

PRINCIPAL'S MESSAGE

Dear Students:

Welcome back to all who know us and welcome to Hauppauge to our new students. This book is an important component of your anticipated success in our school. We expect you will read and understand the guidelines and rules outlined here.

While it is true that parents and teachers can help a child be successful, YOU are the person who REALLY decides how well you will do. Working hard and creating goals and a plan to achieve them are the keys – that is how you make sure your greatest hopes get realized. One important aspect of being a middle school student is learning HOW to succeed and understanding what you need to do to make sure that happens. We are looking forward to a wonderful year - remember that you create your own luck!

We extend our sincere wishes for a successful school year. Be Kind, Work Hard, Get Smart!

Maryann Healy Fletcher
Principal

Dan Wald
Assistant Principal

GENERAL INFORMATION

REGULAR TIME SCHEDULE

Advisory	8:05 - 8:21	Period 5	11:16 - 11:56
Period 1	8:24 - 9:04	Period 6	11:59 - 12:39
Period 2	9:07 - 9:47	Period 7	12:42 - 1:22
Period 3	9:50 - 10:30	Period 8	1:25 - 2:05
Period 4	10:33 - 11:13	Period 9	2:08 - 2:48

Bus Departure: 2:58 Late Buses: 4:10 & 5:25
Students who are coming to school early for extra help, can come to the cafeteria after 7:20 a.m.

We Have FIVE BASIC RULES:

These general guidelines tell us about the day to day working of the building:

1. All students will be present in school daily, on time, and prepared for class.
2. Students will respond promptly to directions when given.
3. Students will do their part to keep the school in good order. Therefore they will not litter, damage or destroy school property or the property of others.
4. Students will work independently or with adults to resolve all their problems in a peaceful manner. This is to be done without shouting, inappropriate language, or fighting.
5. Possession of any inappropriate items, devices or substances will not be permitted.

ADVISORY PROCEDURES

On entering the building in the morning from the buses at 7:56 A.M., students are to report to their lockers and then immediately to their advisory. Any student who does not use the school bus should plan to arrive no earlier than 8:00 in the morning unless they are attending morning

extra help or a club. At the 8:05 bell, all students should be seated in advisory. When advisory begins the following procedures will be followed:

1. The flag salute, followed by the daily announcements.
2. Attendance will be taken and absentee names will be sent to the Attendance office at the end of advisory.
3. Advisory activities will be held until 8:21.
4. Students who report late to school must report to the Main Office.

ATTENDANCE TO SCHOOL AND CLASS

Being in school and in class is the crucial expectation for all students. Our Middle School attendance policy is as follows:

1. A student is expected to be in school on time each day of the school year except when an illness or emergency occurs.
2. If a student is absent or late, he/she must return with a note stating the reason for the absence or lateness. This note is given to the Attendance Office. At the end of each school day our automated messenger service will call every household where a student has been absent. The phone call will indicate the date and the periods the student was absent. All absences are considered unexcused until the proper documentation is provided. Absence and Late Notes are required by New York State.
3. A student who is late to school (arriving after Advisory) must report to the main office for an admission pass. A note stating the reason for the lateness should be given to the Attendance Office the following day.
4. Students should advise their parents to telephone the attendance office each day that they are absent from school, (265-3630 ext. 8229 or 761-8229). Before/after school a message can be left on the voicemail system.
5. Severe problems will be referred to the school attendance office in order to institute a PINS (Person In Need of Supervision) petition in Family Court.
6. Only a parent, guardian or sibling 18 or older, with proper identification, can release a student early from school. Requests for early dismissal must be in writing, verified by the Principal's office, and then given to the teacher indicating when they are to be released from class, in order to meet the parent in the office.

LATENESS/CUTTING

Attendance is taken and reported for each period every day. Cutting class is when a student is absent from class for unverified reasons. For academic, safety and supervisory reasons, students must be in class on time.

1. Students who are **late** to any class (advisory and lunch included) **three (3) times**, will receive an after-school detention. Once a student has been late three (3) times, any subsequent lateness will result in an after-school detention.

- Continued lateness to school will necessitate an administrative/parent conference.
- Any student who is illegally absent from class during the school day must make up the class and serve two (2) days detention. A second instance of cutting will result in additional days of detention or In-School Suspension.

AFTER SCHOOL

All students are invited to be a part of our after school activities. Clubs, Intramurals, Extra Help, and Interscholastic Sports all run after the regular day. Students must be in attendance for at least 5 periods to participate in any after school activity. Students who attend these events may take the Late Bus. **Any student who crosses Townline Road to visit “Restaurant Row” MAY NOT take the late bus or return to school grounds.** Crossing Townline Road is not permitted because it has proven to be dangerous in the past. You are also not permitted to “hang” at the High School and take our late buses home. **Consequences may range from after-school detention to an In-School Suspension. Parents are asked to support this effort to keep our children safe.**

ANNOUNCEMENTS

School-wide announcements are made daily from the Main Office at the start of each day and generally just before dismissal. Announcements inform students about changes in schedules, club and activity meetings and updates on things of interest to students and staff. Our school website: www.hauppauge.k12.ny.us can be used to see the daily morning announcements online. This material is generally available on the web in the morning (depending upon technical difficulties). Students are expected to listen to announcements and refer to them on an ‘as needed’ basis.

ASSEMBLIES

Assemblies will be held for each grade throughout the year. These programs are varied for the student body’s interest, and they are considered to be as much a part of the educational program as attending classes. Students are to follow directions of their teacher as they proceed from the classroom to the auditorium. Excellent behavior is expected.

BUSES

ARRIVAL: Buses arrive at the school at approximately 7:56 AM. Students are to enter the building through the south (rear) of the building or doorway to the Music wing. Students are to go immediately to their lockers and then to their Advisory.

DISMISSAL: Students will be dismissed at the end of the ninth period. Students return to their lockers and then out to the buses. The bus leaves at approximately 2:58 p.m. Buses will depart from the south end of the building. The Hauppauge School District provides transportation to more students than required by state law. Our expectation is that students recognize this service and behave in an appropriate manner. Students should remain seated, speak in a reasonable volume and manner and provide no distractions to the driver or other riders. **Students may**

be removed from bus rider-ship on a temporary or permanent basis as a result of their behavior.

CAFETERIA RULES

All the rules and regulations that are used for any classroom will be the same for the cafeteria period. Students will be assigned to a lunch period.

- You are expected to arrive in the cafeteria BEFORE the bell rings.** You are to report directly to the cafeteria and to the table that you are assigned and **wait** until your table is called to the lunch line.
- Students will follow directions of the cafeteria staff. Monitors will then call tables for lunch. At all times, students are to follow the instructions of the monitors and teachers assigned to supervise the lunch periods.
- Students will not throw food.
- Trash will be placed in the proper receptacles.
- Students must keep their hands, feet, and objects to themselves.
- Students are dismissed to the outside **ONLY AFTER YOUR AREA IS CLEAN.**
- No food is permitted outside the cafeteria.
- Students are permitted in specific areas only when outside, which will be designated on charts in the cafeteria.

TREAT ALL OTHERS IN THE ROOM WITH COURTESY AND RESPECT.

CANDY AND/OR MERCHANDISE SALES

Only school sponsored activities are allowed. **No private or outside candy drives are permitted.** Students may not sell candy or merchandise for their own profit on Middle School property. Items will be confiscated and not returned.

CELL PHONES/ELECTRONIC DEVICES

The Hauppauge School District accepts no responsibility for any cell phones or electronic devices that are brought to school and are then lost/stolen.

Board of Education Policy allows the use of electronic devices only under the direction of a teacher from Advisory until the dismissal bell. During school hours, students are not permitted to use cell phones and are expected to go to the Nurse or an office if you need to contact a parent or guardian. If you are not feeling well, you must report to the Nurse’s Office. Using your cell phone during the day is a violation of our school rules and may result in the phone being confiscated and disciplinary action.

CHARACTER DEVELOPMENT

We recognize the dynamic nature of adolescence and see a very important opportunity to intentionally work on developing character in youngsters. Our goal is to help students identify good character behaviors, and teach them the skills needed to apply them in daily situations.

R.I.C.E.: Respect, Impulse-Control, Compassion, and Equity, will provide our school community with a language with which we are able to communicate the basic values we share as members of the community. Character education takes place during our Advisory period, as part of classroom lessons, through our building administration team, and within the personal interactions

that go on throughout each day. By raising awareness, and intentionally addressing issues, our hope is to help kids navigate this challenging part of life in the most positive way possible.

CONCERTS

Concerts are considered a part of our regular educational program for all students in a performing music group (Band, Chorus, and Orchestra). Students are expected to participate in these events (held twice a year) unless ill. These dates are distributed early in the school year through the district calendar and in a letter from the Music Department. If you can not attend, you will be given an alternative assignment. For 7th and 8th Grade Band members, participation in the Smithtown Memorial Day Parade is considered an additional required performance. An assignment will be given to all who are unable to attend the parade.

COUNSELING CENTER

The purpose of the counseling program is to help each individual student achieve his highest growth mentally, emotionally, and socially. The counselor works with individual students and the adults concerned for that child (teachers, parents and administrators) to address any concerns. We try to do this several ways:

1. Helping the new students feel at home in our school with new teachers and friends in a different setting.
2. Individual conferences whenever a student, a teacher, a parent, or the counselor deems it necessary.
3. Classroom instruction led by a Guidance Counselor.
4. A testing program designed to help the student learn as much as possible about his/her capabilities.
5. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.

If a student or parent needs to speak to a counselor, a message can be left in the Counseling Center (761-8254) or in the counselor's mailbox in the Main Office.

DROP OFF / ARRIVAL BY CAR

All students should get out of their vehicle on the **passenger side only** on school property for the sake of safety.

All parents wishing to drop their children off at the building **before** school are encouraged to **use the entrance on Lincoln Blvd; students should use the Music Wing entrance or walk down to the cafeteria.**

Parents are asked to follow the signs and use the length of the sidewalk when dropping off their children.

EXTRA-CURRICULAR ACTIVITIES

There are many varied and interesting activities including clubs, intramurals, and interscholastic teams available to students throughout the school year. Athletic events are posted regularly on the physical education bulletin boards and daily announcements cover other activities. Clubs, teams and activities are important parts of our program that are meant to round out a child's experience in Middle School but we reserve the right to permit participation. Misbehavior or poor effort in class work could cause exclusion of students from these activities.

Late buses will be available at approximately 4:10 and 5:25 p.m. for students who participate in approved after school activities. Students must not remain in the building after the regular dismissal time unless supervised by a teacher. You can find more detailed information about our clubs through our brochure available on the Middle School website.

EXTRA HELP

Extra help classes are offered throughout the year by appointment with your classroom teachers. Students are expected to take advantage of extra help sessions with their teachers to provide assistance to ensure academic success. For extra help sessions scheduled **before school**, students are to report to the cafeteria and wait for their teacher(s).

FIELD TRIPS

Field trips are used as a tool to supplement the learning taking place in our classrooms. Trips are at the discretion of the school and are considered a privilege for students. Excellent behavior is expected throughout the duration of the trip. Costs for each trip are incurred by the student's family.

Students who have repeated discipline referrals and/or suspensions will be considered by the school's administration for participation on the trip.

The Superintendent reserves the right to cancel any trip at any time due to National or World events. Refunds are not granted in these instances.

FINES

All materials issued to students are subject to fines if not returned in good condition. Payment must be made for all damaged or lost library books, textbooks, or padlocks. All financial obligations to the school must be paid in the Assistant Principal's office. The final report card will be withheld in cases where fines are outstanding at the end of the school year.

FIRE DRILLS

Fire drills are required by law and held periodically so we can make sure of our ability to take care of students and staff in the case of an emergency. Instructions are posted in each room; make sure you know where you should go **FROM EACH OF YOUR CLASSROOMS** when the alarm rings. After the alarm, listen carefully to your teacher, and then walk quickly and silently out of the building. No talking or visiting is allowed.

Students must remain together in class groups so the teacher can account for all students and to repeat announcements.

Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire. Be prepared for an alternate route if needed because of the emergency.
2. Walk quickly out of the building and remember: No talking (this is so the adults can communicate with you in the case of a real emergency). Move quickly and quietly to the designated area. Listen to your teacher's directions and be prepared to respond to his/her requests.

You are expected to be silent so you can be told of changes or things we need to have you do.

3. If you are out of your classroom when the fire bell rings, exit the building through the nearest exit. Report to an adult without a class so you can be reunited with your class.

4. Anyone who falsely sets off a fire alarm will be suspended from school for 3-5 days and the Suffolk County Police may be called. A second occurrence will be treated with a five day suspension and charges filed with the police department.

FIREWORKS

Fireworks of any kind are strictly prohibited. Anyone who is found to be in possession of fireworks will be suspended from school. A second occurrence will result in multiple day suspension and charges filed with the police department.

FOOD AND GUM

The cafeteria is the location in the building for students to purchase food and eat. Students are not allowed to eat snack foods of any kind during school hours in the classrooms unless there is a particular need and only with permission. Gum chewing in the school building is not permitted. Individual teachers will deal with violators.

GRADE BOOK:

In an effort to “Go Green” Hauppauge is going paperless. Grades and Report Cards are available on the Parent Portal. Dates for report cards are indicated on the district calendar. Parents have access to their child’s grades through the parent portal to Infinite Campus. Access to the account can be obtained by contacting the school.

HALLWAYS

1. Students will follow directions of the staff.
2. The speed limit is walking – do not run.
3. Passes are required during class time.
4. Students will be on time for classes. Measures will be taken when a student is late three times without an excuse.
5. Excessive lateness to class will result in the student being penalized. If a faculty member detains a student, he/she will issue a late pass.

HALL PASSES

Students are not permitted in the hallway during class time unless they are accompanied by a teacher or have a current hall pass written by a teacher in their possession. Class time is precious and students are not to ask their teachers for permission to leave the classroom unless it is an emergency.

HEALTH SERVICES

Health services are available to any student who becomes ill during the day. Students who become ill in school must report directly to the nurse’s office with a signed pass from a teacher. These services are not intended for those who become injured off school property outside the realm of the school day. Students should contact their parents from the Nurse’s office if they are ill.

Any student, who plans to be a part of our interscholastic athletic program, must have written permission from his/her parents and a school physical examination before he/she can take part in any athletics. This is required by New York State.

Seventh (7th) grade students must have a physical performed by a doctor and documentation is needed as required by NYS law. In addition to all other immunizations, students must have the Hepatitis B vaccine shots.

The phone number in the Health office is 761-8223.

HOMEWORK POLICY

The nature of the course of study in the Middle School necessitates daily homework assignments. Homework is not always of a written nature, but may involve reading and research. Students are expected to use the agenda book provided by the district to record assignments. If you have any questions concerning homework, please feel free to contact the school for a parent-teacher conference. The agenda book can also be used for this purpose.

HONOR ROLL AND HIGH HONOR ROLL

1. The grades for all core courses (English/ELA, LOTE, Math, Science and Social Studies, and Special Area and Music) are reflected in the High Honor Roll and the Honor Roll.
2. High Honor Roll Qualifications – A student must obtain a 90% average or above and a passing grade for all subjects.
3. Honor Roll Qualifications – A student must obtain an 85-89 average and a passing grade for all subjects.
4. Grades are not rounded for the purpose of honor roll.
5. Grades in Physical Education classes will not be included in overall average for honor roll and high honor roll qualification.

ID CARDS

At the start of a school year, students will be issued an identification card. Students are expected to carry their ID card when on school property. In cases where students are misbehaving on school property, they may be asked to produce their ID card. ID cards are needed to gain access to district events including dances and for participation in the lunch system. A replacement card will be provided at a cost of \$5.

LIBRARY SERVICES

You are encouraged to use the library as much as possible. It may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform the librarian about his/her particular need. Students must remain in the library for the entire time indicated on the pass. Passes are available for students to use the library during their lunch period, after they have eaten. Library availability depends upon class usage and the number of students looking to use the service.

Books may be borrowed or returned throughout the school day. Changes about access to the library are posted and announced.

LOCKERS

Lockers are issued to students at the beginning of the year. Your locker should be kept locked at all times.

Students are cautioned against telling their combinations to each other or they cannot expect their property to be safe. Each student is responsible for keeping their assigned locker clean both inside and outside. Damages caused by misuse of tape, etc., will be charged to the students responsible. Any locker malfunction should be reported to the Attendance or Main office. Students are cautioned not to keep money or other valuables in their lockers.

Students may use their lockers throughout the day – making sure to arrive to class on time. Students are individually responsible for the contents and security of their locker. All students must keep their originally assigned locker.

The student lockers are a part of the school building and as such are under the supervision and jurisdiction of school officials. The student lockers may be searched by school officials any time there is a reason to believe that something of an illegal nature is secreted there. If the student is not available, or refuses to open the locker, a school official may conduct the search and record the contents of the locker.

LOST AND FOUND

Textbooks, clothing and miscellaneous items that have been found will be kept in the bins located in the cafeteria. Valuable items (purses, wallets, electronic devices) that are found are held in the Main Office. Students may check before or after school. Any unclaimed items will be discarded on the 1st Wednesday of each month.

MOVING UP POLICY

Eighth grade students with **one or two failing grades may attend the Moving Up Ceremony only if written summer school commitment by parents and student is filed prior to Moving Up.**

Those with more than two failures cannot attend the Moving Up ceremony, but they are eligible for promotion after passing an approved summer school program. In all cases, Mrs. Fletcher will make the final determination of retention/promotion or special placement.

MUSIC LESSONS

Students in a performing music group (Band, Chorus, or Orchestra) are expected to attend rotational music lessons in their area of study. Lesson schedules are constructed to minimize the impact on any class (students can expect to miss any single class approximately 2-3 times in a 40 class day period during a quarter). Students are expected to see their classroom teacher before the lesson to get their assignments. Make up lessons are held during the same period. Any questions or concerns about this should be referred to the Music Teacher.

NATIONAL JUNIOR HONOR SOCIETY

Students are eligible for National Junior Honor Society in the middle of their 7th grade year. Students are identified as eligible to apply based upon their grades for 6 consecutive quarters. The average in your major courses must be 90 or above. Applications and essays are then used to determine the candidates to be inducted. Material on the application covers student activities during their middle school years in the building and community – students in this organization are expected to be involved members of our school.

Membership is based upon **Scholarship, Service, Character and Leadership** and candidacy is determined based upon ANONYMOUS applications. Any questions on this process should be directed to a Guidance Counselor or the Advisor.

PARENT APPOINTMENTS

We are available to meet with parents to address needs of our students throughout the school year. All appointments, either with your child's teachers or counselors, are arranged through the Counseling Center, 265-3630 ext. 8254, 761-8254 or by leaving a message in the Main Office, 265-3630 ext. 8230

PROMOTION/SUMMER SCHOOL POLICY

In order for a student to be promoted, he/she must pass all major subjects (English (ELA), Math, Science, Social Studies). It is understood that some students will be unsuccessful and need more time to successfully complete all course requirements. A failing grade is an average below 65 in course of study. The Hauppauge School District may or may not offer a Summer school program for students who have failed courses during the school year. **Students who fail their major subjects are expected to attend summer school whether it is being offered by the district or not.** Students who struggle academically may be recommended to summer school classes to help them maintain and expand their ability. The following website can help you to find an accredited summer school program in the area you can register a child in order to fulfill the requirements needed to pass the course: www.esboces.org.

The following guidelines have been established:

ONE Major Failure:

A student who fails one major subject is required to attend summer school. The student must pass the course by successfully completing all course requirements.

TWO Major Failures:

A student who fails two major subjects is required to attend summer school. The student must pass both courses by successfully completing all course requirements.

THREE or MORE Major Failures:

A student who fails three or more major subjects is required to attend summer school. The student must pass the required courses by successfully completing all course expectations. If a child fails 3 or more major classes, retention will be discussed with the parent by a counselor and/or administrator. Camp that is non-academic in nature can not replace summer school.

REPORT CARDS

Please see Grade Book section

REQUEST FOR SCHEDULE CHANGES

All requests must be in writing from a parent stating specific reasons for a change. These requests are to be initially processed through the Counseling Center after consultation with the teacher. If approved, the department supervisor must recommend a change. The final decision will be made by the Middle School Administration. No schedule changes will be honored after three (3) days except for incorrect scholastic placement.

RULES FOR STUDENT USE OF DISTRICT COMPUTERS

All students are expected to adhere to the generally accepted rules of network etiquette. They include, but are not limited to, the following:

1. Be polite. Do not be abusive in your messages to others.
2. Use appropriate language.
3. Illegal activities are strictly forbidden.
4. Do not reveal the personal address, phone number or credit card number of other students and colleagues.
5. Do not use another person's account without their permission.
6. Any attempt to log on to the network as a system administrator will result in cancellation of privileges and could even result in criminal prosecution.
7. Vandalism or any other attempt to destroy equipment or data, including the willful dissemination of computer viruses will result in the cancellation of privileges.

In addition, the following computer activities are prohibited to students unless they are specifically authorized by a teacher:

1. Music or program CD's from home may not be brought in and loaded on district computers.
2. Students may neither send nor receive e-mail using district computers or use the district's e-mail service or any other service provider's e-mail services on district computers.
3. Students are prohibited from using instant messaging.
4. The use of video games or Internet based games is forbidden.
5. Downloading and/or installing any program or files on district computers is prohibited.

Students who violate these restrictions will be referred for disciplinary action.

SCHOOL CLOSING

In the event of school closing due to weather or another emergency, information of the status of school is available via, Channel 12 News, WINS (1010 AM), WHLI (740 AM), WALK (1370 AM and 97.5 FM) and WBLI (106.1 FM) or through a phone message or on the school website (www.hauppauge.k12.ny.us).

Parents and students are reminded to have plans in place in case of an unanticipated closing.

SCHOOL EVENTS

Parents are most welcome to attend various events throughout the school year. Your attendance at these

affairs is a continued reflection of your interest in your child's progress in school. We look forward to seeing you.

SECURITY AND OTHER STAFF MEMBERS

We are fortunate to have staff members (secretaries, custodians, etc.) and security guards to help us work with our students. These members of our team should be addressed in a respectful manner.

STUDENT EMPLOYMENT AND WORKING PAPERS

This service is available and is arranged through the Counseling Center for both advice and processing of the paperwork. Students and parents are encouraged to contact the Counseling Center to obtain additional information.

STUDY BUDDIES

Students should have members in each of their classes to turn to in case of confusion or a question about an assignment. Agree to be a dependable person for someone in your class and find people you can count on in case you need some help.

SUPERVISED STUDY HALL

Daily completion of homework is a large part of academic success. Our Administrative team with the help and support of our staff have created a transition program for 6th graders that addresses this important concept. Students who do not complete homework will be assigned to Supervised Study Hall during lunch. During this assignment, students will be able to complete their assignment and catch up to the rest of the class. After **four** incomplete homework assignments, after school detention and parent contact will follow.

TEXTBOOKS AND WORKBOOKS

Each student is assigned texts and workbooks in each of the subject areas. The student assumes full responsibility for that book and at the end of the school term must return the book in its original condition. All textbooks are to be covered. The school district is to be reimbursed for the loss or destruction of any books throughout the year.

TRANSFER FROM SCHOOL

A student who leaves must be properly signed out in the Main Office or Guidance in the company of at least one parent. A transfer release cannot be made until the student has returned all properties of the school district. When this is completed, a proper release form will be issued.

VISITATIONS AND CONFERENCES

Teacher conferences can be arranged by calling the Counseling Center. Administrative conferences can be arranged by calling the Main Office or Assistant Principal's Office.

Water

Students are only permitted to carry water with them throughout the day.

DISCIPLINE CODE

THEME: To maintain respect for Self, Others and School.

Our school rules are based upon guidelines given to us from the Board of Education and by the rules of common courtesy. The items here are listed as a summary – additional information can be found in the District Policy Manual.

Students have rights and with those rights come responsibilities to be a positive member of our school community. The rules are created so that all students have the best opportunity possible to focus on the purpose of school – to learn and grow. We are grateful to all those who participate in our school in a positive manner and we expect to work with you to help make that positive approach more consistent for you and for the other students who go to school here. Remember **RICE** – **Respect, Impulse Control, Compassion and Equity** – this principle guides our work throughout the day.

DISCIPLINE ISSUES

ACADEMIC INTEGRITY POLICY (CHEATING)

It is one of the goals of the Hauppauge School District to develop a community of life-long learners who demonstrate integrity and pride in all they do. To promote this goal, plagiarism in any form will not be permitted. It is expected that students will present only their own work, will properly acknowledge the work and ideas of others, and will not help others cheat. Board Policy 5311.2 Consequences for acts of Plagiarism or Cheating may range from a grade of zero to an out-of-school suspension.

ALCOHOL/BREATHALYZER POLICY

In order to promote a safe, healthy, and productive environment, the District implements the following testing policy with respect to students suspected of consumption of alcohol. School personnel who have a reasonable suspicion that a particular student has consumed alcohol prior to or during school hours or during a school-sponsored event may recommend to the administrator in charge the use of breathalyzer testing to determine such consumption. For the complete policy, see Policy 5312.4 of the Board Manual.

BULLYING & HARASSMENT

Helping prevent school bullying and harassment is everyone's responsibility in our school community. Our goal is to encourage positive peer RELATIONSHIPS and oppose bullying and harassment in any form it may take. Our message is clear: WE DON'T DO THAT HERE!

Strong actions will be taken against any student who threatens, harasses, or victimizes another student in any manner (either in person, through third-parties and/or written or electronic means.)

The Board of Education is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. **Board Policy 9010.3-R** defines and details behavior that is not welcome, personally offensive and

fails to respect the rights of others. Violation of this policy may result in five days out of school suspension and in a Superintendent's Hearing.

DIGNITY FOR ALL STUDENTS

The Dignity for All Students Act takes effect on July 1, 2012. The ultimate goal of the Dignity Act is to provide Public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, on the school bus, and/or at school functions/zones.

DRESS-CODE

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress style which is considered contrary to good hygiene, or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school, will not be permitted.

Clothing advertising drugs, alcoholic beverages, or with obscene or questionable printing on them will not be permitted. **Students are reminded that throughout the school year, you are expected to be dressed appropriately and within our school's Dress Code Rules.** School Board policy will define 'appropriate dress', but for the middle school, remember you can make fashion choices while keeping the following in mind: the **6 "B's"** – no backs, bellies, bottoms, bosoms, bras or boxers. **(Mini-skirts, short-shorts, strappy tanks, or low-cut shirts which expose cleavage, or leave skin exposed to the desks/seats are not appropriate school-wear.)** **Shorts/skirts should not be shorter than an extended arm's length.** Hats, headbands, and visors are not permitted in the building at any time. Shoes should be safe to wear in a crowded place with stairways. A good guideline for shoes would be that they should not impair the student moving from one place to another in a timely manner.

Violation of the Dress-Code may result in a letter home, a visit to an administrator's office and/or the assigning of a disciplinary consequence. If your clothing is considered inappropriate, you will be asked to change into other clothes; if clothes are not available, a large tee-shirt will be given to the student and must be worn for the school day. Continued violation of the Dress Code could be considered insubordination and will result in stricter consequences.

DRUG AND ALCOHOL POLICY – ABRIDGED VERSION

A more complete statement on this issue is available through the Board Policy Manual.

1. Any student attending school in the Hauppauge Union Free School District, who possesses, uses, dispenses or sells drugs and/or alcohol on school district property or while otherwise under school Supervision will be **suspended immediately for five days**. All medication is to be held by the Nurse to dispense when needed by the student.

2. If the same student should be involved again, such behavior will be grounds for preferring of disciplinary charges against the student in accordance with the law. The options are school expulsion, suspension from school for at least six weeks, and/or court action.

Information regarding alcohol/drug policy violations is shared with the high school when students leave the middle school as a matter of Board Policy.

FIGHTING AND/OR ABUSIVE LANGUAGE

Fighting and/or abusive language will not be tolerated. When students fight, a consequence will ensue. As a consequence, students can be suspended for 1-5 days from school. If a student persists in solving difficulties in a physical manner, a Superintendent's Hearing may be pursued to address the issue.

INAPPROPRIATE ITEMS

Due to health and safety concerns, backpacks and messenger bags cannot be used during the school day. Students are permitted to use bags to carry their belongings to/from school but they must be placed in their lockers during the day.

No bags are to be used to carry books in the building during the day.

Board Policy 5695 recognizes the **display and/or use** by students of cellular phones, pagers, and other **electronic devices** shall be **prohibited** from the time students arrive at school until the end of the regular school day unless permission is given by Mrs. Fletcher. This includes (but is not limited to) Walkman radios or CD players, tape recorders, cell phones, iPods, MP3 players, electronic games, cameras and beepers and all other electric devices **are not to be brought to school**, as they are a distraction to the educational process. **These electronic devices will be confiscated** and returned to the student at the end of the school day. The **second occurrence** will require a **parent** coming to school to **claim these items**.

This list here is meant to illustrate the rule; items not specifically listed above are covered by this statement. Hauppauge Middle School and the Hauppauge School District are **NOT RESPONSIBLE** for items that do not belong in school that are lost/stolen.

No student shall have in his or her possession on school premises any items which are not necessary for school activities that can be used as a weapon.

PUBLIC DISPLAY OF AFFECTION

Students should act in a respectful manner to each other at all times. Any display of romantic affection between students is not appropriate in the middle school.

SMOKING

Smoking is prohibited in the school and on school grounds according to law and School Board Policy. Automatic suspension from school 1-3 days is issued to anyone who is found smoking or holding a lit cigarette. A student found in possession of cigarettes will also be suspended from school.

THEFT

Students are encouraged to keep all of their possessions **locked** in their **hallway locker** or their **gym locker**. Although *we are not responsible* for personal items locked in the locker or left around the building, should property be missing, it should be reported to the nearest teacher and/or building administrator. If as a result of an investigation; it is found that property was stolen, disciplinary action will be taken involving the perpetrator. Disciplinary action could range from detention, to out of school suspension depending upon circumstance and

previous history and value of property. In any theft situation a student or parent has the right to file a police report as well.

DISCIPLINARY ACTIONS

DETENTION

Detention is assigned as a disciplinary action for the purpose of correcting a student's misbehavior. Lunch time and/or after school detention may be assigned. There are two types: 1. During lunch detention, a school lunch from the cafeteria will be provided or a bag lunch from home. 2. For after school detention, students are to report immediately at the start of the period assigned to the teacher involved. They will be dismissed in time for the late bus.

SUSPENSION FROM SCHOOL ACTIVITIES

When determined by an administrator that infractions warrant suspension from a school activity, a student may be placed in In-School suspension or on Out-of-school suspension. Depending on the infraction, suspensions can run from one to five days.

In cases of serious infractions warranting suspensions longer than five days, a formal Superintendent's Hearing will be held to determine the infraction and resolution.



2015/2016