

# **Suwannee Intermediate School**

## **Student / Parent Handbook 2019-2020**



Dear Students and Parents,

This handbook serves as a guideline to our school's philosophy on discipline. We believe in rewarding good behavior, expecting students to treat everyone as they would want to be treated, and showing respect at all times to everyone.

Occasionally, some students slip off-track and consequences must be administered. This handbook gives the outline to both the rewards and the consequences of student behavior.

At no time is student behavior tied to academic achievement. Punishments for misbehavior do not affect grades. That said, students are held responsible for doing their work when class is missed due to misbehavior.

*After reading through this booklet, please tear off the back page and return it, signed by both the parent and the student, to your child's teacher.*

If you have any questions at all, please know that we are here to help! Please contact your child's teacher, Mr. Eakins, Mr. Cherry or Mrs. Beach at any time for clarification on your concerns.

Sincerely,

Jennifer Beach  
Principal

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# SIS Pledge

We are Suwannee Intermediate School citizens.

We are responsible for what we say and do.

Today and every day, we will be respectful, cooperative and strive for academic excellence.

We are a part of the team.

We will respect ourselves, others, and the environment, even when no one is looking.

“Act like a CHAMPION!”

## School-wide Attention Signal

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### Voice Levels

*0 = silent*

*1 = whisper*

*2 = conversation*

*3 = presentation*

*4 = outside*

**Look for these posted throughout the building.**

# School-wide Student Expectations

## Morning Arrival Expectations

- ✓ No supervision is available before 7:35am.
- ✓ Upon arrival to school, students are to enter the building through the breezeway doors of the 4<sup>th</sup> grade hallway. (The rainy day exception is bus riders enter under the pavilion into the 5<sup>th</sup> grade hallway.)
- ✓ Students arriving early (7:35 to 8:04) are to report directly to the Cafeteria.
- ✓ Classrooms are closed--do not go there first.
- ✓ Students arriving after 8:05am are to report directly to their classroom.
- ✓ In the unlikely event that students arrive after 8:10am, they are to report to the main office for a tardy pass.

## Transition Expectations

- ✓ Face in the direction you are traveling in a single file line.
- ✓ Walk on the Paw trail on the right side of hallway.
- ✓ Voice Level 0.
- ✓ Keep hands by your sides.
- ✓ Have a pass worn properly around the neck if you are not with an adult.
- ✓ Follow these expectations at all times, even when you are not with your class.

## Cafeteria Expectations

- ✓ Follow all directives given by school personnel.
- ✓ Talk only to other students in your immediate area using voice level 2.
- ✓ Stay seated and raise your hand for help.

- ✓ Keep your area neat and pick up trash when dismissed.
- ✓ When dismissed, follow all transition expectations.
- ✓ Do not take food items out of the cafeteria except for water.

## **Cafeteria Guest Policy**

- ✓ Parents/Guests must sign in at the front office.
- ✓ Restaurant food may be brought into the cafeteria for visiting parent and their child only.
- ✓ All guests must eat on the stage.
- ✓ Guests may have their child ONLY join them on the stage.
- ✓ Parents are expected to adhere to their child's designated lunchtime.
- ✓ Parents are expected to leave campus when their child's lunchtime is over.

## **Outside Expectations**

- ✓ Stay in designated areas.
- ✓ Keep hands and feet to yourself.
- ✓ Sports equipment will be provided by the adult on duty.
- ✓ Use equipment properly and return to adult on duty.
- ✓ Report all accidents or injuries to an adult immediately.

## **Bathroom Expectations**

- ✓ Use voice level 1.
- ✓ Wash hands.
- ✓ Report all problems to an adult immediately.
- ✓ Classes will take multiple bathroom breaks throughout the day.
- ✓ The case of an emergency is the exception to individual bathroom visits.
- ✓ Sign in and out on classroom chart.
- ✓ Have a bathroom pass if you are not with a staff member.

## Dismissal Expectations

- ✓ No transportation changes can be accepted after 2:30pm.
- ✓ Transition expectations are enforced at dismissal.
- ✓ Use voice level 0.
- ✓ At dismissal, an adult will lead all students in transition to the bus or pick up area.
- ✓ Exiting building: parent pick-up use doors by main office / bus riders use doors to pavilion.
- ✓ At pick up area, stay seated and wait for your name and number to be called.
- ✓ Go to the column with the number that was called with your name.

## Attendance Expectations

It is the responsibility of the parent and student to make sure that the student attends classes daily and is on time. Any student that has at least five (5) unexcused absences or absences for which reasons are unknown within a calendar month or 10 unexcused absences or absences for which reasons are unknown, within a 90 calendar day period will be considered truant. Parents are asked to provide the school with an adequate written explanation and appropriate documentation to explain an absence and request makeup assignments from teachers upon return to school.

Students must be in school unless the absence has been excused for one of the reasons listed below:

1. Death in the family, or some other insurmountable condition.
2. Documented appointments with health care professionals.
3. Documented absence for religious instruction or religious holidays.
4. Participation in an academic class or school-sponsored activity approved by the principal.
5. Court appearances (copy of subpoena required).

Absences due to other individual circumstances may be excused by the principal prior to the absence occurring. All other absences are considered unexcused. After the third absence in a nine-week grading period, a notification letter will be sent home to the parents. Parents will be notified in writing when excessive absences continue (Statute 1003.26).

Arriving tardy and/or Early Checkouts can lead to truancy concerns as well. A fifth tardy/checkout counts as one absence. Every subsequent fifth tardy counts as another absence.

If a pattern of non-attendance continues, parents will be notified to attend a Child Study Team meeting to identify potential remedies for excessive absences. If reasonable efforts fail, the case will be referred to the Superintendent's office for review and possible referral to Truancy Court or criminal prosecution.

**\*\* Students with 10 or more unexcused absences will not be permitted to attend school field trips.**

## **Tiered Behavior System**

### **Tier 1 Behaviors:**

- ✓ Unnecessary physical contact
- ✓ Mild insubordination
- ✓ Mild inappropriate language/gestures
- ✓ Not following school-wide expectations
- ✓ Classroom/lunchroom disruption
- ✓ Not following transition expectations
- ✓ Incomplete class work/homework

## Tier 1 Consequences:

- ✓ Incident will be documented on SIS Tier Behavior Chart
- ✓ Consequences designated by classroom management plan
- ✓ Student conference documented and signed

Three (3) Tier 1 behaviors = Tier 2 consequence

## Tier Behaviors 2:

- ✓ Moderate or repeated inappropriate language/gestures
- ✓ Inappropriate body contact/horseplay
- ✓ Electronic devices out of book bag w/o permission
- ✓ Repeated tier 1 behavior
- ✓ Repeated unnecessary physical contact
- ✓ intimidation
- ✓ instigation

Possible bullying concerns  
see steps below.

1. Have alleged victim fill out incident report.
2. Evidence of bullying should be reported to Administration.

## Tier 2 Consequences:

- ✓ Student written reflection on their behavior
- ✓ Parent contact (ie: note, phone call) must be documented
- ✓ Lunch/special area Detention after second (2) Tier 2 offense
- ✓ Electronics will be confiscated and given to administration
- ✓ Three (3) Tier 2 behaviors = Tier 3 consequence



## **Tier 3 Behaviors:**

- ✓ Extreme or constant insubordination
- ✓ Extreme or constant inappropriate language/gestures
- ✓ Cheating
- ✓ Fighting or injurious acts with malicious intent
- ✓ PDA (public display of affection)
- ✓ Unacceptable physical contact (sexual in nature)
- ✓ Physical threat with malicious intent
- ✓ Bullying

## **Tier 3 Consequences:**

- ✓ Written Referral to office with consequences determined by Dean of Students and/or School Administration.
- ✓ Three (3) Tier 3 offenses student is referred to the Student Support Team.
- ✓ Any student with two (2) or more referrals will not be attending end of the year Field Trips.
- ✓ Nonacademic activities may be subject to nonattendance due to student referrals and attendance.

## **Field Trips**

Extracurricular field trips, or trips not directly related to the instructional program, are a reward for good behavior and attendance. Therefore, certain behavior and attendance requirements will be tied to these trips. Students will not be permitted to attend school field trips if they have 2 or more discipline referrals and/or 10 or more unexcused absences.

## Academic Achievement

Academics are celebrated as well at Suwannee Intermediate School.

Students will be recognized for meeting AR goals on the morning announcements and receive a treat from the Media Center as they are met throughout each of the Four nine week grading periods.

Honor Roll awards for the 1<sup>st</sup> -3<sup>rd</sup> 9 weeks will be given out in classrooms. Students will be invited to a grade level Honor Roll celebration at the end of each 9 weeks.

### Honor Roll

The honor roll is for those students that have earned high grades in all subject areas.

A Honor Roll: All grades earned are A's – not averaged; no less than "S" in Physical Education and Music.

B Honor Roll: All grades earned are A's and B's – not averaged; no less than "S" in Physical Education and Music.

Progress reports will go home midway through each nine week grading period.

Report cards will go home at the end of each nine week grading period.

End of School Year Awards Ceremonies will include but not limited to the following awards:

Perfect Attendance (students with 0 absences for the school year)

Outstanding Attendance recognition (students with 1-3 absences in a school year)

### Presidential Awards:

Educational Excellence-requirements are based on academic achievement.

Educational Achievement-requirements are based on outstanding educational growth.

Other Awards include:

Flag appreciation, Special Area, Accelerated Reader, Sunshine State Young Readers, Student Government, etc.

Class Awards

The following awards will be submitted from each homeroom class:

iReady highest proficiency (1 Reading, 1 Math)

iReady showed the most growth (1 Reading, 1 Math)

Honor Roll (all A's and A/B)

End-of-the-year student awards will be tentatively scheduled as follows:

May 26- Fourth Grade – in Cafeteria

May 27- Fifth Grade – in Cafeteria

**We, the undersigned, hereby state that we have read and agree to abide by the 2019-20 SIS Student/Parent Handbook.**

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

**Please remove from the handbook, sign and return to your child's teacher.**

**Teacher name** \_\_\_\_\_