Builder's Club, Yorker's Club, Echoes, Literary Magazine, Computer Club, Art Club, Environmental Club, Peer Mediation and Stimson Showstoppers.

#### **5. Dances**

The rules for Stimson dances are:

a. Only Stimson students will be admitted. The student ID card must be presented for admission. This ID card is distributed in September during homeroom. If lost, a replacement (without photo) will be issued for \$1.00 in the Discipline Office at Stimson and in the Main Office at Silas.

b. Parents are requested to drop students off only a few minutes before the dance begins. Dates and times of the dances will be published in the PTA newsletter and the Stimson Source.

c. No pupil will be permitted to leave the dance before its conclusion. The only exception will be for the parents who enter the building, personally, to pick up their children.

- d. Parents are asked to pick up their children promptly at the end of the dance at 9:00pm.
- e. Students who are absent from school may not attend a school dance that evening.
- f. To use a telephone in an emergency, see one of the dance proctors.
- g. Any student who is reported by a proctor for improper conduct may not be permitted to attend any other dance held during the school year.
- h. Students who are ineligible (academic or discipline) may not attend dances.

#### **IV. STUDENT CODE OF BEHAVIOR**

*The Board of Education of the South Huntington School District believes students should achieve the best possible education in a safe and secure environment where everyone is treated with respect.*

##### **PHILOSOPHY**

The school's staff and community believe that discipline is a learned behavior and, therefore, can and must be taught in the home, school and community. Children also learn through experience and imitation. Students must be taught to assume responsibility for their behavior. Discipline is a developmental process. As children mature, they should be given increased responsibility in keeping with their developmental level and social maturity. Students should be given every opportunity to practice self-discipline in order to reinforce responsible action in a positive manner.

All attempts will be made to safeguard the dignity of students. No one is permitted to jeopardize the safety and welfare of another. The ultimate goal should be the internalization of discipline, so that little external enforcement is required. The Board of Education believes that this philosophy will foster the development of self-disciplined, self-reliant personalities capable of behaving appropriately as the situation demands. It is felt that this philosophy will produce individuals with a social conscience who see the good sense in acceptable behavior and who are spared the consequences of misbehavior. Discipline is most effective when its consequences are applied in a direct and timely manner following an infraction. **(Board of Education, August 1990, District Policy 7352.)**

##### **1. Detention**

Detention is assigned for specific disciplinary infractions. If you receive a detention:

- a. You will be given a printed notice which lists the date of detention.
- b. You will report to the detention room at 3:00 p.m. on the day assigned. (Monday, Tuesday or Thursday).
- c. You will bring school work and books with

you.

- d. You are required to remain until 4:00 p.m.
- e. You may take the 4:00 p.m. late bus provided you have a bus pass.

If you fail to report or misbehave in the detention room, additional detentions or penalties may be given.

##### **2. Suspension**

###### **a. In School (Internal)**

In school suspension is given for a more serious disciplinary infraction or for a pattern of infractions. These would include chronic tardiness, smoking, failure to report for detention, insubordination to faculty and staff, bus referrals, failure to report to the suspension room (ISS Room 001) when sent by a teacher, etc.

You will receive your assignments from your regular teachers and are to complete them in ISS Room 001. The suspension room is staffed by a certified teacher each period.

###### **b. Out of School (External)**

Out of school suspension is a punishment given for the most serious disciplinary infractions such as insubordination, fighting and threatening the safety of others but by no means limited to these infractions.

- 1) Students may be suspended out of school by the principal for a maximum of five days. Additional days can be considered by the Superintendent.
- 2) The student must remain at home under parental supervision. The student is not permitted on district property for the length of the suspension.
- 3) The Guidance Office will contact the teachers for assignments.
- 4) Assignments should be returned to the teachers when the student completes the suspension.
- 5) Parents will receive a letter from the principal stating the reason and length of the suspension and every effort will be made to contact the parent by phone.
- 6) The administration recognizes that external suspension may be viewed as a "holiday" by some students. We do expect that parents reinforce the seriousness of this action. Current law prohibits alternatives.

- 7) Students who are externally suspended may not attend or participate in any extra-curricular activities or interscholastic sports on those days.

Continued misbehavior may result in suspension for a specified period of time from school activities such as sports and extra-curricular activities.

3. Smoking, Drugs and Alcohol

- a. Students may not smoke in, on or around the school or during any school sponsored activity.
- b. Anyone apprehended while possessing, administering, selling or dispensing drugs or alcohol is to be taken immediately to the building principal and/or his/her designated representative. The principal will report the incident to the Superintendent of Schools, the Suffolk County Police (if illegal activity is involved) and the parents.
- c. Board Policy 7354 SUBSTANCE ABUSE states: (Summarized)

We believe that all schools in the South Huntington Union Free School District should be drug free. This should include alcohol and any other controlled drug detrimental to the health and welfare of the members of our school community. In view of the above, the district is committed to supporting the prevention, treatment and elimination of the use of the above-mentioned substances on school property or during school-sponsored events.

Therefore, no person may use, possess, sell, distribute or manufacture alcohol or other controlled substances, nor may use or possess drug paraphernalia on school grounds or at school-sponsored events at which students are present. Drugs, as prescribed by a physician, are exempt. The terms "alcohol and other substances" shall be construed throughout this policy to refer to the use of all controlled substances including amphetamines, heroin, steroids, look-alikes and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

District Goal: The South Huntington School District is committed to the prevention of use/abuse of alcohol and other controlled substances. The district is dedicated to providing a safe environment conducive to learning. Chemical use abuse by students or staff members interferes with instruction, undermines the respect which must characterize learning and threatens the safety and well-being of both the abuser and non-user. Our primary purpose is to educate all our students using accurate and age appropriate information about alcohol, tobacco and other substances. This will include the physical, psychological and social consequences of their use/abuse.

Our goal is to help students develop appropriate life skills to resist the use of alcohol and other substances by helping them develop a positive self-concept and by

promoting the development of healthy life styles. To accomplish this goal, our students will be provided with a comprehensive prevention curriculum, kindergarten through twelfth grade. The district will encourage participation in positive alternatives through a program of diversified extra-curricular activities.

The Student Assistance Program maintains contact with community agencies in order to coordinate appropriate referrals for students and families when substance abuse has been identified. The Student Assistance Counselors are available for intervention. Students, parents, and staff members may contact the student assistance counselor directly with concerns they may have in this area. All contact between the Student Assistance Counselor and students and families is confidential.

As part of its preventative program, the district reserves the right to periodically search areas established as public, such as student lockers, desks, halls and bathrooms. This will insure a safe and proper environment.

Standards of Intervention for Students: If a student is suspected of alcohol or drug possession, or if a student appears to be under the influence of drugs or alcohol, the following steps will be taken:

1. The student will not be left alone.
2. The building principal or designee will be notified.
3. If consumption is suspected, the school nurse will see the student to determine if further medical intervention is needed.
4. If possession of an illegal substance is found, the police will be notified by the building principal.
5. The parents or legal guardians will be notified.
6. The building principal will report the information regarding the student to the Assistant Superintendent for Pupil Services, who will inform the Superintendent.
7. The student will be referred to the Student Assistance Counselor for three mandatory sessions. The focus of these meetings will be to evaluate the nature of the student's problem and to make recommendations for appropriate intervention.

4. Sexual Harassment

Sexual harassment is prohibited by law. Unwelcome sexual advances, requests for sexual favors, or other written, verbal or physical conduct of a sexual nature may constitute sexual harassment. (Board of Education Policy

7352).

5. Weapons and Gambling

All students are warned that weapons of any kind or facsimiles are not permitted in school buildings, on buses, or on district grounds at any time. These include, **but are not limited to**, guns, knives, other bladed instruments, laser pens, chemicals and sprays. Students are advised that disciplinary action against students who violate this rule is to be severe. Students should be aware that under no circumstances is gambling (including card playing) permitted on school grounds.

6. Selling of Candy

Students are not allowed to sell gum, candy, etc. in school. (Education Law Section 915 and Board policy number 5660) Violators will have all items removed from them and will face disciplinary action. **GUM CHEWING IS PROHIBITED** in any class. It defaces school property and places an additional burden on the custodial staff.

7. Toys & Electronic Devices

Any materials (water pistols, Walkmans, electronic games [e.g. Sega], radios, beepers, cell phones, etc.) that interfere with the educational process are not to be brought to school. These items will be removed from students and only returned to a parent who personally redeems them. As per district policy, cell phones may not be used during school hours.

8. District Code of Dress for Students During Regular School Hours and Indoor Student Activities

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 model and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hairstyle, jewelry, make-up and nails shall:

- a) Be safe, appropriate and not disrupt or interfere with the educational process. For example: the following are inappropriate for school: extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments.
- b) Ensure that underwear is completely covered with outer clothing.
- c) Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- d) Not include items that are vulgar, obscene, and libelous or that denigrate others on account of race, color, religion, creed, national origin,

gender, sexual orientation or disability.

e) Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.

f) Hats are not permitted to be worn in school during school hours, unless they are required by a student's religious beliefs.

g) Students must place their jacket in a locker prior to homeroom. Students are not permitted to wear jackets during the school day.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of 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. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

9. Cutting

Students are expected to be in the assigned classes every day unless they have a written pass to be excused. Any cutting will require disciplinary action by the administration.

**V. STUDENT CO-CURRICULAR DISCIPLINE & ACADEMIC ELIGIBILITY PRACTICE**

Extra and co-curricular activities (participation on school teams, clubs, G.O., attendance at school social and athletic functions) are an important part of a student's school year. Nevertheless, the Board of Education and the Stimson administration and faculty regards participation in such activities as a privilege. This privilege shall be dependent upon each student's positive and successful academic and disciplinary standing during the school year. The following guidelines will be enforced regarding the privileges associated with participation in co-curricular activities.

1. Academic Eligibility

Only students in good academic standing may participate in extra and co-curricular activities. In keeping with our policy of encouraging scholastic achievement as the paramount purpose of school, the following eligibility rules apply:

- a. Academic Probation - A student whose progress report indicates three or more failing

comments (#88 – 93) in any school subject during a marking period, or a student who receives three or more failures at the end of the marking period, will be placed on co-curricular scholastic probation regarding Stimson teams and clubs and all other co-curricular activities.

1. Probation is a warning period. Students may still participate in extra or co-curricular activities. Co-curricular scholastic probation will mean that a student has a five-week period to improve his/her standing regarding the interim period of his/her quarter grades in order to continue his/her participation in co-curricular activities. If the student fails to demonstrate improvement, he/she become ineligible until improvement is shown.

2. Students and parents will be notified by letter when a student is placed on probation.

3. A student clears probation if in the next reporting period he/she does not fail three or more subjects or receives three or more negative progress reports. Periodic reports will be required. The priority of this practice is not to restrict student participation activities, but rather to emphasize the goal that success in the academic areas (the minimum passing grade is 70) is one of the aims of Stimson Middle School.

b. Academic Ineligibility - A student who for two or more consecutive reporting periods fails three or more subjects or receives three or more failing comments on their progress reports is placed on Academic Ineligibility.

1. Students on Academic Ineligibility may not participate in extra or co-curricular activities, attend school dances, or attend athletic contests.

2. Students and parents will be notified by letter when a student is placed on Academic Ineligibility.

3. A student clears Academic Ineligibility if, in the next reporting period, he/she does not fail three or more subjects or receives three or more failing progress reports. Periodic reports will be required. The priority of this practice is not to restrict student participation activities, but rather to emphasize the goal that success in the

academic areas (the minimum passing grade is 70) is one of the aims of Stimson Middle School.

## 2. Discipline Eligibility

Students must behave in a reasonable and appropriate manner to ensure a safe environment conducive to learning. Only those students who meet these behavior expectations will be permitted to participate in extra and co-curricular activities.

a. Discipline Probation – Any student who accumulates three disciplinary referrals in a given quarter that are resolved with a consequence greater than two days after school detention, will be informed that he/she has been placed on co-curricular probation..

1. Probation is a warning notice. Students may still participate in extra and co-curricular activities.

2. Students and parents will be notified by letter when a student is placed on probation.

3. Co-curricular disciplinary probation means that if he/she receives additional disciplinary referrals that result in a consequence of greater than two days after school detention, the student would then lose the privilege of attending or participating in co-curricular activities for the next five weeks.

A student clears Discipline Probation if he/she receives no additional discipline referrals

That rise to the level of 2 or more days after school detention as a consequence for the remainder of the quarter.

b. Discipline Ineligibility - A student who fails to show a change in behavior after being placed on Discipline Probation will be declared Discipline Ineligible.

1. Students on Discipline Ineligibility may not participate in extra and co-curricular activities, attend school dances, or attend athletic contests.

2. Students and parents will be notified by letter if a student is placed on Discipline Ineligibility.

3. A student can clear Discipline Ineligibility by demonstrating satisfactory disciplinary conduct for a five-week period.

- c. If a student is absent from school, he/she is not eligible to participate in any activities that afternoon and/or evening.
- d. Severe Clause – In the event that a severe disciplinary situation arises, the principal has the right to suspend a student’s co-curricular activity privileges for the remainder of a quarter, the semester, or the school year, depending on circumstances, for the safety and well-being of the Stimson school community. (Approved by Board of Education, June 1990).

**VI. SPECTATOR POLICY FOR INTERSCHOLASTIC & CO-CURRICULAR ACTIVITIES**

1. The middle school years are the first time that students experience frequent interscholastic and co-curricular activities. It is very important that students always display acceptable spectator conduct. Therefore, the following guidelines have been established to ensure both a spirited and positive experience while still providing for safety and sportsmanlike behavior.
  - a. Spectators must follow all directions given by teacher proctors, without question.
  - b. Unsportsmanlike conduct, foul and abusive language, as well as distracting behavior, are prohibited.
  - c. Spectators must remain seated during an event and follow all safety regulations.
2. Only students in good academic and discipline standing may attend athletic and other extra and co-curricular activities.
3. All students must show a valid Stimson I.D. card when attending an interscholastic or co-curricular activity at Stimson. All non-Stimson student spectators must be accompanied by an adult. Spectators may not enter the building until 4:00 PM.
4. Spectators not cooperating with these guidelines will be asked to leave the event. Parents will be subsequently contacted and the student will be liable for probation or exclusion from all future inter-scholastic or co-curricular activities.
5. Spectators must always understand that the primary purpose in attending interscholastic or co-curricular activities is to watch and encourage Stimson teams, clubs or groups. The conduct of the spectators must never distract or detract from this goal. (Approved by Board of Education, June 1990.)

**VII. STUDENT SERVICES**

**1. Guidance Services**

The Guidance Office assists the students with educational, vocational and personal concerns.

To speak with your counselor:

- a. Go to the Guidance Office and ask for an appointment and your counselor will contact you.
- b. Have your parent(s) call 425-5437 or 5438 at Stimson or 425-5516 or 5519 at Silas to arrange a parental conference.

**2. Speech/Language Services**

If a speech difficulty is detected, a referral to the speech therapist may be made by a parent, student or teacher. For more information call the guidance counselor at 425-5437 at Stimson, 425-5516 at Silas, or the Pupil Services Office at 425-5300 ext. 128.

**3. Psychological Services**

We offer a wide variety of services which include:

- a. individual and group counseling
- b. crisis intervention
- c. testing students with academic, emotional, or behavioral problems
- d. evaluation for the CSE (Committee on Special Education).

Contact with a school psychologist usually occurs after a student or parent has had preliminary discussions with teachers, school counselors or administrators. Before a psychologist engages in any testing of the student, parental consent must always be obtained.

Appointments with a school psychologist may be made directly with the psychologist or through the school counselor (425-5437 or 5438).

**4. School Nurses**

The nurses are on duty in the health office during school hours. If you have any questions or concerns regarding your child's health or required medication, please call the Health Office at 425-5442 (grades 7 & 8) or 425-5366 (grade 6).

Students who have an injury and require additional time to move from class to class may secure a "three minute pass" from the nurse. This pass (and its duration) is given at the discretion of the school nurse and the school administration.

**VIII. SCHOOL BASED MANAGEMENT (SBM)**

Participation of Parents and Teachers in School-Based Planning and Shared Decision Making

In South Huntington, the district's "Plan for the Participation by Teachers and Parents in School-Based Planning and Shared Decision Making" will be developed in collaboration with a standing SBM Steering Committee composed of: the Superintendent of Schools, Assistant Superintendent for Instruction, the President of the Board of Education; administrators selected by the South Huntington Administrators Association; teachers selected by the South Huntington Teachers Association; parents (not employed by the district, SHAA or SHTA) selected by the PTA; representatives selected by the district's remaining bargaining units; two students selected by the high school principal; a resident representing the district's minority population and a resident representing the senior citizens. The latter two members are selected by the Superintendent of Schools and shall not be employed by the district, SHAA or SHTA.

This district plan shall specify the educational issues which will be subject to cooperative planning and shared decision making at the building level, the manner and extent of the expected involvement of all parties, means and standards to evaluate improvement in student achievement, means for accountability for decision makers, a process for resolution of disputes about educational issues and the manner in which standard and federal requirements for parent involvement will be coordinated and met by the plan.

This plan will be adopted at a public meeting of the Board of Education after consultation with the SBM Steering Committee. The plan will be distributed to the Administrative Council, PTA Council Executive Board, South Huntington Public Library, employee bargaining unit officers, each school and to other interested residents and staff members, upon request, as available.

The SBM Steering Committee shall oversee the process of school-based management/shared decision making in South Huntington. The Steering Committee is a standing committee and exists as long as the school-based management/shared decision making process is in place. Members are appointed by their constituent groups. Tenure of membership is determined by the constituent group that the member represents. The committee will meet at least three times per year to monitor the process and assess the progress of the building teams. In addition, the committee will address any issues and concerns that arise.

The Stimson Middle School SBM team consists of the following:

- 1 Administrator; 4 Faculty Members,
- 3 School Related Personnel Members,
- 3 Parent Members, 2 Students

**IX. FREQUENTLY ASKED QUESTIONS**

1. What is home-bound instruction, and how is it arranged?
  - A. A student must be expected to be absent for 20 or more school days, and must have a doctor's note to testify to that fact. To arrange for a teacher, call the guidance counselor at 425-5437 or 5438 (grades 7 & 8) or 425-5516 (grade 6).
2. Can students purchase school supplies in the building?
  - A. Yes. The school book store at Stimson is open in the morning during the homeroom period only. It is located just past the Guidance Office near the forum lobby. There is no book store at Silas Wood.
3. When are students required to hand in their textbooks?
  - A. According to District Policy, students should be permitted to keep their textbooks until the day of the final exam in that subject.
4. When are school physicals and/or sports physicals given?
  - A. For school physicals, consult the school nurse's office (425-5442 at Stimson or 425-5377 at Silas). Sports physicals must be arranged through your personal physician.
5. Are there opportunities for students to receive extra assistance with their school work?
  - A. There are several programs that offer after school assistance with homework. These include Homework Helpers and programs offered in association with the Huntington Youth Development Agency. Consult your school counselor for specific information.
6. May a seventh or eighth grade student participate on more than one athletic team at a time?
  - A. No. But he/she may participate in the four different seasons. Some students participate with teams outside of school while they are on a school team. We do not encourage this.
7. Are tutors available and how do I arrange for them?
  - A. Yes. Please call the Pupil Services Office (425-5300 ext. 128) for arrangements. See Parent's Handbook and School Calendar for details.
8. Where do I get the latest information on school activities?
  - A. Listen carefully to the morning and afternoon announcements. Parents can access the school's student activities box by calling 425-5300-#9-#3.
9. When are students permitted on school grounds?
  - A. Students may be on school property or in the school building before and after school only

if they are attending a school-related function. (Extra-help, club, sports activity or attendance at a game, school dance, etc.) If planning on attending a sporting event, which doesn't begin until 4PM, students are expected to leave school property and not return until 4PM, unless they are remaining for extra-help.

10. When are student elections held?  
A. Grades 6, 7, 8 – You may run for G.O. office by forming a slate of four candidates. A primary vote is held and the slates with the three highest votes are eligible for the run-off election. Grade 6 elections are held during the first half of the school year. Elections for grades 7 and 8 are held at the end of the previous school year (Spring). Grade 9 – Students will run at the end of

grade 8. They will run for individual offices and there will not be a run-off election. The person with the most votes wins.

11. Can the school require students participating in physical education class to wear certain clothing?  
A. While the school administration may require students participating in physical education classes to wear certain types of clothing such as sneakers, socks, shorts, tee shirts. They may not prescribe a specific brand that students must buy.
12. Where should walkers cross Oakwood Road (Stimson 7<sup>th</sup> & 8<sup>th</sup> Grade Campus)?  
A. All students should only cross Oakwood

## DBQ Essay Tips

1. Use the **HISTORICAL CONTEXT** for your introduction.
2. Create an outline → use the Graphic Organizer:
  - ❖ Columns = questions = number of body paragraphs.
  - ❖ Rows = number of documents.  
Last row will be for outside knowledge.
3. Use **HALF** the documents **PLUS** one more.
4. You **MUST** use at least ONE PIECE OF OUTSIDE KNOWLEDGE.
5. Cite [tell] the documents used in each paragraph.
6. The number of questions asked in the **TASK** will **EQUAL** the number of **BODY PARAGRAPHS**.
7. Paragraphs **MUST** have a topic sentence. Use the **QUESTIONS** from the **TASK** as topic sentences for your **BODY PARAGRAPHS**.

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