

Growth and Connection is the **Direction**

Hamburg Middle School



STUDENT HANDBOOK

2024-25

360 Division Street

Hamburg, New York, 14075

Phone: (716) 646-3250

Fax: (716) 646-6380

STAFF DIRECTORY

SPECIAL AREA TEACHERS: Continued.

TECHNOLOGY

Mrs. A. Jurkowski
Mr. B. Shickluna
Mr. N. Zona

WORLD LANGUAGES

Mrs. K. Boettcher
Ms. S. Green
Mrs. C. Suida
Mrs. K. Strauss
Mrs. J. Thomasson
Mr. J. Tretter

RELATED SERVICES

Ms. H. Beck (OT)
Ms. M. Connolly (SLP)
Mrs. B. Sheehy (SLP)
TBA (PT)
Ms. T. Wynant (TOD)

TEACHER AIDES

GRADE 6

Mrs. S. Paciorek
Mrs. S. Simpson

CLASSROOM AIDES

TBD (Languages)
Mrs. C. McDonnell (Lifeskills)
Mr. K. Taylor (PE)

PERSONAL AIDE

Mrs. A. Eschberger
Mrs. T. Lysek
Mrs. D. Mallaber
Ms. M. Podpora
Ms. A. Steen

GRADE 7

Mrs. G. Bacher
Mrs. J. Cerrone

AREA AIDES

Mrs. K. Roselle (Front Desk)
Ms. E. Goepel (Monitor)
Mrs. M. Rosiek (LMC)
Mrs. K. Polonkiewicz (nurse's office)

TEST MODIFICATIONS

Mrs. A. Murphy

GRADE 8

Mrs. S. Knoche
Mrs. M. Schiltz

COMPUTER AIDES

Mrs. J. Maxson
Mrs. J. White

ADMINISTRATION/COUNSELING/SUPPORT STAFF

MAIN OFFICE

Ms. J. Achtyl (Secretary)
Mr. T. Adams (Principal)
Mrs. L. Pfeffer (Secretary)
Mrs. S. Wilson (Asst. Principal)

COUNSELING CENTER

Ms. J. Accurso (Social Worker)
Ms. W. Castiglia (Social Worker)
Mrs. J. Crossetta (Counselor)
Mrs. C. DellaNeve (Attendance Secretary)
Mrs. M. Kozub (Guidance Secretary)
Ms. J. Martin (Psychologist)
Mrs. K. Mulvey (Counselor)
Mr. S. Vittum (Counselor)

FOOD SERVICE

Mrs. K. Abram (Director)

Mrs. S. Courteau
Mrs. J. Hodgson
Ms. J. Kipler
Mrs. C. Staniszewski
Mrs. B. Thurston

HEALTH OFFICE

Mrs. R. Marks (Nurse)

CUSTODIAL

Mrs. T. Black
Mr. J. Erdman
Mr. N. Hornberger
Mr. D. Kumro
Ms. K. Magee
Mr. R. Newell
Mrs. H. Rau
Mrs. T. Willis

LMC

Mrs. M. Moelbert

CAFE MONITORS

Mrs. J. Babiarski
Mrs. M. Giallella
Mr. L. Reynolds
Ms. J. Sajcecki

STAFF DIRECTORY

CORE SUBJECT AREA TEACHERS		
GRADE 6	GRADE 7	GRADE 8
TEAM 1 Mrs. M. Miller (Math, ELA) Mrs. J. Bish (Science, ELA) Mrs. S. Wittmeyer (Social, ELA) Mr. B. Safe (ELA/Social)	ELA Mrs. P. Bierl Mrs. T. Luders Mrs. E. McFadden Mrs. J. Perri	ELA Mrs. T. Bogner Mrs. K. Kujawa Ms. M. Riederer Ms. C. Sperry
TEAM 2 Mr. J. McFall (ELA) Mr. B. Safe (ELA) Mrs. K. Gemerek (Math) Mrs. A. Tretter (Math) Mrs. K. Broad (Science) Mr. J. Pitillo (Science) Miss K. Klein (Social) Mrs. M. McGloin (Social)	MATH Mr. D. Arida Mrs. M. Evert Mrs. Horrigan Mrs. M. Kujawa	MATH Mrs. M. Evert Mrs. K. Lauria Mrs. J. Niefergold Mr. B. Zygaj
TEAM 3 Mrs. J. Follett (Math, ELA) Mrs. S. Pfohl (Science, ELA) Mr. J. Miodonski (Social, ELA)	SCIENCE Mrs. N. Conrad Mrs. S. Scarsella Mr. K. Tangelder	SCIENCE Mr. J. Berdysiak Mrs. A. Bosela Mr. K. Tangelder Mr. R. Ziegler
	SOCIAL Mrs. P. Bierl Mr. C. Cerrone Mrs. S. Chau Ms. K. Murray Mr. J. Steinagle	SOCIAL Mrs. T. Bogner Mrs. C. Capozzi Mrs. S. Chau Ms. K. Murray Mr. J. Steinagle
SPECIAL AREA TEACHERS		
AIS Mrs. A. Kullman (ELA) Mrs. G. Rush (ELA) Mrs. B. Zygaj (Math)	HEALTH Mr. G. Day Mr. R. Linhart	PHYSICAL EDUCATION Mr. B. Carroll Mr. K. Grobe Mr. R. Linhart Mr. J. Neufeld Mr. A. Smith
ART Mrs. M. Boyles Mrs. M. Connors	LIFESKILLS Ms. E. Caldwell	
FACS Mrs. S. Gund Mrs. S. Smith	MUSIC Ms. S. Freitag (Band) Mrs. A. Hartman (Chorus) Mrs. S. Meholick (Orchestra) Mr. M. Miraglia (Band) Ms. K. Riederer (Chorus)	

To email Staff: firstinitiallastname@hcsdk12.org

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PRINCIPAL

Mr. Thomas Adams

ASSISTANT PRINCIPAL

Mrs. Sue Wilson

MAIN OFFICE

(716) 646- 3250: option 1

Ms. Julie Achtyl

Mrs. Laurie Pfeffer

Mrs. Jill Crossetta → (A-G)

Mrs. Kelly Mulvey → (H-O)

Mr. Sean Vittum → Students (P-Z)

Miss Jil Accurso (Social Worker)

Ms. Jackie Martin (Psychologist)

ATTENDANCE

(716) 646- 3250: option 3

hmsattendance@hcsdk12.org

Mrs. Carolyn DellaNeve

SCHOOL NURSE

(716) 646- 3250: option 2

Mrs. Rose Marks

FOOD SERVICE

(716) 646-3250: option 5

Ms. Kim Abram

HMS ATHLETICS *Everyday is a great day to be a Bulldog!*

FALL	WINTER	SPRING
GIRLS CHEERLEADING (M, JV, V) BOYS CROSS COUNTRY (M, JV, V) GIRLS CROSS COUNTRY (M, JV, 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)	BOYS BASKETBALL FALL (M, JV, V) GIRLS BASKETBALL (M, JV, V) BOYS BOWLING (V) GIRLS BOWLING (V) GIRLS CHEERLEADING (M, JV, V) BOYS ICE HOCKEY (V) GIRLS ICE HOCKEY (V) BOYS INDOOR TRACK & FEILD (V) GIRLS INDOOR TRACK & FEILD (V) BOYS SWIMMING (V) CO-ED SWIMMING (M) BOYS WRESTLING (M, V)	BOYS BASEBALL (M, JV, V) GIRLS FLAG FOOTBALL (V) BOYS LACROSSE (M, JV, V) GIRLS LACROSSE (M, JV, V) GIRLS SOFTBALL (M, JV, V) BOYS TENNIS (M, JV, V) BOYS TRACK AND FEILD (M, V) GIRLS TRACK & FEILD (M, V) CO-ED UNIFIED BASKETBALL (V)

V= Varsity JV= Junior Varsity M= Modified

REGISTER WITH: operoo

Everyday is a great day to be a Bulldog!

HMS CLUBS



ART CLUB
BOOK SERIES CLUB
BULLDOG SERVICE CLUB
CHESS CLUB
CIVIC ENGAGEMENT CLUB
ESPORTS CLUB
FACS SERVICE CLUB
FRENCH CLUB
GLEE CLUB
GSA CLUB
JAZZ ENSEMBLE
LIBRARY CLUB
MASTERMINDS TRIVIA CLUB
MATH CLUB
MUSICAL
NATURE CLUB
NEWSPAPER CLUB
NJHS
RECYCLING CLUB
SCIENCE OLYMPIAD
SELECT CHORUS 6/7&8
SELECT STRINGS
SPANISH CLUB
STEM CLUB
STUDENT COUNCIL
TV CLUB
WOODWORKING CLUB
YEARBOOK CLUB

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.

HMS BUILDING EXPECTATIONS

BE A BULLDOG

Everyday we are...

ACCOUNTABLE

HONEST

RESPECTFUL

SAFE



At HMS, we expect all students to be a Bulldog everyday, meeting each of the characteristics listed above.

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 please email our tech department at tech@hcsdk12.org

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.



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).



HAMBURG MIDDLE SCHOOL 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, Doors 14 (cafe) and 19 are open to students being dropped off via car. Door 3 is open for walkers as well. Students arriving prior to 7:30 am report to the cafeteria where supervision is provided. No students should come to school prior to 7:00 am. Students arriving via bus will enter at either door 4 or 5 at 7:30am.	School ends at 2:20 pm for grades 6-8. All students who are not staying after will be released at this time. Students departing by car wait for parent arrival on the sidewalk of the parking lot. Drivers are urged to use caution as they pick up passengers as the parking lot is a busy place.

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 secure their bikes in the rack located between Howe Field and HMS. Students using a scooter, board, etc, should 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

AM DROP OFF	PM PICK UP
Parents/guardians access the parking lot via Division Street. Use the outside lane (along tree line,) as the middle lane is for staff arriving to work. Drop off is alongside the building, and students enter through door 14 or 19. Follow the directions of staff who are on the sidewalk; typically, pulling up as far as possible (to door 19) is encouraged to limit traffic slowdowns.	End of the day pick up is the same as student drop off. Please come down Division Street and up the parking lot along the tree line. Then turn down the line closest to the building. Students will come out of doors #14 & 19 to enter into vehicles. After your student(s) have entered the vehicle, please assess if it is safe to pass. Then you may pull around any stationary cars and exit right onto Division.

BUS RIDERS:

Those students traveling by bus enter and exit the building from either door 4 or door 5. Students taking a different bus from their assigned route must have permission and submit a parent/guardian signed not to the attendance office.

2. BELL SCHEDULE

We run on a four day cycle which means that some classes take place every other day or once every four days. We communicate daily on the announcements what day it is to help students know what classes they will be attending that day. The day is also posted on the TV outside the main office.

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	5E	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

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.

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 may 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. Ideally, a certified teacher is assigned to supervise the In-School-Suspension room. A student assigned In-School Suspension has the following responsibilities:

- Report to the Main Office prior to 7:35 am
- Bring Chromebook, 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 cannot participate in extracurricular activities for that day, or over the weekend if ISS is on a Friday.

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

- Warning
- Restorative practices
- Conferences (student/parent/counselor/administrator)
- Loss of privileges
- Hall restriction
- After-school 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. During this meeting, if discipline is warranted, it 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.

3. ATTENDANCE

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 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.

Attendance Contact

(716) 646-3250: option 3
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. 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.

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: While we understand that illnesses occur throughout the school year, student attendance in school is vital. If frequent absences take place teachers, school counselors, social workers and administration may be in contact with you to set up a plan to improve attendance.

GETTING WORK WHILE ABSENT: Sometimes, illnesses take place which results in several days of not being in school. If this occurs, call the Counseling Center office and work will be collected. 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 Athletic Director 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 the Office will result in an unexcused absence from class and a disciplinary action.

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, and at a school sponsored event.
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. This includes but is not limited to inappropriate use of social media and/or Artificial Intelligence.

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 is normally addressed in a manner that is progressive in nature, i.e A student's first violation may merit a lighter stringent consequence than subsequent violations of a similar nature.

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, cell phone connected watches, earbuds, 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.

4. HEALTH CONCERNS

Under certain situations, prescription medications may be given 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.

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 coordinators are: 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.



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 themselves 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 or application to promote or aid any of the aforementioned forms of academic misconduct

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 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.

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.



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

*Always
for
the
Day*

All day- Every Day

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.



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. We will be Bulldogs meeting our building expectations (see below)

19. LUNCH

Applications for free or reduced lunch are available online on the Hamburg District's website to every student at the beginning of the school year. If family situations change throughout the course of the year, this document is available year round. 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."

23-24 Lunch Prices

Breakfast	Lunch
\$2.00	\$2.75

Lunch Guidelines

Students are expected to be a "Bulldog" in the cafeteria at all times to ensure the joy and safety of all. Students will be taught what these expectations look like through teaching, modeling and practicing in the first weeks of school.

HMS BUILDING EXPECTATIONS

BE A BULLDOG

Everyday we are...

SAFE

RESPECTFUL

ACCOUNTABLE

HONEST



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.

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, earbuds, tablets, etc...) are allowed to be used in school before 7:38 am. Once the 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 for the second offense, parent contact will be made to determine a solution for the situation. After a third offense, it is considered a repeated infraction and discipline actions will follow.

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 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.

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 families 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, headphones or flags in the building 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, nicotine 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, 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

If you are traveling through the hallway during a class period you must have a pass. If you are going to a location and returning back to your classroom, you will take the plastic classroom pass with you. Please have this pass visible as you walk in the hallway.

If you are going to another location and will not be returning to class, you must have a paper pass. These passes can be either your agenda pass, or a pass provided to you by the attendance office, main office or teacher. These passes must also be visible for all to see as you are traveling in the hallway. Students without a pass will be escorted back to class, and frequent violators will face disciplinary action from administration. These policies are in place for your safety and others.

16. HOMEWORK

If you are not in class, you are responsible for getting 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 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.