

EAST HAMPTON MIDDLE SCHOOL

PARENT / STUDENT

HANDBOOK

School Year 2011 - 2012



**Contains East Hampton Middle School Code of Conduct*

DISTRICT ADMINISTRATION

- ***Richard J. Burns, Interim Superintendent***
- ***Dr. Charles Soriano, Assistant Superintendent***
- ***Mrs. Isabel Madison, Assistant Superintendent for Business***

EAST HAMPTON MIDDLE SCHOOL

- ***Keith Malsky, Principal***
- ***Lawrence Roberts, Assistant Principal***

BOARD OF EDUCATION

- ***Laura Anker-Grossman, Ph.D., President***
- ***George Aman, Vice President***
- ***Alison Anderson***
- ***Lauren Dempsey***
- ***Patricia Hope***
- ***Jacqueline Lowey***
- ***Liz Pucci***

Emergency School Closing

When school is closed due to inclement weather, poor road conditions or other emergencies, information is posted in the following locations for the East Hampton School District.

Radio Stations:

WLNG.....	92.1
WRCN.....	103.5
WLVG.....	96.1
WALK RADIO.....	97.5
WBAB.....	102.3
WBLI.....	106.1
WEHM.....	92.9
WBAZ.....	102.5

Television Station:

News 12 LI Channel 12

Internet-District Website:

www.ehufsd.org

Two-Hour Delayed Opening:

When a **Two-Hour Delayed Opening** is announced for East Hampton School District, students will report to their bus stops exactly two hours later than they normally would.

Should a **Two-Hour Delayed Opening** be announced at 5:30 AM based on a weather forecast predicting improved conditions, and conditions by 7:30 AM are such that children still cannot be transported safely to school, school officials will announce that schools will be closed for the day. It is important that you continue to listen carefully to all announcements.

Telephone Directory

Administrative Personnel:

Principal 329-4116

Support Service Personnel:

School Counselor
Mrs. Jeremy Meyer (6th - 8th) 329-4114

Psychologist
Dr. Laura White 329-4118

District Wide Social Workers
(English/Spanish Speaking)
Ms. Carolina Fermin 329-4205
Mr. Dan Hartnett 329-4205
Mrs. Barbara Boylan 329-4139

Nurse
Ms. Barbara Tracey 329-4113

Other Direct Numbers:

Director of Athletics
Mr. Joseph Vasile-Cozzo 329-4143

Director of Special Education
Mr. Richard Burns 329-4145

Director of Unified Arts
Mr. Lawrence Roberts 329-4111

Director of ESL
Mr. Eugene Kelley 329-4117

Director of Data, Information and Assessment
Mrs. Theresa Grimaldi 329-4190

The East Hampton Middle School Welcomes You to Discover Us

East Hampton Middle School is a teamed Middle School dedicated to providing a caring environment where all students are valued and their academic, social, and emotional growth is fostered..

We offer an academic program that is challenging yet delivered in a motivating, supportive manner.

Our electives are interesting to students. The after school program has an assortment of clubs, activities, and sports that will help young adolescents explore new interests and further develop established ones, while also providing academic support.

In addition to this handbook, I encourage you to explore our website, www.ehufsd.org, to discover more about East Hampton Middle School and review any updates to the school calendar as well as mailings. Review the contents of this handbook with your child to answer any questions that may arise in the future.

Mr. Keith Malsky, Principal

TABLE OF CONTENTS

ATTENDANCE

- Absence
- East Hampton High School Attendance Policy
- East Hampton Middle School Lateness/Attendance Policy
- Early Pickups
- Tardiness
- Vacation Homework Policy

CALENDAR

CHARACTER EDUCATION PROGRAM

CO-CURRICULAR ACTIVITIES

- Inter Scholastic Sports
- Organizations, Clubs and Activities

CODES OF CONDUCT

- Athletic Code of Conduct
- Behavioral Expectations Code of Conduct
- Consequences
- Corporal Punishment
- Discipline of Students with Disabilities
- Dress Code
- District Hazing Policy
- East Hampton School District Bus Behavior Policy
- PTA Dance/Activity Rules
- Referrals
- Spectator Code of Conduct
- Student Searches and Interrogations

EMERGENCY SCHOOL CLOSINGS

- No School
- Delayed Opening - 2 hour delay
(Notification will be the same as for "No School".)
- Early Dismissal
- Evacuation Procedures
(Notification will be the same as early dismissal.)

FIELD TRIPS

FIRE DRILLS

HEALTH INFORMATION

- Homebound Instruction
- Illness and Accident Procedures
- Medical Release
- Medicating at School
- School Insurance

HOMEWORK

- Homework Club
- Homework Guidelines (by grade level)

LOST AND FOUND

LUNCH

NOTIFICATION FOR STUDENT DIRECTORY INFORMATION

PERMISSION FOR PUBLICITY RELEASES

PLEDGE OF ALLEGIANCE

PROGRAM

- Accelerated/Honors Classes
- National Junior Honor Society
- Parent Teacher Association

**REGULATIONS FOR ACCEPTABLE USE OF THE INTERNET
AND DISTRICT NETWORK**

REPORTING STUDENT PROGRESS

- Character Education Program
- Grading System
- Honor Roll
- Parent Teacher Conferences
- Report Cards

SCHOOL HOURS

SCHOOL/STUDENT PROPERTY

- Bicycles and Skateboards
- Cell Phones/iPods
- Library Books
- Lockers
- Physical Education Lockers
- Playground Equipment
- Student Organizers
- Textbooks

SCHOOL SERVICES

SCHOOL VISITATION - Visitors to the School

STANDARDIZED TESTING

ATTENDANCE

Every student needs to be in school unless ill. Absences and tardiness are entered on permanent records. Regular attendance plays a major role in scholastic achievement. Homeroom begins at 7:45am promptly and classes are dismissed at 2:40pm.

- **ABSENCE**

An absence note must be given to the homeroom teacher on the day following an absence. Be sure the note includes the following:

- a. date written
- b. date of absence or tardiness
- c. reason clearly explained
- d. signature of parent or guardian

Students illegally absent for 20 consecutive school days will be dropped from the school rolls after notifying the parent/guardian. Parents must re-register at District Office.

- **EARLY PICKUPS**

Students who have a scheduled doctor's appointment, orthodontist or dentist appointment, etc. are to bring a note to the main office the morning of the appointment. The parent or guardian is to pick the child up in the main office and sign out the child. In the event that the child returns to school prior to the end of the school day, he/she is to sign in at the main office.

- **EAST HAMPTON MIDDLE SCHOOL LATENESS/ATTENDANCE POLICY**

Lateness Expectations/Outcomes

In order to assume responsible on time arrival of students, the following measures will be taken to monitor and ensure student/parent accountability.

Following the 3rd lateness, to school/class student will have a lunch detention. After the 6th lateness, the student will be assigned after school detention and after the 9th lateness the student will have In-School-Suspension. This is in effect for each quarter.

Attendance Expectations/Outcomes

After 5 absences in a quarter, there will be a mandatory parent meeting with administration. Additionally, the student will be assigned to attend homework club/remediation until the teachers and administration feels the student has made up missed work. The homework club meets Monday through Thursday from 2:40-3:30pm.

Definitions of excused and unexcused:

Excused: An absence, tardiness or early departure may be excused if due to personal illness, illness or death in family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, or other such reasons as may be approved by the Board of Education.

Unexcused: An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, hair cut, oversleeping).

- **EAST HAMPTON HIGH SCHOOL ATTENDANCE POLICY**

Applies to Middle School students enrolled in regents and/or high school credit bearing courses.

All East Hampton High School students are expected to attend all classes every day unless legally excused. Consequences will be imposed for students who incur unexcused absenceS.

Excused Absences: Absences for the following reasons, and only for the following reasons, will be considered "excused absences" and will not be calculated in a student's total when determining possible denial of credit:

- Recognized religious observance and religious education
- School-sponsored appointments or activities

Student will be denied course credit for excessive unexcused absences as determined by the chart below:

270 Day Science <u>Lab Course</u>	180 Day Full <u>Year Course</u>	90 Day Half <u>Year Course</u>	45 Day Physical <u>Education Course</u>
28 absences	19 absences	10 absences	7 Absences

- **TARDINESS**

All tardy students should report to the main office to sign in at their time of arrival before reporting to class. Chronic tardiness is not acceptable.

The Middle School reserves the right to contact Child Protective Services for review and recommendation for students with serious attendance concerns i.e. truancy, multiple absences or lateness.

- **VACATION HOMEWORK POLICY**

Vacations during the school year are not encouraged and are considered illegal absences.

Teachers are responsible for offering students a general outline of material that will be covered not specific assignments while the student is illegally absent.

Students will be responsible for any missed material due to illegal absences. The student will be expected to make up any missed tests within five (5) school days or receive an automatic 50%.

CHARACTER EDUCATION PROGRAM – PROJECT WISDOM

This program, established in the 2006-2007 school year, is one we embrace wholeheartedly.

The program consists of the following:

- 1) Established Monthly Character Themes which are posted in the classrooms, the hallways and TV screens.
- 2) Weekly Themes that are specific to the monthly theme.
- 3) Morning Announcements that pertain to the weekly theme that is reiterated by teachers and staff throughout the day.

CO-CURRICULAR ACTIVITIES

- **INTERSCHOLASTIC SPORTS**

Interscholastic sports available for seventh and eighth students include:

Boys - soccer, basketball, baseball, football, wrestling, co-ed track, tennis, lacrosse, co-ed cross country, volleyball

Girls - field hockey, basketball, softball, volleyball, co-ed track, tennis, soccer, lacrosse, co-ed cross country

- ORGANIZATIONS, CLUBS AND ACTIVITIES

GRADE 6	GRADE 7	GRADE 8	ALL GRADES
Fall Play Winter Play School Store	French Club National Junior Honor Society Newspaper Math Team Fall Play Winter Play School Store Spanish Club Dance Club	French Club Fall Play Winter Play Newspaper Math Team WAVES Magazine Coastline Yearbook Spanish Club School Store Dance Club	Bonac on Board Nature Club Bonnettes Art/Tech Club Computer Club ESL H.W. Club H.W. Club Spanish Club Stage Craft Club Student Government

- DISTRICT HAZING POLICY

**RECOGNIZING AND DEALING WITH HARASSMENT,
BULLYING & HAZING**

*An informational guide for staff, students, parents & community of the
East Hampton School District*

Individuals to contact regarding concerns about bullying and harassing behavior:

Who to call at the High School:

Your son/daughter's coach	631-329-4143
Mr. Joe Vasile-Cozzo, Athletic Director	631-329-4143
Mr. Adam Fine, High School Principal	631-329-4132
Ms. Maria Mondini, High School Assistant Principal	631 329-4219
Mr. Philip Pratt, High School Assistant Principal	631-329-4219

Who to call at the Middle School:

Mr. Keith Malsky, Middle School Principal	631-329-4116
Mr. Lawrence Roberts, Middle School Assistant Principal	631-329-4119

Who to call at the Elementary School:

Mr. Christopher Tracey, JMMES Principal	631-329-4156
Mrs. Gina Kraus, JMMES Assistant Principal	631-329-4155

The East Hampton School district's Board of Education, administration and staff are committed to providing educational, extra-curricular and athletic programs free from harassing, bullying and hazing for all students and staff members.

This guide provides a brief overview of the District's policy and procedures to identify, correct and prevent such intentional behaviors from students, teachers, staff, parents, visitors, volunteers.

All team members and parents will be provided information regarding hazing. This involves a review of the East Hampton Board of Education's policy procedures for notification of complaints and consequences of infractions prior to every sports season.

EAST HAMPTON BOARD OF EDUCATION HAZING, HARASSMENT & BULLYING

Hazing, a form of harassment whether it be physical or verbal, should not be condoned by a victim, a coach, staff, family, school administrator, fellow student and especially team members. Any student found to have committed an act of harassment against any student in the District, including team members, will be faced with disciplinary action which may include suspension from their team and from school. Team members are fully expected to notify a coach or other school official if any such behavior is observed. School employees who fail to enforce this policy or any violation of the East Hampton High School Disciplinary Code may be subject to disciplinary action.

WHAT DOES UNACCEPTABLE BEHAVIOR LOOK LIKE?

Specific examples/terms that we wish to prevent are found below. Please understand that some of these may belong to other categories of infractions/offenses. Additionally, this list is not fixed or complete. Here are some terms that we in the East Hampton School District have discussed and identified as bullying, hazing, or harassment:

Verbal Infractions: Mocking, name calling, coercion, taunting, negatively teasing, threats (verbal, written or electronic).

Physical Infractions: Pushing, shoving, kicking, hitting, spitting, extortion, stalking, restraining, humiliating acts, defacing property, use of violence or threats.

Social Alienation and Shunning: Gossiping, rumor spreading, ridicule, slurs (ethnic, sexual, religious or racial) social rejection, grudge carrying, threatening looks, public humiliation, and maliciously excluding.

WHAT CAN I DO IF I AM BEING BULLIED, HAZED OR HARASSED?

Students in the East Hampton School District should feel safe and secure to pursue their education, extra-curricular activities or athletic interests. We as adults must do all in our power to meet this objective. We will work to make ourselves knowledgeable of such behaviors, to find the source and quickly determine its remedy. Further, we ask any student to go to any adult for help -- teacher, coach, parent or administrator.

To the extent possible, complaints should be made immediately after the occurrence. Incidents of such unacceptable behavior will be handled by the coach and school administration. We will do our best as a school system to protect the innocent and determine consequences of inappropriate behavior related to bullying, harassment or hazing. Our District's goal is to address the behavior in a direct and straightforward manner.

ELECTRONIC DEVICES

THE EAST HAMPTON MIDDLE SCHOOL HAS A NO DISPLAY RULE FOR CELL PHONES, IPODS, HEAD PHONES, EAR BUDS, OR ANY OTHER ELECTRONIC DEVICE

ELECTRONIC DEVICES CAN BE USED AND DISPLAYED DURING LUNCH/RECESS ONLY. ALL OTHER TIMES DURING THE DAY ELECTRONIC DEVICES ARE TO BE IN THE STUDENTS LOCKER

CONSEQUENCES TO NOT FOLLOWING RULE

1ST OFFENSE-CONFISCATED-PARENT PICKUP

2ND OFFENSE-CONFISCATED-PARENT PICK UP-1 DAY IN SCHOOL SUSPENSION

Any student who refuses to turn a device over to any member of the faculty, staff, or administration making such a request will receive an Out-of-School Suspension for insubordination.

**EAST HAMPTON MIDDLE SCHOOL
CODE OF CONDUCT**

TABLE OF CONTENTS

I. Introduction.....

II. Mission Statement.....

III. Student Rights and Responsibilities.....

IV. Dress Code

V. Prohibited Student Conduct

VI. Reporting Violations

VII. Disciplinary Procedures, Penalties and Referrals.....

VIII. Alternative Instruction.....

IX. Discipline of Students with Disabilities

X. Corporal Punishment.....

XI. Student Searches and Interrogations.....

APPENDIX

Glossary of Terms.....

Class A Offenses

Class B Offenses

Class C Offenses

I. INTRODUCTION

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The East Hampton Union Free School District Board of Education (Board) recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this Code of Conduct (Code).

All behavioral examples, procedures, and possible disciplinary responses apply:

- in school
- on the grounds of the school
- during school activities, including evenings, weekends, and school sponsored field trips on school buses and at bus stops
- actions that take place off the school property that have an effect on relationships within the school

II. MISSION STATEMENT

The East Hampton Middle School Community, united in purpose, effort, and commitment to academic excellence, will prepare students to enter the work force or higher education as contributing citizens of a democratic society in a changing world.

III. STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

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

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

B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React in a respectful, positive manner to direction given by teachers, administrators and other school personnel.

6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to conflict.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

IV. STUDENT DRESS CODE

- A. All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails shall:

1. Be safe, appropriate and not disrupt, or interfere with the educational process.
 2. Recognize that extremely brief garments such as tube tops, net tops, halter-tops, spaghetti straps, low or plunging necklines (front and/or back), short skirts or shorts, and see-through garments are not appropriate.
 3. Ensure that underwear is completely covered with outer clothing.
 4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
 5. Exclude items that are vulgar, obscene, gang related, libelous or show disregard or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
 6. Not promote and/or endorse the use of alcohol, tobacco, drugs, and/or encourage illegal or violent activities.
 7. Exclude all head coverings, including but not limited to hoods, caps, bandanas, and hats (unless approved for religious purposes).
- B. Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or changing the offending item and, if necessary, replacing it with an acceptable item. Any student who refuses to do so shall be excluded from the mainstream until a parent/guardian can come resolve the situation. Continued violations will be subject to disciplinary action, including suspension.

V. PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior.

Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the consequences for their conduct. Students may be subject to disciplinary action, up to and including suspension from school, when they:

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include but are not limited to:
1. Running in hallways
 2. Making unreasonable noise
 3. Using language or gestures that is profane, lewd, vulgar, or abusive
 4. Engaging in any willful act which disrupts the normal operation of the school community
 5. Trespassing; students are permitted in school or on school grounds when they have scheduled classes or are authorized to attend school functions or participate in school-sponsored activities
 6. Misusing, including any unauthorized use of, computers, software, or internet account; accessing websites not related to curriculum; or any other violation of the district's Acceptable Use Policy
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include but are not limited to:
1. Failing to comply with the directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 2. Lateness to, missing, or leaving school without permission
 3. Skipping detention
- C. Engage in conduct that is disruptive.
1. Failing to comply with the directions of teachers, school administrators or other school employees in charge of students.
- D. Engage in conduct that is violent. Examples of violent conduct include but are not limited to:
1. Committing an act of violence (such as hitting, kicking, punching, spitting, and scratching) or attempting to do so against another.
 2. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
 3. Displaying what appears to be a weapon.
 4. Threatening to use any weapon.
 5. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any

- person lawfully on school property, including graffiti or arson.
6. Intentionally damaging or destroying school district property, including graffiti or arson.
- E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include but are not limited to:
1. Lying to school personnel.
 2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
 3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
 4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
 5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
 6. Intimidation, which includes engaging in actions or statements that put an individual in fear of harm.
 7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
 8. Selling, using or possessing obscene material.
 9. Using vulgar or abusive language, cursing or swearing.
 10. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
 11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
 12. Inappropriately using or sharing prescription and over-the-counter drugs.
 13. Gambling.
 14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
 15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.
- G. Engage in any form of academic misconduct. Examples of academic misconduct include but are not limited to:
1. Plagiarism
 2. Cheating
 3. Copying
 4. Altering records.
 5. Assisting another student in any of the above actions

VI. REPORTING VIOLATIONS

- A. All students, employees, and visitors are expected to promptly report violations of the Code of Conduct to a teacher, school counselor, the building principal, or his or her designee. Any student, employee, or visitor observing a student possessing a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee, or the superintendent. Any weapon, alcohol or illegal substance found shall be confiscated immediately. Notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution, will follow.
- B. The building principal or his or her designee must notify the appropriate local law enforcement agency of those Code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation.
- C. All students, employees, and visitors are expected to report acts of violence and implied or direct threats of violence immediately to a teacher, the building principal, the principal's designee, or the superintendent.
- D.

VII. DISCIPLINARY CONSEQUENCES

A. Procedures and Referrals

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter consequence than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special

Education and discipline, if warranted, shall be administered consistent with the separate requirements of this Code of Conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

B. **Consequences**

Students who are found to have violated the district's Code of Conduct may be subject to the following consequences, either alone or in combination..

1. Verbal warning
2. Written warning
3. Written notification to parent of Suspension
4. Suspension from transportation
5. Suspension from athletic participation
6. Suspension from social or extracurricular activities
7. Suspension of other privileges
8. Removal from classroom by teacher
9. Short-term (five days or less) suspension from school
10. Long-term (more than five days) suspension from school
11. Permanent suspension from school

C. **Disciplinary Procedures – Students are entitled to due process:**

The school personnel authorized to impose the consequences must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary consequences in connection with the imposition of the consequences.

Students who are to be given consequences other than an oral warning, written warning, or written notification to their parents are entitled to additional rights before consequences are imposed.

1. **Detention**—Teachers, assistant principals, the principal, and the superintendent may use after school detention as a consequence for student misconduct in situations where removal from the classroom or suspension would be inappropriate
2. **Suspension from transportation**—If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building administrator's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely.
3. **Teacher disciplinary removal of disruptive students**
 - a. A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: a. (a) short-term "time out" in an administrator's office; (b) sending a student to the administrator's office for the remainder of the class time only; or (c) sending a student to a school counselor or other district staff member for counseling.
 - b. On occasion, a student's behavior may become disruptive. For purposes of this Code, a disruptive student is a student who is disruptive of the educational process or with the teacher's authority over the classroom.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until she or he is permitted to return to the classroom. Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.
 - c. A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.
 - 1.) If the disruptive student does not pose a danger or on-going threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.
 - 2.) If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24-hours.
 - 3.) The teacher must complete a district-established disciplinary removal form by entering an explanation of the disruptive behavior into the student management system and meet with the principal or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal. If the principal or designee is not available by the end of the school day, the teacher must notify the secretary and meet with the principal or designee prior

to the beginning of classes on the next school day.

- 4.) Parent notification – Within 24 hours after the student's removal, the principal or designee must notify the student's parents in writing, that the student has been removed from classes and why. The notice must also inform the parent that she or he has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.

The written notice must be provided by overnight mail, within 24 hours of the student's removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.

- 5.) Informal Hearing- the principal or designee will require the teacher who ordered the removal to attend the informal conference, which must occur within 48 hours of the student's removal. The timing of this meeting may be extended by mutual agreement of the parent and principal or designee. If the student denies the charges, the principal or designee must explain why the student was removed and give the student and parent(s) a chance to present the student's version of the relevant events. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal or designee makes a final determination, or the period of removal expires, whichever is less.

The principal or designee may overturn the removal of the student from class if the principal or designee finds any one of the following:

- a.) The charges against the student are not supported by substantial evidence.
- b.) The student's removal is otherwise in violation of the law, including the district's Code of Conduct.
- c.) The conduct warrants suspension from school pursuant to Education Law § 3214 and a suspension will be imposed.

4. **Suspension from school**—Suspension from school is a severe consequence, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the superintendent and the building principals.

a. **Short-term (5 days or less) suspension from school**

When the principal proposes to suspend a student charged with misconduct for five days or less, the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the principal. The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. After the conference, the principal shall promptly advise the parents in writing of his or her decision.

In addition, the principal will recommend a Superintendent's Hearing when a student commits a criminal act.

b. **Long-term (more than 5 days) suspension from school**

When the superintendent determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The superintendent shall personally hear and determine the proceeding or, may, in his or her discretion, designate a hearing officer to conduct the hearing. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the district clerk within 10 business days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

c. **Permanent suspension**

Permanent suspension is reserved for extraordinary circumstances.

d. **Minimum Periods of Suspension**

- 1.) Students who bring a weapon to school

Any student found guilty of bringing a weapon onto school property will be subject to suspension from school for at least

one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis.

2.) Students who commit violent acts other than bringing a weapon to school

Any student who is found to have committed a violent act, other than bringing a weapon onto school property shall be subject to suspension from school for at least five days. If the proposed consequence is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed consequence exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the consequence, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

D. Referrals

1. Counseling

The Counseling Office shall handle all referrals of students to counseling.

2. PINS Petitions

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- b. Engaging in an ongoing or continual course of conduct, which makes the student ungovernable, or habitually disobedient, and beyond the lawful control of the school.
- c. Knowingly and unlawfully possesses marijuana in violation of Penal Law § 21.05. A single violation of § 21.05 will be a sufficient basis for filing a PINS petition.

3. Juvenile Delinquents and Juvenile Offenders

The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

- a. Any student under the age of 16 who is found to have brought a weapon to school, or
- b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law § 1.20 (42).

The superintendent is required to refer student's age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

VIII. ALTERNATIVE INSTRUCTION

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Educational Law § 2801 and § 3214, the district will take immediate steps to provide alternative means of instruction for the student.

IX. DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

This Code affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations

A. Authorized Suspensions or Removals of Students with Disabilities

1. For purposes of this section of the Code of Conduct, the following definitions apply.

A "suspension" means a suspension pursuant to Education Law § 3214.

A "removal" means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself or herself or others.

An "IAES" means a temporary educational placement for a period of up to 45 days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum, although in another setting, to continue to receive those services and modifications, including those described on the student's current individualized education program (IEP), that will enable the student to meet the goals set out in such IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:
- a. The Board, the district superintendent of schools or a building principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.

- b. The superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for up to ten (10) consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.
- c. The superintendent may order additional suspensions of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.
- d. The superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on special education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than forty five (45) days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs to sells or solicits the sale of a controlled substance while at school or a school function.
 - 1) "Weapon" means the same as "dangerous weapon" under 18 U.S.C. §930(g)(w) which includes "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except...(for) a pocket knife with a blade of less than 2½ inches in length."
 - 2) "Controlled substance" means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.
 - 3) "Illegal drugs" means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the controlled Substances Act or any other federal law.
- 3. Subject to specified conditions required by both federal and state regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to forty five (45) days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

B. Change of Placement Rule

- 1. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:
 - a. For more that ten (10) consecutive school days; or
 - b. For a period of ten (10) consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than ten (10) school days in a school year and because of such factors as the length of each suspension or removal, the total mount of time the student is removed and the proximity of the suspensions or removals to one another.
- 2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

C. Special Rules Regarding the Suspension or Removal of Students with Disabilities.

- 1. The district's committee on Special Education shall:
 - a. Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than ten (10) school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or controlled substances.

If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than ten (10) school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.

If one or more members of the CSE believe that modifications are needed, the school district shall convene meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.
 - b. Conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.
- 2. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.
 - a. The superintendent, building principal or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.

- b. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student was a student with a disability, the district either:
 - 1.) Conducted an individual evaluation and determined that the student is not a student with a disability, or
 - 2.) Determined that an evaluation was not necessary and provided notice to the parents of such determination, in the manner required by applicable law and regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state laws and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the district, which can include suspension.

- 3.) The district shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement.

The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.

- 4.) The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.
- 5.) Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five (5) school days shall be bifurcated into a guilt phase and a consequences phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into this code.
- 6.) The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than ten (10) consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.
- 7.) During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this code.

D. Expedited Due Process Hearings

1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this Code, if:
 - a. The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.
 - b. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.
2. During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the district agree otherwise.
3. If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.
4. An expedited due process hearing shall be completed within fifteen (15) business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the district and the parents within five (5) business days after the last hearing date, and in no event later than forty five (45) calendar days after receipt of the request for a hearing.

E. Referral to Law Enforcement and Judicial Authorities

In accordance with the provisions of IDEA and its implementing regulations:

1. The district may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.
2. The superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.

X. CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school and others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

XI. STUDENT SEARCHES AND INTERROGATION

The Board is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary consequence on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student.

In addition, the Board authorizes the superintendent, building administrators, the school nurse, and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district Code of Conduct.

A. Student Lockers, Desks and other School Storage Places

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

The building principal or the principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the items is turned over to the police. The principal or his or her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

B. Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment.

Before police officials question any student, the building principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning. If the student's parent cannot be contacted prior to the police questioning; the principal, in consultation with the superintendent will also be present during any police questioning or search of a student on school property or at a school function.

GLOSSARY OF TERMS

THE YOUTH COURT ALTERNATIVE – for some violations of school policy, the options for consequences has been in connection with the **Youth Court**. Called the **Youth Court Alternative** or **Option**, when a student commits one of these violations he or she will be allowed to select the consequences imposed in the Code of Conduct, or the student might decide to claim their Youth Court Alternative/Option. The East Hampton Youth Court and how it relates to East Hampton Middle School is a voluntary alternative to the discipline decreed in the Code of Conduct. A youth, who has admitted violating particular rules, will appear before a jury of peers. The jury is presented with evidence relevant to sentencing, deliberates, and passes a sentence.

At all times, we should remember to maintain an environment conducive to attaining a high degree of education. To achieve this goal, there must be a spirit of mutual respect and involvement among the members of the school community. It is important for each East Hampton Middle School student to not only know which behaviors are unacceptable, but also have a clear understanding of the reasoning for their not being permissible.

East Hampton Middle School is committed to an approach that will help you learn appropriate behaviors. It is our desire that you develop behavioral skills that will enable you to learn well and help those around you learn well.

It is hoped that the **Glossary of Terms** will help students become familiar with behaviors expected of them and develop strategies for becoming self-disciplined.

SCHOOL TARDINESS – when a student arrives to school late, valuable educational time has been lost. Time lost that cannot ever be regained. If it is a student's desire to obtain the most of his/her educational experience school, tardiness hinders that aspiration. Tardiness also often establishes bad practices for future work experiences.

UNACCEPTABLE, EXCESSIVE AND/OR DISORDERLY CONDUCT – in an effort to establish a setting for education to take place, excessive disruptions cannot be allowed. Such behavior would be talking, making noises, throwing objects or otherwise distracting another. If a teacher is prevented from starting an activity or lesson or has to stop what he/she is doing to try to stop

distracting behavior, such behavior is considered disorderly.

UNSUPERVISED USE OF HALLS – student safety is the first concern of each East Hampton Middle School staff member.

Knowing the whereabouts of each student is also part of our responsibility. When a student is roaming unsupervised in the halls (most likely due to cutting class) a student's safety is in jeopardy. In addition, valuable educational time is being lost.

CLASS CUT – Students not attending their regularly scheduled class while present during the day.

OFFENSIVE LANGUAGE/OBSCENE GESTURES – to many, the use of offensive language and/or obscene gestures are the equivalent of physical assault. This assault is through the use of verbal expression and this is not acceptable in an organized society. At all times, we should use words and perform gestures that show good manners. To curse and say words that shows hate is not using proper language.

INSUBORDINATION, REFUSAL TO COMPLY WITH A TEACHER'S DIRECTION – the State of New York has deemed the teaching staff of public schools to be the temporary parents of the student body while they are in attendance. It is the responsibility of the student to comply with all lawful directions given by a faculty member. Insubordination is not obeying authority, or not obeying the rules. A student must do as the teacher says in order to learn.

SMOKING IN SCHOOL AND ON SCHOOL GROUNDS – New York State has passed legislation that prohibits smoking in school buildings in the state. That law also affects all adults while in school and on school grounds. It should be noted that Suffolk County will affix a monetary fine for continued disregard of this law. This behavior also creates a fire hazard.

DEFACEMENT OF SCHOOL PROPERTY – the school building and the contents found within its walls belong to the community. The upkeep of the school building is everyone's responsibility. East Hampton Middle School does not belong to any one person; therefore, the destruction of the building is not the right of any one person or group. This relates to the marking of desks, braking of school, pencils, carving of cafeteria tables, writing in textbooks, spray-painting of school walls, etc.

FORGERY OF ANY SCHOOL RELATED DOCUMENT – notes from parents to school regarding the absence from school of their child that are in turn recorded by a school are considered a legal document that can be called upon as evidence in a court of law. Therefore, it is of utmost importance that such documents are legal and not forged. In like fashion, a student should not deceive another by giving false or misleading information. Nor should a student sign the name of another person for the purpose of misleading school personnel.

CLASS A PROCEDURAL STEPS FOR CLASS A OFFENSES

The resolution for a CLASS A offense is initially the responsibility for the teacher in charge and/or teacher observing the offense. When there are cases where the teacher/staff member is not primarily responsible for the supervision of the student, or is unable to resolve the problem, the offense shall be referred to the principal or assistant principal.

CLASS A OFFENSES

<p><u>DISCIPLINE PROBLEM:</u> School Tardiness</p> <p><u>POLICY PROCEDURE:</u> The late to school policy shall be handled by the classroom teacher to whom that student reports. The "Lateness to Class" Policy shall apply.</p> <p style="padding-left: 40px;">3rd late – the teacher will issue a Lunch Detention</p> <p style="padding-left: 40px;">6th late – the teacher will issue a 1 hour After School Detention</p> <p style="padding-left: 40px;">9th late – In School Suspension</p>
<p><u>DISCIPLINE PROBLEM:</u> Unsupervised Use of Halls</p> <p><u>POLICY PROCEDURE:</u> If 21 minutes of class has yet to expire, the student will be deemed a "Late to Class"; this will count toward the student's cycle of 3.</p> <p>- if 21 minutes or more of class time has expired, the behavior shall be disciplined as a class cut, 1 hour detention will be issued</p>
<p><u>DISCIPLINE PROBLEM:</u> Class Cutting</p> <p><u>POLICY PROCEDURE:</u> 1st class cut – 1 hour After School Detention</p> <p style="padding-left: 40px;">2nd class cut – 1 hour After School Detention</p> <p style="padding-left: 40px;">3rd class cut – In School Suspension</p> <p style="padding-left: 40px;">Parent/Guardian Notification</p> <p style="padding-left: 40px;">4th class cut – 1 day Out of School Suspension</p>

<p><u>DISCIPLINE PROBLEM:</u> Lateness to Class</p> <p><u>POLICY PROCEDURE:</u> 3rd late – Lunch Detention issued</p> <p>6th late - 1 hour After School Detention</p> <p>9th late – In School Suspension</p> <p>12th late -1 day Out of School Suspension</p> <p>Youth Court Option</p>
<p><u>DISCIPLINE PROBLEM:</u> Unacceptable, Excessive, and/or Disorderly Conduct</p> <p><u>FIRST OFFENSE:</u> Range of discipline: -Teacher Detention, Warning, Administrative Detention, Parent/Guardian Notification</p> <p><u>SECOND OFFENSE:</u> 2 day Detention, Parent/Guardian Notification</p>
<p><u>DISCIPLINE PROBLEM:</u> Overt Display of Affection</p> <p><u>FIRST OFFENSE:</u> Warning, Telephone Call Home</p> <p><u>SECOND OFFENSE:</u> Parent/Guardian Notification</p>
<p><u>DISCIPLINE PROBLEM:</u> Use of Personal Electronic Devices</p> <p><u>FIRST OFFENSE:</u> Confiscation, Return to Parent/Guardian</p> <p><u>SECOND OFFENSE:</u> Confiscation, Return to Parent, 1 day In School Suspension</p>
<p><u>DISCIPLINE PROBLEM:</u> Use of Laser Pointer</p> <p><u>FIRST OFFENSE:</u> Confiscation, Return to Parent</p> <p><u>SECOND OFFENSE:</u> Confiscation, Return to Parent/Guardian at the End of the School Year</p> <p><u>THIRD OFFENSE:</u> Confiscation, 1 day Out of School Suspension</p>
<p><u>DISCIPLINE PROBLEM:</u> <u>Violation of Dress Code</u></p> <p><u>FIRST OFFENSE:</u> <u>Student must change or cover article(s) in violation, Parent/Guardian Notification</u></p> <p><u>SECOND OFFENSE:</u> <u>Student must change or cover article(s) in violation, Parent/Guardian Notification – 1 day In School Suspension</u></p>

CLASS B
PROCEDURAL STEPS FOR THE RESOLUTION
OF CLASS B OFFENSES

The resolution of CLASS B offenses is to immediately report said offense to the building principal or assistant principal. At that time, the student will be removed from instruction and an investigation shall take place after which administrative action will be taken.

CLASS B OFFENSES

<p><u>DISCIPLINE PROBLEM:</u> Unauthorized Leaving of School Grounds</p> <p><u>FIRST OFFENSE:</u> 1 day Out of School Suspension, Parent/Guardian notification, Youth Court Option as an alternative to Out of School Suspension</p> <p><u>SECOND OFFENSE:</u> 3 day Out of School Suspension, Parent/Guardian Notification, 10 week loss of parking privileges if the student has such privileges</p> <p><u>THIRD OFFENSE:</u> 5 day Out of School Suspension</p>
<p><u>DISCIPLINE PROBLEM:</u> Use of Offensive Language Toward a Staff Member</p> <p><u>FIRST OFFENSE:</u> Range of discipline depending on the severity of the offense: 1 to 2 days Out of School Suspension, 1 to 5 days out of class suspension, Parent/Guardian Notification</p> <p><u>SECOND OFFENSE:</u> Administrative range of action: 2 to 5 days Out of School Suspension, Parent/Guardian Notification</p>

<p><u>DISCIPLINE PROBLEM:</u> Use of Offensive Language/Obscene Gestures (Which may incite others)</p> <p><u>FIRST OFFENSE:</u> Parent/Guardian Notification, Detention</p> <p><u>SECOND OFFENSE:</u> Parent/Guardian Notification, 2 day Detention</p> <p><u>THIRD OFFENSE:</u> Parent/Guardian Notification, 1 day Out of School Suspension</p>
<p><u>DISCIPLINE PROBLEM:</u> Destruction or Defacement of School Property</p> <p><u>FIRST OFFENSE:</u> Replacement of/or compensation for destroyed or defaced property, Parent Notification, Possible criminal charges</p>
<p><u>DISCIPLINE PROBLEM:</u> Smoking on School Grounds/at School Functions</p> <p><u>FIRST OFFENSE:</u> 1day Out of School Suspension, Parent/Guardian Notification, Department of Health Notification</p> <p><u>SECOND OFFENSE:</u> 2 days Out of School Suspension, Parent/Guardian Notification, Department of Health Notification</p>
<p><u>DISCIPLINE PROBLEM:</u> School Truancy</p> <p><u>FIRST OFFENSE:</u> Class Cut in effect for class(es) missed, Youth Court Option, Parent/Guardian Notification</p>
<p><u>DISCIPLINE PROBLEM:</u> Fighting - Simple Temporary without Premeditation</p> <p><u>FIRST OFFENSE:</u> Parent/Guardian Notification, 1-5 days Out of School Suspension, Possible police notification</p>
<p><u>DISCIPLINE PROBLEM:</u> Major Disturbance - Cafeteria, Assembly, Gym, Hallway, School Functions</p> <p><u>FIRST OFFENSE:</u> Parent/Guardian Notification, 1-5 days Out of School Suspension, Possible police notification</p>
<p><u>DISCIPLINE PROBLEM:</u> Insubordination, Refusal to Comply with Teacher or Administrator's Direction</p> <p><u>FIRST OFFENSE:</u> Parent/Guardian Notification, After School Detention or 1 day Out of School Suspension, depending on severity</p>

CLASS C PROCEDURAL STEPS FOR RESOLUTION OF CLASS C OFFENSES

The resolution for CLASS C offenses shall be the immediate reporting of the offense to the building principal and/or assistant principal. The offense will be investigated, the student shall be removed from the student population and the appropriate action(s) will begin.

Disorderly conduct – a person is disorderly when their conduct has the intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof:

- He/she engages in fighting or in violent, tumultuous or threatening behavior; or
- He/she makes unreasonable noise; or
- Without lawful authority, he/she disturbs any lawful assembly or meeting of persons; or
- He/she obstructs vehicular or pedestrian traffic; or
- He/she congregates with other persons in a public place and refuses to comply with a lawful order of the police to disperse; or
- He/she creates a hazardous or physically offensive condition by any act which serves no legitimate purpose

Harassment – a person is harassing when their actions have the intent to harass, annoy, or alarm another person:

- He/she strikes, shoves, kicks, spits, or otherwise subjects him/her to physical harm, or threatens to do the same; or
- In a public place, he/she uses abusive or obscene language, or makes an obscene gesture; or
- He/she engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose.

Possession of a weapon – a person is in possession of a weapon when:

- He/she possesses any firearm, electronic dart gun, electronic stun gun, gravity knife, switchblade knife, ballistic knife, cane sword, billy, blackjack, bludgeon, metal knuckles, chukka stick, sand bag, sand club, wrist-brace type slingshot or slingshot, shirken or “Kung Fu Star”, or
- He/she possesses any dagger, dangerous knife, dirk, razor, stiletto, imitation pistol, or any other dangerous or deadly instrument or weapon with intent to use the same unlawfully against another; or
- He/she has in his possession a rifle, shotgun or firearm in or upon a building or grounds, used for educational purposes of any school without the written authorization of such educational institution; or
- He/she possesses any dangerous or deadly weapon
- He/she possesses a bullet containing an explosive substance designed to detonate upon impact; or
- He/she possesses armor piercing ammunition with intent to use the same unlawfully against another; or
- Possession of any object which is intended to be used or may be used as a weapon.

Possession of weapons by persons under sixteen – In addition to the weapons previously cited, possession by anyone under sixteen years of age of any air-gun, spring-gun, or other instrument or weapon in which the propelling force is a spring or air.

Assault – A person commits assault when:

- With intent to cause physical injury to another person, he/she causes such injury to such person or a third person; or
- He/she recklessly causes physical injury to another person; or
- With negligence, he/she causes physical injury to another person by means of a deadly weapon or a dangerous instrument.
- Possession of any object which is intended to be used or may be used as a weapon.
- Any premeditated fight

Vandalism – Vandalism to school property or another person’s property while on school grounds or on a school trip.

Trespass – a person is guilty of trespass when he/she knowingly enters or remains unlawfully in or upon premises.

Possession of a controlled substance – Possession and/or consumption of, or under the influence of, an alcoholic beverage on school grounds, in school buildings or while under school supervision.

- Possession and/or consumption of, or under the influence of, an alcoholic beverage on school grounds, in school buildings, or while under school supervision.
- Possession or sale of controlled substances such as depressant, stimulant, hallucinogenic, or narcotic drug or preparation

Loitering – A person is loitering when he/she:

- Loiters or remains in or about school grounds without reason or permission.

Actions against property – Actions constituting trespass, burglary, mischief, arson, larceny, and robbery are prohibited.

REPEATED CLASS B OFFENSES

POSSIBLE PENALTIES FOR CLASS C OFFENSES

Police Notification

1 – 5 Days Out of School Suspension

Superintendent’s Hearing

Expulsion from School

E. Referral to Law Enforcement and Judicial Authorities

In accordance with the provisions of IDEA and its implementing regulations:

1. The district may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student’s placement.
2. The superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.

X. CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school and others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers

and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

XI. STUDENT SEARCHES AND INTERROGATION

The Board is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary consequence on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student.

In addition, the Board authorizes the superintendent, building administrators, the school nurse, and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district Code of Conduct.

A. Student Lockers, Desks and other School Storage Places

The rules in this code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without their consent.

The building principal or the principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the items are turned over to the police. The principal or his or her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

B. Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment.

Before police officials question any student, the building principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning. If the student's parent cannot be contacted prior to the police questioning; the principal, in consultation with the superintendent will also be present during any police questioning or search of a student on school property or at a school function.

• PTA DANCE/ACTIVITY RULES

1. Students must have a signed permission slip on file in order to attend any function.
2. GUESTS - No High School students may attend. Dances are NOT open to other schools unless specifically noted.
3. Students must arrive within 30 minutes of the start time of an activity. Students arriving after that time will not be admitted unless late arrival is due to participation in another school related activity. A parent or legal guardian must accompany late arrivals.
4. No smoking, alcoholic beverages, or illegal substances allowed.
5. Students must check in at the start of the activity.
6. Students will not be released early from any activity unless a parent or guardian comes to the door and picks them up. Students must notify a chaperone and sign out before leaving with parent or guardian. Once a student leaves the activity, he/she will not be permitted to return.
7. Students, who are absent from school, in-school suspended or out-of-school suspended on the day of an activity, will not be permitted to attend.
8. Students must be picked up on time, at the end of an activity. The school and the PTA will not assume responsibility for students who leave without permission, or for those who are not picked up within 15 minutes after the activity ends.
9. Proper conduct is expected at all times. Any student not observing the rules will be asked to leave and can be banned from future activities. Immediate contact with parents or guardians will be made and the student released to them.

10. Proper dress is also required. See School Dress Code. It applies to all PTA activities as well.

Please Note: In case of an emergency, if a parent or guardian cannot be contacted, the police will be called.

- **SPECTATOR CODE OF CONDUCT**

- Spectators are an important part of the games and plays and shall at all times conform to accepted standards of good sportsmanship and behavior.
- Spectators shall at all times respect actors during plays and officials, coaches and players during games and extend all courtesies to them.
- Wholesome cheering is encouraged.
- Stamping of feet, taunting, foul and abusive language, inflammatory remarks and disrespectful signs and behavior are prohibited.
- Spectators shall observe and obey the rules and regulations of the school concerning smoking, food and soft drink consumption, use of lavatory facilities and parking of cars.
- New York State Law prohibits alcohol beverages of any kind on school property; the law further prohibits any person under the influence of alcohol to be on school property.
- Spectators shall respect and obey all school officials, supervisors and police at all athletic contests.

Violators of this Code are subject to eviction from the area and logical school consequences the following day.

EMERGENCY SCHOOL CLOSINGS

- **No School**

When school is closed due to inclement weather, bad road conditions or other emergencies, information is posted for the East Hampton School District listed on the second page of this booklet.

- **Two-Hour Delayed Opening:**

When a **Two-Hour Delayed Opening** is announced for East Hampton School District, students will report to their bus stops exactly two hours later than they normally would.

Should a "Two-Hour Delayed Opening" be announced at 5:30 AM based on a weather forecast predicting improved conditions, and conditions by 7:30 AM are such that children still cannot be transported safely to school, school officials will announce that schools will be closed for the day. It is important that you continue to listen carefully to all announcements.

2 HOUR DELAYED OPENING	
Student Arrival:	9:45 a.m.
Homeroom	9:45 - 9:52
Period 1	9:56 - 10:20
Period 2	10:25 - 10:48
Period 3	10:52 - 11:16
Period 4	11:20 - 11:44
Period 5	11:48 - 12:28
Period 6	12:32 - 1:12
Period 7	1:16 - 1:42
Period 8	1:46 - 2:10
Period 9	2:14 - 2:40

- **EARLY DISMISSAL**

In the event of severe weather or emergency an early dismissal may be required. Notification will be through the district's website and various radio stations. Parents/guardians should make advance arrangements for their child's care in the event that an early dismissal is necessary.

- **EVACUATION PROCEDURES**

In the event we need to evacuate the Middle School, building and grounds, students and staff will exit the building, as in fire drills and proceed to a previously determined designated site. Parent/guardians will be notified of student dismissal using the emergency contact telephone chain. Arrangements for pick up and/or child care in the event of an emergency should be planned for in advance.

FIELD TRIPS

Field trips for educational purposes will occasionally be sponsored by various departments and/or grade levels in the school. A student must submit written permission from a parent or guardian to participate in a field trip.

Since participation in field trips is considered a privilege, the administration reserves the right to select students for these trips who demonstrate self-discipline and respect.

THE GUIDELINES FOR STUDENT ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES ALSO APPLIES TO STUDENT ELIGIBILITY FOR FIELD TRIPS.

FIRE DRILLS

Handicapped students: A student who cannot navigate the stairs due to illness or injury should report to designated room on each level during a drill. Firefighters have marked each room with a red dot, and are prepared to evacuate students from these rooms immediately upon their arrival on the scene.

HEALTH INFORMATION

- **HOMEBOUND INSTRUCTION**

When it is known that, due to an extended illness, a student will be absent from school for two weeks or more, home tutoring will be honored. A doctor's note must be filed in the Guidance Office with a diagnosis and the request for homebound instruction. The guidance counselor will make all arrangements for homebound instruction.

Sixth grade students are entitled to one (1) hour of instruction per day; seventh and eighth grade students are entitled to two (2) hours of instruction per day.

- **ILLNESS AND ACCIDENT PROCEDURES**

Students who become ill or are injured are to notify a staff member and report to the school nurses office. The student should be accompanied by another student or an adult. Students may not come to the nurse's office without a pass signed by a teacher or other adult.

If the child is ill and unable to stay in school, the parent will be notified and the student will be sent home when the parent arrives.

The school must have on file an Emergency Contact Card, sent to you in the August mailing, with your doctor's name and an alternate residence and guardian where students might be cared for if the parent cannot be contacted during school hours. This procedure may become necessary in case of sickness or injury which might occur during the school day. Please be certain that your contact card is fully filled out and promptly returned to school. Give special attention to completing the name, address and phone number of the alternate residence and guardian.

When a child is injured in school the nurse will examine the child, and if serious injury is suspected, contact the parent. If a medical emergency exists requiring the services of a physician, and the parents and emergency contacts cannot be reached, the nurse will call the family physician named on the emergency contact card. If no one is available, the school physician will be called.

If the school physician is unavailable, the school nurse will transport the injured child to a doctor's office or the emergency room of the hospital after permission is obtained from the building principal. If necessary, an ambulance will be called at the discretion of the school or the person in charge of the school activity.

- **MEDICAL RELEASE**

If a student is to be excused from physical education because of medical reasons, a note from a doctor indicating the reason and the length of excused time must be submitted to the school nurse. Written permission from the parent and doctor is required for a child to resume a special sport.

- **MEDICATING AT SCHOOL**

No internal medication, including cough drops and throat lozenges, may be given to a student unless written permission from the parent and a physician's order is given to the school nurse. Medication is to be brought to the nurse by the parent.

- **SCHOOL INSURANCE**

Students are covered against accidental injury during school hours and while attending school sponsored and school supervised activities during the school term. This coverage is in EXCESS of any other coverage the parent may have.

In the event of an accident:

- Submit the claim to your (the parent's) insurance company.
- Obtain the claim filing information from the school nurse.
- File a claim for ONLY expenses NOT paid under your (the parent's) insurance.

Assistance in filing the forms correctly for excess insurance can be obtained from the District Office.

HOMEWORK

- **HOMEWORK CLUB**

Homework Club is supervised under the direction a teacher for students in grades 6-8. Staff is available to answer questions and give assistance in completing homework assignments. A late bus is provided for bus students. A bus pass is required and the bus leaves the building at 3:40pm sharp.

- **HOMEWORK GUIDELINES**

6 TH GRADE	
Math	Monday-Friday 20 minutes
Language Arts	3 days per week 20-25 minutes written including reading, reading log 15 minutes per night, 5 days per week
Social Studies	2-3 days per week written plus 15 minutes review/study average 15-20 minutes
Science	Monday/Tuesday/Wednesday written assignment, study/review 20 minutes, Thursday review work from Monday-Wednesday

7 TH GRADE	
Math	30 minutes per day
English	20 minutes reading or writing per day
Social Studies	3 days per week, 30 minutes per day
Science	20 minutes per day
Spanish/French	20 minutes per day

8 TH GRADE	
Math	4-5 days per week
English	30 minutes reading when reading a novel writing 4 days per week
Social Studies	4 days per week, average 20 minutes
Science	3 days per week minimum, average 20 minutes
French	3-5 days per week written studying every night

LOST AND FOUND

The school office serves as a clearinghouse for all lost and found articles. If articles are not labeled or identifiable, they are by the computer room in the basement area labeled **LOST AND FOUND**.

At the end of each marking period, all unclaimed articles are donated to the St. Vincent DePaul Society. All valuable items brought to the school, for any reason, are the sole responsibility of the student. When necessary, valuables may be kept in the office.

LUNCH

The school lunch program is provided by Whitson's Catering. Hot lunches as well as fresh salads are available on a daily basis. The cost is \$2.50 and includes a beverage. Free and reduced lunches are available after a form has been completed and returned to the District Office. The form is included in the August mailing.

NOTIFICATION FOR STUDENT DIRECTORY INFORMATION

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under the Family Education Rights and Privacy Act (FERPA). The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school."

PERMISSION FOR PUBLICITY RELEASES

Students may not be photographed, filmed or interviewed by the media without parent permission. Should you **NOT** wish to have your child photographed, filmed or interviewed, parents must fill out, sign and return the Parent Response Form mailed home in the August mailing.

PLEDGE OF ALLEGIANCE

It is a fundamental conviction that the Pledge of Allegiance is one of the precious, personal privileges of each American citizen. The schools are one of the primary influences in shaping the citizen and in generating a deeply rooted and thoughtful love of country. A purpose of the educational experience is to motivate students to understand, to appreciate, and to accept the responsibilities of citizenship.

The laws of the State of New York require that there shall be conducted in the schools, daily, a salute to the flag of the United States of America, accompanied by a recital of the Pledge of Allegiance to the flag. Each student's personal conviction, however, will be respected.

PROGRAM

- **ACCELERATED/HONORS PLACEMENT CRITERIA**

An Honors Program is available in many departments. General selection criteria for these courses include:

- Teacher and counselor recommendations
- Parent approval
- Exemplary attendance record
- Final grade of 90 or better in previous year's course
- Final exam (Regents) grade of 90 or better in previous year's course

A student's continuance in an Honors Program will be evaluated by the end of the first five (5) week progress report. Continuation in the course will be based upon the teacher's and guidance assessments and recommendations with the final decision to be made by the building

principal.

Students who do not meet the above criteria will be removed from the program. A parent and/or student may appeal to the building principal and be considered on an individual basis.

- **NATIONAL JUNIOR HONOR SOCIETY**

The East Hampton Middle School has been granted a charter to establish a National Junior Honor Society.

Students who are in the second semester of seventh grade are eligible. Candidates who apply and are accepted for membership must have an outstanding academic average of at least 90 or above and display excellent character.

The selection of student members to this chapter shall be by a majority vote of the faculty council consisting of five faculty members appointed by the principal.

- **PARENT TEACHER ASSOCIATION**

We urge you to join the Parent Teacher Association at East Hampton Middle School. By joining, you will benefit your child and help the Middle School. They support many activities for the students as well as the school staff. Some of the activities the PTA will sponsor are: school dances for grades 6, 7 and 8, bowling night, family fun evening, the school roster and a host of others for the 2011-2012 school year. The President is Wendy Walters and she can be reached at 907-2733 or at wwalters@optonline.net. The Vice-President is Jody Kalafut and she can be reached at 561-9336 or at ehmama2@hotmail.com.

REGULATIONS FOR ACCEPTABLE USE OF THE INTERNET AND DISTRICT NETWORK

Acceptable Use of Internet and Other Electronic Resources

The East Hampton School District recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the East Hampton School's Board of Education encourages the responsible use of computers, computer networks, including the Internet and other electronic resources in support of the mission and goals of the East Hampton School District and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to students and staff is impossible to control. Therefore, the East Hampton School's Board of Education adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on East Hampton Union Free School District-owned equipment or through East Hampton Union Free School District-affiliated organizations. The use of the East Hampton Union Free School District's technology equipment and network resources is a privilege, not a right.

East Hampton School District Rights and Responsibilities

It is the policy of the East Hampton School District to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the School Board, Administration and Technology Department recognize their legal and moral obligation to protect the well-being of students in its charge. To this end, the East Hampton School District retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To disable or remove a user account on the network without prior notice.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to East Hampton Union Free School District-owned equipment and, specifically, to exclude those who do not abide by the East Hampton Union Free School District's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. East Hampton School District reserves the right to restrict online destinations through software or other means.

5. To provide guidelines and make reasonable efforts to inform staff and students about acceptable use policies governing online communications.

User Responsibilities

Use of the network, computers and electronic media provided by the East Hampton

School District is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the East Hampton Union Free School District.
2. Proper codes of conduct in electronic communication must be used. In news groups, instant messaging applications, and chat rooms giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature. Care must be exercised when opening email attachments and hyperlinks.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the district network should not be assumed to be private.
5. Email accounts as well as online subscriptions supplied by the East Hampton Union Free School District will be monitored and maintained, and files may be archived or deleted from the personal mail directories to avoid excessive use of the fileserver hard-disk space if required.
6. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
7. From time to time, the East Hampton School District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.
8. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall monitor the use of this equipment to assure that its use conforms to the mission and goals of the East Hampton Union Free School District.

Unacceptable Use

Violators of these unacceptable use regulations described here will be dealt with seriously. Violators run the risk of losing computer privileges on a temporary or permanent basis, suffering disciplinary action, and facing possible prosecution for violation of local, state and federal laws. Violators who vandalize the East Hampton Union Free School District's physical property, network infrastructure, or software applications, resulting in expense to the district may be held liable for all damages. The following is considered unacceptable usage of the East Hampton Union Free School

District's computers, networks, and Internet connection and therefore are strictly prohibited.

1. Use of the network for any unlawful purpose.
2. Giving out personal information about another person, including but, not limited to names, photographs, addresses or phone numbers.
3. Any use of the network for commercial or for-profit purposes.
4. Excessive use of the network for personal business.
5. Any use of the network for product advertisement or political lobbying.

6. Intentionally seeking information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresenting other users on the network.
7. Any use of the network that disrupts others ability use network resources.
8. Hardware and/or software shall not be destroyed, modified, or abused in any way.
9. The development and /or use of malicious programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
10. Antisocial behaviors including harassment, discriminatory remarks, or cyber bullying in the form of email, chat, instant messages, web postings or the printing and distribution of offensive computer generated documents.
11. The unauthorized installation of any software, including shareware and freeware, for use on East Hampton School District-owned equipment.
12. Use of the network to access, store, or distribute pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network.
13. The network may not be used for downloading entertainment software or other files not related to the mission and objectives of the East Hampton School District for transfer to a user's home computer or other personal computer. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the East Hampton Union Free School District.
14. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
15. Use of profanity, obscenity, racist terms, or other language that's offensive to other users.
16. Playing games, viewing videos, or listening to music unless specifically authorized by a teacher for instructional purposes.
17. The unauthorized use of wireless devices such as laptops, PDA's and other wireless devices on the district's wireless network without prior permission from the system administrator.
18. Misuse or waste computer related supplies such as ink, paper, and storage media including file storage space.

Disclaimer

1. The East Hampton School District cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The East Hampton School District will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or serves interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. The East Hampton School District makes no warranties expressed or implied) with respect to:
 - The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
 - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. The East Hampton district reserves the right to change its policy and rules at any time.

REPORTING STUDENT PROGRESS

- **REPORT CARDS**

There are four report cards per year. These report card periods close in November, January, April, and June respectively. Parents will receive informal progress reports indicating unsatisfactory or outstanding achievement approximately five weeks prior to the issuance of report cards. Parents are urged to review these reports and are encouraged to consult with the teacher of the subject area which is in need of improvement.

- **PARENT TEACHER CONFERENCES**

November 12th, 2:50pm-5:00pm and November 18th, 11:50am-2:50pm
 March 8th, 2:50-5:00pm and March 9th, 11:50-2:50pm

- **GRADING SYSTEM**

Numerical grades will be given for all courses in grades 6-8. **STUDENTS ENROLLED IN HIGH SCHOOL COURSES MUST ABIDE BY THE HIGH SCHOOL ATTENDANCE POLICY AS OUTLINED.**

- **HONOR ROLL**

Students in grades seven/eight are eligible for the Honor Roll if the student achieves at least an 85% average and the High Honor Roll if the student achieves an average of 90%, and Principal's Honor if they achieve an average of 95% or above. Failure in any course is cause for exclusion on any of the Honor Rolls.

SCHOOL HOURS

REGULAR TIME SCHEDULE	
PERIOD	TIME
HOMEROOM	7:45 – 7:55
1	7:59 – 8:39
2	8:43 – 9:23
3	9:27 – 10:07
4	10:11 – 10:52
5 (LUNCH GRADES 7 & 8)	10:56 – 11:38
6 (LUNCH GRADE 6)	11:42 – 12:24
7	12:28 – 1:10
8	1:14 – 1:55
9	1:59 – 2:40

EXTENDED HOMEROOM SCHEDULE MASTER NOTEBOOK CHECK FIRST DAY OF THE MONTH	
PERIOD	TIME
HOMEROOM	7:45 – 8:15
1	8:19 – 8:58
2	9:02 – 9:41
3	9:45 – 10:24
4	10:28 – 11:07
5 (LUNCH GRADES 7 & 8)	11:11 – 11:50

6 (LUNCH GRADE 6)	11:54 – 12:33
7	12:37 – 1:16
8	1:20 – 1:58
9	2:02 – 2:40

ACTIVITY DAY SCHEDULE	
PERIOD	TIME
HOMEROOM	7:45 – 7:50
1	7:53 – 8:28
2	8:31 – 9:06
3	9:09 – 9:45
4	9:48 – 10:24
5 (LUNCH GRADES 7 & 8)	10:27 – 11:03
6 (LUNCH GRADE 6)	11:06 – 11:42
7	11:45 – 12:21
8	12:24 – 12:59
9	1:02 – 1:37
Activity Period	1:40 – 2:40

SCHOOL/STUDENT PROPERTY

- **BICYCLES AND SKATEBOARDS**

Bicycles that are ridden to school are to be parked and locked in the bicycle racks in front of the building. Students who use skateboards as a means of transportation to school do so at their own risk. New York State law requires the use of helmets when riding a bicycle. Helmets and skateboards must be stored in students' lockers or the main office.

- **CELL PHONES/IPODS**

During regularly scheduled classes, cell phones and iPods must be kept in lockers. The use of cell phones should be limited to before and after the regular school day. East Hampton Middle School is not responsible for lost or stolen iPods or cell phones.

- **LIBRARY BOOKS**

It is essential students return library books on time. Those students who do not return library books on due date, may have their next report card(s) withheld.

- **LOCKERS**

Each student is assigned a specific locker at the beginning of the school year. The combination of the lock should be kept secret. Lockers are provided for the storage of books and possessions. They must be kept clean, neat and free of loose papers and garbage. A locker and all the materials found inside it are valuable to each student; therefore, students should respect the right of others by not tampering with other people's lockers. It is suggested that students go to lockers first thing in the morning, before and after lunch and at the end of the day. All necessary materials should be gathered at those times.

- **DO NOT GIVE YOUR COMBINATION TO ANYONE.** Make sure when closing your lockers you turn the tumbler several times to make sure lockers are locked.

- **PHYSICAL EDUCATION LOCKERS**

Lockers are the metal cabinets provided to hold physical education equipment and clothing. Students are to keep their individual lockers clean and neat. All lockers are to be cleaned out every week. Locks are issued to students to ensure the safety of personal possessions. Lockers are only accessible during gym periods.

- **STUDENT ORGANIZERS**

As part of the organizational Study Skills Program adopted six years ago, students are required to have an organizer in their binders. The first one is provided free of charge, however, if the organizer is lost or destroyed a student must purchase a new one. Within the organizer there is plenty of room for daily assignments to be written as well as notes to and from teachers and parents. It is also part of our Character Education Program. Parents and students will be provided with a description of the program.

- **TEXTBOOKS**

All textbooks are the property of the East Hampton Union Free School District and are expected to be covered and to be given proper care.

Students must pay for all lost textbooks. Textbooks represent a considerable investment of school funds. All students are held responsible for the proper use and care of books issued to them. Students are expected to provide book covers for each book and avoid defacing or otherwise damaging books. Fines will be assessed for any book lost or damaged beyond normal use.

Personal textbooks: Should a parent wish to purchase a second text or second set of texts for home use, please contact the Middle School main office at 329-4112 for a listing of titles, ISBN numbers, and phone numbers appropriate to your child's grade/teachers.

SCHOOL VISITATION

For the protection of our children, all visitors must sign a register, in the front hall, before reporting to the main office. The visitor shall then state the purpose of their visit to a member of the office staff.

No parent may go directly to a classroom, as that visit interrupts the teacher's work with the other students in class.

STANDARDIZED TESTING

New York State mandated tests are administered to all students. The tests are designated to measure a student's performance in terms of skills and/or subject area content. The purposes for giving the tests include:

- to provide students, parents and teachers with an opportunity to determine how the student performs in a particular subject
- to assist teachers in individualizing and/or focusing their instructional direction
- to help identify areas of strength and weakness in the curriculum
- to help individual students develop a realistic self-concept in terms of their achievement, aptitude and interests.

STANDARDIZED TESTING SCHEDULE		
GRADE	NAME OF TEST	APPROXIMATE DATE OF ADMINISTRATION
6-8	ELA Assessments	May
6-8	Math Assessments	May
8	Science Performance Test	May
8	Science Written Test	June
8	Foreign Language Proficiencies	June
8	Regents: Integrated Algebra, Earth Science	June

SUMMER SCHOOL POLICY

- Summer School is for any student who fails one or more subjects in the following areas: English, mathematics, science, social studies and language.
- A student who fails more than two subjects and does not satisfactorily complete summer school may be retained.
- Final determination on retention will be made by building administration.

TELEPHONE PRIVILEGES

- Office phones are to be used only in serious circumstances. Any student wishing to use an office phone as well as go to the nurse must secure a pass from their teacher and see the secretary prior to using the telephone.
- Cell phones are not to be used during school hours. Any cell phone in the building during school hours must be secured in the student's locker.

SCHOOL SERVICES

Barbara Tracey, School Nurse - 329-4113

- logs calls from parents prior to 9:00am
- administers daily and PRN medications per MD order
- contacts parents regarding an ill or injured child
- prepares accident reports and insurance paperwork for parents as needed
- provide spare clothes for improperly dressed students

Jeremy Meyer, School Counselor - 329-4114

- acts as liaison between parents and school community
- provides group counseling
- provides crisis counseling
- coordinates peer mediation program
- coordinates home tutoring

Laura White, Psy.D., Psychologist - 329-4115

(Students may see the psychologist on an informal basis or upon parent request.)

- conducts psychological and/or educational assessments to evaluate academic skills and abilities to determine appropriate services or interventions
- provides counseling to students experiencing an adjustment problem or behavioral difficulty or when a crises may occur.
- consults with administrators, teachers and parents to assist in developing recommendations or strategies for individual students
- provides a network of services or resources outside of school which may address specific problems or situation which arise
- determine dress

Carolina Fermin, Barbara Boylan, Social Workers

(English/Spanish Speaking) - 329-4112

- provide counseling to individual students or student groups
- facilitate parent outreach programs for families.

