

FROM MANY WE ARE **ONE**

Hamburg Middle School



STUDENT HANDBOOK 2022-2023

360 Division Street
Hamburg, New York, 14075
Phone: (716) 646-3250
Fax: (716) 646-6380

STAFF DIRECTORY

SPECIAL AREA TEACHERS: Continued.

TECHNOLOGY Mr. M. O'Connor Mr. N. Zona TBA	WORLD LANGUAGES Mrs. K. Boettcher Mrs. J. Folckemer Ms. S. Green Mrs. K. Strauss Mrs. J. Thomasson Mr. J. Tretter	RELATED SERVICES Ms. H. Beck (OT) Ms. M. Connolly (SLP) Mrs. B. Sheehy (SLP) Ms. P. Vail (PT) Ms. T. Wynant (TOD)
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TEACHER AIDES

GRADE 6 Mrs. S. Paciorek Mrs. S. Simpson	CLASSROOM AIDES Mrs. K. Davis (Languages) Mrs. C. McDonnell (Lifeskills) Mrs. K. Polonkiewicz (Specials) Mr. K. Taylor (PE)	PERSONAL AIDES Ms. E. Busch Mrs. A. Eschberger Mrs. D. Mallaber Ms. M. Podpora Ms. C. Townsend
GRADE 7 Mrs. G. Bacher Mrs. T. Lysek	AREA AIDES Mrs. K. Dombrowski (Front Desk) Ms. E. Goepel (Monitor) Mrs. M. Rosiek (LMC) Mrs. V. Wolf (Nurse Aide)	TEST MODIFICATIONS Mrs. A. Murphy
GRADE 8 Mrs. S. Knoche Mrs. M. Schiltz		COMPUTER AIDES Ms. S. Craig Mrs. J. White

ADMINISTRATION/COUNSELING/SUPPORT STAFF

MAIN OFFICE Mr. T. Adams (Principal) Ms. J. Meister (Asst. Principal) Mrs. L. Pfeffer (Secretary) Mrs. J. Achtyl (Secretary)	COUNSELING CENTER Mrs. C. DellaNeve (Attendance Secretary) Ms. M. Kozub (Guidance Secretary) Ms. J. Accurso (Social Worker) Ms. M. Rodriguez- Arroyo (Social Worker) Ms. Andrea DiCristofaro (Social Worker) Mrs. J. Crossett (Counselor) Mrs. K. Mulvey (Counselor) Mr. S. Vittum (Counselor) Ms. J. Martin (Psychologist)	FOOD SERVICE Mrs. K. Abram (Director) Mrs. S. Courteau Mrs. J. Hodgson Ms. Kipler Mr. L. Omollo Mrs. B. Thurston Mrs. J. Wittmer
HEALTH OFFICE Mrs. R. Marks (Nurse)		
CUSTODIAL Mr. D. Best Mrs. T. Black Mr. N. Hornberger Mr. J. King Ms. K. Magee Mr. R. Newell Mrs. H. Rau Mr. T. Witka	LMC Mrs. M. Moelbert	CAFE MONITORS Mrs. J. Babiarski Mr. G. Braman Ms. J. Taylor

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PRINCIPAL

Mr. Thomas Adams

ASSISTANT PRINCIPAL

Ms. Jillian Meister

MAIN OFFICE

(716) 646- 3250: option 1

Ms. Julie Achtyl

Mrs. Laurie Pfeffer

COUNSELING CENTER

(716) 646- 3250: option 4

Ms. Michelle Kozub (Secretary)

Mrs. Jill Crossetta → Students (A-G)

Mrs. Kelly Mulvey → Students (H-O)

Mr. Sean Vittum → Students (P-Z)

Miss Jil Accurso (Social Worker)

Ms. Melissa Rodriguez Arroyo (Social Worker)

Ms. Andrea DiCristofaro (Social Worker)

Mrs. Jackie Martin (Psychologist)

ATTENDANCE

(716) 646- 3250: option 3

Mrs. Carolyn DellaNeve

SCHOOL NURSE

(716) 646- 3250: option 2

Mrs. Rose Marks

FOOD SERVICE

(716) 646-3250: option 5

Ms. Kim Abram

STAFF DIRECTORY

CORE SUBJECT AREA TEACHERS

GRADE 6

TEAM 1

Mr. J. McFall (ELA)
Mrs. M. Miller (Math)
Mrs. J. Bish (Science)
Mrs. S. Wittmeyer (Social)
Mrs. C. Haggerty (Science/Math)
Mr. B. Safe (ELA/Social)

TEAM 2

Mrs. J. Brooks (ELA)
Mrs. K. Gemerek (ELA)
Ms. R. Mills (Math)
Mrs. A. Tretter (Math)
Mrs. K. Broad (Science)
Mr. J. Pitillo (Science)
Miss. K. Klein (Social)
Mrs. M. McGloin (Social)

TEAM 3

Mrs. D. McFadden (ELA)
Mrs. J. Follett (Math)
Mrs. S. Pfohl (Science)
Mrs. J. Miodonski (Social)

GRADE 7

TEAM 4

Mrs. E. McFadden (ELA)
Mrs. L. Horrigan (Math)
Mrs. L. Texido (Science)
Ms. K. Murray (Social)

TEAM 5

Mrs. P. Luders (ELA)
Mrs. J. Perri (ELA)
Mr. D. Arida (Math)
Mrs. M. Kujawa (Math)
Mrs. K. Thompson (Science)
Mrs. S. Scarsella (Science)
Mrs. P. Bierl (Social)
Mr. C. Cerrone (Social)

TEAM 6

Mrs. T. Bogner (ELA)
Mrs. M. Evert (Math)
Mr. K. Tangelder (Science)
Mr. J. Steinagle (Social)

GRADE 8

ELA

Mrs. T. Bogner
Mrs. K. Kujawa
Ms. M. Riederer
Ms. C. Sperry

MATH

Mrs. M. Evert
Mrs. K. Lauria
Mrs. J. Niefergold
Mr. J. Storey

SCIENCE

Mr. J. Berdysiak
Mrs. A. Bosela
Mr. K. Tangelder
Mr. R. Ziegler
Mrs. K. Thompson

SOCIAL

Mrs. C. Capozzi
Mrs. S. Chau
Miss. J. Springborn
Mr. J. Steinagle

SPECIAL AREA TEACHERS

AIS

Mrs. A. Kullman (ELA)
Mrs. G. Rush (ELA)
Mrs. N. Stutz (Math)

ART

Mrs. M. Boyles
Mrs. T. Fox
Mrs. S. Moscato

FACS

Mrs. S. Gund
Mrs. S. Smith

HEALTH

Mr. G. Day
Mr. R. Linhart

LIFESKILLS

Ms. E. Izydorczak

MUSIC

Ms. S. Freitag (Band)
Mrs. A. Hartman (Chorus)
Mrs. S. Meholick (Orchestra)
Mr. M. Miraglia (Band)
Mrs. R. Wieder (Chorus)

PHYSICAL EDUCATION

Mr. B. Carroll
Mr. K. Grobe
Mr. R. Linhart
Mr. J. Neufeld
Mr. A. Smith

THE LEARNING CENTER/

RESOURCE ROOM
Ms. L. Gaiser

To email Staff: firstinitiallastname@hcsdk12.org

HCSD SPORTS LINE-UP

FALL

CHEERLEADING (M, JV, V)
BOYS CROSS COUNTRY (M, V)
GIRLS CROSS COUNTRY (M, V)
GIRLS FIELD HOCKEY (M, JV, V)
BOYS FOOTBALL (M, JV, V)
GOLF (V)
GIRLS GYMNASTICS (V)
BOYS SOCCER (M, JV, V)
GIRLS SOCCER (M, JV, V)
GIRLS SWIMMING & DIVING (V)
GIRLS TENNIS (JV, V)
BOYS VOLLEYBALL (M, JV, V)
GIRLS VOLLEYBALL (M, JV, V)

M = MODIFIED
(GRADES 7 & 8 ONLY)

JV = JUNIOR VARSITY

V = VARSITY



WINTER

BOYS BASKETBALL (M, JV, V)
GIRLS BASKETBALL (M, JV, V)
BOYS BOWLING (V)
GIRLS BOWLING (V)
CHEERLEADING (M, JV, V)
BOYS ICE HOCKEY (V)
GIRLS ICE HOCKEY (V)
BOYS INDOOR TRACK & FIELD (V)
GIRLS INDOOR TRACK & FIELD (V)
BOYS SWIMMING (V)
COED SWIMMING (M)
BOYS WRESTLING (M, V)

SPRING

BOYS BASEBALL (M, JV, V)
BOYS LACROSSE (M, JV, V)
GIRLS LACROSSE (M, JV, V)
GIRLS SOFTBALL (M, JV, V)
BOYS TENNIS (V)
BOYS TRACK & FIELD (M, V)
GIRLS TRACK & FIELD (M, V)
COED UNIFIED BASKETBALL (V)

REGISTER WITH:



HAMBURG MIDDLE SCHOOL

**VISION &
EDUCATING
MODERN
THINKERS
WHO CREATE, CARE, SOLVE
AND
DISCOVER. VALUES**

WE HONOR EACH UNIQUE LEARNER.
WE INSPIRE THE ♥ OF LEARNING IN
EVERYONE. WE ENSURE THAT OUR
SCHOOL IS A PLACE OF INNOVATIVE
TEACHING AND ACTIVE LEARNING.
WE ARE PROUD OF OUR PAST AND
COMMITTED TO OUR FUTURE. OUR
SCHOOL IS SAFE, KIND & WELCOMING.

GENERAL INFORMATION

1. ARRIVAL AND DISMISSAL PROCEDURES

Students are expected to come directly to school and to go home by the safest possible route. On their way to and from school, students are to conduct themselves courteously and obey all school and traffic rules. It is imperative that the following procedures be observed:

ARRIVAL	DISMISSAL
School starts at 7:38 am for grades 6-8. At 7:00 am, the Main Entrance is open for students. Students arriving prior to 7:30 am should report to the cafeteria where supervision is provided. No students should come to school prior to 7:00 am.	School ends at 2:20 pm for grades 6-8. All students who are not staying after will be released at this time. If you are picking up your HMS student by car, be sure to plan a meeting area, as Division Street gets very crowded at this time.

WALKING/BIKING/BOARDING

- Students should walk/ride on the sidewalk along Howe Field on Division street for their safety. Please stay off the shoulder of the road and private lawns.
- A Crossing Guard stands at the corner of Division and Legion street to assist in crossing. Students who are crossing South Park should use the light at the end of Colonial.
- Bikers can chain their bikes to the fence along Howe Field. Students using a scooter, board, etc, are asked to place them in their lockers, or arrange to keep them in a teacher's classroom. This will help keep our hallways clear and safe.

CAR RIDERS

Drivers must go through the turnaround and drop students off in the designated area in front of the building. Students should be exiting the vehicle on the sidewalk side of Division via the passenger side of the car. These regulations have been put in place to help with safety for students. For more detailed information, see HMS Webpage and click on "For Parents."

BUS RIDERS:

Please be aware that students must take their own assigned bus route to and from school, unless a parent/guardian is providing alternative transportation.



Get Involved at HMS

We offer a host of extra-curricular activities for our students to get involved in that cover a wide range of topics. Some of these organizations do have limited membership, but others are open to all. Be sure to listen to announcements for information on meeting times and get involved on all the great things we have available!

Art Club	Musical
Bulldog Service Club	Nature Club
Chess Club	Newspaper
Civic Engagement Club	NJHS
eSports Club	Recycling Club
FACS Club	Science Olympiad
French Club	Select Chorus
Glee Club	Select Strings
GSA	Spanish Club
Jazz Ensemble	STEM Club
Library Club	Student Council
Masterminds	TV Club
Book Series Club	Woodworking Club
Math for All	Yearbook Club



HAMBURG MIDDLE SCHOOL CODE OF CONDUCT SIGN OFF

Students receive a copy of the Student Handbook on the first day of school. The Handbook is also available in electronic format on the Hamburg Middle School webpage.

It is the expectation that all students and parents read the Code of Conduct outlined in the handbook and sign off electronically on Operoo. Any issues on accessing OPEROO

How to access Operoo:

- Go to the District Website
- Click on PARENTS
- Choose Operoo
- Log in or create an account (new users only)
- Choose HMS CODE OF CONDUCT
- Read and sign electronically

By signing electronically, you acknowledge that you have read and understand the Student Code of Conduct.

Students will not be allowed to participate in extracurricular activities or field trips until the Code of Conduct has been acknowledged.



2. BELL SCHEDULE

Here at HMS we run on a four day cycle which means that some of your classes only take place on certain days. We communicate daily on the announcements what cycle day it is to help you know what classes you will be attending that day.

6th Grade		7th Grade		8th Grade	
PERIOD	TIME	PERIOD	TIME	PERIOD	TIME
ANNOUNCEMENTS 7:38 - 7:42					
1	7:42- 8:24	1	7:42- 8:24	1	7:42- 8:24
2	8:28- 9:10	2	8:28- 9:10	2	8:28- 9:10
3	9:14 - 9:56	3	9:14 - 9:56	3	9:14 - 9:56
4	10:00 - 10:42	4	10:00 - 10:42	4	10:00 - 10:42
LUNCH A	10:46 - 11:16	5E	10:46 - 11:28	5	10:46 - 11:28
5L	11:20 - 12:02	LUNCH B	11:32 - 12:02	6E	11:32 - 12:14
6L	12:06 - 12:48	6L	12:06 - 12:48	LUNCH C	12:18 - 12:48
7	12:52- 1:34	7	12:52- 1:34	7	12:52- 1:34
8	1:38 - 2:20	8	1:38 - 2:20	8	1:38 - 2:20
DISMISSAL: 2:20					

ADDITIONAL SCHEDULE INFORMATION

- Cafeteria opens at 7:00 am
- Students must be in first period class before morning bell at 7:38 am
- Teachers can set appointments with students to stay after school Mon-Thurs from 2:25 - 2:50 pm
- The "Dog Pound" (cafe) is open to students who have stayed after with a teacher and/or waiting for a coach Mon - Fri 2:30 - 3:30 pm
- Office Detention takes place Tues -Thurs from 2:25 -3:30 pm
- Late Bus leaves at 3:40 pm

3. ATTENDANCE POLICY

Regular school attendance is an essential part of a high quality education. At the same time, please know that a student who is running a fever or is otherwise sick, should remain home.

SCHOOL START TIME: Students must be in their first period class (where attendance is taken) before the morning bell rings at 7:38 am.

CALLING IN AN ABSENCE: Parents/Guardians should call the Attendance Office at, 646-3250: option 3, to report a student absent or tardy. You may call early and leave a message on the voice mail. In this message please include: Student's full name, grade and reason for absence/tardy. You can also email the attendance office at hmsattendance@hcsdk12.org

WRITTEN EXCUSES AFTER AN ABSENCE: Upon returning to school, a written excuse is required by NYS Law. The note should include the student's name, reason for the absence, date(s) of the absence and a parent/guardian signature. The note must be put in the drop-box in the 6th grade wing (near the main door) within three days of returning to school. Failure to turn in an excuse will result in the absence being considered "illegal".

ARRIVING TARDY TO SCHOOL: If a student arrives late to school, he/she must sign in at the Attendance Office before going to class. Upon arrival the student is required to have a written excuse. Failure to provide a written excuse may result in administrative consequences. Acceptable excuses include: Medical appointment, illness, family emergency. Unacceptable excuses: Overslept, traffic delay, and etc.

LEAVING SCHOOL EARLY: If a student must leave school early, a note from a parent or guardian is required. On this note please indicate the students' full name, time of dismissal, reason for dismissal and if the student will be returning to school or not. The student will put the note into the drop-box in the 6th grade wing and can pick up their pass to leave early from the Front Desk later in the day. Walking to appointments is only permitted if specified in the note; a parental signature is required. Please make every effort to arrange appointments in advance as last minute phone calls to dismiss students early are disruptive to the class.

OUT OF SCHOOL SUSPENSION

For situations requiring out of school suspension, contact with parents/guardians is of the utmost importance. Students who are suspended out of school remain at home, and work will be provided by our teaching staff. Instruction will be provided if the suspension exceeds one day.

Students serving in-school or out of school suspension are prohibited from all school and extracurricular activities for the duration of the suspension and are prohibited from being on any district property (other than serving an In-School-Suspension during regular school hours).



K. Student Searches and Questioning of Students

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the District Code of Conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

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

AFTER SCHOOL DETENTION

Teachers do assign 'Teacher Detention'. It is the teacher's responsibility to communicate all teacher detentions. Students must report to the teacher's detention on time and with appropriate work.

'Office Detention' is assigned by the building administration. Office detention begins at 2:30 pm and ends at 3:30 pm (in time for students to take the late bus if needed).

When assigned detention, students are expected to arrive on time to the assigned detention location and stay for the duration of the assigned detention.

IN SCHOOL SUSPENSION

Students may spend time in ISS as a disciplinary action. It is a structured environment in which each student receives the day's assignments from his/her classroom teacher. A certified teacher is assigned to supervise the In-School-Suspension room. A student assigned In-School Suspension has the following responsibilities to...

- Report to the Main Office prior to 7:35 am
- Bring all books and materials that will be needed
- Remain quiet and be cooperative
- Complete and return all ISS assignments to the ISS teacher to receive credit

Any disruption or failure to meet responsibilities may result in further disciplinary action. A student who has been assigned to the ISS room will be allowed no privileges during the suspension, including attendance at extra-curricular or athletic events.

3. ATTENDANCE CONTINUED

GOING HOME ILL: If a student becomes ill during the course of the school day, he/she is required to go to the Nurse's Office. A call will be made to arrange for the student to be picked up from the Attendance Office. Please do not come to school to pick up your child unless you hear from a school official.

FAMILY VACATIONS: Vacations are considered illegal absences unless a Pre-Approved Vacation Form is completed two weeks prior to the date(s) of absence and approved by the Principal. The form is available on the Hamburg Middle School Webpage under "Parents". As always, it is the responsibility of the student to make up any of the work missed.

EXCESSIVE ABSENCES: A student who has excessive absences may be referred to the Student Support Team. This will involve a parent conference to discuss how to best aid this student and increase attendance.

GETTING WORK WHILE ABSENT: Sometimes, you just can't help getting sick, and you are out of school for several days in a row. If this occurs, please email your teachers and/or call the Counseling Center office. Most of the missed assignments will be located online, however, paper copies can be collected as needed as well. A parent can pick it up in the Counseling Center, or we can send it home with a sibling.

ATHLETICS and CO-CURRICULAR EVENTS: On the day of an athletic contest and/or practice, or a co-curricular event, a student must be in by 9:00 am of that school day in order to participate. If a student is absent on Friday before a weekend event, or if there are extenuating circumstances, permission from the Director of HPER or a building administrator must be secured to allow the student to participate. Participation in an evening athletic contest or co-curricular event is not an acceptable excuse for tardiness on the following day.

LEAVING THE BUILDING WITHOUT PERMISSION: Students are never allowed to leave the building or school grounds without permission from HMS Administration. Failure to obtain permission from school officials will result in an unexcused absence from class and may result in disciplinary action.

4. HEALTH CONCERNS

Under certain situations, prescription medications may be given to a student with the written request of an attending physician and parent. Please see the nurse for the required form. The medication must be in the ORIGINAL container and will be held in the Health Office. Over-the-counter medication may not be given unless prescribed by a physician. For safety reasons **self-medicating is not permitted.**

If you feel ill, have an injury, or need to contact your parents about an illness or injury, please **see the nurse**. You may obtain a pass from a teacher to go to the nurse. **If you need to connect with our school nurse, a message can be left 24 hours a day at (716) 646-3250: option 2.**

PHYSICAL EDUCATION EXCUSES: A note from the parent/guardian is required if a student is to be excused from PE for one day. The note must be specific in stating the reason for the excuse. A note from a physician is required for an absence of more than one day.

5. COUNSELING CENTER



The COUNSELING CENTER can help with:

- Academic Planning
- Working Papers
- Locker Questions
- Peer Mediation
- Conflict Resolution
- Parent, teacher, student conferences

The counselors provide services to the students with regard to personal and school matters. Students may request an appointment with a counselor by letting the counseling secretary know that they wish to see their counselor.

CHANGES IN PROGRAM: Any student wishing for a change to their academic program (for example, Advanced to non-advanced classes) prior to the end of the first quarter may speak to their teacher and counselor (parental consent will still be needed). After the end of the first quarter, a meeting with the student, teacher, building principal, counselor and parent must precede any changes to programming. Ultimately, any decision to change the academic programming of a student resides with the building principal.

Range of disciplinary actions includes, but is not limited to:

- Warning
- Conferences (student/parent/counselor/administrator)
- Loss of privileges
- Hall restriction
- After-school Detention
- Saturday Detention
- Referral to Hamburg Town Youth Court
- In School Suspension
- Short Term Out of School Suspension
- Superintendent Hearing
- Long Term Out of School Suspension

I. Discipline of Students with Disabilities

If the conduct of a student is related to a disability or suspected disability, the student may be referred to the Committee on Special Education and discipline if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability. A student identified as having a disability shall not be disciplined for behavior directly caused by his/her disability, without following the procedures mentioned above.

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

J. Reporting Illegal Substances and Weapons

Any student or staff member observing a student possessing a weapon, alcohol or other illegal substance on school property or at a school function, shall report this information immediately to the building principal and/or designee. Any weapons, alcohol or illegal substances found shall be confiscated immediately, followed by notification of the parent of the student involved and the appropriate disciplinary action taken, up to and including permanent suspension and referral for prosecution.

When a student violates the Code of Conduct and such misconduct is also a crime as defined by the New York State Penal Law, District Officials/Building Principal shall notify the appropriate law enforcement agency.

E. Engage in any conduct that endangers the safety, morals, health, or welfare of self or others

Examples of such conduct include, but are not limited to:

1. Harassment/Intimidation/Bullying/Cyberbullying.
2. Texting, tweeting or posting a message that is offensive, harassing or causes a disruption to the learning environment.
3. Hazing
4. Sexual Harassment
5. Possessing, viewing, selling, or using obscene material.
6. Smoking: use/possession of vapor/e-cigarettes (and associated substances), tobacco or nicotine products, on school grounds, at a school sponsored event, or within (.2) two-tenths of a mile off school grounds in any direction.
7. Possession/use/sale/distribution/exchange (including intent of all aforementioned) of drugs/alcohol or paraphernalia or being under the influence of alcohol or drugs on school grounds or at a school sanctioned event.
8. Possession of fireworks, incendiary devices, arson.

F. Misuse of Technology

A violation of the District's policy and/or regulations regarding use of computerized information resources ("Acceptable Use Policy") may result in the loss of computer access, disciplinary actions and/or prosecution in accordance with law, regulation and/or the District Code of Conduct.

G. Bus Misconduct

It is crucial for students to behave appropriately while riding on District buses. This is to ensure their safety, other passengers safety and avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Students are provided with Bus Drills to help increase understanding of the expectations and safety measures necessary for the bus. Excessive noise, pushing, shoving, offensive language and fighting will not be tolerated.

H. Disciplinary Actions

Depending on the nature of the violation, student discipline would be progressive in nature, i.e. A student's first violation may merit a lighter penalty than subsequent violations, or where a specific consequence has been indicated.

6. DASA (Dignity for All Students Act)

ALL students have the right to learn in an environment free from harassment and discrimination. If you feel you are being bullied, harassed or discriminated against, you **MUST** tell an adult (teacher, counselor, administrator). You can also use the drop box located outside the Counseling Center by the main entrance.

Our Middle School DASA coordinator is: MR ADAMS & MRS. CROSSETTA.

TAdams@hcsdk12.org

JCrossetta@hcsdk12.org

Other District DASA coordinators are:

- AES—Wendy Castiglia-Amato
- BVS—Lindsay Ferry
- CAS—Andrea Czerwinski
- UPES—Heather Cantie
- HHS—Tina LaMendola, Nevia Ramos
- HCSD—Colleen Kaney, Rebecca Nahrebeski

7. RESOLVING CONCERNS

We encourage all members of our school community to handle conflict and resolve concerns in a respectful manner. Concerns by a parent or resident can best be addressed at the level most directly tied to the concern. If a parent has a concern with a teacher, the parent should contact the teacher at the school. If the concern is not resolved, please contact a school counselor. If still not resolved, then the building principal should be contacted. If not resolved at that level, the Superintendent should be contacted. If not resolved at that level, the issue may be presented in writing to the Board of Education.



8. EMERGENCY PROCEDURES

HMS is committed to providing a safe environment for students, staff and visitors. HMS works closely with national, state and local safety officials – police, fire, emergency medical services and public health – in order to ensure that our schools are well prepared for an emergency. The school has developed a comprehensive Emergency Response Plan that covers a wide variety of emergencies that serves as a guide to help staff and public safety partners respond swiftly should a crisis occur in a HCSD school.

Should a school emergency occur, parents/legal guardians will be notified and updated by phone and/or email using our School Messenger system which utilizes phone calls, SMS texting and emailing. It is extremely important that we have **up to date contact information** for parents/guardians, as well as emergency contacts. Parents can update contact information via Parent Portal located on the school's website.

Prior to reporting to a student's school during an emergency, it is critical for parents/legal guardians to follow directions communicated via School Messenger. Should a school be evacuated, each school has a procedure for helping parents/legal guardians locate their child. Parents/legal guardians will be directed to a specific location where they will be required to show proper identification. Remember, a student can only be released to an adult who is documented as an emergency contact. Non-custodial parent/legal guardian must be listed with the student's emergency contact information as an authorized person and show proper identification.

9. FIRE/SHELTER/LOCKDOWN DRILLS

Emergency procedures will be reviewed in the first few weeks of school. These may include a fire drill, lockdown drill or shelter in place. Regardless of the type of drill, students must remain quiet and attentive to the teacher in the room. Directions need to be followed quickly and carefully to ensure the safety of all students.

B. Engage in conduct that is disorderly and/or disruptive

Examples of disorderly and/or disruptive conduct include, but are not limited to:

1. Engaging in any willful act that disrupts the normal operation of the school community
2. Unauthorized use of personal electronic devices (i.e. cell phones, MP3 devices, cameras, computers, laptops, tablets, e-reader, or any devices deemed inappropriate by the administration)
3. In the halls without a pass
4. Bus misconduct
5. Using language or gestures that are profane, lewd, vulgar or abusive
6. Littering/Property Damage/Vandalism
7. Gambling
8. Dress code violation (See dress code, page 10)
9. Throwing food or inappropriate behavior in the cafeteria
10. Overt display of affection
11. Trespassing

C. Engage in conduct that is insubordinate

Examples of insubordinate conduct include, but are not limited to:

1. Failure to comply with the reasonable directions of teachers, school administrators and other school employees in charge of students, or otherwise demonstrated disrespect
2. Excessive tardiness or absenteeism
3. Leaving school without permission
4. Skipping an assigned detention

D. Engage in conduct that is violent

Examples of violent conduct include, but are not limited to:

1. Aggressive behavior towards school personnel.
2. Aggressive behavior towards another student.
3. Committing or attempting to commit an act of violence, such as hitting, kicking, punching, or scratching any person who is lawfully on school property.
4. Possessing/display/use of firearms or a weapon. Authorized law enforcement officials are permitted to have a weapon in their possession while on school property or at a school function.
5. Displaying what appears to be a weapon.
6. Communication by any means, including oral, written or electronic (such as through the Internet, email or texting) on or off school property, where the content of such communication
 - a. *can reasonably be interpreted as a threat to commit an act of violence; or,*
 - b. *results in material or substantial disruption to the educational environment.*
7. Theft/burglary /larceny.
8. Bomb threats/ misuse of 911/ false alarms.

Be afforded an opportunity to respond (due process) in the event of a disciplinary action.	Be aware of and abide by all rules and regulations which govern the student body in order to avoid disciplinary action.
Be provided protection of personal property.	Secure possessions in a locked hall or gym locker. Refrain from giving out locker combinations or sharing lockers with others.
To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity.	To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct them selves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. To report and encourage others, to report any incidents of intimidation, harassment or discrimination.

The disciplinary code outlines student conduct in the major areas of a student's daily life at school. As a guideline, the code may not cover every situation that occurs, every degree of behavior, or every variation in every given disciplinary encounter. It is noted that any behavior that is illegal that interferes with the learning of others, or that compromises the safety of any member of the school community is considered a violation of the code, whether or not mentioned in the code.

This code shall apply to all school settings and functions during, before and after the normal school day, including classrooms, hallways, lavatories, cafeterias, school buses, and school-sponsored athletic events, field trips and social activities.

A copy of this Student Handbook and Student Code of Conduct is available on the Hamburg Middle School website.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

A. Engage in any form of academic misconduct

Examples of academic misconduct include, but are not limited to:

1. Incomplete homework/unprepared for class
2. Plagiarism.
3. Cheating.
4. Copying.
5. Altering records.
6. Assisting another student in any of the above actions.
7. Use of an electronic device to promote or aid any of the aforementioned forms of academic misconduct.



**All Devices
@ HMS SHOULD BE....**

*Away
for
the
Day*

All day- Every Day

10. CELL PHONES AND ELECTRONIC DEVICES

With our school-wide access to Chromebooks, the best place for cell phones and other devices is at home. We do recognize that many of our families rely on phones for communication, however. Cell phones and electronic devices (such as smart watches, MP3 players, tablets, etc...) are allowed to be used in school before 7:38 am. Once first period has started they must be turned off and remain in the student's locker until dismissal. Parents and guardians are welcome to call the office to leave a message for their student(s) should a need arise.

If a student is seen with or using an electronic device during the school day without permission (including in the halls and cafeteria), it can be taken by any staff member and brought to the office until dismissal. At that time, the student receives a warning.

If a student's device is brought to the office a second time, a parent or guardian must come into the school to retrieve the item. After a third offense, it is considered a repeated infraction and discipline actions will follow in addition to a parent or guardian picking up the item.

11. CHROMEBOOK AND COMPUTER POLICY

In order to have access to computerized instruction and online services, students must consent to the terms of the Student Computer User Agreement. All HMS students will be issued a District-Owned Chromebook for instructional purposes. Students and parents will consent to the terms of agreement by digitally signing off on Operoo located on the District Website and [here](#). Should a student need assistance with his/her Chromebook (logging in, using a program, resolving concerns—i.e. damage) he/she should contact a classroom teacher or computer lab technician (located in room 208 and 129a).

12. FINES/FEES/CHARGES

Students are expected to exercise reasonable care in the use of school equipment. Fines can be imposed for damage done to Chromebooks, library books, textbooks, musical instruments or other school equipment due to misuse or negligence. Lost or damaged Chromebooks and textbooks will be immediately reported to the office. Other school equipment which is damaged will be reported to the building principal who will determine if negligence on the part of the student was the cause of the damage. If so, the student and the student's parents will be expected to pay for such damage.

STUDENT CODE OF CONDUCT

All students are expected to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, school personnel, and for the care of school facilities and equipment. In accordance with, and in addition to, the Hamburg Central School District's Code of Conduct, students at Hamburg Middle School may be subject to disciplinary action up to and including suspension from school when they engage in conduct that school officials have deemed to be prohibited conduct. It is the intent of this written code to serve as a guideline for the disciplinary issues which normally arise at the middle school.

IT IS THE STUDENT'S RIGHT TO:	IT IS THE STUDENT'S RESPONSIBILITY TO:
Attend school in the district in which the parent or legal guardian resides.	Attend school daily, except in the case of legal excuses.
Expect that the school will be a safe and orderly place for all students to pursue an education.	Follow classroom, hall, bus and school rules and procedures. Encourage other students to conduct themselves in accordance with these rules.
Expect their school and community to provide clean, safe, and functional school facilities.	Do all that can be done to maintain such an environment and not engage in such activities which detract from school facilities.
Express opinions verbally or in writing.	Express thoughts in a manner, which is not slanderous or obscene. The expression should not incite others to damage property, do physical harm, or break school rules or criminal laws.
Be afforded an opportunity to develop school publications such as school newspapers and the yearbook.	Refrain from libelous and obscene statements and observe the rules of responsible journalism.
To express oneself as it relates to dress and physical appearance.	Refrain from dressing in a manner that does not cause a substantial disruption to others learning, and in accordance with school policy.
Be represented by an active student government.	Take an active part in student government through informed participation.
Participate in after school activities, clubs, student government, athletics, dances and other school functions.	Follow rules governing participation and eligibility.

22. VISITING THE SCHOOL

All visitors to our school have to register with the Front Desk before having access to the building. Visitors must show a government issued photo identification prior to entering the building and will be issued a photo pass they must wear while in the building. This process has been put into place to assist in keeping our facility safe for all students and staff.

Parent conferences must be made in advance with your child's teacher. Meetings take place either in-person or using a virtual platform. If parents would like to meet with our counseling center or administrative team, please schedule these meetings in advance to ensure the team can allot the appropriate time to collaborate.



13. 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 building 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 shall:

- Be safe, appropriate and not substantially disrupt or interfere with the educational process. Extremely brief garments and see-through garments are not appropriate.
- Ensure that underwear is covered with outer clothing.
- Footwear is required at all times. Footwear that may be a safety hazard will not be allowed.
- Not include the wearing of hats in the classroom except for a medical or religious purpose unless otherwise authorized by the building principal.
- Not include items that are lewd, vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, or disability or any other protected class under federal, state or local law.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs/substances and/or encourage other illegal or violent activities.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item.

14. TRANSPORTATION

Transportation for Hamburg Central Schools is provided by Fisher Transportation Bus Company.

- Fisher Busing Company: 716-588-7766
- District Transportation Office: 716-646-3200 ext. 7222.



15. HALLWAYS

To help everyone get to class on time in a safe, orderly, and pleasant way, students need to walk, not run, in the halls and keep to the right-hand side of corridors and stairs. Use the signs posted to help you find your way to special areas in the building. Please abide by the following expectations:

- Respect the personal space of others
- Use appropriate voice levels
- Respect all school property
- Place trash in the proper bin
- Keep food/drink in the cafeteria

16. HOMEWORK

If you are not in class, you are responsible for obtaining and completing the work that you missed. When you are absent and wish to get homework you can:

- Call a friend (study buddy) to get the assignments.
- Check Google Classroom or the Team Website (if applicable).
- If you are absent for 2 or more days, call the Counseling Center at **646- 3250: option 4** to request the assignments. The assignments will be available online and/or for pick up at the end of the next school day.

17. PARENT/STUDENT PORTAL

All students have a Student Portal account in their name. You must get to the Portal log-in through the school district's website. Your student username is your 9 digit student ID. Legal guardians should open a Parent Portal account. Visit the district web site and click on the Portal link under "For Parents". Parents can register by clicking on the "New Registration" link on the Portal log-in screen. If you have problems setting up or accessing your account, please call the Middle School Main Office at 646-3250, option 1 and we can assist you.

18. AUDITORIUM AND ASSEMBLIES

Throughout the school year, we hope to share in special events that take place in either the auditorium or another large area. Auditorium and assembly behavior is important. During these programs, we all need to show respect and courtesy to the performers and your fellow students.

19. LUNCH

Applications for free or reduced lunch are mailed to every student in the beginning of the school year and are available online. Student lunches may be prepaid weekly or annually. Hamburg Middle participates in the "My School Bucks" system, which can be accessed through hamburgchildnutrition.com, and selecting the "Prepayment option."

Lunch Guidelines

To keep a safe and clean atmosphere in the cafeteria, please follow these expectations:

- Remain in your selected seat for the duration of the period.
- Talk "Restaurant table talk" voice level with your friends.
- Eat your own food
- Clean up your eating area by throwing away your garbage and recycling if possible

20. FUNDRAISING

All fundraising activities must be approved by the Main Office. No sale of food will be allowed in the building between the hours of 7:38 am-2:50 pm. Students may not sell anything to other students without the expressed permission of the building principal.

21. LOST AND FOUND

Lost and found is located in the front foyer of our school. If you are missing items you should check the Main Office, PE Office and classrooms. Periodically, the items not claimed are donated to charity.