I.S. 318

STUDENT HANDBOOK
2024 – 2025

EUGENIO MARIA DE HOSTOS
INTERMEDIATE SCHOOL 318
101 WALTON STREET
BROOKLYN, NY 11206
718-782-0589

LEANDER E. WINDLEY
PRINCIPAL

ADRIENNE CIORCIARI
ANTHONY DEBETTA
JOHN GALVIN
ASSISTANT PRINCIPALS

THIS HANDBOOK BELONGS TO:

NAME:_____

ADDRESS: _____

CITY/STATE: _____ ZIP CODE: _____

PHONE: _____

HOMEROOM: _____ TEACHER: _____

THE NEW YORK CITY DEPARTMENT OF EDUCATION
EUGENIO MARIA DE HOSTOS INTERMEDIATE SCHOOL 318
101 WALTON STREET, BROOKLYN, N.Y. 11206
Phone (718) 782-0589 / Fax (718) 384-7715 / *IS318.com*

Principal
Leander E. Windley

Assistant Principals
Adrienne Ciorciari
Anthony DeBetta
John Galvin

Dear Students:

Welcome to the I.S. 318 family! Our common goal is the educational success of your child. It is important that we support each other's efforts on behalf of our students. We truly consider you a stakeholder in your education and encourage your involvement, communication, and input at I.S. 318.

We want you to know we will provide a safe, positive, and stimulating learning environment. We want all students to feel welcome here, and we will provide a climate that encourages you to challenge yourselves in a positive way.

Once again, we are providing each student with the I.S. 318 Student Handbook. Please take the time to review the handbook with your parent. The handbook will make it easy for you to understand our schools policies and rules. This information may also be obtained on our website.

Sincerely,
Leander E. Windley
Leander E. Windley
Principal

LEW:sn

The FORTUNATO V. RUBINO
ACADEMY OF THE ARTS AND SCIENCES

Official School Hours

Students: The school day will be from 8:00 am – 2:20 pm Monday through Friday
Staff: The school day will be from 7:00 am – 2:20 pm Monday
7:20 am – 2:20 pm Tuesday
8:00 am – 2:20 pm Wednesday – Friday

Arrival

Students who wish to eat breakfast in the school cafeteria are encouraged to arrive by 7:30 am. Students who arrive before 8:00 am will not be allowed into the classroom; they will be directed to the auditorium or cafeteria for breakfast.

Students who arrive after 8:10 a.m. will be marked late. Instruction begins promptly at 8:15 a.m. for **all** students. Students who arrive after 8:10 a.m. will enter through the Main entrance, which is located on Walton Street (middle doors). Upon entry, students who are late will report directly to the attendance office to get a late pass, prior to reporting to their scheduled classrooms, at the time of entry.

Please make every effort to be in school on time.
Please note that you are not permitted to enter the building before 7:30 a.m.
****Breakfast will begin at 7:30 a.m.**

You should not go to the corner store to purchase breakfast or lunch after 7:50 am for any reason. Going to the store at this time, or any time after that, will cause you to arrive late.

Students are prohibited from bringing "open" food into the building after 8:00 am. Any student who would prefer to bring in their breakfast from the outside can do so, but must eat their food in the cafeteria between 7:30 am and 8:00 am. **Under no circumstances will food be permitted to be eaten in a.m. homeroom.**

Students who wish to bring in lunch from the outside will be allowed to eat their lunch during their designated lunch period.

Dismissal

All students will be dismissed at 2:20 p.m. All students exit through the entrances that their class was assigned
Students who are enrolled in any of our After School programs will be dismissed at 4:30 pm
Students who are not enrolled in an after-school program **should not go** to Lindsay Park to "hang out", unless they are engaged in Baseball practice, Softball practice or any other school related activity.
Students who are attending any after school program are not permitted to leave the building, at the 2:20 pm dismissal for any reason.

BELL SCHEDULE

PERIOD	BEGINS	ENDS
HOME ROOM ADVISORY	8:00	8:15
1	8:16	9:00
2	9:01	9:45
3	9:46	10:30
4	10:31	11:25
5	11:26	12:10
6	12:11	12:45
7	12:46	1:30
8	1:31	2:15
HOME ROOM	**2:15**	**2:20**

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***AMENDED TIME SCHEDULE**
(EARLY DISMISSAL)

PERIOD	BEGINS	ENDS
***HOMEROOM ADVISORY**	8:00	8:10
1	8:11	8:56
2	8:57	9:42
3		9:43 10:28
4		10:29 11:14
HOMEROOM	11:14	11:20

AFTER READING THE HANDBOOK

PLEASE HAVE YOUR PARENT SIGN, TEAR OUT AND RETURN THIS
SIGN OFF SHEET and The MEDIA RELEASE FORM
TO YOUR HOMEROOM TEACHER

I.S. 318 PARENT SIGN OFF SHEET

STUDENT'S NAME_____ CLASS _____

I HAVE READ AND DISCUSSED THE FOLLOWING POLICIES WITH MY CHILD.

PLEASE CHECK EACH ITEM:

SCHOOL POLICY	**Page 1** _____
DISCIPLINE POLICY	**Pages 2 - 3** _____
CELL PHONE POLICY	**Page 4** _____
CAFETERIA POLICY	**Page 5** _____
SPECIAL EVENTS CRITERIA	**Page 6** _____
INTERNET USER AGREEMENT	**Page 7** _____
MEDIA RELEASE	**Page 8** _____
PROTOCOLS FOR ONLINE LEARNING	**Page 9** _____

_____	_____	_____
PARENT'S NAME	PARENT'S SIGNATURE	DATE
_____	_____	_____
STUDENT'S NAME	STUDENT'S SIGNATURE	DATE

The FORTUNATO V. RUBINO
ACADEMY OF THE ARTS AND SCIENCES

Entrances and Exits

Grade 6

Class	Room	Homeroom Teacher	Entry and Exit
606	104	**Mrs. R. Biern**	**Stair A Exit 1** Walton St & Throop Ave
611	108	**Ms. A. Lopez**	**Stair A Exit 1** Walton St & Throop Ave
602	106	**Mr. R. Coyle**	**Stair A Exit 1** Walton St & Throop Ave

Class	Room	Homeroom Teacher	Entry and Exit
608	120	**Mrs. P. James**	**Stair B Exit 2** Main Entrance on Walton St
601	122	**Mr. P. Kelly**	**Stair B Exit 2** Main Entrance on Walton St
612	222	**Mrs. D. Warden**	**Stair B Exit 2** Main Entrance on Walton St

Class	Room	Homeroom Teacher	Entry and Exit
604	137	**Mrs. E. Porter**	**Stair C Exit 3** Walton St & Harrison Ave
605	134	**Ms. K. Archipolo**	**Stair C Exit 3** Walton St & Harrison Ave
613	132	**Miss M. Zhang**	**Stair C Exit 3** Walton St & Harrison Ave
609	144	**Miss D. Rullo**	**Stair C Exit 3** Walton St & Harrison Ave
607	147A	**Miss K. O'Connor**	**Stair C Exit 3** Walton St & Harrison Ave
610	242	**Ms. E. Richardson**	**Stair C Exit 3** Walton St & Harrison Ave

Special Education & Bussing Students

Class	Room	Homeroom Teacher	Entry and Exit
219	249	**Ms. A. Vericella**	**Stair D Exit 4** Lorimer St & Harrison Ave
239	147B	**Mrs. L. Kavunofskiy**	**Stair D Exit 4** Lorimer St & Harrison Ave
249	150	**Mrs. A. Francis**	**Stair D Exit 4** Lorimer St & Harrison Ave
259	324	**Miss A. Zolla**	**Stair B Exit 2** Main Entrance on Walton St
269	337	**Miss E. Daquisto**	**Stair C Exit 3** Walton St & Harrison Ave
279	250	**Miss S. Cooper**	**Stair D Exit 4** Lorimer St & Harrison Ave
289	251	**Mr. S. Fleichman**	**Stair D Exit 4** Lorimer St & Harrison Ave

Grade 7

Class	Room	Homeroom Teacher	Entry and Exit
711	320	**Mrs. J. Noel**	**Stair B Exit 2** Main Entrance on Walton St
702	322	**Mr. J. Santanastio**	**Stair B Exit 2** Main Entrance on Walton St
706	330	**Mrs. S. Mangan**	**Stair B Exit 2** Main Entrance on Walton St

Class	Room	Homeroom Teacher	Entry and Exit
709	308	**Ms. J. Kessler**	**Stair A Exit 1** Walton St & Throop Ave
708	312	**Mrs. H. Grayson**	**Stair A Exit 1** Walton St & Throop Ave
703	315	**Mr. C. Anumapuram**	**Stair A Exit 1** Walton St & Throop Ave
705	318	**Ms. L. Pardo**	**Stair A Exit 1** Walton St & Throop Ave

Class	Room	Homeroom Teacher	Entry and Exit
701	333	**Mr. T. Iliopoulos**	**Stair C Exit 3** Walton St & Harrison Ave
710	334	**Mrs. S. Islam**	**Stair C Exit 3** Walton St & Harrison Ave
707	335	**Mrs. J. Dauman**	**Stair C Exit 3** Walton St & Harrison Ave
704	344	**Mr. R. Chapman**	**Stair C Exit 3** Walton St & Harrison Ave

Grade 8

Class	Room	Homeroom Teacher	Entry and Exit
806	218	**Mr. M. Lorenz**	**Stair B Exit 2** Main Entrance on Walton St
808	219	**Mrs. M. Renkas**	**Stair B Exit 2** Main Entrance on Walton St
811	221	**Miss S. Batista**	**Stair B Exit 2** Main Entrance on Walton St
802	233	**Mr. G. Tietze**	**Stair B Exit 2** Main Entrance on Walton St

Class	Room	Homeroom Teacher	Entry and Exit
804	201	**Mr. W. Schell**	**Stair A Exit 1** Walton St & Throop Ave
805	205	**Mr. M. Heffern**	**Stair A Exit 1** Walton St & Throop Ave
810	206	**Mrs. L. Reyes**	**Stair A Exit 1** Walton St & Throop Ave
803	215	**Mr. K. McBride**	**Stair A Exit 1** Walton St & Throop Ave

Class	Room	Homeroom Teacher	Entry and Exit
801	237	**Mrs. D. Alcott**	**Stair C Exit 3** Walton St & Harrison Ave
809	240	**Mr. N. Biern**	**Stair C Exit 3** Walton St & Harrison Ave
807	235	**Mr. D. Ackerman**	**Stair C Exit 3** Walton St & Harrison Ave

School Policies:

As part of our mission statement at I. S. 318, we want to foster an environment that is conducive to student learning and teachers growing professionally.

In an effort to keep our school clean and students' safe, there a few **items that are not allowed in the building** and **articles of clothing that are not to be worn**:

- eating or drinking in the classrooms or hallways
- candy or gum chewing
- No headphones or earbuds are to be worn in school, these items should be secured in the school bag or coat during the school day
- No bold jewelry should be exposed
- No short skirts or shorts above the mid-thigh, or pants that are ripped above the knee are to be worn in school.
- Blouses, tank tops, tee shirts that expose the stomach area, regardless of weather conditions are not to be worn in school.
- Clothing with inappropriate words or language
- Flip flops, slides or open toe sandals
- Sleeveless jerseys (must be worn with a tee shirt underneath, regardless of the weather conditions
- No sagging pants, they must be worn on the hips
- Coats, hats or jackets of any kind, are not to be worn inside the school building. Students must place these items in their official class coat closet.
- Hoods should not be worn on head during school.

*****Please do not come to school with expensive electronic items.**
You will be held solely responsible for any of your items that are lost or stolen.

Please be sure to label all personal articles such as jackets, sweaters, lunch box, and book bag with your name and class. The lost & found is located on the 1st floor, next to the Main Office.

Thank you in advance for your compliance with these rules. They are necessary for the SAFE and ORDERLY functioning of our school.

Discipline Policy:

We are well aware that "Order Precedes Learning." We at I. S. 318 are determined to create a safe and orderly environment for every student. In order to accomplish this we have instilled a Unified Discipline Policy. We appreciate your support with this initiative in order to create an optimal learning opportunity for you and your classmates. Classroom teachers will be responsible for developing individual classroom rules. In addition, the school will adopt a General Code of Behavior for out of classroom situations.

Unacceptable Behaviors

1. Behaving in a manner which disrupts the educative process and/or causes injury to a student. **A - F**
2. Not being in assigned place or leaving class without permission. **A - E**
3. Engaging in minor altercation or similar physical confrontational behavior towards students or school **A - G**
4. Defying the lawful authority of school personnel; insubordination. **A – F, G with authorization**
5. Fighting or disruptive behavior in school, school bus, or during school outings**.**
6. Falsely activating a fire alarm **D - J**
7. Starting a fire **I - M**
8. Bomb threat. **D - L**
9. Engaging in theft. **D - J**
10. Using profane, obscene language, or making obscene gestures. **A - F**
11. Using slurs that are racial, ethnic, religious, sexual, or discriminating in nature.**A- I**
12. Engaging in vandalism, graffiti or intentional damage to school property or property belonging to staff, students or others **A – I, J – L** only if there is substantial damage to property requiring extensive repair
13. Cheating or copying from another student's work or lying or giving false information. **A - H**
14. Bringing unauthorized visitors to school or allowing unauthorized visitors to enter school in violation of written school rules **A - I**
15. Engaging in sexual harassment or physical conduct of a sexual nature **D - J**
16. Smoking and/or use of electronic cigarettes and/or possession of matches or lights **A-D**
17. Gambling **A-F**
18. Possessing or selling any weapon as defined in Category II **G - M**
19. Possessing or Possessing or selling any weapon, other than a firearm, as defined in Category I. **I - M**
20. Using controlled substances or illegal drugs, and/or alcohol **D - M**

21. Selling or distributing illegal drugs, controlled substances and/or alcohol **I - M**
22. Students who engage gregarious behavior in the cafeteria/gymnasium/auditoriu (large group activities) will be removed from the location and will serve detention

CONSEQUENCES:

A. Admonishment by pedagogical school staff

B. Student/Teacher conference

C. Reprimand by Appropriate Supervisor (Dean, A.P. Principal)

D. Parent conference

E. In-school disciplinary action (detention, exclusion from extra-curricular activities and/or senior activities or communal lunchtime)

F. Removal from classroom

G.Principal's suspension (1-5 Days)

H. Superintendent's suspension

I. Superintendent's suspension –continued suspension 6-10 days

J. Superintendents suspension – results in 30-60 days

K. Superintendents suspension – 1 year –reinstatement after 6 months

L. Superintendents suspension – 1 year to alternate program

M. Expulsion

I have read the Discipline Policy and the School Rules for I.S. 318 and I fully understand their implications.

USE SIGN OFF SHEET_____ _____
Parent's Signature **Date**

USE SIGN OFF SHEET_____ _____
Student's Signature **Date**

Cellular Phone Policy:

- We understand that parents want to know that their children have arrived safely to school and in many cases have instructed their children to call upon arrival.

- In the effort to keep everyone safe and free from being "victimized" by the improper use of cell phones, all cell phones will be secured during AM homeroom and returned at the end of the day during PM homeroom. Students who arrive to school after AM homeroom, will turn their cell phones into the Main Office, where they can also retrieve their cell phones from, at the end of the school day.

- If at any time during the school day a student needs to contact a parent, the student should inform his/her teacher and the teacher will get a member of our administrative staff to escort the student to an office space where they can contact their parent/guardian or any family member

I have read this Cellular phone and other hand held electronics policy and fully understand the procedures that have been put in place for the confiscation of the misuse of cellular phones and or other hand held electronic devices.

USE SIGN OFF SHEET
Student Name

USE SIGN OFF SHEET
Parent Signature

Lunchroom/Cafeteria:

Lunchtime is a time for "re-fueling" with healthy foods. It is a time for students to socialize in a controlled manner. Since we are a large school, in order for lunchtime to be safe and orderly it is important that you discuss our guidelines with your children.

- No yelling, fighting or throwing food.
- Your child must sit with his/her classes' assigned table(s) unless otherwise specified by an adult supervisor.
- Students are not permitted to walk around the lunchroom unless they are given permission
- Your child must ask an adult if he or she needs to leave the lunchroom.
- Your child must listen to the adults supervising.
- Your child must tell an adult if there is a problem.

The last 5 minutes of lunch is for clean-up in order to have eating areas sanitary and presentable for other students who are entering the cafeteria.

Please be aware: students who receive multiple warnings regarding a behavior will be given lunchtime detention.

During lunchtime detention, students are assigned to a classroom and supervised by a teacher. The students will complete a "Behavior Journal" describing the purpose of their detention.

*** No child will be permitted to leave the building for lunch.**

USE SIGN OFF SHEET_____ _____
Parent's Signature **Date**

USE SIGN OFF SHEET_____ _____
Student's Signature **Date**

SPECIAL EVENTS CRITERIA

Dear Students:

As you know, every grade is a crucial year for our students when applying for high school. There are many great activities planned for all grades this year. Special events such as International Week, Class/Grade Trips, School Concerts, Dances and Field Day are by invitation only. Below is a list that outlines some of the criteria used ***to determine exclusion*** to various school events, class trips and Field Day:

1) **Lateness and absences: excessive lateness's and absences without doctors' or parents' notes, and/or cutting school or class.**
2) **Students who have been written up on the Section Sheets/Jupiter consistently for repeated behaviors**
3) **Students who are repeatedly disrespectful to each other and to staff.**
4) **Students who experience conduct issues in large groups such as physical education, cafeteria, and auditorium.**
5) **Students who have been suspended (Principal/Superintendent Suspensions) from school for infractions defined in the Chancellors Regulations.**
6) **Students who consistently violate the dress code.**

We make every attempt to ensure that all school activities are enjoyable and relaxing for those students who have worked hard all year long. If you have any questions, please feel free to discuss with your teachers, grade Dean or grade Assistant principal.

Sincerely,
Leander E. Windley
Leander E. Windley
Principal

Please cut along the dotted line and return the tear-off below.

I have read and discussed with my child, the Special Events Criteria.

Parent's signature USE SIGN OFF SHEET Date_____

Student's signature USE SIGN OFF SHEET Class_____ Date_____

I.S. 318 Internet User Agreement
And Parental Consent

I.S. 318's Acceptable Use Policy limits student use of the Internet for **educational purposes in a legal manner.**

***Internet users are prohibited from:**

*Accessing pornographic or obscene materials
*Accessing another person's e-mail
*Sending or receiving messages that are racist, sexist, sexual in nature, hateful, obscene or hurtful in any way
*Requesting or providing home phone numbers, addresses, other personal information, or school location without permission
*Accessing chat rooms

***** Any Violation of these rules will result in termination of Internet access and disciplinary action*****

Please complete this form to indicate that you agree with the terms and conditions as stated. The signatures of both the student and parent/guardian are mandatory in order for access to be granted to Department of Education Internet services.

STUDENT

As a user of I.S. 318's computer network and Internet access services, I have read and agree to comply with the Acceptable Use Policy.

PARENT/LEGAL GUARDIAN

As a parent/legal guardian of the student signing above, I grant permission for my child to access networked computer services through the Internet, World Wide Web and E-mail. I have read and agree to the terms above and I understand that I may be held responsible for violations by my child. I understand that some materials on the Internet may be objectionable; therefore I agree to accept responsibility for guiding my child and conveying to her/him appropriate standards for selecting and viewing information and media. I realize that I.S. 318 would not be able to provide access to these resources if it had to accept liability for a minor's activities. In exchange for the opportunity for my minor child to participate, I agree to hold I.S. 318 harmless, and indemnify it against any harm that I or my minor child may suffer as a result of this unrestricted access.

_USE SIGN OFF SHEET____
Student Signature

USE SIGN OFF SHEET
Parent Signature

MEDIA RELEASE

CONSENT TO PHOTOGRAPH, FILM OR VIDEOTAPE A STUDENT FOR A NON-PROFIT PURPOSE (E.G., EDUCATIONAL, PUBLIC SERVICE OR HEALTH AWARENESS, I.S. 318 WEBSITES).

_____ _____ _____
Student Name **Class** **Parent Name**

I, _____ , hereby consent to the participation in interviews, the use of quotes, the taking of photographs, movies or videotapes of my son/daughter by other students, school personnel or local media to be used to advertise and promote the positive programs
at IS 318.

I also grant to I. S. 318K, the right to edit, use and reuse said products for non-profit purposes sponsored by the school.

I also hereby release the New York City Department of Education, and its agents and employees from all claims, demands, liabilities whatsoever in connection with the above.

Date_____

_____ _____
Parent/Guardian Signature Student Signature

Protocols for Online Learning Sessions

- Students should be seated at a desk or table and to the **extent possible**, their workspace should be set up in a quiet place that is free from distraction (such as siblings, pets, television).

- Students should ensure that their devices are fully charged, or plugged in to power, during online learning sessions.

- During online sessions, students should not use or have available any other electronic devices, such as cell phones or video game consoles, etc. which might distract them from learning.

- Students should consider using headphones or ear buds while engaging with audio or video content, to help them focus on learning and not be distracted.

- Students must have their first and last name enabled when entering the video component for their online learning session so that the teacher can identify and see each student before allowing them into the session. Students should, whenever possible, keep the video feature on at all times

- Students should be entering the online learning session with their microphones on "mute". If a student would like to speak, has a question or something relevant to contribute to the session, they should raise their hand, and the teacher will unmute them or allow the student to unmute themselves. Students must maintain respect in speaking, in writing and in appearance.

- When utilizing the chat feature, students must be considerate and polite. Also, students should do their best to utilize proper spelling and grammar.

- Do not share any links, passwords or invitations to a school videoconference session with anyone.

Your educational experience, learning environment and safety are very important to us. In the remote learning environment, students are to behave at all times as if they were at school. Inappropriate behavior that will not be tolerated includes, but is not limited to:

- Making inappropriate faces, gestures or comments
- Using foul language
- Displaying an inappropriate virtual background or profile picture
- Projecting or displaying an inappropriate image

Bullying or cyber bullying of other students or the teacher.

USE SIGN OFF SHEET_____ _____
Parent's Signature **Date**

___USE SIGN OFF SHEET_____ _____
Student's Signature **Date**