



WEST HEMPSTEAD

MIDDLE SCHOOL

CODE OF CONDUCT

Approved June 19, 2001
Amended and Approved May, 2008

STUDENT RIGHTS AND RESPONSIBILITIES

Statement of Philosophy

Each student in the West Hempstead Middle School is entitled to an excellent education. Each student has the right to learn, to grow, to mature, and to be treated with respect within an environment conducive to health and safety. **The administration, teachers, parents and students will work as a team to see that such an environment does exist in the Middle School.** Students will be treated as individuals responsible for their own actions.

West Hempstead Middle School Expected Behaviors

Listed below are the behaviors West Hempstead Middle School students are expected to demonstrate at all times:

DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. 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, plunging necklines (front and/or back) and see through garments are not appropriate. Clothing is to completely cover the torso. Shorts and skirts may be worn as long as they reach mid-thigh when standing.
3. Ensure that underwear is completely covered by outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of any kind of headwear/gear in school.
6. Not include the wearing of any outerwear including jackets and coats while in school. These items must be placed in your locker and remain there until the end of the day, except for lunchtime.
7. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, ancestry, national origin, sex, sexual orientation or disability.
8. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
9. Not promote, endorse or signify membership in any gang, fraternity or sorority. Colors or related paraphernalia that are possibly related to these groups are banned even if not yet recognized by the police as such.

Students who violate the student dress code will be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so will be subject to discipline, up to and including suspension from school.

GYM UNIFORMS

Every student in the Middle School takes Physical Education classes throughout the year. During these classes students must wear the authorized Gym Uniform in order to participate. The uniform consists of a Tee Shirt and Shorts emblazoned with the school name, colors and logo. These uniforms can be purchased through the school. Sneakers are the only other item of clothing required. Optional matching sweats are also available and can be worn during the colder months.

The use of uniforms for Phys Ed greatly enhances the quality of the program because it sends a signal to our students that this is important. In addition, when our Phys Ed classes move outside, it provides a significant boost in the security of our students because the teacher can instantly tell if someone who does not belong in the class is outside.

LANGUAGE

Language is very powerful. The use of appropriate language helps to create a positive environment that is conducive to learning free of conflict. Language on school grounds should be respectful of others including faculty, staff, and fellow students.

BULLYING/INTIMIDATION/COERCION

As a school community we do not tolerate threats, gestures, comments or actions – either written, verbal or physical – that could lead to bodily harm or personal degradation.

HALLWAY/CORRIDOR/STAIRS

At the bell students should enter the hallway and proceed down the right-hand side towards their next class. Students should walk through the hallway at a constant pace to reach their class prior to the next bell.

CAFETERIA

Students are expected to be on time for lunch as with any other class. Students should be quiet and follow the directions of lunchroom staff. Tables and all areas should be kept clean with all trash thrown away. Students should maintain a conversational tone when talking with each other and should proceed in an orderly fashion when lining up for lunch, snack, and outside time.

CLASSROOM BEHAVIOR

Students should show respect for fellow students and teachers. Classroom language should be appropriate as discussed under the earlier language category. Tone should likewise be conversational. Aisles should be kept clear. Students should work on tasks and be prepared with necessary materials - especially their handbook. When going to a pullout class (band, etc.) students should bring their pass to their class prior to attending the pullout.

RESPECT FOR EACH OTHER

Tolerance for others' opinions and thoughts is the only way we learn. Students should recognize a diversity of backgrounds and opinions as key to the learning process. By listening to others, students may discover varying ways of looking at problems. In this area, the golden rule is tantamount: "Treat others like you would like others to treat you." This is accomplished by listening without interrupting, keeping your hands to yourself, and using appropriate language to show respect for others. Always respect another person's private space.

RESPECT FOR FACULTY/STAFF (INCLUDING SUBSTITUTES)

All the adults in school are working together towards the common purpose of helping you grow and achieve both academically and socially. Therefore, it is your responsibility to show respect to those who are working for your well-being.

RESPECT FOR PROPERTY

Property, in school, whether it is personal or school property, should be treated in the same way you would wish your own belongings to be treated. Permission should be sought before touching someone else's property.

DETENTION

Detention is assigned to students for minor infractions of the school's policies. When assigned detention, a student is expected to report to the detention room by 2:45 PM and follow directions as provided by the detention teacher.

BUS BEHAVIOR

Riding on the school bus to and from school, and on school field trips, is a privilege and must be done in a safe way. Students should remain seated and exhibit self-control on the bus so that the driver may protect the safety of the passengers.

WEAPONS/DRUGS

As per West Hempstead School District Policy S124, students found in possession of a weapon, or anything considered to be a weapon, are subject to suspension from school for up to one year or more. A student who is found selling, using, or in the possession of any illegal substance is subject to immediate suspension and arrest.

West Hempstead Middle School Rules of the Road

To help all of our students achieve the above-expected behaviors the following rules of the road have been put into place:

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. It is important that the students remain silent throughout the drill. Once outside students are to remain with their classes.

CARE OF SCHOOL PROPERTY

Students should not mark school furniture, walls, ceilings, floors or equipment with pen, pencil, paint or any other instrument. Do not tamper with the fire alarms, fire extinguishers or any electrical systems. Anyone who willfully destroys school property through vandalism, arson or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.

The Board of Education has posted a \$500 reward for information leading to the arrest and conviction of anyone falsely setting off a fire alarm.

DETENTION

If the Principal or the Dean for disciplinary actions assigns a student detention it will be served on the next available day following the assignment. Failure to report to an assigned detention period will result in further disciplinary action including suspension. Students who have failed to attend an assigned detention due to a day's absence will be reassigned to another day. Detention will be scheduled each day from 2:45 to 3:15 PM. It is the student's responsibility to notify parents that detention must be served. Individual teachers may also assign their own personal detentions.

THE SCHOOL AND THE LAW

Any unlawful act taking place on school grounds, buses or activities will not only result in suspension but also make the student subject to any penalties the courts may prescribe.

STUDENT SUSPENSION

During a period of suspension, a child must be kept home during school hours. While suspended the child may not be around **any** school building or participate in any school activity. If a child violates this rule he/she is subject to arrest. Parents should call the Principal's office as soon as possible to arrange a meeting to discuss the facts of the suspension and arrange for the child's return to school.

BICYCLES

All students who ride their bicycles to school must lock them in the designated areas on the bicycle racks. The school is not responsible for damage to or theft of these bicycles.

LOCKERS

Each student is assigned a locker and it is here that books and personal belongings can be kept. Sharing of lockers is not permitted. Lockers may be personalized on the inside however; inappropriate pictures and photos are not permitted. Reveal your locker combination to no one. Lockers remain the property of the WHUFSD and are subject to inspection at any time. Non-school locks will be cut from lockers without advance notice. Students may go to their lockers five times during the day, before and after school, after third period and at the beginning and end of their lunch periods.

ID CARDS

Every student in the Middle School is issued an ID card. The ID Card contains a picture of the student, the student's name and a Bar Coded information strip. The ID Card is attached to a breakaway lanyard and must be worn at all times during the school day. The ID Card is needed to sign books out of the Library, to purchase any kind of food or drink in the cafeteria and eventually there may be other uses found for the card. Lost cards must be replaced at a cost of \$5.00 each.

CLASSROOM CONDUCT AND BEHAVIOR

In addition to the general school rules, teachers will acquaint students with the rules and regulations, which apply to their rooms. General Guidelines:

- Bring necessary materials to class.
- Be seated and ready to work when the bell rings.
- Follow all teacher directions and instructions.
- Complete all assignments and meet all deadlines.
- Substitute teachers are to be treated as regular staff members.

GENERAL RULES AND REGULATIONS

- Refrain from any disruptive or dangerous action to yourself or others.
- Obey all safety regulations
- Smoking is not permitted anywhere on school district property.
- No running in the hallway.
- No gum chewing.
- Lateness to class or school is unacceptable.
- Late three times equals one detention.
- Handbook passes should be used for 3 minutes or less.
- No student may leave school grounds without school and parental permission.
- The pay phone may not be used during the school day except during the lunch periods and only in emergency situations.
- Vulgar or inappropriate language is unacceptable.
- Dress appropriately. Headgear/wear and coats may not be worn anywhere within the Middle School without the permission of the Principal.
- Respect the rights, individual opinions and backgrounds of others.
- Do not deface any school property in any way.
- Do not lie or cheat in any way.
- Do not steal the property of others.

STUDENT REMOVAL FROM CLASS BY TEACHER

A classroom teacher may remove a student from class for up to two days if the teacher determines that the student is substantially disruptive to the educational process in the classroom. The removal from class applies to the class of the removing teacher only.

If the student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student, before the student is removed, with an explanation for why he or she is being removed. The student must also be given the opportunity to present his or her version of the relevant events. Only after this informal discussion may the teacher remove a student from class.

If the student does pose a danger or ongoing threat of disruption, the teacher may order the student to be removed from class 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 one full school day.

The teacher must complete a Middle School Discipline Referral Form and meet with the Principal or the Dean of Students as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the referral form. If the Principal or the Dean of Students is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the Principal or the Dean of Students, prior to the beginning of classes on the next school day.

Within one school day after the student's removal, the Principal or the Dean of Students must notify the student's parent in writing that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the Principal or the Dean of Students and the teacher to discuss the reasons for the removal and behavior modifications to remedy the cause for the removal. The written notice must be sent home with the student, as well as mailed within one full day after the removal process is initiated.

In addition to the written notification, within one school day after the student's removal, the Principal or the Dean of Students, together with the teacher, must attempt to notify the student's parent by phone, that the student has been removed from class and why. This notice must contain the same information as the written notification.

If at the informal meeting the student denies the charges, the Principal or the Dean of Students together with the teacher, must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within two school days of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent, teacher and principal.

The Principal or the Dean of Students may overturn the removal of the student from class if he or she finds any of the following:

- The charges against the student are not supported by substantial evidence.
- The student's removal is otherwise in violation of law.
- The conduct warrants suspension from school

The Principal or the Dean of Students must make a determination as to whether to overturn the removal before the close of business on the day after the day of the informal hearing. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the Principal or the Dean of Students makes a final determination, or the period of removal expires, whichever is less.

The removing teacher will provide any student removed from the classroom by the classroom teacher work for the class. The work provided will cover the length of the removal from the classroom.

Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his/her class. The Principal or Dean of Students must keep a log of all removals of students from class. The Chairperson of the CSE must approve all removals from class of Special Education students.

Nothing in this section of the Code of Conduct abridges the right of the Principal to suspend a student from school or the right or responsibility of the teacher to manage student behavior in the classroom. Short-term, time honored classroom management techniques such as “time-out” are not considered removals from class.

CONFLICT RESOLUTION

Most conflicts between students stem from tensions and disagreements that happen on a day-to-day basis. Often they can be resolved by using the following steps:

- Find a good time and place to talk
- Focus on the problem, not the person
- Keep a positive attitude
- Be a good listener
- Take responsibility for your own behavior/feelings
- Brainstorm for solutions
- Choose a solution all parties can live with

Sometimes two students in conflict require the assistance of an adult to help resolve their problem. Do not hesitate to contact your guidance counselor, or any teacher that you feel comfortable with, to help you resolve conflicts with other students.

HOMEWORK CENTER

The Homework Center will be run on Monday, Wednesday and Thursday after school from 2:45 – 3:30 PM. Any student may attend and receive help with their homework. Some students will be given mandatory assignments to the center when they do not do their class work or homework.

SEXUAL HARASSMENT

The West Hempstead Middle School condemns all unwelcome behavior of a sexual nature, which may have the effect of creating an intimidating, hostile or offensive learning environment. Sexual harassment can take many forms.

It can be:

- Touching or grabbing
- Comments about your body
- Sexual remarks or suggestions
- Name calling
- Conversations that are too personal
- Pornographic pictures, stories or comments
- Dirty jokes
- Obscene gestures
- Staring in a way that seems too personal

Sexual harassment is unwanted and unwelcome behavior that interferes with your life. No one has the right to harass another person. If you think that you are being harassed, report the alleged misconduct to your counselor, principal and/or parents so that corrective action can be taken. You have the right to do something about it.

WEAPONS IN SCHOOL

Based upon the Goals 2000: Educate America Act, a student who is found guilty of possession of a weapon on school grounds and/or at a school function conducted off school grounds, after a Superintendent's hearing, shall be subject to a penalty of suspension of one year or more. The Superintendent will determine the penalty on a case-by-case basis after considering the following:

- Student's age
- Student's grade
- Student's prior disciplinary record
- Parent/teacher input
- Superintendent's belief that other forms of discipline may be appropriate
- Other pertinent circumstances

This policy is very strict and rightly so. Every child has the right to go to school in a safe, secure environment like that in the Middle School. This policy, together with your support and our combined vigilance will continue to make the Middle School a place where children want to be.

RADIOS, TELEVISIONS, BEEPERS, ETC.

Radios, televisions, walkmen, beepers, electronic games, etc. are not permitted in the school. Not only do they disturb classes, but also they are often lost or stolen. Radios, Beepers and any other items that interfere with the classroom, will be confiscated by the teacher and turned over to the office. Parents may make arrangements to pick up the item from the office. Radios, record players, tape recorders or television sets may be carried into school only with permission from the administration. Neither the staff nor the school district is responsible for items that have been confiscated. Students who repeatedly violate this rule will not be able to reclaim their items until the end of the school year.

RECORDING DEVICES – ALL MEDIA TYPES

The possession or use of any recording device in school is expressly forbidden unless prior permission has been granted by Administration or the device is to compensate for a disability. These devices will be confiscated on sight and returned only to parents.

CELL PHONES

Aware that some parents are concerned about the safety of their children after school and would like their children to carry cell phones the following revised rules apply to cell phones:

- Phones must be turned off at all times while in school.
- Phones must be kept in hall lockers.
- Phones may never be used during the school day.

Violation of these rules will result in the confiscation of the cell phone. Phones that are confiscated will not be returned to the student. A parent must retrieve all confiscated phones. The school staff and/or the school district are not responsible for confiscated phones.

There is no conceivable reason why a parent or anyone else must call a student on his/her cell phone during the day. If you must contact your child during the day you must call the Main Office. **NO CHILD MAY CALL A PARENT ON A CELL PHONE AND ASK TO BE PICKED UP EARLY FROM SCHOOL FOR ANY REASON. STUDENTS CAN ONLY BE DISMISSED EARLY BY THE NURSE OR AN ADMINISTRATOR.**

We caution parents about giving their children cell phones to bring to school. These phones are very expensive to replace, even if you received the phone at no cost as part of a sales promotion. Children of this age are notoriously irresponsible with cell phones, losing them, breaking them and having them stolen. The school staff will not spend time helping students locate missing phones or track down stolen phones and will deal harshly with students who get into altercations that revolve around cell phones.

STUDENT ATTENDANCE/LATENESS

When a student is absent from school a parent or guardian must call the school nurse to notify the school of the child's absence. The phone number to use is, 390-3165. Upon a student's return to school he/she must bring a written note from the parent or guardian confirming the absence. The note is to be given to the student's first period teacher.

Students are expected to be in the school by 7:45 AM. First Period begins promptly at 7:55 AM. Students arriving late to school must sign in at the Main Office first in order to receive a pass to class. Lateness to school also requires a written note from a parent or guardian. The only excused latenesses are for illness or court appointments.

Students may not participate in any school-sponsored activity (dances, plays, concerts, games, etc.) if they have not been in school for at least 5 periods during the day of the activity. A student late to school three times is assigned to detention. Students who are regularly late to school will be assigned to detention daily.

ATTENDANCE POLICY

1. Classroom participation shall be an integral component of a student's overall performance grade. Each marking period, a percentage of the grade shall be based upon classroom participation.
2. Students are expected to attend all scheduled classes. Any absence from class, which is not made up, will result in loss of credit for student participation in that session.

3. Period by period attendance is taken in all classes. When students are absent from a class, they are responsible for making up any and all work missed. Any student who does not make up work will be counted as “absent/not made up.” Immediately upon return from an absence, a student is responsible for obtaining the make-up work from his/her teacher. The teacher will determine if the quality of the make-up work is adequate to negate the absence for the purpose of the policy.
4. Only students with excused absences or pre-approved absences may make up work. Students who are absent because of truancy or who cut will not be given the opportunity to make up missed work. Students will be given a zero (0) for any test or quiz given on a day that they are absent because of truancy or cutting. Excused absences include: legal absence for illness, death in the family, religious observance, required court appearances, class trips, approved school programs or school counseling. In addition, other reasons for absence must be given prior approval by the Principal, Superintendent of Schools or the Commissioner of Education. NOTE: if a student must leave school early, the nurse or the Main Office must properly sign out the student.
5. Both excused and unexcused absences count as absences pursuant to this policy. A distinction, however, between excused and unexcused absences is made relative to the opportunity for a student to make up absence so as not to exceed the maximum number of absences as set forth below. Students **SHALL** be given the opportunity to make up excused or otherwise pre-approved absences. Students **SHALL NOT** be allowed to make up missed work due to cuts, truancy or unexcused absences.
6. Satisfying approved make up work provided by the classroom teacher or educational designee may make up excused or approved absences. Students who are absent **MAY** make up work within 5 school days of their return to school.

PARENT NOTIFICATION OF ABSENCES

In the Middle School, in order to keep parents apprised of student attendance, contact will be made according to the following schedule:

- 1 absence: Nurse will contact the parent/guardian
- 10 absences: Guidance Counselor will contact the parent/guardian
- 15 absences: Student will be presented to the Child Study Team (CST)

Parent contact will be by phone. If phone contact cannot be made, a letter will be sent home informing the parent of such absences.

The Middle School Principal will be responsible for review of attendance records and initiating appropriate action to address unexcused pupil attendance. All appropriate administration, staff and support staff will be consulted in order to assist in issues of student attendance.

ANY STUDENTS WHO ACHIEVE PERFECT ATTENDANCE OVER FOUR YEARS IN THE HIGH SCHOOL OR OVER THREE YEARS IN THE MIDDLE SCHOOL WILL BE AWARDED THE PERFECT ATTENDANCE AWARD AT THE ANNUAL GRADE LEVEL AWARDS ASSEMBLIES.

NOTES FROM THE SCHOOL NURSE

During the school day students who feel ill may ask their teacher for a pass to the nurse. These passes are located in the handbook. Students should not attempt to care for themselves. In the event an ill student is to be sent home, the nurse will call the parent and the parent can pick up the student at the nurse's office. Updated emergency telephone numbers are therefore most important.

Only the school nurse can dispense medication in school with parental permission. If a student is on medication, he/ she must bring a note from the doctor stating this and must take said medication in the nurse's presence.

A physician, as required by State Law, must examine all students who participate in interscholastic sports. A Physician's note to be excused from gym will be required within one week after a disability begins, stating the condition, his recommendations and length of time for the disability.

ACCIDENTS

Any accident in the school building, on the school grounds, at practice sessions, or athletic events sponsored by the school must be reported immediately to the person in charge, to the Main Office, and the school nurse.

LOST AND FOUND

Students who find lost articles are asked to take them to the Main Office. All returned items except valuables, will be placed in the Lost and Found located in the cafeteria.

BOOKBAGS AND BACKPACKS

To reduce congestion in the halls and prevent accidental injuries caused by being bumped by a full backpack, students may use their bags to bring their books to and from school but they may not use them during the school day. Students must develop their organizational skills and keep their lockers clean.

POSTERS

All posters or announcements to be displayed anywhere in the building must be approved by the office before being put on display. Attach only to surfaces that will not be marred by masking tape. Do not use paste, cellophane tape or thumbtacks and do not attach to painted walls or varnished surfaces. Once the advertised activity is over the organization responsible must remove the posters or it will be denied permission to display posters in the future.

BULLETINS AND ANNOUNCEMENTS

The announcements for the day are made over the public address system each morning and then posted outside the main office. If you wish to have announcements made regarding school activities, you must have the announcement initialed by the teacher or advisor and presented to the office the day before the announcement is to be made.

GUIDANCE

Guidance services are available to every student in the school. The counselor monitors the child's academic and social progress throughout the school year. In addition to helping students in need of assistance, the counselor also works with students on career education, study skills, administers standardized tests and works closely with parents and teachers throughout the scheduling process. Discussion groups are conducted on self-esteem topics for students who are in need of these services. Students wishing to speak with a counselor should go the guidance secretary to make an appointment before or after school or during lunch.

PROGRAM AND PROGRAM CHANGES

Programming begins in February. Students and parents fill out a course selection chart, indicating the courses they would like to take the following year. The counselor, using departmental recommendations, reviews each student's request. Teachers, chairpersons, students, parents and the counselors all play an important role in programming. The principal makes the final decision concerning all course placements. Student schedules are rarely changed once school begins in September and then only for the most serious of reasons.

CAFETERIA

To run the cafeteria in an effective manner the following rules should be followed:

- Courtesy and proper manners are expected at all times.
- Students must keep their table and surrounding area clean.
- At the bell, all students must be in their assigned seats.
- Students will eat at their assigned table. Students should not walk around while eating or drinking.
- Each table will be called to purchase hot lunch.
- There will be no throwing of food or anything else.
- There will be no running or rough play.
- The teacher dismisses students at the end of the period.
- To leave the cafeteria, a student must have a pass.
- Students must return from outside recess on time.
- Lunchroom supervisors will determine all procedures for their lunchroom.

EXTRA HELP CLASSES

You may always seek extra help from your teachers if you do not understand an assignment, if the work is difficult or if you have been absent and have missed assignments and class discussions. Arrange a conference with your teacher before or after school or at a time convenient to both of you.

Teachers are available after school one day each week for an hour. A teacher will sometimes request a student to stay after school if it is apparent that the student is having difficulty with the work. This is not to be thought of as a punishment but rather as the desire of the teacher to help them progress with their work.

Although it is always better for a student to seek extra help from their own teachers, seventh and eighth grade students may go to **any** teacher who teaches the subject they are looking for help in as long as the teacher is assigned to extra help on that day.

THE LIBRARY

Students who want to use the library during lunch will follow this procedure:

- Plan ahead. In the morning, check the Library window for the sign indicating if it will be open during your lunch period. Bring whatever books and supplies you will need to lunch if you plan to sign-up.
- Sign up in the cafeteria. After announcements have been made, a sign-up sheet will be made available if the library is open.
- Wait at least 10 minutes. Eat your lunch in the cafeteria; no food or drinks are allowed in the library!
- Get a pass before you leave. Ask a teacher on cafeteria duty. The number on your pass should match your number on the sign-up sheet.
- Show up- Turn in your pass.

The library is a place for quiet study and research. Books, magazines, and computers are available. Assistance will be given to any who need it. There is a photocopy machine available for limited reference use.

Students who come to the library during lunch are expected to stay until the period ends.

PASSES

Bathroom, Library and Locker passes are included in your handbook. There is a weekly quota. Once you have used all your passes for the week, no further passes will be issued. Passes are valid only for the week they are printed on and for as long as they remain attached to the handbook. Loose passes are unacceptable. Students must use their own handbook. Lost handbooks must be replaced by the student at a cost of \$10.00.

Passes to the guidance office will be issued from the guidance office stating the day and time of the student's appointment. Guidance appointments may be made before or after school or during your lunch period. Teachers may send students to the guidance office at any time if they feel it is necessary to handle a particular situation.

REQUIRED SUMMER READING

Every student in the Middle School must complete the Required Summer Reading Program. The details of the program can be found in the Required Summer Reading Program packet. During the first week of school in September the English/Language Arts teachers will assess each student's work as outlined in the Summer Reading packet. **This assessment makes up 10% of the first quarter English/Language Arts grades for every student in the school. Those who successfully complete the program and provide evidence of having gone beyond the minimum work required will be treated to a special breakfast program during the Fall.**

West Hempstead Middle School Response to Negative Behavior

Just as in real life, every action we perform triggers a consequence. Positive actions lead to positive consequences; negative actions lead to negative consequences. When West Hempstead Middle School students fail to achieve the expected positive behaviors as explained in detail above our school suffers. As a result there are negative consequences that they must deal with. The following list provides our students and their parents with an idea of the negative consequences they will experience because of negative behavior. Under no circumstance should this list of negative behaviors and attendant consequences be considered limiting to the Principal, the Dean of Students or their designees.

Students with disabilities are subject to the provisions of this Code of Conduct relative to Section 5.3 of the District School Conduct and Discipline Code.

CONSEQUENCES

1. Student conference
 2. Detention
 3. Parent notification
 4. Loss of school privileges (no recess at lunch, unable to ride school bus, etc.)
 5. Parent conference
 6. Service work (policing school grounds, cafeteria cleanup, etc.)
 7. Suspension from extra curricular activities
 8. Removal from class by teacher
 9. Suspension from class by principal
 10. Suspension from school
 11. Referral to Superintendent
 12. Arrest
- A. Pink Shirt – tee shirt provided by Main Office to cover inappropriate clothing.
- B. Loss of Property
- C. Restitution of Property

NEGATIVE BEHAVIOR	OCCURRENCE	CONSEQUENCES
Classroom disruption	1 2 or more	#1 #2, 3, 4, 5, 6, 7, 8, 9, 10
Rude & Disrespectful Behavior	1 2 or more	#1 #2, 3, 4, 5, 6, 7, 8, 9, 10
Insubordination/Lying	1 2 or more	#1 #2, 3, 4, 5, 6, 7, 8, 9, 10
Misbehavior on School Bus	1 2 or more	#1 #2, 3, 4, 5, 6, 7, 9, 10
Inappropriate Attire	1 or more	A
Cheating/Copying/Plagiarism	1 2 or more	#1 #2, 3, 4, 5, 6, 7, 9, 10
Cutting	1 2 or more	#1, 2 #3, 4, 5, 6, 7, 10
Tardiness	1 2 or more	#1 #2, 3, 4, 5
Possessing/Using a Communication or Recording Device	1 or more	B
Inappropriate Physical Familiarity	1 2 or more	#1 #2, 3, 4, 5, 6, 7, 9, 10
Profanity	1 2 or more	#1 #2, 3, 4, 5, 6, 7, 8, 9, 10
Verbal Abuse	1 2 or more	#1 #2, 3, 4, 5, 6, 7, 8, 9, 10
Arson, Bombs, False Alarms	1 or more	#11
Possession and/or Distribution of Obscene Material	1 2 or more	#1 #2, 3, 4, 5, 6, 7, 8, 9, 10

CONSEQUENCES – 1. Student conference; 2. Detention; 3. Parent notification; 4. Loss of school privileges; 5. Parent conference; 6. Service work; 7. Suspension from extra curricular activities; 8. Removal from class by teacher; 9. Suspension from class by principal; 10. Suspension from school; 11. Referral to Superintendent; 12. Arrest; A. Pink Shirt; B. Loss of Property; C. Restitution of Property

NEGATIVE BEHAVIOR	OCCURRENCE	CONSEQUENCES
Sexual Harassment/ Stalking	1 2 or more	#1 #2, 3, 4, 5, 6, 7, 9, 10, 11, 12
Weapon (possession of/ Appearance of/ use of)	1 or more	#10, 11, 12
Use of Tobacco Products	1 or more	#10
Possession or use of Alcohol/drug Paraphernalia	1 or more	#10, 11, 12
Possession or use of Illegal Substances	1 or more	#10, 11, 12
Vandalism	1 or more	#2, 3, 4, 5, 6, 7, 9, 10, 11, 12, C
Stealing	1 or more	#1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, C
Fighting	1 or more	#9, 10, 11, 12
Physical/ Verbal Intimidation Or Coercion (BULLYING)	1 2 or more	#1 #2, 3, 4, 5, 6, 7, 9, 10, 11

CONSEQUENCES – 1. Student conference; 2. Detention; 3. Parent notification; 4. Loss of school privileges; 5. Parent conference; 6. Service work; 7. Suspension from extra curricular activities; 8. Removal from class by teacher; 9. Suspension from class by principal; 10. Suspension from school; 11. Referral to Superintendent; 12. Arrest; A. Pink Shirt; B. Loss of Property; C. Restitution of Property

GLOSSARY

1. Communication Device – paging device, beeper, cell phone, Discman or any other communication device
2. Disruptive Student means a student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.
3. Drug Paraphernalia – Any items or substances used to facilitate the intake of an illegal substance
4. Inappropriate Attire – all outerwear, including hats, jackets and coats, must be removed before entering a classroom. These items must be placed in your locker and remain there until the end of the day, except for lunch. Shirts should have sleeves and completely cover the torso. Shorts and skirts may be worn as long as they reach mid-thigh when standing. Any illustrations or slogans on clothing should be appropriate for an educational setting.
5. Inappropriate physical familiarity – includes, but not limited to, physical contact of a sexual nature such as touching, patting, kissing, hugging, etc.
6. Insubordination – disobedience to authority by refusal to obey an order or directions
7. Obscene Materials - (sight or sound) which is considered offensive to the prevailing standards in the school community
8. Sexual Harassment – is intimidating, hostile, or offensive behavior of a sexual nature
9. Vandalism – damaging or destroying school equipment or school property or the property of any other individual in school, including graffiti
10. Verbal Abuse – engaging in, but not limited to, name calling, ethnic, racial, religious slurs or derogatory or profane statements or gestures toward anyone
11. Violent Student – a student under the age of 21 who:
 - a. Commits an act of violence upon a school employee
 - b. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function.
 - c. Possesses a weapon while on school property or at a school function
 - d. Displays what appears to be a weapon while on school property or at a school function
 - e. Threatens to use a weapon while on school property or at a school function
 - f. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function
 - g. Knowingly and intentionally damages or destroys school district property
12. Weapon – any instrument, used or intended to be used to cause harm to another person