The Promise, Pride and Power of Learning

HPS

Hamden Public Schools

Hamden Middle School

Hamden Middle School

STUDENT HANDBOOK 2017-2018

2623 Dixwell Avenue
Hamden, Connecticut 06518
(203) 407-3140
www.hamden.org

Daniel M. Levy, Principal, dlevy@hamden.org

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Attendance Hotline: (203) 407-2100 or email to: hmsattendance@hamden.org

Team homework via our website: www.hamden.org/HMS_teams

To report concerns after school hours or on weekends:
call the HMS Safety Hotline (203) 407-2104 or text "HMS" to (203) 813-3382.

THE HAMDEN MIDDLE SCHOOL
MISSION STATEMENT

The mission of Hamden Public Schools and Hamden Middle School is to ensure all our students learn to the best of their potential each and every day they are entrusted to our care.

Jody Goeler, Superintendent
Chris Melillo, Assistant Superintendent

BOARD OF EDUCATION

Chris Daur, Chairperson

Lynn Campo
Cathy Corso-White
Vic Mitchell

Melinda Saller, Secretary

Walter Morton, IV
M. Arturo Perez-Cabello

Welcome to Hamden Middle School . . .

In this handbook you will find the expectations and regulations that govern our lives here and make it possible for us to live, learn, and work together.

Take the time to read this book carefully. Have your parents read it too. If you have any questions see your teachers, school counselors, administrators or other staff members. We will be happy to answer your questions.

The handbook is available online and may be printed for you on request in the HMS main office.

Success in School
Success is a journey, not a destination.

The good habits and personal standards you develop at the beginning of the school year will help set the right tone for the year.

Upon request, these materials are available in alternate forms. If you are a person with a disability who requires an accommodation in order to participate in a program or activity, or needs to receive alternate forms of communication, please contact Dan Levy, Principal of Hamden Middle School at (203) 407-3140 or by email at dlevy@hamden.org. Please contact the Principal at least two weeks in advance of the event or activity so that appropriate accommodations can be made.

For questions, concerns, or complaints concerning the American with Disabilities Act (ADA or Section 504) of 1991 pertaining to students, or issues regarding staff and other adults, or district compliance, please contact Kim Planas, Director of Special Education Support Services, at (203) 407-2000, or by email at kcappella@hamden.org.

Hamden Middle School

Bell Schedule

Regular Day

Students Enter	7:55-8:04 AM
Homeroom	8:04-8:13 AM
Period 1	8:16-9:02 AM
Period 2	9:05-9:51 AM
Period 3	9:54-10:40 AM
Period 4	10:43 AM-12:02 PM
Period 5	11:32 AM-12:51 PM
Period 6	12:54-1:40 PM
Period 7	1:43-2:29 PM

90 Minute Delay

Students Enter	9:25-9:33 AM
Homeroom	9:33-9:38 AM
Period 1	9:41-10:09 AM
Period 2	10:12-10:40 AM
Period 4	10:43AM-12:02 PM
Period 5	11:32 AM-12:51 PM
Period 3	12:54-1:24 PM
Period 6	1:27-1:56 PM
Period 7	1:59-2:29 PM

1 Hour Delay

Students Enter	8:55-9:03 AM
Homeroom	9:03-9:07 AM
Period 1	9:10-9:38 AM
Period 2	9:41-10:09 AM
Period 3	10:12-10:40 AM
Period 4	10:43 AM-12:02 PM
Period 5	11:32 AM-12:51 PM
Period 6	12:54-1:40 PM
Period 7	1:43-2:29 PM

2 Hour Delay

Students Enter	9:55-10:03 AM
Homeroom	10:03-10:08 AM
Period 3	10:11-10:40 AM
Period 4	10:43 AM-12:02 PM
Period 5	11:32 AM-12:51 PM
Period 1	12:54-1:15 PM
Period 2	1:18-1:40 PM
Period 6	1:43-2:05 PM
Period 7	2:08-2:29 PM

Scheduled Early Dismissal

Students Enter	7:55-8:04 AM
Homeroom	8:04-8:09 AM
Period 1	8:12-8:42 AM
Period 2	8:45-9:15 AM
Period 3	9:18-9:48 AM
Period 4	9:51-10:21 AM
Period 5	10:24-10:54 AM
Period 6	10:57-11:27 AM
Period 7	11:30-12:00 PM

Emergency Early Dismissal

Students Enter	7:55-8:04 AM
Homeroom	8:04-8:12 AM
Period 1	8:15-8:36 AM
Period 2	8:39-9:00 AM
Period 3	9:03-9:24 AM
Period 4	9:27-9:48 AM
Period 5	9:51-10:12 AM
Period 6	10:15-10:36 AM
Period 7	10:39-11:00 AM

Emergency early dismissals are subject to change if necessary.

Breakfast will be offered on a regular schedule day or a 1 hour delay schedule.

Breakfast will be unavailable on the 90 minute or 2 hour delay schedule and on early dismissal days.

School Year 2017 - 2018
Calendar

	August 2017
28	First Day of School
	September 2017
04	Labor Day – No School
13	Open House
21	Rosh Hashanah – No School
	October 2017
06	No School – Staff Training
09	Columbus Day– No School
19	Early Dismissal – Staff Training.
	November 2017
07	Election Day – No School
10	Veteran's Day – No School
22	Early Dismissal
23-24	Thanksgiving Recess
29	Parent Conferences
	December 2017
07	Early Dismissal – Staff Training.
21	Early Dismissal
22-29	Holiday Recess

	January 2018
01	Holiday Recess
11	Early Dismissal – Staff Training
15	Dr. Martin Luther King, Jr. Day – No School
	February 2018
8	Early Dismissal – Staff Training
13	Parent Conferences
19-20	Winter Recess
	March 2018
8	Early Dismissal – Staff Training
30	Good Friday – No School
	April 2018
5	Early Dismissal – Staff Training
16-20	Spring Recess
25	Parent Conferences
	May 2018
28	Memorial Day – No School
	June 2018
08	Last Day of School

Academics

Book Bags

Students may bring book bags to school. Book bags must remain in lockers during school hours. This includes small nylon and cloth bags as well. Students seen with book bags during class time will be warned. Further incidents may result in that student being considered insubordinate.

Book Care

Cover all books. A student's name should be printed on the label in each book. Repair tears to book covers. Students issued textbooks are expected to return them in good condition. Students will be charged for missing or damaged books.

Extra help

Each teacher offers extra help after school at least one day a week. All a student needs to do is notify the teacher in advance. **Take advantage of the opportunity to stay after school for extra help.**

Homework

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. Expect to have more homework in middle school than elementary school. Students must complete homework on time and to the best of their ability. Homework completion directly affects the class grade for each subject.

Honors, High Honors, & Honorable Mention

Students may achieve academic distinction through three different honor roll levels:
High Honors – A student must earn all A's in all subjects within a marking period.
Honors – A student must have all A's or B's in all subjects within a marking period.
Honorable Mention – A student must earn B's or better and no more than one C in all subjects within a marking period.

To qualify for an end-of-year honors award a student must make the honor roll for the first three marking periods. The lowest level of honors received through each of the first three marking periods would be the honors earned as an end of the year award.

MARKING SYSTEM

- **A+** = 97-100
- **A** = 93-96
- **A-** = 90-92
- **B+** = 87-89
- **B** = 83-86
- **B-** = 80-82
- **C+** = 77-79
- **C** = 73-76
- **C-** = 70-72
- **D+** = 67-69
- **D** = 63-66
- **D-** = 60-62
- **F** = 59 and Below (Fail)
- **NM** = No Mark
- **I** = Incomplete

Incomplete Grades

Students may be absent due to special conditions and not be able to receive a completed grade during a marking period. Students and parents/guardians are encouraged to contact their team leader or school counselor to retrieve make-up work. All "incomplete" grades must be converted to a permanent grade within three weeks of the close of the marking period unless prior authorization is granted by administration.

Lockers

Each student is assigned a locker at the start of the school year. Students will also be given an additional locker to use during physical education classes. School lockers are located near each homeroom and have combination locks built into the lockers. These combinations are changed each summer.

Students should be aware that school administration may inspect student lockers or other storage spaces assigned for student use when there is reasonable suspicion. Students are responsible for the contents of the locker assigned to them and contents should remain appropriate.

Students are not to use lockers not assigned to them and should not share lockers. Students are to keep their lockers locked and are not to give other students access to their locker or locker combination.

Items of major value or large sums of money should not be brought to school as the school cannot accept responsibility for the security of these items. **Each student is responsible for keeping his/her locker neat and clean. No graffiti or stickers should ever be placed on the inside or outside of a locker.**

Parent Involvement/Communications

Education succeeds best when there is a strong partnership between home and school. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of the educational opportunities available. We encourage all parents to sign up for our weekly enotify email bulletin at Open House or in the main office and check the school website daily.

Parents/guardians should become familiar with all of their child's school activities and with the District's academic programs. Attendance at parent-teacher conferences, participation in parent organizations, attendance at Board of Education meetings, and volunteering at school are strongly encouraged.

Parent/Teacher conferences are held three times a year, after the close of the first three marking periods. **Parents/Guardians must schedule an appointment for an evening conference. Evening conferences are intended for those who cannot attend team meetings during the school day.** Parents may ask to meet with their child's teachers at any other time during the school year. Please contact an individual teacher or the team leader to schedule a meeting during the school day.

Preparation for Physical Education Classes

Physical Education is an important part of our middle school program as it is just as important to develop strong and healthy bodies as it is to develop strong and healthy minds. We require that all students (unless excused for medical reasons) change into another set of clothing for class or come to school prepared to participate to the best of their abilities. Teachers will outline the requirements for each student.

Promotion Policy

Students are expected to do their best. Any students who fail two or more of the required core academic subjects for the year are mandated to attend summer school. Failure to attend summer school may result in a student being retained in his or her current grade.

Report Cards

Report cards are each issued four times a year. Parents may use the school's "Parent Portal" to regularly check on their child's academic progress. Per Board of Education policy 6161.2(a), students who owe obligations such as lunch money, overdue media center materials, or payments for other lost or damaged materials will be denied report cards, transcripts, copies of any other records, access to the Parent Portal, and recommendations from the school system.

Schedule Changes

Any schedule changes must be requested within the first two weeks after a student's enrollment with the child's grade level school counselor.

Student Support Center (SSC)

Students may be placed in the student support center for a single period or multiple periods. Students may be scheduled into the SSC for any one of the following reasons: (1) Extra help in completing an assignment. (2) Return to school after being absent for multiple days. (3) Assigned by an administrator as a temporary alternative learning area. (4) Student request for additional tutorial. **Only grade level administrators can authorize the use of the Student Support Center.**

Attendance

Absences

Connecticut law requires parents to ensure that their children attend school regularly. Daily attendance is a key factor in student success; any absence from school is an educational loss to the student. A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (i.e., field trip), for at least 3½ hours of a regularly scheduled school day. Students not in attendance are considered absent. Occasionally students may need to be absent in which case the following policies must be followed.

A parent/guardian should contact the school as soon as possible to report a child's absence from school either by **emailing hmsattend@hamden.org or calling (203) 407-2100 and leaving a message.** If a child is absent and no notification has been received from the parent/guardian, the school will make a reasonable effort to notify the parent/guardian by telephone of the child's absence.

If a student is absent s/he may not be able to attend any after school student activity that day. The administration also does not support students leaving early or arriving late on the day of any student activity.

The responsibility for makeup of work lies with the student, not the teacher. Unless a student has an extended illness, all makeup work must be completed within a reasonable number of days after the student returns to school. **Assigned team homework is accessible via our website: www.hamden.org/HMS_teams.**

Attendance Policy

In accordance with the HPS Board of Education attendance policy, a student enrolled in grades K-12 is "truant" when s/he has **four (4) unexcused absences from school in any one month, or ten (10) unexcused absences from school in any school year. Any student with ten or more consecutive unexcused absences will be considered to have left the school and will be exited.** Students who wish to return after exiting must re-register at the school. The State Board of Education, in accordance with Connecticut General Statute 10-198a, established two levels of criteria for an absence to be considered excused. While the first nine absences in a school year can be deemed excused, the 10th and each subsequent absence thereafter requires a parent note and may only be excused for the following reasons:

- Student illness (all student illness must be verified by an appropriately licensed medical professional, including the school's health office, to be deemed excused, regardless of the length of absence);
- Student's observance of a religious holiday;
- Death in the student's family or other emergency beyond the control of the student's family;
- Mandated court appearances (additional documentation required);
- The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason);
- Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut Department of Education guidance.

When a child is identified as truant, the building administrator, or designee, will schedule a meeting with the parent/guardian, student, and members of the attendance team. The meeting will occur no later than ten school days after the child's fourth unexcused absence in a month or tenth unexcused absence in a school year. The purpose of this meeting will be to review and evaluate the reasons for truancy. When a child is determined to be truant a Family with Service Needs (FWSN) referral will be made to the Superior Court for Juvenile Matters.

The HMS School Governance Council has established that no student may participate in interscholastic athletics, school plays or musicals, school dances, or end of the year class trips or awards ceremonies if s/he has unexcused absences in excess of 10% of the child's school year at the time of the event. Absences from school may only be excused according to the guidelines established by the State Board of Education listed above.

Late Arrivals and Early Dismissals

If a student is late to school, s/he should report to the main office for a late pass, and provide a note explaining the tardiness. It would be very helpful for a parent/guardian to call the school in advance if a student knows s/he is going to be tardy, otherwise the student will automatically be issued an unexcused tardy. After a student has received ten tardies, a warning letter will be sent home. After fifteen tardies, a parent or guardian will need to meet with the attendance committee to discuss a plan of action.

A parent/guardian must come to the main office to sign a student out as an early dismissal. Students will be called to the main office for dismissal only when the parent has arrived to sign the student out. The main office may ask for identification upon arrival. If the student returns to school the same day the student must sign in upon return.

Frequent late arrivals and early dismissals can impact a student's academic success.

School Climate and Safety

Behavior Expectations and Support

The foundation of an emotionally rewarding school community based on empathy, compassion, and kindness leads to a productive learning environment that supports all of our needs. Every member of the Hamden Middle School community must each:

- Care for yourself;
- Care for each other;
- Care for our school;
- Care for our community.

HMS Staff will promote these expectations through the shared values of Respect, Responsibility, and Safety:

- Respect: Every person at Hamden Middle School is worthy and deserving of respect. Respect is showing consideration for each other and treating others as you would wish to be treated.

- Responsibility: Each individual is responsible for his/her own actions and will be held accountable for school work, learning, positive behavior, and attitude. Honesty, cooperation, and dignity are the basis of being a responsible person.

- Safety: All members of our school community are entrusted to show respect for each other and demonstrate tolerance for each others' views, beliefs, and differences. Nearly 1,000 people attend and work at HMS. Without a common agreement on safety, people can get hurt and miss out on the opportunities available here. We must ensure the safety of everyone in the building.

Bullying

Bullying behavior by any student in the Hamden Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means the repeated use by one or more students of a written, oral, or electronic communication, such as cyber bullying, or a physical act or gesture by one or more students repeatedly directed at or referring to another student attending school in the same school district that: (1) causes physical or emotional harm to such student or damage to such student's property, (2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (3) creates a hostile environment at school for such student, (4) infringes on the rights of such student at school, or (5) substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

If a student feels that s/he has been bullied, or a parent feels that his/her child has been bullied, s/he should report this to any staff member who will begin an investigation per Board of Education policy. Reports of suspected bullying should be specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences.

Hamden Public Schools Board of Education policy and regulation 5131.911 set forth this prohibition and the related procedures in detail are available on the HPS website or upon request.

Bus Safety

School rules are in effect when a student is riding the bus. Anything done to distract the driver's attention is considered a problem and is subject to disciplinary action. In addition, bus stops are considered school/town property and are also subject to bus discipline rules. Adherence to these guidelines is required for everyone's safety. Students who violate bus rules are reported to the school administration. Students should refer to bus expectations in the Positive Behavior Support section. In cases involving severe behavioral issues, the administration may withdraw bus riding privileges without additional warning. Students who lose bus riding privileges are also restricted from riding the late bus during the restricted time period. Assigned seating charts may be instituted as well. Additional disciplinary action such as detention or suspension may also be applied. We cannot compromise when it comes to the safety and welfare of all bus riders, including the driver.

Students are required to ride home on their ASSIGNED BUSES every day. If a child is to ride a different bus, s/he must bring a note from his/her parent/guardian to the main office to be stamped before first period. A student who is assigned to a bus but has parent permission to walk off school property must bring a note from his/her parent/guardian to the main office to be stamped before first period.

Running, pushing in line, or shoving another student while waiting for or boarding buses are unsafe practices and must be avoided. Items not allowed in school should not be brought on the bus. Any concerns regarding bus transportation should be referred to school administration.

The following bus procedures need to be followed:

1. The bus driver shall be in charge of the bus and shall not permit any misbehavior.
2. Students must not leave their seats until they are exiting the bus. No student shall injure or disturb others who are attempting to get off the bus.
3. Students may only get on or off their bus at their assigned stop.
4. Students who fail to follow bus rules will be subject to disciplinary action. The following represent some of the options that may be used:
    - Assigned seats may be implemented by the bus driver and/or school administrator.
    - After-school detention.
    - Conferences involving students, parents, bus personnel, and administration; and
    - Suspension from school and/or bus riding privileges.
5. The bus driver has a tremendous responsibility to transport students to and from school. Please cooperate with the bus driver and remember to be courteous and respectful.

The HMS Safety and School Climate Committee has established procedures to promote the safety of our students after school. These decisions were made out of the desire to ensure student safety and supervision with the limited staff available after the end of the school day. Any student who is being picked up by private transportation at dismissal whose ride has not arrived by the end of the dismissal process will be escorted by our bus duty staff back into the building's main entrance to await his/her ride. Late buses will be provided on Mondays, Tuesdays, and Wednesdays and leave Hamden Middle School between 3:20 and 4:30 PM. Teachers who keep students after school are responsible for them until 3:20 PM. On late bus days, any student not taking the late bus home must be picked up by 3:30 PM, as that is when our office staff departs for the day. At 3:30 PM, any student who has not been picked up will be assumed to be taking the late bus and will be taken to the cafeteria. Our late bus staff will be able to release a child to the care of an authorized individual with proper photo identification through the cafeteria entrance if need be.

Cell Phones

Hamden Middle School staff understands the need for each family to have a clear line of communication with their child. We understand the desire for students to possess cell phones. **However, Board of Education policy dictates that students should turn off all cell phones upon entering the building and secure cell phones within their lockers during the school day. <u>Texting is not permitted.</u> Student cell phones should never be seen nor heard during the school day. If a cell phone is confiscated, a parent will need to retrieve the phone from the grade level administrator. HMS is not responsible for lost or stolen phones, iPods, game devices, MP3 Players, etc.**

Computers/Internet/Social Networks

At home, many students use social networks to talk to their friends online. If a child receives vulgar, profane, threatening, or other inappropriate correspondence through social networks, parents can block the person sending the messages and contact the police. The school will become involved if the situation significantly disrupts the progress of a child's school day. Parents should frequently monitor their child's use of the Internet and social networks.

Conflict Resolution

Students should request an appointment with their grade level school counselor or assistant principal to problem solve or mediate issues that can lead to a verbal or physical fight.

Disciplinary Guidelines/Code of Conduct

Nearly 900 students and 130 staff members attend and work at Hamden Middle School. Rules are in place to ensure the safety of all those in the building. When an incident occurs that is not specifically referred to in the handbook but involves the health, safety, and welfare of the staff or students, administration will determine disciplinary consequences. **Although students may make mistakes, given the opportunity they will learn from them.**

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. Students may be disciplined for conduct on school grounds, on school transportation, at bus stops, or at any school sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a published policy of the Board of Education. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates a publicized policy of the Board. If students seriously disrupt the education process, endanger themselves or others, or commit conduct which is incompatible with the educational process, on or off school grounds, it may become necessary to exclude them from the classroom and/or school setting. Disciplinary actions may include detention, removal from class, placement in the Student Support Center, in-school suspension, out-of-school suspension, removal to an alternative education program, and expulsion. Disciplinary measures will be appropriate for the offense. **In addition, when a student violates the law, that student may be referred to legal authorities for prosecution.**

Students who are chronically defiant of school rules will be referred to the grade level administrative team.

Code of Conduct

Hamden Middle School has an on-going commitment to a safe and positive learning environment. The disciplinary guidelines will be as follows:

Fighting/Student Assault:	Up to 10 Days Out-of-School Suspension
Inappropriate Physical Contact	Up to 10 Days Out-of-School Suspension
Insubordination	1-3 Days In or Out-of-School Suspension
Threats/Intimidation/Harassment/Bullying	Up to 10 Days Out-of-School Suspension
Disruption of the Educational Environment	1-5 Days In-School Suspension and could result in Out-of-School Suspension depending upon the severity of the disruption
Verbal Altercation:	Up to 5 Days In-School Suspension
Cutting Class (ten minutes or later to class without a pass):	1–3 Days In-School Suspension
Weapons/Alcohol/Drugs	10 days Out-of-School Suspension and immediate recommendation for possible expulsion

There is no need for students to bring to school scissors, knives of any kind, metal nail files, etc. for any school projects. Students may receive disciplinary consequences for possession of any item that poses a possible danger to others or could be used as a weapon.

Students shall be fully informed of the alleged disciplinary charges and presented with the evidence pertaining to the infractions, so they have the opportunity to respond to the charges.

The range of penalties for violation of the student behavior code can include as many of the following as are needed to adequately meet the needs of the students and situation:

1. Conferences and counseling
2. Parent contact
3. Detentions after school and in school
4. Compensation service to the school
5. Payment for damage
6. Loss of privileges
7. In-School Suspension and/or
8. Out-of-School Suspension

Detentions

Students may be assigned lunch or after school detentions for violation of school rules. Lunch detentions will occur during the school day and involve a student eating lunch in a supervised setting. After school detentions will be conducted from 2:30 to 3:20 PM Mondays, Tuesdays, and Wednesdays. Parents and students are given a day's notice by the staff member assigning the after school detention before the detention is served. Detention must be a priority. It is the student's responsibility not to incur detentions, particularly if s/he has after school commitments. Failure to serve a detention will result in additional disciplinary action.

In-School Suspension (ISS).

In-School Suspension will be served under the supervision of a member of the Hamden Middle School staff. Students who are assigned to In-School Suspension are responsible for the following:

1. Reporting to the assigned room on time with necessary books and materials.
2. Demonstrating good behavior and completing all ISS assignments. Students will earn points on the ISS behavior plan for doing so. Failure to earn the required points may subject students to additional consequences, including an Out of School suspension.
3. Students serving an In-School Suspension will not participate in any after school activities.

General Reminder

School rules and consequences also apply to school events that are held outside of school grounds. Sporting events, field trips, dances etc. are a few areas where students are reminded to conduct themselves accordingly. Students must remember they are ambassadors of their school and others will judge the school by their behavior. This also applies to events held in the school building by outside agencies. Hamden Middle School students are expected to follow school rules at all times in the building, or when involved in school sponsored activities off of school grounds.

School rules are for everyone and are designed to be fair. There are a lot of fun things to do and learn at Hamden Middle School. A physically and emotionally safe environment is everyone's responsibility. The administration may remove a student's privileges to participate in class trips, dances, etc. for a period of time, or permanently, depending on the number and severity of disciplinary referrals received. A school administrator makes judgment on an individual basis with parent/guardian notification, either in writing or by direct phone contact.

Dress for Success

Proper attire is primarily the responsibility of students and parents/guardians. **The following clothing examples are not permitted:**

- Halter tops or dresses, spaghetti straps, tank tops with straps of less than 2 inches width, or any clothing that exposes the midriff, cleavage, or undergarments.
- Shirts or tops with deep-cut underarms or exposed backs must be worn with a shirt underneath.
- Coats are not worn indoors during the school day.
- No pajamas or slippers will be worn except for school sanctioned events.
- Shoes equipped with wheels are prohibited in school and at all school functions including field trips.
- Hats, head coverings, bandannas, scarves, sweatbands, hoods on "hoodie" sweatshirts, visors and sunglasses must be removed prior to entering the building. Hats or other head coverings dictated by religious customs shall be permitted. Headphones should be removed upon entering the building.
- Clothing, tee shirts, jewelry or other items that advertise or promote drugs, alcohol, violence, weapons, gangs, sex, profane language, or anything disruptive of the educational environment.
- Pants must be worn at the waist level.
- Chains that adorn pants or belt buckles that are disruptive of the educational environment.
- Jewelry that poses a distraction or safety concern.
- The wearing of shorts is allowed, but they must measure no more than 3 inches above the knee. This applies to the length of skirts and dresses as well. Leggings do not substitute for pants. If there is a question as to whether the shorts or skirt is too short, **do not** wear it.

Sleeveless tops must have 2 inch wide straps

Pants worn at the waist

Skirts and shorts no shorter than 3 inches above the knee

No hats or head-gear

No cleavage or undergarments are to be showing

Cover midriff and back

Administrators have the final judgment in determining appropriate school attire.

Students with inappropriate attire will be given the opportunity to change, adjust clothing so it is appropriate, or call home for a replacement. Repeated incidents may be considered insubordination.

Emergency Forms

The school must have an emergency form for EVERY student. These are important, since they provide valuable information to the school, particularly in case of an emergency. Please keep them updated during the school year.

False Fire Alarms/911 calls

The registering of a false fire alarm or 911 call is a very serious offense that endangers the safety of all members of our school, the firefighters or police responding to the call, and other Hamden citizens who might be in need of fire or police services at the same time. Therefore any offense will be referred to the police and students are subject to a full range of discipline including suspension and expulsion.

Gum is not permitted in school.

Gum is not permitted as it is distracting, and it becomes a sanitary and maintenance problem when it is stuck under tables or ground into carpeting. Consequences may be given to students caught chewing gum. Defiance will result in more severe disciplinary action.

Items to Keep at Home

There are many toys, games, and electronic devices that have no place in a school environment.

The following items are not allowed in school: Electronic games, video or music players, laser pointers, water or other toy guns, poppers, stink bombs, smoke bombs, etc.

When found, these items will be confiscated and will need to be picked up by a parent/guardian. Possession and/or use of these items may result in suspension or possible expulsion.

Lost and Found

The school does everything in its power to safeguard private property, but the school cannot be responsible for lost items. Found items should be brought to the main office. In the event of loss of personal property due to theft, fire, etc., the school will not be responsible for the loss.

Refusal of Identification

Students are required to identify themselves to any staff member. Students should state their first and last name. This should be done in a courteous and respectful manner. Failure to comply with this request may result in disciplinary action.

Removal, Suspension, and Expulsion Policy

Per Hamden Board of Education Policy 5114 http://www.hamden.org/uploaded/Policies/Series_5000/5114.pdf:

I. Authorization

A. A teacher may remove students from class when they deliberately cause a serious disruption of the educational process within the classroom.
B. Students may be suspended by a member of the administrative staff for conduct which violates a publicized policy of the Board, endangers persons or property, or is seriously disruptive of the educational process.
C. No student shall be suspended without an informal hearing before the principal or his/her designee.
D. Students may be expelled by the Board of Education if, after a hearing conducted in accordance with appropriate state statutes, the Board finds that a student's conduct violated a publicized policy of the Board, endangered persons or property, or was seriously disruptive of the educational process.

II. Actions Leading To In-School Suspension, Suspension, and/or Expulsion

Students may be subject to disciplinary action including suspension or expulsion for conduct on or off school property, on school transportation, or at a school sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a policy of the Board of Education. Such conduct includes but is not limited to the following:

1. Willfully striking or assaulting a student, a member of the school staff, or any other individual;
2. Theft, attempted theft, or possession of stolen goods;
3. Use, either spoken or written on clothing, of obscene or profane language or gestures directed on school property or at a school sponsored activity;

4. Commission of an act of discrimination or harassment toward any student or school staff member based on race, color, religious creed, religion, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including but not limited to present or past history of mental disability, intellectual disability, learning disability, or physical disability), genetic information or any other basis prohibited by Connecticut and/or Federal non-discrimination laws;
5. Engaging in bullying or teen dating violence against another student or students;
6. Violation of smoking/tobacco product use, or electronic nicotine delivery and vapor products policy or rules or regulations governing smoking on school property;
7. Violation of school dress code;
8. Deliberate refusal to obey an order or directive from a member of the school staff, or disruptive classroom behavior;
9. Deliberate refusal by a student to identify himself/herself to a staff member when asked;
10. A walk-out from or sit-in within a classroom or school building;
11. Blackmailing, threatening, or intimidating school staff or students in any manner, including orally, in writing, or via electronic communication;
12. Possession of any weapon, deadly weapon, pistol, knife, blackjack, bludgeon, metal knuckles, B.B. or pellet gun or air soft pistols, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or facsimile or replica thereof;
13. Unauthorized entrance into any school building or aiding and abetting an unauthorized entrance;
14. Possession or ignition of any fireworks, or other explosive materials, or ignition of any material causing fire;
15. Violation of the Hamden Student Network/Internet Use policy, Policy 6141.321;
16. Possession, sale, and distribution, offering for sale or distribution, or consumption/being under the influence of a controlled substance, drug, narcotic, or alcoholic beverage or intoxicant of any kind or any facsimile of a dangerous drug, narcotic, or intoxicant of any kind. These may include, but are not limited to, amphetamine–type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, or morphine-type, and other stimulant and depressant drugs, and in addition those substances known as Methaqualone. Unauthorized use or possession of such substances shall mean use or possession without a valid prescription;
17. Possession of paraphernalia used or designed to be used in the consumption, sale, or distribution of dangerous drugs or narcotics;
18. Willful destruction of real, personal, or school property, such as cutting, defacing, or otherwise injuring property in any way;
19. Accumulation of minor offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention;
20. Trespassing on school grounds while on out-of-school suspension or expulsion;
21. Falsely reporting an incident (such as a "bomb threat" or "tampering with a fire alarm") to schools or to police;
22. Repeated and/or intentional defiance of school rules and the valid authority of teachers, supervisors, or administrators;
23. Repeated and/or intentional defiance of student transportation rules;
24. Class truancy and leaving school without permission;
25. Any other violation of school rules or regulations or a series of violations that makes the presence of the student in school seriously disruptive of the educational process;
26. Use or copying the academic work of another and the presenting of it as one's own without proper attribution;
27. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property;

Expulsion proceedings shall be required whenever there is reason to believe that any student:

a. On school grounds or at a school-sponsored activity was in possession of a firearm, as defined in 18 U.S.C. 921 (any weapon that can expel a projectile by an explosive action and includes explosive devices, incendiaries, poison gases, and firearm frames, receivers, mufflers, or silencers) or deadly weapon, or dangerous instrument, or martial arts weapon, as defined in C.G.S 53A-3; or
b. Off school grounds, unlawfully possessed a firearm, or possessed and used a firearm, deadly weapon, dangerous instrument, or martial arts weapon in the commission of a crime; or
c. On or off school grounds, offered for sale or distribution a controlled substance whose manufacture, distribution, sale, prescription, dispensing, transporting with intent to sell or dispense, offering, or administering is subject to criminal penalties under applicable laws of the State of Connecticut.

Pupil Services

Students who need to see support staff are required to have a pass to go to the guidance office to make an appointment. Students are not to go to the guidance office during passing time.

Safety Drills

On occasion, the school will practice important safety drills including: evacuations, lockdown, shelter in place, and full or partial evacuations. Students will be taught these procedures during the first week of school.

Safety Hotline

During evenings and weekends students, staff, and parents may report issues of concern to the Hamden Middle School Safety Hotline by calling (203) 407-2104. During school hours reports must be made to the main office or grade level administrative offices. HMS also subscribes to TipTxt, a confidential tool that uses two-way texting to report suspicious incidents, activity related to bullying, or anything that may impact the safety of our students and school community. To send a tip, text "HMS" to (203) 813-3382. Include any details you wish to provide. Your text will be received by school officials who will contact you to provide assistance.

Substitute Teachers

A teacher may be absent due to illness or professional obligations. When this occurs, the class will be taught by a trained substitute. Students are held responsible for all work covered by a substitute teacher. A substitute teacher is an integral part of our school. Let us be certain that we make good impressions by being polite, helpful, and considerate at all times. Students who misbehave in a class supervised by a substitute teacher will receive consequences for their misbehavior imposed by the classroom teacher or the school as necessary.

Telephone Procedure Policy

Students may use school telephones for **EMERGENCY PURPOSES ONLY**. Please call the main office at (203) 407-3140 to leave a message if you need to contact your child during school hours. We will get the message to your child without interrupting instructional time. After 2:15 PM we may not be able to get a message to your child prior to dismissal.

Threatening Philosophy

Students are held accountable for the things they say and do. Threats of violence toward other students, school staff members, or school facilities whether in person or electronically are prohibited and may result in suspension or expulsion, regardless of whether the student has engaged in such conduct previously. Additionally, the administration may refer the threat to the Hamden Police Department. Threatening of a staff member is grounds for expulsion.

Vandalism

Students who willfully damage, deface, or otherwise injure in any way any property, real or personal, belonging to the school district shall be held liable for all such damages up to the maximum amount allowed under state law. Injury shall include intentional unauthorized modifications made to computer hardware and/or software. The student may also be subject to disciplinary action.

Visitors

All visitors must sign in at the main office. Visitors are required to present photo identification upon request and may be asked to leave a driver's license or identification card in exchange for a visitor's pass to be worn during the visit to HMS. Visitors must sign out in the main office when leaving the building.

Activities, Sports, and Clubs

Hamden Middle School provides many after-school activities. Being part of an after-school activity helps students develop an awareness of organizational roles, gives them the opportunity to meet new friends, learn new skills and is FUN!

HMS offers a variety of academic, leadership, athletic, service, and art clubs. Students who stay after school are able to ride a late bus home. Our school website (http://www.hamden.org/page.cfm?p=4161) includes a list of clubs and meeting days.

Inter-scholastic sports

Students involved in inter-scholastic sports must adhere to the following guidelines.

- A student must have maintained a "C" or better average in each class both in the prior marking period and during the season of play to be eligible to participate.
- No student may participate in interscholastic athletics if s/he has unexcused absences in excess of 10% of the child's school year during the athletic season. Absences from school may only be excused according to the guidelines established by the State Board of Education.
- Any student who is serving in-school or out-of-school suspension is not eligible to play or practice with the team during the suspension. A suspension may result in removal from the team.

Any violation of the district's drug, weapons, or alcohol policies will result in an immediate suspension from the team for the remainder of the season.

Sports Events and Evening Activities

We encourage student attendance at afternoon sports events and evening activities (plays, concerts, etc.). **Students must be accompanied by an adult while attending these functions.**

Yearbook

The yearbook is an official publication of Hamden Middle School and is created by students under the supervision of an advisor. Students should not abuse the invitation to autograph another student's book. Students who write inappropriate or profane comments may be required to pay the replacement cost of the yearbook. Students must do their best to monitor their own yearbook.

Good Health

Candy/Food or Beverage Sales

Candy, food, or beverages may not be sold anywhere in school or on school property for any reason.

Eat Healthy/Be Healthy

Every student is assigned to a daily lunch period in the cafeteria. Well-balanced hot lunches, soup, salads, sandwiches, snacks, milk, desserts, and ice cream are available. Our food service provider uses an electronic payment system. Every student receives an identification number to use when purchasing lunch from the cafeteria. If a student receives reduced or full price lunch, money may be placed into the student's account in advance. As a student purchases lunch items, the account is debited.

In order to provide a healthful, pleasant atmosphere for lunch, the following must be followed. Additional expectations may be found in the Positive Behavior Support cafeteria section.

- Good table manners are expected, and respect and courtesy are to be extended to teachers, cafeteria workers, and fellow classmates.
- Wait your turn in line. Don't try to squeeze ahead of others. You may be asked to go to the end of the line if you do so.
- Seating is assigned by class. Quickly find a seat and don't save places for friends. Extra chairs are not permitted at tables, as aisles must be clear in case emergency exiting is required.
- **Do not move from one table to another.** Once you are seated, stay seated. If you need something, raise your hand and wait for an adult on duty to assist you.
- After eating, the table members are responsible for clearing away all trays, papers, etc. and placing them in proper containers. See that your table and the floor area around your table is left clean for the next group entering the cafeteria. Follow directions. If a problem occurs students may serve community service in the cafeteria.

- Eat all food in the cafeteria. **Do not take food or beverage items out of the cafeteria.** If you need more time to finish your lunch, ask the staff on duty for permission to remain until you have finished.
- Conversation between students should be such that others can enjoy their meals and their own conversation. Be courteous by keeping the volume of your conversation down by using your foot voice.

Elevator Usage

Students will be given permission to use the elevator after receipt of a doctor's note given to the health office.

Health Office Visit

All students attending Hamden Middle School are entitled to health services. The health office hours are 7:30 AM to 2:30 PM during which a school nurse is available for emergencies. Notes discussing temporary medical accommodations for students will be reviewed prior to the start of the day during homeroom. **The health office may be contacted at (203) 407-7192.**

The following rules apply to all students using the health office:

1. Upon entering, the student should sign in and then be seated in the waiting area. Students must have a pass. **If a student requires immediate medical assistance and does not have a pass, the student should inform the nurse upon entering the health office.**
2. Students in the waiting area must maintain appropriate conduct and wait their turn.
3. The bathrooms and phone are restricted to health office students ONLY.
4. Signing in and out without being seen by the nurse will constitute a class cut.
5. Upon leaving the health office the student MUST:
   - Have his/her pass signed by the nurse.
   - Record his/her time out on the sign-in sheet.
   - Return to class immediately.

Students are to adhere to the same expectations in the Health Office as they do in all areas of the school.

Medication

In the event that medication needs to be given during school hours, the school nurse will administer it. Medications include antibiotics, inhalers, and nebulizer preparation/treatments, pain control, allergy management, eye drops, ointments, cough syrups or drops, etc. These medications must be brought to school by a parent or guardian in a properly labeled original container and **MAY NOT BE SENT TO SCHOOL WITH A STUDENT.** When a parent or guardian is not able to bring in the medication, arrangements will be made with the nurse.

Students who are able to self administer medication may do so provided:

- There is a written order for self administration by an authorized physician; and
- There is written authorization from the student's parent/guardian; and
- The health office has evaluated and documented the situation and has a plan for general supervision.

Physical Exams/Immunizations

State law in Connecticut requires that every student entering a school system in the state must meet certain health requirements before s/he is allowed to begin school.

A. Health Assessment: includes a physical examination with height, weight, blood pressure, pulse and hematocrit or hemoglobin; vision, hearing, speech, scoliosis and gross dental screenings; health and developmental history; and updating of immunizations.
   1. The medical evaluation must be recorded on the revised Connecticut State Department of Education Form HAR-3 REV. 4/2011 to be acceptable.
   2. Students transferring from <u>another Connecticut school system</u> should obtain a copy of their immunizations and last state-required health assessment from their previous school. This will simplify the process of enrolling the student in Hamden Public Schools.
   3. Students transferring <u>from out of state</u> who do not have the required Connecticut physical examination on Form HAR-3 REV. 4/2011 must submit an equivalent examination and form completed in another state by a physician, PA (physician's assistant) or APRN performed within one year before the date of entry into school.
   4. Students entering Hamden Public Schools from an area of high risk for tuberculosis, as determined by the World Health Organization, are required to have a recent PPD, and show proof of the results, prior to entering school.
   5. A more recent health assessment than indicated in (2) or (3) above may be required of any entering student if the School Medical Advisor determines it necessary for the protection of the student or others in school.

B. The following minimum immunization requirements must be completed:
   1. Tdap – Tetanus, Diphtheria, and acellular Pertussis (Whooping Cough): One dose of Tdap is required for all students entering 7th grade in 2011 who have completed their primary DTaP series.
   2. Polio: At least three doses. The last dose must be given on or after the fourth birthday.
   3. MMR - Measles-Mumps-Rubella (German Measles): Two doses separated by at least twenty-eight days. The first dose must be on or after the first birthday. Laboratory confirmation of immunity is also acceptable.
   4. Meningococcal: One dose.
   5. Hepatitis B: Three doses. The last dose given on or after twenty-four weeks of age.
   6. Varicella (Chicken Pox): Two doses separated by at least three months. The first dose must have been given on or after the first birthday. Verification from the primary healthcare provider of history of disease, or laboratory confirmation of immunity are also acceptable.

The only valid proof of immunizations is the signature of a primary health care provider or department of health, stating what immunizations were given and the date on which they were administered. Exemptions for mandated immunizations for medical or religious reasons are valid only with appropriate documentation and must be approved by the school nurse.

Any student interested in participating in sports (including tryouts) at Hamden Middle School must have a yearly physical examination. The results from the physical must be documented on Form HAR-3 REV. 4/2011. Sports physicals are valid for thirteen months and must cover the entire season for your child's sport. A parent or guardian must complete and sign the front of this form prior to the physical examination.

No student will be allowed to enter school until all of the requirements are met and the appropriate documentation is submitted. If you have any questions, please call the school nurse; if school is not in session, call Hamden School Health Services at (203) 407-2084 for further information.

Smoking

Hamden Middle School, along with all Hamden Public Schools, is a "Smoke Free" school campus. Smoking, or the use or possession of any tobacco products, including matches, lighters, and electronic cigarettes, is not allowed in buildings, on school grounds, at any school event on or off school property or on the school bus and may result in disciplinary consequences.

Library Media Center

The Media Center has books, reference materials, and magazines available for reference, research, project work, required class reading, and pleasure reading. Online databases for research and reference may be accessed through the Media Center computers. Students are expected to maintain a quiet and courteous atmosphere. Students are expected to respect the Media Center staff, the furnishings, and all Media Center materials. No food, drink, candy, or gum is allowed in the Media Center.

Media Center Hours

The Media Center is open from 7:45 AM to 3:00 PM unless closed by the Media Center staff. Students may use Media Center resources and exchange books before or after school or during the school day with a pass from a teacher.

Materials Check Out Procedures

Media Center materials may be checked out for fifteen school days. Students with overdue books or magazines will have their borrowing privileges restricted. Students are responsible for any material that they borrow. Students should **never** borrow materials for another student. Overdue notices will be issued periodically. Students who fail to return Media Center materials are responsible for paying the replacement cost.

Internet Access

Students may use the Media Center computers to access the Internet for research and project work. Students must follow the guidelines of the Hamden Public Schools Acceptable Use Policy (AUP), and must have an AUP form signed by both the student and parent/guardian on file in the school office and with their team leader.

Recognition

The Hamden Middle School staff feels it is important to celebrate and reinforce students' good choices and accomplishments. We have several methods for doing so:

- **Superintendent's Student of the Month**
  Each team in a monthly rotation will submit the name of one student to receive recognition by the superintendent for academic excellence and good citizenship.
- **B.E.S.T Slips**
  "Being Extra Special Today". Students receive recognition for demonstrating any of the positive behavioral expectations. Once a student has accumulated ten slips, s/he can redeem them for a free snack at lunchtime.
- **Principal's List**
  This program recognizes students for achievement, citizenship, and good deeds. Any staff member may nominate students. Students and their families are invited to a "Bagel Breakfast" to celebrate.
- **HMS Student of the Month**
  This initiative recognizes two students on each team per month. Team teachers choose the students. Students' names and accomplishments are read during morning announcements.
- **Sports Reports**
  These reports are made during morning announcements to celebrate the athletic achievements of students involved with intra-mural or inter-scholastic sports.
- **End of the Year Awards ceremonies**
  These ceremonies recognize a variety of academic, athletic, and service awards.

Student Development

Social Groups

Some students tend to bond together in a social group. Often this occurs because members of the group share a common interest. These groups usually allow students to move freely and openly in and out of the group. This is a healthy social group and in fact mirrors social/interest groups that are commonly found with adults, too.

Cliques are social groups that can display acceptable behavior, but can also be detrimental to others as well as themselves. These groups may be pre-occupied with preserving the close relationships of group members by excluding others. This can result in very hurt feelings. However, it is important to know that those within the clique are not well-served either. They may not learn to work and associate with a broader, more diverse group of people. Additionally, they may hurt their own reputation by being viewed negatively by the larger population of students and adults. Some students may group together and display behaviors sometimes associated with gangs. These actions may intimidate, harass, or insult other students. They may choose to wear clothes or colors to symbolize their group. Their tactics reflect more of a personal insecurity that finds strength within the group. Another group of concern is the group that joins each other in isolation on the Internet. Under the guise of anonymity, students make harmful threatening statements using inappropriate and offensive language. This form of connection inhibits positive social development. Students involved in any cliques, gangs, or Internet behaviors described above may face disciplinary action.

Students are encouraged to use good judgment in their involvement as a leader or follower in any social group. Parents are encouraged to monitor all of their middle school student's social connections and to be vigilant regarding Internet use.

Social Relationships

Middle school students are at various stages of developing social relationships. The school plans programs that are age and grade level appropriate and supports activities that foster the development of wholesome social skills. The administration understands that the emotions present in conflict situations, especially when feelings of anger are present, occasionally result in inappropriate language. However, all members of the school community are expected to speak politely and respectfully. Inappropriate, vulgar, and profane language is not acceptable.

Our staff recognizes the importance of caring about each other; however, everyone needs to respect individual differences and comfort levels within the school setting. Therefore, the middle school restricts social hugging, since for many individuals, while unspoken, the hug may be unwanted. Inappropriate touching especially that of a sexual nature is strictly prohibited and is subject to disciplinary action.

Grievance Procedures For Issues Concerned With Discrimination On The Basis Of Race, Color, Creed, Sex, Religion, National Origin, Socio-Economic Status, Handicap, Age or Marital Status Board of Education Policy

The Hamden Board of Education agrees to comply with Title IX of the Education Amendments of 1972 and the Rehabilitation Act of 1973 and the regulations promulgated pursuant thereto. Section 504 of the Rehabilitation Act prohibits discrimination against the handicapped.

The Board authorizes the Superintendent to designate an administrator as compliance officer. The Board will, at least annually, notify all students, parents, and employees of the name, address and telephone number of the compliance officer and of the procedures for processing grievances.

The procedure for processing grievances is as follows:

LEVEL I:
All complaints will be addressed in writing to the designated compliance officer, and he/she will be responsible for investigating all complaints.

LEVEL II:
Upon investigation, the compliance officer will make any changes he/she deems necessary to eliminate any discriminatory practice, and will inform the complainant in writing of his/her action within thirty (30) days of the receipt of the complaint.

LEVEL III:
If the complainant is not satisfied with the action of the compliance officer, within twenty (20) days after the date on which the compliance officer wrote his/her decision, the complainant may appeal in writing to the Superintendent about the actions of the compliance officer.

LEVEL IV:
The Superintendent will hold a hearing within fifteen (15) days of receipt of a written appeal and will decide what, if any, remedies are necessary to eliminate the practices she/he deems discriminatory. The Superintendent will notify the complainant in writing of his/her decision within five (5) days after such hearing

LEVEL V:
If the complainant is not satisfied with the actions of the Superintendent, within twenty (20) days after the Superintendent has written his/her decision, the complainant may appeal in writing to the Board of Education about the Superintendent's actions.

LEVEL VI:
The Board of Education will hold a hearing within fifteen (15) days of receipt of this written appeal and will decide what, if any, remedies are necessary to eliminate the practices the Board deems discriminatory. The Board will notify the complainant in writing of its decision within five (5) days after such hearing.

The Director of Personnel is the Compliance Officer for Hamden Public Schools. If you have any questions, please contact the Personnel Office at (203) 407-2000, 60 Putnam Avenue, Hamden, CT 06517.

Statement of Non-discrimination
In compliance with regulations of Title VII of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Civil Rights Act of 1987 and the Americans With Disabilities Act, the Hamden Board of Education adopts the following Equal Employment Opportunity and Equal Education Opportunity Policies.

Equal Education Opportunity
Pursuant to the Individuals with Disabilities Education Act (IDEA), Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with handicaps shall, solely by reason of such handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program of the Hamden Board of Education.

Every student has the right to participate fully in classroom instruction with rights to extracurricular activities and shall not be abridged or impaired because of age, sex, race, religion, national origin, pregnancy, parenthood, marriage, or for any reason not related to his/her individual capabilities.

Non-discrimination
Equal Education Opportunity
The Civil Rights Coordinator for the Hamden Board of Education has the responsibility to monitor the compliance of this policy. The names and location of the Civil Rights Coordinator and the Title IX Coordinator may be obtained from the Superintendent's office.

Sexual Harassment
Sexual harassment has been established as a form of sexual discrimination and is defined as follows:
"Any **unwelcome** sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:
(1) Submission to such conduct is made either explicitly or implicitly a term or condition of employment or participation in an educational function.
(2) Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting the individual.
(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or creating an intimidating, hostile, or offensive working environment."

Examples of specific behaviors (that are unwanted and sexual in nature) that could constitute sexual harassment include, but are not limited to:

- Touching
- Sexual name calling
- Inappropriate public displays of affection
- Gestures
- Jokes/Cartoons/Pictures
- Pulling at clothes
- Verbal comments
- Sexual rumors
- Too personal a conversation
- Corner blocking
- Leers
- Attempted rape/rape
- Harassing telephone calls

If you believe that you have been discriminated against in regard to either of the preceding policies, you may file a grievance that your rights have been denied or violated.

Forms are available from our school principals or Central Office Title IX Officer. Contact with the Title IX Officer should take place within forty (40) calendar days of the alleged occurrence.

Instruction

Computers: Acceptable Use of the Internet, Other Computer Networks, and Internet Safety

Telecommunications is radically changing the way the world accesses information. A computer network linked to the Internet (an international computer network made up of many contributing networks) represents a powerful educational resource unlike anything that precedes it. The district's primary purpose in using the Internet and the Hamden Public Schools' Network shall be to enhance teaching and learning through expanded resources, educational experiences, and learning opportunities.

Using the Internet, educators and students can expand educational opportunities in many ways, some of which are listed here:

- Search for and access materials to meet educational and research information needs;
- Consult with experts in various content areas;
- Take courses virtually that are not available at school due to staffing, scheduling, or other reasons;
- Connect with collegiate and public libraries;
- Communicate and collaborate directly with others locally or world-wide;
- Engage in electronic "field trips";
- Conduct experiments virtually that would be too dangerous, costly, or time-consuming to conduct in person; or
- Publish and share ideas/work in writing, music, video, or images.

Hamden Public Schools believes in the educational value of such electronic services and recognizes their potential to support our curriculum by expanding resources available for staff and student use. Effective use of these resources promotes educational excellence by facilitating resource sharing, innovation and communication. The skills required to effectively use technology and the Internet are vital to the long term success of our students when they enter higher education and/or the work force.

These technologies are expensive to purchase, install, and maintain. As property of Hamden Public Schools, technologies must be carefully handled and their integrity preserved for the benefit of all. Therefore, Hamden Public Schools will be treating the use of its technologies and access to the Internet and the network as a privilege, and not a right. It is expected that users will comply with district standards and will act in a responsible and legal manner in accordance with district standards and state and federal laws.

Hamden Public Schools' technology department and educators will take an active role in ensuring that students and their parents, as well as staff, are aware of the individual user's responsibility in using Internet resources in an ethical and educational manner. Our goal is to provide individual users with the understanding and skills needed to use the Internet safely and in ways appropriate to their educational and work-related needs.

Hamden Public Schools is aware that the Internet is an unregulated communication environment in which information changes constantly, and that some of this information is inappropriate for users, based on age and/or development levels. Through our library-media curricula, all students learn about appropriate online behavior, including interacting with other individuals through email, on social networking sites and in chat rooms. The impact and seriousness of cyber bullying and how to respond to it are also addressed.

Hamden Public Schools has developed regulations regarding the acceptable use of its network and the Internet to establish each user's rights and responsibilities as well as to delineate certain prohibited activities. This policy applies to all users of the system, which include students, staff, and community members (the Hamden Public Schools' Network Community). In order to use the Hamden Public Schools' computers and related devices, Network and the Internet in school, students and staff must sign Acceptable Use Policy (AUP) agreements which describe the expectations for use of computers, related equipment and the Internet. Parents of younger students must also sign the agreement in order for their children to use these technologies.

Failure to abide by the provisions of the AUP and related regulations may result in the loss of privileges to use the network and technologies. Violations of this policy by students may result in disciplinary action, up to and including suspension and/or expulsion. In the case of employees, violations may result in disciplinary action up to and including discharge.

For both staff and students, Internet and Hamden Public Schools network activity may be monitored at any time. Users should understand that there is no expectation of privacy when using the network, Internet, or any Hamden Public School technologies.

Illegal use of the network, including intentional deletion, damage or malicious alterations to files or data belonging to others, hacking, copyright violations, and theft of services or cyber bullying may be reported to the appropriate legal authorities for possible prosecution.

A Hamden Public Schools Network user shall be held responsible for damages to equipment, systems, or software resulting from intentional or willful acts.

Hamden Public Schools makes no warranties of any kind, whether express or implied, for the service it is providing. Hamden Public Schools will not be responsible for any problems which occur while the user is on the Network. These problems include but are not limited to loss of data as a result of delays or otherwise, non-deliveries, mis-deliveries, or service interruptions caused by the Internet or the network which include errors or omissions. Use of any information obtained through the Internet is at the user's own risk.

Internet Safety

The Hamden Public Schools' administration and staff recognize the possible dangers in using the Internet, but also understand the importance of using the Internet as part of a quality 21st century education. With this in mind, the district institutes procedures and processes to minimize and even eliminate possible dangers, since student safety is of the utmost importance. This includes using technological solutions such as filtering, which serve as a "technology protection measure" to block access to visual and audio depictions deemed obscene and/or potentially harmful to minors, including child pornography. Additionally, staff members monitor student Internet usage.

The Superintendent of Schools or his/her designee is authorized to establish guidelines for filtering and blocking of access to Internet sites in a manner that will not unreasonably interfere with student and staff acquisition of information appropriate to attaining the educational goals and objectives of the Hamden Public Schools.

In addition to the measures just described, Hamden Public Schools provides grade-appropriate instruction to students at the primary, intermediate, middle school, and high school levels in how to use the Internet productively and safely, including unauthorized disclosure, use, and dissemination of personal information.

Legal Reference:

- Connecticut General Statutes 1-19(b)(11) Access to public records. Exempt records.
  - 10-15b Access of parent or guardians to student's records.
  - 10-209 Records not to be public.
  - 11-8a Retention, destruction and transfer of documents.
  - 11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
  - 46b-56(e) Access to Records of Minors.
- Connecticut Public Records Administration Schedule V – Disposition of Education Records (Revised 1983).
- Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.).
- Dept. of Ed. 34 CFR Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.
- Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)
- Communications Act of 1934, as amended (47 U.S.C. 254 (h), (I)
- Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)
- Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.
- *Reno v.* ACLU, 521 U.S. 844 (1997)
- *Ginsberg v. New York,* 390 U.S. 629, at 642, n.10 (1968)
- Board of Education v. Pico, 457 U.S. 868 (1988)
- *Hazelwood School District v Kuhlmeier,* 484 U.S. 620, 267 (1988)

Policy adopted: June 8, 2004 HAMDEN PUBLIC SCHOOLS
Policy amended: January 13, 2009, June 12, 2012 Hamden, Connecticut

Code of Conduct

Hamden Middle School has an on-going commitment to a safe and positive learning environment. The disciplinary guidelines will be as follows:

Fighting/Student Assault:	Up to 10 Days Out-of-School Suspension
Inappropriate Physical Contact	Up to 10 Days Out-of-School Suspension
Insubordination	1-3 Days In or Out-of-School Suspension
Threats/Intimidation/Harassment/Bullying	Up to 10 Days Out-of-School Suspension
Disruption of the Educational Environment	1-5 Days In-School Suspension and could result in Out-of-School Suspension depending upon the severity of the disruption
Verbal Altercation:	Up to 5 Days In-School Suspension
Cutting Class (ten minutes or later to class without a pass):	1–3 Days In-School Suspension
Weapons/Alcohol/Drugs	10 days Out-of-School Suspension and immediate recommendation for possible expulsion

There is no need for students to bring to school scissors, knives of any kind, metal nail files, etc., for any school projects. Students may receive disciplinary consequences for possession of any item that poses a possible danger to others or could be used as a weapon.

Students shall be fully informed of the alleged disciplinary charges and presented with the evidence pertaining to the infractions, so they have the opportunity to respond to the charges.

The range of penalties for violation of the student behavior code can include as many of the following as are needed to adequately meet the needs of the students and situation:

1. Conferences and counseling
2. Parent contact
3. Detentions after school and in school
4. Compensation service to the school
5. Payment for damage
6. Loss of privileges
7. In-School Suspension and/or
8. Out-of-School Suspension

We believe, with your support, we can continue to strive toward our mutual goal of providing our students with a safe and vibrant learning environment. Please sign below to indicate that you have read and understand the Code of Conduct and return this page to your homeroom teacher.

_____ _____
Print Student Name Team

_____ _____
Student Signature Date

_____ _____
Parent/Guardian Signature Date

The Promise, Pride and Power of Learning

HPS

Hamden Public Schools

Hamden Middle School

August, 2017

We have read and understand the rules, regulations, and standards governing Hamden Middle School and agree to abide by them.

We also understand that the HMS School Governance Council has established that no student may participate in interscholastic athletics, school plays or musicals, school dances, or end of the year class trips or awards ceremonies if s/he has unexcused absences in excess of 10% of the child's school year at the time of the event. Absences from school may only be excused according to the guidelines established by the State Board of Education.

Please sign to indicate that you have read these standards and the school handbook. Please return this page to your homeroom teacher.

_____ _____

Print Student Name Team

_____ _____

Student signature Date

_____ _____

Parent/Guardian signature Date

Hamden Public Schools Student Acceptable Use Policy
Annual Agreement

Hamden Public Schools offers its students access to a variety of technologies and the Internet to enhance and support student learning. Our district policy, *Acceptable Use of the Internet, Other Computer Networks and Internet Safety* details expectations for use of technology by students and staff of Hamden Public Schools. This agreement is intended to clarify the major expectations of the district so that each year, every student is reminded of what is expected of him or her for acceptable use of technology within our school community.

This agreement covers a variety of technologies, including but not limited to computers, eReaders, hand-held devices (including cell phones), interactive whiteboards, software and online applications, Websites and social networking sites, electronic resources, and the Hamden Public Schools Network and Internet.

I understand that Hamden Public Schools staff may monitor my use of technology at school at any time. As a student using any technologies within school grounds or Hamden Public School technologies in or outside of school, I understand that I must:

Respect and protect the privacy of others

- Use only assigned accounts
- Not view, use, or copy passwords, data, or networks to which I am not authorized
- Not distribute private information about others or myself

Respect and protect the integrity, availability, and security of all electronic resources

- Observe all network security and computer use rules
- Report security risks or violations to a teacher
- Not destroy or damage data, networks, hardware, software or other resources that do not belong to me
- Not change any computer configurations or change any other student's or teacher's files.
- Not download software or programs on the computer without permission from a teacher

Practice good digital citizenship

- Only communicate in ways that are kind and respectful whenever I use technology
- Report threatening, hurtful, or inappropriate electronic materials to a staff member
- Obey copyright laws (not make illegal copies of music, clipart, games, or movies)
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as text or pictures that are inappropriate, threatening, rude, discriminatory, or meant to harass, i.e.: cyber bullying)
- Not send spam, electronic chain letters, or other mass unsolicited messages

Use technologies appropriately

- Not plagiarize (copy words of others and claim that they are my own)
- Use all hardware carefully, so as not to cause any damage
- Not use technologies to buy, sell, advertise, or otherwise conduct business unless approved as a school project
- Not intentionally transmit, copy, or create material that is illegal
- Only access Websites related to my school work

I understand that violation of the above may result in disciplinary action, including but not limited to the loss of privileges to use district technology resources, payment for equipment damage, suspension, and/or expulsion.

_____	_____
Student Printed Name	Parent Signature
_____	_____
Student Signature	Date

The Promise, Pride and Power of Learning

HPS

Hamden Public Schools

Hamden Middle School

August, 2017

Photographing/Videotaping Form

At times, during special activities for Hamden Middle School, students are videotaped or photographed. Please complete and return this form to your child's homeroom teacher giving your permission for this to take place.

I give permission for my child _____ to be photographed or videotaped during special activities related to Hamden Middle School.

☐ My child _____ may **NOT** be photographed or videotaped.

Child's Name: _____

Address: _____

Home Phone: _____ Other Phone:_____

Grade: _____Team: _____Homeroom: _____

Parent or Guardian Name: _____

Parent or Guardian Signature: _____