

# East Hampton Middle School Policies

## ATTENDANCE

Every student registered in a public school is expected, by law, to be in attendance each day school is in session. Every effort should be made to plan vacations during the school's regular vacation periods and schedule doctor and dental appointments for times other than school hours. Truancy is defined as staying away from school without permission and not attending assigned classes. There are only five categories under which an absence may be deemed as "excused". Those are: illness, religious celebration, legal business, deaths/funerals, and those designated appropriate by the principal. All other absences are considered unexcused. Personal vacations are not considered a legitimate reason for absences from school. On the morning of an absence parent need to call the school before 9:00 a.m. and state the child(s) name and reason for the absence. An automated, AlertNow message will be made to parents that do not call in the morning.

When a student must be dismissed early, a written note from the parent/guardian stating the date, reason and time for early dismissal should be brought to the office by the student **before homeroom**.

Students who have been absent will be allowed to make up work. Requests for homework will be honored for absences of two (2) or more consecutive days. We ask for a 24 hour notification when requesting homework. Parents will be notified of excessive absenteeism and/or truancy from school.

## ATTENDANCE – SCHOOL ACTIVITIES

Parent and student attendance at extracurricular events, after-school activities such as sporting events, plays, concerts, etc. is encouraged. If behavior at such events becomes a problem, students or other guests will be made aware of the issues involved. If this reminder does not remedy the problem, these students/guests will be asked to leave. Phone calls may be made or if parents cannot be contacted, students will be moved to another area, where their behavior is not a disruption until the activity/event is over. Appropriate "school" behavior is a requirement of attendance at any school sponsored event.

All students attending a school activity shall have been present in school during the day of the function. Students must come to school prior to 11:00 a.m. and remain in school the equivalent of half a school day. If a student is unable to participate in physical education class, the student will not be allowed to participate in any athletic contest or practice.

## ATTENDANCE – TARDINESS

Punctual attendance at school is essential for a student to be successful. Excessive tardiness is a serious problem as it prevents students from receiving the full benefit of planned classroom instruction. There is virtually no excuse for tardiness to school since all students are provided the opportunity for transportation by bus. Students who arrive after 8:05 a.m. will be considered tardy and must report to the office before going to class. A record of tardiness will be kept as a regular part of a student's cumulative record. Excessive tardiness will be reported to parents.

## BOOKS

All books are to be covered. Book covers are commercially available, however, wrapping paper or paper of any type will suffice. Each book should have the name of the student, teacher, date and condition of the book written in ink inside the front cover. These books are an expensive investment by the taxpayers and should be protected. A charge will be made for loss or needless damage.

## BULLYING

The East Hampton Board of Education strives to promote a secure and positive school climate conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. Therefore, it shall be the policy of the Board of Education that bullying of a student by another student is prohibited.

"Bullying" is defined as the repeated use by one or more students of a written, verbal, or electronic communication, such as cyber bullying, or a physical act or gesture directed at another student in the same school district that:

- causes physical or emotional harm to the student or damage to the student's property;

- places the student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- creates a hostile environment at school for such student (a hostile environment is a situation in which bullying among students is sufficiently severe or pervasive as to alter the conditions of the school climate);
- infringes on the rights of the student at school, or
- substantially disrupts the education process or the orderly operation of a school.

Bullying includes, but is not limited to, written, verbal, or electronic communications, or physical acts or gestures that are based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Students who engage in any act of bullying while at school, at any school function, at a school bus stop, on a school bus, through the use of an electronic device, in connection to or with any district sponsored activity or event or outside of the school setting if such bullying creates a hostile environment at school for the targeted student, infringes on the rights of the target at school or substantially disrupts the education process or the orderly operation of the school are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

A comprehensive program, involving everyone in the schools and the community, to address bullying at all school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all levels, school wide, classroom, and individual.

The District's program:

1. Permits anonymous reports of bullying by students and written reports by parents or guardians;
2. Requires teachers and other school staff to notify school administrators of bullying acts they witness and students' reports they receive;
3. Requires school administrators to investigate parents' written reports and review students' anonymous reports;
4. Requires each school to maintain a publicly available list of the number of verified bullying acts that occurred there;
5. Requires each school to have an intervention strategy for school staff to deal with bullying, including language about bullying in student codes of conduct; and
6. Requires notice to parents or guardians of all students involved in a verified act of bullying. The notice must describe the school's response and any consequences that may result from further acts of bullying.

The Board of Education expects prompt and reasonable investigations of alleged acts of bullying. The principal of each school or his/her designee is responsible for handling all complaints of alleged bullying.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

The East Hampton Public Schools Safe School Climate Plan may be viewed by clicking [here](#).

## **BUS TRANSPORTATION**

Nearly all students are provided bus transportation. Middle School students are not to walk to school. In general, our students have been well behaved on the school buses. However, any pupil who misbehaves on the school bus will be warned by the driver and a report will be made to the building principal who in turn will notify the parent. Continued misbehavior could result in suspension of transportation privileges. Students must ride only the bus they are assigned. Permission to get off at another stop on their regular bus route will only be given with a written request from parent/guardian along with approval and written pass from the office. Students should carry on the bus only what can be held on their laps.

Students are to cooperate by:

1. Carrying backpacks in front when entering or exiting the bus.
2. Taking seats quickly. Remaining seated for the entire ride.
3. Talking quietly and refraining from making any loud noises.

4. Keeping entire body, including head, arms, feet and all objects inside the bus.
5. Keeping aisles clear at all times.
6. Being respectful and courteous towards the driver and fellow students.
7. Thinking of the bus as their parents' personal property. Don't damage any part of it.
8. Asking the driver's permission before opening the windows.
9. Crossing the street only after the driver signals permission.

### **CAFETERIA/COMMONS**

Students may purchase a lunch, or milk may be purchased for those students who bring a lunch from home. Lunch tickets are sold through the school cafeteria. In addition to the one choice luncheon, students may purchase individual items. Snack foods are available as a privilege. Food can never be taken from the Commons area. State law requires food to be consumed only in designated areas. Before leaving the Commons, students clean the table top, pick up papers on floor, and return the trays. A monthly menu is posted in the school newsletter.

In those rare instances where students are allowed to charge a lunch, payments must be made the following school day.

### **CELLULAR PHONES**

Any student in possession of a cellular phone during school hours is required to keep it in the off position, and secure it in a safe place (i.e. locker, purse or backpack). If a cellular phone is confiscated by a teacher or administrator for not abiding by this rule, a parent/guardian will be asked to retrieve it from the main office.

### **CHEWING GUM**

The chewing of gum anywhere in the building, before, during, or after school, is not allowed due to maintenance problems.

### **DAMAGE TO SCHOOL PROPERTY**

Students who damage school property are required to pay for the damage. This includes such damage as defacing school furniture, ripping or marking books, breaking book bindings, etc.

### **DETENTIONS**

If a student is to be detained after school for special assistance, because of misbehavior or some other reason, parents will be notified in advance. Transportation is the responsibility of the parent. The length of the detention will vary based on the seriousness and frequency of the infraction.

### **DRESS REGULATIONS**

The student's appearance is primarily the responsibility of the individual and his/her parents/guardians. However, the matter of enforcing a good learning environment is the business of the school. East Hampton Middle School encourages students to dress in a manner that reflects pride in and respect for themselves, their school, and their community. To promote a positive learning environment, proper attire is necessary. Restrictions in freedom of dress may be applied whenever the mode of dress is not modest and appropriate to the school situation, disrupts the educational process, and constitutes a safety or health hazard to the student or others in the building. Individual departments such as science or physical education reserve the right to require specific clothing, footwear, and safety equipment for the protection of students in those courses.

Although this is not an attempt to include all items, the following more common types of clothing are not allowed:

1. Vulgar, illegal (including alcohol, drugs, tobacco) and/or sexually oriented statements, pictures or suggestions on clothing are not permitted.
2. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.

3. No pajamas or any clothing that may constitute sleepwear. Articles of clothing that could cause injury to other students or damage school property (chain belts, cleats, studded accessories or belts, wristbands, etc.);
4. Clothing that is torn, ragged, or that has holes;
5. Shorts, skirts, or dresses that do not reach the mid-thigh;
6. Halter tops, shirts that have thin spaghetti straps and/or shirts that have wide cut arm holes;
7. Shirts that are low cut, revealing or expose the midriff
8. Oversized clothing, which compromises the safety of students.
9. Clothing or accessories that symbolize membership in a group which could be construed as disruptive to the educational process;
10. Articles of clothing that cover any part of the face/head, including hoods, hats, bandanas, dew rags, and all other types of head coverings. The only exception is religious headgear.
11. Hats are not allowed to be worn in the classrooms.
12. All non-prescription eyewear;
13. Visible underclothing;
14. See-through clothing;
15. Going barefoot or stocking foot;
16. Excessive make up or face painting that is disruptive to the educational process;
17. The wearing or carrying of any electronic devices that are not medically prescribed or court ordered.

***Violation of the Dress Code may result in appropriate disciplinary action.***

### **FACULTY ASSISTANCE**

Members of the faculty are available after school hours to assist students who need extra help or for make-up work. The student is responsible for contacting instructors in regard to all make-up work.

### **FAMILY LIFE EDUCATION**

In grades 6 through 8, the health curriculum includes a unit on family-life education with emphasis on human sexuality. The health and science teachers will be available to discuss each grade level's program during the fall parents' night. A brief description of this part of the health program follows:

The family life education curriculum for sixth grade level covers the male and female anatomy and reproductive system, sexual development, menstruation, and health and hygiene, while focusing on the changes that occur during puberty.

The seventh grade curriculum is based upon processes for decision making, techniques for being assertive, and guidelines for communicating feelings in a positive way.

The eighth grade curriculum is a continuation of the decision making skills learned in grade seven and continues to explore the interpersonal relationships that adolescents face today.

### **FAMILY LIFE EDUCATION CONT'D**

In addition, in eighth grade science, students study the human reproductive system. Topics include puberty, the male and female reproductive system, fertilization, fetal development, and heredity.

Students will be given an opportunity to ask questions and participate in group discussions which will be precipitated by reviewing filmstrip series, appropriate for each grade level. The program is part of the regular health and science curriculum, no permission form is required for participation.

### **FIRE ALARMS**

Anyone guilty of tampering with fire alarms or detection equipment will be prosecuted to the full extent of the law. P.A.53A-180. The false reporting of an incident is a Class B misdemeanor punishable by up to two years in prison and/or up to \$1,000.00 fine.

### **FIRE DRILLS/LOCKDOWN PROCEDURES**

Fire drills, by law, are conducted on a monthly basis. Instructions for evacuating the building are posted in each room and EXIT signs help guide occupants out of the building. All doors and windows will be closed and lights shut off as occupants exit. Students must exit quietly and in a swift, orderly manner, moving to their designated classroom meeting spots, at least 50 feet from the building. If there should be any change in the



WFSB Channel 3, WTNH Channel 8 and WVIT Channel 30. The school calendar (on the back of first page) contains all information related to shortened session days, vacation days, etc.

### **ILLEGAL SUBSTANCES**

Smoking is prohibited in public school buildings and on school grounds. The use of tobacco, alcohol, or other drugs is illegal. No student should have these substances in his/her possession. Violation of this rule is a major offense, which will not only involve communication with parents, but may lead to suspension, expulsion and referral to the local police department. Should a student accidentally arrive at school with an illegal substance, they may turn it in at the office and not receive a punishment. This refers to alcohol or tobacco products. Illegal drugs should also be voluntarily turned in but result in more serious consequences.

### **INTERSCHOLASTIC ATHLETICS**

A permission form properly filled out and signed by a parent or guardian must be received by the date designated by the Athletic Director, for each sport, in order for a student to be eligible for an athletic team. Students needing a physical are required to submit their permission forms at an earlier publicized date. For fall sports tryouts, any student who has received an "F" on their 4<sup>th</sup> quarter report card of the previous academic year will be ineligible to try out for any of our athletic teams. Any student receiving **more than two grades in the "D" range** on their 4<sup>th</sup> quarter report card of the previous academic year will be ineligible to try out for any of our athletic teams. For winter and spring sports, any student who has received an "F" or more than two grades in the "D" range on the quarter report card immediately preceding the start of a season, will be subject for academic review to determine eligibility for tryouts. Inability to maintain acceptable academic standards will jeopardize a player's opportunity to play and may result in dismissal from the team for the season.

### **INSTRUMENTAL LESSONS**

Instrumental music lessons are offered to students once a week during the school day. All children interested in learning an instrument must commit themselves to 30 minutes of daily practice. Students must be monitored at home as well as in school as to their progress. Various group performances will be held during the year. Failure to practice, behave appropriately or contribute positively to the musical group will result in students being removed from those groups.

### **INSURANCE**

Student accident insurance is available to all students K-12. The following information applies to students participating in sports: Student Athletic Insurance Program-Interscholastic Sports

If students are not covered by a family health insurance policy, the Board of Education carries insurance for interscholastic sports participants. No student is obligated to purchase the student insurance package.

A plan of insurance covering interscholastic sports has also been purchased by the Board of Education and represents no cost to the parents or to the students. The form of coverage for athletes provides that valid claims for injuries received as a result of participating in interscholastic athletics will be paid on an excess basis. This means that the town-provided insurance will pay any amount of the valid claim in excess of that portion already satisfied by all other coverage; for example, your own medical coverage.

### **LOCKERS AND COMBINATIONS**

Each student is assigned a locker at the beginning of the school year. The combination lock on this locker is the student's way of protecting books and personal materials. Students should not share their combination with others. Combinations are changed yearly and will not be changed during the school year. Students are not allowed to tamper with the combination locks. The school is not responsible for items stolen or missing from lockers. Each student is responsible for keeping their assigned locker clean both inside and outside. Damage caused by misuse will be charged to the student responsible. The administration will schedule locker cleanouts and/or checks during the year as deemed appropriate.

Going to a locker is not an excuse for being late to class. Students should plan so they have time to go to lockers and/or lavatories and be on time to class with necessary books and materials. Book bags and backpacks are not allowed in the classrooms, cafeteria, and library.

## **LOST AND FOUND**

Students are encouraged to put their names on any item brought to school and should report lost items to their teacher or the office. Students should check in the lost and found box in the commons or locker room for any missing items. Found items should be turned into the office. Unclaimed items are donated to community charities on a periodic basis.

## **MESSAGES AND PERSONAL CALLS FOR STUDENTS**

Only emergency calls will be accepted for students during the school day. Personal messages cannot be transmitted through the school since they interrupt the learning process.

## **MIDDLE SCHOOL ACHIEVEMENT AND RECOGNITION PROGRAM**

In an effort to recognize and honor students who have attained high levels of achievement in the academic endeavors, East Hampton Middle School will publish an Honors List each quarter.

High honors are granted for students who have received a grade point average of 3.67 or higher, with Honors granted for averages between 3.00 and 3.66. There can be no grade below the B range and no incomplete grades. All subjects are included with a factor based on how frequently a class meets.

### **Letter Grades/Grade Point Equivalents**

A+	4.33	B+	3.33	C+	2.33	D+	1.33	F	0.00
A	4.00	B	3.00	C	2.00	D	1.00		
A-	3.67	B-	2.67	C-	1.67	D-	0.67		

## **NON-DISCRIMINATION**

IT IS THE POLICY OF THE EAST HAMPTON SCHOOL SYSTEM THAT NO PERSON SHALL BE EXCLUDED FROM PARTICIPATION IN, DENIED THE BENEFITS OF, OR OTHERWISE DISCRIMINATED AGAINST UNDER ANY PROGRAMS, INCLUDING EMPLOYMENT PRACTICES BECAUSE OF RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS, SEXUAL ORIENTATION, MENTAL RETARDATION AND/OR PAST/PRESENT HISTORY OF MENTAL DISORDER, LEARNING DISABILITY OR PHYSICAL DISABILITY.

## **PARENTAL CONFERENCES**

Individual parent-teacher conferences are held in the fall and spring. Shortened session days are scheduled for students so that teachers can meet with parents. Appointments are made in advance for these Parent/Student/Teacher conferences. Parents are encouraged to contact the school in the interim if they have concerns. Teachers are available for conferences at anytime by calling the Guidance Office or Main Office and requesting a meeting.

## **PERSONAL PROPERTY**

Personal property brought to school by students is done so at the student's risk. Occasionally, students will bring items to school that can be potentially dangerous or disruptive to the educational process, and also easily lost, stolen or broken. Electronic devices are prohibited in school unless authorized by teacher or administration. Contraband items, with the exception of dangerous weapons, that are accidentally brought to school may be brought to the office and surrendered without penalty. Those items can be recovered after school hours.

## **PHYSICAL EDUCATION**

Students must wear non-platform, athletic style sneakers, gym shorts and T-shirts to participate in physical education class. (All gym shoes are to be laced appropriately and have appropriate arch support.) Students should have a shirt and shorts to change into and also deodorant. **Spray deodorants or perfumed sprays are not allowed.** Students who do not participate in physical education class will not be allowed to engage in after-school athletic competitions or other extracurricular activities. A physician's note is required for a child to be excused from physical education for an extended period of time.

## **RESOLUTION OF CONCERNS**

The Board of Education anticipates that occasionally there will be problems developing between a given pupil and a teacher. They have asked that these problems be taken up by parents in the following manner; first, discuss the problem with the teacher. If this does not produce satisfactory results, discuss it with

the principal. If for some reason the parents are not satisfied, the problem can then be taken up with the Superintendent of Schools. In rare instances, after these procedures are followed, the problem can be brought to the Board of Education.

### **SEARCH POLICY**

The school administration retains control over lockers and desk space lent to students. The administration therefore has the right and duty to inspect and search students' lockers, desks and personal property if the administration has specific knowledge which leads them to reasonably suspect that drugs, weapons, dangerous, illegal, or prohibited matter, or goods stolen from the school or from members of the staff or student body are likely to be found therein. The administration also has the right and duty to search a student's person if it has a high degree of suspicion that drugs, weapons, dangerous, illegal or prohibited matter or such stolen goods are likely to be found on the student's person, in exercise of the student/and or the student body. The items of such search may be turned over to the police for inspection or examination and be the subject of criminal or juvenile court prosecution or of school disciplinary proceedings. If possible, students are notified of any planned search. Students who inadvertently bring contraband to school, other than illegal items such as weapons or drugs, may turn them in to the main office without repercussions and retrieve them with parents at a later time.

### **STUDENT SUCCESS TEAM**

The Student Success Team's purpose is to improve student performance and bonding to school through early identification, accurate assessment of problems, proactive efforts to assist students, and increased involvement of parents and the community. Referrals to the SST will be from a number of sources such as the student, a peer, parents, teachers, administration and outside agencies.

### **STUDENT COUNCIL**

The purpose of the Student Council is:

1. To unify activities and promote the general activities of the school.
2. To encourage school spirit.
3. To represent student ideas.
4. To cooperate in promoting the general welfare of the school.

### **TELEPHONE AVAILABILITY / USE**

Student use of school telephones is strongly discouraged, except in emergency situations. We ask that families make arrangements for all contingencies prior to the students coming to school. In the event that a student needs to contact their home, there is a phone in the main office that may be used with permission. In situations which require changes in plans such as early closings, etc., classroom phones will also be utilized, as needed. Cell phones are to be in the off position during school hours. Cell phones will be confiscated if found to be on or in use.

### **TESTING PROGRAM**

In the spring, students in grades 6, 7 and 8 take the Connecticut Mastery Test (CMTs). Results of the CMTs are shared with parents. If needed, children who score below the state standards are further diagnosed and remediated. Results of the tests are used by the school to group students for instruction, adjust the curriculum and determine individual progress in reading, language arts and math.

### **UNAUTHORIZED PERSONS**

The principal has the right to seek the immediate removal of unauthorized persons from the school property. An unauthorized person is one who is described as a person who "does not have lawful business to pursue at the school or who acts in a manner that disrupts or disturbs the normal educational function of the institution." This includes students who are under suspension or expulsion and awaiting readmission. The principal has the authority to tell unauthorized persons that they cannot come onto school property at any time, thus barring them from school premises. This can include all school activities. If a person has been barred by the principal, the person is subject to immediate arrest if he/she fails to leave or returns after being told by the principal that he/she is barred. Staff members may ask for identification from any person and may ask them why they wish to come onto school property. Further, they may ask unauthorized persons to leave.

## **VISITING THE SCHOOL**

We are pleased that students are proud of our school and would like to have friends and relatives visit; however, our primary goal is education and the presence of guests distracts from that goal. Therefore, friends, relatives and guests will not be invited, except in rare instances to visit. When coming to the school, all visitors must log in at the office and get a pass before going anywhere in the building. This procedure provides increased security and helps ensure the safety of all students and staff in the building.

## **VOLUNTEERS**

The East Hampton Middle School PTO is vitally interested in the welfare of the students and actively pursues opportunities to enhance the school program. Parents are encouraged to participate in the PTO. In addition to joining and participating in the PTO, parents are encouraged to volunteer during the school day. Help is always welcomed in the library, and throughout the school year assisting in various office tasks. If interested in volunteering, please contact the school.

## **WEAPONS**

Possession of a weapon on school grounds is forbidden. The possession on school grounds of firearms of their facsimiles, knives, metal or brass knuckles, blackjack, or any other weapon or dangerous instrument will result in suspension, expulsion hearing and possible referral to law enforcement agencies.

**E-Mail:**            [ehms@easthamptonct.org](mailto:ehms@easthamptonct.org)  
**Web-Site:**        easthamptonps.org